TENDER PACK

TENDER for Provision of Tailoring Kits, adda Work and training center establishment material for Men and Women Training Centers at District Peshawar, KPK

TENDER ADVERTISMENT: October 17, 2026

TENDER DOCUMENT ISSUANCE DATE: October 17, 2026 to

October 27, 2026

LAST DATE FOR DOCUMENTS SUBMISSION: October 27, 2026

Islamic Relief Pakistan

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Karachi Office
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Bagh Office
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Quetta Office
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Peshawar Office
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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	
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)	

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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 **Provision of Tailoring Kits, adda Work and training center establishment material for Men and Women Training Centers at District Peshawar, KPK,** as per following details:

Sr.#	Description	Unit	Qty	Unit Price	Total Pr
1	Provision of Stitching Units(Cutting & Sewing) Men training Centre at Wahid Gari **(Details attached in Annexure-A)**	No	1		
2	Provision of Stitching Units (Cutting & Sewing) Men training Centre at Maqsood Abad **(Details attached in Annexure-B)**	No	1		
3	Provision of Stitching Units (Cutting & Sewing) and center establishment material in Women training Centre at Maqsood Abad **(Details attached in Annexure-C)**	No	1		
4	Provision of Stitching Units (Cutting & Sewing) and center establishment material in Women training Centre at Wahid Gari **(Details attached in Annexure-D)**	No	1		
5	Provision of Addan Work in Women training Centre at Maqsood Abad **(Details attached in Annexure-E)**	No	1		
6	Provision of Addan Work and center establishment material in Women training Centre at Wahid Gari **(Details and Picture attached in Annexure-F)**	No	1		
Grand Total for (Inclusive of all Supplies, Deliveries, Packing, Transportations, Labor, Loading/Off-loading and all Govt. applicable Taxes)					

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

Delivery Time	
Delivery Location	**1.** Maqsood Abad, District Peshawar, KPK **2.** Wahid Gari, District Peshawar, KPK

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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. CDR/DD authenticity will be checked and in case of any unlawfulness, vendor can be blacklisted.
- 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.
- The Purchase Order shall be awarded based on an overall evaluation of quality and price and delivery timelines etc. to ensure the best value for money.
- Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.
- Supplies/items Quantities can be added or reduced at the time of agreement as well as awarding agreement full quantity to single selected supplier.
- 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 (Islamic Relief)" Clearly Written tender Title should be dropped in our quotation box placed at 2nd floor, IRM Complex, 7, Sun Rise Avenue, Main Park Road near COMSATS University, Islamabad, no later than October 27, 2026.

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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3. 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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4. Queries…… please write us

If you have any query on tender document then please write to us on

IRP.Procurement@irp.org.pk;

pcco@irp.org.pk

5. Complaints…… please write us

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

complaints@irp.org.pk

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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