



**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-25

SUPPLIER /SERVICE PROVIDER INFORMATION

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

Subject: Call for Quotation "For Plants"

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 **"(Plants)"**

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.



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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, 2024 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 release 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 Zakariya 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

msws1974ngo@gmail.com

Procurement Unit Ph: +92-(061)6218073

Annex-A








Muzaffarabad Social Welfare society (MSWS)
SPECIFICATION/DETAILS

Sr	Name of	Specification		Pics		Total Amount
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#	items		Quantity	UOM		Unit Rate	(Including Tax)
1	Black Plum (Jaman)	5-6 Feet Size	24	No			
2	Guava (amrood)	5-6 Feet size	25	No			
3	Orange (kinue)	5-6 Feet Size	26	No			
4	Lemon	5-6 Feet Size	18	No			
5	Pilkan Tree	5-6 Feet Size	22	No			
6	konu tree	5-6 Feet Size	43	No			
7	Sukh Chain Tree	5-6 Feet Size	42	No			



Total Amount Including all Taxes		
Delivery Time		

NOTE: PICTURES ARE ATTACHED FOR REFERENCE.

DELIVERY LOCATION: MUZAFFARABAD , BASTI GAZI ABAD UNION COUNCIL 76 TEHSIL AND DISTRICT MULTAN

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

Check List			
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>	



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Yearfounded	
Country whereestablished	
VAT or registrationnumber	
Bankdetails <i>Includetheaccountholder's name, bank name, IBAN,SWIFT code, and currencyused.</i>	
Physical address,emailaddresses,andwebsite	
ContactSalesandmarketing	
Range of productsandservicesprovided(Portfolio)	
Otherinformation	

1.2 Informationaboutyourmanagingofficials

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 acondemnation of terrorism and a commitment that no funds or other resources will be used to supportterroristsorterroristactivitiesinanyway. NotonlyisthisstandardanintegralpartofhowMSWS/FDO/WHH work, but it is also an expectation of our institutional donors and banks that wescreen our suppliers and service providers against lists of known and suspected terrorists on a regularbasis.

For this reason, we are required to collect certain information about the relevant decision makers ofeach 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 theindividuals listed on your company's registration document. If your company has fewer than 4managingofficials,pleaseprovidedetailsforallofyourmanagingofficialsandletusknowthisfactwhensubmittingthe form.The data collected below will only be used for comparison with freely accessible internationalsanctionslistspublishedontheinternetandwillbeprotectedinaccordancewithapplicabledataprotecti onlaws.Ifyouhaveanyquestionshowyourdatawillbeprocessedorstored,pleasetalktoyourcontactatMSWS/FDO/W HHorsendanemailto msws1974ngo@gmail.com



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Managingofficial1			
Fullname <i>(givennamefollowedbymid dleandsurname)</i>			
Nationality			
Address <i>(ataminimum,country ofresidence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
CNIC No			
Managingofficial2			
Fullname <i>(givennamefollowedbymid dleandsurname)</i>			
Nationality			
Address <i>(ataminimum,country ofresidence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
CNIC No			
Managingofficial3			
Fullname <i>(givennamefollowedbymid dleandsurname)</i>			
Nationality			
Address <i>(ataminimum,country ofresidence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
CNIC No			
Managingofficial4			
Fullname <i>(givennamefollowedbymid dleandsurname)</i>			
Nationality			
Address <i>(ataminimum,countryofresid ence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:		



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CNIC No	
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2. MSWS/FDO/Welthungerhilfe (WHH) polycstatement

2.1 MSWS/FDO/Welthungerhilfe (WHH)supportthegoalsoftheUNGlobalCompact

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligningtheiroperationsandstrategieswiththefollowing10universallyacceptedprinciplesintheareasofhumanrights,labor,environment,andanticorruption:

Humanrights

- Principle1:Businessesshouldsupportandrespecttheprotectionofinternationallyproclaimed human rights; and
- Principle2:makesurethattheyarenotcomplicitinhumanrightsabuses.

Labor

- Principle3:Businessesshoulduphold thefreedomofassociation andtheeffectiverecognitionoftherighttocollectivebargaining;
- Principle4:theeliminationofallformsofforcedandcompulsorylabor;
- Principle5:theeffectiveabolitionofchildlabor;and
- Principle6:theeliminationofdiscriminationinrespectofemploymentandoccupation.

Environment

- Principle7:Businessesshouldsupportaprecautionaryapproachtoenvironmentalchallenges;
- Principle8:undertakeinitiatives topromotegreaterenvironmentalresponsibility;and
- Principle9:encouragethedevelopmentanddiffusionofenvironmentallyfriendlytechnologies.

Anti-corruption

- Principle10:Businessesshouldworkagainstcorruptioninallitsforms,includingextortionandbribery.

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) adherestrictlytoitsownCodeofConduct

MSWS/FDO/WHHCodeofConductbuildsupontheprinciplesoftheUNGlobalCompactandis an integral lodestone in all of FDO/WHH work. All MSWS/FDO/WHH suppliers are expected toactinaccordancewiththevaluesofourCodeofConduct,whichareasfollows:

- Thehigheststandards ofpersonalandprofessionalconduct
- NoreligiousorpoliticalactivitieswhenrepresentingMSWS/FDO/WHH
- Nodiscrimination
- Responsibilityforhealthandsafety
- Nosexualviolence
- Childprotection
- Responsiblehandingofpersonaldataandinformation
- Responsibleuseofresources
- Nosupportingofterrorismormoneylaundering
- Nocorruption
- Avoidingconflictsofinterest
- Noworkundertheinfluenceofalcoholordrugs
- Nocarryingofweapons
- Obligationtoreportconcerns,suspicious,andknowledgeofCodeofConductviolations



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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)renouncesallformsofterrorismandmoneylaundering

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

- 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 a 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 donors 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, Signature

