

**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. READ Foundation also imparts free education to 14,000 orphan students. We at READ Foundation intend to purchase **Uniform Sweaters** according to below given specifications for orphan students studying in our schools.

**Instructions for bidders:**

1. Please fill out this form completely. Do not leave/ ignore any part of it. فارم مکمل پر کریں، کوئی حصہ خالی نہ چھوڑیں۔
2. Each page of this bid document must be signed/ stamped by the bidder. فارم کے ہر صفحے پر اپنے دستخط یا مہر ضرور لگائیں
3. Bidders may consult our representative to understand specifications before submitting the bid. 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<sup>1</sup>: ☐ 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%

**Tender Guarantee:** Amount (PKRs): \_\_\_\_\_ Pay Order Number: \_\_\_\_\_ Bank: \_\_\_\_\_

**Note:** Please attach Original Tender Guarantee Pay Order

**Bidder Production Capacity & Automation Details**

| S. No. | Information Required                           | Bidder Response |
|--------|------------------------------------------------|-----------------|
| 1      | Annual Sweaters Production Capacity (in units) |                 |
| 2      | Maximum Production Capacity per Month          |                 |
| 3      | Number of Skilled Workers / Operators          |                 |
| 4      | Total number of 10 gauge knitting machines     |                 |

<sup>1</sup> A valid agreement with the manufacturing/ production unit shall be required in case the bidder is a shopkeeper or general order supplier.

## Criteria for bid evaluation

### 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 **60%**.

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. (%)    | 5                               | 4                                 | 3                | 2                  | 1        | 0                |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------|-----------------------------------|------------------|--------------------|----------|------------------|
| 1               | NTN                                                                                                                                                  | 3          | Yes                             | -                                 | -                | -                  | -        | No               |
| 2               | Filing status                                                                                                                                        | 3          | Active                          | -                                 | -                | -                  | -        | In-Active        |
| 3               | Own production unit                                                                                                                                  | 10         | Complete                        | -                                 | Valid contract   | -                  | -        | No               |
| 4               | Advance payment (if any)                                                                                                                             | 6          | 0%                              | 20%                               | 30%              | 40%                | 50%      | >50%             |
| 5               | Bid validity period                                                                                                                                  | 3          | 30 days                         | 25 days                           | 20 days          | 15 days            | 10 days  | <10 days         |
| 6               | Order completion time                                                                                                                                | 6          | ≤6 weeks                        | 7 weeks                           | 8 weeks          | 9 weeks            | 10 weeks | >10 weeks        |
| 7               | Lab reports submitted as per requirement with bid                                                                                                    | 6          | Yes                             | -                                 | -                | -                  | -        | No               |
| 8               | Compliance with size chart / measurements                                                                                                            | 10         | Full compliance                 | Minor deviations within tolerance | Some deviations  | Several deviations | -        | Non-compliant    |
| 9               | Polyester yarn                                                                                                                                       | 5          | As per specification            | Slight deviation                  | -                | -                  | -        | Not as specified |
| 10              | Acrylic yarn                                                                                                                                         | 10         | As per specification            | -                                 | Slight deviation | -                  | -        | Not as specified |
| 11              | Polyester & Acrylic mix ratio                                                                                                                        | 10         | As per specification            | -                                 | Slight deviation | -                  | -        | Not as specified |
| 12              | Wales & Courses per inch                                                                                                                             | 8          | As per specification            | Slight deviation                  | -                | -                  | -        | Not as specified |
| 13              | Stitching & reinforcement (stitching thread, full overlock, bar-tack at stress points (V-neck, sleeve joins and seam ends), shoulder strap attached) | 10         | Full compliance                 | Minor issues                      | Some issues      | -                  | -        | Poor / Not done  |
| 14              | Size label                                                                                                                                           | 2          | Correct                         | -                                 | -                | -                  | -        | Incorrect        |
| 15              | Zipper & runner quality                                                                                                                              | 3          | Fully functional & correct type | Minor issues                      | Some issues      | -                  | -        | Not functional   |
| 16              | Color & shade compliance                                                                                                                             | 3          | Matches shade codes             | Minor variation                   | -                | -                  | -        | Not acceptable   |
| 17              | Finish/ appearance                                                                                                                                   | 2          | Excellent                       | Good                              | Fair             | -                  | Poor     | Very poor        |
| Total Weightage |                                                                                                                                                      | <b>100</b> |                                 |                                   |                  |                    |          |                  |

