

# Pre-Qualification Document

## Pre-qualification of Freight Forwarders (Non-Consultancy Services)

National

Single Stage-One Envelope



*May 12, 2026*

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Near ITP Office, Main Murree Road, Islamabad Capital Territory  
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# INVITATION FOR PRE-QUALIFICATION

## PROCUREMENT OF NON-CONSULTING SERVICES

1. The **NDMA (National Disaster Management Authority (NDMA))** has reserved Funds for the procurement planned for FY **2025-26**. The **NDMA (National Disaster Management Authority (NDMA))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Pre-qualification of Freight Forwarders**".

2. The **NDMA (National Disaster Management Authority (NDMA))** intends to pre-qualify service providers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to the bidding process.

3. The objective of the intended pre-qualification is the provision of "**Pre-qualification of Freight Forwarders**" through subsequent signing of contract with successful bidders, and the purpose of this Pre-qualification Notice is to provide the very basic information to enable potential applicants to decide whether or not to respond to this Pre-qualification Notice.

4. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants in [insert month and year] and Contract Agreement(s) will be signed between the Procuring Agency and the successful bidder(s) in [insert month and year] for the period of [insert year(s) and month(s)].

5. The pre-qualification process is open to all [insert national or international] Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the NDMA (National Disaster Management Authority (NDMA)) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0**.

6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Monday, June 1, 2026 11:00 AM**. E-applications will be opened using

**EPADS v2.0** on the same day at **Monday, June 1, 2026 11:30 AM**. Manual submission of applications shall not be entertained. Those service providers who have not yet registered on the new version of **EPADS v2.0** may register themselves at <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>.

In terms of Rule 48 of Public Procurement Rules, 2004, a Grievance Redressal Committee (GRC) is notified for the subject procurement and the notification copy is available on the procuring agency's website and on Authority's website at ([www.ppra.org.pk](http://www.ppra.org.pk)).

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# Instructions to Applicants

## A. General

## B. Contents of the Prequalification Documents

### Sections of Prequalification Documents

#### 1. **Scope of Application**

1.1. In connection with the “**Invitation for Prequalification**”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

#### 2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Pre-qualification.

#### 3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Secondary Procurement process, and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of

communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

#### **4. Eligible Applicants**

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the Contract conditions that apply.

The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.

All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Contract Agreement. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

## **5. Eligibility (in terms of Nationality)**

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

# **B. Contents of the Prequalification Documents**

## **1. Sections of Prequalification Documents**

1.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

**PART 1 Prequalification Procedures PART 2 Supply Requirements**

1.2. Section I - Instructions to Applicants (ITA)

1.3. Section II - Prequalification Data Sheet (PDS)

1.4. Section III - Qualification Criteria and Requirements

1.5. Section IV - Application Forms

1.6. Section V - Eligible Countries

1.7. Section VI - Fraud and Corruption

1.8. Section VII – Schedule of Requirements

1.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

1.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

**2. Clarification of Pre-qualification Documents and Pre-Application Meeting**

2.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective

Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

2.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / **EPADS v2.0** as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Pre-qualification Documents.

2.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

### 3. Amendment of Prequalification Documents

3.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**.

3.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and **EPADS v2.0**.

Provided that an Applicant who had already submitted their Applications

prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **EPADS v2.0**.

3.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:

Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

## C. Preparation of Applications

### 1. Cost of Applications

1.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Pre-qualification process.

### 2. Language of Application

2.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

### 3. Documents Comprising the Application

3.1. The Application shall comprise the following:

3.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

3.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

3.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

3.1.4. any other document required as specified in the PDS.

### 3.2. **Application Submission Letter**

3.2.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

### 3.3. **Documents Establishing the Eligibility of the Applicant**

3.3.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

### 3.4. **Documents Establishing the Qualifications of the Applicant**

3.4.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

3.4.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

3.4.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

3.4.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

3.4.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

3.4.4. The documentary evidence of the Applicant's qualifications to conclude a contract Agreement, shall establish to the Procuring Agency's satisfaction:

3.4.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

3.4.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

## D. Submission of Applications

### 1. Submission of the Applications through EPADS v2.0

1.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

1.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally

authorized signatories.

## 2. **Deadline for Submission of Applications**

2.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

2.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

2.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

## 3. **Opening of Applications**

3.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

## E. Procedures for Evaluation of Applications

### 1. **Confidentiality**

1.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through **EPADS v2.0**.

1.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **EPADS v2.0**

### 2. **Clarification of Applications**

2.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through **EPADS v2.0**

2.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

### **3. Responsiveness of Applications**

3.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

### **4. Margin of Preference**

4.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification.

### **5. Sub-contractors**

5.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

## **F. Evaluation of Applications and Prequalification of Applicants**

### **1. Evaluation of Applications**

1.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

1.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

1.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

## **2. Procuring Agency's Right to Accept or Reject Applications**

2.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

## **3. Pre-qualification of Applicants**

3.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring

Agency.

3.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

3.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

#### **4. Notification of Prequalification**

4.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **EPADS v2.0**.

4.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

#### **5. Request for Bids**

5.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through **EPADS v2.0**.

#### **6. Changes in Qualifications of Applicants**

6.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

6.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

6.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

6.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

6.2. Any such change should be submitted to the Procuring Agency before the date of "Invitation to Bids".

## **7. Redressal of Grievances**

7.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-48 of Public Procurement Rules, 2004.

7.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

## **8. Mechanism of Blacklisting**

8.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-19 of Public Procurement Rules, 2004 read with "Mechanism for Blacklisting Regulations, 2024".



## Pre-qualification Data Sheet

# Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

## **PDS Clause No**

### **ITA No**

## **Amendments of, and Supplements to, Clauses in the Instructions to Applicants**

### **A. General**

#### **PDS Clause No 1**

##### **ITA No 1.1**

Identification Number of the Invitation for Prequalification: **P14897**

The Procuring Agency is: **NDMA (National Disaster Management Authority (NDMA))**

List of Service Contracts:

*See section services and Lots*

#### **PDS Clause No 2**

##### **ITA No 2.1**

The name of Procuring Agency is: **NDMA (National Disaster Management Authority (NDMA))**

The name of Project / Procurement is: **Pre-qualification of Freight Forwarders**

#### **PDS Clause No 3**

##### **ITA No 4.2**

Maximum number of members in a Joint Venture (JV): **3**

#### **PDS Clause No 4**

##### **ITA No 4.5**

A list of debarred firms and individuals is available on PPRA website: **<https://ppra.gov.pk>**

### **B. Contents of the Prequalification Document**

**PDS Clause No 5**

**ITA No 7.1**

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

**PDS Clause No 6**

**ITA No 7.1 & 8.2**

Information related to Prequalification shall be published on: **EPADS v2.0**

**PDS Clause No 7**

**ITA No 7.2**

Pre-Application Meeting: **Clarification Date: Monday, May 18, 2026**

## C. Preparation of Applications

**PDS Clause No 8**

**ITA No 10.1**

This Prequalification Document has been issued in the language: **English**

**PDS Clause No 9**

**ITA No 11.1(d)**

Additional documents to be submitted through EPADS v2.0:

**No**

**PDS Clause No 10**

**ITA No 14.2**

Source for determining exchange rates: **Not Applicable**

## D. Submission of Applications

**PDS Clause No 11**

**ITA No 16.1**

Deadline for Application Submission:

Day: **Monday**

Date: **Monday, June 1, 2026**

Time: **11:00 AM**

**PDS Clause No 12**

**ITA No 17.1**

Opening of Applications shall be conducted through: **EPADS v2.0**

Day: **Monday**

Date: **Monday, June 1, 2026**

Time: **11:30 AM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

## E. Procedures for Evaluation of Applications

### **PDS Clause No 13**

#### **ITA No 21.1**

Margin of Domestic Preference: **Not Applicable**

*(Applicable only if authorized in Procurement Plan)*

### **PDS Clause No 14**

#### **ITA No 29.1**

Prequalification-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency's decision not to prequalify an Applicant

## Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	Registrar of Firms
Company (Public Limited)	
Company (Holding Company)	
Company (Limited by Guarantee)	
State Owned Enterprise (Private Limited)	
State Owned Enterprise (Public Limited)	

Eligibility Criteria	Document
Valid and current membership certificate from the Pakistan International Freight Forwarders Association.	Yes
Valid Freight Forwarding/Clearing Agent License issued by Pakistan Customs with an active WeBOC/PSW profile in the name of the firm.	Yes
Not blacklisted (Affidavit on stamp paper required)	Yes
Registered with Pakistan Customs (WeBOC)	Yes

Average Annual Turnover: A minimum average annual turnover of PKR 150 Million to 200 Million over the last three (03) fiscal years	Yes
Financial Liquidity/Working Capital: Evidence of net working capital or an available/unutilized line of credit amounting to at least PKR 35 Million to 40 Million	Yes
Audited Financial Statements: Provided for the last three (03) fiscal years, prepared and signed by a QCR-rated chartered accountancy firm (Category A or B preferred)	Yes
Bank Maintenance Certificate: A certificate (issued within the last 30 days) confirming a "Satisfactory" account conduct and the title of the firm.	Yes
Experience Portfolio: Proof of successfully completing at least three (03) logistics/forwarding contracts of a similar nature, each with a minimum value of PKR 40 Million to 50 Million, within the last five years.	Yes
Affidavit of Non-Blacklisting: A notarized statement on Rs. 100/- stamp paper confirming the firm is not blacklisted by any Government, Semi-Government, or Autonomous body.	Yes
Affidavit of No Litigation: A notarized statement confirming no ongoing legal disputes that would hinder the performance of the contract or freeze the firm's bank accounts.	Yes

## Evaluation Criteria

### Quality Based Selection (QBS)

<b>Technical Marks</b>	<b>100</b>
<b>Passing Marks</b>	<b>70</b>
Technical Evaluation Criteria	

<p>General Experience: The bidder shall demonstrate overall experience in freight forwarding and logistics services. (Quantitative)(Doc Required)</p> <p>more than 10 years <b>(15)</b></p> <p>8-10 years <b>(13)</b></p> <p>5-7 years <b>(10)</b></p> <p>3-4 years <b>(7)</b></p> <p>less than 3 years <b>(0)</b></p>	15
<p>Relevant Experience: Experience in handling international shipments including FCL/LCL cargo and emergency logistics. experience with Govt., UN and INGOs preferred. (Quantitative)(Doc Required)</p> <p>5 completed projects <b>(20)</b></p> <p>4 completed projects <b>(16)</b></p> <p>3 completed projects <b>(12)</b></p> <p>2 completed projects <b>(8)</b></p> <p>1 completed projects <b>(4)</b></p>	20



<p>Financial Capacity: Demonstrate sound financial position through audited financial statements &amp; bank statements for the last three years (Quantitative)(Doc Required)</p> <p>Annual turnover exceeding PKR 500 million <b>(12)</b></p> <p>Annual turnover PKR 250-500 million <b>(8)</b></p> <p>Annual turnover below PKR 250 million <b>(4)</b></p>	12
<p>Network &amp; Operational Capacity: Demonstrate operational capability including presence at major ports/airports, international agent network, and warehousing/storage arrangements (Quantitative)(Doc Required)</p> <p>≥3 ports/airports + ≥5 international agents + owned/leased warehouse <b>(12)</b></p> <p>1-2 locations + 2-4 agents + basic storage <b>(8)</b></p> <p>minimal presence/agents (1-3 agents), no warehousing <b>(4)</b></p>	12
<p>Human Resources &amp; Staff Competence: Provide details of qualified staff for logistics operations, customs clearance, documentation, and tracking systems. Availability of 24/7 operational support shall be considered. (Quantitative)(Doc Required)</p> <p>≥5 qualified staff + 24/7 support <b>(10)</b></p> <p>3-4 staff or limited support <b>(6)</b></p> <p>3 staff/no 24/7 <b>(3)</b></p>	10

<p>Client Portfolio &amp; References: The bidder shall submit evidence of previous clients along with reference letters or work orders. Experience with Government, UN agencies, and INGOs shall be given preference. (Quantitative)(Doc Required)</p> <p>≥3 Govt/UN/INGO clients <b>(8)</b></p> <p>mix of Govt/Corporate (≥3 total) <b>(6)</b></p> <p>corporate only <b>(3)</b></p>	8
<p>Compliance &amp; Certifications: Compliant with all legal and professional requirements including SECP registration, NTN &amp; GST registration, and membership of PIFFA/FIATA or equivalent bodies. Relevant certifications (e.g., ISO) be provided (Quantitative)(Doc Required)</p> <p>Full compliance <b>(4)</b></p> <p>partial compliance <b>(2)</b></p> <p>non-compliant <b>(0)</b></p>	4
<p>Emergency Response Capability: Demonstrate the ability to mobilize shipments within 24-72 hours for emergency or disaster response situations. Evidence may include previous emergency assignments, contracts, or standard operating procedures (Quantitative)(Doc Required)</p> <p>3 emergency projects + mobilization ≤24 hrs + documented SOPs <b>(19)</b></p> <p>1-2 projects or mobilization within 48-72 hrs <b>(12)</b></p> <p>no proven record or &gt;72 hrs <b>(3)</b></p>	19





Annexure

## Detailed Schedule of Requirements

- **International Freight Handling:** Arrangement of air, sea (FCL/LCL), and land transportation for imports and exports of relief goods and items alongwith loading/unloading arrangement.
- **Customs Clearance:** Handling of relief good import/export documentation, duty/tax processing and liaison with customs authorities and obtaining duty/tax exemptions, if applicable. Assistance in provisional release cases under custom sections and follow-up for final assessment.
- **Transportation & Delivery:** Inland transportation from ports/airports to designated warehouses or project sites across Pakistan.
- **Warehousing & Storage:** Provision of secure storage, handling, palletization, and inventory management where required.
- **Documentation & Compliance:** Preparation and management of shipping documents (BL, AWB, invoices, packing lists, certificates, etc.) in compliance with national and international regulations.
- **Tracking & Reporting:** Real-time tracking of consignments and regular status updates until final delivery.
- **Handling of Specialized Cargo:** Safe handling of sensitive, relief, or high-value cargo, including temperature-controlled or hazardous goods (if applicable).
- **Emergency Logistics Support:** Rapid mobilization and delivery within 24–72 hours for disaster/emergency response operations.
- **Insurance & Risk Management:** Facilitation of cargo insurance and risk mitigation during transit.
- **Coordination with Stakeholders:** Liaison with airlines, shipping lines, port authorities, and relevant government agencies.
- **Filing Goods Declaration (GD) in Pakistan Single Window (PSW).**

## Shedule of requirements

Technical Submission (Vendor)

