



OVERSEAS EMPLOYMENT CORPORATION

MINISTRY OF OVERSEAS PAKISTANIS & HUMAN RESOURCE DEVELOPMENT
GOVERNMENT OF PAKISTAN



Advertisement No. 04/2025

Islamabad, the 26th November, 2025

Invitation to Bid

The Overseas Employment Corporation (OEC), Head Office Islamabad, invites sealed proposals from well-reputed Pakistani IT consultancy firms (preferably based in Islamabad/Rawalpindi) for **revamping and enhancing OEC's existing online Job Portal and developing an integrated HR talent pool platform**. Bidders must be registered with relevant tax authorities in Pakistan (Active NTN and GST registrants) and possess demonstrated experience in similar projects. The procurement shall be conducted in accordance with **Single Stage – One Envelope** bidding procedure under **Rule 36(a)** of the Public Procurement Rules, 2004.

General Terms & Conditions:

- i. The detailed Request for Proposals (RFP), containing Terms of Reference, scope of services, evaluation criteria, and prescribed forms, is available on the PPRA e-procurement portal (E-PADS Portal (<https://eprocure.gov.pk>) and OEC's website. All prospective bidders are advised to carefully read the complete tender document prior to preparation of their bids
- ii. A non-refundable tender fee of **PKR 3,000** is required, to be deposited in **OEC's account No. PK26 HABB 0001127927495901 (Account Title: O.E.C Corp. Pvt)** at **HBL Aabpara Branch**, Islamabad. Proof of fee payment (deposit slip) must be attached with the bid.
- iii. A **mandatory pre-bid meeting** will be held on **Friday, 05th December 2025 at 4:00 PM** in the **Conference Room of OEC Head Office (6th Floor, EOBI House, G-10/4, Islamabad)**. All interested bidders must attend this meeting to seek clarifications and visit the existing system. Failure to attend the pre-bid meeting shall result in disqualification from the bidding process. (OEC's record of attendance will be used to confirm this criterion).
- iv. Participating firms **should have relevant experience** in IT systems development, with **proven execution of similar projects** (job portals or large-scale web applications, nationally or internationally) in the last five years.
- v. The bidders must not be blacklisted by any Government or public sector organization (an affidavit to this effect is required).
- vi. Each bid must be accompanied by a **Bid Security (Earnest Money)** as mentioned in RFP document in the form of a Pay Order or Demand Draft from a scheduled bank in favor of **Overseas Employment Corporation**. *Scanned proof of the bid security should be uploaded with the e-bid, and the original instrument must be delivered to OEC before bid opening time. Bids without required bid security will be rejected.*
- vii. All applicable taxes will be deducted as per Government of Pakistan regulations.
- viii. Bids must be submitted electronically via EPADS on or before **15th December 2025, by 03:00 PM**. Manual submissions will not be accepted. **The bids will be opened electronically** on the same day at **11:30 AM**, in the presence of bidders or their authorized representatives at the **Conference Room of OEC Head Office, situated on 6th Floor, EOBI House, G-10/4, Islamabad**.
- ix. OEC reserves the right to **accept or reject any or all bids** as per PPRA Rule 33, and to annul the bidding process at any time prior to award without thereby incurring any liability.
- x. Conditional or incomplete bids shall be considered non-responsive and will not be entertained.

For further details on the scope of work, technical requirements, mandatory criteria, and bid submission procedures, please refer to the ensuing sections of this Tender Document or contact the undersigned during office hours.

Deputy Director (IT/Ops)

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