**Technical Specification:**

The required specifications of V-Neck & Full-Zip Sweaters are as follows:

| Quality Parameters | Standards                                                                                                                  | معیارات                                                                                                    |
|--------------------|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Knitting           | Fabric knitted on flat, hand flat or circular machines                                                                     | کپڑا فلیٹ، ہینڈ فلیٹ یا سرکلر مشینوں پر بننا ہونا چاہیے                                                    |
| Fiber              | Polyester 25%±5 (Rupali or equivalent) and Acrylic 75%±5 (Wadud/Sadiq or equivalent)                                       | فائبر: پولیسٹر 25%±5 (روپالی یا مساوی) اور ایکریک 75%±5 (ودود یا صادق یا مساوی)                            |
| Yarn Count         | Polyester 150 No., Acrylic 2/32 ±2                                                                                         | یارن کاؤنٹ: پولیسٹر 150 نمبر، ایکریک 2/32 ±2                                                               |
| Machine Gauge      | Minimum 10 gauge (minimum 10 needles of machine per inch)                                                                  | کم از کم 10 گج (فی انچ مشین کی کم از کم 10 سوئیچیں)                                                        |
| Neck V             | Minimum 10-gauge, same fiber                                                                                               | وی نیک: کم از کم 10 گج                                                                                     |
| Wales per Inch     | 14                                                                                                                         | فی انچ 14 ویلز                                                                                             |
| Courses per Inch   | 23                                                                                                                         | فی انچ 23 کورسز                                                                                            |
| Zip & Zip Runner   | 5 or 6 No                                                                                                                  | زپ اور زپ رنر: 5 یا 6 نمبر                                                                                 |
| Stitching Thread   | Polyester (2 or 3 ply)                                                                                                     | سلائی کا دھاگا: پائلیسٹر (2 یا 3 پلائی)                                                                    |
| Nature of Dye      | Disperse and reactive (dyed yarn preferably)                                                                               | رنگائی کی نوعیت: ڈسپرس اور ری ایکٹیو (ترجیحاً رنگا ہوا یارن)                                               |
| Shoulder Seams     | Shoulder seams should be reinforced with a shoulder stripe (kandapatti)                                                    | کنڈھے کی سیون کو کاندھ پٹی کے ساتھ مضبوط کیا جائے                                                          |
| Bar tack stitching | All stress points (such as sleeve joins and seam ends) must be reinforced with bar tack stitching.                         | تمام کمزور حصے (جیسے کہ آستین کے جوڑے، جوڑے کے سرے وغیرہ) کو بار ٹیک سلائی سے مضبوط کیا جائے۔              |
| Over Lock          | Full/complete over lock                                                                                                    | مکمل اوور لاک                                                                                              |
| Press              | Steam pressing                                                                                                             | بھاپ سے استری                                                                                              |
| Label on Sweater   | Size label is must. Year (i.e. 2027) should also be mentioned on size tag                                                  | سویٹر پر سائز کا لیبل لازمی ہو۔ سال (مثلاً 2027) بھی سائز ٹیک پر درج ہو                                    |
| Packing            | Individual pieces are packed in poly bags. Same size items are packed in cartons to transport to buyer's warehouse safely. | ہر ٹیپس پولی بیگ میں پیک ہو۔ ایک ہی سائز کے آئٹمز کارٹن میں ڈال کر خریدار کے گودام تک محفوظ پہنچائے جائیں۔ |

**Mandatory Requirements / لازمی تقاضے**

All bidders must submit the required sweater samples along with their bid. To qualify in the technical evaluation phase, 100% compliance with the specified sweater quality standards is mandatory. Sweater samples may be tested through a laboratory to verify compliance. Bidders must also provide original laboratory test reports, **issued in September 2026**, covering at least the following three (3) tests: **(i) Yarn Count, (ii) Fabric Composition, and (iii) Wales and Courses**. Any bid submitted without the required sweater samples and valid original lab reports will be considered non-compliant and may be rejected.

