

# Pre-Qualification Document

Pre-Qualification of Vendors/ Firms for repair/ maintenance work  
(Non-Consultancy Services)

National

Single Stage-One Envelope



*July 05, 2026*

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# INVITATION FOR PRE-QUALIFICATION

## PROCUREMENT OF NON-CONSULTING SERVICES

1. The **Ministry of Federal Education and Professional Training. (Ministry of Federal Education and Professional Training)** has reserved Funds for the procurement planned for FY **2026-27**. The **Ministry of Federal Education and Professional Training. (Ministry of Federal Education and Professional Training)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Pre-Qualification of Vendors/ Firms for repair/ maintenance work**" with the reference of "**P55316**".
2. The **Ministry of Federal Education and Professional Training. (Ministry of Federal Education and Professional Training)** intends to pre-qualify service providers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to the bidding process.
3. The objective of the intended pre-qualification is the provision of "**Pre-Qualification of Vendors/ Firms for repair/ maintenance work**" through subsequent signing of contract with successful bidders, and the purpose of this Pre-qualification Notice is to provide the very basic information to enable potential applicants to decide whether or not to respond to this Pre-qualification Notice.
4. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants in [insert month and year] and Contract Agreement(s) will be signed between the Procuring Agency and the successful bidder(s) in [insert month and year] for the period of [insert year(s) and month(s)].
5. The pre-qualification process is open to all [insert national or international] Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the Ministry of Federal Education and Professional Training. (Ministry of Federal Education and Professional Training) through **EPADS v2.0** during office hours. A complete set of Pre-qualification

Documents may be accessed by interested Applicants through **EPADS v2.0**.

6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Tuesday, July 21, 2026 10:00 AM**. E-applications will be opened using **EPADS v2.0** on the same day at **Tuesday, July 21, 2026 10:30 AM**. Manual submission of applications shall not be entertained. Those service providers who have not yet registered on the new version of **EPADS v2.0** may register themselves at <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

In terms of Rule 48 of Public Procurement Rules, 2004, a Grievance Redressal Committee (GRC) is notified for the subject procurement and the notification copy is available on the procuring agency's website and on Authority's website at ([www.ppra.org.pk](http://www.ppra.org.pk)).

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## Instructions to Applicants

## A. General

## B. Contents of the Prequalification Documents

### Sections of Prequalification Documents

#### 1. **Scope of Application**

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

#### 2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Pre-qualification.

#### 3. **Fraud and Corruption**

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

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

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

communication.

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

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

#### **4. Eligible Applicants**

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the Contract conditions that apply.

The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

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

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

All Bids submitted in violation of this provision will be rejected.

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

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

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

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

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

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

# **B. Contents of the Prequalification Documents**

## **6. Sections of Prequalification Documents**

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

**PART 1 Prequalification Procedures PART 2 Supply Requirements**

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

6.8. Section VII - Schedule of Requirements

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

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

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

7.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective

Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / **EPADS v2.0** as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Pre-qualification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

## 8. Amendment of Prequalification Documents

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and **EPADS v2.0**.

Provided that an Applicant who had already submitted their Applications

prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **EPADS v2.0**.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:

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

## C. Preparation of Applications

### 9. Cost of Applications

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

### 10. Language of Application

10.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

### 11. Documents Comprising the Application

11.1. The Application shall comprise the following:

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

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

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

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

## 11.2. **Application Submission Letter**

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

## 11.3. **Documents Establishing the Eligibility of the Applicant**

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

## 11.4. **Documents Establishing the Qualifications of the Applicant**

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

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

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

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

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

11.4.4. The documentary evidence of the Applicant's qualifications to conclude a contract Agreement, shall establish to the Procuring Agency's satisfaction:

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

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

## D. Submission of Applications

### 15. Submission of the Applications through EPADS v2.0

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

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

authorized signatories.

## 16. **Deadline for Submission of Applications**

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

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

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

## 17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

# E. Procedures for Evaluation of Applications

## 18. **Confidentiality**

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through **EPADS v2.0**.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **EPADS v2.0**

## 19. **Clarification of Applications**

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through **EPADS v2.0**

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

## **20. Responsiveness of Applications**

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

## **21. Margin of Preference**

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

## **22. Sub-contractors**

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

# **F. Evaluation of Applications and Prequalification of Applicants**

## **23. Evaluation of Applications**

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

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

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

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

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

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

#### **25. Pre-qualification of Applicants**

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

Agency.

