

## **MOJAZ Foundation**

### **Tender Document-Supply of School Bags**

Ref. No. MF/SB/01/26

Mojaz Foundation (established in 2008) is a leading national non-profit organization dedicated to promoting sustainable socio-economic development for marginalized communities in Pakistan. Through its integrated programs in education, health, livelihoods, disaster risk reduction, climate change, and gender equality, MF works to create lasting impact and inclusive growth.

The Mojaz Foundation has launched the ILMpact Project, a transformative education initiative designed to bridge foundational learning gaps among children in 15 districts of Punjab and Khyber Pakhtunkhwa. The project applies evidence-based strategies, including the Teaching at the Right Level (TaRL) methodology, to strengthen children's basic literacy and numeracy skills.

MOJAZ Foundation is seeking proposals from reputable firms/businesses having relevant experience for the following item/s,

Sr.#	Item	Brief Description/Specification	Qty.
1	School Bags	<p><b>Size:</b> Standard school bag size</p> <p><b>Material:</b> Durable polyester or Oxford fabric (600D)</p> <p><b>Compartments:</b> Minimum 2 main compartments + 1 front pocket</p> <p><b>Color:</b> Mixed bright colors (red, blue, green, etc.)</p> <p><b>Logo Printing:</b> Organization logo &amp; tagline printed on front pocket</p> <p><b>Warranty / Guarantee:</b> Minimum 12 months (Covering stitching, zipper, and strap issues)</p> <p>For a detailed specifications please see <b>Annexure F</b></p>	35,000

#### **Instructions for Bid Submission:**

All interested firms that may be willing to participate in the bidding process are requested to read the document carefully and adhere to the instructions and terms & conditions set hereafter.

1. The proposal must be on business letterhead, along with the annexures (A, B, C, D, and E) of the tender document.
2. Your proposal must have the necessary documentary evidence attached, i.e.,
  - a. Evidence of Company/Business registration
  - b. Evidence of registration with the relevant tax authority for WHT & GST.
  - c. Evidence of relevant experience.
  - d. Business contact information (address, telephone no, email)

3. Business account details with an account maintenance certificate.
4. Each page must be signed and stamped with the authorized representative who may coordinate and represent the business with MF in the further process.
5. Each form/document must be filled out and endorsed by the authorized representative.
6. All quoted costs/prices must be in PKR only.
7. Each firm is permitted to submit only one bid. Non-compliance may lead to the cancellation of all bids submitted by the same firm under different names.
8. Quoted prices must have a validity of 3 months from the date of submission of the quotations.
9. Quoted price must be inclusive of all applicable taxes, including WHT, GST/PST, separately for School Bag and delivery charges to the fifteen (15) districts of Punjab & KPK, listed in the tender document.
10. The firm/business must attach a demand draft or pay order, in favor of "**Mojaz Foundation**", amounting to **5%** of the total bid value as bid security. This security will be returned to unsuccessful bidders within one week of the firm's selection for the supply/procurement.
11. Tender document can be downloaded from the link  
<https://Mojazfoundation.org/tender/>
12. The proposal can be submitted in a sealed envelope along with a sample of each required supply to **Mojaz Foundation, office # 13, 3<sup>rd</sup> floor, Al-Babar Center, F-8 Markaz, Islamabad**, not later than **1300 Hrs. Friday, January 9, 2026**. The envelope must be marked clearly with the reference number and the title of the tender.
13. The proposals received will be opened at **1400 Hrs. Friday, January 9, 2026**, at **Mojaz Foundation, office # 13, 3<sup>rd</sup> floor, Al-Babar Center, F-8 Markaz, Islamabad**, in the presence of one representative of the participating firms/businesses, who may wish to participate in the bid opening process.
14. In case the government announces a holiday on the said date due to any reason whatsoever, the tender will be opened on the next working day at the same time and venue.
15. For any queries and concerns related to this tender, you may contact 0332-5513127 or better write to [procurement.ilmpact@Mojazfoundation.org](mailto:procurement.ilmpact@Mojazfoundation.org).
16. MOJAZ Foundation reserves the right to either accept or reject any or all proposals without assigning any reason.
17. Mojaz Foundation reserves the right to either increase or decrease the quantities specified in the advertisement.

