

ENERGY INFRASTRUCTURE DEVELOPMENT & MANAGEMENT COMPANY (EIDMC)

Procurement of Consultancy Services (Single Stage Two Envelope E-Bidding Procedure) (National Competitive Bidding)

RFP No:

EIDMC/PROC/RFP/25-26/01



Deputy Director (Procurement)

**Energy Infrastructure Development & Management Company
(EIDMC)**

EIDMC, Office # 103, First Floor, Evacuee Trust Complex, Islamabad

June, 2026

ENERGY INFRASTRUCTURE DEVELOPMENT & MANAGEMENT COMPANY (EIDMC)



REQUEST FOR PROPOSAL NO.	:	EIDMC/PROC/RFP/25-26/01
DATE OF RECEIPT OF PROPOSAL	:	10th July 2026
TIME OF RECEIPT OF PROPOSAL	:	11:00 AM
DATE OF OPENING	:	10th July 2026
TIME OF OPENING	:	11:30 AM
VALIDITY OF PROPOSAL	:	120 DAYS
VALIDITY OF PROPOSAL SECURITY	:	148 DAYS

FOR PROCUREMENT OF HEADHUNTING FIRM

Procurement Department EIDMC

**EIDMC, OFFICE # 103, FIRST FLOOR, EVACUEE TRUST COMPLEX,
ISLAMABAD**

☎ 0370-1800231

ad.proc.eidmc@outlook.com

Table of Contents

SECTION – 1: DEFINITIONS & ABBREVIATIONS	1
SECTION - 2: INTRODUCTION	3
2.1. Objective	3
SECTION – 3: INSTRUCTIONS TO CONSULTANTS (ITC)	4
3.1. Introduction	4
3.2. Source of Funds	4
3.3. Conflict of Interest	4
3.4. Eligibility and Ineligibility	5
3.5. General Considerations for Preparation of Proposals	6
3.6. Cost of Preparation of Proposal	7
3.7. Language	7
3.8. Documents Comprising the Proposal	7
3.9. Documents Establishing the Eligibility of the Consultant	8
3.10. Only One Proposal	8
3.11. Form of Proposal	8
3.12. Proposal Validity	8
3.13. Proposal/Bid Security or Proposal/Bid Security Declaration	9
3.14. Withdrawal, Substitution, and Modification	11
3.15. Format and Signing of Bid	11
3.16. Submission of Proposal on E-PADS (E-Procurement)	11
3.17. Deadline for Submission of Bids	12
3.18. Late Bids	12
3.19. Withdrawal of Proposals	12
3.20. Technical Proposal Format & Content	12
3.21. Opening of Proposal (Technical Proposal)	12
3.22. Evaluation of Technical Proposals	13
3.23. Opening of Financial Proposals	13
3.24. Correction of Errors	13
3.25. Combined Quality and Cost Evaluation (Quality and Cost Based Selection)	14
3.26. Award of Contract	14
3.27. Performance Security (or Guarantee)	14
3.28. Right to Reject All Bids	15

3.29. Grievance Redressal Mechanism	15
3.30. Mechanism of Blacklisting	16
3.31. Clarification of RFP	16
SECTION – 4: MANDATORY CRITERIA & EVALUATION CRITERIA.....	18
4.1. Mandatory Criteria.....	18
4.2. Evaluation Criteria	19
4.2.1. Technical Evaluation.....	19
4.2.2. Financial Evaluation.....	22
4.2.3. Ranking of Proposals	23
SECTION – 5: FORMS OF PROPOSAL	25
Form – 1: Technical Proposal Submission Form.....	25
Form – 2: Description of Approach, Methodology, and Work Plan.....	27
Form – 3: Work Schedule and Planning for Deliverables	29
Form – 4: Team Composition, Assignment, and Key Experts’ Inputs	31
Form – 5: Financial Proposal Submission Form.....	35
Form – 6: Summary of Costs	37
Form – 7: List of Offices in Pakistan	38
Form – 8: Average Annual Turnover of Last 3 Audited Years	39
Form – 9: Sector-Specific Experience (Power / Energy / Infrastructure).....	40
Form – 10: Proposal/Bid Security.....	41
Form – 11: List of Public Sector Clients Who Have Been Provided with Headhunting Services During Last 5 Years Along with Evidence	43
Form – 12: List of Private Sector Clients Who Have Been Provided with Headhunting Services During Last 5 Years Along with Evidence	44
Form – 13: List of C-Level Management Positions Filled Through Headhunting Services During Last 5 Years Along with Evidence.....	45
Form – 14: List of Senior Management Positions Filled Through Headhunting Services During Last 5 Years Along with Evidence.....	46
Form – 15: List of Middle Management Level Positions Filled Through Headhunting Services During Last 5 Years Along with Evidence	47
Form – 16: Information on Publicly Accessible Web Portal to Handle Online Submission of Application for Jobs & Recruitment Process	48
SECTION – 6: ELIGIBLE COUNTRIES	49
SECTION – 7: TERMS OF REFERENCES (TORS)	50

7.1.	Background	50
7.2.	Objective of the Assignment.....	50
7.3.	Scope of Work and Expected Deliverables	50
7.3.1.	Responsibilities of Service Provider	50
7.3.2.	Deliverables / Services with Timelines.....	52
7.3.3.	Responsibility and Compliance.....	52
7.3.4.	Salary Slabs at EIDMC (Headhunting).....	53
7.3.5.	Evaluation of Bids.....	53
7.3.6.	Payment Terms.....	53
7.3.7.	Core Team – Requirement of Experts.....	54
7.3.8.	Professional Liability of Services Provider.....	54
7.4.	Confidentiality & Data Protection	54
7.5.	Queries	54
SECTION – 8: SAMPLE DRAFT CONTRACT AGREEMENT		55
SECTION – 9: CONTRACT FORM.....		59
	Performance Security (or Guarantee) Form	59

SECTION – 1: DEFINITIONS & ABBREVIATIONS

Abbreviation	Full Form / Meaning	Context / Usage in RFP
EIDMC	Energy Infrastructure Development & Management Company	Procuring agency issuing the EOI/RFP
EOI	Expression of Interest	First-stage solicitation for shortlisting firms
RFP	Request for Proposal	Second-stage detailed bid document
PPRA	Public Procurement Regulatory Authority	Governing body for procurement rules (PPRA Rules 2004)
PCS Regulations 2010	Procurement of Consultancy Services Regulations, 2010	Governs QCBS methodology for consulting services
QCBS	Quality and Cost Based Selection	Selection method mandated in EOI/RFP, weighting technical & financial scores
QBS	Quality-Based Selection	Consulting selection method (mentioned in regulatory context)
E-PADS	Electronic Procurement & Auction System	Mandatory online platform for bid submission
ATL	Active Taxpayers List	FBR registry verifying tax compliance
NTN	National Tax Number	Mandatory tax registration
GST	General Sales Tax	Federal/provincial sales tax registration
PST	Provincial Sales Tax	Provincial-level sales tax certificate
FBR	Federal Board of Revenue	Tax authority maintaining NTN, GST, ATL
SOE Act, 2023	State-Owned Enterprises Act, 2023	Governance/legal framework for appointments in SOEs
CMU	Central Monitoring Unit	Provides HR & governance guidelines to SOEs
CEO / COO / CFO / CTO	Chief Executive / Operating / Financial / Technology Officer	C-Suite positions included in scope
HR	Human Resources	Related to recruitment, policy, evaluation
SLA	Service Level Agreement	Defined timelines/commitments for deliverables
E2E	End-to-End	Indicates full lifecycle of recruitment activities
LoA	Letter of Agreement / Letter of Award	Used for proof of experience & award notification
LoI	Letter of Intent	Sometimes used for confirming award offer
BG	Bank Guarantee	For bid & performance security
CV	Curriculum Vitae	Professional resume for team competency evaluation
KPI	Key Performance Indicator	Used in shortlisting & performance tracking
JD	Job Description	Shared by EIDMC for position requirements
TORs	Terms of Reference	Defines project scope, deliverables, and responsibilities

