

# 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: Qurbani Programme 2024

**Compulsory Option:** Supply of Qurbani animals (Bulls) including Quarantine, Slaughtering, Skinning, Cutting, Chilling, Packing, Blast freeze and Cold Chain Transportation of Meat Packs of 1000 Qurbani Animals for Qurbani Programme 2024 in Khyber Pakhtunkhwa, Sindh, Baluchistan, Punjab and AJK.

&

**Optional:** Supply of Qurbani animals (Cows) including Quarantine, Slaughtering, Skinning, Cutting, Chilling, Packing, Blast freeze and Cold Chain Transportation of Meat Packs of 1000 Qurbani Animals for Qurbani Programme 2024 in Khyber Pakhtunkhwa, Sindh, Baluchistan, Punjab and AJK.

TENDER ADVERTISEMENT: April 25, 2024

TENDER DOCUMENT ISSUANCE DATE: April 25, 2024 to May 06, 2024

PRE-BID MEETING DATE: April 29, 2024(1200HRS) at Islamic Relief-Islamabad Office

LAST DATE FOR DOCUMENTS SUBMISSION: May 06, 2024

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**Karachi Office**

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**Bagh Office**

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- AJ&K  
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**Quetta Office**

Plot # 37-A, Jinnah  
Town, near Pearl  
Institute, Samungli  
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**Peshawar Office**

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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"> <li>Name of company/INGOs</li> <li>Contract Value</li> <li>References</li> </ol> <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 the **Supply of Qurbani animals (Bulls)/(Cows optional)** including Quarantine, Slaughtering, Skinning, Cutting, Chilling, Packing, Blast freeze and Cold Chain Transportation of meat Packs of **1000 (Bulls)/(Cows optional) Qurbani Animals** for Qurbani Programme 2024 in KP, Sindh, Baluchistan, Punjab and AJK as per following detail:

**Compulsory Option: Total Animals= 1000 (KP 292, Sindh 212, Baluchistan 208, Punjab 167, AJK 121) 100% Bulls**

Areas/Locations	Price Per Animal (Bull) A-1	Slaughtering Skinning & Cutting, chilling and blast freeze Cost (per Animal) B-1	Packing Cost (5 KG Meat pack in food graded plastic(non-transparent) bag with IR logo) C-1	Transportation (Cold Chain) D-1	Total Cost (per Bull) (Including A-1+B-1+C-1+D-1)	Total Qty. (Region wise)	Total Cost (for 1000 Animal Bulls)
KPK						292	
Sindh						212	
Balochistan						208	
Punjab						167	
AJK						121	
<b>Grand Total for 1000 Bulls for all Regions(including Quarantine, Slaughtering, Skinning, Cutting, Chilling, Packing, Blast freeze, Cold Chain Transportation and all Government Applicable taxes)</b>							

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**Optional: Total Animals= 1000 (KP 292, Sindh 212, Baluchistan 208, Punjab 167, AJK 121) 100% COWS**

Areas/Locations	Price Per Animal (Cow) A-2	Slaughtering Skinning & Cutting, chilling and blast freeze Cost (per Animal) B-2	Packing Cost (5 KG Meat pack in food graded plastic(non-transparent) bag with IR logo) C-2	Transportation (Cold Chain) D-2	Total Cost (per Cow) (Including (A-2+B-2+C-2+D-2)	Total Qty. (Region wise)	Total Cost (for 1000 Animal Cows)
KPK						292	
Sindh						212	
Balochistan						208	
Punjab						167	
AJK						121	
<b>Grand Total for 1000 Cows for all Regions(including Quarantine, Slaughtering, Skinning, Cutting, Chilling, Packing, Blast freeze, Cold Chain Transportation and all Government Applicable taxes)</b>							

## Specification:

**Type:** Bull(100% Bulls-Compulsory) & (100% Cows-Optional) Pregnant Cow is not eligible for Qurbani)

**Age:** 2 ½-4 Years (With visible Minimum two (2)-Maximum six (6) Teeth).

**Weight:** 120 KG net clean meat after slaughtering, skinning, cutting & chilling (exclusive of head, feet, liver, heart, Stomach, Lungs, Testicles, Kidney, Spleen and other animal's waste)

## Major Requirements:

- Qurbani animals should not have any physical defects and disease i.e. severe ectoparasites, blindness, missing/broken limb, cut Tail, cut Ear, broken teeth and damaged horns etc.
- Animals should be healthy, active and fit for Qurbani as per Shariah law.
- Sharia specified age to ensure suitability for Qurbani

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## Plant Operations:

- Slaughtering of animals as per Shariah Law on 1st, 2nd & 3rd day of Eid al-Adha.
- Skinning of animals, cleaning and removal of offal.
- Cutting of meat into small pieces.
- Packing of meat, 5kg pack (food graded plastic bag with IR Logo, Preferably non transparent, and with IR Logo) and tie Knotting.
- Meat packs transportation in cold chain vehicle.

