

# PAKISTAN LNG LIMITED

## Bidding Document

for

**Procurement and Implementation of Off the shelf globally recognized  
(Software as a Service ERP) SaaS ERP solution**

**Tender No:** PLL/Fin-003/2026-01  
**Bid Submission:** 6<sup>th</sup> April 2026 at 03:00 p.m.  
**Bid Opening:** 6<sup>th</sup> April 2026 at 03:30 p.m.



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## INTRODUCTION

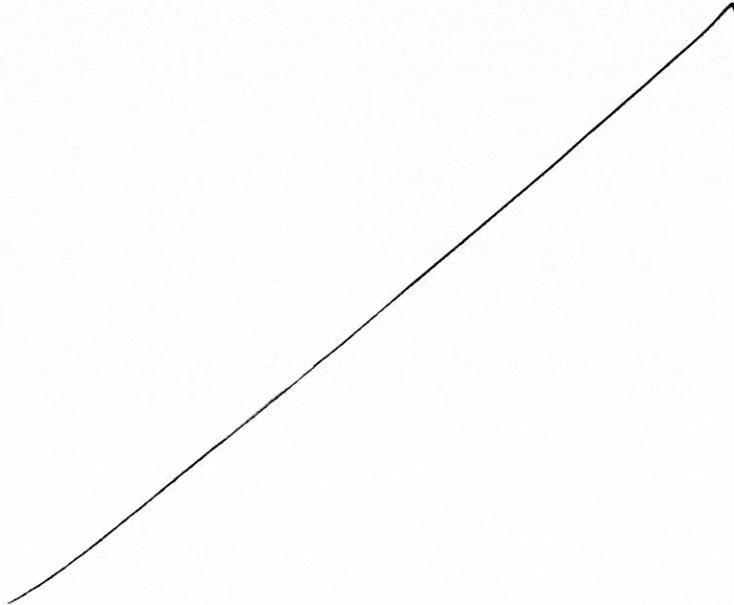
This Tender Document is issued for the procurement and implementation of Off the shelf globally recognized SaaS ERP solution to upgrade the organization's existing ERP system.

Authorized and reputable suppliers are invited to submit proposals for the supply of product, installation, implementation, end user training and to provide services after post implementation.

## OBJECTIVE

The objective of this tender is to procure and implement of Off the shelf globally recognized SaaS ERP solution as an integrated Enterprise Resource Planning (ERP) solution to automate key business processes, thereby reducing manual intervention and enhancing data accuracy and system controls.

The implementation aims to establish standardized and auditable workflows across all relevant functions, strengthen compliance with applicable regulatory and statutory requirements, and enable robust real-time analytics and reporting for informed decision-making. Furthermore, the system will facilitate seamless interdepartmental coordination through a unified platform, in full compliance with applicable PPRA rules and prescribed technical requirements.



## INVITATION TO BID

1. Pakistan LNG Limited (hereinafter referred to as “PLL” or the “Company”) invites bids through EPADS for the procurement and implementation of an Off-the-Shelf globally recognized Software-as-a-Service (SaaS) ERP solution.
2. A single-stage two-envelope process will be adopted where the bidders are required to submit their bids in accordance with this Bid Document.
3. The bidders may download the tender document from the Company’s website i.e. [www.paklng.com](http://www.paklng.com), PPRA website or EPADS i.e. <https://eprocure.gov.pk>.
4. The Bids shall be uploaded in PDF format on EPADS portal i.e. <https://eprocure.gov.pk> on or before 6<sup>th</sup> April 2026 at 03:00 p.m. Bids will be opened at 03:30 p.m. on the same day at PLL’s office 9<sup>th</sup> Floor, Petroleum House, Ataturk Avenue G-5/2, Islamabad. Bidders’ authorized representative(s) will be allowed to attend the bid opening.
5. Bidders are requested to go through ‘**Instruction to Bidders**’ to acquaint themselves with the details of the bidding process including the Company’s correspondence details, bid submission deadline, bid opening date, bid validity, deviations, and technical and financial bid submission details. Bids are to be submitted in accordance with the procedure as set out in the Bid Document.
6. The Bidder must be registered with FBR for the GST and Income tax, if applicable.
7. PLL reserves the right to accept/reject any or all bids or to annul the bidding process in its entirety without assigning any reason and without assuming any liability as per Rule 33(1) of PPRA Rules.
8. The Bidder must provide information on its postal address, telephone number, fax number, NTN number, sales tax registration number, email address, and names of the key person(s) in their organization.
9. This letter is not to be construed in any way as an offer of contract. In case of award of contract, this bid may, however, form the basis for a contract between Bidder and PLL.

