

DATE: 28th August 2024

INVITATION TO BID NO. MAP/MAUS/24/5333-27

Construction of 23 Livestock Shed at District Mirpur Khas & Sanghar, Sindh

CLOSING DATE AND TIME: 12 September 2024 03:00 PM

1. GENERAL INFORMATION

The Office of the Muslim Aid (MAP) Islamabad invites bids from qualified, contractors / vendors / supplier duly registered with the government of the Islamic Republic of Pakistan and Pakistan Engineering Council to submit a firm offer for the "Construction of 23 Livestock Shed at District Mirpur Khas & Sanghar Sindh. The firm's offers from the successful bidders would form the basis for an award of a contract.

2. BIDDING DOCUMENTS

The following annexes form integral part of this invitation to Bid:

Annex A:	<i>Detailed Specifications</i>
Annex B:	<i>Price Proposal</i>
Annex C:	<i>General Terms and Condition for Purchase of Goods</i>
Annex D:	<i>Vendor Registration Form</i>

SECTION I: BIDDING INFORMATION

a) ACKNOWLEDGMENT

Bidders are requested to confirm the receipt of this **ITB** and send the expression of their intention to participate to the addresses (physical / courier) provided in the "SUBMISSION OF QUOTATION" section of this ITB.

b) QUERIES

- i) Bidders are required to submit all their **enquiries in respect of this Invitation to bid by e-mail to procurement@muslimaid.org.pk**. MUSLIM AID may, at its discretion, copy any reply to a particular question to all other invited Bidders.

IMPORTANT: Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer will result in disqualification of the offer. Please send your offer directly to the address provided in the "SUBMISSION OF QUOTATIONS" section of this ITB.

c) YOUR OFFER

Please submit your offer using the submission templates provided. It should conform to the following requirements and contain all the information required. The offers not conforming to the requested format will not be taken into consideration for evaluation. Your offer should clearly include the following information:

DELIVERY TIME: All items must be delivered to the specified locations as per the schedule given in Annex C or AS SOON AS possible after placement of the confirmed order.

- **OFFERS** can be made for part of the requirement as listed in the attached Annex-A, but a complete offer is a preferred option.

- **COST:** The cost should include the construction of Livelihood Sheds as required (Transportation and Tax included).
- **CURRENCY:** Your proposal must be prepared in a single currency, in PAK Rupees.
- **LANGUAGE:** Bids shall be prepared in English.
- **INSPECTION:** All civil work is subject to inspection and will be advised at the time of construction. Selected contractor will inform MUSLIM AID when the civil work will be ready for inspection. The inspection will be arranged by MUSLIM AID. Please note that inspection charges resulting from the contractor's default will be charged directly to the contractor.
- **INCOTERMS:** The International Chamber of Commerce Incoterms 2011 shall apply for this ITB and for any resulting purchase order (s).
- **PLACE OF INSPECTION:** The inspection will be held at the project sites, as per the sites identified by MUSLIM AID.
- **COUNTRY OF ORIGIN OF THE SUPPLIER AND AREA OF OPERATION:** The bid shall state the country in which the items are manufactured.
- **WARRANTY:** Please include what is covered under warranty including provision of maintenance service for a period of 2 or whatever years.
- **BID VALIDITY:** The bid submitted must remain valid for acceptance for at least 90 days from the Invitation to Quotation closing date.
- **VENDOR REGISTRATION:** Annex D), together with the necessary supporting documentation unless they have already been registered with Muslim Aid (MAP) and have received purchase orders within the last 3 years. All the companies are required to submit registration documents for example.
 - **Dealers/Partnership certificates issued by principal companies/organizations**
 - **Certificate of registration from PEC – Category C6 and above)**
 - **Work completed within the last 3 years or so**
 - **National Tax Number / STN**
 - **Update bank statement last one year.**
 - **Or any other document issued by a government regulatory body certifying the legality of their business.**
- **BID EVALUATION:**

d.1) Supplier Registration

The qualified supplier will be added to the vendor registration after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial Standing.
- Core business
- Track record
- Technical Knowledge of the work under consideration
- Contract capacity

This will be followed later by performance evaluation as a contractor such as:

- Ability to respond quickly to Agency's needs.
- Timely Delivery
- Dependability of products and services.

d.2) Financial and Technical evaluation

All bids will be evaluated based on:

- Compliance with the mentioned MUSLIM AID Specification and approved material as per samples
- Delivery Time
- After Sales Service which includes minimum warranty of six months

IMPORTANT: For evaluation purposes only, the offers submitted in currency other than PKR will be converted to PKR using the prevailing bank rate.

