



Invitation to Bid Works



House#10A, Sunset Street,
Green Avenue, Islamabad-
Pakistan



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www.tf.edu.pk

ITB NUMBER: TF/ITB-01/2026

DESCRIPTION: Establishing of Eco-Friendly School and Skill Center at Baiker, District Dera Bugti.

COVERED AREA:
Construction of boundary wall _____rft (As mentioned in drawings)
Construction of academic & skill block _____ sft (As mentioned in drawings)
Construction of staff residence block _____sft (As mentioned in drawings)

EMPLOYER: Taaleem Foundation

BID SUBMISSION ADDRESS: House#10A, Sunset Street, Green Avenue, Islamabad.

DEADLINE FOR SUBMISSION: 31st January 2026 @1700 PST

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LETTER OF INVITATION

To: All Eligible Bidders	ITB Reference	TF/ITB- 01/2026
	Location/Districts of Works	Baiker, District Dera Bugti, Pakistan
	Validity of Tender	90 Days
	Start Date of Download of ITB Document	15th January 2026
	Deadline of ITB Document Collection	20th January 2026
	Deadline for Requesting Clarifications	23 rd January 2026 (COB)
	Response Date of Clarification (website upload)	24 th January 2026 (COB)
Closing Date and Time for Submission of Sealed Bid		31st January 2026 @ 1700PST

BACKGROUND

Establishment of Eco-Friendly School & Skill Center at Baiker, District Dera Bugti is a project with its key objectives

- Construct classrooms equipped with basic facilities and educational resources to promote a conducive learning environment.
- Hire good teachers and implement basic teaching to improve educational outcomes and student engagement at primary class level.
- Deploy e-Learning platform for interactive learning to improve quality of schooling.

Under the project sponsored through CSR support by a local donor we need to construct building including class rooms & housing units at Baiker, Dera Bugti.

The Project is being implemented by Taaleem Foundation with CSR support of a corporate Donor.

For the above purpose Taaleem Foundation intends to invite sealed bids from potential bidders for following construction works.

SCOPE OF WORK

1. Land leveling & basic landscaping
2. Construction of boundary wall _____ rft (As mentioned in drawings)
3. Construction of academic & skill block _____ sft (As mentioned in drawings)
4. Construction of staff residence block _____ sft (As mentioned in drawings)

1. You are invited to submit a SEALED bid in response to this Invitation to Bid (ITB). The Works are being procured by Taaleem Foundation (the “Employer”).

Please note, however, that a firm which has been associated with the firm that prepared the design, or specifications, or engaged in the preparation of the Project or a firm that will provide supervision of the Works for the Employer, shall not be eligible for the execution of the Works.

To assist in the preparation of your price quotation, the necessary specifications, bill of quantities and drawings, form for submitting the quotation and a draft contract form are enclosed. You are advised to visit the site of the works at your own expense, and obtain necessary information for preparing your quotation.

2. You shall submit one original of the Quotation with the Form of Quotation, and clearly marked “Original”. In addition, you shall also submit one copy marked as “COPY”. In case of any discrepancy between the Original and Copy, the original shall govern

3. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered at the following address:

Subhan Ahmad Aftab
Admin & Procurement Officer
Taaleem Foundation (Head Office).
House #10A, Sunset Street, Green Avenue,
Islamabad.
✉ admin@tf.edu.pk ----- 📠 0306-2944503

4. You must have experience as a contractor in the construction of at least one work of the nature and complexity equivalent to the works included in this bidding document over the last three years as evidenced by a client’s certificate of completion.

5. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.

6. In evaluating the quotations, the Employer will adjust for any arithmetical errors as follows:

- (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (b) where there is a discrepancy between the total price in the Priced Activity Schedule (or Bill ofQuantities) or the quoted amount indicated in the Form of Quotation, the total price inthe Priced Activity Schedule (or Bill of Quantities) shall govern;
- (c) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and

- (d) if you refuse to accept the correction, your quotation will be rejected.
7. Your quotation shall be valid for a period of ninety (90) days period as indicated above from the closing date of the ITB.
 8. Your quotation in duplicate and written in English language shall be for the whole works and based on the Priced Activity Schedule *[for a unit price contract, replace with ... based on the “unit and total price indicated in the filled-in Bill of Quantities”]*. Currency of quoted prices and payment shall be in Pak Rupee. The quotation shall include all duties, local taxes and other levies payable by the contractor in accordance with the local laws. In case of any discrepancy between the original and duplicate, the original shall prevail.
 9. The Employer will award the contract to the Contractor whose quotation has been determined to be substantially responsive to this Request for Quotation and who has offered the lowest evaluated price quotation. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Employer will evaluate and compare only the quotations determined to be substantially responsive.
 10. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded subject to paragraph 7 above, then you will be excluded from the list of contractors for two years.
 11. The contract will be governed by the terms and conditions of the attached Form of Contract.
 12. Your quotation including Form of Quotation and filled-in Section 2 “Priced Activity Schedule (or alternatively Bill of Quantities)” should be submitted by 31st January 2026 @ 1700 PST.
 13. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Employer within 15 days from the date of submission of quotation.
 14. Under Employer Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. Employer will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, or fraudulent practices in competing for, or in executing, the Contract.
 15. Please Confirm by post/e-mail the receipt of this request and whether or not you will submit the price quotation(s).
 16. Bid Security amounting to one (1) % of the Bid Price must be submitted in the shape of

Call Deposit/Banker's Cheque from any Scheduled Bank of Pakistan in the name of **Taaleem Foundation** (NTN: 4322832-1). Bids not accompanied with Bid Security shall not be entertained.

