



## INVITATION TO BID DOCUMENT

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**Title/ Name of required Services:**

**Provision of Catering and Event Management Services for  
Taraqee Foundation Head Office and Filed/ District Offices.**

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**Last Date & Time for Bid Submission:  
October 16, 2025 (Thursday)  
till 11:00 a.m.**

**Bid Opening Date & Time:  
October 16, 2025 (Thursday)  
at 11:30 a.m.**

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**Bid Opening Venue:**



**House No. 75-A, Chaman Housing Scheme,  
Airport Road Quetta.  
Phone #. (92-81)2864156-59**

*Signature*

**TARAQEE FOUNDATION**

**INVITATION TO BID (ITB)****FOR Provision of Catering and Event Management Services for Taraqee Foundation Head Office and Filed/  
District Offices.**

Last date & time for issuing of ITB:	Wednesday October 15, 2025 – 05:00 PM.
Last date & time for tender submission:	Thursday October 16, 2025 – 11:00 AM
Tender opening date and time:	Thursday October 16, 2025 – 11:30 AM
Tender opening venue:	House #. 75-A, Chaman Housing Scheme, Airport Road, Quetta
Tender Fee:	<b>No Tender Fee Applies</b>

**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 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 duly registered with the Government of Islamic Republic of Pakistan for Provision of Catering and Event Management Services for TF Head Office and Field/ District Offices. The services will be required for various events in Quetta as well as its Field and District Offices across Balochistan.

On the completion of this bidding process and depending upon the fund availability, Service Agreement will be signed with successful bidder(s)/ vendor(s) for a duration of one year for Provision of Catering and Event Management Services for TF's official functions, meetings, and field activities in Balochistan. The successful bidder(s) will then be responsible for providing the services according to their quoted price for the entire duration of the Service Agreement.

To comply with the requirements, it is strongly recommended that this Invitation to Bid document and its annexes must be read thoroughly. Failure to observe the procedures laid down therein may result in disqualification of the bidder from the evaluation process.

Note: Please note that this document cannot be taken in any way as an offer to contract with your firm.

**IMPORTANT:**

Exact specifications for the required services are detailed in **Annex-D (Price Proposal/ Financial Offer Format with Specifications)** of this document.

**2. BIDDING DOCUMENTS:**

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

- Annex A:** Terms & Conditions
- Annex-B:** Selection Criteria
- Annex-C:** Vendor's General Information Form
- Annex D:** Price Proposal/ Financial Offer Format with Specifications

**TARAQEE FOUNDATION**

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## BIDDING INFORMATION

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**1. QUERIES:**

Bidders are required to submit all their **queries** in respect of this Invitation to Bid (ITB) by e-mail to [admin@taraqee.pk](mailto:admin@taraqee.pk) latest by **Tuesday, October 14, 2025 till 05:00 PM**. TF will ensure its response latest by **Wednesday October 15, 2025 till 05:00 PM**. against the received queries. 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 **October 01, 2025 to October 15, 2025 (09:00 AM to 05:00 PM)**

**2. YOUR OFFER:**

Bidders are required to submit their offers using the submission templates provided in this ITB (**Annex-D**). The quoted rates must be inclusive of all charges, all govt. taxes/fees. Bidders are required to submit the following documents with their offers:

- a) Updated Company Profile;
- b) Copy of Income Tax Registration Certificate (NTN);
- c) Copy of Sales Tax Registration Certificate (BRA);
- d) Client List (Govt. Departments/NGO/INGO/UN-Agencies etc.);
- e) Audit Reports or Income Tax Returns for last three (03) years (2022, 2023 & 2024) and
- f) Work Orders/ Agreements of previously completed assignments during last Three (03) years.

**3. IMPORTANT:**

- Please submit cover letter on your official letter head, showing your interest in the bidding process, clearly identifying your **company name, legitimate office address(es), focal person name and contact number;**
- Bidders are required to quote all rates without skipping any item in **Annex-D (Financial Proposal/ Offer)**,
- 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;
- Escalation of rates under whatsoever circumstances is not allowed after signing the Service Agreement;
- Withdrawal or surrender of bid in not allowed after opening the bid;
- Conditional tenders will not be entertained and will be rejected;
- Firms/ Companies having no Income Tax registration/ GST/BST will be rejected.

**4. BID SECURITY:**

Your offer must be accompanied with Bid Security of a lumpsum amount of **Rs. 100,000- (Rupees One hundred thousand only) (refundable)** in shape of **Call Deposit/ Pay Order or Demand Draft** made out in favor of **Taraqee Foundation**. **Bids received without Bid Security will be rejected**. The Bid Security received from the successful bidder will remain with TF for 90 days (Ninety-days). Bid Security received from unsuccessful bidders will be returned back to bidders after the completion of bidding process.

