

Pre-Qualification Document

PREQUALIFICATION OF VENDORS UNDER OPEN FRAMEWORK AGREEMENT (Non-Consultancy Services)

National

Single Stage-One Envelope



July 06, 2026

*S (State Life Insurance Corporation of Pakistan), Admin & Monitoring Officer
Health & Accidental Insurance, 3rd floor, state life tower, adjacent to saudi pak tower, islamabad
Phone: +92-332-953-7790, Email: asimnawaz508@gmail.com*

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INVITATION FOR PRE-QUALIFICATION

PROCUREMENT OF NON-CONSULTING SERVICES

1. The **S (State Life Insurance Corporation of Pakistan)** has reserved Funds for the procurement planned for FY **2026-27**. The **S (State Life Insurance Corporation of Pakistan)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**PREQUALIFICATION OF VENDORS UNDER OPEN FRAMEWORK AGREEMENT**" with the reference of "**P55904**".
2. The **S (State Life Insurance Corporation of Pakistan)** 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 "**PREQUALIFICATION OF VENDORS UNDER OPEN FRAMEWORK AGREEMENT**" 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 S (State Life Insurance Corporation of Pakistan) 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 **Thursday, August 13, 2026 11:00 AM**. E-applications will be opened

using **EPADS v2.0** on the same day at **Thursday, August 13, 2026 11:30 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).

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asimnawaz508@gmail.com





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: **P55904**

The Procuring Agency is: **S (State Life Insurance Corporation of Pakistan)**

List of Service Contracts:

See section services and Lots

PDS Clause No 2

ITA No 2.1

The name of Procuring Agency is: **S (State Life Insurance Corporation of Pakistan)**

The name of Project / Procurement is: **PREQUALIFICATION OF VENDORS UNDER OPEN FRAMEWORK AGREEMENT**

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: Friday, August 7, 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. i. Cover letter on respondent's official letter (format is attached as Annex-A)
- ii. Verifiable information of number of clients served on official letterhead duly signed and stamped as per format placed at Annex-B
- iii. All relevant proofs as requested in Mandatory Criteria---Clause-8 All the above papers should be duly signed by the authorized signatory.

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: **Thursday**

Date: **Thursday, August 13, 2026**

Time: **11:00 AM**

PDS Clause No 12

ITA No 17.1

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

Day: **Thursday**

Date: **Thursday, August 13, 2026**

Time: **11:30 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
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	Punjab (PRA) SECP

Eligibility Criteria	Document
<p>i.All Proposals must be furnished on EPADs and proposal submitted by any mode other than EPADs won't be accepted. Proposals are also required to be submitted in hard copy duly sealed and stamped at address appended in Section-1: Invitation for Proposal, Clause-5 well before Bid Submission Timeline ii.Hard and soft proposals (EPADs) must be exact replicas/ same and in case it is observed that there is a difference, proposal will simply be declared as non-responsive without any notice whatsoever</p>	Yes
<p>iii.Must have overall business experience of at least two (2) years as General Order Supplier. (Vendors must affix Work Awards, Purchase Order, Agreement etc wherein experience of Two (2) years is clearly manifested). Format is placed at Annex-C iv.Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with Government legal entities, sales tax and income tax departments) and on active taxpayer list.</p>	Yes

<p>v.Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- (One Hundred Rupees Only/-) duly authorized by Notary Public is mandatory); vi.Vendor must ensure submission of Bid Security amounting to PKR. 150,000 in the form of Pay Order/ Demand draft in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT".</p>	<p>Yes</p>
<p>vii.Vendor must sign and stamp each page of this RFP and said document must be submitted along with proposal viii.Vendor must submit complete Company Profile with office address, HR Details etc duly signed and stamped ix.Vendor must have local presence in Rawalpindi/ Islamabad (Verifiable Proof such as rental agreement, utility bills etc is required to be affixed) x.Bank Statement of the year 2025 (January 01, 2025, to December 31, 2025) must be affixed</p>	<p>Yes</p>
<p>xi.Bidder must clearly specify for respective (Category/ Categories) for which they have applied as per format placed at Annex-D xii.Must obtain minimum 60 points in Evaluation with 50% marks in each category xiii.All Annexures must be submitted</p>	<p>Yes</p>

Evaluation Criteria

Quality Based Selection (QBS)

<p>Technical Marks</p>	<p>100</p>
<p>Passing Marks</p>	<p>50</p>
<p>overall experience</p>	

Verifiable Proof Such as Work Award, Purchase Order etc needed here. Details as per Annex-C are required (Quantitative) (Doc Required)	20
2 plus years (20)	
2 years (10)	
No of projects	
Past Project Details. Here mention project in respective category or categories for which proposal is submitted (Quantitative)(Doc Required)	20
3 plus projects (20)	
2-3 projects (10)	
Financial strength (bank statement for year 2025)	
closing balance as on december 31,2025 (Quantitative)(Doc Required)	20
1.0 million (20)	
0.5 -1.0 million (10)	
HR strength	



<p>Here HR Details on Official Letter Head are required. HR Details must include Name, Designation, CNIC etc (Quantitative) (Doc Required)</p> <p>10 plus employees (20)</p> <p>5-10 employees (10)</p>	20
Work done satisfactory	
<p>Here Basically Completion Certificate for different assignments, projects completed before Bid Submission Deadline are required to be affixed: (Quantitative)(Doc Required)</p> <p>3 plus projects (20)</p> <p>2-3 projects (10)</p>	20







Annexure

RFP Draft

Information (Read-Only)

See Form Under Additional Forms and Documents: **RFP Draft** (page number: 32)





Procurement Forms

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 56)

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

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 57)







Additional Forms and Documents



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

REQUEST FOR PROPOSAL

PREQUALIFICATION OF VENDORS UNDER OPEN FRAMEWORK AGREEMENT

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

Name of the Respondent	
Address	
Telephone	
Fax	
Email	



State Life Insurance Corporation of Pakistan
Health & Accidental Insurance (H&AI)
Regional Procurement Department (RPD)