17. The Employer reserves the right to accept or reject any Bid received, or to reject all Bids in case of cancellation, without thereby incurring any liability to the affected Bidders.

18. Please submit your Bid in **sealed envelopes**, clearly **writing the ITB Number on the envelope**, to the below mentioned address. Your Bid must be received before the Closing Date and Time for submission of Bids. Bids received after this deadline shall not be considered and shall be rejected.

Sincerely,

Subhan Ahmad Aftab

Admin & Procurement Officer

Taaleem Foundation
TF Head Office, House # 10 A,
Sunset Street, Green Avenue,
Islamabad.

✉ admin@tf.edu.pk ----- 📞 0306-2944503

SECTION-1: GENERAL CONDITIONS OF TENDERING

(Note: These conditions of tendering along with special conditions will not be part of the Contract and will cease to have effect once the Contract is signed.)

1.1. SCOPE AND PREPARATION OF BIDS

1.1.1. The Employer invites Bids for the construction of Works as described in this Invitation to Bid (ITB). The Bidder shall inform itself fully of all circumstances and conditions relating to submitting a Bid, including site visits if appropriate, and shall satisfy itself as to the correctness and sufficiency of the ITB documentation.

1.1.2. The estimated timeframe for the completion of the Works is given in the Special Conditions of Tendering (SCT) (see Section 2).

1.1.3. The Bidder shall prepare its Bid using the Tender Response Schedules (TRS) as detailed in the SCT. In case of a consortium, association or joint-venture, they will jointly complete the TRSs detailed in the SCT. The completed and signed TRS, together with the supporting documentation required in the GCT, SCT or elsewhere in this Bid Document, will form the Bid and shall be the basis on which the Bid will be evaluated.

1.1.4. The Bidder shall provide with the Bid, the following:

- a) Only one of the following as stated in the SCT:
 - i. In the case of the basis of payment under the contract being the actual quantities of work ordered and carried.
 - ii. In the case of the basis of payment under the Contract being the Bided Lump Sum.

The preamble and instructions for completing a Bill of Quantities or a Schedule of Activities, as required, are contained in Section 4,

1.1.5. Alternative Bid(s) shall only be permitted if so, stated in the SCT.

1.1.6. The Bidder shall prepare one original and soft copy of the bid as stated in SCT, prepared in the English language. The Bidder shall enclose the original and the copies, attaching the relevant documents as required by the TRS in one sealed envelope (or parcel) and clearly mark it with the ITB number, the Bid description and the name and address of the Employer, the Bidder's name and address, and the closing time and date. The outer envelope must also bear the statement "Not to be opened before the Bid opening session".

1.1.7. The Bidder may withdraw its Bid before the deadline for submission of Bids by submitting a notice of withdrawal. The notice must be submitted in an envelope identifying the ITB and clearly labelled "Withdrawal of Bid". The withdrawal will be announced at the Bid Opening, but the

withdrawn Bid will not be opened nor further considered.

1.1.8. The Bidder may amend its Bid before the deadline for submission of Bids by submitting a notice of amendment. The notice, and amended Bid, must be submitted in an envelope identifying the ITB and clearly labelled "Amendment of Bid". The amended Bid will be opened and announced at the Bid Opening and considered in the subsequent evaluation of Bids.

1.1.9. The Employer will not be responsible for, or pay for, any expense or loss, which may be incurred by a Bidder in the preparation and submission of its Bid.

1.1.10. The Employer may, at its discretion, extend the deadline for the submission of Bids by amending the Bid Document in accordance with Section 1.6.3 in which case all rights and obligations of the Employer and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

1.1.11. An authorized representative of the Bidder shall sign the original Bid. The authorization shall be in the form of a written power of attorney accompanying the Bid or in any other form demonstrating that the representative has been duly authorized to sign and legally bind the Bidder.

1.2. VALIDITY OF BID

The Bid shall remain valid for 90 days from the closing date for Bids. In exceptional circumstances, the Employer may request that Bidders extend the Bid validity period. The request and the Bidder's response shall be made in writing. The Bidder may refuse the request, but its Bid will no longer be considered. The Bidder agreeing to the request will not be required or permitted to otherwise modify its Bid for the period of the extension. If a Bid security is required as per Clause 1.9 the extension of the Bid validity shall only be effective when an extension of the Bid security (which shall be valid for the period required in Clause 1.9) is provided by the Bidder to the Employer.

1.3. ELIGIBILITY OF THE BIDDER, MATERIALS, EQUIPMENT AND SERVICES

1.3.1. A Bidder may be a natural person, private entity, or government-owned entity or any combination of them in the form of a joint venture, consortium or association, under an existing agreement, or with the intent to constitute a legally-enforceable joint venture, consortium or association. Government-owned enterprises may only participate if they are legally and financially autonomous, operate under commercial law, and are not a dependent entity of the Government.

1.3.2. All members of a joint venture, consortium or association (other than sub-contractors) shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms. The joint venture, consortium or association agreement shall explicitly provide for the joint and several liability of the members towards the Employer. The joint venture, consortium or association agreement shall be included with the Bid.

1.3.3. Except as provided for in Clause 1.3.4 Bidders shall not be excluded from Bidding on the basis of nationality, degree of foreign affiliation or ownership, location, size, race or other criterion, not having to do with their qualifications or decisions taken against any Bidder under Clause 1.4.

