

Pre-Qualification Document

PRE-QUALIFICATION OF FIRMS/SERVICE PROVIDERS ETC FOR REPAIR/MAINTENANCE OF TRANSPORT, MACHINERY, FURNITURE, COMPUTERS, PRINTERS, SCANNERS, FAX AND PHOTOCOPIERS, BUILDING / OFFICE SPACES AND LIGHT REFRESHMENT (Non-Consultancy Services)

National

Single Stage-One Envelope



July 24, 2026

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

PROCUREMENT OF NON-CONSULTING 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 "**PRE-QUALIFICATION OF FIRMS/SERVICE PROVIDERS ETC FOR REPAIR/MAINTENANCE OF TRANSPORT, MACHINERY, FURNITURE, COMPUTERS, PRINTERS, SCANNERS, FAX AND PHOTOCOPIERS, BUILDING / OFFICE SPACES AND LIGHT REFRESHMENT**" with the reference of "**P70496**"

2. The **Management Services Wing (Establishment Division)** intends to pre-qualify service providers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to the bidding process.

3. The objective of the intended pre-qualification is the provision of "**PRE-QUALIFICATION OF FIRMS/SERVICE PROVIDERS ETC FOR REPAIR/MAINTENANCE OF TRANSPORT, MACHINERY, FURNITURE, COMPUTERS, PRINTERS, SCANNERS, FAX AND PHOTOCOPIERS, BUILDING / OFFICE SPACES AND LIGHT REFRESHMENT**" 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.

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/70496>.

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, August 10, 2026 11:00 AM**. E-applications will be opened using **EPADS v2.0** on the same day at **Monday, August 10, 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).

Management Services Wing (Establishment Division), Section Officer
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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalification Documents

1. **Scope of Application**

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

2. **Source of Funds**

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

3. **Fraud and Corruption**

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

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

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

communication.

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

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

4. Eligible Applicants

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

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

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

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

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

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

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

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

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

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

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

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

5. Eligibility (in terms of Nationality)

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

B. Contents of the Prequalification Documents

6. Sections of Prequalification Documents

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

PART 1 Prequalification Procedures PART 2 Supply Requirements

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

6.8. Section VII – Schedule of Requirements

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

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

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

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

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

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

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

8. Amendment of Prequalification Documents

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

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

Provided that an Applicant who had already submitted their Applications

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

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

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

C. Preparation of Applications

9. Cost of Applications

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

10. Language of Application

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

11. Documents Comprising the Application

11.1. The Application shall comprise the following:

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

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

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

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

11.2. **Application Submission Letter**

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

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

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

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

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

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

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

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

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

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

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

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

D. Submission of Applications

15. Submission of the Applications through EPADS v2.0

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

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

authorized signatories.

16. Deadline for Submission of Applications

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

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

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

17. Opening of Applications

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

E. Procedures for Evaluation of Applications

18. Confidentiality

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

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

19. Clarification of Applications

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

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

20. Responsiveness of Applications

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

21. Margin of Preference

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

22. Sub-contractors

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

F. Evaluation of Applications and Prequalification of Applicants

23. Evaluation of Applications

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

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

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

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

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

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

25. Pre-qualification of Applicants

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

Agency.

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

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

26. Notification of Prequalification

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

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

27. Request for Bids

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

28. Changes in Qualifications of Applicants

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

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

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

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

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

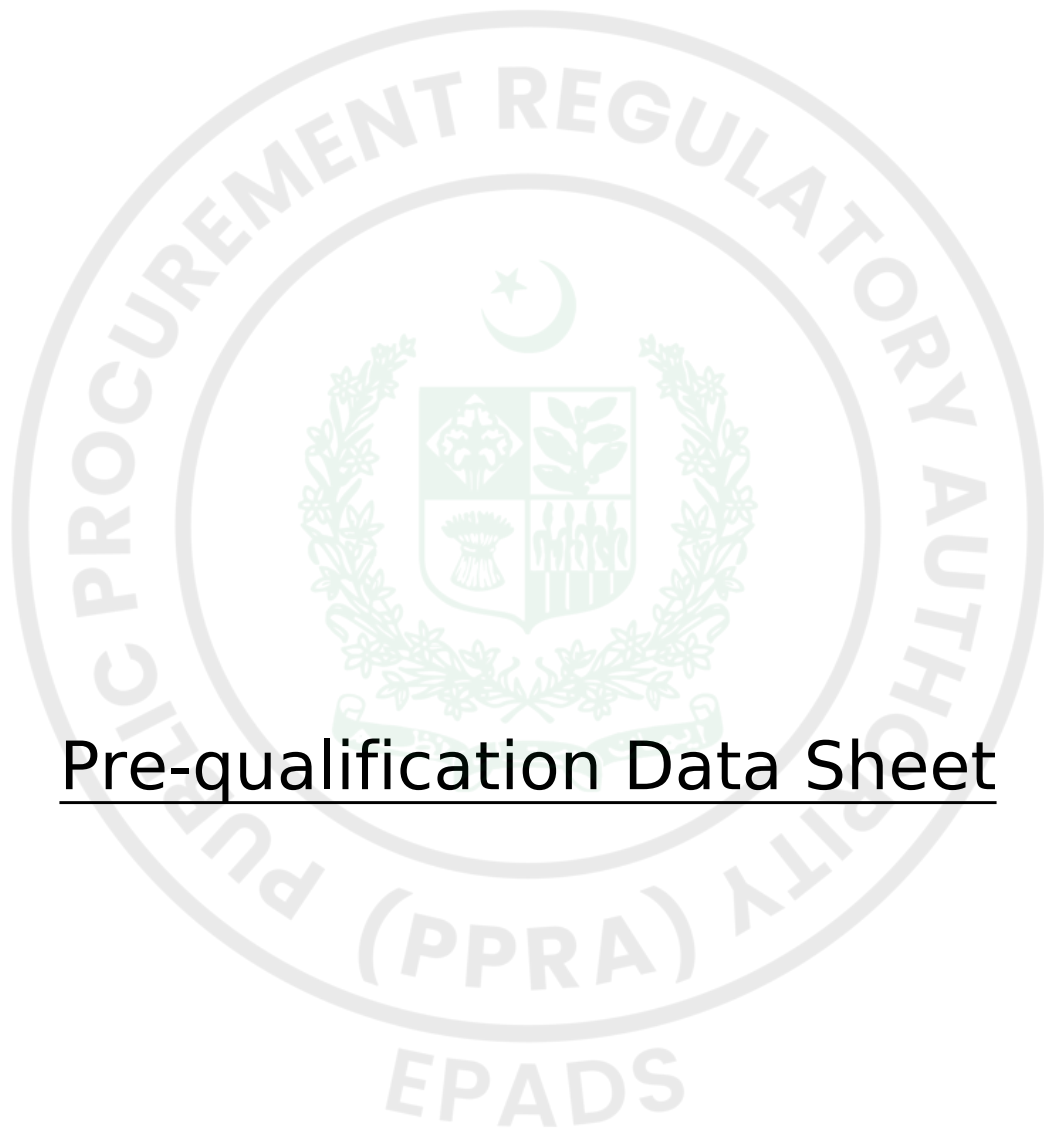
29. Redressal of Grievances

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

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

30. Mechanism of Blacklisting

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



Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

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

PDS Clause No

ITA No

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

A. General

PDS Clause No 1

ITA No 1.1

Identification Number of the Invitation for Prequalification: **P70496**

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

List of Service Contracts:

