



INVITATION TO BID DOCUMENT

Title/ Name of required Supplies/ Work:

Supply of Tool Kits for Female Hand & Machine Embroidery & Tailoring, Carpet & Gillum, Art & Crafts and Leather Embroidery.

The above supplies are required for Quetta, Balochistan.

Last Date & Time for Bid Submission:
October 01, 2025
at 11:00 AM.

Bid Opening Date & Time:
October 01, 2025
at 11:30 AM

Bid Opening Venue:



**House No. 75-A, Chaman Housing Scheme,
Airport Road, Quetta**

Tel: +92 81-2864156-9

TARAQEE FOUNDATION

The bidder agrees and accepts the above-mentioned terms and conditions Signature / Stamp: _____

INVITATION TO BID (ITB)
**FOR SUPPLY OF TOOL KITS FOR FEAMLE HAND & MACHINE EMBROIDERY & TAILORING,
 CARPET & GILLUM, ART & CRAFTS AND LEATHER EMBROIDERY IN QUETTA BALOCHISTAN**

Last date & time for issuance of ITB:	Tuesday, September 30, 2025 (till 05:00 PM) ITB is also available on TF website www.taraqee.pk
Last date & time for tender submission:	Wednesday, October 01, 2025 (till 11:00 AM)
Tender opening date and time:	Wednesday, October 01, 2025 (at 11:30 AM)
Tender opening venue:	Taraqee Head Office, House #. 75-A, Chaman Housing Scheme, Airport Road, Quetta
Tender fee:	No Tender Fee Applies

ITB issued to:

(Mention firm/company's name)

ITB received by:

(Signature of person receiving ITB on behalf of firm)

Name:

(Name of person receiving ITB on behalf of firm)

CNIC No.:

(CNIC No. of person receiving ITB on behalf of firm)

INTRODUCTION OF TARAQEE FOUNDATION

Taraqee Foundation (TF) is a non-profit organization, working in Pakistan since 1994 with financial assistance from different national and international donors and funding agencies. TF was initially registered under Societies Registration Act 1860 but TF afterwards got registered with Securities and Exchange Commission of Pakistan (SECP) under The Companies Ordinance 1984. TF is also registered with Economic Affairs Division, Govt. of Pakistan.

For more information, please visit TF official website <http://www.taraqee.pk>

1. GENERAL INFORMATION ABOUT THIS ITB:

Taraqee Foundation (TF) is inviting bids from firms/ companies/ manufacturers/ general order suppliers/ contractors/ distributors duly registered with Government of Islamic Republic of Pakistan for the **Supply of Tool Kits for Female Hand & Machine Embroidery and Tailoring, Carpet & Gillum, Art & Crafts and Leather Embroidery** in Quetta under UNHCR funded project titled, "Provision of skill development opportunities to Afghan Refugees and Host Communities in Quetta".

IMPORTANT:

Exact technical specifications of the required supplies are detailed in **Annex-A (Price Proposal and Bill of Quantities)** of this document.

TARAQEE FOUNDATION

The bidder agrees and accepts the above-mentioned terms and conditions Signature / Stamp: _____

2. BIDDING DOCUMENT

The following annexes form an integral part of this Invitation to Bid document:

- Annex-A:** Price Proposal/ Bill of Quantities for Supply of Tool Kits for Female Hand & Machine Embroidery & Tailoring, Carpet & Gillum, Art & Crafts and Leather Embroidery;
- Annex-B:** Vendor's General Information;
- Annex-C:** Bid/ Proposal Evaluation Criteria Sheet;
- Annex-D:** Delivery Plan

BIDDING INFORMATION

1. QUERIES:

Bidders are required to submit all their **queries** in respect of this Invitation to Bid (ITB) by e-mail to admin@taragee.pk latest by **Monday, September 29, 2025 till 05:00 PM**. TF will ensure its response against the received queries latest by **Tuesday, September 30, 2025 till 05:00 PM**. TF may, at its own discretion, copy any reply to a particular question to all other invited bidders. For instant response, the bidders can contact TF on phone #. **081-2864156-9** during **September 11, 2025 to September 30, 2025 (09:00 AM. to 05:00 PM)**

2. YOUR OFFER:

Please submit your offer using the submission templates provided in this ITB (**Annex-A**). It should confirm to the following requirements and contain all information required. The offers not conforming to the requested format will not be taken into consideration for evaluation. Your offer should clearly include the following information:

Past Experience and Certifications:

Firms/ companies/ manufacturers/ general order suppliers/ contractors/ distributors having at least three (03) years relevant experience in dealing similar nature of work and having valid Sales Tax & Income Tax registration are eligible to participate. In case of any dispute regarding firm/ business establishment date, the date mentioned on Income Tax/ GST registration certificate shall be considered as correct and final.

