



**GOVERNMENT OF PAKISTAN**  
**Ministry of Federal Education and Professional**  
**Training**

# **REQUEST FOR PROPOSAL (RFP)**

**FOR**

**OUTSOURCING OF ESSENTIAL SERVICES**

**FOR DAANISH SCHOOL, KURI,  
ISLAMABAD CAPITAL TERRITORY (ICT)**

**February, 2026**

## **TENDER NOTICE**

### **FOR** **OUTSOURCING OF ESSENTIAL SERVICES FROM SERVICE PROVIDERS FIRMS** **(CONSORTIUM/JV)**

Ministry of Federal Education & Professional Training, intends to hire services of qualified outsourcing firms/service providers in the form of consortium / JV for the provision and management of Security Services, Hostel (Housekeeping), Mess Services, Janitorial & Gardening, Operation & Maintenance, Book / Stationary / Bags, Uniform & Tailoring, Mosque & Barber Services, Health Services, Sports Services, Transport, Laundry, other General Services in Daanish School Kuri, Islamabad (detailed RFP document is available on Ministry's website at [www.mofept.gov.pk](http://www.mofept.gov.pk) and EPADS portal [www.eprocure.gov.pk](http://www.eprocure.gov.pk)). For this purpose, experienced and compliant Outsourcing Service Providers are invited to submit their proposals.

2. The bidding shall follow the "Single Stage – Two Envelope" procedure under **Quality and Cost Based Selection (QCBS)** in accordance with PPRA Rules. Each bid shall comprise two sealed envelopes: one containing the technical proposal and the other containing the financial proposal. Technical proposals will be opened first; only firms achieving the minimum technical score as mentioned in RFP will have their financial proposals evaluated. Eligible firms must be legally registered and fulfill all mandatory requirements listed in the RFP.

3. The last date for submission of proposals is **20<sup>th</sup> February, 2026** by **15:00** hours. Technical proposals will be opened on the same date at **15:30** hours in the presence of representatives of participating firms who wish to attend. **Bid security (Rs.1.0 M) in the shape of CDR in the name of DDO, M/o FE&PT must be furnished along with Technical Proposal which is mandatory;** proposals without it shall be rejected.

4. A pre-bid meeting will be held on **9<sup>th</sup> February , 2026** at 1000 Hours in the office of the undersigned. In case of a public holiday on the submission day, the next working day will be treated as the deadline. MOFEPT reserves the right to cancel the process at any stage. The detailed RFP can be downloaded from PPRA and M/o FE&PT websites.

**(Shah Jehan)**  
Deputy Secretary  
Ministry of Federal Education and Professional Training  
**051-9103915**

## **DISCLAIMER**

1. The Ministry of Federal Education and Professional Training, Government of Pakistan (hereinafter referred to as the “Client”) has prepared this Request for Proposal (RFP) document to provide information regarding the “Outsourcing of Essential Services for Daanish School in Islamabad Capital Territory (ICT)” (hereinafter referred to as the “Assignment”). The information contained in this RFP, or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Client, or any of their employees, is provided to Bidder(s) on the terms and conditions set out in this RFP.
2. This RFP is not an agreement and is neither an offer nor an invitation by the Client to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their technical and financial offers pursuant to this RFP (the “Bid”). This RFP includes statements that reflect various assumptions and assessments arrived at by the Client in relation to the Assignment. Such assumptions, assessments, and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client or its employees to consider the investment objectives, financial situation, and particular needs of each party who reads or uses this RFP. Each Bidder should therefore conduct its own investigations and analysis and should verify the accuracy, adequacy, correctness, reliability, and completeness of the assumptions, assessments, and information contained in this RFP and obtain independent advice from appropriate sources.
3. Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.
4. The Client accepts no responsibility for the accuracy or otherwise of any interpretation or opinion on law expressed herein. The Client and its employees make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost, or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise. This includes the accuracy, adequacy, correctness, completeness, or reliability of the RFP and any assessment, assumption, or information contained therein or deemed to form part of this RFP or arising in any way in this Bid stage.
5. The Client also accepts no liability of any nature, whether resulting from negligence or otherwise, arising from reliance of any Bidder upon the statements contained in this RFP.
6. The Client may, in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information, assessment, or assumptions contained in this RFP. The issue of this RFP does not imply that the Client is bound to select a Bidder or to appoint the Selected Bidder for the Assignment. The Client reserves the right to reject all or any of the Bidders or Bids after providing reasons/justifications as per PPRA Rules.
7. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid, including but not limited to preparation, copying, postage, delivery

fees, expenses associated with any demonstrations or presentations which may be required by the Client, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Client shall not be liable in any manner whatsoever for the same or for any other costs or expenses incurred by a Bidder, regardless of the conduct or outcome of the bidding process.

## LETTER OF INVITATION

February , 2026

**Subject: Letter of Invitation for “Outsourcing of Essential Services for Daanish School in Islamabad Capital Territory (ICT)”**

1. The Ministry of Federal Education and Professional Training, Government of Pakistan (hereinafter referred to as the “Client”) requests proposals through National Competitive Bidding (NCB) advertised through EPADs/Newspaper for the “**Outsourcing of Essential Services for Daanish School in Islamabad Capital Territory (ICT)**”. Eligible and qualified outsourcing firms/service provider are invited to apply, subject to meeting the criteria mentioned in the RFP.
2. RFP documents can be obtained from the office of the Deputy Director (Dev), The Ministry of Federal Education and Professional Training during working hours, and are also available on EPADS ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)). Manual submission without submission on EPADS is not allowed. No proposal will be entertained after closing time.
3. Method of selection will be **Quality and Cost Based Selection (QCBS)** under **Single Stage – Two Envelope** bidding procedure as per Public Procurement Rules 2004 as amended time to time.
4. The RFP includes the following documents:
  - Disclaimer
  - Letter of Invitation
  - Instructions to Bidders
  - Technical Proposal Forms
  - Financial Proposal Forms
  - Term of Reference (ToRs)
  - Draft Contract Agreement
5. The Client invites sealed Technical Proposals (one original, one copy) and Financial Proposals (one original and one copy) in the formats prescribed in the RFP. Proposals must be delivered to the address mentioned below not later than **20<sup>th</sup> February 2026, at 03:00pm**. Technical Proposals will be opened on the same day at 03:30pm in the presence of the authorized representatives of the bidding firms. Financial Proposals of only technically responsive firms shall be opened at a later date. Each envelope must be properly marked. The same shall be submitted on EPADs.
6. It is mandatory to use the standard forms provided in the RFP. Any proposal not in the prescribed format or missing required information shall not be considered.
7. Evaluation criteria are defined in the RFP. The combined evaluation shall be based on 70% Technical and 30% Financial scores. Financial proposals of only those firms that score at least **70%** in the Technical Proposal and 50% in each category will be considered.
8. Bid security (Rs.1.0 M) is mandatory and must be accompanied with technical bids. Proposals without bid security / less than the said amount shall be rejected.

9. The Client reserves the right to reject or cancel proposals in accordance with PPRA Rules. Proposals that are incomplete or non-compliant shall not be entertained. All applicable government taxes shall apply.
10. The Joint Venture / Consortium shall designate one member as the Lead Member, who shall be duly authorized through a legally valid authorization to act on behalf of all members for all contractual, financial, and administrative matters related to this procurement and the resulting contract. The proposal must also be duly signed and stamped by the that authorized representative.
11. Proposals shall remain valid for **90 days** from the date of bid opening.
12. A **Pre-Proposal Meeting** will be held at **10:00am on 9<sup>th</sup> Feb , 2026 at 10:00** hours the office of the undersigned.

**(Shah Jehan)**  
**Deputy Secretary**  
**Ministry of Federal Education and Professional Training**

**SECTION 2.  
INSTRUCTIONS TO  
SERVICE  
PROVIDER FIRMS**

## **SECTION: 2**

### **Instructions to Consultants**

#### **(For the Assignment: Outsourcing of Essential Services in Daanish School in Islamabad Capital Territory (ICT))**

#### **1. Definitions**

- 1.1. **Procuring Agency (PA):** The Ministry of Federal Education and Professional Training, with whom the selected Service Provider will sign the contract.
- 1.2. **Service Provider:** Service Provider means a Consortium or Joint Venture of two or more legally registered firms, formed specifically for the purpose of participating in this procurement, which submits a Proposal in response to this RFP for the outsourcing of essential services.
- 1.3. **Contract:** The agreement signed between MOFEPT and the successful Service Provider, including all attachments and appendices.
- 1.4. **Data Sheet:** Section of the RFP providing specific details on the assignment, timeline, and criteria.
- 1.5. **Country:** Islamic Republic of Pakistan.
- 1.6. **Day:** Calendar day.
- 1.7. **Government:** Government of Pakistan.
- 1.8. **Applicable Law:** Any legal instruments in force in Pakistan.
- 1.9. **Instructions to firm:** Guidelines provided in this section for preparing and submitting proposals.
- 1.10. **LOI (Letter of Invitation):** The formal invitation to participate in bidding.
- 1.11. **Proposal:** Response submitted by the Service Provider, comprising both technical and financial submissions.
- 1.12. **RFP:** The full Request for Proposal document.
- 1.13. **Services:** Outsourcing of essential services as described in the Terms of Reference (TOR).
- 1.14. **Terms of Reference (TOR):** Scope, roles, deliverables, and responsibilities defined for the assignment.