تمام بولی دہندگان کے لیے لازم ہے کہ وہ اپنی بولی کے ساتھ مطلوبہ سویٹر کے نمونے جمع کروائیں۔ ٹیکنیکی جانچ کے مرحلے میں صرف وہی بولی اہل قرار پائے گی جو مقررہ معیار پر مکمل پورا اترے۔ سویٹر کے نمونوں کی تصدیق کے لیے ان کا لیبارٹری میں ٹیسٹ کیا جاسکتا ہے۔ بولی دہندگان کو یہ بھی یقینی بنانا ہوگا کہ وہ لیبارٹری کی اصل رپورٹ فراہم کریں، جو گزشتہ دو ہفتوں کے اندر جاری شدہ ہو اور جس میں کم از کم تین ٹیسٹ (یارن کاؤنٹ، فیبرک کمپوزیشن، اور ویلز اور کورسز) شامل ہوں۔ بغیر نمونوں اور درست لیبارٹری رپورٹس کے جمع کرائی گئی بولی ناقابل قبول تصور کی جائے گی اور مسترد کی جاسکتی ہے۔

**Required Samples for Bid Evaluation**

Bidders are requested to provide the following samples for evaluation:

| #  | Sample                            | Quantity | Remarks                                                                                                                                         |
|----|-----------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Sweater V-neck (Any size & color) | 02       | Also attach a lab test report shown the test results of 1) Yarns count (acrylic and polyester), 2) fabric composition, and 3) Wales and Course. |
| 2. | Zipper (Any size & color)         | 02       |                                                                                                                                                 |

## Size Chart (Sweaters and Zippers)

Bidders are required to follow the size chart provided below for the production of sweaters. Any deviation from these sizes beyond the allowed tolerance will not be accepted. The samples and final supply must strictly comply with the given measurements. A permissible error margin of  $\pm 0.5$  inch in length and width is acceptable as per general industry practice. If any change in the size chart is required, bidders must clearly indicate it at the time of submitting their quotation. The proposed changes will be reviewed, and the order will be placed accordingly. Please note that the given measurements represent the final sizes of the finished items.

بولی دہندگان کے لیے لازمی ہے کہ وہ ذیل میں فراہم کردہ سائز چارٹ کے مطابق سوئیٹر تیار کریں۔ مقررہ سائز سے اجازت یافتہ حد سے زیادہ فرق قابل قبول نہیں ہوگا۔ جمع کرائے گئے نمونے اور حتمی سپلائی دی گئی پیمائش کے عین مطابق ہونی چاہیے۔ لمبائی اور چوڑائی میں  $\pm 0.5$  انچ تک کی کمی یا زیادتی قابل قبول ہوگی۔ اگر سائز چارٹ میں کسی تبدیلی کی ضرورت ہو تو براہ کرم اس کی واضح نشاندہی اپنی کوششیں جمع کرواتے وقت کریں تاکہ اس کا جائزہ لے کر اس کے مطابق آرڈر دیا جاسکے۔ براہ کرم نوٹ کریں کہ دی گئی پیمائشیں تیار شدہ آئٹمز کے حتمی سائز ہیں۔