UNIT COST: DAP– (Delivered at place): All the supplies will be delivered at TF Skill Development Centers in Quetta, Balochistan. Detail of delivery points with delivery plan is given below (Please refer Clause 10 below).

SAMPLES OF THE REQUIRED SUPPLIES:

- **Samples of the required Items/ Supplies will be displayed in TF Head Office 75-A Chaman Housing Scheme, Airport Road, Quetta for bidders' assistance during September 11, 2025 till September 30, 2025. Bidders are allowed and encouraged to visit TF Office during office hours to see/ check the samples.**
- **Bidders are required to submit their samples along with their bids on or before October 01, 2025 (Till 11:00 AM.). Bids received without samples will be considered non-responsive and will be rejected.**



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The bidder agrees and accepts the above-mentioned terms and conditions Signature / Stamp: _____

IMPORTANT:

- Your offer must bear your official letter head clearly identifying your **company name, legitimate office address(es), focal person name and contact numbers;**
- Bidders are required to quote all rates (for each item/job/work) without skipping any item in **Annex-A (Price Proposal);**
- Incomplete or partial bids will not be entertained and will be considered non-responsive and will be rejected;
- Escalation of rates under whatsoever circumstances is not allowed after opening the bid;
- Withdrawal or surrender of bid is not allowed after opening the bid;
- Conditional bids/ tenders will not be entertained and will be rejected;
- TF reserves the right to reduce or increase the quantity of required items/ supplies without assigning any reason;
- Firms/ companies/ manufacturers/ general order suppliers/ contractors/ distributors having no Income Tax registration will be rejected.

3. LEAD TIME:

All the mentioned supplies must be delivered as per required specifications/ instructions on specified locations within **20 Calendar days (Twenty calendar days)** after placement of Work Order/ Purchase Order or entering into Contract.

4. EARNEST MONEY/ BID SECURITY:

Your offer must be accompanied with **02% earnest money/ bid security (refundable)** of the total quoted amount in shape of **Call Deposit/ Pay Order or Demand Draft** made out in favor of **Taraqee Foundation. Bids received without earnest money/ bid security will be rejected.** Earnest money received from the successful bidder will remain with TF till successful completion of Work Order/ Purchase Order or the Contract. Earnest money received from unsuccessful bidders will be returned back to bidders after the completion of bidding process. TF will try its best to complete the bidding process at its earliest possible but any unforeseen event(s) may cause delay in completing bidding process. In this situation, return of Earnst Money to unsuccessful bidders may take time more than expected. TF has the rights to disqualify bidders whose earnest money is found short of the required 02% amount of its submitted proposal.

Successful bidder will be required to submit additional eight (08)% security deposit making a total of 10% security deposit with TF before issuing Purchase Order/ Contract. This 10% security deposit is refundable and will remain with TF till successful and satisfactory completion of Purchase Order/ Contract.

5. COST:

The quoted price must include cost of supplies, labor charges, loading/ unloading charges, transportation till the work site/ delivery point, insurance (if any), and all applicable government taxes.

6. CURRENCY: Your proposal/ bid must be prepared in Pakistani Rupees only.

7. LANGUAGE: Your proposal/ bid must be prepared in English only.

8. CLEAR AND LEGIBLE OFFER:

Only those bids/ offers will be considered for evaluation which are absolutely clear, unambiguous and legible. Any unavoidable cutting/ overwriting must be signed and stamped. Use of correction pen/ correcting fluid is not allowed. Use of correction pen/ correcting fluid could cause rejection of the bid/ offer. Any correction which could cause implication in future will not be accepted.