1.3.4. The Bidder, including all members constituting the Bidder, shall not have the nationality of any country that is prohibited by the legislation of Pakistan - PK or by any international Agreement to which PK is a signatory, or by an Act of Compliance with a Decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. These countries and any applicable conditions are listed in the SCT.

1.3.5. Materials, equipment and services must not be supplied from those countries that are prohibited by the legislation of PK or by any international Agreement of which PK is a signatory, or by an Act of Compliance with a Decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. These countries and any applicable conditions are listed in the SCT.

1.3.6. If the Bidder is a joint venture, consortium or association (this does not include sub-contractors) all of the members shall appoint one member to act as the Member-in-Charge with authority to bind the joint venture, consortium or association. The composition or the constitution of the joint venture, consortium or association shall not be altered without the prior consent of the Employer.

1.3.7. The Bidder must meet the following eligibility criteria:

- (a) must be registered in its country of origin;
- (b) must have valid PEC Registration Certificate as stated in SCT
- (c) be free from insolvency, bankruptcy or similar status;
- (d) have the legal capacity to enter into contract;
- (e) be current with payments of taxes;
- (f) not be ineligible pursuant to Clause 1.5;
- (g) the Bidder and any director, officer, manager or supervisor of the Bidder has not, within a period of 3 years preceding the date of issuance of the invitation to Bid, been convicted of any criminal offence, whether in PK or elsewhere:
 - (i) relating to his professional conduct;
 - (ii) relating to the making of false statements or misrepresentations as to his qualifications to enter into a procurement contract;
 - (iii) involving dishonesty;
 - (iv) under anti-corruption legislation; and
 - (v) not suspended or disbarred by administrative or judicial proceedings from participating in procurements, whether in PK or elsewhere.

Documents required to demonstrate that the Bidder meets these criteria are detailed in the SCT. These documents must be submitted with the Bid.

1.4. QUALIFICATIONS OF THE BIDDER

1.4.1. To qualify for an award of Contract, Bidders shall demonstrate that they possess the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, experience in the type of Works that are the object of this ITB business reputation and personnel to perform the Contract.

1.4.2. Bidders shall meet the following minimum qualifying criteria.

- (a) have an average turnover of construction work in the last three years of at least the amount specified in the SCT;
- (b) provide three examples of work of a similar nature and complexity completed in the last five years;
- (c) provide three examples of work of a similar nature and complexity in-hand;
- (d) provide a suitable staff with the qualifications and experience stated in the SCT;
- (e) provide a list of key equipment for the completion of the works with proposals for its timely acquisition (own, lease, hire, etc.); the required minimum equipment is provided in the SCT;
- (f) any other criteria as specified in the SCT.

Documents required to demonstrate that the Bidder meets these criteria are detailed in the SCT. These documents must be submitted with the Bid.

1.4.3. The Employer shall disqualify a Bidder:

- (a) if it finds that the information submitted in a Bid concerning its qualifications is false, misleading, inaccurate or materially incomplete, or
- (b) If in case bidder fails to follow due diligence inspection team's visit schedule,
- (c) whose Bid has previously been rejected by the Employer under Clause 1.5.4 below

1.5. CORRUPT, FRAUDULENT, COLLUSIVE, COERCIVE OR OBSTRUCTIVE PRACTICES

1.5.1. The Employer requires that Bidders observe the highest standard of ethics during the procurement proceedings and the execution of contracts.

1.5.2. Should any corrupt, fraudulent, collusive, coercive or obstructive practice of any kind come to the knowledge of the Employer, it shall, in the first place, allow the Bidder to provide an explanation and shall take actions as below when a satisfactory explanation is not received.

1.5.3. In pursuance of this requirement, the Employer will, in the absence of an explanation that is satisfactory to the Employer, reject a Bid if it determines that the Bidder recommended for award has, directly or through an agent or other third party, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question.

1.6. PRE-BID MEETING, CLARIFICATIONS AND ADDENDA

1.6.1. If any Pre-Bid/Site Meeting is to be held, the time, date and location will be stated in the SCT.

1.6.2. The Bidder may seek clarifications of the ITB by contacting in writing the person named in the SCT, no later than 5 days before the Bid submission closing date or as stated in above Invitation letter. The Employer shall send its response simultaneously to all Bidders in writing, without disclosing the identity of the Bidder requesting the clarification, or the identity of the other Bidders, no later than date mentioned in SCT/Invitation Letter.

1.6.3. If for any reason the ITB has to be amended, the Employer will modify it by issuing an Addendum and placing it on Taaleem Foundation web portal (www.tf.edu.pk) not later than tender clarification date as stated above in letter of invitation. The Bidder should note that such an Addendum will form part of the ITB and, if required, may cause an extension of the Bid submission closing date and time.

1.7. BID PRICES, CURRENCIES, PAYMENTS AND TAXES

1.7.1. The Bidder must provide with the Bid a completed Bill of Quantities or Schedule of Activities as stated in the SCT giving full prices with its Bid.

1.7.2. Prices shall be stated in the currency (ies) in Pak Rupees (PKR) or any freely convertible currency and all payments made under the Contract shall be made in the currency (ies) stated in the Bid.

1.7.3. Taxes shall be as stated in the SCT.

1.8. SUBCONTRACTORS

If the Bidder proposes to subcontract any component comprising more than 10% of the value of the Works, the Bidder shall provide details of the proposed subcontractors, indicating the proposed part of the Works to be subcontracted and the previous relevant experience of that subcontractor, including a statement that the proposed subcontractor(s) is/are eligible under the conditions of the ITB and qualified to perform that part of the works. Additionally, such subcontractors shall complete the TRS and provide with the Bid supporting documentation as detailed in the SCT (if these are not required of subcontractors, the SCT will explicitly state).

