

Rural Support Programmes Network (RSPN)

Invitation To Bid (ITB)

Subject: Procurement of School Furniture

Date of Issue: 28-November-2025

Reference # RSPN/FCDO-SRL/ ITB/2025/004

The Rural Support Programmes Network (RSPN) invites sealed bids for the supply of the following School Furniture under its project titled "Safe Return to Learning (SRL)":

S. No.	Item	Specifications	Unit	Quantity	Delivery Locations
1	Teacher Chair 	<p>(Solid Seasoned wood, natural cane netting with metal structure) Overall size: 510X470X820 mm Seat size: - 465x465mm (netted with natural double cane). Back size: 470x230mm (2 nos. bend solid seasoned wooden pieces netted with natural double cane). Seat Height: 450mm. Arm Height: 645mm (2 Nos. size 419x50x20mm, solid wooden strips), wood having 7% to 10% moisture content. Chair structures made of 20mm-Sq, ¾" steel pipe (mild steel /cold rolled IIL Karachi wall thickness. 1.2mm thick 18 Gauge, finished with one coat of red oxide and 2 coats of silver spray paint. Seat, back and Arms Made from solid seasoned wood. Finish with NC Lacquer spray polish, seat and back knitted with natural double cane. All corner and edges of top and bench wooden strips are chamfered properly sanded, finished with NC lacquer.</p>	Nos.	740	Shangla: QTY 160 Buner: QTY 160 Swat: QTY 208 Mansehra: QTY 92 Battagram: QTY 20 Swabi: QTY 100
2	Teacher Table 	<p>(Lamination/Metal Structure) Overall Size: 1200 x600 x760mm (H) Metal Structure Size: 1180 x550 x730mm Structure made of mild steel square pipe 25x25mm (Mild steel/cold rolled IIL Karachi) wall thick 1.2mm. Having 04-nos rubber shoes 25x25mm good quality. Finished with N.C. silver paint. Top size: 1200 x600 x24mm Top made of 24mm thick high-density chipboard pressed with one side Formica and other side lamination sheet, edged covered with shisham veneer/beading, one side two drawers with locks. Drawer tray made of MDF 16mm thick fixed with imported channels and tray bottom made of 2.5mm thick MDF only one side pressed with lamination sheet. Visible edges of shisham veneer finished with N.C. lacquer. Wooden Screw for top: 1-1/2" x 8 – (properly counter sunk) Steel Screw for box: 1-1/4" x 8 Include: Foot support for rest and 3 sides covered Table (front, left and right)</p>	Nos.	740	Shangla: QTY 160 Buner: QTY 160 Swat: QTY 208 Mansehra: QTY 92 Battagram: QTY 20 Swabi: QTY 100

3	<p>Student Bench and Desk</p> 	<p>(Solid Seasoned wood with metal structure) Dimension Desk = height 23" (584mm), length 32" (813mm), depth 14" (356mm) Dimension Bench = seat height 14" (356mm), length 32" (813mm), Depth 12" (305mm). Bench back height = 25" (635mm) Desk Bench metal Structure (Separate). Desk & Bench (separate) outer structure made of MS (Mild steel/cold rolled IIL Karachi) 38x20mm wall thickness of the pipe 1.2mm (18guage). Desk top rail, footrest and bench top rail and bottom rail made of 20 mm square and shelf strips 38x12mm MS (Mild steel /cold rolled IIL Karachi), wall thickness 1.2mm. Structure one coat of red oxide and 2 coats of silver spray paint 40x20mm good quality rubber shoe fixed in structure footing. Top & Bench strip (Grade A1-Shesham Wood). Top size. 772x360x20mm thick Bench strips (back and seat) size 772x50x20mm thick. Top made of 20mm thick Grade A1-Seasoned shesham wood having 7% to 10% moisture content. Bench Seat and back strips made of seasoned Grade A1 seasoned shesham wood 5-Nos strips in seat rest and 3-Nos strips in back rest. Finished with NC Lacquer. All corners and edges of top and bench wooden strips are chamfered properly sanded, finished with NC laquear. Top and strips fixed with wooden screws having counter sunk (screw 1-1/2" x8).</p>	Nos.	3,675	Shangla: QTY 1000 Buner: QTY 1000 Swat: QTY 600 Mansehra: QTY 500 Battagram: QTY 275 Swabi: QTY 300
<p>Note: 1. Sample of furniture will be examined and approved in RSPN Islamabad Office. 2. Location(s) for the delivery of furniture can be changed during the contract period.</p>					