#### **2. Introduction**

- 2.1. MOFEPT invites technical and financial proposals from service provider firms.
- 2.2. Assignment overview and objectives are detailed in the Data Sheet and TOR.
- 2.3. Implementation will follow the schedule stated in the TOR and Data Sheet.
- 2.4. Bidders may visit MOFEPT offices to understand the context and clarify any issues.
- 2.5. The Client will assist in accessing project data and resolving administrative barriers.
- 2.6. Proposal preparation and negotiation costs shall be borne solely by the bidder.
- 2.7. The selection method will be **QCBS (Quality and Cost Based Selection)**.

#### **3. Conflict of Interest**

- 3.1. Firm must avoid conflicts of interest and disclose any actual or perceived conflict.
- 3.2. Conflict arises if:
  - 3.2.1. Any owner, director, partner, or key professional staff of the bidder, or of any Joint Venture / Consortium member, is concurrently employed by, or directly involved in, the operational, supervisory, or decision-making functions of the Ministry of Federal Education & Professional Training in relation to this procurement or the resulting contract.
  - 3.2.2. The bidder, or any member of a Joint Venture / Consortium, has a close business, financial, or immediate family relationship with any official of the Ministry of Federal Education & Professional Training who is directly involved in the preparation, evaluation, approval, or award of this procurement.
  - 3.2.3. Public servants may be hired only under specific conditions (e.g., NOC, on leave, no recent affiliation).

#### **4. Fraud and Corruption**

- 4.1. Firms must maintain the highest standards of integrity. Misrepresentation, bribery, or other fraudulent behavior will lead to disqualification and blacklisting.

#### **5. Integrity Pact (Mandatory)**

- 5.1. Firms must sign the prescribed Mandatory **Integrity Pact** on Stamp Paper in Technical Proposal.

#### **6. Eligibility of Consultants and Sub-consultants**

- 6.1. Only firms meeting the eligibility and compliance requirements set in the Data Sheet are allowed to participate. Shortlisted firms may not partner with those disqualified during evaluation.

#### **7. Proposal Rules**

- 7.1. Only one proposal may be submitted. Submitting multiple proposals will result in disqualification.

#### **8. Proposal Validity**

- 8.1. Proposals must remain valid for 90 days from the date of bid opening.

#### **9. Clarification and Amendments**

- 9.1. Clarifications must be requested in writing at least 7 days before submission deadline. MOFEPT may issue written addenda if necessary.

#### **10. Preparation of Proposals**

- 10.1. Bidders must carefully review all RFP contents and ensure completeness.
- 10.2. The number of proposed staff and roles must align with the TOR and budget provisions.
- 10.3. Technical Proposals must include firm experience, proposed team, methodology, and CVs.
- 10.4. Financial Proposals should follow the format in Section 4.

#### **11. Taxes**

- 11.1. Consultants are responsible for all applicable federal/provincial taxes.

#### **12. Submission and Opening**

- 12.1. No overwriting is allowed.
- 12.2. Submit Technical and Financial Proposals in separate sealed envelopes on EPADS. A manual copy of the bid shall also be submitted.
- 12.3. Envelopes must be clearly marked.
- 12.4. Late submissions will not be accepted.

#### **13. Evaluation of Proposals**

- 13.1. Technical proposals are evaluated first.
- 13.2. Only proposals scoring at least 70% overall and 50% in each category will proceed to financial evaluation.
- 13.3. Combined score: 70% technical + 30% financial.
- 13.4. Financial score formula:  $S_f = 100 \times (F_m / F)$

## **14. Negotiations**

- 14.1. Shortlisted firms may be invited to negotiations on methodology and scope only (sans cost), during which the proposed staffing and methodology may be refined.

## **15. Award and Commencement**

- 15.1. MOFEPT will award the contract to the top-ranked firm after successful negotiations. The firm must provide **Performance Security in the Bank Guarantee from a Scheduled Bank, amounting to up to 10%** of the contract value and commence work as specified.

## **16. Confidentiality**

- 16.1. No party may disclose proposal details or evaluation results before official publication of the award.

## DATA SHEET

<b>2.1</b>	<p><b>Assignment Title:</b> Outsourcing of essential Services in Daanish School of Islamabad Capital Territory (ICT):</p> <ol style="list-style-type: none"> <li>i. Security Services</li> <li>ii. Janitorial &amp; Gardening, &amp; Operation &amp; Maintenance</li> <li>iii. Hostel (Housekeeping – Hosiery, bedding, Toiletries, Laundry, Barber etc.)</li> <li>iv. Mess Services (Food / Canteen / Catering)</li> <li>v. HR for Dispensary, Mosque</li> <li>vi. Uniform and Tailoring, Books, Stationary, School Bags, Sports Kits</li> <li>vii. Transport Services</li> </ol> <p style="text-align: center;"><i><b>Note: The contract shall be awarded as an integrated service package. Bidders are required to submit proposals in the form of a Consortium / Joint Venture, duly constituted in accordance with the requirements of this RFP, to collectively provide all services included in the scope. The Consortium / Joint Venture shall assume full and joint responsibility for the delivery, coordination, and performance of all services under the contract.</b></i></p> <p><b>Client Officials:</b></p> <ol style="list-style-type: none"> <li>1. Shah Jehan, Deputy Secretary, M/o FE&amp;PT <b>Address:</b> Room No.227, D-Block, Ministry of Federal Education and Professional Training, <b>Email:</b> <a href="mailto:akhanzada@hec.gov.pk">akhanzada@hec.gov.pk</a></li> </ol>
<b>2.1</b>	<b>Selection Method:</b> Quality and Cost Based Selection (QCBS)Single stage two envelop procedure
<b>2.2</b>	<b>Proposal Format:</b> Technical and Financial Proposals must be submitted in separate sealed envelopes
<b>2.5</b>	<b>Logistics &amp; Support:</b> The successful bidder shall arrange all necessary logistics and facilities to perform the assignment, as detailed in the Special Stipulations
<b>5</b>	<b>Integrity Pact: (Mandatory on Stamp Paper)</b> Required. Any firm not submitting a duly signed Integrity Pact on stamp paper shall be treated as non-responsive and disqualified

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**Mandatory Eligibility Requirements:**

The proposal shall include:

- Letter of Application** – Signed by the authorized signatory.
- Authorization Letter/Power of Attorney** – Confirming authority of the person signing the bid.
- Company Profile**
  - The Lead Member of the Joint Venture / Consortium shall have a minimum of seven (07) years of registration as a legally incorporated entity in Pakistan. Including organizational structure and services offered.
  - Two (02) years Registration for non-lead partners,
- Valid Registration Certificate** – With SECP / Registrar of firms / or any relevant registration authority for all
- National Tax Number (NTN) and Active Taxpayer Status (Income Tax & Sales Tax)** – As per FBR by all JV / Consortium partners.
- Audit Reports / Income Tax Returns** – For the last **three (03) financial years** from the lead partner.
- Joint Venture / Consortium Agreement**
- Average Annual Turnover** The Lead Partner of the Joint Venture / Consortium shall have an average annual turnover of not less than Rs. 200.00 million during the last three (03) financial years. Documentary evidence, duly audited and certified, shall be submitted to substantiate the stated turnover.
- Affidavit of No Litigation** – Confirming the firm has no current litigation with government clients (on stamp paper) by all JV / Consortium partners.
- Affidavit of Not Being Blacklisted** – From any public or private sector organization. (on stamp paper) by all JV / Consortium partners.
- Affidavit Regarding Dedicated Staffing** – Confirming proposed staff is not committed to any other project. (On stamp paper) by all JV / Consortium partners.
- Bid Security** – Rs.1.0 million in shape of CDR in the name of DDO, M/o FE&PT. (one bid security for all JV / Consortium partners.)
- Proof of Physical Office in Pakistan** – Must include office address and contact details by all JV / Consortium partners.
- Relevant Experience in relevant Outsourcing Services** – At least one **(01) similar assignment experience (completed)** by all JV / Consortium partners in their respective field.
- Firms must sign the prescribed Mandatory **Integrity Pact** on Stamp Paper in Technical Proposal by the lead partner only.
- Additional Mandatory condition given in each LOT of the BoQ shall also be complied.**
- All applicable Licensing from the relevant departments for the offered services must be attached.**

