

Ref# 5003

Date: December 10, 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 **"Provision of School Supplies"**

M/S name: \_\_\_\_\_

From: Procurement Department

Address: \_\_\_\_\_

Muslim Aid

## 1. Financial Proposal

LOT # 1 Furniture							
Sr. #	Item Name	Category	Detailed Specifications	Unit Type	Quantity	Unit Cost	Estimated Cost
1	Students Bench & Desk	Furniture	18 gage iron frame+ top shesham wooden 3 seater (Steel Tags-Muslim Aid Logo)	Set	350		-
2	ECE Room Furniture	Furniture	Standard, Plastic, Set including 1 Table+ 6 Chair (5 Sets/Per School)	Set	35		-
3	Teacher Chair	Furniture	18 gage iron frame+ top shesham wooden (Steel Tags-Muslim Aid Logo)	Piece	50		-
4	Teacher table	Furniture	18 gage iron frame+ top shesham wooden (Steel Tags-Muslim Aid Logo)	Piece	50		-
5	Book Shelf	Furniture	Shesham wooden rack 6X4ft with 05 shelves with Muslim aid logo for class room	Piece	10		-
6	Computer Table	Furniture	18 gage iron frame+ top shesham wooden (Steel Tags-Muslim Aid Logo)	Piece	10		-

Muslim Aid Pakistan Office:

Executive Business Plaza, First Floor Hall E-11/2, Islamabad, 44000, Pakistan Ph: +92 51 2305356-8

Fax: +92 92 51 2305293, Email: info@muslimaid.org.pk website: www.muslimaid.org.pk, Trust Reg# 24340


**OUR VISION**

A world of peace, compassion and justice where all people achieve fulfillment.


**OUR MISSION**

To tackle poverty and its causes by developing innovative and sustainable solutions.


**OUR VALUES**

Each person has the right to live and be treated with respect and dignity.

7	Computer Chair	Furniture	18 gage iron frame+ top shesham wooden (Steel Tags-Muslim Aid Logo)	Piece	20		-
8	Cupboard	Furniture	Iron/steel made 20 gage (Steel Tags-Muslim Aid Logo)	Piece	10		-
<b>Transportation to Loralai</b>							
<b>Furniture Total</b>							-

<b>LOT # 2 First Aid Kit</b>						
<b>Sr . #</b>	<b>Item Name</b>	<b>Detailed Specifications</b>	<b>Unit Type</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>
1	First Aid Kit Box	Plastic Box	Box	1		
2	Face Mask	1 Box, Imported Good Quality 3 Ply	kit	1		
3	Hand Sanitizer	Medium Size, 400 ml good quality	kit	1		
4	Bandage Small	2 Inch Width	kit	1		
5	Bandage Large	4 Inch Width	Kit	1		
6	Sunny Plast	1 Box, good quality	Kit	1		
7	Payodene	60ml	Bottle	1		
<b>Transportation to Loralai</b>						
<b>Price of One Kit</b>						
<b>Price of 10 Kit</b>						

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LOT # 3 Dignity Kit						
Sr. #	Item Name	Detailed Specifications	Unit Type	Quantity	Unit Cost	Estimated Cost
1	Sanitary Pads	Always (Better fly) 16 pieces per pack, Large/Extra Large (3 packs for each school)	Pack	1		
2	Cotton Rolls	200 gm (2 rolls)	No	1		
3	Dettol	100 ml, 1 piece	No	1		
4	Shawl	One Shawl per pack	No	1		
5	Underwear	5 Pieces per pack	Set	1		
6	Tissue	1 full pack including 20 small packs	Pack	1		
7	Plastic bags	Disposable plastic bags	Bag	1		
8	Bag for Set	Parachute bag for pack				
Transportation to Loralai						
Price of One Kit						
Price of 24 Kit						

LOT # 4 Hygiene Kit						
Sr. #	Item Name	Detailed Specifications	Unit Type	Quantity	Unit Cost	Estimated Cost
1	Tooth Paste	Colgate small for Children	No	1		
2	Tooth Brush	Imported Quality Tooth Brush (Soft)	No	1		

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3	Nail Cutter	Standard	No	1		
4	Hair Comb	Standard	No	1		
5	Pouch	Standard	No	1		
6	Soaps	Dettol or Safeguard 135 gram	No	1		
<b>Transportation to Loralai</b>						
<b>Price of One Kit</b>						
<b>Price of 1900 Kit</b>						