CRM	Candidate Relationship Management system	Databank / ATS system used by headhunting firm
ATS	Applicant Tracking System	Digital tool used by headhunting firm
MIS	Management Information System	Used in E-PADS support context
GRC	Grievance Redressal Committee	Required under PPRA Rule 48
IPPs	Independent Power Producers	Sector-specific experience category (Energy)
EPC	Engineering, Procurement, Construction	Sector category under “Infrastructure/Power”
O&M	Operations & Maintenance	Used in sector experience classification
KSA	Knowledge, Skills, Abilities	Framework for evaluating candidates
PDF	Portable Document Format	Format for submissions/samples in presentation scoring
HEC	Higher Education Commission	Used for verifying academic credentials
PNRA	Pakistan Nuclear Regulatory Authority	Sometimes involved in verification depending on sector roles
T&D	Transmission & Distribution	Part of sector-specific energy experience
OMR	Optical Mark Recognition	Used for large-scale assessment systems (if relevant)
SOP	Standard Operating Procedure	Required documentary proof for evaluation criteria
EIC	Evaluation & Inspection Committee	Sometimes referenced during verification (if applicable)
VAT	Value-Added Tax	For firms operating internationally in experience scoring
MNC	Multinational Corporation	Used in experience scoring (client mix)
KAM	Key Account Manager	Occasionally referenced in team structures
KPIs	Key Performance Indicators	Used in SLA monitoring
SME	Subject Matter Expert	May be assigned in technical evaluation or assessments
TAT	Turnaround Time	Used in SLAs (shortlisting, replacement, reporting)
F2F	Face-to-Face	Interview mode classification in assessment capabilities
EHS / HSE	Environment, Health, Safety	Sometimes part of senior management roles
IP	Intellectual Property	In confidentiality & NDA clauses
NDA	Non-Disclosure Agreement	Protection of EIDMC data & candidate information
WHT	Withholding Tax	Used in payment section
KP	Knowledge Paper (for assessments)	Related to behavioral/technical tests
BAFO	Best and Final Offer	Negotiation step (rare but may appear in QCBS)

SECTION - 2: INTRODUCTION

EIDMC, a public sector company established as a result of unbundling of NTDC, to undertake the execution and management of sustainable energy infrastructure projects across Pakistan. The Company is presently focused on modernizing and strengthening the national power network through innovative solutions, timely execution of projects and the adoption of efficient management practices. The Company invites Technical and Financial Proposals from pre-qualified Headhunting firms for merit-based recruitment in line with the **SOE Act, 2023** and **CMU guidelines**. This RFP is issued exclusively to firms pre-qualified through the EOI process.

This Request for Proposal (RFP) document does not constitute a guarantee or commitment of any manner on the part of EIDMC that the contract shall be awarded.

2.1. Objective

To engage a reputed and experienced firm to assist EIDMC in identifying, attracting, and recruiting highly qualified professionals for **C-Level, Senior and Mid-level positions**, on a need basis, for a period of one (01) year (extendable by mutual consent).

SECTION – 3: INSTRUCTIONS TO CONSULTANTS (ITC)

3.1. Introduction

3.1.1. The Procuring Agency (PA), as indicated below, invites proposals for the procurement of Consultancy Services as specified below from the firms pre-qualified / shortlisted through Expression of Interest. The successful Consultants will be expected to deliver the services within the specified period and timeline(s) as stated in this **RFP**.

- **Name of Procuring Agency:** Energy Infrastructure Development and Management Company
- **Address of the Procuring Agency:** Office # 103, First Floor, Evacuee Trust Complex, Islamabad
- **Subject of Procurement:** Hiring of Headhunting Firm
- **Method of Selection:** Quality & Cost Based Selection

3.2. Source of Funds

3.2.1. Source of funds if from EIDMC's own resources

3.3. Conflict of Interest

3.3.1. The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Procuring Agency's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

3.3.2. The Consultant has an obligation to disclose to the Procuring Agency any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Procuring Agency. Failure to disclose such situations may lead to the disqualification of the Consultant or termination of its Contract and/or sanctions by the Authority.

3.3.3. Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:

- i. **Conflicting Activities:** A firm that has been engaged by the Procuring Agency to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing

goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

- ii. **Conflicting Assignments:** a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Procuring Agency.
- iii. **Conflicting Relationships:** a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Procuring Agency, or of a recipient of a part of the financing in case the project is financed by some financing institution who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Authority throughout the selection process and the execution of the Contract.

3.4. Eligibility and Ineligibility

- 3.4.1. The Procuring Agency permits consultants (individuals and firms, including Joint Ventures and their individual members) from all countries to offer consulting services for the project.
- 3.4.2. Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements.
- 3.4.3. A Consultant may be ineligible if: -
 - i. he is declared bankrupt or, in the case of company or firm, insolvent;
 - ii. payments in favor of the Consultant are suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property;
 - iii. legal proceedings are instituted against such Consultant involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;

- iv. the Consultant is convicted, by a final judgment, of any offence involving professional conduct;
 - v. the Consultant is blacklisted and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of proposal/bid securing declaration.
- 3.4.4. A firm or an individual declared blacklisted by the Authority shall be ineligible to participate in the procurement process or to be awarded a contract, during such period of time as the Authority shall determine.
- 3.4.5. Firms and individuals of a country or goods manufactured in a country may be ineligible if so indicated in **Section - 6**.
- 3.4.6. Government officials and civil servants of Pakistan are not eligible to be included as Experts in the Consultant's Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the Government of Pakistan, and they
- i. Are on leave of absence without pay, or have resigned or retired;
 - ii. Are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring.
 - iii. Their hiring would not create a conflict of interest
- 3.4.7. Consultants shall provide to the Procuring Agency documentary evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
- 3.4.8. Consultants shall provide such evidence of their continued eligibility to the satisfaction of the Procuring Agency, as the Procuring Agency shall reasonably request.
- 3.5. General Considerations for Preparation of Proposals**
- 3.5.1. In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

3.6. Cost of Preparation of Proposal

- 3.6.1. The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Procuring Agency is not bound to accept any proposal, and reserves the right to annul the selection process in accordance with the procurement regulatory framework at any time prior to Contract award, without thereby incurring any liability to the Consultant.

3.7. Language

- 3.7.1. The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Procuring Agency, shall be written in **English**.