Detailed cold chain transportation plan of **24,000** (minimum) Qurbani animal meat 5KG each (**exclusive of head, feet, liver, heart and animal waste**) after quarantine, slaughtering, skinning, cutting, chilling, packing, blast freeze are as below:

Area/Province	District
KPK- 7,008 Meat Packs	<ul style="list-style-type: none"> <li>• Tribal District Khyber</li> <li>• DI Khan/Tank</li> <li>• Peshawar</li> </ul>
Sindh- 5,088 Meat Packs	<ul style="list-style-type: none"> <li>• Thatta</li> <li>• Dadu</li> <li>• Larkana</li> <li>• Sajawal</li> </ul>
Baluchistan- 4,992 Meat Packs	<ul style="list-style-type: none"> <li>• Quetta</li> <li>• Pashin</li> </ul>
Punjab- 4,008 Meat Packs	<ul style="list-style-type: none"> <li>• Muzaffargarh</li> <li>• Rajanpur</li> </ul>
AJK- 2,904 Meat Packs	<ul style="list-style-type: none"> <li>• Muzaffarabad</li> <li>• Bagh</li> </ul>

**\*Note: Final delivery location will fall within 30 to 40 KMs radius in the above-mentioned districts.**

**BUY-BACK:** The supplier will buy back Animal Skin, Head, Feet, Liver and Heart on the following Prices;

S. No.	Description	Unit Price (per animal)
1	Skin	
2	Head	
3	Feet	
4	Liver	
5	Heart	
<b>Total Price for one animal buyback</b>		

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Lead time for the Supply of Animals to the slaughtering facility (days)					
Slaughter House Capacity and Location					
Slaughtering facility for 292 animals Qurbani for KPK	<b>Slaughter House Name and Location:</b> _____  <b>Working Capacity Per Day</b> (Slaughtering, Skinning, Chilling, Cutting, Blast freeze and Packing)  1. <b>Slaughtering:</b> _____ 2. <b>Chilling Capacity:</b> _____ 3. <b>Blast Freezing:</b> _____  <b>Slaughter House Type:</b> One Window Yes/No _____ Manual & Conventional Yes/No _____ Semi Slaughter House Yes/No _____				
	<b>Cold Chain Fleet (number of vehicles and total capacity)</b>	<table border="1"> <thead> <tr> <th>Count of Vehicles</th> <th>Load Capacity (in MT)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Count of Vehicles	Load Capacity (in MT)	
Count of Vehicles	Load Capacity (in MT)				
Slaughtering facility for 212 animals Qurbani for Sindh	<b>Slaughter House Name and Location:</b> _____  <b>Working Capacity Per Day</b> (Slaughtering, Skinning, Chilling, Cutting, Blast freeze and Packing)  1. <b>Slaughtering:</b> _____ 2. <b>Chilling Capacity:</b> _____ 3. <b>Blast Freezing:</b> _____  <b>Slaughter House Type:</b> One Window Yes/No _____ Manual & Conventional Yes/No _____ Semi Slaughter House Yes/No _____				
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<p><b>Slaughtering facility for 208 animals Qurbani for Baluchistan</b></p>	<p><b>Slaughter House Name and Location:</b> _____</p> <p><b>Working Capacity Per Day</b> (Slaughtering, Skinning, Chilling, Cutting, Blast freeze and Packing)</p> <p>1. <b>Slaughtering:</b> _____</p> <p>2. <b>Chilling Capacity:</b> _____</p> <p>3. <b>Blast Freezing:</b> _____</p> <p><b>Slaughter House Type:</b> One Window Yes/No _____ Manual &amp; Conventional Yes/No _____ Semi Slaughter House Yes/No _____</p>	
<p><b>Cold Chain Fleet (number of vehicles and total capacity)</b></p>	<p><b>Count of Vehicles</b></p>	<p><b>Load Capacity (in MT)</b></p>
<p><b>Slaughtering facility for 167 animals Qurbani for Punjab</b></p>	<p><b>Slaughter House Name and Location:</b> _____</p> <p><b>Working Capacity Per Day</b> (Slaughtering, Skinning, Chilling, Cutting, Blast freeze and Packing)</p> <p>4. <b>Slaughtering:</b> _____</p> <p>5. <b>Chilling Capacity:</b> _____</p> <p>6. <b>Blast Freezing:</b> _____</p> <p><b>Slaughter House Type:</b> One Window Yes/No _____ Manual &amp; Conventional Yes/No _____ Semi Slaughter House Yes/No _____</p>	
<p><b>Cold Chain Fleet (number of vehicles and total capacity)</b></p>	<p><b>Count of Vehicles</b></p>	<p><b>Load Capacity (in MT)</b></p>
<p><b>Slaughtering facility for 121 animals Qurbani for AJK</b></p>	<p><b>Slaughter House Name and Location:</b> _____</p> <p><b>Working Capacity Per Day</b> (Slaughtering, Skinning, Chilling, Cutting, Blast freeze and Packing)</p>	