3rd Floor, State Life Tower, Jinnah Avenue, Islamabad
 Contact No: 051-9216344

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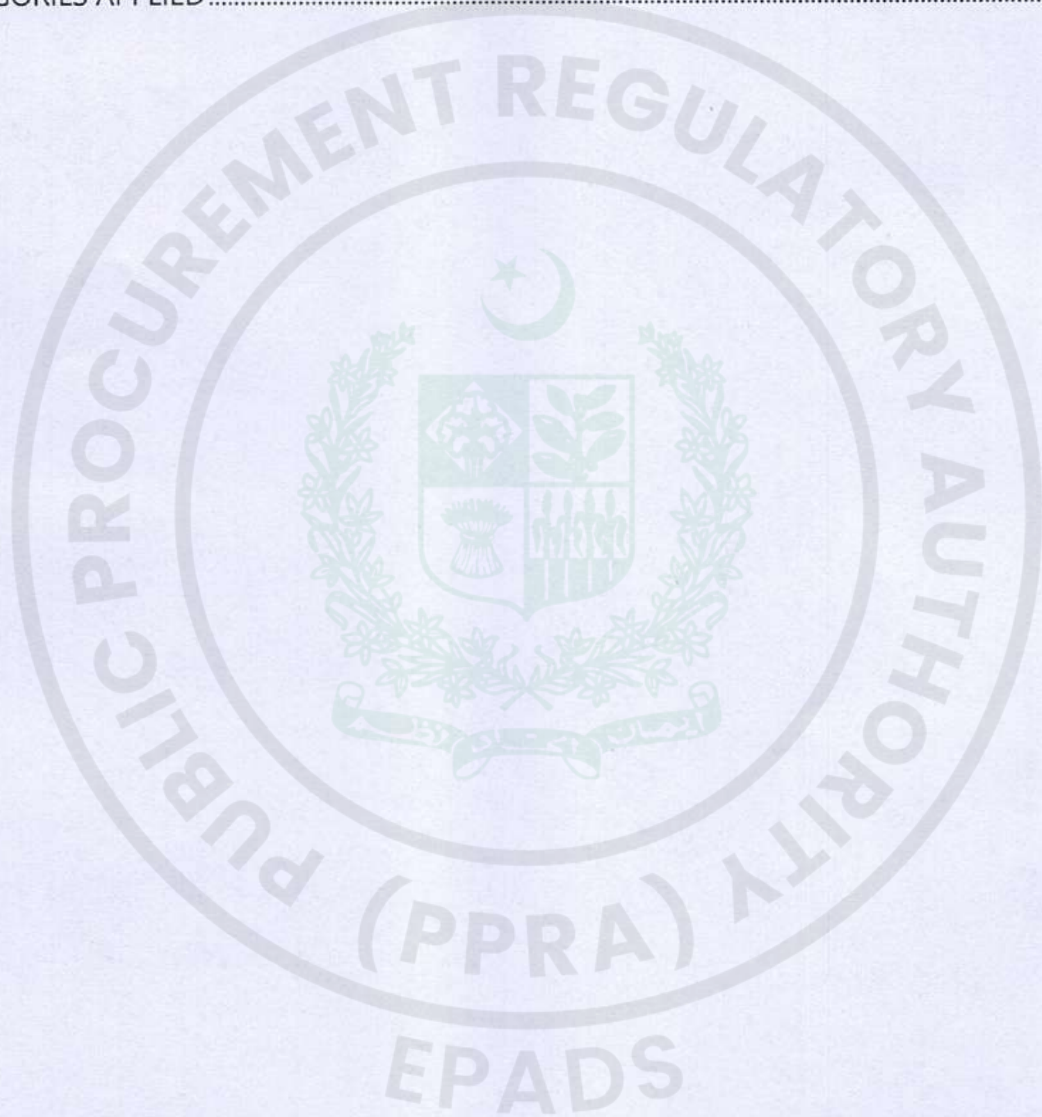
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Section I: Invitation for Proposal

1. State Life Insurance Corporation of Pakistan intends to Pre-Qualify Service Provider (s) for subject procurement through EPADs for an initial period of **one (1)** year under open framework agreement. In this regard, we are seeking sealed proposals to prequalify suppliers/vendors/service providers under Open Framework Agreement in following areas/ categories:

- Category-01: Office Equipment Repair
- Category-02: Furniture and Fixture Repair
- Category-03: Glass and Civil Works Repair
- Category-04: IT Equipment Repair
- Category-05: Toner Refilling
- Category-06: Office Shifting

2. State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules.
3. All proposals must be valid for **One Hundred and Twenty (120)** days and any bid shorter than subject bid validity will be declared as conditional and will be declared non-responsive

4. Tender Schedule

A	Bid Submission Timeline for submission of Bids through EPADs and Hard Copy duly sealed as prequalification mode	13/08/2026 @ 011:00 AM
B	Bid Opening Timeline	13/08/2026 @ 11:30 AM
C	Clarification Timeline	07/08/2026 UPTO 05:00 PM

5. Address for submission of Hard Copy of bids/ proposals:

"Office of Regional Procurement Department (RPD), Health and Accidental Insurance (H&AI) Regional Office, 3rd Floor, State Life Tower, Jinnah Avenue, Islamabad"

6. In case of any clarity/ issue in tender documents please contact following during office hours (Mon to Friday), 9:00 AM to 5:00 PM:

Office of Regional Procurement Department

Contact No: 051-9216344



Email: asimnawaz508@gmail.com ; mwaqas.slic09@gmail.com

Vendor representative may also visit physically during the office hours.

Section II: Instruction to Respondents

1. DEFINITIONS:

Unless the context otherwise requires, the following terms whenever used in this RFP and contract have the following meanings:

- a) "Proposals" means the proposal submitted through EPADs and also hard copy duly sealed of the same for the procurement titled "Prequalification of Vendor (s) under open framework agreement"
- b) "State Life" means State Life Insurance Corporation of Pakistan.
- c) "Procuring Agency" means State Life
- d) "H&AI" Health and Accidental Insurance, Regional Office, Islamabad
- e) "Service Provider/ Bidder/ Vendor/Respondent" means any entity that furnishes proposal in response to this RFP through EPADs
- f) "Competent Authority" means the CEO State Life
- g) "RFP" means Request for Proposal
- h) "Committee" means committee constituted by State Life for evaluation of proposal
- i) "Category" corresponds to relevant service area i.e. Office Equipment Repair, IT Equipment Repair, Furniture and Fixture Repair, Glass & Civil Works Repair, Toner Refilling and Office Shifting
- j) "Government" means the Government of Pakistan
- k) "PPRA Rules" Public Procurement Rules 2004
- l) "SOW" means Scope of Work
- m) "EPADs" stands for E-Pak Acquisition and Disposal System

2. INTRODUCTION

State Life is undertaking Sehat Sahulat Program for provision of indoor medical services to the population in social sector. State Life has also launched Corporate Health Insurance initiative and different products are being offered both in Public and Private Sector

In order to ensure smooth business operations services are required by service providers having relevant experience.



