

Letter of Invitation to Tender

Tender Ref: Ref: D18-2025-26-37

Date: January 1, 2026

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER FOR PROVISION OF 2,000 FOOD PACKS

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 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:

- A. Instructions to Tenderers**
- B. Technical Bid Form**
- C. Financial Bid Form (Price Schedule)**
- D. Tenderers Declaration**

We look forward to receiving your tender on or before **11:00 am on 15 January 2026** at the address specified in the tender dossier.

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. Technical Bid Form**
- 2. Financial Bid Form (Price Schedule)**
- 3. Bid Security of 3% (sealed in Financial Bid Form) - [READ Foundation NTN: 2494325-8](#)**
- 4. Tenderers Declaration (Signed/stamped)**
- 5. Samples. Please note that samples provided which do not meet the minimum specifications as per the technical evaluation form, will not qualify for the final tender evaluation process.**

Offers must be submitted in sealed envelopes, marked "**TENDER FOR FOOD ITEMS**" not to be opened before **11:30 am on 15 January 2026**" 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: D18-2025-26-37)

1. **Food items in one "Food Pack" includes:**

Sr. #	Item Description	Specification	Unit	Qty
1	Wheat Flour	Super quality (Fine quality)	10 kg bag	1
2	Rice	Kainat 1121/1718 (Double Steamed)	5 kg bag	2
3	Edible Oil	Sufi/Meezan Cooking Oil or equivalent	1 Ltr pouch	2
4	Sugar	White (Fine quality)	2 kg pack	1
5	Pulses (Daal Mash)	Fine Quality (Specification mentioned in Annex-I)	2 kg pack	1
6	Pulses (Black Chana)	Fine Quality (Specification mentioned in Annex-I)	1 kg pack	1
7	Salt	National (Refined) or equivalent	800gm Pouch	1
8	Dates	Zahedi Iranian or equivalent	1 Kg pack	1
9	Packing Carton	7 Ply, White color with 4 color printing on 2 sides	Nos.	1

Note: for detailed specification, please see Annex-I (attached)

2. **Total Quantity of Food Packs:**

Sr.#	Description	Qty
1	Food Pack	2,000

3. **Packaging requirement:** (Please see Serial #s of Food Items table mentioned under Clause-1)

One Food Pack will be packed as below:

- Sr.# 1 will be provided in 10 Kg strong cotton/plastic bag.
- Sr.# 2 will be packed in a 5Kg strong cloth/plastic bag. (Step-1)
- Sr.# 3 will be packed in plastic bag (Step-1).
- Sr.# 2, 3, 4, 5, 6, 7 and 8 will be packed in a **7-ply (white) branded carton** (4 colour printing on 2 sides). Branding will be provided by READ Foundation,

4. **Closing date and time for submission of tender:**

15 January 2026 at 11:00 AM

5. **Method of procurement:**

single-stage, two-envelope procedure. The bidders shall submit their bids in a single envelope containing two separate envelopes. Each envelope shall contain separately the technical bid and financial bid.

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.

6. **Submission of tenders (Address):**

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

7. **Timetable/Schedule for provision of Food Packs:**

Sr.#	Delivery Schedule	Unit	Qty
1	February 1, 2026	Food Pack	2,000
Total			2,000

The successful bidder will provide food packs from their warehouse located at Islamabad/Rawalpindi.

8. **Period of validity of offers:**

All bids should be valid for minimum of three months from the tender submission date.

9. Taxes and other costs

The prices must be inclusive of all taxes, packing and loading charges.

10. Samples Required

Samples must be submitted with your bid on or before **15 January 2026 at 11:00 AM** at the address mentioned under Clause-6, with the name of the bidder clearly marked with irremovable ink. The samples of the successful bidders will not be returned, however, the samples submitted by the bidders who do not qualify will be returned after 7 days of the opening of the tender. The bidders who do not qualify will need to present a written request on their letterhead requesting the return of the samples. The unsuccessful bidder will be responsible for collecting the sample from the address where they have submitted the samples.

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

12. Opening of tenders

15 January 2026 at 11:30 AM at **READ Foundation Head Office** (address mentioned under Clause-6) in the presence of suppliers or their representatives, who wish to witness the tender opening.

