

# REQUEST FOR PROPOSAL (RFP)

## ACQUISITION OF WAREHOUSE ON RENTAL BASIS

The Private Power and Infrastructure Board (PPIB), Government of Pakistan, intends to acquire a warehouse on a rental basis in Sectors I-9, I-10, or G-12 of the Islamabad Capital Territory (ICT) for the storage of official records, furniture, and related materials.

The procurement of warehouse services will be carried out in accordance with the PPRA Rules, under the Single Stage – One Envelope Procedure (Rule 36(a)). Detailed eligibility criteria, submission requirements, instructions to bidders, evaluation procedures, and contract template are provided in the Request for Proposal (RFP), which may be downloaded from [www.ppra.org.pk](http://www.ppra.org.pk) and [www.ppib.gov.pk](http://www.ppib.gov.pk).

The Technical and Financial proposals must be submitted through the PPRA's E-Pak Acquisition & Disposal System (E-PADS). A scanned copy of the refundable bid security, in the form of a Pay Order/Bank Draft in favor of PPIB, must be uploaded with the proposal. The original bid security must be submitted to PPIB before the proposal submission deadline.

The deadline for submission of proposals is on or before 12th December 2025, at 10:00 AM. The proposals will be opened on the same day at 10:30 AM at the PPIB Office, in the presence of bidders or their duly authorized representatives who may choose to attend.

PPIB reserves the right to reject any or all proposals in accordance with the PPRA Rules.

### Director (Admin)

Private Power & Infrastructure Board (PPIB)  
Ministry of Energy (Power Division)  
1st Floor, Emigration Tower  
Plot No. 10, Mauve Area, G-8/1, Islamabad  
Tel: 051-9264034-41 Fax: 051-9264030-31



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Wednesday, 26 November, 2025, 5:15:57 PM

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# **REQUEST FOR PROPOSAL (RFP)**

RFP No. PPIB/002/2025

Date of Issue: November 26<sup>th</sup>, 2025

Submission Deadline: December 12<sup>th</sup>, 2025 – 10:00 AM (Pakistan Standard Time)

**Procurement Method:** Single Stage – One Envelope Procedure

## **1. INTRODUCTION**

Private Power and Infrastructure Board (PPIB), Ministry of Energy (Power Division), Government of Pakistan, invites sealed bids through the EPADS (E-Pak Acquisition & Disposal System) portal from owners/firms/individuals for hiring a ready-to-move warehouse on rent for storage of official records, documents, furniture, and related items.

The procurement shall be conducted in a transparent, competitive, and fair manner in strict compliance with the Public Procurement Rules, 2004 (as amended).

## **2. MINIMUM REQUIREMENTS OF THE WAREHOUSE**

The warehouse must be located in Sectors I-9, I-10, or G-12, Islamabad Capital Territory, and possess the following minimum specifications:

- Covered area of 2,000 square feet (verifiable through CDA-approved layout plan).
- Closed, covered structure with high roof, proper lighting, ventilation, and free from moisture, dust, and water leakage/seepage.
- Secure premises with boundary wall/gate, 24/7 guarding arrangement, and CCTV surveillance (PPIB shall be provided online/live access).
- Functional fire-safety system (smoke detectors, fire extinguishers, clearly marked fire exits, and accessible escape routes).
- Adequate parking/loading-unloading space for vehicles.
- 24/7 accessibility for PPIB.
- Availability of shelves/racks (preferred – additional marks in evaluation).
- The offered premises/property must not be involved in any litigation/dispute.

## **3. CONTRACT DURATION**

Initial period: Three (03) years, extendable annually with mutual consent on the same terms & conditions (rent escalation not exceeding 10 % per annum, if mutually agreed).

## **4. ELIGIBILITY CRITERIA (MANDATORY – NON-COMPLIANCE WILL LEAD TO DISQUALIFICATION)**

Bidders must fulfill all the following:

- Valid registration with FBR (NTN) and Active Taxpayer status (Sales Tax where applicable).