Terms and Conditions														
1. Eligibility Criteria	<p>The bidder fulfilling all the following criteria shall be considered eligible:</p> <table border="1" data-bbox="536 1240 1516 1675"> <thead> <tr> <th data-bbox="536 1240 657 1348">Sr. No.</th> <th data-bbox="663 1240 1129 1348">Eligibility Criteria</th> <th data-bbox="1136 1240 1516 1348">Means of Verifications (MoV) / Documents to be submitted</th> </tr> </thead> <tbody> <tr> <td data-bbox="536 1357 657 1532">1</td> <td data-bbox="663 1357 1129 1532">The bidder must be registered or incorporated in accordance with the laws of Pakistan</td> <td data-bbox="1136 1357 1516 1532">Copy of a valid registration/incorporation certificate from the relevant authority</td> </tr> <tr> <td data-bbox="536 1541 657 1572">2</td> <td data-bbox="663 1541 1129 1572">Valid National Tax Number (NTN)</td> <td data-bbox="1136 1541 1516 1572">NTN certificate</td> </tr> <tr> <td data-bbox="536 1581 657 1675">3</td> <td data-bbox="663 1581 1129 1675">The bidder must have applied for the entire lot of goods and submitted the required bid security</td> <td data-bbox="1136 1581 1516 1675">Bid security as required in Section 6</td> </tr> </tbody> </table>		Sr. No.	Eligibility Criteria	Means of Verifications (MoV) / Documents to be submitted	1	The bidder must be registered or incorporated in accordance with the laws of Pakistan	Copy of a valid registration/incorporation certificate from the relevant authority	2	Valid National Tax Number (NTN)	NTN certificate	3	The bidder must have applied for the entire lot of goods and submitted the required bid security	Bid security as required in Section 6
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3	The bidder must have applied for the entire lot of goods and submitted the required bid security	Bid security as required in Section 6												
2. Award Criteria	<p>The evaluation and award will be primarily based on the bid price for the complete lot. The bidder offering the lowest overall price with required specifications mentioned above, with the ability to deliver on time, will be selected.</p>													
3. Documents to be submitted in addition to those mentioned in Section 1	<p>The bidder shall provide the Bid Price, as per the Price Schedule (attached as Annex -I), on its letterhead. This shall be duly signed and stamped by the bidder.</p>													
4. Submission of Bid	<p>Eligible bidders shall submit their bids in sealed envelope(s) by hand or through courier to:</p>													

