

POWER INFORMATION TECHNOLOGY COMPANY



TENDER FOR
EMPANELMENT OF HEADHUNTING / EXECUTIVE SEARCH FIRMS FOR FOR C-LEVEL
POSITIONS

Procurement Procedure:- Single Stage, Two Envelope Procedure
RFP Identification No. PITC/G-224/(121)02-2026

CONTACTS:

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ABRIDGMENT

Sr. No.	Summary	Description
1.	Recipient	CEO PITC
2.	Venue	PITC Conference Room, Building No. 3, Lower Ground Floor, Aiwan-e-Iqbal, Edgerton Road, Lahore
3.	Pre-Bid Conference Date and Time	12-03-2026, 11:00 A.M
3.	Closing Date & Time of Bids (Technical & Financial)	27-03-2026, 11:00 A.M
4.	Technical Bids shall be opened in the presence of bidder or authorized representatives	27-03-2026, 11:30 A.M
5.	Public Opening Date & Time of Financial Bids	Technical responsive firms shall be Informed to participate in the opening process of financial bids with date/time.
6.	Bid Money	2% of the total value of quoted cost (Please enclose bid money with financial bid envelope)
7.	Type of Tender	Single Stage Two Envelope
8.	Cost of Tender Document	Rs. 5,000/-

LETTER OF INVITATION

Power Information Technology Company (PITC), operating under the administrative control of the Ministry of Energy (Power Division), Government of Pakistan, hereby invites sealed proposals from reputable and experienced Headhunting / Executive Search Firms for empanelment to provide executive search and headhunting services for C-Level positions, as and when required.

The procurement process shall be conducted strictly in accordance with the Public Procurement Rules, 2004, under the Single Stage-Two Envelope Procedure (Rule 36(b)), and in compliance with the State-Owned Enterprises (C-Level Appointments) Guidelines, 2024 issued by the Central Monitoring Unit (CMU), Finance Division.

The objective of this Request for Proposals (RFP) is to establish a panel of pre-qualified Headhunting / Executive Search Firms for a period of one (01) year. Inclusion in the approved panel shall not constitute any guarantee, assurance, or commitment for award of assignments, nor shall it create any financial obligation on the part of PITC. Engagements, if any, shall be made strictly on an assignment-wise basis, subject to approval of the competent authority and in accordance with applicable laws, rules, and governance frameworks.

Proposals are invited under the Single Stage-Two Envelope Bidding Procedure, which requires bidders to submit their Technical Proposal and Financial Proposal simultaneously in separate sealed envelopes, in the manner specified in this RFP document. The Technical Proposals shall be opened first and evaluated in accordance with the criteria set forth herein. Financial Proposals of only those firms that qualify technically shall be opened and evaluated at a later stage.

Detailed instructions for preparation and submission of proposals, eligibility requirements, evaluation methodology, scope of services/terms of reference, proposal formats, and draft framework agreement are provided in this RFP document and its annexures. Bidders are advised to carefully review all instructions, conditions, and requirements contained herein before submitting their proposals.

PITC reserves the right to accept or reject any or all proposals, to annul the procurement process, or to re-invite proposals, at any stage, without assigning any reason and without incurring any liability to the bidders, in accordance with the Public Procurement Rules, 2004.

Manager Procurement & Contract Management

Power Information Technology Company (PITC)

Lower Ground, Building No. 3

Aiwan-e-Iqbal, Egerton Road

Lahore

INSTRUCTIONS TO BIDDERS

2.1 Purpose of the RFP

This Request for Proposals (RFP) is issued by Power Information Technology Company (PITC) for the purpose of empanelment of reputable and experienced Headhunting / Executive Search Firms to provide executive search services for C-Level positions, on an assignment-wise basis, as and when required. This RFP does not relate to recruitment against any specific position and does not create any obligation on the part of PITC to award any assignment.

2.2 Legal Framework

The bidding process shall be governed by and construed in accordance with the Public Procurement Rules, 2004, the State-Owned Enterprises Act, 2023, the State-Owned Enterprises (C-Level Appointments) Guidelines, 2024 issued by the Central Monitoring Unit (CMU), Finance Division, and all other applicable laws, rules, and regulations of the Islamic Republic of Pakistan.

2.3 Procurement Procedure

The procurement shall be conducted under the Single Stage-Two Envelope Procedure as prescribed under Rule 36(b) of the Public Procurement Rules, 2004. Under this procedure, bidders shall submit Technical and Financial Proposals simultaneously in separate sealed envelopes. The Technical Proposals shall be opened and evaluated first, and the Financial Proposals of only those bidders who qualify technically shall be opened and evaluated at a later stage.

