# Tender Pack

## TENDER FOR Provision of 25 No's Desktop Computers and Graphic Cards along with Accessories for establishment of Skill Training Centre in District Rawalpindi, Punjab

**TENDER ADVERTISMENT: November 20, 2026**

**TENDER DOCUMENT ISSUANCE DATE: November 20, 2026 to**

**November 30, 2026**

**LAST DATE FOR DOCUMENTS SUBMISSION: November 30, 2026**



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**
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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,<br>i. Registration numbers<br>ii. VAT Registration number<br>iii. Trade license number<br>(copy must be attach) | |
| Name of other key contacts:<br>Director/s.<br><br>Sales/Orders.<br><br>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.<br><br>Relationships with any parent company (if applicable).<br><br>Include details of third-party contractors where applicable.<br><br>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:<br>i. Name of company/INGOs<br>ii. Contract Value<br>iii. References<br>(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 a 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 25 No's Desktop Computers and Graphic Cards along with Accessories for establishment of Skill Training Centre in District Rawalpindi, Punjab,** as per the following details:

| **Provision of 25 No's Desktop Computers and Graphics Cards Along with Accessories** | | | | |
|---|---|---|---|---|
| **S.#** | **Description** | **Qty** | **Unit Price** | **Total Amount** |
| 1 | **DESKTOP COMPUTER:** INTEL 12TH GENERATION, CORE-i5, AMD RYZEN 5 8600G,16 GB DDR4 RAM, 512 GB M.2 NVMe SSD, 27" FHD DISPLAY, GE LAN+ WIFI 5/6, BLUETOOTH 5.0, HDMI/DisplayPort, PSU 700W, GRAPHICS CARD, MOTHERBOARD SLOT PCIeX16 UPGRATED, WITH BRANDED USB KEYBOARD & OPITICAL MOUSE, BRANDED BUSINEE GRADE DESKTOP CASING WITH PROPER VENTILATION AND EXPANISION CAPACITY, GENUINE MICROSOFT 11 PROFESSIONAL (64Bit). 01 YEAR WARRANTY. | 25 | | |
| 2 | **GRAPHIC CARD:** NVIDIA RTX 3060/3070 8GB, | 25 | | |
| **Total Amount Inclusive of all Applicable Govt Taxes, Transportation, Deliveries, loading/packing and Installations, if any** | | | | |

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

| | |
|---|---|
| Delivery Time | |
| Delivery Location | **Satellite Town, House # 237-B Near Attock pump Murree Road Rawalpindi, Punjab** |



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## 3. General Terms & Conditions

### 3.1. General

- Bidders must submit a **CDR/DD** equivalent to **5% of the total quoted bid value** in Favor of ***Islamic Relief Pakistan*** along with the bid. Bids without the required CDR/DD shall not be considered. Islamic Relief reserves the right to verify its authenticity. The bid security of unsuccessful bidders will be returned after completion of the tender process.
- Quoted prices shall be inclusive of all applicable taxes, duties, transportation, customs clearance, port charges (if any), and other associated costs.
- All prices must be quoted in Pakistani Rupees (PKR).
- Applicable withholding tax, GST, and other statutory deductions shall be made at the time of payment in accordance with prevailing Government of Pakistan regulations.
- Payment shall be made within 21 calendar days of successful delivery, acceptance of goods, and submission of a valid invoice.
- The supplier shall be responsible for any loss, damage, theft, or demurrage charges until the goods are delivered to the designated destination.
- The contract shall be awarded based on an overall evaluation of quality, price competitiveness, delivery schedule, and value for money. Preference may be given to suppliers offering the complete package.
- Islamic Relief Pakistan reserves the right to accept or reject any or all bids, wholly or partially, without assigning any reason.
- Quantities may be increased or decreased at the time of award. Islamic Relief Pakistan may award the full quantity to a single supplier or split the award among multiple suppliers, as deemed appropriate.
- Bidders must clearly state their **delivery lead time** (in calendar days) in the 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 on or before November 30, 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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## 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 IRP.Procurement@irp.org.pk;

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@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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