

Expression of Interest

REQUEST FOR EXPRESSION OF INTEREST (REOI) Independent (3rd Party) Performance Evaluation of Professionals hired in Special Professional Pay Scales (SPPS)
(Consultancy Services)

National

Single Stage-One Envelope



July 09, 2026

*Management Services Wing (Establishment Division), Section Officer
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INVITATION FOR PRE-QUALIFICATION

PROCUREMENT OF CONSULTANCY SERVICES

1. The **Management Services Wing (Establishment Division)** has reserved Funds for the procurement planned for FY **2026-27**. The **Management Services Wing (Establishment Division)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**REQUEST FOR EXPRESSION OF INTEREST (REOI) Independent (3rd Party) Performance Evaluation of Professionals hired in Special Professional Pay Scales (SPPS)**" with the reference of "**P57866**"
2. The **Management Services Wing (Establishment Division)** intends to pre-qualify consulting firms / consultants for subsequent issuance of Request for Proposals (RFP), and sign the contract agreement(s) with the selected consultant(s) following the selection process.
3. The objective of the intended pre-qualification is the provision of "**REQUEST FOR EXPRESSION OF INTEREST (REOI) Independent (3rd Party) Performance Evaluation of Professionals hired in Special Professional Pay Scales (SPPS)**" through engagement of qualified consultants, and the purpose of this Pre-qualification Notice is to provide 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 invited to participate in the Request for Proposals (RFP) process, and it is expected that the RFP will be issued to the Pre-qualified Applicants.
5. The pre-qualification process is open to all **National** Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the Management Services Wing (Establishment Division) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/procurements/57866>**.
6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or

before **Monday, July 27, 2026 11:00 AM**. E-applications will be opened using **EPADS v2.0** on the same day at **Monday, July 27, 2026 11:30 AM**. Manual submission of applications shall not be entertained. Applicants 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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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 Number

ITA Number

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

A. General

PDS Clause Number 1

ITA Number 1.1

Identification Number of the Invitation for Prequalification: **P57866**

The Procuring Agency is: **Management Services Wing (Establishment Division)**

List of Service Contracts:

See section services and Lots

PDS Clause Number 2

ITA Number 2.1

The name of Procuring Agency is: **Management Services Wing (Establishment Division)**

The name of Project / Procurement is: **REQUEST FOR EXPRESSION OF INTEREST (REOI) Independent (3rd Party) Performance Evaluation of Professionals hired in Special Professional Pay Scales (SPPS)**

PDS Clause Number 3

ITA Number 4.2

Maximum number of members in a Joint Venture (JV): **2**

PDS Clause Number 4

ITA Number 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 Number 5

ITA Number 7.1

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

PDS Clause Number 6

ITA Number 7.1 & 8.2

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

PDS Clause Number 7

ITA Number 7.2

Pre-Application Meeting: **Clarification Date: Wednesday, July 22, 2026**

Pre-Bid Meeting: Monday, July 20, 2026 11:00 AM

Venue: Committee Room, Room No. 410, 4th Floor, Shaheed-e-Millat Secretariat, Islamabad

C. Preparation of Applications

PDS Clause Number 8

ITA Number 10.1

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

PDS Clause Number 9

ITA Number 11.1(d)

Additional documents to be submitted through EPADS v2.0:

1. Forms FOR EOI The completed EOI documents to be submitted by applicants shall comprise of the following documents:
2. Letter Head of the Applicant Firm General Information about the Organization
3. Form A-1 Letter of Submission
4. Form A-2 Self-Declaration Form
5. Form A-3 Eligibility Documents (Attach Incorporation Certificate, NTN/ STRN/ VAT Certificates, whichever are applicable, Proof of ATL and other related documents)

6. Form A-4 Identification of the Applicant Firm(s)
7. Form A-5 Financial Capability of the Applicant Firm(s) (Attach Audit Reports/ Audited financial statements/ Bank Certificates of last three (03) consecutive fiscal years)
8. Form B-1 General Work Experience of the Firm as mentioned in the Evaluation Criteria Table during the last ten (10) years
9. Form B-2 Details of the works stated in Form B-1
10. Form C-1 Specific Work experience of the Applicant firm, as mentioned in the Evaluation Criteria Table (excluding the general work experience mentioned in Forms B-1 & B-2)
11. Form C-2 Details of the works stated in Form C-1
12. Form C-3 Specific Work Experience, as prescribed in the Evaluation Criteria Table, during the last ten (10)
13. Form C-4 Details of the works stated in Form C-3
14. Form D-1 Details of Key Personnel/ Professionals
15. Form D-2 Resume of Prime & Alternative Candidates
16. Form-E Summary Sheet: Current Contract Commitments/ Works in Progress
17. Form-F Litigation History (of last seven years contracts)

PDS Clause Number 10

ITA Number 14.2

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

D. Submission of Applications

PDS Clause Number 11

ITA Number 16.1

Deadline for Application Submission:

Day: **Monday**

Date: **Monday, July 27, 2026**

Time: **11:00 AM**

PDS Clause Number 12

ITA Number 17.1

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

Day: **Monday**

Date: **Monday, July 27, 2026**

Time: **11:30 AM**

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

E. Procedures for Evaluation of Applications

PDS Clause Number 13

ITA Number 21.1

Margin of Domestic Preference: **Not Applicable**

(Applicable only if authorized in Procurement Plan)

PDS Clause Number 14

ITA Number 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	SECP
Company (Private Limited)	Registrar of Firms
Company (Public Limited)	
Company (Holding Company)	
Company (Limited by Guarantee)	
State Owned Enterprise (Private Limited)	
State Owned Enterprise (Public Limited)	

Eligibility Criteria	Document
1.4 ELIGIBILITY:	Yes
1. In order to be eligible, the firm(s) should be registered with Securities & Exchange Commission of Pakistan (SECP)/ Registrar of firms/ ICAP and submit the valid Registration or Incorporation Certificate.	Yes