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

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

## **26. Notification of Prequalification**

26.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **EPADS v2.0**.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

## **27. Request for Bids**

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through **EPADS v2.0**.

## **28. Changes in Qualifications of Applicants**

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

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

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

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

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

## **29. Redressal of Grievances**

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-48 of Public Procurement Rules, 2004.

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

## **30. Mechanism of Blacklisting**

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-19 of Public Procurement Rules, 2004 read with "Mechanism for Blacklisting Regulations, 2024".



## Pre-qualification Data Sheet

# Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

## **PDS Clause No**

### **ITA No**

## **Amendments of, and Supplements to, Clauses in the Instructions to Applicants**

### **A. General**

#### **PDS Clause No 1**

##### **ITA No 1.1**

Identification Number of the Invitation for Prequalification: **P55316**

The Procuring Agency is: **Ministry of Federal Education and Professional Training. (Ministry of Federal Education and Professional Training)**

List of Service Contracts:

*See section services and Lots*

#### **PDS Clause No 2**

##### **ITA No 2.1**

The name of Procuring Agency is: **Ministry of Federal Education and Professional Training. (Ministry of Federal Education and Professional Training)**

The name of Project / Procurement is: **Pre-Qualification of Vendors/ Firms for repair/ maintenance work**

#### **PDS Clause No 3**

##### **ITA No 4.2**

Maximum number of members in a Joint Venture (JV): **Nil**

#### **PDS Clause No 4**

##### **ITA No 4.5**

A list of debarred firms and individuals is available on PPRA website:

**<https://ppra.gov.pk>**

## B. Contents of the Prequalification Document

### **PDS Clause No 5**

#### **ITA No 7.1**

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

### **PDS Clause No 6**

#### **ITA No 7.1 & 8.2**

Information related to Prequalification shall be published on: **EPADS v2.0**

### **PDS Clause No 7**

#### **ITA No 7.2**

Pre-Application Meeting: **Clarification Date: Tuesday, July 14, 2026**

## C. Preparation of Applications

### **PDS Clause No 8**

#### **ITA No 10.1**

This Prequalification Document has been issued in the language: **English**

### **PDS Clause No 9**

#### **ITA No 11.1(d)**

Additional documents to be submitted through EPADS v2.0:

1. • Bid/ offer should accompany a fresh Pay Order of Rs.500,000/- in the name of DDO, M/o FE&PT as earnest money from a scheduled bank, failing which, the bid will be rejected. Old/ Released Pay Orders will not be accepted. Cheques are not acceptable being earnest money.
2. • All interested firms are required to submit their applications along with the required documents through the PPRA e-Procurement System (EPADS) before the specified closing date and time.
3. i. Minimum three (03) years with reputable experience working with public and private agencies with business history from the date of authorization for each of above-mentioned lots.
4. ii. The bidder shall provide at least one relevant experience for each lot applied for, supported by a completion certificate or performance certificate

issued by the respective client.

5. iii. The bidder shall possess and provide valid registration with the relevant regulatory or professional body, wherever such registration is required under applicable rules.

6. iv. The bidder shall submit an affidavit on non-judicial stamp paper stating that the firm/company has not been blacklisted by any public or private sector organization and is not involved in any litigation that may adversely affect its performance. The

7. v. The bidder shall demonstrate financial soundness by providing documentary evidence in the form of a bank certificate, bank statement, or audited financial statements showing an average annual turnover of not less than Rs. 10 million during the last one years.

8. vi. The bidder shall submit a detailed company profile including organizational structure, core business activities, and relevant experience (Maximum 3 Pages).

9. vii. The bidder shall provide a valid General Sales Tax (GST) registration along with documentary evidence of NTN registration and proof of being an active taxpayer on the Federal Board of Revenue (FBR) Active Taxpayers List.

10. viii. The bidder shall provide documentary proof of firm registration.