Other required details are specified in the annexures below.

**Cover Page**

<b>Heading</b>	<b>Details</b>
Firm/Business Name	
Business type (proprietor, company)	
Registration details*	
Tax compliance**	
Address	
Contact No. (landline)	
Contact Person Name	
Cell No.	
Email address	
Nature of Business	
Total Experience (years)	
Relevant experience (years)	
Maximum value of the same nature order delivered (last)	
Ordered organization (last)	
Contact person	
Cell no. email id	
Official Account (number)	
Account (title)	
Bank and branch	
Account maintained since (date and year)	

\* Certificate of registration of the firm/business with the relevant authority under the law.

\*\* Certificate of registration of the firm/business with the relevant tax authority, i.e., WHT, GST/PST, and filer status on the date of submission of the proposal.

**PURCHASING TERMS:**

Unless the context indicates otherwise, the terms "Buyer" and "Contracting Authority" refer to Mojaz Foundation. The term "Supplier" and "Contractor" refers to the entity named on the order and contracting with the Buyer. The term "Contract" can be taken to mean either (a) the purchase order or (b) the supply/service Contract, whichever is in place.

**GENERAL TERMS AND CONDITIONS**

- 1. Price:** The prices stated on the order shall be held firm for the period and/or quantity unless specifically stated otherwise
- 2. Source of Instructions:** The Supplier shall not seek nor accept instructions from any source external to Mojaz Foundation in relation to the performance of the Contract.
- 3. Assignment:** The Supplier shall not assign, transfer, sublet, or subcontract the Contract or any part thereof without the prior written consent of the Buyer.
- 4. Corruption:** The Supplier shall not offer, give, or agree to give any inducement or gift to any employee of the Buyer that could reasonably be perceived as a bribe. Any breach of this provision may result in the immediate termination of the business relationship and any existing contracts.
- 5. Confidentiality:** All data, including but not limited to maps, drawings, photographs, estimates, plans, reports, and budgets that have been compiled by or received by the Supplier under the Contract shall be the property of Contracting Authority/Buyer and shall be treated as confidential. All such data should be delivered to the authorized officials representing the Buyer upon request.  
**5.1** The Supplier may not communicate at any time to any other person, government, or authority external to Contracting Authority/Buyer, any information that has been compiled through association with Contracting Authority/Buyer which has not been made public except with written authorization from the Contracting Authority/Buyer. These obligations do not lapse upon termination of the contract.
- 6. Use of Emblem or Name:** Unless otherwise agreed in writing, the Supplier shall not advertise nor make public the fact that it is supplying goods or services to the Buyer, nor shall the Supplier in any way whatsoever use the name or emblem of Contracting Authority/Buyer in connection with its business or otherwise.
- 7. Observance of Law:** The Supplier shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of the contract.
- 8. Force Majeure:** The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection, or acts similar in nature or force.  
**8.1** In the event of, and as soon as reasonably possible after, the occurrence of any event deemed to constitute force majeure, the Supplier shall notify the Buyer in writing, providing full particulars. If the Supplier is rendered unable, in whole or in part, to perform its obligations, the Buyer may, at its sole discretion, take such action as it deems appropriate or necessary under the circumstances.

**8.2** If the Supplier is permanently rendered incapable in whole or part by reason of *force majeure* to complete its obligations and responsibilities under the Contract, then the Buyer will have the right to suspend or terminate the contract on the same terms and conditions laid out in section 9, Cancellation.

**9. Cancellation:** If the Buyer suspends its operations or undergoes changes in its mandate as directed by the Executive Council/Board of Directors of the Buyer/Donor, or if there is a lack of funding, the Buyer retains the right to cancel the contract. In such an event, the Supplier is entitled to reimbursement from the Buyer for all reasonable costs that the Supplier has incurred. This includes costs associated with materials that have been satisfactorily delivered and conform to the specified terms of the contract, up until the receipt of the termination notice.

**9.1** If the Supplier faces financial challenges, such as bankruptcy, liquidation, receivership, or any other solvency issues, the Buyer maintains the right to terminate the contract promptly. This termination is executed without compromising any other rights or remedies available to the Buyer as stipulated in these conditions.

