Standard Bidding Document

Invitation for Framework agreement for Repair and Maintenance Services (Non-Consultancy Services)

National

November 11, 2026

Federal Service Tribunal, Islamabad (Federal Service Tribunal, Islamabad),Admin Officer/DDO
Federal Service Tribunal, 47 Ataturk Avenue, G-5/2, Islamabad
Phone: +92-333-330-1174, Email: ddofst@gmail.com

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INVITATION FOR PREQUALIFICATION FOR OPEN FRAMEWORK AGREEMENT

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Federal Service Tribunal, Islamabad (Federal Service Tribunal, Islamabad)** has sufficient / has received / intends to apply for funds from **Non-ADP** and intends to apply part of such funds toward payments under the Framework Agreement for **Invitation for Framework agreement for Repair and Maintenance Services** having reference number **FFW11067**.

2. The **Federal Service Tribunal, Islamabad (Federal Service Tribunal, Islamabad)** intends to prequalify suppliers for subsequent Invitation to Bid(s) and to sign a Open Framework Agreement with the successful bidder(s) following completion of the bidding process.

3. The objective of the intended Open Framework Agreement is the on-demand supply of **Invitation for Framework agreement for Repair and Maintenance Services** through subsequent Call-Off Contract(s) during the Framework Agreement period. The purpose of this Prequalification Notice is to provide basic information to enable potential applicants to decide whether to respond to this Prequalification Notice.

4. Only the prequalified applicants shall be entitled to participate in the subsequent procurement proceedings. It is expected that Invitations to Bid will be issued to the Prequalified Applicants in **Wednesday, November 25, 2026** . The Open Framework Agreement is expected to be signed with the successful bidder(s) in **Friday, November 27, 2026** for a period of **36 Months**.

5. The Prequalification process is open to all **National** Applicants subject to fulfilling the eligibility requirements specified in the Prequalification Documents. Interested Applicants may obtain further information from **Federal Service Tribunal, Islamabad (Federal Service Tribunal, Islamabad)** through **EPADS v2.0** during office hours. A complete set of Prequalification Documents may be accessed by interested Applicants through **EPADS v2.0** at **https://epads.gov.pk/opportunities/federal/framework-agreements/11067**.

6. The application, prepared in accordance with the instructions contained in the Prequalification Documents, must be submitted through **EPADS v2.0** on or before **Wednesday, November 25, 2026 11:00 AM**. Applications will be opened electronically through **EPADS v2.0** on the same day at **Wednesday, November 25, 2026 11:30 AM**. Manual submission of applications shall not be entertained.

7. Vendors who have not yet registered on **EPADS v2.0** may complete their registration at **https://vendors.epads.gov.pk/**. Guidance regarding registration and bid submission is available on the portal.

In terms of Rule 48 of Public Procurement Rules, 2004, the Grievance Redressal Committee (GRC) has been notified for the subject procurement. The notification is available on the Procuring Agency's website and on PPRA's website.

Federal Service Tribunal, Islamabad (Federal Service Tribunal, Islamabad)
Admin Officer/DDO
Federal Service Tribunal, 47 Ataturk Avenue, G-5/2, Islamabad
+92-333-330-1174
ddofst@gmail.com

Instructions to Applicants

A. General

1. **Scope of Application**

1.1. In connection with the "**Invitation for Prequalification**", the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Prequalification.

3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.

4. **Eligible Applicants**

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.
In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.
In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the JV), the execution of any Call-off Contract(s) awarded (to the JV) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.
The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of framework agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Framework Agreement(s) or Call-off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution of the Framework Agreement and/or Call-off Contract.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA’s website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. **Eligibility (in terms of Nationality)**

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. **Sections of Prequalification Documents**

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

PART 2 Supply Requirements

6.8. Section VII – Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7. **Clarification of Prequalification Documents and Pre-Application Meeting**

7.1. An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing through ePADS. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / ePADS as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Prequalification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through ePADS. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. **Amendment of Prequalification Documents**

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through ePADS.

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and ePADS.
Provided that an Applicant who had already submitted their Applications prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through ePADS.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:
Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. **Cost of Applications**

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.

10. **Language of Application**

10.1. The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in

another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. **Documents Comprising the Application**

11.1. The Application shall comprise the following:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

12. **Application Submission Letter**

12.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

13. **Documents Establishing the Eligibility of the Applicant**

13.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

14. **Documents Establishing the Qualifications of the Applicant**

14.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

14.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

14.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

14.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

14.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

14.4. The documentary evidence of the Applicant’s qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency’s satisfaction:

14.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer’s Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency’s Country;

14.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier’s maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. **Submission of the Applications through ePADS**

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

16. **Deadline for Submission of Applications**

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through ePADS.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through ePADS. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. **Confidentiality**

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance

with ITA 26 through ePADS.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through ePADS.

