



## **INSTRUCTIONS TO BIDDERS**

### **REQUEST FOR PROPOSAL**

**'REGARDING PROVISION OF MEAL SERVICE TO 217 SCHOOLS OF  
FEDERAL DIRECTORATE OF EDUCATION (FDE) AND  
BASIC EDUCATION COMMUNITY SCHOOLS (BECS), AS AND WHERE BASIS.**

**Closing Date and Time: 1<sup>st</sup> April, 2024 by 02:00 PM**

**Opening Date and Time: 1<sup>st</sup> April, 2024 at 03:00 PM**

## TABLE OF CONTENTS

1.	INTRODUCTION	03
2.	DEFINITIONS	03
3.	INVITATION OF APPLICATIONS	03
4.	INSTRUCTIONS TO APPLICANTS	03-04
5.	DOCUMENTS COMPRISING THE PRE-QUALIFICATION	04-05
6.	SELECTION PROCEDURE	05
7.	OPENING OF PRE-QUALIFICATION DOCUMENT	05
8.	CLARIFICATION OF BIDS	05
9.	BID SECURITY	05
10.	BID VALIDITY	05
11.	ANNEX-I: LETTER OF APPLICATION	06
12.	ANNEX-II: ELIGIBILITY RESPONSE CHECK LIST	07
13.	ANNEX-III: EVALUATION CRITERIA	08
14.	ANNEX-IV: APPLICANT INFORMATION	09
15.	ANNEX-V: SCOPE OF WORK	10
16.	ANNEX-VI: PROPOSED MENU LIST	10
17.	ANNEX-VII: DRAFT AGREEMENT	11-12

## 1. **INTRODUCTION:**

The Ministry of Federal Education and Professional Training intends to sustain a school feeding program in 192 Primary Schools Under Federal Directorate of Education (FDE) and 25 Basic Education Community Schools (BECS) comprising 57,232/- Students. By providing daily nutritious meals to students, we aim to address the challenges of malnutrition, and low attendance rates, ultimately improving the quality of education and increasing student participation in schools. The objective of this meal program is as under:

- Increase student attendance: By providing meals to students, we aim to address the issue of hunger as a barrier to regular school attendance.
- Improve academic performance: Proper nutrition is crucial for cognitive development, which can positively impact students' academic achievements.
- Enhance overall health and well-being: By ensuring access to nutritious meals, we aim to combat malnutrition, boost immune systems, and promote healthy growth and development.
- Foster a conducive learning environment: A well-fed student body can contribute to a positive school atmosphere, reducing behavioral issues and increasing engagement in classroom activities.

## 2. **DEFINITIONS:**

In these documents, unless there is anything repugnant in the subject or context:

- a. "Annexure" means any of the Performa/template defined in this Document.
- b. "Applicant" means any entity including Supplier or Vendor that has submitted an application in accordance with this Documents.
- c. "Successful Applicants" means the Applicant(s) declared successful based on selection criteria.
- d. PPRA means Public Procurement Regulatory Authority Rules 2004 as amended time to time.

## 3. **INVITATION OF APPLICATIONS:**

Ministry of Federal Education and Professional Training invites applications from experienced well-established/reputed firms registered with the Sales Tax Department and Income Tax Department for providing meal services to 57232/- Students of FDE (192 Schools) and BECS (25 Schools) in ICT. The Applicants are expected to have at least three-year relevant experience in provision of meal services to government and non-government entities or reputed private organizations will be preferred.

## 4. **INSTRUCTIONS TO APPLICANTS:**

The objective of "instructions to applicants" is to provide applicants the information to submit their proposals in response to this Document, according to the requirements defined in this Document and in the same order/sequence as set forth in this document. Applicants are required to follow the below requirements for their applications:

- a. Applicants may download the Instruction to Bidders documents from the official website of the Ministry of Federal Education and Professional Training <http://www.mofept.gov.pk>
- b. Applicants are required to submit their applications in sealed envelope. The package shall be clearly marked as "PROPOSAL FOR SCHOOL MEAL SERVICES" in bold and legible letters. The envelope shall be labeled with the name, address and contact number of the Applicant.

