



PRE-QUALIFICATION / BIDDING DOCUMENT

FOR

**“PRE-QUALIFICATION OF COMPANIES / WORKSHOPS /
AUTHORIZED SERVICE CENTRES OF TOYOTA / HONDA /
SUZUKI MOTORS FOR PROVISION OF SERVICES FOR
REPAIR/MAINTENANCE OF OFFICIAL VEHICLES OF
FEDERAL PUBLIC SERVICE COMMISSION”**

**FEDERAL PUBLIC SERVICE COMMISSION
F-5/1, AGA KHAN ROAD
ISLAMABAD**



No.F.1-2026-2027/FPSC-WS
Federal Public Service Commission
Aga Khan Road, F-5/1, Islamabad
Phone No.051-9212159

“PRE-QUALIFICATION OF COMPANIES / WORKSHOPS / AUTHORIZED SERVICE CENTRES OF TOYOTA / HONDA / SUZUKI MOTORS FOR PROVISION OF SERVICES FOR REPAIR/MAINTENANCE OF OFFICIAL VEHICLES OF FEDERAL PUBLIC SERVICE COMMISSION”

Federal Public Service Commission (FPSC) intends to invite proposals through the E-Pak Acquisition and Disposal System (E-PADS) from companies / workshops / authorize service centres of Toyota/Honda/Suzuki motors who fulfill the eligibility criteria outlined in the bidding document.

2. Bidding document containing detailed terms and conditions with requirements and eligibility criteria is available for registered bidders on E-PADS at <https://eprocure.gov.pk>, PPRA’s website www.ppra.gov.pk and FPSC's website www.fpsc.gov.pk, free of cost.

3. Proposal for pre-qualification of companies / workshops / authorized service centres of Toyota / Honda / Suzuki motors located in **ISLAMABAD / RAWALPINDI** prepared in accordance with the instructions outlined in the bidding document, shall be submitted via E-PADS on or before **9th July, 2026 (Thursday) by 01:30 pm**, proposals will be opened on the same day at **02:00 pm**.

4. Scanned copies of all required documents mentioned in the **section 3** of the bidding document must be uploaded through **E-PADS**. An **Affidavit** on a stamp paper of Rs.100/- stating that the company/workshop/authorize service centre has not been blacklisted at the time of submitting the proposal and bid security instrument amounting to Rs.50,000/- drawn in favour of Federal Public Service Commission (FTN No.9010202-9) must be submitted in original to the **office of the Assistant Director (Logistics-I), FPSC HQs, F-5/1, Aga Khan Road, Islamabad** before the closing time for submission of proposal in addition to uploading scanned copies of the same on E-PADS Activity.

5. FPSC reserves the right to reject all the proposals at any time prior to acceptance, as provided under Rule 33 of the Public Procurement Rules, 2004.

DIRECTOR (LOGISTICS)

No.F.1-2026-2027/FPSC-WS
FEDERAL PUBLIC SERVICE COMMISSION
Aga Khan Road, F-5/1, Islamabad

Subject: **BIDDING DOCUMENT FOR PRE-QUALIFICATION OF COMPANIES / WORKSHOPS / AUTHORIZED SERVICE CENTRES OF TOYOTA / HONDA / SUZUKI MOTORS FOR PROVISION OF SERVICES FOR REPAIR/MAINTENANCE OF OFFICIAL VEHICLES OF FEDERAL PUBLIC SERVICE COMMISSION**

1. INTRODUCTION:

FPSC, herein after called the Procuring Agency, intends to pre-qualify well-reputed, financially sound, and technically capable companies / workshops / authorized service centres of Toyota / Honda / Suzuki motors for provision of services for repair/maintenance of official vehicles of Federal Public Service Commission.

2. SCOPE OF WORK:

- i. Routine maintenance (oil change, filters, tuning, etc.).
- ii. Mechanical, electrical, A/C, suspension, brake, and transmission repairs.
- iii. Denting, painting, upholstery, and body work.
- iv. Supply and installation of genuine spare parts and accessories.
- v. Emergency roadside repair/recovery services.
- vi. Services will be required on revolving credit basis.
- vii. Pre-qualification will remain valid for 2025-2026, extendable up to three years' subject to mutual agreement and satisfactory performance of the pre-qualified vendors.