See Form Under Additional Forms and Documents: **Schedule of requirements** (page number: 33)

## Tender Documents

Information (Read-Only)

See Form Under Additional Forms and Documents: **Tender Documents** (page number: 34)



## Procurement Forms

## Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 76)

## Historical Contract Non-Performance, and Pending Litigation and Litigation History

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 77)

## Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 79)

## Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 80)

## Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 82)





## Additional Forms and Documents

## Detailed Schedule of Requirements

- **International Freight Handling:** Arrangement of air, sea (FCL/LCL), and land transportation for imports and exports of relief goods and items alongwith loading/unloading arrangement.
- **Customs Clearance:** Handling of relief good import/export documentation, duty/tax processing and liaison with customs authorities and obtaining duty/tax exemptions, if applicable. Assistance in provisional release cases under custom sections and follow-up for final assessment.
- **Transportation & Delivery:** Inland transportation from ports/airports to designated warehouses or project sites across Pakistan.
- **Warehousing & Storage:** Provision of secure storage, handling, palletization, and inventory management where required.
- **Documentation & Compliance:** Preparation and management of shipping documents (BL, AWB, invoices, packing lists, certificates, etc.) in compliance with national and international regulations.
- **Tracking & Reporting:** Real-time tracking of consignments and regular status updates until final delivery.
- **Handling of Specialized Cargo:** Safe handling of sensitive, relief, or high-value cargo, including temperature-controlled or hazardous goods (if applicable).
- **Emergency Logistics Support:** Rapid mobilization and delivery within 24–72 hours for disaster/emergency response operations.
- **Insurance & Risk Management:** Facilitation of cargo insurance and risk mitigation during transit.
- **Coordination with Stakeholders:** Liaison with airlines, shipping lines, port authorities, and relevant government agencies.
- Filing Goods Declaration (GD) in Pakistan Single Window (PSW).

# Pre-Qualification Document

## Pre-qualification of Freight Forwarders (Non-Consultancy Services)

National

Single Stage-One Envelope



*April 30, 2026*

*NDMA (National Disaster Management Authority (NDMA)), Director  
Near ITP Office, Main Murree Road, Islamabad Capital Territory  
Phone: +92-300-500-1238, Email: directorproc@ndma.gov.pk*

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# INVITATION FOR PRE-QUALIFICATION

## PROCUREMENT OF NON-CONSULTING SERVICES

1. The NDMA (National Disaster Management Authority (NDMA)) has reserved Funds for the procurement planned for FY 2025-26. The NDMA (National Disaster Management Authority (NDMA)) intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "Pre-qualification of Freight Forwarders".

2. The NDMA (National Disaster Management Authority (NDMA)) intends to pre-qualify service providers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to the bidding process.

3. The objective of the intended pre-qualification is the provision of "Pre-qualification of Freight Forwarders" through subsequent signing of contract with successful bidders, and the purpose of this Pre-qualification Notice is to provide the very basic information to enable potential applicants to decide whether or not to respond to this Pre-qualification Notice.

4. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants in [insert month and year] and Contract Agreement(s) will be signed between the Procuring Agency and the successful bidder(s) in [insert month and year] for the period of [insert year(s) and month(s)].

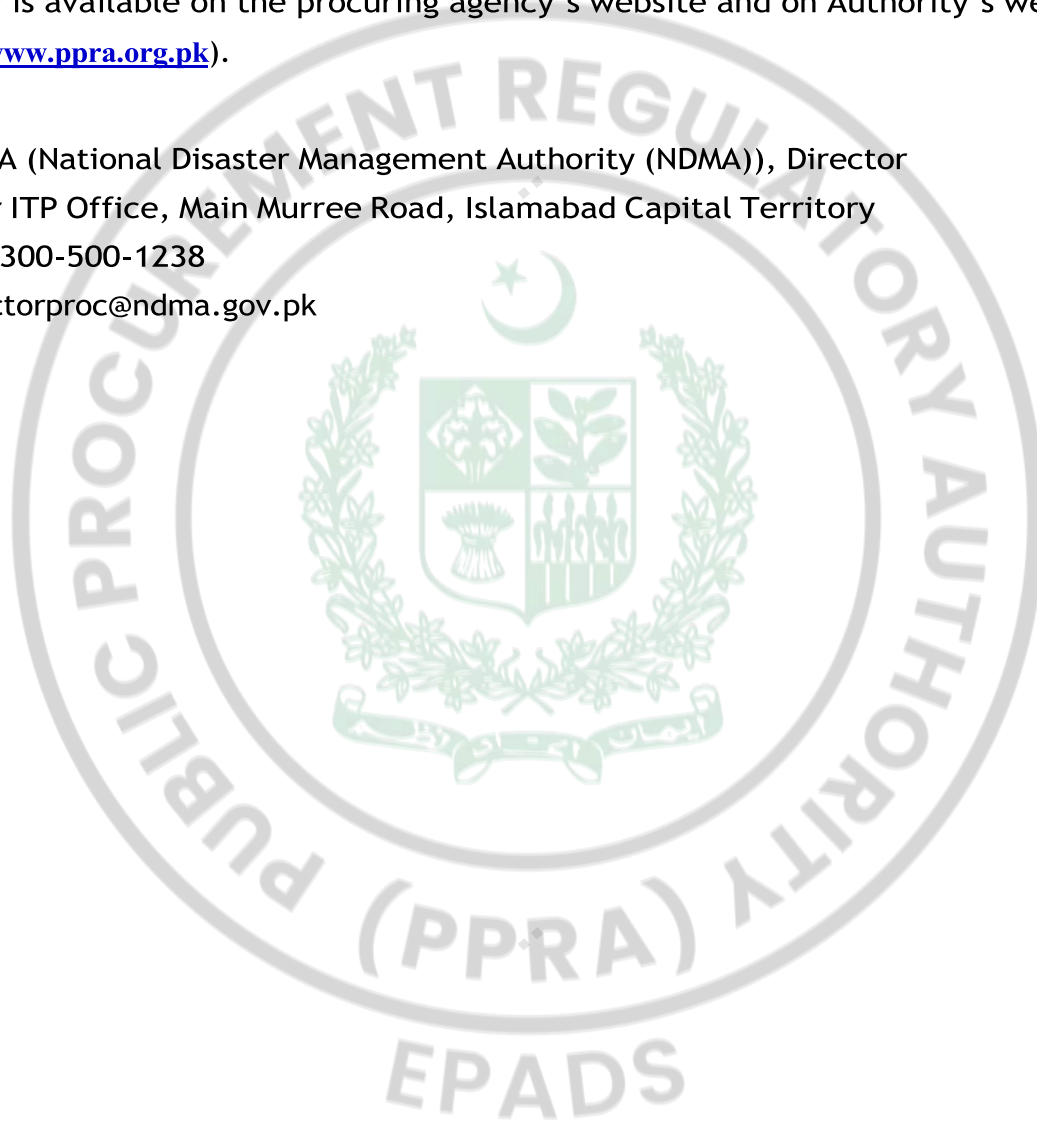
5. The pre-qualification process is open to all [insert national or international] Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the NDMA (National Disaster Management Authority (NDMA)) through {SYSTEMSHORTITLE} during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through {SYSTEMSHORTITLE}.

