

# BIDDING DOCUMENT

## Qurbani Project 2025

PROJECT CODE: PK-Q25-01 Tender

Please submit Bids for Each Activity by filling the section no. II/ Attached BOQs/Specification

- ☐ Bid # 1: The supply of expected .....Qurbani animals (The number of animals will be confirmed later on) Minimum 10 to 30 EACH Location/Maximum no limit (COWs & Bulls)” for its Seasonal project “QURBANI 2025” (Including Slaughtering, Cutting, Packing, and Transportation Services)

**Expected Locations (Options 1-9):**

1. Animals for District Bagh (AJK),
2. Animals for District Mansehra KPK,
3. Animals for District Batagram KPK,
4. Animals for District Rawalpindi Punjab,
5. Animals for District Faisalabad Punjab,
6. Animals for District Rahimyar Khan Punjab
7. Animals for District Rajanpur Punjab
8. Animals for District Dadu Sindh
9. Animals for District Kamber Shihdad Kot Sindh

**Name of Firm:** \_\_\_\_\_

**NTN:** \_\_\_\_\_

**Contact#:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Prepared by:



**Human Appeal -Pakistan**

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## Section I. Instructions to Bidders

### A. General

#### 1. Scope of Bid

1. HA-PAK invites bids for the provision of the above-mentioned services
2. The successful Bidder is expected to complete services by the intended completion date which is given in section II, with effective from the signing of the contract.

#### 2. Eligible Bidders

1. This Invitation for Bids is open NTN-holder Bidders from all over Pakistan
2. This invitation is for All Bidders who will provide the credit facility to HA-Pak. *(No advance will be offered)*
3. Bidders shall not be under a declaration of ineligibility for corrupt, fraudulent and coercive practices issued by HA-PAK, any other international/Govt/semi-Govt organization
4. Bidders shall not be involved in terrorist act/criminal activities or associated with individuals and/or entities associated with terrorist act/criminal activities.

#### 3. Corrupt, Fraudulent, Collusive and Coercive Practices

1. HA-PAK requires that all; HA-PAK Staff, Bidders, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. HA-PAK shall reject any Bids put forward by Bidders or where applicable terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices.

#### 4. Eligible Animals

1. All types of livestock (cows/Bulls) that are intended for the Qurbani Project must be fit to be a 'Qurbani' according to Islamic Shariah.
2. All animals sought for the Qurbani project must be free from any apparent defects that would make them unfit for Qurbani and/or human consumption. Such defects include:
  - Blindness in both or one eye
  - Missing any body organ such as cut ears/limb or limbs
  - Chronic sickness or disease which renders the animal unfit for human consumption
  - Animals must not be so weak that you would not prefer to purchase them.

### B. The Bidding Documents

#### 1. Content of Bidding Documents

The material/goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

- a) Instructions to Bidders (ITB)
- b) Contract for Supply/Services
- c) Schedule of Requirements
- d) Technical Specifications
- e) Sample Forms

The bidders are expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

#### 2. Clarification of Bidding Documents

A prospective bidder requiring any clarification of the bidding documents may notify through official

telephone no, and ask to speak in Operations department.

### **3. Amendment of Bidding Documents**

1. At any time prior to the deadline for submission of bids, HA-PAK, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.
2. All prospective bidders who have received the bidding documents will be notified of the amendment in writing, and will be binding on them.
3. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, HA-PAK, at its discretion, may extend the deadline for the submission of bids (if required).

## **C. Preparation of Bids**

### **1. Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of its bid, and HA-PAK will not be responsible or liable for those costs.

### **2. Language of Bid**

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and HA-PAK shall be written in the English language.

### **3. Bid Propose**

The Bidder shall propose the Bid with complete detail and the appropriate Price Schedule, indicating Slaughter, packing, animals health inspection certifications, and transportation to the distributions, and the livestock/animals country of origin, quantity, quality, and prices (if needed).

### **4. Bid Prices**

1. The Bidder shall indicate on the appropriate Price Schedule the unit prices and total bid price of the animals/goods/services, which proposed to supply along with all associated services such as slaughter, packing, health inspection and transportation under the contract.
2. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

### **5. Bid Currency**

Prices quoted in bids, for qurbani animals along with all associated services shall be in Pakistani Rupees (PKR currency).

### **6. Period of Validity of Bids**

1. Bids shall remain valid for the period of 60 days after the date of bid opening prescribed by HA-PAK. A bid valid for a shorter period may/shall be rejected by HA-PAK as non-responsive.
2. In exceptional circumstances, prior to expiry of the bid validity, HA-PAK may request that the bidders extend the period of validity for a specified additional period not more than 30 days. The request and the bidders' responses shall be made in writing.

