

Instructions to Tenderers

(Ref: D39-2026-27-19)

1. Tender Categories:

Tenderer has the option to quote for **single or all categories** mentioned below:

- a. School Uniform
- b. Uniform Sweaters
- c. School Shoes
- d. School Bags
- e. Educational Paper Products
- f. Stationary Items

Tender Form for each category is available with this tender dossier.

2. Closing date and time for submission of tender:

17 September 2026 at 11:00 AM

3. 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.

4. Submission of tenders (Address):

Manager Procurement
Procurement Department
READ Foundation – Head Office
3rd Floor Al-Farooq Plaza, Bahria Enclave (Kurri) Road, Chak Shahzad
Islamabad,
051-8482151

5. 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 is as follows:

Time: 11:00AM
Date: 8 September, 2026
Venue: READ Foundation – Head Office Islamabad

6. Period of validity of offers:

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

7. Taxes and other costs:

The prices must be inclusive of all **taxes, packing, loading and transportation** cost upto READ warehouse located at Tramri Chowk Islamabad.

8. Samples Required:

Bidders are required to **submit samples** in accordance with the requirements specified in the relevant Tender Form. In addition, **mandatory laboratory test reports** are required for Educational Paper Products, School Bags, School Uniforms, and Uniform Sweaters.

The laboratory test reports **must be issued during the month of September 2026** and must reflect the test results against the parameters specified in the respective technical specifications.

All applicable requirements regarding sample submission and laboratory test reports are clearly specified under the relevant Tender Forms and must be strictly complied with by all bidders.

9. 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"**. If tenderer is applying for more than one category than they have to submit tender guarantee separately against each tender submitted. 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.

10. Opening of tenders:

17 September 2026 at 11:30 PM 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.

11. Evaluation of tenders:

The lowest price will not be the sole criteria; lab reports, quality, delivery time, and other factors mentioned under "Criteria for Bid Evaluation" of respective Tender Form will also be considered. Bidders must apply for all items.

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 delivery 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 chart).

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, 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) **Cancellation:** 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) **Inspection and Test:** 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) **Changes:** The Buyer reserves the right to make reasonable changes at any time to the specification, quantity, packing instructions, 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.
- k) **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 for the whole amount of the contract/purchase order.
 - Terminate the contract and forfeit the tender security.

For any queries:

If you have any query regarding tender documents, then please contact us at: tenders@readfoundation.org

[illegible]