19. **Clarification of Applications**

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through ePADS.

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. **Responsiveness of Applications**

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. **Margin of Preference**

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Prequalification.

22. **Sub-contractors**

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into

account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. **Evaluation of Applications**

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

23.4. Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant’s subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

24. **Procuring Agency’s Right to Accept or Reject Applications**

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without

thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on ePADS, duly approved by the Principal Accounting Officer or Head of Organization.

25. **Prequalification of Applicants**

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. **Notification of Prequalification**

26.1. The Procuring Agency shall notify all Applicants in writing through ePADS indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through ePADS.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through ePADS.

27. **Request for Bids**

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through ePADS.

28. **Changes in Qualifications of Applicants**

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.

29. **Redressal of Grievances**

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-65 of Public Procurement Rules, 2025.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. **Mechanism of Blacklisting**

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-25 of Public Procurement Rules, 2025 read with “Mechanism for Blacklisting Regulations, 2024”.

Framework Data Sheet

Framework Data Sheet (FDS)

The following specific data for the Framework Agreement shall complement, supplement, or amend the provisions in the Instructions to Applicants/Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

FDS Clause Number
ITB Number

Amendments of, and Supplements to, Clauses in the Instructions to Applicants/Bidders

A. General

FDS Clause Number 1
ITB Number 1.1

Identification Number of the Framework Agreement: **FFW11067**
The Procuring Agency is: **Federal Service Tribunal, Islamabad (Federal Service Tribunal, Islamabad)**
Framework Agreement Title: **Invitation for Framework agreement for Repair and Maintenance Services**

FDS Clause Number 2
ITB Number 2.1

The name of Procuring Agency is: **Federal Service Tribunal, Islamabad (Federal Service Tribunal, Islamabad)**
The name of Framework Agreement is: **Invitation for Framework agreement for Repair and Maintenance Services**

FDS Clause Number 3
ITB Number 2.2

Participating / Authorized Procuring Agencies under this Framework Agreement:

FDS Clause Number 4
ITB Number 3.1

Framework Type: **Open Framework Agreement**

FDS Clause Number 5
ITB Number 4.1

Framework Duration: **36 Months**
Commencement Date: **Expired after the framework duration of 36 months from the award date.**
Expiry Date: **Positions Without Lots :**

Position	Delivery Schedule	Quantity
Repair and Maintenance of Official Vehicles	**Address:** Federal Service Tribunal, 47 Ataturk Avenue, G-5/2, Islamabad **Schedule:** 03 Days **Quantity:** 01/job	1/job
Repair and Maintenance of Official Motorcycles	**Address:** Federal Service Tribunal, 47 Ataturk Avenue, G-5/2, Islamabad **Schedule:** 03 Days **Quantity:** 01/job	1/job
Repair and Maintenance of Photocopier Machines	**Address:** Federal Service Tribunal, 47 Ataturk Avenue, G-5/2, Islamabad **Schedule:** 03 Days **Quantity:** 01/job	1/job
Repair and Maintenance of Computer and Hardware	**Address:** Federal Service Tribunal, 47 Ataturk Avenue, G-5/2, Islamabad **Schedule:** 03 Days **Quantity:** 01/job	1/job
Repair and Maintenance of Elevators	**Address:** Federal Service Tribunal, 47 Ataturk Avenue, G-5/2, Islamabad **Schedule:** 03 Days **Quantity:** 01/job	1/job

Position	Delivery Schedule	Quantity
Repair and Maintenance of 30KVA Generator	**Address:** Federal Service Tribunal, 47 Ataturk Avenue, G-5/2, Islamabad **Schedule:** 03 Days **Quantity:** 01/job	1/job
Repair and Maintenance of Airconditioners and Electric Equipment	**Address:** Federal Service Tribunal, 47 Ataturk Avenue, G-5/2, Islamabad **Schedule:** 03 Days **Quantity:** 01/job	1/job
Repair and Maintenance of Furniture and Fixtures	**Address:** Federal Service Tribunal, 47 Ataturk Avenue, G-5/2, Islamabad **Schedule:** 03 Days **Quantity:** 01/job	1/job
Repair and Maintenance of Office Building	**Address:** Federal Service Tribunal, 47 Ataturk Avenue, G-5/2, Islamabad **Schedule:** 03 Days **Quantity:** 01/job	1/job
Repair and Maintenance of Others/Misc. Works	**Address:** Federal Service Tribunal, 47 Ataturk Avenue, G-5/2, Islamabad **Schedule:** 03 Days **Quantity:** 01/job	1/job

