



Invitation of Proposals
FOR
***PREQUALIFICATION OF HEAD HUNTING /
EXECUTIVE SEARCH FIRM (As per Terms of
Reference)***

NOTE:

1. In case of any contradiction in TORs and prequalification document, the **TOR will be considered as the primary document** and it will be prevailed.
2. The selected firms will be required to submit performance Guarantee of Rs. 100,000. The Guarantee shall be in the form of an unconditional Bank Guarantee enforceable in Pakistan, or insurance guarantee (*PACRA Rating "AAA, AA++"*) or as per Performance Guarantee form specified in the Bidding Documents. The guarantee must be valid for a period exceeding 28 days after completion of contract

Purchase Department, Pakistan Security Printing Corporation (Pvt.) Ltd
Jinnah Avenue, Malir Halt, Karachi-Pakistan,
Phone: (92-21)-99248511-15, Facsimile :(92-21)-99248534
email: aliza.zaidi@pspc.gov.pk, website: www.pspc.gov.pk





Pakistan Security Printing Corporation (Pvt.) Ltd Proposals for Pre-Qualification

Invitation No. Tender # LP/T-4031/26/ABZ

Date: February 3, 2026

1. This Invitation to e-Bids follows the pre-qualification Advertisement (PA) No. Tender # LP/T-4031/26/ABZ for the **PREQUALIFICATION OF HEAD HUNTING / EXECUTIVE SEARCH FIRM (As per Terms of Reference)**
2. The Pakistan Security Printing Corporation (Pvt.) Ltd (PSPC) has reserved the funds for the procurement planned during the financial year 2025-26. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the procurement.
3. PSPC now invites bids from eligible head-hunting service providers for the **PREQUALIFICATION OF HEAD HUNTING / EXECUTIVE SEARCH FIRM (As per Terms of Reference)**
4. The service provider must meet the following eligibility criteria:
 - I. *This invitation for Bids is open to all reputed head-hunting service providers.*
 - II. *Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial), a local body and international or a public sector organization.*
 - III. *They must be registered with tax authorities and are active tax payers.*
 - IV. *The bidder must meet all the terms and conditions given in Technical Specifications and BOQ of this Tender Document.*
 - V. *The bidder and their deputed staff must submit an undertaking to comply with PSPC's Code of Conduct, using the prescribed format provided in the tender document.*
 - VI. *The bidder must submit an undertaking to comply with all applicable HSE laws, regulations and industry standards; and with all HSE requirements of PSPC, using the prescribed format provided in the tender document.*
 - VII. *Any regular employee, contractual, or outsourced/third-party resource who are currently or were previously deputed on PSPC assignments during last 5 years are not authorized to participate in the bidding process for next 3 years either as a bidder or as a representative of any bidder/vendor. PSPC reserves the right to reject such bids at any stage of the procurement process.*
 - VIII. *Where an experience certificate is required under any tender, the same must be issued strictly in the name of the bidder. Experience certificates issued in the name of any other individual, firm, affiliate, joint venture partner, or obtained through sub-letting, subcontracting, or any similar arrangement shall not be acceptable.*
 - IX. *Compliance with the eligibility criteria defines in TORs of this document*
5. This pre-qualification is being conducted on the basis of rule 16 of PPR regarding Pre-qualification process.
6. Pre-Qualification document, including the General Conditions of Contract, technical specifications, and other relevant details, are available free of cost on EPADS.



7. Electronic bids prepared in accordance with the instruction provided in tender document must be submitted by using EPADS (uploading method) on or before **Monday, February 23, 2026. 11:00 A.M.** Manual bids will not be accepted. The e-bids will open on same day at **11: 30 AM** using EPADS.

