

Tender Pack for Qurbani Program 2024



TENDER FOR: QURBANI PROGRAM-2024

TENDER ADVERTISEMENT: April 16, 2024

TENDER DOCUMENT ISSUANCE DATE: April 18, 2024

LAST DATE OF TENDER SUBMISSION: May 10, 2024 BEFORE 05:00 PM

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CONFIDENTIAL QUESTIONNAIRE**Company / Firms / General order supplier / Individual Information**

Full Legal with registration number 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, contact detail and position of person authorized to enter into negotiations and sign any formal agreement:(company focal person)	
Company registration details such as, i. STN/NTN Registration number number (copy must be attach) (NTN should be relevant to business or otherwise General Order Supplier)	

Business Information

Provide a brief description of your Company profile and structure, size and location(s) relevant to Animal Sacrifice, buying and selling of animals or slaughtering etc.	
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List of Major Clients (please only mention clients relevant to live stock or meat supply, slaughtering or related business)	
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Bank Detail:

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

Business References/ partnership/ contracts as Reference (Only for Qurbani Related Services):

	1	2	3
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			

NOTE: Please attach all given partnership references including Purchase Order, Contract, satisfactory performance certificate.

7. Pricing (Animals Rates in PKR)

M/S: _____ From: Procurement Department
Address: Help In Need

Request for Quotation

HELP IN NEED (HIN) is a national level Relief and Development Organization providing humanitarian aid during emergencies and working for long-term development of vulnerable communities of Pakistan.

HELP IN NEED (HIN) takes this opportunity to request you to quote the prices for the **supply and Slaughtering, cutting, packing of Qurbani Animals (Bulls, Cows, Goats (Male), Lambs (Male) & sheep's (Male) for Qurbani Program 2023** as per following detail:

Animals Allocation for Qurbani

Minimum 200 to 250 animals per location (Locations mentioned in below table).

Areas / Regions wise Animals Quotations.

S. No	Descriptions	Animals Details	Punjab		KPK	Baluchistan	AJK	Sindh
			1.Rajanpur 2.Bahawalpur	3. Mandi Baha Uddin. 4. Rawalpindi	1.Mansehra 2.Abbottabad 3.Haripur 4.Mardan 5.Peshawar 6.Lower Dir	1.Quetta	1.Bagh 2.Muzafarabad	1.Sukkur
1	Average Meat weight 120-130kg	Bull	1.	3.	1.	1.	1.	1.
			2.	4.	2.		2.	
		Cow	1.	3.	1.	1.	1.	1.
			2.	4.	2.		2.	

2	Average Meat weight 100-110 kg	Bull	1. 2.	3. 4. •	1. 2. • 3. 4. 5. 6.	1.	1. 2.	1
		Cow	1. 2	3. 4. •	1. 2. • 3. 4. 5. 6.	1.	1. 2.	1
3	Average Meat weight 80-90 kg*	Bull	1. 2	3. 4. •	1. 2. • 3. 4. 5. 6.	1.	1. 2.	1.
		Cow	1. 2	3. 4. •	1. 2. • 3. 4. 5. 6.	1.	1. 2.	1.

4	Goat Male / Sheep Male / Lamb Male Average Meat weight 15-20 kg*	Male						
	Goat Male / Sheep Male / Lamb Male Average Meat weight 20-25 kg*	Male						

¹ *Excluding Head, Foot, stomach, (Ojri an Keleji, These all are the part of Qurbani & HIN Representative decided its distributions at the sport). Including transportation, slaughtering, Cutting, packing as per given weight and including all GOVT. Taxes. (For Filers 5.5%, Non-Filers 10.5% Tax added in their quotations)

Note:

1. Must be quoted the rates in your priority Districts / area or across the Country.
2. Animals Skins are the property of HELP IN NEED & sale at the spot according to HIN policies.
3. Animals Heads, Footh, Stomach and Keleji are part of qurbani & distributed among the communities at the spot.

Specifications of Qurbani Animals – Qurbani Program 2024

Type: Bull / Cow / Goat (Male), sheep (Male) and lamb (Male).

Immediate Specification:

1. Age 2 ½ - 05 Years, Minimum Two (02) Teeth for Cow and Bull.
2. Goat, sheep and lamb must be one year's age

Major Requirements:

1. Animal should not have any physical imperfection i.e. blindness, missing/broken limb, and damaged horns etc. The animal should be healthy, active, and fit for Qurbani as per Shariah. Law.
2. Vendors/ services provider those can provide full package (*animal supply and its associated care until the day of Eid, Slaughtering as per agreed terms and conditions, Packing (packing will be done in small pieces, packing material provided by the organization), Pedestal Fans, Lightening, Slaughtering space arrangements/slaughter house, skilled work force to undertake the slaughtering/ project, cleanliness of waste etc. (for proper slaughter houses: proper freezing van in case of slaughtering house services)* services will be short-listed.
3. Slaughter houses will be encouraged to apply having proper registration, NTN and having past experience of full package services mentioned under point part 2
4. Selected supplier will make sure procurement of animals as per agreed terms and conditions

