



ISLAMIC RELIEF

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

“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”

TENDER PACK

PROPOSAL FOR: SUPPLIES 1000 HYGIENE KITS IN DISTRICT MIRPURKHAS SINDH.

TENDER ADVERTISEMENT DATE: 07th June, 2024

TENDER ISSUANCE DATE: 07th June, 2024 to 16th June, 2024

LAST DATE FOR DOCUMENTS SUBMISSION: June 16th, 2024



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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.	



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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 (Medicines) (copy must be attach)	
Name of other key contacts: Director/s. Sales/Orders. Technical Support.	

Business Information

Question	Response
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. Relationships with any parent company (if applicable). Include details of third party contractors where applicable. Details of joint venture arrangements (if applicable).	
List of Products	



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List of Major Clients	
Details of your company's experience in the manufacture or supply of similar items, keeping in view the following points: i. Name of company/INGOs ii. Contract Value iii. References (Pos/ agreements copy must be attach)	

Banker's Detail:

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



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Trade Reference

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



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2. Pricing

M/s _____

Date: 07th June-2024

Ref. # _____

Islamic Relief (IR) is an International Non-Governmental Humanitarian Organization (NGO) providing humanitarian aid during emergencies and working for long-term development of the world's poorest people. Islamic Relief (Pakistan) takes this opportunity to request you to quote the prices for the **“Supplies of 1000 Hygiene Kits in District Mirpurkhas Sindh.**

DETAILED FOR THE SUPPLIES OF HYGIENE KITS.

Sr#	Item Name	Specification	Unit	Qty.	Unit Rate	Amount
1	Towel	Good Quality Size (54x28)". Weight 500-550g.	No's	02		
2	Tooth Paste	COLGATE/CLOSEUP equivalent 130g,	No's	02		
3	Nail Clipper	Large size and good quality,	No's	02		
4	Tooth Brush large	Large size and good quality (medium threads) (EZIGRIP/Shield or equivalent quality).	No's	02		
5	Tooth Brush Junior	Small size and good quality (soft threads) (Shield/EZIGRIP or equivalent quality).	No's	04		
6	Soap	(Anti-bacterial and good quality) 115gm.	No's	06		
7	Comb	(Regular Size Good Quality) Plastic (with small and large teeth),	No's	02		
8	Comb LICE	Good Quality, Plastic, small size, white color/translator.	No's	01		
9	Dettol	Plastic bottle, 100 ml.	No's	02		
10	Sanitary Cloth	(Flalin) 01-Meter. Size (36"x36"), 1. Color: i) red, maroon, navy blue etc (dark color) ii) Should not give away color when wet 2-Print: Plain with no print, 3. Uniformity.	No's	03		
11	Female Panties	Normal size (Medium and LARGE).	No's	03		
12	Laundry Soap	(250 gm soap) Packed as one unit.	No's	08		
13	Plastic washing Tub	18 to 20 liters capacity, (for laundry) with IR logo	No's	01		
14	Plastic cup with handle	(Mug) 1-1.5 liter capacity, As per approved sample.	No's	01		



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15	Plastic Lota with handle	Medium size and good quality	No's	01		
16	Parachute bag	With zip and IR logo having pockets for storing different items. for packing of small items	No's	01		
17	Transportation	Per Kit Transportation as of above mentioned items	No's	01		
Total Amount of Each (01) Hygiene Kit (Inclusive of all Govt. Applicable taxes, Transportation, loading & Unloading etc.)						
Grand Total Amount of 1000 Hygiene Kit (Inclusive of all Govt. Applicable taxes, Transportation, loading & Unloading etc.)						

IMPORTANT NOTES: (Please Read All Carefully)

1. Before filling tender, it is mandatory to the contractor to study the specifications well,

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 Lead time.	IRP Warehouse Mirpurkhas
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General Terms & Conditions

General

1. Interested Supplier must provide CDR/DD amounting 5 % (in the name of Islamic Relief) of the total bid value. CDR/DD will be returned to unsuccessful bidders after decision of tender.
2. Quoted prices for the above items shall be inclusive of all kind of govt. taxes and duties as per prevailing Tax Laws of Govt. of Pakistan, Transportation, and Custom Clearance and port taxes (if any)
3. All prices must be quoted in Pak rupees.
4. Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations i.e. **in Supplies of Hygiene Kits in Mirpurkhas Sindh.**
5. Any damage, loss, theft and demurrages outside the premises of Islamic Relief (Pakistan) shall be the responsibility of supplier / agent.
6. Evaluation of the quotation and award of Purchase Order shall be items wise/lot wise.
7. Applied tax as per government prevailing rates shall be deducted at the time of payment.
8. Payment shall be made in the form of cross cheque within 21 days after acceptance of delivery and subsequent submission of the invoice to the Islamic Relief (Pakistan).
9. Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.
10. Supplier shall be responsible for the delivery of items on mentioned location prescribed locations.
11. Expected delivery time must be mentioned on your quotation.
12. Incomplete Bids/ documents shall not be entertained.

3.2. Bid Submission Requirements

1- The following documents should be accompany the tender

- Updated Company Profile with all registration certificates
- Updated bank statements of last 6 months and Last year audited financial statements



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- Relevant Purchase Orders and Agreements along with completion certificate.

2- Sealed Bid addressed to “Purchase Committee” should be drop in tender box placed at Islamic Relief Area Office, House # A-307, PIA Housing Society, Gate #1 Gulistan E Johar Karachi latest by 1700 hours on or before 16th June 2024.

3.3. Validity of Price

Prices shall remain valid for at least 90 days from the date of opening. 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 _____ Sig & Seal of bidder _____

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?

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 i.e. (food, stationery, assets, medical supplies etc?)

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



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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

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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Supplier Code of Conduct

1 Islamic Relief’s Supplier Code of Conduct

2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organization). The

United Nations Global Compact’s 10 principles as stated below:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: Make sure that they are not complicit in human rights abuses.

Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective

Bargaining;

Principle 4: The elimination of all forms of forced and compulsory Labour;

Principle 5: The effective abolition of child labour;and

Principle 6: The elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: Undertake initiatives to promote greater environmental responsibility; and

Principle 9: Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.