

**PRE - QUALIFICATION OF FIRMS FOR HIRING THE SERVICES OF CAR RENTAL FIRM FOR**

**Pakistan–China Pharmaceutical & Healthcare Investment Conference  
(July 16<sup>th</sup> –19<sup>th</sup>, 2026)**

**Pre-qualification of Firms for Car Rental Firms.**

Proposals are invited from Car Rental Firms having well-established office in Karachi, registered with the Income Tax and Sales Tax and Sindh Revenue Board.

The prequalification document, containing detailed requirements, terms, and conditions is available at E-pads website (<https://eprocure.gov.pk/> ). Interested firms may download the prequalification document from the aforementioned websites.

The proposals prepared in accordance with the instructions in the prequalification document must be uploaded on E-PADS website (<https://eprocure.gov.pk/> ) and requisite supporting documents/pay-orders must reach the TDAP's office by 11:00 a.m. on 3<sup>rd</sup> July, 2026. Proposals will be opened on the same day at 11:30 a.m at TDAP Head Office Karachi.

TDAP reserves the right to accept or reject any or all proposals under PPRA rules.

## 1. Introduction:

### **Pre-Qualification of Car Rental Firms for Provision of Transport and Bulletproof Vehicles.**

The **Trade Development Authority of Pakistan (TDAP)** intends to pre-qualify reputable and experienced **Car Rental Firms** having a well-established office in Karachi for the provision of transport services, including **bulletproof vehicles**, for Chinese delegates participating in the **Pakistan–China Pharmaceutical Conference and B2B** to be held from 16-19 July 2026 in Karachi.

Interested firms are invited to submit applications for pre-qualification in accordance with the following requirements:

## 2. Scope of Work

The selected firm(s) shall provide comprehensive transportation services for the **Pakistan–China Pharmaceutical Conference and B2B, Karachi**, scheduled from **16th to 19th July 2026**. The scope of services shall include, but not be limited to, the following:

### *2.1 Transportation Arrangements*

The firm(s) shall be capable of providing:

#### **Required Fleet Capacity**

The interested firm(s) must possess or have assured access to the minimum fleet for deployment during the Pakistan–China Pharmaceutical Conference & B2B and other related events:

#### **Important Notes**

1. The daily rental rate shall include vehicle rental, chauffeur/driver charges, fuel, maintenance, insurance, toll taxes, parking charges, and all applicable taxes.
2. Extra mileage charges shall be quoted on a per kilometer basis.
3. Overtime charges shall be quoted on a per hour basis beyond the prescribed operating hours.
4. TDAP reserves the right to increase or decrease the number of vehicles based on operational requirements.
5. Payment shall be made on the basis of actual utilization of vehicles during the event period.
6. All vehicles must be available in excellent condition and ready for deployment as per the schedule communicated by TDAP.
7. Rates quoted shall remain fixed throughout the contract period and no escalation shall be allowed.
8. Professional, experienced, and well-trained chauffeurs/drivers.
9. Airport transfers, including pick-and-drop services between airports, hotels, conference venues, B2B meeting locations, and industrial/factory visit sites.
10. Transportation management and coordination during conferences, exhibitions, official meetings, and related events.
11. 24/7 operational support, including standby vehicles and emergency replacements.
12. Provision of chauffeur-driven vehicles with fuel, including Cars, Coasters, Hiace Vans, SUVs, and Land Cruisers.

### *2.2 Vehicle Deployment*

1. Vehicles shall be required from **16th July to 19th July 2026**. The number and type of vehicles required each day may vary based on the arrival, departure, and movement schedules of delegates. TDAP shall pay only for the actual number of vehicles utilized. The daily requirements shall be communicated to the service provider in advance.
2. All vehicles supplied must:
  - Be **not older than three (03) years**.
  - Be in excellent mechanical condition.
  - Be fully air-conditioned.
  - Be neat, clean, and professionally maintained.
  - Chauffeur must be well dressed, professional and follow the dress code and may know the exact routes of Karachi.