13. Evaluation of tenders

The lowest price will not be the sole criteria; quality, delivery time, and other factors mentioned under “Technical Bid Form” will also be considered. Bidders must apply for all items.

14. Cancellation of the tender procedure

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

15. 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.

16. 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.

17. Complaint/Appeals Process

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: complaints@readfoundation.org

18. 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.
- b) **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) **Corruption:** 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) **Confidentiality:** 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

TECHNICAL BID FORM

Ref: D18-2025-26-37

Instructions for bidders:

- Please fill out this form completely. Do not leave/ ignore any part of it. فارم مکمل پر کریں، کوئی حصہ خالی نہ چھوڑیں۔
- Each page of this bid document must be signed/ stamped by the bidder. فارم کے ہر صفحے پر اپنے دستخط یا مہر ضرور لگائیں۔

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 70%**. Both technical and financial evaluation marks shall have **30% & 70%** 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 = 30% and P = 70%**

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 follows:

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

S#	Criteria	Wt.	Marks					
			5	4	3	2	1	0
1.	NTN (Active)	5%	Yes	-	-	-	-	No
2.	Nature of business	5%	Whole seller/ Retailer	-	General Order Supplier	-	-	-
3.	Sample quality (As per specification Annex-I)	60%	Qualified					Not Qualified
4.	Bid validity period	10%	3 months	2.5 months	2 months	1.5 months	1 month	<1 month
5.	Order completion time (as per schedule mentioned in "instructions to tenderers")	10%	Yes					No
6.	# of satisfied clients each worth PKR 10 million (same nature of projects)	10%	5 clients	4 clients	3 clients	2 clients	1 client	No

Business Profile:

Business name: _____ Established in (Date): _____

Nature of business: Whole Seller/Retailer General order supplier Others: _____

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

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

EOBI Registered: Yes No; If "Yes", please mention EOBI Number: _____

Office address: _____

Warehouse address: _____

Contact Person (Name): _____

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

Bid validity period: 3 months 2.5 months 2 months 1.5 months 1 month <1 month

Delivery time as per below schedule: Yes No Others: _____

Sr.#	Delivery Schedule	Unit	Qty
1	February 1, 2026	Food Pack	2,000
Total			2,000

Client profile:

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

Note: Attach copies of the contracts/POs mentioned above.

Samples:

Technical evaluation forms without required samples shall not be considered. Samples of unsuccessful bidders shall be returned while of successful bidders shall be retained for quality inspection. Samples must be properly packed and clearly labeled (bidder name and address).

Sr.#	Sample	Quantity	Sample Size
1.	Wheat Flour	1	1 Kg pack
2.	Rice	1	1 Kg (with packing material" bag")
3.	Edible Oil	1	1 Litter pouch
4.	Sugar	1	1 Kg pack
5.	Pulses (Daal Mash)	1	1 Kg
6.	Pulses (Black Chana)	1	1 Kg
7.	Salt	1	800 gm pouch
8.	Dates	1	1 kg pack
9.	Packing Carton 7 Ply White	1	As per specification (at tendering stage, simple white carton is accepted)

Note: Pictures and detailed specifications of the above items mentioned in Annex-I are attached below.

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

Name

Signature

Official Stamp

Date

The bidder will provide certificate from producer/dealer of respective brand that the purchase of respective product was purchased from them.

The selected samples may be sent to its producer/dealer to verify that the product was manufactured/provided by them and was the genuine product of their company. Moreover, we may also send the samples to Pakistan Council of Scientific and Industrial Research (PCSIR), NARC and/or any other lab for testing against the parameters.

