DATE: 08, October 2023

INVITATION TO BID NO. MAP/MAUK/23/4842-51

Bids Required for Provision of Civil Work Material for Construction of 100 Shelter with HH latrine in District Sanghar & Mirpur Khas Sindh

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CLOSING DATE AND TIME: Monday 23 October 2023: 5:00 p.m.

1. GENERAL INFORMATION

The Office of the Muslim Aid (MAP) Islamabad invites -bids from qualified, vendors/suppliers / Authorized Dealers, duly registered with the government of the Islamic Republic of Pakistan and Pakistan Engineering Council to submit a firm offer for the "Provision of Civil Work Material for Construction of 100 Shelter with HH latrine in District Sanghar & Mirpur Khas Sindh (Delivery location is annexture B) Sindh. The construction firm offers from the successful bidders would form the basis for an award of a contract.

2. BIDDING DOCUMENTS

The following annexes form an integral part of this invitation to Bid:

Annex A: Detailed Specification of Civil Material
Annex B: Locations /Site of Delivery (100 Sites)
Annex C: General Terms and Conditions for Purchase/supply of Goods
Annex D: Vendor Registration Form and Instruction for completion of bid

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SECTION I: BIDDING INFORMATION

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a) ACKNOWLEDGMENT

Bidders are requested to confirm the receipt of this **ITB** and send the expression of their intention to participate to the addresses (courier) provided in the "SUBMISSION OF BIDS" section of this ITB.

b) QUERIES

i) Bidders are required to submit all their **inquiries in respect of this Invitation to bid by e-mail to aleem.gardazi@muslimaid.org.pk (0335-5552109) and procurement@muslimaid.org.pk by Monday 23 October 2023: 5:00 p.m.** MUSLIM AID may, at its discretion, copy any reply to a particular question to all other invited Bidders.

IMPORTANT: The inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer will result in disqualification of the offer. Please send your offer directly to the address provided in the "SUBMISSION OF BIDs" section of this ITB.

c) YOUR OFFER

Please submit your offer using the submission templates provided. It should conform to the following requirements and contain all information required. The offers not conforming to the requested format will not be taken into consideration for evaluation. Your offer should clearly include the following information:

DELIVERY TIME: All items must be delivered to the specified locations as per the schedule given in Annex C likely after signing of the contract from **November 01, 2023, to January 05, 2024 (65 Days not extendable)**

- **OFFERS** can be made for part of the requirement as listed in the attached Annex-A,

- **COST:** The cost should include the **provision on 100 sites the list of sites is annexture B** including (all Transportation and Tax included, the quoted amount will be applicable with all taxes as per government laws).

- **CURRENCY:** Your proposal must be prepared in a single currency, PAK Rupees.

- **LANGUAGE:** Bids shall be prepared in English.

- **INSPECTION:** All civil material is subject to inspection and will be advised at the time of delivery. The selected contractor/ Supplier will inform MUSLIM AID when the civil material / Supplies will be ready for inspection. The inspection will be arranged by MUSLIM AID. Please note that inspection charges resulting from the contractor's default will be charged directly to the contractor.

- **PLACE OF INSPECTION:** The inspection will be held at the contractor warehouse and delivery sites, as per the sites identified by MUSLIM AID.

- **COUNTRY OF ORIGIN OF THE SUPPLIER AND AREA OF OPERATION:** The bid shall state the country in which the items are manufactured.

- **BID VALIDITY:** The bid submitted must remain valid for acceptance for **06 Months from** the Invitation to BID closing date.

- **VENDOR REGISTRATION:** Contractors/suppliers are requested to complete and submit with their offer the vendor registration form (Annex F), together with the necessary supporting documentation unless they have already been registered with **Muslim Aid (MAP)** and have received purchase orders within the last 3 years. All the companies are required to submit registration documents for example.

