

# 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

Hiring Services of Individual Trainer/Firm For Training & Mentorship Program  
On  
“Socially and Economically Empowered Youth”  
At Rawalpindi/Islamabad

**TENDER ADVERTISEMENT: Sept 11, 2024**

**TENDER DOCUMENT ISSUANCE DATE: Sept 11, 2024 to Sept 23, 2024.**

**LAST DATE FOR DOCUMENTS SUBMISSION: Sept 23, 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**

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



## CONTENTS

1. Questionnaire (supplier's general business info)
2. Pricing (RFQ)
3. Terms and Conditions
4. Supplier Screening Form
5. Queries... .. write us
6. Complaint.... write us
7. Supplier Code of Conduct

#### 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



## 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.	

#### 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



## 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>	

### 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



## 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				

### 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



## 2. Pricing

M/s \_\_\_\_\_

Date: \_\_\_\_\_

### Request for Proposal

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 or submit proposal for the **Consultancy Services as per ToRs at Rawalpindi/Islamabad:**

S.#	Description of Items	Quantity	Total Price
1	Hiring Services of Individual Trainer/Firm For Training & Mentorship Program as per ToRs on <b>“Socially and Economically Empowered Youth”</b>	20 persons	
<b>Grand Total</b> for complete project as per ToRs inclusive of all (Govt. applicable taxes, Training, Mentorship, logistics, venue arrangements, Meals, Stationary, reports)			

**Note: Consultant will be responsible for all arrangements, supplies required to deliver/complete this project.**

Delivery Time	Expected time to start 07 Oct
Delivery Location	Islamabad/Rawalpindi

## 3. General Terms & Conditions

### 3.1. General

- **Supplier/Consultant 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).

#### 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



- 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 "House # 85, National Market, Near Allah Wali Majid, Asghar Mall Scheme Rawalpindi" latest by 1700 hours on or before September 23, 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 \_\_\_\_\_

### 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



## 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)

## 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.

### 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](mailto: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



## 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.

#### 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