### ***2.3 Driver Requirements***

1. All drivers must possess:
  - A valid driving license.
  - A valid CNIC.
  - At least five (05) visiting cards displaying their name and mobile number.
2. Drivers, particularly those assigned to **Land Cruisers and VVIP vehicles**, shall:
  - Have a basic understanding of English.
  - Be familiar with Karachi city routes.
  - Be proficient in using GPS and navigation applications.
3. All drivers shall wear a prescribed uniform consisting of:
  - White shirt
  - Black trousers
  - Black shoes

### ***2.4 Security and Coordination***

1. The service provider shall fully cooperate with all security agencies and arrange security clearances of vehicles and drivers as required by the relevant authorities.
2. The service provider shall submit a complete list of vehicles, along with:
  - Vehicle registration numbers.
  - Names of chauffeurs/drivers.
  - Contact numbers.
  - Assigned shifts and deployment schedules.

### ***2.5 Operational Requirements***

1. Vehicles may be used for **out-of-city travel**, including factory and industrial visits of delegates.
2. Meals and refreshments for drivers shall be arranged by the service provider at its own cost. The service provider shall ensure that drivers maintain high standards of hygiene, professionalism, efficiency, and punctuality.
3. Any **overtime charges, waiting charges, extra mileage, toll taxes, parking fees, fuel costs, and other operational expenses** shall be deemed included in the quoted rates. No separate claims shall be entertained unless specifically approved by TDAP in writing.

### ***2.6 Event Support and Stakeholder Coordination***

1. The pre-qualified firm(s) shall be expected to coordinate effectively with TDAP, hotels, venues, security agencies, service providers, and other stakeholders to ensure smooth transportation operations throughout the event.
2. The firm(s) shall develop and implement a comprehensive transportation execution plan aligned with TDAP's operational requirements, ensuring safe, timely, efficient, and professional movement of all delegates, guests, and officials during the conference and related activities.
3. The firm(s) shall designate a dedicated focal person available round-the-clock during the event period for coordination with TDAP and other relevant stakeholders.

This Scope of Work forms an integral part of the **Pre-Qualification/Tender Documents for Hiring of Car Rental Services and Bulletproof Vehicles for the Pakistan–China Health Conference, Karachi (16–19 July 2026)**.

### **3. Eligibility Criteria for Transport Vehicles / Car Rental Services**

Interested firms intending to provide transport and car rental services shall meet the following eligibility criteria:

1. **Valid and active registration** with the Income Tax and Sales Tax authorities of Pakistan.
2. Submission of an **affidavit on stamp paper**, duly attested by a Notary Public, stating that:
  1. The firm has not been blacklisted by any Government, Semi-Government, Autonomous, or Public Sector Organization; and
  2. The firm is not involved in any litigation or legal dispute with any organization that may adversely affect the performance of the assignment.
3. The firm must possess a **proven track record and documentary evidence of successfully providing transport management services for foreign delegates, international conferences, exhibitions, official events, and high-profile assignments for at least ten (10) years**.
4. The firm should demonstrate extensive experience in managing transportation logistics for large-scale national and international events, including VVIP/VIP movements, protocol arrangements, and coordination with security agencies.
5. The firm must have a dedicated team of qualified and experienced professionals, including operations managers, transport coordinators, dispatch personnel, and trained chauffeurs, capable of managing the assignment efficiently.
6. The firm must have access to and the capability of deploying the required fleet of vehicles, including:
  1. Bulletproof Vehicles
  2. Luxury Sedans