1.9. BID SECURITY

1.9.1. If a Bid Security is required, it shall be in the amount and currency stated in the SCT. The Bidder has the option of submitting it either by means of:

- (a) A call deposit/banker's cheque;
- (b) An unconditional Bank Guarantee, in the format shown in Section 7.

1.9.2. The Bid Security shall be valid for 30 days beyond the original Bid validity period, or for 30 days beyond any extended Bid validity period, if one has been requested

1.9.3. The original of the Bid Security shall be included with the TRS, photocopies will not be accepted. If a Bid Security is required, any Bid not accompanied by a Bid Security will be rejected by the Employer.

1.9.4. The Bid Security of the successful Bidder will be discharged when the successful Bidder has signed the Contract Agreement and the required Performance Security has been received by the Employer.

1.9.5. The Bid Security for unsuccessful Bidders will be returned upon expiry of the term of the security or formation of a contract with the successful Bid and submission by the successful Bidder

of any required Performance Security, whichever is earlier.

1.9.6. The Bid Security may be forfeited if:

- (a) any Bidder:
 - (i) withdraws its Bid during the period of Bid validity specified in Clause 1.2; or
 - (ii) does not accept the correction of arithmetical errors; or
 - (iii) Does not remain responsive as per Clause 1.4.3.b; or
 - (iv) Found in non-responsiveness & non-compliance as per Clause 1.14.2.
- (b) the successful Bidder fails:
 - (i) to provide a Performance Security, if required to do so by Clause 1.14; or
 - (ii) to sign a contract in accordance with Clause 1.16.

1.10. BID SUBMISSION AND OPENING

1.10.1. Bids shall only be delivered by hand, mail or by courier service to the Employer, at the address, and, not later than, by the time and date stated on the cover page of the ITB.

1.11. Bids shall be opened at the place of submission stated on the cover page of the ITB, immediately after the time for submission of Bids.

1.11.1. The name and address of the Bidder submitting the Bid together with the Bided total cost shall be read out and recorded. The Bid will be checked to ensure all required documents are present. If required as per Clause 1.9.1 the presence of the Bid Security will also be checked and the result read out.

1.11.2. The Employer will prepare a Record of the Bid Opening, including the information disclosed during the opening.

1.11.3. A Bid received after the deadline for submission will be rejected, will remain unopened, and may be collected by the Bidder if it so wishes. If not collected within 3 months of the Bid closing date it will be disposed of.

1.12. EXAMINATION AND EVALUATION OF BIDS

1.12.1. All Bids properly received shall be evaluated by a Technical Evaluation Committee (TEC) appointed by the Employer. The Employer's determination of a Bid's compliance shall be based upon the contents of the Bid itself and the employer Procurement Manual. In case of any conflict between the terms of this ITB and the employer Procurement Manual, the latter shall normally prevail unless the Employer decides otherwise.

1.12.2. The Employer shall evaluate the Bid on the basis of its compliance to the Technical Specifications (see Section 3).

1.12.3. To assist in the examination, evaluation and comparison of Bids, the TEC may:

- (a) Ask Bidders for written clarification of their Bids including breakdown of costs, but no change in the cost or substance of the Bid will be sought, offered, or permitted except as required to confirm the correction of arithmetical errors discovered by the Purchaser during the evaluation

of Bids. The Bidder shall within the time specified comply with any such requests.

(b) Make corrections for any computational errors. Corrections of computational errors will be made as indicated at Clause 1.12.5 below.

1.12.4. Any attempt by a Bidder to influence the Employer's evaluation of Bids or the Employer's award decisions will result in the rejection of its Bid.

1.12.5. The Method of Evaluation will be;

Preliminary Examination

Prior to the detailed evaluation of Bids, the Employer will determine whether each Bid:

- (a) has been properly signed;
- (b) has Valid PEC License;
- (c) is accompanied by the required Bid Security; and
- (d) has been completed in accordance with the ITB (all tender response schedules)

Financial Examination

- (1) Only those Bids that are considered preliminary responsive will be considered for financial evaluation. The Employer will determine for each Bid the evaluated Lump Sum bid Price by adjusting the Bid price as follows:
 - (a) Making any corrections for arithmetical errors;
 - (i) where there is a discrepancy between the amounts in figures and in words the amount in words will govern;
 - (ii) In the case of a Bill of Quantities where there is a discrepancy between the unit rates and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate quoted will govern;
 - (iii) In the case of a Schedule of Activities the total price offered will govern;
- (b) Making appropriate adjustments to reflect discounts (if any).
- (c) Any additional tax included by bidders which is not applicable shall be deducted from their bid to arrive at a fair comparison. Likewise, in case of admissible taxes not included in the bids shall be added in their bids for the purpose of comparison on equal grounds.
- (d) Following this the Employer will compare and rank them accordingly, with the lowest priced bid being ranked No. 1, and so on.

Detailed Examination

- (1) Only lowest bid (s) will be subjected to a detailed examination to determine whether it is technically responsive in that it adequately meets:
 - (a) The minimum specified qualifying criteria; and
 - (b) The minimum employer's technical specifications; and
- (2) A technically responsive Bid is one which conforms to all the terms, conditions and specifications of the ITB, without material deviation or reservation. A material deviation or

reservation is one that:

- (a) affects in any substantial way the scope, quality, or performance of the Works specified in the Employer's Technical Specifications;
- (b) limits in any substantial way the Employer's rights or the Bidder's obligations under the Contract;
- (c) if rectified would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.