▪ **SUBMISSION OF BIDS**

Bids must be submitted in 2 (two) separately sealed envelopes as follows: enclosed in 1 outer sealed Envelop:

- **1 (one) sealed envelope containing technical part of the offer containing the following**
- **1 (one) sealed envelope containing financial part of the offer**

To be sent either by courier, to either of the following addresses clearly marked as Follow:

NOT TO BE OPENED BY REGISTRY

MAP/MAUS/24/5333-27 Construction of 23 Livestock Shed in District Mirpur Khas & Sanghar Sindh
MUSLIM AID Ad (MAP)

MUSLIM AID Ad (MAP)

**Plot # 1, First Floor, Executive Business
Centre, Main Double Road, FECHS
E-11/2, Islamabad**

Offers submitted must be sealed in an outer and two inner envelopes as detailed below:

- a. the outer envelope should be marked and addressed as above,*
- b. the first inside envelope will contain the vendor Registration form relevant registration documentation,*

TECHNICAL OFFER

- c. the second inside envelope shall contain your financial offer and duly filled price proposal form.*

FINANCIAL OFFER

IMPORTANT:

- a)** Bids that are otherwise addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation.

Potential bidders are informed that your application **MUST** accompany **3% earnest money** as call deposit in the form of Demand Draft in the Name of '**Muslim Aid (MAP)**' and shall reach at the office of MUSLIM AID at postal address "Office # **1 1st Floor Executive Business Center, Main Double Road, FECHS E-11/2 Islamabad**

All Bids must be received latest by: 12 September 2024, 03:00 p.m.

LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of Quotations and Quotations transmitted in any other manner than those indicated above will not be considered.

Bid Opening: Sealed envelope containing **commercial part of the offer** will only be opened for evaluation if the supplier's **technical part of the offer** has passed the technical evaluation / has been accepted by MUSLIM AID Technical Committee as meeting the technical specifications. The bids will be opened by the procurement committee of Muslim Aid (MAP).

d) BID ACCEPTANCE

MUSLIM AID reserves the right to accept the whole or part of your bid. Please note **(The lowest offer is not the only criteria for acceptance of the offer)** refer to the stated evaluation criteria (Para D above). Information provided by the bidder will constitute the basis for the eventual award for contract.

MUSLIM AID may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by MUSLIM AID at its own initiative or in response to a clarification requested by a prospective supplier.

e) CURRENCY AND PAYMENT TERMS FOR HIRING OF RENTAL SERVICES

Any Purchase Order (PO) issued as a result of this ITB will be made in Pakistani Rupees. All Government taxes are applicable.

