

Standard Bidding Document

Hiring of Professional Creative Agency to Shoot, Design, Animate &
Develop High Quality Marketing Videos for International Audience -
PSW/PROC/25-26/Comms-444/486
(Non-Consultancy Services)

National

Single Stage-Two Envelope

CORRIGENDUM # 2	CORR-P54656-002
Initiation Date	July 28, 2026



July 28, 2026

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PROCUREMENT NOTICE

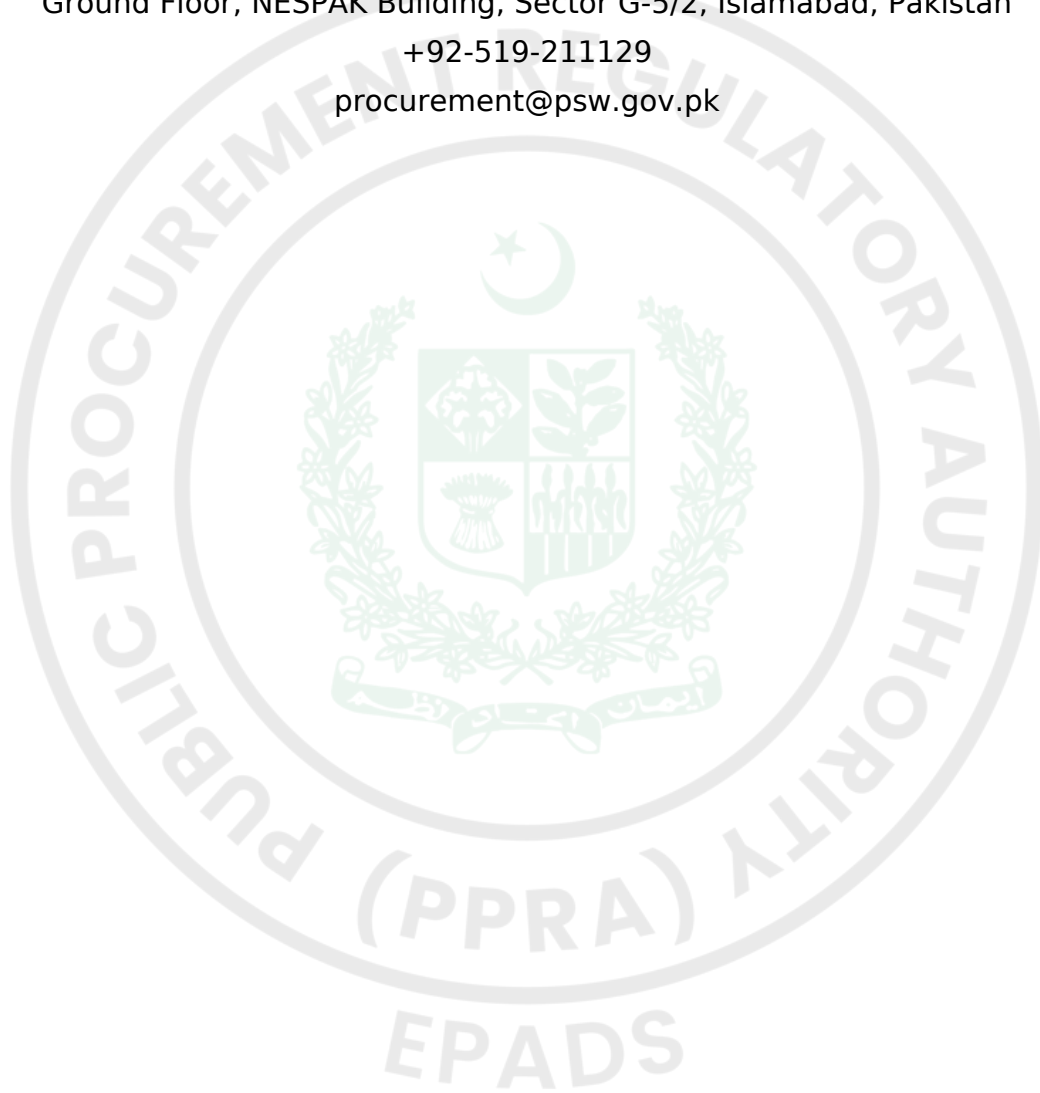
PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Pakistan Single Window (PSW)** has reserved Funds for the procurement planned for FY **2026-27**. The **Pakistan Single Window (PSW)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the **"Hiring of Professional Creative Agency to Shoot, Design, Animate & Develop High Quality Marketing Videos for International Audience - PSW/PROC/25-26/Comms-444/486"** with the reference of **"P54656"**
2. The **Pakistan Single Window (PSW)** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.
3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).
4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order** or Bid Securing Declaration on the prescribed format described.
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **<https://epads.gov.pk/opportunities/federal/procurements/54656>**.
6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Monday, August 10, 2026 03:00 PM**. E-bids will be opened on the same day at **Monday, August 10, 2026 03:30 PM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on **<https://vendors.epads.gov.pk/>**.

A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (www.ppra.org.pk).

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Instructions to Bidders

A. Introduction

1. Scope of Bids

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-Two Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. Source of Funds

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

3. Fraudulent & Corrupt Practices

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. Eligible Bidders

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

5. Qualification of the Bidder

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

6. Contents of Standard Bidding Document

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued by the Procuring Agency include:

Section I -Invitation to Bid

Section II Instructions to Bidders (ITB)

Section III Bid Data Sheet (BDS)

Section IV Eligible Countries

Section V Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.

Section VI Bidding Forms

Section VII Fraudulent & Corrupt Practices

Section VIII - Material & Non-material deviation

Section IX General Conditions of Contract (GCC)

Section X Special Conditions of Contract (SCC)

Section XI Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.

7. Clarifications

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 1.1.**

7.4. If indicated **in the BDS**, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum.

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.

No change in the prices or substance of the bid shall be sought, offered, or permitted.

The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

- 7.6.1. evaluation & qualification criteria;
- 7.6.2. required scope of work or specifications;
- 7.6.3. all securities requirements;
- 7.6.4. tax requirements;
- 7.6.5. terms and conditions of bidding documents; and
- 7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

8. Amendment of Bidding documents

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

9.1.2. Documentary evidence established in accordance with BDS that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with BDS that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

10. Documents Establishing Eligibility of the Services and Conformity to bidding documents

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

11. Documents Establishing Eligibility and Qualification of the Bidder

11.1. Pursuant to BDS, the bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. Form of Bid

12.1. The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.

13. Bids Prices

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

14. Price Adjustment

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

14.3. Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.

15. Bids Currencies

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. Bid Validity Period

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

17. Bid Security or Bid Securing Declaration

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

17.6. The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.

18. Alternative Bids by Bidders

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

19. Withdrawal, Substitution, and Modification of Bids

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. Format and Signing of Bids

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through

EPADS v2.0.

20.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

D. Submission of Bids

21. **Submission of Bids through EPADS v2.0 before Dead deadline**

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

22. **Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee**

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004, The Procuring Agency is required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids in accordance with the evaluation criteria, terms and conditions given in the bidding documents.

23. **Opening of Bids**

23.1. The Bid Evaluation Committee of the Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who

choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

23.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

23.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline.

23.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

24. Confidentiality

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

24.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

25. Preliminary Examination of Bids

25.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

25.1.1. meets the eligibility criteria defined in **BDS**;

25.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

25.1.3. is accompanied by the required securities; and

25.1.4. is substantially responsive to the requirements of the bidding document.

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

25.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

26. Examination of Terms and Conditions, Technical Evaluation

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS**, to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed in the bidding document have been met without material deviation or reservation.

26.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with **BDS**, it shall reject the bids.

27. Correction of Errors

27.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

27.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

27.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

27.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

27.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed.

28. Conversion to Single Currency

28.1. As per Rule 30 of Public Procurement Rules, 2004.

29. Evaluation of Bids

29.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive.

29.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

29.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6**;

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

29.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS**.

30. Determination of Most Advantageous Bids

30.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

31. Abnormally Low Financial Bids

31.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency -

31.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

31.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

32. Rejection of Bids

32.1. As per Rule 33 of the Public Procurement Rules, 2004

33. Single Responsive Bid

33.1. The procuring agency may consider single responsive bid subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

34. Arbitration

34.1. As per Rule 49 of Public Procurement Rules, 2004.

F. Award of Contract

43. Criteria of Award

43.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous Bid.

44. Procuring Agency's Right to reject All Bids

44.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

44.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

45. Notification of Award

45.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

45.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").

45.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

46. Signing of Contract

46.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

47. Performance Guarantee

47.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS**

and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

48. Corrupt & Fraudulent Practices

48.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

53. Constitution of Grievance Redressal

53.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.

54. GRC Procedure

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

H. Blacklisting/ Debarment

55. Procedure for Blacklisting/Debarment

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.





Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

Name of Procuring Agency: **Pakistan Single Window (PSW)**

The subject of procurement is: **Hiring of Professional Creative Agency to Shoot, Design, Animate & Develop High Quality Marketing Videos for International Audience - PSW/PROC/25-26/Comms-444/486**

Expected commencement date: **Saturday, October 31, 2026**

BDS Clause Number 2

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P54656**

BDS Clause Number 3

JV/Consortium or Association Allowed: **No**

Number of JV/Consortium Members: **Nil**

B. Bidding Documents

BDS Clause Number 4

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Sunday, August 2, 2026

Pre-Bid Meeting: Thursday, July 30, 2026 11:00 AM

Venue: Teams Online Pre Bid-meeting

BDS Clause Number 5

Any addendum, in case issued, shall be published on **Pakistan Single Window (PSW)** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid:

1. All Documents as mentioned in the Evaluation Criteria

BDS Clause Number 7

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8

Services and Their related documents:

See section Required Services and Scope of Work

BDS Clause Number 9

Price schedule will be provided according to the format defined and acquired.

see section price schedule.

BDS Clause Number 10

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11

The price shall be **Fixed**.

BDS Clause Number 12

Currency of the Bids shall be : **PKR**

BDS Clause Number 13

The Bids/Bid Validity period shall be: **120 Days**

BDS Clause Number 14

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**

The Bid Security shall be in the form of: **Pay Order**

BDS Clause Number 15

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for $90+28 = 118$ days.

BDS Clause Number 16

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

Ground Floor, NESPAK Building, Sector G-5/2, Islamabad, Pakistan

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Monday, August 10, 2026 03:00 PM**

E. Opening and Evaluation of Bids

BDS Clause Number 18

The Bids opening shall take place on **EPADS v2.0**.

Day : **Monday**

Date: **Monday, August 10, 2026**

Time : **03:30 PM**

BDS Clause Number 19

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**

see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall: **10.00%**.

The Performance Guarantee shall be acceptable in the form of: **Pay Order, Bank Guarantee**

21.

51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22

Grievance against this procurement shall be submitted online on EPADS v2.0.