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	<p>7. Slaughtering: _____</p> <p>8. Chilling Capacity: _____</p> <p>9. Blast Freezing: _____</p> <p><b>Slaughter House Type:</b>                  One Window Yes/No _____                  Manual &amp; Conventional Yes/No _____                  Semi Slaughter House Yes/No _____</p>		
<b>Cold Chain Fleet (number of vehicles and total capacity)</b>	<table border="1"> <tr> <td><b>Count of Vehicles</b></td> <td><b>Load Capacity (in MT)</b></td> </tr> </table>	<b>Count of Vehicles</b>	<b>Load Capacity (in MT)</b>
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## 3. General Terms & Conditions

### 3.1. General

- Supplier shall provide CDR/DD amounting to 5 % (against 100% Bulls quoted amount only) 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.
- Bull Rates must be quoted as this the compulsory option.
- Islamic Relief has the right to increase, decrease or completely exclude the ratio of Cows.
- 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)
- **Total quantity/numbers of Qurbani animals (Bull) could be increased/decreased.**
- All prices must be quoted in Pak rupees.
- Supplier will keep animals in one central location of respective area/province for pre-inspection and selection at least 5 days before Eid.
- Supplier will be responsible for animal fodder, vaccinations, and care during the quarantine period.
- Supplier will be responsible for slaughtering, skinning, chilling, cutting, and packing of meat in food graded (White) bags with IR blue Logo, blast freeze, and cold chain transportation of packed meat to mentioned areas.
- Supplier will buy back animal skin, head, Feet, Liver & Heart and amount of buyback will be deposited in Islamic Relief account or the same may be adjusted in final invoice.
- Supplier will be responsible for proper cleanliness and hygiene of animal keeping and slaughtering area along with proper waste disposal of animal waste after slaughtering, skinning, cutting and packing.
- Supplier will be responsible for providing weighing machines for weighing of meat pack (5 Kg).
- Any damage, loss, theft, demurrages and degradation of meat quality before delivery of meat pack at final destination will be the responsibility of the supplier.
- Evaluation of the quotation and award of Purchase Order shall be full/area wise.
- 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).

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- 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.
- Pictures/Video of slaughtering facility and cold chain fleet.
- **CDR/DD 5% of the total quoted value (of 100% Bulls only)** (In the name of Islamic Relief).

**Sealed Quotations addressed to "Procurement Committee" 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 May 06, 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.

## 3.4. Shortlisting Criteria

- Experience in livestock-related or similar kinds of projects. (on the basis of provided documents)
- Experience in animal slaughtering, meatpacking and cold chain transportation of packed meat will be added value
- Past experience with IR (attached evidence)
- Financial Strength (attached bank statements or audited accounts of the firm)
- Quoted Price
- Operational capacity

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

#### 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

H.# 293-A, Green House,  
Main Peshawar Road,  
Rawalpindi  
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

# 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



## 5. Queries..... please write us

If you have any query on tender document than please write to [pcco@irp.org.pk](mailto:pcco@irp.org.pk);

[IRP.Procurement@irp.org.pk](mailto:IRP.Procurement@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](mailto: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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