

ISLAMIC RELIEF

SRI LANKA

Country Office: # No:1B, Main Street, Prince Corner
Complex, Akkaraipattu-01,
Tel: +94 67 228 0009
Web: www.islamic-relief.lk



TENDER PACK

**TENDER for Provision of 2,086 No's
Food Packs in Ampara, Trincomalee and Puttalam Districts**

TENDER ADVERTISEMENT: Jan 19, 2025

**TENDER DOCUMENT ISSUANCE DATE: Jan 19, 2025, to
Jan 28, 2025**

LAST DATE FOR DOCUMENTS SUBMISSION: January 28, 2025

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1. CONFIDENTIAL QUESTIONNAIRE

Company Information

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

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Business Information

Question	Response
<p>Provide a brief description of your Company profile and structure, size and location(s) including a brief overview of your marketing and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third-party contractors where applicable.</p> <p>Details of joint venture arrangements (if applicable).</p>	
<p>List of Products/Services</p>	
<p>List of Major Clients</p>	
<p>Details of your company's experience in the manufacture or supply of similar items, keeping in view the following points:</p> <ul style="list-style-type: none">i. Name of company/INGOsii. Contract Valueiii. References <p>(Pos/ agreements copy must be attach)</p>	

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Banker's Detail:

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

Trade Reference (only for Relevant projects):

	1	2	3	4
Name of Organization				
Contact Person and phone number				
Description of items/services delivered				
Quantity				
Date of contract awarded				
Date of contract Completed				
Value of Contract in LKR (Rs)				

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2. Pricing

M/s _____

Date: _____

Request for Quotation

Islamic Relief (IR) an International Relief and Development Organization providing humanitarian aid during emergencies and working for long-term development of World's poorest people. IR in Sri Lanka is one of the Country offices it operates across the globe.

Islamic Relief takes this opportunity to request you to quote the prices for the **Provision of 2,086 No's Food Packs in Ampara, Trincomalee and Puttalam districts** as per following details:

S.#	Item Name	Specification	Unit	Quantity	Brand Offered	Unit Price	Total Price
1	Wheat Flour	Freshly grind, Date of production must be mentioned on the packing bag for homemade food purpose	Kg	5			
2	Coconut oil	Good quality 100% Coconut oil, Light in color Should be 100% cholesterol free (Halal)	Ltr	3			
	Rice	Broken Samba Rice, Stone free rice, with good quality and ready for consumption	Kg	25			
4	Dates	Khalas Imported Good quality packed dates. 1Kg pack (Dates should not be treated with sugar)	Kg	3			
5	Sugar	Clean and packed white sugar	Kg	5			
6	Juice powder	Mixed fruit / Mango / orange (good quality) packed	1Kg	1			
7	Milk Powder	Full cream Milk Powder (halal) /	1 Kg Pkt	1			
8	Tea powder	High grown black tea (BOP)- Packed	500 g	1			
9	Dhal	Organic Dhal with company packed, No preserved coloring	1Kg	2			

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10	Packing	Good Quality Carton (Minimum 5 Ply)/ Cardboard, must carry 20 Kg of packed food items. The organization name and logo need to be printed (Measurement: H – 40cm W – 30cm L – 46cm)		2086 Pack			
11	Transportation	Food items / Per Food Pack to the targeted location		2086 Pack			
Total Cost Per Food Package (Inclusive of all Govt. Applicable Taxes, Deliveries, Loading/unloading and Transportations)							

Note 1: IR will have the right to conduct the lab test for samples to evaluate the quality and also the Consignment if selected.

Note 2: Please note that they can be small variation in the quality and the content.

Note 3: There can be variation in the district (but not more than 3 districts), however the distance will be similar. The exact village will be notified one week prior to the distribution. Puttalam district is tentatively proposed subject to confirmation.

Note 4: We require sample items along with your application.

Note 5: Halal certificate/ endorsement is required to items mainly item # 2 & item # 8 mentioned above.

Note 6: Invitation will not be sent separately for the tender opening held on **29th of January 2025** at 11.00am at our office, Consider the date and time mentioned in the advertisement will remain. The tender will be opened in the presence of the bidders who participate.

Note 7: We need this Food Pack on or before **17th February 2025**. Hence, please mention in your application how long it will take to deliver the items after Purchase order is placed.