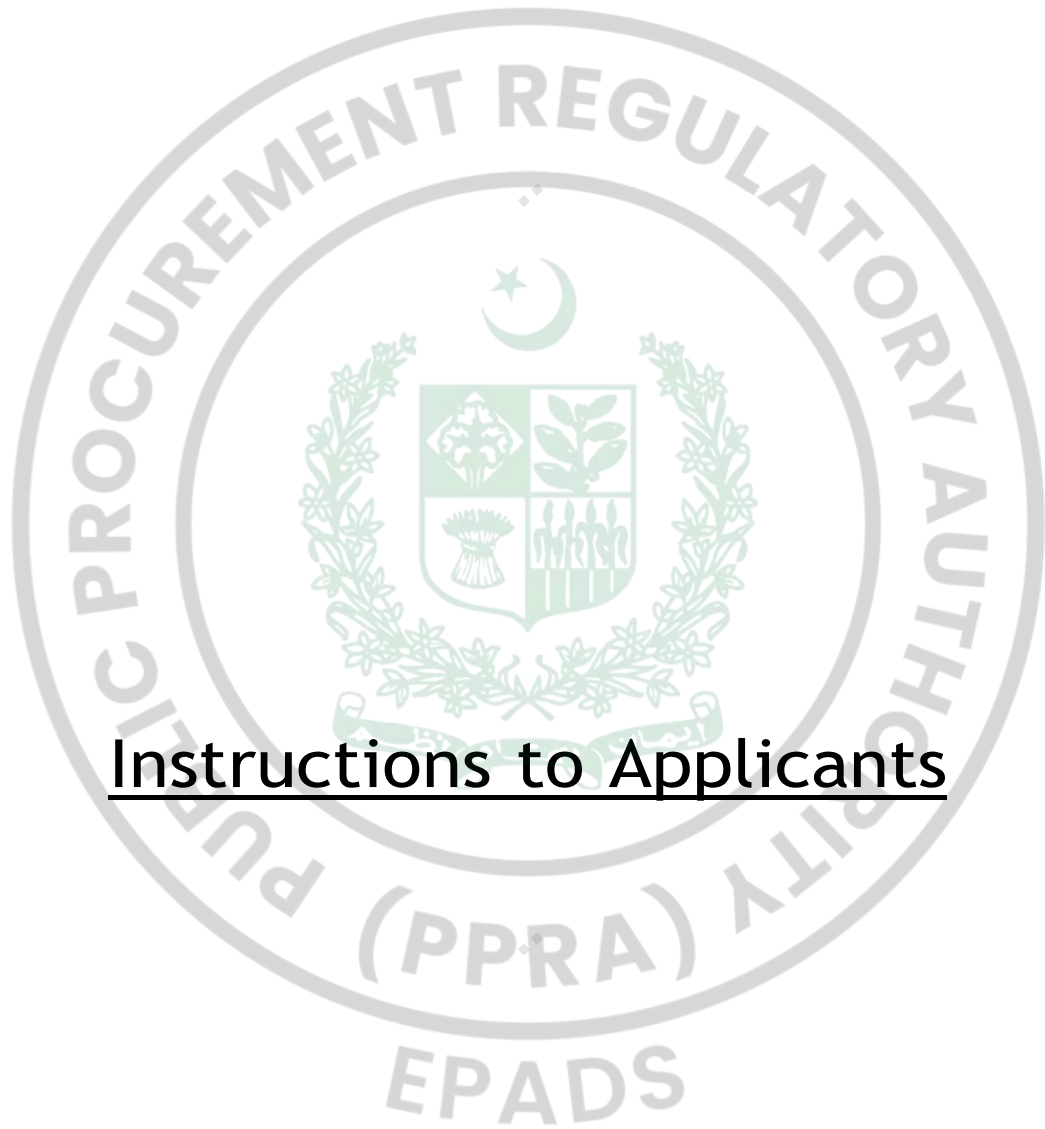
6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through {SYSTEMSHORTITLE} on or before **Monday, May 18, 2026 11:00 AM**. E-applications will be opened

using {SYSTEMSHORTTITLE} on the same day at **Monday, May 18, 2026 11:30 AM**. Manual submission of applications shall not be entertained. Those service providers who have not yet registered on the new version of {SYSTEMSHORTTITLE} may register themselves at <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>.

In terms of Rule 48 of Public Procurement Rules, 2004, a Grievance Redressal Committee (GRC) is notified for the subject procurement and the notification copy is available on the procuring agency's website and on Authority's website at ([www.ppra.org.pk](http://www.ppra.org.pk)).

NDMA (National Disaster Management Authority (NDMA)), Director  
Near ITP Office, Main Murree Road, Islamabad Capital Territory  
+92-300-500-1238  
directorproc@ndma.gov.pk





## Instructions to Applicants

## A. General

## B. Contents of the Prequalification Documents

### Sections of Prequalification Documents

#### 1. Scope of Application

1.1. In connection with the “**Invitation for Prequalification**”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

#### 2. Source of Funds

2.1. Source of funds is same as referred in Invitation for Pre-qualification.

#### 3. Fraud and Corruption

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Secondary Procurement process, and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of

communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

#### **4. Eligible Applicants**

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the Contract conditions that apply.

The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.

All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Contract Agreement. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

## **5. Eligibility (in terms of Nationality)**

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

# **B. Contents of the Prequalification Documents**

## **1. Sections of Prequalification Documents**

1.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

**PART 1 Prequalification Procedures PART 2 Supply Requirements**

1.2. Section I - Instructions to Applicants (ITA)

1.3. Section II - Prequalification Data Sheet (PDS)

1.4. Section III - Qualification Criteria and Requirements

1.5. Section IV - Application Forms

1.6. Section V - Eligible Countries

1.7. Section VI - Fraud and Corruption

1.8. Section VII - Schedule of Requirements

1.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

1.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

**2. Clarification of Pre-qualification Documents and Pre-Application Meeting**

2.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective

Applicants through ePADS who have obtained the Prequalification Documents from ePADS , including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS . Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

2.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / {SYSTEMSHORTTITLE} as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Pre-qualification Documents.

2.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through {SYSTEMSHORTTITLE}. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

### **3. Amendment of Prequalification Documents**

3.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through {SYSTEMSHORTTITLE}

3.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and {SYSTEMSHORTTITLE}.

Provided that an Applicant who had already submitted their Applications prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **{SYSTEMSHORTTITLE}**.

3.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:

Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

## **C. Preparation of Applications**

### **1. Cost of Applications**

1.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Pre-qualification process.

### **2. Language of Application**

2.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

### **3. Documents Comprising the Application**

3.1. The Application shall comprise the following:

3.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

3.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

3.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

3.1.4. any other document required as specified in the PDS.

### 3.2. **Application Submission Letter**

3.2.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

### 3.3. **Documents Establishing the Eligibility of the Applicant**

3.3.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

### 3.4. **Documents Establishing the Qualifications of the Applicant**

3.4.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

3.4.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

3.4.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

3.4.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

3.4.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

3.4.4. The documentary evidence of the Applicant's qualifications to conclude a contract Agreement, shall establish to the Procuring Agency's satisfaction:

3.4.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

3.4.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

## D. Submission of Applications

### 1. Submission of the Applications through {SYSTEMSHORTTITLE}

1.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

1.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally

authorized signatories.

## 2. Deadline for Submission of Applications

2.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

2.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

2.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through {SYSTEMSHORTTITLE}.

## 3. Opening of Applications

3.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through {SYSTEMSHORTTITLE}. Late Applications shall be treated in accordance with ITA 16.1.

## E. Procedures for Evaluation of Applications

### 1. Confidentiality

1.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through {SYSTEMSHORTTITLE}.