## **D. Submission of Bids**

### **1. Sealing and Marking of Bids**

The Bidder shall stamp and sign filled document and send scanned copy of the bid, **(JPG/PDF format in one file)** brief profile of relevant projects done/experience (project name, project amount, Organization, date of completion), via this e-mail: [pk-q25-01.tender@humanappeal.org.uk](mailto:pk-q25-01.tender@humanappeal.org.uk) duly

marking the subject line **Project Code** and **Project Location**, The bidders will be responsible to submit Bank Guarantee/Call deposit equivalent to 5% of total bid price in the name of the *Human Appeal* and attached copy with bid document, **while the successful bidders will submit the original copy of the call deposit at the time of receiving work order or signing agreement.**

## 2. Deadline for Submission of Bids

- a) **Bids must be received by HA-PAK via the specified above-mentioned email ID as per the instructions of the bid, no later than 5:00 PM on May 11<sup>th</sup>, 2025.**
- b) HA-PAK may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents, in which case all rights and obligations of HA-PAK and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

## 3. Late Bids

The bidding e-mail box will be locked after 15 days of bid notice published, so no late bids will be received by HA-PAK after the deadline for submission of bids.

## E. Opening and Evaluation of Bids

### 1. Opening of Bids

**Bids will be opened on May 12<sup>th</sup>, 2025, at 2:30 PM. No bid shall be rejected at bid opening, except for late bids and incomplete bids.**

### 2. Clarification of Bids and Contacting Bidders

During the evaluation of the bids, HA-PAK may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, telephonically or a physical meeting, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

### 3. Preliminary Examination

HA-PAK will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the required guarantees have been furnished (if needed), whether the documents have been properly signed, and whether the bids are generally in order.

### 4. Evaluation and Comparison of Bids

HA-PAK will evaluate and compare the bids, which have been determined to be substantially responsive.

HA-PAK's evaluation of a bid will exclude and not take into account:

- a) In the case of animals/goods/material, sales and other similar taxes will be responsibility of vendor, which will be payable on the qurbani animals/ goods if a contract is awarded to the Bidder;
- b) Slaughtering, packing of meat and transportation to distributions points will be responsibility of vendor. While the packing bags will be provided by HA-PAK.

HA-PAK's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with one or more of the following factors:

- a) Delivery & work schedule offered in the bid;
- b) Deviations in payment schedule from that specified in the Conditions of Contract;
- c) Other specific criteria indicated and/or in the Technical Specifications, examination of samples (if needed)

### 5. Clarification of Bids and Contacting HA-PAK

- a) No Bidder shall contact HA-PAK on any matter relating to its bid, from the time of the bid

opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of HA-PAK, it should do so telephonically or in writing.

- b) Any effort by a Bidder to influence HA-PAK in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

## **6. Post-Qualification**

- a) In the absence of pre-qualification, HA-PAK will determine to its satisfaction whether the Bidder that is selected has submitted the lowest evaluated responsive bid and is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB.
- b) The determination will take into account the Bidder's financial, technical, and supplies and services capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as HA-PAK deems necessary and appropriate.
- c) Prior to award, HA-PAK shall verify and validate any documents/information submitted, and if necessary, shall conduct ocular inspection of the Bidder's office, plant/warehouse/slaughterhouse, and equipment.
- d) An affirmative determination will be a pre-requisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event HA-PAK will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

## **7. Purchaser's Right to Accept any Bid and to Reject any or All Bids**

HA-PAK reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or bidders of the grounds for HA-PAK's action.

## **F. Award of Contract**

### **1. Award Criteria**

HA-PAK will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

### **2. Purchaser's Right to Vary Quantities at Time of Award**

HA-PAK reserves the right at the time of contract award to increase or decrease, by the percentage indicated [+/- up to 50% or even though (plus) may be above], the quantity of animals originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

HA-PAK may also award additional work orders (if needed) within the bid validity period against the same terms & conditions as mentioned in this document, the selected vendor have to provide/supply on same rates with all associated services.

### **3. Notification of Award**

- a. Prior to the expiration of the period of bid validity, HA-PAK will notify the successful Bidder in writing, that its bid has been accepted.
- b. The notification of award will constitute the formation of the Contract.

### **4. Signing of Contract**

At the same time as HA-PAK notifies the successful Bidder that its bid has been accepted, HA-PAK and successful Bidder will sign agreements.