	<p>The Procurement Section Rural Support Programmes Network (RSPN) 3rd Floor, IRM Complex, Plot # 7, Sunrise Avenue (off Park Road), Near COMSATS University, Islamabad, Pakistan</p> <p>not later than 1630hrs (PST) on December 12, 2025.</p> <p>Any bid received by RSPN after the deadline prescribed above shall not be entertained and will be returned unopened to the bidder.</p> <p>The name and mailing address of the bidder shall be clearly marked on left hand side of the envelope. The Reference # RSPN/FCDO-SRL/ ITB/2025/004 shall be clearly written on the top right corner of the envelope.</p>
5. Partial Bids (Lots)	Partial bids will not be accepted. Bidders must submit a bid for the complete requirement specified. Only complete bids will be considered for evaluation.
6. Bid Security	<p>a) Bidder must provide a bid security in the form of a bank draft equal to 1% of bidder's offer (inclusive of all taxes) in favor of "Rural Support Programmes Network (RSPN)". The bid security will be released to unsuccessful bidders once the bidding procedure is completed and to the successful bidder(s) upon signing of Contract and submission of Performance Security.</p> <p>b) RSPN may forfeit the bid security in the following cases:</p> <ol style="list-style-type: none"> i) If the bidder withdraws its bid during the evaluation process. ii) If the successful bidder withdraws its bid prior to the Contract signing or refuses to sign the Contract.
7. Bid Validity	Bids shall remain valid for a period of ninety (90) days after the deadline for submission of bids. Bids offering a validity period shorter than the required period will be deemed non-compliant and will be rejected.
8. Language of Bid	The bid and all documents/correspondence relating to the bid shall be submitted in English language.
9. Clarifications	For any clarifications or inquiries related to this ITB, the applicant shall contact through email at procurement@rspn.org.pk . Such queries must be received prior to 1500hrs on December 08, 2025. Any material questions that are received will be responded to in writing via email.
10. Bid Prices	<p>a) The bidder shall fill in rates and prices for all items in the given format "Price Schedule - Annex-I".</p> <p>b) The bid price shall be quoted inclusive of all taxes.</p> <p>c) The quoted price shall be best, final, fixed and valid until completion of all obligations of the bidder.</p>
11. Delivery of Supplies	a) Full delivery of items shall be made in all locations will be made by or before December 31, 2025.
12. Bid Currency	Prices shall be quoted in Pakistani Rupees (PKR)
13. Quality of Goods/Services	a) The Supplier will be responsible to ensure that all items are new, unused and in excellent condition at the time of delivery.

	<ul style="list-style-type: none"> b) RSPN reserves the right to inspect the items upon delivery to ensure they meet the agreed-upon specifications. Any item found to be defective, damaged or non-compliant with the specifications will be rejected. The Supplier shall, at its own expense, promptly replace such item or remedy the defect to the satisfaction of the RSPN. c) The Supplier shall be responsible to comply with all applicable laws, regulations and industry standards concerning the quality and safety of printed materials. d) If the Supplier fails to deliver as per the RSPN requirements, RSPN shall have the right to forfeit payments for such part of the goods/services.
<p>14. Award of Contract</p>	<ul style="list-style-type: none"> a) A Contract will be signed with the successful bidder. b) Within two (02) days from the date of receipt of the Contract, the successful bidder shall sign and date the Contract and return it to RSPN. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security. c) RSPN will award Contract to one successful bidder only per lot.
<p>15. Termination and Dispute Resolution</p>	<p>The following clauses shall govern termination and dispute resolution for the Contract:</p> <ul style="list-style-type: none"> a. Termination for Convenience The buyer reserves the right to terminate the Contract for convenience, without assigning any reason, at any time with written notice to the vendor. b. Termination for Cause The buyer may terminate the Contract for cause if the vendor fails to perform any material obligations, including but not limited to: <ul style="list-style-type: none"> i) Non-delivery or late delivery of supplies. ii) Delivery of defective or non-conforming supplies. iii) Failure to meet agreed-upon quality or performance standards. <p>The buyer shall provide written notice to the vendor specifying the breach, and the vendor shall have ten (10) days to remedy the breach. If the breach is not remedied within this period, the buyer may terminate the Contract and seek damages.</p> <p>In case of termination due to non-delivery or late delivery of supplies, liquidated damages as specified in Section 18 shall also apply.</p> c. Force Majeure Neither party shall be liable for any delay or failure to perform its obligations under the Contract due to causes beyond its reasonable control, such as acts of God, natural disasters, wars, or other unforeseeable events. d. Dispute Resolution: All disputes arising directly under the express terms of the Contract or the grounds for termination thereof shall be resolved as follows:

	<p>The senior management of both parties shall meet to attempt to resolve such disputes amicably. If the disputes cannot be resolved amicably, either party may make a written demand for formal dispute resolution and specify therein the scope of the dispute. Within fifteen (15) days of such written notification, the dispute shall be submitted for conciliation by a mutually agreed impartial mediator. In the event of failure of the conciliation procedure, either party may submit the dispute to the Courts having jurisdiction within Islamabad.</p>
16. Right to vary requirement at time of award	<p>The quantities may be increased or decreased by up to a maximum of 40% of the original quantity.</p>
17. Performance Security	<p>The successful bidder shall, within three (03) working days of the award of Contract, provide a Performance Security in the form of Bank Draft/Pay Order equivalent to 5% of the Contract value. The Performance Security shall be returned upon successful completion of delivery to the satisfaction of RSPN. If the successful bidder fails to perform or fulfill the contractual obligations, the Performance Security will be forfeited.</p>
18. Liquidated Damages	<p>If the supplier fails to deliver the items within the given timeline, the Supplier shall be liable to pay a penalty of 2.5% of the total Contract price for each week of delay.</p> <p>The total penalty shall not exceed 5% of the total Contract amount.</p> <p>If the delay exceeds two (02) weeks, RSPN reserves the right to terminate the Contract and forfeit the Performance Security.</p>
19. Payments	<p>Payments by RSPN will be made through online banking within two (02) weeks upon delivery of each consignment and submission of valid invoice and after successful delivery & acceptance of required goods/services. Taxes will be deducted as per applicable law.</p>
20. Confidentiality	<p>Information relating to the examination and evaluation of bids, and the recommendation of Contract award, shall not be disclosed to the applicant(s) or any other persons not officially concerned with such process, even after the contract award.</p>
21. General Conditions	<ol style="list-style-type: none"> a) RSPN, cannot under any circumstances or for any reason whatsoever, be held liable for damage or injury by the staff or property of the bidder while the action is being carried out or as a consequence of the action. RSPN cannot, therefore, accept any claim for compensation or increases in payment in connection with such damage or injury. b) RSPN reserves the right to reject any or all bids. RSPN may exercise this right at any time before the award notification or Contract signing, without providing any reasons. c) The bidder shall investigate and consider all factors in the preparation of the bid. The bidder shall be deemed to have satisfied itself fully before submitting the bid as to the correctness and sufficiency of its bids for the bid price to cover all obligations. No adjustment in the bid price and/or time schedule, except for those arising from an increase in

	<p>quantity on the demand and approval of the RSPN, shall later be allowed.</p> <ul style="list-style-type: none">d) Bidders are advised to ensure that all unit prices and total prices are consistent. In the event of any discrepancy between the unit price and the total price specified in the bid, the unit price shall prevail and the total price will be re-computed by RSPN for the evaluation purpose.e) Bidder shall be responsible for ensuring that all tax calculations are correct and conform to applicable tax regulations. If discrepancies are found, RSPN reserves the right to adjust the bid prices based on the corrected tax calculations for evaluation purpose. Errors or omissions in tax calculations may result in the bid being deemed non-compliant or rejected.f) In case a bidder claims any tax exemption, the bidder must submit a valid tax exemption certificate or other relevant documentation along with the bid. The certificate should clearly state the nature and scope of the exemption. RSPN reserves the right to verify the validity of the exemption certificate. Failure to provide the required certificate may result in the bid being considered non-compliant.g) The tenderers shall nominate their authorised representatives to whom all communications during the tender process shall be addressed. The tenderers shall provide in their tenders the name, title, contact number (landline, mobile), fax number and e-mail address of their authorised representatives.h) RSPN shall not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of the bids.i) The publication of this ITB does not obligate RSPN in any way unless a formal Contract is signed by both parties.j) RSPN reserves the right to modify any terms, conditions, quantities, or specifications and may request revised bids from bidders in response to such changes.k) RSPN reserves the right to reject all bids and re-tender without providing any reasons and shall not be liable for any costs or damages arising from such rejection.
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Price Schedule:

Terms:

- i) The prices/rates in **Pak Rupees** shall be offered in the table given below.
- ii) The bid price shall be quoted inclusive of all taxes, duties, levies, insurance, freight, transportation and delivery charges etc.
- iii) The items quoted shall be new in all respect.

#	Item Name	Unit	Qty	Unit Price Exclusive of GST	GST (where applicable)	Unit Price Inclusive of GST	Total Amount (Inclusive of GST)
1	Teacher Table	Nos.	740				
2	Teacher Chair	Nos.	740				
3	Student Bench and Desk	Nos.	3,675				