

Islamic Relief

Islamic Relief in Pakistan is registered with the Securities and Exchange Commission of Pakistan
(CUIN Registration No. 0033819) under section 42 of the Companies Ordinance 1984



Tender Pack

**TENDER FOR Provision of 938 No's Eid Gift Packs
in District Rajanpur,
Punjab**

TENDER ADVERTISEMENT: February 22, 2024

**TENDER DOCUMENT ISSUANCE DATE: February 22, 2024 to
March 04, 2024**

LAST DATE FOR DOCUMENTS SUBMISSION: March 04, 2024

Country Office

IRM Complex, 7, Sun Rise
Avenue, Main Park Road,
Near COMSATS University,
Islamabad
Tel: +92 51 2114212-17
Email: info@irp.org.pk

Rawalpindi Office

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Main Peshawar Road,
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Tel: +92 51 4572057

Karachi Office

H # B-2/8, Block-A Jinnah
Avenue, Kazimabad
Model Colony, Malir
Karachi, Sindh
Tel: +92 21 34401110

Bagh Office

Near police station,
Sudhan Gali Road, Bagh
- AJ&K
Tel: +92 5823 443645

Quetta Office

Plot # 37-A, Jinnah
Town, near Pearl
Institute, Samungli
Road Quetta
Tel: +92 81 2823990
2823996

Peshawar Office

Baitul Maal Street No. 2
near Masjid Mukaram
Khan, Railway Lane,
Pawakay, Peshawar
Tel: +92 91 5704226-7

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1. CONFIDENTIAL QUESTIONNAIRE

Company Information

Question	Response
Full Legal and Trading Name.	
Date of Registration of your company (please attach certificate)	
Full address.	
Registered place of business (if different from street address).	
Name the contact within your organization to whom all correspondence regarding this should be addressed. This include Cell#, Email Address	
Company website address.	
Name and position of person authorized to enter into negotiations and sign any formal agreement.	
Company registration details such as, i. Registration numbers ii. VAT Registration number iii. Trade license number (copy must be attach)	
Name of other key contacts: Director/s. Sales/Orders. Technical Support.	

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Business Information

Question	Response
<p>Provide a brief description of your Company profile and structure, size and location(s) including a brief overview of your marketing and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third party contractors where applicable.</p> <p>Details of joint venture arrangements (if applicable).</p>	
<p>List of Products/Services</p>	
<p>List of Major Clients</p>	
<p>Details of your company's experience in the manufacture or supply of similar items, keeping in view the following points:</p> <ol style="list-style-type: none"> Name of company/INGOs Contract Value References <p>(Pos/ agreements copy must be attach)</p>	

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Banker's Detail:

Question	Response
Bank Name, Account Title, branch and total turnover in USD of last year (attach the bank statement of last 6 months)	

Trade Reference (only for Relevant/Livestock or meat export Projects):

	1	2	3	4
Name of Organization				
Contact Person and phone number				
Description of items/services delivered				
Quantity				
Date of contract awarded				
Date of contract Completed				
Value of Contract in PKR				

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2. Pricing

M/s _____

Date: _____

Request for Quotation

Islamic Relief (IR) is an International Relief and Development Organization providing humanitarian aid during emergencies and working for long-term development of World's poorest people.

Islamic Relief takes this opportunity to request you to quote the prices for **Provision of 938 No's Eid Gift Packs in District Rajanpur, Punjab in District Rajanpur, Punjab**, as per following details:

#	Item Name	Description Specifications	Unit	Quantity	Brand Offered	Unit Price	Total Price
1	School Bag	Black or Navy blue color, made of good quality parashut/water resistant, 17 to 18 Inches in height. 12 - 13 Inches in width Two main pockets for books and note books, Two small pockets for geomerty box and pencils one pocket for water bottle, Have shoulder as well as hand carrier with double proper stitching, 10 inch zip must be available on the main pocket as well as on the small	Bag	1			
2	Unstitched Suit (Male)	Boys: Light colors, Wash and Wear made in Pakistan, High Quality with size of 4 meter of each suit, suitable for summer season	Suit	1			
3	Unstitched Suit (Female)	Girls : Lawn self print dark color, 1.13 (width) meter x 7.5 (Length) Meter in one same print (one thana piece same color)	Suit	2			
4	Stationary Items Set(for school Children)	1) Color Pencil: Mercury/ birghto or equivalent One pack of 12 Colors Medium size 2) School Note Book: Size A4, Number of pages 96, Paper 70 gms, Title Cove 300gms art card 4 color printing, shine lamination, hard gum binding, Set of 02 Note Books & Each Set consist of Urdu & English Note Book 3) Sharpener 2 No's 4) Eraser 2 No's 5) Pencil Set: good quality one pack of 12 pencils	Set	1			
Total Amount Per Package (Inclusive of all Govt. Applicable Taxes, Packing, Deliveries and Transportations)							
Grand Total for 938 No's Package							

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Note: IR will have the right to conduct the lab test for of samples to evaluate the quality and also the Consignment if selected.