Yours sincerely,

M. Sulman Baig
Procurement & Logistics Manager
Office # 1 1st Floor Executive Business Center Islamabad

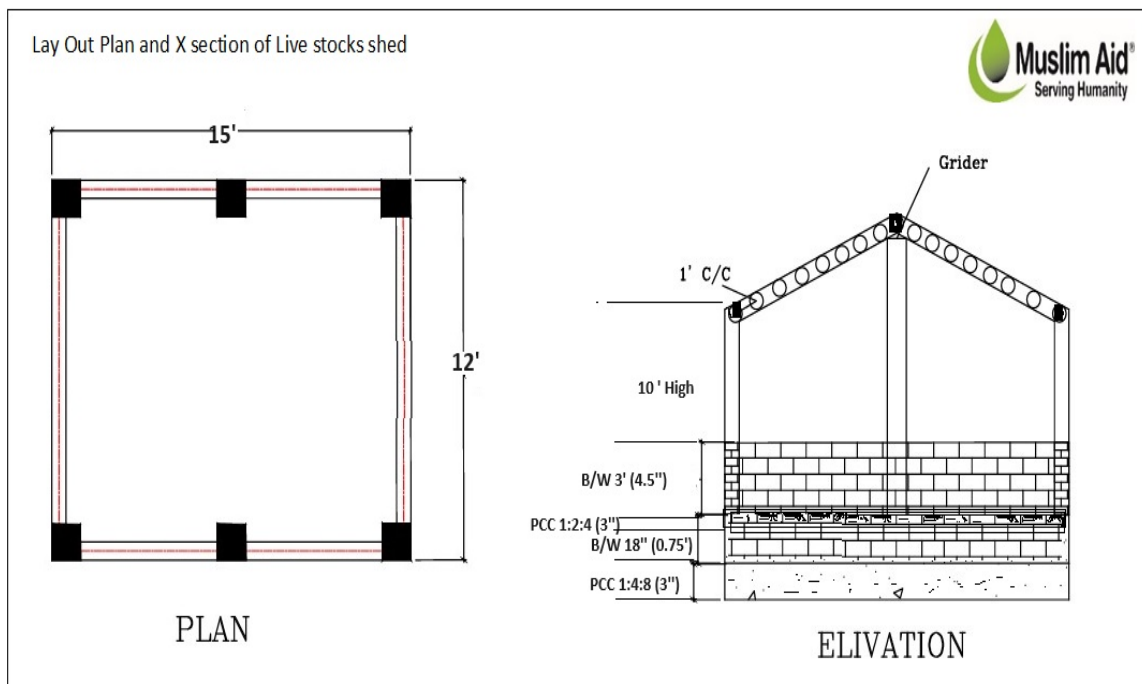
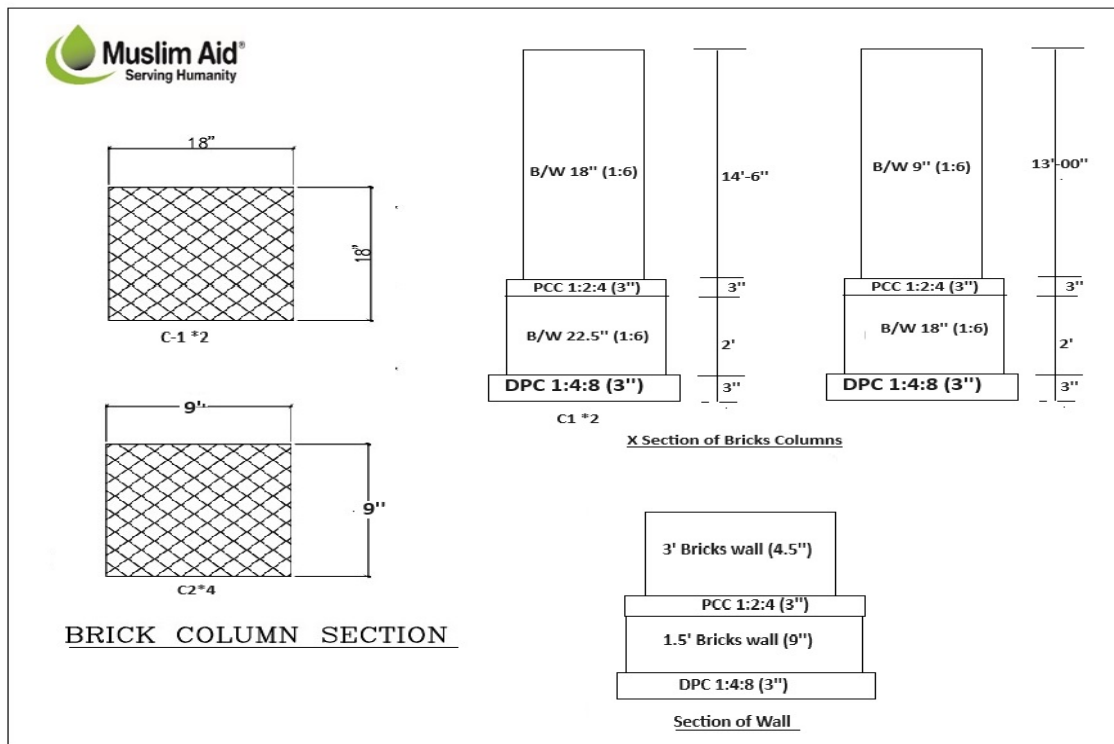
ANNEX A: TECHNICAL SPECIFICATIONS

