Standard Bidding Document

Pre-qualification of Firms for provision of Labour services anywhere in Pakistan through Open Framework Agreement
(Goods)

National

Single Stage-One Envelope

September 04, 2026

NDMA (National Disaster Management Authority (NDMA)),Director
Near ITP Office, Main Murree Road, Islamabad Capital Territory
Phone: +92-300-500-1238, Email: latifndma@gmail.com

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INVITATION FOR PREQUALIFICATION FOR OPEN FRAMEWORK AGREEMENT

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **NDMA (National Disaster Management Authority (NDMA))** has sufficient / has received / intends to apply for funds from **ADP** and intends to apply part of such funds toward payments under the Framework Agreement for **Pre-qualification of Firms for provision of Labour services anywhere in Pakistan through Open Framework Agreement** having reference number **FFW9598**.

2. The **NDMA (National Disaster Management Authority (NDMA))** 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 **Pre-qualification of Firms for provision of Labour services anywhere in Pakistan through Open Framework Agreement** 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 **Tuesday, September 22, 2026**. The Open Framework Agreement is expected to be signed with the successful bidder(s) in **Wednesday, September 30, 2026** for a period of **24 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 **NDMA (National Disaster Management Authority (NDMA))** 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/procurements/9598**.

6. The application, prepared in accordance with the instructions contained in the Prequalification Documents, must be submitted through **EPADS v2.0** on or before **Tuesday, September 22, 2026 11:00 AM**. Applications will be opened electronically through **EPADS v2.0** on the same day at **Friday, September 4, 2026 04:32 PM**. 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.

NDMA (National Disaster Management Authority (NDMA))
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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: **FFW9598**
The Procuring Agency is: **NDMA (National Disaster Management Authority (NDMA))**
Framework Agreement Title: **Pre-qualification of Firms for provision of Labour services anywhere in Pakistan through Open Framework Agreement**

FDS Clause Number 2
ITB Number 2.1

The name of Procuring Agency is: **NDMA (National Disaster Management Authority (NDMA))**
The name of Framework Agreement is: **Pre-qualification of Firms for provision of Labour services anywhere in Pakistan through Open Framework Agreement**

FDS Clause Number 3
ITB Number 2.2

Participating / Authorized Procuring Agencies under this Framework Agreement: **{AUTHORIZEDAGENCIES}**

FDS Clause Number 4
ITB Number 3.1

Framework Type: **{FRAMEWORKTYPE}**

FDS Clause Number 5
ITB Number 4.1

Framework Duration: **{FRAMEWORKDURATION}**
Commencement Date: **{FRAMEWORKSTARTDATE}**
Expiry Date: **{FRAMEWORKENDDATE}**

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: Thursday, September 10, 2026**

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: ***Tuesday***
Date: ***Tuesday, September 22, 2026***
Time: ***11:00 AM***

FDS Clause Number 19
ITB Number 17.1

Opening of Bids shall be conducted through: **EPADS v2.0**
Day: ***Tuesday***
Date: ***Tuesday, September 22, 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

Framework Items / Lots

{FRAMEWORKLOTSDETAILS}

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant Partnership Firm Company (Private Limited) Company (Public Limited) Company (Holding Company) Company (Limited by Guarantee)	FBR (NTN) FBR (GSTN)

Eligibility Criteria	Document
Minimum 03 years of relevant Experience in Labor Supply/ Logistics with Government, Semi Government or Private organizations	Yes
Company Registration Certificate with SECP	Yes
FBR Active Tax Profile i.e. NTN & STN	Yes

Income Tax Returns for the last 02-years	Yes
Affidavit regarding non-blacklisting and declaration regarding pending litigations/ arbitration (both are required)	Yes
Conflict of Interest Undertaking	Yes
List of Available Labor Strength	Yes
EOBI Registration Certificate / Code (Certificate/Document to be attached)	Yes
Social Security (PESSI/SESSI/KPKESSI) Registration Certificate (Proof to be attached)	Yes

