

## Letter of Invitation to Tender

**Tender Ref:** Ref: D39-2023-24-33/34

**Date:** September 3, 2023

Dear Sir/Madam,

**SUBJECT: INVITATION TO TENDER FOR PROVISION OF FOOD PACKS**

READ Foundation is a not-for-profit non-governmental organization, certified by Pakistan Centre for Philanthropy for NPO good practices in Governance, Financial Management, and Programme Delivery. Currently, it runs 400 schools in AJK & Pakistan with an ever-growing body of 118,000 students and 5,967 teachers. READ Foundation also imparts free education to 13,000 orphan students.

Further to the publication of the above-mentioned Invitation to Tender, please find enclosed the following documents, which constitute the tender dossier:

- A. Instructions to Tenderers**
- B. Technical Bid Form**
- C. Financial Bid Form (Price Schedule)**
- D. Tenderers Declaration**

We look forward to receiving your tender on or before **11:00 am on 18 September 2023** at the address specified in the tender dossier.

Your tender bid must include the following documentation, so please use the list below as a 'Checklist' before submitting your tender to READ Foundation.

- 1. Technical Bid Form**
- 2. Financial Bid Form (Price Schedule)**
- 3. Bid Security of 3% (sealed in Financial Bid Form)**
- 4. Tenderers Declaration (Signed/stamped)**
- 5. Company Certificate of Registration**
- 6. Copy of the valid registration certificate, STRN, NTN**
- 7. Samples. Please note that samples provided which do not meet the minimum specifications as per the technical evaluation form, will not qualify for the final tender evaluation process.**

Offers must be submitted in sealed envelopes, marked **"TENDER FOR FOOD ITEMS"** not to be opened before **11:30 am on 18 September 2023** and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely,

### **Manager Procurement**

Procurement Department

3<sup>rd</sup> Floor, Al-Farooq Plaza, Bahria Enclave (Kurri) road,

Chak Shahzad Islamabad, Pakistan

Ph: 051-8482151

[tenders@readfoundation.org](mailto:tenders@readfoundation.org)

**Instructions to Tenderers**

(Ref: D39-2023-24-33/34)

**1. Food items in one "Food Pack" includes:**

Sr. #	Item Description	Specification	Unit	Qty
1	Edible Oil	Dalda Cooking Oil or equivalent	3 Ltrs Bottle	1
2	Wheat Flour	Super quality (Fine quality)	15kg bag	2
3	Rice	Super Kernal Basmati	10kg bag	1
4	Sugar	White (Fine quality)	5kg bag	1
5	Red Lobia	Fine Quality (Specification mentioned in Annex-I)	4kg pack	1
6	Daal Mash	Fine Quality (Specification mentioned in Annex-I)	2kg pack	1
7	Daal Channa	Fine Quality (Specification mentioned in Annex-I)	2kg pack	1
8	Salt	National (Iodized) 800 gram	Pouch	2
9	Tea	Lipton Yellow Lable 190 gms	Pack	1
10	Red Chilli Powder	National 100 gms	pack	1
11	Biscuit	Gluc Junior Snack (12 pieces packing in one packet)	16 packets	1

*Note: for detailed specification, please see Annex-I (attached)***2. Total Quantity of Food Packs:**

Sr.#	Description	Qty
1	Food Pack	4,400
2	Food Pack	1,240
<b>Total:</b>		<b>5,640</b>

**3. Packaging requirement: (Please see Serial #s of Food Items table mentioned under Clause-1)**

One Food Pack will be packed as below:

- Sr.# 1 will be provided in 3 Liters company packing bottle.
- Sr.# 2 will be packed in a strong cloth/plastic bag
- Sr.# 3 will be packed in a strong cloth bag with branding (4 colour printing on both sides)
- Sr.# 4, 5, 6, 7 will be packed in a plastic bag (Step-1)
- Sr.# 4, 5, 6, 7, 8, 9, 10, and 11 will be packed in a 7-ply (white) branded carton (4 colour printing on 4 sides).  
Branding will be provided by READ Foundation,

**4. Closing date and time for submission of tender:**

18 September 2023 at 11:00 AM

**5. Method of procurement:**

single-stage, two-envelope procedure. The bidders shall submit their bids in a single envelope containing two separate envelopes. Each envelope shall contain separately the technical bid and financial bid.