(3) If a Bid is not technically responsive it will be rejected by the Employer and may not subsequently be made responsive by the Bidder by correction or withdrawal of the nonconforming deviation or reservation.

1.12.6. Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process.

1.13. ACCEPTANCE OR REJECTION OF ANY OR ALL BIDS

The Employer reserves the right to accept or reject any Bid, and to cancel the Bid process and reject all Bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder(s).

1.14. APPROVAL AND NOTIFICATION OF CONTRACT AWARD

1.14.1. The Employer will consider award the contract to the Bidder whose bid is substantially responsive and offers the lowest price. If the lowest bid is above the budget of the Employer, bidder may be invited to negotiate to ensure value for money.

1.14.2. Prior to award of work, a due diligence process may be conducted by the Employer for the potential awardee of the contract. The due diligence team may check the references and/or pay a formal visit to bidder's office completed building projects & in-hand project (s) sites for verification of information provided by the bidder in their pre-qualification application and/or tender response schedules. On the sole discretion of Employer, the submitted Bid may be declared non-responsive if any of the information provided in the pre-qualification documents and/or technical and financial bids are considered inconsistent, false or fabricated in the opinion of the employer. For any due diligence inspection visit, bidder will be notified through written official email from evaluation team, following which bidder is bound to arrange visits within next 05 working days otherwise submitted bid will be considered as non-responsive.

1.14.3. The Bidder whose Bid has been accepted will be notified by the Employer, prior to the expiration of the Bid validity period, by the issuance of a Letter of Acceptance (LOA), which will constitute the formation of the Contract until the formal Contract is signed, and which will state the Contract Price and the time within which the Performance Security must be received, any other documents submitted to the Employer (if any), and the Contract signed.

1.14.4. The Employer at its discretion may add the scope of work in terms of number of schools

subject to satisfactory performance of Contractor, under same terms and conditions of this Contract.

1.15. PERFORMANCE SECURITY

1.15.1. Prior to signing the Contract and within the time stated in the LOA, the successful Bidder shall deliver to the Employer, if required by the SCT, a Performance Security in the amount and for the period stated in the SCT, in the format specified below. The Performance Security shall be issued by an institution/authority acceptable to the Employer.

1.15.2. Failure of the successful Bidder to submit a Performance Security will constitute sufficient grounds for the cancellation of the award.

1.15.3. In such an event, the Employer shall award the Contract to the next lowest evaluated Bidder whose Bid is substantially responsive and has been determined by the Employer to be eligible and qualified to satisfactorily perform the Contract, subject to the Employer's right to reject all Bids in accordance with Clause 1.12.

1.16. NOTIFICATION AND DEBRIEFING OF UNSUCCESSFUL BIDDERS

1.16.1. Following receipt of the Performance Security (if required) and signature of the Contract the Employer shall promptly in writing notify all the other Bidders that their Bids have been unsuccessful.

1.16.2. Within 10 days of receipt of a written request by any unsuccessful Bidder, the Employer shall communicate the reasons why its Bid was not successful.

1.17. SIGNING OF CONTRACT

1.17.1. Promptly upon the issue of the LOA, the successful Bidder shall send to the Employer ONE (01) set of the Contract Agreement printed on Stamp Paper (of value PKR.500/-) on standard template as given in Section-7, duly signed/stamped/witnessed by Bidder

1.17.2. The successful Bidder may be required to provide documentation, or additional documentation, evidencing its qualifications prior to Contract signature.

1.17.3. The Employer will sign Contract and return one copy to the Bidder only after the following:

- a) Acceptance and approval by the Employer of any documentation required by Clause 1.17.2 above.
- b) Acceptance and approval by the Employer of the performance Security if required by Clause 1.14 above.

1.18. ADJUDICATOR

The Employer proposes the person named in the SCT to be appointed as Adjudicator under the Contract, at an hourly fee specified in the SCT, plus reimbursable expenses. If the Bidder disagrees with this proposal, the Bidder should state so in its Bid. If at the time of signing the LOA, and the Employer and Bidder have not agreed on the proposed Adjudicator, then the Adjudicator shall be

appointed by the Appointing Authority designated in the SCT.

1.19. COMPANY REGISTRATION

The Government of Pakistan (“PK”) requires that all Contractors performing a Contract in PK are registered in PK. this applies to both PK and foreign Contractors. Further enquiries should be directed to the Board of Investment (BOI) for information on further certification requirements.

1.20. COMPLAINT HANDLING

An unsuccessful Bidder who is not satisfied with the explanation or information obtained in a debriefing provided may submit a complain.

SECTION-2 SPECIAL CONDITIONS OF TENDERING

These Special Conditions of Tendering (SCT) apply to this Invitation to Bid (ITB) and supplement Section 1: General Conditions of Tendering (GCT)