Eligibility Criteria

Bidder's Type	Required Registration
Sole Proprietorship	FBR (NTN)
Partnership Firm	
Company (Private Limited)	

Eligibility Criteria	Document
The Bidder must possess valid NTN & Sales Tax registration. The bidders must be appearing as “Active” and “Operative” on the “Taxpayer Profile” as published at FBR’s website at the time of evaluation of bids To provide: NTN & Sales Tax registration certificates.	Yes
Bidder must be a registered business. To provide: business registration documents issued by SECP, registrar of firms, FBR etc.	Yes
The bidder must be a single legal entity and not be a consortium of firms or a joint venture. To provide: Confirmation on Company’s Letterhead.	Yes
The Bidder must have minimum five (05) years of experience in providing video production services. To provide: copies of earliest contracts, purchase/work orders, client testimonials etc. for similar work. The experience in number of years shall be calculated from the date of such provided supporting documents of the earliest assignment.	Yes

The bidder must have developed at least one similar video for international audience in the last three (03) years. Details & supporting documents in form of copies of contracts, purchase/work orders, client testimonials or invoices to be provided. Claims without supporting documents shall not be accepted.	Yes
The bidder must have experienced and adequate team for the subject assignment. Bidders must have minimum the following resources in its proposed project team: • Creative Director / Producer (min 5 years' experience) • Director of Photography • Scriptwriter (English proficiency for international audience) • Editor / Motion Graphics Specialist. To provide: Profiles and detailed CVs of the proposed project team.	Yes
The bidder must have average annual turnover of PKR 10 million in last three years. To provide: audited financial statements or tax returns of last three years.	Yes
Signed Form of Bid with official stamp affixed on it as per the format given in additional Forms and Documents of the RFP	Yes
The bidder shall provide an undertaking on its letterhead confirming that it has not been involved in any contract non-performance of procurement contracts during the last three (3) years.	Yes
Details of proposed sub-contractor(s), if any, including the portion of the scope of work to be subcontracted, shall be provided. The bidder shall also submit the sub-contractor's profile, relevant expertise, experience, and technical resources for the proposed subcontracted scope. The sub-contractor must demonstrate adequate technical and professional capability to perform the assigned work; otherwise, the bidder may be disqualified.	Yes
Project Plan including proposed project timelines clearly explaining each step of the process with breakdown of timelines for each step.	Yes

Evaluation Criteria

Quality and Cost Based Selection (QCBS)

Technical Marks	100
Passing Marks	60
1) Relevant Experience in Video Production Services within the Last Five (05) Years (Professional Standards):	
Relevant Experience in Video Production Services (Professional Standards): Bidder to provide details & supporting documents in form of copies of contracts, purchase/work orders or invoices to be provided. Claims without supporting documents shall not be accepted. (Quantitative)(Doc Required)	20
• Above 10 years (20) • From 7 to 10 years (7) • From 5 to 7 years (5)	
2) Expertise in 3D Animated Video Production (Pakistan-Based Projects)	

Expertise in 3D Animated Video Production (Pakistan-Based Projects) Demonstrated proficiency in the production of 3D animated videos during the last five (05) years, supported by relevant work samples and accessible links to sample videos. Accessible link/copies of said work to be submitted. (Quantitative)(Doc Required) Above 7 projects (20) From 6 to 7 projects (15) From 4 to 5 projects (10) From 1 to 3 projects (5)	20
3) International-Standard Work Samples Requirement:	
International-Standard Work Samples Requirement: Bidder must submit at least one (01) comparable international-standard video sample demonstrating quality benchmarking suitable for global platforms and regulatory audiences. Evaluation will consider production quality, storytelling depth, animation sophistication, and suitability for international forums. (Qualitative)(Doc Required) For criterion 3 marks will be allocated on a comparative basis. The most relevant, robust and pertinent proposal aligning most closely to the requirements of the said criterion will be awarded the maximum marks. Other bidders will be awarded marks proportionately, based on their proposals. (10)	10
4) Communication Effectiveness, Cultural Neutrality & Global Positioning (Based on Submitted Samples):	

Language quality, communication effectiveness, and overall impact = 10 Marks (Qualitative) For criterion 4 marks will be allocated on a comparative basis. The most relevant, robust and pertinent proposal aligning most closely to the requirements of the said criterion will be awarded the maximum marks. Other bidders will be awarded marks proportionately, based on their proposals. (10)	10
Message clarity, audience relevance, usability of content, and demonstration of culturally neutral, globally positioned communication free from regional accents or localized references = 10 Marks (Qualitative) For criterion 4 marks will be allocated on a comparative basis. The most relevant, robust and pertinent proposal aligning most closely to the requirements of the said criterion will be awarded the maximum marks. Other bidders will be awarded marks proportionately, based on their proposals. (10)	10
5) Qualification, Experience of proposed key team members and Tools & Technical Capability	
• Creative Director / Producer (min 5 years' experience) = 5 marks (CV + portfolio to be submitted in bid) (Qualitative)(Doc Required)	5
• Director of Photography = 4 marks to be assessed based on experience & showreel (CV + showreel to be submitted) (Qualitative)(Doc Required)	4
• Scriptwriter (English proficiency for international audience) = 5 marks (Writing samples to be submitted) (Qualitative)(Doc Required)	5
• Editor / Motion Graphics Specialist = 6 marks to be assessed based on experience & software expertise (CV and relevant details to be submitted) (Qualitative)(Doc Required)	6
Use of industry-standard and competitive software/tools proposed for the assignment = 5 Marks – details of software and tools to be provided. (Qualitative)(Doc Required)	5
6) Proposed Methodology & Work Plan	

Proposed Methodology & Work Plan Bidders submit their methodology and work plan on how they will execute the said project if the contract is awarded to them. The methodology and work plan must demonstrate understanding of TORs, concept development approach, pre-production planning (script, storyboard, location scouting), production & post-production workflow, project plan to meet the project timelines, quality control & revision mechanism etc. (Qualitative)(Doc Required)

5

For criterion 6 marks will be allocated on a comparative basis. The most relevant, robust and pertinent proposal aligning most closely to the requirements of the said criterion will be awarded the maximum marks. Other bidders will be awarded marks proportionately, based on their proposals. **(5)**

Required Services

Lot Title : Shoot, Design, Animate & Develop High Quality Marketing Videos for International Audience

Bid Security : 0 PKR

Position	Delivery Schedule	Quantity
A) PSW Achievement Video	Address: 2nd Floor, NTC Head Quarter, Sector G-5/2., Islamabad Capital Territory Schedule: The agency must submit a complete project timeline including: • Pre-production schedule • Shoot dates • Review and revision cycles • Final delivery date The timeline will be finalized after PSW's approval. Quantity: 1/job	1/job
B) DRAP Video	Address: 2nd Floor, NTC Head Quarter, Sector G-5/2., Islamabad Capital Territory Schedule: The agency must submit a complete project timeline including: • Pre-production schedule • Shoot dates • 3d Animation and post-production phases • Review and revision cycles • Final delivery date The timeline will be finalized after PSW's approval. Quantity: 1/job	1/job

Related Services :

No



Services Specifications

Lot Title : Shoot, Design, Animate & Develop High Quality Marketing Videos for International Audience

Position: A) PSW Achievement Video

Specifications / Requirements:

Sr.	Description	UoM	Unit Rate Inclusive of all Taxes & Out-of- Pocket Expenses	Tax Rate (%)	Quantity	Total Rate Inclusive of all Taxes & Out-of- Pocket Expenses
1	Concept development, scripting, storyboard & creative direction	Job	PKR		1	
2	Shooting, pre and post-production – complete as per the provided scope, including live shooting, normal animations, transitions & motion graphics	Job	PKR		1	
3	Advanced animation (3D) & motion graphics (if applicable beyond normal editing) – bidders to quote price of per minute of finalized animation and motion graphics, payments shall be made as per actual duration.	minute	PKR		1	
4	Editing, color grading, sound design & professional subtitles (English)	Job	PKR		1	

Sr.	Description	UoM	Unit Rate Inclusive of all Taxes & Out-of- Pocket Expenses	Tax Rate (%)	Quantity	Total Rate Inclusive of all Taxes & Out-of- Pocket Expenses
5	60-second global adaptation	Job	PKR		1	
6	30-second teaser					
7	Any other items/services deemed necessary to complete the scope of work	Job	PKR		1	
Total in PKR (Tax & out of pocket expenses inclusive):						

Position: B) DRAP Video

Specifications / Requirements:

Sr.	Description	UoM	Unit Rate Inclusive of all Taxes & Out-of- Pocket Expenses	Tax Rate (%)	Quantity	Total Rate Inclusive of all Taxes & Out-of- Pocket Expenses
1	Pre-alignment meeting, concept development, scripting & storyboard (English & Urdu)	Job	PKR		1	
2	High-quality 2D & 3D animation & motion graphics (as per 70% requirement of total video duration) - bidders to quote price of per minute of finalized animation and motion graphics, payments shall be made as per actual duration.	minute	PKR		1	

Sr.	Description	UoM	Unit Rate Inclusive of all Taxes & Out-of- Pocket Expenses	Tax Rate (%)	Quantity	Total Rate Inclusive of all Taxes & Out-of- Pocket Expenses
3	Archival footage integration & testimonial recording (if required)	Job	PKR		1	
4	Editing, color grading, sound design & professional subtitles (English & Urdu)	Job	PKR		1	
5	1.5 minute adapted versions	Job	PKR		1	
6	30-second adapted versions (2-3 highlight videos)	Job	PKR		1	
7	Any other items/services deemed necessary to complete the scope of work	Job	PKR		1	
Total in PKR (Tax & out of pocket expenses inclusive):						

Scope of Work

Pakistan Single Window (PSW) is a prominent government agency with an integrated digital platform that allows parties involved in trade to lodge standardized information and documents with a single-entry point to fulfill all import, export, and transit-related regulatory requirements.

The National Single Window (NSW) systems across the world are known to help reduce the time and cost of doing business by making trade related business processes more efficient, transparent, and consistent. It also enables a country to better integrate into the global value chains and become part of evolving regional and global single windows.

The PSW System began rolling out in July 2021 in line with Pakistan's commitment under the WTO Trade Facilitation Agreement. Currently the PSW ecosystem encompasses more than 80,000+ users, 29+ commercial banks, Pakistan Customs, Other Governmental Agencies (OGAs).

To showcase the PSW journey as a success story to international audience, PSW desires to onboard an experienced creative agency to shoot, design, animate & develop high quality marketing videos. Two different videos are envisaged to be produced as per details attached at ANNEXURE: SCOPE OF SERVICES:

1. **Video Showcasing PSW Success Story - English Language Only**
2. **Video on DRAP Clearance Gateway Achievements & PSW Integration (English & Urdu):**

Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		





General Conditions of Contract

A. General

1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. “Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. "Party" means the Procuring Agency or the Contractor, as the case may be, and "Parties" means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. "Subcontractor" means any entity to which the Bidder subcontracts any part of the Services.

2. Applicable Law

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. Language

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractor and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. Notices

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC.

5. Location

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in SCC.

6. Authorized Representatives / Authority of Member in charge

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the SCC.