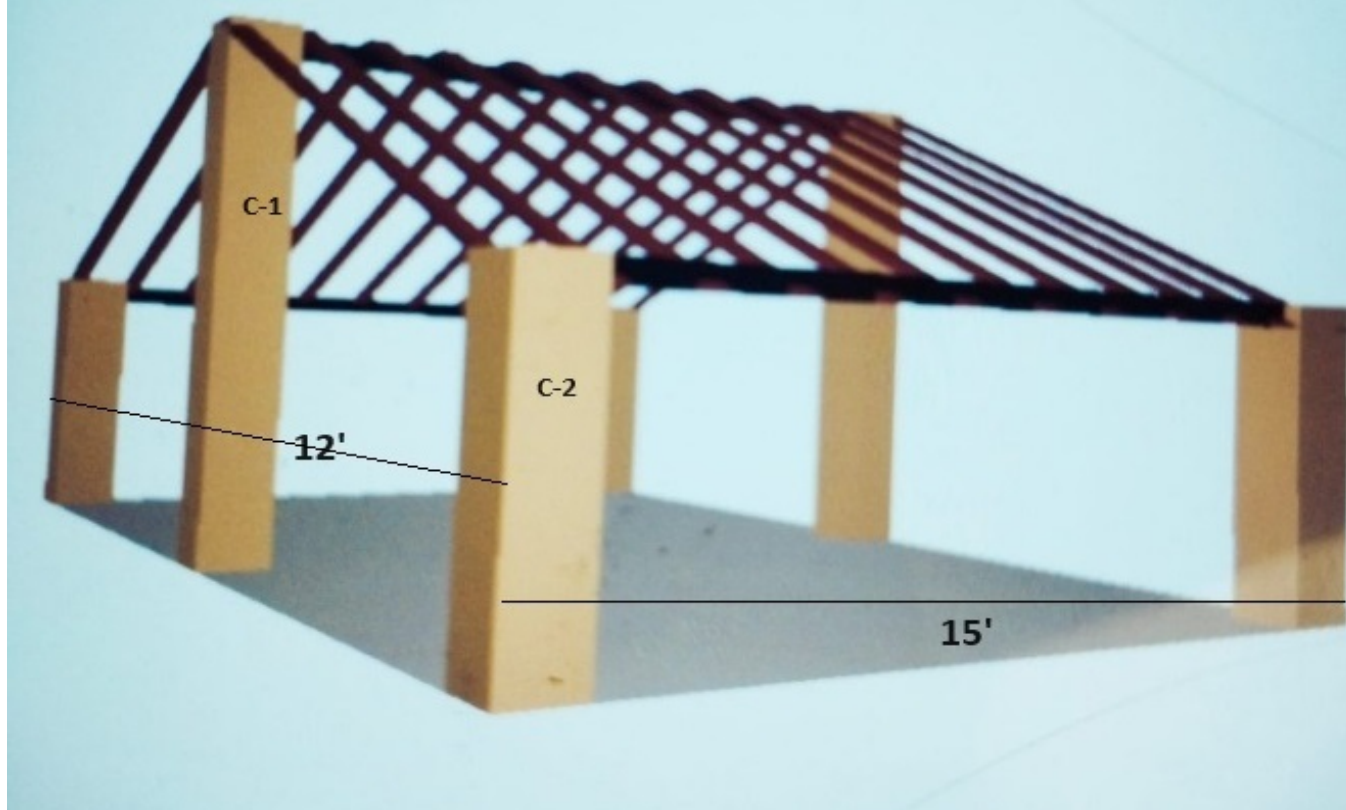
(RFQ/ DETAIL SPECIFICATION OF CIVIL CONSTRUCTION WORK AND SPECIFICATION/RFQ)

Sr #	DESCRIPTION/DETAIL SPECIFICATION	UNIT	QTY	UNIT RATE	TOTAL AMOUNT
1	PCC-Cement concrete plain including placing, compacting, finishing, and curing complete (including screening and washing of stone aggregate): 3" thick (Ratio 1: 4: 8) with curing	Cft	17.50		
2	Pacca brickwork using A-class bricks in a cement-sand mortar with a 1:6 ratio for the foundation and plinth with curing	Cft	83.74		
3	Providing and laying Cement concrete plain including placing, compacting, finishing, and curing completely (including screening and washing of stone aggregate) Ratio 1: 2: 4)3" Thick with curing	Cft	12.55		
4	Pacca brickwork using a cement-sand mortar mix (1:6) up to 12.5 feet in height for ground floor walls and columns. With curing	Cft	169.39		
5	Cement plaster ½ thick 1: 4 on walls on all sides with curing	Sft	654.16		
6	Providing and laying gardir/ Iron girder, Size 7"x3.5" and approximately 1.75-2.0 Kg per Rft (14*3)	Rft	42.00		
7	Providing and fixing Bamboos for the Roof Chawari Special with a minimum 3" dia at the smaller end and well-seasoned	Rft	280.00		
8	Providing and fixing Red/Mat/Pattle (Chick made of Reed close waived with 4/8 sotar dia sticks)	Sft	270.00		