2.4 Eligibility of Bidders

Participation in this RFP is open to firms that are legally registered and operational, possess verifiable experience in Headhunting / Executive Search services, are compliant with applicable tax laws, and are not blacklisted or debarred by any government, semi-government, autonomous, or state-owned entity. Detailed eligibility and qualification requirements are specified in the relevant sections and annexures of this RFP document.

2.5 Cost of RFP

The price of RFP document is Rs. 5000/- .

2.6 Preparation of Proposals

Bidders shall prepare their proposals in accordance with the instructions and requirements set forth in this RFP document. Proposals shall be complete in all respects and shall include all information, documents, and declarations required under the Technical and Financial Proposal formats. Conditional, incomplete, or alternative proposals may be rejected.

2.7 Language of Proposals

All proposals and supporting documentation shall be submitted in the English language. In case any supporting document is provided in another language, an English translation shall be furnished, which shall prevail for the purpose of interpretation.

2.8 Signing of Proposals

The proposals shall be signed and stamped by an authorized representative of the bidder. Documentary evidence of authorization, such as a power of attorney or board resolution, shall be provided where applicable.

2.9 Submission of Proposals

Bidders shall submit their proposals in two separate sealed envelopes marked as “Envelope-I: Technical Proposal” and “Envelope-II: Financial Proposal”. Both envelopes shall be enclosed in a single outer sealed envelope clearly marked “RFP-Empanelment of Headhunting / Executive Search Firms for C-Level Positions”. Proposals must reach PITC at the address specified in the RFP on or before the stipulated deadline. Proposals received after the deadline shall not be entertained and shall be returned unopened.

2.10 Opening of Proposals

Technical Proposals shall be opened at the date, time, and place specified in the RFP, in the presence of bidders’ representatives who may choose to attend. Financial Proposals shall remain sealed and shall be opened only for those bidders who are declared technically responsive in accordance with Annexure-B, at a date and time to be communicated separately.

2.11 Bid Validity

Proposals shall remain valid for a period of one hundred and twenty (120) days from the date of opening of Technical Proposals. PITC may request an extension of bid validity, and bidders may accept or decline such request without forfeiture of any right.

2.12 Bid Security

Bidder has to submit 10% bid security in the name of “Power Information Technology Company” in shape of bank guarantee / Pay order.

2.13 Clarifications and Amendments

Bidders may seek clarification on any aspect of the RFP within the time specified. PITC may issue amendments or addenda to the RFP prior to the submission deadline, and such amendments shall form an integral part of the RFP document.

2.14 Evaluation of Proposals

Proposals shall be evaluated strictly in accordance with the evaluation criteria and methodology disclosed in this RFP. No criteria other than those specified in the RFP shall be applied during evaluation.

2.15 Authority Boundaries and CMU Compliance

The role of the empaneled Headhunting / Executive Search Firms shall be strictly facilitative in nature. The firms may undertake executive search, preliminary screening, and preparation of long and short lists of candidates strictly against the eligibility criteria approved by PITC. However, firms shall not rank candidates in order of merit, assign scores, recommend any candidate for selection or rejection, or participate in or influence the decision-making process of PITC’s Board of Directors, Board Committees, or Management. All final shortlisting, evaluation, and selection

decisions shall remain the exclusive responsibility of PITC's competent forums, in accordance with applicable laws and the CMU Guidelines.

2.16 Confidentiality

Bidders shall maintain confidentiality of all information contained in this RFP and obtained during the bidding process and shall not disclose such information without prior written consent of PITC.

2.17 Conflict of Interest

Bidders shall disclose any actual or potential conflict of interest. Failure to disclose such conflict may result in rejection of the proposal or removal from the panel at any stage.

2.18 Corrupt and Fraudulent Practices

PITC requires bidders to observe the highest standards of ethics during the process. Any bidder found to have engaged in corrupt or fraudulent practices shall be disqualified and may be subject to blacklisting in accordance with applicable rules.

2.19 Rejection of Proposals

PITC reserves the right to reject any proposal that is late, incomplete, conditional, non-responsive, or submitted by an ineligible bidder.

2.20 Right to Accept or Reject

PITC reserves the right to accept or reject any or all proposals, annul the procurement process, or re-invite proposals at any stage, without assigning any reason and without incurring any liability to the bidders.

2.21 Governing Law

This RFP and the bidding process shall be governed by the laws of the Islamic Republic of Pakistan.

SECTION-3: EVALUATION METHODOLOGY

3.1 General

The proposals received against this Request for Proposals (RFP) shall be evaluated by Power Information Technology Company (PITC) in accordance with the provisions of the Public Procurement Rules, 2004, under the Single Stage-Two Envelope Procedure prescribed at Rule 36(b), and in line with the evaluation criteria and methodology disclosed in this RFP document. No evaluation criterion other than those specified herein and in the relevant annexures shall be applied.