    - **Dealers/Partnership certificates issued by principal companies/organizations**
    - **Certificate of registration from PEC – Category C2 & C3**
    - **Certificates of Work completed within the last 2 years or so**
    - **National Tax Number / STN**
    - **Or any other document issued by a government regulatory body certifying the legality of their business.**

- **BID EVALUATION:**

d.1) Supplier Registration

The qualified supplier will be added to the vendor registration after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial Standing (6 Monthly Bank Statement)
- Minimum three years of Previous experience in relevant civil work
- Core business
- Track record
- Minimum volume of annual work
- Technical Knowledge of the work under consideration
- Contract capacity
- Interested contracting companies must share the details of their technical staff along with the machinery.
- Potential bidders are informed that your application MUST accompany **02% earnest money** as a call deposit in the form of a Demand Draft in the Name of **'Muslim Aid (MAP**)(Please note that the cheque or copy of Demand Draft will not be acceptable)

This will be followed later by performance evaluation as a contractor such as:

- Ability to respond quickly to the Agency's needs.
- Timely Delivery
- Dependability of products and services.

d.2) Financial and Technical Evaluation

All bids from contractors will be evaluated based on:

- Compliance with the mentioned MUSLIM AID Specification and approved material as per samples
- Delivery Time

IMPORTANT: For evaluation purposes only, the offers submitted in PKR currency

- **SUBMISSION OF BIDS**

Bids must be submitted in sealed envelopes as follows

- **Sealed envelope containing:**
  Annex A: Detailed Specification of Civil Material
  Annex B: Locations /Site of Delivery (100 Sites)
  Annex C: General Terms and Conditions for Purchase/supply of Goods
  Annex D: Vendor Registration Form and Instruction for completion of bid

  A sealed envelope containing the financial part of the offer (ANNEXURE A)

To be sent only through courier, to the following addresses clearly marked as follows:

NOT TO BE OPENED BY THE REGISTRY
MAP/MAUK/23/4842-51 (Bids Required for Provision of Civil Work Material in District Sanghar & Mirpur Khas Sindh)

MUSLIM AID Ad (MAP)
Plot # 1, First Floor, Executive Business Centre,
Main Double Road, FECHS
E-11/2, Islamabad

Offers submitted must be sealed as detailed below:
a. the envelope should ***be marked tender Number and addressed*** *as above,*

All Bids must be received by Monday 23rd October, 2023: 5:00 p.m.

LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of BIDs and BIDs transmitted in any other manner than those indicated above will not be considered.

a) BID ACCEPTANCE

MUSLIM AID reserves the right to accept the whole or split. Please note **that the lowest offer is not the only criterion for acceptance of the offer). Muslim Aid has the right to select the contractor /Supplier against** whole or split**.**

MUSLIM AID may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by MUSLIM AID at its own initiative or in response to a clarification requested by a prospective supplier.

b) CURRENCY AND PAYMENT TERMS FOR CONSTRUCTION OF PROVISION OF SUPPLEY.

Any Purchase Order (PO) issued as a result of this ITB will be made in Pakistani Rupees. All Government taxes are applicable.

Yours sincerely,
M. Sulman Baig
Procurement & Logistic Manager
MUSLIM AID
Plot # 1, First Floor, Executive Business Centre, Main Double Road, FECHS E-11/2, Islamabad

ANNEXURE A (Detailed Specification of Civil Material)