1.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through {SYSTEMSHORTTITLE}

## **2. Clarification of Applications**

2.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through {SYSTEMSHORTITLE}

2.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

## **3. Responsiveness of Applications**

3.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

## **4. Margin of Preference**

4.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification.

## **5. Sub-contractors**

5.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

# **F. Evaluation of Applications and Prequalification of Applicants**

## **1. Evaluation of Applications**

1.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

1.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

1.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

## **2. Procuring Agency's Right to Accept or Reject Applications**

2.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on {SYSTEMSHORTTITLE}, duly approved by the Principal Accounting Officer or Head of Organization.

## **3. Pre-qualification of Applicants**

3.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring

Agency.

3.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

3.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

#### **4. Notification of Prequalification**

4.1. The Procuring Agency shall notify all Applicants in writing through {SYSTEMSHORTTITLE} indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through {SYSTEMSHORTTITLE}.

4.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through {SYSTEMSHORTTITLE}

#### **5. Request for Bids**

5.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through {SYSTEMSHORTTITLE}.

#### **6. Changes in Qualifications of Applicants**

6.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

6.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

6.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

6.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

6.2. Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.

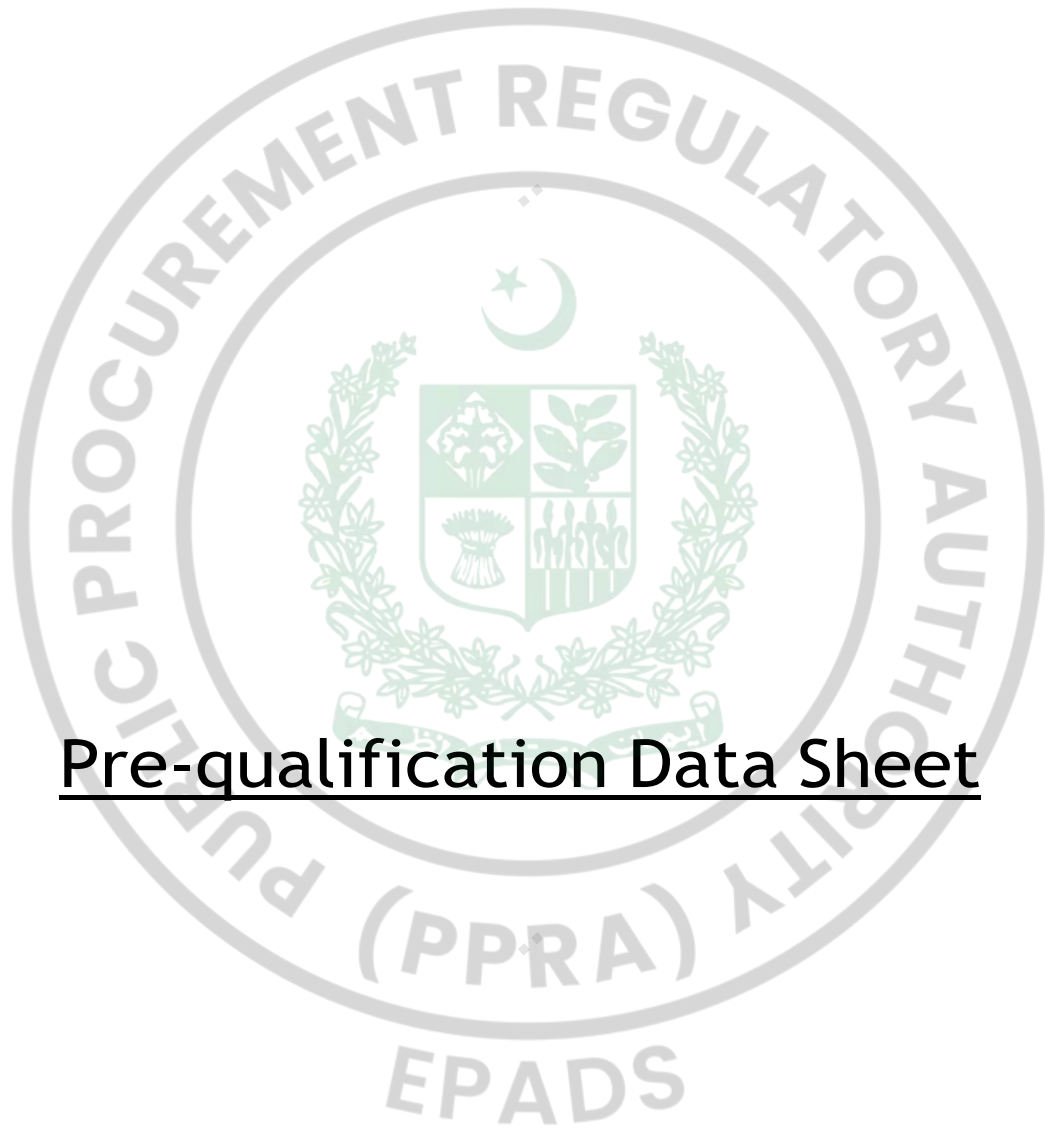
## **7. Redressal of Grievances**

7.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-48 of Public Procurement Rules, 2004.

7.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

## **8. Mechanism of Blacklisting**

8.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-19 of Public Procurement Rules, 2004 read with “Mechanism for Blacklisting Regulations, 2024”.



## Pre-qualification Data Sheet

## Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS Clause No.	ITA No.	Amendments of, and Supplements to, Clauses in the Instructions to Applicants
<b>A. General</b>		
1.	1.1	<p>Identification Number of the Invitation for Prequalification: <b>P14897</b></p> <p>The Procuring Agency is: <b>NDMA (National Disaster Management Authority (NDMA))</b></p> <p>List of Service Contracts: <i>See section services and Lots</i></p>
2.	2.1	<p>The name of Procuring Agency is: <b>NDMA (National Disaster Management Authority (NDMA))</b></p> <p>The name of Project / Procurement is: <b>Pre-qualification of Freight Forwarders</b></p>
3.	4.2	Maximum number of members in a Joint Venture (JV): <b>3</b>
4.	4.5	A list of debarred firms and individuals is available on PPRA website: <b><a href="https://ppra.gov.pk">https://ppra.gov.pk</a></b>
<b>B. Contents of the Prequalification Document</b>		
5.	7.1	For clarification, the Applicant shall seek clarifications through: <b>{SYSTEMSHORTTITLE}</b>

6.	7.1 & 8.2	Information related to Prequalification shall be published on: {SYSTEMSHORTTITLE}
7.	7.2	Pre-Application Meeting: <b>Clarification Date: Tuesday, May 08, 2026</b>
<b>C. Preparation of Applications</b>		
8.	10.1	This Prequalification Document has been issued in the language: <b>English</b>
9.	11.1(d)	Additional documents to be submitted through {SYSTEMSHORTTITLE}: <b>No</b>
10.	14.2	Source for determining exchange rates: <b>Not Applicable</b>
<b>D. Submission of Applications</b>		
11.	16.1	Deadline for Application Submission: Day: <b>Monday</b> Date: <b>May 18, 2026</b> Time: <b>11:00 AM</b>
12.	17.1	Opening of Applications shall be conducted through: {SYSTEMSHORTTITLE}  Day: <b>Monday</b> Date: <b>May 18, 2026</b> Time: <b>11:30 AM</b>  Virtual participation link: <b><a href="https://vendors.epads.gov.pk/">https://vendors.epads.gov.pk/</a></b>
<b>E. Procedures for Evaluation of Applications</b>		
13.	21.1	Margin of Domestic Preference: <b>Not Applicable</b> <i>(Applicable only if authorized in Procurement Plan)</i>