3. Pre-Qualification Evaluation Criteria (Total: 100 Marks): Each of the first ten criteria (i to x) carries a maximum of 10 marks — totaling 100 marks, to pre-qualify workshop / any service centre at least 60 marks are required out of 100 marks. The other two criteria (xi and xii) are mandatory compliance requirements and do not carry marks but are essential for pre-qualification:

<u>S. No.</u>	<u>Criteria</u>	<u>Description / Scoring</u>	<u>Weightage of Marks</u>
i	Registration	Valid registration with NTN, GST, and Active Taxpayer status (ATL) Must include address, contact, ownership details:	10
ii	Company/Workshop Profile	• Own workshop/workplace = 10 marks • Leased/Rented = 5 marks	10
iii	Relevant Experience	Experience in maintaining Govt / Semi-Govt / Corporate Fleets: • 3 years = 6 marks • 4 years = 8 marks • 5+ years = 10 marks	10
iv	Technical Staff	List of qualified technicians with expertise in relevant brands (Toyota, Honda, Suzuki). • 1 to 5 staff members = 5 marks • 6 + staff members = 10 marks	10

<u>S. No.</u>	<u>Criteria</u>	<u>Description / Scoring</u>	<u>Weightage of Marks</u>
v	Tools & Equipment	<p>List of diagnostic tools, machinery, and facility capacity.</p> <ul style="list-style-type: none"> • Electrical (Auto electrician) = 5 marks • Mechanical = 5 marks • Denting / Painting = 5 marks • All above = 10 marks 	10
vi	Financial Stability	<p>Provide Bank Statement of the FY 2025-2026 to verify the financial stability:</p> <ul style="list-style-type: none"> • Financially sound statement = 10 marks • Moderate statement = 5 marks • Very low balances = 0 marks 	10
vii	Client List	<p>List of previous/existing clients with copies of work orders or agreements.</p> <ul style="list-style-type: none"> • 1-3 Clients = 5 marks • 4-5 Clients = 8 marks • 5+ Clients = 10 marks 	10
viii	Genuine Parts Availability	<p>Proof of access to genuine parts for Toyota / Honda / Suzuki.</p> <ul style="list-style-type: none"> • Toyota = 5 marks • Honda = 5 marks • Suzuki = 5 marks • All above brands = 10 marks 	10
ix	Authorization Certificate	<p>Authorized dealership/service center certificate (if available).</p>	10
x	Satisfactory Performance Certificates	<p>From Govt / Semi-Govt / Autonomous / Multinationals Companies confirming quality of service.</p> <ul style="list-style-type: none"> • From two departments = 5 marks • From three departments = 8 marks • From four + departments = 10 marks 	10
xi	No Blacklisting Affidavit	<p>An affidavit on Rs.100 stamp paper declaring that the agency is not blacklisted by any government department or organization. The same shall be provided at the time of submission of pre-qualification bid on a stamp paper issued in the name of company/workshop/authorized service centre submitting the affidavit.</p>	-
xii	Bid Security	<p>Bid security in the shape of Bank Draft/CDR/Demand Draft/Banker's Cheque amounting to Rs.50,000/- in favour of Federal Public Service Commission (FTN No.9010202-9)</p>	-

4. COST OF BID:

All costs associated with the preparation and submission of the proposal shall be borne by the bidder. FPSC is not liable for any costs incurred during the bidding process.

5. FORM OF BID(S):

- i. **Submission of E-Bid:** Proposals must be submitted through E-PADS at <https://eprocure.gov.pk>
- ii. **Language of Documents:** All documents must be in English.

6. DEADLINE FOR SUBMISSION OF PROPOSAL:

Proposals must be submitted via E-PADS as per schedule provided in the advertisement as well on e-pads.

7. OPENING AND EVALUATION OF PROPOSALS:

- i. **Opening of Proposals:** Proposals shall be opened through E-PADS as per schedule provided in the advertisement as well on e-pads.
- ii. **Evaluation of Proposal:** Proposals shall be evaluated based on the criteria outlined at Section 3 of the bidding document.

8. VALIDITY OF PROPOSAL: Up to 30th June, 2029, further extendable up to maximum of five years on mutual understanding of both the parties. However, FPSC reserves the right to cancel the contract agreement any time with the pre-qualified workshop on account of non-satisfactory performance, if observed.

9. AMENDMENT IN THE PRE-QUALIFICATION DOCUMENTS:

- i. **Modification or Amendment:** FPSC may, at any time prior to the deadline for submission of pre-qualification documents, modify or amend the documents by issuing a corrigendum for any reason, as provided under **Rule 23(3) of the Public Procurement Rules, 2004.**
- ii. **Extension of Submission Deadline:** FPSC may, at its discretion, extend the deadline for the submission of pre-qualification documents, as provided under **Rule 27 of the Public Procurement Rules, 2004.**

10. CLARIFICATION ON PRE-QUALIFICATION BIDDING DOCUMENT: Companies / Workshops / Authorize Service Centres of Toyota/Honda/Suzuki motors requiring any clarifications regarding the bidding document may submit a query through E-PADS, in accordance with the **E-Pak Procurement Regulations, 2023**, within the specified timelines on E-PADS.