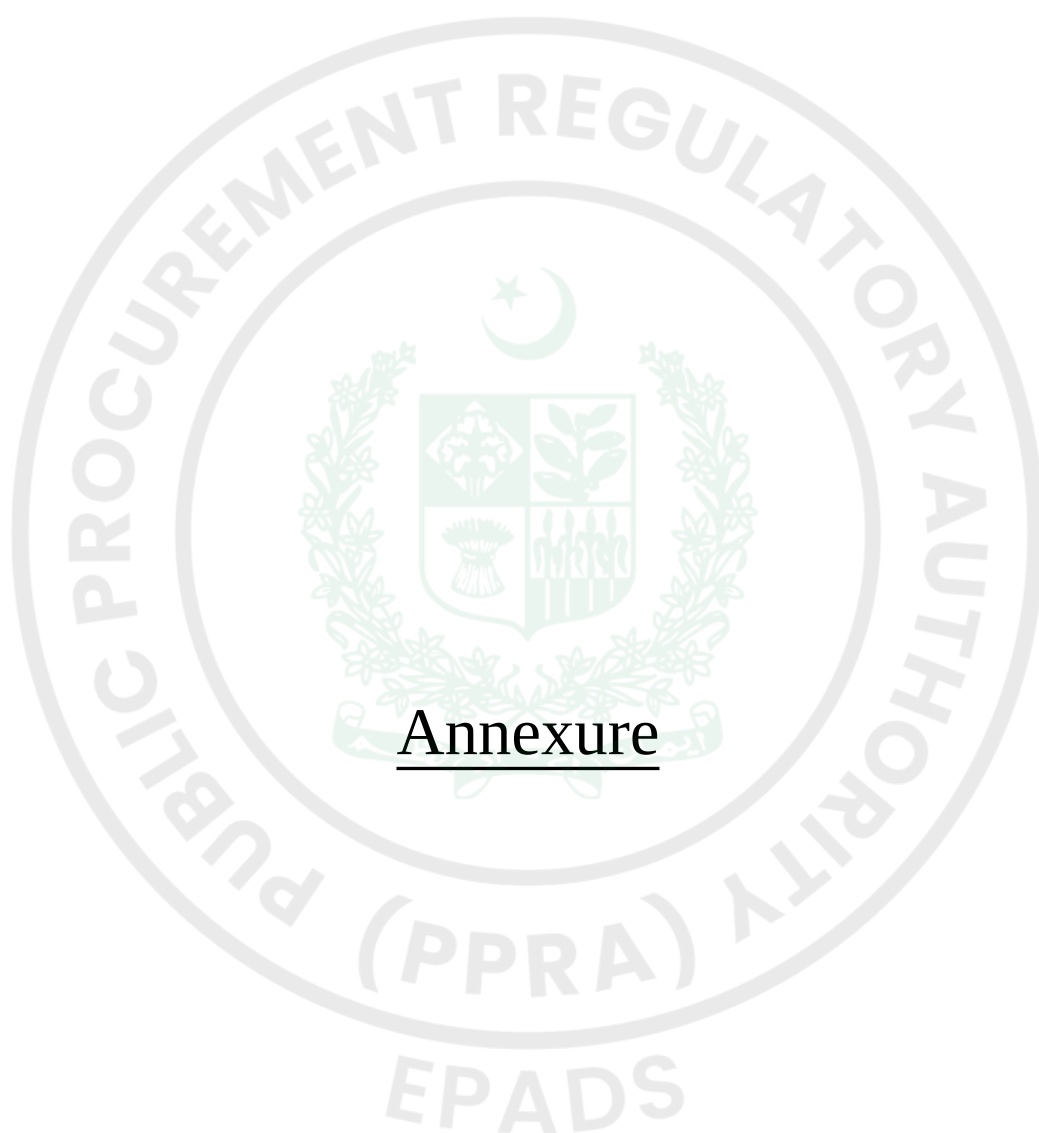
2. Only registered service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR/respective revenue boards are eligible to provide the Consultancy services.	Yes
3. In addition, the applicant shall submit 'Self Declaration' mentioning their eligibility, non-conflict of interest, non-receipt of any punishment while doing Human Resource Management/ Management Consultancy/ Chartered Accountancy or any other business including any kind of debarment by any Governmental or national or international organizations.	Yes
4. Applicant is required to submit details about the litigation history (if any).	Yes

Evaluation Criteria

Quality Based Selection (QBS)

Technical Marks	100
Passing Marks	60
Technical Evaluation Criteria	
100 (Quantitative)(Doc Required)	100





Annexure

Advertisement for SPPS

Information (Read-Only)

See Form Under Additional Forms and Documents: **Advertisement for SPPS** (page number: 31)

