Ref# 4911 Date: Nov 5, 2023

Muslim Aid is a registered British non-profit organization which was established in the UK in 1985 and is working globally in 11 countries. The organization works to serve humanity and relieve poverty, through its socio-economic projects for WASH, education, livelihoods and health, whilst also aiming to respond to emergencies within 72 hours regardless of race, religion or gender. Muslim Aid Pakistan's country office was established in 2005 under the under-Trust Act 1882.

Muslim Aid takes this opportunity to request you to quote the prices for the supply of **"IT Equipments"**

M/S name: _____
Address:

From: Procurement Department
Muslim Aid

1. Financial Proposal

Sr #	IT equipment's/Description	Specification	Quantity	Approx Unit cost	Total Amount
1	Laptop 1. Lenovo V15 2. HP Victus 15 3. HP Pro book 450 G-10	Core i5 11/12/13 Gen, 8GB RAM, GB SSD/NVME	9		
	Laptop Acer Aspire 5 - Alder Lake	Core i7 11/12/13 Gen, 8GB RAM, 512 GB SSD/NVME	01		
2	Mouse	A4tech/ Logi Tech, Dual mode	5		
3	Laptop Bag pack	Good Quality	15		
4	Printers 3 in one	HP Never stop 1200 A or equivalent	2		
6	Scanners	Plustek EScan A350 Network Scanner Plustek SmartOffice PS30D Scanner	2		
7	Hard Dive (1TB) A-data shock proof	Hard Driver with warrantee and shock proof	2		
8	USBs (128GB)	Kingston or equivalent	4		
9	CCTV cameras	Dahua FHD/UHD color vision camera 5 MP (dome or bullet)-02 Dauha FHD camera 2 MP (dome or bullet):08 Dauha DVR 5108 (8 channel) 4k high resolution upto 5 MP:02 2TB Hard Drive (for databackup upto 30	10		

		days):02 Cable Roll:04 Power Supply 20am 12v:02 BNC / DC Connectors: Duct Pipe (If Needed) / Misc items:24			
11	DSL camera with lens and Wireless Mic	Canon R50 24MP APS-C CMOS sensor	1		
12	Canon Lense	17 – 70 mm or 27 – 75 mm f2.8 Tamron	1		
13	Microphone	Boya Wireless Mic	1		
14	Wireless Neckband **Audionic**: Signature S-300	Balanced Sound, Good Quality imported Long Battery Life Sturdy Build Quality, and Environmental Noise Cancelation	4		
15	**Audionic** : Airbuds 435 Mini Wireless, Water proof	Balanced Sound, Good Quality imported Long Battery Life Sturdy Build Quality, and Environmental Noise Cancelation	1		
Total					

2.General Terms & Conditions

2.1 General

1. Quoted prices for the above items shall be inclusive of all kind of govt. taxes and duties as per prevailing Tax Laws of Govt. of Pakistan, Transportation, and Custom Clearance and port taxes (if any)
2. All Quoted amount will be considered as tax included; GST should be mentioned separately.
3. All prices must be quoted in Pak rupees.
4. Any damage, loss, theft and demurrages outside the premises of Muslim Aid (Pakistan) shall be the responsibility of supplier / agent.
5. Evaluation of the quotation and award of Purchase Order shall be items wise/lot wise.
6. Withholding tax as per government prevailing rates shall be deducted at the time of payment.
7. Payment shall be made in the form of cross cheque within 21 days after acceptance of delivery and subsequent submission of the invoice to the Muslim Aid (Pakistan).
8. Muslim Aid reserves the right to reject any or all quotations without assigning any reason thereof.
9. Expected delivery time must be mentioned on your quotation.
10. Incomplete Bids/ documents or quotation submitted shall not be entertained.

2.2. Bid Submission Requirements

1- The following documents should be accompanying with the RFQ/Tender.

- Updated Company Profile
- Valid NTN Certificate

2.2 Sealed Quotations addressed to "Purchase Committee" should be reached to office clearly mentioned at the top of the envelop Ref# 4911 – IT Equipments via courier only (by hand or via email the quotation will be considered rejected) latest by 20 November 2023, COB. hours on or before

2.3. Validity of Bid

Bids shall remain valid for at least 03 months from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

For Muslim Aid (Sign & Seal) bidder (Sign & Seal) _____

3.Declaration of Conflict of Interest

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the bidding process.

I/We confirm that I/We are not insolvent, in receivership, bankrupt or being wound up, our business activities have not been suspended and we are not the subjects of legal proceedings for any of the foregoing.

I/We confirm that I/We have fulfilled our obligations to pay taxes and social security contributions.

Signed by: …… For and behalf of: ……

Position in Company: …….. Date……..

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

complaints@muslimaid.org.pk

Muslim Aid has zero tolerance for corruption & bribery and is committed to listen and address any violation of rights of aid workers, suppliers, contractors, our beneficiary and communities.