RFQ for Provision of Civil Material for One Room DRR resilience shelter with HH Latrine in Mirpur Khas and Sanghar Sindh (50 shelters in Mirpur Khas and 50 In Sanghar Sindh)						
S.#	**Item Description**	**Items Specifications**	**Unit**	**Quantity**	**Rate (Rs)**	**Total Cost Rs**
1	Nos of Brick for wall, foundation A class	100% Burnt Bricks Class A, (Local made) properly burnt and well-shaped, size 9"x4.5"x3"(Small /less than 1cm cracks and distortions are permitted. Water absorption of about 16–20% of its dry weight is allowed and the crushing strength should not be less than 7.0 N/mm2.)	No's	8,300		
2	Cement for Brick Masonry in plinth and Eves	Ordinary Portland Cement 50 Kg Bag (Lucky, Kohat, Star, Facto)	Bags	25		
3	White cement including light Perrot green color	50 KG bags with 200-gram powder	Bags	1		
4	Sand for Brick Masonry and Concrete local	Fine-grained and free of impurities local	Cft	240		
5	Crush for concrete	1/2" down, from rock crusher with angular shapes	Cft	80		
6	Iron Girder	01 Iron girder, Size 3"x6" and approximately 1.5-2.0 Kg per Rft (15.5 *2)	Rft	31		
7	Bamboo for the roof,	15.5ft long Chawari Special with minimum 3" dia at smaller end and well-seasoned (set of 15 bamboo)	Rft	233		
8	Red/Mat/Pattle	Chick made of Reed close waived with 4/8 sotar dia sticks	Sft	240		
9	Plastic sheet for roof and DPC	Double-fold, fine-grained	Sft	256		
10	Keera gross made (9'*3')	Best quality local made	No's	4		
11	Iron Door for Room (7' * 3.5')	01 door size 3.5'X7', 02 panel, Angle iron frame 1.5”x1.5”x3/16”, Angle iron for sheet 1.25”x1.25”x3/16”, with locking arrangements inside and outside, Corrugated sheet 2”x1”, gauge 20, Hinges for fixing in Light green e painted double coat	No's	1		
12	Iron Window for room (4'*4')	01 window Size 4'x4', Angle iron frame 1.25”x1.25”x3/16”, Angle iron for sheet 1”x1”x3/16”, locking system on inside, Corrugated sheet 2”x 1”, gauge 20, Hinges for fixing in walls 04 No, 9” in length, Light green painted double coat	No's	2		

13	Iron Door for latrine (6' * 2.5')	01 door size 2.5'X1', 01 panel, Angle iron frame 1.25”x1.25”x3/16”, Angle iron for sheet 1.25”x1.25”x3/16”, with locking arrangements inside and outside, Corrugated sheet 2”x1”, gauge 20, Hinges for fixing in walls 04 No, 9” in length, Light green painted double coat	No's	1		
14	Pre-cast PCC ventilator 1.5' in dia	02 Pre cost PCC ventilators circular having diameter 1.5'	No's	3		
15	UPVC Pipe 3" for spout on roof to drain out the rainwater	3ft long and 3" dia UPVC pipe, made of Alpha, Pak-Arab/National company or equivalent	Rft	3		
16	Water Closet (WC) medium size Indian	Water Closet (WC) medium size Indian (Class B)	No's	1		
17	P-Trap 4"	Medium size 4'' dia (Class B)	No's	1		
18	PVC pipe 4" dia good quality	PVC drainage Pipe 4" Dia 10' Length (class B)	Rft	10		
19	PVC pipe 3" dia good quality	PVC drainage Pipe 3" Dia 10' Length (Class B)	Rft	10		
20	PVC Elbo 3" dia good quality	PVC Elbo 3" Dia 90 Degree angle (Class B)	No's	1		
21	Floor Trap	Floor Trap (Steel Jali)	No's	1		
22	Steel bars	Steel bar 3/8 good quality fresh for latrine and Steel Bar for door and window lintel	Kg	25		
The total amount of 1 room shelter including HH Latrine (Including all taxes)						
Cost for 100 Shelters with HH latrine						

Total amount:)_____

Contractor' Signatures & Seal_____

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

PAYMENT TERMS: ACCEPTANCE OF PAYMENT TERMS (I.E.,30 DAYS NET FROM RECEIPT OF DOCUMENTS)

YES ☐ NO ☐

BIDDERS NAME AND SIGNATURE: _____

ANNEXURE B (Locations /Site of Delivery (100 Sites)