FDS Clause Number 6
ITB Number 5.1

A list of debarred firms and individuals is available on PPRA website: **https://ppra.gov.pk**

B. Contents of the Framework Document

FDS Clause Number 7
ITB Number 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

FDS Clause Number 8
ITB Number 7.1 & 8.2

Information related to the Framework Agreement shall be published on: **EPADS v2.0**

FDS Clause Number 9
ITB Number 7.2

Pre-Bid Meeting: **Clarification Date:**
Pre-Bid Meeting: Tuesday, November 17, 2026 02:05 PM
Venue: Federal Service Tribunal, 47 Ataturk Avenue, G-5/2, Islamabad

C. Preparation of Applications / Bids

FDS Clause Number 10
ITB Number 10.1

This Framework Agreement Document has been issued in the language: **English**

FDS Clause Number 11
ITB Number 11.1(d)

Additional documents to be submitted through **EPADS v2.0**:
No

FDS Clause Number 12
ITB Number 14.2

Source for determining exchange rates: **Not Applicable**

E. Submission of Applications / Bids

FDS Clause Number 18
ITB Number 16.1

Deadline for Bid Submission:
Day: ***Wednesday***
Date: ***Wednesday, November 25, 2026***
Time: ***11:00 AM***

FDS Clause Number 19
ITB Number 17.1

Opening of Bids shall be conducted through: **EPADS v2.0**
Day: ***Wednesday***
Date: ***Wednesday, November 25, 2026***
Time: ***11:30 AM***
Virtual participation link: **https://vendors.epads.gov.pk/**

F. Evaluation and Award

FDS Clause Number 20
ITB Number 21.1

Margin of Domestic Preference: **Not Applicable**

FDS Clause Number 21
ITB Number 22.1

Framework Award Basis: **Quality Based Selection (QBS)**

FDS Clause Number 22
ITB Number 23.1

Suppliers admitted to the Framework Agreement shall not be guaranteed any minimum quantity, value, or volume of business unless otherwise stated in the Framework Agreement.

FDS Clause Number 23
ITB Number 29.1

Framework-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**
A complaint may challenge:

- The terms of the Framework Agreement Documents

- The Procuring Agency’s evaluation decision
- The Procuring Agency’s Framework Award decision

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Framework Items / Lots

Brief Description

Federal Service Tribunal, Islamabad invites applications from **Islamabad/ Rawalpindi based local professional traders/ service providers/ mechanics** for provision of **“Repair and Maintenance Services”** to this Tribunal through open framework agreement for the period of three years 2026-29 (extendable upon satisfactory performance) **as and when required through Request for Quotations or placement of a number of orders** for the services required. Interested suppliers duly registered with **FBR** may submit their proposals along-with **Rs.30,000/- Security Deposit on Pay Order** in respect of DDO, FST in single envelope as per **Rule 15 and 16** of PPRA Rules, 2004 on the above given date and time at the office of **Admin Officer, Federal Service Tribunal, Islamabad**.

Eligibility & Qualification Criteria

All Active Taxpayers shall be eligible to participate in the procurement process, unless expressly excluded or otherwise restricted under the Eligibility Criteria specified by the Procuring Agency.

Bidder's Type	Required Registration

Any	NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN) FBR (GSTN) Registrar of Firms

Eligibility Criteria	Document
Only professional traders who are in the relevant business, have specialized expertise and possess their own complete setup of repair and maintenance such as workshop or service center in Islamabad/ Rawalpindi shall submit their proposals for framework agreement	Yes
Proof of workshop/ service center facility in Islamabad/ Rawalpindi	Yes

Evaluation Criteria

Quality Based Selection (QBS)

Technical Marks	80
Passing Marks	**48**
Technical Evaluation Criteria	
Technical Strength of the supplier through Quality of Services/ Parts/ Consumables provided by the supplier, Availability of Stock and Skilled Experts/ workers with the supplier, Condition of Workshop/ Service Center etc. of the supplier. (Quantitative)(Doc Required)	40

Financial Strength of the supplier (Quantitative)(Doc Required)	20
Past Experience and Clientage through Performance Certificates, Letter of Acceptances, Contract Agreements, Purchase Orders etc. provided by the supplier. (Quantitative)(Doc Required)	20

Call-Off / Secondary Procurement Procedure

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Annexure

Framework Agreement Document

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Framework Agreement Document** (page number: 35)

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Procurement Forms

Past Construction Experiences

See Form Under Additional Forms and Documents: **Past Construction Experiences** (page number: 46)

Contractor's Key Personnel Representative and Their Schedules

See Form Under Additional Forms and Documents: **Contractor's Key Personnel Representative and Their Schedules** (page number: 52)