3. SUVs/Land Cruisers
4. Bullet proof Coasters
5. Other transport vehicles as required by TDAP
7. The firm shall demonstrate sufficient financial strength, stability, and resources to undertake and successfully execute the assignment.
8. The firm must have the operational capacity and resources to manage multiple assignments simultaneously, if required.
9. The firm must maintain a well-established office and operational setup in Karachi, along with a dedicated focal person and 24/7 support mechanism.
10. TDAP reserves the right, in accordance with PPRA Rules, to accept or reject any or all applications, wholly or partially, and to cancel the pre-qualification process at any stage without assigning any reason.
11. Applications shall be liable to rejection if:
  - They do not confirm to the terms and conditions specified in the pre-qualification documents;
  - Required information and supporting documents are incomplete or missing; or
  - False, misleading, or inaccurate information is provided.
1. Applications submitted through **email, fax, or any mode other than the prescribed method** shall not be entertained.
2. The prospective firm must be duly registered with the relevant **Income Tax and Sales Tax Departments** and be an active taxpayer.
3. From the date of issuance of the pre-qualification documents until further notice, all queries, requests for clarification, and correspondence shall be submitted exclusively through **e-PADS**.
4. The selected firm(s) shall be responsible for completing all transportation arrangements and related services within the stipulated timelines and at the designated venues as communicated by TDAP.
5. All pre-qualified firms shall be notified through **e-PADS** to participate in the bidding process and shall be required to submit their sealed bids within the specified timeframe.
6. The contract/work order shall be awarded to the technically qualified firm offering the **Lowest Evaluated Bid Price**, in accordance with the applicable PPRA Rules and procurement procedures.
7. The firm shall be required to fully cooperate with law enforcement and security agencies and ensure compliance with all security protocols, including security clearance of vehicles and drivers whenever required by TDAP or relevant authorities.

### **Required Documents for Car Rental Firms**

Interested firms are required to submit the following documents along with their pre-qualification application:

- i. A duly signed **Compliance Certificate (Annex-A)**, affixed with the official stamp of the firm, clearly mentioning the name, designation, contact number, and email address of the authorized representative.
- ii. **Project Details (Annex-B)** duly completed, signed, and stamped by the authorized representative of the firm in the prescribed format.
- iii. Copy of the **Certificate of Company Registration (SECP)** or any other relevant registration authority, where applicable.

iv. Valid and active **NTN Certificate** and **GST/Sales Tax Registration Certificate** or equivalent registration certificates, where applicable.

v. An **Affidavit on Judicial Stamp Paper worth PKR 100**, duly attested, stating that the firm has not been blacklisted by any Government, Semi-Government, Autonomous, or Public Sector Organization and is not involved in any litigation or legal dispute with any organization.

### **Performance Security**

The successful bidder shall submit a Performance Security equivalent to **ten percent (10%) of the total Contract Value or PKR 1,500,000/- (Rupees One Million Five Hundred Thousand Only)**, whichever is higher or as decided by TDAP, in favor of the Trade Development Authority of Pakistan (TDAP) at the time of signing the contract, as per the option and discretion of TDAP.

The Performance Security may be furnished in the form of a **Bank Guarantee, Pay Order, Call Deposit Receipt (CDR), Banker's Cheque, or any other financial instrument acceptable to TDAP**, in favor of TDAP shall be submitted at the time of signing the agreement. The security deposit shall remain valid throughout the contract period. In case the service provider fails to perform as per the work order, TDAP reserves the right to forfeit the security deposit, wholly or partially.

vii. **Firm Profile (Annex-C)** duly completed, signed, and stamped in the prescribed format.

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### **3. Duration**

The tenure of firm will be limited to the event (one time job/ project based). Performance shall be reviewed upon completion of the contract period.

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### **4. Mode of Payment**

i. Payment shall be made as follows:

- **100% payment** upon successful completion of the event(s) and verification/certification of services rendered by TDAP (after event).

ii. All payments shall be made through **crossed cheque** in Pakistani Rupees (PKR).