B. Commencement, Completion, Modification, and Termination of Contract

7. Effectiveness of Contract

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

8. Commencement of Services

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

9. Program schedule

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. Starting Date/Expiration Date

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC.

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

11. Entire Agreement

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. Modification

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. Force Majeure

13.1. Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. Extension of Time

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. Termination

14.1. By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. By the Contractor

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. General

15.1. Standard of Performance

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. Law Applicable to Services

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. Conflict of Interests

16.1. Contractor Not to Benefit from Commissions and Discounts

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. Contractor and Affiliates Not to be Otherwise Interested in Project

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- 16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;
- 16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- 16.3.3. after the termination of this Contract, such other activities as may be specified in the SCC.

17. Insurance to be Taken Out by the Contractor

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the SCC; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. Contractor's Actions Requiring Procuring Agency's Prior Approval

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

- 18.1.1. appointing such members of the Personnel not provided by the Contractor;
- 18.1.2. changing the Program of activities; and
- 18.1.3. any other action that may be specified in the SCC.

19. Reporting Obligations

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. Liquidated Damages

20.1. Payments of Liquidated Damages

The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the SCC for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in SCC.

20.3. Lack of performance penalty

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. Performance Guarantee

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC**.

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC**.

22. Sustainable Procurement

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC**.

D. Contractor's Personnel

23. Description of Personnel

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. Removal and / or Replacement of Personnel

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. Change in the Applicable Law

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

26. Services and Facilities

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. Contract Price

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC.

28. Terms and Conditions of Payment

28.1. Payments will be made to the Contractor according to the payment schedule stated in the SCC and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. Quality Control Identifying Defects

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

30. Correction of Defects, and Lack of Performance Penalty

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. Settlement of Disputes Amicable Settlement

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. Dispute Settlement

32.1. Arbitration

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.



Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: Pakistan Single Window (PSW), Procurement Department Ground Floor, NESPAK Building, Sector G-5/2, Islamabad, Pakistan

The Supplier is:

The title of the subject procurement is: Hiring of Professional Creative Agency to Shoot, Design, Animate & Develop High Quality Marketing Videos for International Audience - PSW/PROC/25-26/Comms-444/486

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English**.

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

Pakistan Single Window (PSW), Procurement Department
Ground Floor, NESPAK Building, Sector G-5/2, Islamabad, Pakistan
+92-519-211129
procurement@psw.gov.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

Pakistan Single Window (PSW), Procurement Department
Ground Floor, NESPAK Building, Sector G-5/2, Islamabad, Pakistan
+92-519-211129
procurement@psw.gov.pk

For the Bidder:

Name:

Designation:

Address:

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2.

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.50%** to **10.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be 10.00% of the contract price in acceptable form of Pay Order, Bank Guarantee

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause F

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause F

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Inspections & Tests Requirements

The Vendor shall at the completion of work get Services Received Note (SRN) from the Authorized Representative of PSW

Delivery & Documents

For Video 1: The vendor will deliver:• Final 2–3 minute marketing video (with subtitles) in HD and 4K • 60-second global adaptation• 30-second teaser • 30–50 high-resolution photographs from production days• Editable source files and project assets• Final approved scripts and subtitle file. All content must meet PSW's branding guidelines and international communication expectations.

For Video 2: 11. Deliverables • Final 3–4 minute video (4K, English & Urdu, subtitled) • 1.5-minute adapted version • 30-second adapted versions (2–3 highlight videos) • Editable source files and project assets • Final approved scripts and subtitle file

Number of GC Clause F 5 & 6

Following is the guidance for Dispute Resolution

- i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.
- ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.
- iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.
- iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.
- v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties.

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.



Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: **P54656**

To: **Pakistan Single Window (PSW), Procurement Department Ground Floor, NESPAK Building, Sector G-5/2, Islamabad, Pakistan**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.



Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the ____ day of _____ 20____ between **Pakistan Single Window (PSW), Procurement Department Ground Floor, NESPAK Building, Sector G-5/2, Islamabad, Pakistan**

(hereinafter called “the Procuring Agency”) of the one part and [name of Bidder] of [city and country of Bidder] (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Hiring of Professional Creative Agency to Shoot, Design, Animate & Develop High Quality Marketing Videos for International Audience - PSW/PROC/25-26/Comms-444/486 (P54656)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency’s Letter of Acceptance; and

8. [add here: any other documents]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

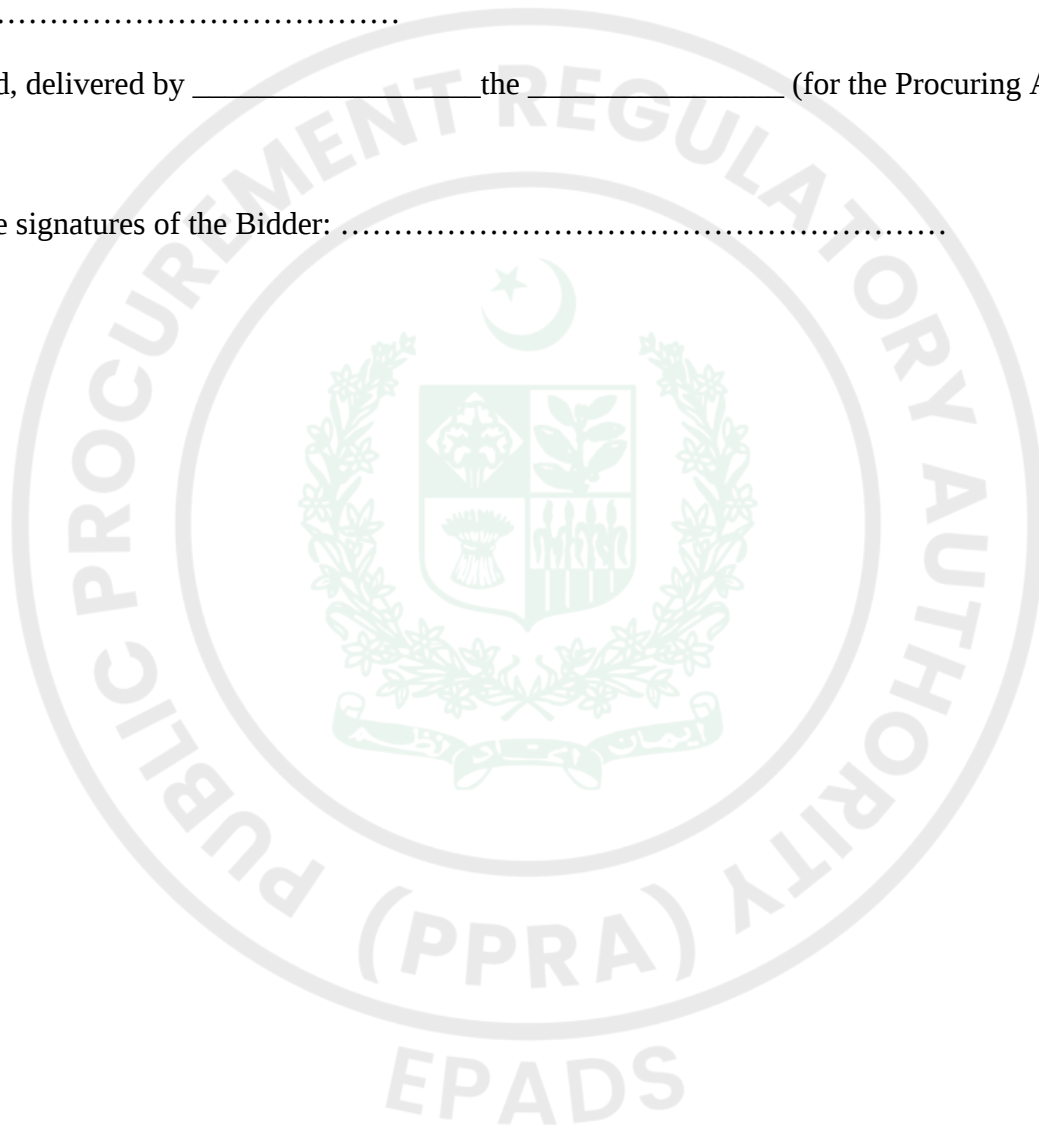
Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder:





Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract

Number: Contract

Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.



Performance Guarantee Form

Performance Guarantee Form

To: **Pakistan Single Window (PSW), Procurement Department Ground Floor, NESPAK Building, Sector G-5/2, Islamabad, Pakistan**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods(hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]





Annexure

Special Provisions 1S2E - Video

Information (Read-Only)

See Form Under Additional Forms and Documents: **Special Provisions 1S2E - Video** (page number: 74)

Annexure Form of Bid

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure Form of Bid** (page number: 101)

ANNEXURE PRICE SCHEDULE

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **ANNEXURE PRICE SCHEDULE** (page number: 103)



Procurement Forms







Additional Forms and Documents

SPECIAL STIPULATIONS FOR INSTRUCTION TO BIDDERS

The provisions, instructions and stipulations mentioned in this section will compliment, supplement or amend the provisions provided in the other sections of the RFP (Procurement Notice, Instructions to Bidders, Bid Data Sheet, Bid Forms, Annexures, Other Documents etc.).

Section I: Procurement Notice

Following are added in the procurement notice:

1. e-bids are invited from experienced vendors, having valid registration with tax and other relevant authorities. The bidders submitting their bids must be appearing on Active Taxpayers List (ATL) issued by Federal Board of Revenue (FBR), Government of Pakistan. **The bidders should be registered suppliers on the e-Pak Acquisition & Disposal System (EPADS) version 2.0** in order to participate in the subject tender.
2. The Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security/bid securing declaration, bid validity, opening of bids, evaluation criteria, clarification / rejection of bids, performance guarantee etc. can be accessed through EPADS or downloaded from PSW website (<https://www.psw.gov.pk/documents/tenders>).
3. An online pre-bid meeting is scheduled for **30th July 2026 at 1100 hrs.** as per details given below. Interested bidders may attend the pre-bid meeting at their own cost.
Join:
<https://teams.microsoft.com/meet/44190351324305?p=nUHu6uLZolunRJT1VQ>
Meeting ID: 441 903 513 243 05
Passcode: V9mj7cF3
4. Prospective bidders may request clarification on any aspect of the bidding documents by **2nd August 2026**. Prospective Bidders may send their queries via email at procurement@psw.gov.pk. Bidders are required to mention the RFP number (**PSW/PROC/25-26/Comms-444/486 (P54656)**) in the subject line of the emails for all correspondence related to the subject tender. Pakistan Single Window (PSW) will not be liable for any missed correspondence/email, including Bid Securing Declaration sent via email, where the RFP number is not mentioned in the subject line of the email.
5. **The bid securing declaration must be sent to PSW Procurement department via email at procurement@psw.gov.pk before technical bid opening deadline.** Technical Bids will be opened electronically on EPADS on the **same day at 1530 Hrs.** and a system generated details/minutes of bid opening shall be automatically sent to the participating bidders by EPADS therefore a technical bid opening meeting, to be attended by participating bidders, shall not be applicable. In case the day of bid submission and technical bid opening falls on a public holiday, next working day shall be considered as the deadline for the same whereas the time, as published in the tender notice, shall remain the same.