11. ix. The bidder must provide documentary proof of firm registration under the applicable laws of Pakistan (e.g. SECP registration, registrar of firms, partnership deed etc.).

#### **PDS Clause No 10**

#### **ITA No 14.2**

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

### **D. Submission of Applications**

#### **PDS Clause No 11**

#### **ITA No 16.1**

Deadline for Application Submission:

Day: **Tuesday**

Date: **Tuesday, July 21, 2026**

Time: **10:00 AM**

**PDS Clause No 12**

**ITA No 17.1**

Opening of Applications shall be conducted through: **EPADS v2.0**

Day: **Tuesday**

Date: **Tuesday, July 21, 2026**

Time: **10:30 AM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

## E. Procedures for Evaluation of Applications

**PDS Clause No 13**

**ITA No 21.1**

Margin of Domestic Preference: **Not Applicable**

*(Applicable only if authorized in Procurement Plan)*

**PDS Clause No 14**

**ITA No 29.1**

Prequalification-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency's decision not to prequalify an Applicant

## Eligibility & Qualification Criteria

| Bidder's Type                      | Required Registration          |
|------------------------------------|--------------------------------|
| Individual / Individual Consultant | NADRA CITIZENSHIP (CNIC/NICOP) |
| Sole Proprietorship                | FBR (NTN)                      |
| Partnership Firm                   | FBR (GSTN)                     |
| Company (Private Limited)          |                                |
| Company (Public Limited)           |                                |
| Company (Holding Company)          |                                |
| Company (Limited by Guarantee)     |                                |