3.8. Documents Comprising the Proposal

- 3.8.1. The proposal shall be accompanied by the following documents:
- i. Duly filled-in Forms of Proposal
 - ii. Documentary evidence in accordance with **ITC 3.9** that Consultant is eligible and/or qualified for the subject bidding process;
 - iii. Proposal/Bid Security in accordance with **ITC 3.13**;
 - iv. Duly Notarized Power of Attorney authorizing the signatory of the Proposal to submit the Proposal;
 - v. No Conflict-of-Interest Declaration Certificate as per **ITC 3.3**
 - vi. Certificate that the Consultant has not been backlisted or cross-debarred by any public procuring agency of Pakistan, private procuring agency of Pakistan, a foreign country, international organization or other foreign institutions
 - vii. The Consultant will submit a certificate that the firm is not involved in any litigation at present. In case of any relief granted by the Court of Law, the certified copy of decision of court must be attached with the Proposal, otherwise, the Proposal is liable to be considered non-responsive.

3.9. Documents Establishing the Eligibility of the Consultant

3.9.1. The documentary evidence of the Consultant's eligibility to Proposal shall establish to the satisfaction of the Procuring Agency that the Consultant, at the time of submission of its Proposal, is from an eligible country as titled as "Eligible Countries".

- i. The documentary evidence of the Consultant's qualifications to perform the contract, if its proposal is accepted, shall establish to the satisfaction of Procuring Agency that the Consultant has the financial and technical capability necessary to perform the Contract.

3.10. Only One Proposal

3.10.1. The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected.

3.11. Form of Proposal

3.11.1. The Consultant shall fill the forms furnished in the Proposals. The forms must be completed without any alterations to its format and no substitute shall be accepted.

3.12. Proposal Validity

3.12.1. Proposals shall remain valid for the period of **120 days** after the Proposal submission deadline prescribed by the PA. To ensure the validity of proposal, it shall contain bid/proposal security or bid/proposal securing declaration as a complementary bid/proposal securing instrument having the validity twenty-eight days more than the bid/proposal validity period.

3.12.2. During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

3.12.3. If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting and debarment.

3.12.4. Under exceptional circumstances, prior to the expiration of the initial Proposal validity period, the Procuring Agency may request the Consultants' consent to an extension of the period of validity of their Proposals only once, for the period not more than the period of initial bid validity. The request and the Consultants responses shall be made in writing or

- in electronic forms that provide record of the content of communication. The Proposal/Bid Security shall also be suitably extended.
- 3.12.5. If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.
- 3.12.6. The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.
- 3.12.7. If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Procuring Agency together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.
- 3.12.8. If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Procuring Agency, such Proposal will be rejected.
- 3.13. Proposal/Bid Security or Proposal/Bid Security Declaration**
- 3.13.1. The Consultant shall furnish as part of its Proposal, a Proposal/Bid Security amounting to **Rs. 50,000** in favor of **Energy Infrastructure Development and Management Company (Guarantee) Limited**. The bid security must be valid for **148-days (One Hundred &Forty-Eight)** after the date of opening of tender.
- 3.13.2. The copy of Bid security must be submitted online on E-PADS and original **MUST** be submitted in the office of Deputy Director (Procurement) EIDMC, Islamabad before the online submission deadline of the bid, otherwise respective bid shall not be opened.
- 3.13.3. Lesser bid security amount or validity of bid security will lead to rejection of bid
- 3.13.4. Bid security of JV should be in name of JV, failure to provide Bid security will lead to rejection of bid.
- 3.13.5. The Bid Security or Bid Securing Declaration is required to protect Procuring Agency against the risk of Consultant's conduct which would warrant the security's forfeiture.
- 3.13.6. The Bid Security or Bid Securing Declaration shall be in accordance with the Form of the Bid Security or Bid Securing Declaration included in **Section - 5 (Proposal Forms)**

- 3.13.7. The Bid Security shall be denominated in **Pakistani Rupees** and shall be in any of the following:
- a. A bank guarantee, an irrevocable letter of credit issued by a Scheduled bank in the form provided in the Bidding Documents or another form acceptable to the Procuring Agency and valid for twenty-eight (28) days beyond the end of the validity of the Bid. This shall also apply if the period Bid Validity is extended. In either case, the form must include the complete name of the Consultant;
 - b. A cashier's or certified cheque;
 - c. CDR;
 - d. Bank Draft;
 - e. Pay Order;
 - f. Bank Guarantee on specified Performa on non-judicial paper
- 3.13.8. Unsuccessful Consultants' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency pursuant to **ITC 12**.
- 3.13.9. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, after whichever of the following that occurs earliest:
- a. The expiry of the Bid Security;
 - b. The entry into force of a procurement contract and the provision of a performance security (or guarantee), for the performance of the contract if such a security (or guarantee), is required by the Bidding documents;
 - c. The withdrawal of the Bid prior to the deadline for the submission of Bids, unless the Bidding documents stipulate that no such withdrawal is permitted.
- 3.13.10. The successful Consultant's Bid Security will be discharged upon the Consultant signing the contract or furnishing the performance security (or guarantee)
- 3.13.11. The Bid Security may be forfeited or the Bid Securing Declaration executed:
- a. If a Consultant:
 - i. Withdraws its Proposal during the period of Proposal Validity
 - b. In case of a successful Consultant, if the Consultant fails:
 - ii. To sign the contract
 - iii. To furnish the performance security (guarantee)

3.14. Withdrawal, Substitution, and Modification

- 3.14.1. Before bid submission deadline, any Consultant may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and the corresponding substitution or modification must accompany the respective written notice.
- 3.14.2. Bids requested to be withdrawn shall be returned unopened to the Consultants.

3.15. Format and Signing of Bid

- 3.15.1. The original bid will be uploaded on e-pads website www.eprocure.gov.pk in PDF and no hard copy is to be submitted. The PDF file of e-bid uploaded by the Consultant on EPADS must be complete in all respects and each page should be duly signed and stamped, otherwise the bid shall be declared non-responsive.
- 3.15.2. The Proposal shall be signed by the Consultant or a person or persons duly authorized to sign on behalf of the Consultant. This authorization shall consist of a written confirmation, i.e., **Power of attorney in the name of authorized person who is responsible for signing of bid, post bid clarification and subsequent contract agreement. In case of JV, all partners of JV will authorize the person who is responsible for signing of bid, post bid clarification and subsequent contract agreement. Power of attorney will be on non-judicial paper and format of Power of attorney should be acceptable to the employer,** and shall be attached to the Bid.
- 3.15.3. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, except for un-amended printed literature, shall be initialed by the person or persons signing the Bid.
- 3.15.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Consultant.

3.16. Submission of Proposal on E-PADS (E-Procurement)

- 3.16.1. Bid shall only be submitted on EPADS (E-procurement) and will not be accepted in manually / hard form as per PPRA requirement.
- 3.16.2. The Consultants/suppliers shall fill the standard entries of the technical and financial proposals forms and allied sections separately. However, the Consultants/suppliers shall encrypt those entries electronically in the form of two encrypted packages with the separate encryption timelines, as configured in the system in accordance with the opening schedule defined in the procurement notice and respective procurement documents.

3.16.3. Bid along with the scanned **Bid Security** shall be submitted online at www.eprocure.gov.pk and the **Original Bid Security** must be submitted before bid closing time in the o/o Deputy Director (Procurement), Office No. 103, First Floor, Evacuee Trust Complex, Islamabad.

