



TRADING CORPORATION OF PAKISTAN (PRIVATE) LIMITED
(Ministry of Commerce, Government of Pakistan)



EXPRESSION OF INTEREST FROM NGOS

NO.TCP/CSR/25-26

Dated: January 16, 2026

1. Trading Corporation of Pakistan (Private) Limited (TCP) is a private limited company, 100% owned by the Federal Government, under the administrative control of Ministry of Commerce (MoC). TCP imports commodities for building up Strategic reserves for Government of Pakistan, and is mandated to import essential commodities for price stabilization.
2. TCP's Board of Directors and the management are committed to discharge an effective CSR program under the approved Corporate Social Responsibility (CSR) Policy, which governs the annual budget as well as domains where CSR spendings may be made. CSR Committee of TCP has identified the following domains in both urban and rural settings where CSR spendings may be made during the fiscal year 2025-26:
 - i. Poverty alleviation;
 - ii. Livelihood; and
 - iii. Education / technical trainings in the fields relating to agriculture like seed development etc.
3. In order to ensure active community participation, NGOs with relevant experience will be engaged for community welfare initiatives through a well-articulated CSR Program to be developed and presented by interested NGOs. Hence, TCP now invites Expression of Interest (EOI) from eligible NGOs to indicate their interest in providing services in the abovementioned domains, as detailed in the Scope of Work given in the Tender documents
4. Interested NGO(s) registered with Income Tax, Sales Tax authorities and active on taxpayer lists, may submit their bids/offers along with required bid money on the basis of Quality Based Selection/ Quality and Cost Based Selection/ Least Cost procedure on PPRA, e-Procurement EPADS system up to **11:00 AM on 6th February 2026**. The bids shall be opened on the same day at 11:30 AM in the presence of bidders who wish to be present in the Board Room of TCP, FTC Building, Block-B 4th Floor, Shahrah-e-Faisal, Karachi.
5. Documents containing detailed Tender Terms and Conditions and application can be downloaded from TCP's website (tcp.gov.pk) as well as PPRA's websites (ppra.gov.pk and eprocure.gov.pk). Bid must be supported with Bid Security as shown in the bidding document (Re-fundable) in the shape of Bank Draft in favour of Trading Corporation of Pakistan (Pvt) Ltd. The Bidders will submit scanned copy of Bid Security online on EPADS system and original will submit to TCP before the opening of tender otherwise the bid(s) will be declared as non-responsive.

The Company Secretary

Trading Corporation of Pakistan (Private) Limited
4th Floor, B-Block, F.T.C. Building, Shahræ Faisal, Karachi.
Ph: (021) 99207542, Email: companysecretarytcp@gmail.com

Tender Document

EXPRESSION OF INTEREST FROM NGOs

- 1. About the Company:** Trading Corporation of Pakistan (Private) Limited (TCP) is a private limited company, 100% owned by the Federal Government, under the administrative control of Ministry of Commerce (MoC). TCP imports commodities for building up Strategic reserves for Government of Pakistan, and is mandated to import essential commodities for price stabilization.

- 2. Company's Commitment to CSR:** TCP's Board of Directors and the management are committed to discharge an effective CSR program under the approved Corporate Social Responsibility (CSR) Policy, which governs the annual budget as well as domains where CSR spendings may be made. CSR Committee of TCP has identified the following domains in both urban and rural settings where CSR spendings may be made during the fiscal year 2025-26:
 - i. Poverty alleviation;
 - ii. Livelihood; and
 - iii. Education / technical trainings in the fields relating to agriculture like seed development etc.

- 3. Request for Proposal from Eligible NGOs / Welfare Organizations**

In order to ensure active community participation, NGOs with relevant experience will be engaged for community welfare initiatives through a well-articulated CSR Program to be developed and presented by interested NGOs. Hence, TCP now invites Expression of Interest (EOI) from eligible NGOs to indicate their interest in providing services in the abovementioned domains, as detailed in the Scope of Work given in the subsequent section. Interested firms must provide information as per detail given below:

 - i. Full address of the firm including land line, Fax, cell, email and any other contact.
 - ii. General and overall experience of the firm;
 - iii. Experience working in similar domains (as stated above);
 - iv. Work volume in monetary value over the last 5 years;
 - v. Number and Qualification of permanent and associated staff; and
 - vi. CSR proposal for TCP.

