

## INVITATION TO BID DOCUMENT

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**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.

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**Last Date & Time for Bid Submission:**  
**May 29, 2025**  
**at 11:00 a.m.**

**Bid Opening Date & Time:**  
**May 29, 2025**  
**at 11:30 a.m.**

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**Bid Opening Venue:**



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

**Tel: +92 81-2864156-9**

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**TARAQEE FOUNDATION**

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

<b>Last date &amp; time for issuance of ITB:</b>	Wednesday, May 28, 2025 (till 05:00 p.m.) ITB is also available on TF website <a href="http://www.taraqee.pk">www.taraqee.pk</a>
<b>Last date &amp; time for tender submission:</b>	Thursday, May 29, 2025 (till 11:00 a.m.)
<b>Tender opening date and time:</b>	Thursday, May 29, 2025 (at 11:30 a.m.)
<b>Tender opening venue:</b>	Taraqee Head Office, House #. 75-A, Chaman Housing Scheme, Airport Road, Quetta
<b>Tender fee:</b>	<b>No Tender Fee Applies</b>

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**



**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

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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 [taraqee@taraqee.pk](mailto:taraqee@taraqee.pk) latest by **Tuesday May 27, 2025 till 05:00 p.m.** TF will ensure its response against the received queries latest by **Wednesday, May 28, 2025 till 05:00 p.m.** 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 **May 08, 2025 to May 28, 2025 (09:00 a.m. to 05:00 p.m.)**

**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' experience in dealing supplies 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 May 08, 2025 till May 28, 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 May 29, 2025 (Till 11:00 a.m.). Bids received without samples will be considered non-responsive and will be rejected.



FOR OFFICE FOUNDATION



**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.



**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, Qta.
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;
- ✓ List of past clients/customers;
- ✓ Copies of Purchase Orders (POs)/ Work Orders (WOs) of previously completed supply contracts completed during last three (03) years;
- ✓ Affidavit on Non-judicial Stamp paper for not being black listed and
- ✓ Any other document further strengthening firm's financial health/ goodwill.

**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:**

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

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

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



**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 May 29, 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:** Technical Bid/ Proposals will be opened on **May 29, 2025 at 11:30 a.m.** 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**

In case a public holiday is announced by the Government due to whatsoever reason the tender will be opened the next working day at the same time and venue.

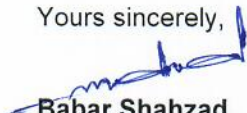
**19. EXTENSION OF DEADLINE FOR SUBMISSION OF BIDS**

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.

**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,



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

**TARAQEE FOUNDATION**



Annex – A

PRICE PROPOSAL SHEET / BOQ

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



**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 <input type="checkbox"/> No <input type="checkbox"/>	
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)	Name: _____  Designation: _____	
Date: _____	_____ Authorized Signature & Stamp	

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

## 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 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.	<b>Experience related to similar assignments/ work:</b> <ol style="list-style-type: none"> <li>1. Bidders are required to attach <b>five (05)</b> Purchase Orders/ Work Orders (POs/ WOs) having a minimum worth of <b>Rs. 2,000,000-</b> (Two Million) each, showing general supply. The provided POs/WOs must be related to last three (03) years.</li> <li>2. Score of <b>04 Marks</b> will be given to bidder for each PO/WO fulfilling the requirement.</li> <li>3. Only <b>05 POs/ WOs</b> fulfilling the requirements will be entertained. In case, more than 05 POs/WOs are submitted, no additional score will be given to the firm.</li> </ol>	20
2.	<b>Lead Time/ Delivery Plan:</b> <p>Vendors will be required to deliver the supplies in <b>Maximum 20 Calendar Days</b> in any case. Following score will be given for offered delivery time for bid evaluation purpose:</p> <ol style="list-style-type: none"> <li>1. Firms/ companies offering <b>05</b> Calendar days delivery time – <b>10 Marks</b></li> <li>2. Firms/ companies offering <b>10</b> Calendar days delivery time – <b>7.5 Marks</b></li> <li>3. Firms/ companies offering <b>15</b> Calendar days delivery time – <b>5 Marks</b></li> <li>4. Firms/ companies offering <b>20</b> Calendar days delivery time – <b>2.5 Marks</b></li> </ol>	10