Delivery Time	
Delivery Location	District Rajanpur, Punjab

3. General Terms & Conditions

3.1. General

- **Supplier shall provide CDR/DD amounting to 5%** (in the name of Islamic Relief) along with tender pack, CDR/DD will be returned to unsuccessful bidders after the decision of tender. Tender without CDR/DD will not be considered.
- Quoted prices for the above items shall be inclusive of all kinds of Govt. taxes and duties as per prevailing Tax Laws of Govt. of Pakistan, Transportation, and Customs Clearance and port taxes (if any)
- All prices must be quoted in Pak rupees.
- Withholding tax & GST as per government prevailing rates shall be deducted at the time of payment.
- Payment shall be made in the form of a cross cheque within 21 days after execution of the order and subsequent submission of the invoice to the Islamic Relief (Pakistan).
- Any damage, loss, theft and demurrages before delivery at final destination will be responsibility of supplier.
- Evaluation of the quotation and award of Purchase Order shall be product wise.
- Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.
- Expected delivery time must be mentioned in your quotation.

3.2. Bid Submission Requirements

The following documents should accompany the tender;-

- Updated Company Profile with all registration and accreditation certificates.
- Copy of CNIC of company's Director/MD/Owner
- Documentary evidence of similar project executed i.e. copies of Purchase order and agreement.
- **CDR/DD 5%** of the total quoted value (In the name of Islamic Relief).

Sealed Quotations addressed to "Procurement Committee" Clearly Written tender Title should be dropped in our quotation box placed at IRM Complex, 7, Sun Rise Avenue, Main Park Road near COMSATS University, Islamabad latest by 1700 hours on or before March 04, 2024.

3.3. Validity of Bid

- Bids shall remain valid for at least 90 days from the date of submission. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

For Islamic Relief _____ Signature & Seal of bidder _____

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4. Supplier Screening Form

Company Information:-

Company Name (as appeared on Registration Document): _____

Company Address: _____

Country: _____ Telephone: _____ Website: _____

Director(s) names (Please ensure you enclose proof of identity of director(s) e.g. passport copy or ID card)

Has the organization been convicted of any criminal offence?

Yes No

Does the organization have any relationship with current IR staff in the following capacity?

Personal/Family Yes No

Business Yes No

If you have answered YES to any of the above then can you please state in detail the relationship you have and with whom

How did you hear about IR's service request? _____

Please note that it is compulsory for the following to be provided to us:

1. Company Registration
2. Photo copy of ID/Passport of Directors

Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of _____ (insert Country) or under the International Laws Community or what may be termed a 'terrorist activity'

I confirm that the above information is accurate to the best of my knowledge. I have not withheld information.

Name: _____ Position: _____

Sign & Official stamp: _____ Date: ____

We will treat your personal information as confidential and your details will not be shared with anyone else. The information on this form is required for the purpose of providing security screening.

Internal Use

Received by (local office): Name Position Date

Information sent to (HQ): Name Date

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5. Queries..... please write us

If you have any query on tender document than please write to IRP.Procurement@irp.org.pk:

pcco@irp.org.pk

6. Complaints..... please write us

If you see any violation of rights or any incident of corruption, please contact us at:

complaints@irworldwide.org

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors and our beneficiary communities.

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7. Supplier Code of Conduct

1 Islamic Relief Worldwide requires all firms to adhere to:

- 1.1 The Modern Slavery Act 2015
- 1.2 The International Labor Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labor Standards.

2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

- 2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- 2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children
- 2.3 Goods/services produced and manufactured have the least impact on the environment
- 2.4 Goods and services are produced and delivered under conditions where:
 - 2.4.1 Employment is freely chosen
 - 2.4.2 The rights of staff to freedom of association and collective bargaining are respected.
 - 2.4.3 Living wages are paid
 - 2.4.4 There is no exploitation of children
 - 2.4.5 Working conditions are safe and hygienic
 - 2.4.6 Working hours are not excessive
 - 2.4.7 No discrimination is practiced
 - 2.4.8 Regular employment is provided
 - 2.4.9 No harsh or inhumane treatment of staff is allowed.

2.5 Environmental Standards:

Service provider should comply with all statutory and other legal requirements relating to the minimum environmental impacts of their business. Areas to be considered are:

- 2.5.1 Waste Management
- 2.5.2 Packaging and Paper
- 2.5.3 Conservation
- 2.5.4 Energy Use
- 2.5.5 Sustainability

3 Business Behavior:

Islamic Relief will seek alternative sources where the conduct of the service provider demonstrably violates the Modern Slavery Act 2015, and there is no willingness to address the situation within a reasonable time-frame.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments that systematically violate the human rights of their citizens.

Qualifications to the statement:

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.

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