<b>9.1</b>	<b>Proposal Validity:</b> 90 days from the date of bid opening.
<b>10.1</b>	<b>Clarifications Deadline:</b> At least 07 days before submission date.
<b>11.2</b>	<b>Deliverables:</b> Staffing schedule / Required Services and reporting structure as per TORs
<b>12</b>	<b>Language:</b> All proposals and correspondence must be in English.
<b>13.1</b>	<b>Proposal Format:</b> Full Technical Proposal (FTP)
<b>14.1</b>	<b>Financial Proposal Details:</b> Must include: <b>FORM FIN-1: Financial Proposal Submission Form</b> <b>FORM FIN-2: Summary of Costs</b> <b>FORM FIN-3 Lot Wise Breakdown of Cost</b>
<b>15.1</b>	<b>Taxes:</b> All payments will be subject to Pakistani taxes, duties, and levies
<b>16.2</b>	<b>Submission Copies:</b> 1 Original (Technical) + 1 copy, 1 Original (Financial). Submission of bids on EPADs and shall also be submitted manually.
<b>16.4</b>	<b>Submission Deadline:</b> <b>Date: 20<sup>th</sup> February, 2026</b> <b>Time: 15:00 Hours</b> <b>Location: Room No 227, 2<sup>nd</sup> Floor, D-Block , Ministry of Federal Education and Professional Training, Pak Secretariat, Islamabad</b>
<b>18.1</b>	<b>Evaluation Criteria:</b> QCBS Methodology with 70% weightage for Technical and 30% for Financial

<b>19.4</b>	<b>Financial Score Formula:</b> <b>Sf = 100 × Fm / F</b> , where Fm = lowest price; F = price under consideration
<b>24.3</b>	<b>Expected Commencement Date: April 2026.</b>
<b>24.4</b>	<b>Duration of the project: 1 year extendable upon satisfactory performance</b>

**TECHNICAL EVALUATION CRITERIA****(Minimum 70% Marks required to qualify for financial opening)**

Criteria	Sub criteria	Scoring Methodology	Max Marks	Total Marks
<b>1. Firm Experience</b>	Relevant Outsourcing Services assignments in public or reputed private sector institutions	• 3 or more projects = 30 marks;	30	30
		• 2 projects = 20 marks;		
		• 1 projects = 10 marks;		
<ul style="list-style-type: none"> <li>• <i>Documentary evidence in the form of work orders, completion certificates with client references shall be provided.</i></li> <li>• <i>Relevant experience of each partner, with whom the firm has been associated, will be evaluated individually for scoring purposes.</i></li> </ul>				
<b>2. Approach &amp; Methodology</b>	a) Understanding of institute's Needs	• Comprehensive & specific = 05;	05	20
		• Moderate = 03;		
		• Basic = 02;		
		• Inadequate= 0		
	b) HR & General Services Plan	• Clear stepwise plan = 05;	05	
		• Partial plan = 03;		
		• Generic = 02;		
		• None = 0		
	c) Staff Performance & Monitoring Plan	• KPI-based system = 5;	5	
		• Basic monitoring = 3;		
		• None = 0		
	d) Risk Management & Contingency Plan	• Comprehensive mitigation plan = 5;	5	
• Basic identification = 3;				
• None = 0				
<i>The Joint Venture/Consortium shall submit a consolidated approach and methodology covering all proposed services. The Lead Partner shall be responsible for overall coordination, integration, and management of services.</i>				
<b>3. Team Composition &amp; CVs</b>	a) Manager / Supervisor	Bachelor (16 years ) or degree in relevant field (minimum 7 years post-qualification experience- at least 3 similar assignments	8	20
<i>50% Marks Qualification, 50 % Marks Experience</i>				

	b) Finance / Accounts Officer	Bachelor (16 Years) Accounting & Finance or equivalent with 5 years Minimum Experience 50% Marks Qualification, 50 % Marks Experience	6	
	c) Quality / Compliance Officer	Bachelor (16 Years ) degree with 5 years Experience in monitoring service quality & reporting 50% Marks Qualification, 50 % Marks Experience	6	
<i>The bidder shall propose one integrated team comprising all the above-mentioned personnel to cover the entire scope of the assignment.</i>				
<b>4. Annual Turnover</b>	a) Annual Turnover Showing for the past 3 years	<ul style="list-style-type: none"> <li>• 400 Million or Above = 20</li> <li>• 200 Million or above = 10</li> <li>• Below 100 Million = 0</li> </ul>	20	20
<i>Only required from Lead Partner</i>				
<b>5. Work Plan &amp; Schedule</b>	a) Timeline with Gantt/Bar Chart	• Detailed & realistic = 6;	5	10
		• Basic = 2;		
		• None = 0		
	b) Mobilization Strategy of all proposed services	• Within 15 days = 3;	3	
		• Within 30 days = 2;		
		• Beyond 30 days = 1		
		• Partial = 2;		
	c) Staff Exclusivity & Replacement Plan	• None = 0	2	
		• Replacement within 7 days = 2;		
• Beyond 7 days = 1;				
		• None = 0		
<i>The Joint Venture/Consortium shall submit a consolidated approach and methodology covering all proposed services. The Lead Partner shall be responsible for overall coordination, integration, and management of services.</i>				
<b>Total</b>				100

*Only proposals scoring at least 70% overall and 50% in each category will proceed to financial evaluation*

**SECTION 3.  
TECHNICAL PROPOSAL –  
STANDARD FORMS**

**TECH-1: Technical Proposal Submission Form**

[Location, Date]

To:  
[Client Name]  
[Client Address]

Dear Sir/Madam,

I, the undersigned, offer to provide the services for “Outsourcing of Essential Services for Danish Schools in Islamabad Capital Territory (ICT)” in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal submitted under a separate sealed envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

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

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

## **FORM TECH-2: Organization & Relevant Experience**

### **A. Organization Profile**

Legal status, registration, number of employees, office locations, professional capabilities.

### **B. Relevant Assignments**

List at least 3 similar outsourcing of Services projects (public or large private sector) completed in the last 5 years:

- Client name,
  - assignment title
  - Contract value,
  - Duration
  - Number of staff deployed
  - Brief scope and deliverables
  - Contact person for reference
- 

## **FORM TECH-3: Approach, Methodology & Work Plan**

- A narrative covering:
  - Understanding of Danish School staffing services needs.
  - Recruitment process, compliance with labor laws.
  - Screening/vendor management, payroll, attendance tracking, replacement policy.
  - Logistics and coordination strategy with Client.
  - Performance monitoring, reporting structures.
  - Timeline presented via Gantt chart.
- 

## **FORM TECH-4: Team Composition & Staffing Plan**

**Provide a table for key supervisory and managerial positions:**

- Role
- Name (if known)
- Qualification Experience (years)
- Responsibility

**Include a bar chart timeline (home vs. field) for staffing mobilization.**

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## **FORM TECH-5: CVs of Key Personnel**

Include detailed, signed CVs for:

- Project Manager / Supervisor  
Accounts Manager
- Quality / Compliance officers

**CV must include education, experience, role in previous similar assignments, and contactable references.**

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## **FORM TECH-6: Work Schedule**

**Bar-chart/Gantt illustrating:**

- Mobilization, Recruitment, Deployment
- Staff training
- Monthly performance reviews, reporting
- Contract closeout

**SECTION 4.  
FINANCIAL PROPOSAL –  
STANDARD FORMS**

**FORM FIN-1: Financial Proposal Submission Form**

**To:**

[Client Name & Address]

**Date:** [Insert Date]

“We, the undersigned, offer to provide the **Outsourcing of Essential Services for Danish School in Islamabad Capital Territory (ICT)**, in accordance with your RFP dated [Insert Date] ... Our Financial Proposal is submitted in a separate sealed envelope. We declare no commissions or gratuities have been or will be paid in relation to this proposal.”