- c. Applicants shall provide the following documents, in case any Applicant fails to provide the information/documents as mentioned herein, said Applicant become ineligible.
  - i) Duly completed Application as attached at Annexure-I;
  - ii) Eligibility Response check List as attached at Annexure-II;
  - iii) Provide information as mentioned at Annexure-III;
  - iv) Provide information about applicant as per Annexure-IV;
- d. Each Applicant shall submit only one application, multiple application submissions shall render the Applicant disqualification.
- e. M/o FE&PT may, at any time prior to the deadline for submission of the Proposals, on its own initiative or in response to a clarification requested by the Applicant(s), amend the Instruction to Bidder, Documents, on any account, for any reason. All amendment(s) shall be part of the Instruction to Bidder Document(s) and binding on the Applicant(s). M/o FE&PT shall notify the amendment(s) in writing within reasonable time prior to the application submission date.
- f. M/o FE&PT in accordance with the PPRA Rules 2004, may extend the deadline for the submission of the Request for Proposal (RFP) in which case all rights and obligations of the Ministry of FE&PT and the Applicants previously subject to the deadline shall thereafter be subject to the deadline as extended.
- g. M/o FE&PT, may, at its exclusive discretion, terminate this process at any stage without incurring any liability whatsoever and without assigning any reason or having to owe any explanation whatsoever.
- h. The language of the RFP shall be English.
- i. The Applicant(s) may, by written notice served on the M/o FE&PT, modify or withdraw their applications after submission, but prior to the deadline for submission of the applications. The application(s), withdrawn after the deadline of submission of the applications and prior to the announcement of results shall not be allowed.
- j. The Application(s) may be rejected if:
  - a. The envelop of application at the time of submission is un-sealed;
  - b. The application is conditional;
  - c. The application is submitted later than the deadline for submission.
  - d. The application submitted without required documentation as specified in, clause "5" of ITB.
- k. Applications are to be submitted to Section Officer (G&P), Ministry of Federal Education and Professional Training, Room No.131, Block-C, Pakistan Secretariat, Islamabad on or before, 1<sup>st</sup> April, 2024 at 02:00 p.m. Any applications received after the deadline for submission of application(s) shall be returned unopened to such applicant(s). Delays in the mail/courier, delays of person in transit, or delivery of an application to the wrong office shall not be accepted as an excuse for failure to deliver an application at the proper place and time. It shall be the applicant's responsibility to determine the manner in which timely delivery of his application will be accomplished either in person, by messenger or by postal mail / courier.
- l. Applications will be opened on same day at 03:00 p.m. In case the day of application submission and opening falls on a public holiday, next working day shall be considered as the deadline for the same.

**5. DOCUMENTS COMPRISING THE PROPOSAL:**

The Proposal application must provide the following documents, with complete information, establishing Applicant's eligibility:

Annexure-I	Letter of Application
Annexure-II	Eligibility Response Check List

Annexure-III	Evaluation Criteria
Annexure-IV	Applicant's Information
Annexure-V	Scope of Work
Annexure-VI	Proposed Menu List
Annexure-VII	Form of Contract

**6. SELECTION PROCEDURE:**

- a. The Proposal shall be opened at the specified time and place in presence of the authorized representatives of the applicants who choose to attend.
- b. The purchase Committee, constituted by the competent authority shall evaluate the applications according to the Evaluation Criteria provided herein. Any shortcoming in the documents provided in response thereto may lead to disqualification of the applicant. Prior to the detailed evaluation, the M/o FE&PT, will determine the Eligibility Response Check List of each pre-qualification document. In case the Applicant List is not conforms to all the terms and conditions as provided in Annexure-II, the Applicant shall be disqualified.
- c. The M/o FE&PT will carry out detailed technical evaluation as per Annexure-III of the applicants documents so as to confirm that a document is complete in all aspect and whether it conforms the requirements as set out in the ITB Document.
- d. The M/o FE&PT will award the contract to lowest bidder or supplier who will provide financially lowest bid and supply hygienic meal as per set standards. The successful bidder shall provide meal service to 217 schools in ICT up to June 30<sup>th</sup> 2024 on spot and daily basis except holidays.
- e. Successful bidder shall have to sign an Agreement with M/o FE&PT as per draft attached as Annexure-VII.
- f. Upon unsatisfactory performance by the service provider, M/o FE&PT have the right to terminate contract and confiscate bid security.

**7. OPENING OF PROPOSAL DOCUMENT:**

The M/o FE&PT, will open all proposals documents in the presence of Applicants' Representatives who choose to attend, at the time, on the date, and at the place specified in this Document. The Applicants' Representatives who are present shall sign a sheet evidencing their attendance.