Suppliers must not be engaged in any corrupt, fraudulent, collusive, or coercive practices including but not limited to applying/ bidding by multiple names/companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question will be blacklisted.

**6. Submission of tenders (Address):**

Manager Procurement  
Procurement Department  
READ Foundation  
3<sup>rd</sup> Floor Al-Farooq Plaza, Bahria Enclave (Kurri) Road, Chak Shahzad  
Islamabad,  
051-8482151

**7. Timetable/Schedule for provision of Food Packs:**

Sr.#	Schedule	Unit	Qty
1	Upto 25 September 2023	Food Pack	2,820
3	20-25 November 2023	Food Pack	2,820
<b>Total</b>			<b>5,640</b>

The successful bidder will provide food packs from his/her warehouse located at Islamabad/Rawalpindi.

**8. Period of validity of offers:**

All bids must be valid for minimum of three months from the tender submission date.

**9. Taxes and other costs**

The prices must be inclusive of all taxes, packing, loading, and packaging.

**10. Samples Required**

Samples must be submitted on or before **18 September 2023 at 11:00 AM** at the address mentioned under Clause-6, with the name of the bidder clearly marked with irremovable ink. The samples of the successful bidders will not be returned, however, the samples submitted by the bidders who do not qualify will be returned after 7 days of the opening of the tender. The bidders who do not qualify will need to present a written request on their letterhead requesting the return of the samples. The unsuccessful bidder will be responsible for collecting the sample from the address where they have submitted the samples.

**11. Tender guarantee**

A tender guarantee of **3%** of the bid submitted must accompany the bid in the shape of a pay order; favouring "READ Foundation". Bids received without Tender Guarantee may be rejected. If the selected bidder refuses to sign the supplies contract, then READ Foundation reserves the right to forfeit the bid security. Once the contract has been awarded to the successful bidder his/her bid security will be converted into a performance guarantee. In case of cancellation of the contract due to poor quality/performance, READ Foundation reserves the right to forfeit the Tender/Performance Guarantee.

**12. Opening of tenders**

**18 September 2023 at 11:30 AM** at **READ Foundation Head Office** (address mentioned under Clause-6) in the presence of suppliers or their representatives, who wish to witness the tender opening.

**13. Evaluation of tenders**

The lowest price will not be the sole criteria; quality, delivery time, and other factors mentioned under "Technical Bid Form" will also be considered. Bidders must apply for all items.

**14. Cancellation of the tender procedure**

The tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason.

**15. Schedule of payments**

Payments will be made after 10 working days of satisfactory delivery subject to the submission of the correct invoice from the bidder.

**16. Mode of payments**

Payments will be made after the deduction of applicable taxes on the business name of the successful bidder through cross-cheque/online transfer.

**17. Complaint/Appeals Process**

Bidders reserve the right to make an appeal against the decision of the tender committee or launch a complaint against any violation of rights or any incident of corruption. The complaint/appeals should be in writing justifying your opinion with evidence. Complaints/appeals should be sent to us at: [complaints@readfoundation.org](mailto:complaints@readfoundation.org)

**18. General Terms & Conditions:**

- a) **Price:** The prices stated on the Contract shall be held firm for the period and/or quantity unless specifically stated otherwise.
- b) **Assignment:** The Supplier shall not assign, transfer, sublet, or subcontract the contract or any part thereof without the prior written consent of the Buyer.
- c) **Corruption:** The Supplier shall not give, nor offer to give, anyone employed by the Buyer an inducement or gift that could be perceived by others to be a bribe. The Supplier agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing contracts.
- d) **Confidentiality:** All data, including but not limited to, photographs, estimates, plans, reports, and budgets that have been compiled by or received by the Supplier under the contract shall be the property of READ Foundation and shall be treated as confidential. All such data should be delivered to the authorized officials representing the Buyer upon request. The Supplier may not communicate at any time to any other person, government, or authority external to READ Foundation, any information that has been compiled through association with READ Foundation which has not been made public except with written authorization from the Buyer. These obligations do not lapse upon termination of the contract.
- e) **Observance of Law:** The Supplier shall comply with all national laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of the contract.
- f) **Force Majeure:** The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection, or acts similar in nature or force.
  - f.1) In the event of and as soon as possible after the occurrence of any cause deemed *force majeure*, the supplier must inform the Buyer of the full particulars in writing. If the supplier is rendered unable either in part or in whole to perform its obligations then the Buyer shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.
  - f.2) If the Supplier is permanently rendered incapable in whole or part by reason of *force majeure* to complete its obligations and responsibilities under the contract then the Buyer will have the right to