<p>Wheat Flour</p> <p>Quality: Super (Fine quality)</p> <p>Whote meal wheat flour shoud be prepared from the last wheat crop.</p>	
<p>Rice: Kaynat 1121/1718</p> <p>Texture: White, clean, uniform, aroma present Shape: Extra Long Grain AGL(Average Grain Length): 7.2mm before cooking Moisture: 12-14% Broken: 3% (Max.) Foreign Body: 0% Stone: 0% Not less than one year old</p>	
<p>Edible Oil – Sufi/Meezan Cooking Oil (1 Ltr Pouch)</p> <p>The vendor will supply this branded cooking oil in packing of 1 Liters pouch. The packing should be in good condition and without damage. The remaining shelf life of the Cooking Oil should be at least 10 months or more.</p> <p>The vendor will provide certificate from respective manufacturer that the Cooking oil of their brand were purchased from them or their authorized dealer.</p>	
<p>Sugar</p> <p>Refined Sugar is a white sugar which has been further purified to obtain white, odourless, crystalline sugar free from dirt and/or any other extraneous matter. The sugar should be fit for human consumption and should not contain harmful chemicals, etc. The sugar should be made from recent sugar cane in Pakistan.</p> <p>Color: White Polarization: 99.8% Minimum Moisture: 0.04% Maximum Conductivity Ash: 0.08% Maximum</p>	
<p>Pulses – Daal Mash (washed)</p> <p>Damaged Grain: 4.0% Maximum Foreign Material: 1% Maximum Brown Seeds: 3% Maximum Sister Seeds: 3% Maximum Weevilled Seeds: 0% Moisture: 15%</p>	

<p>Pulses - Black Chana Moisture Content: Max 10–12% Broken/Damaged Grains: Max 2–3% Foreign Matter (dust, stones, husk): Max 0.5–1% Insect Infestation: Nil (free from live/dead insects) Mold/Fungus: Nil Adulteration: Not allowed</p>	
<p>Date - Zahedi Iranian Type: Semi-dry dates Color: Golden brown to light brown Shape: Oval, medium to large size Taste & Texture: Mildly sweet, firm, non-sticky Moisture Content: Max 18–20% Foreign Matter: Nil Insect Infestation: Nil Mold / Fungus: Nil Adulteration: Not allowed</p>	
<p>Salt-National Refind Iodized 800gm</p> <p>The salt should be iodized from National Brand. M/S National Foods manufactures the salt. The vendor should supply the salt in a company packed polythene bag of 800 grams. The salt should be in good packing without any damage. The remaining shelf life of salt should be for one year or more.</p> <p>The vendor will provide certificate from M/S National Foods that the Salt of National Brand were purchased from them or their authorized dealer.</p>	
<p>Packing Carton: Size: as per the packing requirement mentioned under “instructions to tenderers” 7 Ply Color of Carton: White 4 Color printing on 2 sides Packing with transparent tape Note: Printing text/branding will be provided by READ Foundation.</p>	

Financial Bid Form (Price Schedule)

Ref: D18-2025-26-37

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.

فارم مکمل پُر کریں، کوئی حصہ خالی نہ چھوڑیں۔
فارم کے ہر صفحے پر اپنے دستخط یا مہر ضرور لگائیں۔

Business Profile:

Business name: _____ NTN: _____

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

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

Note: Please attach Tender Guarantee Pay Order (Original)**Price Schedule:**

Sr. #	Item Description	Unit	Qty	Unit Cost	Total Cost
1	Wheat Flour – fine quality	10 kg bag	2,000		
2	Rice – Kainat 1121/1718 (Packed in cloth/plastic bag)	5 kg bag	4,000		
3	Edible Oil – Sufi/Meezan Cooking Oil or equivalent	1 Liter pouch	4,000		
4	Sugar White (fine quality)	2 kg pack	2,000		
5	Pulses (Daal Mash) Fine Quality (Specification mentioned in Annex-I)	2 kg pack	2,000		
6	Pulses (Black Chana) Fine Quality (Specification mentioned in Annex-I)	1 kg pack	2,000		
7	Salt - National (Refined) or equivalent	800gm Pouch	2,000		
8	Date – Zahedi Iranian (good quality)	1 Kg pack	2,000		
9	Packing Carton – 7 ply white with 4 color printing on both sides	Nos.	2,000		
Grand Total: (PKRs.)					
The total amount in words:					

Note: Please see the packing requirement in Document-A (Instructions to tenderers – Clause 3).

Name

Signature

Official Stamp

Date

Tenderer's Declaration

Ref: D18-2025-26-37

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 Financial Bid Form. Yes No
- 9 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?

- 10 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: _____