Sincerely,

**Head of HR & Administration**  
Pakistan LNG Limited,



## **INSTRUCTIONS TO BIDDERS**

The objective of “**Instructions to Bidders**” is to provide bidders information to submit bids in response to this Bidding Document (BD) according to the requirements defined in this BD and in the same order/sequence as set forth in this BD. Bidders are required to fulfill the below requirements for their bids:

- 1) Bidders must submit their technical and financial bids in PDF format on EPADS on or before the bid closing deadline.
- 2) For the sake of clarity, it may be noted that single stage two envelope procedure will be adopted. The bidders are required to prepare their bids in accordance with this Bid Document and the same shall be uploaded on EPADS before closing deadline
- 3) Original Bid Bond in form of a Demand Draft/Pay Order/Call Deposit Receipt equivalent to PKR 25,000/- drawn in favor of “**Pakistan LNG Limited**” shall be submitted on or before the bid submission date at PLL’s Office 9th Floor Petroleum House, Ataturk Avenue G-5/2, Islamabad, otherwise bid will be rejected. A copy of the Demand Draft/Pay Order/Call Deposit Receipt should be uploaded on EPADS as well.
- 4) The Bid Bond of unsuccessful Bidders will be returned within 15 days after the announcement of evaluation results on PPRA website. The Bid Bond of successful Bidders will be returned within five days of the issuance of Performance Bond. The Bid Bond will be forfeited in case the SUCCESSFUL BIDDER fails or delays accepting the fully termed purchase order (i.e. submission of Performance Bond).
- 5) Selected bidder must submit Performance Bond of 10% of Bid value in favor of Pakistan LNG Limited in the form of Pay Order before signing of Contract within 10 days of issuance of purchase order.
- 6) Each bidder shall submit only one bid; multiple submissions of bids shall render the bidder disqualified.
- 7) The bidder will have to comply with all laws applicable in Islamic Republic of Pakistan.
- 8) Bid Validity will be 120 days after the submission of proposals.
- 9) The bid bond may be forfeited in case of the occurrence of any of the following:
  - a) Bidder withdraws its bid before the bid validity date.
  - b) Bidder fails to extend the validity period of the bid bond to match any extension of the bid validity date in accordance with the terms and conditions of this BD.
- 10) The bidders will submit their bid in accordance with the terms and conditions of the BD. All the pages of the Technical & Financial bids may be sequentially numbered.
- 11) A prospective bidder seeking clarification on the bid documents should seek such clarification via EPADS at least one week prior to the bid submission deadline. Responses to such requests for clarification will be provided to all bidders in writing through EPADS.
- 12) Bids must be uploaded on EPADS on or before the Bid Closing Date and Time specified in Bid Data Sheet.
- 13) Within the original validity of the bids, PLL may request the bidders to extend their bid validity for another period not exceeding the original bid validity. The bidder who

chooses not to extend their bid validity as may be required by PLL; bid will be deemed withdrawn, and their bid bond shall be returned.

- 14) The language of the bids shall be English. Any printed literature / documents / certificates etc. furnished by the bidders in another language shall be accompanied by an English translation which shall govern for purposes of interpretation.
- 15) To assist in the examination, evaluation, and comparison of bids, PLL may at its discretion ask the bidder for clarification of bid. The request for clarification and the response shall be through EPADS.
- 16) PLL may hold a prospective bidders' Pre-bid Meeting at PLL Islamabad office as may be decided by PLL to which prospective bidders will be invited. Prospective bidders may attend the Pre-bid Meeting at their own cost.
- 17) PLL reserves the right to amend, modify, supplement, or withdraw this BD or extend the deadline for submission of the bid at any time and to reject all the bids received and annul this process without assigning any reason/cause and without assuming any liability or obligation on its part.
- 18) Bidders shall submit their technical bids as per the requirements mentioned in **Annexure-III**.
- 19) The bidder shall submit a detailed Technical Proposal containing the following information:
  - Implementation methodology for deployment of the ERP solution
  - Detailed project implementation plan and timelines
  - Proposed project team structure and key personnel
  - Data migration strategy from existing systems
  - Integration capability with other systems (if required)

The Technical proposal will form part of the technical evaluation process.

