



Muzaffarabad Social Welfare Society Street Number 23 house number 16 D Zakriya Town Bosan Road  
Multan Ph# 061-6218073

Date: January 04, 2024

Ref: MSWS/ PAK-1102/RFQ-24

**SUPPLIER /SERVICE PROVIDER INFORMATION**

<b>Name of the Supplier/Firm/Service Provider</b>	
<b>Contact Person</b>	<b>Address</b>
<b>Phone No.</b>	<b>Fax No.</b>

**Subject: Call for Quotation "For IEC Material(Broachers & Posters etc)"**

Dear Sir/Madam,

Muzaffarabad Social Welfare Society is a non-profit, non-political, non-religious organization working for the welfare and development of the marginalized and deprived communities of south Punjab. The organization has a theatre engaged in performing various theatrical interactive performances in districts of Sindh, KPK and Punjab.

Our partner Farmers Development Organization(FDO), was established in 1996 as a, not for profit and non-governmental public interest organization and "A company setup under section 42 of companies' ordinance 1984".

Welthungerhilfe (WHH) was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. The organization is non-profit-seeking, non-partisan, and non- denominational. Donations from the population at large fund our work in over 40 countries in Africa, Asia, and Latin America. In addition, WHH receives grants from the Federal German Government, the European Union, and the United Nations for International Development.

Muzaffarabad Social Welfare Society (MSWS) seeks quotations from suppliers for **"IEC Material(Broachers & Posters etc)"**

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Requirements, Terms & Conditions: -

Before submitting the quotation, you are requested please note the following steps:

1. Details/specifications are attached as **Annex –A**
2. **Quotations** on firm's/supplier **letter head/attached format** must include prices in PKR, as per the attached details, validity of the quotations.
3. All prices must remain valid till **02 weeks**.
4. Quotation should clearly mention unit price inclusive of all applicable taxes.
5. Tax will be deducted as per law.
6. **Provide the Copy of NTN/CNIC with RfQ.**
7. The right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to award is reserved by MSWS/FDO & WHH, without thereby incurring any liability to bidders or any obligations to inform bidders of the grounds for this action.
8. Quotations should be submitted till **January 15, 2023 not later than 12:00PM to Muzaffarabad Social Welfare Society Street Number 23 house number 16 D Zakriya Town Bosan Road Multan Ph# 061-6218073**. MSWS has right to deduct minimum **5/1000** (per calendar day) of total value in case of late delivery and late delivery in case of not fulfilling the requirements.
9. The payment will be released within 10 days after receiving the original Invoice/bills from the supplier through cross cheque.
10. MSWS has the right to select 01 vendor for all items or divide order between more than 01 vendors.
11. It is requested to mention the Brand & Model # (Wherever applicable) in provided quotations.
12. Selection criteria i.e. cost 60 and quality 30 and delivery time & NTN 10
13. Delivery time is 07 days after issuing of Purchase Order
14. All required items will be delivered at MSWS Project Office Zakriya Town, Multan within 07 days after issuing PO.
15. Unit rate will be considered in case of error in calculation or total amount.

For further information please don't hesitate to contact.

Thanks and regards,

Procurement Unit  
[maws1974ngo@gmail.com](mailto:maws1974ngo@gmail.com)



Procurement Unit Ph: +92-(061)6218073

**Annex-A**

Muzaffarabad Social Welfare society (MSWS)

**SPECIFICATION/DETAILS**

<b>Sr #</b>	<b>Name of items</b>	<b>Specification</b>	<b>Quantity</b>	<b>UOM</b>	<b>Unit Rate</b>	<b>Total Amount (Including Tax)</b>
1	Broucher	Brouchers A4, 113g Art Paper 4 colours one Side, Type 1	1000	No		
2	Broucher s	Brouchers A4, 113g Art Paper 4 colours one Side Type 2	1000	No		
3	Broucher s	Brouchers A4, 113g Art Paper 4 colours one Side Type 3	1000	No		