No	Clause Ref.	Heading	Description
1	1.1.1	Site Visit	The bidder shall be provided with the location/address of project site and it shall be the responsibility of the bidder to conduct the site visits if desired at his own convenience and cost. However, the Bidder shall not interfere with the Employer's operations at the Site.
2	1.1.2	Time of completion	Six (6) Months from the date of signing of the contract
3	1.1.3	Tender Response Schedules and other required documentation	All information referred in Section 4 "Tender Response Schedules"
4	1.1.4	The type of document required	The basis of payment under the Contract being the bided Lump Sum , Bill of Quantities (BOQ) with quoted rates against the quantities in the BoQ will develop the Total Lump Sum Bid Price(s).
5	1.1.5	Alternative Bids	Alternative Bids are not allowed
6	1.1.6	No. of Original and Copies	One Original and One Soft Copy (DVD/CD/USB, including BOQs in excel format) of complete ITB document with signature and stamps on each page.
7	1.3.4 & 1.3.5	Prohibited countries	India and Israel
8	1.3.7	Documentation/ Information to demonstrate that eligibility criteria are met	<ul style="list-style-type: none"> • Copy of valid PEC certificate • Company registration certificate • Income Tax certificate issued by FBR • Affidavit covering all aspects of clause 1.3.7 c to (g)
9	1.4.2 (a)	Qualification criteria	The minimum required annual volume of construction work in any of the last 3 years shall be equivalent to over PKR 60 million
10	1.4.2 (b)	Minimum contract values of completed projects	The bidder previously must have worked on building projects with cumulative value of more than PKR 60 million .
11	1.4.2 (c)	Minimum contract values of in-hand project(s)	The bidder must have any ONE ongoing BUILDING PROJECT of contract value of more than PKR 15 million as main Contractor.
12	1.4.2 (d)	Minimum Staff	<ul style="list-style-type: none"> • One Site Manager with DAE in Civil Engineering and 03 years of practical experience in similar nature of work;

			<ul style="list-style-type: none"> • Site Supervisors- literate with vast experience of building works
13	1.4.2 (e)	Minimum equipment required	Necessary number of concrete mixers and allied tools/equipment to meet the target set in construction Programme.
14	1.4.2	Documentation to demonstrate that qualifying criteria are met	All documentation referred in Section 4 “Tender Response Schedules”
15	1.6.1	Pre-Bid/ Site Meeting	A Pre-Bid/Site Meeting will not be held.
16	1.6.2	Contact Person for clarifications	<p>The Contact Person appointed by the Employer is:</p> <p>Admin Officer Subhan Ahmed Aftab Taaleem Foundation (Head Office) House #10 A, Sunset Street, Green Avenue, Islamabad. Email: admin@tf.edu.pk</p>
17	1.6.2	Clarification Response	As stated in Invitation Letter above
18	1.7.1	Bid Prices	<p>The basis of Contract is bided Lump Sum, which shall be developed from Bill of Quantities with mentioned quantities and rates quoted by bidders resulting in Total Lump Sum Bid Price (s) - Sum of all Unit Items’ Amounts.</p> <p>The bidder at time of award of the Contract have to undertake (through acceptance of LOA) that his bid is Lump Sum for scope and drawings given in this ITB Document.</p> <p>The quantities mentioned in the BOQ if varied during site execution (without changing in scope and drawings), shall not make the Contractor eligible apply for change in Lump Sum Bid Price.</p>
19	1.7.3	Taxes	All prices to be quoted by the contractor must be inclusive of all the applicable Government Taxes, duties, levies etc. whatsoever.
20	1.8	Subcontracting	Subcontracting only for labor work is permitted. For any subcontracting, the bidder shall submit prior request of approval to engage the sub-contractor.
21	1.9.1	Bid Security	A Bid Security of 1% of the quoted Lump Sum Bid price is required. The Bid security can be provided in PKR in the form of Banker’s Cheque/Call Deposit
22	1.11	Bid Opening	Bids shall be opened by the Bid Committee in the absence of bidders
23	1.15.1	Performance Security	A Performance Security of 10% of the Lump Sum Contract Value is required in the form of Banker’s Cheque/Call Deposit Receipt from Scheduled Bank of Pakistan. The performance security must be valid for 10 months from the date of issuance of LOA, which includes construction period,

			defects liability period and period for commencement of works and release of performance security.
24	1.17	Documentation for signing Contract	<ol style="list-style-type: none"> 1. Performance Security (details given in GCT) 2. Construction Schedule/plan (details given in PCC) 3. Quality Plan (details given in PCC) 4. Health & Safety Plan (details given in PCC) 5. Risk Mitigation Plan (details given in PCC) 6. Contractor's All Risks Insurance (details given in SCC/ Contract Data)
25	1.18	Adjudicator	Adjudicator shall be appointed later.

Section 3- Drawings

(Separately Attached) as Annexure-A

All required Drawings are provided at Employer's web site mentioned on tender notice published in national dailies

SECTION-4 TENDER RESPONSE SCHEDULES

TABLE OF CONTENTS

- 1 Bid Submission Form
- 2 Bill of Quantities (BOQ)
- 3 Eligibility and Qualification Information

4.1 TENDER RESPONSE SCHEDULE-1 (BID FORM)

BID SUBMISSION FORM

[To be completed on Bidder's letterhead]

The completed Bid form and attachments together will comprise the Bidder's offer

(Date): _____

To: _____ (Employer's Name)
_____ (Employer's Address)

We offer to execute the _____ (name and number of Contract) in accordance with the Conditions of Contract (in the Form of Contract) accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____) (name of currency) _____. We propose to complete the Works described in the Contract within a period of _____ months from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer required by the proposal documents.

We have not been associated with the firm that prepared for the Employer the design and specifications of the contract that is subject of this request for quotation.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Contractor: _____

Address : _____

Phone Number : _____

Fax Number, if any _____

Email address (optional) _____

BILL OF QUANTITIES

(Separately Attached) as Annexure-B

4.2 TENDER RESPONSE SCHEDULE-2 (BOQs)

BILL OF QUANTITIES (BOQ)

[The Bidder must fill unit rates and cost of each item and sign on each page]

All required BOQs are provided at Employer's web site mentioned on tender notice published in national dailies.