See section services and Lots

PDS Clause No 2

ITA No 2.1

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

The name of Project / Procurement is: **PRE-QUALIFICATION OF FIRMS/SERVICE PROVIDERS ETC FOR REPAIR/MAINTENANCE OF TRANSPORT, MACHINERY, FURNITURE, COMPUTERS, PRINTERS, SCANNERS, FAX AND PHOTOCOPIERS, BUILDING / OFFICE SPACES AND LIGHT REFRESHMENT**

PDS Clause No 3

ITA No 4.2

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

PDS Clause No 4

ITA No 4.5

A list of debarred firms and individuals is available on PPRA website:
<https://ppra.gov.pk>

B. Contents of the Prequalification Document

PDS Clause No 5

ITA No 7.1

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

PDS Clause No 6

ITA No 7.1 & 8.2

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

PDS Clause No 7

ITA No 7.2

Pre-Application Meeting: **Clarification Date: Tuesday, August 4, 2026**

Pre-Bid Meeting: Friday, July 31, 2026 10:00 AM

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

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. Company Profile
2. Bid Security
3. Active Landline Phone Number and Mobile Number
4. Bank Account Details
5. NTN Certificate

6. GST Certificate

7. Vendor Number with AGPR

8. Never Blacklisted Affidavit

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: **Monday**

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

Time: **11:00 AM**

PDS Clause No 12

ITA No 17.1

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

Day: **Monday**

Date: **Monday, August 10, 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
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	SECP
Company (Public Limited)	Registrar of Firms
Company (Holding Company)	
Company (Limited by Guarantee)	
State Owned Enterprise (Private Limited)	
State Owned Enterprise (Public Limited)	

Eligibility Criteria	Document
Eligibility Criteria: Firms must meet the following minimum eligibility requirements	Yes
Valid NTN and Sales Tax Registration (Active status on FBR)	Yes
Undertaking on judicial stamp paper that the firm is not blacklisted by any government/semi-government/autonomous body	Yes

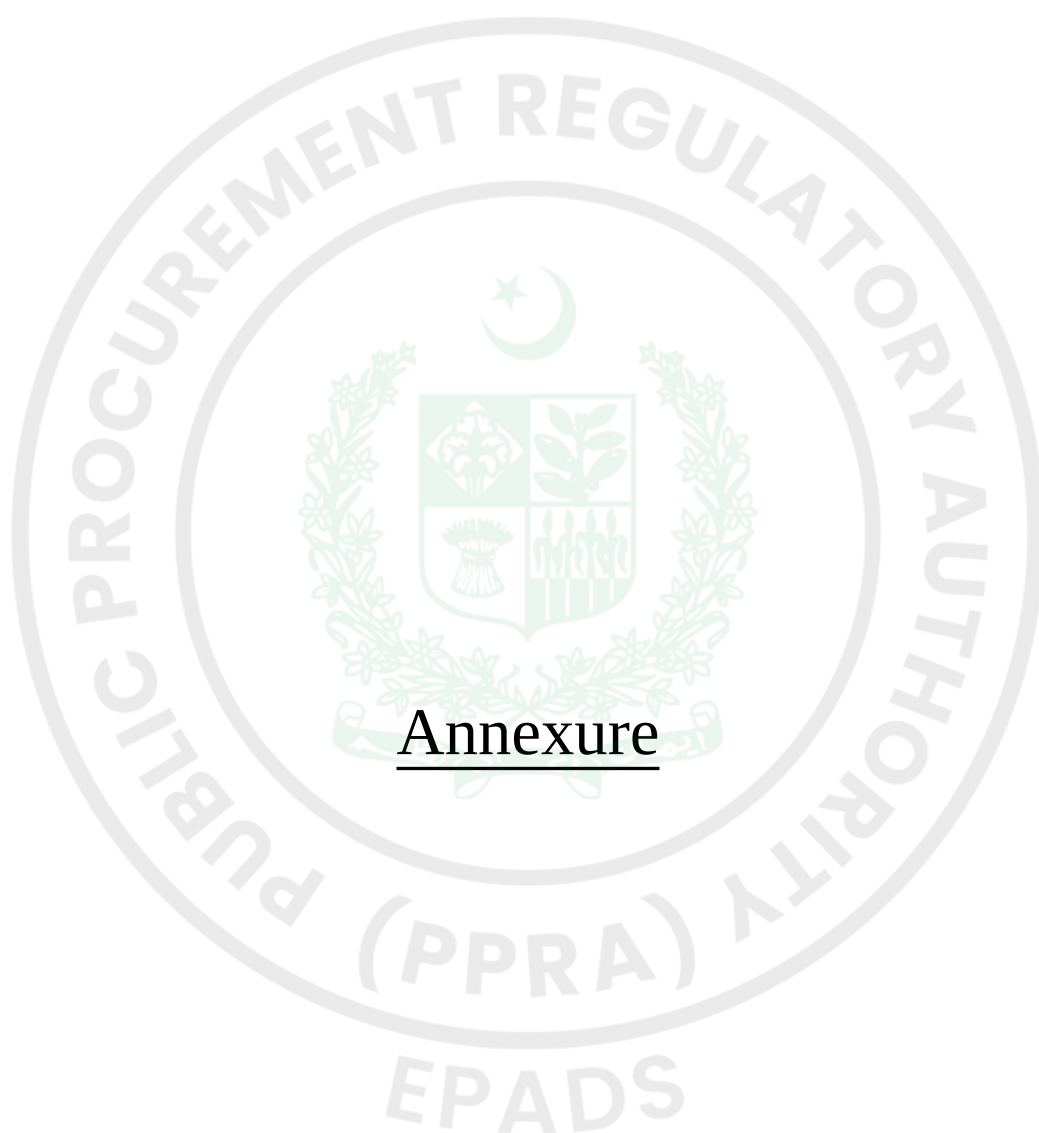
Qualified supervisors and skilled manpower.	Yes
List of relevant equipment, tools, and machinery	Yes
An undertaking on judicial stamp paper that the information submitted an undertaking on judicial stamp paper that the information submitted in the Pre-Qualification documents is true; whereby, found false or deceptive, M.S Wing reserves the right to disqualify the bidder from existing and all of the future biddings as per PPRA Rule.	Yes
Minimum 3 years of experience in repair / maintenance Machinery & Equipment, Computer Hardware/ Software , Furniture & Fixture, of office building and all kind of repair maintenance Work regarding Office etc.	Yes

