

**Prequalification of Consultancy Firms for Conducting  
Research Studies, and Developing Strategic Plans for  
SME Sector in Pakistan**



**PROPOSAL No.: SMEDA/OM-SME P & PD/024**

**Issued on January 2, 2026**

**General Manager – Outsourcing Management Division  
(Procuring Division: SME Policy & Program Design)  
Small and Medium Enterprises Development Authority  
4<sup>th</sup> Floor, Building No. 3, Aiwan-e-Iqbal Complex,  
Egerton Road, Lahore  
Tel: 042-111-111-456  
Website: [www.smeda.org.pk](http://www.smeda.org.pk)**

## **INVITATION of PROPOSALS**

### **For Prequalification of Consultancy Firms for Conducting Research Studies, and Developing Strategic Plans for SME Sector in Pakistan**

1. SMEDA, in SME Policy & Program Design Division, invites electronic proposals from Consultancy Firms, registered with Income Tax and Sales Tax Departments for prequalification to conduct **“Research Studies, Strategic analysis, and Design Plans & Frameworks for SME Support”**.
2. Electronic Prequalification document containing detailed requirements, terms and conditions is available for the registered applicants on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk) and SMEDA website [www.smeda.org.pk](http://www.smeda.org.pk).
3. The firms will be pre-qualified for a period of three years from the date of finalization pre-qualification process for the said services.
4. The electronic proposals, prepared in accordance with the instructions in the pre-qualification document, must be uploaded on EPADS before **January 19, 2026** by **12:30 PM** and will be opened on the same day at **01:00 PM**.
5. Notification of the GRC constituted in terms of Rule 48 of PPR 2004 is provided on SMEDA website [www.smeda.org.pk](http://www.smeda.org.pk) and on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk).

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Tel: 042-111-111-456

## SECTION - 1: TERMS OF REFERENCE

### 1. Introduction

Small and Medium Enterprises Development Authority (SMEDA) is an autonomous institution of the Government of Pakistan under the Ministry of Industries and Production, mandated to promote and facilitate the development and growth of Small and Medium Enterprises (SMEs) in the country. SMEDA is not only an SME policy-advisory body of the government of Pakistan but also facilitates other institutional stakeholders in addressing their SME development agendas.

In order to foster a conducive ecosystem for SME growth, SMEDA requires evidence-based sectoral, cluster research, in-depth analyses, identification of investment opportunities, project & technical briefs and strategic frameworks for developing SME specific programs, interventions, investment briefs, action plans, roadmaps etc. To achieve this, SMEDA seeks to pre-qualify and establish a pool of reputable and competent 'Consultancy Firms' to conduct a range of research studies, sectoral / cluster reports develop strategic documents, project profiles etc., critical for SME development.

### 2. Background:

The SME sector is truly the backbone of Pakistan's economy, driving employment, contributing significantly to GDP, and serving as a vibrant source of innovation and entrepreneurial spirit. However, the sector's full potential remains constrained by a complex web of challenges, including limited access to formal finance, regulatory hurdles, technological gaps, and vulnerability to economic shocks.

Understanding the dynamics, challenges, and opportunities within the SME sector is essential for formulating effective development programs, strategies, roadmaps, plans and projects. It will enable SMEDA to move from generic support to targeted interventions - whether designing a tailored credit guarantee scheme, identifying high-potential export clusters, or crafting digital transformation initiatives. Ultimately, this data-driven approach will ensure that limited public resources are allocated efficiently, maximizing impact by supporting programs that are not just well-intentioned, but are empirically proven to address the most binding constraints to SME growth and competitiveness.

To address these challenges, SMEDA aims to undertake systematic and evidence-based research for diagnosing key constraints and mapping SME value chains across different sectors of the economy. The selected consultancy firms will be engaged to undertake targeted research for providing comprehensive analysis of, but not limited to, SMEs at sector, cluster levels, value chains, developing strategic frameworks and action plans, identifying programs & projects for investment etc.

### 3. Objective

The primary objective is to prequalify and shortlist experienced consultancy firms with a proven track record in economic research, SME development, sector analysis & strategy development for the SME sector in Pakistan.