9	Providing and fixing Plastic Sheet for Roof (Double-fold, fine-grained) good quality 40-gram weight per meter	Sft	270.00		
10	Providing and fixing Net and bolt (10 mm net bolt 10" long with two steel washers)	Nos	14.00		
11	Good quality rope for hanging bamboo minimum 3/8 thick (03 mm)	Rft	150.00		
12	Providing and installing the Visibility plate (2' *2') plain steel sheet (18 Gauges) with logos and text (Design by MAP)	Nos	1.00		
13	Providing and completing of 02 coat Green Oil Paint for the girder (Size 7"x3.5"*42')	Jobs	1.00		
Total Amount PKR for 01 Animals Livestock shed as per design including all taxes					
Total Amount PKR for 23 Animals Livestock shed as per design including all taxes					

DRAWING AND DESIGN OF ANIMAL LIVESTOCK SHEDS





List of Targeted Village for Construction of Animals livestock shed in District Sanghar and Mirpur Khas Sindh.

S#	Provence	District	Taalqa/ Sub Division	UC	Village Name
1	Sindh	Sanghar	Jam Nawaz Ali	Nau Abad	Pir Juman Shah
2	Sindh	Sanghar	Jam Nawaz Ali	Nau Abad	Habib Mangrio
3	Sindh	Sanghar	Jam Nawaz Ali	Nau Abad	Mehrab Mari
4	Sindh	Sanghar	Jam Nawaz Ali	Nau Abad	Dongro Bheel
5	Sindh	Sanghar	Jam Nawaz Ali	Nau Abad	Dongro Bheal
6	Sindh	Sanghar	Jam Nawaz Ali	Nau Abad	Nazar Muhammad Makrani
7	Sindh	Sanghar	Jam Nawaz Ali	Nau Abad	Mir Muhammad Magrio
8	Sindh	Sanghar	Jam Nawaz Ali	Nau Abad	Sidique Mangrio
9	Sindh	Sanghar	Jam Nawaz Ali	Nau Abad	Amin Paro
10	Sindh	Sanghar	Jam Nawaz Ali	Nau Abad	Rahim Solangi
11	Sindh	Mirpur Khas	Digri	Soofan Shah	Khair Muhammad Bhurgri
12	Sindh	Mirpur Khas	Digri	Mir Fateh Talpur	Aziz arain
13	Sindh	Mirpur Khas	Digri	Mir Fateh Talpur	Jalal Abreeng

14	Sindh	Mirpur Khas	Digri	Mir Fateh Talpur	Muhammad Ali Qaimkhani
15	Sindh	Mirpur Khas	Digri	Soofan Shah	Hayat Burgri
16	Sindh	Mirpur Khas	Digri	Soofan Shah	Ghulam Muhammad Seenharo

ANNEX B: PRICE PROPOSAL FORM

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION

PAYMENT TERMS: ACCEPTANCE OF PAYMENT TERMS (I.E. 30 DAYS NET FROM RECEIPT OF DOCUMENTS)

YES ☐ NO ☐

BIDDERS NAME:

Annex C: General Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the supplier signing and returning an acknowledged copy of it or by timely delivery of the goods in accordance with the terms of the purchase order as herein specified. Acceptance of this Purchase order shall affect a contract between the Parties under which the rights and Obligations of the parties shall be governed solely by the terms and conditions of the purchase order including these General Conditions. No additional or inconsistent provision proposed by the supplier shall bind **Muslim Aid (MAP)** unless agreed to in writing by a duly authorized **Muslim Aid (MAP)** official.

2. LEGAL STATUS

The supplier shall be considered as having the legal status of an independent contractor vis-à-vis **Muslim Aid (MAP)**. The Supplier, its personnel and sub-contractors shall not be considered in any respect as being the employees of **Muslim Aid (MAP)**. The supplier shall be fully responsible for all work and services performed by its employees and for all acts and omissions of such employees.

3. SOURCE OF INSTRUCTIONS

The supplier shall neither seek nor accept instructions from any authority external to **Muslim Aid (MAP)** in connection with the performance under this contract. The Supplier shall refrain from any action which may adversely affect **Muslim Aid (MAP)** and shall fulfill its commitments with the fullest regard to the interests of **Muslim Aid (MAP)**.

