



E-Tender Notice for the Hiring of Media & PR Services on Retainership Basis

RFP No. (PSW-PROC-25-26-Comms-399)

Pakistan Single Window (PSW), the notified operating entity for the PSW system under the provisions of the PSW Act, 2021, and a company incorporated under Section 42 of the Companies Act, 2017, invites e-bids through PPRA's e-Pak Acquisition & Disposal System (EPADS) portal from qualified vendors for the **Hiring of Media & PR Services on Retainership Basis**. Bidders must be registered suppliers on EPADS to participate in the tender. Interested vendors may register themselves electronically on EPADS via <https://eprocure.gov.pk/#/supplier/registration>.

2. The Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid securing declaration, bid validity, opening of bids, evaluation criteria, clarification / rejection of bids, performance guarantee etc. can be accessed through EPADS or downloaded from PSW website (<https://www.psw.gov.pk/documents/tenders>).

3. An online pre-bid meeting is scheduled for **15th December 2025 at 1130 hrs.** Further details whereof are given in the tender documents. Interested vendors may attend the pre-bid meeting at their own cost.

[Join the meeting now](#)

Meeting ID: 476 829 298 626 32

Passcode: 79tB6rK9

4. The tendering process shall be as per **Single Stage Two Envelope** procedure of Pakistan's Public Procurement Rules (PPR) 2004. Prospective bidders may request clarification on any aspect of the bidding documents till **17th December 2025**.

5. Bids, prepared in accordance with the instructions provided in the bidding documents, must be **submitted electronically through EPADS** on or before **24th December 2025 at 1500 Hrs.** The bid securing declaration must be sent to the procurement department via email at procurement@psw.gov.pk before the bid opening deadline. Technical Bids will be opened on the same day at **1530 Hrs.** at the address specified below. If the bid submission and technical bid opening date falls on a public holiday, the next working day shall be considered as the deadline for the same. This notice is also available on the PPRA website at www.ppra.org.pk.

Procurement Department
Pakistan Single Window
Ground Floor, Nespak Building, Near State Bank,
G-5/2, Islamabad.
Phone: 051-9211129

