

**Doc 2: Letter of Invitation to Request of Quotations**Date: **06 Feb 2025**REF: - **MAP/MAUK-MAUS/25/5514-04**

Dear Sir/Madam,

SUBJECT: **INVITATION TO BIDS for RAMADAN Food Packs for District Bagh AJK & District Lower Chitral KPK**

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

- A. Instructions to Bidder's (See Doc 3)**
- B. Standard Terms and Conditions (See Doc 4)**
- C. Price Schedule (See Doc 5a, 5b and 5c)**
- D. Bidder's Relevant Experience (See Doc 6)**

We look forward to receiving your tender on or before **03:00 pm on 13 Feb 2025** at the address specified in the tender dossier.

Your Request of Quotation must include the following documentation so please use the list below as a 'Checklist' before submitting your tender to Muslim Aid.

- 1. Price Schedule (Financial Offers)- Use format/template available in in Request of Quotation**
- 2. Bidder's Relevant Experience (Use format/template available in in Request of Quotation) supported by copies of similar nature purchase order/ contract"**
- 3. Bidder's Declaration (Signed/stamped) - Use format/template available in in Request of Quotation**
- 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, marked **"Request of Quotation Ref :-\_\_\_\_ - not to be opened before 3:00pm on 13 Feb 2025"** and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely,



Name: M. Salman Baig  
Procurement & Logistics Manager  
Muslim Aid (MA)

Contact Number: 0335-5552048

### Doc 3: Instructions to Bidder's

#### 1. Supplies to be provided

##### Food Packs

			Required Quantity	Required Quantity
Sr. No.	Name of Item	Required Specifications	Lower Chitral	Bagh
1	Flour	(Prepared with the finest refined, rich-quality wheat under hygienic conditions) 20 Kg (1*20) Pack	775	500
2	Cooking oil	(Approved quality, Dalda/Habib) 05 Liter	775	500
3	Basin	(02 Kg pack good and refined quality	775	500
4	Dates	2 KG Aseel Good Quality	775	500
5	Salt	National Iodized Salt 800 Gram	775	500
6	Rice	5 KG Kainat Good quality	775	500
7	Black Tea (900 Grams	Brooke Bond Supreme/Tapal/Lipton	775	500
8	Sharbat	Jame Shirin/Rooh Afza 1.5 Liter	775	500
9	Carton 7 Ply	Printed for packing of (serial # 01-06)	775	500
10	Branding Bag for 20 Kg flour	White Nylon Bora with MAP Logo	775	500
	Transportation	Transportation of Each pack for the district wise location including loading/unloading per kit	775	500

#### 2. Closing date and time for submission of tenders:

**13 Feb 2025 03:00 PM**

#### 3. Submission of tenders

Muslim Aid Country office, Plot #1, 1st Floor, Executive Business Centre, FECHS, E-11/2, Islamabad, Pakistan.

#### 4. Timetable for provision

To be provided by the bidder- the bidders are required to deliver the material within 10 days after the issuance of PO/Contract.

#### 5. Language of offers

All tenders' documents are to be submitted in English

6. Period of validity of offers

All bids must be valid for a minimum of Six (06) Months from the tender submission date.

7. Currency

All tender submissions should be received in Pakistani Rupee

8. Terms

Rates for supplies must be inclusive of all type of taxes, packing, and all other allied costs 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. Bids received with more than one options and rates may be rejected. Bidder are required to submit bid guarantee Security @ 3% of the total bid value in the form of CDR/Pay-order in favor of "Muslim Aid". Bids without bid security may be rejected. Bid money will 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/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently black listed

9. Type of contract Supplies agreements

10. Samples Required

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

11. Site Visit

It supplier's/Bidder responsibility to aware about typography/access to project area. Organization can facilitate the selected bidders in securing No Object Certificate (NoC) where required.

