

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: Hiring of Consultant Firm OR Vocational Institute for Conducting Vocational skill training
(Tailoring & Embroidery and Beautician Skills) in Community Based for 3 Months at District Peshawar

TENDER ADVERTISEMENT: August 1st, 2026

TENDER DOCUMENT ISSUANCE DATE: August 1st, 2026 to 12th August, 2026

LAST DATE FOR DOCUMENTS SUBMISSION: 12th August, 2026

Country Office

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Near COMSATS University,
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Email: info@irp.org.pk

Rawalpindi Office

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Karachi Office

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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
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/Services/Consultants	
List of Major Clients	
Details of your company's experience in the Provision of similar Services, keeping in view the following points: - Name of company/INGOs - Contract Value - References (Pos/ agreements copy must be attach)	

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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 Proposal (Technical & Financial)

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 **"Hiring of Consultant Firm OR Vocational Institute for Conducting Vocational skill training (Tailoring & Embroidery and Beautician Skills) at Community Based for 3 Months at District Peshawar"** as per following details:

TORs					
S #	Name of Item & Specifications	Unit	Qty	Unit Rate	Amount
1	Hiring of Consultant Firm OR Vocational Institute for Conducting Vocational skill training (Tailoring & Embroidery Skills) at Community Based for 3 Months at District Peshawar" Details are Available in Annexure-A/TORs	Female	79		
1	Hiring of Consultant Firm OR Vocational Institute for Conducting Vocational skill training (Beautician Skills) at Community Based for 3 Months at District Peshawar" Details are Available in Annexure-A/TORs	Female	11		
Grand Total (Inclusive of all Govt Applicable Taxes with Transportations, and All Administrative Cost)					

Delivery Time	
Delivery Location	District Peshawar Villages (Panam Dheri, Tehkal, Palosai, Sufaid Sung)

3. General Terms & Conditions

3.1. General

- Consultant firm/Institutes 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.
- Your rates must be valid for 3 Months' (90 Days) time from the closing date of the procurement so quote your rates as per proper market analysis.
- 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

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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).
- 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/Firm Profile/Technical Proposals 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 Proposals addressed to "Procurement Committee" **Clearly Written tender Title** should be dropped in our quotation box placed at Outside University Town Pawaka Railway Line street Bait ul Maal akka baba road Near Masjid Mukaram Khan-Peshawar latest by 1700 hours on or before **12th August 2026. (Tel: 091-5704226).**

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 Procurement.kp@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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