LOT # 5 Sport Kit							
Sr. #	Item Name	Category	Detailed Specifications	Unit Type	Qty	Unit Cost	Estimated Cost
1	Skipping Rope	Sports	3 set per school(Skipping Rope)	Set	18		
2	Batmenton Set	Sports	one school set(8 Rackets, 4 Packs Shuttle)	Set	10		
3	Cricket Kit	Sports	One set (4 Bat, 2 Packs Ball (Soft) o	Set	10		
4	Football Kit	Sports	One set(4 Balls per school, 2pump)	Set	10		
<b>Transportation to Loralai</b>							
<b>Total Cost</b>							

LOT # 6 Stationery						
Item Name	Category	Detailed Specifications	Unit Type	Quantity	Unit Cost	Estimated Cost
White Board	Stationary	36"x48" good quality	Piece	50		
White board marker	Stationary	Doller,Black,0.5kg , 12 in 1 box	Piece	120		
White board marker	Stationary	Doller,Blue,0.5kg , 12 in 1 box	Piece	120		
White board marker ink	Stationary	Doller,Blue,15ml , 12 in 1 box	Piece	50		
White board marker ink	Stationary	Doller,Black,15ml, 12 in one box	Piece	50		
Permanent Marker	Stationary	Doller,Black,0.5kg , 12 in 1 box	Piece	120		
Permanent Marker	Stationary	Doller,Blue,0.5kg , 12 in 1 box	Piece	120		
White board Duster	Stationary	Standard quality	Piece	50		
Hard Chart	Stationary	(27 length*20 inch width)	Piece	100		
Soft Chart	Stationary	(27 length*20 inch width)	Piece	200		
Scissor	Stationary	Stainless steel	Piece	20		
Gum stick	Stationary	Doller,20g	Piece	50		
Binding Tape	Stationary	1 Inch	Piece	20		
Scorch Tape	Stationary	1 inch	Piece	20		
Box File	Stationary	Standard quality	Piece	20		
Dust bin	Stationary	Plastic, foot operated 18 ltr	Piece	30		
Learning Charts	Stationary	Standard quality, Primary Classes	Piece	30		

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Wall Clock	Stationary	Standard Wall Clock with MAP logo good quality	Piece	12		
Global Map	Stationary	12 Inches Height Metal Base Globe with Magnifying Glass	Piece	12		
Bags(Teachers)	Stationary	Bag for Teachers Standard Quality dark green,Printed MAP Logo	Piece	30		
Calender Diary	Stationary	Medium Size with Printed MAP Logo	Piece	30		
Lesson Plans	Stationary		Set	30		
Flash Cards	Stationary		Set	30		
Highlighters	Stationary	Double sided 2 colours,	Piece	50		
<b>Transportation to Loralai</b>						
<b>Grand Total</b>						

<b>Cost of Lot # 1 to Lot # 6</b>	
	<b>Total</b>
<b>Cost of LOT#1 (Inclusive of all Taxes)</b>	
<b>Cost of LOT#2</b>	
<b>Cost of LOT#3</b>	
<b>Cost of LOT#4</b>	
<b>Cost of LOT#5</b>	
<b>Cost of LOT#6</b>	
<b>Grand Total</b>	

## 2.General Terms & Conditions

### 2.1 General

1. Quoted price 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).

***Note: Payment will be processed as per the provision of budget from the donor***

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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.

- **CDR/DD 3% of the total bid value, NTN # 2713341-9** Cross cheque will not be acceptable
- Samples will be provided along with quotations
- Updated Company Profile (if company already submitted the profile with any other tender, please ignore)
- Valid NTN/GST Certificate and active tax filer certificate should be attached.
- Any of the above mentioned is found missing, the quotation may be rejected

**2.3 Sealed Quotations addressed to “Purchase Committee” clearly mentioned at the top of the envelope Ref# 5003 –Provision of School Supplies should be sent at Muslim Aid Address via courier only (by email or by hand quotation will be considered rejected) before COB 26th December 2023 (Tuesday)**

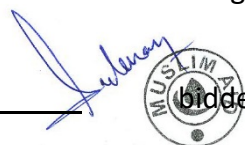
**Mailing Address:** Muslim Aid Pakistan Office:

Plot No. 1 -4, First Floor, Executive Business Centre, Main Double Road, FECHS, E-11/2, Islamabad

## 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](mailto:complaints@muslimaid.org.pk)

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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.

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