Financial Resources

See Form Under Additional Forms and Documents: **Financial Resources** (page number: 56)

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 57)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 58)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 60)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 61)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 63)

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Additional Forms and Documents

F. No. 7(1)/2026-FST dated 11.11.2026

FEDERAL SERVICE TRIBUNAL

47, Ataturk Avenue, G-5/2, Islamabad.
Phone: 051-9216217 Fax: 051-9216215, NTN No. 9012502-9

INVITATION FOR OPEN FRAMEWORK AGREEEMENT FOR REPAIR AND MAINTENANCE SERVICES ON E-PAD 2.0

Date and Time of Submission: 20th November, 2026 at 11:00 AM.
Date and Time of Opening: 20th November, 2026 at 11:30 AM.

Federal Service Tribunal, Islamabad invites applications from **Islamabad/ Rawalpindi based local professional traders/ service providers/ mechanics** for provision of **"Repair and Maintenance Services"** to this Tribunal through open framework agreement for the period of three years 2026-29 (extendable upon satisfactory performance) **as and when required through Request for Quotations or placement of a number of orders** for the services required. Interested suppliers duly registered with **FBR** may submit their proposals along-with **Rs.30,000/- Security Deposit on Pay Order** in respect of DDO, FST in single envelope as per **Rule 15 and 16** of PPRA Rules, 2004 on the above given date and time at the office of **Admin Officer, Federal Service Tribunal, Islamabad**.

INSTRUCTIONS FOR APPLICANTS

Scope of Work:-

An open framework agreement, an agreement with specified terms and conditions without an agreed price, will be signed with the shortlisted service providers for **three years 2026-29**. This contractual arrangement will allow this office to procure goods, services or works that are needed continuously or repeatedly at agreed terms and conditions over a period of one year through request for quotations or placement of a number of orders. If incase only one supplier submit his proposal for framework agreement, his nomination will be considered by the purchase committee in line with the guidelines and rules of the PPRA.

Whenever, a service is required by the Tribunal, The Tribunal shall request the prequalified suppliers for quotations. The shortlisted suppliers shall be bound to provide their quotations which must include all taxes and labour charges etc. On approval of the Competent Authority, the supplier who quotes lowest prices will be issued work order. The **request for quotations** will be called on time to time basis whenever the services are required by the Tribunal.

The services may include but shall not be limited to the following categories:-

1) **Repairing and Maintenance of Official Vehicles**
   The works may include replacement of Engine Oil, Oil Filter, Air Filter, AC Filter, Gear Oil, Brake Oil, Tuning, Wheel Alignment & Balancing, Plugs Changing, Brake Service, replacement of bearings, suspension work, AC Work, Denting & Painting, Seat Cover & Poshish Work, Replacement of Batteries, Replacement of Tyres, Servicing & Polishing and all other Electrical and Mechanical Works etc.
2) **Repairing and Maintenance of Official Motorcycles**
   The works may include Oil Change, Tuning, Wheel Balancing, Replacement of Brake Shoes, Brake Cables, Chain Sets, Head Lights, Indicators, Clutch Cable, Clutch Lever, Ignition Switch, Accelerator Cables, Plugs, Replacement of Tyres and all other Electrical and Mechanical Works etc.
3) **Repair and Maintenance of Photocopier Machines**

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The works may include monthly maintenance, replacement of Toners, Drum Unit, Developing Unit, Fusing Unit, Transfer Roller Unit, Image Transfer Belt Unit, Ozone Filter, Toner Filter, Tray Rollers, ADF Roller, Bypass Roller, and all other works required for the maintenance of the machine.