3.17. Deadline for Submission of Bids

3.17.1. Bids shall be received by the Procuring Agency no later than **11:00 AM** on **10th July 2026**.

3.18. Late Bids

3.18.1. The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids

3.18.2. Any bid received by the Procuring Agency after the deadline for submission of bids shall be declared late, recorded, rejected and returned unopened to the Consultant.

3.19. Withdrawal of Proposals

3.19.1. A Consultant may with draw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the Procuring Agency prior to the deadline for submission of Bids.

3.20. Technical Proposal Format & Content

3.20.1. The Technical Proposal shall not include any information regarding Financial Proposal. A Technical Proposal containing material financial information shall be declared non-responsive.

3.21. Opening of Proposal (Technical Proposal)

3.21.1. The Procuring Agency will open all Bids on EPADS as per PPRA policy / Guidelines regarding **E-Procurement**

3.21.2. The Procuring Agency will open the Technical Proposals in public at the o/o **Deputy Director (Procurement), Office # 103, First Floor, Evacuee Trust Complex, Islamabad** at **11:30 AM** on **10th July 2026**.

3.22. Evaluation of Technical Proposals

- 3.22.1. The Procuring Agency's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in **Section - 4**. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve minimum technical score of **70%**.

3.23. Opening of Financial Proposals

- 3.23.1. After the technical evaluation is completed, the Procuring Agency shall issue the Technical Evaluation Report containing all the information regarding responsiveness or non-responsiveness of the consultant along with the technical scores. The Financial Proposals of non-responsive consultants will be returned unopened after completing the selection process and Contract signing. The Procuring agency shall notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Consultants sufficient time to make arrangements for attending the opening.
- 3.23.2. The Financial Proposals shall be opened by the Procuring Agency's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.

3.24. Correction of Errors

- 3.24.1. Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.
- 3.24.2. The Procuring Agency's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived

by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Procuring Agency's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.

3.25. Combined Quality and Cost Evaluation (Quality and Cost Based Selection)

- 3.25.1. The total score is calculated by weighting the technical and financial scores and adding
- 3.25.2. them as per the formula and instructions in the Data Sheet. The Consultant achieving the highest combined technical and financial score will be declared as Most Advantageous Consultant.

3.26. Award of Contract

- 3.26.1. The Procuring Agency will award the Letter of Intent followed by a Contract to the Consultant whose Proposal has been determined to be substantially responsive to the RFP Documents and who has been declared as Most Advantageous Consultant, provided that such Consultant has been determined to be:
 - a) Eligible in accordance with the provisions of **ITC 3.4**; and
 - b) Is determined to be qualified to perform the Contract satisfactorily;
- 3.26.2. Draft contract is included in the RFP, the Services Provider is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The quoted price shall be exclusive of all applicable taxes with a tax breakup, specified in the Financial Proposal shall be considered as the offered price.
- 3.26.3. The contract must be signed within 15 days of the issuance of the Letter of Intent, or within any extended time frame specified by the Procuring Agency.

3.27. Performance Security (or Guarantee)

- 3.27.1. After the receipt of the Letter of Acceptance, the successful Consultant, within the specified time, shall deliver to the Procuring Agency a Performance Security (or Guarantee) amounting up to **10% percent of the Contract Price** to be provided **within 15 days** of the issuance of Letter of Intent (LOI) / Notification of Award (NOA).

- 3.27.2. The Performance Security (or Guarantee) shall be from a scheduled Bank of Pakistan in favor of Chief Executive Officer FESCO valid for 12-months (extendable up to extent of required warrantee period).
- 3.27.3. If the Performance Security (or Guarantee) is provided by the successful Consultant and it shall be in the form of in any of the following:
- i. certified cheque, cashier's or manager's cheque, or bank draft;
 - ii. irrevocable letter of credit issued by a Scheduled bank or in the case of an irrevocable letter of credit issued by a foreign bank, the letter shall be confirmed or authenticated by a Scheduled bank;
 - iii. bank guarantee confirmed by a reputable local bank or, in the case of a successful foreign Consultant, bonded by a foreign bank; or
 - iv. surety bond callable upon demand issued by any reputable surety or insurance company.
 - v. Bank guarantee
 - vi. Bank Draft
 - vii. Pay Order
 - viii. CDR

3.28. Right to Reject All Bids

- 3.28.1. Procuring Agency reserves the right to reject all the bids, and to annul the Bidding process at any time prior to award of contract, without thereby incurring any liability to the affected Consultant or Consultants. However, the Authority (i.e. PPRA) may call from the Procuring Agency the justification of those grounds.
- 3.28.2. Notice of the rejection of all Bids shall be given promptly to all Consultants that have submitted Bids.
- 3.28.3. The Procuring Agency shall upon request communicate to any Consultant the grounds for its rejection of its Bids, but is not required to justify those grounds.

3.29. Grievance Redressal Mechanism

- 3.29.1. Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.

- 3.29.2. Any Consultant feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven days of the announcement of technical evaluation report and five days after issuance of final evaluation report.
- 3.29.3. In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
- 3.29.4. In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:
- 3.29.5. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelope bidding procedure is adopted.
- 3.29.6. The GRC, in both the cases shall investigate and decide upon the complaint within ten days of its receipt.
- 3.29.7. Any Consultant or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the Prescribed fee.
- 3.29.8. The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to appeal.
- 3.29.9. The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.
- 3.29.10. The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.
- 3.29.11. The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.

3.30. Mechanism of Blacklisting

- 3.30.1. The procuring agency may initiate blacklisting proceeding against contractor / supplier in accordance with Rule-19 of the PPRA rules 2004 (Amended to date), Mechanism for blacklisting, debarment regulations, 2004 and “procedure for filling and disposal of review petition under Rule-19 (3), 2021.

3.31. Clarification of RFP

- 3.31.1. A prospective Bidder requiring any clarification(s) of the Bidding Documents may notify the Procuring Agency in writing or in EPADS form that provides record of the content of communication at the Procuring Agency’s address

- 3.31.2. The Procuring Agency will, within three (3) working days after receiving the request for clarification, respond in writing or EPADS form to any request for clarification provided that such request is received not later than three (03) days prior to the deadline for the submission of bids.
- 3.31.3. Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an identified source of communication, including a description of the enquiry but without identifying its source. In case of downloading of the Bidding Documents from the website of PA, the response of all such queries will also be available on the same link available at the website.
- 3.31.4. For clarification of Bidding Documents, the link is: **Online at www.eprocure.gov.pk**

Note: -

- i. Please go through the contents of RFPs carefully, in case of any query(ies), do not hesitate for clarifications on E-PADS as per **ITC 3.31**
- ii. **The Consultant must sign and stamp each page of the RFP.**

SECTION – 4: MANDATORY CRITERIA & EVALUATION CRITERIA

4.1. Mandatory Criteria

The following mandatory eligibility requirements shall continue to apply at RFP stage. Only pre-qualified firms meeting/maintaining these shall be eligible; any change/non-compliance shall render the bid non-responsive:

