REQUEST FOR EXPRESSION OF INTEREST (EOI)

(FORM -- P3)

PREQUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS FOR THE YEAR 2027-28

Ref #: _____

Muslim Hands is an international relief and development organization providing humanitarian aid during emergencies and also working on the long-term developmental projects across the globe including Pakistan for the last 25 years. Muslim Hands is registered with Ministry of Interior (MOI), Government of Pakistan.

In order to deal with day-to-day development and emergency requirements for the acquisition of goods, services and works, we hereby solicit Expression of Interest (EOI) from registered suppliers and service providers to be considered as potential business partners of Muslim Hands for the year 2027 - 28 A list of categories is attached as **Annexure-I** enabling the applicants to select the area of their expertise while filling the form.

Please submit your expressions duly completed along with supporting documents as per below mentioned details.

Best Regards,

PAEC (Prequalification Application Evaluation Committee)
Muslim Hands Pakistan

PREQUALIFICATION OF SUPPLIERS/VENDORS

SUPPLIER RESPONSE PROFORMA

To:

Procurement Application Evaluation Committee (PAEC)
Muslim Hands, Pakistan.
Dated: _____

SUBJECT:

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR REGISTRATION OF VENDORS/SUPPLIERS/SERVICE PROVIDERS FOR THE YEAR 2027-2028

To be filled by the suppliers. (Fields marked * are mandatory)

Name of the company: *	
Name of contact person & designation: * (**Owner CNIC Must be provided)**	
Street address of company: *	
Landline No.*	
Mobile No.*	
Fax No: *	
E-mail: *	
Website: (if any)	
Detail of Director/s of the Organization: Names, CNIC, Mobile No & Email etc. (where applicable)	
Nature of Business: *	

Details of Company Registration/Registration Certificate No etc.*	
Date and place of Registration (attach copy duly attested by a Notary Public).	
Year of Establishment a. With FBR b. With PEC c. With PMC Any other relevant registration	
NTN No: *	
STN No:	
Bank Account Details: (Title of Account, Account No & Name of Bank & Location)*	
Annual Turnover during last 3 years	
Bank statement for the last 6 months - Attach copies	
Audit/financial reports for 2 years Attach copies (where applicable)	
Annual reports for 2 years - Attach copies (where applicable)	
ISO certification - Attach copies (where applicable)	
Organization Profile*	
Relevant past experience (In Years) *	
Name of Organization your firm previously worked with*	
Manpower capacity/Team Composition (attach list of personnel)	
Machinery capacity (attach list of machinery for construction companies)	
List of 2 references (organization name, address, contact person, phone & email) *	
List of 2 recent completed projects*	
Other additional information you may share as supporting documents	
Disclosure of **relationship of Sister organization/any firm or firms in same/other** business/profession.	
Disclosure of relationship with any employee of the firm within Muslim Hands*. Y/N (If yes then give details)	

Categories of interest (please indicate (A,B,C,D, etc.) from **Annex-1**									

I/We hereby declare that our company fulfils the requirements for eligibility to be considered for registration with Muslim Hands.

Name and Designation (CEO/MD): _____

Signature & Stamp (Company): _____

MODE OF SUBMISSION OF DOCUMENTS (Profiles/Proposals)

Note:

a- Sealed **Profiles/Proposals** must be sent to the locations where vendors/suppliers are interested Area wise.

b- If any vendor/supplier is interested to participate in other locations/Area then they must submit the separate sealed **Profiles/Proposals** to the specific area offices.

c- Detailed addresses of Muslim Hands Area offices are mentioned pg # 11;