4	Posters	10*15 Posters, 4 colours health and hygen	500	No		
5	Frames for Posters	Frames for Posters 10*15 with limination	50	No		
<b>Total Amount Including all Taxes</b>						
<b>Delivery Time</b>						

**DELIVERY LOCATION:MUZAFFARABAD , BASTI GHAREEBABAD UNION COUNCIL 76 TEHSIL AND DISTRICT MULTAN**

**Before submitting quotation/bid, please check your documents and tick on check list!**

<b>Check List</b>			
Sr. No	Documents	Attachment	
1	Copy of NTN	Yes	No
2	Quotation on Business Letter Head/RfQ	Yes	No
3	Cross Copy of CNIC	Yes	No
4	Product Broachers (if any)	Yes	No
5	Sign & stamp on all documents	Yes	No



**Supplier Declaration Form**

**Note:** This Supplier Declaration Form, including your certification by signature, is part of the qualification procedure for our suppliers and service providers. If you do not fully complete this form, you may be disqualified from the tender.

**1. Supplier information**

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted in sections 1.1 and 1.2 below is true and complete.

**1.1 Information about your business**

Please provide the following information about your business and attach a copy of your company's legal registration document if available.

Business name	
Legal form <i>If the supplier is not a registered company, write "not registered."</i>	
Year founded	
Country where established	
VAT or registration number	
Bank details <i>Include the account holder's name, bank name, IBAN, SWIFT code, and currency used.</i>	
Physical address, email addresses, and website	
Contact Sales and marketing	
Range of products and services provided (Portfolio)	
Other information	



## 1.2 Information about your managing officials

MSWS/FDO/WHH upholds high moral standards regarding the conduct of its employees, partners, suppliers, and other service providers. As discussed in part 2.3 below, one of these standards is a condemnation of terrorism and a commitment that no funds or other resources will be used to support terrorists or terrorist activities in any way. Not only is this standard an integral part of how MSWS/FDO/WHH work, but it is also an expectation of our institutional donors and banks that we screen our suppliers and service providers against lists of known and suspected terrorists on a regular basis.

For this reason, we are required to collect certain information about the relevant decision makers of each supplier. In particular, we request information about your top 4 managing officials (e.g., executive board members, managing directors, or heads of department). Generally, these are the individuals listed on your company's registration document. If your company has fewer than 4 managing officials, please provide details for all of your managing officials and let us know this fact when submitting the form. The data collected below will only be used for comparison with freely accessible international sanctions lists published on the internet and will be protected in accordance with applicable data protection laws. If you have any questions how your data will be processed or stored, please talk to your contact at MSWS/FDO/WHH or send an email to [msws1974ngo@gmail.com](mailto:msws1974ngo@gmail.com)

Managing official 1			
Fullname <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
CNIC No			
Managing official 2			
Fullname <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			



Birthdate	Date:	Month:	Year:
CNIC No			
<b>Managingofficial3</b>			
Fullname <i>(givennamefollowedbymiddleandsurname)</i>			
Nationality			
Address <i>(ataminimum,countryofresidence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
CNIC No			
<b>Managingofficial4</b>			
Fullname <i>(givennamefollowedbymiddleandsurname)</i>			
Nationality			
Address <i>(ataminimum,countryofresidence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:		
CNIC No			



## 2. MSWS/FDO/Welthungerhilfe (WHH) policy statement

### 2.1 MSWS/FDO/Welthungerhilfe (WHH) support the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligning their operations and strategies with the following 10 universally accepted principles in the areas of human rights, labor, environment, and anti-corruption:

#### Human rights

- Principle 1: Business should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

#### Labor

- Principle 3: Business should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labor;
- Principle 5: the effective abolition of child labor; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

#### Environment

- Principle 7: Business should support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and
- Principle 9: encourage the development and diffusion of environmentally friendly technologies.

