

# Tender Form

## Package-2: (Gloves, Socks, Caps, Muffler & Shawls)

Date: August 12, 2025

Ref: D39-2024-25-199

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. We at READ Foundation intend to purchase Winter Clothing according to below given specifications for orphan students studying in our schools.

### Instructions for bidders:

- Please fill this form completely. Do not leave/ ignore any part of it.
- Each page of this bid document must be signed/ stamped by the bidder.
- Bidders may consult our representative to understand jacket specifications before submitting the bid.

فارم مکمل پر کریں، کوئی حصہ خالی نہ چھوڑیں۔

فارم کے ہر صفحے پر اپنے دستخط یا مہر ضرور لگائیں

بولی جمع کرانے سے قبل معیار اور ضروریات کو سمجھنے کے لیے ہمارے مجاز نمائندے سے ملاقات کی جاسکتی ہے۔

### Business Profile:

Please attach your business profile or visiting card, if available.

Business name: \_\_\_\_\_ Established in (Date): \_\_\_\_\_

Nature of business: ☐ Production unit/ factory ☐ General Order Supplier/Shop Keeper

Owner(s)/ partner name(s): \_\_\_\_\_

National Tax No (NTN): \_\_\_\_\_ ☐ Active ☐ In-Active

Account Title: \_\_\_\_\_ Account #/IBAN: \_\_\_\_\_ Bank: \_\_\_\_\_

Postal address: \_\_\_\_\_

Factory/ production unit address: \_\_\_\_\_

Contact Person (Name): \_\_\_\_\_

Tel (work): \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Bid validity period: \_\_\_\_\_ weeks;

Delivery time: \_\_\_\_\_ weeks;

Advance payment (if any): ☐ 0% ☐ 20% ☐ 30% ☐ 40% ☐ 50% ☐ Above 50% \_\_\_\_\_

### Price schedule:

Please provide your most competitive rates in the price schedule.

S#	Item	Specifications (quality as per sample)	Age group	Qty.	Unit price	Total Price
1.1	Gloves	Woolen, for boys and girls	5-6 Years	46		
1.2	Gloves	Woolen, for boys and girls	7- 11 Years	758		
1.3	Gloves	Woolen, for male	12 Years and above	1010		
1.4	Gloves	Woolen, for female	12 Years and above	1136		
2.1	Socks	GOL Terry Plus or equivalent Small size, black	5-6 Years	46		

S#	Item	Specifications (quality as per sample)	Age group	Qty.	Unit price	Total Price
2.2	Socks	GOL Terry Plus or equivalent Medium size, black	7-9 Years	305		
2.3	Socks	GOL Terry Plus or equivalent Large size, black	10-11 Years	453		
2.4	Socks	GOL Terry Plus or equivalent X Large size, black	12-14 Years	970		
2.5	Socks	GOL Woolina or equivalent for boys	15 Years and above	509		
2.6	Socks	Woolen - GOL SSS or equivalent Skin color	15 Years and above	667		
3.1	Muffler	Woolen - Wooltex or equivalent for male (9"x54")	Male	584		
3.2	Muffler	Woolen - Wooltex or equivalent for male (10"x60")	Male	831		
4.1	Shawl	Woolen, for female,	Female	1535		
5.1	Cap	Woolen, Small size for boys	5-9 Years	177		
5.2	Cap	Woolen, Small size for girls	5-9 Years	174		
5.3	Cap	Woolen, large size for boys	10 Years and above	1238		
5.4	Cap	Woolen, large size for girls	10 Years and above	1361		
<b>Grand Total</b>						

**Total price in words:** Pak rupees \_\_\_\_\_

## Criteria for bid evaluation:

Those who will qualify in following quality parameters, will be assessed for other technical parameters.

صرف وہ بولی دہندگان جو درج ذیل معیار کیفیت پر پورا اتریں گے، اُن کی بولی کو دیگر تکنیکی پہلوؤں کے تحت مزید جانچ کے لیے اہل تصور کیا جائے گا۔

## Quality Parameters:

It is mandatory for all bidders to submit the required samples along with their submitted bid. To qualify in the technical evaluation phase, 100% compliance with the specified quality standards is essential. The details of the required samples are as follows:

یہ لازم ہے کہ تمام بولی دہندگان اپنی پیش کردہ بولی کے ساتھ درکار نمونہ جات ضرور جمع کروائیں۔ تکنیکی جانچ کے مرحلے میں اہل قرار پانے کے لیے معیار سے 100 فیصد مطابقت ضروری ہے۔ درکار نمونہ جات کی تفصیل درج ذیل ہے۔

S#	Item	Specifications (quality as per sample)	Age group	Sample required
1.1	Gloves	Woolen, for boys and girls	5-6 Years	1 pair
1.2	Gloves	Woolen, for boys and girls	7- 11 Years	1 pair
1.3	Gloves	Woolen, for male	12 Years and above	1 pair
1.4	Gloves	Woolen, for female	12 Years and above	1 pair
2.1	Socks	GOL Terry Plus or equivalent, small size, black	5-6 Years	1 pair
2.2	Socks	GOL Terry Plus or equivalent, medium size, black	7-9 Years	1 pair
2.3	Socks	GOL Terry Plus or equivalent, large size, black	10-11 Years	1 pair
2.4	Socks	GOL Terry Plus or equivalent, X Large size, black	12-14 Years	1 pair
2.5	Socks	GOL Woolina or equivalent, for boys	15 Years and above	1 pair
2.6	Socks	GOL SSS Woolen or equivalent, skin color	15 Years and above	1 pair
3.1	Muffler	Wooltex or equivalent, woolen for male (9"x54")	Male	1 piece
3.2	Muffler	Wooltex or equivalent, woolen for male (10"x60")	Male	1 piece
4.1	Shawl	Woolen, for female,	Female	1 piece
5.1	Cap	Woolen, Small size for boys	5-9 Years	1 piece
5.2	Cap	Woolen, Small size for girls	5-9 Years	1 piece
5.3	Cap	Woolen, large size for boys	10 Years and above	1 piece
5.4	Cap	Woolen, large size for girls	10 Years and above	1 piece
<b>Total Samples Required</b>				<b>16 samples</b>