| Size | Length | Chest | Sleeve | Shoulder | Arm hole | Cuff hole | Neck V / Collar | Style  | Gender |
|------|--------|-------|--------|----------|----------|-----------|-----------------|--------|--------|
| 22   | 18     | 12    | 13     | 6        | 10       | 6         | 16              | Closed | M/F    |
| 24   | 19     | 12    | 14     | 6        | 11       | 6         | 16              | Closed | M/F    |
| 26   | 20     | 13    | 15     | 7        | 11.5     | 7         | 17              | Closed | M/F    |
| 28   | 21     | 14    | 16     | 7        | 12       | 7         | 17              | Closed | M/F    |
| 30   | 22     | 15    | 19     | 8        | 13       | 8         | 20              | Closed | M/F    |
| 32   | 24     | 16    | 19     | 8        | 13       | 8         | 20              | Closed | M/F    |
| 34   | 26     | 17    | 21     | 9        | 15       | 9         | 22              | Closed | M/F    |
| 36   | 27     | 18    | 22     | 9        | 15       | 9         | 22              | Closed | M/F    |
| 38   | 28     | 19    | 23     | 10       | 16       | 10        | 22              | Closed | M/F    |
| 40   | 29     | 20    | 23     | 10       | 16       | 10        | 22              | Closed | M/F    |
| 26   | 19     | 12.5  | 14     | 6        | 11       | 6         | 16              | Zipper | Female |
| 28   | 20.5   | 13.5  | 15     | 7        | 11       | 6         | 16              | Zipper | Female |
| 30   | 22     | 14.5  | 18     | 8        | 12       | 7         | 19              | Zipper | Female |
| 32   | 23     | 15.5  | 19     | 8        | 14       | 7         | 19              | Zipper | Female |
| 34   | 25     | 17    | 21     | 9        | 15       | 9         | 22              | Zipper | Female |
| 36   | 26     | 18    | 22     | 9        | 15       | 9         | 22              | Zipper | Female |
| 38   | 27     | 19    | 23     | 10       | 16       | 10        | 22              | Zipper | Female |
| 40   | 28     | 20    | 23     | 10       | 16       | 10        | 22              | Zipper | Female |

## Defect Classification and Inspection Guidelines

Inspection of V-Neck and Full-Zip Sweater shipments will be carried out through random sampling as per READ Foundation policy. The total supplied quantity will be verified against the order specifications. Any item found with critical defects will be rejected outright. Items with major defects must be reworked or replaced by the supplier before acceptance. If the defect rate in the inspected lot exceeds 5%, the entire shipment will be rejected. If the defect rate is 5% or less, the supplier must sort and replace all defective items at their own expense before the shipment can be accepted.

## Defect Classification

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

| Type & Impact                                                                                               | Defects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Critical Defects – Immediate rejection of item/shipment.</b><br>ایسے نقائص پر مکمل مال مسترد کیا جائے گا | <ol style="list-style-type: none"> <li>Wrong fiber composition (Polyester/Acrylic ratio not as per requirement).</li> <li>Measurements beyond permissible tolerance margin (<math>\pm 0.5</math> inch).</li> <li>Poor knitting (uneven, loose, or broken structure).</li> <li>Yarn quality not as per requirement (weak, coarse, or substandard).</li> <li>Holes, cuts, or burns in fabric.</li> <li>Zipper not functional (doesn't open/close properly) or wrong type/quality.</li> <li>Different fabric shades in one garment (mismatched dye/lot).</li> <li>Missing part (zipper, label, or any required component not attached).</li> </ol> |