- Owner of the offered premises (individual or firm/company). In case of a firm/company, proof of ownership in the name of the firm/company or authorization from the owner. The contract will only be executed with the owner of the premises.
- The individual or firm/company is not blacklisted by any Federal/Provincial Government department, agency, organization, or autonomous body. This must be confirmed via an affidavit. A soft copy of the signed & attested affidavit should be uploaded to E-PADS, and the original should be submitted on or before the deadline.
- The offered premises is not subject to any litigation, dispute, or encumbrance. This must be confirmed via an affidavit. A soft copy of the signed & attested affidavit should be uploaded to E-PADS, and the original should be submitted on or before the deadline.

#### **Mandatory Documents to be uploaded on EPADS:**

- Copy of NTN & Sales Tax Registration (if applicable) + Active Taxpayer proof from FBR portal.
- Copy of CNIC of owner(s)/authorized person.
- Proof of ownership (Registry/Allotment Letter/Transfer Letter issued by CDA or relevant authority).
- CDA-approved building/layout plan clearly showing covered area.
- Recent photographs (interior & exterior) + floor plan.
- Recent utility bills (electricity/gas) of the premises.
- Affidavit on stamp paper of Rs. 100/- (duly attested) confirming:
  - No litigation/dispute on the premises.
  - Bidder/firm has never been blacklisted.
  - All information/documents submitted are true and correct.
  - Acceptance of all terms & conditions of this RFP and draft contract agreement.
  - Undertaking to provide CCTV online access and 24/7 guarding.

#### **5. BID SUBMISSION REQUIREMENTS (SINGLE ENVELOPE PROCEDURE)**

Bids shall comprise one single PDF file containing technical and financial parts. The file must be named: "Warehouse RFP\_[Bidder Name]".

**A. Technical Proposal** (shall comprise of all mandatory Documents as per Clause 4 above)

#### **B. Financial Proposal**

The financial proposal shall indicate monthly rent (in figures and words) which shall be inclusive of all applicable taxes, utilities, security/guard charges, maintenance, and any other cost. PPIB shall pay only the agreed monthly rent; no additional payment whatsoever shall be admissible.

The bid should be valid for a minimum 90 days from the date of bid opening.

#### **C. Bid Security**

Interested bidder shall submit a bid security equal to Rs. 108,000/- (Rupees One Hundred Eight Thousand Only) in the form: Pay Order / Demand Draft in favour of "Private Power & Infrastructure Board, Islamabad". Scanned copy to be uploaded with the bid; original must reach the PPIB office physically before the bid submission deadline.

Bids with incomplete documentation/information will not be entertained.

#### 6. EVALUATION CRITERIA (100 Marks Total)

S. NO.	CRITERIA	MAXIMUM MARKS	BASIS OF AWARDING MARKS
1	Location	10	I-9 or I-10: 10 marks G-12: 5 marks
2	i. Building Condition (5 marks each) ii. Suitability iii. Size & Ventilation iv. Lightening & no Leakages v. High roof & overall readiness	25	Based on submitted documents, photos, and site visit (if conducted)
3	i. Security & Safety Features (5 marks each) ii. CCTV with online access iii. Guarding & fire system iv. Boundary wall, Fully Covered etc.	20	Full compliance: 20 Partial: proportionate
4	Shelving / Racks Availability	10	Well-installed steel/wooden racks covering a major area: 10 marks Partial: 5 marks None: 0 marks
5	Financial Offer	35	Marks = (Lowest quoted rent ÷ Bidder's quoted rent) × 35

PPIB reserves the right to conduct a physical inspection of shortlisted premises before final award.

Final selection will be based on the highest total score.

#### 7. IMPORTANT INSTRUCTIONS TO BIDDERS

1. PPIB reserves the right to reject any or all bids as per Public Procurement Rules, 2004.
2. The quoted rent must be all-inclusive; no separate claim for utilities, security, taxes, or maintenance shall be entertained.
3. Annual rent increase (if any) shall not exceed 10% and only with mutual written agreement.
4. All costs associated with bid preparation shall be borne by the bidder.
5. The successful bidder shall execute the lease agreement (attached as Appendix I) within 07 days of issuance of the bid acceptance letter.
6. Bid security of the bidders will be returned after award of the contract.
7. No commission will be paid except rent.
8. Only bids submitted through the E-PADS portal will be accepted. Manual submissions will not be entertained.
9. For queries/clarifications: Contact the undersigned during office hours.



