

TENDER FORM FOR SCHOOL SHOES**Date: August 24, 2025****Ref: D39-2025-26-30**

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. We at READ Foundation intend to purchase **School Shoes** according to below given specifications for orphan students studying in our schools.

Instructions for bidders:

1. Please fill out this form completely. Do not leave/ ignore any part of it. فارم مکمل پُر کریں، کوئی حصہ خالی نہ چھوڑیں۔
2. Each page of this bid document must be signed/ stamped by the bidder. فارم کے ہر صفحے پر اپنے دستخط یا مهر ضرور لگائیں
3. Bidders may consult our representative to understand specifications before submitting the bid. بولی جمع کرانے سے قبل معیار اور ضروریات کو سمجھنے کے لیے ہمارے مجاز نمائندے سے ملاقات کی جاسکتی ہے۔

Business Profile:

Business name: _____ Established in (Date): _____

Nature of business¹: ☐ Production unit/ factory ☐ Sale office/ Shop ☐ General order supplier

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

National Tax No (NTN): _____ Filling Status: ☐ Active ☐ In-Active

Account Title: _____ Account #/IBAN: _____ Bank: _____

Postal address: _____

Factory/ production unit address: _____

Contact Person (Name): _____

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

Bid validity period: ☐ 30 days ☐ 25 days ☐ 20 days ☐ 15 days ☐ 10 days ☐ <10 daysOrder Completion Time: ☐ 6 weeks ☐ 7 weeks ☐ 8 weeks ☐ 9 weeks ☐ 10 weeks ☐ >10 weeksAdvance payment (if any): ☐ 0% ☐ 20% ☐ 30% ☐ 40% ☐ 50% ☐ >50%

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

Note: Please attach Tender Guarantee Pay Order (Original)**Production capacity:**

Automatic plant for making shoes (type/ make): _____

Other machines/ plants: _____

Weekly production capacity of machine injected sole shoes Pairs _____

Weekly production capacity of handmade (stuck on) shoes Pairs _____

¹ A valid agreement with the manufacturing/ production unit shall be required in case the bidder is a shopkeeper or general order supplier.

Price Schedule:

Sr.#	Item	Color	Article #	Gender	Shoe Size	Unit	Quantity	Unit Price	Total Price (PKR)
1	School Shoes/ Chester	Black		Female	7s	Pair	102		
2	School Shoes/ Chester	Black		Female	8s	Pair	228		
3	School Shoes/ Chester	Black		Female	9s	Pair	282		
4	School Shoes/ Chester	Black		Female	10s	Pair	414		
5	School Shoes/ Chester	Black		Female	11s	Pair	560		
6	School Shoes/ Chester	Black		Female	12s	Pair	630		
7	School Shoes/ Chester	Black		Female	13s	Pair	720		
8	School Shoes/ Chester	Black		Female	1	Pair	944		
9	School Shoes/ Chester	Black		Female	2	Pair	996		
10	School Shoes/ Chester	Black		Female	3	Pair	1280		
11	School Shoes/ Chester	Black		Female	4	Pair	1686		
12	School Shoes/ Chester	Black		Female	5	Pair	2166		
13	School Shoes/ Chester	Black		Female	6	Pair	1656		
14	School Shoes/ Chester	Black		Female	7	Pair	982		
15	School Shoes	Black		Female	8	Pair	364		
16	School Shoes	Black		Female	9	Pair	48		
17	School Shoes	Black		Female	10	Pair	8		
18	School Shoes/ Velcro	Black		Male	7s	Pair	110		
19	School Shoes/ Velcro	Black		Male	8s	Pair	258		
20	School Shoes/ Velcro	Black		Male	9s	Pair	304		
21	School Shoes/ Velcro	Black		Male	10s	Pair	510		
22	School Shoes/ Laces	Black		Male	11s	Pair	448		
23	School Shoes/ Laces	Black		Male	12s	Pair	644		
24	School Shoes/ Laces	Black		Male	13s	Pair	636		
25	School Shoes/ Laces	Black		Male	1	Pair	1		
26	School Shoes/ Laces	Black		Male	2	Pair	1,172		
27	School Shoes/ Laces	Black		Male	3	Pair	1,332		
28	School Shoes/ Laces	Black		Male	4	Pair	1,488		
29	School Shoes/ Laces	Black		Male	5	Pair	1,402		
30	School Shoes/ Laces	Black		Male	6	Pair	1,434		
31	School Shoes/ Laces	Black		Male	7	Pair	1,368		
32	School Shoes/ Laces	Black		Male	8	Pair	1,082		
33	School Shoes/ Laces	Black		Male	9	Pair	490		
34	School Shoes/ Laces	Black		Male	10	Pair	136		
35	School Shoes/ Laces	Black		Male	11	Pair	12		
36	School Shoes/ Laces	Black		Male	12	Pair	2		
Total PKRs.							25,895		
Total amount in words: Pak rupees									