3.2 Two-Envelope Evaluation Process

Under the Single Stage-Two Envelope Procedure, bidders are required to submit their Technical Proposals and Financial Proposals simultaneously in separate sealed envelopes. The Technical Proposals shall be opened first and evaluated in detail to assess the capability, experience, and capacity of the bidding firms. The Financial Proposals shall remain sealed during the technical evaluation stage and shall be opened only in respect of those bidders who are declared technically responsive in accordance with Annexure-B.

3.3 Technical Evaluation

The Technical Proposals shall be evaluated strictly on the basis of the technical evaluation criteria and scoring matrix specified in Annexure-B of this RFP. The technical evaluation shall focus on the firm's overall experience in headhunting and executive search services, experience in senior and C-Level hiring, sectoral exposure, proposed methodology and approach, and organizational capacity.

3.4 Financial Evaluation

Financial Proposals of only those bidders who are technically responsive in the technical evaluation shall be opened and evaluated. The Financial Proposals shall be evaluated in accordance with the financial proposal format and scoring methodology specified in Annexure-C of this RFP. The financial evaluation shall be based on the quoted fee for successful C-Level placement, expressed in the prescribed format.

3.5 Weightage of Technical and Financial Proposals

The overall evaluation shall be carried out by assigning a weightage of eighty percent (80%) to the Technical Proposal and twenty percent (20%) to the Financial Proposal. The final score of each bidder shall be calculated by combining the weighted technical and financial scores in accordance with the methodology disclosed in this RFP.

3.6 Ranking and Empanelment

Bidders shall be ranked on the basis of their combined technical and financial scores. Empanelment shall be carried out in order of ranking, subject to approval of the competent authority. Inclusion in the approved panel shall not confer any right to award of assignments and shall not constitute any financial or contractual commitment on the part of PITC.

3.7 Authority Boundaries

Nothing contained in this RFP shall be construed as delegation of authority to the empaneled firms to rank candidates in order of merit, assign evaluation scores, recommend candidates for appointment, or participate in the final decision-making process. Preparation of long and short lists strictly on the basis of approved eligibility criteria and factual screening shall be undertaken in a facilitative capacity, while all merit-based evaluation and final selection decisions shall remain the exclusive responsibility of PITC's competent forums.

3.8 Right of PITC

PITC reserves the right to accept or reject any or all proposals, to annul the evaluation process, or to re-invite proposals, at any stage, without assigning any reason and without incurring any liability to the bidders, in accordance with the Public Procurement Rules, 2004.

SECTION-4: SCOPE OF SERVICES/TERMS OF REFERENCE (TORs)

4.1 Background

Power Information Technology Company (PITC), operating under the administrative control of the Ministry of Energy (Power Division), Government of Pakistan, is responsible for the development, operation, and maintenance of critical information technology systems, digital platforms, and enterprise applications for the power sector.

In order to strengthen leadership capacity and ensure availability of high-quality professional talent for C-Level positions, PITC intends to engage reputed Headhunting Firms through a transparent and competitive process, in line with SOE (C-Level Appointments) Guidelines 2024.

4.2 Objectives of the Engagement

The objectives of engaging Headhunting / Executive Search Firms are to:

- a. Ensure transparent and merit-based recruitment of senior executives/C level;
- b. Access a broader and higher-quality talent pool, including passive candidates to provide extended qualified pool of candidates;
- c. Conduct hiring process (invite applications, submit long/short list of qualified candidates) in true letter and spirit of CMU guidelines 2024 for C level recruitment clause 4(ii);
- d. Prepare extended qualified pool of candidates with documentation; and
- e. Reduce time-to-hire.

4.3 Scope of Work

The selected firm(s), engaged on an assignment-based basis, shall be responsible for the following:

- a. Undertaking the advertisement, executive search, and targeted headhunting for C level positions assigned by PITC from time to time, in accordance with approved criteria and CMU guidelines 2024 for C level recruitment clause 4(ii).
- b. Identifying, approaching, and conducting preliminary screening of suitable candidates through professional and ethical search methods.
- c. Submitting the list of eligible candidates identified through advertisement and executive search, strictly against the eligibility criteria approved by PITC.
- d. Providing long/short listing of qualified candidates with comparative summaries, screening notes, and supporting documentation for consideration by the relevant Board Committee(s) and the Board of Directors, as applicable.
- e. Facilitating the interview process conducted by PITC's competent forums, strictly in a facilitative role.
- f. Ensuring strict confidentiality, neutrality, and full compliance with applicable laws, rules, SOE (C-Level Appointments) Guidelines, 2024, CMU guidelines.