Evaluation Criteria

Quality Based Selection (QBS)

Technical Marks	100
Passing Marks	60
Technical Evaluation Criteria	
Quality based (Qualitative)(Doc Required)	100





Annexure

Repair Maintenance Work

Information (Read-Only)

See Form Under Additional Forms and Documents: **Repair Maintenance Work** (page number: 31)





Procurement Forms

Past Construction Experiences

See Form Under Additional Forms and Documents: **Past Construction Experiences** (page number: 50)

Contractor's Key Personnel Representative and Their Schedules

See Form Under Additional Forms and Documents: **Contractor's Key Personnel Representative and Their Schedules** (page number: 56)

Financial Resources

See Form Under Additional Forms and Documents: **Financial Resources** (page number: 60)

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 61)

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: 62)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 64)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 65)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 67)





Additional Forms and Documents

No.6/2/2026-General
GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING

PRE-QUALIFICATION NOTICE

The Management Services Wing, Establishment Division, Islamabad intends to invite proposals for prequalification of Firms for repair/maintenance work in the following categories during the Financial Year **2026-27** and **2027-28** under Rules 15 & 16 read with Rule 42(a) & (b) of the Public Procurement Rules, 2004. The Firms/Workshops/Vendors having valid registration with Sales Tax / Income Tax Departments, active status on the Active Taxpayer List (ATL) of the FBR, their own complete set-up in Islamabad/Rawalpindi, preferably in the vicinity of the M.S Wing, three years of working experience in the categories applied in public sector organizations, and most importantly registered on EPADS are eligible to participate in the prequalification process. **(Extendable for a period of one year upon mutual consent)** The details are as under: -

S. No.	Pre-qualification Description	Bid Security / Earnest Money (Token) (not exceeding 5%)
I).	Prequalification of workshops for repair/ Maintenance of official vehicles of M.S Wing Islamabad during the financial year 2026-27.	
II).	Pre-qualification of firms / venders for repair / maintenance / petty purchases in terms of Rule 42 of PPRA, 2004 amended from time to time and repair maintenance upto Rs. 500,000/- i. Machinery & Equipment ii. Furniture and Fixture iii. Computer Hardware / Software iv. Others / Miscellaneous v. Building / Office Spaces	Rs. 60,000/-

2. Pre-qualification bids would be collected and opened as per following schedule: -
 - (i) E-bidding documents shall be collected through **EPADS** by **10th August, 2026 at 11:00 AM** and all prospective bidder shall apply for pre-qualification 2026-27 through EPADS. **No manual bids /hard copies shall be accepted.**
 - (ii) Pre-Qualification e-bids will be opened on **10th August, 2026 at 11:30 AM** in the Management Services Wing, Establishment Division at Committee Room, No. 410, 4th floor, Shaheed-e-Millat Secretariat, Islamabad in the presence of bidders or their representatives of firms/vendors.
3. Interested eligible bidders are requested to register themselves on the EPADS (<http://eprocure.gov.pk>) and submit their documents on EPADS. The Interested eligible bidders may obtain bidding documents from the websites of Establishment Division www.establishment.gov.pk, PPRA www.ppra.org.pk and EPADS (<http://eprocure.gov.pk>).
4. Earnest money in the shape of Pay Order / Demand Drafts in favour of DDO Management Services Wing while bid documents should be uploaded through EPADS (scanned copy) on /or before 11:00 A.M by **10th August, 2026**, e-Bids will be opened on the same date at **11:30 A.M.**
5. The Pre-Qualification Committee may reject all bids or proposals at any time prior to the acceptance of bid or proposal while conveying the reason thereof in accordance with Rules 33 of PPRA Rules-2004.

(Zahid Hussain Farooqui)

Section Officer (Gen)

5th Floor, Room No. 502, Shaheed-e-Millat Secretariat, Islamabad.

Phone No. 051-9204785-9211537





GOVERNMENT OF PAKISTAN
MANAGEMENT SERVICES WING
ESTABLISHMENT DIVISION
Shaheed-e-Millat Secretariat Islamabad.
Phone No: 051-9204785-9211537

Pre-Qualification Documents

Regarding Repair of Furniture and Fixture

(In accordance with PPRA Rules 2004, E-Pak-Procurement Regulations 2023)

Single Stage One Envelop

Name of Firm:

M/S

Page 1 of 16

1. **Invitation for Pre-Qualification:**

Management Services Wing, Establishment Division, Islamabad, invites E-applications from reputable and experienced contractors/firms for pre-qualification to carry out regarding repair of Furniture and Fixture's. Only pre-qualified firms will be shortlisted for issuance of Request for Quotation.

2. **Instructions to Applicants/Bidders:**

- i. **Submission:** Applications must electronically be submitted through EPADS Portal.
- ii. **Deadline for Submission:**

Applications must be uploaded by ___, July 2026 not later than 11:00 AM on the EPADS Portal.

iii. **Application Format:**

Applicants must submit coloured scanned copies of documents on EPADS, duly stamped and signed.

3. **Scope of Work:**

The scope may include (but is not limited to):

- Fixing broken legs, drawers or doors
- Polishing, refinishing or repainting
- Replacing worn-out hinges, handles, locks
- Patching scratches, dents or cracks
- Repairing or welding broken frames
- Replacing rusted parts or screws
- Adjusting hinges or sliding mechanisms
- Replacing torn fabric or leather
- Fixing cushions or padding
- Repairing reclining or adjustable mechanisms
- Tightening or replacing bolts, hinges, and brackets
- Realigning doors or panels
- Repairing broken or sagging shelves
- Fixing loose or damaged panels
- Replacing connectors or trims
- Repairing notice boards, whiteboards, and wall-mounted items
- Fixing attached lighting or electrical fixtures in furniture
- Adjusting built-in storage units
- Any other work related to furniture and fixture etc.



Page 2 of 16

4. Eligibility Criteria:

Firms must meet the following minimum eligibility requirements:

Sr. No.	Parameter	Yes	No.
i.	Valid NTN and Sales Tax Registration (Active status on FBR)		
ii.	Undertaking on judicial stamp paper that the firm is not blacklisted by any government/semi-government/autonomous body		
iii.	Qualified supervisors and skilled manpower.		
iv.	List of relevant equipment, tools, and machinery		
v.	An undertaking on judicial stamp paper that the information submitted an undertaking on judicial stamp paper that the information submitted in the Pre-Qualification documents is true; whereby, found false or deceptive, M.S Wing reserves the right to disqualify the bidder from existing and all of the future biddings as per PPRA Rule.		
vi.	Minimum 3 years of experience in repair of furniture and fixture.		
vii.	Pay order/demand Draft of Rs. 60,000/- (Rupees: Sixty Thousand Only) in favour of DDO, M.S Wing.		

Note:

- Proof of aforesaid parameters must be provided.
- Bidders who fail to provide any of the above-mentioned supporting documents shall be disqualified.