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### **5. Evaluation Criteria**

i. The applications/proposals shall be evaluated in accordance with the **Evaluation Criteria specified in Annex-D**. Only those proposals meeting all mandatory requirements shall be shortlisted for further evaluation.

ii. To qualify, firms must satisfy all requirements of the evaluation criteria. Failure to meet any mandatory requirement shall result in immediate disqualification, and the proposal shall not be considered further.

iii. Firms must secure a minimum **60% overall score** in the evaluation process to qualify.

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## 6. General Terms and Conditions

- i. In compliance with the directives of the Government of Pakistan, all procurement activities shall be conducted through **e-PADS**.
- ii. All tender documents, including the Tender Notice, shall be uploaded on e-PADS. Bidders shall be required to download tender documents and submit/upload their proposals through e-PADS only. No physical documents shall be accepted for bid submission.
- iii. Pre-qualified firms shall be required to participate and respond to **Requests for Proposals (RFPs)** and **Requests for Quotations (RFQs)** issued by TDAP from time to time. In case of non-responsiveness, persistent non-performance, or degradation in service quality, TDAP may forfeit the Performance Guarantee and blacklist the firm from future procurement opportunities.
- iv. If the firm fails to provide services in accordance with the project requirements, the Performance Guarantee/Security Deposit may be forfeited, and the work may be assigned to another party at the risk and cost of the defaulting firm.
- v. The Terms and Conditions and required service standards shall be strictly enforced. No escalation in rates or costs shall be permitted during the contract period.
- vi. The proposals shall be opened at **TDAP Headquarters on 03 July 2026 at 11:30 AM**. In case the Government of Pakistan declares a public holiday on the scheduled opening date, the proposals shall be opened on the next working day at the same time.
- vii. The selected firm shall provide transportation services at the designated venues and locations as directed by TDAP. All transportation, mobilization, and operational expenses associated with service delivery shall be borne by the firm. The firm shall also be responsible for obtaining any required security clearances for deployed personnel and vehicles.
- viii. TDAP reserves the right, under PPRA Rules, to increase or decrease the quantity of services required or to cancel any or all requirements at any stage.
- ix. All applicable Government taxes, duties, and levies shall be included in the quoted rates. No separate claims in this regard shall be entertained.
- x. Applicable taxes shall be deducted at source in accordance with prevailing Government rules and regulations.
- xi. Firms shall ensure proper planning and scheduling of transportation services to guarantee timely, efficient, and uninterrupted execution of all event-related activities.
- xii. The firm's personnel shall comply with all lawful instructions issued by TDAP during the execution of the assignment.

xiii. In the event of leave, absence, or unavailability of the designated focal person, the firm shall immediately provide a suitable replacement. If any focal person is found unsuitable by TDAP, the firm shall replace such person without delay.

xiv. If the performance of the firm is found unsatisfactory, TDAP reserves the right to terminate the contract, forfeit the security deposit, and award the remaining work to another party at the risk and cost of the defaulting firm.

xv. All vehicles and services provided under the contract shall be in excellent operational condition, properly maintained, roadworthy, and compliant with the specifications and requirements communicated by TDAP. Any vehicle found defective, unsafe, or below the required standards shall be replaced immediately without any additional cost to TDAP.

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## 7. Selection of Firms

Based on the scores obtained in the **Technical Evaluation (Annex-D)**, the highest-scoring firms meeting the prescribed qualification criteria shall be **pre-qualified** and invited to participate in the subsequent financial bidding process in accordance with applicable PPRA Rules and TDAP procurement procedures.

### 2. Post Qualification Procurement Procedure

Request for Proposal (RFP)/ Request for Quotation (RFQ):

- i. The RFP/RFQ will be uploaded on EPAD for all the selected firms as per rules.
- ii. RFP/RFQ will be floated via EPAD to all the pre-qualified vendors, based on the PPRA rules and its sub-clauses as per the nature and complexity of the project/department/services required.
- iii. The firms are liable to respond to all the queries of TDAP within the stipulated time mentioned in the BoQs/E-pads.
- iv. The proposals will be opened/evaluated based on the criteria laid out in the respective BoQs /E-pads.
- v. The contract will be awarded to the lowest quoted price and the service provider will be bound to provide the service as per work order subject to approval by TDAP.
- vi. Payment will be made as per the terms and conditions mentioned in the BoQs. Invoices may be cleared upon receiving the acceptable invoice and complete supporting documents.