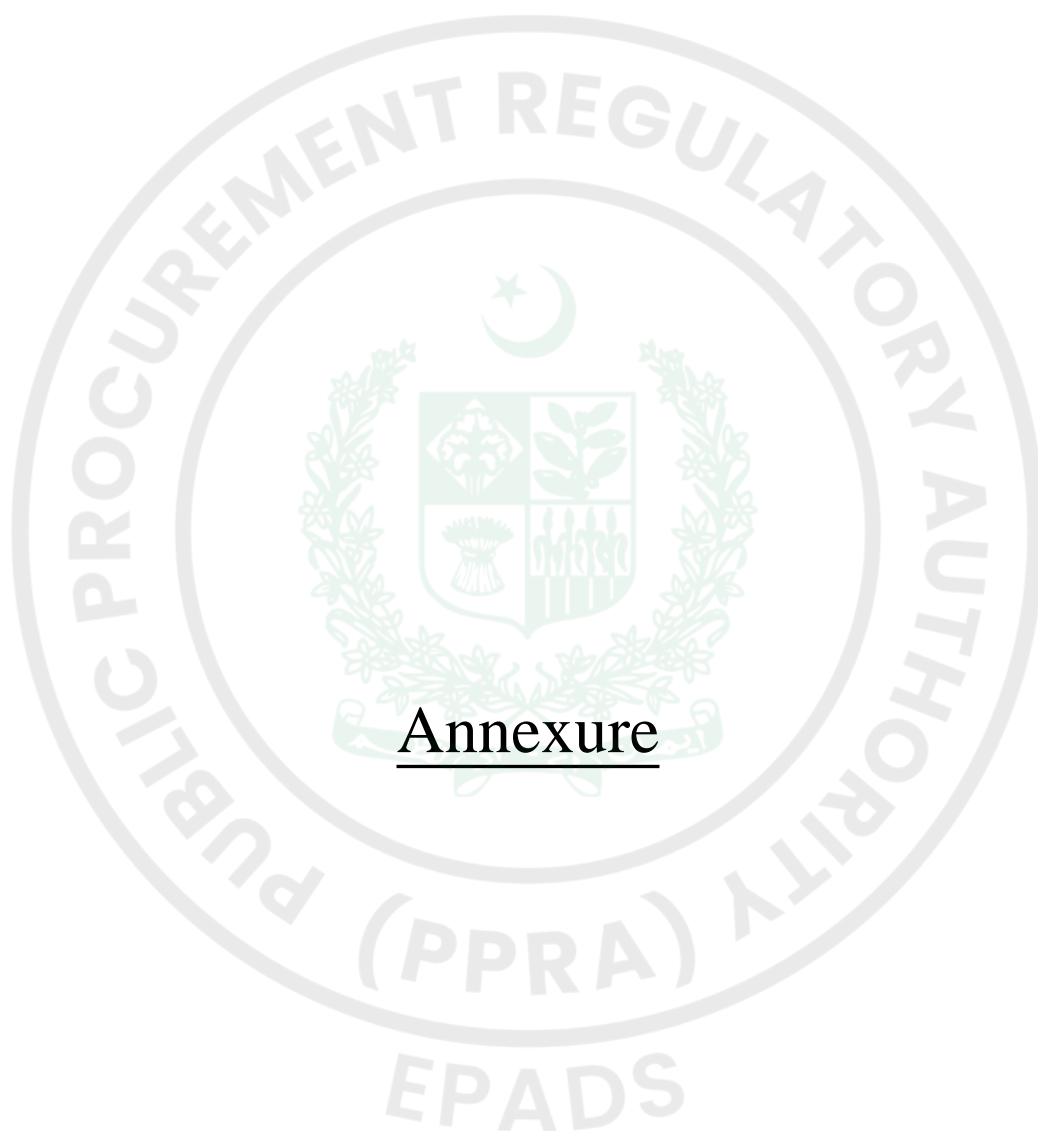
## Evaluation Criteria

### Quality Based Selection (QBS)

| Technical Marks               | 100 |
|-------------------------------|-----|
| Passing Marks                 | 60  |
| Technical Evaluation Criteria |     |







Annexure

# Terms and Condition

Terms and Condition

Information (Read-Only)

See Form Under Additional Forms and Documents: **Terms and Condition** (page number: 31)





## Procurement Forms







## Additional Forms and Documents

# **PRE-QUALIFICATION DOCUMENTS**

For Pre-Qualification of Vendors/ Firms for repair/ maintenance work of Main Secretariat, during the financial year 2026-27: -

- I. Air Travel & Accommodation Services
- II. Event Management Services
- III. Repair/ maintenance of official vehicles of different make such as Suzuki, Toyota, Honda, Motorcycles and school buses etc.
- IV. Purchase and repair/ maintenance of all type of Hardware i.e. computers, printers etc.
- V. Purchase and repair/ maintenance of IT Equipment i.e. Laptops, IT Server etc.
- VI. Purchase and repair/ maintenance of Machinery & Equipment i.e. photocopiers, fax, air conditioners, electric geysers, bracket/ pedestal/ exhaust fans etc.
- VII. Purchase and repair/ maintenance of furniture & fixture.
- VIII. Repair/ maintenance of office building
- IX. Vehicle & Rent a Car



**Ministry of Federal Education and  
Professional Training,  
First Floor, Room # 122, 1<sup>st</sup> Floor, 'C'-Block, Pak-Secretariat,  
Islamabad.**

**Last date for submission of bid: July 21<sup>st</sup>, 2026 at 10:00 a.m.**

**Opening of Tender: July 21<sup>st</sup>, 2026 at 10:30 a.m.**

## **Pre-Qualification of Contractor/ Firms/ Vendors for:-**

- I. Air Travel & Accommodation Services
- II. Event Management Services
- III. Repair/ maintenance of official vehicles of different make such as Suzuki, Toyota, Honda, Motorcycles and school buses etc.
- IV. Purchase and repair/ maintenance of all type of Hardware i.e. computers, printers etc.
- V. Purchase and repair/ maintenance of IT Equipment i.e. Laptops, IT Server etc.
- VI. Purchase and repair/ maintenance of Machinery & Equipment i.e. photocopiers, fax, air conditioners, electric geysers, bracket/ pedestal/ exhaust fans etc.
- VII. Purchase and repair/ maintenance of furniture & fixture.
- VIII. Repair/ maintenance of office building
- IX. Vehicle & Rent a Car

## **TERMS AND CONITIONS**

### **Terms & Condition:**

The intending bidders participating in the bidding shall provide the following document along with their Bids: -