**TECHNICAL BID FORM**

Ref: D39-2023-24-33/34

**Instructions for bidders:**

- Please fill out this form completely. Do not leave/ ignore any part of it. فارم مکمل پُر کریں، کوئی حصہ خالی نہ چھوڑیں۔
- Each page of this bid document must be signed/ stamped by the bidder. فارم کے ہر صفحے پر اپنے دستخط یا مہر ضرور لگائیں۔

**Criteria for bid evaluation:**

In addition to price, the following factors shall also be considered for bid evaluation. Mark scheme for evaluation of technical bid is also given below. The minimum technical score (St) required to **pass is 70%**. Both technical and financial evaluation marks shall have **30% & 70%** respectively in the final evaluation.

The lowest evaluated Financial Proposal (FP) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other proposals is calculated as follows:

$Sf = 100 \times Fm / F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" is the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are: **T = 30% and P = 70%**

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as follows:

$S = St \times T\% + Sf \times P\%$ .

S#	Criteria	Wt.	Marks					
			5	4	3	2	1	0
1.	<b>NTN (Filler)</b>	5%	Yes	-	-	-	-	No
2.	<b>Whole Saler/Retailer</b>	5%	Yes	-	General Order Supplier	-	-	-
3.	<b>Sample Quality</b> (As per specification Annex-I)	60%	Qualified					Not Qualified
4.	<b>Bid validity period</b>	10%	3 months +	2.5 months	2 months	1.5 months	1 month	<1 month
5.	<b>Order completion time</b> (as per schedule mentioned in "instructions to tenderers")	10%	Yes					No
6.	<b>Annual Business turnover PKR</b>	5%	100 million	70 million	50 million	30 million	10 million	< 10 million
7.	<b># of satisfied clients each worth PKR 5 million</b>	5%	5 clients	4 clients	3 clients	2 clients	1 client	No

## Business Profile:

Business name: \_\_\_\_\_ Established in (Date): \_\_\_\_\_

Nature of business<sup>1</sup>:  Whole Saler/Retailer  General order supplier  Others: \_\_\_\_\_

Owner(s)/ partner name(s): \_\_\_\_\_

National Tax No (NTN): \_\_\_\_\_  Filer  non-filer

Office address: \_\_\_\_\_

Warehouse address: \_\_\_\_\_

Contact Person (Name): \_\_\_\_\_

Tel (work): \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Last three years' **average annual** business turnover (Approximate): PKR \_\_\_\_\_ (READ may call for Bank statement)

Bid validity period: \_\_\_\_\_ month(s).

Delivery time as per schedule  Yes  No  Others: \_\_\_\_\_

Sr.#	Delivery Schedule	Unit	Qty
1	Upto 30 September 2023	Food Pack	2,820
3	20-25 November 2023	Food Pack	2,820
Total			5,640

## Client profile:

Please provide details of your five major clients **of the last 3 years** for the same nature of projects. We may call/ contact them for confirmation.

S#	Client name/ business name and city	Contract/PO Ref. #	Contract amount (PKR)	Contact name & number
1				
2				
3				
4				
5				

**Note:** Attach copies of the contracts/POs mentioned above.

\_\_\_\_\_

### Samples:

Technical evaluation forms without required samples shall not be considered. Samples of unsuccessful bidders shall be returned while of successful bidders shall be retained for quality inspection. Samples must be properly packed and clearly labeled (bidder name and address).

Sr.#	Sample	Quantity	Sample Size
1.	Edible Oil-Dalda Cooking Oil	2	3 Ltr Bottle
2.	Wheat Flour-Super quality(Fine quality)	2	1 Kg (with packing material" bag")
3.	Rice-Super Kernal Basmati	2	1 Kg (with packing material "bag")
4.	Sugar-White (Fine quality)	2	1 Kg
5.	Red Lobia - Fine Quality	2	0.5Kg
6.	Daal Mash - Fine Quality	2	0.5 Kg
7.	Daal Channa - Fine Quality	2	0.5 Kg
8.	Salt - National (Iodized) 800 grams	2	800gm pouch
9.	Tea - Lipton Yellow Lable 190 gms	2	190gms pack/pouch
10.	Red Chilli Powder- National 100 gms	2	100gms pack
11.	Biscuit - Gluco Junior Snack	2	12 pieces pack
12.	Carton 7Ply (White Color)	2	Size: Length: 18", Height: 12", Width: 14" as per the packing requirement mentioned under "instructions to tenderers"