4.4 Deliverables

For each assignment, the firm shall provide:

- a. Long and short list of candidates with profiles and preliminary screening outcomes;
- b. Supporting documentation and comparative summaries.
- c. Reference and background verification summaries, where applicable and as directed by PITC; and
- d. Any additional information reasonably required by PITC.

4.5 Nature and Duration of Engagement

- a. The engagement shall be for an initial period of one (01) year, extendable as per PPRA rules and approval of the competent authority.
- b. Engagement of head hunting shall not create any financial or hiring commitment.
- c. Each recruitment shall be treated as a separate assignment, issued through a formal written request by PITC.

4.6 Reporting and Coordination

- a. The firm shall report to the Chief Executive Officer, PITC, or an officer authorized by him.
- b. All coordination shall be carried out through the HR & Admin Directorate, unless otherwise directed.
- c. The firm shall provide timely updates on progress of assignments as required.

4.7 Confidentiality and Conflict of Interest

- a. All information, documents, and data obtained during the engagement shall remain the exclusive property of PITC.
- b. The firm shall not disclose any information to third parties without prior written approval of PITC.
- c. The firm shall immediately disclose any actual or potential conflict of interest and shall not proceed further without PITC's direction.

4.8 Payment Terms

- a. Payments shall be success-based and assignment-specific, subject to verification and acceptance of deliverables by PITC, and shall be made strictly in accordance with the Agreement executed between PITC and the firm.
- b. No advance or retainer payment shall be made unless explicitly approved by the competent authority.

4.9 Performance Monitoring

- a. Performance of the firm shall be monitored based on quality of shortlisting, adherence to timelines, compliance with TORs, and responsiveness.
- b. PITC reserves the right to discontinue assignment(s) in case of unsatisfactory performance.

4.10 Termination

PITC reserves the right to terminate the arrangement or any assignment, without assigning any reason, in case of:

- a. breach of confidentiality,
- b. misrepresentation or misconduct,
- c. conflict of interest, or
- d. non-performance or violation of applicable laws and guidelines.

4.11 Governing Law

This engagement shall be governed by and construed in accordance with the laws of the Islamic Republic of Pakistan. In the event of any dispute, difference, or claim arising out of or in connection with this engagement, the same shall, as far as possible, be resolved amicably through mutual consultation.

SECTION-5: EVALUATION CRITERIA

5.1 General

The proposals received against this Request for Proposals (RFP) shall be evaluated by Power Information Technology Company (PITC) in a fair, transparent, and objective manner, strictly in accordance with the Public Procurement Rules, 2004, and the evaluation criteria and methodology disclosed in this RFP document and its annexures. No evaluation criterion other than those specified herein shall be applied.

5.2 Basis of Evaluation

Evaluation under this RFP shall be conducted on the basis of firm capability and suitability for empanelment as a Headhunting/Executive Search Firm. The evaluation shall not, in any manner, relate to the assessment, ranking, or selection of individual candidates for any position. The purpose of evaluation is limited to determining the eligibility and comparative competence of firms for inclusion in the approved panel.

5.3 Technical Evaluation Criteria

The Technical Proposals shall be evaluated on the basis of criteria relating to the firm's overall experience in headhunting and executive search services, experience in senior and C-Level hiring, sectoral exposure relevant to the mandate of PITC, the robustness and compliance orientation of the proposed methodology and approach, and the organizational capacity and team strength of the firm. The detailed technical evaluation criteria, scoring framework, and marking guidance are specified in Annexure-B of this RFP.

5.4 Mandatory Eligibility

Prior to scoring, the Technical Proposals shall be reviewed for compliance with the mandatory eligibility requirements specified in the RFP. Only bidders meeting all mandatory requirements shall be considered for technical scoring. Failure to meet any mandatory requirement shall result in the proposal being declared non-responsive for technical evaluation.

5.5 Financial Evaluation Criteria

Financial Proposals of only those bidders who qualify in the technical evaluation shall be opened and evaluated. The Financial Proposals shall be evaluated in accordance with the prescribed financial proposal format and evaluation methodology set out in Annexure-C of this RFP. The financial evaluation shall be based solely on the quoted fee for successful placement, as expressed in the prescribed format.

5.6 Weightage and Combined Score

The overall evaluation shall be carried out by assigning the weightages to the Technical and Financial Proposals as specified in Section-3 of this RFP. The final score of each bidder shall be determined by combining the weighted technical and financial scores in accordance with the methodology disclosed in this RFP.

5.7 Ranking and Empanelment

Bidders shall be ranked on the basis of their combined evaluation scores. Empanelment shall be carried out in order of ranking, subject to approval of the competent authority. Inclusion in the approved panel shall not confer any right to award of assignments and shall not constitute any financial or contractual commitment on the part of PITC.

