



**DIRECTORATE GENERAL OF TRADE ORGANISATIONS (DGTO)
OFFICE OF THE REGULATOR TRADE ORGANISATIONS
MINISTRY OF COMMERCE
GOVERNMENT OF PAKISTAN**

BIDDING DOCUMENTS
PRE-QUALIFICATION FOR HIRING OF R&D FIRMS
FOR F.Y 2025-26

Last date for submission: 04th December, 2025 at 11:00 A.M.
Bid opening date: 04th December, 2025 at 11:30 A.M.

Deputy Director (Admin)
Directorate General of Trade Organisations (DGTO)
Government of Pakistan
Ministry of Commerce, Islamabad
051-9213316



No. F. 1(2)/2025
Government of Pakistan
Directorate General of Trade Organizations
(Office of Regulator of Trade Organizations)
Ministry of Commerce,

State Life Building No. 7, 2nd Floor, Blue Area, Islamabad



Islamabad, 17th November, 2025

Subject: **PRE-QUALIFICATION FOR ENGAGEMENT OF RESEARCH AND DEVELOPMENT FIRM FOR PLANNING, EXECUTION AND SUPPORT SERVICES FOR THE FY 2025-26**

The Directorate General of Trade Organisations (DGTO), Ministry of Commerce Islamabad invites applications from qualified firms for the prequalification of research and development firms for their engagement towards planning, execution and provision of following support services for financial year 2025-26:

- i. Conducting thematic research
- ii. Planning, organizing and managing awareness seminars, consultative workshops and training
- iii. Providing necessary logistics and supplied for aforementioned sessions being organized for DGTO

This process aims to establish a list of reliable and capable vendors to meet the procurement needs of the Directorate General of Trade Organisations, throughout the financial year 2025-26, as and when required. All the payment will be made through AGPR after approval of satisfactory services.

1. Eligibility Criteria/ Document Required:
 - a) Bidder must have valid NTN/ GST registration. (Copies of valid NTN/ Income/ Sales Tax registration certificates). The firm must be on Active Tax Payers list.
 - b) Bids must be submitted online through e-Pak Acquisition & Disposal System (EPADS) of the PPRA. No submission through hard copies will be accepted.
 - c) Company profile, Client List and other relevant documents. (Provide the list of technical staff).
 - d) The firm must have office premises within the Islamabad Capital Territory/ Rawalpindi.
 - e) Proof of minimum 3 years of experience with Government/ Semi Government departments. (Must Provide Details of Contracts/ Work Orders).
 - f) A declaration on company letterhead must be attached with the proposal indicating that the firm/ vendor has never been indulged in any litigation and has never been blacklisted by any Ministry/ Division/ Department/ Organisation of the Government(s).
 - g) A declaration on company letterhead must be attached indicating that the Company will fully comply with the service requirements/ conditions.
 - h) Financial soundness of the Company (Minimum 5 Million Turnover). Provide the audit report of last year confirming the 5 Million turnover.

- i) Satisfactory performances certificates from clients (Government Organisations) must be attached (Minimum 03. Without certificates the bid will be rejected).

2. Evaluation Criteria:

The bids will be evaluated as per following criteria and most advantageous bids as per clause (38) of PPRA rule will be considered.

- i) The firm must be on Active Tax Payers list. (5 Marks).
- ii) Company profile, Client List and other relevant documents. (Provide the list of technical staff). (5 Marks)
- iii) The firm must have office premises within the Islamabad Capital Territory/ Rawalpindi as a service/ support mechanism. (10 Marks)
- iv) Proof of minimum 3 years of experience with Government/ Semi Government departments. (Must have Provide Purchase/ Work Orders).
- v) A declaration on company letterhead must be attached with the proposal indicating that the firm/ vendor has never been indulged in any litigation and has never been blacklisted by any Ministry/ Division/ Department/ Organisations of the Government(s). (5 Marks)
- vi) A declaration on company letterhead must be attached indicating that the Company will fully comply with the service requirement/ conditions. (5 Marks)
- vii) Financial soundness of the Company (Minimum 5 Million). Provide the audit report of last year confirming the 5 Million turnover. (5 Marks)
- viii) Satisfactory performances certificates from clients (Government Organisations) must be attached (Minimum 03. Without certificates the bid will be rejected. (5 Marks).

3. Evaluation Process:

- i. The bids will be evaluated based on the completion of the documents and the firms performance track record.
- ii. The firms that meet the criteria will be notified and included in the prequalified vendor list for the financial year 2025-2026.

4. Submission Deadline:

All interested firms must submit their documents through EPADS by on or before 11:00 A.M. with following information:

Authorized Signature

Name of the Firm/ Vendor

Contact No.

Note : The bids will be opened the same day at 11.30 A.M.