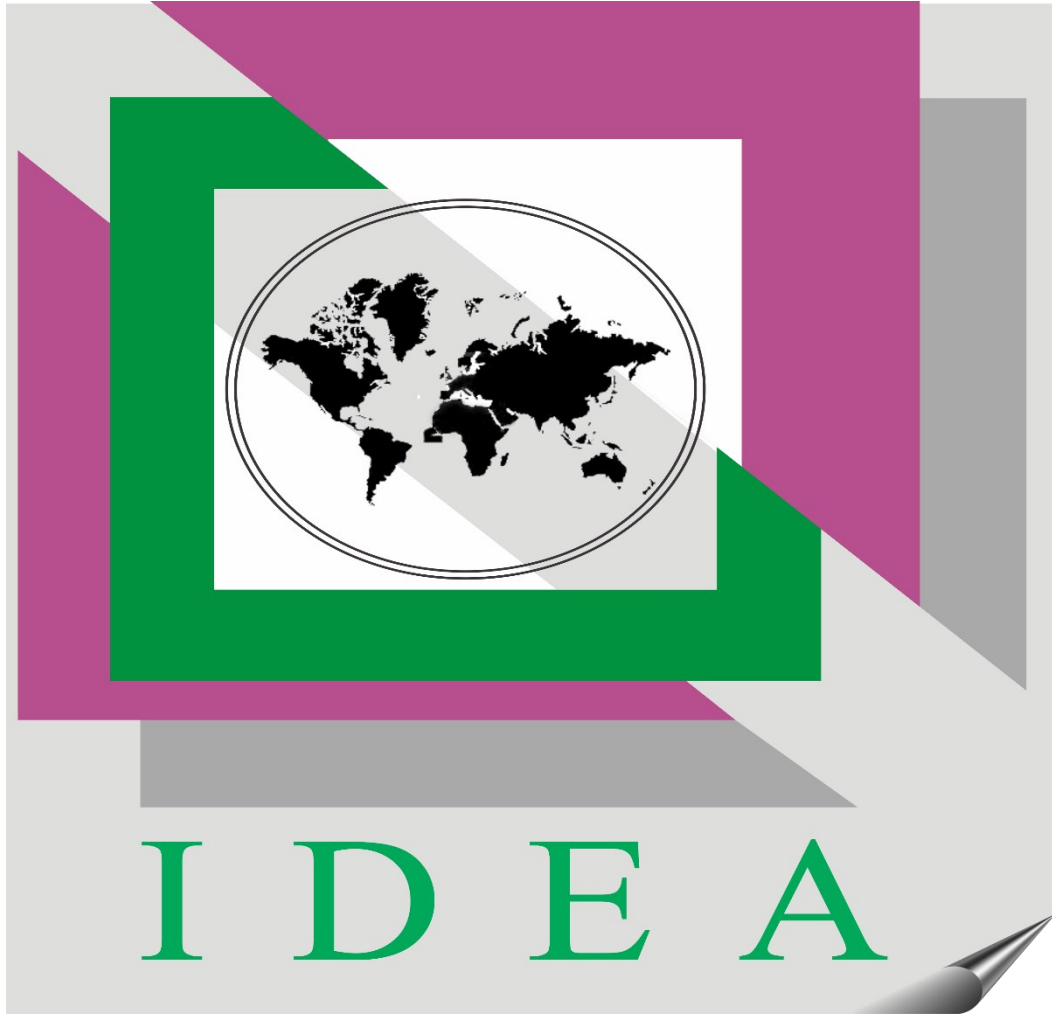


Invitation to Bid for Provision of Eid Gift



For a Bright Future

INITIATIVE FOR DEVELOPMENT & EMPOWERMENT AXIS (IDEA)

Address: IDEA office House#2, street 1, Rahatabad Peshawar.

Email ID: feedback@idea.org.pk

Website: www.idea.org.pk

Contact # 091-5610110 - 144

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TENDER NOTICE**REF: - IDEA/SIF/Supplies/0002/April-2026**

A non-profit, non- governmental organization, invites sealed bids along with 5% bid security of the total quoted price from reputed vendor/supplier having registration with relevant govt department & must be registered for Income Tax & Sales Tax with FBR, for the Provision of 800 Eid gift for District Peshawar.