Section II: Instructions to Bidders

1. Clause 7.1 “Clarifications” is amended as follows:

Clarifications of the bidding documents may be requested in writing through EPADS v2.0 or by sending email at Procurement@psw.gov.pk by any bidder till the deadline of sending queries i.e. **2nd August 2026**.

The procuring agency shall respond promptly and in writing to all clarifications received till the above mentioned deadline. The procuring Agency will respond by electronic mail to the clarifications. A consolidated matrix of all queries along with respective responses will be sent to all prospective bidders without disclosing the details of the bidders. An SMS/text message or phone call will not be regarded as a communication for the purpose of this RFP document and cannot be referred as such and shall not be deemed legally binding. PSW foresees that while clarifying a query, a bidder's identity may need to be disclosed due to the nature of the query, the bidder, in such case, will have no objection to such disclosure by PSW.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

1. Clause 7.3 “Clarifications” is amended as follows:

Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under ITB 8.

2. Clause 7.6 “Clarifications” is amended as follows:

To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0 or via official email. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.

3. Clause 13 “Bid Prices” is amended as follows:

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered. Bidders shall place the original form of bid (signed & stamped, on bidder's letterhead) **without mentioning any prices or details of the financial proposal in their technical bid and a copy of the Form of Bid, with bid prices, in the financial proposal. Any bidder who discloses any prices or details related to the prices or financial proposal in its technical bid shall be disqualified.**

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract.

4. Clause 23 "Opening of Bids" is amended as follows:

Bids will be opened electronically on EPADS and a system generated details/minutes of bid opening shall be automatically sent to the participating bidders by EPADS therefore a bid opening meeting, to be attended by participating bidders, shall not be applicable.

5. Following Clause is added after Clause 31.1:

31.2 Unbalanced Financial Bids:

If PSW determines during financial evaluation that a financial bid is unbalanced i.e. had been front loaded or the prices of lump-sum or items whose quantities are mentioned and/or will factor in during financial evaluation have been reduced whereas prices of rate running or rate only items are increased in order to make the overall prices appear low, in such case the PSW will perform evaluation with quantities, as per its own estimates, of all rate running/rate only items to determine actual ranking after weeding out the factor of unbalanced prices.

Once the unbalanced bids have been determined, the PSW may:

- a) Reject the un-balanced bid; or
- b) Accept the bid with the prices determined by it after evaluating the actual ranking as mentioned above. The bidder, if awarded the contract, will be required to furnish the performance guarantee as per such determined prices.

Following Special Stipulations are added in the Instructions to Bidders:

- 1) Bidders who receive the RFP document shall send an acknowledgement to PSW by email at "procurement@psw.gov.pk". The acknowledgement shall have full contact details of its contact person. Any communication/response to the clarifications shall be shared with such provided contact person(s). PSW assumes no liability for non-receipt of communication/clarifications by such bidders who do not share the required contact details.

- 2) A Bid Securing Declaration, on bidder letterhead, as per format provided **Section "Additional Forms & Documents"**, shall be submitted to the Procurement Department of PSW via email at procurement@psw.gov.pk before the technical bid opening deadline. Any bid whose Bid Securing Declaration has not been submitted to the procurement department of PSW before the technical bid opening deadline shall not be considered and shall be rejected.
- 3) The Bid Securing Declaration shall be executed in case of any of the following occurrence:
 - a) Bidder withdraws its bid after bid submission deadline and before expiry of bid validity;
 - b) Bidder refuses to rectify a discrepancy in submitted Bid Securing Declaration or Form of Bid;
 - c) Bidder refusing to accept correction of any arithmetical errors of its financial bid;
 - d) Successful bidder, failing to:
 - i) furnish the required Performance guarantee(s); and
 - ii) Sign the Contract.
- 4) The Successful Bidder shall be required to submit a **Performance Guarantee** as per the amount mentioned in the BDS, in form of a **Pay order or Bank Guarantee** issued by a scheduled bank in Pakistan, as per format provided at **Section "Contract Forms"**. The Performance Guarantee shall be released, if the same is not claimed, forfeited or disputed, on expiration of the contract term and successful completion of all contractual formalities by the successful bidder.
- 5) Within the original validity of the bids, PSW may request the bidders to extend their bid validity for another period not exceeding the original bid validity. Bidders who choose not to extend their bid validity as desired by PSW would be required to withdraw their bids and their bid securing declarations shall be discharged.
- 6) In case of extension of bid validity, the bidders shall also extend the validity of their Bid Securing Declarations for the corresponding period of time.
- 7) The language of the bids shall be English. Any printed literature/documents/certificates etc. furnished by the bidders in another language shall be accompanied by an English translation which shall govern for purposes of interpretation.
- 8) PSW reserves the right to amend, modify, supplement or withdraw this RFP document or extend the deadline for submission of the bids at any time and to reject all received bids and annul this process without assigning any reason/cause and without assuming any liability or obligation on its part. All amendment(s) shall be part of the RFP document and binding on the bidders. PSW shall notify the amendment(s) in writing prior to the bid submission date.
- 9) Bidders shall submit all relevant documents, in their bids, required to evaluate/assess the bidders as per the criteria mentioned in the RFP. Bidders shall be evaluated on the basis of the documents provided in the bids. Provision of relevant and clear/unambiguous documents shall be the responsibility of the bidders. Tender shall be awarded to the bidder who conforms to the mandatory requirements of the RFP and is the most advantageous bidder as per the evaluation criteria mentioned in this RFP.

- 10) The successful bidder shall be responsible for complying with all the local laws of Pakistan and fulfilling all requirements thereof.
- 11) The bids will be rejected if any shortcoming occurs in the following:
 - a. Signed "Form of Bid" with official stamp affixed on it is not submitted;
 - b. Bid Securing Declaration, as per required form and format, is not submitted to PSW Procurement Department before the deadline of opening of technical bids;
 - c. Bids submitted without tax (income and sales tax) registration certificates and bidder not appearing as active and operative on Active Taxpayer List (ATL) of the Federal Board of Revenue (FBR);
 - d. Form of Bid & Bid Securing Declaration is un-signed and/or the bid is partial or conditional;
 - e. Bidder has been found blacklisted or having actual or potential conflict of interest either with PSW or scope of this RFP;
 - f. Each bidder shall submit only one bid, multiple bid submissions, either jointly or severally, shall render the bidder disqualified;
 - g. Bidder engages in corrupt or fraudulent practices during the process;
 - h. In case of Single Stage – Two Envelop bidding process, contents of the financial bid are disclosed before opening of the financial bids; and
 - i. PSW has had documented adverse experience with the bidder or the quoted items/brand/products/services etc. in the last five years.
- 12) The bidders shall bear all costs/expenses associated with preparation and submission of the bids and/or attending any pre-bid meetings, and/or any demonstrations/presentations during bid evaluation. PSW shall in no case be responsible/liable for those costs/expenses.
- 13) Any bid submitted after deadline for submission of bids or Bid Securing Declaration submitted after bid opening time shall be rejected. Issues with internet/connectivity, electricity failure etc. for e-bid submission on ePADS or submission of Bid Securing Declaration via email shall not be accepted as an excuse for failure to submit/deliver the bid/Bid Securing Declaration at the proper place and time. It shall be the Bidder's responsibility to determine the manner in which timely delivery of its bid/Bid Securing Declaration will be accomplished.
- 14) During examination and evaluation of the bids, PSW at its sole discretion may ask any bidder for clarifications of its bid. Request for clarification and the response shall be in writing/email. However, no change in substance of the bid shall be sought, offered or permitted after bid submission. Further, PSW may ask bidders for presentations, demos and/or samples of their offered goods, works or services/solutions, which bidders shall arrange the same at their own cost, and PSW may also contact/visit clients (existing or past), verify past experience/projects and visit the premises and facilities of the bidders, with or without prior notice.
- 15) The successful bidder will sign a Contract and Non-Disclosure Agreement (NDA) (if applicable and provided in the RFP) with PSW as per draft provided in the RFP. All costs

associated with entering into the said contract and NDA shall be borne by the successful bidder. In case the Successful Bidder fails or refuses to sign the NDA or the contract, its Bid Securing Declaration shall be executed and PSW may, at its sole discretion, award the contract to the next most advantageous bidder.

- 16) The prospective Bidders may at the stage of pre-bid queries indicate any reservation(s) they may have in respect of any terms and conditions of the RFP document including draft Contract, except for the NDA (if applicable), and must provide alternative language to the particular clauses. Such reservation(s) may be taken into account or declined, at the sole discretion of PSW. No negotiations will be undertaken on the terms and conditions, having financial, commercial or legal implications, once bids have been submitted and Successful Bidder shall be required to sign the Contract and NDA (if applicable) with all its terms and conditions. Negotiations may only be conducted with the successful bidder, without changing the cost and scope of work and with a view to streamline the work execution, on methodology, work plan, staffing etc.
- 17) PSW intends to sign a contract with only one Prime Contractor. The Prime Contractor will be fully responsible for meeting all requirements outlined in this document. PSW will sign the contract and make payments only to the Prime Contractor. Joint Ventures will not be allowed. However, limited subcontracting (not more than thirty (30%) of the scope of work) may be allowed under the following conditions:
 - a) The Prime Contractor will remain fully responsible for the quality, performance, timelines, confidentiality, and compliance with all work done by the subcontractor.
 - b) Subcontracting will be allowed only for specialized technical tasks (if required). The Prime Contractor must still manage and control the project and remain contractually responsible.
 - c) PSW will not have any direct contract or agreement with the subcontractor. All payments will be made only to the Prime Contractor.
- 18) PSW does not accept:
 - a) any responsibility arising in any way for any errors in or omissions from any information or for any lack of accuracy, completeness, currency or reliability of any data or information, including all written or oral information made available to the bidder or its advisers during the bidding process and responses to requests for information/clarification and questions raised by a bidder; or
 - b) any liability for any loss or damage suffered or incurred by the bidder or any other person, whether directly or indirectly, as a result of or arising out of that person placing any reliance on the information or its accuracy, completeness, currency or reliability.
- 19) The bidders agree that:
 - a) they will conduct their own investigation and analysis regarding any information, statements or representations contained in the RFP and will rely on their own enquiries and seek appropriate professional advice;
 - b) they do not rely on any representation or warranty (express or implied) as to the accuracy, completeness, currency or reliability of the information.

- 20) The decision of PSW shall be final and PSW will not be liable for any loss or damage to any party acting in reliance thereon.
- 21) PSW reserves the right to blacklist any bidder and to execute their Bid Securing Declaration who breaches any terms and conditions of this RFP document.



SPECIAL STIPULATIONS FOR CONDITIONS OF CONTRACT

The provisions mentioned in this section will compliment, supplement or amend the provisions of the Conditions of Contract, Contract Forms, Annexures, Other Documents etc.