Vendor's Technical Evaluation Criteria

S #	Vendor's Technical Evaluation Criteria	Marks	Total Marks	Marks	Marks Obtained	Remarks
1	**Profile of the Organization**		**10**	**10**	**0**	
a	Quality of Proposal/Clarity on Work	1-3		3	0	
b	Local Presence/Experience in the Region or District	5		5	0	
c	Profile Developed	1-2		2	0	
2	**Registered Firms with/as AOP/SECP/PEC/FBR**		**12**	**12**	**0**	
a	Sole Proprietorship/Partnership	2		2	0	
b	Companies/Firms/**Authorization & relevant Certificates i.e. HP, Dell, Cummins etc.)**	4		4	0	
c	In Case Registered with PEC (Category C, B, A - 1, 2 & 3 Marks Accordingly,	1-3		3	0	
d	Tax Return - Active Tax Payer	3		3	0	
3	**Prior Relevant Experience**		**10**	**10**	**0**	
a	Experience 1-5 Years	2		2	0	
b	Experience 5-10 Years	3		3	0	
c	Experience more than 10 Years	5		5	0	
4	**Latest Fiscal Year's Audited Financial Statements/Last 12 Months Bank Statements Financial Worth - Yearly Net Income/Financial Turnover**		**18**	**18**	**0**	
a	Upto Rs. 5 Million	5		5	0	
b	From Rs. 6-10 Million	6		6	0	
c	Above Rs. 10 Million	7		7	0	
Grand Total (Technical Marks)			**50**	**50**	**0**	

Note: Minimum passing marks for shortlisting is 40% (i.e. 20 Marks out of 50)

INSTRUCTIONS FOR COMPLETION

ANNEXURE-1

S #	DETAIL OF ITEMS	**Tick** the area of expertise and attach with EOI submission form
CATEGORY (A)		
1	IT Equipment - computers, laptops, printers, photocopiers, plotters, fax, paper shredders and items related to networking etc. - authorized dealers	
2	Audio visual - digital still and movie cameras, multimedia projectors etc.	
3	Supply of toners & refilling	
4	Communication equipment (VHF/HF radios), GPS, sat phone, mobile phones etc.	
5	Security items (CCTV, metal detectors, walk-through gates, metal detector, razor wire, anti-blast films, barriers, strong rooms, gabion wall, etc.)	
6	Software development companies - ERP, MIS, Oracle, data base etc.	
7	Networking, IT services, servers, databanks etc.	
8	IT related items repair & maintenance	
9	Training Services - IT or computer related	
CATEGORY (B)		
1	Electrical Items (fridge, TV (LEDs), AC, microwave, deep freezers, vacuum cleaners, electric or gas heaters, water dispensers etc.)	
2	Supply of sewing machines & stands of sewing machines, accessories, etc.	
3	Electrical Items installations, repair & maintenance	
CATEGORY (C)		
1	Printing Material/Services	
2	Designing of Printing Material	
3	Creative Artist, designers	
4	Supply of Office Stationery	
5	Publishers of Books, Reports & Other Reading Material	
6	Panaflex banners, pamphlets, IEC materials, broachers, booklets etc	
CATEGORY (D)		
1	UPS & Batteries	
2	Supply & Installation of Generators	
3	Supply & Installation of Complete Solar System - On Grid, Off Grid, Hybrid Solar System	

CATEGORY (E)		
1	School Bags Material	
2	School Bags - Laptop Bags - Leather Bags - Back Packs & Hand Carrying Cases etc.	
3	School Books - All Grades	
4	College Level/University Level Books - Complete Range	
5	Islamic Books	
6	Any Other Reading Books/Material	
7	Complete School Uniform Kits/Track Suits, sports kits, Socks, Shoes etc.	
8	Office Staff Uniform etc.	
CATEGORY (F)		
1	Underground water detector equipment/machines	
2	Water filtration/purifications plants/RO Plants/Household Filtration Units	
3	Water hand pumps (supply and installation)	
4	Complete solar system for water schemes	
5	Fiber glass water tanks (different sizes)	
6	Water quality device and tests services	
7	De-watering services	
8	Rehabilitation of water supply schemes	
9	Delagua Kit with all accessories	
CATEGORY (G)		
1	Winterized Kits	
2	Hygiene Kits	
3	Emergency items (Relief) - Emergency Kits for Flood & Earthquake, Tarpaulin Sheets, Tents etc.	
4	Food baskets	
5	Family kits	
CATEGORY (H)		
1	Medical Equipment	
2	Medical Lab Equipment/Lab Chemicals etc.	
3	Medicines	
4	Surgical Items	
5	First Aid Kits	
6	Hearing Aids	
7	Eye Sight Glasses	
8	Different Type of Lab Tests/Lab Tests regarding Hearing & Eyes	
9	Physiotherapy Services	