- Duly filled-in Forms of Proposal (**Section - 5**)
- Documentary evidence in accordance with **ITC 3.9** that Consultant is eligible and/or qualified for the subject bidding process;
- Bid Security in accordance with **ITC 3.13**;
- Duly Notarized Power of Attorney authorizing the signatory of the Proposal to submit the Proposal;
- No Conflict-of-Interest Declaration Certificate on **Rs. 100/- stamp paper** in accordance with **ITC 3.3**
- Affidavit on **Rs. 100 stamp paper** confirming that the Consultant has not been backlisted or cross-debarred by any public procuring agency of Pakistan, private procuring agency of Pakistan, a foreign country, international organization or other foreign institutions
- Affidavit on **Rs. 100 stamp paper** confirming that the firm is not involved in any litigation at present. In case of any relief granted by the Court of Law, the certified copy of decision of court must be attached with the Proposal, otherwise, the Proposal is liable to be considered non-responsive.
- Valid **Income and Sales Tax registration certificates**
- Active status on **ATL (Income & Sales Tax)**
- Certificate of **incorporation or registration with** a recognized authority
- Firm Profile
- Valid proof of having minimum 05 years of relevant experience in Headhunting.
- The Service Provider must have registered/incorporated status for at least 1 years.
- Valid proof of having at least up to 10 Qualified Professional on Service Provider's Payroll / Panel who are critically involved in recruitment process (Headhunting Service)

4.2. Evaluation Criteria

Evaluation of bid will be carried out in two steps. In the first step, technical bids will be opened and technical evaluation will be carried out. In the second step, financial bids of those firms who qualify the technical evaluation criteria will be opened and financial evaluation will be carried out and the firms not qualifying the prescribed criteria will not be entertained and considered as non-responsive.

4.2.1. Technical Evaluation

The pre-qualified firms shall submit information strictly in the following manner and shall be evaluated as per following criteria (detail is given in below-provided table). The evaluation committee of EIDMC will evaluate the proposals applying the evaluation criteria and the point system as specified below. A Consultant to be technically responsive must obtain minimum qualifying score of 70%, otherwise shall be rejected at this stage.

Sr. No.	Criterion	Min	Max	Scoring Bands (How Marks Are Awarded)
1	Service Provider's Profile	03	05	≥ 16 years 05 Points 13 to 15 Years 07 Points 10 to 12 Years 03 Points
2	Regional Office / Branch Office at Islamabad/Rawalpindi (valid proof to be attached with Form 7 showing presence in Islamabad/Rawalpindi)	0	05	5 Points for having a Regional Office / Branch Office at Islamabad / Rawalpindi. (Having more than 1 office in Islamabad/Rawalpindi will be counted as 1.)
3	Regional Offices in all Provincial Capitals of Pakistan (valid proof to be attached with Form 7 showing presence in all provincial capitals of Pakistan)	1	05	1 point for each office. (Having more than 1 office in any provincial capital will be counted as 1. Please provide all details of offices)

4	List of clients (Public Sector) along-with documentary evidence during last 05 Years for undertaking end to end recruitment process by receiving applications, initial evaluation of applications against criteria, Shortlisting, Interviews, evaluation, background checks etc. (Form – 11) Please note: Only include the positions and clients where vacancies were filled by using Headhunting methodology only) enclose evidence (work order or Completion Certificates clearly depicting the nature of assignment and all details)	05	10	≥ 12 Org. 10 Points 9 to 11 Org. 07 Points 05 to 08 Org. 05 Points
5	List of clients (Private Sector) along-with documentary evidence during the last 05 Years for undertaking end to end recruitment process by receiving applications, initial evaluation of applications against criteria, Shortlisting, Interviews, evaluation, background checks etc. (Form 12) Please note: Only include the positions and clients where vacancies were filled by using <u>Headhunting</u> methodology only) enclose evidence (work order/Contract/Completion Certificates clearly depicting the nature of assignment and all details)	05	10	≥ 15 Org. 10 Points 10 to 14 Org. 07 Points 05 to 09 Org. 05 Points

6	Number of C-Level positions (<i>DGM's, GM, Chiefs, Business Unit Heads or equivalent level Positions</i>) (Form 13) filled through HEAD HUNTING during the last 05 years for various organizations (Public/Private organizations):	02	10	≥ 20 Positions 11 - 19 Positions 05 - 10 Positions 10 Points 06 Points 02 Points
7	Number of Senior Management Level Positions filled for any renowned multinational, public sector, private sector organizations filled through HEADHUNTING during the last 05 years (Positions require minimum 5 years of experience) (Form 14) :	02	05	≥ 20 Positions 11 - 19 Positions 05 - 10 Positions 05 Points 04 Points 02 Points
8	Number of Mid-Management Level Positions filled for any renowned multinational, public sector, private sector organizations filled through HEADHUNTING during the last 05 years (Positions require minimum 5 years of experience) (Form 15)	02	05	≥ 20 Positions 11 - 19 Positions 05 - 10 Positions 05 Points 04 Points 02 Points
09	Average Annual Turnover of the Service Provider during last 03 Years as per Income Tax Returns (Form 8)	2.5	10	≥ 10 Million 05 - 09 Million 02 - 04 Million 10 Points 07 Points 2.5 Points
10	IT Tools / Software / Application Tracking System to handle large volume recruitment projects (Form 16)	-	15	Online portal / ATS for handling application forms (Pictorial demonstration) – 10 Points

11	Recruitment Methodology for different positions including Head hunting proposed timelines, Associated risks identification and proposed mitigation strategies (Form 2)	-	20	<i>The Service Provider will be required to present demonstration of their Application Tracking system as well as give presentation to the committee on the Headhunting methodology</i>
TOTAL POINTS			100	

Note: -

- i. The minimum qualifying score will be 70%.*
- ii. The firm(s) whose Technical submittal could not achieve minimum qualifying points/score from Technical Evaluation, will not qualify for next step i.e. Opening of Financial Bid and its Envelope containing Financial Bid will be returned to the Consultant unopened.*

4.2.2. Financial Evaluation

The lowest (corrected) Financial Bid (FL) amount quoted by the Firm out of Technically Qualifying Firms, shall form a basis for calculation of Financial Score (FS) out of 100 points.

The financial scores of all bids shall be computed as per below.

$$\text{FS} = \frac{100 \times \text{FL}}{\text{FC}}$$

Where,

FS = Financial score

FL = The lowest price quoted by any of the firm

FC = The Financial Bid/price quoted by the Firm whose bid is being evaluated

4.2.3. Ranking of Proposals

Bids shall finally be ranked according to their combined technical score (TS) and financial score (FS) using the weights = 80% for Technical Score & 20% for Financial Score.

Total Score = [Technical Scores x 80%] + [Financial Score x 20%]

$$ST = [(TS) \times 80\%] + [(FS) \times 20\%]$$

The Firm whose bids scored highest total points/score (ST) will be deemed to be the most advantageous.

Example: -

Suppose there are 4 firms (i.e. A, B, C & D) participating in any tender.

The Technical Score (TS) of each Firm out of 100 points is: -

Name of Firm	Technical Score (TS)
A	71 Points
B	70 Points
C	65 Points
D	85 Points

Firm “C” will disqualify for next step and Financial Bids of remaining firms (i.e. A, B & D) will be opened in the presence of representative of the respected firms.