| Type & Impact                                                                                                                                                                           | Defects                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                         | 9. Severe stains, dirt, or visible marks in critical zones.<br>10. Color fastness failure (excessive fading, bleeding, or rubbing).<br>11. Overlock missing.<br>12. Wrong or defective stitching at critical joints (e.g., sleeves, side seams, zipper ends).<br>13. Violation of READ Foundation's Safeguarding Policy (e.g., child labour, forced labour, unsafe work practices).                                                    |
| <b>Major Defects</b> – Replacement or rework required; shipment may be rejected if > 5% defect rate.<br>ایسے نقائص کی صورت میں مال کو واپس کیا جاسکتا ہے یا دوبارہ کام کا کہا جاسکتا ہے | 1. Size label missing or incorrect.<br>2. Overlock <b>skipping</b> by more than 0.5 inch.<br>3. Wrong zipper number/runner used.<br>4. Packing not as per required method (e.g., item not individually poly-bagged).<br>5. Shade variation within bulk lot (minor but noticeable).<br>6. Yarn mixing or fiber contamination visible in fabric.<br>7. Inconsistent rib/neck finishing.<br>8. Loose or weak bar-tack at stress points.   |
| <b>Minor Defects</b> – Accepted with remarks; monitor for improvement<br>حد سے زیادہ معمولی نقائص کی صورت میں اصلاح کی ضرورت ہو سکتی ہے                                                 | 1. Loose or uncut threads left on garment.<br>2. Minor stains, dust, or oil marks in non-critical zones (removable by washing).<br>3. Wrinkles or improper pressing.<br>4. Minor stitching irregularities (slightly uneven stitch length but not affecting strength).<br>5. Slight misplacement of labels (not affecting readability).<br>6. Slight puckering at seams.<br>7. Packaging not neat (but item still individually packed). |

### 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 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 |

Inspection shall be done according to below given schedule:

| Inspection Type          | Time                                                                                                                                         | Remarks                                                                                                                                              |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Material inspection      | Inspection at the time when all materials required for order completion are available at the supplier warehouse/ production unit.            | Materials, sweater patterns shall be inspected at this stage. Further production will proceed only after acceptance report is issued.                |
| 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 the manufacturing process will be inspected at this stage. Further production will proceed only after the acceptance report is issued. |
| 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.                                                      | Final verification at organizational warehouse before acceptance. Payment after acceptance report.                                                   |

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

**Price schedule:**

Bidders are requested to provide their most competitive unit and total prices for the following items, ensuring that rates are inclusive of all applicable taxes and transportation charges, in accordance with the specifications provided in this tender document. The shade codes are Dark Green (9292), Maroon (9241), Grey (9202), and Navy Blue (9284); the successful bidder must confirm the fabric shade before production to avoid any later confusion.

| Sr.# | Item Name | Type     | Item Color | Item Size | Quantity | Unit Price (PKR) | Total Price (PKR) |
|------|-----------|----------|------------|-----------|----------|------------------|-------------------|
| 1    | Sweater   | V-Neck   | Dark Green | 20        | 32       |                  |                   |
| 2    | Sweater   | V-Neck   | Dark Green | 22        | 300      |                  |                   |
| 3    | Sweater   | V-Neck   | Dark Green | 24        | 856      |                  |                   |
| 4    | Sweater   | V-Neck   | Dark Green | 26        | 1•128    |                  |                   |
| 5    | Sweater   | V-Neck   | Dark Green | 28        | 802      |                  |                   |
| 6    | Sweater   | V-Neck   | Dark Green | 30        | 685      |                  |                   |
| 7    | Sweater   | V-Neck   | Dark Green | 32        | 420      |                  |                   |
| 8    | Sweater   | V-Neck   | Dark Green | 34        | 273      |                  |                   |
| 9    | Sweater   | V-Neck   | Dark Green | 36        | 9        |                  |                   |
| 10   | Sweater   | V-Neck   | Dark Green | 38        | 2        |                  |                   |
| 11   | Sweater   | V-Neck   | Dark Green | 40        | 1        |                  |                   |
| 12   | Sweater   | Full Zip | Dark Green | 22        | 1        |                  |                   |
| 13   | Sweater   | Full Zip | Dark Green | 24        | 5        |                  |                   |
| 14   | Sweater   | Full Zip | Dark Green | 28        | 1        |                  |                   |
| 15   | Sweater   | Full Zip | Dark Green | 30        | 2        |                  |                   |
| 16   | Sweater   | Full Zip | Dark Green | 32        | 1        |                  |                   |
| 17   | Sweater   | Full Zip | Dark Green | 34        | 2        |                  |                   |
| 18   | Sweater   | Full Zip | Dark Green | 36        | 4        |                  |                   |
| 19   | Sweater   | Full Zip | Dark Green | 38        | 12       |                  |                   |
| 20   | Sweater   | V-Neck   | Maroon     | 24        | 2        |                  |                   |
| 21   | Sweater   | V-Neck   | Maroon     | 26        | 98       |                  |                   |
| 22   | Sweater   | V-Neck   | Maroon     | 28        | 527      |                  |                   |
| 23   | Sweater   | V-Neck   | Maroon     | 30        | 769      |                  |                   |
| 24   | Sweater   | V-Neck   | Maroon     | 32        | 666      |                  |                   |
| 25   | Sweater   | V-Neck   | Maroon     | 34        | 523      |                  |                   |
| 26   | Sweater   | V-Neck   | Maroon     | 36        | 351      |                  |                   |
| 27   | Sweater   | V-Neck   | Maroon     | 38        | 280      |                  |                   |
| 28   | Sweater   | V-Neck   | Maroon     | 40        | 60       |                  |                   |
| 29   | Sweater   | V-Neck   | Maroon     | 42        | 20       |                  |                   |
| 30   | Sweater   | Full Zip | Maroon     | 22        | 1        |                  |                   |
| 31   | Sweater   | Full Zip | Maroon     | 24        | 5        |                  |                   |
| 32   | Sweater   | Full Zip | Maroon     | 26        | 10       |                  |                   |
| 33   | Sweater   | Full Zip | Maroon     | 28        | 74       |                  |                   |