- Bid security amounting to Rs. 500,000/- shall be submitted in the form of Bank Draft, Pay Order or Call Deposit Receipt (CDR) in favour of the DDO, Ministry of Federal Education and Professional Training.
- **The original bid security must be submitted in hard copy and must reach to the given address before closing date**, the copy of the same shall accompany the technical proposal submitted through EPADS, in accordance with the following details:

| <b>Sr #</b> | <b>Description of required services (Lots)</b>   | <b>Bid Security</b> |
|-------------|--|---------------------|
| I.          | Air Travel & Accommodation Services  |                     |
| II.         | Event Management Services  |                     |
| III.        | Repair/ maintenance of official vehicles of different make such as Suzuki, Toyota, =Honda, Motorcycles and school buses etc.                               |                     |
| IV.         | Purchase and repair/ maintenance of all type of Hardware i.e. computers, printers etc.   |                     |
| V.          | Purchase and repair/ maintenance of IT Equipment i.e. Laptops, IT Server etc.  | 500,000/-           |
| VI.         | Purchase and repair/ maintenance of Machinery & Equipment i.e. photocopiers, fax, air conditioners, electric geysers, bracket/ pedestal/ exhaust fans etc. |                     |
| VII.        | Purchase and repair/ maintenance of furniture & fixture.   |                     |
| VIII.       | Repair/ maintenance of office building   |                     |
| IX.         | Vehicle & Rent a Car   |                     |

- Applicants may apply for one or more categories. Each Lot shall be evaluated separately on its own technical and financial merits.
- Bidders are required to submit their bids on EPADs before the closing date, failing which the bid shall be rejected. Copy of the same may also be submitted in the Hard form along with Bid security.

### **Mandatory Requirement:**

- i. Minimum three (03) years with reputable experience working with public and private agencies with business history from the date of authorization for each of above-mentioned lots.
- ii. The bidder shall provide at least one relevant experience for each lot applied for, supported by a completion certificate or performance certificate issued by the respective client.
- iii. The bidder shall possess and provide valid registration with the relevant regulatory or professional body, wherever such registration is required under applicable rules.
- iv. The bidder shall submit an affidavit on non-judicial stamp paper stating that the firm/company has not been blacklisted by any public or private sector organization and is not involved in any litigation that may adversely affect its performance. The
- v. The bidder shall demonstrate financial soundness by providing documentary evidence in the form of a bank certificate, bank statement, or audited financial statements showing an average annual turnover of not less than Rs. 10 million during the last one years.
- vi. The bidder shall submit a detailed company profile including organizational structure, core business activities, and relevant experience (Maximum 3 Pages).
- vii. The bidder shall provide a valid General Sales Tax (GST) registration along with documentary evidence of NTN registration and proof of being an active taxpayer on the Federal Board of Revenue (FBR) Active Taxpayers List.
- viii. The bidder shall provide documentary proof of firm registration.
- ix. The bidder must provide documentary proof of firm registration under the applicable laws of Pakistan (e.g. SECP registration, registrar of firms, partnership deed etc.).
- x. The bidder shall possess and provide valid registration with the relevant regulatory or professional body wherever such registration is required under applicable laws or regulations for the respective lot (e.g., IATA for Air Travel Services (Lot-I), PEC registration (Lot-VIII) and DTS for vehicle rental (Lot -IX ).

### **Other Instructions:**

- This procurement shall be governed by the Public Procurement Rules, 2004 (as amended from time to time).
- The prequalification document containing detailed requirements and terms shall be available on the websites of the Ministry of Federal Education and Professional Training, the Public Procurement Regulatory Authority (PPRA), and the PPRA e-Procurement System (EPADS) immediately after publication of the prequalification notice.

