


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.

 Ref# 5173

Date: 31 Jan, 2024

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 "**Ramadan Food Pack**"

M/S name: _____

From: Procurement Department

Address: _____

Muslim Aid

1. Financial Proposal

Sr#	Items	Qty	Unit	Unit Price	Total Amount PKR
1	Flour (prepared with the finest refined, rich-quality wheat under hygienic conditions) 20 Kg (1*20) Pack	1	Nos		
2	Cooking oil (Approved quality, Dalda) 05 Liter	1	Nos		
3	Basin Fine good quality 2 Kg Pack	1	Nos		
4	Dates good quality 02 Kg Pack (Basra/zaidi)	1	Nos		
5	Sharbat (Qarshi Jam-E-Shirin, Rooh Afza) 1500 ML	1	Nos		
6	kainat Basmati Rice (05Kg Pack)	1	Nos		
7	Brooke Bond Supreme Black Tea (900 Grams)	1	Nos		
8	National Refined Salt 1000-gram pack	1	Nos		
9	Carton (7 ply) Printed for packing of (serial # 02-08)	1	Nos		
10	Branding Bag for 20 Kg flour with Logos	1	Nos		
Transportation					
11	District Bagh Azad Kashmir Near District Headquarters Bagh	650	Pack		
12	Lassa Nawab District Mansehra KPK	650	Pack		
13	Tehsil Landi Kotal District Khyber KPK	300	Pack		
Total cost for one Pack					
Total cost for 1600 Pack Inclusive of Taxes Transportation (Loading & unloading)					

2. General Terms & Conditions

2.1 General

- 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)
- Complete Sample will be provided along with Quotations, without sample quotations may be rejected**
- All Quoted amounts will be considered as tax included. GST amount should be mentioned separately.**
- All prices must be quoted in Pak rupees.
- Any damage, loss, theft and demurrages outside the premises of Muslim Aid (Pakistan) shall be the responsibility of supplier / agent.
- Evaluation of the quotation and award of Purchase Order shall be items wise.
- Withholding tax as per government prevailing rates shall be deducted at the time of payment.
- 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).

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

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

9. Muslim Aid reserves the right to reject any or all quotations without assigning any reason thereof.
10. Expected delivery time must be mentioned on your quotation.
11. 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.
- Updated Company Profile (if company already submitted the profile with any other tender, please ignore).
- Sample can be provided by hand before the opening of quotations
- Valid NTN 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# 5173 – Ramadan Food Packs should be sent at Muslim Aid Address via courier only (by email or by hand quotation will be considered rejected) by 03:00 PM February 15, 2024

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 1 month 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.

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