4) **Repairing and Maintenance of Computers, Printers, and Other Hardwares**
   The works may include repairing of Computers, Installation of Windows, MS Office, and Other Softwares, Repairing of Printers, Fax Machines, Scanners, CCTV system and Other IT and telecommunication equipment such as videoconferencing system etc.
5) **Repair and Maintenance of Elevators**
   The works may include comprehensive inspection of all mechanical and electrical components including motor, cables, brakes, control panels, wiring, sensors, switches, hoistway, pit area, oil leaks, shaft lighting, pulleys, bearings, and hinges and any signs of wear and damage or potential issues that require attention.
6) **Repair and Maintenance of 30 KVA Electric Generator**
   The works may include oil change and oil filters, inspection of air intake system, electrical system and wiring, load bank testing, function test, generator cleaning, battery and coolant inspection, spark plugs, replacement of batteries, and other electrical and mechanical works of the generator.
7) **Repair and Maintenance of Air conditioners and other Electrical equipment**
   The works may include installation of ACs, inspection and replacement of filters, checking and cleaning of Condensate Drain, cleaning of indoor unit, cleaning and washing of outdoor units, checking of insulation, refrigerant recharging, compressor repairing, gas filling and other electrical and mechanical works of the air conditioners. Other Electronic devices such as Refrigerators, microwave ovens, heaters etc. may also be repaired during the contract period.
8) **Repair and Maintenance of Furniture and Fixtures**
   The work may include repairing of tables, chairs, veneer, cane webbing of chairs, repairing of drawers, wooden Almirahs, side racks, Steel racks, Steel Safes, Court room tables, rostrums, computer chairs, mechanical base of chairs, seat filling, foam replacements, polishing and cover and poshish works of sofas etc.
9) **Repair and Maintenance of Building**
   This may include all kind of repair and restoration works i.e. Structural and Building Fabric, white wash and painting, Floor and Surface Upkeep, HVAC and Mechanical Systems, Electrical and Lighting Systems, Plumbing and Water Supply, Fire Safety and Security, and Day-to-Day and Periodic Upkeep etc.
10) **Repair and Maintenance of Others**
    Any other repair and maintenance required during for the FST Building during the period of the framework agreement.

Eligible Service Providers:-

The suppliers must fulfill the below listed criteria.

i. Only professional traders who are in the relevant business, have specialized expertise and possess their own complete setup of repair and maintenance such as workshop or service center in Islamabad/ Rawalpindi shall submit their proposals for framework agreement.
ii. The business must be registered with Federal Board of Revenue (FBR) and must possess valid NTN number.
iii. Must have Vendor Number duly registered with AGPR, Islamabad.
iv. Must have experience of supplying similar services to Federal government departments.
v. Must possess performance certificates and contract agreements duly held with Federal government departments.
vi. Must have never been blacklisted by any Governmental department.

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Documents Required:

A. proposals shall comprise the following documents.

i. Application Form.
ii. Tax Registration Certificate from FBR.
iii. Profile of the firm and Details of Services provided by the firm on its letter head.
iv. Proof of workshop/ service center facility in Islamabad/ Rawalpindi.
v. Proof of Financial Strength i.e., Tax Returns/ bank statement etc.
vi. Proof of contract agreements duly signed with the Federal government for supply of the similar kind of services.
vii. Provide references of the Federal Govt. department representatives along with contact details with whom the contracts have been undertaken.
viii. Performance Certificates from Federal Government Departments.
ix. Undertaking on stamp paper that the company has never been blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan.
x. **Rs.30,000/-** Security deposit.

Security Deposit:

The application must be accompanied with **Rs.30,000/-** Security deposit in the form of Pay Order from any scheduled bank in favor of **Drawing and Disbursing Officer, Federal Service Tribunal, Islamabad**. The security deposit shall be valid for the period of contract period. Any proposal not accompanied by an acceptable security deposit shall be rejected by the Tribunal as non-responsive. The security deposits of unsuccessful applicants will be returned after award of the contract to the shortlisted suppliers.

Submission of Proposals/ Applications:

The application must reach to the office of **Admin Officer, Federal Service Tribunal, 47 Ataturk Avenue, G-5/2, Islamabad** on the prescribed time and date as given above and the same will be opened accordingly. Any proposals received by the Tribunal after the deadline for submission of applications will be returned unopened to the applicants.

Prequalification Process:

The applications will be open as per **Single Stage-Single Envelope Bidding Procedure** in accordance with Public Procurement Rules, 2004, therefore, each proposal shall comprise one single envelope containing all the required documents. The applications will be open on due date of submission and will be evaluated by the procurement committee as per below evaluation criteria with the documentary evidences provided by the suppliers. The procurement committee may call the suppliers for a meeting to discuss the requirements and terms and conditions. The concerned committee shall also visit the workshops or service centers of the suppliers to reach the decision regarding nomination of the vendors. The vendors shall be selected by the competent authority i.e., the Hon'ble Chairman in view of the relevant rules.

Evaluation Criteria:

The applications shall be evaluated on the basis of following criteria:-

i. Technical Strength of the supplier.
ii. Financial Strength of the supplier.
iii. Performance Certificates, Letter of Acceptances, Contract Agreements, Purchase Orders etc. provided by the supplier.
iv. Quality of Services/ Parts/ Consumables provided by the supplier.
v. Availability of Stock and Skilled Experts/ workers with the supplier.
vi. Condition of Workshop/ Service Center etc. of the supplier.

Non-responsive and incomplete proposals shall be returned to the respective suppliers.