1. Clause 1 “**Definitions**” sub clause 1.1.19 of General Conditions of Contract is amended as follows:

“Subcontractor” means any entity to which the Contractor subcontracts any part of the Services.

2. Clause 7 “**Effectiveness of Contract**” sub-clause Clause 7.1 of General Conditions of Contract is amended as follows:

The Contract shall be effective from the date of signature of the Contract by both parties and shall remain in force till completion of all contractual obligations, unless terminated earlier in accordance with the terms and conditions of this Contract.

3. Clause 10 “**Starting Date/Expiration Date**” of General Conditions of Contract is amended as follows:

10.1 The Contractor shall start carrying out the Services immediately after the date of signature of the Contract by both parties.

10.2 Unless terminated earlier pursuant to Clause **GCC 14** hereof, the Contract shall remain in force till completion of all contractual obligations by both Parties.

4. Clause 11 “**Entire Agreement**” sub-clause 11.1 of General Conditions of Contract is amended as follows:

This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein. This Contract along with annexures contains the complete agreement between the Parties and supersedes and replaces any prior written or oral agreements, representations or understandings between them. The Parties confirm that they have not entered into this Contract on the basis of any representation that is not expressly incorporated into this Contract. Nothing in this Contract excludes liability for fraud.

5. Clause 13 “**Force Majeure**” sub-clause 13.1 of General Conditions of Contract is amended as follows:

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances and includes, but is not limited to, war, riots, civil disorder, security risks, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts, other industrial action or any sanction or restriction imposed by any governmental authority or body within or outside Pakistan which has a material adverse effect on the

ability of either Party to carry out its obligations.

Force Majeure shall not include:

- a. any action or failure to take action by a Party;
- b. any event which is caused by the negligence or willful act or omission of a Party or that Party's sub-contractors/advisors/consultants or personnel or agents or employees; and
- c. any event which a diligent party could reasonably have been expected both: (i) to have taken into account at the time of the Effective Date of this Contract; and (ii) to have avoided or overcome in the course of carrying out its obligations under this Contract.

6. Clause 13 "**Force Majeure**" sub-clause 13.3 of General Conditions of Contract is amended as follows:

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure. A Party seeking relief under this Clause shall notify the other Party forthwith of a circumstance or event of Force Majeure and shall furnish such relevant information as is available relating to such event. Only those obligations of a Party that are affected by the events of Force Majeure shall be suspended until the Force Majeure conditions subside and during that period the Party shall continue to perform all other obligations that are not affected. Both Parties will work together to minimize the effects of Force Majeure as much as possible.

7. Clause 13 "**Force Majeure**" sub-clause 13.4 of General Conditions of Contract is amended as follows:

During the period in which the Contractor is unable to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to payment for the Services performed and for any portion of the Services not affected by the event of Force Majeure and continued to be performed by the Contractor. Subject to the Parties' prior mutual agreement, the Contractor may also be entitled to reimbursement of any additional costs reasonably and necessarily incurred during the period of Force Majeure to mitigate the adverse effects of the event(s), continuation of the affected Services where reasonably possible, and for reactivation of the Services following the cessation of the Force Majeure event.

8. Following clauses are added in Clause 14 "**Termination**" of General Conditions of Contract:

14.3 If the Procuring Agency terminates the Contract due to the Contractor's breach, payment made to the Vendor for any incomplete or un-accepted deliverables under this Contract shall be returned to the Procuring Agency. In addition, the Contractor shall also be required to compensate the Procuring Agency for any direct and consequential loss incurred by the Procuring Agency due to the cancellation of the Contract and any additional

expenditure to be incurred by the Procuring Agency to appoint a new Contractor. This amount shall not exceed the price of the Contract. If the Procuring Agency intends to retain any of the Deliverables/Services, the Contractor shall only be obligated to compensate the Procuring Agency after deducting such costs.

14.4 The Procuring Agency may terminate the Contract if the Contractor:

- a. Engages in fraud, willful misconduct or actions that could jeopardize intellectual property rights, data security, confidentiality, business continuity;
- b. The Contractor consistently fails to meet agreed-upon timelines, response times, or agreed service level or support obligations;
- c. Undertakes unauthorized disclosure or use of confidential data, even in the absence of proven damage;
- d. Fails to deliver necessary updates, legal compliance changes (e.g., updates required by applicable laws), or promised feature upgrades within the agreed timelines; and
- e. Is found to be negligent or fails to follow industry-standard safeguards which causes a security breach, system compromise, or loss of data.

14.5 During any notice period for termination of contract, both parties shall work collaboratively to ensure a smooth transition and minimize any disruption in Services.

14.6 The Contractor agrees that such termination shall not be entitled to any claim, demand, right or damages against the Procuring Agency other than the Services provided by the Contractor under this Contract. The Contractor agrees to promptly return, following the termination of this Contract or upon earlier request by the Procuring Agency, all information provided and all written material in the Contractor 's possession that (i) is supplied by the Procuring Agency in conjunction with the Contractor 's Services under this Contract or (ii) generated by the Contractor in the performance of Services under this Contract.

14.7 Upon termination of this Contract:

- a. the Contractor should immediately cease all Services (unless otherwise agreed);
- b. assist in transitioning to a new contractor (if required);
- c. certify the deletion of all the Procuring Agency's data from their systems and backups (if required); and
- d. the Procuring Agency will be entitled to a copy of the deliverables to the extent completed by the Contractor up to the date of termination in the form in which the same exists at that time and the payments are settled in favor of the Contractor by the Procuring Agency, as mutually agreed by the Parties.

14.8 All material containing any information acquired and/or collected as part of Services, or having received such information during the course of this Contract shall be returned to the Procuring Agency or at the request of the Procuring Agency such information be deleted or destroyed by the Contractor who shall certify such deletion/ destruction thereof up to the satisfaction of the Procuring Agency.

14.9 Upon expiration or termination of this Contract, whether for cause or convenience, the following provisions shall survive and remain binding on both the Procuring Agency and the Contractor:

- a. Confidentiality: All obligations related to the confidentiality and protection of information, data, including personally identifiable information (PII), shall remain in effect indefinitely or for the duration specified in the confidentiality clause or the Non-Disclosure Agreement (NDA), as applicable, signed between the Parties.
- b. Data Protection & Security: The Contractor's responsibilities related to data protection, secure handling of records, compliance with applicable data privacy laws (e.g., international standards, local regulations etc.), and final data destruction shall continue until all of the Procuring Agency's data is securely returned or deleted and confirmed with written certification.
- c. Intellectual Property Rights: Ownership rights related to documents, designs, creative work, schematics, prototypes, data, system configurations, workflows etc. provided by the Procuring Agency or developed by the Contractor on behalf of the Procuring Agency shall remain with the Procuring Agency and be unaffected by the termination, unless agreed otherwise in writing by the Parties.
- d. Audit Rights: The Procuring Agency shall retain the right to audit the Contractor's systems, records, books, data handling, security practices etc. during and post-termination, related to provision of Services and specifically to validate compliance with intellectual property rights, data destruction and exit obligations. The Contractor shall facilitate the Procuring Agency in any such audits.
- e. Indemnity & Limitation of Liability: Any indemnity obligations incurred during the contract period shall remain enforceable after termination, particularly in cases involving intellectual property rights, data breaches, loss of data, or violation of confidentiality.
- f. Governing Law & Dispute Resolution: Any disputes arising from post-termination obligations or breaches of surviving clauses shall be subject to the governing law and dispute resolution procedures outlined in this Contract.

9. Section C "**Obligations of the Contractor**" Clause 15 "**General**" sub-clause 15.2 of General Conditions of Contract is amended as follows:

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Contractors, comply with the Applicable Law.

10. Following clauses are added in Section C “**Obligations of the Contractor**” Clause 15 “**General**” of General Conditions of Contract:

15.3 The Contractor acknowledges and agrees that it shall, without incurring any additional cost to the Procuring Agency, be liable to re-perform and rework all or any part of the Services which are deficient, due to reasons attributable to the Contractor, in any manner.

15.4 The Contractor agrees and undertakes that it shall upon completion of work related to its Services submit the same for the Procuring Agency’s approval. The Procuring Agency will give its approval within due time.

15.5 In case the Procuring Agency identifies any lack of compliance with the applicable laws or standards that could result in a legal claim against the Procuring Agency, and upon written request by the Procuring Agency, Contractor undertakes and agrees to provide adequate proof of positive compliance with the concerned part of the applicable laws or standards at the earliest.

11. Following clauses are added in Clause 16 “**Conflict of Interests**” of General Conditions of Contract:

16.3.4 The Contractor shall provide professional, objective, and impartial services & advice and at all times hold the interest of the Procuring Agency paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Contractor has an obligation to disclose any situation of actual or potential conflict that impacts its capacity to serve in the best interest of the Procuring Agency. Failure to disclose said situations may lead to termination of this Contract.

12. Following clause is added in Clause 18 “**Contractor’s Actions Requiring Procuring Agency’s Prior Approval**” of General Conditions of Contract:

18.1.3 The Contractor should not hire, change or substitute a Personnel, subcontractor or JV/consortium partner without the prior written consent of the Procuring Agency.

18.1.4 Except as provided in this Contract, Contractor shall not assign or transfer any of its rights, duties, obligations or any interest under this Contract to any third party without the prior written permission of the Procuring Agency. Any such prohibited assignment or transfer shall be void.

13. Following clause is added in Clause 19 “**Reporting Obligations**” of General Conditions of Contract:

19.2 All Deliverables/Services shall be accepted as per the acceptance criteria set out at in this Contract. The Procuring Agency has the right to accept or reject all or part of a Services/deliverables in case of a non-conformity with the acceptance criteria specified or in violation of the terms of this Contract.

14. Clause 20 “**Liquidated Damages**” sub-clause 20.1 of General Conditions of Contract is amended as follows:

20.1 Delay in performance of Services beyond the lead time specified, in writing, by the Procuring Agency may entail imposition of fine (liquidated damages) at the rate of 0.5% per day up and to a maximum of 10% of the total Contract Price. This condition may be waived off by the Procuring Agency on its discretion or in case of force majeure which shall be proved by the Contractor and supported by documentary evidence. Moreover, if the Contractor fails to complete the work within the time frame provided or if the liquidated damages amount reaches its maximum limit i.e. 10%; the Procuring Agency, without prejudice to any other right of action / remedy it may have, reserves the right to terminate the Contract and/or forfeit the performance guarantee.

15. Clause 21 “**Performance Guarantee**” sub-clause 21.1 of General Conditions of Contract is amended as follows:

Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape of a Pay Order or bank guarantee in name of the Procuring Agency issued by a scheduled bank in Pakistan and amounting to ten percent (10%) of the Contract Value.

16. Clause 21 “**Performance Guarantee**” sub-clause 21.4 of General Conditions of Contract is amended as follows:

The bank guarantee or pay order submitted as performance guarantee shall be released on successful discharge of all contractual obligations by the Contractor, or if the contract is terminated earlier in accordance with the terms and conditions of the contract, the Performance Guarantee shall be discharged if the same is not forfeited, disputed or claimed in accordance with the clauses of this Contract.