- 20) Duly completed, signed, and stamped Price Schedule shall be submitted as a financial bid in separate envelope. The software subscription price can be quoted in USD, but it will be evaluated on basis of PKR rate at date of tender opening. While submitting their bids, bidders shall be responsible for including all applicable duties/taxes/levies, etc. (Federal and/or Provincial) and out-of-pocket expenses in their quoted rates. Omission, if any, shall be the sole responsibility of the bidder. All taxes and duties shall be borne by the bidder as per applicable laws. PLL will not be responsible for any erroneous calculation of taxes, or any differences arising out of tax incidence and computation and shall be fully borne by the successful bidder.
- 21) The bidders participating in the bidding process are required to adhere to all the laws as promulgated by the Government of Pakistan for the time being in force. Upon completion of the bidding process, the terms and conditions as agreed between the parties will not be altered or amended.

22) The successful bidder shall be responsible for complying with all the local laws of Pakistan and fulfilling all requirements thereof.

**23) The bids will be rejected if any of the following shortcomings occur:**

- a. Form of Bid, on bidders' letter head, with signatures and official stamp is not uploaded on EPADS.
- b. Bid bond is not submitted on or before the bid submission date.
- c. Bids must contain a Certificate of Incorporation, Company/Firm's Registration Certificate, SECP registration, etc. (whichever is applicable).
- d. Bids submitted without Tax authorities' registration certificates and bidder not appearing on Active Taxpayer list of FBR.
- e. Bid having not fully filled-in/quoted price schedules.
- f. Bid is un-signed, partial, conditional, alternative.
- g. Bidder has been found blacklisted during evaluation stage or prior to the award of contract.
- h. Multiple bid submissions, either jointly or severally, shall render the bidder disqualified.
- i. Bidder(s) engages in corrupt or fraudulent practices during the process.
- j. An affidavit is not submitted to the effect that bidder is an independent company/firm, and not the agent, subsidiary, or holding of any company/firm having a business relationship with PLL in any manner whatsoever.
- k. **A Gartner Magic Quadrant for Cloud ERP report ranking the Off the shelf globally recognized SaaS ERP solution as market leader must be attached with proposal.**

24) The bids will be evaluated as per the evaluation criteria provided in **Annexure-III**. Bidders are required to secure at least 70 points in Technical Score on an overall basis for technical qualification. Financial bids of technically qualified bidders will be opened in the presence of their representatives who choose to attend. The contract will be awarded on the Quality and Cost Based Selection (QCBS) method, having weightage of 70% for quality and 30% for cost.

25) The bidders shall bear all costs/expenses associated with the preparation and submission of the bids and PLL shall in no case be responsible/liable for those costs/expenses.

26) The bids shall be opened at the specified time and place in the presence of the authorized representatives of the bidders who choose to attend.

27) During the examination, evaluation, and comparison of the bids, PLL at its sole discretion may ask any bidder for clarifications of its bid. The request for clarification and the response shall be in writing/email. However, no change in the price or substance of the bid shall be sought, offered, or permitted after bid submission.

28) Bidders must ensure that the Bid contains all supporting documents as required, PLL will not request for missing document as part of Bid clarification process.



29) Bids submitted via email or fax shall not be entertained.

30) PLL does not accept:

- a) any responsibility arising in any way for any errors in or omissions from any information or for any lack of accuracy, completeness, currency, or reliability of any data or information, including all written or oral information made available to the bidder or its advisors during the bidding process and responses to requests for information/clarification and questions raised by a bidder; or
- b) any liability for any loss or damage suffered or incurred by the bidder or any other person, whether directly or indirectly, because of or arising out of that person placing any reliance on the information or its accuracy, completeness, currency, or reliability.