Note: The above quantities are tentative, final quantities will be shared at the time of awarding contract.
Quoted rates are inclusive of all applicable taxes i.e WHT, GST etc

Type of Shoes: Machine injected sole or stuck on:

Please specify type of shoes being quoted by you. After writing article number and brand name, please write "M" for shoes which will be made on plant (machine injected soles) and "S" for stuck on (handmade) shoes.

S#	Gender	Size	Art. #	Brand	M/S	S#	Gender	Size	Art. #	Brand	M/S
1	Female	7s				19	Male	7s			
2	Female	8s				20	Male	8s			
3	Female	9s				21	Male	9s			
4	Female	10s				22	Male	10s			
5	Female	11s				23	Male	11s			
6	Female	12s				24	Male	12s			
7	Female	13s				25	Male	13s			
8	Female	1				26	Male	1			
9	Female	2				27	Male	2			
10	Female	3				28	Male	3			
11	Female	4				29	Male	4			
12	Female	5				30	Male	5			
13	Female	6				31	Male	6			
14	Female	7				32	Male	7			
15	Female	8				33	Male	8			
16	Female	9				34	Male	9			
17	Female	10				35	Male	10			
18	Female	11				36	Male	11			

Samples:

Submission of following samples is compulsory. Samples of unsuccessful bidders shall be returned while of successful bidder shall be retained for quality inspection. Samples must be properly packed and clearly labelled (bidder name, item name, quantity, address, etc.).

سامل کے بغیر پڈنا مکمل تصور ہوگی اور ٹیکنیکل جائزے میں آپ کی پوزیشن متاثر ہوگی۔

S#	Item description	Quantity	Remarks
1.	Boys shoes one pair (4 size) along with an additional unattached upper	01	
2.	Boys shoes one pair (9 size) along with an additional unattached upper	01	
3.	Boys shoes one pair (8s size) along with an additional unattached upper	01	
4.	Girls shoes one pair (11s size) along with an additional unattached upper	01	
5.	Girls shoes one pair (7 size) along with an additional unattached upper	01	
6.	Girls shoes one pair (9 size) along with an additional unattached upper and sole	01	
7.	Accessories (one asset of all accessories related to each shoes as given in the	5 sets	

Inspection schedule:

Inspection will be conducted according to the schedule provided below. An updated lab test report, meeting all required standards, must be submitted by the vendor at each inspection stage at their own cost. The client reserves the right to verify the results through independent sources or laboratories.

Inspection Type	Time	Remarks
First article inspection	Inspection at the time when up to 10% of order (each type) is ready and available for inspection at the supplier warehouse/ production unit.	Materials and manufacturing process shall also be inspected at this stage.
Pre-shipment inspection	Inspection at the time when shipment is ready and available for inspection at the supplier warehouse/ production unit.	Delivery after acceptance report.
Post-shipment inspection	Final inspection of supplies after arrival of shipment in the organizational warehouse.	A rechecking or final checking in organizational warehouse. Payment after acceptance report.