10	Services Regarding Eye Cataract Surgeries	
CATEGORY (I)		
1	Food Packages	
2	Animals for Zabiha - Qurbani - Goats, Bulls & Cows etc.	
3	Chickens (Birds), Eggs, Frozen meat etc.	
4	Honey, Honey bee	
5	Supply of Vegetables & Fruits	
6	Supply of Different Type of Plants	
7	Supply of Different Type of Seeds (certified)	
8	Supply of Different Type of Fertilizers	
CATEGORY (J)		
1	Construction Companies for Civil Works (construction of buildings/roads & bridges etc.)	
2	Supply of Complete Building/Construction Material	
3	Steel Fabrication	
4	Earth Moving Machinery	
5	Architectural Firms	
6	Office/Building Interior Designing Companies	
7	All Office Equipment - Furniture, Electrical, Sanitary, Roof Ceiling, Curtains, Blinds etc.	
8	Complete Building Repair & Maintenance Services	
CATEGORY (K)		
1	Training Services - Other technical or capacity building	
2	NGOs to act as Implementing Partners in various fields WATSAN, WASH, other projects implementation	
3	Consulting firms (development sector)	
4	Data Collection & Analysis/Research Companies	
5	Impact/Need Assessments Companies	
6	Advertising agencies	
7	Legal Services Companies/Consultants	
8	Human resource management services	
9	Money transfer services	
10	Janitorial Services	
11	Security Companies	
12	Audio, video and documentary firms	
CATEGORY (L)		
1	Hotel & Guest Houses	
2	Air Travel Services (Local & International)	
3	Rental vehicle suppliers on daily and monthly basis	
4	Trucks and loaders	

CATEGORY (M)		
1	Supply of New Vehicles - authorized dealers (3S)	
2	Supply of Used Local & Imported Vehicles - authorized dealers	
3	Vehicle Spare Parts	
4	Vehicle Tyres	
5	Vehicles Maintenance – Workshops	
6	Supply of Motor Bikes - authorized dealers	
CATEGORY (N)		
1	Event management companies - For conference, functions (indoor/outdoor) etc.	
2	Internet Services	
CATEGORY (O)		
1	Courier Services/Courier Companies	
2	Logistics Services/Transportation/Trucking Services	
3	Packing & Forwarding - Local	
4	Packing & Freight Forwarding/Import & Export Services - International	
CATEGORY (P)		
1	Insurance - Building, Office Equipment, Vehicles etc.	
2	Health Insurance	
3	Life insurance	
CATEGORY (Q)		
1	Supply & Refilling of Fire Extinguishers	
2	Supply & Refilling of Oxygen Cylinders	
3	Supply & Refilling of LPG Cylinders	
CATEGORY (R)		
1	Children Toys - All Age Brackets	
2	Sports Material - All Age Brackets	
CATEGORY (S)		
1	Waste Bins	
2	Plantation/Environmental Services	
CATEGORY (T)		
1	Warehouse Services - Rental Basis	
CATEGORY (U) Any Other Item/Goods OR Services - Please Specify Below		

Interested **VENDORS/SUPPLIERS/SERVICE PROVIDERS FOR THE YEAR 2027-2028** may submit their EOI as per above mentioned detail.

Application documents can be obtained through Muslim Hand's tender portal link: **http://jobs.muslimhands.net.pk/tenders.html**

Note: Muslim Hands reserves the right to reject or accept any proposal without assigning any reason and it's not challengeable in any court of law locally or internationally.

Last date for submission of sealed bids/proposals is
Friday, November 27, 2026 before 1700hrs.

Address for Submission of Sealed Profiles/Proposals: for mentioned Muslim Hands Regional/Area Offices

Sealed **Profiles/Proposals** must be sent to the locations where vendors/suppliers are interested Area wise. If any vendor/supplier is interested to participate in other locations/Area then they must submit the separate sealed **Profiles/Proposals** to the specific area offices. Detailed addresses of Muslim Hands Area offices are mentioned below; Question /Queries /// Email: tenders@muslimhands.net.pk.