| Sr.# | Item Name | Type     | Item Color | Item Size | Quantity | Unit Price (PKR) | Total Price (PKR) |
|------|-----------|----------|------------|-----------|----------|------------------|-------------------|
| 34   | Sweater   | Full Zip | Maroon     | 30        | 229      |                  |                   |
| 35   | Sweater   | Full Zip | Maroon     | 32        | 443      |                  |                   |
| 36   | Sweater   | Full Zip | Maroon     | 34        | 633      |                  |                   |
| 37   | Sweater   | Full Zip | Maroon     | 36        | 921      |                  |                   |
| 38   | Sweater   | Full Zip | Maroon     | 38        | 454      |                  |                   |
| 39   | Sweater   | Full Zip | Maroon     | 40        | 186      |                  |                   |
| 40   | Sweater   | Full Zip | Maroon     | 42        | 186      |                  |                   |
| 41   | Sweater   | V-Neck   | Grey       | 22        | 37       |                  |                   |
| 42   | Sweater   | V-Neck   | Grey       | 24        | 161      |                  |                   |
| 43   | Sweater   | V-Neck   | Grey       | 26        | 159      |                  |                   |
| 44   | Sweater   | V-Neck   | Grey       | 28        | 157      |                  |                   |
| 45   | Sweater   | V-Neck   | Grey       | 30        | 235      |                  |                   |
| 46   | Sweater   | V-Neck   | Grey       | 32        | 111      |                  |                   |
| 47   | Sweater   | V-Neck   | Grey       | 34        | 100      |                  |                   |
| 48   | Sweater   | V-Neck   | Grey       | 36        | 65       |                  |                   |
| 49   | Sweater   | V-Neck   | Grey       | 38        | 17       |                  |                   |
| 50   | Sweater   | V-Neck   | Grey       | 40        | 1        |                  |                   |
| 51   | Sweater   | Full Zip | Grey       | 26        | 1        |                  |                   |
| 52   | Sweater   | Full Zip | Grey       | 28        | 8        |                  |                   |
| 53   | Sweater   | Full Zip | Grey       | 30        | 21       |                  |                   |
| 54   | Sweater   | Full Zip | Grey       | 32        | 82       |                  |                   |
| 55   | Sweater   | Full Zip | Grey       | 34        | 64       |                  |                   |
| 56   | Sweater   | Full Zip | Grey       | 36        | 68       |                  |                   |
| 57   | Sweater   | Full Zip | Grey       | 38        | 51       |                  |                   |
| 58   | Sweater   | Full Zip | Grey       | 40        | 45       |                  |                   |
| 59   | Sweater   | V-Neck   | Navy Blue  | 20        | 6        |                  |                   |
| 60   | Sweater   | V-Neck   | Navy Blue  | 22        | 42       |                  |                   |
| 61   | Sweater   | V-Neck   | Navy Blue  | 24        | 139      |                  |                   |
| 62   | Sweater   | V-Neck   | Navy Blue  | 26        | 142      |                  |                   |
| 63   | Sweater   | V-Neck   | Navy Blue  | 28        | 177      |                  |                   |
| 64   | Sweater   | V-Neck   | Navy Blue  | 30        | 194      |                  |                   |
| 65   | Sweater   | V-Neck   | Navy Blue  | 32        | 113      |                  |                   |
| 66   | Sweater   | V-Neck   | Navy Blue  | 34        | 51       |                  |                   |
| 67   | Sweater   | V-Neck   | Navy Blue  | 36        | 27       |                  |                   |
| 68   | Sweater   | V-Neck   | Navy Blue  | 38        | 15       |                  |                   |
| 69   | Sweater   | V-Neck   | Navy Blue  | 40        | 5        |                  |                   |
| 70   | Sweater   | Full Zip | Navy Blue  | 22        | 1        |                  |                   |