14.	29.1	<p>Prequalification-related complaints / grievances shall be submitted in writing through: <b>{SYSTEMSHORTITLE}</b></p> <p>A complaint may challenge:</p> <ul style="list-style-type: none"><li>• The terms of the Prequalification Documents</li><li>• The Procuring Agency's decision not to prequalify an Applicant</li></ul>
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## Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	SECP
Company (Public Limited)	Registrar of Firms
Company (Holding Company)	
Company (Limited by Guarantee)	
State Owned Enterprise (Private Limited)	
State Owned Enterprise (Public Limited)	

Eligibility Criteria	Document
Valid and current membership certificate from the Pakistan International Freight Forwarders Association.	Yes
Valid Freight Forwarding/Clearing Agent License issued by Pakistan Customs with an active WeBOC/PSW profile in the name of the firm.	Yes
Not blacklisted (Affidavit on stamp paper required)	Yes
Registered with Pakistan Customs (WeBOC)	Yes

Average Annual Turnover: A minimum average annual turnover of PKR 150 Million to 200 Million over the last three (03) fiscal years to ensure the firm can manage the cash flow required for a PKR 100 Million contract.	Yes
Financial Liquidity/Working Capital: Evidence of net working capital or an available/unutilized line of credit amounting to at least PKR 35 Million to 40 Million to cover duties, taxes, and freight charges during the billing cycle.	Yes
Audited Financial Statements: Provided for the last three (03) fiscal years, prepared and signed by a QCR-rated chartered accountancy firm (Category A or B preferred)	Yes
Bank Maintenance Certificate: A certificate (issued within the last 30 days) confirming a "Satisfactory" account conduct and the title of the firm.	Yes
Experience Portfolio: Proof of successfully completing at least three (03) logistics/forwarding contracts of a similar nature, each with a minimum value of PKR 40 Million to 50 Million, within the last five years.	Yes
Affidavit of Non-Blacklisting: A notarized statement on Rs. 100/- stamp paper confirming the firm is not blacklisted by any Government, Semi-Government, or Autonomous body.	Yes
Affidavit of No Litigation: A notarized statement confirming no ongoing legal disputes that would hinder the performance of the contract or freeze the firm's bank accounts.	Yes

## Evaluation Criteria

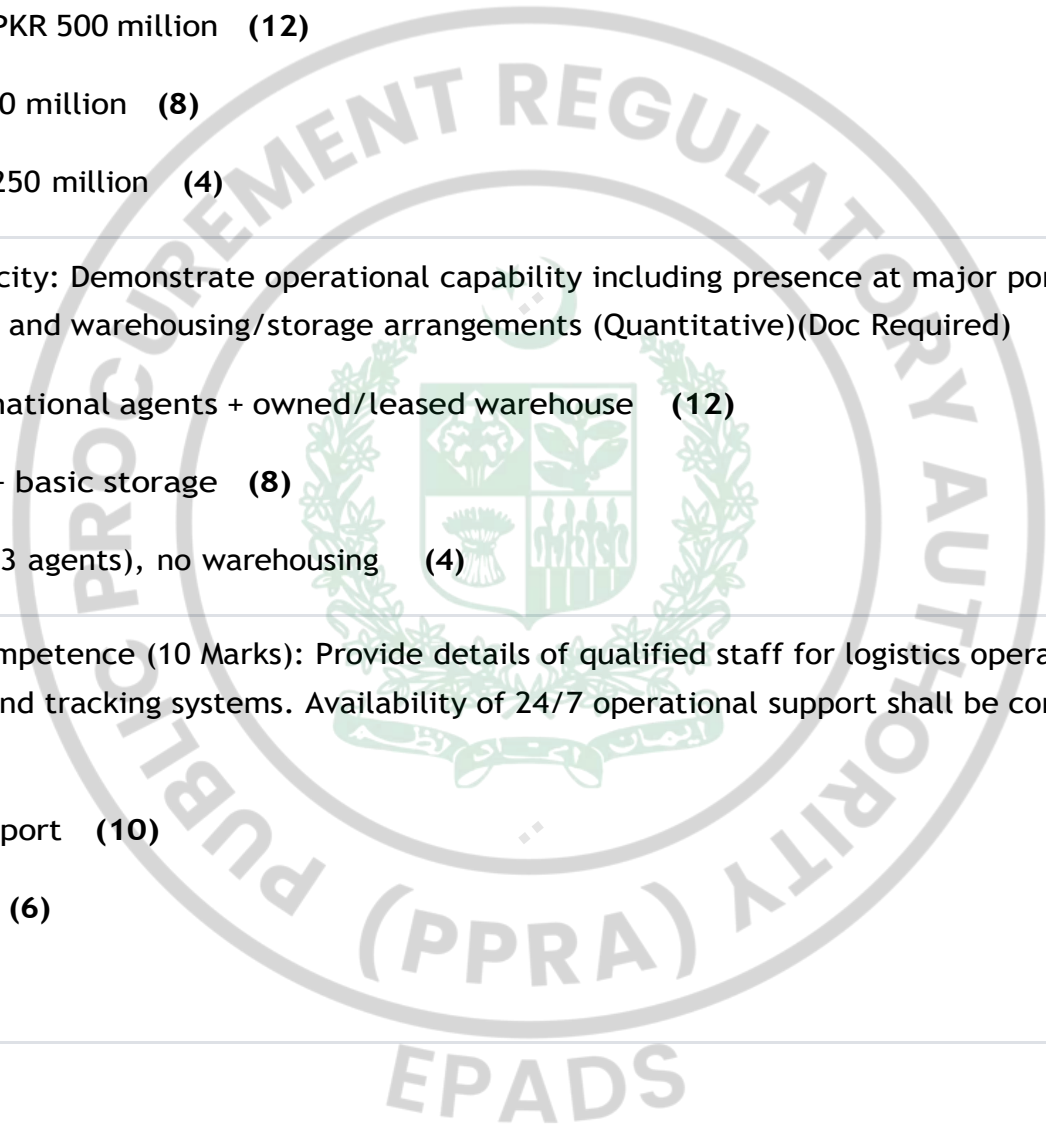
### Quality Based Selection (QBS)

<b>Technical Marks</b>	<b>100</b>
<b>Passing Marks</b>	<b>70</b>
Technical Evaluation Criteria	

<p>General Experience: The bidder shall demonstrate overall experience in freight forwarding and logistics services. (Quantitative)(Doc Required)</p> <p>more than 10 years (15)</p> <p>8-10 years (13)</p> <p>5-7 years (10)</p> <p>3-4 years (7)</p> <p>less than 3 years (0)</p>	15
<p>Relevant Experience: Experience in handling international shipments including FCL/LCL cargo and emergency logistics. experience with Govt., UN and INGOs preferred. (Quantitative)(Doc Required)</p> <p>5 completed projects (20)</p> <p>4 completed projects (16)</p> <p>3 completed projects (12)</p> <p>2 completed projects (8)</p> <p>1 completed projects (4)</p>	20