### 3. Minimum Terms and Conditions for Post-Qualification Procurement

Following Conditions of the services provision will be applied to the post-qualification procurements:

- i. The request via EPADS, along with BoQs, regarding every task will be sent to all the prequalified firms for providing an equal opportunity of participation. The work order will be issued to the firm with 60% technical evaluation and the lowest quoted price.

- ii. Incomplete, conditional, and partial responses will not be accepted.
- iii. The selected firm(s) will be responsible for conducting event management at the events sites at its own risk and cost.
- iv. The period of deliveries will commence from the date of the receipt of the work order by the supplier or as specified on the work order.
- v. Unless otherwise 'Agreed', delivery of the material against work order shall be made at designated offices/ sites as per the BoQs.
- vi. A satisfactory report regarding the provision of services shall be furnished by the Purchaser's Authorized Officer.
- vii. In case of any damages during events execution, it will be the firm's risk and expense.

### **11.1 Liquidated Damages**

- i. In case of delay or mismanagement in the execution of the events or failure to perform the services within the stipulated time, TDAP shall have the right to impose liquidated damages at the rate of one percent (1%) of the total Work Order/contract amount for each day of delay, subject to a maximum limit of ten percent (10%) of the total Work Order/contract amount. The liquidated damages shall be recoverable from any payments due to the contractor or through any other lawful means under the contract.
- ii. If the firm fails to complete work as per requirement, the TDAP reserves the right to reject it altogether or impose a penalty not exceeding 50% of the total amount of the contract.

### **11.2 Force Majeure**

- i. "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Purchase Order/Work Order/Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockdowns or other industrial issues are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies.
- ii. Force Majeure shall not include (i) any event which is caused by the negligence or intentional actions of a firm or its agents or employees, nor (ii) any event which a diligent firm could reasonably have been expected to both (a) take into account at the time of the conclusion of this Purchase Order/Work Order/Contract and (b) avoid or overcome in the carrying out of its obligations here under.

- iii. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

### **11.3 Blacklisting**

- i. If the Supplier fails/delays in the performance of any of the obligations, under the Purchase Order/Work Order/Contract and violates any of the provisions, breach of any of the terms and conditions of the Purchase Order/Contract or if the firm is found to have engaged in corrupt or fraudulent practices in competing for the award of the Purchase/Work Order/Contract, the TDAP may, at any time, without prejudice to any other right of action/remedy it may have, blacklist the firm, either indefinitely or for a stated period.

### **11.4 Dispute Resolution**

- i. The TDAP and the event management firm shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.
- ii. In case of any dispute, the matter will be referred to the Director General (MS, TDAP), whose decision will be binding on both parties.

### **11.5 Clarifications**

Queries regarding this prequalification shall be submitted in writing via e-pads.

#### 4. ANNEXURE-A

##### **“COMPLIANCE CERTIFICATES/ COMPLIANCE UNDERTAKING”**

(To be filled and signed by the bidder on the bidder’s letterhead)

(Name); (CNIC#); (Designation), (Company Name) have gone through the Terms/Conditions of this Prequalification Document and hereby undertake and are firmly bound to abide by/comply with all sections of this Document.

The information given in Bid is true to the best of my/our knowledge; I/We undertake to inform TDAP (purchaser), of any changes that may take place later in the status of firms in business/agency or the management.

Signature: Name:

Designation:

Firm:

Date:

**ANNEXURE-B**

**RELEVANT EXPERIENCE**

Please provide detailed information on relevant projects undertaken by your firm or entity, including a purchase order for each assignment. These projects should demonstrate your qualifications and can be for your company individually or as a member of a joint venture.