Suppose the rates quoted by each qualifying firm were as under: -

Name of Firm	Rates Quoted (FC)
A	Rs. 340 (FL)
B	Rs. 400
D	Rs. 350

Financial Score (FS) of each Firm will be: -

Name of Firm	Financial Score (FS) = 100 x FL/FC
A	100 x 340 / 340 = 100.00
B	100 x 340 / 400 = 85.00
D	100 x 340 / 350 = 97.14

Total Score of each Firm will be: -

Name of Firm	Total Score (ST) = [TS x 80%] + [FS x 20%]
A	= [71 x 0.80] + [100 x 0.20] = 56.80 + 20.00 = 76.80
B	= [70 x 0.80] + [85 x 0.20] = 56.00 + 17.00 = 73.00
D	= [85 x 0.80] + [97.14 x 0.20] = 68.00 + 19.428 = 87.428

The highest Total Score is of Firm “D” so its bid will be the most advantageous evaluated bid.

SECTION – 5: FORMS OF PROPOSAL

Form – 1: Technical Proposal Submission Form

INSTRUCTIONS TO CONSULTANTS: DELETE THIS BOX ONCE YOU HAVE COMPLETED DOCUMENT

Note:

- a. This form must be made part of the “Technical Proposal” on E-PADS*
- b. The Consultant must prepare this form on stationery with its letterhead clearly showing the Consultant’s complete name and business address.*
- c. All italicized text is to help Consultants in preparing this form and Consultants shall delete it from the final document.*
- d. The rate must not be quoted nor mentioned anywhere in the Technical Proposal of the Bid otherwise the Bid will be rejected.*

[Location, Date]

To:

Deputy Director (Procurement), EIDMC

Office # 103, First Floor,

Evacuee Trust Complex, Islamabad

Ph: 0370-1800231

Dear Sir,

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposals dated *[Insert date]* and our Proposal. *[Select appropriate wording depending on the selection method stated in the RFP: “We are hereby submitting our Proposal, which includes this this Technical Proposal and a Financial Proposal sealed in a separate envelope” or, if only a Technical Proposal is invited “We hereby are submitting our Proposal, which includes this Technical Proposal only in a sealed envelope.”]*.

OR

[If the Consultant is a joint venture, insert the following: “We are submitting our Proposal a joint venture with: (Insert a list with full name and legal address of each member, and indicate the lead member). We have attached a copy (insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”) signed by every participating member, which details

the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.”]

OR

If the Consultant’s Proposal includes Sub-consultants, insert the following: “We are submitting our Proposal with the following firms as Sub-consultants: [Insert a list with full name and address of each Sub-consultant].

We hereby declare that:

- a) all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in it may lead to our disqualification by the Procuring Agency.
- b) Our Proposal shall be valid and remain binding upon us until *[insert day, month and year]* in accordance with **ITC 3.12**.
- c) We have no conflict of interest in accordance with **ITC 3.3**.
- d) We undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Procuring Agency i.e. Pakistan.
- e) Our Proposal is binding upon us.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the services related to the assignment within 7 days of signing of the Contract.

We understand that Procuring Agency is not bound to accept any Proposal that the Procuring Agency receives.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company’s name or JV’s name):

In the capacity of:

Address:

Contact information (phone and e-mail):

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached]

Form – 2: Description of Approach, Methodology, and Work Plan

INSTRUCTIONS TO CONSULTANTS: DELETE THIS BOX ONCE YOU HAVE COMPLETED DOCUMENT

Form-2 is a description of the approach, methodology for different positions including headhunting services, and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

Note:

- a. This form must be made part of the “Technical Proposal” on E-PADS*
- b. The Consultant must prepare this form on stationery with its letterhead clearly showing the Consultant’s complete name and business address.*
- c. All italicized text is to help Consultants in preparing this form and Consultants shall delete it from the final document.*
- d. The rate must not be quoted nor mentioned anywhere in the Technical Proposal of the Bid otherwise the Bid will be rejected.*

a) Technical Approach, Methodology, and Organization of the Consultant’s team

*[Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology for different positions including headhunting services you would adopt for implementing the tasks. **Please do not repeat/copy the TORs in here.**]*

b) Work Plan and Staffing

[Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones, and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and assigned tasks for each expert. A list of final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.]

c) Comments (on the TOR and on counterpart staff and facilities)

[Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by the Procuring Agency. For example, administrative support, office space, local transportation, equipment, data, background reports etc.]

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company's name of JV's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached]

Form – 3: Work Schedule and Planning for Deliverables

INSTRUCTIONS TO CONSULTANTS: DELETE THIS BOX ONCE YOU HAVE COMPLETED DOCUMENT

Note:

- a. This form must be made part of the “Technical Proposal” on E-PADS*
- b. The Consultant must prepare this form on stationery with its letterhead clearly showing the Consultant’s complete name and business address.*
- c. All italicized text is to help Consultants in preparing this form and Consultants shall delete it from the final document.*
- d. The rate must not be quoted nor mentioned anywhere in the Technical Proposal of the Bid otherwise the Bid will be rejected.*

No.	Deliverables (D-...)	Months											
		1	2	3	4	5	6	7	8	9		n	Total
D-1	<i>[e.g., Deliverable # 1: Report A</i>												
	<i>1) data collection</i>												
	<i>2) drafting</i>												
	<i>3) inception report</i>												
	<i>4) incorporating comments</i>												
	<i>5)</i>												
	<i>6) delivery of final report to Procuring Agency]</i>												
D-2	<i>[e.g., Deliverable # 2:.....]</i>												

n													

1. *List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Procuring Agency's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.*
2. *Duration of activities shall be indicated in a form of a bar chart.*
3. *Include a legend, if necessary, to help read the chart*

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company's name of JV's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached]

Form – 4: Team Composition, Assignment, and Key Experts’ Inputs

INSTRUCTIONS TO CONSULTANTS: DELETE THIS BOX ONCE YOU HAVE COMPLETED DOCUMENT

Note:

- e. This form must be made part of the “Technical Proposal” on E-PADS*
- f. The Consultant must prepare this form on stationery with its letterhead clearly showing the Consultant’s complete name and business address.*
- g. All italicized text is to help Consultants in preparing this form and Consultants shall delete it from the final document.*
- h. The rate must not be quoted nor mentioned anywhere in the Technical Proposal of the Bid otherwise the Bid will be rejected.*

No.	Name	Expert’s Input (in person/month) per each Deliverable (listed in Form - 3)												Total time-input (in Months)			
		Position		D1		D2		D3			D-.....			Home	Field	Field	
Key Experts																	
K-1	<i>[e.g., Mr. Abbbbb]</i>	<i>[Team Leader]</i>	<i>[Home]</i>	<i>[2 month]</i>		<i>[1.0]</i>		<i>[1.0]</i>									
			<i>[Field]</i>	<i>[0.5 month]</i>		<i>[2.5]</i>		<i>[0]</i>									
K-2																	
K-3																	
n																	
												Subtotal					
Non-Key Experts																	

N-1			[Home]														
			[Field]														
N-2																	
n																	
										Subtotal							
										Total							

1. *For Key Experts, the input should be indicated individually for the same positions*
2. *Months are counted from the start of the assignment/mobilization. One (1) month equals twenty-two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.*
3. *"Home" means work in the office in the expert's country of residence. "Field" work means work carried out in the Procuring Agency's country of residence.*

(Form – 4)

CONTINUED

CURRICULUM VITAE (CV)

Position Title & No.	<i>[e.g. K-1, TEAM LEADER]</i>
Name of Expert	<i>[Insert full name]</i>
Date of Birth	<i>[day/month/year]</i>
Country of Citizenship	

Education: *[list of college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained]*

Employment record relevant to the assignment: *[Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held. types of activities performed and location of the assignment, and contact information of previous Procuring Agency's and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included]*

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assignment Tasks
<i>[List all deliverables/tasks as in Form – 3 in which the Expert will be involved]</i>	

Expert's contact information: (email:; phone:)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Procuring Agency.

