

Ref# 5004

Date: 10 December, 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 for “**Procurement of Educational Supplies**”

M/S name: _____
 Address: _____

From: Procurement Department
 Muslim Aid

1. Financial Proposal

Sr. #	Item Name	Category	Detailed Specifications	Unit Type	Quantity	Unit Cost	Estimated Cost
1	Uniform Boys	Boys, shirt wash & wear, Sky Blue shirt and shalwar for class 1 to 8 sizes. (Sizes will be finalized as per sample agreed)	Boys Sizes, 24, 26, 28, 30, 32, 34, Sky Blue Shirt and paint (Shalwar),	Set	881		-
2	Uniform Girls	Girls, Royal Blue shirt, White Dupatta, White Shalwar for class 1 to 8 sizes. (Sizes will be finalized as per sample agreed), Grace(ketti)	Gilrs Sizes, 22, 24, 26, 28, 30, 32, 34, White Traouser, Dark Blue Shirt	Set	1,019		-
3	School Bags	Canvas bag Good Quality, Darkgreen, Full Size, 3 portion, with MAP Logo	MAP Logo will be printed on bag	Piece	1,900		-
4	Notebooks	Standard quality (12 copies with (60pages) set, 2 note books for each subject, 6 Subject) (Eng :4 line, Math: Block line, Urdu, science, Islamyat, SST: Wide Line)	Map logo will be printed on copies	Set	1,900		-
5	Stationary	Standard quality geomatry(5 pencils+5 erasers+5 shopners + 1 color box, small white	Good quality geomatry prefreable Dux (5 Lead pencils goldfish +5	Set	1,850		-

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.

		sheet with marker and duster)	erasers+5 shopners + 1 color box gold fish, small white sheet				
Transportation to Loralai Balochistan							
TOTAL							-

2.General Terms & Conditions

2.1 General

1. Quoted price 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 Custom Clearance and port taxes (if any)
2. All Quoted amounts 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. Withholding tax as per government prevailing rates shall be deducted at the time of payment.
6. Payment shall be made in the form of cross cheque within 21 working 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
7. Muslim Aid reserves the right to reject any or all quotations without assigning any reason thereof.
8. Expected delivery time must be mentioned on your quotation.
9. Incomplete Bids/ documents or quotation submitted shall not be entertained.
10. **The supplier will be responsible for loading and unloading of supplies from its warehouse to delivery point.**
11. **At the time of delivery, the supplier will ensure the availability of its representative till the completion of the distribution**

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.
- 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# 5004 – Educational Supplies should be sent at Muslim Aid Address via courier only (by email or by hand quotation will be considered rejected) before COB December 26, 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

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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.