Delivery Time			
Delivery Location	District	# of Packs	Required no of days after order placed.
	Ampara district	360	
	Trincomalee	1026	
	Puttalam (subject to confirmation)	700	
Total	2,086		

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3. General Terms & Conditions

3.1. General

- Selected Supplier shall provide guarantee amounting to 5% (in the name of Islamic Relief) along with tender pack.
- Quoted prices for the above items shall be inclusive of all kinds of Govt. taxes and duties as per prevailing Tax Laws of Govt. of Sri Lanka, Transportation, and Customs Clearance and port taxes (if any)
- All prices must be quoted in Sri Lanka rupees.
- Withholding tax & VAT will be dealt with as per government regulation.
- Payment shall be made in the form of a cross cheque within 14 working days after execution of the order and subsequent submission of the invoice to the Islamic Relief in Sri Lanka.
- Any damage, loss, theft and demurrages before delivery at final destination will be responsibility of supplier.
- Evaluation of the quotation and award of Purchase Order shall be product wise.
- No Advance Payment
- Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.
- Expected delivery time must be mentioned in your quotation.
- Any delays in the delivery, mismatching from sample, will be subject to a penalty as per the agreement with the selected supplier.
- 1. Validity quote amount price (for the price keeping) as per their quotation
2. There will be no advance payment.

3.2. Bid Submission Requirements

The following documents should accompany the tender; -

- Updated Company Profile with all registration and accreditation certificates.
- Copy of NIC of company's Director/MD/Owner
- Documentary evidence of similar project executed i.e. copies of Purchase order and agreement.
- **Guarantee of 5%** of the total quoted value (In the name of Islamic Relief).

Sealed Quotations addressed to "Procurement Committee" Clearly Written tender Title should be dropped in our tender box placed at Islamic Relief office, 1B, Mani street (Prince corner complex) Akkaraipattu.01 Latest by 16.00 hours on or before January 28th, 2025.

3.3. Validity of Bid

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

For Islamic Relief _____ Signature & Seal of bidder _____

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3. 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?

Yes No

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

Personal/Family Yes No

Business Yes No

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 IR's service request? _____

Please note that it is compulsory for the following to be provided to us:

1. Company Registration
2. Photocopy of ID/Passport of Directors

Consent

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

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

Name: _____ Position: _____

Sign & Official stamp: _____ Date: ____

We will treat your personal information as confidential and your details will not be shared with anyone else. The

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information on this form is required for the purpose of providing security screening.

Internal Use

Received by (local office): Name	Position	Date
Information sent to (HQ): Name	Date	

4. Queries..... please write us

If you have any query on tender document than please write to

Procurement@islamic-relief.lk

5. Complaints..... please write us

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

complaints@irworldwide.org

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and address any violation of rights of aid workers, suppliers, contractors and our beneficiary communities.

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7. Supplier Code of Conduct

1 Islamic Relief Worldwide requires all firms to adhere to:

- 1.1 The Modern Slavery Act 2015
- 1.2 The International Labor Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labor Standards.

2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

- 2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- 2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children
- 2.3 Goods/services produced and manufactured have the least impact on the environment
- 2.4 Goods and services are produced and delivered under conditions where:
 - 2.4.1 Employment is freely chosen
 - 2.4.2 The rights of staff to freedom of association and collective bargaining are respected.
 - 2.4.3 Living wages are paid
 - 2.4.4 There is no exploitation of children
 - 2.4.5 Working conditions are safe and hygienic
 - 2.4.6 Working hours are not excessive
 - 2.4.7 No discrimination is practiced
 - 2.4.8 Regular employment is provided
 - 2.4.9 No harsh or inhumane treatment of staff is allowed.

2.5 Environmental Standards:

Service providers should comply with all statutory and other legal requirements relating to the minimum environmental impacts of their business. Areas to be considered are:

- 2.5.1 Waste Management
- 2.5.2 Packaging and Paper
- 2.5.3 Conservation
- 2.5.4 Energy Use
- 2.5.5 Sustainability

3 Business Behavior:

Islamic Relief will seek alternative sources where the conduct of the service provider demonstrably violates the Modern Slavery Act 2015, and there is no willingness to address the situation within a reasonable timeframe.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments that systematically violate the human rights of their citizens.

Qualifications to the statement:

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.