<b>3.</b>	<b>Audit Reports or Income Tax Returns 2022, 2023 and 2024</b>  Following score will be given for providing/ submitting Audit Report or Tax Return: <ol style="list-style-type: none"> <li>1. Audit Report or Income Tax Return for FY 2021-22 – <b>03 Marks</b></li> <li>2. Audit Report or Income Tax Return for FY 2022-23 – <b>03 Marks</b></li> <li>3. Audit Report or Income Tax Return for FY 2023-24 – <b>04 Marks</b></li> </ol>	<b>10</b>
<b>4.</b>	<b>Compliance related to this ITB</b>  Marking/ Scoring will be done as per following required documentation: <ol style="list-style-type: none"> <li>a) Bank statements for last six (06) months (with a balance/ turnover equivalent to bidder's submitted bid/offer) <b>(04 Marks)</b></li> <li>b) Sales Tax Registration <b>(04 Marks)</b> &amp;</li> <li>c) Firm Profile (Profile of Firm/ manufacturers/ general order supplier/ contractor/ distributor <b>(02 Marks)</b>).</li> </ol>	<b>10</b>
<b>5.</b>	<b>Quality/ Specification of required material/ Sample Verification:</b>  Following score will be given for sample evaluation: <ol style="list-style-type: none"> <li>1. All samples (around 100% samples) meeting required specifications – <b>20 Marks</b></li> <li>2. Majority of the samples (around 75% samples) meeting required specifications – <b>15 Marks.</b></li> <li>3. Half of the samples (around 50% samples) meeting required specifications – <b>10 Marks.</b></li> <li>4. Only few samples (around 25% samples) meeting required specifications – <b>5 Marks.</b></li> <li>5. None of the samples (below 15%) meeting required specifications – <b>0 Marks.</b></li> </ol> <b>Legend:</b> <ol style="list-style-type: none"> <li>1. 90-100% = 100%,</li> <li>2. 65-89% = 75%,</li> <li>3. 40-64% = 50%,</li> <li>4. 15-39% = 25% &amp;</li> <li>5. Below 15% = 0%</li> </ol>	<b>20</b>
<b>Total</b>		<b>70</b>

**Financial Evaluation Criteria**

Financial proposal will be evaluated as per following criteria:

Sr. No.	Criteria	Score
1.	<p><b>Bid Amount/ Price :</b></p> <p>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:</p> $\text{Score} = \frac{\text{Lowest bid offered}}{\text{Firms offered bid}} \times 30$	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;



**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.	<p><b>Note:</b> _____</p> <p>1. Please mention the number of days you have plan to complete this supply/ task.</p> <p>2. Please mention the days in the format of:</p> <p>a) <b>05 Calendar Days</b>  b) <b>10 Calendar Days</b>  c) <b>15 Calendar Days</b>  d) <b>20 Calendar Days</b></p> <p>3. Please mention <b>Calendar Days only</b>. If not specified clearly, the mentioned days will be considered Calendar days.</p> <p>4. In case of writing "Working Days", two (02) weekend days will be added in your mentioned days for each 05-days duration).</p>

Bidder Signature with business stamp:

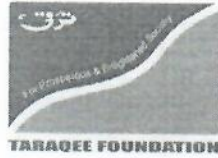


Check List for Submission of Tender Documents

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 <b>(for last 06 months)</b>	
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	<b>Annexure-B</b> , duly filled, signed and stamped with all supporting documents	
9	<b>Annexure-D</b> , 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





# Financial Bid

## 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 in Quetta.

**Last Date & Time for Bid Submission:  
29<sup>th</sup> May, 2025  
at 11:00 a.m.**

**Bid Opening Date & Time:  
29<sup>th</sup> May, 2025  
at 11:30 a.m.**

**Bid Opening Venue:**



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

**Tel: +92 81-2864156-9**

*Handwritten signature*

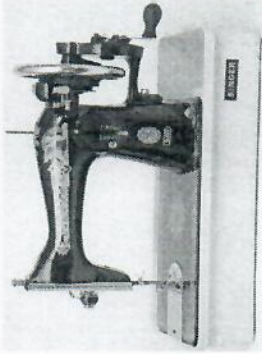



FOUNDATION

Annex – A

PRICE PROPOSAL SHEET / BOQ

**Supply of Tool Kits for Female Hand & Machine Embroidery & Tailoring, Carpet & Kilim, Art & Crafts and Leather Embroidery in Quetta, Balochistan.**