S #	Village Name	Taluka	UC	District	# of Shelter
1	Mir Fatih Khan Talpor	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
2	Mir Fatih Khan Talpor	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
3	Mir Fatha Khan Talpur	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
4	Mir Fateh khan Talpur	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
5	Allah Dino	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
6	Allah Dino Khokhar	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
7	Allah Dino Khokar	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
8	Allah Dino Khokhar	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
9	Long Khan Magsi	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
10	Gul Muhammad Aberi	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
11	Gul Muhammad Abreeng	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
12	Gul Muhammad Abreeng	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
13	Muhammad Ali Qaimkhani	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
14	Muhammad Ali Qaimkhani	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
15	Muhammad Ali Qaimkhani	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
16	Muhammad Ali Qaim Khani/Bheel Paro	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
17	Mohammed Ali Qaimkhani/Meghwarh Colony	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
18	Muhammad Ali Qaim Khani/Bheel Paro	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
19	Bachal Chang	Digri	Soofan Shah	Mirpur Khas Sindh	1
20	Khair Muhammad Bhurgari	Digri	Soofan Shah	Mirpur Khas Sindh	1
21	Ghulam Muhammad Senahero	Digri	Soofan Shah	Mirpur Khas Sindh	1
22	Ghulam Muhammad Seenharo	Digri	Soofan Shah	Mirpur Khas Sindh	1
23	Muhammed Ali Qaim Khani Bheel Paro	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
24	Muhammed Ali Qaim Khani Bheel Paro	Digri	Mir Fateh Talpur	Mirpur Khas Sindh	1
25	Ghullam Mohammed Seenharo	Digri	Soofan Shah	Mirpur Khas Sindh	1
26	Ghullam Mohammed Seenharo	Digri	Soofan Shah	Mirpur Khas Sindh	1
27	Khair Muhammad Bhurghari	Digri	Soofan Shah	Mirpur Khas Sindh	1
28	Khair Muhammad Bhurghari	Digri	Soofan Shah	Mirpur Khas Sindh	1
29	Faqeer Morr	Digri	Soofan Shah	Mirpur Khas Sindh	1
30	Faqeer Morr	Digri	Soofan Shah	Mirpur Khas Sindh	1
31	Faqeer Morr	Digri	Soofan Shah	Mirpur Khas Sindh	1
32	Faqeer Morr	Digri	Soofan Shah	Mirpur Khas Sindh	1
33	Faqeer Morr	Digri	Soofan Shah	Mirpur Khas Sindh	1
34	Faqeer Morr	Digri	Soofan Shah	Mirpur Khas Sindh	1

35	Faqeer Ghulam Ali Laghari	Digri	Soofan Shah	Mirpur Khas Sindh	1
36	Faqeer Ghulam Ali Laghari	Digri	Soofan Shah	Mirpur Khas Sindh	1
37	Rano Ramzan	Digri	Soofan Shah	Mirpur Khas Sindh	1
38	Rano Ramzan	Digri	Soofan Shah	Mirpur Khas Sindh	1
39	Rano Ramzan	Digri	Soofan Shah	Mirpur Khas Sindh	1
40	Rana Ramzan	Digri	Soofan Shah	Mirpur Khas Sindh	1
41	Rana Ramzan	Digri	Soofan Shah	Mirpur Khas Sindh	1
42	Faqeer Ghulam Ali Leghari	Digri	Soofan Shah	Mirpur Khas Sindh	1
43	Faqeer Ghulam Ali	Digri	Soofan Shah	Mirpur Khas Sindh	1
44	Faqeer Ghulam Ali	Digri	Soofan Shah	Mirpur Khas Sindh	1
45	Faqeer Ghulam Ali	Digri	Soofan Shah	Mirpur Khas Sindh	1
46	Chand Mori	Digri	Soofan Shah	Mirpur Khas Sindh	1
47	Chand Mori	Digri	Soofan Shah	Mirpur Khas Sindh	1
48	Chand Mori	Digri	Soofan Shah	Mirpur Khas Sindh	1
49	Chand Mori	Digri	Soofan Shah	Mirpur Khas Sindh	1
50	Faqeer Ghulam Ali	Digri	Soofan Shah	Mirpur Khas Sindh	1
51	Ghulam Habib Mangrio	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
52	Habib Magerio	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
53	Per Juman Shah	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
54	Peer Juman Shah	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
55	Peer Juman Shah	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
56	Qalander Bux Laskani/Cotton Factory	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
57	Peer Juman Shah	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
58	Ghulam Habib Magrio	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
59	Ghulam Habib Magrio	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
60	Ghulam Habib Magrio	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
61	Mir muhammad mangrio Bhel Parro	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
62	Mir muhammad mangrio Bhel Parro	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
63	Mir muhammad mangrio Bhel Parro	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
64	Mir muhammad mangrio Bhel Parro	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
65	Mir muhammad mangrio Bhel Parro	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
66	Mir Muhammad Mangerio	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
67	Mir Muhammad Mangerio	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
68	Mir Muhammad Mangerio	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
69	Sadiq Wassan	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
70	Haji Majno Magasi	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
71	Haji Majno Magasi	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
72	Haji Majno Magesi	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1