**Note:** Pictures and detailed specifications of the above items mentioned in Annex-I are attached below.

### 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 the right of READ Foundation to accept/reject the application without assigning any reason, which shall not be challenged in any court of law.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Official Stamp

\_\_\_\_\_  
Date



## Annex-I

The bidder will provide certificate from producer/dealer of respective brand that the purchase of respective product was purchased from them.

The selected samples may be sent to its producer/dealer to verify that the product was manufactured/provided by them and was the genuine product of their company. Moreover, we may also send the samples to Pakistan Council of Scientific and Industrial Research (PC SIR), NARC and/or any other lab for testing against the parameters.

<p><b>Edible Oil – Dalda Cooking Oil (3 Ltr Bottle)</b></p> <p>Dalda Cooking Oil is a brand of M/S Dalda Foods Ltd. The vendor will supply this branded cooking oil in packing of 3 Liters per bottle. The packing should be in good condition and without damage. The remaining shelf life of the Cooking Oil should be at least 10 months or more.</p> <p>The vendor will provide certificate from M/S Dalda Foods Ltd that the Cooking oil of Dalda Brand were purchased from them or their authorized dealer.</p>	
<p><b>Tea – Yellow Lable 190 gm pack</b></p> <p>Lipton Yellow Label Tea is a brand of M/S Unilever. The vendor will supply this branded tea in packing of 190 grams per pack. The packing should be in good condition and without damage. The remaining shelf life of the Tea should be at least Ten months or more.</p> <p>The vendor will provide certificate from M/S Unilever that the Lipton Yellow Lable Tea were purchased from them or their authorized dealer.</p>	
<p><b>Biscute-Gluco Juniors</b></p> <p>Gluco Juniors Biscutes are a brand of M/s English Biscute Manufacturer. The vendor will supply this branded biscuits in packing of 12 snake pack pouches per box. The packing should be in good condition and without damage. The remaining shelf life of the Gluco Biscutes should be at least one year or more.</p> <p>The vendor will provide certificate from M/s English Biscute Manufacturer that the Gluco Biscutes of English Biscute Brand were Purchased from them or their authorized dealer.</p>	

**Salt-National Refind Iodized 800gm**

The salt should be iodized from National Brand. M/S National Foods manufactures the salt. The vendor should supply the salt in a company packed polythene bag of 800 grams. The salt should be in good packing without any damage. The remaining shelf life of salt should be for one year or more.  
The vendor will provide certificate from M/S National Foods that the Salt of National Brand were purchased from them or their authorized dealer.



**Red Chilli Powder – National 100gm**

Red Chilli Powder is a brand of M/S National Foods. The vendor will supply this branded Red Chilli in packing of 100 Grams box. The packing should be in good condition and without damage. The remaining shelf life of the Red Chilli should be at least one year or more.  
The vendor will provide certificate from M/S National Foods that the Red Chilli of National Brand were purchased from them or their authorized dealer.



**Wheat Flour**






Quality: Super (Fine quality)  
Whote meal wheat flour should be prepared from the last wheat crop.



**Sugar**

Refined Sugar is a white sugar which has been further purified to obtain white, odourless, crystalline sugar free from dirt and/or any other extraneous matter. The sugar should be fit for human consumption and should not contain harmful chemicals, etc. The sugar should be made from recent sugar cane in Pakistan.  
Color: White  
Polarization: 99.8% Minimum  
Moisture: 0.04% Maximum  
Conductivity Ash: 0.08% Maximum