**Director (Administration)**

Private Power & Infrastructure Board (PPIB)

Ministry of Energy (Power Division)

Government of Pakistan

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Appendix-I (Draft Contract)

LEASE AGREEMENT

This LEASE AGREEMENT is made at Islamabad, on this \_\_\_\_\_ day of December 2025 (this "Agreement");

By and Between:

Mr. \_\_\_\_\_ son of \_\_\_\_\_ holding  
CNIC No. \_\_\_\_\_, resident of \_\_\_\_\_  
(hereinafter called  
the "LESSOR/OWNER") of the one part.

AND

PRIVATE POWER & INFRASTRUCTURE BOARD, MINISTRY OF ENERGY (POWER DIVISION), GOVERNMENT OF PAKISTAN located at in Emigration Tower, Plot No. 10, Mauve Area, G-8/1, Islamabad.) Hereinafter called the "LESSEE") of the other part, whereby agreed as under: -

**WHEREAS** the above-named Lessor is the lawful owner of Plot No. \_\_\_\_\_ Islamabad, has agreed to rent out the **Warehouse** having Covered Area \_\_\_\_\_ Sqft. hereinafter referred to as the "PREMISES".

**WHEREAS** the Lessor has agreed to let out the said premises and the Lessee has also agreed to take the demised premises on rental basis.

Now this Indenture of Lease witnesseth as follows: -

- 1) THAT the lease agreement shall be deemed to be effective from \_\_\_\_\_ to \_\_\_\_\_ and shall remain in force for a period of Three Years, and after expiry of every ONE YEAR the rent will 'be increased as per mutual understanding with up to limit of 10 %, Principal amount extended are for a further term of as settled with to mutual consent of the Parties.
- 2) THAT the MONTHLY RENT of the said premises has been mutually agreed upon at Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) per month, inclusive of electricity bill, security, internet, applicable taxes and all other costs.
- 3) That the Lessee will pay to the Lessor a sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only), as three Months ADVANCE RENT.
- 4) THAT the Lessee shall keep the Premises in good condition, and in case of any loss or damage owing to the reason attributed to the Lessee, to the Premises, the Lessee shall be liable to get it repaired or replace the same at its own cost.

5. THAT the Parties shall not make any structural addition/alteration without the written permission of the Lessor
6. THAT the Lessor shall strictly comply with all terms and conditions of this agreement.
7. That three months' prior notice shall be served on either side in case the Premises are to be vacated before the expiry of the lease period.
8. THAT the Lessee shall deliver peaceful and vacant possession of the Premises after the expiry of the lease in good and acceptable condition.
9. THAT the Lessee shall peacefully utilize the Premises.
10. THAT the Lessee shall permit the Lessor or his nominee, on reasonable notice, at a time convenient to the Lessee, to enter to view the condition of the Premises or for any other reasonable purpose as may be required with the consent of the Lessor.
11. THAT the Lessee shall use the Premises for any lawful purposes and shall not sub-let it or portion thereof to any third party without the consent of lessee.
12. THAT the Lessor shall be responsible for maintenance of the Premises as and when required.
13. THAT in the event the Lessor wishes to sell the Premises, the Lessee shall have no objection to dealing with any party, and the Lessee may enter into a new lease agreement with the new owner for the remainder of the Term, on the same terms and conditions.
14. In case of any breach of any of the terms of this Agreement, the other Party shall have the right to terminate this Agreement with prior written notice of three months.
15. That in case of any dispute or disagreement between the Parties, efforts shall be made to resolve the same through mutual discussions.
16. THAT this Agreement shall be governed in accordance with the laws of Pakistan, and the courts in Islamabad shall have exclusive jurisdiction related to any matter under this Agreement.
17. That any notice required to be sent to the Parties shall be served at the following address:

For Lessor: \_\_\_\_\_

For Lessee: \_\_\_\_\_

IN WITNESS WHERE OF, both the parties have set and subscribed their respective hands to this deed on this day of above-mentioned date in the presence of with witnesses.

For Lessor: \_\_\_\_\_

For Lessee: \_\_\_\_\_

WITNESSES: -1

WITNESSES: -2

Name. \_\_\_\_\_

Name. \_\_\_\_\_

NIC. \_\_\_\_\_

NIC. \_\_\_\_\_

Signature. \_\_\_\_\_

Signature. \_\_\_\_\_