31) The Bidder agrees to:

- a) Conduct his/her own investigation and analysis regarding any information, statements, or representations contained in the information and will rely on his/her own enquiries and seek appropriate professional advice.
- b) Not to rely on any representation or warranty (express or implied) as to the accuracy, completeness, currency, or reliability of the information.

32) The decision of PLL shall be final and PLL will not be liable for any loss or damage to any party acting in reliance thereon.

33) PLL reserves the right to forfeit the Bid Bond/Performance Bond of the Bidder who breaches any terms and conditions of this BD.

34) Bidder must also comply with all other requirements of Federal Board of Revenue (FBR) Pakistan.

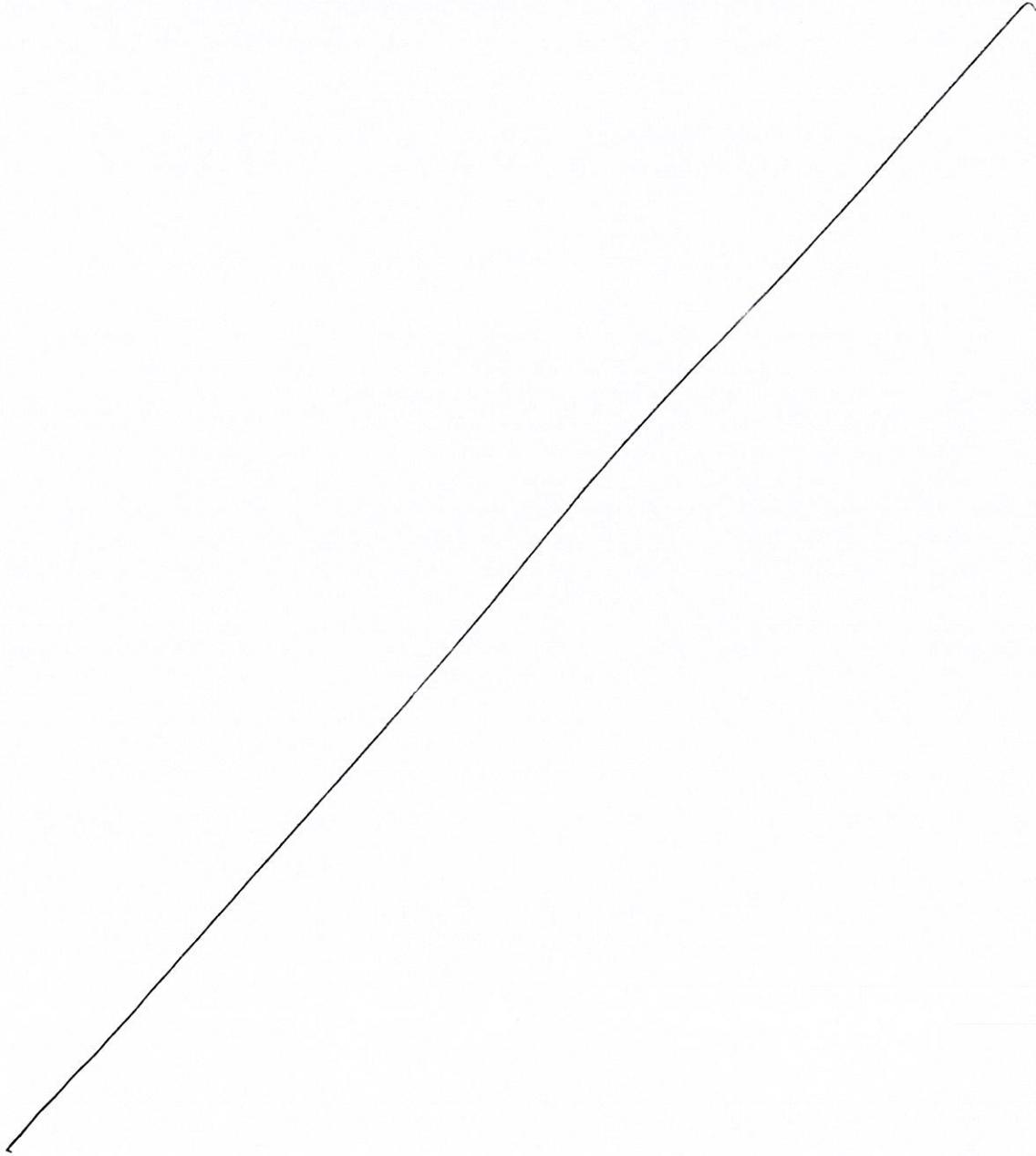
35) Completion time for the work is 120 days after issuance of Letter to Proceed (LTP). Liquidated Damages (LD) will be charged at a rate of 0.1% per day up to maximum of 10% of the bid value.