5.8 Authority Boundaries

Nothing contained in the evaluation criteria or evaluation process shall be construed as delegation of authority to the empaneled firms to rank candidates in order of merit, assign scores, recommend candidates for appointment, or participate in the final decision-making process. Preparation of long and short lists strictly against approved eligibility criteria shall remain facilitative in nature.

5.9 Right of PITC

PITC reserves the right to accept or reject any or all proposals, to annul the evaluation process, or to re-invite proposals, at any stage, without assigning any reason and without incurring any liability to the bidders, in accordance with the Public Procurement Rules, 2004.

ANNEXURE-A

TECHNICAL PROPOSAL REQUIREMENTS

A.1 General

Bidders shall submit a Technical Proposal containing sufficient information and documentation to enable Power Information Technology Company (PITC) to evaluate the bidder's eligibility, experience, capability, and suitability for empanelment as a Headhunting/Executive Search Firm. The Technical Proposal shall be complete in all respects and shall strictly adhere to the requirements specified in this Annexure.

A.2 Firm Profile and Legal Status

The Technical Proposal shall include a comprehensive profile of the firm, indicating its legal name, year of establishment, legal status, registered office address, and contact details. Documentary evidence of legal registration with the Securities and Exchange Commission of Pakistan (SECP) or other competent authority, as applicable, shall be provided. The bidder shall also submit evidence of being an active taxpayer with the Federal Board of Revenue (FBR).

A.3 Relevant Experience

The bidder shall provide details of its overall experience in providing headhunting and executive search services. The Technical Proposal shall include a concise description of relevant assignments completed during the last five (05) years, with particular emphasis on experience in senior management and C-Level recruitment. The information provided shall be factual and supported by documentary evidence, such as engagement letters, completion certificates, or client references, where available.

A.4 Sectoral Experience

The bidder shall describe its experience, if any, in providing executive search services to organizations operating in sectors relevant to the mandate of PITC, including but not limited to information technology, power, energy, infrastructure, or other public sector or state-owned enterprises. The description shall be supported by relevant examples and documentation.

A.5 Methodology and Approach

The bidder shall submit a narrative description of its proposed methodology and approach for providing headhunting and executive search services under this empanelment. The methodology shall demonstrate an understanding of governance requirements, confidentiality considerations, and compliance obligations applicable to C-Level recruitment in state-owned enterprises. The description shall be process-oriented and shall not include any proposal for shortlisting, ranking, scoring, or recommending candidates in order of merit.

A.6 Organizational Capacity and Team

The Technical Proposal shall include information on the organizational structure of the firm and its capacity to undertake executive search assignments. Details of key professional staff proposed to be involved in the provision of services shall be provided, including their qualifications, relevant

experience, and roles. Curriculum vitae of key personnel shall be attached as part of the Technical Proposal.

A.7 Financial Soundness

The bidder shall submit audited financial statements for the last three (03) financial years to demonstrate its financial soundness and stability. In case the firm is newly established and audited accounts for three years are not available, the bidder shall provide audited accounts for the available period, along with an explanation.

A.8 Undertakings and Declarations

The Technical Proposal shall include duly signed undertakings and declarations confirming that the bidder is not blacklisted or debarred by any government, semi-government, autonomous body, or state-owned enterprise; that there is no conflict of interest which would affect the bidder's participation in this RFP; and that the bidder shall comply with the State-Owned Enterprises (C-Level Appointments) Guidelines, 2024 issued by the Central Monitoring Unit (CMU), Finance Division.

A.9 Completeness and Authenticity of Information

The bidder shall ensure that all information provided in the Technical Proposal is complete, accurate, and verifiable. PITC reserves the right to verify any information provided and to seek clarification or additional information, where required. Any misrepresentation or provision of false information may result in rejection of the proposal or removal from the panel at any stage.

ANNEXURE-B

TECHNICAL EVALUATION MATRIX

B.1 General

The Technical Proposals submitted by the bidders shall be evaluated by the Evaluation Committee constituted by Power Information Technology Company (PITC), in accordance with the criteria and scoring framework set out in this Annexure. The purpose of the technical evaluation is to assess the capability, experience, and capacity of the bidding firms for empanelment as Headhunting/Executive Search Firms.

The technical evaluation shall relate solely to the firm and shall not, in any manner, relate to the evaluation, ranking, or selection of individual candidates. All information provided by bidders shall be evaluated on the basis of documentary evidence submitted with the Technical Proposal.