**5. CURRENCY:** Your proposal/ offer/ bid must be prepared in Pakistani Rupees only.

**6. LANGUAGE:** Your proposal/ offer/ bid must be prepared in English only.

**7. 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.

**8. BID VALIDITY:**

The bid submitted must remain valid for acceptance for at least **ninety (90) days** from the date of opening the Bid/ Offer.

**9. PRICE VALIDITY:**

The quoted rates must remain valid for the period of one year after signing the agreement. Escalation of rates under whatsoever circumstances is not allowed once Frame Agreement is signed with the successful bidder for Year one year.

**10. VENDOR'S GENERAL INFORMATION:**

The bidders are required to complete and submit with their offer the **Vendor's General Information form (Annex-C)**, together with the necessary supporting documents. The bidders are required to submit the following documents with their bids:

- ✓ Copy of Income Tax Registration (NTN) Certificate;
- ✓ Copy of Sales Tax Registration (BRA) Certificate;
- ✓ Copies of Audit Reports or Tax Returns for last three (03) years (2022, 2023 & 2024);
- ✓ List of Past Clients/ Customers;
- ✓ Copies of Purchase Orders (POs)/ Work Orders (WOs) of previously completed assignments and/or Services Contracts as mentioned earlier and
- ✓ Any other document further strengthening firm's financial health/ goodwill.

**11. BID EVALUATION:**

1) The received bids will be **Technically** evaluated **First** 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 requirements mentioned in ITB.

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

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

**12. BID SUBMISSION:**

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

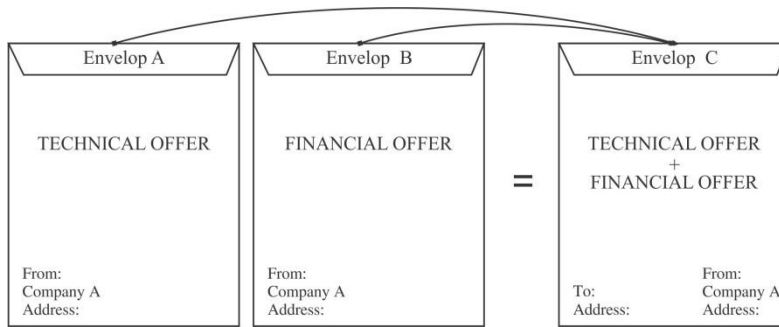
The outer envelope should be marked and addressed as mentioned below.

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

- i. Duly filled Vendor's General Information Form (**Annex-C**);
- ii. Copy of valid Income Tax Registration (NTN) Certificate;
- iii. Copy of valid Sales Tax Registration (BRA) Certificate;
- iv. Copies of Audit Reports or Tax Returns (for last three (03) years – 2022, 2023 & 2024);
- v. POs/ WOs of previously completed assignments/ contracts/ works;
- vi. Bid Security **Rs. 100,000- (original)** in shape of Call Deposit/ Pay Order/ Demand Draft in favor of TF;
- vii. Any other document further strengthening firm's financial health/ goodwill.

**b. (2<sup>nd</sup>) Sealed envelope containing Financial part of the offer having the following documents;**

- I. Duly filled, signed and stamped Price Proposal/ Financial Offer Form (**Annex - D**);



**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 16, 2025 (11:00 a.m.) 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:** Sealed envelope containing **Price Proposal/ Financial Offer** will only be opened for evaluation if the firm/ bidder technically qualifies.

### **13. BID ACCEPTANCE**

TF reserves the right to accept the whole or part of your bid. TF will select the Vender(s) with lowest offered rate from any bidder without selecting the firm as package. In this situation, there could be more than one successful firms/ company for Year 2025-26.

### **14. CURRENCY AND PAYMENT TERMS**

Purchase Order/ Work Order/ Contract will be made in Pakistani Rupees (PKR). Payment will be made on monthly basis within thirty (30) days after completion of the services. Applicable government taxes at admissible rate shall be deducted at source from the payment made to the selected vendor.

### **15. ANNOUNCED PUBLIC HOLIDAY OR UNFORESEEN CIRCUMSTANCES**

In case a public holiday is announced by the Government, or due to any unforeseen circumstances such as sudden strikes, law and order situations, or emergency closures, the tender opening shall be rescheduled to the next working day at the same time and venue.

### **16. EXTENSION OF DEADLINE FOR SUBMISSION OF BIDS:**

TF may, at its own discretion, extend the deadline for the 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 extension.

**17. STANDARDS OF CONDUCT:**

The Bidder agrees to conduct itself, and shall cause its personnel to conduct itself at all times with the fullest regard for the purpose and principles of the Taraqee Foundation and its donors, and in a manner befitting its relationship with TF under this Invitation to Bid. The Bidder and its personnel shall not engage in any activity that is incompatible with those purposes and principles of TF. The Bidder shall not engage in any action and in particular any kind of public procurement that relates to this contract in any way.