Evaluation Criteria

Quality Based Selection (QBS)

Technical Marks	**100**
Passing Marks	**70**
Technical Evaluation Criteria	
Relevant Experience in Labor Supply/ Logistics with Government, Semi Government or Private organizations (Quantitative)(Doc Required) 07 Years or more **(35)** 5 to 6 years **(25)** 4 to 5 years **(15)** 3 to 4 years **(5)**	35

Labor availability (Quantitative)(Doc Required) 500 or more labors **(25)** 300-499 labors **(20)** 200-299 labors **(15)** 100-200 labors **(10)**	25
Financial Capability (Turnover in Bank Statement or Audit Report (Quantitative)(Doc Required) 20 million or more **(20)** 15-19 million **(15)** 10-14 million **(10)** 05 to 09 million **(5)**	20
Similar Contracts (Proof to be attached) (Quantitative)(Doc Required) 5 or more contracts **(20)** 3–4 contracts **(15)** 2 contracts **(10)** Less than 2 contracts **(5)**	20

Call-Off / Secondary Procurement Procedure

{CALLOFFPROCEDURE}

{BRIEFDESCRIPTION}

Annexure

General Conditions of Contract & Special Conditions of contract

Information (Read-Only)

See Form Under Additional Forms and Documents: **General Conditions of Contract & Special Conditions of contract** (page number: 33)

Procurement Forms

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: {{PDF_PAGE:3344e6c579d238a8eae396343597197a}})

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: {{PDF_PAGE:13500d4ffd53d7757c1110b00b57a503}})

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: {{PDF_PAGE:f7ca087e9ff92d3aa98080e0a6c960f8}})

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: {{PDF_PAGE:93a6143612ddf3cd3ca30115f4d963de}})

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: {{PDF_PAGE:37f143f88d785f1f6cf77c23004aaba3}})

Additional Forms and Documents

GENERAL CONDITIONS OF CONTRACT (GCC)

Open Framework Agreement for Provision of Labour/Manpower Services

1. Definitions

Unless the context otherwise requires:

- **“Procuring Agency”** means [National Disaster Management Authority (NDMA)].
- **“Service Provider”** means a firm admitted to the Framework Agreement.
- **“Framework Agreement”** means the agreement establishing the terms and conditions under which labour services may subsequently be procured.
- **“Call-off Contract”** means an individual contract/work order issued under the Framework Agreement.
- **“Services”** means provision of skilled, semi-skilled and unskilled labour/manpower as specified in the Schedule of Requirements.
- **“Call-off”** means an individual requirement placed against the Framework Agreement.
- **“Day”** means calendar day unless otherwise specified.

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2. Framework Agreement

2.1 The Framework Agreement establishes the terms and conditions for procurement of labour/manpower services during its validity period.

2.2 Admission to the Framework Agreement **does not guarantee any minimum quantity, value or number of Call-offs** to any Service Provider.

2.3 The Procuring Agency shall procure services only when a requirement arises and in accordance with the Call-off procedure specified in the SCC.

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3. Duration

3.1 The Framework Agreement shall remain valid for **three (02) years**, unless terminated earlier in accordance with the Contract.

3.2 Individual Call-off Contracts issued during the validity of the Framework Agreement shall remain valid until completion of the respective services, even if their completion extends beyond the Framework Agreement period, where permitted under the bidding documents.

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4. Call-off Contracts

4.1 Individual requirements shall be placed through Call-off Contracts/Work Orders.

4.2 Each Call-off shall specify, at minimum:

- category of labour;

- number of workers;
- location;
- duration;
- required skills;
- mobilization period;
- deliverables and performance requirements.

4.3 The Service Provider shall commence services only upon issuance of an authorized Call-off/Work Order.

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5. Scope of Services

The Service Provider shall provide suitable manpower in accordance with the Call-off, including:

- skilled labour;
- semi-skilled labour;
- unskilled/general labour;
- loaders/unloaders;
- other categories specified by the Procuring Agency.