B.2 Mandatory Eligibility

Sr.	Description	Points
A	Be legally registered and operational in Pakistan for minimum five (05) years	Mandatory
	Be Active Taxpayer (FBR)	Mandatory
	Be compliant with SECP requirements	Mandatory
	Submit audited financial statements (last three years)	Mandatory
	Provide undertaking of non-blacklisting (Annexure-E)	Mandatory
	Provide conflict of interest declaration	Mandatory

B.3 Technical Evaluation Criteria and Scoring

1. Years of Experience in Executive Search (10 Marks)

Years of Experience	Marks
5 years (minimum required)	5
Each additional completed year	+1 mark per year
Maximum Marks	10

2. Number of C-Level Assignments Completed (Last 5 Years) 20 Marks

Completed C-Level Assignments	Marks
5 assignments (minimum benchmark)	5
Each additional completed assignment	+1 mark per assignment
Maximum Marks	20

3. Relevant Sector Experience (SOEs/Public Sector/Energy/IT/Infrastructure) 15 Marks

Relevant Assignments	Marks
2 assignments (minimum benchmark)	4
Each additional relevant assignment	+2 mark
Maximum Marks	15

4. Subject Matter / IT-Related Executive Hiring Experience- 10 Marks

Marks shall be awarded based on documented evidence of executive-level recruitment assignments in IT, technology, digital infrastructure, or related technical domains.

Relevant Assignments	Marks
2 assignments (minimum benchmark)	4
Each additional relevant assignment	+2 mark
Maximum Marks	10

5. Reputable Clients Served (Maximum Marks: 10)

Reputable Clients Served	Marks
International Client Organizations	01 mark per organization (Maximum 03 marks)
Public Sector / SOE Client Organizations in Pakistan	01 mark per organization (Maximum 04 marks)
Private Sector Client Organizations in Pakistan	01 mark per organization (Maximum 03 marks)

6. Team Strength & Key Personnel-10 Marks

Marks shall be awarded based on documentary evidence of proposed team members to be assigned for PITC assignments.

Criteria	Marks
Minimum 3 full-time executive search professionals	4
Each additional executive search professional	+1 mark
Senior Partner/Director level oversight committed in writing	2
Maximum Marks	10

Only verifiable CVs and documented evidence shall be considered.)

7. Methodology & Assignment Execution Plan-5 Marks

Methodology & Assignment Execution Plan	Marks
Search strategy (advertisement + targeted headhunting)	02
Screening & shortlisting methodology	02
Reporting & documentation plan	01
Total Marks	05

Technical Total (80 Marks)

There shall be no minimum qualifying technical score. All technically responsive firms shall proceed to financial evaluation.

B.4 Marking Guidance

Marks under each evaluation criterion shall be awarded on the basis of the quality, relevance, and adequacy of the information and documentary evidence provided in the Technical Proposal. The Evaluation Committee shall ensure consistency and objectivity in the award of marks.

For the avoidance of doubt, marks awarded under this matrix relate exclusively to the experience, capability, and capacity of the firm and do not confer any authority upon the firm to shortlist, rank, score, or recommend candidates in order of merit.

B.5 Clarification and Verification

During the technical evaluation, PITC may seek clarification from bidders regarding the information submitted in their Technical Proposals. Any such clarification shall be limited to the information already provided and shall not permit modification of the proposal. PITC reserves the right to verify any information or documentation submitted by the bidders.

ANNEXURE-C

FINANCIAL PROPOSAL FORMAT & FINANCIAL EVALUATION

C.1 General

The Financial Proposal shall be submitted in a separate sealed envelope marked “Envelope-II: Financial Proposal”, in accordance with the Instructions to Bidders. Financial Proposals shall be opened only in respect of all technically responsive firms, as determined under Annexure-B of this RFP.

The purpose of the financial evaluation is to assess the reasonableness and competitiveness of the fees quoted by the bidders for provision of headhunting and executive search services under the empanelment arrangement.

C.2 Basis of Financial Proposal

Bidders shall quote their professional fee for successful placement of a C-Level or equivalent senior leadership position. The quoted fee shall be expressed in a clear and unambiguous manner, as specified in this Annexure, and shall remain valid for the entire period of empanelment, unless revised with the approval of the competent authority.

The quoted fee shall be payable only upon successful placement, in accordance with the terms of the Framework Agreement, and no advance or retainer payment shall be admissible.

C.3 Financial Proposal Format

The Financial Proposal shall be submitted in the following format:

Description	Unit Rate (with all taxes) (PKR)
Professional Fee (Amount in PKR) for Successful Placement of a C-Level/Equivalent Position	

C.4 Financial Evaluation Methodology

Financial Proposals shall be evaluated on the basis of the quoted fee for successful placement.