17. Following clauses are added in Clause 21 “**Performance Guarantee**” of General Conditions of Contract:

21.5 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 Procuring Agency may, without prejudice to any other right of action / remedy it may have, forfeit Performance Guarantee of the Contractor.

18. Following clauses are added in Section F **“Payments to the Contractor”** Clause 27 **“Contract Price”** of General Conditions of Contract:

27.2 Details/breakdown of the contract price (Price) is provided at Annexure “Payment Schedule”. The Price is inclusive of all out-of-pocket expenses, applicable taxes & levies. 100% Payment shall be made on completion and acceptance of the final video and all related deliverables.

27.3 The Price shall remain fixed for the contract term, and any extension(s) thereto.

27.4 Upon successful completion of each deliverable / payment milestone, the Contractor shall get the Services Receipt Note (SRN) issued from Authorised Representative of the Procuring Agency as mentioned at Conditions of Contract Clause 6.1 and attach the same with its original tax invoice along with any other supporting documents e.g. tax exemption documents. The same shall be sent to the Finance department of the Procuring Agency for processing of payment. Any invoice having discrepant supporting documents, including SRN, shall not be considered for payment processing.

27.5 The Procuring Agency shall make the payment through online bank transfer, or any other banking channel as per its policy within thirty (30) days after receipt and acceptance of original error free invoice(s) from the Contractor. Taxes shall be deducted at source as per applicable laws.

27.6 Any increase and/or decrease or imposition of new tax(es) after bid submission or during contract period shall be adjusted according to the law.

27.7 No payment shall be made to the Contractor in advance as mobilization advance or on any other account.

27.8 The payment shall be made to Contractor only when it is on the Active Taxpayers List (ATL) of Federal Board of Revenue (FBR). If Contractor is not in ATL at the time of processing of invoice, no payment shall be made until the Contractor appears in ATL of FBR.

19. Clause **“Payment Terms”** of Special Conditions of Contract is amended as follows:

Payment will be made to the Contractor against the procured goods and Services according to the actual invoice or running bills submitted by the Contractor against the Services provided within the time given in the conditions of the contract.

20. Clause “**Identifying Defects**” of Special Conditions of Contract is amended as follows:

The Defect Liability Period shall be forty five (45) days.

21. “**Guidance for Dispute Resolution**” of Special Conditions of Contract is amended as follows:

- i. If any dispute of any kind whatsoever shall arise between the Procuring Agency and the Contractor in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during Contract period or thereafter and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.
- ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.
- iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.
- iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer’s fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.
- v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the Contract.
- vi. Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Procuring Agency shall pay the Contractor any monies due to the Contractor.

Arbitrator’s fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both Parties.

Appointing Authority for Arbitrator:

By the mutual consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole

arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Procuring Agency and the Contractor who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

22. Following clauses are added in the Conditions of the Contract:

33. Scope of Services

Contractor shall perform its services as per the detailed Scope provided in **Annexure "Scope of Services"** hereof.

34. Intellectual Property Rights and Licenses

34.1 All Intellectual Property Rights in the Deliverables/Services to be provided to the Procuring Agency shall be transferred irrevocably and exclusively by the Contractor to Procuring Agency or its nominee. For any software/licenses being utilized for the Deliverables/Services, the Contractor shall use original software/licenses. Procuring Agency shall not be responsible for any claim or adverse impact from use of pirated software/licenses by Contractor.

34.2 The Contractor shall not use any pirated and/or plagiarized content. It shall be sole responsibility of the Contractor to use such material which is either freely available or if is copy right, the Contractor acquires or holds due rights to use such material and/or content. The Contractor shall hold harmless the Procuring Agency from any claim of copy right and/or intellectual property right for the materials/content used.

35. Confidentiality

35.1 The Contractor agrees to hold in confidence for a period commencing with

the signing date and ending ten (10) years following the Term of this Contract, any information supplied to it by the Procuring Agency and designated in writing as confidential or which by its nature can reasonably be inferred to be confidential.

35.2 The Contractor further agrees to require its sub-contractors/vendors/consultants/advisors and employees to enter into appropriate nondisclosure agreements relative to such confidential information as may be communicated to them by the Procuring Agency.

35.3 The provisions of clause 35 shall not apply to information within any one of the following categories:

- a. information which was in the public domain prior to a Party's receipt thereof or which subsequently becomes part of the public domain by publication or otherwise except by the receiving Party's wrongful act;
- b. information which the receiving Party can show was in the receiving Party's possession prior to its receipt thereof through no breach of any confidentiality obligation;
- c. information received by a Party from any other person which did not have a confidentiality obligation with respect thereto; and
- d. other than as may be required by a governmental authority, and then only to the extent required,

35.4 Neither Party shall publish the terms and conditions of this Contract, unless the other Party provides its express prior written consent thereto.

36. Indemnity

36.1 The Contractor shall indemnify, protect and hold the Procuring Agency harmless from and against all claims, losses, costs, damages, expenses (including reasonable attorney fees) relating to or resulting directly from:

- a. an act or omission of the Contractor, its members, its subcontractors, its employees, its agents, suppliers or employees of its subcontractors in the execution of the Services under this Contract;
- b. Misappropriation of any third-party trade secrets or infringement of any of the Intellectual Property Rights or such other statutory infringements in respect of all components provided to fulfill the Services;
- c. claims made by the Contractor's employees, members, subcontractors' employees, who are employed by the Contractor under the Contract;
- d. gross negligence or gross misconduct solely attributable to the Contractor or its employees, agents, sub-contractors, sub-contractor's employees etc. for the purpose of any or all of the obligations under this Contract;

- e. any loss of data, loss of life etc. due to acts of the Contractor, its employees, agents, sub-contractors not just arising out of gross negligence or misconduct;
- f. non-compliance by the Contractor of any laws, governmental requirements and regulations; and
- g. an act, omission or commission in performance of the Services under the Contract.

37. Representation and Warranties

37.1 The Contractor represents and warrants to the Procuring Agency as follows:

- a. The Contract is signed by the authorized person, according to the laws of the jurisdiction of its incorporation/registration and according to the laws of Pakistan, to commit the Contractor to the terms and conditions of the Contract who has full authority to execute the Contract;
- b. It and its sub-contractors, agents, suppliers or employees will not violate or contravene any law, rule, regulation, licensing requirement, order, writ, injunction or decree of any court, governmental instrumentality or other regulatory, governmental or public body, agency or authority by which it is bound or by which any of its properties or assets are bound;
- c. It and its subcontractors, agents, suppliers or employees possess the skills, experience, expertise and ability to undertake and fulfill their obligations under all provisions of this Contract;
- d. All software, hardware (if any), infrastructure materials and documentation supplied by the Contractor during the lifetime of the Contract shall meet the execution and delivery of the highest industry standards;
- e. Any services, functions or responsibilities not specifically described in this Contract which form an inherent or necessary part of the Deliverables/Services or are required for proper performance or provision of the Deliverables/Services shall be deemed to be included as part of the Deliverables/Services and will be provided by the Contractor at no additional cost to the Procuring Agency;
- f. The entry into and performance according to this Contract by the Contractor will not breach any contractual or other obligation owed by the Contractor to any other third party or any rights of any third party or any other legal provision;
- g. It and its sub-contractors, agents, suppliers or employees will obtain and maintain all appropriate registrations, approvals, licenses and permissions which are statutorily required to be obtained by the Contractor during the course of the Contract;

- h. It and its sub-contractors, agents or employees shall not infringe any of the Intellectual Property Rights of any third parties during the provision of Deliverables/Services under the Contract;
- i. It will assist the Procuring Agency in procuring any registrations, permissions or approvals, which may at any time during the course of the Contract be statutorily required to be obtained by the Procuring Agency for availing Services from the Contractor.
- j. It will not use any equipment not approved by Pakistan Telecommunication Authority;
- k. It shall timely and diligently participate in all meetings required by the Procuring Agency;
- l. It and its subcontractors, agents, suppliers and employees shall observe the highest standard of ethics during the term of the Contract;
- m. It shall not directly or indirectly engage any consultants, experts, sub-contractors or any personnel from India and/or Israel and acquire any goods or services there from.
- n. It and its staff, consultants, employees or any personnel thereof will not directly or indirectly engage in any corrupt, fraudulent, collusive, coercive or obstructive practices.

37.2 Each of the representation and warranty set out in clause 37.1 shall be construed as a separate representation and warranty and shall not be limited or restricted by reference to, or interference from the terms or conditions of any other representation or warranty in the Contract.

37.3 If at any time the Contractor becomes aware that a representation or warranty given by it under Clause 37.1 has been breached, has become untrue or has become misleading, it shall without undue delay notify the Procuring Agency of the relevant occurrence in sufficient detail to enable the Procuring Agency to make an accurate assessment of the situation.

38. Miscellaneous

- 38.1 No delay or omission in the exercise of any right or remedy by a Party shall impair such right or remedy or be construed as a waiver. A Party's consent to or approval of any act by the other Party requiring the Party's consent or approval shall not be deemed to waive or render unnecessary the other Party's consent to or approval of any subsequent act. Any waiver by either Party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Contract.
- 38.2 Severance. In the event that any part of this Contract shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Contract which are hereby declared as severable and shall be interpreted to carry out the intent of the Parties

hereunder unless the invalid provision is so material that its invalidity deprives either Party of the basic benefit of their bargain or renders this Contract meaningless.

- 38.3 Notices. Any notice or request required or permitted to be given or made under this Contract shall be in English language. Such notice or request shall be deemed to be duly given or made when it shall have been delivered by hand, by e-mail or through registered mail or courier to the nominated persons.

Any change in the details of the authorized representatives shall be immediately communicated to the other party.

- 38.4 Authorization. The persons executing this Contract on behalf of the Parties hereto warrant that (i) such Party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Contract on behalf of said Party, (iii) by so executing this Contract, such Party is formally bound to the provisions of this Contract, and (iv) the entering into this Contract does not violate any provision of any law or other Contract to which said Party is bound.

- 38.5 Status of the Contractor. The Contractor is and shall remain an independent party and not an agent, employee or representative of the Procuring Agency.

- 38.6 Order of Precedence. The order of precedence in case of any conflict shall be as set forth hereunder. Any addenda/corrigenda of the following documents shall deem to incorporated therein:

- a. The Non-Disclosure Agreement signed between the Procuring Agency & the Contractor (if signed);
- b. Special Stipulations to the Conditions to the Contract;
- c. Special Conditions of Contract;
- d. General Conditions of Contract;
- e. The annexures/appendices/schedules to this Contract;
- f. Clarifications & responses thereto during tender evaluation process;
- g. Bid of the Contractor;
- h. The Procuring Agency's response to pre-bid queries;
- i. Complete RFP.

- 38.7 Contract Amendments. This Contract may be amended by a mutual agreement between the parties. All such amendments shall be in writing and signed by the duly authorized representatives of the Parties.

