

Letter of Invitation to Tender

Tender Ref: D18-2025-26-66

Date: July 9, 2026

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER FOR REHABILITATION OF 8 SCHOOLS AND 2 COMMUNITY GRAVITY WATER SCHEMES AT BUNER/SWAT – KHYBER PAKHTUNKHWA (KPK)

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 625 institutes/schools in AJK & Pakistan with an ever-growing body of 135,000 students and 7,000 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:

- **Instructions to Tenderers**
- **Tender Form A – Rehabilitation of 8 Schools**
- **Annexures (I to X)**
- **Declaration Form**

We look forward to receiving your tender on or before **11:00AM on 23 July 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. Tender Forms duly filled, signed and stamped.**
- 2. Annexures (I to IX) duly filled, signed and stamped.**
- 3. Bid Security: 2% in shape of Pay Order – (NTN of READ Foundation: 2494325-8)**

Offers must be submitted in sealed envelopes, marked **“TENDER FOR REHABILITATION PROJECT AT BUNER-KPK”** not to be opened before **11:30PM on 23 July 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: D18-2025-26-66)

1. Specification and quantity:

Sr.#	Description	Qty
1	Rehabilitation of 8 Schools (as per specification mentioned in Annex-I to Annex-VIII)	8
2	Community Water Supply Scheme (as per specification mentioned in Annex-IX)	2

2. Location of projects:

School:

Sr.#	School Name	District
1	Govt. Primary School Mangloor No. 1	Swat-KPK
2	Govt. High School Batai Kalay	Buner - KPK
3	Govt. Girls Primary School Pacha Kalay	Buner - KPK
4	Govt. Girls Primary School Batai Kalay	Buner - KPK
5	Govt. Primary School No. 2 Batai Kalay	Buner - KPK
6	Govt. Girls Middle School Batai Kalay	Buner - KPK
7	Govt. Girls Higher Secondary School Pacha Kalay	Buner - KPK
8	Govt. Primary School Dokada	Buner - KPK

List of Community Gravity Water Schemes:

Sr.#	Description	District
1	Community Gravity Water Supply Scheme-1	Buner – KPK
2	Community Gravity Water Supply Scheme-2	Buner – KPK

3. Closing date and time for submission of tender:

23 July 2026 at 11:00 AM

4. Opening of tenders:

23 July 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.

5. Method of procurement:

single-stage, single-envelope procedure. The bidders shall submit their bids 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.

6. Submission of tenders (Address):

Manager Procurement
Procurement Department
READ Foundation-Head Office
3rd Floor Al-Farooq Plaza, Bahria Enclave (Kurri) Road, Chak Shahzad
Islamabad.

7. Period of validity of offers:

All bids must be valid for minimum of one month from the tender submission date.

8. Taxes and other costs:

The prices must be inclusive of all applicable Govt taxes and allied costs.

9. Pre-Bid Meeting Schedule:

The Pre-Bid Meeting is convened to provide prospective bidders with an opportunity to seek clarification regarding the requirements of the bidding documents, including the scope of work, technical specifications, contractual provisions, and the bidding process. The schedule of the Pre-Bid Meeting are as follows:

Time: 11:00AM
Date: 14 July, 2026
Venue: READ Foundation – Head Office Islamabad

10. Tender guarantee

A tender guarantee of **2%** 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. If the selected bidder refuses to sign the 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.

11. Evaluation of tenders

Lowest price shall not be the sole criterion for award; quality, relevant experience, delivery schedule, and other factors specified in the Evaluation Criteria will also be considered.

12. Cancellation of the tender procedure

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

13. Schedule of payments

Payments will be made after 15 working days of satisfactory completion of the job subject to the submission of the correct invoice from the bidder. READ may consider the request of any advance payment but it will impact the score in technical evaluation (please see technical evaluation criteria table).

14. 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 bank transfer.

15. 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

16. 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 been made public except with written authorization from the Buyer. These obligations do not lapse upon termination of the contract.
- e) **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) **Force Majeure:** The meaning of the term can be taken to mean acts of God, war (declared or not), invasion,

TENDER FORM

Date: July 9, 2026

Ref: D18-2025-26-66

Instructions for bidders:

1. Please fill 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.
 3. Bidders may consult our representative to understand 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 جا سکتی ہے۔

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:

$Sf = 100 \times Fm / F$, 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 $S = St \times T\% + Sf \times P\%$.