<p>Financial Capacity: Demonstrate sound financial position through audited financial statements &amp; bank statements for the last three years (Quantitative)(Doc Required)</p> <p>Annual turnover exceeding PKR 500 million (12)</p> <p>Annual turnover PKR 250-500 million (8)</p> <p>Annual turnover below PKR 250 million (4)</p>	12
<p>Network &amp; Operational Capacity: Demonstrate operational capability including presence at major ports/airports, international agent network, and warehousing/storage arrangements (Quantitative)(Doc Required)</p> <p>≥3 ports/airports + ≥5 international agents + owned/leased warehouse (12)</p> <p>1-2 locations + 2-4 agents + basic storage (8)</p> <p>minimal presence/agents (1-3 agents), no warehousing (4)</p>	12
<p>Human Resources &amp; Staff Competence (10 Marks): Provide details of qualified staff for logistics operations, customs clearance, documentation, and tracking systems. Availability of 24/7 operational support shall be considered. (Quantitative)(Doc Required)</p> <p>≥5 qualified staff + 24/7 support (10)</p> <p>3-4 staff or limited support (6)</p> <p>3 staff/no 24/7 (3)</p>	10



<p>Client Portfolio &amp; References: The bidder shall submit evidence of previous clients along with reference letters or work orders. Experience with Government, UN agencies, and INGOs shall be given preference. (Quantitative)(Doc Required)</p> <p>≥3 Govt/UN/INGO clients <b>(8)</b></p> <p>mix of Govt/Corporate (≥3 total) <b>(6)</b></p> <p>corporate only <b>(3)</b></p>	<p>8</p>
<p>Compliance &amp; Certifications: Compliant with all legal and professional requirements including SECP registration, NTN &amp; GST registration, and membership of PIFFA/FIATA or equivalent bodies. Relevant certifications (e.g., ISO) be provided (Quantitative)(Doc Required)</p> <p>Full compliance <b>(4)</b></p> <p>partial compliance <b>(2)</b></p> <p>non-compliant <b>(0)</b></p>	<p>4</p>
<p>Emergency Response Capability: Demonstrate the ability to mobilize shipments within 24-72 hours for emergency or disaster response situations. Evidence may include previous emergency assignments, contracts, or standard operating procedures (Quantitative)(Doc Required)</p> <p>3 emergency projects + mobilization ≤24 hrs + documented SOPs <b>(19)</b></p> <p>1-2 projects or mobilization within 48-72 hrs <b>(12)</b></p> <p>no proven record or &gt;72 hrs <b>(3)</b></p>	<p>19</p>





Annexure

## Detailed Schedule of Requirements

- **International Freight Handling:** Arrangement of air, sea (FCL/LCL), and land transportation for imports and exports of relief goods and items alongwith loading/unloading arrangement.
- **Customs Clearance:** Handling of relief good import/export documentation, duty/tax processing and liaison with customs authorities and obtaining duty/tax exemptions, if applicable. Assistance in provisional release cases under custom sections and follow-up for final assessment.
- **Transportation & Delivery:** Inland transportation from ports/airports to designated warehouses or project sites across Pakistan.
- **Warehousing & Storage:** Provision of secure storage, handling, palletization, and inventory management where required.
- **Documentation & Compliance:** Preparation and management of shipping documents (BL, AWB, invoices, packing lists, certificates, etc.) in compliance with national and international regulations.
- **Tracking & Reporting:** Real-time tracking of consignments and regular status updates until final delivery.
- **Handling of Specialized Cargo:** Safe handling of sensitive, relief, or high-value cargo, including temperature-controlled or hazardous goods (if applicable).
- **Emergency Logistics Support:** Rapid mobilization and delivery within 24–72 hours for disaster/emergency response operations.
- **Insurance & Risk Management:** Facilitation of cargo insurance and risk mitigation during transit.
- **Coordination with Stakeholders:** Liaison with airlines, shipping lines, port authorities, and relevant government agencies.
- Filing Goods Declaration (GD) in Pakistan Single Window (PSW).

### Schedule of requirements

Upload Document

Document Required

See Form Under Additional Forms and Documents: **Schedule of requirements** (page number: 33)



Procurement Forms

## Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 34)

## Historical Contract Non-Performance, and Pending Litigation and Litigation History

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 35)

## Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 37)

## Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 38)

## Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 40)



# Additional Forms and Documents



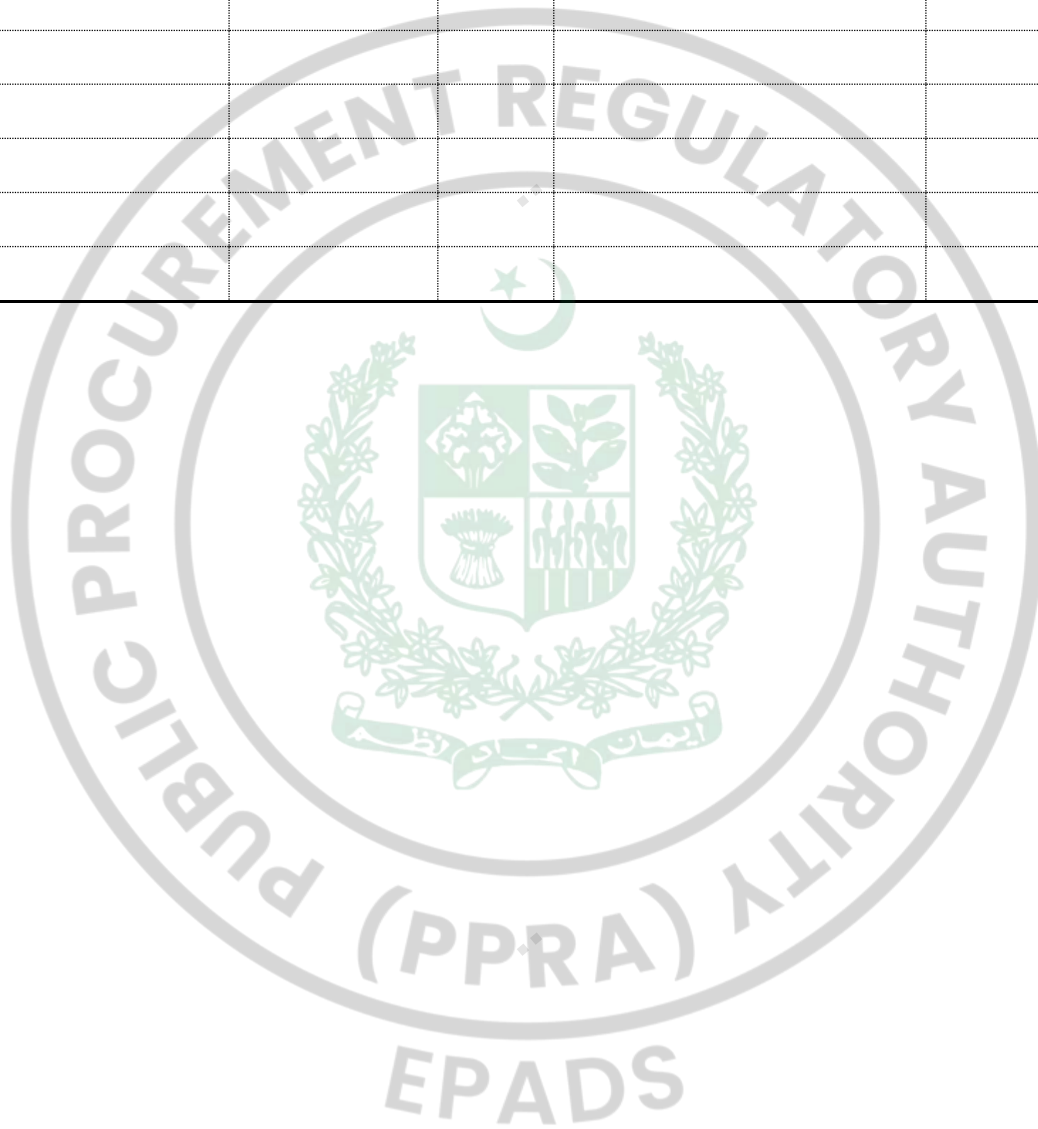
## Detailed Schedule of Requirements

- **International Freight Handling:** Arrangement of air, sea (FCL/LCL), and land transportation for imports and exports of relief goods and items alongwith loading/unloading arrangement.
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- **Insurance s Risk Management:** Facilitation of cargo insurance and risk mitigation during transit.
- **Coordination with Stakeholders:** Liaison with airlines, shipping lines, port authorities, and relevant government agencies.
- **Filing Goods Declaration (GD) in Pakistan Single Window (PSW).**

## Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:

Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



## Historical Contract Non-Performance, and Pending Litigation and Litigation History

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

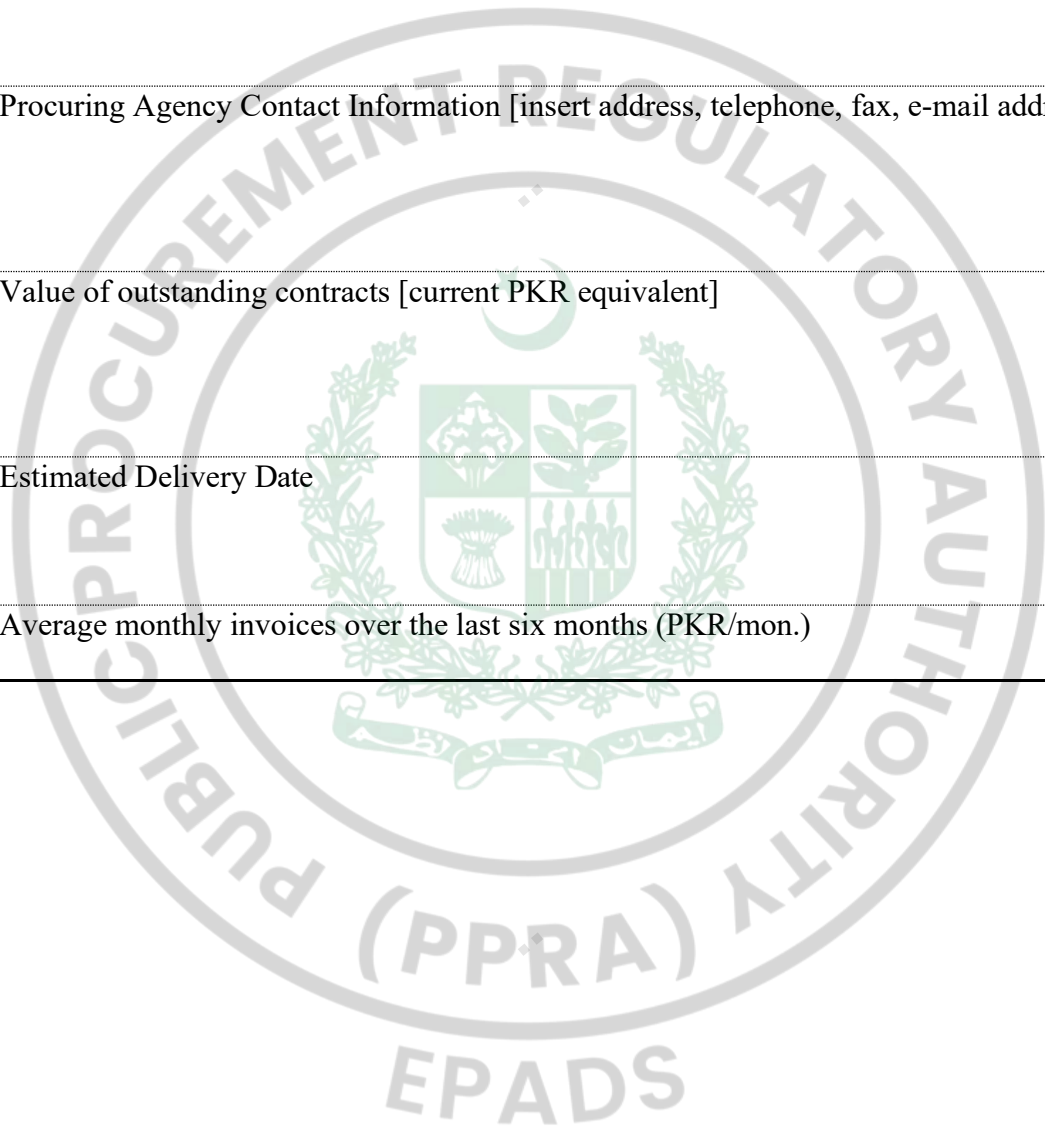
Page *[insert page number]* of *[insert total number]* pages

<input type="checkbox"/> Not debarred due to deviation from commitment of Bid Securing Declaration <input type="checkbox"/> Not debarred due to non-performance			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), US\$ PKR Equivalent (exchange rate)

<i>[insert year]</i>	<i>[insert amount]</i>	<p>Contract Identification: [indicate complete contract name, number, and any other identification]  Name of Procuring Agency: <i>[insert full name]</i>  Address of Procuring Agency: <i>[insert street/city/country]</i>  Matter in dispute: <i>[indicate main issues in dispute]</i>  Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i>  Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i></p>	<i>[insert amount]</i>
<input type="checkbox"/> No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. <input type="checkbox"/> Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
<b>Year of award</b>	<b>Outcome as percentage of Net Worth</b>	<b>Contract Identification</b>	<b>Total Contract Amount (currency), PKR Equivalent (exchange rate)</b>
<i>[insert year]</i>	<i>[insert percentage]</i>	<p>Contract Identification: [indicate complete contract name, number, and any other identification]  Name of Procuring Agency: <i>[insert full name]</i>  Address of Procuring Agency: <i>[insert street/city/country]</i>  Matter in dispute: <i>[indicate main issues in dispute]</i>  Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i>  Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i></p>	<i>[insert amount]</i>

## Current Contract Commitments / Contracts in Progress Form

1. Name of Contract(s)
2. Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]
3. Value of outstanding contracts [current PKR equivalent]
4. Estimated Delivery Date
5. Average monthly invoices over the last six months (PKR/mon.)



## Financial Situation and Performance

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

### 1. Financial data

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

\* Refer ITA 14 for the exchange rate

### 3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
  - (b) be independently audited or certified in accordance with local legislation.
  - (c) be complete, including all notes to the financial statements.
  - (d) correspond to accounting periods already completed and audited.
- Attached are copies of financial statements<sup>1</sup> for the *[number]* years required above; and complying with the requirements.

---

<sup>1</sup> If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

## Average Annual Turnover (Annual Sales Value)

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

Annual Turnover Data			
Year	Amount Currency	Exchange rate* (If applicable)	PKR equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

\* Refer ITA for date and source of exchange rate.

\*\* Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.

## Past Experience / Contracts

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IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

<b>Annual Turnover Data</b>			
<b>Year</b>	<b>Amount Currency</b>	<b>Exchange rate* (If applicable)</b>	<b>PKR equivalent</b>
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

\* Refer ITA for date and source of exchange rate.

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