4. EXPLOITATION AND ABUSE OF REFUGEES AND OTHER PERSONS OF CONCERN TO DONOR OF THIS PROJECT UNOCHA

The supplier warrants that it has instructed its personnel to refrain from any conduct that would adversely reflect on donor of this Project (UNOCHA) and/or the United Nations and from any activity which is incompatible with the aims and objectives of the United Nations or the mandate of UNOCHA to ensure the protection of refugees and other persons of concern to UNOCHA. The supplier hereby undertakes all possible measures to prevent its personnel from exploiting and abusing refugees and other persons of concern to or to take corrective action when exploitation or abuse has occurred, shall entitle UNOCHA to terminate this Purchase Order immediately upon notice to the Supplier, at no cost to UNOCHA.

5. ANTI-PERSONNEL MINES

The supplier guarantees that it is not engaged in the sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof. Any breach of this representation and warranty shall entitle **Muslim Aid (MAP)** to terminate this Purchase Order immediately upon notice to the supplier, at no cost to **Muslim Aid (MAP)**.

6. CHILD LABOUR

The supplier represents and warrants that neither it, nor any of its suppliers, is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, required that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health and physical, mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle **Muslim Aid (MAP)** to terminate this Purchase Order immediately upon to the supplier, at no cost to **Muslim Aid (MAP)**.

7. SUB-CONTRACTING

In the event the Supplier requires the services of a sub-contractor, the supplier shall obtain the prior written approval of **Muslim Aid (MAP)** for all sub-contractors. The supplier shall be fully responsible for all work and services performed by its subcontractors and suppliers, and for all acts and/or omissions of such sub-contractors and supplier and their personnel. The approval of **Muslim Aid (MAP)** of a sub-contractor shall not relieve the Supplier of any of its obligations under this Purchase Order. The terms of any sub-contract shall be subject to and conform to the provision of this Order.

8. ASSIGNMENTS

The supplier shall not assign, transfer, pledge or make other disposition of this Order or any part thereof or of any of the supplier's rights, claims or obligations under this Order except with the prior written consent of **Initiative of Change (MAP)**.

9. OFFICIALS NOT TO BENEFIT

The supplier represents and warrants that no official of Muslim Aid (MAP) has been, or shall be, offered by the Supplier any direct or indirect benefit arising from this order or the award thereof. The supplier agrees that breach of this provision is breach of an essential term of this Order.

10. ENCUMBRANCES/LIENS

The supplier shall not cause or permit any lien, attachment or other encumbrance by any person or entity to be placed or to remain in any public office or with Muslim Aid (MAP) against any monies due or to become due for any work done or materials furnished under this contract, or by reason of any other claim or demand against the Supplier.

11. EXPORT LICENCE

The order is subject to the obtaining of any export license or other government authorization that may be required. It shall be the responsibility of the Supplier to obtain such license or authorization. Should the supplier encounter difficulties in obtaining the required export license or governmental authorization, it shall immediately bring this to the attention of Muslim Aid (MAP). Muslim Aid (MAP) will, at its discretion, use its best endeavors to assist.

12. WARRANTY

The supplier warrants the goods, including the packaging, furnished under this Order conform to the specification of the Order and is free from damage and defects in workmanship or materials. This warranty is without prejudice to any further guarantees that the Supplier provides to purchasers. Such guarantees shall apply to the goods subject to this Order.

13. REJECTION

Under the Order, Muslim Aid (MAP) shall have the right to reject the goods or any part thereof if they do not conform to specifications.

14. INSPECTION

Muslim Aid (MAP) or its duly accredited representative shall have the right to inspect the goods ordered for under this Order at Supplier's stores, during manufacture, in the port or places of shipment, and the Supplier shall provide all facilities for such inspection.

15. INTELLECTUAL PROPERTY INFRINGEMENT

The supplier warrants that the use or supply by Muslim Aid (MAP) of the goods sold under this order does not infringe on any patent, design, tradename or trademark. In addition, the supplier shall, pursuant to this warranty, indemnify, defend and hold Muslim Aid (MAP) and United Nations harmless from any action or claims brought against Muslim Aid (MAP) and/or the United Nations pertaining to the alleged infringement of a patent, design, tradename or trademark arising in connection with the goods sold under this purchase.

16. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by Muslim Aid (MAP) shall rest with Muslim Aid (MAP) and any such equipment shall be returned to the Muslim Aid (MAP) at the conclusion of this Contract or when no longer needed by the Supplier. Such equipment, when returned to Muslim Aid (MAP), shall be in the same condition as when delivered to the Supplier, subject to normal wear and tear. The Supplier shall be liable to compensate Muslim Aid (MAP) for equipment determined to be damaged or degraded beyond normal wear and tear.

17. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF (Name of your Organization)

Unless authorized in writing by Muslim Aid (MAP) the Supplier should not advertise or otherwise make public the fact that it is a Supplier to Muslim Aid (MAP) or use in any manner whatsoever the name and emblem or official seal of Muslim Aid (MAP) or any abbreviation of the name of Muslim Aid (MAP) /or Muslim Aid – US (MAUS) funded project for in connection with its business or otherwise.

18. OVERRIDING CLAUSE

In the event of any conflict or inconsistencies between these-General Terms and Conditions for Goods or any other document which forms part of the purchase these conditions shall prevail except where they have been amended (by specific reference to the relevant clause and paragraph of these Conditions) as provided for herein.

19. FORCE MAJEURE: OTHER CHANGES IN CONDITIONS

In the event of as soon as possible after the occurrence of any cause constituting force majeure, the Supplier shall give notice and full particulars in writing to Muslim Aid (MAP) of such occurrence or change if the Supplier is hereby rendered unable.

Wholly or in part, to perform its obligations and meet its responsibilities under this Order. The Supplier shall also notify Muslim Aid (MAP) of any other changes in conditions or the occurrence of any even which interferes or threatens to interfere with its performance of this purchase Order. On receipt of the notice required under this Article, Muslim Aid (MAP) shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Supplier of a reasonable extension of time in which to perform its obligations under this Purchase Order.

If the Supplier is rendered permanently unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Order, **Muslim Aid (MAP)** shall have the right to suspend or terminate this Purchase Order/Contract on the same terms and conditions as are provided for in Article 21, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

Force majeure as used in this provision means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of similar nature or force.

Notwithstanding anything to the contrary in this Order, the Supplier recognizes that the work and services will be performed under harsh or hostile conditions caused by civil unrest. Consequently, delays or failure to perform caused by events arising out of or in connection with such civil unrest shall not, in and itself, constitute force majeure under this Order.

20. DISPUTES - ARBITRATION

Amicable Settlement the Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Order or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place.

21. TERMINATION OF PURCHASE ORDER

In the case of failure by the Supplier to fulfill its obligations under the terms and conditions of the Order including but not limited to failure to obtain necessary export licenses, or failure or refusal to make delivery of all or part of the goods by the agreed delivery date or dates, **Muslim Aid (MAP)** may, after giving the Supplier reasonable notice to perform without prejudice to any other rights or remedies excess on or more of the following rights.

Procure all or part of the goods from other sources, in which event Muslim **Aid (MAP)** may hold the Supplier responsible for any excess cost occasioned thereby.

Refuse to accept delivery of all or part of goods.

Cancel this Order without any liability for termination charges or any other liabilities or any kind of **Muslim Aid (MAP)**.

Muslim Aid (MAP) may terminate forthwith this Order at any time should the mandate or the funding of **Muslim Aid (MAP)** be curtailed or terminated in which case the Supplier shall be reimbursed by **Muslim Aid (MAP)** for all reasonable costs incurred by the Supplier prior to receipt of the notice of termination.

22. INSOLVENCY AND BANKRUPTCY

Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, **Muslim Aid (MAP)** may without prejudice to any other rights and remedies, terminate this Order by giving the Supplier written notice of termination.

Should the Supplier be adjudged bankrupt, or should the Supplier make a general assignment for the benefit its creditors or should a receiver be appointed on account of the Supplier's insolvency **Muslim Aid (MAP)** may under the terms of this Order.

28. PAYMENT INSTRUCTIONS

Muslim Aid (MAP) shall on the fulfillment of the Delivery Terms, unless otherwise provided in this Order make payment by bank transfer within thirty days of receipt of the Suppliers invoice for the goods and copies of any other documentation specified in the Order.

Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Order, provided payment is made within the period required by such payment terms.