### 4. Scope of Work

The prequalified firms are expected to be engaged in conducting Research Studies, Strategic analysis, designing Plans & frameworks for SME support. For that purpose, firms will be invited to submit detailed proposals through a Request for Proposal (RFP) process for specific assignments. These assignments will include, but are not limited to, the following types of studies:

- i) **Sector Studies:** Comprehensive analysis of the sector across complete value chain along with its key representative clusters; identifying, growth drivers, challenges, and investment opportunities, along with action plan for development at both sector and cluster levels.
- ii) **Cluster Studies:** Comprehensive analysis of cluster and their value chains; identifying, growth drivers, challenges, and investment opportunities and cluster-based action plan.
- iii) **Action Plans and Roadmaps:** Detailed, time-bound plans for specific initiatives or programs for SMEs.
- iv) **Market Analysis and Research:** Assessing domestic and international market opportunities, value chains, and competitiveness.
- v) **Identification of Investment Opportunities and developing pitch decks for both domestic and international investors.**
- vi) **SME Thematic Research Studies:** Cross cutting research studies and analysis report pertaining to Business Regulations, Management, Technological Advancement, Human Resource Development, Business Operations, Import Export Analysis, Access to Finance, E-commerce, Entrepreneurship, etc.

## 5. Key Deliverables

The specific deliverables will be defined in each subsequent RFP, but will typically include:

- i) Inception Report detailing the methodology, work plan, and timelines.
- ii) Draft and Final Comprehensive Study Report (s).
- iii) Data Sets and Analysis Files.
- iv) Validated Stakeholder Workshop Proceedings.
- v) Policy Brief (s) / Executive Summary (non-technical).
- vi) Power Point Presentation (s) of key findings and recommendations.

## 6. Geographical Coverage

The research studies will be conducted both either at National or Regional Levels, considering the specific scope and requirements. The specific geographical coverage for a particular study will be intimated in respective RFP.

## SECTION – 2:

### INSTRUCTIONS TO APPLICANTS

#### 2.1. Definitions:

- 2.1.1. “Government of Pakistan” means the Government of Pakistan and all its associated departments, agencies, autonomous / semi- autonomous bodies, boards, universities and similar other organizations.
- 2.1.2. “Client” means SMEDA, 4<sup>th</sup> Floor, Building No. 3, Aiwan e Iqbal Complex, Egerton Road, Lahore
- 2.1.3. “Applicant” means any Consulting Firm / Organization / Company applying for contesting in shortlisting process.
- 2.1.4. "Relevant Experience" means the consultancy services that have been extended for conducting Research Studies, Strategic analysis, and designing Plans & frameworks for SME support as specified in this document.

#### 2.2. Preparation & Submission of Applications:

- 2.2.1. PDF files of proposals, for contesting in prequalification process, must be uploaded on EPADS, not later than January 19, 2026 by 12:30 PM.
- 2.2.2. The PDF file must be clearly marked “Proposal for Prequalification for Engagement of Consultancy Firms for Conducting Research Studies and Developing Strategic Plans for SME Sector in Pakistan”.
- 2.2.3. The name and mailing address of an Applicant must be clearly marked at first page of PDF file.
- 2.2.4. The proposals shall be prepared in the English language and as per format prescribed in the prequalification document.
- 2.2.5. The Applicant must respond to all questions and provide complete information as indicated in this document. Any lapses to provide essential information may result in rejection of an Application.
- 2.2.6. Applicants shall bear all costs associated with the preparation and submission of their prequalification documents. The Client is not bound to accept any Application and reserves the right to annul the selection process at any time prior to prequalification intimation, in accordance with the prescribed rules / regulations without thereby incurring any liability to the Applicants.

#### 2.3. Eligibility Criteria to Apply for Prequalification:

- 2.3.1. Eligibility criteria shall be as given in Section – 3 of this document.

#### 2.4. One Person One Application:

Each Applicants shall upload only one proposal under this Prequalification notice. If an Applicant uploads more than one Proposal, such Proposals shall be disqualified.

#### 2.5. Prequalification Proposal Preparation Cost

The Applicant shall be responsible for all of the costs associated with the preparation of its Prequalification proposal and its participation in the contesting process. Procuring

agency will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the contesting process.

## **2.6. Evaluation of Proposals:**

2.6.1. The Client will evaluate and prequalify the applicants in accordance with the evaluation criteria specified in Section-3 of the Prequalification document.

2.6.2. The Client will upload on EPADS name of each Applicant whether or not he has been prequalified for further process.

## **2.7. Updating shortlisting Information:**

2.7.1. The Client at any stage of the selection proceedings, having credible reasons for or prima facie evidence of any defect in applicant's capacities, may require the Applicant to provide information concerning their professional, technical, financial, legal or managerial competence whether already prequalified or not.