5. General Conditions:

- Successful bidder(s) will submit an amount of **Rs. 60,000/-, (Rupees Sixty Thousand Only)** as Performance Security Deposit (refundable) along with the contract agreement, which will be released only upon successful completion of the contract period.
- M. S Wing shall evaluate the Prequalification Proposals in a manner prescribed in advance and reject any Proposal which doesn't conform to the specified requirements.
- For each repair work/order, M.S Wing shall call up quotations in sealed envelope from the prequalified contractors/firms on its panel and award the work to the contractor/firm who has quoted the lowest rates; however, if two or more pre-qualified firms/contractors quote same rates for either of the job assignments, the bidder/firm who may provide the required supplies in the shortest possible time will be given preference.
- After the prequalification, the shortlisted firms/contractor will have to sign the agreement with M.S Wing.
- Payment will be made by M.S Wing within two weeks on production of the following and after deduction of all taxes as per government law:
 - Bill(s) in original along with sale tax invoice, (if applicable)
 - Satisfactory report duly signed by Store Incharge / Section Officer (Gen)
 - Copy of work order issued by M.S Wing.

- vi. The bidder cannot modify or withdraw his bid after submission.
- vii. M. S Wing reserves the right to forfeit the performance security deposit case of breach of any clause of the contract by the contractor.
- viii. M. S Wing may on need basis pre-qualify new firms/contractor during continuity of framework agreements in terms of Regulation 16(A)(5) of PPRA Rules, with previously pre- qualified firms/contractor.
- ix. M. S Wing reserves the right to accept or reject any or all bids under **Rule-33** ("Rejection of bids") of PPRA Rules.
- M.S Wing reserves the right to verify any information provided by the firms etc.
 - Incomplete, unsigned, or late submissions (electronic or hardcopy) will be rejected.
 - Pre-qualification confers no right to award of contract; it only entitles applicants to participate in restricted tenders.





GOVERNMENT OF PAKISTAN
MANAGEMENT SERVICES WING
ESTABLISHMENT DIVISION

Shaheed-e-Millat Secretariat Islamabad.

Phone No: 051-9204785-9211537

Pre-Qualification Documents

**Regarding Repair of Computer Hardware &
Machinery and Equipment's**

(In accordance with PPRA Rules 2004, E-Pak-Procurement Regulations 2023)

Single Stage One Envelop

Name of Firm:

M/S

Page 5 of 16

1. Invitation for Pre-Qualification:

Management Services Wing, Establishment Division, Islamabad invites E-applications from reputable and experienced contractors/firms for pre-qualification to carry out repair of Computer Hardware / Machinery & equipment's of M.S Wing.

Only **pre-qualified firms** will be shortlisted for issuance of Request for Quotation.

2. Instructions to Applicants/Bidders:

i. **Submission:** Applications must electronically be submitted through EPADS Portal only.

ii. **Deadline for Submission:**

Applications must be uploaded by ___, July 2026 not later than 11:00 AM on the
EPADS Portal

iii. **Application Format:**

Applicants must submit coloured scanned copies of documents on EPADS, duly stamped and signed.

3. Scope of Work:

The scope of work may include but is not limited to the repair and maintenance/service of the following hardware and equipment items:

Sr. No.	Items Description
1.	Air conditioners (AC)
2.	Computers & Laptops
3.	Printers and Scanners
4.	Electric All kind of Fans
5.	Electric Kettle
6.	Water Dispenser
7.	Heater (Gas and electric including burners)
8.	Photocopier Machine
9.	Servers
10.	Networking devices (routers, switches)
11.	Miscellaneous Items (LED TV, Refrigerators, Sound Systems or All kind of Computer Hardware / Machinery and equipment related items) etc.



4. Eligibility Criteria:

Firms must meet the following minimum eligibility requirements:

Sr. No.	Parameter	Yes	No.
i.	Valid NTN and Sales Tax Registration (Active status on FBR)		
ii.	Undertaking on judicial stamp paper that the firm is not blacklisted by any government/semi-government/autonomous body		
iii.	Qualified supervisors and skilled manpower.		
iv.	List of relevant equipment, tools, and machinery		
v.	An undertaking on judicial stamp paper that the information submitted an undertaking on judicial stamp paper that the information submitted in the Pre-Qualification documents is true; whereby, found false or deceptive, M.S Wing reserves the right to disqualify the bidder from existing and all of the future biddings as per PPRA Rule.		
vi.	Minimum 3 years of experience in repair of Computer Hardware / Machinery & Equipment's.		
vii.	Pay order/demand Draft of Rs. 60,000/- (Rupees: Sixty Thousand Only) in favour of DDO, M.S Wing.		

Note:

- Proof of aforesaid parameters must be provided.
- Bidders who fail to provide any of the above-mentioned supporting documents shall be disqualified.

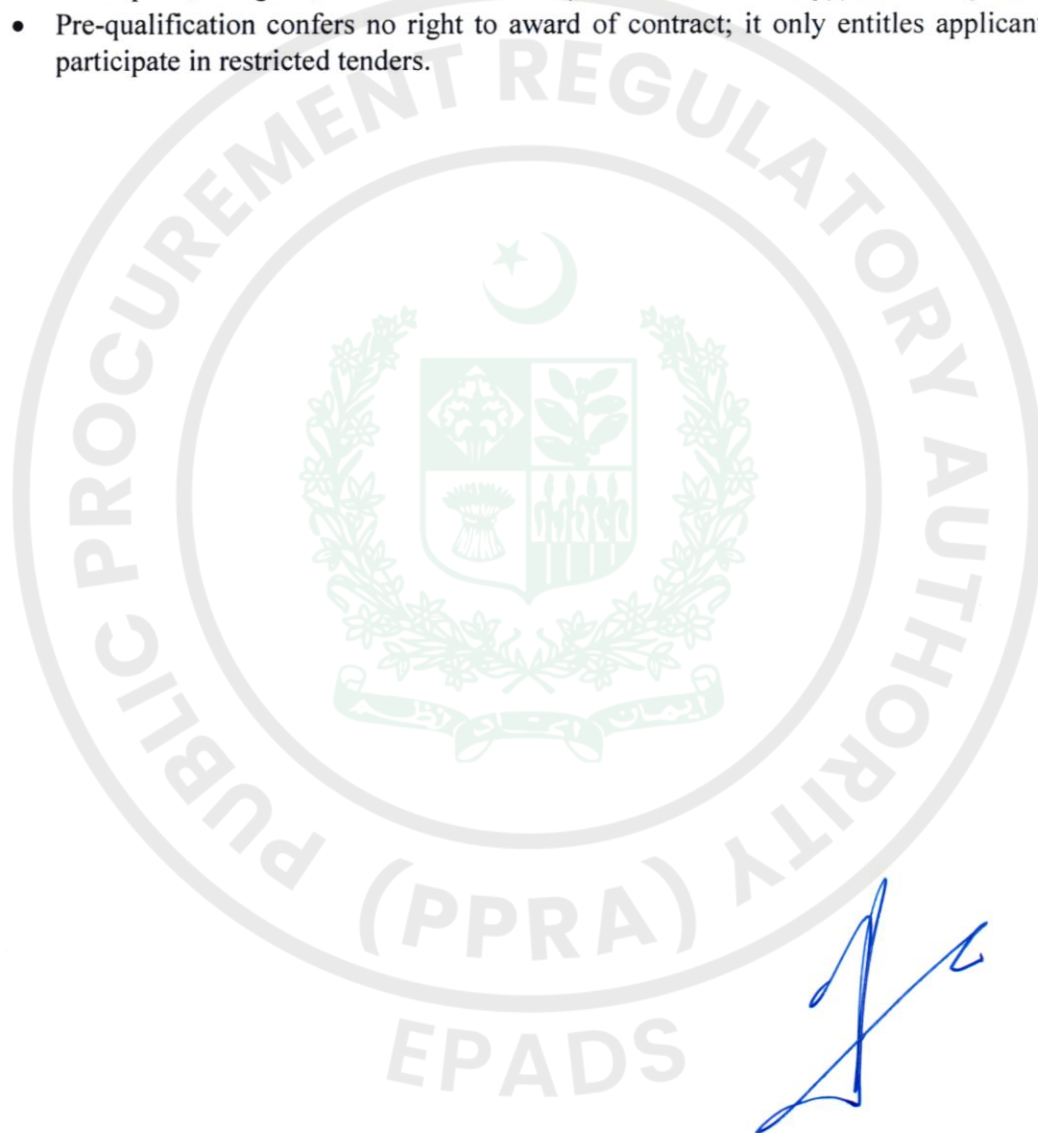
5. General Conditions:

- Successful bidder(s) will submit an amount of **Rs. 60,000/-, (Rupees Sixty Thousand Only)** as Performance Security Deposit (refundable) along with the contract agreement, which will be released only upon successful completion of the contract period.
- M. S Wing shall evaluate the Prequalification Proposals in a manner prescribed in advance and reject any Proposal which doesn't conform to the specified requirements.
- For each repair work/order, M.S Wing shall call up quotations in sealed envelope from the prequalified contractors/firms on its panel and award the work to the contractor/firm who has quoted the lowest rates; however, if two or more pre-qualified firms/contractors quote same rates for either of the job assignments, the bidder/firm who may provide the required supplies in the shortest possible time will be given preference.
- After the prequalification, the shortlisted firms/contractor will have to sign the agreement with M.S Wing.
- Payment will be made by M.S Wing within two weeks on production of the following and after deduction of all taxes as per government law:
 - Bill(s) in original along with sale tax invoice, (if applicable)
 - Satisfactory report duly signed by Store Incharge / Section Officer (Gen)
 - Copy of work order issued by M.S Wing.



Page 7 of 16

- vi. The bidder cannot modify or withdraw his bid after submission.
 - vii. M. S Wing reserves the right to forfeit the performance security deposit case of breach of any clause of the contract by the contractor.
 - viii. M. S Wing may on need basis pre-qualify new firms/contractor during continuity of framework agreements in terms of Regulation 16(A)(5) of PPRA Rules, with previously pre-qualified firms/contractor.
 - ix. M. S Wing reserves the right to accept or reject any or all bids under **Rule-33** ("Rejection of bids") of PPRA Rules.
- M.S Wing reserves the right to verify any information provided by the firms etc.
 - Incomplete, unsigned, or late submissions (electronic or hardcopy) will be rejected.
 - Pre-qualification confers no right to award of contract; it only entitles applicants to participate in restricted tenders.





GOVERNMENT OF PAKISTAN
MANAGEMENT SERVICES WING
ESTABLISHMENT DIVISION
Shaheed-e-Millat Secretariat Islamabad.
Phone No: 051-9204785-9211537

Pre-Qualification Documents

Regarding Repair / maintenance of Transport

(In accordance with PPRA Rules 2004, E-Pak-Procurement Regulations 2023)

Single Stage One Envelop

Name of Firm:

M/S

Page 9 of 16

1. **Invitation for Pre-Qualification:**

Management Services Wing, Establishment Division, Islamabad invites E-applications from reputable and experienced contractors/firms/workshops for pre-qualification to carry out repair / maintenance of Transport of M.S Wing.

Only **pre-qualified firms / workshops** will be shortlisted for issuance of Request for Quotation.

2. **Instructions to Applicants/Bidders:**

iv. **Submission:** Applications must electronically be submitted through EPADS Portal only.

v. **Deadline for Submission:**

Applications must be uploaded by ___, July 2026 not later than 11:00 AM on the **EPADS Portal**

vi. **Application Format:**

Applicants must submit coloured scanned copies of documents on EPADS, duly stamped and signed.

3. **Scope of Work:**

The scope of work may include but is not limited to the repair and maintenance/service of the following official vehicles:

Sr. No.	Items Description
1.	Suzuki Mehran 660 cc
2.	Suzuki Bolan 660 cc
3.	Suzuki Cultus 1000 cc
4.	Honda City 1300 cc
5.	Honda CD 70
6.	Yamaha Y100
7.	All kind of official vehicles



4. Eligibility Criteria:

Firms/Workshops must meet the following minimum eligibility requirements:

Sr. No.	Parameter	Yes	No.
i.	Valid NTN and Sales Tax Registration (Active status on FBR)		
ii.	Undertaking on judicial stamp paper that the firm / workshop is not blacklisted by any government/semi-government/autonomous body		
iii.	Qualified supervisors and skilled manpower.		
iv.	List of relevant equipment, tools, and machinery		
v.	An undertaking on judicial stamp paper that the information submitted an undertaking on judicial stamp paper that the information submitted in the Pre-Qualification documents is true; whereby, found false or deceptive, M.S Wing reserves the right to disqualify the bidder from existing and all of the future biddings as per PPRA Rule.		
vi.	Minimum 3 years of experience in repair of Transport		
vii.	Pay order/demand Draft of Rs. 60,000/- (Rupees: Sixty Thousand Only) in favour of DDO, M.S Wing.		