(Total # of Kits Required = 120)




Sr. No.	Item	Specification	Sample Picture	Unit	Qty	Unit Price	Total Amount {RS.} { AxB}
1.	Sewing Machine Tractor 260 or equivalent.	<ul style="list-style-type: none"> <li>Heavy-duty, fast-speed automatic bobbin winder, Pressure foot, Double-Stitch Lever, able to stitch every kind of Fabric. All accessories required.</li> <li>Cam Motion Type/Pressure Regulating Thumb Screw/Flat Shuttle Race/Forward and Reverse Stitch Lever/Long Needle Bar/Spoke Type Balance Wheel/Three Lines Needle Plate/Fancy Design Face Plate/Black Color or Any Color with 150W motor inner and outer winding of 99% pure copper.</li> </ul>		No.	120		
2.	Iron National Or Equivalent	<ul style="list-style-type: none"> <li>Heavy-duty dry irons generally range in operating temperature from between 250 °F (121 °C) to 280 °F (138 °C).</li> <li>Power: 1000 Watts, Voltage: 220V, Non-Stick Coating Sole Plate, Heat-Resistant. Thermostat indicator light. Adjustable temperature control knob for different type of clothes.</li> </ul>		No.	120		
3.	Scissors	<ul style="list-style-type: none"> <li>10" tailor scissors, stainless steel blade with sharp tips, zinc alloy handle.</li> <li>Able to cut fabrics, plastics, ribbons, cords, and leather easily.</li> </ul>		No.	120		
4.	Measuring Tape	<ul style="list-style-type: none"> <li>Good Quality Soft Plastic tape with the length of 1.5 Meters/60 Inches.</li> <li>The measuring tape can be used as a flexible ruler to measure distance and mark sizes easily.</li> </ul>		No.	120		









Annex – A

PRICE PROPOSAL SHEET / BOQ

**Supply of Tool Kits for Female Hand & Machine Embroidery & Tailoring, Carpet & Kilim, Art & Crafts and Leather Embroidery in Quetta, Balochistan.**




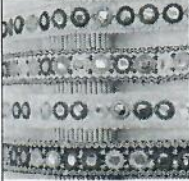
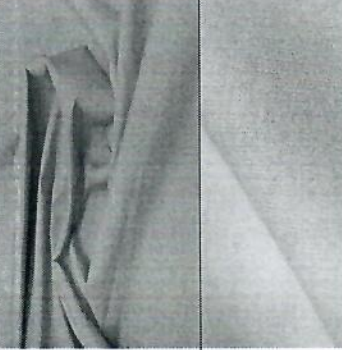
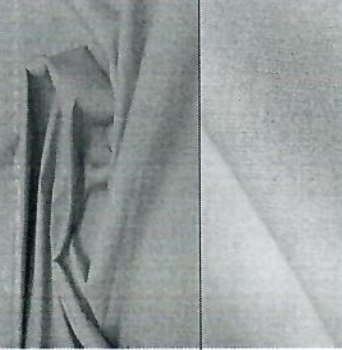
Sr. No.	Item	Specification	Sample Picture	Unit	Qty	Unit Price	Total Amount {RS.} { Ax8}
5.	Tailoring Chalk	<ul style="list-style-type: none"> <li>Colored tailoring chalks of Resin Material.</li> <li>Pack of 10 different colors to appear properly on clothes during cutting.</li> <li>Must be standard size and in a triangular shape.</li> </ul>		Box	120		
6	Silk Thread (Polyester)	<ul style="list-style-type: none"> <li>Box containing 10 spools of 300 meters multi color.</li> </ul>		Box	150		
7	Embroidery thread double-shade/ anchor thread	<ul style="list-style-type: none"> <li>Double-shade anchor reel thread. Box of 10 spools of 300 meters multi-color. (2 box per person)</li> </ul>		Box	60		
8	Wool thread for embroidery	<ul style="list-style-type: none"> <li>Different color wool thread for embroidery</li> </ul>		kg	30		
9	Sewing thread	<ul style="list-style-type: none"> <li>Sewing thread with different base colors</li> </ul>		Box	120		
10	Needle for Machine	<ul style="list-style-type: none"> <li>Stainless Steel Sewing Machine Needles of 16 to 18 size.</li> <li>Usually for general cloth stitching.</li> </ul>		Pack of 18	120		