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The bidder agrees and accepts the above-mentioned terms and conditions Signature / Stamp: _____

9. INSPECTION OF SUPPLIES/ SERVICES/ WORK IN PROGRESS:

Inspection of supplies at any time with or without bringing into the knowledge of the vendor is allowed under this ITB. The successful vendor will facilitate TF Project Manager or any other person authorized by TF for the inspection.

Inspection of supplies may be done at vendor's warehouse before dispatches to distribution points or at the delivery points whichever is convenient to TF. In case of rejection of supplies at delivery points, bidder shall be liable for replacing the items as well as collection of rejected items from delivery points with no cost on TF. Payment will only be released after detailed inspection and satisfactory delivery of the supplies.

10. DELIVERY POINTS:

Following are the delivery points for supplies:

1. TF Skill Dev. Center at House #. 06, Block 05, Baloch Colony, Ghousabad Satellite Town, Qta.
2. TF Skill Dev. Center at Attai Chowk near Imam Raza Imam Bargah, Hazara Town, Quetta.
3. TF Skill Dev. Center at House #. Nil, Burrak Housing Scheme, Eastern Bypass, Qadriabad, Qta.

Distribution Plan:

All the required supplies will be delivered at above-mentioned delivery point(s) in **full and single go**.

11. PERFORMANCE SECURITY/ PENALTY:

Performance Security/ Penalty @ 0.5% of the Purchase Order/ Work Order/ Contract amount per day will be charged for late completion of supply/work and the amount will be deducted from security deposit/ earnest money already submitted to TF. Performance Security/ Penalty can also be deducted from payment to vendor whichever is convenient to TF. Performance Security/ Penalty will be charged up to maximum of fifteen (15) Calendar days thereafter, the Purchase Order/ Work Order/ Contract can be terminated/ cancelled.

12. BID VALIDITY:

The bid submitted must remain valid for acceptance for at least **One hundred and twenty (120) days** from the date of opening the Invitation to Bid.

13. VENDOR'S GENERAL INFORMATION:

The bidders are required to complete and submit with their offer the vendor's general information form (**Annex-B**), together with the necessary supporting documents. The bidders are required to submit the following documents with their bids:

- ✓ Copy of Income Tax registration certificate;
- ✓ Copy of Sales Tax (GST/ BRA) registration certificate;
- ✓ Copies of audit reports or tax returns for last 3 years (2022, 2023 & 2024);
- ✓ Bank statement for the last six (06) months and Bank Account maintenance Certificate;
- ✓ List of past clients/customers;
- ✓ Copies of Purchase Orders (POs)/ Work Orders (WOs) of previously completed supply contracts completed during last three (03) years, as specified in ITB;
- ✓ Affidavit on Non-judicial Stamp paper for not being black listed and
- ✓ Any other document further strengthening firm's financial health/ goodwill.



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The bidder agrees and accepts the above-mentioned terms and conditions Signature / Stamp: _____

14. BID EVALUATION

a) The received bids will be **Technically** evaluated at **First** step on the basis of:

- Firm/ Company's core business;
- Firm/ Company's work experience/ track record;
- Firm/ Company's capacity/ ability to respond quickly to contractual obligations;
- Firm/ Company's financial standing;
- Firm/ Company's registration with concerned Govt. Authorities i.e. Tax Authorities etc.
- Compliance with the required specifications mentioned in ITB (means quality of supplies/ services being offered by the bidder);
- Offered delivery time/ delivery plan
- Warranties/ After sales service etc. (if required, depending upon nature of procurement)

The above evaluations will be carried out based on the Vendor's General Information Form submitted by bidder along with supporting documents.

b) Only those bids will be **Financially** evaluated that qualify the technical evaluation;

15. SUBMISSION OF BIDS

Bids must be submitted in two (02) separately sealed envelopes as follows:

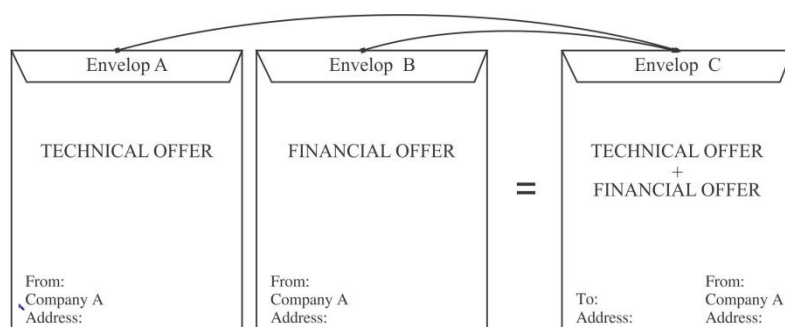
The outer envelope should be marked and addressed as mentioned below.