| Sr.#                             | Item Name | Type     | Item Color | Item Size | Quantity | Unit Price (PKR) | Total Price (PKR) |
|----------------------------------|-----------|----------|------------|-----------|----------|------------------|-------------------|
| 71                               | Sweater   | Full Zip | Navy Blue  | 24        | 3        |                  |                   |
| 72                               | Sweater   | Full Zip | Navy Blue  | 26        | 3        |                  |                   |
| 73                               | Sweater   | Full Zip | Navy Blue  | 28        | 12       |                  |                   |
| 74                               | Sweater   | Full Zip | Navy Blue  | 30        | 15       |                  |                   |
| 75                               | Sweater   | Full Zip | Navy Blue  | 32        | 35       |                  |                   |
| 76                               | Sweater   | Full Zip | Navy Blue  | 34        | 59       |                  |                   |
| 77                               | Sweater   | Full Zip | Navy Blue  | 36        | 96       |                  |                   |
| 78                               | Sweater   | Full Zip | Navy Blue  | 38        | 53       |                  |                   |
| 79                               | Sweater   | Full Zip | Navy Blue  | 40        | 49       |                  |                   |
| Grand Total:                     |           |          |            |           | 13,594   | -                |                   |
| Total price in words: Pak rupees |           |          |            |           |          |                  |                   |

## Terms and Conditions:

- Bid envelope should be properly sealed and clearly marked, "**Tender Form for Sweaters**"
- 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**.
- Quotation form should be filled completely in ink. Use of lead pencil is not allowed.
- Erasing/ cutting or over-writing should be avoided.
- The firms/contractors/suppliers should be registered with Income Tax Office.
- Prices should be inclusive of all applicable Govt. taxes.
- 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.
- The price quoted in bid should be preferably valid for at least one months from last date of submission of quotations.
- Quantities (demand) mentioned herein are **tentative** and can be increased or decreased at the time of award of purchase order.
- Bidders are encouraged to visit READ Foundation's office to clarify specifications or requirements before submitting their bids.
- 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.
- The interested firms/ contractors/suppliers should submit their quotations latest by **11:00AM September 17, 2026**.
- 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. براؤ کر م اپنی سیل بند کوٹیشن بذریعہ کوریئر، ڈاک یا بذاتِ خود جمع کروائیں۔ کسی بھی قسم کی وضاحت، نمونے کے معائنے یا پیشگی ملاقات کے لیے براؤ کر م دستخط کنندہ سے رابطہ کریں۔



**Shafeeq Sadiq** - Manager, Procurement Department, READ Foundation  
Al-Farooq Plaza, 3rd Floor, Bahria Enclave Road (Kuri Road),  
Chak Shahzad, Islamabad, Tel:+92(51) 8482152