



**Farmers Development Organization, Multan**  
**H # 11, Danish Street, Ahbab Colony, Bahadarpur, Bosan Road Multan**

**Date: 13 August, 2021**

**Ref: FDO/ PAK-1102 "IRNS RFQ-001**

**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" 03 Laptops"**

Dear Sir/Madam,

Farmers Development Organization was established in 1996 as a not for profit and non-governmental public interest organization and "A company setup under Companies Act 2017 (Formerly Section 42 of companies' ordinance 1984).

FDO is working in Saraiki Region (Southern Punjab), through participatory principles, benefitting hundreds of peasants, women and general communities in the fields of Livelihood, Institutional Development, Emergency Relief, Community Physical Infrastructure, Preventing gender based violence and promoting access to justice. The organization has a successful history in designing projects, subsequently through conducting the assessments of community problems, creating and engaging the local volunteers for implementing and monitoring the projects.

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, "IMPROVED RESILIENCE THROUGH FOOD AND NUTRITION SECURITY" using the LANN+ Approach in District Muzaffargarh of Punjab Province project specifically aims to achieve improved food security for women (reproductive age; pregnant and lactating) and children (under 2 years (U2)) in the above vulnerable households.



Farmers Development Organization seeks quotations from suppliers for “03 Laptops “.

Requirements, Terms & Conditions: -

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

1. **Laptop** details/specifications are attached as **Annex –A**
2. **Quotations** on firm’s/supplier **letter head** must include prices in PKR, as per the attached details, validity of the quotations.
3. All prices must remain valid till **04 weeks**.
4. Quotation should clearly mention unit price inclusive of all applicable taxes.
5. Tax will be deducted as per law.
6. **Provide the NTN # 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 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 **August 17, 2021 not later than 05:00 PM** to **Farmers Development OrganizationH # 11, Danish Street, Ahbab Colony, Bahadarpur, Bosan Road Multan.**
9. FDO has right to deduct minimum **1/1000** (per calendar day) of total value of the service in case of late delivery and late delivery in case of not fulfilling the requirements.
10. The payment will be release through cross cheque.
11. The payment will be release within 10 days after receiving the original Invoice/bills from the supplier.
12. FDO has the right to select 01 vendor for all items or divide order between more than 01 vendors.
13. It is requested to mention the Brand & Model # in provided quotations.

For further information please don’t hesitate to contact.

Thanks and Regards,

**Procurement Unit**  
**+92 (061) 6306060**



### Annex-A

Farmers Development Organization, Multan  
AD SPECIFICATION/DETAILS

Sr. No	Specification/Details	Quantity	Rate	Total Amount (Including Tax)
01	Generation: 10th Generation Processor Type: <b>10th Generation Core-i5</b> (4 Cores - 8 Threads) Processor Speed: 1.8 GHz Turbo Boost (8 MB Cache) Installed RAM: <b>08 GB DDR4</b> Hard Drive Size: <b>01 Tera Byte HDD</b> Type of hard drive: SATA Type of graphics memory: Dedicated Backlight: LED Screen Size: <b>15.6" Full HD</b> Screen Resolution: 1920x1080 Color: Silver/Black Bluetooth: Bluetooth® 5 LAN: Yes Wireless/Wifi: Yes USB: USB 3.1, 3.0 HDMI: 1 HDMI Camera: Yes Operating system (Primary): WINDOWS 10 Warranty: 01 Years Local (minimum) Condition: New	<b>02</b>		



02	<p>Generation: 10<sup>th</sup> Generation</p> <p>Processor Type: <b>10<sup>th</sup> Generation Core i7-10510U</b> Quad Core Processor (4 Cores - 8 Threads)</p> <p>Processor Speed: 1.8 GHz Turbo Boost 4.9 GHz (8 MB Cache)</p> <p>Installed RAM: <b>08 GB DDR4</b></p> <p>Hard Drive Size: <b>02 Terabyte SSD</b></p> <p>Type of hard drive: SSD</p> <p>Graphics Card &amp; Memory: 2-GB</p> <p>Type of graphics memory: Dedicated</p> <p>Backlight: LED</p> <p>Screen Size: <b>15.6" Full HD</b></p> <p>Screen Resolution: 1920x1080</p> <p>Color: Silver/Black</p> <p>Bluetooth: Bluetooth® 5</p> <p>LAN: Yes</p> <p>Wireless/Wifi: Yes</p> <p>USB: USB 2.0/2.1/3.1</p> <p>HDMI: 1 HDMI</p> <p>Camera: Yes</p> <p>Operating system (Primary): WINDOWS 10</p> <p>Warranty: 01 Years Local (minimum)</p> <p>Condition: New</p>	01		
<b>Total Amount (Inclusive Tax)</b>				



## Annex B

### Supplier Qualification Form

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#### 1. We want some information about your company

Company name	
Legal form	
Founded (Year)	
Established in (Country)	
Bank Details (Account Holder, Bank Name, IBAN, BIC, Swift, Currency)	
VAT-Registration Number	
Physical Address	
Name of Chief Executive Officer (CEO)	
Place and Date of Birth of CEO	
Name of Owner	
Place and Date of Birth of Owner (if individual)	
Website	
Sales & Marketing Contact	
Range of Services provided by the Company (Company Portfolio)	

**Note:** FDO carries out projects in the field of humanitarian aid and development cooperation which are also financed by the European Community, among others. Part of this qualifying process for our suppliers is the following declaration by your company (in accordance with European Union rules and conditions for the awarding of contracts for services, supplies of goods and construction services).



## Page 2/3 Supplier Qualification Form

### **Farmers Development Organization supports the goals of the UN Global Compact**

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with [ten universally accepted principles](#) in the areas of [human rights, labor, environment](#) and [anti-corruption](#).

#### Human Rights

- [Principle 1](#): Businesses 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](#): Businesses 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](#): Businesses 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](#): Businesses should work against corruption in all its forms, including extortion and bribery.

The Global Compact is global and local; private and public; voluntary yet accountable. Further information is available on this website in different languages

: <https://www.unglobalcompact.org>

### **Farmers Development Organization (FDO) renounces all forms of terrorism and money laundering**

FDO renounces 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 numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373 (2001) and the European Union, FDO is firmly committed to the international fight against terrorism and in particular against the financing of terrorism. It is the policy of FDO to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, FDO will match their suppliers and Service providers against the Sanctions lists on a regular basis. By submitting an offer, suppliers and service providers agree to this.



**We, \_\_\_\_\_ (name of company) hereby declare that**

- a) We are not in bankruptcy proceedings, judicial insolvency proceedings or in liquidation, that 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,
- b) We have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,
- c) We comply with our duty to pay social insurance contributions, taxes or other levies in accordance with the legal provisions of the state in which we have our office, the state of the consignee, or the state 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.
- d) 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 the International Humanitarian Aid Community,
- e) No serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from the International Humanitarian Aid Community,
- f) We are providing you with all the information required in connection with participation in a tender,
- g) In respect of contracts which are ultimately paid for out of European Community funds, no one has accused us of breach of contract due to gross violation of our contractual obligations,
- h) We have not been excluded as a contract partner by the European Community due to ethical issues,
- i) We assure the European Commission, the European Anti-Corruption Bureau and the auditors of the European Community reasonable access on demand to our business and accounting documents for the purpose of checks and audits,
- j) We respect basic social rights and condemn child labor.
- k) We are informed and agree that FDO will conduct a check to ensure that partners/suppliers do not appear on official sanctions lists of UN and the European Union.

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Date, Company Name, Signature of Owner of CEO, Name in Block letters, Stamp