Note:

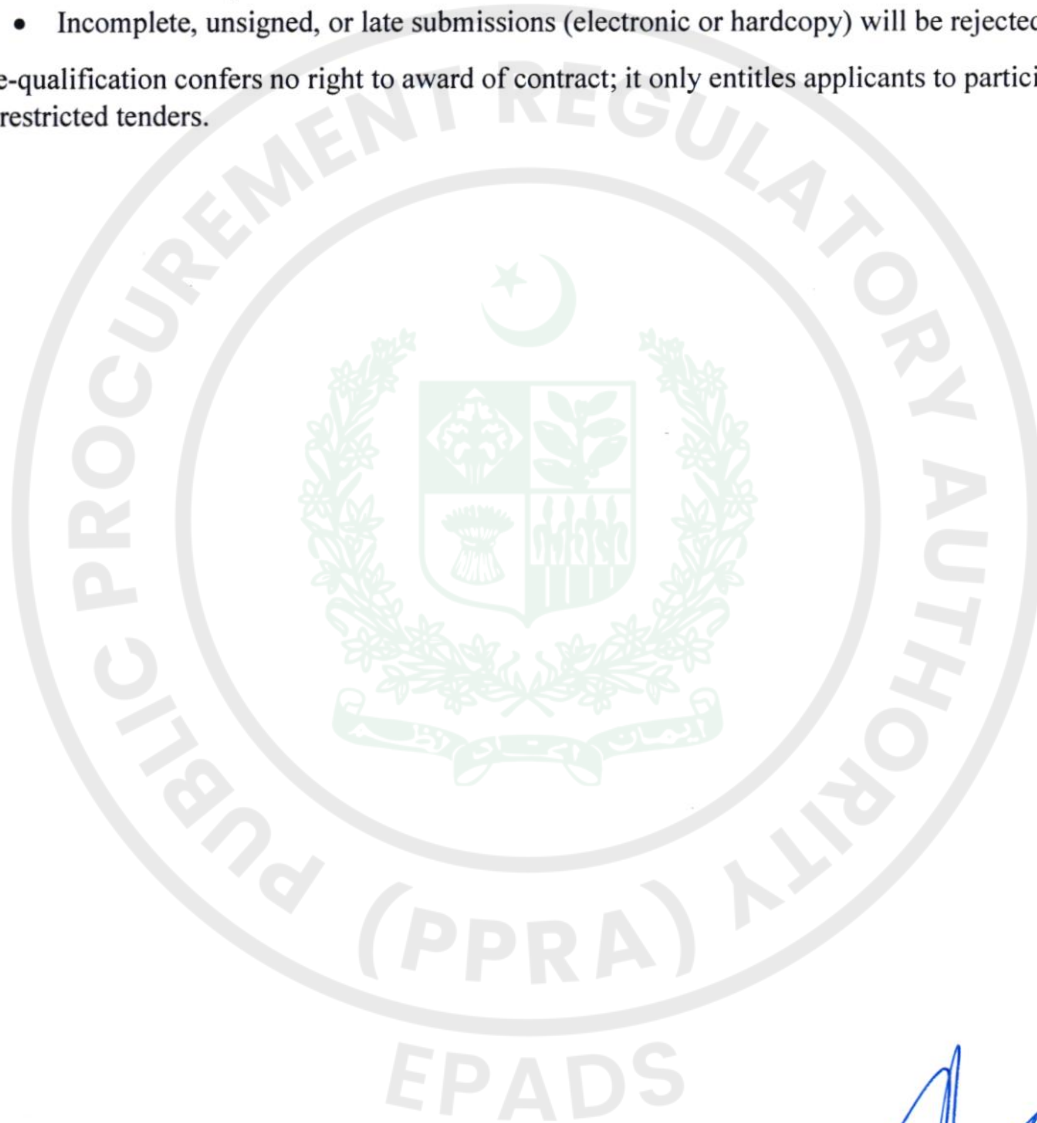
- Proof of aforesaid parameters must be provided.
- Bidders who fail to provide any of the above-mentioned supporting documents shall be disqualified.

5. General Conditions:

- Successful bidder(s) will submit an amount of **Rs. 60,000/-, (Rupees Sixty Thousand Only)** as Performance Security Deposit (refundable) along with the contract agreement, which will be released only upon successful completion of the contract period.
- M. S Wing shall evaluate the Prequalification Proposals in a manner prescribed in advance and reject any Proposal which doesn't conform to the specified requirements.
- For each repair work/order, M.S Wing shall call up quotations in sealed envelope from the prequalified contractors/firms/workshops on its panel and award the work to the contractor/firm/workshops who has quoted the lowest rates; however, if two or more pre-qualified firms/contractors/workshops quote same rates for either of the job assignments, the bidder/firm/workshops who may provide the required supplies in the shortest possible time will be given preference.
- After the prequalification, the shortlisted firms/contractor/workshops will have to sign the agreement with M.S Wing.
- Payment will be made by M.S Wing within two weeks on production of the following and after deduction of all taxes as per government law:
 - Bill(s) in original along with sale tax invoice, (if applicable)
 - Satisfactory report duly signed by Store Incharge / Section Officer (Gen)
 - Copy of work order issued by M.S Wing.

- vi. The bidder cannot modify or withdraw his bid after submission.
- vii. M. S Wing reserves the right to forfeit the performance security deposit case of breach of any clause of the contract by the contractor.
- viii. M. S Wing may on need basis pre-qualify new firms/contractor/workshops during continuity of framework agreements in terms of Regulation 16(A)(5) of PPRA Rules, with previously pre-qualified firms/contractor/workshops.
- ix. M. S Wing reserves the right to accept or reject any or all bids under **Rule-33** ("Rejection of bids") of PPRA Rules.
 - M.S Wing reserves the right to verify any information provided by the firms/workshops etc.
 - Incomplete, unsigned, or late submissions (electronic or hardcopy) will be rejected.

Pre-qualification confers no right to award of contract; it only entitles applicants to participate in restricted tenders.





GOVERNMENT OF PAKISTAN
MANAGEMENT SERVICES WING
ESTABLISHMENT DIVISION
Shaheed-e-Millat Secretariat Islamabad.
Phone No: 051-9204785-9211537

Pre-Qualification Documents

Regarding Repair / Maintenance of Office Building

(In accordance with PPRA Rules 2004, E-Pak-Procurement Regulations 2023)

Single Stage One Envelop

Name of Firm:

M/S

Page 13 of 16

1. Invitation for Pre-Qualification:

Management Services Wing, Establishment Division, Islamabad, invites E-applications from reputable and experienced contractors/firms for pre-qualification to carry out regarding repair / maintenance of office building. Only pre-qualified firms will be shortlisted for issuance of Request for Quotation.

2. Instructions to Applicants/Bidders:

iv. **Submission:** Applications must electronically be submitted through EPADS Portal.

v. **Deadline for Submission:**

Applications must be uploaded by ___, July 2026 not later than 11:00 AM on the EPADS Portal.

vi. **Application Format:**

Applicants must submit coloured scanned copies of documents on EPADS, duly stamped and signed.

3. Scope of Work:

The scope may include (but is not limited to):

- The work may include repair and maintenance of office building i.e. masonry work, glass doors, windows, walls, roof, false ceiling, white wash and any other related work as desired by the procuring agency.
- The work may also include landscaping, maintenance of driveways and sidewalks and any other relevant goods / services as require by the procuring agency.
- Electrical and plumbing works, sewerage lines, sanitation, water tanks, water filtration, etc
- All kind of work related to office building / services as require by the procuring agency.