3. VALIDITY OF PROPOSALS

Proposals must be valid for a period of **One Hundred and Twenty (120)** days after the date of its submission prescribed in RFP. A proposal valid for shorter period will be declared as non-responsive. State Life may solicit the Respondents' consent to extend proposal validity (without modification in proposals).

4. RIGHT TO ACCEPT / REJECT PROPOSAL

State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules.

5. FRAUD AND CORRUPTION

State Life requires that respondents hired through this RFP must observe the highest standards of ethics. Further, case any bidder is found indulged in Corrupt and Fraudulent practice as defined under definition section in PPRA Rules then necessary action as per **PPRA Rule-19 (A)** will be taken

6. CLARIFICATIONS AND AMENDMENTS OF RFP DOCUMENT

6.1. RFP CLARIFICATIONS

Vendor if required can seek clarification through EPADs, Email, on call as per contact details appended in Clause-6, Section-I

During evaluation of the proposals, State Life may, at its discretion, ask respondents for clarifications on their proposals in writing and response thereof must also be in writing. The respondents are required to respond within the time frame prescribed by State Life.

In case a vendor fails to respond to clarification within stipulated time then vendor will be simply disqualified from further proceedings without any notice

6.2. AMENDMENTS IN RFP



At any time prior to deadline for submission of proposal, State Life may, for any reason, modify the RFP and revised documents will be advertised in the form of addendum in a manner like advertised earlier

7. PROCESS FOR HIRING OF SERVICES

This enquiry is Request for proposal (RFP) intended to result in the hiring of service provider for subject procurement duly sealed in accordance with PPRA Rules-2004. The process for hiring services of a Service Provider is as follows:

- i. Proposals submitted in response to this RFP will be checked for PPRA Rule compliance first and in case of violation of PPRA Rules, proposal (s) will be declared non-responsive
- ii. After checking PPRA Rules compliance, proposal will be scrutinized for checking Mandatory Criteria outlined in Clause-08 appended below
- iii. Proposal (s) found to be compliant with Mandatory Criteria will be considered for scoring as per criteria outlined
- iv. Subject to compliance with clause- (i to iii) above, most advantageous bidders will be declared in respective category/ categories
- v. Letter of Intent (LOI) will be issued through EPADs to the most advantageous bidders subject to completion of necessary timeline and settlement of grievances if any post uploading of Final Evaluation Reports on all relevant forums
- vi. Most Advantageous Bidder (s) in respective categories will be required to accept Letter of Intent (LOI) on EPADs within three (3) days of issuance through EPADs and in case of non-acceptance LOI will be cancelled along with confiscation of the bid security furnished as per Clause-14 of RFP
- vii. Subject to acceptance of Letter of Intent, formal Work Award will be issued to the most advantageous bidder (s) in respective category / categories. Most advantageous bidder (s) will be required to execute a mutually agreed a Service Level Agreement (SLA).



8. MANDATORY CRITERIA

Eligible Service Provider/Respondent must fulfill following criteria:

- i. All Proposals must be furnished on EPADs and proposal submitted by any mode other than EPADs won't be accepted. Proposals are also required to be submitted in hard copy duly sealed and stamped at address appended in Section-1: Invitation for Proposal, Clause-5 well before Bid Submission Timeline
- ii. Hard and soft proposals (EPADs) must be exact replicas/ same and in case it is observed that there is a difference, proposal will simply be declared as non-responsive without any notice whatsoever
- iii. Must have overall business experience of at least **two (2)** years as General Order Supplier. (Vendors must affix Work Awards, Purchase Order, Agreement etc wherein experience of Two (2) years is clearly manifested). Format is placed at Annex-C
- iv. Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with Government legal entities, sales tax and income tax departments) and on active taxpayer list.
- v. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- **(One Hundred Rupees Only/-)** duly authorized by Notary Public is mandatory);
- vi. Vendor must ensure submission of Bid Security amounting to **PKR. 150,000** in the form of Pay Order/ Demand draft in favor of "**SLIC H&AI PREMIUM COLLECTION ACCOUNT**".
- vii. Vendor must sign and stamp each page of this RFP and said document must be submitted along with proposal



- viii. Vendor must submit complete Company Profile with office address, HR Details etc duly signed and stamped
- ix. Vendor must have local presence in Rawalpindi/ Islamabad (Verifiable Proof such as rental agreement, utility bills etc is required to be affixed)
- x. Bank Statement of the year 2025 (January 01, 2025, to December 31, 2025) must be affixed
- xi. Bidder must clearly specify for respective (Category/ Categories) for which they have applied as per format placed at Annex-D
- xii. Must obtain minimum 60 points in Evaluation with 50% marks in each category
- xiii. All Annexures must be submitted

NOTE: Verifiable proof for all the above shall be mandatory. Non-submission will cause disqualification of the bidder for any further process. All bidders must provide a checklist format compliance with the eligibility criteria above.

9. DISQUALIFICATIONS

State Life may at its sole discretion and at any time during the evaluation of proposal, disqualify any Respondent, if the Respondent has:

- i. Submitted the proposal document or any other associated document after the Bid Submission deadline
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- iii. Submitted a proposal that is not accompanied by required documentation
- iv. Failed to provide clarifications related thereto, when sought
- v. Submitted a proposal with price adjustment / variation provision
- vi. Required documentation not affixed with proposal
- vii. Any violation/missing information as required in Clause-08 above
- viii. Any violation of PPRA Rules-2004

10. PREPARATION OF PROPOSAL

The Respondent shall comply with the following during preparation of the proposal:

- i. The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or overwriting shall be valid only if they are initialized by the authorized person signing the proposal



- ii. The proposal shall be typed and shall be signed by the Respondent or duly authorized person(s) to bind the Respondent to the contract. The letter of authorization shall be indicated by written power of attorney or authority letter and shall accompany the proposal.
- iii. Proposals received by any means other than EPADs will be declared non-responsive and will be rejected
- iv. All expenses related to participation in this tender document shall be borne by the respondents
- v. Respondents are not permitted to modify, substitute, or withdraw proposals after its submission
- vi. All the pages of the proposals should be signed by the authorized person(s) and should conform strictly to the formats and procedures laid down in this RFP
- vii. All proposals must be sealed as per PPRA Rules

11. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL

Following documents must be affixed with proposal:

- i. Cover letter on respondent's official letter (format is attached as Annex-A)
- ii. Verifiable information of number of clients served on official letterhead duly signed and stamped as per format placed at Annex-B
- iii. All relevant proofs as requested in Mandatory Criteria---Clause-8

All the above papers should be duly signed by the authorized signatory.

