

Request for Proposal (RFP)

Date: Oct 24, 2024

Ref: D38-2024-25-14

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. Bids are requested from reputed vendors for Stationary.

Business Profile:

Business name: _____ Established in (Date): _____

Owner(s)/ partner name(s): _____

National Tax No (NTN): _____ Active/In-Active: _____

Account title: _____ A/C Number: _____ Bank Name: _____

Postal address: _____

Contact Person: _____

Tel (work): _____ Mobile: _____ Email: _____

Bid Validity: _____ days Advance payment required (if any): _____%

Job Completion Time: _____ days

Criteria for Technical Bid Evaluation:

S#	Criterion description	Wt.	5	4	3	2	1	0
1	NTN – (Active)	10	Yes	-	-	-	-	No
2	Relevant Experience	10	≥10 years	8 years	6 years	4 years	2 years	Less than 2
3	Bid Validity Period	10	45 days	40 days	35 days	30 days	25 days	<25 days
4	Job completion time	10	60 days	70 days	80 days	90 days	100 days	>100 days
5	Advance requirement	10	0%	10%	20%	30%	40%	> 50 %
6	Technical Proposal & Presentation	50	As per technical proposal and presentation					

Pricing: (Please quote your best rates).

Sr no.	Description	UOM	Qty	Total Amount (Inc Taxes)
1	Development of “Connect Mobile Application” as per: - Scope Document (Annex-I) - Features & Functionalities of application (Annex-II)	Job	1	
Total				

Job Completion Schedule:

Sr no.	Description	UOM
1	Phase 1: Requirement Gathering and Design (2 Weeks)	Job
2	Phase 2: Development and Testing (8 Weeks)	Job
3	Phase 3: Deployment and Maintenance (2 Weeks)	Job

Terms and Conditions

1. Quoted rates should be inclusive of all applicable Government taxes.
2. The firm should be registered with Income Tax Office.
3. In-complete and conditional quotation will be rejected out-rightly.
4. Form should be filled in ink. Use of lead pencil is not allowed.
5. Payment shall be made through cross cheque/ online bank transfer only.
6. The interested firms may submit their quotations through courier/postage/ by hand by **5th Nov, 2024** at below given address.
7. READ Foundation reserves the right to accept or reject any or all quotations without assigning any reason.

Declaration by the bidder

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

Bidder Name

Date

Stamp

Signature

For queries and bid submission please contact undersigned.

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