- The Procuring Agency reserves the right to reject any or all applications/bids at any time prior to acceptance of a bid in accordance with Rule 33 of the Public Procurement Rules, 2004 (as amended from time to time).
- All interested firms are required to submit their applications along with the required documents through the PPRA e-Procurement System (EPADS) before the specified closing date and time.
- The proposals/applications shall be opened through EPADS after completion of the prescribed e-procurement procedure, in the presence of the authorized representatives of the applicants who choose to attend.
- In case the date of submission or opening of proposals falls on a public holiday, the proposals shall be submitted and opened on the next working day at the same time and venue.
- The prequalified firms/ vendors shall be bound to provide services to Ministry of Federal Education and Professional Training, during financial year 2026-27, under framework agreement Rule 2 (g b), which is as under: -  
 “Framework agreement” means a contractual arrangement which allows a procuring agency to procure goods, services or works that are needed continuously or repeatedly at agreed terms and conditions over an agreed period of time, through placement of a number of orders;].
- Firms/ Vendors should have their own complete set up in Islamabad/ Rawalpindi for repair/ maintenance of all or any specific field out of above mentioned four fields.
- The Firm/ Vendor shall be bound to install genuine parts of each item of the specific works. In case, the spare parts replaced are found sub-standard or second hand, the Firm/ Vendor shall be struck off from the panel of Ministry of Federal Education & Professional Training and will be processed for blacklisting.
- The Firm/ Vendor on the panel shall be bound to carry out the requisite work on immediate basis and even in the odd hours.
- Bid/ offer should accompany a **fresh Pay Order of Rs.500,000/-** in the name of **DDO, M/o FE&PT** as earnest money from a scheduled bank, failing which, the bid will be rejected. Old/ Released Pay Orders will not be accepted. Cheques are not acceptable being earnest money.
- The Firm/ Vendor shall be bound to return the replaced/ old spare items and shall be bound to give warranty of each items replaced or repaired. If the same defect is arisen again during warranty period, the vendor shall be responsible to replace it free of cost.
- The qualified firms/ vendors must take the items for repair at their own, if the repair is required at the workshop and shall return it to this Ministry at its own risk and cost.
- The intending firms/ vendors must provide a list of its clients.
- M/o FE&PT reserves the right to accept or reject any or all bids/proposals in accordance with Rule-33 of PP Rules-2004.

# **SCOPE OF WORK – LOTWISE**

## **Lot-I**

### **Air Travel & Accommodation Services:**

- Booking and confirming domestic and international flights.
- Managing ticket issuance, delivery, cancellations, revalidations, and upgrades.
- Providing 24/7 support for urgent travel needs and last-minute changes.
- Facilitating visa processing, including submission of passports to embassies and assistance with transit visas.
- Arranging ground transportation including airport transfers, car rentals, and chauffeur services.
- Arranging travel insurance and health-related requirements (e.g., COVID-19 testing, Polio card).
- Managing group travel arrangements for corporate events or leisure trips.

## **Lot-II**

### **Event Management Services**

#### **i. Planning & Coordination**

- Understanding event objectives and requirements.
- Developing event plans, schedules, and timelines inside and outside.
- Coordination with stakeholders, vendors, and service providers.

#### **ii. Venue Management**

- Venue selection and booking.
- Layout planning (stage, seating, stalls, booths, etc.).
- Compliance with safety and regulatory requirements.
- Arrangements of air conditioners/ heaters as per the weather.

#### **iii. Logistics & Operations**

- Arrangement of transport, accommodation and on-site support.
- Set up furniture, stage, sound, lighting, and multimedia equipment.
- Power backup, internet, and technical support.

#### **iv. Creative & Promotional Support**

- Designing event theme, branding, and decor.
- Printing of backdrops, banners, brochures, and other materials.
- Media coverage, photography, and videography.

#### **v. Guest & Protocol Management**

- Invitations, RSVP, and registration desks.
- Hospitality arrangements (refreshments, meals, giveaways).
- Protocol and security arrangements for VIPs.

#### **vi. Execution & Supervision**

- On-site management and troubleshooting.
- Coordination of sessions, activities, and performances.
- Crowd management and safety protocols.

#### **vii. Post-Event Services**

- Dismantling and clearance of venue.
- Submission of event report (with photos/videos)
- Feedback collection and recommendations for improvement.