12. Content of tenders

1. **Instructions to Bidder's (See Doc 3)**
2. **Terms and Conditions (See Doc 4)**
3. **Price Schedule (See Doc 5a-i, 5a-ii, 5b-I, 5b-ii, 5c-i & 5c-ii)**
4. **Bidder's Relevant Experience (See Doc 6)**
5. **Bidder's Declaration (See Doc 7)**

13. Opening of tenders

**13 FEB 2025 at 03:00 pm** at Muslim Aid Country office, Plot #1, 1st Floor, Executive Business Centre, FECHS, E-11/2, Islamabad, Pakistan.in the presence of suppliers or their representatives, who wish to witness the tender opening.

14. Evaluation of tenders

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

15. Clarification meeting

Potential Bidder's 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: +92-051-2305356 from 9:00am to 5:00pm

16. Cancellation of the tender procedure

Tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason. Tender might be cancelled due to non-receipt of a minimum number of bids, 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.

17. Appeals Process

Bidders 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.

18. 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.

19. 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 has 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”. 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 perform its 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 licenses are required for the goods, the Supplier has the responsibility to obtain that license or licenses.

**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 Labour Organization (ILO) labour conventions, particularly international labour 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.
- 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 labour 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 abide 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 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 to make 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 donor's 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 5a**
**PRICE SCHEDULE- RAMADAN Food Packs**

Please mention your bid / quote on this form dually sign and stamp on each page. All supplies are to be delivered at **District Bagh AJK & District Lower Chitral KPK**

Sr. #	Name of Item	Required Specifications	Description of Supplies offered by the bidder (Variety, Type, Species etc.) To be filled by Bidder	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 bidder) (Col 6)	Total price 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 bidder) (Col 5 x Col 6)	Delivery Time in Days after PO / Purchase Contract To be filled by bidder
1	Flour	(Prepared with the finest refined, rich-quality wheat under hygienic conditions) 20 Kg (1*20) Pack		1275			Within 7 days
2	Cooking oil	(Approved quality, Dalda/Habib) 05 Liter		1275			
3	Basin	(02 Kg pack good and refined quality		1275			
4	Dates	2 KG Aseel Good Quality		1275			
5	Salt	National Iodized Salt 800 Gram		1275			
6	Rice	5 KG Kainat Good quality		1275			
7	Black Tea (900 gm)	Brooke Bond Supreme/Tapal/Lipton		1275			
8	Sharbat	Jame Shirin/Rooh Afza 1.5 Liter		1275			
9	Carton 7 Ply	Printed for packing of (serial # 01-06)		1275			

10	Branding Bag for 20 Kg flour	White Nylon Bora with MAP Logo		1275		
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<b>Total Supplies Price without Transportation Charges in PKR – A</b>						
<b>Total Transportation Cost (including loading/unloading) to deliver these Supplies 775 in District Bagh &amp; 500 in District Lower Chitral KPK in PKR – B</b>						
<b>GRAND TOTAL – (A + B)</b>						

**Name of Bidder** \_\_\_\_\_  
 \_\_\_\_\_

**Signature & Stamp of Bidder** \_\_\_\_\_ **Date** \_\_\_\_\_

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

**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 tender. 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

### Bidder's Declaration

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

- 1 We have examined and accept in full the content of the dossier for Request of Quotation. We, hereby accept its provisions in their entirety, without reservation or restriction.
- 2 We offer to deliver, in accordance with the terms of the Request of Quotation and the conditions and time limits laid down, without reserve or restriction:
- 3 The price of our Bid is:
- 4 This tender is valid for a period of 03 months from the final date for submission of tenders.
- 5 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 recognize 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.  
We note that **Muslim Aid** is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.
- 9 We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
- 10 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.
- 11 We are not bankrupt or being wound up, are having 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.
- 12 We have not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata
- 13 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
- 14 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
- 15 We are not currently subject to an administrative penalty referred to in Article 96(1) of the European Commission Financial Regulation
- 16 We are not subject to a conflict of interest in accordance with Article 94(a) of the European Commission Financial Regulation
- 17 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 abide 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.
- 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 labour 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:**