## G. Other Associated

### Conditions

1. All animals must be 100% according to the specifications, quantity and quality as required.
2. Bids should include labor, Carriage, transportation/Delivery charges/Slaughtering, packing and transportation to distribution points, including health/medical tests of animals.
3. Payment will be made after completion of delivery/services on the provision of bills and GRN, or as per agreement.
4. Payment will be through cross cheque
5. All applicable taxes are applied and will be deducted as per the Government of Pakistan policies.
6. Previous experience letter for work (At least three with complete contact details for the reference checking)
7. Kindly enclose evidence of your relevant project experience with other organizations, NGOs or INGOs (if any)
8. **The bidders will be responsible for submitting a Bank Guarantee/Call deposit equivalent to 5% of the total bid price in the name of the "Human Appeal", and a copy along with the bid document; while the original copy call deposit to be submitted at the time of signing agreement, receiving successful intimation e-mail/call by Human Appeal.**

## H. Plenty on Delay in Project Completion

SNo	Total Delay	% To be deducted from the contract value
1.	First 1 days	1.00%
2.	From 1 to 2.5 days	2.00%
3.	Above 2.5 days:	Up to 10% As per discretion of the Procurement committee of HA

## i. Modern Slavery

The Supplier shall comply with all applicable anti-slavery and human trafficking laws, statutes, and regulations from time to time in force, including but not limited to the Modern Slavery..., and have and maintain throughout the term of this Agreement its own policies and procedures to ensure its compliance.

## j. Selection Criteria of Bids/Proposals

**INSTRUCTIONS** – Bidders are required to complete all sections of the table below and mention the attached documents as an annexure 1,2,3.....so on in the comments and attachments column.

SELECTION CRITERIA			
Items	Question/indicators	Bidder's Response	
		Yes/No	Comments /and Attachments of Proofs
<b>A</b>	<b>ESSENTIAL CRITERIA (General )</b>		
1	Bidder accepts Human Appeal's Terms and Conditions and complies with all RFP/RFQ mandatory requirements /information on the same tender format.		
2	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws. (Local and international)		
3	Suppliers/Vendors are not any prohibited parties or on Government debar/ Blacklisting by any organization.		
4	Have a valid NTN certificate/ GST certificate (if any)		



5	Valid PEC Certificate	N/A	
6	Utility bill offices as physical evidence		
<b>CAPABILITY &amp; SUSTAINABILITY QUESTIONS</b>			
<b>B</b>	<b>Company Experience and References (Point 12) (4 for Each )</b>		
1	<b>Experience of a company on similar projects (Minimum 4 )</b> 04 projects experiences = 4 03 projects experiences = 3 02 projects experiences = 2 01 projects experiences = 1		
2	<b>working experiences in relevant Area or Regional Experience (previous)</b> if yes= 4 If Nearby = 3 if out of area= 1 If No =0		
3	<b>Reference Check, details provided</b> If provided 4 references = 4 Marks If provided 3 references = 3 Marks If provided 2 references = 2 Marks If provided 1 references = 1 Marks		
<b>C</b>	<b>Financial Health of Company (Points 16)</b>		
1	<b>Project Implemented Worth of Similar projects (Highest valued work orders)</b> if average of 4 project values is above the total of HA Budget = 10 if 80 % of total budget=8 if 50 % of total =5 if Below the 50% of the Budget = 2		
2	<b>Latest Bank Maintenance Certificate/bank statement</b> if yes= 3 If No =0		
3	<b>The latest Financial Audit report of Frim</b> if yes= 3 If No =0		
<b>D</b>	<b>Quality of Bid/Proposal and Lead time. (Points 06)</b>		
1	<b>Proposed completion time for Short-term projects (1 Weeks 2 Weeks)</b> if 1 Week or below = 6 if within 10 Days = 3 if within 2 Weeks = 2 if the above 2 months = 0	N/A  (Note: Everyone can get the same No. or zero)	
<b>E</b>	<b>Environmental, Social, Health, and Safety Impact (Points 06)</b>		
1	<b>The bidder demonstrates activities OR has processes in place within their organization. (e.g., paperless offices, green technology in offices, policies, training programs, community outreach programs, etc.)</b> If Yes = 3 If No = 0		
2	<b>Availability of in-house personnel dedicated person to ESHS issues(Please attached Profile of Personnel)</b> If Yes =03 If No = 0		