a. First sealed envelope containing technical part of the offer having the following documents:

- i. Duly filled Vendor's General Information Form (**Annex-B**);
- ii. Copy of valid Income Tax registration certificate;
- iii. Copy of valid Sales Tax (GST/BRA) registration certificate;
- iv. Copies of Audit Reports or Tax Returns (for last three (03) years i.e. 2022, 2023, and 2024 only);
- v. Bank Statement for last six (06) months along with Bank Account Maintenance certificate;
- vi. POs/ WOs of previously completed contracts/ works during last three (03) years, as specified in the invitation to Bid (ITB);
- vii. Duly filled Delivery Plan (**Annex-D**);
- viii. Photo copy of 02% security deposit/ earnest money (**Amount in words and figure must be hidden/ not readable**);
- ix. **01-Year Warranty for sewing machines with installed motors and Iron;**
- x. Affidavit on Non-judicial Stamp paper for not being black listed and
- xi. Any other document further strengthening firm's financial health/ goodwill.

b. Second sealed envelope containing commercial part of the offer having the following documents;

- I. Duly filled, signed and stamped Price Proposal Form (**Annex - A**);
- II. Original Security Deposit 02% of quoted amount in shape of Call Deposit/ Pay Order/ Demand Draft.



Signature

TARAQEE FOUNDATION

The bidder agrees and accepts the above-mentioned terms and conditions Signature / Stamp: _____

c. Samples of the required Items/ Supplies;

- Bidders are required to submit their samples along with their bids. Bids received without samples will be considered non-responsive and will be rejected.

Both first and second envelopes should be sealed in third envelope having written the details as illustrated above.

Note: TF prefers to receive the bids through registered mail i.e. courier/ special mail sent to TF on below-mentioned office address however, bids can also be delivered by hand at TF below-mentioned office address. In both cases, the bids must reach TF Office on below-mentioned address by or before October 01, 2025 (11:00 AM.) sharp.

TF Office Address for receiving Bids

Taraqee Foundation
House #. 75-A, Chaman Housing
Scheme, Airport Road, Quetta,
Balochistan, Pakistan
Tel: +92 81 2864156-59

Late Submission of Bids: Bids received after the deadline for submission of bids and bids transmitted in any other form than those indicated above will not be considered.

Bid Opening: Technical Bid/ Proposals will be opened on **October 01, 2025 at 11:30 AM.** while Financial Bids/ Proposals will only be opened for evaluation if the firm/ bidder technically qualify. The Financial Bids/ Proposals will be opened later on after the completion of Technical Evaluation of the bids/ proposals.

16. BID ACCEPTANCE

TF reserves the right to accept the whole or part of your bid. Please note that **lowest offer/price is not the sole criteria for selection of offer.** Received bids will be evaluated as per **Selection Criteria** mentioned in **Annex-C (Proposal/ Bid Evaluation Criteria).**

17. CURRENCY AND PAYMENT TERMS

Purchase Order/ Work Order/ Contract will be made in Pakistani Rupees (PKR). Payment will be made within thirty (30) working days after completion of delivery and submission of invoice from vendor along with Goods Receipt Note (GRN) duly signed/ acknowledged by TF designated staff. Applicable government taxes at admissible rate shall be deducted at source from the payment made to the selected vendor.

18. ANNOUNCED PUBLIC HOLIDAY OR ANY OTHER UNFORESEEN

In case a public holiday is declared by the Government, or due to any other unforeseen circumstances, the tender shall be opened on the next working day at the same time and venue.

19. EXTENSION OF DEADLINE FOR SUBMISSION OF BIDS

TF may, at its own discretion, extend the deadline for submission of proposals by notifying all prospective bidders in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by TF at its own initiative or in response to a clarification requested by a prospective bidder.

