

Muslim Aid is Non-Governmental Organization working to create lasting and positive change in the lives of vulnerable people affected by poverty and disaster.

We kindly request your best quotation for the below products

**THIS IS NOT A PURCHASE ORDER.** Should a purchase order be placed subsequent to this RFQ the terms and conditions of purchase of the purchase on the back of the Purchase order document will apply.

Muslim Aid may, unless the supplier expressly stipulates to the contrary, accept whatever part of the offer that we so wish.

<b>PR no(s):</b>	ED.1.22.01	<b>Date RFQ sent out:</b>	24/11/2022
		<b>Date quotation due back:</b>	06/12/2022
		<b>Procurement person responsible:</b>	Haider Khatmi

<b>SUPPLIER NAME:</b>	<b>RETURN QUOTATION TO: Muslim Aid</b>		
<b>Contact name</b>	<b>Contact name</b>	Haider Khatmi	
<b>E-mail</b>	<b>E-mail</b>	<a href="mailto:haider.osman@muslimaid.com">haider.osman@muslimaid.com</a>	
<b>Phone</b>	<b>Phone</b>		
<b>Fax</b>	<b>Fax</b>		
<b>Mobile</b>	<b>Mobile</b>	249900941520	
<b>Address</b>	<b>Address</b>	Khartoum Al Taif St.22 House # 400	

<b>Date product (s) required by:</b>	12/11/2022
<b>Delivery Location:</b>	Within Khartoum State
<b>Delivery method (if applicable):</b>	OTIF -On Time In Full
<b>Payment terms:</b>	7 days Net

Line item no.	Description of Goods / Services <small>(add attachment for technical specification if very detailed)</small>	Unit / Form	Quantity required	For supplier to fill in:			
				Currency	Unit Price	Total Price	Availability date
1	Arabic Exercise book, A5,60 page	PCE	5,112	SDG			
2	Geometric Exercise book, A5,60 page	PCE	1,158	SDG			
3	English Exercise book, A5,60 page	PCE	1,356	SDG			
4	Math Exercise book, A5,60 page	PCE	678	SDG			
5	Pencils, HB grade, black	PCE	3,672	SDG			
6	Erasers, soft for pencil	PCE	1,836	SDG			
7	Rulers, plastic, 12 inches	PCE	1,836	SDG			
8	School bag Big size (Secondary School)	PCE	480	SDG			
9	School bag Medium size (Primary School)	PCE	1,356	SDG			
10	Water container Plastic -1 liter	PCE	1,836	SDG			
11	Sharpener (Small) metal	PCE	1,836	SDG			
12	wooden colored pen -half pen	BOX of 12	1,356	SDG			
13	Drawing sketch Book 20 page	PCE	480	SDG			
14	Kitting Services and packaging inside item 8 & 9(school bag)	UNIT	1,836	SDG			

Add more lines to the RFQ if required

<b>Subtotal</b>	
<b>Sales tax (if applicable)</b>	
<b>Delivery charge (if applicable)</b>	
<b>Other charges (if applicable)</b>	
<b>TOTAL</b>	

Additional information required from supplier:	
Essential Criteria	Award Criteria
[1] Quote must be valid for 30 days	[1] Assurance of Supply
[2] supplier provide documentations to prove that they are legally operate in Pakistan and in the business of provision of health products . Irrelevant business license will not be considered.	[2] Relevant Experience with other INGO UN Agencies
[3] Supplier confirmation of compliance with Muslim Aid Anti-Bribery and Corruption Policy, Child Safeguarding Policy, and supplier Code of Conduct.	[3] Capacity to deliver multiple deliveries in short span of time (in days)
[4] Supplier submit quotes in a way it is directed in Required Response and Pricing of Bid.	[4] Financial Capacity
[5] Presentation of audited financial reports from a reputable accountant/accountancy firm for the past 3 years audited balance sheet to confirm financial capacity of your company and that your company is not under the risk of bankruptcy. Bidder must confirm if its financial capacity is low	[5] Additional benefits

Supplier confirmation of offer	Supplier stamp
<b>Name</b>	
<b>Title</b>	
<b>Signature</b>	