Bid documents containing details, terms-conditions and specifications can be obtained/download by clicking the link <http://www.idea.org.pk/ads.php> , <https://www.ngostenders.com> & <https://www.brightspyre.com> Sealed Technical and Financial bids as per instruction in the ITB (Invitation to Bid) must be submitted before 26/04/2026 at 04:00 PM. Bids will be opened on Monday at 27/04/2024 at 11:30 AM in the presence of committee members.

Procurement Section

Address: IDEA office House#2, street 1, Rahatabad Peshawar.

Email ID: logistics@idea.org.pk,

Website: www.idea.org.pk

Contact # 091-5610110

INVITATION FOR TENDER

Date: April 11, 2026

Procurement of 800 Eid Gift Children in Peshawar

Initiative for Development & Empowerment Axis (IDEA) is a non-profit organization registered under the Voluntary Social Welfare Agencies (Registration & Control) Ordinance 1961; in 2003, having registration # 2172.

Initiative for Development & Empowerment Axis (IDEA) with the financial support of SIF is implementing a project named "Specific Project -Food Security & Livelihood-FSLII Swat and Peshawar" for the provision of Eid Gift to children in district Peshawar.

In order to procure "Eid Gift" Initiative for Development Empowerment Axis (IDEA) is inviting the qualified and experienced company/suppliers for the supply of the following items as per the below mentioned specification.

800 (400 Boys & 400 Girls) Eid Gift in district Peshawar:

S. No.	Item Name	Specifications
1	Clothing Set	Unstitched (multi-color options or school uniform quality fabric)
2	School Bag	Medium-sized durable bag with extra compartments
3	Water Bottle	High-quality reusable bottle (metal or BPA-free plastic, 750 ml, food grade material)
4	Lunch Box	Two-compartment lunch box with lid lock
5	Notebooks / Copies	Ruled notebooks for school use
6	Stationery Set	Pencils, eraser, sharpener, ruler, crayons/markers (set)
7	Umbrella	Medium-size foldable umbrella (for sun/rain protection)

INSTRUCTIONS TO TENDERERS

By submitting a tender, tenderers fully and unreservedly accept the conditions of this call for tenders, which will constitute the governing the contract as the sole basis of this tendering procedure, whatever the tenderers own conditions of sale may be, which they hereby waive. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

To be eligible to take part in this tender procedure, tenderers must prove to the satisfaction of the Contracting Authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively. Participation is open to neutral persons and legal persons participating either individually or in a grouping (consortium) of tenderers.

The foreseeable timetable for this procedure is as follows:

Description	DATE	TIME in PST
Vendor / Supplier Query	21/04/2026	05:00 PM
Deadline for submission of tenders	26/04/2024	04:00 PM
Tender opening session	27/04/2024	11:30 AM

- I. The bidder/ proponent must submit the bid as per specified procurement method (single stage one envelope procedure) and clearly marked on envelope **(Bid for Eid Gift)**
- II. The tender shall be in English language. Overwriting in the proposal is strictly prohibited.
- III. No tender may be withdrawn in the interval between the deadline for submission of tenders
- IV. **Costs of preparing tenders:** No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.
- V. **Ownership of tenders:** The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.
- VI. In case of calculation mistakes from the bidder in the submitted tender document, the unit price will be conserved.
- VII. Suppliers who do not receive written feedback within 1 weeks after expiry of the IFT deadline have not been successful, and will not be informed in writing or via email.
- VIII. The bidder shall specify validity of quotation or bid in days; the submitted bid IDEA may under exceptional circumstances request for extension in bid validity.
- IX. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project, will be blacklisted and debarred.
- X. The procuring entity may reject one or all such proposals, which are vague (In terms of financial proposal) or does not adhere to these tender instructions.
- XI. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
- XII. Contract will be signed with the successful bidder and its terms and conditions will govern the executive of the contract.
- XIII. In case public holiday, is announced by the Government (due to any reason) the tender will be open on next working day at the same time and venue.
- XIV. In case of any ambiguity the supplier has the right to contact via email to contracting authority within due time span.
- XV. The Supplier must quote only one option for each item. Bids received with more than one options and rates may be rejected.
- XVI. Tender publication does not constitute any commitment on part of IDEA unless a written agreement is signed by both parties.