SIGNED/FILLED BOQ MUST BE ATTACHED HERE

INSTRUCTIONS:

1. Bidder must to fill TWO BOQs
2. Each page of BOQ has to be filled and signed/stamped
3. The Bidder must fill unit rates and cost of each item of BOQ with sign and stamp on each page.

THE SUM OF ALL BOQS SHALL BE THE LUMP SUM BID PRICE. THE QUANTITIES GIVEN IN BOQ ARE FOR GENERAL GUIDANCE.

4.3 TENDER RESPONSE SCHEDULE-4 (ELIGIBILITY/QUALIFICATION INFO)

ELIGIBILITY AND QUALIFICATION INFORMATION

[The Bidder must complete this schedule and attach any relevant supporting documents]

1.1 Status Of Bidder:

Bidder's Legal Name:	
Country of Registration:	
Address in Country of Registration:	
Year of Registration;	
Pakistan Eng. Council License No	
Tax Identification Number (TIN)	

Invitation to Bid Works

Mobile No of Owner/CEO	
Mobile No of Authorized Representative for this Tender	
Valid Email Address	

1.2 ANNUAL TURNOVER OF WORKS CONTRACTS FOR THE LAST THREE COMPLETED 3 YEARS

Year	Total Amount for the Year in Millions of PKR
Average Annual Construction Turnover for these 3 years	
Current Commitments	

1.3 COMPLETED WORKS OF A SIMILAR NATURE AND VOLUME OVER THE PAST 05 YEARS (03 EXAMPLES)

Contract No 1 of 3		
Contract Identification:		
Award Date: Completion Date:		
Role in Contract:	<i>[State Contractor, or Subcontractor]</i>	
Brief Description of Work undertaken		
Total Contract Amount in PKR		
If partner in a JV or subcontractor, specify participation of total Contract amount:	Percentage of Total:	
Employer's Name Address Telephone Number Fax Number e-mail address		
Contract No 2 of 3		
Contract Identification:		
Award Date: Completion Date:		
Role in Contract:	<i>[State Contractor, or Subcontractor]</i>	
Brief Description of Work undertaken		
Total Contract Amount in PKR		Amount
If partner in a JV or subcontractor, specify participation of total Contract amount:	Percentage of Total	

Employer's Name Address Telephone Number Fax Number e-mail address		
Contract No 3 of 3		
Contract Identification:		
Award Date: Completion Date:		
Role in Contract:	<i>[State Contractor, or Subcontractor]</i>	
Brief Description of Work undertaken		
Total Contract Amount in PKR		Amount
If partner in a JV or subcontractor, specify participation of total Contract amount:	Percentage of Total	
Employer's Name Address Telephone Number Fax Number e-mail address		

**(ADD MORE SHEETS IF REQUIRED AND ATTACH COPIES)
(ALSO TO ATTACH PERFORMANCE/COMPLETION CERTIFICATES OF EACH COMPLETED PROJECT)**

1.4 IN-HAND/ONGOING WORKS OF SIMILAR NATURE

Contract No 1 of 3		
Contract Identification:		
Award Date:		%age completed:
Expected Completion Date:		
Role in Contract:	<i>[State Contractor, or Subcontractor]</i>	
Brief Description of Work undertaken		
Total Contract Amount in PKR		
If partner in a JV or subcontractor, specify participation of total contract amount:	Percentage of Total:	
Employer's Name Address Telephone Number Fax Number e-mail address		
Contract No 2 of 3		
Contract Identification:		
Award Date:		%age completed:
Expected Completion Date:		
Role in Contract:	<i>[State Contractor, or Subcontractor]</i>	
Brief Description of Work undertaken		
Total Contract Amount in PKR		Amount
If partner in a JV or subcontractor, specify participation of total contract amount:	Percentage of Total	
Employer's Name Address Telephone Number Fax Number e-mail address		
Contract No 3 of 3		

Invitation to Bid Works

Contract Identification:		
Award Date:		%age completed:
Expected Completion Date:		
Role in Contract:	<i>[State Contractor, or Subcontractor]</i>	
Brief Description of Work undertaken		
Total Contract Amount in PKR		Amount
If partner in a JV or subcontractor, specify participation of total contract amount:	Percentage of Total	
Employer's Name Address Telephone Number Fax Number e-mail address		

***(ADD MORE SHEETS IF REQUIRED AND ATTACH COPIES)
(ALSO TO ATTACH WORK ORDER/LETTER OF ACCEPTANCE OF EACH COMPLETED PROJECT)***

1.5 PROPOSED SITE MANAGER AND OTHER KEY STAFF

N a m e	Role/Responsibility	Qualification s & General experience in Construction (years)	Experience in proposed post(years)
	Site Manager		
	Site Supervisor		

[complete and attach CV for the nominee(s)]

1.6 CONTRACTOR'S PROPOSED KEY PLANT / EQUIPMENT

Description of equipment Brand, Model	Age (years) Condition (new, good, poor)	Owned, leased or to be purchased No of units available and location
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Authorized Signature:		Date	
Name & Title of Signatory:	Name:Title:		

Duly authorized to sign on behalf of

Company Name of Bid		Seal or stamp
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CHECKLIST OF MANDATORY DOCUMENTATION TO BE ATTACHED WITH BID