12. EVALUATION OF PROPOSALS

State Life will form Regional Procurement Committee (RPC) to evaluate the proposals

- i. Proposals will be evaluated as per criteria outlined in RFP.
- ii. During evaluation of proposals, the Committee, may, at its discretion, ask the Respondents for clarification of their proposals. However, such clarification would not effectuate any change in the substance of the proposal.
- iii. The committee will evaluate the proposals based on given qualification parameters. The scoring will be done as per following criteria and compliance is must and non-compliance will result in simple disqualification.



S.No	Parameters	Detail	Weightage	Total Score
EVALUATION SCORING				
1	Overall Experience	Verifiable Proof Such as Work Award, Purchase Order etc needed here. Details as per Annex-C are required a. 2+ Years b. 2 Years c. Below 2 Years	a. 20 b.10 c. 0	20
2	No of Projects	Past Project Details. Here mention project in respective category or categories for which proposal is submitted a. 3+ Projects b. 2-3 Projects c. Below 2 Projects	a. 20 b.10 c. 0	20
3	Financial Strength (Bank Statement for Year 2025)	Closing Balance as on December 31, 2025 a. 1.0 million b. 0.5 --- 1.0 million c. Below 0.5 million	a. 20 b. 10 c. 0	20
4	HR Strength	Here HR Details on Official Letter Head are required. HR Details must include Name, Designation, CNIC etc a. 10+ Employees b. 5-10 Employees c. Below 5 Employees	a. 20 b. 10 c. 0	20
5	Work Done Satisfactory	Here Basically Completion Certificate for different assignments, projects completed before Bid Submission Deadline are required to be affixed: a. 3+ Projects b. 2-3 Projects c. Below 2 Projects	a. 20 b. 10 c. 0	20

Basis of Evaluation:

- A. Overall Score of **60** out of **100** is must
- B. **50%** Marks in each category i.e. Serial No.01 to Serial No.05 is mandatory

13. DETERMINATION OF MOST ADVANTAGEOUS BIDDER

Subject to scrutiny i.e. Mandatory Criteria Check, Technical Scoring and other compliance with RFP, most advantageous bidder will be determined. Multiple bidders can be declared as most advantageous in a respective category or categories

14. BID SECURITY DEPOSIT



Bid Security amounting to **PKR 150,000** must be furnished by the respondent in shape of Demand Draft/Pay order in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" as scanned copy along with proposal on EPADs.

14.1. RELEASE OF BID SECURITY

Vendors will have to furnish a proper request duly signed and stamped addressed to Regional Procurement Department (RPD) for release of Bid Security. Schedule for the release of Bid Security is as follows:

- A.** Bid Security of bidders who aren't most advantageous will be released subject to completion of formal procurement proceedings i.e. conclusion of timeline post final evaluation report uploading on EPADs, PPRA and State Life Website as per PPRA Rules
- B.** Bid Security of the most advantageous bidder will be released subject to successful completion of initial one year engagement. The release of Bid Security will be subject to satisfactory performance during the course of engagement.

14.2. CONFISCATION AND DEDUCTIONS FROM BID SECURITY:

Bid Security will be confiscated in case of following:

- I.** In case bidder denies executing the assignment as per requirements outlined and in accordance with proposal furnished on EPADs. Further we will also resort to second most advantageous bidder and necessary legal action as per PPRA Rule-19 will be initiated
- II.** In case bidders is found indulged in corrupt and fraudulent practices as per Clause-5 appended
- III.** In case it is observed that vendor is quoting inadvertently high rates during the course of engagement.

During the course of agreement, most advantageous bidder will be bound to ensure execution of assignment within stipulated timeline as communicated. In case of delay deductions as per following schedule will be made:

- a.** @0.05% for each day of delay can be imposed and will be adjusted from Bid Security submitted thereof
- b.** In case it is observed that vendor is committing delay on regular basis then we will get work executed from the



alternate source and deduction as per actual will be done from Bid Security

15. CONFIDENTIALITY

Bidder understands and agrees that all materials and information marked and identified by STATE LIFE as 'Confidential' are valuable assets of STATE LIFE and are to be considered STATE LIFE 's proprietary information and property. Bidder will treat all confidential materials and information provided by STATE LIFE with the highest degree of care and necessary to ensure that unauthorized disclosure does not occur.

Bidder will not use or disclose any materials or information provided by STATE LIFE without STATE LIFE 's prior written approval. Bidder shall not be liable for disclosure or use of any materials or information provided by STATE LIFE or developed by Bidder which is:

- I. possessed by Bidder prior to receiving receipt from STATE LIFE, other than through prior disclosure by STATE LIFE, as documented by Bidder's written records;
- II. published or available to the general public otherwise than through a breach of Confidentiality; or
- III. obtained by Bidder from a third party with a valid right to make such disclosure, provided that said third party is not under a confidentiality obligation to STATE LIFE; or
- IV. Developed independently by the bidder.

In the event that Bidder is required by judicial or administrative process to disclose any information or materials required to be held confidential hereunder, Bidder shall promptly notify State Life and allow State Life a reasonable time to oppose such process before making disclosure.

Bidder understands and agrees that any use or dissemination of information in violation of this Confidentiality Clause will cause State Life irreparable harm, may leave STATE LIFE with no adequate remedy at law and State Life is entitled to seek injunctive relief.

Nothing herein shall be construed as granting to either party any right or license under any copyrights, inventions, or patents now or hereafter owned or controlled by the other party.



The requirements of use and confidentiality set forth herein shall survive the expiration, termination or cancellation of this RFP.

16. OWNERSHIP OF "DATA/INFORMATION"

All information processed, stored, or transmitted by Service Provider's equipment belongs to State Life. By having the responsibility to maintain the equipment, the Service Provider does not acquire implicit access rights to the information or rights to redistribute the information. The Service Provider understands that civil, criminal, or administrative penalties will apply for failure to protect information appropriately.