REOI for SPPS

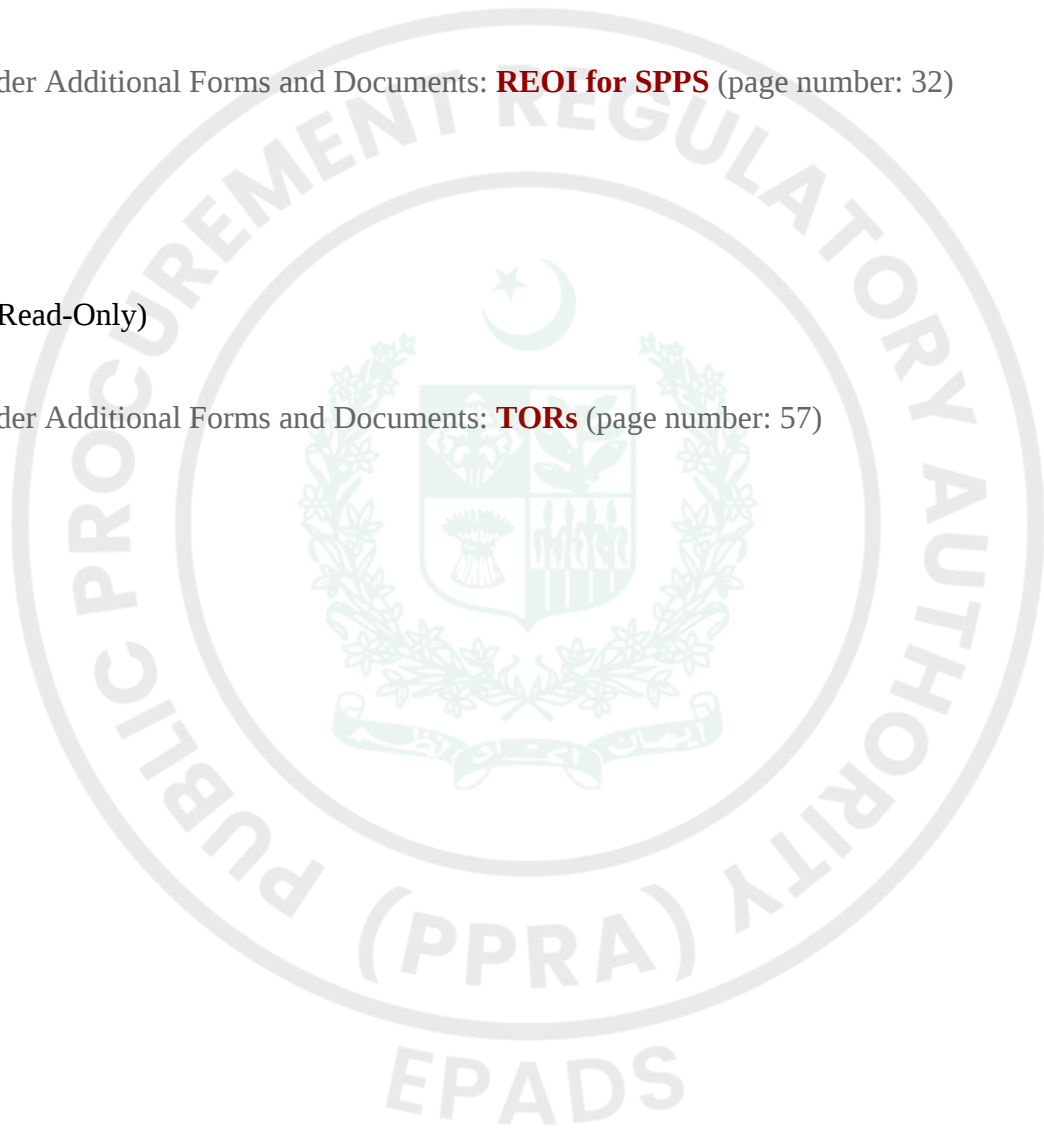
Information (Read-Only)

See Form Under Additional Forms and Documents: **REOI for SPPS** (page number: 32)

TORs

Information (Read-Only)

See Form Under Additional Forms and Documents: **TORs** (page number: 57)





Procurement Forms

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 58)

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: 59)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 61)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 62)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 64)





Additional Forms and Documents

Request for Expression of Interest

INDEPENDENT (3RD PARTY) PERFORMANCE EVALUATION OF INCUMBENTS OF SPPS POSITIONS IN MINISTRIES/DIVISIONS/DEPARTMENTS

The Establishment Division invites the Proposals/Expression of Interest from well reputed, competent and experienced Human Resource Management/ Management Consultancy/ Chartered Accountancy Firms registered with Income Tax and Sales Tax Departments and are on Active Tax Payers List (ATL) of FBR for undertaking an independent third-party performance evaluation of the incumbents of SPPS positions in line with international best practices.

Interested firms may obtain pre-qualification documents containing qualification parameters for prequalification from www.establishment.gov.pk or PPRA website <https://www.ppra.org.pk/> and e-PADS www.eprocure.gov.pk.

EOI documents prepared in accordance with the instructions provided in the Instructions of Applicants must be submitted through e-PADS on or before **10-07-2026, 11:00 a.m.** and same will be opened on same date at 11:30 a.m. Manual submission of quotation without e-PADS will NOT be accepted/ entertained.

In terms of Rule 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is constituted for subject procurement. Notification of the said GRC is provided on EPADS at www.eprocure.gov.pk. Establishment Division reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Deputy Secretary (Admn)
Management Services Wing
Establishment Division
Cabinet Block, Islamabad
Ph: 051-9203791

**GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION**

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Independent (3rd Party) Performance Evaluation of Professionals hired in
Special Professional Pay Scales (SPPS)

1. INSTRUCTIONS TO APPLICANT FIRMS

1.1 BRIEF INTRODUCTION

The Establishment Division (hereinafter referred as the Division) is mandated with the provision of technical/professional human resource to fill the skill gap in Federal Government Organizations. It upholds rigorous standards in the recruitment and placement processes to enhance the talent pool of the Federal Government.

For attracting highly skilled technical / professionals to fill critical capacity gaps within Ministries/ Divisions/Departments/ offices, the Federal Government has introduced the contractual policy of Special Professional Pay Scales (SPPS) by offering competitive market-based compensation packages on contract basis. In this regard, **57 professionals/ experts** of the relevant fields are currently serving in SPPS positions. Major areas of expertise include the disciplines of Economics & Finance, I.T & Telecom, Law, Petroleum, Food & Agriculture, etc. (Detail of SPPS is at **Annex-A**). The number of professionals appointed in SPPS may increase/decrease due to ongoing process.

1.2 OBJECTIVE

In compliance with the Prime Minister's directive to evaluate the performance of HR hired against SPP Scales, independent of the evaluation done by the concerned Ministry / Division and obtain 3rd Party evidence-based appraisal of such appointments and propose recommendations for improving selection, performance management and retention of such professionals in the Federal Government, the Establishment Division invites the interest/ application from reputed and experienced Human Resource Management/ Management Consultancy/ Chartered Accountancy firms, incorporated as per the prevailing laws and registered with SECP/Registrar of Firms/ ICAP, concerned tax authorities and appropriate fora, for the purpose of providing services of independent third-party performance evaluation of the incumbents of SPPS positions for a period of three years, in line with the international best practices.