PRICE PROPOSAL SHEET / BOQ**Supply of Tool Kits for Female Hand & Machine Embroidery & Tailoring, Carpet & Kilim, Art & Crafts and Leather Embroidery in Quetta, Balochistan.**


Sr. No.	Item	Specification	Sample Picture	Unit	Qty	Unit Price	Total Amount {RS.} { Ax B}
11	Needle for Embroidery	<ul style="list-style-type: none"> <li>Stainless Steel Needles of 16 to 18 size.</li> </ul>		Pack of 18	120		
12	Chip/paste Buckram	<ul style="list-style-type: none"> <li>Pasting/chip buckram with a width of 24 inches and easily able to stick on cloth with iron (2 meters per person)</li> </ul>		Meter	240		
13	Normal Buckram	<ul style="list-style-type: none"> <li>Buckram fabric. Good quality soft and unbreakable with a width of 24 inches.</li> </ul>		Meter	240		
14	Tailoring Scale	<ul style="list-style-type: none"> <li>High-Quality Wooden L Shaped Scale (12-inch x 24-inch)</li> </ul>		No.	120		
15	Sewing Machine Oil	<ul style="list-style-type: none"> <li>Sewing machine oil of a 100ml bottle</li> </ul>		Bottle	120		
16	Dress Book	<ul style="list-style-type: none"> <li>A Plain hard page book of 100 pages with ring binding to paste new designs and serve as a catalog.</li> <li>Each page should be 170 grams; the front and back cover should be 2mm to 3mm thick with relevant printing.</li> </ul>		No.	60		





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Sr. No.	Item	Specification	Sample Picture	Unit	Qty	Unit Price	Total Amount {RS.} {AxB}
17	Lace	<ul style="list-style-type: none"> <li>Fine Quality chicken lace white and black 10 meters</li> </ul>		Roll of 10 meters	60		
18	Ribbon Small	<ul style="list-style-type: none"> <li>Fine Quality 0.5-inch width silk ribbon roll of 5 meters</li> </ul>		Roll	120		
19	Buttons for female Clothes	<ul style="list-style-type: none"> <li>30 units box of buttons including fancy and plain buttons of find Plastic, especially Ladies' dresses; At least 5 Different Colors and designs can be added</li> </ul>		Box	120		
20	Mirror for embroidery	<ul style="list-style-type: none"> <li>A box of 12 packets of plain round mirrors to be used for Embroidery; each packet contains 20 mirrors required size is 0.25 to 0.75 inches</li> </ul>		Box	120		
21	Cloth male	<ul style="list-style-type: none"> <li>Fine Quality male cotton cloth with a 1.5-yard width.</li> <li>5 different colors are required so that different colors will be distributed among beneficiaries.</li> </ul>		5 Meter Pack	70		
22	Cloth female	<ul style="list-style-type: none"> <li>Fine quality female cotton with a 1.5-yard width; 5 different colors are required so that different colors will be distributed among beneficiaries.</li> </ul>		5 Meter Pack	70		

PRICE PROPOSAL SHEET / BOQ**Supply of Tool Kits for Female Hand & Machine Embroidery & Tailoring, Carpet & Kilim, Art & Crafts and Leather Embroidery in Quetta, Balochistan.**

Sr. No.	Item	Specification	Sample Picture	Unit	Qty	Unit Price	Total Amount {RS.} { AxB}
23	Charsoti	<ul style="list-style-type: none"> <li>Charsoti fabric white color</li> </ul>		Meter	60		
24	graph fabric/cross stitch fabric for embroidery	<ul style="list-style-type: none"> <li>cotton canvas roll for embroidery</li> </ul>		Meter	60		
25	Tool Kit Bag Local Made	<ul style="list-style-type: none"> <li>Material: Canvas thick.</li> <li>Type: Duffle Bag</li> <li>Dimensions: Width 24" x 16" height x breadth 10"</li> <li>Other: Zipper on top with 2 carry straps as per hand carry and 1 strap for shoulder carry.</li> <li>Visibility: UNHCR and TF logo is required as per visibility protocol.</li> </ul>		No	120		