Signing of Contract:

After nominating the qualified suppliers by the Purchase Committee, a Letter of Acceptance shall be issued to the supplier wherein they will be directed to sign agreement within 14 days from the date of furnishing the LOA. If the qualified supplier fails to sign agreement with the Tribunal within 14 days, his security deposit will be forfeited by the Tribunal and the

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contract will be awarded to the next qualified supplier. The successful supplier shall not transfer the obligations of the contract to any other contractor or supplier through sub-contracting. The contractor shall be bound to supply the required services to this Tribunal by himself as and when required during the contract period.

Rejection of Applications:

Tribunal reserves the right to accept or reject any applications, and to annul the prequalification process and reject all applications/ proposals, at any time prior to award of Contract, without thereby incurring any liability to the affected applicants or any obligation except that the grounds for rejection of all proposals shall upon request be communicated to any applicant who submitted a proposal, without justification of grounds. Rejection of all applications shall be notified to all applicants promptly.

Redressal of Grievances by the Tribunal:

In case of grievances of the applicants, the Tribunal shall constitute a committee to address the complaints of applicants that may occur prior to the entry into force of the procurement contract. Any applicant feeling aggrieved by any act of the Tribunal after the submission of his application may lodge a written complaint concerning his grievances not later than **07 days** after receiving rejection letters from the Tribunal. The committee shall investigate and decide upon the complaint within **14 days** of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the prequalification process. Any applicant not satisfied with the decision of the committee of the Tribunal may lodge an appeal in the relevant court of jurisdiction.

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TERMS OF CONTRACT

These terms and conditions shall form an integral part of the contract and both the contractor and the Purchaser shall be bound by all the provisions contained hereunder.

i. The qualified supplier must provide the repair and maintenance services by himself. He shall not be allowed to sublet the contract to another supplier.

ii. The shortlisted suppliers shall be bound to provide high quality services and must install only genuine and brand new parts of standard quality required for completion of services ordered through work orders. In case, the spare parts replaced were found sub-standard or second hand, the firm shall be struck off from the panel of this Tribunal and its security deposit shall be forfeited.

iii. The supplier shall be bound to return the replaced/ old spare parts and shall be bound to give warranty of each items replaced or repaired. If the same defect is arisen again during the warranty period, the supplier shall be responsible to replace it free of cost.

iv. The supplier shall be bound to supply and deliver the required services to the Tribunal within single day of receiving the work order from the authorized officer of this Tribunal.

v. The supplier shall not charge prices for the items supplied/ services provided and for other obligations discharged, under the contract, varying from the prices quoted by the supplier in the quotations or financial proposal.

vi. The quotations must also include taxes, labour charges etc. The supplier shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax/ sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

vii. The supplier shall be bound to the maintenance services/ items required as per quoted prices approved by the purchase committee and the Competent Authority. No escalation in prices shall be acceptable after the approval of the quotations. The supplier shall not be allowed to leave the contract due to escalation of prices unless his security deposit shall be forfeited.

viii. After delivery of the services, the Purchase Committee shall inspect whether the work has been duly completed as per standards committed within the contract. If the services were not satisfactory, the supplier shall be bound to undertake the work again to the satisfaction of the purchase committee without additional cost.

ix. In case the supplier install ingenuine, used, low quality or defective components, they shall not be accepted and will be returned to the supplier and his contract shall be cancelled and his security deposit shall also be forfeited.

x. The supplier shall provide warranty for the goods and services supplied under the contract. The supplier shall also warrant that the good supplied conform to the specifications and are fit for the purposes for which such goods are ordinarily used. The Supplier shall confirm that the goods supplied under this contract are new, unused, and of current manufacture. The Supplier shall further warrant that all goods supplied under this contract shall have no defect arising from design materials or workmanship or from any act or omission of the supplier that may arise under the normal use of the supplied goods in the conditions prevailing in the purchaser's office.

xi. In case the products supplied under the contract fails to function and get damaged during the warranty period, the Tribunal shall notify the supplier in writing of any claim arising under the warranty. Upon receipt of such notice, the supplier shall repair or replace the defective goods or parts within ten days at his own cost.

xii. After supplying the services or products required through quotations, the contractor shall furnish the bill along with delivery Challan and Sales Tax invoice for payment of the items supplied. The bill shall be put up for approval of the Competent Authority and thereafter sent to AGPR, Islamabad for processing the bill and issuance of cheque. After receiving the cheque from AGPR by the Tribunal, the supplier will be contacted to receive the same from Accounts Branch of the Tribunal. The Tribunal shall in no case make payment in cash to the supplier or make advance payment to the supplier.

xiii. If the Contractor fails/ delays in performance of any of the obligations, under the Contract/ violates any of the provisions of the Contract/ commits breach of any of the terms and conditions of the Contract the Tribunal may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector.

xiv. In case of disputes between the contractor and the Tribunal, both the parties will make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract. If both parties became unable to resolve amicably a contract dispute, either party may require the dispute be referred by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators

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selected in accordance with the said law. The place of arbitration shall be Islamabad, Pakistan. The award shall be final and binding on the parties.

xv. The Contract shall be governed by and interpreted in accordance with the laws of Islamic Republic of Pakistan. The Contractor shall, in all matters arising in the performance of the Contract, conform, in all respects, with the provisions of all Central, Provincial and Local Laws, Statutes, Regulations and By-Laws in force in Pakistan, and shall give all notices and pay all fees required to be given or paid and shall keep the Purchaser indemnified against all penalties and liability of any kind for breach of any of the same. The Courts at Islamabad shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.