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6. Recruitment and Deployment

6.1 The Service Provider shall recruit and deploy competent and physically fit workers suitable for the assigned duties.

6.2 The Service Provider shall ensure that deployed personnel possess the qualifications, skills and experience specified in the Call-off.

6.3 The Procuring Agency may reject any worker considered unsuitable for the assigned duties.

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7. Replacement of Personnel

The Service Provider shall replace any absent, unsuitable, negligent or non-performing worker within the period specified in the SCC or Call-off.

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8. Employer–Employee Relationship

8.1 Workers provided by the Service Provider shall remain employees/workers of the Service Provider.

8.2 No employer–employee relationship shall be created between the Procuring Agency and the Service Provider's workers.

8.3 The Service Provider shall remain responsible for wages, benefits, statutory contributions, taxes, insurance and other employment obligations.

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9. Wages and Statutory Compliance

The Service Provider shall comply with all applicable:

- minimum wage requirements;
- labour laws;
- EOBI requirements;
- Social Security requirements;
- income tax and other applicable tax laws;
- occupational health and safety requirements; and
- other statutory obligations.

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10. Attendance and Verification

10.1 The Service Provider shall maintain daily attendance records of deployed workers.

10.2 Attendance shall be verified/certified by the authorized representative of the Procuring Agency.

10.3 Payment shall be based on verified services/man-days actually provided under the relevant Call-off.

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11. Payment

Payment shall be made against verified attendance/service records and submission of the required invoice and supporting documents.

The Procuring Agency shall have no liability for payment of wages directly to workers unless specifically provided in the SCC.

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12. Taxes and Duties

The Service Provider shall be responsible for all applicable taxes, duties, levies, contributions and statutory charges in accordance with the laws of Pakistan.

Applicable withholding taxes shall be deducted at source by the Procuring Agency.

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13. Health, Safety and Security

The Service Provider shall ensure that its personnel comply with all safety, security and operational instructions of the Procuring Agency.

Workers shall use appropriate personal protective equipment where required by the nature of the work.

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14. Confidentiality

The Service Provider and its personnel shall maintain confidentiality of all information obtained during provision of services and shall not disclose such information without prior written authorization.

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15. Subcontracting

The Service Provider shall not subcontract the whole or substantial part of the services without prior written approval of the Procuring Agency.

The Service Provider shall remain fully responsible for the performance of any approved subcontractor.

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16. Performance Monitoring

The Procuring Agency may monitor and evaluate the performance of the Service Provider, including:

- attendance;
- timely deployment;
- worker conduct;
- quality of services;
- replacement of personnel;
- wage payment compliance; and
- compliance with statutory requirements.

Poor performance may result in warnings, deductions, suspension from future Call-offs or termination in accordance with the Contract.

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17. Liquidated Damages / Deductions

Where the Service Provider fails to provide the required manpower within the prescribed period, deductions or liquidated damages may be imposed as specified in the SCC.

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18. Force Majeure

Neither party shall be liable for failure to perform its obligations to the extent that such failure results from an event beyond its reasonable control, subject to the conditions specified in the SCC.

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19. Termination

The Procuring Agency may terminate the Framework Agreement or an individual Call-off Contract in accordance with the applicable termination provisions where the Service Provider:

- materially breaches the Contract;
- repeatedly fails to provide required manpower;
- provides false information;
- engages in corrupt or fraudulent practices;
- is blacklisted/debarred by a competent authority; or
- otherwise fails to perform its contractual obligations.

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20. Corrupt and Fraudulent Practices

The Service Provider shall comply with applicable Government/PPRA requirements relating to corrupt, fraudulent, collusive or coercive practices.

Any such practice may result in rejection of the bid, termination of the Contract and/or other action permissible under applicable law.