17. DURATION OF ENGAGEMENT

Engagement as part of subject procurement will be in the form of open framework agreement for an initial period of one year which can be extended for a maximum period of up to two more years depending upon requirement and satisfactory performance



Section III: Scope of Work

1. BACKGROUND

State Life Health Insurance is implementing Sehat Sahulat Program. As part of this program, beneficiaries are provided with health care facilities. Further continuous expansion of programs also require provision of proper facilities

2. GOAL

1. To ensure availability of a vendor pool
2. To ensure maximum competition
3. To ensure timely processing of requirements
4. Get time value of money as per PPRA Rules

3. PLACE OF EXECUTION OF ASSIGNMENT

The subject services are required in Islamabad

4. SCOPE OF WORK:

As part of subject procurement, we intend to prequalify additional vendors initially for a period of One (1) year which can be extended to **three (3)** under Open Framework Agreement. The vendors must have prior experience of working in public and private sector. Vendor may apply for all Categories or a Single Category

The areas in which we intend to prequalify suppliers are grouped as follows:

Area of Operation	Particular
Repair Maintenance and Shifting	<p>Category-1: Office Equipment Repair (Includes repair of all electrical works such as repair of any wire, switchboards, lights, power switch, equipment etc)</p> <p>Category-2: Furniture and Fixture Repair (Includes repair of office table, chairs, sofas, workstations, desks, window blinds etc)</p> <p>Category-3: Glass and Civil Works Repair (Repair of Window Glass, Door Glass, Partitions, floor, washroom, tiles repair, Paints repair work etc)</p> <p>Category-04: IT Equipment Repair (Includes repair of laptops, printers, scanners, card printing machines, photocopier machine etc)</p>



	Category-05: Toner Refilling Category-06: Office Shifting
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In case during repair a part is required to be replaced then it will be charged as per actual market and inclusive of all applicable taxes as per Govt of Pakistan's' Policy. Vendor is required to furnish a market survey in order to ascertain that quoted rates are market competitive

5. RESPONSIBILITIES OF A SERVICE PROVIDER:

The responsibilities of Service Provider are as follows:

- a) Service Provider must ensure that he provides necessary support as required in his/her respective category wherein he is prequalified
- b) Service Provider must ensure high standards of quality
- c) Must ensure timely response to queries raised by H&AI from time to time
- d) Must deploy enough HR for any assignment/event/project as part of above said assignment
- e) Must ensure that the quoted cost is as per prevailing market and overcharging must be avoided. We may conduct a cost survey at our own and in case overcharging is observed on routine basis we reserve the right to terminate the agreement
- f) H&AI shall have the right to return any Requisite Item not meeting the quality requirements or in case it does not comply with the samples provided by the Supplier.

6. PAYMENT SCHEDULE:

All payments shall be made in Pak Rupees and subject to following conditions:

- A. Upon submission of invoice by supplier against requisite items as required, all payments will be made within **30 (Thirty)** days subject to fulfillment of quality standards
- B. No payment shall be made in advance to the selected bidder as mobilization advance
- C. Payment shall be subject to deduction of all applicable government taxes



ANNEX-A:

Covering Letter

(On Respondent's letterhead)

Date: _____

Proposal Reference No. xx/2026

Incharge HR & Admin/ RPD

State Life Insurance Corporation of Pakistan,
Health & Accident Insurance Regional Office, 3rd Floor, State Life Tower,
Jinnah Avenue, Islamabad
Contact No: 051-9216344

SUBJECT: PREQUALIFICATION OF VENDORS UNDER OPEN FRAMEWORK AGREEMENT

Dear Sir,

1. Having examined the RFP, we / I, the undersigned, offer to submit a proposal for the Hiring of Services for activities to be undertaken under RFP, in full conformity with the said RFP.
2. We / I have read the terms and conditions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this proposal, consisting of this letter, technical and financial proposal and all attachments, for a period of 120 days from the date fixed for submission of proposal as stipulated in the RFP.
4. Until the formal agreement is prepared and executed between the parties, this proposal, together with your written acceptance of the proposal and your notification of award, shall constitute a binding agreement between us.
5. We / I hereby declare that all the information and statements made in this proposal are true, correct and acceptable. Any misinterpretation contained in it may lead to our disqualification.
6. We / I understand State Life is not bound to accept any proposal it receive.
7. We / I confirm that our authorized representative has signed all pages of this proposal as acceptance of all conditions of RFP. All documents attached along with our proposals have also been signed by our authorized representative as an attestation of their authenticity. The financial proposal has been prepared separately as desired and duly signed.
8. We / I am submitting herewith a demand draft/Pay Order No. _____ dated _____ drawn from ----- in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" as Bid Security Deposit for consideration of our proposals is

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attached as scanned copy with proposal on EPADs and also furnished in hard copy to Regional Procurement Department

9. The letter of authorization by the competent authority is also attached herewith.
10. We / I undertake to engage eligible experts/ skilled workers as per requirements outline in SOW

Dated [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this proposal for and on behalf of [Name of Respondent]