2.7.2. Applicants shall be required to update the information concerning their professional, technical, financial, legal or managerial competence used for the prequalification at any subsequent stage as may be required by the client, to ensure their continued compliance with the prequalification criteria and verification of the information provided at the time of contesting.

## **2.8. Client's Right:**

2.8.1. The Client can cancel the prequalification process and reject all Applications, in the event that the Client does not wish to proceed with the assignment. In such an eventuality, no expense and / or cost whatsoever incurred by any Applicant in the preparation of proposal shall be payable by the Client.

2.8.2. The Client shall disqualify an Applicant if it finds, at any time, that the information uploaded by the Applicant was false and materially inaccurate or incomplete.

## **2.9. Ownership of Prequalification Document:**

2.9.1. All documents uploaded by an Applicant in response to this Prequalification shall become the property of the Client. However, intellectual property in the information contained in the application uploaded by the Applicant shall remain vested in the applicant.

## **2.10. Alteration, Erasures or illegibility:**

2.10.1. Except for amendments to the entries made by an Applicant which are initialed by the Applicant, Applications bearing any other alterations, erasures or illegibility are liable to rejection.

## **2.11. Applicable Laws:**

2.11.1. All proposals uploaded pursuant to this invitation and the formation of any resulting contract, shall be governed by the laws of Pakistan. Any amendment or a further legal requirement issued by Govt. of Pakistan even after issuance and receipt of Applications shall be applicable without any financial repercussion.

## **2.12. Misconduct:**

2.12.1. If an Applicant or any person on its behalf makes any attempt to canvass, solicit or approach any official of the Client or any of its officials in any matter relating to or arising out of this Application, its proposals will be liable to rejection and the

Applicant liable to debarment for a period to be fixed at the discretion of the Client.

**2.13. Full Compliance:**

- 2.13.1. The Applicants shall comply fully with the instructions to Applicants, Forms, and Appendices etc. Non-compliance of any item may render an Applicant not eligible for contesting.

**2.14. Amendment in Prequalification Documents:**

- 2.14.1. At any time prior to deadline for submission of Applications, the Client may amend the Prequalification documents by uploading an addendum on EPADS.
- 2.14.2. Any addendum uploaded shall be part of the Prequalification Documents and shall be communicated to all those who have obtained the Prequalification documents.
- 2.14.3. To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Client may, at its discretion, extend the deadline for the submission of Proposals.

**2.15. Prequalification proposals Validity: 120 Days from the Date of Opening of proposals for Prequalification**

- 2.15.1. **Cancellation of Prequalification:** The Client reserves the right to cancel the Prequalification process at any time, if required, without any obligation to the shortlisted consultants.
- 2.15.2. **Re-call of Applications:** The Client, if considers necessary, may call fresh applications for Prequalification at any time before award of contract.

**2.16. Clarification of Prequalification Documents:**

- 2.16.1. The firm can seek any clarification regarding the Prequalification document or evaluation criteria electronically, through EPADS 7 days before the date of submission.

**2.17. Geographical Coverage for Prequalification:**

- 2.17.1. The research studies will be conducted both either at National or Regional Levels, considering the specific scope and requirements.

**2.18. Format and Signing of Prequalification Proposals**

- 2.18.1. The Applicant shall provide all the information as per this **Prequalification Document**. SMEDA will evaluate only those Proposals for prequalification that are received in the required format and are complete in all respects.

**2.19. Validity**

- 2.19.1. The status of prequalified Consultancy Firms, as a result of this process will remain valid for a period of three (03) years from the date of announcement of results of shortlisting of Firms. However, if deemed necessary the Client may extend the period of validity of all shortlisted Firms by issuing an extension notice. The Client, if considers necessary, may call fresh proposals for Prequalification Document. at any time during the currency of validity by cancelling the process already done.

**2.20. AMENDMENT OF PREQUALIFICATION DOCUMENTS.**

- 2.20.1. At any time prior to the deadline for submission of Prequalification Proposals, SMEDA may, for any reason, whether at its own initiative or in response to clarifications requested by any Applicant, modify the Prequalification Document. Document by the uploading of an Addendum in accordance with PPRA Rules, on EPADS.

**SECTION – 3:  
ELIGIBILITY AND EVALUATION CRITERIA**

Uploading of proposals on the E-PADS is mandatory.