**Tool kits for Carpet & Kilim**






Sr. No.	Item	Specification	Sample Pictures	Unit	Qty	Unit Price	Total Amount {RS.} { AxB}
1.	Snipping Scissors	<ul style="list-style-type: none"> <li>Stainless steel with sharp edges/tips. Size: 10.6 x 2 cm with spring in the end to return to the initial position after cutting.</li> </ul>		Nos	120		
2.	Tailor Finger protector Thimbles	<ul style="list-style-type: none"> <li>Good Quality Stainless Steel. Size: 0.5 to 0.75 inch</li> </ul>		Nos	240		



Annex – A





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**Supply of Tool Kits for Female Hand & Machine Embroidery & Tailoring, Carpet & Kilim, Art & Crafts and Leather Embroidery in Quetta, Balochistan.**

Sr. No.	Item	Specification	Sample Pictures	Unit	Qty	Unit Price	Total Amount {RS.} { AxB}
3.	Wool Thread (Carpet/Gillum)	<ul style="list-style-type: none"> <li>Plain/white Wool Thread for Carpet weaving especially New Zealand-made.</li> <li>Color: White (dyeing can be done by beneficiaries)</li> </ul>		Kg	20		
4.	Weft Yarn	<ul style="list-style-type: none"> <li>Thread for weft for carpets</li> <li>Material: Cotton</li> <li>Color: White/off white</li> <li>Quality: 4 ply</li> </ul>		Kg	20		
5.	Warp thread (Tani)	<ul style="list-style-type: none"> <li>Thread for warp for carpets</li> <li>Material: Cotton</li> <li>Color: White/off white</li> <li>Quality: 6 - 8 ply</li> </ul>		Kg	20		
6.	Graph Paper	<ul style="list-style-type: none"> <li>Graph Paper for Sketching of Carpets Designs</li> <li>Size: 1 x 1 meter</li> </ul>		Set of 5 sheets	10		
7.	Set of Permanent Markers	<ul style="list-style-type: none"> <li>Small Size Multi-Color Markers,</li> <li>Pack of 12 markers.</li> </ul>		Packs	10		
8.	Squash tap	<ul style="list-style-type: none"> <li>Transparent 3 inches width</li> </ul>		no	20		





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Sr. No.	Item	Specification	Sample Pictures	Unit	Qty	Unit Price	Total Amount {RS.} { AxB}
5.	Crystal/pearl	<ul style="list-style-type: none"> <li>Off white plastic pearls 5mm, 1cm thickness/crystals in 8 mm size It is used for making jewelry and bag.</li> <li>Make sure the crystal bead packs should be in one shade</li> <li>Material: Plastic/Stone</li> </ul>		Pack of 400 grams	20		
6.	Scissor	<ul style="list-style-type: none"> <li>Steel-made 6" Small Scissor for Thread Cutting</li> <li>Sharp Blades with cut edges</li> </ul>		No.	120		
7.	Beads Needles	<ul style="list-style-type: none"> <li>Good quality Stainless steel</li> <li>Size: 5cm.</li> <li>Thickness: 0.5mm</li> </ul>		Pack of 34 needles	20		
8.	Fishwire Thread	<ul style="list-style-type: none"> <li>Good Quality Nylon thread for beads work.</li> <li>Spool of 100meters</li> </ul>		No.	40		
9.	Candle wax	<ul style="list-style-type: none"> <li>Hard wax for candle making</li> </ul>		kg	20		
10.	Candle molds	<ul style="list-style-type: none"> <li>silicon molds</li> </ul>		no	40		





PRICE PROPOSAL SHEET / BOQ**Supply of Tool Kits for Female Hand & Machine Embroidery & Tailoring, Carpet & Kilim, Art & Crafts and Leather Embroidery in Quetta, Balochistan.****Tool Kit for Arts & Crafts**

Sr. No.	Item	Specification	Sample Pictures	Unit	Qty	Unit Price	Total Amount {RS.} { Ax B }
1.	Earring Hooks (pairs)	<ul style="list-style-type: none"> <li>Material: Stainless/Surgical Steel with silver/gold plated. Type: Fish style hook.</li> <li>Length: 3/4" Thickness: 0.7mm Hole: 1mm</li> <li>Set of 12 pairs 1 set silver plated and 1 set gold plated</li> </ul>		Set of 12 pairs	40		
2.	Crochet hook	<ul style="list-style-type: none"> <li>Silver color of good quality</li> <li>preferably Irani Quality</li> <li>size no. 1.5 mm</li> </ul>		No.	20		
3.	Bambo sticks	<ul style="list-style-type: none"> <li>pack of 100 pieces</li> <li>size 30cm</li> </ul>		pack	20		
4.	Crochet Reel woolen thread	<ul style="list-style-type: none"> <li>woolen thread for crocheting</li> <li>4 different colors in each pack</li> </ul>		No.	80		

