

TENDER FORM

Date: September 3, 2026

Ref: D39-2026-27-19

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 626 institutes/schools in AJK & Pakistan with an ever-growing body of 135,000 students and 7,000 teachers. We at READ Foundation intend to purchase **School Shoes** according to below given specifications for orphan students studying in our schools.

Instructions for bidders:

- Please fill out this form completely. Do not leave/ ignore any part of it. فارم مکمل پُر 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
- Bidders may consult our representative to understand specifications before submitting the bid. یولی جمع کرانے سے قبل معیار اور ضروریات کو سمجھنے کے لیے ہمارے مجاز نمائندے سے ملاقات کی جاسکتی ہے۔

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.	Filing 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	5%	6 weeks	7 weeks	8 weeks	9 weeks	10 weeks	>10 weeks
7.	All required samples are submitted by bidder	10%	All	-	1 missing	2 missing	3 missing	Other
8.	Shoes of standard sizes (UK)	5%	Yes	-	-	-	-	No
9.	Shoes replacement warranty	10%	14 weeks	12 weeks	10 weeks	8 weeks	6 weeks	<6 weeks
10.	Shoe Material	30%	Weighted score obtained score from defect list (Please refer to defect list for details)					
11.	Appearance/Stitching/measurement etc	15%						
Total weightage:		100%						

Business Profile:

Business name: _____ Established in (Date): _____

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

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

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

Business 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 days

Order Completion Time: ☐ 6 weeks ☐ 7 weeks ☐ 8 weeks ☐ 9 weeks ☐ 10 weeks ☐ >10 weeks

Advance payment (if any): ☐ 0% ☐ 20% ☐ 30% ☐ 40% ☐ 50% ☐ >50%

Shoe replacement warranty: ☐ 14 weeks ☐ 12 weeks ☐ 10 weeks ☐ 8 weeks ☐ 6 weeks ☐ <6 weeks
(after usage):

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

Note: Please attach Tender Guarantee Pay Order (Original)

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. Our preference will be for durable shoes with 100% virgin PVC soles or PU soles.

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

Price Schedule:

نوٹ: ہم نے ہر جوتے کے سائز کے سامنے مطلوبہ ڈیزائن درج کر دیا ہے، براہ کرم ہر سائز کے سامنے اپنے جوتے کا آرٹیکل نمبر درج کریں۔ مطلوبہ جوتے کا ڈیزائن ٹیکسٹائل سپلکیشن کے ساتھ منسلک ہے۔ آپ اپنے ایسے جوتوں کے آرٹیکل کی کوٹیشن دے سکتے ہیں جو دے گئے ڈیزائن سے مسابقت رکھتے ہوں۔

Sr.#	Item	Design	Article #	Gender	Shoe Size	Unit	Qty	Unit	Total Price (PKR)
1	Sneakers/Jogger	Design-1		Female	7s	Pair	15		
2	Sneakers/Jogger	Design-1		Female	8s	Pair	34		
3	Sneakers/Jogger	Design-1		Female	9s	Pair	185		
4	Sneakers/Jogger	Design-1		Female	10s	Pair	353		
5	Sneakers/Jogger	Design-1		Female	11s	Pair	422		
6	Sneakers/Jogger	Design-1		Female	12s	Pair	438		
7	Sneakers/Jogger	Design-1		Female	13s	Pair	493		
8	Sneakers/Jogger	Design-1		Female	1	Pair	221		
9	Sneakers/Jogger	Design-1		Female	2	Pair	514		
10	Sneakers/Jogger	Design-1		Female	3	Pair	625		
11	Sneakers/Jogger	Design-1		Female	4	Pair	680		
12	Sneakers/Jogger	Design-1		Female	5	Pair	1,107		
13	Sneakers/Jogger	Design-1		Female	6	Pair	1168		
14	Sneakers/Jogger	Design-1		Female	7	Pair	486		
15	Sneakers/Jogger	Design-1		Female	8	Pair	11		
16	Sneakers/Jogger	Design-1		Male	7s	Pair	3		
17	Sneakers/Jogger	Design-1		Male	8s	Pair	26		
18	Sneakers/Jogger	Design-1		Male	9s	Pair	181		
19	Sneakers/Jogger	Design-1		Male	10s	Pair	425		
20	Sneakers/Jogger	Design-1		Male	11s	Pair	430		
21	Sneakers/Jogger	Design-1		Male	12s	Pair	460		
22	Sneakers/Jogger	Design-1		Male	13s	Pair	506		
23	Sneakers/Jogger	Design-1		Male	1	Pair	569		
24	Sneakers/Jogger	Design-1		Male	2	Pair	625		
25	Sneakers/Jogger	Design-1		Male	3	Pair	243		
26	Sneakers/Jogger	Design-1		Male	4	Pair	732		
27	Sneakers/Jogger	Design-1		Male	5	Pair	757		
28	Sneakers/Jogger	Design-1		Male	6	Pair	812		
29	Sneakers/Jogger	Design-1		Male	7	Pair	694		
30	Sneakers/Jogger	Design-1		Male	8	Pair	431		
31	Sneakers/Jogger	Design-1		Male	9	Pair	296		
32	Sneakers/Jogger	Design-1		Male	10	Pair	74		
33	Sneakers/Jogger	Design-1		Male	11	Pair	26		
34	Sneakers/Jogger	Design-1		Male	12	Pair	5		
35	School Shoes- (Black)	Design-2		Female	7s	Pair	15		
36	School Shoes- (Black)	Design-2		Female	8s	Pair	34		