**Signature:**

Name & Title of Authorized Representative

Company Name

Address, Phone, Email

**FORM FIN-2: Summary of Costs**

A table summarizing total cost in Pak Rupees:

<b>COST ITEM</b>	<b>TOTAL (PKR)</b>
LOT- 1 Security Services	
LOT- 2 Janitorial, Gardening and Operation & Maintenance	
LOT- 3 Hostel (Housekeeping – Hosiery, bedding, Toiletries, Laundry, Barber)	
LOT- 4 Mess Services (Food / Canteen / Catering)	
LOT- 5 HR for Dispensary, Mosque	
LOT- 6 Uniform and Tailoring, Book / Stationary / Bags / Sports Kits	
LOT- 7 Transport Services	
Service Management Office / Performance Monitoring Unit and	
<b>Total</b>	

Note: Prices should be included all kind of applicable taxes

**FORM FIN-3****LOT -1 - Breakdown of Security Services**

<b>NAME/POSITION</b>	<b>NO OF POST</b>	<b>MONTHS</b>	<b>RATE/PM (PKR)</b>	<b>TOTAL (PKR)</b>
Security Guard (16 x daytime & 8 x Night Time)	24	12		
Head Guard	2	12		
Control Room Operator	2	12		
<b>Total</b>				
<b><u>Mandatory Instructions:</u></b>	<ul style="list-style-type: none"> <li>• The Quantity can be increased / decreased or any additional item can be added as per client requirement / deemed necessary for the services delivery within the same contract</li> <li>• Minimum Salary should be as per Government notified Minimum wage.</li> <li>• EOBI / Social Welfare and Labor Laws/ Rules will be applicable</li> <li>• Relevant Licensing for the Security Service will be submitted.</li> <li>• The Personnel Shall not have any criminal record / Provision of Security Clearance certificate</li> <li>• Provision of Relevant Experience / Training Certificate</li> </ul>			

**FORM FIN-3****LOT-2 – Janitorial, Gardening and Operation & Maintenance Services**

<b>NAME/POSITION</b>	<b>NO OF POST</b>	<b>MONTHS</b>	<b>RATE/PM (PKR)</b>	<b>TOTAL (PKR)</b>
Janitors / Cleaners	50	12		
Supervisor	2	12		
Cleaness Tools, Chemicals, Toiletries and Equipment as mentioned in TOR's Lum sum Cost will be provided				
Gardener	10	12		
Horticulturist	1	12		
Tools for Horticulture / Gardening like Tractors, Grass cutting Machines, Water pipes, Water				

Sprinkles, Hybrid saplings / ornamental plants, Fertilizers and Pesticides Sprays etc. (Lum Sum Cost should be provided)				
Electrician	2	12		
Plumber	2	12		
HVAC / AC Technician	1	12		
General Technician	1	12		
O & M Supervisor	1	12		
Mason	2	12		
<b>Total</b>				
<ul style="list-style-type: none"> <li><b><u>Mandatory Instructions</u></b></li> </ul>	<b>Note:</b> <ul style="list-style-type: none"> <li>The Quantity can be increased / decreased, or any additional item can be added as per client requirement / deemed necessary for the services delivery within the same contract</li> <li>Minimum Salary should be as per Government notified Minimum wage</li> <li>EOBI / Social Welfare and Labor Laws/ Rules will be applicable</li> <li>Provision of Relevant qualifications / Certificates</li> </ul>			

**FORM FIN-3**

LOT 3 Hostel (Housekeeping – Hosiery, bedding, Toiletries, Laundry, Barber etc.)

<b>NAME/POSITION</b>	<b>Unit Rate</b>	<b>NO OF POST</b>	<b>MONTHS</b>	<b>RATE/PM (PKR)</b>	<b>TOTAL (PKR)</b>
Warden (1 Female , 2 Males)		3	12		
Aya		2	12		
Room Attendant (4 x Female , 6 x Male)		10	12		
Bedding Set Single Bed Foam (Length 78 inch * width 42 inch and thickness 4 inch), 2 x bed sheets, 2 x pillow, 2 x Towels, 1 x winter blanket (Per Student, Tooth Brush and Tooth paste 1 x 500 students		500 Sets			
Laundry Services – 2 uniforms 1 Sport Kit and 1 Towel and 1 bed Sheet – Per week (Per Month cost		300 Students	12		
Barber Services (student Per Month)		300 Students	12		
<b>Total</b>					
<b><u>Mandatory Instructions</u></b>	<b>Note:</b> <ul style="list-style-type: none"> <li>The Quantity can be increased / decreased, or any additional item can be added as per client requirement / deemed necessary for the services delivery within the same contract</li> </ul>				

	<ul style="list-style-type: none"> <li>• Minimum Salary should be as per Government notified Minimum wage</li> <li>• EOBI / Social Welfare and Labor Laws/ Rules will be applicable</li> <li>• Provision of Relevant qualifications / Certificates</li> </ul>
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**FORM FIN-3**

LOT 4 *Mess Services (Food / Canteen / Catering) – rental based*

NAME/POSITION	Unit Rate	NO OF Persons	MONTHS	RATE/PM (PKR)	TOTAL (PKR)
Meal (3 x meals + Snacks) as per menu provided in TOR's		600 Persons	12		
<b>Total</b>					
<b>Mandatory Condition</b>	<ul style="list-style-type: none"> <li>• The Client shall pay the Service Provider <b>only on a per-meal cost basis</b> for a period of <b>one (1) year</b>; <b>no separate payments</b> shall be made for manpower, equipment, utilities, or any other cost.</li> <li>• The quoted <b>per-meal rate shall be all-inclusive</b>, covering food ingredients, on-site cooking, manpower, kitchen setup, rental equipment, gas, fuel, utilities, safety measures, and crockery and cutlery and all operational expenses.</li> <li>• The Service Provider shall cook <b>all meals on site</b> and shall be solely responsible for <b>food quality, hygiene, health, safety, and compliance with all applicable labor and HR laws</b>.</li> <li>• The Service Provider shall deploy the <b>mandatory minimum staffing</b> listed below; deployment of fewer staff than stated shall constitute <b>material non-compliance</b>.</li> </ul> <p><b>Mandatory Minimum Cooking &amp; Support Staff (Per Shift / Per Day)</b></p> <ul style="list-style-type: none"> <li>• <b>Cooks: Minimum 10</b></li> <li>• <b>Cook Helpers / Water Boys / Dishwashers: Minimum 14</b></li> <li>• <b>Tandoorchi: Minimum 1</b></li> <li>• <b>Tandoorchi Helper: Minimum 1</b></li> <li>• <b>Waiters / Serving Staff: Minimum 18</b> (for serving 400 persons per meal)</li> <li>• <b>Nutritionist permanent on site</b></li> <li>• The Service Provider may deploy <b>additional staff at its own cost</b> if required for smooth operations; <b>no reduction</b> below the mandatory numbers shall be permitted without prior written approval of the Client.</li> <li>• All staff shall remain on the <b>payroll, supervision, and legal responsibility of the Service Provider</b>, and the Client shall bear <b>no employer–employee liability</b>.</li> <li>• The Service Provider shall ensure all staff are <b>medically fit, trained in food safety, and compliant with health, labor, and safety regulations</b>.</li> <li>• Failure to comply with the <b>per-meal pricing model, staffing requirements, HR compliance, or safety standards</b> shall render the bid <b>non-responsive</b> or may lead to <b>contract termination</b>.</li> </ul>				

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**FORM FIN-3**  
**LOT-5: Break Down of Dispensary & Masjid Services**

NAME/POSITION	NO OF POST	MONTHS	RATE/PM (PKR)	TOTAL (PKR)
Medical Officer – 1 Male and 1 Female	2	12		
Staff Nurse	1	12		
Psychiatrist	1	12		
Dispenser / Paramedic	1	12		
First Aid / Normally Used Medicine and equipment for Dispensary ( Lum Sump Cost Shall be provided)				
Senior Imam	1	12		
Muazzin	1	12		
Khatib	1	12		
<b>Total</b>				
<b><u>Mandatory Condition:</u></b>	<ul style="list-style-type: none"> <li>• <i>The Quantity can be increased / decreased or any additional item can be added as per client requirement / deemed necessary for the services delivery within the same contract</i></li> <li>• <i>Relevant certifications for staff and others</i></li> <li>• <i>Referral to nearby hospital in case of medical emergency</i></li> <li>• <i>Ambulance Services</i></li> </ul>			

**FORM FIN-3**

**LOT-6: Breakdown of Uniform & Tailoring, Books / Stationary / Bags / Sports Kits**

NAME/POSITION	Per Student	No of Student	TOTAL (PKR)
Supply of Fabrics and Stitching of Summer and Winter Uniform (School & Sports)		800	
Shoes (School, Sports, Sleepers)		800	
Supply of Notebooks, Stationary Kits		800 Sets	
Office stationery as per list provided in TOR's			
Supply of Durable, ergonomic School Bags		800	
Sports Kits Badminton, Table Tennis, Volleyball, Hockey, Football, Cricket, Basket Ball etc as per set		(02 Sets for each sport)	
<b>Mandatory Condition:</b> <i>The Quantity can be increased / decreased or any additional item can be added as per client requirement / deemed necessary for the services delivery within the same contract</i>			

**FORM FIN-3**

**LOT-7 Transport Services**

<b>Transport Services</b>				
<b><u>Vehicles for Rent</u></b>	Qty	RATE/PM (PKR)	MONTHS	TOTAL (PKR)
Hiace with Driver	01			
660 CC with Driver	01			
1000 CC with Driver	01			
1300 CC with Driver	01			
Hino Full Size School Bus with Driver and Conductor	01			
<b><u>Travelling Cost / KM</u></b>				
Hiace	Per KM Rate should be Quoted			
660 / 1000 / 1300				
Hino Full Size School Bus				
<b>Sub-total Remuneration</b>				
<b><u>Mandatory Condition:</u></b> <i>The Quantity can be increased / decreased or any additional item can be added as per client requirement / deemed necessary for the services delivery within the same contract.</i>				
<i>Transport Services shall be on need basis.</i>				

**Breakdown of Service Management / Performance Monitoring**

<b>NAME/POSITION</b>	<b>PERSON-MONTHS</b>	<b>RATE/PM (PKR)</b>	<b>MONTHS</b>	<b>TOTAL (PKR)</b>
HR Manager / Team Leader	1		12	
Payroll//Admin/Account Manager	1		12	
Field Supervisor /Monitoring Supervisor / Compliance / Quality Manager	1		12	
Total				

# **SECTION 5. TERMS OF REFERENCE**

## TERMS OF REFERENCE (TOR)

**Title:** Outsourcing of Essential Services for Daanish School Kuri, Islamabad Capital Territory (ICT)

**Client:** Daanish School Kuri, ICT / The Ministry of Federal Education and Professional Training, Government of Pakistan

**Background:** The Federal Ministry of Education and Professional Training has completed the construction of a Daanish School in Islamabad Capital Territory (ICT), and now the academic session is scheduled to be commenced from April 2026, In order to ensure timely and compliant staffing / Essential services , MOFEPT seeks to engage a qualified outsourcing / Service Provider firm for the provision of services ( Security , Hostel / Mess , Janitorial Services) for the period of one year.