Annex – A


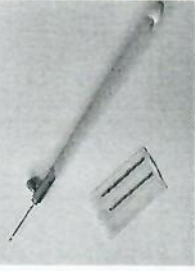

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Supply of Tool Kits for Female Hand & Machine Embroidery & Tailoring, Carpet & Kilim, Art & Crafts and Leather Embroidery in Quetta, Balochistan.

Sr. No.	Item	Specification	Sample Pictures	Unit	Qty	Unit Price	Total Amount {RS.} { AxB}
11.	Fabric paints	<ul style="list-style-type: none"> <li>4 primary colors, white, blue, red, green</li> </ul>		Set of 4	20		
12.	Paint brushes	<ul style="list-style-type: none"> <li>Set of 12 paint brushes</li> </ul>		Set of 12	20		
13.	Fabric Glue	<ul style="list-style-type: none"> <li>3.7 floz (110ml)</li> </ul>		No.	20		
14.	Organza duppatta	<ul style="list-style-type: none"> <li>2.5 yards each</li> <li>pastel colors</li> </ul>		No.	20		



PRICE PROPOSAL SHEET / BOQ**Supply of Tool Kits for Female Hand & Machine Embroidery & Tailoring, Carpet & Kilim, Art & Crafts and Leather Embroidery in Quetta, Balochistan.****Tool Kit For Leather Embroidery**

Sr. No.	Item	Specification		Unit	Qty	Unit Price	Total Amount {RS.} { AxB}
1.	Artificial leather	<ul style="list-style-type: none"> <li>Multicolor Artificial Leather Sheet</li> <li>Width of 1 meter</li> <li>Thickness of 1 mm</li> <li>Required in 4 colors (Half meter for each color)</li> </ul>		2 Meter pack	20		
2.	Tambour Hook Kundi with dasta/handle	<ul style="list-style-type: none"> <li>Locally made Tambour Hook for leather embroidery and stitching with a wooden Handle.</li> <li>Size: 4 inches.</li> <li>Material: Hard Iron</li> <li>No needle change requirement.</li> </ul>		Nos	20		
3.	Geometry Set	<ul style="list-style-type: none"> <li>A pack of fine-quality plastic-made Geometry Set.</li> <li>Items: 1) Ruler; 2) Protractor; 3) Set Squares (Triangles); 4) Compass; 5) Divider; 6) Pencil, Eraser &amp; Sharpener.</li> </ul>		Pack	20		
TOTAL							

**SAMPLE VERIFICATION:** Firms/ manufacturers/ general order suppliers/ contractors/ distributors are required to submit their samples at the time of submitting their bid/ offer. Bids/ Offers received without samples will be rejected. As sample verification/ assessment is part of technical evaluation, in case of failure to submit/ provide samples, bids/offers by the firms/ manufacturers/ general order suppliers/ contractors/ distributors will not be considered for further evaluation.

PRICE PROPOSAL SHEET / BOQ

**Supply of Tool Kits for Female Hand & Machine Embroidery & Tailoring, Carpet & Kilim, Art & Crafts and Leather Embroidery in Quetta, Balochistan.**

**DELIVERY PERIOD:** Delivery period for the above-mentioned supply is **Maximum 20 Calendar days.**

**WARRANTY PERIOD:** Firms/ manufacturers/ general order suppliers/ contractors/ distributors will be required to provide **01-Year Warranty for Sewing machines with installed motors and Iron** in writing on firm official letterhead.

Name of Bidder: \_\_\_\_\_ (Firm/ manufacturer/ general order supplier/ contractor/ distributor name)

Authorized Signatures: \_\_\_\_\_ (Owner/ Representatives/ Focal Person for this ITB)

Date: \_\_\_\_\_

Official Stamp \_\_\_\_\_

**NOTE:** Bidder is required to sign and stamp all 11 pages of Price Proposal.