#### Anti-corruption

- Principle 10: Business should work against corruption in all its forms, including extortion and bribery.

Further information about the UN Global Compact is available (in a variety of languages) at <https://www.unglobalcompact.org>

### 2.2 MSWS/FDO/Welthungerhilfe (WHH) adhere strictly to its own Code of Conduct

MSWS/FDO/WHH Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all of FDO/WHH work. All MSWS/FDO/WHH suppliers are expected to act in accordance with the values of our Code of Conduct, which are as follows:

- The highest standards of personal and professional conduct
- No religious or political activities when representing MSWS/FDO/WHH
- No discrimination
- Responsibility for health and safety
- No sexual violence





- Child protection
- Responsible handling of personal data and information
- Responsible use of resources
- No supporting of terrorism or money laundering
- No corruption
- Avoiding conflicts of interest
- No work under the influence of alcohol or drugs
- No carrying of weapons
- Obligation to report concerns, suspicions, and knowledge of Code of Conduct violations

The full Code of Conduct is available at the following

link: <https://www.welthungerhilfe.org/about-us/transparency-and-quality/code-of-conduct/>

*By signing this Supplier Declaration Form, you explicitly agree to comply with these principles.*

### **2.3 MSWS/FDO/Welthungerhilfe(WHH) renounces all forms of terrorism and money laundering**

MSWS/FDO/WHH renounce all forms of terrorism and will never knowingly support, tolerate, or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with guidance issued by the United Nations Security Council and the European Union, MSWS/FDO/WHH are firmly committed to the international fight against terrorism and, in particular, against the financing of terrorism. Accordingly, MSWS/FDO/WHH screen their suppliers and their relevant decision makers against lists of known and suspected terrorists to ensure that none of its or its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. By submitting an offer, suppliers and service providers agree to this screening process, including the obligation to provide the information required to conduct the screening (see parts 1.1 and 1.2 above)

### 3. Supplier declaration

We,

\_\_\_\_\_ (name of company) hereby declare that

that

- a) all of the information submitted in parts 1.1 and 1.2 above is true and complete;
- b) we are not in bankruptcy proceedings, in judicial insolvency proceedings, or in liquidation, and we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions;
- c) we have not received a sanction by legally binding judgment for reasons that bring into doubt our professional reliability;
- d) we comply with our duty to pay social insurance contributions, taxes, and other levies in accordance with the legal provisions of the jurisdiction in which we have our office, the jurisdiction of the consignee, and the jurisdiction where the contract is performed; we assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation, and occupational safety and health;
- e) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of another legal or natural person;
- f) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contractor or contract awarded from any institutional donor involved in development cooperation, humanitarian assistance, or other public financing work (hereinafter "institutional donor");
- g) we are providing you with all the information required to participate in a tender, and all information submitted in relation to this tender is true and complete;
- h) in respect of contracts that are ultimately paid for out of the funds of an institutional donor, no one has accused us of breach of contract due to gross violation of our contractual obligations;
- i) we have not been excluded as a contract partner by any institutional donor due to ethical issues;
- j) in the event we are chosen as the supplier for any MSWS/FDO/WHH project, we assure to MSWS/FDO/WHH, to any institutional donor involved in the project, and to auditors engaged by either MSWS/FDO/WHH or such institutional donor that they will have reasonable access on demand to our business and accounting documents for the purpose of checks and audits;
- k) we respect basic social rights and condemn child labor;
- l) we understand that MSWS/FDO/WHH will conduct a check to ensure that neither our company nor our top four managing officials appear on any lists of known or suspected terrorists issued by our institutional donor or the governments of which they are a part;
- m) we support the goals of the UN Global Compact; and
- n) we act in accordance with the values of MSWS/FDO/WHH Code of Conduct.

\_\_\_\_\_  
Location, Date

\_\_\_\_\_  
Name,

Ref: MSWS/ PAK-1102/RFQ-25