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21. Dispute Resolution

Any dispute arising out of the Framework Agreement or Call-off Contract shall first be resolved through mutual consultation.

If the dispute cannot be resolved amicably, it shall be dealt with in accordance with the applicable dispute-resolution mechanism specified in the SCC and the laws of Pakistan.

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22. Applicable Law

The Framework Agreement and all Call-off Contracts shall be governed by and construed in accordance with the **laws of Pakistan**.

SPECIAL CONDITIONS OF CONTRACT (SCC)

Sr.	Particular	Special Condition
1	Procuring Agency	National Disaster Management Authority (NDMA)

Sr.	Particular	Special Condition
2	Procurement Method	Open Framework Agreement
3	Framework Duration	**Three (02) years (1 year further extendable for 1 year)**
4	Number of Framework Service Providers	As determined through evaluation
5	Nature of Services	Skilled, semi-skilled and unskilled labour/manpower
6	Minimum Quantity	**No minimum quantity guaranteed**
7	Maximum Quantity	As required under individual Call-offs, subject to available budget
8	Call-off Method	**Mini-Competition/secondary procurement among eligible Framework Service Providers**
9	Call-off Award	To the lowest evaluated responsive offer, unless otherwise specified
10	Unit of Measurement	**Man-Day**, unless otherwise specified
11	Duty Hours	Normally 8 hours per man-day, unless specified in Call-off
12	Mobilization	Within **06–48 hours**, or as specified in Call-off
13	Replacement	Within **24 hours** of notification, unless otherwise specified
14	Attendance	Daily attendance to be verified by authorized NDMA representative
15	Payment Basis	Actual verified man-days/services provided
16	Payment Period	Within the period prescribed in the Contract after receipt of complete documents
17	Minimum Wage	Applicable statutory minimum wage shall be complied with
18	EOBI/Social Security	Mandatory where applicable under law
19	Performance Security	As specified in the bidding document/Call-off
20	Insurance	As required under applicable law and specified in the Call-off
21	Subcontracting	Not permitted without prior written approval
22	Price	To be determined through Call-off/Mini-Competition
23	Taxes	As applicable under prevailing laws

Sr.	Particular	Special Condition
24	Governing Law	Laws of Pakistan
25	Performance Evaluation	Quarterly/after completion of each Call-off
26	Contract Termination	For material breach, persistent poor performance, fraud/corruption or other grounds specified in GCC

Special Clause — Mini-Competition

I recommend making this clause particularly clear:

"Whenever a requirement arises, the Procuring Agency shall invite quotations/offers from all eligible Service Providers admitted to the Framework Agreement for the relevant category of labour. The requirement shall specify the number and category of workers, location, duration, man-days, duty hours and other applicable conditions. The Call-off shall ordinarily be awarded to the lowest evaluated responsive offer, subject to compliance with the terms of the Framework Agreement and availability of budget."

Emergency Requirement

For NDMA, I would also include:

"In case of an emergency or urgent operational requirement, the Procuring Agency may adopt an expedited Call-off procedure among the Framework Service Providers in accordance with the applicable procurement rules and the procedure prescribed in the bidding documents."

No Guaranteed Business

"Admission to the Framework Agreement shall not confer any exclusive right upon a Service Provider and shall not create any obligation upon the Procuring Agency to place any minimum order or Call-off. The Procuring Agency may procure services according to its actual requirements, available budget and applicable procurement rules."

Worker Replacement

"The Service Provider shall immediately replace any worker who is absent, unsuitable, misconducts himself/herself or fails to perform the assigned duties. Failure to provide replacement within the stipulated period may result in deduction of the applicable service charges and/or other contractual remedies."

Wage Protection

"The Service Provider shall ensure timely payment of wages to all deployed workers at not less than the applicable statutory minimum wage. The Procuring Agency may require documentary evidence of wage payment and statutory contributions before processing payment."