**36) Dispute Resolution:**

All disputes, controversies or differences that may arise between the Parties arising out of or in connection with this Agreement, shall be settled amicably through mutual negotiations in good faith. All such disputes that are not settled amicably within 60 days from the date of notification of such dispute shall be referred to arbitration. The arbitration proceedings shall be conducted in accordance with the Arbitration Act, 1940, or any amendment thereof and decided by a sole arbitrator, who shall be a retired judge of the High Court of Pakistan and shall be appointed by the mutual consent of both the Parties. The decision of the arbitrator shall be final and binding on the Parties. The arbitration shall be held at Islamabad. Arbitration shall be condition precedent to any other action/remedy under the law. Both Parties agree to contribute equally towards the cost of arbitration proceedings.

**37) Governing Law and Jurisdiction:**

This Agreement shall be subject to and construed in accordance with the laws of the Islamic Republic of Pakistan and will be subject to the exclusive jurisdiction of the Courts of Islamabad having competent jurisdiction.



**The successful bidder shall supply the following:**

Implement an integrated Enterprise Resource Planning (ERP) solution to support key back-office functions at Pakistan LNG Limited.

Enhance financial transparency, operational efficiency, internal controls, and regulatory compliance through standardized and automated processes.

Number of Users: 8 main users and 13 limited access general users.

**A. Financial Management**

- Configuration and implementation of core financial modules, including:
  - General Ledger
  - Accounts Payable
  - Accounts Receivable
  - Cash and Bank Management
  - Budgetary Controls
  - Enable real-time financial visibility and multi-dimensional reporting.
  - Support statutory, regulatory, and management reporting requirements (IFRS based).
  - Establish robust financial controls to ensure accuracy, auditability, and compliance.
- Report on Amendment in PLL's existing Finance Manual and procurement control processes and workflows to bring them in line with ERP best practices.

**B. Procurement Management**

- Implement end-to-end procure-to-pay processes, including:
  - Vendor master data management
  - Purchase requisitions and approvals
  - Purchase orders
  - Goods receipt and invoice processing
  - Configure approval workflows and authorization hierarchies.
  - Vendor withholding tax deductions and reporting.
- Ensure transparency and compliance with internal policies and applicable procurement regulations.

**C. Fixed Assets Management**

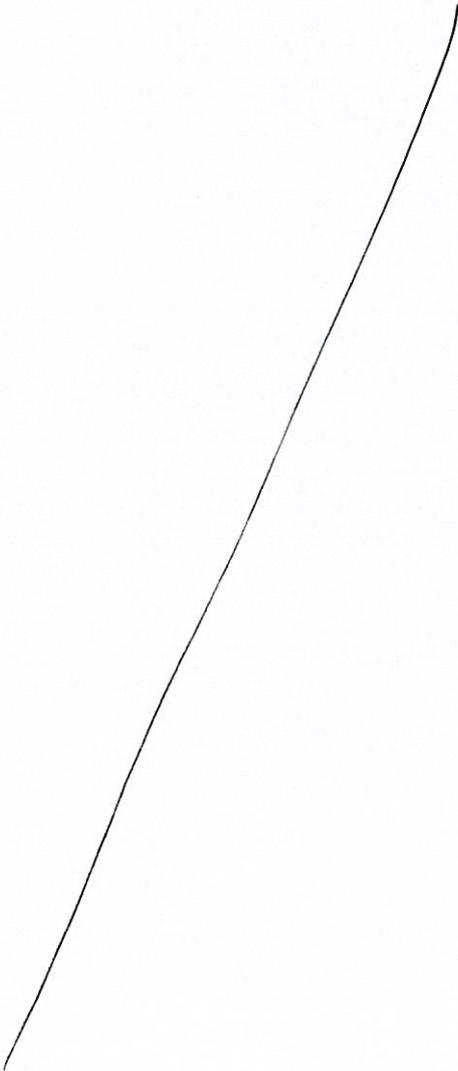
- Implement asset lifecycle management covering:
  - Asset capitalization and classification
  - Automated depreciation calculations
  - Asset transfers, revaluations, and disposals
  - Maintain accurate and auditable fixed asset registers.
  - Integrate asset accounting with the financial management system.

