

**Doc 2: Letter of Invitation to TENDERS**

Date: - **10 November 2024**

REF: - **MAP/MAUK/24/5295-33**

Dear Sir/Madam,

SUBJECT: **INVITATION TO TENDERS FOR THE Provision of Educational Supplies.**

Further to your enquiry regarding the publication of the above-mentioned Invitation to TENDERS, please find enclosed the following documents, which constitute the TENDERS dossier:

- A. Instructions to Tenderers' (See Doc 3)**
- B. Standard Terms and Conditions (See Doc 4)**
- C. Price Schedule (See Doc 5)**
- D. Tenderers' Relevant Experience (See Doc 6)**

We look forward to receiving your TENDERS on or before **25 November 2024, 03:00 pm** at the address specified in the TENDERS dossier.

Your Tender must include the following documentation so please use the list below as a 'Checklist' before submitting your TENDERS to Muslim Aid.

- 1. Price Schedule (Financial Offers)- Use format/template available in tender pack**
- 2. Tenderer's Relevant Experience (Use format/template available in in tender pack) supported by copies of similar nature purchase order/ contract"**
- 3. Tenderer's Declaration (Signed/stamped) - Use format/template available in in tender pack**
- 4. Technical Specification (Where applicable)**
- 5. Copy of the valid registration certificate, Sale tax registration number and national tax number**
- 6. Samples. Please note that samples provided which do not meet the minimum specifications as per the attached tender dossier, will not qualify to the final tender evaluation process.**

Offers must be submitted in sealed envelopes through courier or by hand, marked "**TENDER Ref # not to be opened before on 25<sup>th</sup> November 2024, 3:00 pm**" and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely,



Name: M. Salman Baig  
Procurement & Logistic Manager  
Muslim Aid (MA)  
Contact Number: 0335-5552048

### Doc 3: Instructions to Tenderer's

#### 1. Supplies to be provided

#### Lot No. 1: Provision of Educational Supplies

Sr. No.	Name of Item	Required Specifications	Required Quantity
			Loralai
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, a Sky-Blue Shirt and paint (Shalwar),	513
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) Girls Sizes, White Trouser, Dark Blue Shirt	1000
3	School Bags	Canvas bag Good Quality, Dark green, Full Size, 3 portions, with MAP Logo	1513
4	Notebooks	Standard quality (12 copies with (100pages) set, 2 notebooks for each subject, 6 Subject) (Eng :4-line, Math: Block line, Urdu, science, Islamiat, SST: Wide Line) Map logo will be printed on copies	3315
5	Stationary	Standard quality geometry (5 pencils+5 erasers+5 sharpeners + 1 color box, small white sheet with marker and duster) Good quality geometry preferable Dux (5 Lead pencils goldfish +5 erasers+5 sharpeners + 1 color box goldfish, small white sheet	3315
	Transportation	Transport to Loralai Warehouse/Distribution Points with loading/unloading	1

1. Closing date and time for submission of tenders:  
25 November 2024 at 03:00 pm
2. Submission of tenders  
Muslim Aid Country office, Plot #1, 1st Floor, Executive Business Centre, FECHS, E-11/2, Islamabad, Pakistan.
3. Timetable for provision  
To be provided by the Tenderer- the Tenderers are required to deliver the material within 7 days after the issuance of PO/Contract.
4. Language of offers  
All tender documents are to be submitted in English
5. Period of validity of offers  
All Tenders must be valid for a minimum of Six (06) Months from the tender submission date.
6. Currency  
All tender submissions should be received in Pakistani Rupee
7. Terms  
Rates for supplies must be inclusive of all types of taxes, packing, and all other allied cost delivery charges the delivery point including loading/unloading for each lot, should be mentioned separately.

The Supplier must quote only one option for each item. Tenders received with more than one option and rates may be rejected.

Tenderer are required to submit Tender guarantee Security @ 3% of the total Tender value in the form of CDR/Pay-order in favor of “Muslim Aid”. Tenders without Tender security may be rejected. Tender money will be refundable upon successful completion of assignment.

Muslim Aid reserves the right to change the quantities or cancel/reject any or all offers without assigning any reason.