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APPLICATION FORM
(On Letter Head of firm)

Name of the Supplier			
CNIC No.			
Address of the office/ workshop			
Status	Professional Trader ☐	General Trader ☐	
Date of Establishment			
Registration Authority			
Experience	More than 5 years ☐	More than 3 years ☐	More than 1 year ☐
NTN No. & Registration Date			
AGPR Vendor No.			
Bank Name and Branch Code			
Bank Account Title			
IBAN Number	PK		
Total Staff			
Covered Area of Office & Workshop			
Available Facilities			

(Name, Signature, Stamp, and Date)

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FINANCIAL STRENGTH

(On Letter Head of firm)

Fixed Assets	Rs.
Current Assets	Rs.
➢ Cash	Rs.
➢ Inventory	Rs.
Long term Liabilities	Rs.
Current Liabilities	Rs.
Average Annual Sales of last 5 years	Rs.
Average Annual Profit of last 5 years	Rs.
Average Tax Paid in last 5 years	Rs.
Total worth of Work Orders attached with the bid	Rs.

(Name, Signature, Stamp, and Date)

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RELEVANT EXPERIENCE

(To be submitted on Applicant's letter head)

Note: - Attach documentary evidence.

Sr.#	Name of the Govt. Department/ Ministry	Title and Ref. No. of Contract along with date	Period of the Contract	Total Worth	Status
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

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KEY STAFF OF FIRM

(To be submitted on Applicant's letter head)

Sr#	Name of Staff	Designation	Area of Expertise	Experience

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INDEX

S.No.	Description	Attached Yes/No.	Page No.
1.	Application Form		
2.	Profile of the firm: Detail of Proprietors, Office Capacity, Inventory capacity, Service Center/ Workshop etc.		
3.	Relevant Experience		
4.	Financial Strength		
5.	Detail of Staff		
6.	Certificate of Registration		
7.	NTN & STRN Registration Certificate		
8.	Income Tax / Sales Tax Returns		
9.	Tax Returns/ Bank Statement		
10.	Letters of Acceptance and Work Orders Completed		
11.	Performance Certificates from Government and Semi Government Departments.		
12.	Undertaking on stamp paper that the company has never been blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan.		
13.	Security Deposit (Pay Order Rs.30,000/-)		
	Total Number of Pages		

Note: The applicants must attach the index along with the proposal. All the above documents and any other supporting documents must be numbered and page number must be mentioned in the column specified for the purpose.

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CONSTRUCTION EXPERIENCE

Form EXP - 4.1
General Construction Experience

Bidder's Name: _____
Date: _____
JV Member's Name_____
Bid Reference No. (if any) and title: _____
Page _____of _____pages

Starting Year	Ending Year	Contract Identification	Role of Bidder
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	

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Form EXP - 4.2(a)

Specific Construction and Contract Management Experience

Bidder's Name: _____
Date: _____
JV Member's Name_____
Bid Reference No. (if any) and title: _____
Page _____of _____pages

Similar Contract No.	**Information**			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Sub-contractor ☐
Total Contract Amount			PKR equivalent	
If member in a JV or sub-contractor, specify participation in total Contract amount				
EMPLOYER's Name:				
Address: Telephone/fax number E-mail:				

Form EXP - 4.2(a) (cont.)
Specific Construction and Contract Management Experience (cont.)

Similar Contract No.	**Information**
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Construction rate for key activities	
6. Other Characteristics	

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Form EXP - 4.2(b)
Construction Experience in Key Activities

Bidder's Name: _____
Date: _____
Bidder's JV Member Name: _____
Sub-contractor's Name (if any): _____
Bid Reference No. (if any) and title: _____

Page _____of _____pages

All Sub-contractors for key activities must complete the information and Qualification Criteria and Requirements, Sub-Factor 4.2.