73	Sadique Wassan	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
74	Sadique Wassan	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
75	Nazar Muhammad Makrani	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
76	Nazar Muhammad Makrani	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
77	Achar Unar	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
78	Achar Unar	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
79	Nazar Muhammad Makrani	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
80	Nazar Muhammad Makrani	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
81	Nazar Muhammad Makrani	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
82	Achar Unar	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
83	Sadiq Wassan	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
84	Sadiq Wassan	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
85	Sadiq Wassan	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
86	Muhammad Raheem Solangi	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
87	Muhammad Raheem Solangi	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
88	Muhammad Raheem Solangi	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
89	Muhammad Raheem Solangi	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
90	Muhammad Raheem Solangi	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
91	Muhammad Raheem Solangi	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
92	Muhammad Raheem Solangi	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
93	Muhammad Raheem Solangi	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
94	Muhammad Raheem Solangi	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
95	Muhammad Raheem Solangi	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
96	Muhammad Raheem Solangi	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
97	Muhammad Raheem Solangi	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
98	Muhammad Raheem Solangi	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
99	Mir Muhammad Mangrio	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
100	Achar Uner	Jam Nawaz Ali	Nauabad	Sanghar Sindh	1
Total Site for material Delivery					100

ANNEXURE C (General Terms and Conditions for Purchase/supply of Goods)

General Conditions for the Procurement of Civil Work

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the supplier signing and returning an acknowledgment copy of it or by timely delivery of the goods in accordance with the terms of the purchase order as herein specified. Acceptance of this Purchase Order shall affect a contract between the Parties under which the rights and Obligations of the parties shall be governed solely by the terms and conditions of the purchase order including these General Conditions. No additional or inconsistent provision proposed by the supplier shall bind **Muslim Aid (MAP)** unless agreed to in writing by a duly authorized **Muslim Aid (MAP)** official.

2. LEGAL STATUS

The supplier shall be considered as having the legal status of an independent contractor vis-à-vis **Muslim Aid (MAP).** The Supplier, its personnel, and sub-contractors shall not be considered in any respect as being the employees of **Muslim Aid (MAP).** The supplier shall be fully responsible for all work and services performed by its employees and for all acts and omissions of such employees.

3. SOURCE OF INSTRUCTIONS

The supplier shall neither seek nor accept instructions from any authority external to **Muslim Aid (MAP)** in connection with the performance under this contract. The Supplier shall refrain from any action that may adversely affect **Muslim Aid (MAP)** and shall fulfill its commitments with the fullest regard to the interests of **Muslim Aid (MAP).**

4. ANTI-PERSONNEL MINES

The supplier guarantees that it is not engaged in the sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof. Any breach of this representation and warranty shall entitle Muslim Aid (MAP) to terminate this Purchase Order immediately upon notice to the supplier, at no cost to Muslim Aid (MAP**).**

5. CHILD LABOUR

The supplier represents and warrants that neither it, nor any of its suppliers, is engaged in any practice inconsistent with the rights outlined in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health and physical, mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle **Muslim Aid (MAP)** to terminate this Purchase Order immediately upon to the supplier, at no cost to **Muslim Aid (MAP).**

7. SUB-CONTRACTING

In the event the Supplier requires the services of a sub-contractor, the supplier shall obtain the prior written approval of **Muslim Aid (MAP)** for all sub-contractors. The supplier shall be fully responsible for all work and services performed by its sub-contractors and suppliers and for all acts and/or omissions of such sub-contractors and supplier and their personnel. The approval of **Muslim Aid (MAP)** of a sub-contractor shall not relieve the Supplier of any of its obligations under this Purchase Order. The terms of any sub-contract shall be subject to and conform to the provision of this Order.