No	Mandatory Documents	Type	Checklist (or x)
1	Power of Authorization for submission of this Bid, if applicable	Original	
2	Complete ITB Document (All Sections)	Original	
3	Addendum (s) / Compliance, if any	Original	
4	Clarification Response (s), if any	Original	
5	Bid Security (in the form of Banker's Cheque or Guarantee)	Original	
6	Form of Bid - Tender Response Schedule-I	Original	
7	Filled Bill of Quantities (BOQ) – Tender Response Schedule-II	Original	
8	Eligibility & Qualification Information-- Tender Response Schedule-III	Original	
9	PEC License (valid) and Renewal Fee Challan (if not	Copy	

Invitation to Bid Works

	renewed)		
10	CV proving the qualifications and experience of the Site Manager and Site Supervisor– signed/stamped	Original	
11	Completion/Performance Certificates of completed building projects	Copy	
12	Work Orders/Letter of Acceptance of in-hand building projects	Copy	

NOTE: The above documentation pack must be submitted with additional ONE SOFTCOPY (DVD/CD/USB, including filled BOQ in MS Excel).

Authorized Signature:		Date	
Name & Title of Signatory:	Name: Title:		

Duly authorized to sign on behalf of

Company Name of Bid		Seal or stamp
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FORM OF CONTRACT

Name of Country: _____

Project Name: _____

Name of Contract: _____

Contract Number _____

This Contract is made this _____ day of _____ 201_ between _____ on the one part (hereinafter called the Employer) and _____ (hereinafter called the Contractor) on the other part.

Whereas the Employer has called for quotations for (name and identification number of the contract) and the Contractor has submitted a quotation for the above work and the Employer has accepted the Contractor's Quotation dated _____ for the execution and completion of such works and the remedying of any defects therein.

Now this Contract witnessed as follows:

1. The Contractor hereby covenants to execute the works fully described in scope of work, drawings, technical specifications, and Bill of Quantities (BOQ) which constitute an integral part of this Contract (as Annex 1) in a professional and workmanship like manner in accordance with the following Conditions of Contract:

- (a) Remedy all defects within 30 days of notification by the Engineer in charge during the period of execution of the contract and thereafter defects notified within the defect liability period;
- (b) The Employer reserves the right to terminate the contract due to unsatisfactory performance 21 days after giving a written notice. If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Employer or the Contractor, the Engineer in charge shall certify that the contract has been frustrated. In such an event, both the Employer and Contractor will have a right to terminate the contract by giving 21 days' notice to the other party without any financial repercussions on either side. Payments after termination or frustration shall consider the value of work completed and materials delivered by the Contractor, and the advance payment made by Employer;

Invitation to Bid Works

- (c) All material and construction equipment on site, temporary works, and Works shall be deemed to be the property of the Employer if the contract is terminated due to fault of the Contractor;
 - (d) The Contractor will in all cases abide by the directions of the Engineer in charge.
 - (e) The Contractor shall submit to the Engineer in charge, a program within 7 days after signing the contract describing general methods and schedule to complete the works;
 - (f) Contract completion period _____(months) after signing of the contract.
 - (g) No part of the works except labor shall be subcontracted without prior approval of the Employer.
 - (h) New items of work performed as ordered by the Engineer in charge will be paid at the mutually agreed rate and in case of any disagreement between the Contractor and the Engineer in charge the latter will fix the unit rates that will be binding on the Contractor;
 - (i) The Law governing the contract shall be applicable laws of _____
(Employer's country);
 - (j) The Contractor shall be responsible for the safety of all the activities on the Site.
 - (k) During execution of works the Engineer in charge, _____, (name) will carry out inspection of works at site to verify that works are executed by the Contractor in accordance with the specifications and required quality as per specifications. Engineer in charge will reject works not performed to the required specifications and the Contractor shall take immediate actions to rectify all defects in accordance with subparagraph (a) above;
 - (l) Either party may terminate the Contract by giving a 21 days' notice to the other for unforeseen events such as wars and acts of Gods such as earthquake, floods fires etc. In such case the payments will be made to the date of termination of contract;
 - (m) The Contractor is responsible for all taxes, duties, levies, etc. in accordance with the laws of the _____(country); and
 - (n) The disputes between the Employer and the Contractor arising between them under or in connection with the Contract shall be resolved amicably. In the event the dispute remains unresolved either party may refer the dispute to _____(name the authority in the country such as Engineering Institute, Legal Institute, etc.) in accordance with the law governing the contract.
2. In consideration thereof the Employer covenants to pay the Contractor the contract price of _____(in words and figures) on the basis of certified work progress as per agreed milestones.

Payments shall be made to the Contractor within Two weeks of the date of the payment request submitted by the contractor has been certified by the Engineer in Charge.

| Invitation to Bid Works

3. The defect liability period will be _____(months) after taking over of completed works by the Employer.

In witness whereof the parties thereto have caused this Contract to be executed the day and year first before written.

Signature and seal of the Employer:
FOR AND BEHALF OF

Signature and seal of the Contractor:
FOR AND BEHALF OF

Name of Authorized Representative

Name of Authorized Representative

FORM OF LETTER OF ACCEPTANCE

Date: _____

To: _____ *[Name and address of the Contractor]*

Dear Sir or Madam,

This is to notify you that your Quotation dated _____ for execution of the *[name and number of the Contract]* for the Contract price of _____ *[amount in words and figures]*, as corrected and modified in accordance with the Request for Quotation has been accepted by us.

You are also requested to sign the attached contract form and commence construction of the Works not later than _____, and ensure the completion of the Works within the construction period specified in the contract.

For and on behalf of the Employer:

Authorized Signature: _____

Name of Signatory : _____

Title : _____