ANNEXURE: SCOPE OF SERVICES

Pakistan Single Window (PSW) is a prominent government agency with an integrated digital platform that allows parties involved in trade to lodge standardized information and documents with a single-entry point to fulfill all import, export, and transit-related regulatory requirements.

The National Single Window (NSW) systems across the world are known to help reduce the time and cost of doing business by making trade related business processes more efficient, transparent, and consistent. It also enables a country to better integrate into the global value chains and become part of evolving regional and global single windows.

The PSW System began rolling out in July 2021 in line with Pakistan's commitment under the WTO Trade Facilitation Agreement. Currently the PSW ecosystem encompasses more than 80,000+ users, 29+ commercial banks, Pakistan Customs, Other Governmental Agencies (OGAs).

To showcase the PSW journey as a success story to international audience, PSW desires to onboard an experienced creative agency to shoot, design, animate & develop high quality marketing videos. Two different videos are envisaged to be produced as per details mentioned below:

A) Video Showcasing PSW Success Story – English Language Only

Engagement a vendor to shoot, develop, and animate a high-quality marketing video **(2-3 minutes)** specifically for an international audience. All content under this TOR must be produced exclusively in English, maintaining global standards of clarity, professionalism, and cultural neutrality.

This initiative aims to create a powerful, internationally relevant marketing asset that communicates PSW's vision, capabilities, and impact to global stakeholders, partners, and audiences.

1. SCOPE OF WORK

1.1 Creative Concept & Development

The selected vendor will be responsible for end-to-end creative development, including:

- Concept creation and creative direction
- Scriptwriting in English
- Storyboarding
- Visual treatment
- Tone and narrative flow
- International-standard communication design

All messaging must be aligned towards international audiences and must be in line with global communication practices. Core content must cover PSW services, including PCS, B2B ECO, Design & Implementation, KYC, DRAP Clearance Gateway, etc.

1.2 Video Production (Shooting)

The vendor will shoot high-quality footage as required for the marketing video. This includes:

- On-site or studio-based shooting
- Professional cinematography
- Live-action shooting at PSW Karachi and Islamabad offices
- Lighting, sound, and production setup
- Directing talent/model for clear visual storytelling
- Adhering to PSW branding guidelines
- Production must utilize professional filming standards, including full-frame cameras (minimum 1080/60p), lighting, audio gear, and stabilizers
- High-quality voice-over, background music, animation compositing, and post-production finishing

1.3 Animation & Motion Graphics

The vendor must incorporate animation or motion graphics where needed to visually enhance the final product. This includes:

- Character or scene animation
- Infographics
- Data visualization
- Motion transitions
- Branding-based animated elements
- All animated sequences, on-screen text, and technical visuals must include English subtitles to ensure clarity for international audiences.
- 3D animation (high-end, modern, and cinematic)
- Seamless integration of 3D animation with live footage

2. Role-Play / Explanation Model Requirement

The video will include a role-play or explanation segment to enhance clarity and relatability. The vendor shall identify suitable models/actors and provide their profiles. Any model/actor onboarded shall be hired separately by PSW and payments shall be made at actual directly to the actor/model. Scope of work of the model/actor is as under:

- One model/actor for role-play or narrative explanation
This model may be:
 1. Provided by the Creative Agency, or
 2. A specific individual identified and nominated by PSW

The model will perform scripted actions, explain concepts, or support the storytelling structure as required by the approved concept.

3. Language Requirement

All deliverables must be:

- English-only
- 100% customized for an international audience
- Free from regional accents, slang, or localized references
- Aligned with global professional standards
- No bilingual or Urdu versions are required for this video.

4. Deliverables

The vendor will deliver:

- Final 2–3 minute marketing video (with subtitles) in HD and 4K
- 60-second global adaptation
- 30-second teaser
- 30–50 high-resolution photographs from production days
- Editable source files and project assets
- Final approved scripts and subtitle file

All content must meet PSW's branding guidelines and international communication expectations.

B) Video on DRAP Clearance Gateway Achievements & PSW Integration (English & Urdu):

1. Background:

The Drug Regulatory Authority of Pakistan (DRAP) was established following a tragic incident in early 2012, when over 100 cardiac patients lost their lives due to contaminated heart medication at the Punjab Institute of Cardiology (PIC), Lahore. This incident exposed critical gaps in drug regulation, quality assurance, and compliance mechanisms, necessitating a robust and transparent regulatory framework.

Over the years, DRAP has undergone significant reforms and, in collaboration with Pakistan Single Window (PSW), has achieved a major digital milestone through the DRAP Clearance Gateway. This integrated system aligns Pakistan's drug regulatory processes with international best practices, including World Health Organization (WHO) standards, and represents a first-of-its-kind achievement in South Asia.

PSW intends to develop a high-impact marketing and informational video to showcase these achievements to international stakeholders, regulatory bodies, and development partners.

2. Objective

The objective of this video is to conceptualize, script, design, animate, and produce a 3–4 minute international-standard marketing video that highlights:

- The evolution of DRAP since its establishment in 2012
- The digital integration of DRAP Clearance Gateway with PSW
- Alignment with WHO regulations and international compliance frameworks
- Key achievements, milestones, and measurable impact
- PSW's role in enabling a unique, integrated regulatory ecosystem
- Pakistan's positioning as the first country in South Asia to implement such an integrated digital regulatory model

3. Target Audience

- World Health Organization (WHO)
- United Nations (UN) agencies, including UNICEF
- International development partners and donors
- Foreign governments and regulatory authorities
- CEOs, senior leadership, and international delegates at global forums

4. Language & Communication Requirements

- The video shall be produced in English and Urdu.
- Both language versions must be suitable for an international audience.
- Language must be free from regional accents, slang, or localized references.
- Professional English and Urdu subtitles must be provided for all final versions.
- Tone shall be neutral, factual, and globally understandable.

5. Scope of Work

The selected vendor shall be responsible for the complete execution of the project, including the following:

5.1 Concept Development & Creative Direction

- Development of a strong, internationally relevant narrative starting from the 2012 PIC incident and progressing toward regulatory reforms and digital transformation.
- Storytelling based on verified facts, figures, and actual statistics of DRAP and PSW.
- Clear, point-to-point messaging with logical flow and credibility.

5.2 Mandatory Pre-Scripting Alignment

- A mandatory pre-scripting and alignment meeting with PSW (and DRAP, where required) to:
 - Finalize focus areas and key messages
 - Validate facts, figures, and system statistics
 - Alignment on international positioning and compliance messaging
- Script development shall begin upon formal approval from PSW. .

5.3 Scriptwriting

- The script must:
 - Begin with the historical context of DRAP's establishment in 2012
 - Highlight challenges, reforms, and digital evolution
 - Showcase DRAP Clearance Gateway integration with PSW
 - Include approved DRAP and PSW statistics
 - Emphasize achievements, efficiency gains, transparency, and compliance

6. Video Structure & Technical Specifications

- Total Duration: 3–4 minutes
- Format: Marketing and informational video
- Resolution: 4K (Ultra High Definition)

6.1 Animation & Footage Ratio

- 70% high-quality animation (2D/3D/motion graphics, data visualization)
- 30% live-action B-roll footage

6.2 B-Roll & Shooting Requirements

- No additional shooting is required for B-rolls.
- B-rolls will be sourced from pre-shot, PSW-provided archival footage, system visuals, and approved stock elements.
- Shooting is required only for testimonials of senior officials from:
 - World Health Organization (WHO)
 - United Nations (UN)
 - UNICEF
- No local, commercial, or private sector testimonials shall be included.

7. Testimonials

- Testimonials shall be limited strictly to top officials or authorized representatives of WHO, UN, or UNICEF.
- Testimonials must reinforce:
 - International credibility
 - Regulatory alignment
 - Impact of PSW-DRAP integration
- All testimonial content shall be subject to PSW's review and approval.
- Note: PSW will identify subjects for these testimonials and arrange the meetings for recording thereof.

8. Subtitling Requirements

- Professional English and Urdu subtitles shall be included in:
 - Main 3–4 minute video
 - All adapted versions and highlights
- Subtitles must be:
 - Accurately timed
 - Professionally formatted
 - Clear and readable for international viewing

9. Adaptations & Highlight Deliverables

In addition to the main video, the vendor shall produce:

- One 1.5-minute adapted version
- Two to three 30-second short highlight videos for international events and presentations.

All adaptations must maintain narrative clarity and visual consistency.

10. Creative & Quality Standards

- International broadcast-quality production
- Modern, clean, and professional animation style
- Accurate and clear data visualization (charts, infographics, timelines)
- Seamless transitions between animation and live footage

- Compliance with PSW and DRAP branding guidelines
- High-quality voice-over, background music, animation compositing, and post-production finishing

11. Deliverables

- Final 3–4 minute video (4K, English & Urdu, subtitled)
- 1.5-minute adapted version
- 30-second adapted versions (2–3 highlight videos)
- Editable source files and project assets
- Final approved scripts and subtitle file

C) Roles & Responsibilities:

Responsibilities of PSW

- Provide direction, branding guidelines, and key messaging
- Identify a model if not provided by the agency
- Approve scripts and storyboards
- Provide timely feedback during each phase
- Arranging logistics for outstation travel
- Identifying subjects for testimonials and arranging meetings with them

Responsibilities of Creative Agency

- Deliver the complete videos as per the scope
- Provide or coordinate the model/actor
- Ensure global-level professionalism
- Manage all production, post-production, and 3d animation
- Deliver all raw and final files, including source files
- Maintain confidentiality of PSW information
- Submission of all rough cuts, scripts, animations, and subtitles for PSW review and approval prior to final delivery

D) Timeline:

The agency must submit a complete project timeline including:

- Pre-production schedule
- Shoot dates
- 3d Animation and post-production phases
- Review and revision cycles
- Final delivery date