**10. Warranty:** The Supplier shall provide the Buyer with all manufacturers' warranties. The Supplier warrants that all goods supplied in relation to the Contract meet specification, are defect-free, and is fit for the intended use. If, during the warranty period, the goods are found to be defective or non-conforming to specification, the Supplier shall promptly rectify the defect. If the defect is permanent, then at the choice of the Buyer, the Supplier will either replace the item at their cost or reimburse the Buyer.

**11. Inspection and Test:** The Supplier must inspect the goods before dispatch to ensure conformance to specification and/or any other provisions of the contract. The Buyer reserves the right to inspect the goods for compliance with specifications and provisions of the contract. If, in the Buyer's opinion, the goods and/or services do not comply with the specification, the Buyer will inform the Supplier in writing. In such a case the Supplier shall take the necessary action to ensure compliance, liability for any additional cost incurred for rectifying compliance will rest with the Supplier.

**12. Changes:** The Buyer reserves the right to make reasonable changes at any time to the specification, drawings, plans, quantity, packing instructions, destination, or delivery instructions. If any such change affects the price of goods or performance of service, the Supplier and Buyer may negotiate an equitable adjustment to the Contract, provided that the Supplier claims for adjustments in writing to the Buyer within 5 (five) days from being notified of any change.

**13. Export Licence:** If an export licence or licences are required for the goods, the Supplier has the responsibility to obtain that licence or those licences.

**14. Payment Terms:** Unless otherwise agreed, payment terms will be 10-15 working days from receipt of a correctly prepared invoice.

**15. Ethics:** The Conduct to which the Contracting Authority/Buyer expects all of its suppliers to respect is as follows;

- Local labor laws are complied with
- Employment is freely chosen.

- The rights of staff to freedom of association and to collective bargaining are respected.
- Working conditions are safe and hygienic.
- No exploitation of children is tolerated.
- Wages paid are adequate to cover the cost of a reasonable living.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment of staff is tolerated.
- Social rights are respected

Additionally, acceptance of these terms by a Supplier, service provider or contractor of a Contracting Authority/Buyer's supply, service or works contract, means they understand and agree to abide by the terms/ policies of the Mojaz Foundation such as safeguarding policies (Programme Participant Protection Policy, Child Safeguarding Policy and Anti-Trafficking in Persons Policy) and conflict of interest policy (the relevant policies will be shared along with the agreement with the selected supplier).

**15.1 Environmental Standards** - Suppliers should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

- Waste Management.
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

**16. Rights of Contracting Authority/Buyer:** Should the supplier fail to perform under the terms and conditions of the contract, including but not limited to failing to obtain export licenses or to make delivery of all or part of the goods by the agreed delivery date(s), the Buyer may, after giving reasonable notice to the Supplier, exercise one or more of the following rights:

- Procure all or part of the goods from an alternate source, in which event the Buyer may hold the Supplier liable for additional costs incurred.
- Refuse to accept all or part of the goods.
- Terminate the Contract.

**16.1** The Contract will be terminated in the event of corrupt, fraudulent, collusive, and/or coercive practices, and the donor/funder will be informed where such practices may affect their financial interests.

**17. Rights of access for test purposes:** The Contracting Authority/Buyer is contractually obliged to provide certain donors with direct access to suppliers for testing purposes. This obligation applies to all suppliers of the Contracting Authority/Buyer.

**18. No Agency:** This order does not create a partnership between the Buyer and Supplier or make one party the agent for the other for any purpose.

**Note: Bidder must declare any conflict of interest about this offer.**

## MOJAZ Foundation

### BID SUBMISSION FORM

<b>Reference:</b>	Ref. No. MF/SB/01/26
<b>Firm Name:</b>	
<b>NTN:</b>	
<b>STRN:</b>	