3 BUDGET:

The project shall be financed from the regular budget of the Establishment Division.

1.4 ELIGIBILITY:

1. In order to be eligible, the firm(s) should be registered with Securities & Exchange Commission of Pakistan (SECP)/ Registrar of firms/ ICAP and submit the valid Registration or Incorporation Certificate.
2. Only registered service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR/respective revenue boards are eligible to provide the Consultancy services.
3. In addition, the applicant shall submit 'Self Declaration' mentioning their eligibility, non-conflict of interest, non-receipt of any punishment while doing Human Resource Management/ Management Consultancy/ Chartered Accountancy or any other business including any kind of debarment by any Governmental or national or international organizations.
4. Applicant is required to submit details about the litigation history (if any).

1.5 GENERAL INSTRUCTIONS TO THE APPLICANTS

1.5.1 Clarification on EOI Documents

Interested firms requiring any clarification on this EOI document may seek clarification through EPADS as well as by contacting the Establishment Division during working hours three days prior to the submission deadline at the address mentioned below:

Director-II (Unit-IV),
Management Services Wing, Establishment Division
5th Floor, Shaheed-e-Millat Secretariat, Islamabad.
Tel +92-51- 9206377
E-mail: bushra@msw.establishment.gov.pk

Pre-bid meeting will be held to clarify queries of the applicant 5 days before the submission date and minutes of the meeting will be issued accordingly.

1.5.2 Cost of Preparation of EOI and Liability:

Applicant firm shall bear all costs associated with the preparation and submission of the proposal. The Division will, in no case, be responsible or liable for these costs, or have any other liability to any Applicant, regardless of the conduct or outcome of the EOI process. The Division shall have no obligation to any Applicant to reimburse any costs incurred in preparing a response to this EOI.

1.5.3 Confidentiality of the Document

If an applicant believes that any portion of the submission is to be treated in confidence, he shall identify such information clearly in the submission. The Division will make every effort to treat such documents in confidence as far as possible.

1.6 SUBMISSION OF EXPRESSION OF INTEREST

1.6.2 Submission Deadline/ Procedure

EOI documents prepared in accordance with the instructions provided in the Instruction of Applicants must be submitted through EPADS **on or before 10-07-2026 at 11:00 am.**

Manual submission of EOI documents will NOT be accepted/ entertained.

1.7 PUBLIC OPENING OF THE EOI DOCUMENT

The completed EOI documents received by the due date and within the time specified in section 1.6.2, shall be opened on the same day at least 30 minutes after the closing time, in the presence of the applicants or their authorized representatives who so ever wish to attend the opening event. Absence of the applicants or their authorized representative(s), however, shall not obstruct or prevent the opening of the EOI in any way neither absence shall declare applicants as non-responsive. Applicants' each designated representative must bring a letter from the applicant stating that he/she is authorized to represent the applicant for the public opening of the EOI document. Applicants or their authorized representatives who are present at the time of opening shall sign in a register evidencing their presence.

During the opening, Members of Evaluation Committee shall read out the names of the applicants who have submitted the completed EOI document and then will open the submitted EOI envelopes.

1.8 SHORTLISTING PROCESS

The Division shall shortlist the Applicant Firms based on the eligibility parameters and evaluation criteria prescribed herein after. Anything not mentioned in this document regarding the EOI process shall be governed by the prevailing Public Procurement Rules and Regulations issued by the Public Procurement Regulatory Authority.

At the first stage screening of the application shall be made in accordance with eligibility parameters, and then evaluation of the applications shall be made in accordance with the Evaluation Criteria.

1.8.1 Screening of Applications as per Eligibility Parameters

The basic eligibility parameters are as follows:

S. No.	Eligibility Parameters
1.	Certified copy of valid Incorporation Certificate, registered with Securities & Exchange Commission of Pakistan/ Registrar of Firms/ ICAP
2.	Proof of ATL status and a copy of valid NTN/STRN or VAT Registration Certificate(s) whichever is applicable.
3.	Audit report / Audited financial statements/ Bank Certificates of last three (03) consecutive fiscal years.
4.	Submission of:- ➤ Self-Declaration Form (A-2) of mentioning their eligibility, non-conflict of interest, non-receipt of any punishment while doing business including any kind of debarment by any Governmental or national or international organizations and ➤ Litigation History if any (Form-F).

1.8.2 Evaluation of EOI Document of Eligible Firms

Only eligible firms (i.e. after meeting eligibility parameters) shall be evaluated against score based evaluation criteria. The criteria for the evaluation of EOI documents are tabulated on the following page:

EVALUTION CRITERIA TABLE			
S.No	CRITERIA	MARKS (Max)	DOCUMENTS REQUIRED
A.	FINANCIAL CAPABILITY	20	
1.	Turnover of the firm during the last three consecutive Fiscal years 5.0-10.0 million Pak Rupees (6 marks) 10.01-20.0 million Pak Rupees (12 marks) - Above 20.0 million Pak Rupees (20 marks)	20	Information to be provided on prescribed Form A-5
B.	GENERAL WORK EXPERIENCE	20	
1.	Duration of Incorporation: The applicant firm shall be registered or incorporated as a Human Resource Management/ Management Consultancy/ Chartered Accountancy Firm and shall have a minimum of 2 years' experience. ➤ One (01) mark shall be granted for each additional year after the initial service of 2 years.	04	As mentioned in Form A-3
2.	Past Experience: Past Experience of the applicant firm (as individual / JV firm) in various spheres of Human Resource Management. Two (02) marks shall be awarded for each project.	16	Information to be provided on prescribed Form B-1 & Form B-2
C.	SPECIFIC WORK EXPERIENCE (excluding that of Part-B above)	30	
1.	Performance Evaluation: Past Experience of the applicant firm (as individual / JV firm) in undertaking projects relating to Designing/ Execution of Individual's Performance Evaluation Framework in the Public Sector Organizations/ UN Agencies/ international organizations . Following marks shall be awarded for each completed project of the Public Sector Organizations/ UN Agencies/ international organizations, having a strength of :- ➤ 50-100 employees = 2 marks ➤ 101-200 employees = 4 marks ➤ more than 200 employees = 6 marks	20	Information to be provided on prescribed Form C-1 & Form C-2
2.	Past Experience of the applicant firm (as individual / JV firm) in undertaking projects relating to Designing/ Execution of Individual's Performance Evaluation Framework in the Private Sector entities Following marks shall be awarded for each completed project of private sector organizations having a strength of :- • 50-100 employees = 1 mark • 101-200 employees = 2 marks • more than 200 employees = 3 marks	10	Information to be provided on prescribed Form C-3 & Form C-4