**8. CLARIFICATION OF BIDS:**

To assist in the examination, evaluation and comparison of Proposal document, M/o FE&PT may at its discretion asks the applicant for clarification. The request for clarification and the response shall be in writing.

**9. BID SECURITY:**

The successful bidder will have to deposit 2% of the total value of the proposal as security deposit in shape of banker cheque / pay order in favor of DDO M/o FE&PT, cheque will not be acceptable.

**10. BID VALIDITY:**

The duration of bid is up to June 30<sup>th</sup> 2024 from the date of signing of the agreement which may be extended for an agreed period as per mutual consensus of both parties in line with PPRA Rules 2004 (if required).

### **Annexure-I (Letter of Application)**

(Letterhead paper of the Applicant, including full postal Address, telephone no, fax no, and e-mail address)

Date: .....

To:

Name of the Officer  
Designation  
Ministry of Federal Education and Professional Training  
1<sup>st</sup> Floor Block-C Pak Secretariat Islamabad

Sir,

1. Being duly authorized to represent and act on behalf of ..... (hereinafter “the Applicant”), and having reviewed and full understood all the pre-qualification document information provided, the undersigned hereby applies for pre-qualification of Applicant for Provision of meal services to 217 schools in ICT on daily basis (5 working Days) up to June 30<sup>th</sup> 2024.
2. Attached to this letter are copies of original documents defining:
  - The Applicant’s legal name and status;
  - The place/head office of business;
  - Applicant Certificate of incorporation;
  - NTN certificate of business;
  - Sales Tax certificate of business;
  - Related work experience certificate of the Applicant;
  - Bank Statement of Applicant of at least one year confirming sound financial position
  - Affidavit declaring that applicant is not blacklisted by any Government agency.
3. The M/o FE&PT and its authorized representatives are hereby authorized to conduct any inquires to verify the statements, documents and information submitted in connection with his proposal, and to seek clarification from our clients regarding any technical aspects. This Letter of Application shall also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by this Ministry to verify statements and information provided in this proposal, or with regard to the resources, experience, and competence of the Applicant.
4. M/o FE&PT may contact the following persons for further information, if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. The undersigned declare that the statements made and the information provided in the proposal are complete, true and correct in every detail.

We remain,

Yours’ sincerely

[Applicant’s Stamp]

Authorized Signature:

Name and Title of Signatory:

Name & Address of Applicant:

Cell No. of Authorised Representative:

E-mail address of Authorised Representative:

Mailing address of Authorised Representative:

**Annexure - II (Eligibility Response Check List)**

<b>Eligibility Response Checklist</b>			
<b>Sr. #</b>	<b>Necessary Eligibility Information</b>	<b>Attach the documents YES /NO</b>	
1.	Applicant should have their proper and established setup/office in Islamabad/Rawalpindi		
2.	Applicant must provide full compliance to Scope of Work		
3.	Applicant must provide related work experience certificates for 3 or more than three years		
4.	Evidence of Applicant Registration / Incorporation (Copy required)		
5.	Affidavit on stamp paper, declaring that Applicant is not blacklisted by any government agency/authority.		
6.	Proof of NTN/GST (if applicable)		
7.	Bank Statement of the Applicant of at least one year confirming sound financial position of applicant.		

**Annexure - III (Evaluation Criteria)**

<b>Evaluation Criteria</b>				
<b>Sr.#</b>	<b>Descriptions</b>	<b>Points</b>	<b>Maximum Points</b>	<b>(Attachments)</b>
1.	<b>Applicant experience in meal/food distribution Service to similar job as specified in this document.</b>	-----	50	Attach company profile with necessary work experience certificates
	More than 5 years experience	50		
	3 to 5 years	40		
	03 years experience	30		
2.	<b>Number of clients</b>	-----	30	Attach past Work Order /Contract
	05 or more than 05 clients	30		
	03 to 04 clients	20		
	Less than 03 clients	10		
3.	Financial Soundness	-----	10	
4.	Affidavit declaring applicant is not black listed	-----	10	
5.	Total Marks	-----	100	
6.	Passing Criteria	-----	-----	