- 4. Scope of Work / Terms of Reference:**
 - i. Identify proposed CSR initiatives along with detailed implementation plan for each of the proposed initiatives;
 - ii. Provide rationale for the proposed CSR initiatives;
 - iii. Quantify / justify the societal and / or environmental impact of each of the proposed CSR initiatives;
 - iv. Provide a detailed implementation plan; and
 - v. Deliver a detailed presentation covering, at the minimum, the above including areas of proposed CSR initiatives, rationale, timelines for execution / execution plan, budget / cost of CSR initiatives required, executive plan with resource mobilization, and societal and / or environmental impact analysis.

5. Basis of Offers / Price

- 5.1. The price shall be quoted in Pak Rupees only.
- 5.2. TCP shall only be responsible for the price on which the contract shall be awarded. Any claim, beyond this amount shall not be entertained, under any circumstances.
- 5.3. TCP reserves the right to accept or reject any or all offers wholly or partially as per PPR-2004.

6. Eligibility Criteria

- 6.1 EOIs are open to non-profit, legally registered NGOs that meet the following requirements:

S.NO	REQUIRED DOCUMENTS	ATTACHED (YES/NO)
1	Covering letter	
2	Valid / renewed registration certificate as proof of legal status	
3	Registered with income tax, sales tax Authorities and active taxpayer list	
4	Copy of NTN Certificate (The NGO(s) must be registered with Income Tax, Sales Tax authorities and must be active on taxpayer lists)	
5	Audit Report of last three (03) years	
6	Details of projects implemented and ongoing (minimum five award letters and completion certificates of the projects undertaken in last 3 years)	
7	Organizational Profile	
8	Audited Financial Statements for the last three years	
9	Evidence of minimum 2-3 years of collaboration with NGOs, Donors, or Government Agencies	
10	Proven track record of discharging similar work in various sectors and across different provinces of Pakistan	
11	The NGOs/firms who have defaulted in any contract awarded by TCP or by any other Government entity are not eligible to participate in this tender. The Bidders who have not fulfilled their contractual obligations with TCP shall not be eligible to submit Bids unless they have cleared their dues, including penalties, or fulfilled their contractual obligations with TCP. Furthermore, the Bidder/firm should not be black-listed by TCP or any other Government entity. An affidavit to this effect shall be attached in the format specified at Annexure-I.	

7. Bid Evaluation Criteria

- 7.1 Bid Evaluation Criteria is as per Section-I.
- 7.2 Lowest responsive NGO(s) shall be awarded the contract.
- 7.3 TCP can ask for any details or information in respect of the offer submitted by the bidder, under the provision of Public Procurement Rules, 2004. However, the original bid shall be treated for the evaluation purpose.

- 7.4 Failure to provide the required information / documents mentioned in “Eligibility Criteria” can result in the disqualification of potential organization from the qualification process.

8. Validity

Offers should be valid up to 30 days, w.e.f. opening of bids.

9. Bid Security / Performance Guarantee

- 9.1 Bid Security of Rs.50,000/- in the shape of a Demand Draft or Pay Order in Pak Rupees and submit to TCP before the opening of tender. The NGO(s) will submit a soft copy of Bid Security online on EPADS system otherwise the bid(s) will be declared as non-responsive. Bid Security shall be forfeited if the bidder failed to sign the contract within seven (7) days of issuance of letter for award of contract.
- 9.2 Bid Security of the unsuccessful NGO(s), including those Bid(s) which are not accepted for any reason, will be returned after award of tender to the successful NGO.
- 9.3 Successful NGO shall be required to submit a Performance Guarantee within 7 days of issuance of award letter, equivalent to five percent (5%) of the awarded amount in the shape of a Demand Draft or Pay Order in Pak Rupees in favour of Trading Corporation of Pakistan (Pvt) limited, which will be returned after successful completion of the work, in accordance with Tender Terms & Conditions and settlement of any/all claims. No claim shall lie against the TCP in respect of interest in the Performance Guarantee regardless of the time of its release.

10. Forfeiture of Bid Bond / Performance Guarantee

- 10.1 The performance guarantee shall be forfeited if the NGO fails to accept the award letter or fails to complete the work within the specified period as per contracted terms and conditions.
- 10.2 Commits any breach of contract or fails to fulfill any terms or conditions of the contract.

11. Submission of Bids

- 11.1 Interested NGO(s) registered with Income Tax, Sales Tax authorities and active on tax payer lists, may submit their bids/offers along with required bid money on the basis of single stage one envelope procedure on PPRA, e-Procurement EPADS system up to 11:00 AM on 6th February 2026. Bids will be received only from those NGO(s) who registered with EPADS System of PPRA. Bids received through fax, email, cable, courier or any other means except as prescribed above shall not be considered.
- 11.2 Any bid which is incomplete, unsigned or does not conform to the requirements of the bidding document shall be liable for rejection.