**3.1. Eligibility Criteria**

- i) Prequalification process is open for Consulting Firm / Organization / Think Tank / Academic Research Institute that:
  - a) Must be incorporated / registered with the relevant authority for having legal status.
  - b) Must have at least five (05) years of experience from the date of incorporation / registration as a legal entity.
  - c) Has not been blacklisted by the Authority or debarred by any Government / Semi-Government / Autonomous organizations in Pakistan.
  - d) Must have valid NTN / FTN in the name of the Firm / Organization
  - e) Must be on the Active Taxpayers List of FBR.
  - f) Financially stable with at least Rs. 5 million of annual average turnover during last three years (as per Bank Statements / Audited Financial Statements / Published Annual Report of last three years).
- ii) Applicants will upload scanned copy of an Undertaking on Rs. 100 Stamp Paper along with their Prequalification Proposal that they have read and accept the provisions of the SMEDA Blacklisting Policy,2023 and that they or any of their directors are not blacklisted by any government or semi government organization. Non- submission of an Undertaking may result in rejection of their Prequalification Proposal. The said Undertaking will subsequently become part of the Contract / work order of the most responsive/advantageous shortlisted applicant.

**3.2. Evaluation Criteria**

- 3.2.1. Prequalification will be based on an Applicant's Profile, General and Relevant Experience, Management Capabilities and Financial Position, as demonstrated by the Applicant's responses in the forms attached to Prequalification Proposal.
- 3.2.2. If an Applicant fails to fulfil the eligibility criteria, such application shall not be considered for further processing and shall be rejected.

**3.3. Distribution of Total Marks**

Sr. #	Component	Maximum Marks
1.	Organization Profile	15
2.	Organizations Consultancy Experience (General & Relevant Experience)	50
3.	Capabilities of Management Staff Members	25

<b>4.</b>	Financial Strength	10
<b>Total Score</b>		<b>100</b>

### 3.4. Evaluation Procedure

#### 3.4.1. Organization Profile (Max 15 Marks)

**a) General Experience: 05 Marks**

Experience of firm since Incorporation / Registration (10 Years or above Experience = 05 Marks, Relative Marks for Others). Please provide Company/firm registration/incorporation certificate

*Use Annexure-B for provision of relevant information*

**b) Organizational Structure: 06 Marks**

Strong 06; Medium 04; Weak 02

- Applicants are required to provide organization structure indicating the details of various departments and number of personnel in each department.
- Please attach the organogram showing the hierarchy of the organization.

**c) Number of Offices / Affiliates: 04 Marks**

- Office(s) in Lahore, Karachi, Peshawar Quetta and Federal Capital (Islamabad) – (02 marks for one office in any of the aforementioned cities. Four (4) Marks will be assigned for Offices at 2 locations.

*Note: More than one office in one particular city will be considered as ONE*

*Use Annexure-C for provision of relevant information*

#### 3.4.2. Organization’s Consultancy Experience: 50 Marks

**a) Organization’s General Consultancy Experience during last 05 years: 10 Marks**

Maximum marks for 10 or more completed Projects / Assignments / Consultancy (Relative marking for others). *Use Annexure-D for provision of relevant information*

**NOTE.** *Documentary evidence in support of General Experience i.e. Award of Work/Contract Agreement/Completion Certificates/Reference Letter*

**b) Relevant Experience: 40 Marks**

A more detailed approach will be adopted for rating the relevant experience of the firm. Relevance of the quoted projects will be judged through qualitative and quantitative aspects of the assignments.

The score will be awarded as per criteria given below:

- No. of relevant consultancy assignments in last 5 years:
  - One (1) Relevant Assignment = 08 Marks
  - Five (5) or greater than 5 relevant assignments = 40 Marks (maximum)

A maximum of 05 assignments will be evaluated. The consultant must identify and clearly mark assignments for evaluation as “Relevant Assignment” for evaluation

in this section. The scores will be assigned as per following criteria:

Sr. No.	Criteria	Weightage
1.	Highly Relevant	100 %
2.	Relevant	80%
3.	Slightly Relevant	40 %

*Use Annexure-E for provision of relevant information*

**NOTE.** Documentary evidence in support of Relevant Experience i.e. Award of Work/Contract Agreement/Completion Certificates/Reference Letter

### **3.4.3 Capabilities of Management Staff (05) Members: 25 Marks**

- Maximum five (05) marks for each member having five (05) years or more post qualification experience with at least sixteen (16) years of education. Relative marking for others. The experts shall be evaluated having experience in the following functional domains:
  - Sectoral Analysis and Strategy Formulation
  - Industrial and Economic Development
  - Regulatory and Business Environment Reform
  - Financial Markets and Digital Finance
  - Marketing and communication
  - Human Resource Development
  - Statistical & Data analytics