Sr. #	Item	Brief Description/Specification	Qty.	Unit Price	Total (Excluding tax)	Sales Tax (%)	Total Price (inclusive of applicable Tax)
				PKR	PKR	PKR	PKR
1	School Bag for the districts in Punjab	<b>Size:</b> Standard school bag size <b>Material:</b> Durable polyester or Oxford fabric (600D) <b>Compartments:</b> Minimum 2 main compartments + 1 front pocket <b>Color:</b> Mixed bright colors (red, blue, green, etc.) <b>Logo Printing:</b> Organization logo & tagline printed on front pocket <b>Warranty / Guarantee:</b> Minimum 12 months (Covering stitching, zipper, and strap issues) For a detailed specifications please see <b>Annexure F</b>	35,000				
2	School Bags for the districts of KPK						
3	Delivery Cost	List of districts of Punjab (Khanewal, Lahore, Kasur, Vehari, Bahawalnagar, Bahawalpur, Raheem Yar Khan)	7				
4	Delivery Cost	List of districts of Khyber Pakhtunkhwa (Battagram, Buner, Charsadda, DI Khan, Mansehra, Mardan, Shangla, Swabi)	8				
<b>Grand Total:</b>							

<b>Delivery Instructions:</b>	<p>Delivery is required in 7 districts of Punjab (Khanewal, Lahore, Kasur, Vehari, Bahawalnagar, Bahawalpur, Rahim Yar Khan), and 8 districts of Khyber Pakhtunkhwa-KPK (Battagram, Buner, Charsadda, DI Khan, Mansehra, Mardan, Shangla, Swabi). Exact delivery locations and quantities for each district will be shared with the selected vendor/supplier.</p> <p><b><i>Rates must be inclusive of all applicable taxes and delivery costs (freight, loading &amp; unloading) to the above-mentioned districts/Locations.</i></b></p>
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#### Evaluation Criteria:

Cost will not be the sole criterion for selecting the vendor/supplier. Bids will be evaluated and marked based on the following standards:

Sr. #	Evaluation criteria	Indicator description	Max Score
1	Completeness of Tender Documents	<p>All required documents submitted, properly signed, and formatted.</p> <ul style="list-style-type: none"> <li>• 10 = All documents complete and compliant</li> <li>• 5 = Minor omissions (non-critical)</li> <li>• 0 = Major omissions / non-compliance</li> </ul>	10
2	Competitive Pricing	<p>Reasonableness of the price compared to the market rate and other bidders.</p> <ul style="list-style-type: none"> <li>• 15 = Lowest responsive bid (<math>\leq 5\%</math> deviation from average)</li> <li>• 10 = Moderate (6–10% deviation)</li> <li>• 5 = High (<math>&gt;10\%</math> deviation)</li> </ul>	15
3	Nature of business	<p>Alignment of the bidder's primary business with the tender scope.</p> <ul style="list-style-type: none"> <li>• 15 = Fully aligned (core business area)</li> <li>• 5 = Partially aligned</li> <li>• 0 = Not aligned</li> </ul>	15
4	Experience in Similar Assignments	<p>Number and quality of similar contracts in last 3–5 years.</p> <ul style="list-style-type: none"> <li>• 15 = <math>\geq 5</math> similar assignments</li> <li>• 10 = 3–4 similar assignments</li> <li>• 5 = 1–2 similar assignments</li> </ul>	15

		<ul style="list-style-type: none"> <li>• 0 = None</li> </ul>	
5	Client reference and feedback	<p>Verified feedback or performance certificates from previous clients.</p> <ul style="list-style-type: none"> <li>• 15 = Excellent (<math>\geq 3</math> positive references)</li> <li>• 10 = Good (2 positive references)</li> <li>• 5 = Fair (1 reference or mixed feedback)</li> <li>• 0 = None / negative</li> </ul>	15
6	Ability to meet deadlines	<p>Evidence of on-time delivery in past projects; logistical capacity.</p> <ul style="list-style-type: none"> <li>• 15 = Always met deadlines</li> <li>• 10 = Occasionally delayed (&lt;10% of projects)</li> <li>• 5 = Frequent delays (&gt;10% of projects)</li> </ul>	15
7	Accuracy of cost calculations	<p>Logical, detailed cost breakdown with clear justification.</p> <ul style="list-style-type: none"> <li>• 15 = Highly accurate and detailed</li> <li>• 10 = Minor inconsistencies</li> <li>• 5 = Miscalculations (effect <math>\leq 1\%</math>)</li> <li>• 0 = Major errors (effect <math>\geq 2\%</math>)</li> </ul>	15

<i>Date:</i>	
<i>Name:</i>	
<i>Title:</i>	
<i>Signature:</i>	

## MOJAZ Foundation

### Declaration of Eligibility

Tenderer / Supplier:

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I, the undersigned (*Name and address of representative*)

Representative of

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(*Name and address of company*)

Declare that none of the following conditions applies to us;

- Are not registered companies.
- Are not bankrupt or in the process of going bankrupt.
- Have been convicted for an offense concerning professional conduct.
- Have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Have not fulfilled obligations related to payment of taxes.
- Are guilty of serious misinterpretation in supplying information.
- Are in a situation of conflict of interest (with prior relationship to project or family or business relationship to parties on the **Mojaz Foundation (MF)**).
- Declared as a serious fault of implementation owing to a breach of their contractual obligations.
- Are on any list of sanctioned parties issued by the Pakistan Government, the United Nations, the United States Government, and the European Union.

In the presence of

Declared

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(*Name & Signature*)

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(*Stamp*)

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(*Name, address*)

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(*Location, date*)

Mojaz Foundation  
Bid Form (Supplies)

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

*To:*  
**Mojaz Foundation (MF)**  
Office # 13, 3<sup>rd</sup> Floor, Al-Babar Center, F-8 Markaz  
Islamabad

**Subject:** MOJAZ Foundation (MF) **MF/SB/01/26**

Gentlemen and/or Ladies:

Having examined the bidding documents, including Tender Nos. **Ref. No. MF/SB/01/26** the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver books in conformity with the said bidding documents for the sum of  
Rs. \_\_\_\_\_ or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods within \_\_\_\_\_ days of signing of the contract. In case of delay in delivery, a penalty @ 0.5% of the contract amount for each day can be imposed. In case of breach of contract, **Mojaz Foundation (MF)** will have the right to cancel the contract.

If our bid is accepted, we undertake to provide a performance security in the form, in the amounts, and within the times specified in the Bidding Documents.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per the bidding documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
[signature & Stamp]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**MOJAZ Foundation****Tender Document Receipt****Tenderer / Supplier Name:****Address:****Contact Number:**

I hereby acknowledge receipt of one set of tender documents of the project mentioned above:

1. Tender Notice
2. Cover page
3. **Annex-A** (General Conditions for Tender)
4. **Annex-B** (Bid Submission Form)
5. **Annex-C** (Declaration of Eligibility)
6. **Annex-D** (Bid Form Supplies)
7. **Annex-E** Tender Document Receipt
8. **Annex-F** Detailed Specifications

<b>First Name and Last Name:</b>	
<b>Signature &amp; Stamp:</b>	
<b>Date and Time:</b>	

## Detailed Specifications

Sr. No.	Specification	Description / Requirement	Material / Quality Details	Remarks
1	<b>Size</b>	Approx. 16 inches (height), suitable for small children	Durable polyester or Oxford fabric (600D)	Standard school bag size
2	<b>Compartments</b>	Minimum 2 main compartments + 1 front pocket	Lined interior with reinforced stitching	Spacious and organized design
3	<b>Shoulder Straps</b>	Adjustable and padded straps	Foam padding with double stitching	Comfortable for long wear
4	<b>Color</b>	Mixed bright colors (red, blue, green, etc.)	Fade-resistant dyes	Attractive and appealing for children
5	<b>Logo Printing</b>	Organization logo & tagline printed on front pocket	Heat-transfer or screen printing	Durable and weather-resistant print
6	<b>Durability</b>	Minimum 1-year lifespan	Strong stitching; tear-resistant material	Quality guarantee required
7	<b>Zippers</b>	Heavy-duty, smooth-running zippers	Metal or branded plastic (e.g., YKK)	Long-lasting and rust-free
8	<b>Handle</b>	Reinforced top handle	Double-layer fabric with inner padding	Easy hand carry option
9	<b>Inner Lining</b>	Water-resistant inner lining	Nylon or PVC-coated fabric	Protects books from moisture
10	<b>Packaging</b>	Each bag packed in individual polybag	Eco-friendly packaging preferred	Ready for distribution
11	<b>Company Information</b>	Manufacturer / Supplier Name, Address, Contact Person, NTN/GST No.	Must be registered vendor	To be filled by supplier
12	<b>Warranty / Guarantee</b>	Minimum 12 months	Covering stitching, zipper, and strap issues	Vendor responsible for defects