**Deputy General Manager
Purchase Department
Pakistan Security Printing Corporation (Pvt) Ltd
Jinnah Avenue Malir Halt, Karachi - 75100
Ph: 021-99248511 (Ext - 2201-19) / purchase.local@pspc.gov.pk
www.pspc.gov.pk**



BIDDER DETAIL

1.	BRIEF DESCRIPTION OF GOODS / JOBS & QUANTITY:	
2.	NAME OF BIDDER	
3.	ADDRESS	
4.	GST NO.	
5.	NTN NO.	
6.	NAME OF AUTHORIZED PERSON	
7.	DESIGNATION	
8.	TELEPHONE	
9.	FAX	
10.	CELL NO.	
11.	EMAIL ADDRESS	
12.	NAME & ADDRESS OF PRINCIPAL, IF ANY	
13.	PHONE NO. OF PRINCIPAL	

BID SUBMITTED BY

Company Seal _____

Signature _____

Date _____

Name _____

Designation _____



Checklist for Tender “Single Stage One Envelop”

To ensure compliance of following condition before submitting the tender documents at PSPC:

Sr. No.	Description	Yes/No	Initial of Bidder
1.	Complete pre-qualification documents have been read thoroughly and understood		
2.	Complete pre-qualification documents duly filled in and each page signed and stamp and submitted through EPADS (via uploading method)		
3.	Proposal will be valid for the whole period of contract		
4.	Delivery Schedule: The pre-qualification of firms shall remain valid up to three (3) years from the date of issuance of the Pre-Qualification Notification, subject to satisfactory performance and continued compliance with the eligibility criteria.		
5.	Payment conditions/terms are agreed (Payment as per the invoice submitted during the pre-qualification period, verified by the user)		
6.	Signing of Contract		
7.	General Terms & Conditions		

BIDDER MUST RETURN ALL PAGES OF TENDER DOCUMENT DULY SIGNED & STAMPED ON EACH PAGE AT THE TIME OF SUBMISSION OF BID THROUGH EPADS (via uploading method).



ELIGIBLE COUNTRIES

All the bidders are allowed to participate in the subject procurement without regard to nationality, except bidders of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel

Ministry of Interior, Government of Pakistan has notified List of Business-Friendly Countries (BVL). Information can be accessed through following link:

<http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L>



TERMS OF REFERENCE



**TERMS & CONDITIONS (TORS) FOR PREQUALIFICATION OF HEAD HUNTING / EXECUTIVE
SEARCH FIRM
FOR THE PERIOD OF THREE-YEARS (2026-2029)**

1. INTRODUCTION:

Pakistan Security Printing Corporation (Pvt.) Limited (PSPC), a wholly owned subsidiary of the State Bank of Pakistan, is the country's sole security printing organization responsible for the production of banknotes, passports, and other security documents.

In line with its strategic objectives to strengthen institutional capacity and enhance its human capital base, PSPC intends to engage the services of a professional, reputable, and experienced Head-Hunting / Executive Search Firm for recruitment of management and specialized / technical positions from time to time.

2. OBJECTIVE:

The objective of this engagement is to appoint a reputable Head-Hunting / Executive Search Firm capable of:

- i. Conducting comprehensive, merit-based national searches for multiple positions.
- ii. Identifying and attracting high-caliber professionals aligned with PSPC's strategic, operational, and ethical standards.
- iii. Supporting PSPC throughout the recruitment lifecycle to ensure timely and high-quality hiring outcomes primarily in support of recruitment against positions already advertised by PSPC, or otherwise, and to provide additional qualified candidates where required.

3. SCOPE OF WORK:

The selected firm will be responsible for:

i. Position Analysis:

- a) Review and analyze the job descriptions, eligibility criteria, and requirements already finalized and advertised by PSPC.
- b) Ensure candidate sourcing, screening, and shortlisting is carried out strictly in accordance with the advertised job descriptions and criteria, without any deviation.

ii. Candidate Sourcing & Attraction:

- a) Undertake a nationwide search using proprietary databases, professional networks, industry contacts, referrals, and targeted outreach.
- b) Approach and attract both active candidates and passive candidates (qualified professionals not actively seeking employment but meeting the advertised criteria) for the position, where required.

iii. Screening, Assessment and Shortlisting:

- a) Conduct initial screening through CV review/structured interviews, and/or assessment tools to obtain a thorough understanding of their accomplishments, capabilities, and potential.
- b) Provide a pool of at least five (5) qualified candidates per position, strictly in accordance with the advertised job requirements. The firm shall provide comprehensive and uniformly structured profiles/CVs



c) PSPC shall formally communicate the finally accepted candidates to the Head Hunting/Executive Search Firm. If the shortlisted candidates are found unsuitable, PSPC may request additional qualified profiles strictly in accordance with the advertised requirements.

d) Additional / Optional Services:

The selected / shortlisted firm may be requested to provide other services in line with the scope such as advertisement, shortlisting / screening interviews, technical interviews, psychometric assessments, reference check etc.

iv. Reporting & Documentation:

a) Maintain records of all candidates approached, screened, and shortlisted.

b) Provide candidate records and summaries to PSPC upon completion of each recruitment assignment or as requested.