*Use Annexure-F for provision of relevant information. **The CV must be provided as per the prescribed format and duly signed by the individual to be considered for evaluation***

### **3.4.3. Financial Strength: Max Score 10**

- Average Annual Turnover of last 03 Years (PKR)  
Maximum marks for annual average turnover of PKR 30 million in last three years or above. Relative marking for others

*Use Annexure-G for provision of relevant information*

**NOTE.** Documentary evidence in support of Financial Strength i.e. Audited Financial Statements/Bank Statements/Income Tax Returns of Last 03 Years

### **3.5. Qualifying Marks:**

- Applicant scoring at least **70% Marks** shall be shortlisted.

## SECTION – 4: ANNEXURES

### Annexure – A

#### FORMAT FOR PREQUALIFICATION APPLICATION

[On the Letter Head of the Applicant’s Firm

Date:

To:

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**Subject: PREQUALIFICATION OF CONSULTANCY FIRMS FOR CONDUCTING RESEARCH STUDIES, AND DEVELOPING STRATEGIC PLANS FOR SME SECTOR IN PAKISTAN**

Dear Sir,

We, (or) Being duly authorized to represent and act on behalf of\_\_(hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for the [insert name of Project]. Offer to provide the required information / documents for the above-mentioned subject in accordance with **Prequalification Document**.

We, hereby declare that all the information and statements made in this document are true and accept that any misleading information contained in it may lead to rejection of proposal.

We hereby appoint and authorize Mr./Ms. [Name & CNIC] presently employed with [Organization Name] holding the position of [Designation] as our authorized representative, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our **Prequalification** proposal submission and further process.

We confirm that the **Prequalification** proposal is valid for a period of 120 days from the due date of submission of **Prequalification** proposal and is unconditional.

We understand you are not bound to accept any application you receive.

Yours sincerely,

[Authorized Signature [In full and initials  
Name of the Organization, Address]

**Applicant seal & stamp**

**Annexure – B**  
**“Organizational Profile”**

Sr. #	Required Information	Response
1	Legal name of the Firm	
2	Year of Registration / Incorporation	
3	NTN / FTN	
4	Sales Tax Number	
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy / Copies of Registration Certificate(s) where required)	<input type="checkbox"/> Public Sector Organization <input type="checkbox"/> Section 42 Company <input type="checkbox"/> Public Ltd. Company <input type="checkbox"/> Private Ltd. Company <input type="checkbox"/> Partnership Firm <input type="checkbox"/> Others (Please specify)
6	<b>Name and Designation of ‘Head of Organization’</b>	
7	Mobile #:	
	Phone/s:	
	Email:	
	Address of Organization:	
		<input type="checkbox"/> Punjab
		<input type="checkbox"/> Sindh
		<input type="checkbox"/> Khyber Pakhtunkhwa
		<input type="checkbox"/> Balochistan
		<input type="checkbox"/> Federal Area / AJK / GB
9	<b>Name and designation of ‘Authorized Contact Person’:</b>	
	Phone/s:	
	Mobile:	
	Email:	

**Annexure – C**  
**“Organizational Geographical Presence”**

<b>Office Location (Province)</b>	<b>Office Address</b>	<b>Focal Person</b>	<b>Contact Details (Tel, Fax, E-mail)</b>

**Annexure – D**

**“Organization’s General Experience”**

[Please attach list of projects / assignments completed during last 05 years]  
(Provide Documentary Evidence: Award of Work/Contract Agreement/Completion  
Certificates/Reference Letter)

<b>Experience of General Assignments</b> (Project Sheet 1*)		
<b>Sr. #</b>	<b>Required Information</b>	<b>Response</b> (Please provide exact information with project title, location/s, duration & value)
1	Project Title and duration (The project title means name of the project, as mentioned in award of contract)	Title:  Duration (Days):
2	Date of Completion (YYYY):	
3	Please elaborate Applicant’s role in this assignment	Attach separate Page and provide reference / page number here.
4	Contact details of client:	Name:  Address (City):  Tel:  Email:
5	Total value of project / assignment (PKR)	
6	Share of the applicant in case of joint projects (PKR)	

**Copy the above table for another response.**

Please mark the other sheets, if uploaded, as Project Sheet 2 and Sheet 3 up-to 10 respectively