**D. HR Management**

- Implement payroll processing capabilities, including:
  - Employee master data management
  - Salary structures, allowances, and deductions
  - Payroll calculation and processing



- Integrate payroll postings with financial accounting.
- Calculation and reporting of income tax
- Employee benefits calculation and reporting (incl. Leave Encashment, Provident Fund and Gratuity Fund, EOBI etc.)
- Employee Expenses management (TA/DA, Medical, Mobile, Fuel etc).
- Leave management.



**ANNEXURE-II ORGANIZATION INFORMATION**

**INFORMATION FORM**

1. Name of Supplier:
2. Address:
3. Telephone No(s):
4. Fax Number:
5. E-mail Address:
6. Experience (Number of Years):
7. Additional information in any:

Yours truly,

Name of Authorized Representative:  
Position :  
Date :



**ANNEXURE-III: TECHNICAL EVALUATION CRITERIA**

The evaluation committee shall evaluate the bids based on responsiveness to the scope of work and evaluation criteria provided herein.

**1. Technical Evaluation Criteria:**

The following criteria shall be used for evaluating the technical competencies of the bidders.

Description	Marks Allocated	Documents
<b>Firm's Experience &amp; Track Record</b>	<b>Max = 60</b>	
Years of relevant experience in implementation of Tier-2 ERP solutions (1.5 mark per year; max 10)	10	Certificate of incorporation, company profile, list of ERP projects with year of execution
Number of successful Tier-2 / SaaS ERP implementations completed by the bidder (1 marks per project; max 30)	30	Project completion certificates, client references, purchase orders / contracts
Official implementation/service provider status certified of Off the shelf globally recognized SaaS ERP solution	10	OEM authorization letter, partner certificate from ERP manufacturer
Public Sector Experience (2 marks per company, Max-10)	10	Completion certificates or Award letters or Contracts issued by public sector organization
<b>Financial Strength</b>	<b>Max = 10</b>	
Average annual turnover of PKR 80 million or above over last 3 years ( PKR 80 or more = 10 marks, PKR 30 to 80 = 5 marks, less than PKR 30 million = 2 marks)	10	Audited Financial Statements for 3 years.
<b>Team Competence</b>	<b>Max = 15</b>	
Tier 2 Technical & Functional Resource (1 Marks Per Resource) (Max Marks 05)	05	CVs of proposed team members clearly indicating ERP implementation experience
Certified Tier 2 ERP Resources (2 Marks Per Resource) (Max Marks 10)	10	Valid certification issued by ERP OEM
<b>SaaS Architecture &amp; Delivery Model</b>	<b>Max = 15</b>	
True multi-tenant SaaS architecture with OEM-managed infrastructure including DR, patching, security, upgrades and scalability	10	OEM architecture document, SaaS compliance certificate, product technical documentation
Availability of OEM-managed product	05	OEM product roadmap /

Description	Marks Allocated	Documents
upgrades, patches, and enhancements delivered as part of the SaaS subscription model		release policy document
<b>Total Marks</b>	<b>100</b>	
<b>Qualifying Score</b>	<b>70%</b>	

**Note:**

- The Bidder shall submit all information along with documentary evidence as specified in the evaluation criteria.
- Marks shall be awarded strictly based on documentary evidence provided in the proposal.
- At least 70% marks should be secured for qualification.