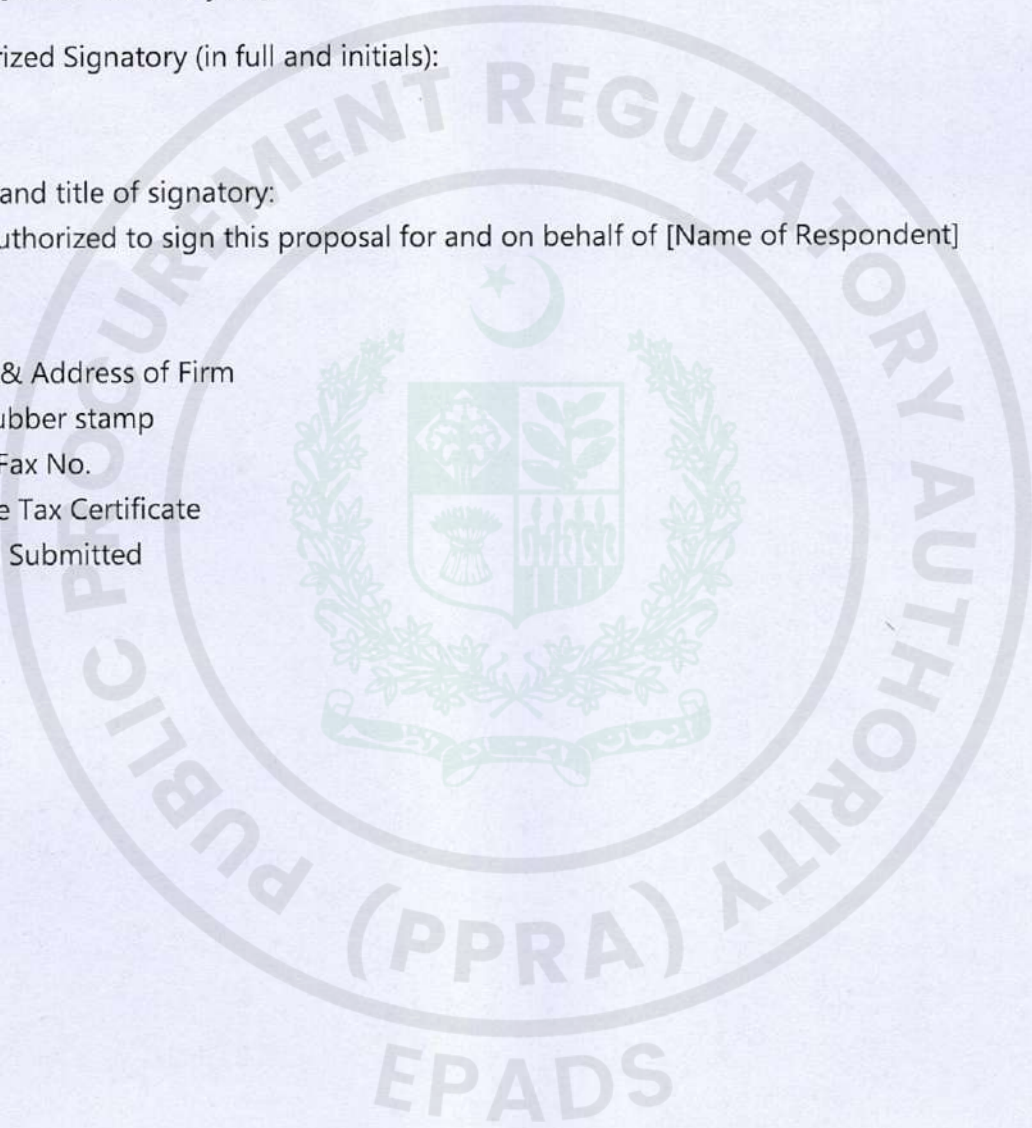
Name & Address of Firm

Affix rubber stamp

Email/Fax No.

Income Tax Certificate

Return Submitted

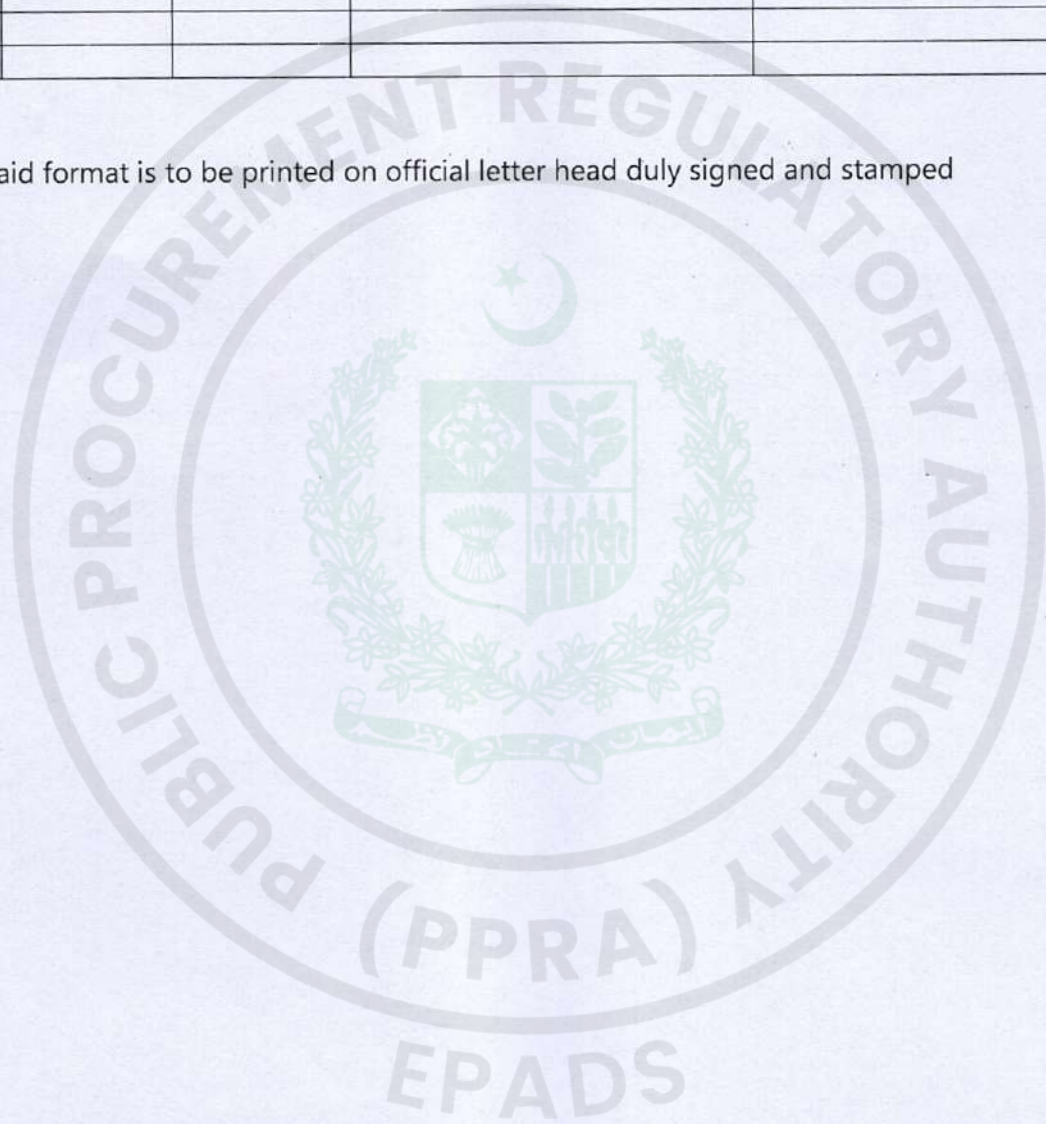


Annex-B: FORMAT FOR CLIENT DETAILS

Client details are to be provided as per format appended below:

Sr. No	Name of Client	Address	Focal Person Name	Contact No

The said format is to be printed on official letter head duly signed and stamped



ANNEX-C: EXPERIENCE DETAILS

A. Details of Completed Projects

Sr. No	Project/ Assignment Name	Procuring Agency	Brief Description	Total worth in PKR	Commencement Date	Completion Date	Focal Person Name

- a. Details of projects/ assignments that are completed before Bid Submission Timeline must be provided.
- b. All entries must filled
- c. Affix verifiable proof such as work award of the project/ assignment mentioned above
- d. Also provide Work Completion Certificate/ Satisfactory Report if available
- e. Print out above format on official letter head with proper sign and stamp
- f. Those project details must be included wherein two (2) years' experience is clearly manifested

B. Details of Projects in Progress

Sr. No	Project/ Assignment Name	Procuring Agency	Brief Description	Total worth in PKR	Commencement Date	Focal Person Name

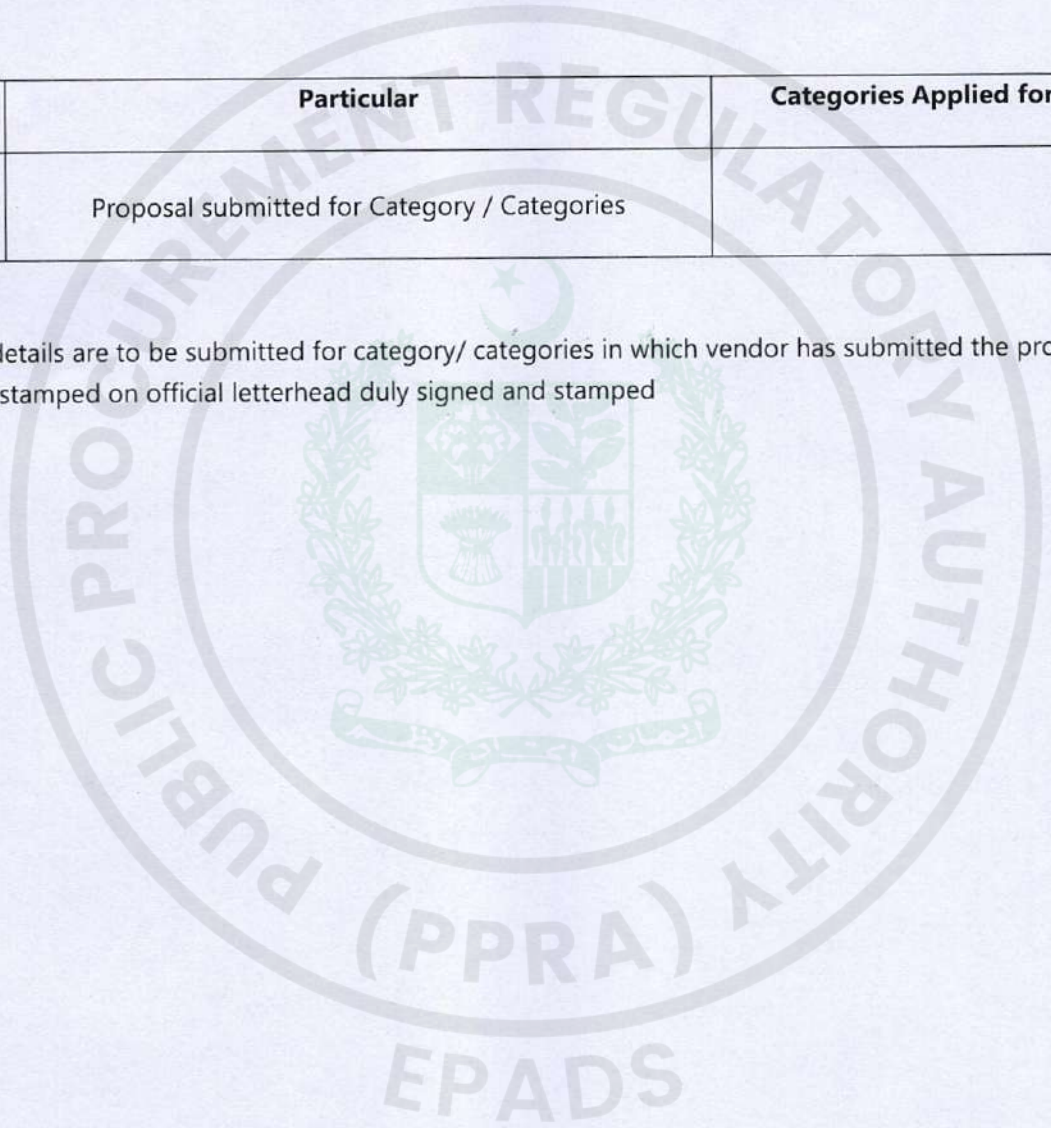
- a. Details of projects/ assignments that are currently in progress
- b. All entries must filled
- c. Affix verifiable proof such as work award of the project/ assignment mentioned above
- d. Print out above format on official letter head with proper sign and stamp



ANNEX-D CATEGORIES APPLIED

Sr. No	Particular	Categories Applied for
01.	Proposal submitted for Category / Categories	

Here details are to be submitted for category/ categories in which vendor has submitted the proposal.
To ne stamped on official letterhead duly signed and stamped



ANNEX-E

DRAFT AGREEMENT

This Agreement (hereinafter called the "Agreement") is made on this [date] 2026 at Islamabad

Between

State Life Insurance Corporation of Pakistan, incorporated under the Life Insurance Nationalization Ordinance, 1972, having Principal Office at State Life Building No.9, Dr. Ziauddin Ahmed Road, Karachi (hereafter called the "**State Life**" which expression shall include the successors, legal representatives and permitted assigns) of the one part,

And

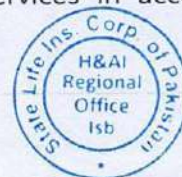
[**Service Provider**], having [Office Address]. (hereafter called the "**Service Provider**" which expression shall include the successors, legal representatives and permitted assigns) of the other part.