D.	HUMAN RESOURCES CAPABILITY	30	DOCUMENTS REQUIRED
1.	Qualification and Experience of Key personnel of the firm Number of Key personnel having qualification of Masters in the following fields, with relevant experience of at least 10 years:- - IT & Telecom - Law - Energy/ Petroleum - Governance/ Public Ad. - Environmental management - Economics & Finance - Science & Technology - Project Management - Food & Agriculture - Commerce Note: - Fields may be added/ subtracted due to ongoing process - In case of one step higher qualification, the same may be considered as substitute of two (2) years of experience (03 marks for each expert per field)	30	Information to be provided on prescribed Form-D-1 & Form-D-2
	Grand Total	100	
	Minimum Score required for Pre-qualification	60	

1.8.3 Screening of the EOI applications

Each applicant must secure minimum 60% marks to qualify for the next stage. i.e. RFP stage. Any applicant not complying or fulfilling with above-mentioned evaluation criteria will be disqualified and will not be considered for further process.

1.8.4 Clarification during Evaluation by the Division

During the evaluation, the Division may require the applicant for necessary clarifications or substantiation of the information furnished. The applicant shall furnish the necessary clarifications expeditiously through EPADS or by post/courier/fax/e-mail or by any other means of communication to Division's address.

1.8.5 Rejection of EOI Document of Applicant

The Division reserves the right to reject all EOI applications. The Division shall (upon the written request) communicate to any applicant who submitted EOI application, the grounds for its rejection, but is not required to justify those grounds. The Division is not liable for any losses to applicants due to such rejection.

Making any misrepresentation or furnishing of any false or wrong information, document or evidence by any firm, may result in rejection of the EOI document of the firm. In addition, in such cases, legal action shall be taken as per prevailing law, in addition to debarment of the firm(s) to participate in any procurement in the jurisdiction of the Division, for the time determined by the Division on the basis of the gravity of misrepresentation or false or wrong information.

1.8.6 Announcement of Result of Evaluation

All applicants will be notified through announcement of Evaluation Report that shall be published on EPADS and on PPRA website.

Subsequently, pre-qualified applicants will be invited to participate in the Request for Proposal process, where Quality and Cost Based Selection (QCBS) method will be used for evaluation of the proposals.

1.8.7 Tentative Timelines:

The tentative timeline for the procurement proceedings till the award of contract is given as under:-

S. NO.	ACTIVITY DESCRIPTION	Tentative Duration
1	Advertisement regarding Request for Expression of Interest (REOI)	15 days
2	• Opening of EOI Applications • Announcement of Evaluation Report for pre-qualification of firms	7 days
3	Observance of standstill period for filing of grievance	7 days
4	Issuance of RFP documents to Pre-qualified applicant firms	15 days
5	• Opening of RFP (Technical proposals) • Announcement of Technical Evaluation Report	7 days
6	Observance of standstill period for filing of grievance	7 days
7	• Opening of RFP (Financial proposals) • Announcement of Final Evaluation Report	7 days
8	Observance of standstill period for filing of grievance	5 days
9	Contract Signing (15 days from the date of announcement of Final Evaluation Report)	

2. **BRIEF OF THE SCOPE OF THE ASSIGNMENTS/PROJECT:**

The selected Firm/Service Provider shall be required:-

- i. To carry out a bi-annual performance evaluation of each professional (hired in SPPS) against agreed Targets / Timelines, Key Performance Indicators (KPIs) and Deliverables, stated in the contracts and annual work plans.
- ii. To conduct a critical evaluation of the technical contributions provided by SPPS professionals, including an assessment of the quality of their output and value addition in the Ministry's overall work programme.
- iii. To review the existing Performance Evaluation Mechanism and carry out a gap analysis of the SPPS policy.
- iv. To propose a robust, transparent and objective-oriented performance evaluation framework in line with international best practices.
- v. To assess whether the skill gaps as identified by the Ministries/ Divisions are being effectively addressed in developing Job Descriptions, Targets/ Timelines & Deliverables of the respective SPPS positions.
- vi. To validate skill-gap alignment by assessing whether each appointment directly mitigates the specific competency deficiencies outlined in the Ministry/Division's needs assessment and approved TORs. Moreover, to evaluate the incumbents' integration and adaptation within the existing institutional ecosystem.

3. PREPARATION OF EOI APPLICATION

The EOI document shall be structured in accordance with the outlines given in the EOI forms and must contain accurate and complete information as requested by the Division.

The EOI document shall have no interlineations or overwriting, except as necessary to correct errors made by the applicant firm itself. Any such correction must be initiated by the person authorized to sign the application and stamped with the firm's seal.