8. ASSIGNMENTS

The supplier shall not assign, transfer, pledge, or make other disposition of this Order or any part thereof or of any of the supplier's rights, claims, or obligations under this Order except with the prior written consent of **Initiative of Change (MAP).**

9. OFFICIALS NOT TO BENEFIT

The supplier represents and warrants that no official of Muslim Aid (MAP) has been, or shall be, offered by the Supplier any direct or indirect benefit arising from this order or the award thereof. The supplier agrees that a breach of this provision is breach of an essential term of this Order.

10. ENCUMBRANCES/LIENS

The supplier shall not cause or permit any lien, attachment or other encumbrance by any person or entity to be placed or to remain in any public office or with Muslim Aid (MAP) against any monies due or to become due for any work done or materials furnished under this contract, or by reason of any other claim or demand against the Supplier.

11. EXPORT LICENCE

The order is subject to the obtaining of any export license or other government authorization that may be required. It shall be the responsibility of the Supplier to obtain such license or authorization. Should the supplier encounter difficulties in obtaining the required export license or governmental authorization, it shall immediately bring this to the attention of Muslim Aid (MAP). Muslim Aid (MAP) will, at its discretion, use its best endeavors to assist.

12. WARRANTY

The supplier warrants the material, construction, including finishing under this Order conform to the specification of the Order and is free from damage and defects in workmanship or materials. This warranty is without prejudice to any further guarantees that the Supplier provides to purchasers. Such guarantees shall apply to the construction subject to this Order.

13. REJECTION

Under the Order, Muslim Aid (MAP) shall have the right to reject the material or any part thereof if they do not conform to specifications.

14. INSPECTION

Muslim Aid (MAP) or its duly accredited representative shall have the right to inspect the material ordered for under this Order at Supplier's stores, during manufacture, in the port or places of shipment, and the Supplier shall provide all facilitates for such inspection.

15. OVERRIDING CLAUSE

In the event of any conflict or inconsistencies between these-General Terms and Conditions for construction or any other document which forms part of the purchase these conditions shall prevail except where they have been amended (by specific reference to the relevant clause and paragraph of these Conditions) as provided for herein.

16. FORCE MAJEURE: OTHER CHANGES IN CONDITIONS

In the event of as soon as possible after the occurrence of any cause constituting force majeure, the Supplier shall give notice and full particulars in writing to Muslim Aid (MAP) of such occurrence or change if the Supplier is hereby rendered unable.

Wholly or in part, to perform its obligations and meet it's responsibilities under this Order. The Supplier shall also notify Muslim Aid (MAP) of any other changes in conditions or the occurrence of any even which interferes or threatens to interfere with its performance of this purchase Order. On receipt of the notice required under this Article, Muslim Aid (MAP) shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Supplier of a reasonable extension of time in which to perform its obligations under this Purchase Order.

If the Supplier is rendered permanently unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Order, **Muslim Aid (MAP)** shall have the right to suspend or terminate this Purchase Order on the same terms and conditions as are provided for in Article 18, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

Force majeure as used in this provision means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of similar nature or force.

Notwithstanding anything to the contrary in this Order, the Supplier recognizes that the work and services will be performed under harsh or hostile conditions caused by civil unrest. Consequently, delays or failure to perform caused by events arising out of or in connection with, such civil unrest shall not, in and to itself, constitute force majeure under this Order.

17. DISPUTES - ARBITRATION

Amicable Settlement The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Order or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place.

18. TERMINATION OF PURCHASE ORDER

In the case of failure by the Supplier to fulfill its obligations under the terms and conditions of the Order including but not limited to failure to obtain necessary export licenses, or failure or refusal to make delivery of all or part of the goods by the agreed delivery date or dates, **Muslim Aid (MAP)** may, after giving the Supplier reasonable notice to perform without prejudice to any other rights or remedies excess on or more of the following rights.