**Annexure - IV (Applicant's Information)**

<b>Applicant information</b>		
<b>S #</b>	<b>Required Information</b>	<b>Response</b>
1.	Legal name of the Applicant	
2.	Year of Registration / Establishment of the Applicant	
3.	National Tax Number	
4.	General /Sales Tax Number	
5.	Status of Organization (whether company, partnership or otherwise)	
6.	<b>Name and designation of 'Head of Applicant'</b>	
	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of Applicant:	
7.	<b>Name and designation of 'Contact Person':</b>	
	Phone/s:	
	Email:	
	Fax:	
	Mobile No:	

### **Annexure-V: SCOPE OF WORK (SOW)**

- i. Interested Suppliers/Vendors will be responsible to prepare, and deliver meal at 217 school locations in ICT at lunch time daily, except school holidays.
- ii. Supplier is responsible to arrange all the food and related material for preparation of school meal for 57,232/- students of 217 schools in ICT. The Supplier will use their own kitchen and related facilities for preparation of school meal.
- iii. The Supplier must use fresh food material and the M/o FE&PT management will conduct routine visits to check the hygiene, food material and process of preparation of food.
- iv. Supplier is responsible to facilitate the M/o FE&PT officers/staff for food audit and it is their responsibility to make available the cooking material for the checking/inspection to the satisfaction of the M/o FE&PT Authorities.
- v. School meal should be served in by the vendor during school time at school location in an appropriate manner with reasonable distribution utensils i.e. disposable or non-disposable.
- vi. Packing material should be environment friendly, clean and hygienic. Any types of breakage, spoilage, wear or tear in packing material will not be acceptable.
- vii. The Supplier is responsible to deliver the school meal at 217 different school location under this Ministry in ICT. In case of any damage and accident found during the preparation, packing and delivery of food to schools, the M/o FE&PT will not be responsible.
- viii. The M/o FE&PT will provide the required information about 217 school locations in ICT to the Supplier for school meal delivery.
- ix. The vendor should provide all location to this Ministry where school meal will prepare before the commencement of agreement between the successful bidder and Ministry. The purpose Kitchen or kitchens area should be kept clean & hygienic. Surprise visit will be conducted during the contract period by the officers / representatives of the M/o FE&PT.
- x. The cooking staff who prepare, pack and deliver the food must wear neat and clean dress/uniform.
- xi. In case of continuous unsatisfactory service found, the M/o FE&PT has the right to cancel the contract and confiscate the firm bid security.

### **Annexure - VI (Proposed Menu List)**

Below is the proposed menu for school meal which may change during the course of contract with mutual consent of both parties i.e M/o FE&PT and Successful bidder how ever successful bidder may encourage to propose more hygienic and healthier food menu: -

#### **LUNCH**

Fresh cooked food as per below mentioned Menu / Quantities: -

<b>Days</b>	<b>Main Course</b>	<b>Roti</b>	<b>Quantity</b>
Monday	Aaloo Qeema / Aaloo Chicken	Kashmiri Roti	100g Salan 75g Roti
Tuesday	Daal Chawal		200g Rice
Wednesday	Red Lobiya / Black Channay	Kashmiri Roti	100g Salan 75g Roti
Thursday	Channa Pulao		200g Rice
Friday	Potatoes Rice		200g Rice

- *Location of schools will be shared by FDE & BECS.*

## Annexure-VII (Draft Agreement)

This Agreement for provision and supply of School meal services (hereinafter referred to as “this Agreement”) is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2022

By and Between

Ministry of Federal Education and Professional Training having its main secretariat at 1<sup>st</sup> Floor Block C Pak Secretariat Islamabad (hereinafter referred as ‘M/o FE&PT’) which expression wherever the context so permits shall mean and include its successors-in-interest and permitted assignees of the one part;

And

M/s [.....], a Supplier/Vendor, having its registered office at [.....] (hereinafter referred as “the Supplier/Vendor”) which expression wherever the context so permits shall mean and include its successors-in-interest and permitted assignees of the other part.