3.1 Forms FOR EOI

The completed EOI documents to be submitted by applicants shall comprise of the following documents:

FORM TYPE	DESCRIPTION/ CONTENTS
Letter Head of the Applicant Firm	General Information about the Organization
Form A-1	Letter of Submission
Form A-2	Self-Declaration Form
Form A-3	Eligibility Documents (Attach Incorporation Certificate, NTN/ STRN/ VAT Certificates, whichever are applicable, Proof of ATL and other related documents)
Form A-4	Identification of the Applicant Firm(s)
Form A-5	Financial Capability of the Applicant Firm(s) (Attach Audit Reports/ Audited financial statements/ Bank Certificates of last three (03) consecutive fiscal years)
Form B-1	General Work Experience of the Firm as mentioned in the Evaluation Criteria Table during the last ten (10) years
Form B-2	Details of the works stated in Form B-1
Form C-1	Specific Work experience of the Applicant firm, as mentioned in the Evaluation Criteria Table (excluding the general work experience mentioned in Forms B-1 & B-2)
Form C-2	Details of the works stated in Form C-1
Form C-3	Specific Work Experience, as prescribed in the Evaluation Criteria Table, during the last ten (10) years
Form C-4	Details of the works stated in Form C-3
Form D-1	Details of Key Personnel/ Professionals
Form D-2	Resume of Prime & Alternative Candidates
Form-E	Summary Sheet: Current Contract Commitments/ Works in Progress
Form-F	Litigation History (of last seven years contracts)

Note: The EOI documents should be prepared and submitted in above mentioned sequence along with supporting documents with respective Forms.

3.2 DESCRIPTION OF EOI FORMS

3.2.1 General Information & Financial Capacity:

The applicant shall provide a Letter of Submission with completed forms as provided in the Format Forms A-D as prescribed in this document. All necessary information shall be presented to demonstrate the firm's eligibility, capability and experience including the details of the professionals to be deployed for the Project.

Form A-1: Letter of Submission

The applicant shall submit with the EOI a submission letter with name and full contact information of the authorized representative. The letter shall be signed by an authorized person of the firm and shall be stamped by the company's seal. The format of submission letter is given in Form A- 1 of the EOI document. The letter shall also include the title of the project.

Form A-2: Self Declaration Statement by the Applicant(s)

The applicant shall submit a Self-Declaration mentioning that applicant(s) is not ineligible to participate in this procurement process, that the applicant(s) does/do not have any conflict of interest in the proposed assignment, and that the applicant firm has not received any punishment while doing the HR/ Management consultancy/ Chartered Accountancy business including any kind of debarment by any Governmental or national or international organizations and litigation history (if any), in last seven years. The self-declaration letter shall be signed with original signature of an authorized person of the applicant firm and shall be stamped by the company's seal. The format of the self-declaration letter is given in Form A-2 of this EOI document.

Form A-3: Eligibility Documents

The applicant shall complete form A-3 and submit supporting documents for the eligibility requirements(s). The supporting documents will be in the form of certified copies of incorporation certificate, NTN/STRN and VAT Certificates whichever applicable, Proof of ATL and other related documents

Form A-4: Identification of the Firm

The background information of the applicant firm shall be presented in the prescribed Form A-4.

Form A-5: Financial Capability of the Firm

The financial capability of the applicant firm(s) shall be presented in the prescribed Form A-5 of this EOI document. The financial status of the applicant firm shall be supported with audited reports/ financial statements/ Bank Certificates of last three (03) consecutive fiscal years.

3.2.2 General & Specific Work Experience

The experience of the firm should be supported with evidence/proof in the form of work completion certificates showing the project size, value of contract, time duration and date of completion of the assignment, as appropriate. The experience of the firm without such evidence/proof will not be considered for evaluation.

Form B-1: General Work Experience of the Firm

General experience of the applicant firm as Human Resource Management/ Management Consultancy/ Chartered Accountancy Firm, during the last ten (10) years as prescribed in the Evaluation Criteria Table.

Form B-2: Details of the works stated in Form B-1

Complete Description of the projects referred in Form B-1 shall be described on the prescribed format.

Form C-1: Past Experience of same nature of Projects

Specific experience of the applicant firm during the last ten (10) years as prescribed in the Evaluation Criteria Table.

Form C-2: Details of the works stated in Form C-1

Complete Description of the projects referred in Form C-1 shall be described on the prescribed format.

Form C-3: Specific Work Experience of Projects related to performance evaluation

Specific experience of the applicant firm in the last ten (10) years as prescribed in the Evaluation Criteria Table.

Form C-4: Details of the works stated in Form C-3

Complete Description of the projects referred in Form C-3 shall be described on the prescribed format.

Form D-1: Details of Key Personnel/ Professionals

The details of proposed Key Personnel/Professionals shall be presented on the prescribed form D-1, as desired in Evaluation Criteria Table and Annexure-B.

Form D-2: Resume (Name of the Prime/Alternate Candidate)

The Resume of prime Key Personnel/Professionals, including any alternate professionals, if needed, shall be presented on the prescribed D-2.

3.2.3 Additional Forms**Form E: Summary Sheet: Current Contract Commitments/ Works in Progress**

Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.

Form F: Litigation History

Applicant shall provide information on any history of litigation or arbitration resulting from contracts executed in the last seven (07) years or currently under execution.

FORM A-1
LETTER OF SUBMISSION

[Letterhead of the Applicant,]

Date:

To:
Section Officer (G),
Management Services Wing
Establishment Division
5th Floor, Shaheed-e-Millat Secretariat
Islamabad, Pakistan 44000
Tel +92-51- 9204785
E-mail: zahid.h.faroqui@gmail.com

Dear Sir,

Being duly authorized to represent and act on behalf of

.....(hereinafter “the Applicant”), and having reviewed and fully understood all the information provided in EOI, the undersigned hereby apply for qualification by the Division as a Human Resource Management/ Management Consultancy/ Chartered Accountancy Firm for “**independent (third party) Performance Evaluation of the incumbents of Special Professional Pay Scales (SPPS) positions, appointed in various Ministries/ Divisions/ Departments/ Offices**”.