Procure all or part of the goods from other sources, in which event Muslim **Aid (MAP)** may hold the Supplier responsible for any excess cost occasioned thereby.

Refuse to accept delivery of all or part of goods.

Cancel this Order without any liability for termination charges or any other liabilities or any kind of **Muslim Aid (MAP).**

Muslim Aid (MAP) may terminate forthwith this Order at any time should the mandate or the funding of Muslim **Aid (MAP)** be curtailed or terminated in which case the Supplier shall be reimbursed by Muslim **Aid (MAP)** for all reasonable costs incurred by the Supplier prior to receipt of the notice of termination.

19. INSOLVENCY AND BANKRUPTCY

Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, **Muslim Aid (MAP)** may without prejudice to any other rights and remedies, terminate this Order by giving the Supplier written notice of termination.

Should the Supplier be adjudged bankrupt or should the Supplier make a general assignment for the benefit its creditors or should a receiver be appointed on account of the Supplier's insolvency **Muslim Aid (MAP)** may under the terms of this Order.

28. PAYMENT INSTRUCTIONS

Muslim Aid (MAP) shall on the fulfillment of the Delivery Terms, unless otherwise provided in this Order make payment by cross cheque in the name of the company within thirty days of receipt of the Suppliers invoice along with the work done certificate from the Muslim Aid Engineer and copies of any other documentation specified in the Order.

Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Order, provided payment is made within the period required by such payment terms. The payment schedule is below.

S#	Percentage of the agreement amount	Percentage of the agreement amount	Duration /Time period of Delivery	Term and condition
1	1st installment	20 % of the total Agreement	15 days after signing of Purchase Order/Contract	After the Completion of the Material of 20 Shelters as per the agreed Specification and a satisfactory report from MAP Field Staff
2	2nd Instalment	40 % of the total Agreement	25 Days	After the Completion of the Material of the next 40 Shelters as per the agreed Specification and a satisfactory report from MAP Field Staff
3	3rd and last Instalment	40 % of the total Agreement	25 Days	After the Completion of the Material of the next 40 Shelters as per the agreed Specification and a satisfactory report from MAP Field Staff
Total		100%	65 Days	

29. PERFORMANCE SECURITY

A performance bond (or performance security) will be 10% of the contract value. This compensation to Muslim Aid to overcome difficulties that will be caused by non-performance of the contractor such as finding a new contractor to complete the works.

ANNEXURE D **(Vendor Registration Form and Instruction for completion of bid)**

VENDOR REGISTRATION FORM – ANNEX C

Section 1: Company Details and General Information

1. Name of Company:

2.Street Address:

3. P.O. Box and Mailing Address:

Postal Code: City:

Country:

4.Tel: 5.Fax:

6.Email: 7. WWW Address:

8. Contact Name and Title:

9. Email:

10.Parent Company (Full legal / officially registered company name):

11.Subsidiaries, Associates - name, city, country (attach a List if necessary):

12.International Offices/Representation (Countries where the Company has local Offices/Representation):

13.Type of Business (Mark one only):

Corporate/ Limited: ☐ Partnership: ☐ Other (specify):

14. Nature of Business:

Manufacturer: ☐ Authorised Agent: ☐ Trader: ☐ Consulting Company: ☐ Other (specify):

15.Year Established: 16. Number of Full-time Employees:

17.Licence no./State where registered: 18.VAT No./Tax I.D:

19.Technical Documents available in:

English ☐ French ☐ Spanish ☐ Russian ☐ Arabic ☐ Chinese ☐ Other (specify)

20.Working Languages:

Provision of Civil Work Material for Construction of 100 Shelters with HH latrine in District Sanghar & Mirpur Khas Sindh

English ☐ French ☐ Spanish ☐ Russian ☐ Arabic ☐ Chinese ☐ Other (specify)

Section 2: Banking Information

21.	Bank Name:	22.	Branch Name:
23.	Branch Address:	24.	Tel. number:
25.	Fax number:		
26.	Bank Account Number:	27.	Account Name:
28.	Account currency:	29.	Swift/Bank Identifier Code (BIC):
30.	International Bank Account Number (IBAN):		
31.	Routing Bank details (if applicable): full details to be provided as per above		

Section 3: Technical Capability and Information on Goods / Services Offered

32.Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (please provide a Copy of your latest Certificate):

33.For Goods only, do those offered for supply conform to National/International Quality Standards?