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The bidder agrees and accepts the above-mentioned terms and conditions Signature / Stamp: _____

20. DISPUTE RESOLUTION

In case of any dispute or disagreement between TF and the vendor, the dispute shall be referred to the adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan and the venue for arbitration will be Quetta.

Yours sincerely,

Abdul Sami
Manager Admin & Procurement
Taraqee Foundation, Quetta.



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Annex – A

PRICE PROPOSAL SHEET / BOQ

Note: Price Proposal/ Bill of Quantities is attached at the end of this ITB.



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Annex-B
VENDOR'S GENERAL INFORMATION

Particulars	Description	Attachments (Annexure Nos.)
Name of the Firm/ Company:		
Address: Telephone, Fax & E-mail	Address: Tele: _____ Fax: _____ E-mail _____	
Year of Establishment (Attach any documentary evidence or furnish a statement on Oath)		
Income Tax registration number		
Sales Tax registration number		
Earnest Money/ Bid Security – 2% of total quoted amount in shape of Pay Order/ Call Deposit/ Demand Draft in favor of TF	Attached: Yes ☐ No ☐	
Banker's name and Contact details		
Work Experience. (Completed projects). Please indicate name of client and value of project in a separate sheet/ annexure.		
Assignment/ projects in hand. Please indicate name of client and value of project in a separate sheet/ annexure.		
Audit Reports or Income Tax Returns for the year 2022, 2023 and 2024		
Affidavit: (that the firm has never been blacklisted by private, Govt. Semi Govt. and Autonomous Body)		
Contact Person (Name & Designation) Date: _____	Name: _____ Designation: _____ _____ Authorized Signature & Stamp	

Note: Attach all the required documents with proper Annexure for ease of reference.

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The bidder agrees and accepts the above-mentioned terms and conditions Signature / Stamp: _____

Annex-C

Bid/ Proposal Evaluation Criteria

Technical Evaluation Criteria Procedure:

Technical proposals will be evaluated as per following criteria. **Minimum 35 Marks (50%) are required to qualify technically.**

Firms/ Companies will be evaluated on the basis of:

- Firm/ Company's Experience related to dealing/ doing supplies of relevant or similar work done during last three (03) years **(20 Marks)**;
- Firm/ Company's Delivery Schedule/ Plan **(10 Marks)**;
- Firm/ Company's Financial Standing (Audit Reports or Income Tax Returns for last three (03) years i.e. 2022, 2023 and 2024) **(10 Marks)**;
- Firm/ Company's Compliances **(10 Marks)** &
- Sample Evaluation **(20 Marks)**

Firms/ companies/ manufacturers/ general order suppliers/ contractors/ distributors scoring minimum **35 Marks (50%)** will qualify for Financial Evaluation however, firms/ companies/ manufacturers/ general order suppliers/ contractors/ distributors scoring **Zero** marks under work experience will Disqualify from the evaluation process.

Technical Evaluation Criteria:

Sr. No.	Criteria	Score
1.	Experience related to similar assignments/ work: 1. Bidders are required to attach five (05) Purchase Orders/ Work Orders (POs/ WOs) having a minimum worth of Rs. 2,000,000- (Two Million) each, showing relevancy of similar work done. The provided POs/WOs must be related to last three (03) years. 2. Score of 04 Marks will be given to bidder for each PO/WO fulfilling the requirement. 3. Only 05 POs/ WOs fulfilling the requirements will be entertained. In case, more than 05 POs/WOs are submitted, no additional score will be given to the firm. <u>Please note: TF reserves the right to verify all attached Purchase Orders (POs) and Work Orders (WOs). In case of any discrepancies or ambiguities, the concerned firm may be subject to blacklisting.</u>	20
2.	Lead Time/ Delivery Plan: Vendors will be required to deliver the supplies in Maximum 20 Calendar Days in any case. Following score will be given for offered delivery time for bid evaluation purpose: 1. Firms/ companies offering 15 Calendar days delivery time – 10 Marks 2. Firms/ companies offering 18 Calendar days delivery time – 8 Marks 3. Firms/ companies offering 20 Calendar days delivery time – 5 Marks Note: Submission of a Lead Time / Delivery Plan is mandatory. Without it, the Procurement Committee reserves the right to reject the bid.	10