1. The Division and its authorized representative(s) are hereby authorized to verify the statements, documents, and information submitted in connection with the submitted EOI. This Letter will also serve as an authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this EOI, or with regard to the resources, experience, and competence of the Applicant.
2. The Division and its authorized representative(s) are authorized to contact any of the signatories to this letter for any further information.
3. This application has full understanding that all the decisions by the Division related to this EOI shall be final, binding and not subject to review. The Division shall be under no obligation to inform the applicant of the reasons for its decisions or actions.
4. The applicant hereby provides willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this project, if shortlisted and finally selected for the award of contract.
5. The applicant has full understanding that the Division, being the Human Resource Agency of the Federal Government, has the power to interpret any of the provisions of its Regulatory Framework including Rules & Regulations, Orders, Instructions etc.
6. If shortlisted by the Division, the applicant shall not be permitted to withdraw the EOI application submitted to the Division, and shall be bound to submit the proposals in response to the RFP. In case of failure, the Division may debar the applicant firm(s) for a period of not more than two (02) years for participating in any tender by itself and the procuring agencies in its jurisdiction.
7. All further communication concerning this EOI proposal should be addressed to the following person who is authorized to represent and to receive all communication on behalf of the Applicant and its constituents.
[Person & Designation]
[Company]
[Address]
[Phone, Fax, Email]

Date: **Signature & Designation of Applicant:** **Seal of the Firm**

8. The undersigned declare that the statements made and the information provided in the duly completed EOI proposal are complete, true and correct in every detail.

Signed
Name
Designation
For and on behalf of (Name of Applicant)

FORM A-2 SELF DECLARATION FORM

Date:

To:

Section Officer (G),
Management Services Wing
Establishment Division
5th Floor, Shaheed-e-Millat Secretariat
Islamabad, Pakistan 44000
Tel +92-51- 9204785
E-mail: zahid.h.faroqui@gmail.com

Sir,

We, the undersigned (u/s),

..... declare that we are legally eligible to participate in the procurement process of services for the (Title). We also declare that we do not have any conflict of interest in the said assignment. We hereby also declare that we have not received any punishment while doing HR/ management consultancy/ Chartered Accountancy business including any kind of debarment by any Governmental or national or international organizations.

We also declare that we have provided the litigation history, of the last seven years.

Note: (If any member of the applicant firm is not eligible to participate in procurement process or has conflict of interest in the said assignment or has received any punishment while doing any business in the last seven years, the same must be clearly mentioned in this form. Any history of litigation during the last seven years shall also be declared here along with the relevant verdict.)

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM A-3 ELIGIBILITY DOUCUMENTS

Fulfillment of Eligibility Requirements

Description	Status of submitted documents and their position/reference in the EOI Application	Remarks (if any)
Complete Company profile and Organizational Chart		
Certified copy of Business Incorporation Certificate (Registration with Securities & Exchange Commission of Pakistan/ Registrar of Firms/ ICAP)		
Proof of Active Taxpayers List of relevant Tax Authorities, and NTN/STRN and VAT Certificates (whichever applicable)		
Certified copy of Audit report/ financial statements/ Bank Certificates of last three (03) consecutive fiscal years		
Self-Declaration Form mentioning required information		
Forms A-1 to A-5		
Forms B-1 to B-2		
Forms C-1 to C-4		
Form D-1 to D-2		
Form E (Involvement Activities/Projects)		
Form F (Litigation History)		

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM A-4

GENERAL INFORMATION OF THE APPLICANT FIRM(S)

All individuals firms applying through EOI are requested to complete the information in this form.

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	
4.	Fax	
5.	Incorporate Details: Date of Incorporation: No: Date of last renewal: Valid up to:	
6.	Name and address of contact person: Name and Designation of Contact Person: Address: Telephone number (Office): Telephone number (Residence): Mobile no: Fax: Email:	
Nationality of Owners		
	Name	Nationality
1.		
2.		
3.		

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM A-5
FINANCIAL CAPABILITY OF THE FIRM(S)

Full name of the Applicant Firm(s): _

FINANCIAL STATUS

Turnover of last three consecutive fiscal years Description	FY _____	FY _____	FY _____
Amount in Rs.			
Amount in words			

Note:

1. Submit Audited Reports/ Audited financial statements/ Bank Certificates of last three (03) consecutive fiscal years to support the above information.

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM B-1

GENERAL WORK EXPERIENCE OF THE APPLICANT FIRM(S) IN VARIOUS SPHERES OF HRM

S. No.	Name of the project	Location	Client value of contract (Rs.)	Year of completion	Description of relevant work
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM B-2

DETAILS OF THE WORKS STATED IN FORM B-1

The following information should be provided in the format indicated for each reference project for which your company was legally contracted. Moreover, successful completion certificate issued by the concerned organization may also be provided.

Project Name:		Country:
Project Location: Name of Client: Approximate value of Services:		Professional Staff Provided by the Company: No. of Staff: No. of Man-months:
Start Date: (Month/Year)	Completion Date: (Month/Year)	No. of man-months of Professional Staff provided by Associated Firm(s).
Name of associated firm(s) if any:		
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Detailed Narrative Description of Project:		
Detailed Description of Actual Services Provided by the Company:		

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM C-1

SPECIFIC WORK EXPERIENCE OF THE APPLICANT FIRM(S)

(Designing / Execution of Individual's Performance Evaluation Framework in the Public Sector Organizations/ UN Agencies/ international organizations)

S. No.	Name of the project	Location	Client value of contract	Year of completion	Description of relevant work	Project under taken as Lead/ JV Firm
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM C-2

DETAILS OF THE WORKS STATED IN FORM C-1

The following information should be provided in the format indicated for each reference project for which your company was legally contracted. Moreover, successful completion certificate issued by the concerned organization may also be provided.