F	Financial proposal/Bid offered (Points 60)		
1	<b>Overall project costs</b> Lowest bidder =40 2nd Lowest Bidder =35 3rd Lowest Bidder=30 4th Lowest bidder=20 5 lowest Bidder =10 above then 5th =05		
2	<b>The Supplier provides bid security /Pay order / a bank guarantee relevant to the project</b> If Yes =10 If No = 0		
3	<b>The Supplier asks to be paid advance payment in case selected for the project:</b> If 0% advance=10 If 10% advance=07 If 20% advance=04 If 30% advance=01 If above 30% advance= 0		
<b>Note:</b> Please attach all Scanned or PDF documents along with the bid/ offer/quotation, call deposit and other documents in one zip folder with your organization and project names and send via the given email. <b>(Note: Google share bids/documents are not acceptable)</b>			<b>Total Points=100</b>

## Section II. PROJECT SPECIFICATIONS: Schedule of Requirements

1. Scanned Bid# 1 (Please provide unit rates of each option is mandatorily, while the location may be chosen as per your ease)

S#	Descriptions of Animals (Cows & Bulls)	District Bagh, AJK, PKR (Per Animal)	District Mansehra KPK, PKR (Per Animal)	District Batagram KPK, PKR (Per Animal)	District Rawalpindi PKR (Per Animal)	District Faisalabad PKR (Per Animal)	District Rahimyar Khan PKR (Per Animal)	District Rajanpur PKR (Per Animal)	District Dadu- Sindh PKR (Per Animal)	District QSK-Sindh PKR (Per Animal)
1	<b>Option-1:</b> <ul style="list-style-type: none"> <li>Average net meat weight 80 kg excluding Head, Foot, stomach, Lungs and Keleji)</li> <li>According to below term and conditions including slaughtering, Cutting, packing transportation and all Taxes</li> <li>Minimum weight 70 KG to Maximum 120 KG (Animals) will be accepted (70% of Animals may be up to 100 KG and only 30% may be above it)</li> </ul>									
2	<b>Option-2:</b> <ul style="list-style-type: none"> <li>Average net meat weight 100 kg excluding Head Foot stomach, lungs and Keleji)</li> <li>According to the below term and conditions including slaughtering, Cutting, packing transportation and all Taxes</li> <li>Minimum weight 80 KG to Maximum 140 KG of animals will be accepted (70% of Animals may be up to 120 KG and only 30% may be above it)</li> </ul>									
3	<b>Option-3:</b> <ul style="list-style-type: none"> <li>Average net meat weight 120 kg excluding Head, Foot, stomach, lungs and Keleji)</li> <li>According to the below term and conditions including slaughtering, Cutting, packing transportation and all Taxes</li> <li>Minimum weight 90 KG to Maximum to 160Kg animals will be accepted (70% of Animals may be up to 140 KG and only 30% may be above it)</li> </ul>									

Total Expected Quantity is ..... (Not confirmed yet)..... **(Minimum 10 to 30 animals for each location)** animals with the ratio of (50% cows and 50% Bull).

- Number of sites and quantity of animals may be increased or decreased.
- The number of animals/site may reduce by 50% or increase by 100% based on the availability of funds.

**Supplier will buy back Animal Skin as per the following quoted rates:** *(Mandatory to be filled)*

S. No.	Item Rate	Per Animal (Unit Price) PKR (All locations)
1	Skin/per animal	

**Note: Asking for advance payment in case of selection** (please tick one only)

0% Advance payment	10% Advance payment	20% Advance payment	30% Advance payment

**The selection criteria for livestock to be slaughtered**

1. The number mentioned i.e. Qurbani animals (male and female) is the quantity for above mentioned locations
2. Animals should not have any physical defect i.e blindness, missing/broken limbs, damaged horns and chronic sickness or disease which renders the animal unfit for human consumption. The animal should be healthy, active, and fit for Qurbani as per Shariah Law
3. Quoted prices for the above items shall be inclusive of all kinds of govt. taxes
4. All prices must be quoted in Pak rupees.
5. **All “livestock” must be strictly Shariah complaint, age, health and outlook i.e. All livestock should be minimum age of two (2) years and Maximum age of four (4) years, non-pregnant and physically in good health & good looking.**
6. The SUPPLIER will accept additional purchase orders at the agreed unit rate within 1,2,3 4 days of Eid-UI-Azha with the agreed specifications and the same will be approved in writing through issuing an additional purchase order or addendum or verbal instruction of Operation Team, with agreed by both the parties
7. All animals sought for the Qurbani (Udhiya) Project should be humanely transported from the marketplace to the slaughterhouse and should be humanely slaughtered.
8. Before the slaughter selected vendor has to provide us **a health/fitness certificate** verified/issued by the Govt. approved veterinary doctor.