Suppliers must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ Tendering by multiple names / companies. If any Tenderer is found to be involved in such practices his/her Tender may be rejected and the companies in question permanently blacklisted

2. Type of contract

Supplies agreements

3. Samples Required

**Supplier must submit the samples along with their Tender. Tender without samples may be rejected.**

4. Site Visit

Its supplier’s responsibility to aware about typography/access to project area. Organization can facilitate the selected Tenderers in securing No Object Certificate (NoC) where required.

5. Evaluation of tenders

Lowest price will not be the sole criteria; quality, delivery time and previous experience will also be considered. Muslim Aid reserves the right to divide the order Lots or supplier wise.

6. Clarification meeting

Potential Tenderers can seek clarification on the tender dossier by email to following email and

Email: [procurement@muslimaid.org.pk](mailto:procurement@muslimaid.org.pk)

Phone Number: +92-0512305356 from 9:00am to 5:00pm

7. Cancellation of the TENDERS procedure

TENDERS evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason. TENDERS might be cancelled due to non-receipt of a minimum number of Tenders, a change in specification of the services, cancellation/non approval of project NoC from Government, the costs exceeding budgetary limits or the project being cancelled by donor.

8. Appeals Process

Tenderers reserve the right to make an appeal against the decision of the tender committee. The appeals should be in writing and for the attention of the Executive Director and Muslim Aid.

9. Data protection

Muslim Aid guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Muslim Aid guarantees confidentiality of the procurement process.

10. Complaints Mechanism

Following are the contact details for any complain and feedback; as per the procedures, all sensitive complaints are investigated through documented procedures.

a) Muslim Aid, email made at [complaints@muslimaid.org.pk](mailto:complaints@muslimaid.org.pk)

#### **Doc 4: Standard Terms and Conditions**

Unless the context indicates otherwise, the term “Buyer” and “Contracting Authority” refers to Muslim Aid. The term “Supplier” and “Contractor” refers to the entity named on the order and contracting with the Buyer. The term “Contract” can be taken to mean either (a) the purchase order or (b) the supply/service Contract, whichever is in place.

#### **GENERAL TERMS AND CONDITIONS**

**1) Price:** The prices stated on the order shall be held firm for the period and / or quantity unless specifically stated otherwise

**2) Source of Instructions:** The Supplier shall not seek nor accept instructions from any source external to Muslim Aid in relation to the performance of the Contract.

**3) Assignment:** The Supplier shall not assign, transfer, sublet or subcontract the Contract or any part thereof without the prior written consent of the Buyer.

**4) Corruption:** The Supplier shall not give, nor offer to give, anyone employed by the Buyer an inducement or gift that could be perceived by others to be a bribe. The Supplier agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing Contracts.

**5) Confidentiality:** All data, including but not limited to, maps, drawings, photographs, estimates, plans, reports and budgets that have been compiled by or received by the Supplier under the Contract shall be the property of Contracting Authority/Buyer and shall be treated as confidential. All such data should be delivered to the authorized officials representing the Buyer upon request.

**5.1)** The Supplier may not communicate at any time to any other person, government or authority external to Contracting Authority/Buyer, any information that has been compiled through association with Contracting Authority/Buyer which has not been made public except with written authorization from the Contracting Authority/Buyer. These obligations do not lapse upon termination of the contract.

**5.2)** Standard provision “M 26: Prohibition on requiring certain internal confidentiality agreements or statements”. The following points of the provision must be followed during the implementation of this contract.

- a) The Contractor must not require its employees or contractors to sign or comply with internal confidentiality agreements or statements that prohibit or otherwise restrict employees or contractors from lawfully reporting waste, fraud, or abuse related to the performance of this contract to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information (for example, the Agency Office of the Inspector General).
- b) The Contractor must notify current employees and contractors that prohibitions and restrictions of any pre-existing internal confidentiality agreements or statements covered by this provision, to the extent that such prohibitions and restrictions are inconsistent with the prohibitions of this provision, are no longer in effect.
- c) The Contractor must include the substance of this provision, including this paragraph (C), in contracts under this contract.

**6) Use of Emblem or Name:** Unless otherwise agreed in writing, the Supplier shall not advertise nor make public the fact that it is supplying goods or services to the Buyer, nor shall the Supplier in any way whatsoever use the name or emblem of Contracting Authority/Buyer in connection with its business or otherwise.