- XVII.** Tender committee reserves the right to change the quantities or cancel/reject any or all offers by assigning cogent reason.
- XVIII.** Suppliers must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently black listed.
- XIX.** Under single stage one envelope procedure, technical bids will be evaluated in the first stage against the technical qualification criteria and in the second stage, the financial bids will be open.
- XX.** **Bid Security:** All the bidder will have to submit 5% Bid security on the name of "IDEA – NTN 3545874-7" at the time of bid submission.
- XXI.** **Sample Inspection:** The top five (5) suppliers, shortlisted based on the evaluation of technical and financial proposals, shall be formally requested via email to submit samples for inspection.
- XXII.** **Delivery Schedule & Location:** House # 2, Street # 1, Rahatabad Peshawar.
- XXIII.** After issuance of contract, the supplier must take care of packaging of all items and should avoid any transport damages. In case of any transport damage of items, the bidder will be held responsible to replace the items immediately.
- XXIV.** **Bid Validity:** Bids shall be valid for a period of 60 days.
- XXV.** **Bid Currency:** Currency shall be Pakistani Rupees (PKR).
- XXVI.** **Lots:** Bidders must apply for complete lot. Partial applying in a lot will not be considered.
- XXVII.** **Bid Price:** The quoted prices must be inclusive of all applicable taxes, duties, delivery/transportation charges, loading and unloading, packaging, and all other associated costs incurred up to the final point of delivery.
- XXVIII.** **Payments:** Payment will be made in one installment upon 100% completion of the supply as mentioned above. It will be processed via crossed cheque within one week of submission of complete claim documents to IDEA. Organization will release payment according quantities received as per GRN. All applicable taxes will be deducted in accordance with government regulations.
- XXIX.** Cancellation of the tender procedure: Tender evaluation committee reserves the right to cancel/reject any or all offers by assigning cogent reason.
- XXX.** Appeals Process: Bidders reserve the right to make an appeal relevant to the tender criteria. The appeal should be in writing attention to IDEA CRM (crm@idea.org.pk) within 3 working days after bid opening procedure. Appeal after 3 days will not be entertained.
- XXXI.** **Data protection:** IDEA guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. IDEA guarantees confidentiality of the procurement process.

General Condition:

- a. All offered commodities must be sound, fair and in merchantable quality. The quality must be in line with the specifications stated in this tender pack.
- b. All offered should be according to standard as per requirement.
- c. Timely arrival in accordance with the delivery periods is of utmost important.
- d. Part shipments are not allowed.
- e. The Contracting Authority holds the right to change quantities and slight changes to the technical specifications if required.

TENDER CONTENT

The tender bid must include the following documentation so please use the list below as a 'Checklist' before submitting the tender pack to IDEA.

- I. Prices schedule dually sign and stamp must be inclusive of all govt applicable taxes and all allied charges as mentioned.
- II. Tenderers Declaration (Signed/stamped)
- III. Valid NTN & STRN Certificate with proof of being active.
- IV. Relevant verified purchase orders/contracts copies. The contracting authority has the right to verify all the submitted purchase orders, where necessary.
- V. Proof of past valid experience as a registered entity with payment statement history which is related to the tender field.

ELIGIBILITY & SELECTION CRITERIA OF SUPPLIER.

a. SELECTION METHOD

- i. Bidders should be registered entities with the Government (Company with SECP or Registrar of Firms, or any other Government authority). **(Mandatory)**.
- ii. Bidder must be on active tax payer list of FBR **(Mandatory)**.
- iii. Affidavit must provide on a stamp paper or on company letter head stating that the proponent has never been blacklisted by any government/semi-government organizations NGO or INGO. **(5 marks)**
- iv. The Bidder/Supplier should have a documented track of completing at least two (2) similar assignments, during last three (3) years, involving the supply of comparable scale. **(5 marks for each assignment)**
- v. Have active bank account in the name of their business. **(5 marks)**

b. SELECTION METHOD

All the bids shall be evaluated under single stage one envelope procedures, where all the bid will be evaluated as per the below mention criteria.

S/No	Category	Marks
01	Technical	20
02	Financial	80

The bidders who's securing highest marks will be considered as qualified bidders.

Price Schedule Lot # 1 - Doc 2A

Please mention your bid / quote on this form along with your sign and stamp on each page or in the same manner on your letter head.