4. Eligibility Criteria:

Firms must meet the following minimum eligibility requirements:

Sr. No.	Parameter	Yes	No.
i.	Valid NTN and Sales Tax Registration (Active status on FBR)		
ii.	Undertaking on judicial stamp paper that the firm is not blacklisted by any government/semi-government/autonomous body		
iii.	Qualified supervisors and skilled manpower.		
iv.	List of relevant equipment, tools, and machinery		
v.	An undertaking on judicial stamp paper that the information submitted an undertaking on judicial stamp paper that the information submitted in the Pre-Qualification documents is true; whereby, found false or deceptive, M.S Wing reserves the right to disqualify the bidder from existing and all of the future biddings as per PPRA Rule.		
vi.	Minimum 3 years of experience in repair / maintenance of office building.		
vii.	Pay order/demand Draft of Rs. 60,000/- (Rupees: Sixty Thousand Only) in favour of DDO, M.S Wing.		

Note:

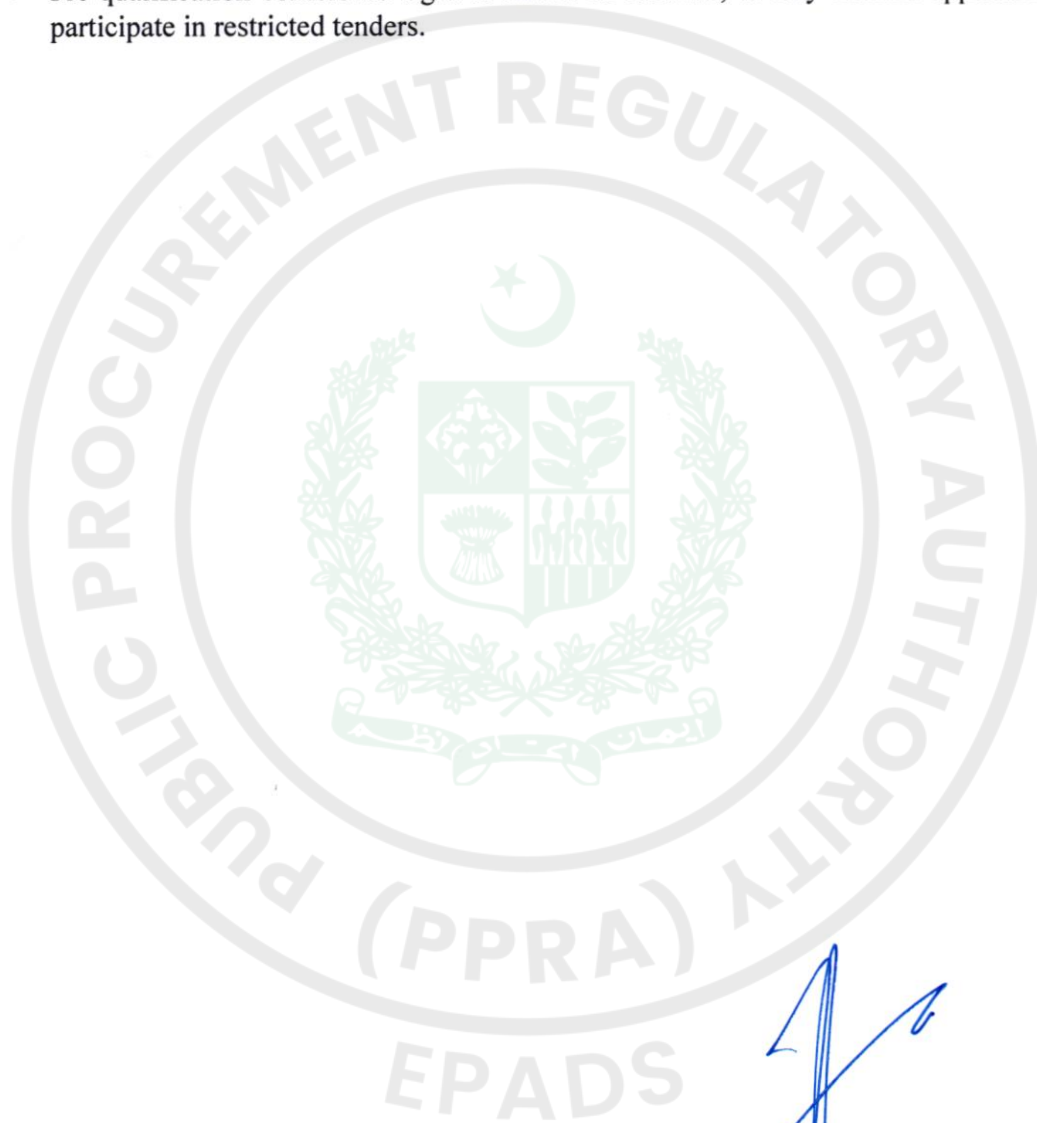
- Proof of aforesaid parameters must be provided.
- Bidders who fail to provide any of the above-mentioned supporting documents shall be disqualified.

5. General Conditions:

- Successful bidder(s) will submit an amount of **Rs. 60,000/-, (Rupees Sixty Thousand Only)** as Performance Security Deposit (refundable) along with the contract agreement, which will be released only upon successful completion of the contract period.
- M. S Wing shall evaluate the Prequalification Proposals in a manner prescribed in advance and reject any Proposal which doesn't conform to the specified requirements.
- For each repair work/order, M.S Wing shall call up quotations in sealed envelope from the prequalified contractors/firms on its panel and award the work to the contractor/firm who has quoted the lowest rates; however, if two or more pre-qualified firms/contractors quote same rates for either of the job assignments, the bidder/firm who may provide the required supplies in the shortest possible time will be given preference.
- After the prequalification, the shortlisted firms/contractor will have to sign the agreement with M.S Wing.
- Payment will be made by M.S Wing within two weeks on production of the following and after deduction of all taxes as per government law:
 - Bill(s) in original along with sale tax invoice, (if applicable)
 - Satisfactory report duly signed by Store Incharge / Section Officer (Gen)
 - Copy of work order issued by M.S Wing.

Page 15 of 16

- vi. The bidder cannot modify or withdraw his bid after submission.
 - vii. M. S Wing reserves the right to forfeit the performance security deposit case of breach of any clause of the contract by the contractor.
 - viii. M. S Wing may on need basis pre-qualify new firms/contractor during continuity of framework agreements in terms of Regulation 16(A)(5) of PPRA Rules, with previously pre- qualified firms/contractor.
 - ix. M. S Wing reserves the right to accept or reject any or all bids under **Rule-33** ("Rejection of bids") of PPRA Rules.
- M.S Wing reserves the right to verify any information provided by the firms etc.
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LIST OF ITEMS FOR REPAIR WORK
(ELECTRIC/ELECTRONIC ITEMS, MACHINERY/FURNITURES/OFFICE BUILDING ETC.)