Sr.#	Item	Design	Article #	Gender	Shoe Size	Unit	Qty	Unit	Total Price (PKR)
37	School Shoes- (Black)	Design-2		Female	9s	Pair	185		
38	School Shoes- (Black)	Design-2		Female	10s	Pair	353		
39	School Shoes- (Black)	Design-2		Female	11s	Pair	422		
40	School Shoes- (Black)	Design-2		Female	12s	Pair	438		
41	School Shoes- (Black)	Design-2		Female	13s	Pair	493		
42	School Shoes- (Black)	Design-2		Female	1	Pair	221		
43	School Shoes- (Black)	Design-2		Female	2	Pair	514		
44	School Shoes- (Black)	Design-2		Female	3	Pair	625		
45	School Shoes- (Black)	Design-2		Female	4	Pair	680		
46	School Shoes- (Black)	Design-2		Female	5	Pair	1,107		
47	School Shoes- (Black)	Design-2		Female	6	Pair	1,055		
48	School Shoes- (Black)	Design-2		Female	7	Pair	406		
49	School Shoes- (Black)	Design-3		Female	6	Pair	113		
50	School Shoes- (Black)	Design-3		Female	7	Pair	80		
51	School Shoes- (Black)	Design-3		Female	8	Pair	11		
52	School Shoes- (Black)	Design-4		Male	7s	Pair	3		
53	School Shoes- (Black)	Design-4		Male	8s	Pair	26		
54	School Shoes- (Black)	Design-4		Male	9s	Pair	181		
55	School Shoes- (Black)	Design-4		Male	10s	Pair	425		
56	School Shoes- (Black)	Design-4		Male	11s	Pair	430		
57	School Shoes- (Black)	Design-4		Male	12s	Pair	460		
58	School Shoes- (Black)	Design-4		Male	13s	Pair	506		
59	School Shoes- (Black)	Design-4		Male	1	Pair	569		
60	School Shoes- (Black)	Design-5		Male	2	Pair	625		
61	School Shoes- (Black)	Design-5		Male	3	Pair	243		
62	School Shoes- (Black)	Design-5		Male	4	Pair	732		
63	School Shoes- (Black)	Design-5		Male	5	Pair	757		
64	School Shoes- (Black)	Design-5		Male	6	Pair	812		
65	School Shoes- (Black)	Design-5		Male	7	Pair	694		
66	School Shoes- (Black)	Design-5		Male	8	Pair	431		
67	School Shoes- (Black)	Design-5		Male	9	Pair	296		
68	School Shoes- (Black)	Design-5		Male	10	Pair	74		
69	School Shoes- (Black)	Design-5		Male	11	Pair	26		
70	School Shoes- (Black)	Design-5		Male	12	Pair	5		
Grand Total: PKRs.							28,094		
In words:									

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

Technical Specifications of sneakers/ joggers:

Component	Specification	
Product Type	Black Color Sneakers	
Upper Material	Rexine Canpack CN2000, 2.0 mm thickness	
Inner Lining	Fabric 071 with 4.0 mm foam padding	
Sole	Engro Pure PVC	
Insock	Top layer Fabric 071, Rosepetal 3.0 mm foam, and 2.0 mm bottom sheet	
Design-1	For Male/Female: Size: 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	

Technical Specifications of school shoes for female:

Component	Specification	
Product Type	Black color school shoes with Velcro attachment	
Upper Material	Rexine Canpack CN2000, 1.50 mm thickness	
Inner Lining	Cambrella 120 GSM,	
Velcro	70/30 Nylon + Polyester	
Sole	Engro Pure PVC	
Insock	Locas fabric, Rosepetal 3.0 mm foam, 2.0 mm AVA sheet, with cloth binding	
Color	Black	
Design-2	Size: 2, 3, 4, 5, 6, 7	
Design-3	Size: 8, 9	

Technical Specifications of school shoes for male:

Component	Specification	
Product Type	Black color school shoes with Velcro attachment	
Upper Material	Rexine Canpack CN2000, 2.0 mm thickness	
Inner Lining	Canvas 10oz at VAMP, 4 mm foam raise at counter, chemical toe at VAMP	
Velcro	70/30 Nylon + Polyester	
Sole	Engro Pure PVC	
Insock	Locas fabric, Rosepetal 3.0 mm foam, 2.0 mm AVA sheet, with cloth binding	
Color	Black	
Design-4	Size: 7s,8s,9s,10s,11s,12s,13s,1	