Project Name:		Country:
i. Project Location:		Professional Staff Provided by the Company: No. of Staff: No. of Man-months:
ii. Name of Client:		
iii. Approximate value of Services:		
iv. No. of employees of the Client Organization:		
Start Date: (Month/Year)	Completion Date: (Month/Year)	No. of man-months of Professional Staff provided by Associated Firm(s).
Name of associated firm(s) if any:		
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Detailed Narrative Description of Project:		
Detailed Description of Actual Services Provided by the Company:		

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM C-3

SPECIFIC WORK EXPERIENCE OF THE APPLICANT FIRM(S)

(Designing / Execution of Individual's Performance Evaluation Framework in the Private Sector Entities)

S. No.	Name of the project	Location	Client value of contract	Year of completion	Complete/ Partial Procurement Cycle	Description of relevant work	Project under taken as Lead/ JV Firm
1.							
2.							
3.							
4.							
5.							
6.							
7.							

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM C-4

DETAILS OF THE WORKS STATED IN FORM C-3

The following information should be provided in the format indicated for each reference project for which your company was legally contracted. Moreover, successful completion certificate issued by the concerned organization may also be provided

Project Name:		Country:
i. Project Location: ii. Name of Client: iii. Approximate value of Services: iv. No. of employees of the Client Organization:		Professional Staff Provided by the Company: No. of Staff: No. of Man-months:
Start Date: (Month/Year)	Completion Date: (Month/Year)	No. of man-months of Professional Staff provided by Associated Firm(s).
Name of associated firm(s) if any:		
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Detailed Narrative Description of Project:		
Detailed Description of Actual Services Provided by the Company:		

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM-D-1 **DETAILS OF KEY PERSONNEL/ PROFESSIONALS**

S. No.	Designation	Name	Qualification (including university & year of degree obtained after graduation)	Full time/ part time	Total years of experience	Projects currently involved in
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Note: Duly signed bio-data of personnel must be attached. Professional Degrees shall be accredited by respective professional statutory body.

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM-D-2

Resume (Name of the Prime/Alternate Candidate)

(There is no mandatory requirement to mention alternate candidates)

Position	Candidate [tick appropriate one] ☐ Prime ☐ Alternate	
Candidate Information	1. Name of Candidate	2. Date of Birth
	Professional Qualification	
Present Employment	Name of Employer	
	Address of Employer	
	Telephone	Contact (manager/personnel officer)
	Fax	Email
	Job title of candidate	Year with present employer

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

Month/ Dates/years		Company / Project/ Position/ Relevant technical and management experience	
From	To		
1.			
2.			
3.			
4.			
5.			

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM-E

Summary Sheet: Current Contract Commitments/ Works in Progress

Applicants should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.

Name of Contract	Value of Outstanding work (equivalent Pak Rs. Million)	Estimated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM-F

Litigation History

Applicant, as the case may be, shall provide information on any history of litigation or arbitration resulting from contracts executed in the last seven (07) years or currently under execution.

Year	Award for or against applicant	Name of client, cause of litigation, and matter in dispute	disputed amount (current value Pak Rupees or equivalent)

Date:

Signature & Designation of Applicant:

Seal of the Firm

**LIST OF MINISTRIES/ DIVISIONS/ DEPARTMENT HAVING PROFESSIONALS
APPOINTED IN SPPS**

S. No.	Ministry/ Division/ Entities	SPPS-I	SPPS-II	SPPS-III	SPPS-IV	Total
1	M/o Commerce	0	1	1	0	2
2	M/o Energy (Petroleum Division)	0	3	0	3	6
3	M/o Finance	4	6	3	1	14
4	M/o Industries & Production	0	0	0	1	1
5	M/o Information Technology & Tele-comm.	0	0	0	2	2
6	M/o Law & Justice	1	0	0	0	1
7	M/o Planning Development & Special Initiatives	6	0	10	0	16
8	M/o Science & Technology	0	0	4	3	7
9	M/o National Food Security & Research	1	2	2	1	6
10	M/o Federal Education & Professional Training (NAVTTTC)	0	2	0	0	2
	Total	12	14	20	11	57

Note: The number of posts may increase/ decrease due to occupancy of the professionals.

2. BRIEF OF THE SCOPE OF THE ASSIGNMENTS/PROJECT:

The selected Firm/Service Provider shall be required:-

- i. To carry out a bi-annual performance evaluation of each professional (hired in SPPS) against agreed Targets / Timelines, Key Performance Indicators (KPIs) and Deliverables, stated in the contracts and annual work plans.
- ii. To conduct a critical evaluation of the technical contributions provided by SPPS professionals, including an assessment of the quality of their output and value addition in the Ministry's overall work programme.
- iii. To review the existing Performance Evaluation Mechanism and carry out a gap analysis of the SPPS policy.
- iv. To propose a robust, transparent and objective-oriented performance evaluation framework in line with international best practices.
- v. To assess whether the skill gaps as identified by the Ministries/ Divisions are being effectively addressed in developing Job Descriptions, Targets/ Timelines & Deliverables of the respective SPPS positions.
- vi. To validate skill-gap alignment by assessing whether each appointment directly mitigates the specific competency deficiencies outlined in the Ministry/Division's needs assessment and approved TORs. Moreover, to evaluate the incumbents' integration and adaptation within the existing institutional ecosystem.

Past Experience / Contracts

Contracts over <i>[insert amount]</i> 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

☐ Not debarred due to deviation from commitment of Bid Securing Declaration- ☐ Not debarred due to non-performance			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
<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			
☐ 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>	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>	<i>[insert amount]</i>
☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. ☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	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>	<i>[insert amount]</i>

Current Contract Commitments / Works in Progress

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

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

Financial Situation and Performance

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

Applicant's Name: [insert full name]

Date: [insert day, month, year]

Joint Venture Member Name: [insert full name]

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

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

1. Financial data

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

* Refer ITA 14 for the exchange rate

3. Financial documents

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

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- ☐ Attached are copies of financial statements¹ for the *[number]* years required above; and complying with the requirements.

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

Average Annual Turnover (Annual Sales Value)

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

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

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

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

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

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

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

* Refer ITA for date and source of exchange rate.

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