Yes ☐ No ☐

34.List below up to a maximum of ten (10) of your core Goods/Services offered:

Description (one Line for each Item)	National/International Quality Standard to which Item conforms

Section 4: Experience

35. Annual Value of Total Sales for the last 2 Years:

Year : PKR Year PKR

36. Annual Value of Export Sales for the last 3 Years: If applicable

Year : PKR Year PKR Year PKR

37. If available, please provide a copy of the company's latest annual or audited Financial Report.

Do you have outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*?
Yes ☐ No ☐

Section 5: Official not to benefit

38. By signing this VRF, potential vendors confirm that they have read, understood and will comply with the MUSLIM AID policy on the "zero tolerance" that strictly prohibits the acceptance of any type of gift and/or hospitality by MUSLIM AID staff members participating in the procurement process. Please confirm.

Yes ☐ No ☐ Any breach of this clause may lead to the termination of all contracts your Company may have with

Name:
Functional Title:
Signature:
Date:

Please courier the completed BID documents to:

Procurement Department
Muslim Aid
Plot # 1, First Floor, Executive Business Centre,
Main Double Road, FECHS,
E-11/2, Islamabad

INSTRUCTIONS FOR COMPLETION OF BID

Provision of Civil Work Material for Construction of 100 Shelters with HH latrine in District Sanghar & Mirpur Khas Sindh

The form should be typewritten in uppercase and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form:

Section 1:

1. Full name of company.
2. Full street address.
3. Full mailing address (including P.O. Box, if any).
4. Telephone number, including correct country and area codes.
5. Fax number, including country and area codes.
6. Email address.
7. WWW Address.
8. Provide name of person (including title) or department to whom correspondence should be addressed.
9. Provide email address of contact person.
10. Full legal name of parent company, if any.
11. Please provide, on a separate sheet if necessary, names and addresses of all subsidiaries & associates if any.
12. Please provide countries where the company has local offices or representation.
13. Please tick one box. If other; please specify.
14. Please tick one box. If other; please specify. If the company is a manufacturer of some products and a trader/agent of others which they do not manufacture, both boxes should be ticked.
15. Indicate the year in which the organization was established under the name shown in Item 1.
16. Indicate the total number of full-time personnel in the company.
17. Provide the license number under which the company is registered, or the State where it is registered.
18. Provide the VAT number or Tax I.D. of the company.
19. Please tick the boxes for which languages the company is able to provide technical documents. Please specify other languages.
20. Please tick the boxes for which languages the company is able to work in. Please specify other languages.

Section 2:

21. Full name of bank.
22. Name of branch.
23. Address where branch is located.
24. Telephone number, including correct country and area codes.
25. Fax number, including country and area codes.
26. Number of the company account.
27. Name in which the account is held (**important:** this should be the company name).
28. Currency of the account.
29. Swift code for the account.

30. International Bank Account Number (IBAN).

31. Should a routing be required for international payments, please provide full details of intermediate bank(s).

Section 3: **(**Documents to be submitted with Bids)

32. Pakistan Engineering Council Certificate (Validity)

33. NTN certificate

34. Statement of work

35. Company Key personal staff for this project

36. Work Plan for the construction of civil work

37. Construction Equipment list

38. Proof of Similar Project executed for last five years (List plus POs)

39. Project in Hand (List plus POs)

40. Financial Statement

41. Affidavit showing that the company is not involved in any litigation.

42. General Reputation (Provide the evidence of completion certificates of at least two previously completed projects of clients)

END