## Annexure – E

### “Organization’s Relevant Experience”

Relevant Consultancy Assignments in Last 5 Years  
(Provide Documentary Evidence: Award of Work/Contract Agreement/Completion  
Certificates/Reference Letter)

Sr. #	Required Information	Response (Please provide exact information with project title, location/s, duration & value)
1.	Title of Project / Assignment	
2.	Date of Completion	
3.	Client Details	Name: City: Tel: Email:
4.	Titles of Assignments	1. 2. 3.
5.	Geographical Location/City(ies) of Assignments	City(ies) Name:
6.	Total value of project / assignment (PKR)	
7.	Evidence Reference	<b>Reference Pg. #:</b> _____

**Copy the above table for another response.**

Use single sheet for more than one training course under single project / assignment.  
Please use separate sheet for every project / assignment; mark the other sheets, if required, as  
Assignment Sheet 2 and Sheet 3 up-to 5 respectively.

**Annexure – F**

**“Curriculum Vitae for the Management Staff”**

<b>Name of Expert:</b>	(Insert full name)
<b>Date of Birth:</b>	(day / month / year)
<b>CNIC Number:</b>	
<b>Mobile Number:</b>	
<b>Email Address:</b>	
<b>Postal Address:</b>	
<b>Current Position Title</b>	

**Education:** (List College/University or other specialized education)

#	Name of Degree / Diploma	Specialization	Year of Passing (YYYY)	Name of the Institution, Location

**Total Experience of the Employee (Years): \_\_\_\_\_**

**Employment with Applicant**

<b>Period:</b> <i>MM/YYYY to (MM/YYYY)</i>	
<b>Job Title:</b>	
<b>Summary of activities performed:</b>	

**Other Employment record relevant to the assignment:** [Starting with present position, list in reverse order.]

#	Name of Employing organization	Titles of Positions Held	Dates	Types of Assignments Performed	Location of Assignment	Contact Information of Previous Clients & Employing Organization(s)

**Membership in professional Associations and Publications:**

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation describes herein may lead to my disqualification or dismissal by the client.

Name:	
Date:	
Signature	

***THE CV MUST BE SIGNED BY THE INDIVIDUAL TO BE CONSIDERED FOR EVALUATION***

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**Annexure – G**

**“Financial Strength”**

Annual Turnover for previous three (03) years as per audited financial statements / bank statements / income tax returns (PKR in millions)			
<b>2022-23 (A)</b>	<b>2023-24 (B)</b>	<b>2024-25 (C)</b>	<b>Average (A+B+C) / 3</b>

**Annexure – H**

**UNDERTAKING REGARDING NOT BEING BLACKLISTED**

*(Must be Printed and signed on Rs 100 stamp paper)*

Date DD-MM-YYYY

**To,**

**General Manager Outsourcing Management – SMEDA**

4<sup>th</sup> Floor, Building No. 3,  
Aiwan e Iqbal Complex,  
Egerton Road, Lahore  
Tell: 042-111-111-456

**Dear Sir,**

Subject: **UNDERTAKING REGARDING NOT BEING BLACKLISTED**

It is hereby declared that **[Organization Name]** is/are neither debarred by any Government authority, department or other relevant body in Pakistan or blacklisted by the Authority. The **[Organization Name]** will immediately inform to “SMEDA” in case of any change in the status.

That SMEDA Blacklisting Policy 2023 as available at [www.smeda.org](http://www.smeda.org) and its provisions have been read and accepted as a part and parcel of the bidding documents/contract.

**Authorized Person**

Name:

Designation:

Signature: \_\_\_\_\_

Organization / Company Seal:

**Annexure – I**

**Eligibility Response Checklist**

<b>Sr. No.</b>	<b>Necessary Eligibility Information</b>	<b>Response / Elaboration</b>
1	Registration to prove legal identity of your firm/organization (Other than sole proprietorship) [Name of Authority]	<input type="checkbox"/> Copy Attached
2	Proof of registration for NTN / FTN	<input type="checkbox"/> Copy of Certificate Attached
3	Proof of being on Active Taxpayers List of FBR	<input type="checkbox"/> Copy Attached
4	Proof of registration for Sales Tax	<input type="checkbox"/> Copy of Certificate Attached
5	03 Years Bank Statement / Audited Financial Statements / Income Tax Returns	<input type="checkbox"/> Copies Attached
6	Undertaking that firm was never blacklisted by any Government Authority or Department? (Annexure-H)	<input type="checkbox"/> Undertaking attached (Stamp Paper)