سپلائر کی ذمہ داری ہوگی کہ وہ طے شدہ شیڈیول کے مطابق انسپکشن کروائے اور تیار مال ریڈ فائونڈیشن کے گودام (اسلام آباد) تک بحفاظت پہنچائے۔ ادارہ کسی نقصان کا ذمہ دار نہ ہوگا۔

List of Defects:

Inspection shall be done based on random sampling as per READ policy. List of defects which can lead to rejection of order is given below. Maximum score will be given in case there will be no defect. Shoes having such defects which affect their functionality, will be rejected. If defect %age is more than 5%, then the shipment of that particular size shall be rejected. For 5% or less than 5% defects in any size, it will be responsibility of supplier to sort out and give replacement of defected items at his own expense. Samples will be also evaluated using same defect list.

Sample size:

Lot Size	Minimum Quantity to be Measured (<i>per size, per color</i>)	
	Single Color Shipments	Multiple Color Shipments
51-500	5	1% of each color and size
501-1,200	10	1% of each color and size
1,201-3,500	15	1% of each color and size
3501-10,000 & above	50	1% of each color and size

1	Material Defects	Weighted score
1.1	Non-conforming color	5
1.2	Rexene defect	5
1.3	Woven fabric defect	5
1.4	Material yellowing	5
1.5	Rusted eyelets	5
1.6	Velcro defect	5
1.7	Laces defect	5
1.8	Insole defect	5
	Total weighted score	40
2	Cleanliness Defects	Weighted score
2.1	Dirt	2
2.2	Stain mark (¼" or more)	5
2.3	Stain mark (less than ¼")	2
2.4	Untrimmed threads	2
	Total weighted score	11
3	Appearance Defects	Weighted score
3.1	Color shade variation	5

3.2	Wrinkle mark (1/8" or more)	5
3.3	Wrinkle mark (less than 1/8")	2
3.4	Lasted crooked (ٹیڑھا پن)	5
3.5	Damaged upper (1/8" or more)	5
3.6	Damaged upper (less than 1/8")	2
3.7	Damaged lining (1/8" or more)	5
3.8	Damaged lining (less than 1/8")	2
3.9	High/low back	5
3.1	Color bleeding – components and/or accessories	5
3.11	Twisted outsole (مڑا ہوا تلواری)	5
3.12	Sock liner not properly inserted into shoe	2
3.13	Sock liner incorrect size for shoe	5
3.14	Sock liner missing	5
3.15	Poor adhesive causes separation of sock liner layers	2
3.16	Hairy edge	2
3.17	Rocking sole	5
3.18	Toe/counter chemical sheet is too soft	5
3.19	Blooming outsole (1/8" or more)	5
3.2	Blooming outsole (less than 1/8")	2
3.21	High roughing (less than 1/8")	5
3.22	Scratches (1/8" or more)	5
3.23	Scratches (less than 1/8")	2
3.24	Sharp points/edge	5
3.25	Rust/Corrosion (زنگ)	5
3.26	Under cured rubber / Rexene	5
3.27	Contour in foot bed poorly formed	5
3.28	Over gluing	5
Total weighted score		116
4	Stitching Defects	Weighted score
4.1	Broken stitches (1/8" or more)	5
4.2	Broken stitches (less than 1/8")	2
4.3	Skipped / missing stitches (1/8" or more)	5
4.4	Skipped / missing stitches (less than 1/8")	2
4.5	Run-off stitching (1/8" or more)	5
4.6	Run-off stitching (less than 1/8")	2
4.7	Uneven stitching (1/8" or more)	5
4.8	Uneven stitching (less than 1/8")	2
4.9	Insecure back stitching	5
4.1	Unmatched join stitching	5
4.11	Needle chews/cuts (1/8" or more)	5
4.12	Needle chews/cuts (less than 1/8")	2
Total weighted score		45
5	Seaming Defects	Weighted score
5.1	Open seam	5
5.2	Puckered seam	5
5.3	Pleated seam	5
5.4	Twisted seam	5
5.5	Frayed edges	5
5.6	Misaligned seam	5
Total weighted score		30