Note:

Please clearly mention on envelope "Proposal for Prequalification of Vendors 2027-28" & the name, contact # & complete address of your organization.

Envelope must be MARKED with "Category of Item i.e. A, B, C etc."

Area/Region Locations Mapping for Pre-Qualification of Vendors 2027- 2028		
Sr. No.	**Regions**	**Profiles/Proposals (Sealed and Marked envelops) Postal Address**
1	KPK – {Peshawar (Urban and rural)}, Charsadda, Swat, D.I.Khan)	MH KPK Office, House 16- A, Street 02, Hussain Abad Colony, Main Gulbahar Road, Peshawar. Phone# 091-2606199
2	Islamabad- (Islamabad & Rawalpindi)	Muslim Hands Country Office, 1st Floor, Muhammad Subhan Plaza, Kurri Road towards Bahria Enclave, New mal Chak Shehzad. Phone#051-5402061-3
3	Multan - {Urban and rural}. Muzaffargarh, Bahawalpur, Bahawalnagar, Rahim-yar-khan, DG Khan, Rajanpur.	Muslim Hands Area Office Multan House No. 125, Street No. 3, Shalimar Colony, opposite Razia Iqbal Hospital, near Mall of Multan, Bosan Road, Multan Phone # 061-4424007
4	Karachi Sindh - (Urban and rural)	MH Karachi Office, House 19/H1, PECHS, Block 6, Main Sharah-e-Faisal, Near Bank Al Habib, Karachi. Phone# 021-33326266, 0312-2631735
5	Quetta, Balochistan - (Urban and rural)	Muslim Hands Regional Office Quetta. House#8 Shireen Villas, Opposite Regional Tax Office Spinny Road, Quetta Landline: 081-2869167

General Conditions for Application Pack

1. Scope:

Muslim Hands invites applications for the **Profiles/Proposals** described and summarized in accordance with procedures, conditions and contract terms, as prescribed in the Application pack.

2. Language:

As determined by **Muslim Hands**, the working language of this Application pack is English. Other languages will not be accepted.

3. Qualifying and Conditions:

The main criteria for admission to the Application pack are as follows:

a) Duly registered with FBR, having Valid NTN and filer income tax return.
b) Provision of evidence of technical soundness.
c) Previous relevant Experience,
d) Good track-record and references from previous clients
e) Good team composition

4. Applications Basis:

- All Applications Documents must be completed in full; otherwise, the application will be disqualified.
- All Applicants will receive identical documents: No applicant should add, omit, or change any item, term or condition in original papers.

- If Applicants have any additional request and conditions, this shall be stipulated in a separate letter accompanying the proposal.
- **Muslim Hands** will not be liable for any damage to the applicant person or property in the event that something should occur. **Muslim Hands** strongly recommend that all applicants take extra precaution when visiting/delivering supplies to a project site (In future if selected as per Criterion).

5. Eligibility of Applicants:

Applicants cannot apply if they:

- Are bankrupt or in the process of going bankrupt.
- Have been convicted for an offense concerning professional conduct.
- Have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Have not fulfilled obligations related to payment of taxes.
- Are guilty of serious misinterpretation in supplying information.
- Are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties on **Muslim Hands)**.
- Were declared at serious fault of implementation owing to a breach of their contractual obligations
- Are on any list of sanctioned parties issued by the Pakistan Government, United Nations, and European Union.

6. Profiles/Proposals Evaluation:

The Selection Committee will check the **Profiles/Proposals** to ensure that they contain no amendment to the terms or any other errors.

1. After ranking vendors/suppliers/firms according to technical criteria, the Selection Committee may take into account other criteria, including, but not limited to record of past performance, integrity.
2. Envelope must be **MARKED** with

Proposals for Pre-qualification of Vendors 2027-28
& the name, contact # & complete address
of your organization."

3. Please also mention on envelop "Category of Item i.e. A, B, C etc".
4. Submit sealed **Profiles/Proposals** through courier to **Muslim Hands** office's address (Area/Field wise as per interest).