S. No	Description	Specification	Unit	Total Qty	Unit Rate	Total Rate
1	Clothing Set	Unstitched (multi-color options or school uniform quality fabric)	Suit	400 boy & 400 girls		
2	School Bag	<p>School Bag Size: Imported parachute, Water-Resistant, Width 12", Height 16" Depth 5.5" (2 Pocket for books, and 1 for stationary), Adjustable two Strap, one-sided water Bottle Pocket, carrying a weight of 10kg</p> <p>Piping: Plastic of best quality to maintain shape of the bag.</p> <p>Buckles: Imported plastic buckles, which can bear & impact of at least 10 kg weight.</p> <p>Stitching: Double stitching threaded quality suitable for material.</p> <p>Zipper: (fastener) steel zip (standard size)</p> <p>Shoulder handle: Standard size as per mention school bag size.</p> <p>Logo Printing: Single color printing</p>	Bags	800		
3	Water Bottle	High-quality reusable bottle (metal or BPA-free plastic, 750 ml, food grade material)	No	800		
4	Lunch Box	Two-compartment lunch box with lid lock best quality – food grade material	No	800		
5	Notebooks / Copies (3 per kits)	<p>Size Length: = 9.5 Inches Width = 7.2 inches,</p> <p>Pages: 60-gram – white shaded, 200 pages (100 leaf),</p> <p>Card title: 250 gm (bleach Card), Gum/Stapler binding, with color logo print</p>	No	2400		
6	Stationery Set Pack	2 Pencils, 2 eraser, 2 sharpener, 1 ruler, crayons/markers (set)	Pack	800		
7	Umbrella	Medium-size foldable umbrella (for sun/rain protection) – best quality – heavy duty	No	800		
Grand Total – Including Transportation to distribution point, Taxes & all other allied charges						

Trade Reference (only for Relevant Projects)

NGO/ Company Name	Contact Details in NGO/Co.	Total Contract Value	Dates	Description of Contract	Related Services Provided

Note: Please provide copies of the previous verified purchase orders/contract.

TENDERER'S DECLARATION

In response to your tender for the above contract, we, the undersigned, hereby declare that:

- 1** We have examined and accept in full the content of the dossier for invitation to tender and We hereby accept its provisions in their entirety, without reservation or restriction.
- 2** We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction:
 Package No 1: [*description of supplies with indication of quantities and origin*]
- 3** The price of our tender is mentioned in the price schedule
- 4** We will grant a discount of [%], or [...] [in the event of our being awarded Package#... & Package#..].
- 5** This tender is valid for a period of 60 days from the final date for submission of tenders.
- 6** We will inform IDEA immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
- 7** We note that IDEA is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.
- 8** We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
- 9** We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, IDEA reserves the right to terminate the contract with immediate effect.
- 10** We are not bankrupt or being wound up, are having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- 11** We have not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicial.
- 12** We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify
- 13** We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed
- 14** We have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the European Communities financial interests

Name and function:

Signature and Stamp:

Date:

Duly authorized to sign this tender on behalf of:

CONFIDENTIAL QUESTIONNAIRE

Company Information

Question	Response
Full Legal and Trading Name.	
Date of Registration of your company (please attach certificate)	
Full address.	
Registered place of business (if different from street address).	
Name the contact within your organization to whom all correspondence regarding this should be addressed. This include Cell#, Email Address	
Company website address.	
Name and position of person authorized to enter into negotiations and sign any formal agreement.	
Company registration details such as, i. Registration numbers ii. Trade license number (copy must be attach)	
Name of other key contacts: Director/s. Sales/Orders. Technical Support.	

Business Information

Question	Response
<p>Provide a brief description of your Company profile and structure, size and location(s) including a brief overview of your marketing and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third-party contractors where applicable.</p> <p>Details of joint venture arrangements (if applicable).</p>	
List of Products/Services	
List of Major Clients	
<p>Details of your company's experience in the manufacture or supply of similar items, keeping in view the following points:</p> <ul style="list-style-type: none">i. Name of company/INGOsii. Contract Valueiii. References <p>(Pos/ agreements copy must be attach)</p>	

Banker's Detail:

Question	Response
Bank Name, Account Title, branch and total turnover in USD of last year (attach the bank statement of last 6 months)	

Note: IDEA carries out projects in the field of humanitarian aid and development cooperation which are financed by the European Community, among others. Part of this qualifying process for our suppliers is the following declaration by your company (in accordance with European Union rules and conditions for the awarding of contracts for services, supplies of goods and construction services).

Trade Reference (only for Relevant/Livestock or meat export Projects):

	1	2	3	4
Name of Organization				
Contact Person and phone number				
Description of items/services delivered				
Quantity				
Date of contract awarded				
Date of contract Completed				
Value of Contract in PKR				