

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.

PR no(s):	Date RFQ sent out:	
	Date quotation due back:	
	Procurement person responsible:	

SUPPLIER NAME:	RETURN QUOTATION TO: Muslim Aid		
Contact name	Contact name	Haider Khatmi	
E-mail	E-mail	haidar.osman@muslimaid.com	
Phone	Phone		
Fax	Fax		
Mobile	Mobile	249900941520	
Address	Address	Khartoum Al Taif St.22 House # 400	

Date product (s) required by:	
Delivery Location:	
Delivery method (if applicable):	
Payment terms:	

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	laptop Lenovo Think pad - core I 5 8GB- Ram1TBSSD -2.4 GHZ -Screen15.6 Inch, Generation 10, Windows 10 ,Office 2016	PCS	4	SDG			

Add more lines to the RFQ if required

Subtotal	
Sales tax (if applicable)	
Delivery charge (if applicable)	
Other charges (if applicable)	
TOTAL	

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
Name	
Title	
Signature	