

Term of Reference for provision Food items and catering services for training in Swabi

Background:

Idara-e-Taleem-o-Aagahi (ITA) is a leading national organization working in the education sector since 2000.

Objectives of Assignment:

To provide lunch boxes, refreshment and catering services to the trainings in Swabi, ITA is seeking from registered firms. Under direct supervision of ITA Islamabad dedicated staff, the firm will be responsible for ensuring the provision food items along with the catering services a timely and effective manner.

Scope of work for Food provision;

Sr.	Items	Quantity	Details
1	Single dish lunch with one time tea & Biscuits and drinking water	60	To be served in 2 different training halls of 25 participants each

Terms & Conditions:

1. Idara-e-Taleem-o-Aagahi (ITA) has the authority to reject any quotation without furnishing any reason.
2. ITA will enter into an agreement with the supplier with prior approval of competent authorities.
3. All payment will be made through cross cheque/PO to supplier.
4. Quality of items will not be compromised, and ITA reserve the right to cancel the contract at any time; the cost of sub-standard supplies will be born by the supplier.
5. Quoted prices will be **inclusive of taxes**.
6. ITA will deduct taxes at source as per prevailing Government rules.
7. Payment will be made subject to delivery of services, invoice and tax certificate.
8. The request items will be delivered at Razzar & Swabi specified location
9. Seal Quotations should be on letterheads, signed and stamped on **Address: M-4, 47 west, Mezzanine Floor, Dossal Arcade, Blue Area, Islamabad, Pakistan**
10. Quotation submission deadline is **November 18, 2025 till 03:00 p.m.**

Ethical plan:

The organizer team are required to set out their approach to ensuring complete compliance with international good practice regarding ethics and protocols, particularly with regards to safeguarding children and vulnerable groups. Consideration should be given to:

Administrative, technical, and physical safeguards to protect in the event and;
Data protection and secure maintenance procedures for personal information.

Timeframe:

The duration of the service contract will be from **November 20 – November 28, 2025**

Selection criteria:

1. Strong customer support
2. Flexibility
3. Service Commitments