Assignment Name:	
Country	
Key Professional Staff Provided by Management Firm (Profiles):	
Contract Signing Party Name:	
Name of Client: and the reference Contract	
No. of Staff:	
No. of Staff- Months; duration of assignment:	
Permanent Address in Karachi	
Start Date (Month/Year):	
Completion Date (Month/Year):	
Approx. Value of Contract:	
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:	
Narrative Description of Project:	
Description of actual services provided by your staff:	

Firm's Name: \_\_\_\_\_

**ANNEXURE-C**

**“FIRMS PROFILE FORM”**

**a. Particulars of the Firms:**

<b>Company Name</b>					
<b>Abbreviated Name</b>					
<b>National Tax No.</b>					
<b>Sales Tax Registration No.</b>					
<b>No. of Employees</b>					
<b>Company’s Date of Formation</b>					
<b>Title of Firm</b>					
<b>Type of Business</b>	Private Limited	Sole Proprietor	Reseller	Partnership	Manufacturer
	Authorized Partner	Authorized Distributor	Others		
	If others (Please specify)				
<b>Registered Office Address</b>					
<b>City/Town</b>					
<b>State/Province</b>					
<b>Postal Code</b>					
<b>Phone No.</b>					
<b>Fax No.</b>					
<b>Email Address</b>					
<b>Website Address</b>					

**b. Financial Strength of Firm:**

<b>Company Net Worth (PKR)</b>	
<b>Company Turn Over (PKR) for the last three years</b>	

**c. Details of Works/Jobs of the Firm:**

<b>Sr. No.</b>	<b>Scope of Services to be provided by the Firm</b>

**ANNEXURE-D**

**Technical Criteria (Mandatory Requirements)**

<b>Sr. No.</b>	<b>Parameters against technical evaluation shall be done</b>	<b>Scoring brackets</b>	<b>Total points allocated</b>
<b>1</b>	<b>Firm's Particulars</b>		<b>70</b>
<b>1.1</b>	<b>Number of Regular Team members</b>	<b>15</b>	
	15 and more than 15 persons	15	
	Less than 15 and more than 10 persons	12	
	10 and less than 10 persons	10	
<b>1.2</b>	<b>Education and Qualification of Five Regular team members</b>	<b>10</b>	
	Degrees / technical diplomas	10	
	Only Certifications	07	
	Only literate	05	
<b>1.3</b>	<b>Experience of the firm</b>	<b>15</b>	
	10 years or above	15	
	At least 07 years	12	
	At least 05 years	10	
	At least 03 years	07	
<b>1.4</b>	<b>Number of high profile projects</b> (High profile events entail events attended/ hosted by <i>Prime Minister, President, Ministers, Chief Ministers, foreign dignitaries or equivalent etc.</i> )	<b>10</b>	
	10 events or above	10	
	Less than 10 events but more than 07 events	7	

	7 or less than 07 events but more than 05 events	5	
<b>1.5</b>	<b>Financial Position</b> Average annual turnover during the last three years (Audited Financial statement must be provided)	<b>20</b>	
	More than 30 million PKR and above	20	
	More than 20 million PKR	12	
	More than 10 million PKR	08	
<b>2</b>	<b>Date of Inception of Company</b>		<b>10</b>
	More than 10 years	10	
	5 to 8 years	08	
	3 to 5 years	05	
	Less than 3 years	03	
<b>3</b>	<b>Tax Registration, Litigation &amp; Blacklisting Record (Self-declaration + affidavit)</b>		<b>20</b>
<b>3.1</b>	No litigation / No blacklisting	10	
	Minor disputes resolved	7	
	Ongoing serious litigation	0	
<b>3.2</b>	Active NTN and Sales Tax registration	10	
	Inactive NTN and Sales Tax	0	
	<b>Total</b>		<b>100</b>

*Minimum Qualifying Marks are 60.*