Evaluation Criteria Table:

S#	Criteria	Weightage	Marks					
			5	4	3	2	1	0
1.	NTN (Active)	5%	Yes					No
2.	Nature of Business	30%	Registered Contractor PEC (C-5)	-	Contractor	-	General Order Supplier	-
3.	Years of Business Establishment	5%	6 years and above	5 years	4 years	3 years	2 years	<2 years
4.	Bid Validity	5%	30 days	25 days	20 days	15 days	10 days	< 10 days
5.	Job completion time	15%	50 days	60 days	70 days	80 days	90 days	>90 days
6.	Advance Payment (if requested)	10%	0%	10%	15%	20%	25%	>25%
7.	# of satisfied clients for similar projects each of worth PKR 10 million.	20%	5 Clients	4 Clients	3 Clients	2 Clients	1 Client	No Client
8.	Work experience of similar projects in Buner/Swat	10%	Yes					No
Total:		100%						

Business Profile:

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

Business name: _____ Established in (Date): _____

Nature of business: ☐ Registered Contractor (PEC-C5) ☐ Contractor ☐ General Order Supplier

Note: In case of Registered Contractor, attached copy of Certificate

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

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

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

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

Postal address: _____

Contact Person (Name): _____

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

Bid validity period: _____ days;

Job Completion Time: _____ days;

Advance payment (if any): _____ %

Note: Any advance payment shall be subject to the submission of an unconditional bank guarantee of an equivalent amount by the contractor.

Work experience of similar projects in Buner/Swat: ☐ Yes ☐ No

Note: If YES, attach copies of contracts/work orders as evidence of similar nature projects completed in Buner/Swat.

Client profile:

Please provide details of five major clients for whom similar assignments/works have been successfully completed during the last **five years**. READ Foundation reserves the right to contact these clients for verification and confirmation of the bidder's performance and satisfactory completion of the works.

S#	Client name/ business name and city	Year of award	Contract Amount (PKR)	Contact Person and Number/Official Email ID
1				
2				
3				
4				
5				

Note: Attach copies of the contracts/agreements for the above-mentioned clients.

Price Schedule: for Rehabilitation of 8 Schools in Swat & Buner – Khyber Pakhtunkhwa KPK

(Attach duly filled Annex-I to Annex-VIII for detailed pricing information)

Sr.#	Item Specification	Total Amount (PKR)
1	Rehabilitation of Government Primary School Mangloor No. 1, Swat (KPK) <i>The scope of work, specifications, and other relevant details are provided in Annex-I.</i>	
2	Rehabilitation of Government High School Batai Kalay – Buner (KPK) <i>The scope of work, specifications, and other relevant details are provided in Annex-II</i>	
3	Rehabilitation of Government Girls Primary School Pacha Kalay – Buner (KPK) <i>The scope of work, specifications, and other relevant details are provided in Annex-III</i>	
4	Rehabilitation of Government Girls Primary School Batai Kalay – Buner (KPK) <i>The scope of work, specifications, and other relevant details are provided in Annex-IV</i>	
5	Rehabilitation of Government Primary School No. 2 Batai Kalay – Buner (KPK) <i>The scope of work, specifications, and other relevant details are provided in Annex-V</i>	
6	Rehabilitation of Government Girls Middle School Batai Kalay – Buner (KPK) <i>The scope of work, specifications, and other relevant details are provided in Annex-VI</i>	
7	Rehabilitation of Government Girls Higher Secondary School Pacha Kalay–Buner (KPK) <i>The scope of work, specifications, and other relevant details are provided in Annex-VII</i>	
8	Rehabilitation of Government Primary School Dokada – Buner (KPK) <i>The scope of work, specifications, and other relevant details are provided in Annex-VIII</i>	
Total Amount PKR.		
In words:		

Price Schedule: for Community Water Supply Schemes

(Attach duly filled Annex-IX for detailed pricing information)

Sr. #	Item Specification	Qty	Total Amount (PKR)
1	Community Water Supply Scheme, Buner Khyber Pakhtunkhwa (KPK) - The scope of work, specifications, and other relevant details are provided in Annex-IX. - The Drawings are provided in Annex-X	2	
Total Amount:			
In words:			

Note: READ Foundation may award the contract to one or more bidders based on evaluation results and project requirements.

Tender Guarantee: Please attach Tender Guarantee Pay Order (Original)

Bank Name	Pay Order Number	Amount

[illegible]

Technical Specifications and Special Conditions:

1. Basis of Measurement and Payment

Payment shall be made strictly on the basis of the actual quantities executed and measured at site, rather than the quantities mentioned in the Agreement/BOQ.

For example:

- Painting shall be measured in actual square feet (SFT) executed and certified by the Engineer/Client Representative.
- Repair or replacement of ceiling fans and other fixtures shall be paid according to the actual number completed at site.
- Any increase or decrease in quantities during execution shall be compensated based on the quoted unit rates without requiring any revision in the agreed rates.

2. Paint and Surface Treatment

All painting works shall be carried out using the approved brand specified in the Agreement. The colour/shade shall be finalized by the Client prior to execution. Since this is a rehabilitation project, the exact surface area and extent of treatment shall be determined during the joint site inspection before commencement of work.

3. Material Specifications

The Contractor shall use only first-class (A+) quality materials throughout the project. Unless otherwise approved by the Client, the following minimum standards shall apply:

- First Class Burnt Clay Bricks
- Ordinary Portland Cement (OPC)
- Grade-60 Reinforcement Steel (No. 3 & No. 4 Bars where applicable)
- Approved Coarse Sand for Concrete Works
- Approved Fine Sand for Plaster Works
- Approved Crushed Aggregate
- All other construction materials shall conform to the approved technical specifications and relevant Pakistan Building Code/Engineering Standards where applicable.

No substandard, used, damaged, or defective material shall be permitted.