**7) Observance of Law:** The Supplier shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the terms of the contract.

**8) Force Majeure:** The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection or acts similar in nature or force.

**8.1)** In the event of and as soon as possible after the occurrence of any cause deemed *force majeure*, the Supplier must inform the Buyer of the full particulars in writing. If the supplier is rendered unable either in part or in whole to fulfil his obligations then the Buyer shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.

**8.2)** If the Supplier is permanently rendered incapable in whole or part by reason of *force majeure* to complete its obligations and responsibilities under the Contract then the Buyer will have the right to suspend or terminate the contract on the same terms and conditions laid out in section 9, Cancellation.

**9) Cancellation:** The Buyer reserves the right to cancel the contract should it suspend its activities or through changes to its mandate by virtue of the Executive Council/Board of Director of Buyer /Donor and/or lack of funding. In such a case the Supplier shall be reimbursed by Buyer for all reasonable costs incurred by the Supplier, including all materials satisfactory delivered and conforming to specification and terms of contract, prior to receipt of the termination notice.

**9.1)** Should the Supplier encounter solvency problems including, but not limited to, bankruptcy, liquidation, receivership and similar, the buyer reserves the right to terminate the contract immediately without prejudice to any other right or remedy it may have under the terms of these conditions.

**10) Warranty:** The Supplier shall provide the Buyer with all manufacturers' warranties. The Supplier warrants that all goods supplied in relation to the Contract meets specification, is defect free and is fit for the purpose of the intended use. If, during the warranty period, the goods are found to be defective or non-conforming to specification, the Supplier shall promptly rectify the defect. If the defect is permanent, then at the choice of the Buyer the Supplier will either replace the item at their cost or reimburse the Buyer.

**11) Inspection and Test:** The Supplier must inspect the goods prior to dispatch to ensure conformance to specification and/or any other provisions of the contract. The Buyer reserves the right to inspect the goods for compliance with specifications and provisions of the contract. If, in the Buyers' opinion, the goods and/or services do not comply with the specification, the Buyer will inform the Supplier in writing. In such a case the Supplier shall take the necessary action to ensure compliance, liability for any additional cost incurred for rectifying compliance will rest with the Supplier.

**12) Changes:** The Buyer reserves the right to make reasonable changes at any time to the specification, drawings, plans, quantity, packing instructions, destination, or delivery instruction. If any such change affects the price of goods or performance of service the Supplier and Buyer may negotiate an equitable adjustment to the Contract, provided that the Supplier claims for adjustments in writing to the Buyer within 5 (five) days from being notified of any change.

**13) Export License:** If an export license or license is required for the goods, the Supplier has the responsibility to obtain that license or license.

**14) Payment Terms:** Unless otherwise agreed, payment terms will be 10-15 working days from receipt of a correctly prepared invoice.

**15) Ethics:** The Conduct to which Contracting Authority/Buyer expects all of its suppliers to respect is as follows.

- Suppliers must adhere to International Labor Organization (ILO) labor conventions, particularly international labor standards, social protection and work opportunities for all.
- Employment is freely chosen.
- The rights of staff to freedom of association and to collective bargaining are respected.
- Working conditions are safe and hygienic.
- No exploitation of children is tolerated.
- The wages paid are adequate to cover the cost of reasonable living.
- Working hours are not excessive.

- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment of staff is tolerated.
- Local labor laws are complied with.
- Social rights are respected

Additionally, by acceptance by a Supplier, service provider or contractor of a Contracting Authority/Buyer's supply, service or works contract, they understand and agree to Tender by the terms of the (the donor/funder) safeguarding policies (Programme Participant Protection Policy, Child Safeguarding Policy and Anti-Trafficking in Persons Policy).

**15.1) Environmental Standards** - Suppliers should, as a minimum, comply with all statutory and other legal requirements relating to the environmental impacts of their business. Areas which should be considered are:

- Waste Management.
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

**16) Rights of Contracting Authority/Buyer:** Should the supplier fail to perform under the terms and conditions of the contract, including but not limited to failing to obtain export licenses or making delivery of all or part of the goods by the agreed delivery date(s), the Buyer may, after giving reasonable notice to the Supplier, exercise one or more of the following rights:

- Procure all or part of the goods from an alternate source, in which event the Buyer may hold the Supplier liable for additional costs incurred.
- Refuse to accept all or part of the goods.
- Terminate the Contract.