**Product Demonstration**

Shortlisted bidders may be asked to provide a live product demonstration of the proposed SaaS ERP solution. The purpose of the demonstration will be to validate the system capabilities and usability claimed in the technical proposal.

During the demonstration, the evaluation committee may assess the following aspects:

- System usability and user interface
- Reporting capabilities
- Workflow and approval processes
- Dashboards and real-time analytics

PLL reserves the right to request clarification or additional demonstrations if required.

**2. Financial Evaluation Criteria**

Financial bids will be opened only for those companies/firms that secure at least 70 marks in the technical evaluation. The criteria for evaluation of financial bids are as follows:

Criteria	Points
The lowest financial bid will obtain the highest Financial Score (FS).	Formula for award of marks is as under: $FS = 100 \times (\text{Lowest Financial Bid Value} / \text{Financial Bid Value to be evaluated})$





**Final Score**

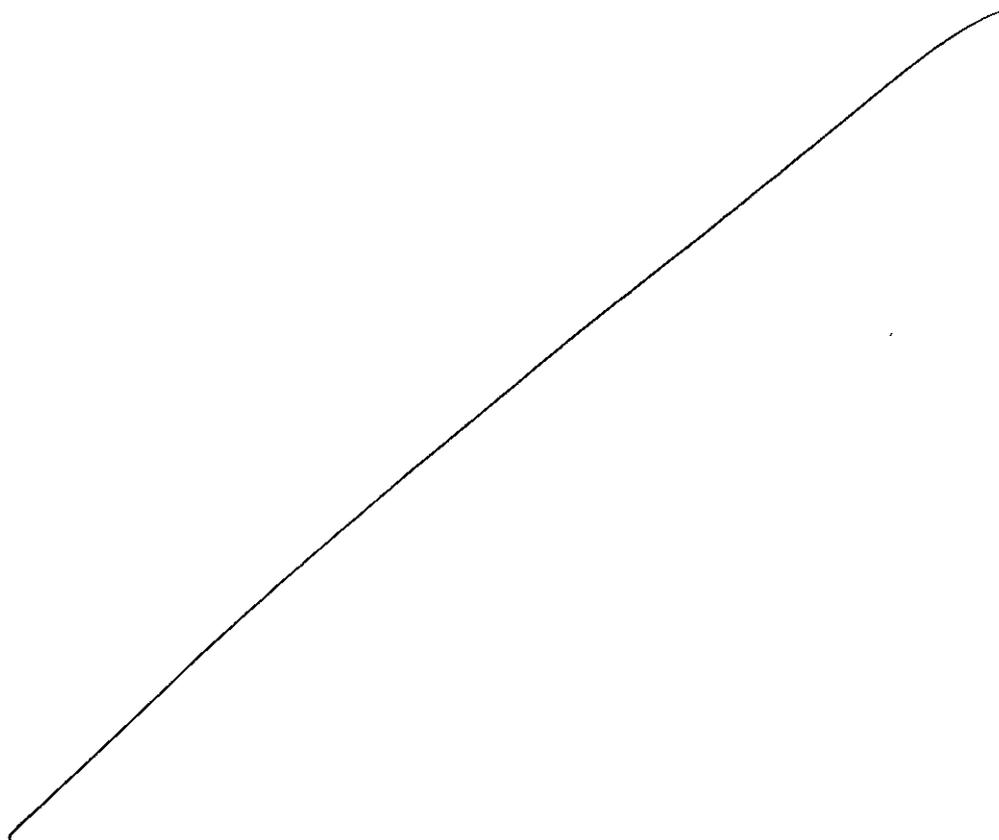
Weightage for Technical Bids (TW): (Marks Obtained out of 100) x 70/100  
Weightage for Financial Bids (FW): Financial Score (FS) x 30/100

Final Score shall be calculated as per the following formula:

Final Score = Weightage for Technical Bids (TW) + Weightage for Financial Bids (FW)

The contract will be awarded to the firm /company obtaining highest rank in Final Score.

**NOTE:** In case two or more bidders obtain same Final Score then preference will be given to the bidder having the highest marks at its technical evaluation stage.