**Objective:** To recruit, deploy, and manage a qualified workforce / services under third-party outsourcing arrangements to support Daanish School in Islamabad as required.

**Scope of Work:** The selected outsourcing firm will be responsible for:

1. Recruitment of competent personnel in accordance with the staffing table provided by MOFEPT.
2. Screening and verification of qualifications and credentials of candidates.
3. Deployment of staff to Daanish School within 15 days of contract signing.
4. Salary disbursement, attendance monitoring, and compliance with applicable labor laws.
5. Timely replacement of staff in cases of resignation, absenteeism, or unsatisfactory performance.
6. Maintenance of records including contracts, attendance, payroll, and insurance for all outsourced staff.
7. Regular reporting to MOFEPT on staffing status and compliance.

### A. SECURITY SERVICES

#### SCOPE

- 24/7 Security of Campus, Hostels, Academic Blocks, gates
- Access Control, Visitor Management, patrolling, CCTV Monitoring.
- Incident Reporting and Emergency Response.

The contractor / service provider firm shall provide one shift (day) security services from 8AM -8PM and one shift (Night) security Services from 8 PM- 8 AM at the Daanish School in Islamabad Capital Territory (ICT). Minimum number of staff required is as follows:

NAME/POSITION	NO OF POST
Security Guard (16 x daytime & 8 x Night Time)	24
Head Guard	2
Control Room Operator	2

*The Client reserves the right to increase or decrease no of staff as per its requirement. The actual number of employees required immediately will be shared after the award of contract. At any time, during the contract term within upper limit the client may require additional security guards.*

Contractor / Service Provider Firm Shall Equip the security guards with following item/ Facility

Ser	Item	Quantity Required
1	Semi-Automatic Riffle/Pistol (Licensed)	8
2	Uniform with Daanish School Logo Embroided	16
3	P Cap / Wool Cap, Shoes, Belt Name Plate	8
4	Gloves and Sweater / Jackets for winters	8
5	Flash Light ( High Throw)	4
6	Whistle	8
7	Baton Stick	8
8	Magazine Pouch Jacket	4
9	Wireless Hand Held Walki Talki Sets	4
10	Motor Bike	02

## B. JANITORIAL / CLEANNESS SERVICES / GARDENING / OPERATION AND MAINTENANCE

NAME/POSITION	NO OF POST
Janitors / Cleaners	50
Supervisor	2
Cleanness Tools, Chemicals, Toiletries and Equipment as mentioned in TOR's Lum sum Cost will be provided	
Gardener	10
Horticulturist	1
Tools for Horticulture / Gardening like Tractors, Grass cutting Machines, Water pipes, Water Sprinkles , Fertilizers and Pesticides Sprays etc (Lum Sum Cost should be provided)	
Electrician	2
Plumber	2
HVAC / AC Technician	1
General Technician	1
O & M Supervisor	1
Mason	2

Janitorial Service provider will be responsible for over all cleaning of the institute, minimum staff required is as follows.

### Required Cleaning Tools and Equipment

- **Brooms, Dustpans, and Brushes:** Essential for sweeping up debris from various floor types.
- **Mops and Buckets:** Used for wet and damp mopping of hard floors, often with a wringer attachment for efficiency.

- **Microfiber Cloths and Dusters:** Highly effective for dusting, wiping surfaces, and polishing glass and stainless steel without leaving residue or streaks.
- **Vacuum Cleaners:** Vital for removing dirt and allergens from carpets and hard floors. Commercial settings often use backpack or industrial-grade vacuums with various attachments.
- **Squeegees and T-bars:** Primarily used for achieving streak-free windows and mirrors, often with extension poles for higher reach.
- **Utility Items:** This includes step ladders for high-reach areas, plungers for minor plumbing issues, and a janitorial cart to transport supplies efficiently.

### **Cleaning Chemicals and Solutions**

- **All-Purpose Cleaners:** Versatile for cleaning most surfaces.
- **Disinfectants/Sanitizers:** Crucial for killing bacteria and viruses, especially on high-touch surfaces in restrooms and kitchens.
- **Glass Cleaner:** A specialized solution for achieving streak-free glass surfaces.
- **Bathroom/Toilet Bowl Cleaner:** Designed to remove soap scum, mildew, and stains specific to restroom environments.
- **Degreasers:** Heavy-duty cleaners for areas with oil and grease buildup, such as commercial kitchens.
- **Specialty Cleaners:** May include wood floor cleaner, carpet spot remover, and stainless steel cleaner, depending on the facility's needs.

### **Waste Management and Restroom Supplies**

- **Trash Bags/Liners:** In various sizes for different bins.
- **Trash Cans and Recycling Bins:** Essential receptacles for waste disposal and encouraging recycling practices.
- **Paper Products:** This includes paper towels, toilet paper, and toilet seat covers for stocking restrooms and break rooms.
- **Hand Soap and Sanitizers:** Provided to promote personal hygiene among building occupants.
- **Odor Control Products:** Air fresheners and deodorizers help maintain a pleasant-smelling environment.

### **Personal Protective Equipment (PPE) and Safety**

Safety gear is mandatory to protect staff from chemicals and workplace hazards.

- **Gloves:** Both disposable (for general tasks) and heavy-duty reusable rubber gloves (for harsh chemicals).

- **Safety Goggles/Face Shields:** To protect eyes from splashes during cleaning and chemical handling.
- **Masks/Respirators:** Recommended when working with strong fumes or in dusty environments.
- **Non-slip Footwear:** To prevent slips and falls on wet surfaces.
- **Safety Signage:** "Wet Floor" or "Caution" signs are crucial for alerting others to potential hazards during cleaning.
- **First-Aid Kit:** A basic kit should be readily available for minor injuries

### **C. HOSTEL AND MESS SERVICES**

1. **Operations:** Room management, check-in/out, inventory.
2. **Housekeeping:** Cleaning, sanitation, waste management.
3. **Maintenance:** Repairs (plumbing, electrical, carpentry), preventative maintenance.
4. **Food Services (Mess/Canteen):** Breakfast, Lunch, Tea and Dinner, (Quality control, hygiene, timings.)
5. **Utilities Management:** Power, water, gas, Wifi
6. **Staffing :** Female staff for female hostel and Male staff for Male Hostel

#### **Food Service Menu**

<b>Day</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Snacks</b>
Saturday	Seasonal Fruit, Tea/Milk, Eggs, Toast / Paratha / Nan	Chicken Biryani with Raita	Alo Kofta salan with Nan	Sandwich / Biscuits / French Fries and Glass of Milk at night or in Morning
Sunday	//	Chicken Qorma with Nan and Salad	Bhindi with Nan, Salad	//
Monday	//	White Rice with Daal	Aloe Beef Salan with Nan	//
Tuesday	//	Chicken Pulao with Raita	Daal Channa with Nan	//
Wednesday	//	Mx Sabzi with Nan, Raita, Salad	Beef Nihari with Nan	//
Thursday	//	Aloe Chicken Salan with Nan	Chicken Biryani	//
Friday	//	Beef Pulao	Daal Channa with Nan	//

*The Vendor may quote per student price for above menu, minimum student will be 150*

