

Tender Pack

TENDER FOR: Qurbani Programme

TENDER ADVERTISEMENT: 22/05/2024

TENDER DOCUMENT ISSUANCE DATE: ~~22 MAY – 29 MAY 2024~~

LAST DATE FOR DOCUMENTS SUBMISSION: 29 MAY 2024 Before 3 PM

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CONFIDENTIAL QUESTIONNAIRE**Company Information**

Full Legal and Trading Name:	
Date of Registration of your company: (please attach certificate)	
Full address:	
Registered place of business (if different from above address):	
Name the contact within your organization to whom all correspondence regarding this tender should be addressed:	
Company website address: (in any)	
Name and position of person authorized to enter into negotiations and sign any formal agreement:	
Company registration details such as, i. Registration numbers ii. VAT/NTN Registration number iii. Trade license number (copy must be attach)	
Name of other key contacts: Director/s. Sales Team Technical Support	

Business Information

<p>Provide a brief description of your Company profile and structure, size and location(s) including a brief overview of your marketing and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third-party contractors where applicable. Details of joint venture arrangements (if applicable).</p>	
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List of Major Clients (please only mention clients relevant to live stock or meat supply business)	
Details of your company's experience in the supply of similar items, keeping in view the following points: i. Name of company ii. Contract Value iii. References (evidence to be attached)	

Banker's Detail:

Question	Response
Bank Name, Account Title, branch and total turnover in USD (PKR) of last year (attach the bank statement of last 6 months)	

Trade Reference (Only for Livestock & Qurbani Related Services):

	1	2	3	4
Name of Organization				
Contact name and phone number				
Description of items/services delivered				
Quantity				
Date contract awarded				
Date contract Completed				
Value of Contract in PKR				

2. Pricing

M/s _____

Request for Quotation

Muslim Aid (MA) is an International Relief and Development Organization providing humanitarian aid during emergencies and working for long-term development and sustainability of World's most vulnerable communities.

Muslim Aid takes this opportunity to request you to quote the prices for the **supply and slaughtering of Qurbani Animals (Bulls & Cows)** for Qurbani Project 2024 as per following detail:

Total Animals= 80

Areas/ Locations	Qty (No of Animals)	Per Animal (Unit Bull) A	Per Animal (Unit Cow) A1	Slaughtering Skinning Cutting & Blast Freezing Cost (per bull/Cow) B	Packing Cost (4 KG food graded Transparent bag with MA logo)	Transportation Cold Chain D	Total Cost (Including (A+B+C+D)	Total Cost (Including (A1+B+C+D)
District Manshera KPK & Bagh AJK	80							

Specifications

Type: Bull/Cow

Weight: 160 KG Meat Weight

Age: 2 ½ - 3.5 Years

Visible Teeth: Minimum Two (02) – Maximum Four (04)

Major Requirements:

Animal should not have any physical defect i.e blindness, missing/broken limb, and damaged horns. The animal should be healthy, active, and fit for Qurbani as per Shariah Law.

- 80 Bulls/Cows should be slaughtered for Mansehra KPK & Bagh AJK **After slaughtering, skinning, cutting &, including transportation (exclusive of head, feet, liver, heart and animal waste)** minimum 40 packs (04 Kg each) of clean meat from each animal totaling to minimum 3200 meat packs (04 kg) each from 80 animals.

Grand Total (Inclusive of all Taxes and Transportation)

Supplier will buy back Animal Skin, Head, Feet, Liver and Heart on the following Prices;

S. No.	Description	Unit Price	Total price
1	Skin		
2	Head		
3	Feet		
4	Liver		
5	Heart		

Lead time for the Supply of Animals (days)	Number of Packs per District
Lead time for the Supply of meat packs from slaughtering facility (days/hours)	District Mansehra (1200) District Bagh AJK (2000)

3. General Terms & Conditions

3.1. General

- Supplier shall provide CDR/DD amounting 5% (in the name of Muslim Aid) along with tender pack, CDR/DD will be returned to unsuccessful bidders after decision of tender.
- 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)
- All prices must be quoted in Pak rupees.
- Supplier will keep animals in one central & separate location for pre-inspection and selection at least 5 days before Eid.
- Supplier will be responsible for animal fodder, vaccinations, and care during Quarantine period.
- Supplier will be responsible for slaughtering; skinning, cutting, packing of meat in food graded (transparent) bags with MA Logo and transportation (Cold Chain- if applicable) of packed meat to mentioned areas.
- Supplier will buy back animal Skin, Head, Feet, Liver & Heart and income from those will be deposited in Muslim Aid account.
- Supplier will be responsible for proper cleanliness and hygiene of animal keeping and slaughtering area along with proper waste disposal of animal waste after slaughtering, cutting and packing.
- Supplier will be responsible for providing weighing machines for weighing of meat pack (4 Kg).
- Any damage, loss, theft, demurrages and degradation of meat quality before delivery of meat pack at final destination will be responsibility of supplier.
- Evaluation of the quotation and award of Purchase Order shall be items wise/lot wise.
- Withholding tax & GST 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 days after execution of order and subsequent submission of the invoice to the Muslim Aid (Pakistan).
- Muslim Aid reserves the right to reject any or all quotations without assigning any reason thereof.
- Expected delivery time must be mentioned on your quotation.

3.2. Bid Submission Requirements

The following documents should be accompanying the tender

- Updated Company Profile with all registration and accreditation certificates
- Sealed Quotations addressed to **“Procurement Committee”** should be dropped in our quotation box placed at Executive Business Centre, First Floor, Plot # 1, Main Double Road, FECHS, E-11/2, Islamabad latest by 1500 hours on or before 29 MAY 2024.
- Copy of CNIC of company's Director/MD/Owner
- Pictures/Video of slaughtering facility and cold chain fleet (if applicable)
- CDR/DD 5% of the total quoted value (In the name of Muslim Aid).

3.3. Validity of Bid

- Bids shall remain valid for at least 60 days from the date of submission. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

3.4. Short listing Criteria

- Experience in livestock related or similar kind of projects. (Based on provided documents)
- Experience in animal slaughtering and meat packing, (cold chain- if applicable) transportation of packed meat will be added value
- Past experience with MA (attached evidence)
- Financial Strength (attached bank statements or audited accounts of the firm)
- Quoted Price
- Operational capacity

For Muslim Aid _____ Sig & Seal of bidder _____

4. Supplier Screening Form

Company Information: -

Company Name (as appeared on Registration Document):

Company Address:

Country:

Telephone:

Website:

Director(s) names (Please ensure you enclose proof of identity of director(s) e.g. passport copy or ID card)

Has the organization been convicted of any criminal offence?

Does the organization have any relationship with current Muslim Aid staff in the following capacity?

Personal/Family	Yes	No
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Business	Yes	No
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If you have answered YES to any of the above, then can you please state in detail the relationship you have and with whom

How did you hear about Muslim Aid service request?

Compulsory documents to be provided to us:

1. Company Registration Documents
2. Photo copy of ID/Passport of Directors

Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of _____ (insert Country) or under the International Laws Community or what may be termed a 'terrorist activity'

I confirm that the above information is accurate to the best of my knowledge. I have not withheld information.

Name

Position

Sign & Official stamp

Date

We will treat your personal information as confidential and your details will not be shared with anyone else. The information on this form is required for the purpose of providing security screening.

Internal Use

Received by (local office): Name

Position

Date

Information sent to (HQ): Name

Date

5. Complaints..... please write to us

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.

6. Queries..... please write to us

If you have any query regarding tender documents, then please contact us at procurement@muslimaid.org.pk