WHEREAS

The State Life has sought proposal from the Service Provider to provide services as defined in the Invitation of Proposal/Bid ((hereinafter called the "Services"); and the Service Provider, having represented to the State Life that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services and submitted Proposal/Quotation/Bid through EPADs

NOW THEREFORE the Parties hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Agreement:
 - a. The Invitation of Proposal/Bid.
 - b. The Letter of Acceptance.
 - c. The complete Form of Proposal/Quotation/Bid submitted by the Service Provider for subject procurement on EPADs
 - d. Integrity Pact.
2. The mutual rights and obligations of the State Life and the Service Provider shall be as set forth in the Agreement, in particular:
 - (a) The Service Provider shall carry out the Services in accordance with the provisions of the Agreement;



- (b) The State Life shall make payments to the Service Provider in accordance with the provisions of the Agreement;
- (c) The discretion of acquiring Annual Support for the Developed & Designed Software and Maintenance thereof from the Service Provider shall rest with State Life. No cost/amount shall be paid to Service Provider if State Life does not acquire Annual Support from the Service Provider.
3. The Service Provider shall not sub-let the services to any other without prior written consent of State Life.
 4. In the event if the services were not provided as per timeline given in the Proposal/Quotation/Bid submitted by the Service Provider, the State Life reserve the right to terminate the Agreement and to recover the amount/payment made to the Service Provider.
 5. Any dispute if arisen shall amicably be settled.
 6. The Service Provider shall indemnify and hold harmless the State Life from and against all liabilities, claims, litigations and demands, on account of fraud, injury, loss or damage in obtaining Domain Registration & Hosting etc.
 7. If the Service Provider defaults or neglects to carry out the Services in accordance with the Agreement Documents or fails to perform any provision of the Agreement, the State Life may terminate Service Provider's Services under the Agreement and shall recover the amount so paid to the Service Provider.
 8. In no event shall the State Life and Service Provider be responsible or liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services.



IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed in their respective names as of the day, month and year first above written.

For and on behalf of State Life

**For and on behalf of the
service provider**

Name:

Name:

Designation:

Designation:

Signature: -----

Signature: -----

WITNESS NO.1

WITNESS NO.2

Name:

Name:

Designation:

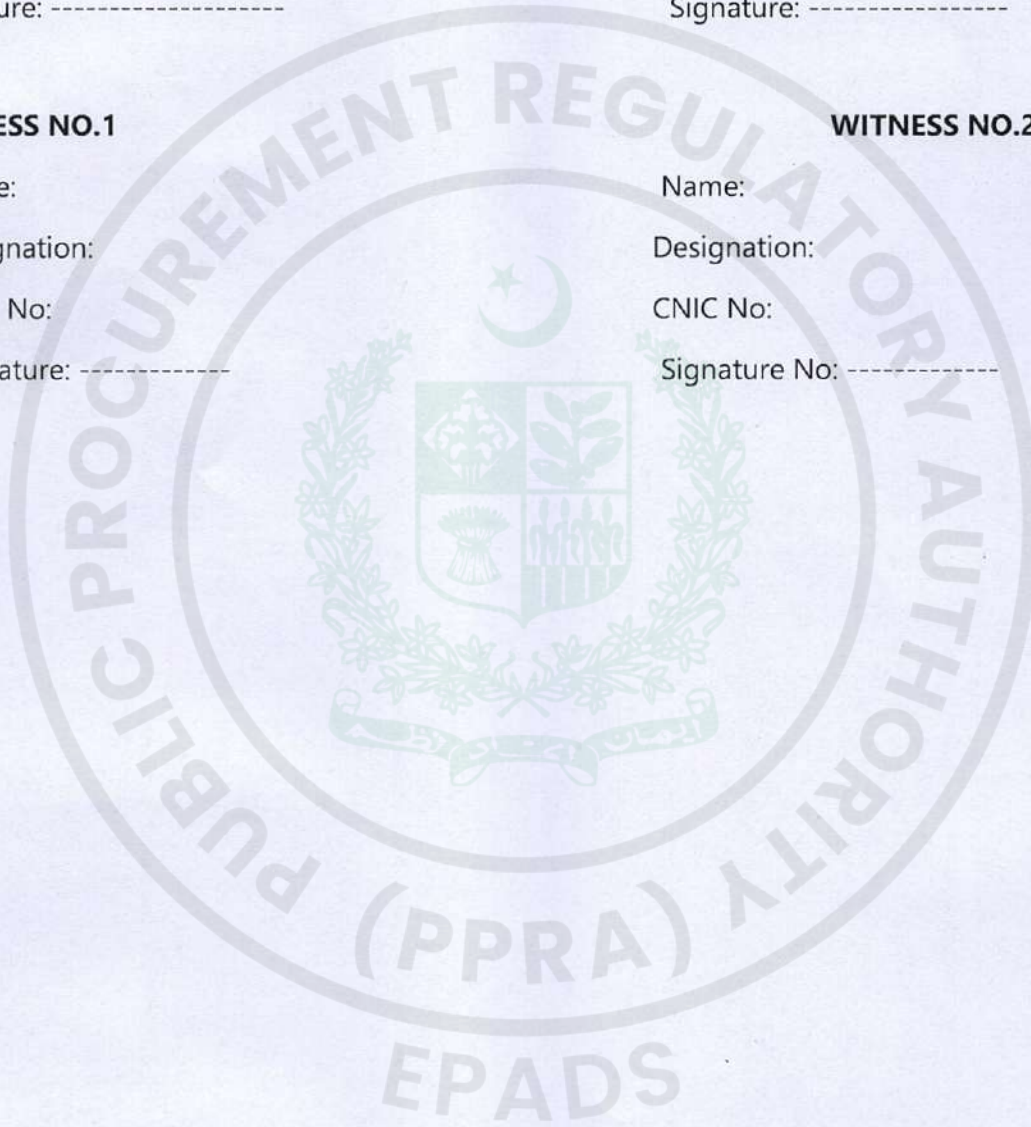
Designation:

CNIC No:

CNIC No:

Signature: -----

Signature No: -----



Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:

Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



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

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

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

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

<i>[insert year]</i>	<i>[insert amount]</i>	<p>Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i></p>	<i>[insert amount]</i>
<input type="checkbox"/> No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. <input type="checkbox"/> Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	<p>Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i></p>	<i>[insert amount]</i>