3.	Audit Reports or Income Tax Returns 2022, 2023 and 2024 Following score will be given for providing/ submitting Audit Report or Tax Return: 1. Audit Report or Income Tax Return for FY 2021-22 – 03 Marks 2. Audit Report or Income Tax Return for FY 2022-23 – 03 Marks 3. Audit Report or Income Tax Return for FY 2023-24 – 04 Marks	10
4.	Compliance related to this ITB Marking/ Scoring will be done as per following required documentation: a) Bank statements for last six (06) months along with Bank account maintenance certificate. (04 Marks) b) Sales Tax Registration (04 Marks) & c) Firm Profile (Profile of Firm/ manufacturers/ general order supplier/ contractor/ distributor (02 Marks).	10
5.	Quality/ Specification of required material/ Sample Verification: Following score will be given for sample evaluation: 1. All samples (around 100% samples) meeting required specifications – 20 Marks 2. Majority of the samples (around 75% samples) meeting required specifications – 15 Marks. 3. Half of the samples (around 50% samples) meeting required specifications – 10 Marks. 4. Only few samples (around 25% samples) meeting required specifications – 5 Marks. 5. None of the samples (below 15%) meeting required specifications – 0 Marks. Note: Submission of all required samples is mandatory. Incomplete sample submissions will result in a deduction of evaluation scores. Legend: 1. 90-100% = 100%, 2. 65-89% = 75%, 3. 40-64% = 50%, 4. 15-39% = 25% & 5. Below 15% = 0%	20
Total		70

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Financial Evaluation Criteria

Financial proposal will be evaluated as per following criteria:

Sr. No.	Criteria	Score
1.	Bid Amount/ Price : The lowest bid quoted by any bidder will become benchmark and the firm quoting the lowest bid will get full 30 Marks. For ranking other bids, following formula will be applied: $\text{Score} = \frac{\text{Lowest bid offered}}{\text{Firms offered bid}} \times 30$	30

Bidder scoring highest marks (combining Technical score and Financial Bid score) will be offered the contract.

Note:

- The **Financial Bid/ Proposal** must be on template provided in this ITB (**Annex-A**), duly signed and stamped and with all applicable govt. taxes;
- Your bid/ proposal must be inclusive of cost of supplies, freight/ transportation charges, labor charges (loading/ unloading), insurance (if required) and all applicable Govt. taxes and duties payable till final delivery;

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Annex-D**Delivery Schedule/ Plan**

Sr. No.	Items/ Description	Delivery Schedule/ Plan (in Calendar days)
1	Supply of Tool Kits for Female Hand & Machine Embroidery & Tailoring, Carpet & Gillum, Art & Crafts and Leather Embroidery.	Note: _____ 1. Please mention the number of days you have plan to complete this supply/ task. 2. Please mention the days in the format of: a) 15 Calendar Days b) 18 Calendar Days c) 20 Calendar Days 3. Please mention Calendar Days only. If not specified clearly, the mentioned days will be considered Calendar days. 4. In case of writing "Working Days", two (02) weekend days will be added in your mentioned days for each 05-days duration).

✓ Bidder Signature with business stamp:



TARAQEE FOUNDATION

Check List for Submission of Tender Documents

Sr. No.	Required Documents	Status (Yes/ No)
1	Firm/ Company's Profile with Participation Request on firm/ company's letterhead.	
2	Earnest Money @ 02% in shape Pay Order/ Call Deposit/ Demand Draft.	
3	Income Tax Certificate	
4	General Sales Tax (GST/BRA) Certificate	
5	Audit Reports or Income Tax Returns for last three (03) years (2022, 2023 & 2024)	
6	Bank Statement (for last 06 months)	
7	POs/ WOs of previously completed works/ contracts related to last three (03) years with referee's name, contact number and e-mail address.	
8	Annexure-B , duly filled, signed and stamped with all supporting documents	
9	Annexure-D , Delivery Plan (in Calendar days)	
10	01-Year Warranty for Sewing machines (with installed motors) and Iron.	

NOTE: TF may conduct physical verification of legitimate business addresses and call reference check authenticating past performance of bidder. TF reserve the rights to disqualify the bidders who failed to secure satisfactory performance check, exist on any list of sanctioned parties and fail to submit samples within allocated time



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