**List of Stationary Items:**

Sr.#	Item	Description / Specification	M. Unit	Qty.
1	Exercise Notebook (A4)	125 GSM cover, 80 GSM inside pages, 200 pages	Nos.	6,400
2	Exercise Notebook (A5)	125 GSM cover, 80 GSM inside pages, 100 pages	Nos.	4,800
3	Rough Notebook	A4, 100 GSM cover, 70 GSM pages	Nos.	1,600
4	English Register	A4 size, hard cover, 300 pages	Nos.	800
5	Math Register	A4 size, hard cover, 300 pages	Nos.	800
6	Science Practical Notebook	A4, hard cover, ruled + blank pages	Nos.	800
7	Ball Point Pen (Blue)	Fine tip, refillable	Nos.	9,600
8	Ball Point Pen (Black)	Fine tip, refillable	Nos.	4,800
9	Pencil (HB)	Good quality graphite	Nos.	9,600
10	Eraser	Non-dust, soft rubber	Nos.	4,800
11	Sharpener	Steel blade, single hole	Nos.	4,800
12	Geometry Box	Standard set with compass, ruler, protractor	Nos.	800
13	Ruler	Plastic, 30 cm	Nos.	1,600
14	Color Pencils Set	12 colors per box	Nos.	800
15	Crayons Set	12 colors, wax based	Nos.	800
16	Drawing Book	A4, 120 GSM, 40 pages	Nos.	800
17	School Bag	Medium size, durable fabric	Nos.	800
18	Writing Pad	A4 size, 80 GSM	Nos.	1,600
19	Glue Stick	Non-toxic, 15–20 g	Nos.	1,600
20	Scissors	Student size, blunt edge	Nos.	800
21	Highlighter	Assorted colors	1,600	
22	Whiteboard Marker	Blue/Black, refillable	1,200	
23	File Folder	Plastic, A4 size	1,600	
24	Attendance Register	Hard cover, 400 pages	20	
25	Exam Answer Sheet Bundle	A4 size, 80 GSM (500 sheets per bundle)	10 bundles	
26	Graph Notebook	A4 size, 80 GSM, 100 pages	800	
27	Urdu Notebook	A4 size, 125 GSM cover, 80 GSM pages	800	
28	Islamiat Notebook	A4 size, 125 GSM cover, 80 GSM pages	800	
29	Social Studies Notebook	A4 size, 125 GSM cover, 80 GSM pages	800	

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30	Computer Notebook	A4 size, 125 GSM cover, 80 GSM pages	800	
31	Marker Set	Permanent, assorted colors (pack of 4)	400	
32	White Paper Ream	A4 size, 80 GSM, 500 sheets	50 reams	
33	Chart Paper	22x28 inches, assorted colors	2,400	
34	Manila Paper	A4 size, 150 GSM	2,400	
35	Clip Board	A4 size, hard board with clip	800	
36	Name Labels	Self-adhesive, pack of 10	800 packs	
37	Exam Pad	A4 size, cardboard backing	800	
38	Correction Pen	White fluid, quick dry	1,600	
39	Stapler (Mini)	With 1000 pins	400	
40	Stapler Pins	No.10, box of 1000	800 boxes	
41	Paper Clips	Metal, box of 100	400 boxes	
42	Rubber Bands	Assorted size, pack	400 packs	
43	Student ID Card	PVC, printed	800	
44	ID Card Lanyard	Nylon, clip hook	800	
45	School Diary	Printed, 150 pages	800	
46	Exam Result Folder	Cardboard, A4 size	800	
47	Library Card	Laminated	800	
48	Book Cover Roll	Plastic, transparent	200 rolls	
49	Brown Paper Roll	Packing quality	200 rolls	
50	Dust-Free Chalk Box	White, pack of 100 sticks	100 boxes	
51	Duster	Wooden handle, felt base	200	
52	Whiteboard	Wall-mounted, 4x3 ft	40	
53	Whiteboard Eraser	Magnetic	200	
54	Teacher Marker	Whiteboard, assorted colors	600	
55	Lesson Plan Register	Hard cover, 300 pages	50	
56	Teacher Attendance Register	Hard cover, 400 pages	30	
57	Staff Notebook	A4 size, 200 pages	200	
58	Photocopy Paper	Legal size, 80 GSM, 500 sheets	30 reams	
59	Envelopes	A4 size, brown, pack of 50	200 packs	
60	Envelopes	Small size, white, pack of 50	200 packs	
61	Notice Board	Cork board, 3x2 ft	20	
62	Pin Box	Push pins, box of 100	100 boxes	
63	Permanent Marker	Black/Blue	400	
64	Attendance Sheet Pad	Printed, 50 sheets	100 pads	
65	Register Stand	Metal/Plastic	50	
66	Floor Chart Stand	Adjustable metal	20	
67	Map (World)	Laminated, wall size	20	
68	Map (Pakistan)	Laminated, wall size	20	
69	Science Chart Set	Human body, plants, physics	50 sets	
70	Math Chart Set	Tables, shapes, formulas	50 sets	
71	English Chart Set	Grammar, tenses, vocabulary	50 sets	
72	Suggestion Box	Lockable, metal	10	
73	Complaint Register	Hard cover, 200 pages	10	

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74	Stock Register	Hard cover, 400 pages	10	
75	Asset Register	Hard cover, 300 pages	10	
76	Procurement File	Lever arch, A4 size	100	
77	Student File	Paper file, A4 size	1,600	
78	Display File	Plastic, 40 pockets	400	
79	Laminating Sheets	A4 size, pack of 100	50 packs	
80	Lamination Roll	Heavy duty	20 rolls	
81	Calculator (Student)	Basic, 8–10 digit	800	
82	Calculator (Office)	Scientific	30	
83	Computer Paper	Continuous, perforated	20 boxes	
84	USB Flash Drive	16 GB, USB 3.0	100	
85	External Hard Drive	1 TB, USB 3.0	10	
86	Printer Cartridge (Black)	Compatible with school printers	60	
87	Printer Cartridge (Color)	CMY set	60 sets	
88	Toner Cartridge	Laser printer compatible	40	
89	Computer Register	Hard cover, 300 pages	20	
90	ICT Log Book	Hard cover, 200 pages	20	
91	Project File	Cardboard, A4 size	2,400	
92	Practical File	With clip & divider	1,600	
93	Index Divider	A4 size, set of 10	800 sets	
94	Sticky Notes	3x3 inches, pack of 100	800 packs	
95	Tape Roll	Transparent, 2 inch	600	
96	Double-Sided Tape	1 inch	400	
97	Brown Tape	Packing tape, 2 inch	400	
98	Battery Cells	AA size, pack of 4	200 packs	
99	Extension Cord	5 meters, surge protected	50	
100	Power Strip	6 sockets with switch	50	
101	School Stamp	Self-inking, official seal	10	
102	Ink Pad	Blue/Black, medium size	20	
103	Date Stamp	Adjustable, self-inking	10	
104	Receipt Book	Printed, 100 pages	50	
105	Voucher File	Accounting standard	50	
106	Cash Book Register	Hard cover, 400 pages	10	
107	Petty Cash Voucher	Printed pad, 50 sheets	100 pads	
108	Bank Deposit Slip Book	Standard format	20	
109	Payroll Register	Hard cover, 300 pages	10	
110	Inventory Tags	Plastic, numbered	1,000	
111	Shelf Labels	Adhesive, pack of 50	100 packs	
112	Storage Box	Plastic, medium size	200	
113	Filing Cabinet	Steel, 4-drawer	10	
114	Document Tray	Stackable plastic	200	
115	Desk Organizer	Multi-compartment	200	
116	Visitor Register	Hard cover, 300 pages	10	
117	Suggestion Register	Hard cover, 200 pages	10	
118	Complaint Forms	Printed, pad of 50	100 pads	
119	Notice Circular File	Hard cover	50	

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120	Meeting Minutes Register	Hard cover, 300 pages	20	
121	First Aid Box	Complete school kit	20	
122	Bandage Roll	Crepe, 3 inch	200	
123	Antiseptic Solution	500 ml bottle	100	
124	Cotton Roll	Medical grade	200	
125	Disposable Gloves	Latex, box of 100	100 boxes	
126	Face Masks	Disposable, pack of 50	200 packs	
127	Hand Sanitizer	500 ml bottle	400	
128	Liquid Soap	500 ml refill	400	
129	Tissue Box	Standard, 200 pulls	400	
130	Paper Towels	Kitchen roll	200	
131	Broom	Plastic handle	100	
132	Mop Set	With bucket & wringer	50	
133	Floor Cleaner	1 liter bottle	200	
134	Disinfectant	Phenyl, 1 liter	200	
135	Garbage Bags	Large size, pack of 50	200 packs	
136	Waste Bin	Plastic, 50 liter	100	
137	Recycling Bin	Color-coded	60	
138	Fire Extinguisher	ABC type, 6 kg	20	
139	Fire Safety Signage	Glow-in-dark	50	
140	Emergency Exit Sign	LED	20	
141	Science Lab Apron	Cotton, reusable	200	
142	Safety Goggles	Polycarbonate	200	
143	Test Tube Set	Glass, set of 12	100 sets	
144	Beaker Set	Glass, assorted sizes	100 sets	
145	Measuring Cylinder	Glass, 100–500 ml	200	
146	Microscope Slides	Pack of 50	200 packs	
147	Cover Slips	Pack of 100	200 packs	
148	Lab Notebook	A4, hard cover, 200 pages	200	
149	Sports Notebook	A5, 100 pages	800	
150	Football	Standard size	50	
151	Volleyball	Standard size	30	
152	Cricket Bat	Kashmir willow	40	
153	Cricket Ball	Leather	200	
154	Badminton Racket	Steel frame	100	
155	Shuttlecock	Feather, pack of 12	100 packs	
156	Whistle	Plastic/metal	50	
157	Sports First Aid Kit	Portable	20	
158	Stopwatch	Digital	30	
159	Sports Cones	Plastic, set of 10	50 sets	
160	Score Board	Manual, portable	10	
161	Ball Point Pen (Red)	Fine tip, refillable	4,800	
162	Pencil (2B)	Writing & drawing quality	6,400	
163	Pencil (Color – Single)	Assorted colors	9,600	
164	Eraser (Large)	Dust-free, soft	6,400	
165	Sharpener (Plastic)	Double hole	6,400	