1. Key Activity No One: _____

	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Sub-contractor ☐
Total Contract Amount			PKR equivalent	
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)		Actual Quantity Performed (i) x (ii)
Year 1				
Year 2				
Year 3				
Year 4				
EMPLOYER's Name:				
Address: Telephone/fax number				

	Information
E-mail:	

2. Activity No. Two

3. ……

	Information
Description of the key activities in accordance with Section III:	

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Form EXP - 4.2 (c)
Specific Experience in Managing ES aspects

[The following table shall be filled in for contracts performed by the Bidder, and each member of a Joint Venture]

Bidder's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insertfull name]*
Bid Reference No. (if any) and title: *[insert ICB/NCB number and title]*
Page *[insert page number]* of *[insert total number]* pages

1. Key Requirement no 1 in accordance with 4.2 (c): _____

Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Subcontractor ☐
Total Contract Amount			PKR	
Details of relevant experience				

2. Key Requirement no 2 in accordance with 4.2 (c): _____

3. Key Requirement no 3 in accordance with 4.2 (c): _____

4. [PA define key requirements]

Contractor's Representative and Key Personnel Schedule

Bidders should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

Contractor' Representative and Key Personnel

1.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
2.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
3.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
4.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]

	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
5.	**Title of position:**	
	Name of candidate	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
6.	**Title of position:** *[insert title]*	
	Name of candidate	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]

Form PER-2:
Resume and Declaration
Contractor's Representative and Key Personnel

Name of Bidder

Position [*#1*]: [*title of position from Form PER-1*]		
Personnel information	**Name:**	**Date of birth:**
	Address:	**E-mail:**
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency:*[language and levels of speaking, reading and writing skills]*	
details		
	Address of Employer:	
	Telephone:	**Contact (manager / personnel officer):**
	Fax:	
	Job title:	**Years with present Employer:**

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	**Role**	**Duration of involvement**	**Relevant experience**
[main project details]	*[role and responsibilities on the project]*	*[time in role]*	*[describe the experience relevant to this position]*

Declaration

I, the undersigned *[insert either "Contractor's Representative" or "Key Personnel" as applicable]* , certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Bid:

Commitment	**Details**
Commitment to duration of contract:	*[insert period (start and end dates) for which this Contractor's Representative orKey Personnel is available to work on this contract]*
Time commitment:	*[insert period (start and end dates) for which this Contractor's Representative orKey Personnel is available to work on this contract]*

I understand that any misrepresentation or omission in this Form may:

(a) be taken into consideration during Bid evaluation;

(b) result in my disqualification from participating in the Bid;

(c) result in my dismissal from the contract.

Name of Contractor's Representative or **Key Personnel: [*insert name*]**

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Bidder:

Signature: _____

Date: (day/month/year): _____

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Eligibility and Qualification Criteria.

No.	**Source of financing**	**Amount (Eq. PKR)**
1		
2		
3		

Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

☐ Not debarred due to deviation from commitment of Bid Securing Declaration-☐ Not debarred due to non-performance			
Year	**Non-performed portion of contract**	**Contract Identification**	**Total Contract Amount (current value, currency, exchange rate and PKR equivalent)**
[insert year]	*[insert amount and percentage]*	Contract Identification: *[indicate complete contract name/ number, and any other identification]* Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Reason(s) for nonperformance: *[indicate main reason(s)]*	*[insert amount]*
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			

Year of dispute	**Amount in dispute (currency)**	**Contract Identification**	**Total Contract Amount (currency), ~~US$~~ PKR Equivalent (exchange rate)**

[insert year]	*[insert amount]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Status of dispute: *[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]*	*[insert amount]*

☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4.

☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.

Year of award	**Outcome as percentage of Net Worth**	**Contract Identification**	**Total Contract Amount (currency), PKR Equivalent (exchange rate)**
[insert year]	*[insert percentage]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Court/ arbitral award decision: *[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]*	*[insert amount]*

Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	**Employer's Contact Address, Tel, Fax**	**Value of Outstanding Work [Current Eq. PKR]**	**Estimated Completion Date**	**Average Monthly Invoicing Over Last Six Months [Eq. PKR/month)]**
1					
2					
3					
4					
5					

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

1. Financial data

Type of Financial information in (currency)	**Historic information for previous _[insert number] years, [insert in words] (amount in currency, currency, exchange rate*, PKR equivalent)**				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

(a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).

(b) be independently audited or certified in accordance with local legislation.

(c) be complete, including all notes to the financial statements.

(d) correspond to accounting periods already completed and audited.

☐ Attached are copies of financial statements[1] for the *[number]* years required above; and complying with the requirements.

[1] If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

Annual Turnover Data			
Year	**Amount** **Currency**	**Exchange rate*** **(If applicable)**	**PKR equivalent**
[indicate calendar year]	*[insert amount and indicate currency]*		
		Average Annual Turnover **	

* Refer ITA for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.