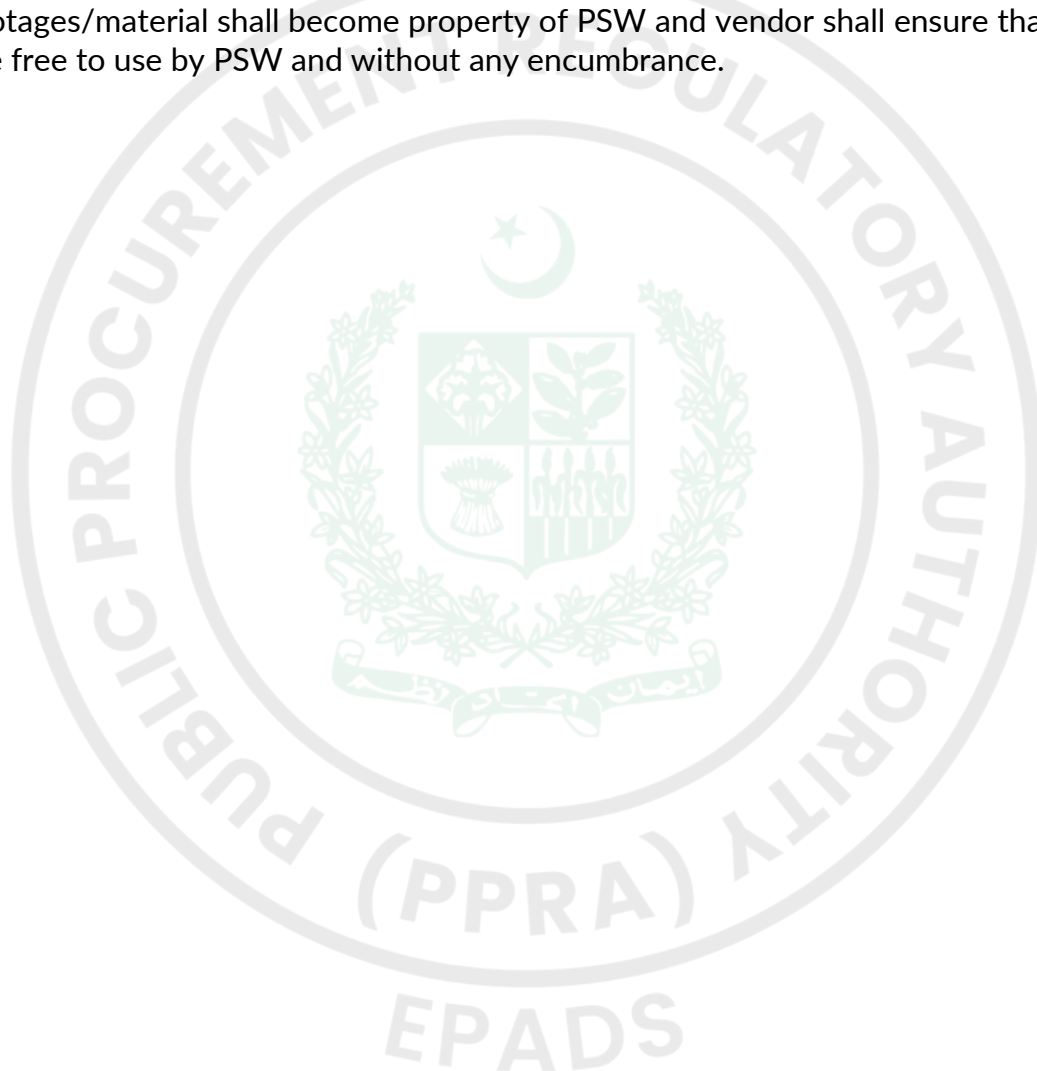
The timeline will be finalized after PSW's approval.

5. Copyright & Ownership:

All final deliverables, including raw footage, source files, and editable versions, will be the property of PSW. PSW shall have full ownership and unlimited usage rights of all produced content.

The vendor may not share or use any content without written permission.

The vendor must not use any pirated content or materials or any such materials which the vendor is not legally authorized to use. All material or content used must be open source or if copy right or patented, must be properly purchased or vendor must have procured the rights to use them. The final products and any raw footages/material shall become property of PSW and vendor shall ensure that they are free to use by PSW and without any encumbrance.



Annexure: Form of Bid

(Note: The Bid price to be quoted in the Form of Bid shall be the total price of the bid, excluding any discounts offered. Bidders shall place the original form of bid (signed & stamped, on bidder's letterhead) **without mentioning any prices or details of the financial proposal in their technical bid and a copy of the Form of Bid, with bid prices, in the financial proposal. Any bidder who discloses any prices or details related to the prices or financial proposal in its technical bid shall be disqualified.**)

Procurement Department,
Pakistan Single Window
Ground Floor, NESPAK Building, Sector G-5/2,
Islamabad.

Reference your RFP document No. PSW/PROC/25-26/Comms-444/486 for **Hiring of Professional Creative Agency to Shoot, Design, Animate & Develop High Quality Marketing Videos for International Audience**

1. We, hereby submit our complete bid along with all the requirements as per the RFP document. We acknowledge that PSW/PSW is not bound to accept any bid in this regard and reserve the right to accept any offer and to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever. Our total Bid price, including all applicable taxes, expenses, charges etc. as per requirements of the RFP, is _____ (without any offered discounts). Any discounts, if offered, are separately mentioned in the financial bid.
2. We hereby undertake and firmly bound ourselves to abide by/ comply with all sections / conditions of subject RFP for the whole bidding process.
3. We agree to abide by this Tender for a period of **One Hundred and Twenty (120) days** from the technical bid opening date or any extension thereto granted and it shall remain binding upon us and can be accepted at any time before the expiration of this period.
4. We hereby undertake and confirm that M/s **[registered business name of bidder]** and its employee(s) have never been blacklisted by any government, semi-government, autonomous or state-owned organization of Pakistan and their cases regarding black listing are not under trial by any Court of Law. We further undertake that we do not have any actual or potential conflict of interest either with PSW, PSW or scope of subject tender.
5. We submit herewith our proposal, electronically through ePADS portal, as one (01) original in PDF.
6. We do hereby undertake that Mr./Ms. **(mention full name and designation of authorizer)** is duly authorized by the management of **(enter registered business name of the bidder)** to appoint and authorize Mr./Ms. **(mention full name of authorizee)** who is presently employed with us and holding the position of **[mention designation of authorizee]** in **[mention registered business name of the employer of the authorizee]** to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our subject bid including signing and submission of all documents and providing

information/responses to PSW in all matters including but not limited to clarifications etc., till award of subject tender. We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this authorization and that all acts, deeds and things done by our aforesaid authorized representative (authorizee) shall and shall always be deemed to have been done by us.

7. The decision of PSW and PSW shall be final and PSW/PSW will not be liable for any loss or damage to any party acting in reliance thereon.
8. We have gone through the terms/conditions of subject RFP document and have found the document in whole as unbiased to any particular company / contractor / consultant / advisor / firm or product / brand. We do not have any objection/comment on any clause/section/article and fully understand the documents as compliant with PPRA Rules.
9. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the bid. In case any information is found wrong, misleading or misstated in this bid, the same may lead to rejection of our bid, execution of our Bid Securing Declaration, and disqualification.
10. We declare that our bid is our only and final offer and no unsolicited offer of any description shall be made for consideration of PSW or PSW.
11. We acknowledge that PSW/PSW reserves the right to blacklist any bidder and to execute their Bid Securing Declaration who breaches any terms and conditions of this RFP document.

[Bidder's Official Stamp]

Authorizer (Person Authorized to sign on behalf of the Management/Board of Directors etc. of the Bidder e.g. Company Secretary, CEO, MD etc. as mentioned in Clause 6 above):

Signatures: _____

Name and Title/designation of Authorizer: _____

Registered business name and address of bidder : _____

Cell No. of Authorizer: _____

e-mail address of Authorizer: _____

Mailing address of Authorizer: _____

Acceptance by representative being authorized at Clause 6 above (Authorizee):

Signatures : _____

Name and Title/designation of Authorizee: _____

Cell No. of Authorizee : _____

e-mail address of Authorizee : _____

Mailing address of Authorizee: _____

Date of signing: _____

ANNEXURE: PRICE SCHEDULE

Hiring of Professional Creative Agency to Shoot, Design, Animate & Develop High Quality Marketing Videos for International Audience

Bidders are required to submit their prices as per following format.

A) PSW Achievement Video

Sr.	Description	UoM	Unit Rate Inclusive of all Taxes & Out-of- Pocket Expenses	Tax Rate (%)	Quantity	Total Rate Inclusive of all Taxes & Out- of-Pocket Expenses
1	Concept development, scripting, storyboard & creative direction	Job	PKR		01	
2	Shooting, pre and post-production – complete as per the provided scope, including live shooting, normal animations, transitions & motion graphics	Job	PKR		01	
3	Advanced animation (3D) & motion graphics (if applicable beyond normal editing) – bidders to quote price of per minute of finalized animation and motion graphics, payments shall be	minute	PKR		01	

Sr.	Description	UoM	Unit Rate Inclusive of all Taxes & Out-of- Pocket Expenses	Tax Rate (%)	Quantity	Total Rate Inclusive of all Taxes & Out- of-Pocket Expenses
	made as per actual duration.					
4	Editing, color grading, sound design & professional subtitles (English)	Job	PKR		01	
5	60-second global adaptation	Job	PKR		01	
6	30-second teaser					
7	Any other items/services deemed necessary to complete the scope of work	Job	PKR		01	
Total in PKR (Tax & out of pocket expenses inclusive):						

Total amount in Words: _____.

B) DRAP Video

Sr.	Description	UoM	Unit Rate Inclusive of all Taxes & Out-of- Pocket Expenses	Tax Rate (%)	Quantity	Total Rate Inclusive of all Taxes & Out- of-Pocket Expenses
1	Pre-alignment meeting, concept development, scripting & storyboard (English & Urdu)	Job	PKR		01	
2	High-quality 2D & 3D animation & motion graphics (as per 70% requirement of total video duration) - bidders to quote price of per minute of finalized animation and motion graphics, payments shall be made as per actual duration.	minute	PKR		01	
3	Archival footage integration & testimonial recording (if required)	Job	PKR		01	
4	Editing, color grading, sound design & professional subtitles (English & Urdu)	Job	PKR		01	

Sr.	Description	UoM	Unit Rate Inclusive of all Taxes & Out-of- Pocket Expenses	Tax Rate (%)	Quantity	Total Rate Inclusive of all Taxes & Out- of-Pocket Expenses
5	1.5 minute adapted versions	Job	PKR		01	
6	30-second adapted versions (2–3 highlight videos)	Job	PKR		01	
7	Any other items/services deemed necessary to complete the scope of work	Job	PKR		01	
Total in PKR (Tax & out of pocket expenses inclusive):						

Total amount in Words: _____.

****Responsibility to include all and correct taxes is that of the bidders. Bidders must include all applicable taxes at the time of bid submission. In case of any revision in government taxes or levies after bid submission or during contract execution, the same shall be adjusted as per law.**

There may be 3-4 iterations for each listed requirement before finalization. A complete video shall be developed upon final approval. All source files shall be provided to PSW.

Confidentiality of information shall be maintained.

Note:

- 1- The unit rates shall be locked for the duration of the contract, payments shall be made on actual, based on duration of the final videos produced. 100% Payment shall be made on completion and acceptance of the final video and all related deliverables.
- 2- Base station shall be Islamabad/Rawalpindi. It is envisaged that travel to any other city may be required for assignment. In case outstation travelling is required, the same shall be arranged by PSW as per its policy based on prior approval by PSW authorised representative. Except for the travel arrangements, which includes travelling, stay and meals, no TA/DA shall be admissible to the vendor's team.
- 3- All the pages of the Price Schedule must be sequentially numbered, stamped and signed by the representative authorized as per clause 6 of the Form of Bid.
- 4- Quoted prices must be in Pakistani Rupees (PKR) inclusive of out-of-pocket expenses and all kind of taxes, duties, charges/levies applicable in Pakistan.
- 5- Bidder shall also provide the tax-wise breakup of the price schedule.

Signatures of Authorised Representative as per Clause 6 of Form of Bid

Name and Title: -----

Registered Business Name & Address of Bidder: -----