Both M/o FE&PT and the Successful bidder/supplier may be collectively referred to hereinafter as “the Parties” and either of them individually as “Party”. **WHEREAS**, Ministry of Federal Education and Professional Training working under umbrella of the Government of Pakistan; **WHEREAS**, M/o FE&PT intends to engage the experience Supplier/Vendor for provision & supply of school meal for the students of 217 school in ICT as defined in Annexure-VI. **WHEREAS**, the Successful Supplier/Vendor warrants and represents that it has relevant experience and capability to provide the said Services in accordance with the terms of this Agreement. **AND WHEREAS** the Supplier/Vendor has qualified through a competitive process and has agreed to perform the required Services in accordance with the terms and conditions hereinafter set forth. **NOW THEREFORE**, in consideration of the mutual covenants and agreements the Parties hereto, agree to the following terms and conditions:

**1. Services:**

- i. The successful bidder bound to provide school meal to 57,232/- students of 192 Primary Schools of FDE and 25 Schools of BECS in ICT on school location basis.
- ii. The Suppliers will not sub-let the contract to any other Supplier otherwise the contract is liable to be terminated and security deposit will be forfeited.

**2. Scope of Work:**

Subject to ITB document, the successful bidder/supplier shall perform the work which inter alia includes:

- i. Interested Suppliers/Vendors will be responsible to prepare, and deliver meal at 217 school locations in ICT at lunch time daily except school holidays.
- ii. Supplier is responsible to arrange all the food and related material for preparation of school meal for 57,232/- students of 217 schools in ICT. The Supplier will use their own kitchen and related facilities for preparation of school meal.
- iii. The Supplier must use fresh food material and the M/o FE&PT management will conduct routine visits to check the hygiene, food material and process of preparation of food.
- iv. Supplier is responsible to facilitate the M/o FE&PT officers/staff for food audit and it is their responsibility to make available the cooking material for the checking/inspection to the satisfaction of the M/o FE&PT Authorities.
- v. School meal should be served in by the vendor during school time at school location in an appropriate manner with reasonable distribution utensils i.e disposable or un-disposable.
- vi. Packing material should be environment friendly, clean and hygienic. Any types of breakage, spoilage, wear or tear in packing material will not be acceptable.

- vii. The Supplier is responsible to deliver the school meal at 217 different school location under this Ministry in ICT. In case of any damage and accident found during the preparation, packing and delivery of food to schools, the M/o FE&PT will not be responsible.
- viii. The M/o FE&PT will provide the required information about 217 school locations in ICT to the Supplier for school meal delivery.
- ix. The vendor should provide all location to this Ministry where school meal will prepare before the commencement of agreement between the successful bidder and Ministry. The purpose Kitchen or kitchens area should be kept clean & hygienic. Surprise visit will be conducted during the contract period by the officers / representatives of the M/o FE&PT.
- x. The cooking staff who prepare, pack and deliver the food must wear neat and clean dress/uniform.
- xi. In case of continuous unsatisfactory service found, the M/o FE&PT has the right to cancel the contract and confiscate the firm bid security.

**3. Payment Procedure:**

- 3.1 M/o FE&PT shall pay to the selected Supplier/Vendor through AGPR, the amount finalized and which shall be determined for that particular assignment / matter for specific period as per the agreed terms and Condition.
- 3.2 The Supplier shall submit its invoice and M/o FE&PT will clear the claim through AGPR Islamabad through cheque. Taxes shall be deducted at source as per applicable laws at the time of payment.

**4. Miscellaneous:**

- 4.1 The Parties shall agree to amicably resolve any dispute, which may arise, under the Agreement through good faith negotiations. In case of no resolution of the dispute by the authorized representatives, the matter shall be referred to the management of M/o FE&PT who shall resolve the dispute and its decision shall be final and binding. While the parties are resolving their disputes both sides shall continue to perform their obligations under the Agreement.
- 4.2 Any notice or request required or permitted to be given or made under this Agreement shall be in English language. Such notice or request shall be deemed to be duly given or made when it shall have been delivered by hand or through registered mail or courier on the following address:

M/o FE&PT	Supplier/Vendor
[Name of Representative]	[Name of Representative]
[Designation]	[Designation]
Land-line number:	Land-line number:
Fax number:	Fax number:
e-mail address:	e-mail address:
_____, Islamabad.	Address:

- 4.3 The Agreement shall be governed by and interpreted in accordance with the laws of Pakistan as amended from time to time.

IN WITNESS whereof the Parties hereto have caused this Agreement to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

**For and on behalf of M/o FE&PT**

**For and on behalf of Supplier/Vendor**

\_\_\_\_\_  
 [Name of authorized signatory]  
 [Designation]

\_\_\_\_\_  
 [Name of authorized signatory]  
 [Designation]