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166	Sharpener (Metal)	Single hole, blade guard	3,200	
167	Scale (Small)	Plastic, 15 cm	4,800	
168	Geometry Compass	Metal, student grade	1,600	
169	Protractor	Plastic, 180 degree	1,600	
170	Set Squares	Pair, plastic	1,600	
171	Writing Slate	Reusable, small size	1,200	
172	Slate Pencil	White chalk pencil	4,800	
173	Pencil Pouch	Fabric/Plastic, zip	800	
174	School Art Kit	Drawing tools, mixed set	800	
175	Water Color Set	12 colors with brush	800	
176	Paint Brush Set	Pack of 5 sizes	800	
177	Scrap Book	A4 size, 40 pages	800	
178	Activity Book	Printed, student level	800	
179	Homework Diary	Student-use, dated	800	
180	Exam Pad (Student)	A4, cardboard back	800	
181	Rubber Band Bundle (Large)	Heavy duty, assorted sizes	1,000 bundles	
182	3-in-1 Register (Eng/Urdu/Math)	Hard cover, ruled, multi-section	22,000	
183	Hard Chart Paper	Primary & secondary colors, thick	40,000 sheets	
184	Thin Chart Paper	Assorted colors, light weight	40,000 sheets	
185	Glue Stick	Non-toxic, 15–20 g	10,000	
186	Scotch Tape	Transparent, 1 inch	4,000	
187	Masking Tape	Paper tape, 1 inch	4,000	
188	Chalk Box (White)	Dust-free, pack of 100 sticks	15,000 boxes	
189	Chalk Box (Colored)	Assorted colors, pack of 100 sticks	15,000 boxes	
190	Ball Point Pen Boxes (Teachers)	Blue/Black, assorted	2,000 boxes	
191	Colored Marker Pack	Permanent/whiteboard mix	10,000 packs	
192	Pencil (HB)	Student quality	150,000	
193	Eraser	Dust-free, soft	150,000	
194	Sharpener	Plastic/metal mix	100,000	
195	Stapler	Standard office size	1,200	
196	Safe Scissors	Student, blunt edge	3,000	
197	Punch Machine	Two-hole, heavy duty	600	
198	String / Saba	Cotton/jute, bundle	1,200 bundles	
199	Colorful Straws	Pack of assorted colors	2,000 packs	
200	Ice-Cream Sticks (Colorful)	Craft quality, pack	4,000 packs	
201	Marble Stones	Assorted sizes, box	600 boxes	
202	Plastic Balls (5.5 cm)	Colorful, learning play	20,000	
203	Blank Paper Sheets (A4)	White + colored, 500 sheets/ream	800 reams	
204	Bottle Caps	Mixed colors, recycled	200 kg	
205	Ludo Dice	Plastic, standard size	2,400	
206	Ruler	12-inch, plastic, colorful	6,000	
207	Socks	Colorful, medium size (pair)	3,600 pairs	

208	Styrofoam Plates	Round, white	10,000	
209	Modeling Clay / Play-Dough	Pack of 12 colors	2,000 packs	
210	Paper Cups	White Styrofoam	20,000	
211	Water Color Set	Paint + brush	3,000 packs	
212	Measuring Tape	60 inches	600	
213	Yarn Ball (Large)	Craft quality	600	
214	Thumb Tacks	Colorful, pack	1,000 packs	
215	Styrofoam Sheet	Craft size	2,000 sheets	
216	Cotton Buds	Pack	600 packs	

**Deployment Timeline:** All positions must be filled and deployed within **15 days** from the date of contract signing.

**Performance Monitoring:**

- Monthly performance and attendance reports
- Immediate reporting of staff absenteeism or resignation
- Grievance redress mechanism for staff and client
- The payments shall be subsequently adjusted as per performance monitoring report. The client shall notify a performance monitoring committee.

**Replacement Policy**

Any staff member found absent, non-performing, or in violation of MOFEPT regulations shall be replaced by the Service Provider within seven (07) calendar days of written notice.

Replacement personnel shall meet or exceed the qualification and experience requirements of the original position, as defined in the TOR.

**Penalty for Delayed Replacement or Deployment**

If the Service Provider fails to deploy or replace required personnel within the specified period, a penalty of PKR 5,000 (Five Thousand only) per day per position shall be imposed, deductible from the monthly invoice, subject to a maximum cap of 10% of the monthly invoice value.

**Deployment Deadline**

The Service Provider shall deploy all approved personnel within thirty (15) calendar days from the date of contract signing. Non-compliance will attract similar penalties.

**Exclusion Criteria**

MOFEPT reserves the right to reject any proposed candidate:

- Who fails to meet required qualifications

- Whose background check or verification is unsatisfactory
- Against whom credible complaints are received

**Compliance Requirements:**

- Firm /service provider after Award of contract should ensure EOBI and social security registration of all staff (if applicable)
- Should Maintain insurance coverage for all deployed personnel
- Should Follow all statutory and regulatory employment obligations

**Grievance Redressal & Dispute Management**

- MOFEPT reserves right to interview and reject staff on unsatisfactory performance basis
- Grievance mechanism must be proposed by bidder in TECH-3

**Liability for Criminal Conduct**

- The outsource firm shall be solely and fully responsible for the conduct and background of all staff deployed under this assignment. In the event that any staff member is involved in a criminal offense, legal dispute, or is the subject of a police complaint, investigation, or FIR (First Information Report), the entire responsibility—legal, financial, or otherwise— shall rest with the Service Provider. The Client (MOFEPT) shall bear no liability or obligation whatsoever in such matters and reserves the right to immediately demand removal or replacement of the concerned individual without prejudice to any other rights available under the contract.

**Deliverables:**

1. Staff deployment report within 15 days of contract award
2. Monthly reports including:
  - Attendance summary
  - Payroll disbursement sheets / statements if any / duly signed by compliance manager /account officer / with record
  - Compliance updates
3. Final summary report upon contract completion

**Duration:** The duration of the contract shall be **12 months**, extendable upon satisfactory performance.

**Client's Responsibilities:**

- Provide job descriptions and selection criteria
- Facilitate access to MOFEPT facilities for monitoring
- Conduct spot checks or audits if required

**Restrictions:**

- The outsourcing firm shall not subcontract services further.
- Proposed staff shall not be engaged in any other assignments.
- MOFEPT reserves the right to interview final shortlisted candidates before deployment.

**Payment Terms:**

- 15% mobilization advance upon finalization of deployment plan by the Client.
- Quarterly payments upon submission invoices against salaries and allied cost upon submission of auditable record. The same shall be subjected to all recoveries, applicable taxes and adjustments due under the contract.

**Contract Type: Long term extendable after 1 year completion:**  
Performance-based renewal will be applicable

# **SECTION 6. MODEL CONTRACT AGREEMENT**

## **MODEL CONTRACT AGREEMENT**

This Agreement is made on this \_\_\_ day of \_\_\_\_\_ 2026, between the Ministry of Federal Education and Professional Training, Government of Pakistan (hereinafter referred to as the “Client”) and M/s \_\_\_\_\_, having its registered office at \_\_\_\_\_ (hereinafter referred to as the “Contractor” or “Outsourcing Firm”).

### **WHEREAS:**

- The Client desires to acquire services of the Consultant for outsourcing of human resources for its institutions;
- The Consultant has agreed to provide such services on the terms and conditions set forth herein;

NOW THEREFORE, IT IS HEREBY AGREED as follows:

### **1. Scope of Services**

The Consultant shall provide human resource outsourcing services as specified in the Terms of Reference (TOR) annexed to this Agreement as Annex-A.

### **2. Contract Duration**

This Agreement shall remain valid for a period of 12 months from the date of signing unless terminated earlier in accordance with the terms hereof.

### **3. Contract Price**

The Consultant shall be paid based on the approved monthly salaries of deployed staff plus an agreed service fee. Total monthly invoices shall be submitted in accordance with Section 8 below.

### **4. Staffing and Deployment**

The Consultant shall recruit and deploy the staff listed in Annex-A within **30 days from the** effective date of this Agreement.