**All price in PKR\***

Sr No	Description	Qty	Unit Price (excl. Tax)	GST	Unit Price (incl. Tax)	Total Cost
A	Implementation Cost					
B	Software Subscription Cost					
C	Partner Support Cost (1st year)					

*\*The software price can be quoted in USD but for evaluation purposes the Weighted Average Rate quoted by State Bank of Pakistan on the day of financial Bid opening will be used.*

**Note:** Bidder with lowest total price will be considered as financially compliant bidder.

The payment terms will be as follows:

Subscription will be paid upon provisioning of instance.

Pakistan LNG Limited will make payment according to the following implementation milestones:

- Mobilization – 40%
- User Acceptance Testing (UAT) – 30%
- Go-Live – 30%

All prices shall be quoted in relevant currencies including all taxes.

Bid validity will be 120 days after the submission of proposals.

All payments as agreed shall be less any Government taxes which Pakistan LNG Limited (PLL) is required to deduct by law. The payment shall be made in Pak rupees.

Partner Support cost to be quoted for 1<sup>st</sup> year, for relevant functional support during the first year. This cost will be applicable after Go-live and cover the year after Go-Live.



## FORM OF BID

Pakistan LNG Limited,  
Petroleum House, 9 Floor,  
Ataturk Avenue, G-5/2, Islamabad.  
Phone No. 051-921 6901

Dear Sir

Reference your Tender No. \_\_\_\_\_ for Procurement of Tier-2 SaaS based ERP.

1. We, hereby submit our complete bid along with all the requirements as per the Bidding Documents (BD). We acknowledge that PLL is not bound to accept any bid in this regard and reserve the right to accept any offer and to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
2. If our bid is accepted and we are declared successful bidder, we at our own expense will provide, within the timelines as provided in the BD or as communicated by PLL, the performance security as per the requirements of the BD.
3. We agree to abide by this BD for a period of one hundred and twenty (120) days from the technical bid opening date or any extension thereto granted, and it shall remain binding upon us and can be accepted at any time before the expiration of this period.
4. We hereby undertake and confirm that M/s [name of Bidder] and its employee(s) are not blacklisted by any government, semi-government, autonomous or state-owned organization of Pakistan and their cases regarding blacklisting are not under trial by any Court of Law.
5. We submit herewith our technical and financial bids including the requisite bid bond.
6. We do hereby appoint and authorize Mr./Ms. (full name and official address) who is presently employed with us and holding the position of [(designation)] in [name of the Bidder] to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our subject bid including signing and submission of all documents and providing information/responses to PLL in all matters including but not limited to clarifications etc., in connection with our bid till the award of the contract. We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this authorization and that all acts, deeds and things done by our aforesaid authorized representative shall and shall always be deemed to have done by us.
7. The decision of PLL shall be final and PLL will not be liable for any loss or damage to any party acting in reliance thereon.
8. We have gone through the terms/conditions of this BD and have found the document in whole as non-biased to any company/bidder/vendor or product/ brand. We hereby undertake and firmly bound ourselves to abide by/ comply with all sections / conditions of this BD. We do not have any objection/comment on any clause/section/article and fully understand the documents as compliant with PPRA Rules.



- 9. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the bid. In case any information is found wrong, misleading or misstated in this bid, the same may lead to rejection of our bid and our disqualification.
- 10. We declare that our bid is our only and final offer, and no unsolicited offer of any description shall be made for consideration of the PLL.

We remain,  
 Yours' sincerely  
 [Bidder's Official Stamp]

Authorized Signature: \_\_\_\_\_  
 Name and Title of Signatory: \_\_\_\_\_  
 Name & Address of Firm: \_\_\_\_\_  
 Cell No. of Signatory: \_\_\_\_\_  
 e-mail address of Signatory: \_\_\_\_\_  
 Mailing address of Signatory: \_\_\_\_\_

Acceptance by representative authorised at Clause 6 above:

Signatures of Authorised Representative: \_\_\_\_\_  
 Name and Title: \_\_\_\_\_  
 Name & Address of Firm: \_\_\_\_\_  
 Cell No.: \_\_\_\_\_  
 e-mail address: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_