## Technical score parameters




In addition to price, following factors shall also be considered for bid evaluation. Marking scheme for evaluation of technical bid is also given below. The minimum technical score (St) required to pass is **70%**. The lowest evaluated Financial Proposal (Fm) 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:

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

S#	Criteria	Wt.	Marks					
			5	4	3	2	1	0
1.	NTN	2	Yes	-	-	-	-	No
2.	Filler (Active)	3	Yes	-	-	-	-	No
3.	Bid validity period	10	5 weeks+	4 weeks	3 weeks	2 weeks	1 week	<1 week
4.	Advance Payment	10	0%	20%	30%	40%	50%	Above 50%
5.	Order completion time	15	6 weeks	7 weeks	8 weeks	9 weeks	10 weeks	>12 weeks
6.	Samples meet specified requirements (size, design, fabric, lining, insulation, quilting, accessories, stitching, cleanliness & presentation)	60	All	-	-	-	-	Partial
	Total Score	100						

## Defect Classification and Inspection Guidelines

Defects are classified into Critical, Major, and Minor categories based on their severity.

Defect Category	Description (English)
 Critical: [Entire lot rejected]	Contamination (oil, mold).
	Child or forced labor
	Wrong item delivered
	Missing essential part
 Major [Rework or rejection]	Wrong size
	Loose/weak knitting
	Wrong color/design
 Minor [Acceptable within limits]	Loose threads
	Folding wrinkles
	Minor shade variation
	Missing label

## Inspection schedule:

Inspection will be carried out through random sampling in accordance with READ Foundation's policy.

## Sample size:

Lot Size	Minimum Quantity to be Measured	
	Single Color	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

Inspection shall be done according to below given schedule:

Inspection Type	Time	Remarks
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 of pre-shipment inspection. جب سارا مال آرڈر کے مطابق تیار ہو جائے گا تو آپ کے کارخانے یا گودام میں مکمل تیار مال کی پری شپمنٹ انسپکشن کی جائے گی۔ اگر مال طے شدہ معیار کے مطابق ہو تو ریڈ فاؤنڈیشن کے گودام میں منگوا یا جائے گا۔
Post-shipment inspection	Final inspection of supplies after arrival of shipment in the organizational warehouse.	A rechecking or final checking in organizational warehouse. Balance payment after acceptance report. جب سارا مال آرڈر کے مطابق تیار ہو کر ہمارے گودام میں پہنچا دیا جائے گا تو سارے مال کی فائنل انسپکشن کی جائے گی اور تسلی بخش رپورٹ کی صورت میں فائنل پے منٹ کے لیے بل پر اس میں کیا جائے گا۔

سپلائر کی ذمہ داری ہوگی کہ وہ طے شدہ شیڈیول کے مطابق انسپکشن کروائے اور تیار مال ریڈ فاؤنڈیشن کے گودام (اسلام آباد) تک بحفاظت پہنچائے۔ ماہر کارنگروں سے اپنی نگرانی میں کام کروائیں۔ طے شدہ شیڈول کے مطابق انسپکشن کروائیں ورنہ ادارہ کسی نقصان کا ذمہ دار نہ ہوگا۔

### Terms and Conditions:

- The tender form must be properly sealed and clearly marked: **"Tender Form for Winter Clothing."**
- All quotations must be filled in clearly using ink. Use of lead pencil, erasing, cutting, or overwriting is strictly prohibited.
- Bidders must be registered with the Income Tax Department and possess a valid NTN.
- Quoted prices must be inclusive of all applicable government taxes and duties.
- Quoted prices must also include all transportation and delivery charges. Items must be delivered to READ Foundation's warehouse located at Tramri Chowk, Islamabad.
- The quoted prices should preferably remain valid for at least **30 days** from the closing date of bid submission.
- The quantities mentioned are tentative and subject to change at the time of contract award.
- Bidders are encouraged to visit READ Foundation's office to review samples and clarify any specifications before submitting their bid.
- A valid agreement with a manufacturing or production unit is required if the bidder is a shopkeeper or general order supplier.
- The supplier must fully comply with READ Foundation's Safeguarding Policy, including strict prohibition of child labour, forced labour, and any form of abuse or exploitation.
- Sealed quotations must be submitted no later than **03:00 PM on August 26, 2025**.
- READ Foundation reserves the right to accept or reject any or all quotations without assigning any reason.

### Bidder's Declaration:

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

### Bid Form Submission / Inquiries:

Please submit sealed quotations via courier, post, or by hand. For queries, sample review, or pre-bid meetings, contact the undersigned. براہ کرم اپنی سیل بند کوٹیشن بذریعہ کوریئر، ڈاک یا بذات خود جمع کروائیں۔ کسی بھی قسم کی وضاحت، نمونے کے معائنے یا ٹیکنیکی ملاقات کے لیے براہ کرم دستخط کنندہ سے رابطہ کریں۔



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