11. REJECTION OF BID: As provided under Rule 33(1) of Public Procurement Rules 2004, FPSC shall reserve the right to reject all bids or proposals at any time prior to acceptance of contract, without thereby incurring any liability to the affected Bidder

or Bidders. The procuring agency may upon request, communicate to any bidder the grounds for rejection of Bids, but is not required to justify those grounds.

12. ANNOUNCEMENT OF FINAL EVALUATION REPORT:

In accordance with Rule 35 of the Public Procurement Rules (PPR) 2004, as amended from time to time, the Final Evaluation Report will be published by the Federal Public Service Commission on the E-PADS platform.

13. WARRANTY OF REPAIR/MAINTENANCE WORK:

- i. In case of **major repair/maintenance work**, the pre-qualified vendor performing the work shall provide a **minimum warranty of three (03) months** covering both **parts and services**.
- ii. In case of **minor repair/maintenance work**, the warranty shall be provided for a period of **one (01) month** covering both **parts and services**.
- iii. The warranty shall ensure free rectification/replacement by the workshop/service centre in case of defective parts, substandard repair, or recurrence of the reported issue within the warranty period.
- iv. Failure to honor warranty commitments may result in **blacklisting, disqualification from future bidding**, or any other action deemed appropriate under Government rules and FPSC policy.

14. SIGNING OF CONTRACT:

- i. Promptly after acceptance of LoI, pre-qualified vendor shall provide the stamp paper worth Rs.100/- issued on the name of firm/workshop for preparation of contract agreement.
- ii. Within 14 days of acceptance of LoI both the Procuring Agency and the pre-qualified vendor shall sign a contract agreement.
- iii. If the pre-qualified vendor shows inability to sign the contract/refuse/accept the contract, then their Bid Security instrument shall be forfeited and the firm shall be blacklisted for a minimum period of six months.

15. RIGHT TO BLACKLISTING: The Procuring Agency, at any stage can blacklist a pre-qualified Companies / Workshops / Authorize Service Centres which either consistently fails to provide satisfactory service or is found to be indulging in corrupt or fraudulent practices as per Rule-19 of PPR-2004 (as amended). However, the procuring agency shall be provided with an opportunity of hearing and record reasons before such orders.

16. REDRESSAL OF GRIEVANCES: As provided under Rule 48 of Public Procurement Rules, 2004.

17. RESERVED RIGHTS: FPSC shall reserve the right to seek quotations from any Company / Workshop / Authorize Service Centres of Toyota/Honda/Suzuki motors in case of emergency, however, in such case Transport Officer shall obtain the prior consent of the sanctioning authority before issuance of work order.

18. METHODOLOGY FOR OBTAINING QUOTATIONS AND ISSUANCE OF WORKORDER:

- i. The Transport Officer shall initiate the activity on E-PADS on a case-to-case basis, with the prior approval of the Sanctioning Authority, for repair/maintenance of FPSC official vehicles. It shall be explicitly mentioned in the special conditions that only pre-qualified entities are eligible to participate in the bidding process.
- ii. All pre-qualified companies, workshops, or authorized service centres shall be required to submit their quotations through E-PADS in order to participate in the competitive bidding process among pre-qualified entities.
- iii. The Transport Officer shall be authorized to declare any bidder as non-responsive and disqualify them from the E-PADS bidding process if they are found not to be pre-qualified for the relevant work.
- iv. In cases where repair or maintenance work is required to be carried out exclusively at the authorized service centres of Toyota, Honda, or Suzuki, the Transport Officer shall be authorized to proceed without obtaining quotations through E-PADS, subject to the prior approval of the Sanctioning Authority before issuance of the work order to the authorized service centre.
- v. The Transport Officer shall issue the Work Order to the lowest evaluated and most advantageous bidder, with the prior approval of the Sanctioning Authority.
- vi. In case of major repair/maintenance work pre-qualified vendor who performed the work shall provide the warranty of parts and service at least for a period of three months and in case of minor repair/maintenance work the warranty shall be extended till one month only.

19. PROCESSING OF BILLS/CLAIMS:

- i. With each bill of repair / maintenance of vehicle the vendor that have taken the work will provide the warranty certificate of work as described at Section 13 of the bidding document.
- ii. Transport Officer shall process the bills/claims of the company / workshop / authorized service centres by fulfilling all the codal formalities as provided in the bidding document.