

SUPPLIER REGISTRATION/PRE-QUALIFICATION DOCUMENT

REF: RF/HO/PD/PQV/2025-26

Introduction:

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 579 schools in AJK & Pakistan with an ever-growing body of 130,000 students and 5,967 teachers. READ Foundation also imparts free education to 14,000 orphan students. Further to the publication of the above-mentioned Supplier's Pre-Qualification, please find enclosed the following instructions and documents:

Important Notes for Suppliers

- a) The purpose of this document is to assist READ Foundation in the identification and evaluation of potential suppliers who may subsequently be invited to tender or give quotations for the supply of goods and/ or services within the specified category.
- b) All documents must be submitted in English/Urdu Language.
- c) Each page of this document must be signed/ stamped by the supplier.
- d) In order to simplify the process, please provide scanned copies of the requested supporting documents under the questionnaire section, and send them to pqv@readfoundation.org.
- e) You may also be asked to clarify your answers or provide more details. Please answer ALL questions. If the question does not apply to you, please write N/A.
- f) READ Foundation will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's elimination from further consideration.
- g) READ Foundation reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- h) The information provided in the prequalification document is strictly confidential and solely for use by READ Foundation.
- i) Participants to kindly note that this does not amount to any contractual obligation on the part of READ Foundation, and that READ Foundation is not obliged to invite tenders/quotation from any or all who express interest by responding to this prequalification process.
- j) Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
- k) The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initialed by the person or persons who sign(s) the document.
- l) The completed document shall be signed off and initiated by Owner/Director/Partner of the organization and stamped on each page, and signed on the last page in the space provided.
- m) Suppliers will bear all costs associated with preparation and submission of their applications.
- n) It is READ Foundation's policy to require that suppliers observe the highest standard of ethics during the selection and execution of such pre-qualifications.
- o) READ Foundation will disqualify a supplier where it is determined that the supplier has engaged in corrupt or fraudulent activities in competing for the pre-qualification in question;
- p) READ Foundation will have the right to examine all documents relating to the performance of such services or supply of such goods to determine capability.
- q) READ Foundation will have the right to inspect the business premises of the supplier.
- r) If you have any queries, please send to pqv@readfoundation.org or call us at **051-8482151**

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CATEGORIES: {Please tick “✓” your interested category}

- A: OFFICE EQUIPMENT**
Supply of Photocopier Machine, LCDs, Water Dispensers, Power Generators, Solar System, UPS, Security Cameras & Equipment, Air Conditioners, Passenger Lift, Multimedia Projectors etc
- B: COMPUTERS AND COMPUTER ACCESSORIES**
Supply of Laptop/Desktop Computers, Printers, Scanners, Laptop batteries, Toners and Other IT equipment and Cabling services etc
- C: OFFICE/SCHOOL FURNITURE**
Supply of Office/School Furniture, Play area material i.e Swings, Waste Bins etc
- D: PRINTING OF MATERIAL**
Composing and Printing of different material, Banners, Printed Stationery, Reports, Magazines, Donation Boxes, Giveaways, Promotional Material, Acrylic Shields, Name Plaques, Road & Building Signboards Maker, Banners etc
- E: SCHOOL UNIFORMS, FOOTWEARS, BAGS, STATIONARY ITEMS, PACKING MATERIAL**
Supply of School Uniform, Footwear, Bags, School Sweaters, Stationery items, Notebooks, Text Books, Packing Material, Montessori Kits, Teaching Aids, Science Lab Apparatus & Chemicals, Libraries, etc.
- F: SUPPLY OF NFI's AND FOOD ITEMS**
Supply of Hygiene Kits, Embroidery Kits, Agriculture Tool Kits, Pipes, Mosquito Net, Jerry Can, Tent, All Food items etc
- G: SUPPLY OF SERVICES FOR HOTEL, THEATER, RADIO**
Service for Accommodation & Foods, Community base Theater Performances, Radio and TV Stations, Pod Casting, Social Media Services etc
- H: SUPPLY OF LIVESTOCK:**
Supply of livestock i.e. Goats, Cow, Sheeps, Poultry etc.
- I: SERVICES CONTRACTS:**
Car Rental Services, Goods Transport Services, Photography, Travel & Tour Services, Security guard Services, Software Development Services, Generator Maintenance, Building Maintenance, Vehicles Repairing & Parts, Courier Services, etc.
- J: CONSTRUCTION WORK:**
Construction material i.e. Cement, Steel Bars, Sand, Crush, Bricks, Ceramic Tiles, Tuff Tiles, Granite & Marble, Electric items & Fixtures, Sanitary items & Fixtures, UPVC, PPRC & GI Pipes, Electric Distribution Boards, Cladding & Curtain Walls, Door Frames, False Ceiling, Fire Fighting Equipment & Doors, Water Boring, Paint items, MS Pipes, Fence, Aluminum Windows, Wooden Doors, Structural Design & Drawings, Geotechnical Investigation, Topographic Survey, etc.
- K: PLANTS & SEEDS:**
Plants, Seeds, Nursery Farms etc.
- L: GENERAL ORDER SUPPLIER:**
- M: OTHERS:**
Office supplies, supports equipment, Advertising (Electronic & Print Media), Packing Cartons etc.

If the categories above do not reflect your business, please specify your category in the box below.

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Agencies and Partnerships

Detail any agencies and partnerships that you have that are relevant to the categories of goods and/or services you are interested in supplying.

Business Probity and Litigation Management

Please confirm whether any of the following criteria applies to your organization:

Note that failure to disclose information relevant to this section may result in your exclusion as a potential READ Foundation's supplier

No.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors or any suspended business activities?	
2	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Anti-Corruption Authority or similar authority?	

Evaluation:

Mandatory Requirements for Supplier Registration/Pre-Qualification:

You shall be required to attach the following mandatory documents (where applicable):

- i. Certificate of Incorporation/Partnership deed etc
- ii. NTN and STN Certificates.
- iii. Certificate from relevant authorities (where applicable).

General Requirements:

- iv. READ Foundation will examine the documents to determine completeness, general orderliness and sufficiency in responsiveness.
- v. Suppliers shall not contact READ Foundation on the matter relating to the prequalification process from the time of submission to the official communication of the results.
- vi. Any attempts by the supplier to influence READ Foundation in the evaluation shall result in disqualification of their application as suppliers.
- vii. Pre-qualification will be based on READ Foundation's evaluation report following the minimum criteria regarding the Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.
- viii. Suppliers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required depending on continuous performance.
- ix. Agents/Distributors shall provide copies of Letters of appointment by the manufacturers to be dealers.
- x. Attach catalogues and brochures for the items you wish to supply (if applicable).

Send the Completed questionnaire forms in plain sealed envelope clearly marked "REF: RF/HO/PD/PQV/2025-26"

Manager Procurement - READ Foundation

1st Floor, Al-Farooq Plaza, Bahria Enclave (Kuri) Road, Chak Shahzad

Islamabad, Pakistan

Tel: +92 51 111 323 424

Submit/send your Pre-Qualification Questionnaire Form on or before **28 July 2025**.

Note: You have the option to email us the signed & scanned documents at pqv@readfoundation.org

Declaration

I declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with READ Foundation.

Name:

Position (Job title)

Date

Sign & Stamp

Sign & Stamp