4. REPLACEMENT GUARANTEE & NON-POACHING:

a) If a selected candidate resigns, is terminated, or leaves PSPC within twelve (12) months of joining, the firm shall provide a replacement profiles/CVs at no additional cost.

b) The firm shall not solicit or refer the placed candidate to any other organization for two (2) years from the candidate's date of joining PSPC.

5. CONFIDENTIALITY & CONFLICT OF INTEREST:

a) The firm shall maintain strict confidentiality of PSPC and all candidate's information during and after the assignment.

b) No information shall be disclosed to third parties without prior written consent of PSPC and a Non-Disclosure Agreement will also be signed in this regard.

6. Duration of Engagement:

a) The pre-qualification of firms shall remain valid up to three (3) years from the date of issuance of the Pre-Qualification Notification, subject to satisfactory performance and continued compliance with the eligibility criteria.

b) Each recruitment assignment shall remain valid until successful placement and completion of the replacement guarantee period.

c) PSPC will communicate the selection of candidates to the selected Firm; otherwise, the process will be repeated till a suitable candidate is selected for the position.

7. FEE & PAYMENT STRUCTURE:

i. The Firm shall propose a transparent, all-inclusive fee structure, covering all applicable taxes and expenses.

ii. Payments shall be released based on the outcome of each recruitment assignment and subject to verification through a job completion certificate issued by the HR department and review of the submitted invoice, as follows:



- a) **Candidate Pool Submission:** No payment shall be made if the submitted pool of candidates is deemed unsuitable by PSPC after evaluation, including interviews or assessments conducted by PSPC.
- b) **Candidate Selected but Did Not Join:** Partial payment equal to 25% of the total fee for that position shall be released for work performed, including sourcing, shortlisting, and assessments, if a candidate was formally selected but did not complete joining.
- c) **Candidate Successfully Joined:** Full payment shall be released only upon the issuance of the appointment letter by PSPC and candidate's joining.

iii. Separate and clearly defined rates shall be applicable for routine/standard recruitment services and for any additional or optional services. Payment for optional services shall be made only when such services are expressly requested by PSPC in writing and upon satisfactory completion of the same.

8. FIRM ELIGIBILITY / PRE-QUALIFICATION CRITERIA:

- i. The Executive Search Firm should have prior experience of at least 5 years in providing services related to head-hunting / executive search, or recruitment services preferably with renowned public sector organizations and multinational companies for management and specialized/technical roles.
- ii. Recent experience (within last 2 years) of hiring for the industrial sector would be essential.
- iii. Registration with relevant authorities (SECP, Board of Revenue) and possession of valid NTN.
- iv. The firm must be active tax-payer and tax-compliant and shall provide evidence along-with proposal for technical evaluation.
- v. The firm must submit a declaration confirming a good track record, stating that it is not blacklisted by any public or private institution, along with a list of existing and previous clients (Submission of undertaking on Company's Letterhead duly signed and stamped).
- vi. Submission of all documents as required in this TOR are mandatory. Partial submissions or failure to comply with eligibility criteria will result in disqualification, in line with PPRA Rules.
- vii. Key staff members should have skills in recruitment, recruitment assessments, executive search, headhunting.

9. SUBMISSION REQUIREMENTS:

Interested firms are requested to submit:

- i. Company profile highlighting relevant experience.
- ii. Proposed approach and methodology for search and selection.
- iii. Timeline and resource allocation.
- iv. Fee proposal and terms of payment against enquiry as and when required.

10. SELECTION METHOD:

- i. The pre-qualification and selection of Firms shall be conducted in accordance with the Public Procurement Rules, 2004 (PPRA Rules) and any subsequent amendments. PSPC reserves the right to reject any or all submissions without assigning any reason, as permitted under PPRA Rules.