**16.1)** The Contract will be terminated in the event of corrupt, fraudulent, collusive and/or coercive practices and the donor/funder will be informed where such practices may affect their financial interests.

**17) Rights of access for test purposes:** Contracting Authority/Buyer is contractually obliged to facilitate certain donors' direct access to suppliers for test purposes. This obligation is extended to all Contracting Authority/Buyer suppliers.

**18) No Agency:** This order does not create a partnership between the Buyer and Supplier or make one party the agent for the other for any purpose.

**Document 5**
**PRICE SCHEDULE- Educational Supplies**

 Please mention your Tender / quote on this form dually sign and stamp on each page. All supplies are to be delivered at **District Loralai Balochistan**
**Provision of Educational Supplies**

Sr. No.	Name of Item	Required Specifications	Required Quantity (Col 5)	Unit price inclusive of all taxes, packing, but exclusive of transportation cost (that must be quoted separately at the end of the table). (To be filled in PKR by Tenderer)  (Col 6)	Total price is inclusive of all applicable taxes, packing, but excluding transportation cost, (that must be quoted separately at the end of the table). (To be filled in PKR by Tenderer)  (Col 5 x Col 6)	Delivery Time in Days after PO / Purchase Contract To be filled by Tenderer
1	<b>Uniform Boys</b>	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, a Sky-Blue Shirt and paint (Shalwar),	513			Within 7 days
2	<b>Uniform Girls</b>	Girls, Royal Blue shirt, White Dupatta, White Shalwar for class 1 to 8 sizes. (Sizes will be finalized as per sample agreed), Grace(ketti) Girls Sizes, White Trouser, Dark Blue Shirt	1000			
3	<b>School Bags</b>	Canvas bag Good Quality, Dark green, Full Size, 3 portions, with MAP Logo	1513			
4	<b>Notebooks</b>	Standard quality (12 copies with (100pages) set, 2 notebooks for each subject, 6 Subject) (Eng :4-line, Math: Block line, Urdu, science, Islamiat, SST: Wide Line) Map logo will be printed on copies	3315			
5	<b>Stationary</b>	Standard quality geometry (5 pencils+5 erasers+5 sharpeners + 1 color box, small white sheet with marker and duster) Good quality geometry preferable Dux (5 Lead pencils goldfish +5 erasers+5 sharpeners + 1 color box gold fish, small white sheet	3315			

	<b>Total Supplies Price without Transportation Charges in PKR – A</b>		
	<b>Total Transportation Cost (including loading/unloading) to deliver these Supplies in District Loralai Balochistan PKR – B</b>		
	<b>GRAND TOTAL – (A + B)</b>		

**Name of Tenderer** \_\_\_\_\_ **Signature & Stamp of Tenderer** \_\_\_\_\_ **Date** \_\_\_\_\_

**Contact Number of Tenderer** \_\_\_\_\_ **Office Address of Tenderer** \_\_\_\_\_



**Boys Uniform Size**

No of Students	Boys Uniform Sizes						
	پانچہ	شلوار لمبائ	کمیز چوڑائی	کالر	شولڈر	بازو	کمیز لمبائ
100	5	20	14	11	12	13	24
100	5	22	14	11	13	14	26
100	5	26	16	12	13	15	28
90	5	28	16	12	14	16	30
28	06	29	17	13	14	17	32
45	06	30	17	13	14	18	34

12	06	پانچہ	32	شلوار لمبائ	17	کمیز چوڑائی	14	کالر	15	شولڈر	19	بازو	36	کمیز لمبائ
11	06	پانچہ	34	شلوار لمبائ	18	کمیز چوڑائی	14	کالر	15	شولڈر	19	بازو	38	کمیز لمبائ
17	07	پانچہ	36	شلوار لمبائ	19	کمیز چوڑائی	14	کالر	15	شولڈر	20	بازو	40	کمیز لمبائ
10	07	پانچہ	38	شلوار لمبائ	20	کمیز چوڑائی	14	کالر	16	شولڈر	22	بازو	42	کمیز لمبائ
513	<b>Total No of Boys</b>													