VENDOR REGISTRATION FORM – ANNEX D

Section 1: Company Details and General Information

1. Name of Company:	
2. Street Address:	3. P.O. Box and Mailing Address: Postal Code: City: Country:
4. Tel:	5. Fax:
6. Email:	7. WWW Address:
8. Contact Name and Title:	
9. Email:	
10. Parent Company (Full legal / officially registered company name):	
11. Subsidiaries, Associates - name, city, country (attach a List if necessary):	
12. International Offices/Representation (Countries where the Company has local Offices/Representation):	
13. Type of Business (Mark one only): Corporate/ Limited: <input type="checkbox"/> Partnership: <input type="checkbox"/> Other (specify):	
14. Nature of Business: Manufacturer: <input type="checkbox"/> Authorised Agent: <input type="checkbox"/> Trader: <input type="checkbox"/> Consulting Company: <input type="checkbox"/> Other (specify):	
15. Year Established:	16. Number of Full-time Employees:
17. Licence no./State where registered:	18. VAT No./Tax I.D.:
19. Technical Documents available in: English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (specify)	
20. Working Languages: English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (specify)	

Section 2: Banking Information

21. Bank Name:	22. Branch Name:
23. Branch Address:	24. Tel. number:
25. Fax number:	
26. Bank Account Number:	27. Account Name:
28. Account currency:	29. Swift/Bank Identifier Code (BIC):

30. International Bank Account Number (IBAN):

31. Routing Bank details (if applicable): full details to be provided as per above

Section 3: Technical Capability and Information on Goods / Services Offered

32. Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (please provide a Copy of your latest Certificate):

33. For Goods only, do those offered for supply conform to National/International Quality Standards?

Yes ☐ No ☐

34. List below up to a maximum of ten (10) of your core Goods/Services offered:

Description (one Line for each Item)	National/International Quality Standard to which Item conforms

Section 4: Experience

35. Annual Value of Total Sales for the last 2 Years:

Year : PKR Year PKR

36. Annual Value of Export Sales for the last 3 Years: If applicable

Year : PKR Year PKR Year PKR

37. If available, please provide a copy of the company's latest annual or audited Financial Report.

Do you have outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*? Yes ☐ No ☐

Section 5: Official not to benefit

46. By signing this VRF, potential vendors confirm that they have read, understood and will comply with the MUSLIM AID policy on the "zero tolerance" that strictly prohibits the acceptance of any type of gift and/or hospitality by MUSLIM AID staff members participating in the procurement process. Please confirm.

Yes ☐ No ☐ Any breach of this clause may lead to the termination of all contracts your Company may have with

Name: Signature Functional Title: Date:

Please courier the completed BID documents to:

**Procurement & Logistics Officer
Muslim Aid**

Office # 1 1st Floor, Executive Business Center Main Double Road, FECHS, E-11/2, Islamabad

INSTRUCTIONS FOR COMPLETION OF BID

The form should be typewritten in uppercase and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form:

Section 1:

1. Full name of company.
2. Full street address.
3. Full mailing address (including P.O. Box, if any).
4. Telephone number, including correct country and area codes.
5. Fax number, including country and area codes.
6. Email address.
7. WWW Address.
8. Provide name of person (including title) or department to whom correspondence should be addressed.
9. Provide email address of contact person.
10. Full legal name of parent company, if any.
11. Please provide, on a separate sheet if necessary, names and addresses of all subsidiaries & associates if any.
12. Please provide countries where the company has local offices or representation.
13. Please tick one box. If other; please specify.
14. Please tick one box. If other; please specify. If the company is a manufacturer of some products and a trader/agent of others which they do not manufacture, both boxes should be ticked.
15. Indicate the year in which the organization was established under the name shown in Item 1.
16. Indicate the total number of full-time personnel in the company.
17. Provide the license number under which the company is registered, or the State where it is registered.
18. Provide the VAT number or Tax I.D. of the company.
19. Please tick the boxes for which languages the company is able to provide technical documents. Please specify other languages.
20. Please tick the boxes for which languages the company is able to work in. Please specify other languages.

Section 2:

21. Full name of bank.
22. Name of branch.
23. Address where branch is located.
24. Telephone number, including correct country and area codes.
25. Fax number, including country and area codes.
26. Number of the company account.
27. Name in which the account is held (**important:** tis should be the company name).
28. Currency of the account.

- 29. Swift code for the account.
- 30. International Bank Account Number (IBAN).
- 31. Should a routing be required for international payments, please provide full details of intermediate bank(s).

Section 3: (Documents to be submitted with Bids)

- 32. Pakistan Engineering Council Certificate (Validity)
- 33. NTN certificate
- 34. Statement of work
- 35. Company Key personal staff for this project
- 36. Work Plan for the installation of Affridev Hand Pumps
- 37. Construction Equipment list
- 38. Proof of Similar Project executed for last five years (List plus POs)
- 39. Project in Hand (List plus POs)
- 40. Financial Statement
- 41. Affidavit showing that company is not involved in any litigation.
- 42. General Reputation (Provide the evidence of completion certificates of at least two previously completed projects of clients)