- ii. All pre-qualification submissions shall be evaluated transparently, and PSPC may request clarifications from any firm. Documentation will be maintained for audit purposes as per PPRA guidelines.
- iii. Only firms pre-qualified under this TOR shall be invited to submit quotations on a per-candidate basis for providing executive search and recruitment services. This arrangement shall remain effective for the period of pre-qualification as specified in this TOR.
- iv. PSPC reserves the right to accept or reject any or all proposals at any stage, without assigning any reason, and without incurring any liability, in accordance with PPRA Rules.
- v. In case the Firm fails to meet the agreed timelines for candidate pool submission, shortlisting, or replacement of candidates under the replacement guarantee, PSPC may impose a penalty of 1% of the total fee for that position per 15 days of delay, up to a maximum of 10% of the total fee.
- vi. Decisions of PSPC regarding candidate evaluation, shortlisting, or requests for additional profiles shall be final and binding for the execution of the assignment, without affecting statutory or legal rights of the parties.

Please note:

The selected firms will be required to submit performance Guarantee of Rs. 100,000. The Guarantee shall be in the form of an unconditional Bank Guarantee enforceable in Pakistan, or insurance guarantee (*PACRA Rating "AAA, AA++"*) or as per Performance Guarantee form specified in the Bidding Documents. The guarantee must be valid for a period exceeding 28 days after completion of contract



Implementation Schedule

The pre-qualification of firms shall remain valid up to three (3) years from the date of issuance of the Pre-Qualification Notification, subject to satisfactory performance and continued compliance with the eligibility criteria



Bidder's Eligibility / Qualification Criteria

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

ITB No: Tender # LP/T-4031/26/ABZ

Title: PREQUALIFICATION OF HEAD HUNTING / EXECUTIVE SEARCH FIRM (As per Terms of Reference)

Bidder: [Name of Applicant / Entity]

#	Eligibility / Qualification Criteria	Means of Verifications	Reference in Bid**	Bidder's Assessment (Y/N)
a.	This invitation for Bids is open to all reputed head hunting service providers.	Attach copy of valid NTN certificate.		
b.	Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial), a local and international body or a public sector organization.	Undertaking on N.J stamp paper (Value of stamp paper should be as per required value as per stamp duty act)		
c.	They must be registered with tax authorities and are active tax payers.	Attach copy of valid GST certificate and reference of Active Taxpayer list of FBR.		
d.	The bidder and their deputed staff must submit an undertaking to comply with PSPC's Code of Conduct, using the prescribed format provided in the tender document.	Provide Undertaking on NJI paper having value of Rs. 500/-		
e.	Any regular employee, contractual, or outsourced/third-party resource who are currently or were previously deputed on PSPC assignments during last 5 years are not authorized to participate in the bidding process for next 3 years either as a bidder or as a representative of any bidder/vendor. PSPC reserves the right to reject such bids at any stage of the procurement process.	Provide Undertaking on NJI paper having value of Rs. 500/-		
f.	The bidder must submit an undertaking to comply with all applicable HSE laws, regulations and industry standards; and with all HSE requirements of PSPC, using the prescribed format provided in the tender document	Provide Undertaking on NJI paper having value of Rs. 500/-		
g.	Firm eligibility / pre-qualification criteria defined in terms of reference	Provide documentary proof of previously awarded contracts, completion certificates, experience letters		

Seal & Signature of Bidder: _____

Date: _____



Form 3 – Affidavit for Bidder’s Blacklisting Status

ITB No: Tender # LP/T-4031/26/ABZ
 Title: PREQUALIFICATION OF HEAD HUNTING / EXECUTIVE SEARCH FIRM (As per
Terms of Reference)
 Bidder: _____

[Required on non-judicial stamp paper; value of Rs: 100/- stamp paper should be as per required value as per Stamp Duty Act]

To:

Deputy General Manager (Purchase)
 Purchase Department
 Pakistan Security Printing Corporation (Pvt.) Ltd
 Jinnah Avenue, Malir Halt,
 Karachi –Pakistan

Affidavit for Bidder’s Blacklisting Status

Dear Sir,

I/We hereby confirm and declare that I/We, [Name of Applicant / Entity], has/have not been Blacklisted/Sanctioned by any Federal or Provincial Government Department, National Counter Terrorism Authority (NACTA), Agency, Organization or Autonomous Body anywhere in Pakistan during last 05 (five) years.

Detection of false declaration / statement at any stage of the entire Bidding Process / Currency of the Contract shall lead to Disqualification and forfeiture of Bid Security and/or Performance Guarantee and termination of contract.

Seal & Signature of Bidder: _____

Date: _____