<p><b>Rice: Super Kernal Basmati</b></p> <p>Texture: White          Shape: Extra Long Grain          AGL(Average Grain Length): 7.2mm before cooking          Moisture: 1.00%          Broken: 3% (Max.)          Foreign Body: 0%          Stone: 0%          Aroma: Present          Not less than one year old</p>	
<p><b>Pulses - Red Beans</b></p> <p>Size: ½ inch long          Foreign Matter: Max 0.2%          Contrasting Seed: Max 0.2%          Under Size Seed: Max 2.5%          Broken: Max 2.5%          Moisture Content: Max 15%          Impurities: Max 6.2%          Purity: 93.8%</p>	
<p><b>Pulses – Daal Mash (washed)</b></p> <p>Damaged Grain: 4.0% Maximum          Foreign Material: 1% Maximum          Brown Seeds: 3% Maximum          Sister Seeds: 3% Maximum          Weevilled Seeds: 0%          Moisture: 15%</p>	
<p><b>Pulses – Daal Channa</b></p> <p>Moisture: 15%          Damaged grain: 0.5%          Foreign matters: 0.5%          Broken &amp; fragments grains: 0.5%          Weevil led grain: 0%</p>	
<p><b>Packing Carton:</b></p> <p>Size: Length: 18”, Height: 12”, Width: 14”          (as per the packing requirement mentioned under “instructions to tenderers”)</p> <p>7 Ply          Color of Carton: White          4 Color printing on 4 sides          Packing with transparent tape</p> <p>Note: Printing text/branding will be provided by READ Foundation.</p>	

**Document: C****Financial Bid Form (Price Schedule)**

Ref: D39-2023-24-33/34

**Instructions for bidders:**

3. Please fill out this form completely. Do not leave/ ignore any part of it. قلم مکمل پر کریں، کوئی حصہ خالی نہ چھوڑیں۔
4. Each page of this bid document must be signed/ stamped by the bidder. قلم کے ہر صفحے پر اپنے دستخط یا مہر ضرور لگائیں۔

**Business Profile:**

Business name: \_\_\_\_\_ NTN: \_\_\_\_\_

Account Title: \_\_\_\_\_ Account #/IBAN: \_\_\_\_\_ Bank: \_\_\_\_\_

Tender Guarantee Amount (PKRs): \_\_\_\_\_ Pay Order Number: \_\_\_\_\_ Bank: \_\_\_\_\_

**Note:** Please attach Tender Guarantee Pay Order (Original)**Price Schedule:**

Sr. #	Description	Unit	Qty	Unit Cost	Total Cost
1	Edible Oil-Dalda Cooking Oil	3 Ltrs Bottle	5,640		
2	Wheat Flour-Super quality (Fine quality)	15kg bag	11,280		
3	Rice-Super Kernal Basmati	10kg bag	5,640		
4	Sugar-White (Fine quality)	5kg bag	5,640		
5	Red Lobia - Fine Quality	4kg pack	5,640		
6	Daal Mash - Fine Quality	2kg pack	5,640		
7	Daal Channa - Fine Quality	2kg pack	5,640		
8	Salt - National (Iodized) 800 grams	Pouch	11,280		
9	Tea - Lipton Yellow Label 190 gms	Pack	5,640		
10	Red Chilli Powder- National 100 gms	pack	5,640		
11	Biscuit - Gluco Junior Snack (12 pieces packed in one packet)	16 packets	5,640		
<b>Grand Total: (PKRs.)</b>					
<b>The total amount in words:</b>					

Note: Please see the packing requirement in Document B (Instructions to tenderers – Clause 3).

Name

Signature

Official Stamp

Date

## Tenderer's Declaration

Ref: D39-2023-24-33/34

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined and accepted in full the content of the dossier for the invitation to tender. We hereby accept its provisions in their entirety, without reservation or restriction.
- 2 We will inform READ Foundation immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
- 3 We note that READ Foundation is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.
- 4 We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
- 5 We confirm that we are not engaged in any corrupt, fraudulent, collusive, or coercive practices and acknowledge that if evidence contrary to this exists, READ Foundation reserves the right to terminate the contract with immediate effect.
- 6 We are not bankrupt or being wound up, are having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- 7 We must not be engaged in any corrupt, fraudulent, collusive, or coercive practices including but not limited to applying/ bidding by multiple names/companies. If we are found to be involved in such practices our bid may be rejected and the companies in question permanently blacklisted.
- 8 We are not involved in and do not support any activity which is considered illegal by the Government of Pakistan or what may be termed a 'terrorist activity, terror financing, and money laundering.
- 9 We have attached Pay Order (3% of quoted amount) with Financial Bid Form.  YES  NO
- 9 Does the Supplier have any relationship with current READ Foundation staff?  YES  NO

*If you have answered YES then can you please state in detail the relationship you have and with whom?*

- 10 We have fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of Pakistan in which we are established.

**Sign and official stamp:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_