4. Brand Approval

At the time of bid submission, the Contractor may propose any brand that complies with the required specifications. The selected brands shall be finalized and incorporated into the Contract Agreement.

Once approved, no substitution or equivalent brand shall be allowed without prior written approval of the Client. The Client reserves the right to request samples, brochures, or technical data sheets before granting approval.

5. Site Visit and Understanding of Scope

Bidders are strongly encouraged to thoroughly understand the scope of work before submitting their quotations. School-wise photographs and other available information may be shared for reference during Pre-Bid Meeting.

If required, bidders may request a clarification meeting to fully understand the nature of rehabilitation works. Submission of a bid shall be deemed as confirmation that the Contractor has fully understood the scope, site conditions and technical requirements.

6. Variation in Quantities

Since this is a rehabilitation project involving flood-affected infrastructure, the quantities provided in the BOQ are tentative and may increase or decrease depending upon the actual condition of each school.

The Client reserves the right to omit, reduce or increase any item without affecting the quoted unit rates. The Contractor shall execute the revised quantities at the same agreed rates.

7. Quality Assurance

The Client reserves the right to inspect all materials before installation. Any material found to be below the approved specifications shall be rejected immediately and replaced by the Contractor at no additional cost.

8. Measurement and Verification

All measurements shall be jointly verified by the Contractor and the Client's representative. Only the quantities verified and certified by the Client shall be considered for payment.

9. Workmanship

All works shall be executed in accordance with accepted engineering practices and to the satisfaction of the Client. Any defective or poor-quality work identified during execution or the defect liability period shall be rectified by the Contractor at his own cost.

10. Protection of Existing Property

The Contractor shall take all necessary precautions to protect the existing building, furniture, fixtures, electrical installations and surrounding property during execution. Any damage caused by the Contractor shall be repaired or replaced at the Contractor's own expense.

11. Cleaning and Disposal

Upon completion of the works, the Contractor shall remove all construction debris, waste materials and surplus items from the site and hand over the premises in a clean, safe and usable condition.

12. Client's Right to Modify Scope

The Client reserves the right to add, delete or modify any rehabilitation activity based on the actual site condition, available budget and technical requirements. Such variations shall not constitute grounds for any claim other than payment for the actual measured quantities executed at the agreed unit rates.

13. Defect Liability

The Contractor shall remain responsible for any defects arising from poor workmanship or inferior materials during the Defect Liability Period specified in the Contract. All such defects shall be rectified at the Contractor's own expense without any additional payment.

Water Tank

Technical Specifications for RCC Water Tanks and Gravity Flow Distribution System

1. Reinforcement and Formwork

All reinforcement steel shall be fixed strictly in accordance with the approved Structural Drawings and Bar Bending Schedule (BBS). Reinforcement shall be properly tied, supported, and maintained to achieve the required concrete cover prior to casting.

Formwork shall be constructed using steel shuttering or high-quality waterproof plywood capable of maintaining the required line, level, dimensions and finish. The formwork shall be sufficiently rigid to prevent movement, deformation or leakage during concrete placement.

2. Concrete Placement and Compaction

All reinforced cement concrete (RCC) shall be placed continuously and compacted using mechanical needle vibrators. Proper vibration shall be carried out to eliminate air voids and honeycombing while ensuring adequate compaction without causing segregation of the concrete.

Concrete shall not be placed during adverse weather conditions unless appropriate protective measures are adopted and approved by the Client.

3. Curing

Proper curing of all concrete works shall be the sole responsibility of the Contractor. Concrete surfaces shall be continuously cured for a minimum period of fourteen (14) days, or as specified in the approved design, to achieve the required strength and durability.

Failure to maintain adequate curing may result in rejection of the work and necessary rectification at the Contractor's own cost.

4. HDPE Distribution Pipeline

Each gravity-flow water supply scheme shall include approximately 6,000 linear feet of HDPE distribution pipeline with the specified diameter and pressure rating as indicated in the BOQ and approved drawings.

The final pipeline alignment, exact length, routing, and connection points shall be determined during the joint site visit with the Client, based on topography, beneficiary locations, and field conditions. Payment shall be made based on the actual measured length installed and approved at the agreed-upon unit rates.

All HDPE pipe fittings, bends, tees, reducers, sockets, valves and other accessories required for a complete and functional distribution system shall conform to the approved specifications and shall be included in the Contractor's quoted rates unless otherwise specified in the BOQ.

Concrete Grade: RCC shall be minimum 3000 psi

Water Tightness: The tank shall be completely watertight. Any leakage observed during testing shall be rectified by the contractor at no additional cost.

Hydrostatic Testing: Each completed tank shall be filled with water and observed for 24–72 hours (as specified) before handover to ensure no leakage or structural defects are present.

Pipe Pressure Rating: HDPE pipes shall be PN-16

Excavation & Backfilling: Trenches shall be properly compacted after pipe installation, and the ground shall be restored to its original condition.

Valve Chambers: All gate valves/air valves/washout valves (where applicable) shall be installed with masonry or RCC valve chambers as per the approved drawings.

[illegible]