### **5. Compliance**

The Consultant shall:

- Ensure full compliance with labor laws, EOBI, social security, and insurance requirements;
- Replace any non-performing staff within 7 days upon written notice by the Client.

## **6. Supervision and Reporting**

The Consultant shall ensure regular reporting and coordination with the designated MOFEPT officials. Monthly reports shall be submitted with attendance and payroll records.

## **7. Payment Terms**

- Payments will be made monthly, upon submission of verified deliverables and invoice based on financial proposal;
- All applicable taxes will be deducted at source as per Government rules.
- The consultant/service provider shall provide vouchers and payment details of each employees to substantiate the payments.

## **8. Termination**

This Agreement may be terminated by either party with one month's written notice. MOFEPT may terminate immediately in case of gross misconduct, breach of agreement, or legal disqualification of the Consultant.

## **9. Dispute Resolution**

Any dispute arising out of or relating to this contract shall be settled through mutual consultation; failing which, the matter shall be referred to arbitration under Pakistani law.

## **10. Confidentiality**

Both parties shall ensure confidentiality of all data, information, and documentation shared during the contract period.

IN WITNESS WHEREOF, the parties have signed this Agreement on the date first mentioned above.

For and on behalf of MOFEPT:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

Stamp: \_\_\_\_\_

For and on behalf of Contractor:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

Stamp: \_\_\_\_\_

Annex-A: Terms of Reference (TOR)

Annex-B: Financial Proposal – Summary of Costs

Annex-C: Performance Security

Annex-D: Affidavits – No Litigation / Not Blacklisted / Staff Exclusivity

Annex-E: Deployment Schedule & Work Plan

Annex-F: Format for Monthly Invoice and Compliance Report Template

**Description of the Services**

[Details provided in the Terms of Reference sections]

[Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Client, etc.]

### **Reporting Requirements**

[List format, frequency, and contents of reports; persons to receive them; dates of submission and the number of copies of each submittal etc. If no reports are to be submitted, state here "Not applicable".]

**Key Personnel and Sub consultants**

- [List under:
- C-1 Title [and names, if already available], activities of job descriptions and working hours of key Personnel to be assigned to work and staff-months for each.
  - C-2 List of approved Sub consultants (if already available); same information with respect to their Personnel as in C-1.]

### **Break down of Contract Price in Local Currency**

[List here under cost estimates in foreign currency:

1. (a) Monthly rates for foreign personnel (Key Personnel and other Personnel)  
(b) Total Remuneration of Staff (on the basis of fixed deliverable rates)
  
2. Reimbursable direct costs (non-salary costs);

Direct non-salary Costs are such in cured non-salary costs which are directly allocable to specific engagements and projects. These costs include but are not limited to the following:

- (i) Provisions for office, light, heat and similar items for working space, costs or rental for furniture, drafting equipment and engineering instrument and automobile expenses identifiable to specific projects for which special facilities other than head office of the firm are arranged.
  
- (ii) Provision for labor or work charge establishment.
  
- (iii) Daily and travelling allowances/expenses of employees, partners and principals when away from home/office on business connected with the project.
  
- (iv) Identifiable communication expenses, such as long distance telephone, telegraph, cable, telex, express charges, and post age other than general correspondence.
  
- (v) Services directly applicable to the project such as special legal and accounting expenses, computer rental and programming costs, special consultants, borings, laboratory charges, perspectives, renderings, photos, model costs, commercial printing and binding and similar costs which are not applicable to the overhead costs, professional liability insurance cover in accordance with the provisions set out in Sub- Clause GC 3.4.
  
- (vi) Identifiable drafting supplies and office supplies and expenses charged to the employer's work, as distinguished from such supplies and expenses applicable to several projects.
  
- (vii) Identifiable re production cost applicable to the work such as blue printing, photo stating, mimeographing, printing, binding etc.

(The detail of the cost estimates to be provided on the additional pages).

3. Sub-total, remuneration and reimburse able non-salary direct costs= (1+2)
4. Contingencies, if any
5. Total= (3+4)]

### **Break down of Contract Price in Local Currency**

[List here under cost estimates in local currency:

1. (a) Monthly rates for local Personnel (Key Personnel and other Personnel);
- (b) Total Remuneration of staff (on the basis of fixed deliverable rates)
2. Reimbursable direct costs (non-salary costs);

Direct non-salary Costs are such in cured non-salary costs which are directly allocable to specific engagements and projects. These costs include but are not limited to the following:

- (i) Provisions for office, light, heat and similar items for working space, costs or rental for furniture, drafting equipment and engineering instrument and automobile expenses identifiable to specific projects for which special facilities other than head office of the firm are arranged.
- (ii) Provision for labor or work charge establishment.
- (iii) Daily and travelling allowances/expenses of employees, partners and principals when away from home/office on business connected with the project.
- (iv) Identifiable communication expenses, such as long distance telephone, telegraph, cable, telex, express charges, and post age other than general correspondence.
- (v) Services directly applicable to the project such as special legal and accounting expenses, computer rental and programming costs, special consultants, borings, laboratory charges, perspectives, renderings, photos, model costs, commercial printing and binding and similar costs which are not applicable to the overhead costs, professional liability insurance cover in accordance with the provisions set out in Sub- Clause GC3.4.
- (vi) Identifiable drafting supplies and office supplies and expenses charged to the employer's work, as distinguished from such supplies and expenses applicable to several projects.
- (vii) Identifiable reproduction cost applicable to the work such as blue printing, mimeographing, printing, binding etc.

(The detail of the cost estimates to be provided on the additional pages).

3. Sub-total, remunerations and reimbursable non-salary direct costs= (1+2).
4. Contingencies, if any
5. Total= (3+4)

*Notes:*

- A. *Elements of the salary costs and billing rates for their Levant salary grades shall also be included in this Appendix.*
- B. *Estimate will include the following items as applicable:*
  - (1) *Remuneration, i.e. staff costs based on Deliverable of the staff, and contingencies if any, excluding adjustment of billing rates.*
  - (2) *Reimbursable direct non-salary costs, contingencies, if any, excluding adjustment of billing rates for the staff covered under direct costs.*

*Each item shall be specified whether it is payable on the basis of (a) lump sum fixed deliverable base; or (b) reimbursement of actual expenditures.*
  - (3) *Payments in respect of any cost (i.e. total remuneration, and total reimbursable non-salary direct cost) which could exceed the estimates set forth in this Appendix may be chargeable to the contingency amounts provided for in the respective estimates, only if such costs are approved by the Client prior to being incurred].*

**Services and Facilities to be Provided by the Client**

**and**

**Counterpart Personnel to be Made Available  
to the Consultants by the Client  
(NOT APPLICABLE)**

The Client shall make available the following Services and Facilities:

1. Services and Facilities of the Client

The Client shall make available to the Consultants, Sub consultants and the Personnel, for the purposes of the Services and free of any charge, the services, facilities and property described in this Clause at the times and in the manner specified hereunder:

(a) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Rent will be charged by the Client only for the family status accommodation provided to the Personnel, in the Client's colonies, at the following rates:

<u>Type of Accommodation</u>	<u>Monthly Rent (Rs)</u>
.....	.....
.....	.....

(d) No rent will be charged for single status residences provided by the Client to the Personnel.

2. Lodge Accommodation

If requested by the Consultants, the Client shall provide lodge accommodation, if available, to all Personnel of the Consultants or the Sub consultants when on visit to various parts of the Project area or any other station where such facilities or the lodge accommodation of the Client exists (and provided that the Personnel of the Consultants or the Sub consultants visit that place

In connection with the Project) under the same terms and conditions as the Client's staff is entitled.

3. Counterpart Personnel to be made available to the Consultants

The Client shall make available to the Consultants, free of charge, the following counterpart personnel in connection with carrying out of the Services:

.....  
.....

**(Integrity Pact)**

**DECLARATION OF FEES, COMMISSION AND  
BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS,  
SERVICES & WORKS IN CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

.....[name of Supplier] here by declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Name of Buyer: .....  
Signature: .....  
[Seal]

Name of Seller/Supplier: .....  
Signature: .....  
[Seal]

**Form of Bid-Securing Declaration**

*[The Bidder shall fill in this Form in accordance with the instructions indicated.]*

Date: *[date (as day, month and year)]*

No.: *[number of bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[complete name of Procuring agency/Employer]*

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging incorrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring agency/Employer during the period of Bid validity, (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security (or guarantee), if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder\* \_\_\_\_\_

Name of the person duly authorized to sign the Bid on behalf of the Bidder\*\*

\_\_\_\_\_

Title of the person signing the Bid \_\_\_\_\_

\_\_\_\_\_

Signature of the person named above \_\_\_\_\_

\_\_\_\_\_

Date signed \_\_\_\_\_ day of \_\_\_\_\_,

\*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

**\*\*:** Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

*[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid.]*