### **Animal Slaughter Guidelines**

- Animals must be kept safe, as well as being fed and watered both before and on the day of slaughter.
- The individual slaughter-men implementing this project on behalf of HA should be Muslim, and appropriately experienced and skilled in the task.
- The knives used by the slaughter-men must be appropriately sharp for the task, to ensure that it is completed quickly and so the animals do not suffer pain and distress whilst being slaughtered.
- The slaughter should be conducted in the direction of the qibla.
- The floor where the animals are to be slaughtered must be clean with appropriate action taken, where necessary, to ensure this.
- Slaughtered animals must be moved to another site for processing, and blood cleaned from the floor, before the next animal is brought in. The waiting area, slaughter area, and processing area must all be screened from each other to ensure that animals do not witness the slaughter or processing of the animals.
- The area where animals are being processed post-slaughter must be kept clean, with large plastic sheets provided by suppliers.
- Applying Human Appeal procurement procedures and securing the necessary livestock for the Qurbani (Udhiya) Project, including making arrangements for the necessary holding facilities for the animals as well as cold storage for the slaughtered meat.

### **General Terms and Conditions:**

- Any damage, loss, or theft of animals or meat before handing over to the HA team at the distribution point shall be the responsibility of supplier/agent.
- Vendor will be bound to set up neat and clean slaughterhouses as per the need of Human Appeal.
- Payment shall be made in the form of a cross cheque within 20 working days after eid holidays/satisfactory execution of the contract as per agreed terms.
- Human Appeal Pakistan reserves the right to reject any or all quotations/bids without assigning any reason thereof.
- Implementation must be as per the specifications shared above.
- Incomplete bid documents or quotations submitted shall not be entertained.
- If HA field staff recommends replacing any animals on physical inspection, the supplier is responsible to replace the same with suitable animals
- The rates quoted must be applicable at least for the next month i.e. 60 days.
- The payment will be made on work completion by a vendor on the provision of invoices, delivery challan, satisfactory completion report, and GRN by the concerned project Manager.

- Quoted prices for the animals shall be inclusive of all kinds of Government taxes as per National Laws.
- Evaluation of the quotation and award of Work Order shall be based on rates &/or urgent delivery.
- Payment shall be made as per the agreed terms and conditions contained in the agreement/work order.
- Delivery till the project site/distribution points will be the responsibility of the vendor on his own cost.
- Deadline must be followed and in case of quality issues and any delay, up to 10% penalty will be imposed.
- Based on the vendor's performance additional work orders shall also be served within a quotation valid period.

### Section III. Questionnaire/Contact Form

#### 4. Bidders Questionnaire/Contact form

While the bid documents can be collected by downloading from the website [www.humanappeal.org.pk](http://www.humanappeal.org.pk) (in case of any technical error in web site please call on our official nos.) and the bidder has to submit back the filled questionnaire/contact form, which along with this document.

#### 5. Organizational Information

<b>Organization Name</b>	
<b>Legal Status of Organization</b>	1- Public Limited 2-Private Limited Company <input type="checkbox"/> 3-Partnership <input type="checkbox"/> 4-Sole Trader <input type="checkbox"/> 5-Other(Please specify)_____
<b>NTN Number</b>	

#### 6. Contact Information:

	<b>Main Contact (Executive head)</b>	<b>Focal Person</b>
<b>Name</b>		
<b>Designation</b>		
<b>Telephone (with city code)</b>		
<b>Mobile Phone</b>		
<b>Email Address</b>		

Please share Latest and relevant work experience details				
	1	2	3	4
Name of Organization				
Contact name and phone number, Email				
Description of items/services delivered				
Project implementation Area/Location:				
Quantity				
Date contract awarded				
Date contract Completed				
Value of Contract in PKR Please share your Maximum value P.O details				
<b>Bidders are requested to attach work orders/ agreements of the above details as evidence</b>				

**UNDERTAKING BY BIDDER:**

I hereby undertake that the above information is correct and if found incorrect, the firm shall be liable for disqualification/ legal action. I acknowledge the terms and conditions along with right of Human Appeal Pakistan to accept/reject the application without assigning any reason, which shall not be challenged in any court of law.

Name Vendor	Date	Stamp	Signature

**Bid Document Issued By:**

OPERATION DEPARTMENT of HUMAN APPEAL PAKISTAN  
Ph# +92 (0) 51-8899199/8446750