Technical Specifications of school shoes for male:

Component	Specification	
Product Type	Black color school shoes with lace	
Upper Material	Rexine Canpack CN2000, 2.0 mm thickness	
Inner Lining	Canvas 10oz at VAMP, 4 mm foam raise at counter, chemical toe at VAMP	
Sole	Engro Pure PVC	
Insock	Locas fabric, Rosepetal 3.0 mm foam, 2.0 mm AVA sheet, with cloth binding	
Design-5	Size: 2,3, 4, 5, 6, 7, 8, 9, 10, 11, 12	

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.).

سامپل کے بغیر بڈنا مکمل تصور ہوگی اور ٹیکنیکل جائزے میں آپ کی پوزیشن متاثر ہوگی۔

S	Item description	Design	Quantity	Remarks
1.	Sneaker/Jogger one pair (3s size)	Design-1	01	
2.	Sneaker/Jogger one pair (7 size)	Design-1	01	
3.	Girls shoe one pair (4 size)	Design-2	01	
4.	Girls shoe/Pump one pair (9 size)	Design-3	01	
5.	Boys shoe one pair (11s size)	Design-4	01	
6.	Boys shoe one pair (10 size)	Design-5	01	
7.	Upper of shoes of each article proposed in the bid. Supper materials required with and without lining.		03 A4 sizes pieces of each type	
8.	Accessories (one set of all accessories related to each article)		1 set of each article	

Inspection schedule:

Inspections will be carried out as per the schedule outlined below. In line with client requirements, the vendor must provide an updated laboratory test report for each article at every inspection stage, at their own expense. The client may request any or all of the following tests: Material Strength Tests (Tensile Strength, Tear Strength, and Abrasion Resistance for sole and upper durability), Bonding/Adhesion Test (sole-upper bonding strength), and Flexing Test (resistance of sole and upper to repeated bending to prevent early cracking). The client reserves the right to verify these results through independent laboratories or other authorized sources.

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 فاؤنڈیشن 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

Category	Defects to Check
Critical Defects (Reject / Fail shipment)	1. Sole not 100% virgin PVC or PU (wrong material) 2. Sole-upper separation / weak bonding 3. Cracks, tears, or broken sole/upper- Protruding nails, pins, or sharp edges inside/outside 4. Very slippery outsole (no grip) 5. Wrong shoe size (not matching UK chart) 6. Mismatched sizes in a pair (different foot or length) 7. Missing insole or completely loose insole 8. Fresh shoes not supplied (or absence of a unique mark confirming that shoes were newly manufactured for this order)
Major Defects (Acceptable only if limited, supplier must replace/discount)	1. Open seams, broken or skipped stitches 2. Misaligned or twisted seams 3. Eyelets, Velcro, or laces defective (rusted, insecure, too short/long) 4. Loose insole (not bonded well) 5. Significant stains, scratches, wrinkles, or discoloration visible on shoe 6. Uneven color shade between left & right shoe 7. Deformed shape of shoe (crooked lasting, twisted upper)- Poor adhesive but shoe still intact
Minor Defects (Acceptable if few, should not affect durability)	1. Small stains/smudges that can be cleaned 2. Light scratches or wrinkles under 1/8" 3. Over-gluing (excess glue marks) 4. Slight color variation not visible in normal wear 5. Weak or slightly damaged shoe box 6. Wrong/missing size label on box (if shoes themselves are correctly sized) 7. Carton markings incorrect but shoes inside are correct

Terms and Conditions:

1. Bid envelope should be properly sealed and clearly marked, "**Tender for School Shoes**"
2. 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**.
3. Samples must be submitted with the quotation.
4. The supplier must confirm that all shoes are newly manufactured specifically for this order and not from old or leftover stock. Each pair must carry a unique identification mark, agreed upon with the client, to verify that the shoes are fresh and produced against this procurement. Failure to comply will be considered a critical defect and grounds for rejection of the shipment.
5. Tender form should be filled completely in ink. Use of lead pencil is not allowed.
6. Erasing/ cutting or over-writing should be avoided.
7. The firms/contractors/suppliers should be registered with Income Tax Office.
8. Prices should be inclusive of all applicable Govt. taxes.
9. 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.
10. The price quoted in bid should be preferably valid for at least one month from last date of submission of quotations.
11. Quantities (demand) mentioned herein are tentative and can be increased/decreased at the time of award of purchase order.
12. Bidders are encouraged to visit READ Foundation's office to clarify specifications or requirements before submitting their bids.
13. 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.
14. The interested firms/ contractors/suppliers should submit their quotations latest by **11:00 AM September 17, 2026**.
15. 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 (Ext:651)