The bidder quoting the lowest evaluated fee shall receive the maximum financial score of twenty (20) marks, and other bidders shall receive proportionately lower scores.

C.5 Weightage of Financial Proposal

The Financial Proposal shall carry a weightage of twenty percent (20%) in the overall evaluation, in accordance with the Evaluation Methodology specified in Section-3 of this RFP.

C.6 Clarifications

PITC may seek clarification from bidders regarding their Financial Proposals, where necessary. Such clarification shall not result in any change in the quoted fee or substance of the Financial Proposal.

C.7 Financial Proposal and Empanelment

The financial evaluation under this Annexure is intended solely for the purpose of determining the relative competitiveness of bidders for empanelment. Inclusion in the approved panel shall not constitute acceptance of any Financial Proposal for immediate award of work. Fees shall be applicable only upon assignment-wise engagement and in accordance with the terms and conditions of the Framework Agreement.

ANNEXURE-D
DRAFT FRAMEWORK AGREEMENT (HEADHUNTING / EXECUTIVE SEARCH SERVICES)

This Framework Agreement (“Agreement”) is made on this ___ day of _____ 20__ ,

BETWEEN

Power Information Technology Company (PITC), a company operating under the administrative control of the Ministry of Energy (Power Division), Government of Pakistan, having its registered office at Lower Ground, Building No. 3, Aiwan-e-Iqbal, Egerton Road, Lahore (hereinafter referred to as the “**Company**”, which expression shall, where the context so admits, include its successors-in-interest and permitted assigns);

AND

M/s _____, a firm incorporated / registered under the laws of Pakistan, having its registered office at _____ (hereinafter referred to as the “**Service Provider**”, which expression shall, where the context so admits, include its successors and permitted assigns).

The Company and the Service Provider are hereinafter individually referred to as a “**Party**” and collectively as the “**Parties.**”

1. Purpose of the Agreement

1.1 The purpose of this Agreement is to set out the general terms and conditions governing the empanelment of the Service Provider for provision of Headhunting/Executive Search services for C-Level and other equivalent senior leadership positions of the Company, on an assignment-wise basis.

1.2 This Agreement constitutes a framework arrangement only and does not create any obligation on the Company to award any assignment, nor does it guarantee any minimum volume, frequency, or value of work to the Service Provider.

2. Nature and Term of Engagement

2.1 The Service Provider is empaneled for a period of **one (01) year** from the effective date of this Agreement, unless terminated earlier in accordance with the provisions herein.

2.2 Each recruitment activity shall be treated as a **separate assignment** and shall commence only upon issuance of a written request or work order by the Company, subject to approval of the competent authority.

2.3 Nothing contained in this Agreement shall be construed as creating an employer–employee, principal–agent, or partnership relationship between the Parties.

3. Scope of Services

3.1 The Service Provider shall perform the services strictly in accordance with the Terms of Reference (TORs) issued with the RFP and any assignment-specific instructions issued by the Company.

3.2 The role of the Service Provider shall be facilitative in nature, limited to executive search, outreach, eligibility screening, factual verification, and administrative coordination.

3.3 The Service Provider may prepare long and short lists of candidates strictly against the eligibility criteria and job requirements approved by the Company. However, the Service Provider shall not rank candidates in order of merit, assign scores, recommend any candidate for selection or rejection, or participate in or influence the decision-making process of the Company's Board of Directors, Board Committees, or Management.

4. Fees and Payment

4.1 The Service Provider shall be entitled to payment only upon **successful placement** of a candidate, in accordance with the fee quoted in the Financial Proposal and accepted by the Company for the relevant assignment.

4.2 No advance payment, retainer fee, or upfront charge shall be payable under this Agreement.

4.3 Payments shall be subject to deduction of applicable taxes under the prevailing laws of Pakistan and shall be processed upon submission of a valid invoice and completion of all contractual requirements.

4.4 In the event that a placed candidate resigns or is terminated within **three (03) months** of joining, other than due to misconduct, the Service Provider shall, at no additional cost, re-perform the services for the same position.

5. Confidentiality

5.1 The Service Provider shall treat all information, data, documents, and materials obtained during the course of this Agreement as strictly confidential.

5.2 The Service Provider shall not disclose any confidential information to any third party without prior written consent of the Company, except where disclosure is required by law.

5.3 The obligations under this Clause shall survive the expiry or termination of this Agreement.

6. Conflict of Interest

6.1 The Service Provider shall disclose to the Company any actual or potential conflict of interest immediately upon becoming aware of it.

6.2 Failure to disclose a conflict of interest, or the existence of a conflict that materially affects the integrity of the recruitment process, shall constitute grounds for termination of this Agreement and removal from the approved panel.

