

Letter of Invitation to Tender

Tender Ref: Ref: D69-2024-25-124

Date: February 9, 2025

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER FOR PROVISION AND INSTALLATION OF 75 SOLAR SYSTEMS (Diamer-Gilgit)

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:

1. **Instructions to Tenderers**
2. **Tender Form**
3. **Tenderer's Declaration**

We look forward to receiving your tender on or before **11:00 am on 24 February 2025** at the address specified in the tender Form.

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. **Tender Form**
2. **Bid Security of 3% - (READ NTN: 2494325-8)**
3. **Tenderer's Declaration**
4. **Copy of the valid registration certificate, STRN, NTN**

Offers must be submitted in sealed envelopes, marked "**TENDER FOR 75 SOLAR SYSTEMS**" not to be opened before **12:00 pm on 24 February 2025**" and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely,



Manager Procurement

Procurement Department

3rd Floor, Al-Farooq Plaza, Bahria Enclave (Kurri) road,

Chak Shahzad Islamabad, Pakistan

Ph: 051-8482151

tenders@readfoundation.org

Instructions to Tenderers

(Ref: D69-2024-25-124)

1. Specification and Quantity:

Sr. #	Item Description	Unit	Qty
1	Solar System (as per specification mentioned in <u>Price Schedule</u>)	Set	75

2. Closing date and time for submission of tender:

24 February 2025 at 11:00 AM

3. Method of procurement:

The bidders shall submit their bid in a single envelope. 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.

4. Submission of tenders (Address):

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

5. Period of validity of offers:

All bids must be valid for minimum of one month from the tender submission date.

6. Taxes and other costs

The prices must be inclusive of all taxes, packing, transportation charges upto READ Foundation Diامر-Gilgit office. Further transportation of equipment from Diامر Officer to Installation point will be the responsibility of READ Foundation. READ can facilitate Supplier to store all the equipment in READ Foundation premises. READ Foundation will not provide Board/Lodge facility or local travel facility to installation team(s).

7. 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 cancelation of the contract due to poor quality/performance, READ Foundation reserves the right to forfeit the Tender/Performance Guarantee.

8. Opening of tenders

24 February 2025 at 12:00 PM at READ Foundation Head Office (address mentioned under Clause-4) in the presence of bidders or their representatives, who wish to witness the tender opening.

9. Evaluation of tenders

The lowest price will not be the sole criteria; quality, delivery time and other factors mentioned in "Tender Form" will also be considered.

10. Cancellation of the tender procedure

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

11. Schedule of payments

Payments will be made after 15 working days of satisfactory delivery subject to the submission of the correct invoice from the bidder.

12. 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.

13. 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.

TENDER FORM

Ref: D69-2023-24-67

Instructions for bidders:

- Please fill out this form completely. Do not leave/ ignore any part of it.
- Each page of this bid document must be signed/ stamped by the bidder.

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 60%**. Both technical and financial evaluation marks shall have **20% & 80%** 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 = 20% and P = 80%**

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

S#	Criteria for technical evaluation	Wt.	Marks					
			5	4	3	2	1	0
1.	NTN	10%	NTN	-	-	-	-	No
2.	Nature of business	20%	Electric Solar Systems Integrator	-	General Order Supplier	-	-	-
3.	Bid validity period	10%	30 days	25	20 days	15 days	10 days	<10 days
4.	Order completion time	30%	30 days	35	40 days	45 days	50 days	>50 days
5.	# of satisfied clients each worth PKR 5 million or above	30%	5 Clients	4 Clients	3 Clients	2 Clients	1 Clients	

Note: Bidder has to obtain 60% marks to qualify.

Business Profile:

Business name: _____ Established in (Date): _____

Nature of business: Electric Solar Systems Integrator General order supplier Others: _____

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

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

Office address: _____

Contact Person (Name): _____

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

Bid validity period: _____ days. Order/Job completion time: _____ days.

Client profile:

Please provide details of your five major clients **of the last 5 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	Contact name & number
1				
2				
3				
4				
5				

Price Schedule:

Sr. #	Description	Unit	Qty	Unit Cost	Total Cost
1	PV MODULE- (Original-verifiable) 510-585W each module, A-grade, Type: Mono-facial Make: LONGI / JINKO / CANADIAN / ASTRONERGY, JA SOLAR	Nos.	150		
2	INVERTER Model: Homage vertex 1214; Rated Capacity: 1000Watt Solar Charge Current: 55A; LCD with LED indication for information	Nos.	75		
3	BATTERY- 12V 85AH Make AGS / EXIDE / PHOENIX; 15 plates in each of its 6 cells 85AH	Nos.	75		
4	PV MODULES MOUNTING FRAMES L-2 C-type 0.5"-2"-1", 2 panels/frame Conventional Installation, 14G, length 96" * 2 Nos, Back Length 24" *2Nos Fabricated from Galvanized Iron, frames slots matching with panels slots, suitable for long life and to withstand harsh weather	Nos.	75		
5	AC WIRING, EQUIPMENT & ACCESSORIES 3/29 cable coil (90 meters- Newage/Pakistan/GM) QTY = 1, LED bulb holder for open installation. QTY = 4, Switch 6+2 with open box China fitting. Multi light plug with back box China fitting QTY = 1. Duct 16/25 60ft (Adam Gee / Dura)	Set	75		
6	CEILING FAN (INVERTER) Make SK Fans, size 56", inverter 30 watts Model Super Deluxe Inverter; 99.9% Pure Copper	Nos.	150		
7	LED BULB- LED white color, 12W/13W	Nos.	300		
8	INSTALLATION SERVICES PV System Installation: Services for fixing of PV system i.e. Mounting frames, Installation of PV modules & Inverter, DC Cabling, Installation of accessories etc. Electric AC wiring Installation 6+2 switches with back box + Multi light plug with back box, installation of bulb holder, Installation of 2 inverter fans and 4 LED bulbs, Complete in all aspects.	Site	75		
9	TRANSPORTATION COST Transportation of equipment includes (Inverter, panels, electrical equipment & personnel) to READ Foundation Office Diامر-Gilgit	Site	1		
Grand Total: (PKRs.)					
The total amount in words:					

Note: Applicable taxes are inclusive in above quoted prices.

Tender Guarantee:

Amount (PKRs): _____ Pay Order Number: _____ Bank: _____

Note: Please attach Tender Guarantee Pay Order (Original)

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

Name

Date

Stamp

Signature

Tenderer's Declaration

Ref: D69-2024-25-124

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 Tender Form. YES NO
- 10 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?

- 11 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: _____