**Lot-III****Repair/ maintenance of official vehicles of different make such as Suzuki, Toyota, Honda, Motorcycles and school buses etc.**

- The firms shall be responsible for repair of official vehicles, motorcycles and school buses.
- The Firm/ Vendor shall be bound to install genuine parts of each item of the specific works.
- The supplier shall ensure that all equipment replace are brand new, unused, genuine and sourced through authorized distribution channels. Refurbished or grey-market products shall not be accepted.
- Where required, the supplier shall be responsible for repair the vehicles at the designated premises of the Procuring Agency.
- The supplier shall provide manufacturer warranty for all replaced equipment and ensure availability of after-sales service and technical support.
- The supplier may also be required to provide replacement of defective items within the warranty period in accordance with manufacturer warranty terms.
- Replacement of defective parts during warranty or without warranty period where applicable.
- The specifications and delivery schedule shall be determined by the Procuring Agency at the time of issuing the Request for Quotation (RFQ) or supply order.

**Lot-IV****Purchase and repair/ maintenance of all type of Hardware**

- The selected suppliers shall be responsible for supply of various hardware, i.e. desktop computers, printers and other related peripherals.
- Suppliers may also be required to provide data storage equipment such as external hard drives, network attached storage devices, backup systems and related accessories.
- Where applicable, the supplier shall provide licensed software including operating systems, office productivity software, antivirus, endpoint protection, firewall solutions and other specialized software required.
- The supplier shall ensure that all equipment supplied is brand new, unused, genuine and sourced through authorized distribution channels. Refurbished or grey-market products shall not be accepted.
- Where required, the supplier shall be responsible for installation, configuration and initial testing of the supplied equipment at the designated premises of the Procuring Agency.
- The supplier shall provide manufacturer warranty for all supplied equipment and ensure availability of after-sales service and technical support during the warranty period.
- Provision of technical support for troubleshooting and minor repairs.
- Replacement of defective parts during warranty or without warranty period
- The quantity, specifications and delivery schedule shall be determined by the Procuring Agency at the time of issuing the Request for Quotation (RFQ) or supply order.

**Lot-V****Purchase and repair/ maintenance of IT Equipment.**

- The selected suppliers shall be responsible for supply of various IT equipment including but not limited to laptops, scanners, servers, networking devices, storage devices, multimedia equipment and other related peripherals.
- The scope shall include supply of networking equipment such as routers, switches, wireless access points, patch panels, network cabinets, optical fiber components, LAN cables and associated accessories required for establishment or expansion of network infrastructure.
- Suppliers may also be required to provide data storage equipment such as external hard drives, network attached storage devices, backup systems and related accessories.
- Where applicable, the supplier shall provide licensed software including operating systems, office productivity software, antivirus, endpoint protection, firewall solutions and other specialized software required for institutional operations.
- The supplier shall ensure that all equipment supplied is brand new, unused, genuine and sourced through authorized distribution channels. Refurbished or grey-market products shall not be accepted.
- Where required, the supplier shall be responsible for installation, configuration and initial testing of the supplied equipment at the designated premises of the Procuring Agency.
- The supplier shall provide manufacturer warranty for all supplied equipment and ensure availability of after-sales service and technical support during the warranty period.
- The supplier may also be required to provide replacement of defective items within the warranty period in accordance with manufacturer warranty terms.
- Provision of technical support for troubleshooting and minor repairs.
- Replacement of defective parts during warranty or without warranty period where applicable.
- The quantity, specifications and delivery schedule shall be determined by the Procuring Agency at the time of issuing the Request for Quotation (RFQ) or supply order.

**Lot-VI****Purchase and repair/ maintenance of Machinery & Equipment.**

- The selected suppliers shall provide machinery and electrical equipment including but not limited to photocopiers, air conditioners, water dispensers, electric geysers, generators, voltage stabilizers, UPS systems, fans and other electrical appliances required for official use.
- The scope shall also include supply of equipment related to building operations such as exhaust fans, pedestal fans, bracket fans, heaters, dehumidifiers and other appliances.
- All machinery and equipment supplied must comply with the required technical specifications and quality defined by the Procuring Agency.
- Where required, the supplier shall also provide demonstration, installation guidance or initial operational training to designated staff of the Procuring Agency.
- All equipment must be new, genuine and free from manufacturing

- defects. Used or refurbished equipment shall not be acceptable.
- Delivery shall be made at the designated location within the time specified in the supply order.
- Maintenance support or repair services where required.