12. Documents Constituting Contract

The EOI (Expression of Interest), the Terms & Conditions of Tender, Bid/offer submitted by the NGO and the Letter of acceptance issued by the TCP shall constitute the Contract between the Buyer and the Seller.

13. Project Completion Schedule

- 13.1 The work shall be positively completed within **15 days or earlier**, after award of the contract.

14. Payment

14.1 The payment shall be processed by TCP, after successful completion of work, as per required terms & conditions, within thirty days from the date of completion.

15. Cancellation of Contract

If the NGO fails to provide and required services, as per scope of work and within the specified period, the TCP shall be entitled at his option to cancel the contract and recover the damages besides forfeiture of Performance Guarantee. The TCP shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.

16. Arbitration

Any difference or dispute or liability of whatsoever nature arising out of the contract or in any way relating to the contract or to its construction or fulfillment should be settled as far as possible, amicably between the TCP and NGO. Should the parties fail to come to an amicable settlement the same shall be referred to the CEO TCP, for final decision. The decision of CEO TCP shall be final and binding on both the parties i.e. NGO & TCP.

17. Bid Evaluation Criteria

Ratings for the evaluation will be as follows:

EVALUATION CRITERIA

S.NO.	PARTICULARS	MARKS CRITERIA	MAXIMUM MARKS	MARKS ALLOCATED
1	Specific experience of the Bidder meeting the scope of work as laid down in Clause-4 of the Bidding Document	Minimum five projects completed in last three years	30	
		Minimum three projects completed in last three years	15	
2	Enlistment or partnerships with reputed national/international NGOs, donor-funded programs, or government agencies.	Enlistment/Registration with multiple recognized agencies	5	
		Enlistment/Registration with at least one recognized agency	3	
3	Registration with FBR & SRB and Provincial Tax Authorities	Full marks will be awarded upon submission of valid documents; otherwise, zero.	5	
4	Audited reports of last 3 years Submission of audited financial statements (signed by a Chartered Accountant firm) for the last three fiscal years.	Three years' audited reports	20	
		Two years' audited reports One year's audited report	10	

S.NO.	PARTICULARS	MARKS CRITERIA	MAXIMUM MARKS	MARKS ALLOCATED
			05	
5	Qualification of permanent and associated staff Evaluation based on qualifications, certifications, and relevant experience of project management, technical, and field staff.	Highly qualified and experienced team Moderately qualified team Limited qualifications	10 Maximum 05 02	
6	Presentation to the CSR committee by the NGOs. The NGO shall give a presentation covering understanding of the scope, implementation methodology, prior experience, staffing, and sustainability approach.	Understanding of Scope & Objective Implementation Strategy Organizational Capacity & Innovation	30 Maximum 10 10 10	
Total Marks Minimum Passing Score is 70 marks			100	

Annexure-I

AFFIDAVIT

(On non-judicial stamp paper)

I, [Name of Authorized Signatory], S/o [Father's Name], residing at [Full Address], CNIC No. [-____-], and representing M/s [Name of Firm/NGO], having its registered business address at [Full Address], do hereby solemnly affirm and declare as under:

- i. That M/s [Name of Firm/NGO] is participating in the Tender/EOI No. [____] dated [____] issued by TCP for engagement of NGOs/firms for community welfare initiatives.
- ii. That neither the firm nor any of its partners/directors/officers has been **black-listed** by the TCP or any other Government entity (Federal / Provincial / Local), local body, autonomous body or public sector organization in Pakistan, on any grounds whatsoever, up to the date of this affidavit.
- iii. That the firm has no outstanding dues, penalties, or unresolved contractual obligations with the TCP arising out of any previous contract, which would render it ineligible under the eligibility criteria specified in the tender document.
- iv. That the statements made above are true to the best of my knowledge and belief, and nothing material has been concealed therein.
- v. I realize that any willful mis-statement or omission in this affidavit may lead to the rejection of the bid, forfeiture of bid security, and black-listing of the firm as per the rules of the procuring entity.

Signature: _____

Name: [Name of Authorized Signatory]

Designation: [Director / Partner / CEO / etc]

For and on behalf of: M/s [Name of Firm/NGO]

Company / Firm Seal: [if applicable]