

Letter of Invitation to Tender

Tender Ref: Ref: D69-2025-26-44

Date: August 24, 2025

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER FOR PROVISION AND INSTALLATION OF 14 SOLAR SYSTEMS.

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 institutes/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 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 (Tuesday) 9 September 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

Offers must be submitted in sealed envelopes, marked "TENDER FOR 14 SOLAR SYSTEMS" not to be opened before 11:30 am on 9 September 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: D69-2025-26-44)

1. Specification and Quantity:

Sr. #	Item Description	Unit	Qty
	Solar System (as per specification mentioned in Price Schedule)		
1	 10 Solar Systems are for Chillas Diamer – Gilgit 	Set	14
	 4 Solar Systems are for Mithi Tharparker – Sindh 		

Note: Bidder may submit quotation for both or single location.

2. Closing date and time for submission of tender:

9 September 2025 at 11:00 AM

3. <u>Method of procurement:</u>

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 **Chillas Diamer-Gilgit** office and **Mithi Tarparker** Office. Further transportation of equipment from Diamer and Mithi Offices 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. <u>Tender guarantee</u>

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

9 September 2025 at 11:30 AM 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.



- **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) <u>Corruption:</u> 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) <u>Confidentiality:</u> 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.
- **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) <u>Force Majeure:</u> 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 suspend or terminate the contract on the same terms and conditions laid out in section "g", Cancellation.
- g) <u>Cancellation</u>: The Buyer reserves the right to cancel the contract should it suspend its activities or through changes to its mandate by virtue of the management of READ Foundation /Donor and/or lack of funding. In such a case the Supplier shall be reimbursed by READ Foundation for all reasonable costs incurred by the Supplier, including all materials satisfactory delivered and conforming to specifications and terms of contract, prior to receipt of the termination notice.
 - **g.1)** Should the supplier encounter solvency problems including, but not limited to, bankruptcy, liquidation, receivership, and similar, the buyer reserves the right to terminate the contract immediately without prejudice to any other right or remedy, it may have under the terms of these conditions.
- h) <u>Inspection and Test:</u> The Supplier must inspect the goods prior to dispatch to ensure conformance to specification and/or any other provisions of the contract. The Buyer reserves the right to inspect the goods for compliance with the specifications and provisions of the contract. If, in the buyer's opinion, the goods and/or services do not comply with the specification, the Buyer will inform the Supplier in writing. In such a case the Supplier shall take the necessary action to ensure compliance, liability for any additional cost incurred for rectifying compliance will rest with the Supplier.
- i) <u>Changes:</u> The Buyer reserves the right to make reasonable changes at any time to the specification, quantity, destination, or delivery instructions. If any such change affects the price of goods or performance of service the Supplier and Buyer may negotiate an equitable adjustment to the contract, provided that the Supplier claims for adjustments in writing to the Buyer within 15 days from being notified of any change.
- **Rights of READ Foundation:** Should the supplier fail to perform under the terms and conditions of the contract, including but not limited to failing to make delivery of all or part of the goods by the agreed delivery date(s), the buyer may, after giving reasonable notice to the Supplier, exercise one or more of the following rights:
 - Procure all or part of the goods from an alternate source, in which event the Buyer may hold the Supplier liable for additional costs incurred.
 - Refuse to accept all or part of the goods.
 - Impose a penalty of 3% per day for the whole amount of the contract/purchase order.
 - Terminate the contract and forfeit the tender security.
- 14. <u>Complaint/Appeals Process</u>: 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: <u>complaints@readfoundation.org</u>
- 15. For any queries: If you have any query regarding tender documents, then please contact us at: tenders@readfoundation.org



TENDER FORM

Ref: D69-2025-26-44

Instructions for bidders:

- 1. Please fill out this form completely. Do not leave/ ignore any part of it.
- 2. 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 x 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 Pro