6	Assembly Defects	Weighted score
6.1	Folds in the lining	5
6.2	Twisted uppers	5
6.3	Torn or cracked upper	5
6.4	Torn or cracked sole	5
6.5	Sole and upper of different sizes	5
6.6	Poorly assembled soles	5
6.7	Deformed shape of sole (overheated)	5
6.8	Velcro strap too short or long or inappropriately attached.	5
6.9	Protruding nails or pins نکلی ہوئی کیلیں	5
6.1	Peeling چھلکا اترنا	5
6.11	Sloping/slanted back counter	5
6.12	Poor adhesive between upper and outsole	5
Total weighted score		60
7	Measurement / Size Defects	Weighted score
7.1	Shoe lace length not appropriate	5
7.2	Shoe lace length different within a pair	5
7.3	Wrong size tags on sock liner	5
7.4	Wrong size tags on sole	5
7.5	Shoes not made on standard UK size chart	5
Total weighted score		25
8	Packing defects	Weighted score
8.1	Weak shoe box	2
8.2	Broken shoe box	5
8.3	Wrong size tag or label on shoe box	5
8.4	Shoe shape changed/ d-shaped	5
8.5	Two shoes of different size in the same shoe box	5
8.6	Two shoes of same foot in the same shoe box	5
8.7	Wrong marking on packs/ cartoons at the time of shipment	5
8.8	Broken packs/ cartoons at the time of shipment	5
Total weighted score		42

Criteria for bid evaluation:

In addition to price, 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%**.

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 following:

$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" 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 following:

S = St x T% + Sf x P%.

S#	Criteria	Wt.	Marks					
			5	4	3	2	1	0
1	NTN	2%	Yes	-	-	-	-	No
2	Filling Status (Active)	3%	Yes	-	-	-	-	No
3	Own production unit	10%	Yes	-	-	Valid contract with unit	-	No
4	Bid validity period	5%	30 days	25 days	20 days	15 days	10 days	<10 days
5	Advance payment	5%	0%	20%	30%	40%	50%	=> 50%
6	Order completion time	10%	6 weeks	7 weeks	8 weeks	9 weeks	10 weeks	>10 weeks
8	All required samples are submitted by bidder	5%	All		1 missing	2 missing	3 missing	Other

S#	Criteria	Wt.	Marks					
			5	4	3	2	1	0
9	Shoes of standard sizes (UK)	5%	Yes	-	-	-	-	No
11	Shoe Material	30%	Weighted score obtained score from defect list (Please refer to defect list for details)					
12	Cleanliness	4%						
13	Appearance	5%						
14	Stitching	5%						
15	Seaming	5%						
16	Assembly	5%						
17	Packing	1%						
Total weightage:		100%						

Terms and Conditions:

- Bid envelope should be properly sealed and clearly marked, "**Tender for School Shoes**"
- A **tender guarantee of 3%** of the bid submitted must accompany the bid in the shape of a pay order; favoring "READ Foundation". Bids received without Tender Guarantee may be rejected. NTN of READ Foundation is **2494325-8**.
- Samples and lab reports must be submitted with the quotation.
- Tender form should be filled completely in ink. Use of lead pencil is not allowed.
- Erasing/ cutting or over-writing should be avoided.
- The firms/contractors/suppliers should be registered with Income Tax Office.
- Prices should be inclusive of all applicable Govt. taxes.
- Prices should also include transportation charges. Items shall have to be delivered by the supplier in the warehouse of READ Foundation located at Tramri Chowk, Islamabad.
- The price quoted in bid should be preferably valid for at least one month from last date of submission of quotations.
- Quantities (demand) mentioned herein are tentative and can be increased/decreased at the time of award of purchase order.
- Bidders are encouraged to visit READ Foundation's office to clarify specifications or requirements before submitting their bids.
- The bidder must fully comply with READ Foundation's Safeguarding Policy, including strict prohibition of child labour, forced labour, and any form of abuse or exploitation.
- The interested firms/ contractors/suppliers should submit their quotations latest by **11:00 AM September 9, 2025**.
- READ Foundation reserves the right to accept or reject any or all quotations without assigning any reason.

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

Submission of bid form / Queries:

Please submit your sealed quotation either by courier/ post or by hand. For any query, please also contact the undersigned.



Shafeeq Sadiq - Manager

Procurement Department, READ Foundation

Al-Farooq Plaza, 3rd Floor, Bahria Enclave Road (Kuri Road),

Chak Shahzad, Islamabad, Tel:+92(51) 8482152