7. Compliance with Laws and Guidelines

7.1 The Service Provider shall comply with all applicable laws, rules, and regulations, including but not limited to the Public Procurement Rules, 2004, the State-Owned Enterprises Act, 2023, and the State-Owned Enterprises (C-Level Appointments) Guidelines, 2024 issued by the Central Monitoring Unit (CMU), Finance Division.

8. Termination

8.1 The Company may terminate this Agreement, in whole or in part, **at any time without assigning any reason**, by giving **seven (07) days' prior written notice** to the Service Provider.

8.2 The Service Provider may terminate this Agreement by giving **thirty (30) days' prior written notice** to the Company.

8.3 Termination of this Agreement shall not affect any rights or obligations accrued prior to the date of termination.

9. Removal from Panel

9.1 Without prejudice to any other remedy, the Company reserves the right to remove the Service Provider from the approved panel in case of unsatisfactory performance, breach of confidentiality, misrepresentation, misconduct, or non-compliance with applicable laws or guidelines.

10. Limitation of Liability

10.1 The Service Provider shall not make any representation or commitment on behalf of the Company.

10.2 The Company shall not be liable for any indirect, incidental, or consequential damages arising out of or in connection with this Agreement.

11. Governing Law and Dispute Resolution

11.1 This Agreement shall be governed by and construed in accordance with the laws of the Islamic Republic of Pakistan.

11.2 Any dispute arising out of or in connection with this Agreement shall be resolved amicably, failing which it shall be referred to arbitration in accordance with the Arbitration Act, 1940.

12. Miscellaneous

12.1 The Service Provider shall not assign or transfer its rights or obligations under this Agreement without prior written consent of the Company.

12.2 This Agreement constitutes the entire understanding between the Parties and supersedes all prior communications or agreements relating to the subject matter hereof.

12.3 Any amendment to this Agreement shall be made in writing and signed by both Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the date first written above.

For and on behalf of

Power Information Technology Company (PITC)

Name: _____

Designation: _____

Signature: _____

Date: _____

For and on behalf of

M/s _____

Name: _____

Designation: _____

Signature: _____

Date: _____

ANNEXURE–E FORM OF BID

To

Power Information Technology Company (PITC)

Lower Ground, Building No. 3

Aiwan-e-Iqbal, Egerton Road

Lahore

Subject: *Bid for Empanelment of Headhunting / Executive Search Firms for C-Level Positions*

Dear Sir,

Having examined the Request for Proposals (RFP), including all instructions to bidders, terms and conditions, scope of services / terms of reference, evaluation criteria, and annexures, we, the undersigned, offer to provide Headhunting / Executive Search services for C-Level and equivalent senior leadership positions in conformity with the said RFP and its annexures.

We hereby submit our bid for empanelment under the Single Stage – Two Envelope Procedure, as prescribed under Rule 36(b) of the Public Procurement Rules, 2004, and declare that we have fully understood the requirements, conditions, and obligations contained in the RFP document.

We confirm that our bid shall remain valid for a period of **one hundred and twenty (120) days** from the date of opening of Technical Proposals and that we shall maintain the validity of our Financial Proposal for the entire duration of the empanelment period, subject to the terms and conditions of the RFP and the Framework Agreement.

We further declare and confirm that:

- a) We are a legally registered firm and are eligible to participate in this bidding process in accordance with the provisions of the RFP.
- b) We are not blacklisted or debarred by any government, semi-government, autonomous body, or state-owned enterprise.
- c) There exists no conflict of interest that would affect our participation in this RFP or performance under the Framework Agreement.
- d) We shall strictly comply with the Public Procurement Rules, 2004, the State-Owned Enterprises Act, 2023, and the State-Owned Enterprises (C-Level Appointments) Guidelines, 2024 issued by the Central Monitoring Unit (CMU), Finance Division.
- e) We understand and accept that empanelment does not constitute any guarantee or commitment for award of assignments and that all engagements shall be assignment-wise and subject to approval of the competent authority.

We agree to abide by all decisions of Power Information Technology Company (PITC) taken in accordance with the RFP and applicable laws, rules, and guidelines, and we acknowledge that PITC reserves the right to accept or reject any or all bids without assigning any reason.

If our bid is accepted for empanelment, we undertake to execute the Framework Agreement in the form attached as **Annexure–D** to the RFP and to perform the services in accordance with its terms and conditions.

Yours faithfully,

Name of Firm: _____

Authorized Representative: _____

Designation: _____

CNIC / Passport No.: _____

Address: _____

Telephone: _____

Email: _____

Signature: _____

Date: _____

Official Stamp: _____

ANNEXURE-F
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: POWER INFORMATION TECHNOLOGY COMPANY

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 in corrupt 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 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.]