**18. DISPUTE RESOLUTION**

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

Yours sincerely

**Babar Shahzad**  
**Assistant Manager procurement**  
**Taraqee Foundation, Quetta.**



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**Annex A:**  
**Terms and Conditions**

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The following Terms & Conditions shall apply on the Service Agreement signed between the Firm/ Company and Taraqee Foundation:

- a) The Vendor will be selected through TF standard procurement process for providing the above-mentioned Provision of Catering and Event Management Services in the following Districts of Balochistan: Killa Abdullah, Chaman, Loralai, Pishin, Ziarat, Killa Saifullah, Zhob, Quetta, Noshki, Kharan, Dalbandin/ Chaghi, Khuzdar and adjacent Cities. The districts will be included based on the operational requirements of Taraqee Foundation.
- b) The Contract duration will be for the period of one (01) Year after signing of agreement, thereafter this contract can be extended for another term with the mutual consent of both TF and the Vendor.
- c) TF will request/instruct the vendor through issuing Purchase/ Supply Order for services/ supplies and the Vendor will be bound to supply the services/ supplies at required destination on agreed rate throughout contract period regardless the market prices on the date of request.
- d) All types of taxes, duties, govt. fees and charges imposed by whatsoever govt will be the sole responsibility of the Firm/ Company. All applicable withholding taxes i.e. Income Tax and Sales Tax (BRA) at admissible rate shall be deducted at source by TF from payment to Firm/ Company.
- e) In case of any violation of above terms and conditions, TF reserves the right to terminate the contract at once and the balance of the payment by either party shall be paid or reimbursed.



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**Annex-B****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 similar assignments/ work **(35 Marks)**;
- Firm/ Company's Financial Standing (Audit Reports or Income Tax Returns for FY 2024 and 2025) **(15 Marks)** &
- Firm/ Company's Compliances related to this ITB **(20 Marks)**

Firms/ Companies scoring minimum **35 Marks (50%)** will qualify for Financial Bid Evaluation however, Firms/ Companies scoring **Zero marks** under experience related to similar assignments/ work will **Disqualify** for Financial Bid Evaluation.

**Technical Evaluation Criteria:**

Sr. No.	Criteria	Score
1.	<b>Experience related to similar assignments/ work:</b>  1. Bidders are required to attach <b>five (05)</b> Purchase Orders/ Work Orders (POs/ WOs) having a minimum worth of <b>Rs. 300,000-</b> (Three hundred thousand) each, showing relevancy of similar work done. The provided POs/WOs must be related to last three (03) years.  2. Score of <b>07 Marks</b> will be given to bidder for each PO/WO fulfilling the requirement.  3. Only <b>05 POs/ WOs</b> fulfilling the requirements will be entertained. In case of more than 05 POs/WOs are submitted, no additional score will be given to the firm.	35
2.	<b>Audit Reports/ Income Tax Returns 2022, 2023 and 2024</b>  05 Marks per Audit Report/ Tax Return will be given for provided/ attached Audit Report/ Tax Return.	15
3.	<b>Compliance related to this ITB</b>  Attachments are required:  <b>a) Sales Tax Registration/BST (05 Marks)</b> <b>b) Bank Statement for last six (06) months (10 Marks)</b> <b>c) Firm/ Company Profile (05 Marks).</b>  <b><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></b>	20
<b>Total</b>		<b>70</b>

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**Financial Evaluation Criteria**

After qualifying Technical Evaluation, lowest rate will be the financial evaluation criteria. Quotation with lowest rates from the Firms/ Companies qualifying Technical Evaluation will be selected and service agreement will be signed for a period of one year or as needed.

**Financial Evaluation Criteria**

Financial proposal will be evaluated as per following criteria:

Sr. No.	Criteria	Score
1.	<b>Bid Amount/ Price :</b>  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- D**), duly signed and stamped and with all applicable govt. taxes and inclusive of all charges;
- 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;
- Lowest price will not be the sole criteria for selection of bid. Bid will be evaluated as per pre-defined selection criteria mentioned in the tender documents.



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**Annex-C****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 showing year of establishment)		
Income Tax registration number		
Sales Tax registration number		
Bid Security – In the shape of Pay Order/ Call Deposit/ Demand Draft in favor of TF	Yes <input type="checkbox"/> No <input type="checkbox"/>	
List of previously completed assignments - Experience related to Similar Work. (Completed projects). Please indicate name of client and value of project in a separate annex.		
Assignment/ projects in hand. Please indicate name of client and value of project in a separate annex.		
Audit Reports or Income Tax Returns for the year 2022, 2023 and 2024.		
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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