S#	Criteria for technical evaluation				Mai	rks		
5#	Criteria for technical evaluation	Wt.	5	4	3	2	1	0
1.	NTN	5%	NTN	-	-	-	=	No
2.	Filling Status	5%	Active					In-Active
3.	Nature of business	30%	Electric Solar Systems Integrator	-	-	-	General Order Supplier	-
4.	Advance Payment (if any)	20%	0%	20%	30%	40%	50%	>50%
5.	Bid validity period	10%	30 days	25 days	20 days	15 days	10 days	<10 days
6.	Order completion time	20%	30 days	35 days	40 days	45 days	50 days	>50 days
7.	# of satisfied clients each worth PKR 5 million or above	10%	5 Clients	4 Clients	3 Clients	2 Clients	1 Clients	

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

Business Profile:

Business name:		E	stablished in	(Date):	
Nature of business:	Electric Solar Systems Integration	ator	er supplier	Others:	
Owner(s)/ partner name	(s):				
National Tax No (NTN):		ctive			
Office address:					
Contact Person (Name):					
Tel (work):	Mobile:	Email:			
Bid validity period:	days; Order/Job completion	time: days;	Advance P	ayment (if any):Rs	%
	ount (PKRs): Pay	Order Number:		Bank:	
Note: Please attach Tender	Guarente Pay Order (Original)				

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 for one solar system:

Sr. #	Description	Unit	Qty	Unit Cost	Total Cost
1	PV MODULE- (Original-verifiable): Min: 580W each module, A-grade, Type: Mono/Bi-facial (A Grade VDE, TUV CE Certified, ISO 9001, PID Free) Make: LONGI / JINKO / CANADIAN / ASTRONERGY, JA SOLAR	Nos.	11		
2	INVENTER: Model: Livoltech 6 KW Hybrid Ip20 with built-in MPPT Charge Controller and Remote Monitoring through Android/IOS App.	Nos.	1		
3	BATTERY: 5 KWH Livoltech Ip20 Powerwall, Lithium Ion Phosphate Maintenance free battery for long backup and good life cycles.	Nos.	1		
4	PV MODULES MOUNTING FRAMES L-2 Structure: 14 SWG Structure with Galvanized Channel Iron Structure, Rust free, durable, epoxy filling on roof, Able to withstand high speed winds (each frame for 2 panels)	Nos.	6		
5	DC CABLE: Fast/Newage Cable 6mm	Meter	20		
6	ACCESSORIES: Copper Thimbles, CHYT Breakers, Breaker Box, Battery wire 16 mm (3 meter), AC wire 7/36 (16 meter), Battery Breaker, CHYT Changeover switch, Disconnect Switch, Copper Sleeves, Flexible Pipe, PVC Conduits/duct, AC Surge Protection Device As per Standards.	Set	1		
7	EARTHING (for inverter): AC Rod Earthing (16 mm Rod, earth powder Zero OHM, 16 mm bare conductor in bore, 4 mm earth wire)	Set/Job	1		
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, Civil Works for Concreting of frames pads on rooftop for additional safety, Complete in all aspects.	Site	1		
	Cost of on	e Solar Syst	em/Unit	Cost: (PKRs.)	
otal	amount in words:				

Note: Applicable taxes are inclusive in above quoted prices.

Price Schedule for Chillas (Diamer) - Gilgit

Sr.#	Description	Unit	Qty	Unit Cost	Total Cost
1	Complete Solar System	Set	10		
2	Transportation of material upto READ Foundation Office Chillas-Diamer	Lumsum	1		
			Grand 7	Total: (PKRs.)	

Price Schedule for Mithi (Tharparker) - Sindh

Sr.#	Description	Unit	Qty	Unit Cost	Total Cost
1	Complete Solar System	Set	4		
2	Transportation of material upto READ Foundation Office Mithi- Tharparker	Lumsum	1		
			Grand 1	Total: (PKRs.)	

UNDERTAKING BY BIDDER:

l 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	
			14 Solar Systems	: - Page 5 o



Tenderer's Declaration

Ref: D69-2025-26-44

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

- 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.
- 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.
- 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.
- 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.
- 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
- 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.
- 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.

We have attached P	Pay Order (3% of quoted amount) with Tender Form. YES NO
Does the Supplier ha	nave any relationship with current READ Foundation staff? YES NO
If you have answere	ed YES then can you please state in detail the relationship you have and with whom?
	oligations relating to the payment of taxes in accordance with the legal provisions of Pak
We have fulfilled ob we are established. Sign and official star	