### Girls Uniform Sizes

No of Students	Girls Uniform Sizes						
	پانچہ	شلوار لمبائ	کمیز چوڑائی	کالر	شولڈر	بازو	کمیز لمبائ
150	5	20	14	11	12	13	24
140	5	22	14	11	13	14	26
100	5	26	16	12	13	15	28

180	5 پانچہ	28 شلوار لمبائ	16 کمیز چوڑائی	12 کالر	14 شولڈر	16 بازو	30 کمیز لمبائ
100	06 پانچہ	29 شلوار لمبائ	17 کمیز چوڑائی	13 کالر	14 شولڈر	17 بازو	32 کمیز لمبائ
80	06 پانچہ	30 شلوار لمبائ	17 کمیز چوڑائی	13 کالر	14 شولڈر	18 بازو	34 کمیز لمبائ
90	06 پانچہ	32 شلوار لمبائ	17 کمیز چوڑائی	14 کالر	15 شولڈر	19 بازو	36 کمیز لمبائ
30	06 پانچہ	34 شلوار لمبائ	18 کمیز چوڑائی	14 کالر	15 شولڈر	19 بازو	38 کمیز لمبائ
90	07 پانچہ	36 شلوار لمبائ	19 کمیز چوڑائی	14 کالر	15 شولڈر	20 بازو	40 کمیز لمبائ
40	07 پانچہ	38 شلوار لمبائ	20 کمیز چوڑائی	14 کالر	16 شولڈر	22 بازو	42 کمیز لمبائ
1000	<b>Total No of Girls</b>						

**Document 6:  
Tenderer's Relevant Experience**

Please complete the table below using the format to summarise the **major relevant supplies/services** carried out in the course of the past **3** years by the tenderer. The number of references to be provided must not exceed **15** for the entire TENDERS. We will contact listed referees to confirm reference so suppliers should notify their referees to advise them of this course of action.

NGO/Company Name	Contact Details in NGO/Co.	Country	Total Contract value	Dates	Description of Contract	Related Services/supplies Provided

**Document: 7**

**Tenderer's Declaration**

In response to your letter of invitation to TENDERS for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined and accept in full the content of the dossier for call for Tender. We, hereby accept its provisions in their entirety, without reservation or restriction.
- 2 We offer to deliver, in accordance with the terms of the call for Tender and the conditions and time limits laid down, without reserve or restriction:
- 3 The price of our  
The price of our tender is:  
Lot No 1: [.....]
- 4 We will grant a discount of [%], or [.....] [in the event of our being awarded.
- 5 This TENDERS is valid for a period of 03 months from the final date for submission of TENDERSs.
- 6 We will inform **Muslim Aid** immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
- 9 We note that **Muslim Aid** is not bound to proceed with this invitation to TENDERS and that it reserves the right to award only part of the contract.
- 10 We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
- 11 We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, **Muslim Aid** reserves the right to terminate the contract with immediate effect.
- 12 We are not bankrupt or wound up, have our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- 13 We have not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata
- 14 We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify, we have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed
- 15 We have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the European Communities financial interests
- 16 We are not currently subject to an administrative penalty referred to in Article 96(1) of the European Commission Financial Regulation
- 17 We are not subject to a conflict of interest in accordance with Article 94(a) of the European Commission Financial Regulation
- 18 We confirm that we have read and understood all terms and conditions and agree to abide by the terms in all of our activities under any supply, service, or works contract.  
Additionally, we commit to abiding by the points listed below.
  - Employment is freely chosen.
  - The rights of staff to freedom of association and to collective bargaining are respected.
  - Working conditions are safe and hygienic.
  - No exploitation of children is tolerated.
  - The wages paid are adequate to cover the cost of a reasonable living.
  - Working hours are not excessive.

- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment of staff is tolerated.
- Local labor laws are complied with.
- Social rights are respected

**18a** Environmental Standards

Suppliers should, as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

- Waste Management.
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Yours faithfully

**Name and Designation:**

**Date:**

**Signature:**

**Stamp:**