**Lot-VII Purchase and repair/ maintenance of furniture & fixture.**

- The selected suppliers shall provide furniture and fixtures including but not limited to office tables, executive tables, office chairs, revolving chairs, visitor chairs, classroom desks, classroom chairs, student desks, cupboards, racks, cabinets and storage units.
- Suppliers may also be required to provide conference tables, meeting room furniture, reception desks, sofas, waiting area furniture and modular office furniture where required.
- Where applicable, the supplier shall also supply window blinds, partitions, notice boards, white boards, pin boards and other fixtures.
- Furniture supplied must be manufactured using durable materials suitable for institutional use and must comply with the specifications approved by the Procuring Agency.
- The supplier shall ensure safe transportation, delivery and installation of furniture at the designated premises.
- Where necessary, furniture shall be assembled or installed at site by the supplier's technical staff.
- The supplier shall ensure proper finishing, structural stability and defect-free installation of all furniture items supplied.
- Any manufacturing defects discovered within the warranty period shall be rectified or replaced by the supplier at its own cost.
- The firm must have carpentry tools and skilled manpower for furniture repair and refurbishment.

**Lot-VIII Repair/ maintenance of office building**

This Lot covers repair, maintenance and minor renovation works of the buildings, house at Blocks - 'C' and 'D', Pak-Secretariat, Islamabad.

The scope includes, but is not limited to:

- Renovation and Retrofitting, Rehabilitation work
- Tile fixing and replacement
- Washroom repair and renovation including sanitary fittings
- Wooden and glass partition works
- Plastering and surface repair
- Wooden flooring repair and polishing
- Buffing and polishing of tiles / marble / chips flooring
- Wall raising and minor masonry works
- Painting and surface finishing
- Minor structural repairs not involving major structural alteration

The firm must demonstrate experience in building maintenance works and availability of skilled masons, carpenters, plumbers and related technical staff. Valid PEC registration of the Firm is required.

**Lot-IX****Vehicle & Rent a Car**

- The prequalified firms shall be responsible for providing reliable, efficient, and well-maintained vehicles (as required in RFP) along with or without qualified and experienced drivers on need basis.
- The scope of services shall include the provision of air-conditioned vehicles (Hatchback, sedan, SUV, High roof or other categories as shall be specified in RFP) on a monthly or as-and-when required basis.
- All vehicles must be in excellent running condition, model not older than the specified limit in the RFP.
- The firm shall ensure the timely availability of vehicles for conference, seminars, meetings, field visits, airport transfers, and other assignments
- Drivers deployed must be licensed, medically fit, well-disciplined, properly uniformed, and trained in courteous behavior.
- The firm shall bear all operational costs, including fuel, maintenance, repairs, lubricants, insurance, and applicable taxes.
- In the event of a breakdown or unavailability of a vehicle, an immediate replacement of equivalent quality shall be provided to avoid any disruption in services.
- The quantity of vehicles may vary based on the Client's requirements, in accordance with PPRA Rules.
- The Service Provider shall be responsible for providing the requested vehicle(s) accordingly
- The vehicle provided under this Contract shall have vehicle tracking system along with its online access.
- The successful bidder shall also provide vehicle(s) tracking report on fortnightly basis.

## **TECHNICAL PROPOSAL EVALUATION CRITERIA:**

| S. No. | Description/ Detail  |  |
|--------|--|--|
| 1.     | Full Profile of Firm/ Vendor:  |  |
| 2.     | Business Address:  |  |
| 3.     | Landline No.   |  |
| 4.     | Mobile No.<br>(with WhatsApp)  |  |
| 5.     | NTN No.<br>(attach copy of NTN Certificate)  |  |
| 6.     | GST Registration No.<br>(attach copy of GST Registration)  |  |
| 7.     | Bank Account No. & Address:  |  |
| 8.     | Vendor number of AGPR:   |  |
| 9.     | PEC Registration Certificate:  |  |
| 10.    | SECP Registration Certificate:   |  |
| 11.    | Bank Statement: -<br>(for 03 years)  |  |
| 12.    | Experience in the relevant field:<br>(in years)  |  |
| 13.    | List of at least three clients from<br>Ministries/Departments along with<br>work orders: (attach list) |  |