S. No.	NAME OF ITEMS	UNIT	Unit Rate	Tax	Rate inclusive of All Taxes
1	Repair/Installation of Blinds / Curtains	sq.ft			
2	Repair of Computer Table	each			
3	Repair of Door Closer	-do-			
4	Repair of Door Lock	-do-			
5	Repair of Door Lock (Round)	-do-			
6	Repair/polish of Large Table	-do-			
7	Repair/polish of Office Table	-do-			
8	Repair of Air-Conditioner	-do-			
9	Repair of Bracket Fan	-do-			
10	Repair of Ceiling sheets	-do-			
11	Repair of door closer	-do-			
12	Repair of doors	-do-			
13	Repair of electric Heater	-do-			
14	Repair of Electric Heater (Blower)	-do-			
15	Repair of electric kettle	-do-			
16	Repair of Pedestal Fans	-do-			
17	Repair of Revolving Chair	each			
18	Repair/Cleaning of Sofa Set	per seat			
19	Repair of window	each			
20	Repair Water Tape of washroom	-do-			
21	Repair/polsih Visitor Chiars	-do-			
22	Repair of Wooden Almirah	-do-			
23	Repair of Wooden Racks/small tables	-do-			
24	Repair of Photocopier Machine Konica Minolta - 601/751 etc.	-do-			
25	Repair of Photocopier Machine Toshiba E-Studio - 452/455/456 etc.	-do-			
26	Repair of Photocopier Machine RICOH (all kind of photocopiers)	-do-			
27	Repair of HP Laser Printer	-do-			
28	Repair of Samsung Printer	-do-			
29	Repair of Computer (Dell, HP, Lenovo etc.)	-do-			
30	Repair of Laptop (Dell, HP, Lenovo etc.)	-do-			
31	Repair of Split Air-Condition (Simple)	-do-			
32	Repair of Split Air-Condition (Invertor)	-do-			
33	Repair of Window Air-Condition	-do-			
34	Walls Painting/White-Wash	per sqft.			
35	Room Partition	-do-			
36	PVC paneling	-do-			
37	Cleaning of Floor	-do-			
38	Aluminum Door / Windows	As per Req			
39	Fixing/repair of work Sink/Wash basin etc.	Each			
40	Ceiling Sheet fixing/repair	Each			
41	Cleaning of Sofa Set	per seat			
42	Floor PVC Tiles	per sqft.			
43	Glass Paper	per sqft.			
44	Cloth curtains	each			

(Zahid Hussain Farooqui)
Section Officer (Gen)

Government of Pakistan
Establishment Division
Management Services Wing

LIST OF REPAIR WORK OF MACHINERY & EQUIPMENTS

S. No.	Description	Call Charges	Tax	Rate inclusive of All Taxes
1	Call charges of TOSHIBA e-Studio 452/455/456 and all kind of Toshiba Photocopier Machines			
2	Call charges of KONICA Minolta Biz 601/751 and all kind of KONICA Minolta Biz Photocopier Machines			
3	Call charges of RICOH 200/4000 and all kind of RICOH Photocopier Machines			

(Zahid Hussain Farooqui)
Section Officer (Gen)

CONSTRUCTION EXPERIENCE

Form EXP - 4.1 General Construction Experience

Bidder's Name: _____

Date: _____

JV Member's Name _____

Bid Reference No. (if any) and title: _____

Page _____ of _____ pages

Starting Year	Ending Year	Contract Identification	Role of Bidder
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	

Form EXP - 4.2(a)
Specific Construction and Contract Management Experience

Bidder's Name: _____

Date: _____

JV Member's Name _____

Bid Reference No. (if any) and title: _____

Page _____ of _____ pages

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Sub-contractor ☐
Total Contract Amount	PKR equivalent			
If member in a JV or sub-contractor, specify participation in total Contract amount				
EMPLOYER's Name:				
Address:				
Telephone/fax number				
E-mail:				

Form EXP - 4.2(a) (cont.)
Specific Construction and Contract Management Experience (cont.)

Similar Contract No.	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Construction rate for key activities	
6. Other Characteristics	

Form EXP - 4.2(b)
Construction Experience in Key Activities

Bidder's Name: _____

Date: _____

Bidder's JV Member Name: _____

Sub-contractor's Name (if any): _____

Bid Reference No. (if any) and title: _____

Page _____ of _____ pages

All Sub-contractors for key activities must complete the information and Qualification Criteria and Requirements, Sub-Factor 4.2.

1. Key Activity No One: _____

Information				
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Sub-contractor ☐
Total Contract Amount	PKR equivalent			
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)	Actual Quantity Performed (i) x (ii)	
Year 1				
Year 2				
Year 3				
Year 4				
EMPLOYER's Name:				
Address:				
Telephone/fax number				

	Information
E-mail:	

2. Activity No. Two

3.

	Information
Description of the key activities in accordance with Section III:	

Form EXP - 4.2 (c)
Specific Experience in Managing ES aspects

[The following table shall be filled in for contracts performed by the Bidder, and each member of a Joint Venture]

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

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

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

Bid Reference No. (if any) and title: *[insert ICB/NCB number and title]*

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

1. Key Requirement no 1 in accordance with 4.2 (c): _____

Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Subcontractor ☐
Total Contract Amount			PKR	
Details of relevant experience				

2. Key Requirement no 2 in accordance with 4.2 (c): _____
3. Key Requirement no 3 in accordance with 4.2 (c): _____
4. [PA define key requirements]

Contractor's Representative and Key Personnel Schedule

Bidders should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

Contractor' Representative and Key Personnel

1.	Title of position:	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
2.	Title of position:	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
3.	Title of position:	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
4.	Title of position:	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>

	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
5.	Title of position:	
	Name of candidate	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
6.	Title of position: <i>[insert title]</i>	
	Name of candidate	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

**Form PER-2:
Resume and Declaration
Contractor's Representative and Key Personnel**

Name of Bidder

Position [#1]: <i>[title of position from Form PER-1]</i>		
Personnel information	Name:	Date of birth:
	Address:	E-mail:
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency: <i>[language and levels of speaking, reading and writing skills]</i>	
details		
	Address of Employer:	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Job title:	Years with present Employer:

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

Project	Role	Duration of involvement	Relevant experience
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[describe the experience relevant to this position]</i>

Declaration

I, the undersigned [insert either “Contractor’s Representative” or “Key Personnel” as applicable] , certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Bid:

Commitment	Details
Commitment to duration of contract:	[insert period (start and end dates) for which this Contractor’s Representative orKey Personnel is available to work on this contract]
Time commitment:	[insert period (start and end dates) for which this Contractor’s Representative orKey Personnel is available to work on this contract]

I understand that any misrepresentation or omission in this Form may:

- (a) be taken into consideration during Bid evaluation;
- (b) result in my disqualification from participating in the Bid;
- (c) result in my dismissal from the contract.

Name of Contractor’s Representative or Key Personnel: [insert name]

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Bidder:

Signature: _____

Date: (day/month/year): _____

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Eligibility and Qualification Criteria.

No.	Source of financing	Amount (Eq. PKR)
1		
2		
3		

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.