3. General Terms & Conditions General

- 4 “Tender # HIN/Qurbani 06/2024 for Qurbani 2024” must be mentioned on main envelop
- Supplier (**After winning the BIDs**) shall provide CDR/DD amounting 5 % of total Bid (in the name of HELP IN NEED on this **NTN: 2229040**) along with tender pack, CDR/D.
 - 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)
 - Delivery Date: 1st - 3rd day of Eid ul Adha 1445 H (2024) @ 08:00 AM (Note: vendor must ensure all assigned supply of animals before 7 to 10 days of Eid at their relevant spot)
 - All prices must be quoted in Pak rupees. (Including Taxes)
 - Supplier will keep animals in one central & separate location for pre-inspection and selection at least 7-10 days before Eid.
 - Supplier will be responsible for animal fodder, vaccinations, Veterinary Doctor Inspection and care during Quarantine period.
 - Supplier will be responsible for slaughtering; skinning, cutting, packing of meat in food graded (transparent) bags given by HIN for transportation.
 - 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. (during all 3 days vendors should ensure to provide clean slaughtering space before the start of each day)
 - Supplier will be responsible to show each slaughtered animal's agreed weight as per contract and also provide services to pack (3-5 Kg) meat for distribution.
 - Any damage/delay, loss, theft, demurrages and degradation of meat quality Due to temperature before delivery of meat pack at destination will be the responsibility of supplier.
 - Evaluation of the quotation and award of Purchase Order shall be items wise/lot wise.
 - All Govt applicable Taxes as per government prevailing rates shall be deducted at the time of payment.
 - Upto 50% payment may be issued prior to Eid based on capacity assessment of the selected vendor and delivery of animals. (Help In Need's procurement committee physically visit at the spot for animals verification)
 - Final payment shall be made in the form of cross cheque within two weeks after execution of order and subsequent submission of the invoice to the Help In Need.
 - HELP IN NEED reserves the right to reject any or all quotations without assigning any reason thereof.
 - Expected delivery time must be mentioned on your bid.
 - Vendors should ensure the meat cutting machines for meat cutting (Ara Machines / equipment at

- the slaughtering spot.
- Vendors should ensure the tarpaulin sheets, PPE-kits for butchers, pedestal fans and Generator at spot.

Bid Submission Requirements

The following documents should be accompanying the tender

- Updated Company Profile with all registration and accreditation certificates
- Past experience certificate, Purchase order and reference letter.
- NTN certificate
- Sealed Quotations addressed to “Procurement Committee” should be dropped in our quotation box placed at **HELP IN NEED - Head office, Ground Floor, Plot N. D-1, Class III, Shopping center, street No.11, G-11/1, Islamabad, (Contact Numbers.0300-0551505, 0300-0551505, 051-8732605-6)** latest by 5:00 pm on or before **(Last Date May 10, 2024).**
- Copy of CNIC of company`s Director / MD / Owner.
- Pictures / Video of slaughtering facility and cold chain fleet (if available)
- Signed and stamped bid documents
- Qualified vendors can submit the BIDs security (CDR / DD 5 % of the **total quoted value of BID** (In the name of Help in Need

Validity of Bid

- Bids shall remain valid for at least 45 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.

Short listing Criteria

- Experienced vendors/General order supplier / Sole proprietors/ Individuals, however preference will be given to vendors experienced in animal sacrifice, trading of livestock or similar kind of projects. (Based on provided documents).
- Experience in animal slaughtering and meat packing, transportation of packed meat etc.
- Past experience with NGOs/INGOs (attached evidence)
- Financial Strength to be backed by bank statements or audited accounts
- Quoted Price/ given rate under each category
- Presence in the area (added advantage)
- Minimum two references indicating successful delivered qurbani related projects (contact number and email is must)
- Operational capacity (staff strength, presence and others)
- Affidavit and Certificate of not blacklisting.

For Help in Need _____ Sign & 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 Help In Need 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 HELP IN NEED service request?

Compulsory documents to be provided to us:

1. Company Registration Documents
2. Photo copy of ID/Passport of Directors (only signatory)

Consent

DECLARATION

Our organization M/S _____

Address: _____

Is not involved in and does not support any activity which is considered illegal by the Government of Pakistan 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 (Head office):
Name:

Position

Date

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

If you see any violation of rights or any incident of corruption, please contact us at:

For E. mail info@helpinneed.org,
For Contact . 0300 -0551505

Help In need 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 info@helpinneed.org.

Pictorial view of HELP IN NEED Qurbani Program -



Identification of Healthy Animal
Numbering



Animals Shed



Tagging and



Slaughtering
Packing



Butchering
Head Counting



Meat Cutting



Distribution