[day/month/year]

Name of Expert

Signature

Date

[day/month/year]

Name of Authorized

Signature

Date

Representative of the

Consultant (the same who
signs the Proposal)

Form – 5: Financial Proposal Submission Form

INSTRUCTIONS TO CONSULTANTS: DELETE THIS BOX ONCE YOU HAVE COMPLETED DOCUMENT

Note:

- a. This form must be made part of the “Financial Proposal” on E-PADS*
- b. The Consultant must prepare this form on stationery with its letterhead clearly showing the Consultant’s complete name and business address.*
- c. All italicized text is to help Consultants in preparing this form and Consultants shall delete it from the final document.*

[Location, Date]

To:

Deputy Director (Procurement), EIDMC

Office # 103, First Floor,

Evacuee Trust Complex, Islamabad

Ph: 0370-1800231

Dear Sir,

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Technical Proposal.

Our attached Financial Proposal is for the sum of *[Insert amount(s) in words and figures]*. This amount is inclusive of all the applicable taxes and exclusive of Sales Tax.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Agreement execution.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature *[In full and initials]*:

Name and Title of Signatory:

Name of Consultant (company’s name of JV’s name):

In the capacity of:

Address:

Contact information (phone and e-mail):

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached]

Form – 6: Summary of Costs

In connection with the aforesaid bid, it is declared that the price is exclusive of all taxes:

Sr. No.	Task	Charge Rate per Advertised Positions (Exclusive of All Taxes) (PKR)
1	C – Level Positions (irrespective of number of vacancies)	
2	Senior Management Positions (Irrespective of number of vacancies)	
3	Middle Management Positions (irrespective of number of vacancies)	
Total Amount		
GST (ICT Applicable)		

Note: -

- i. The Total Contract amount shall be paid as per payment schedule give in TOR
- ii. Above quoted rates should be inclusive of all expenses (i.e., out of pocket expense, etc.) applicable taxes and exclusive of Sales Tax.
- iii. The Quoted Prices should be in accordance with indicative salary ranges as defined in 7.3.4.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company's name of JV's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached]

Form – 7: List of Offices in Pakistan

Sr. No.	Office Name	Address/Location

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company's name of JV's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached]

Form – 8: Average Annual Turnover of Last 3 Audited Years

Sr. No.	Year	Average Annual Turnover

Note: -

- i. The firm must provide audited financial statements signed by external auditor, tax returns, bank letter stating turnover

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company's name of JV's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached]

Form – 9: Sector-Specific Experience (Power / Energy / Infrastructure)

Sr. No.	Name and Address of Client/Company	Sector	Year

Note: -

Following documentary proof is required:

- i. Signed client contracts/LOAs explicitly stating sector roles (e.g. Grid, Generation, T&D, IPPs, EPC, O&M, Infrastructure)
- ii. Completion certificates on client letterhead explicitly stating sector roles (e.g. Grid, Generation, T&D, IPPs, EPC, O&M, Infrastructure)
- iii. Contact details for verification

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company's name of JV's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached]

Form – 10: Proposal/Bid Security

To: *[name of the Procuring Agency]*

Whereas *[name of the Consultant]* (hereinafter called “the Consultant/Service Provider”) has submitted its proposal dated *[date of submission of Proposal]* for the provision of *[name and/or description of the consultancy services]* (hereinafter called “the proposal”).

KNOW ALL PEOPLE by these presents that we *[name of Financial Institution]* of Pakistan, having our registered office at *[address of Financial Institution]* (hereinafter called “the Bank”), are bound unto *[name of PA]* (hereinafter called the “Procuring Agency”) in the sum of *[amount]* for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this ____ day of ____ 20 ____.

THE CONDITIONS of this obligation are:

1. If the Proposal

- (a) Have withdrawn or modified our Proposal during the period of Proposal Validity
- (b) Disagreement to arithmetical correction made to the Proposal price; or
- (c) Having been notified of the acceptance of our Proposal by the Procuring Agency during the period of Proposal Validity, (i) failure to sign the contract as required by Procuring Agency to do so or (ii) fail to refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract.

2. We undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency states the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including twenty-eight (28) days after the period of Proposal Validity, and any demand in respect thereof should reach the Bank not later than the above date.

Name:in the capacity of

signed _____

[Signature of the Bank]

Dated on day of 20.....

Form – 11: List of Public Sector Clients Who Have Been Provided with Headhunting Services During Last 5 Years Along with Evidence

Sr. No.	Name of Organization	Head Hunting Service Provided				Work Orders / Completion Certificate
		Position Name	Salary Per Month	No of Years of Experience Required for said Position	Completion Date	

Note: -

Following documentary proof is required:

- i. Copies of signed client LoAs/contracts/Work Orders / Completion Certificates
- ii. Contact details for verification
- iii. The organization shall be Public Sector Organization
- iv. The completion date refers to the date when position was filled.
- v. In case of filling more than 1 position for any client, make entries in the sequence, and once completed then enter placement details of the any other organization.
- vi. Evidence should be properly referenced and must be enclosed in the same sequence as mentioned in the above table.
- vii. Any entry without evidence will not be marked.
- viii. Please note in case of having less no of filled positions or number of clients than the minimum criteria, marks will be zero in that section.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company's name of JV's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached]

Form – 12: List of Private Sector Clients Who Have Been Provided with Headhunting Services During Last 5 Years Along with Evidence

Sr. No.	Name of Organization	Head Hunting Service Provided				Work Orders / Completion Certificate
		Position Name	Salary Per Month	No of Years of Experience Required for said Position	Completion Date	

Note: -

Following documentary proof is required:

- i. Copies of signed client LoAs/contracts/Work Orders / Completion Certificates
- ii. Contact details for verification
- iii. The organization shall be Private Sector Organization
- iv. The completion date refers to the date when position was filled.
- v. In case of filling more than 1 position for any client, make entries in the sequence, and once completed then enter placement details of the any other organization.
- vi. Evidence should be properly referenced and must be enclosed in the same sequence as mentioned in the above table.
- vii. Any entry without evidence will not be marked.
- viii. Please note in case of having less no of filled positions or number of clients than the minimum criteria, marks will be zero in that section.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company's name of JV's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached]

Form – 13: List of C-Level Management Positions Filled Through Headhunting Services During Last 5 Years Along with Evidence

Sr. No.	Name of Organization	Head Hunting Service Provided					Reference to Attached Evidence
		Position Name	Salary Per Month	No of Years of Experience Required for said Position	Completion Date	(C-Level Cadre)	

Note: -

Following documentary proof is required:

- i. Copies of signed client LoAs/contracts/Work Orders/ Completion certificates
- ii. Contact details for verification
- iii. The organization shall be Public Sector Organization
- iv. The completion date refers to the date when position was filled.
- v. In case of filling more than 1 position for any client, make entries in the sequence, and once completed then enter placement details of the any other organization.
- vi. Evidence should be properly referenced and must be enclosed in the same sequence as mentioned in the above table.
- vii. Any entry without evidence will not be marked.
- viii. Please note in case of having less no of filled positions or number of clients than the minimum criteria, marks will be zero in that section.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company's name of JV's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached]

Form – 14: List of Senior Management Positions Filled Through Headhunting Services During Last 5 Years Along with Evidence

Sr. No.	Name of Organization	Head Hunting Service Provided					Reference to Attached Evidence
		Position Name	Salary Per Month	No of Years of Experience Required for said Position	Completion Date	Management Cadre	

Note: -

Following documentary proof is required:

- i. Copies of signed client LoAs/contracts/Work Orders / Completion Certificates
- ii. Contact details for verification
- iii. The organization shall be Public Sector Organization
- iv. The completion date refers to the date when position was filled.
- v. In case of filling more than 1 position for any client, make entries in the sequence, and once completed then enter placement details of the any other organization.
- vi. Evidence should be properly referenced and must be enclosed in the same sequence as mentioned in the above table.
- vii. Any entry without evidence will not be marked.
- viii. Please note in case of having less no of filled positions or number of clients than the minimum criteria, marks will be zero in that section.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company's name of JV's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached]

Form – 15: List of Middle Management Level Positions Filled Through Headhunting Services During Last 5 Years Along with Evidence

Sr. No.	Name of Organization	Head Hunting Service Provided					Reference to Attached Evidence
		Position Name	Salary Per Month	No of Years of Experience Required for said Position	Completion Date	Management Cadre	

Note: -

Following documentary proof is required:

- i. Copies of signed client LoAs/contracts/Work Orders / Completion Certificates
- ii. Contact details for verification
- iii. The organization shall be Public Sector Organization
- iv. The completion date refers to the date when position was filled.
- v. In case of filling more than 1 position for any client, make entries in the sequence, and once completed then enter placement details of the any other organization.
- vi. Evidence should be properly referenced and must be enclosed in the same sequence as mentioned in the above table.
- vii. Any entry without evidence will not be marked.
- viii. Please note in case of having less no of filled positions or number of clients than the minimum criteria, marks will be zero in that section.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company's name of JV's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached]

Form – 16: Information on Publicly Accessible Web Portal to Handle Online Submission of Application for Jobs & Recruitment Process

We M/s _____ hereby confirm that we possess our own publicly accessible web portal for online receiving of job applications, the web address of which is as follows:

http://_____

Our Web portal for online receiving of job application provides following features/ services:

1-

2-

3-

4-

5-

6-

ADD ROWS, AS REQUIRED

We shall make changes to our existing web portal for online application in accordance with EIDMC's requirements.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company's name of JV's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached]

SECTION – 6: ELIGIBLE COUNTRIES

All the consultants are allowed to participate in the subject procurement without regard to nationality, except consultants of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel

SECTION – 7: TERMS OF REFERENCES (TORS)

7.1. Background

Energy Infrastructure Development & Management Company (EIDMC) is a public sector company responsible for planning, developing, and managing strategic energy infrastructure projects across Pakistan. To strengthen its human resource base and ensure merit-based recruitment in line with the SOE Act, 2023 and CMU guidelines, EIDMC intends to engage a professional Headhunting Firm.

7.2. Objective of the Assignment

Energy Infrastructure Development and Management Company aims to engage a Service Provider with a proven track record in sourcing and hiring professionals for both the public and / or private sectors in Pakistan. The objective is to recruit talented and competent individuals through a comprehensive assessment and evaluation process in a very transparent manner. To achieve this, the services of a reputable and experienced organization are required.

7.3. Scope of Work and Expected Deliverables

7.3.1. Responsibilities of Service Provider

The Service Provider will be responsible for:

Sr. No.	Required Service	Positions
1	Headhunting	C-Level Positions, Senior Management and Middle Management Positions or equivalent cadre position where written test is not required.

The work relates to recruitment process encompassing advertisement design for the vacancies, receiving applications in response thereof, reaching out to potential candidates, handling, processing, and preparing database of the applicants.

After receiving applications, Service Provider will conduct initial shortlisting based on the advertised criteria and further conduct interviews of eligible candidates.

Service Provider will provide a list of up to ten (10) shortlisted candidates for each position, ensuring strict adherence to the merit and eligibility criteria set by EIDMC as per

advertisement, along with attested documents of shortlisted candidates e.g., educational documents, experience certificates, equivalence certificates (if required), initial interview score and profiling.

The firm shall undertake a comprehensive recruitment process including:

1. **Job Analysis & Profile Development** – Coordinate with EIDMC to define position requirements and competencies.
2. **Search Strategy** – Design and execute a professional search plan, including advertising positions / helping EIDMC in the process
3. **Candidate Screening** – Screen, and evaluate potential candidates.
4. **Shortlisting & Presentation** – Submit a shortlist with detailed candidate profiles and assessments.
5. **Interview Coordination** – Support EIDMC in organizing and facilitating interviews.
6. **Reference & Background Checks** – Conduct due diligence for shortlisted candidates.
7. **Post-Placement Support** – Ensure smooth onboarding and follow-up during the initial placement period.

Specifics of requirements mentioned above:

1. Assist EIDMC in Designing advertisements.
2. The Services Provider will manage the receipt of applications, including acknowledgment and tracking.
3. Screening candidates based on set eligibility criteria, including age, qualification, and experience.
4. Conducting initial interviews and sharing the result with EIDMC.
5. Providing a database of shortlisted candidates including lists of eligible and ineligible candidates, along with all relevant documents.
6. Provide Attested documents of shortlisted candidates, detailed reports and verification of educational and work history.
7. Notify candidates via SMS, email, or postal service(s) regarding interviews/Queries.

7.3.2. Deliverables / Services with Timelines

- **Inception Report:** The Inception Report will outline the agreed search strategy, methodology, and a phased timeline with key milestones. It serves as the foundational reference document for the engagement.
- **Longlist Report:** Longlist of all applicants with detailed profiles will be provided, along with clear reasons for their shortlisting or rejection. A final status of success or failure will be reported for each applicant.
- **Shortlist Report:** The Shortlist Report will present a curated selection of the most qualified candidates, each accompanied by a brief assessment summary and clear rationale for their inclusion or exclusion.
- **Reference Report:** The Reference Report will document structured reference checks on preferred candidates, covering employment history, performance, and professional reputation, with any material concerns clearly highlighted.
- **Final Search Report:** The Final Search Report will provide a concise summary of the entire search process, including market intelligence gathered, key observations, and an overall assessment of the engagement outcome.
- **Unsuccessful Applicants' Communication:** The Service Provider will declare that all unsuccessful applicants have been informed about their application status by giving them 03 to 05 days' time to claim eligibility. A list will be provided, including the names of the applicants, the date of communication, and the mode of communication (e.g., SMS, email, letter).
- **Timeline:** The recruitment process must be completed within 45 days, or a mutually agreed- upon timeframe, from the application closing date. This includes submitting the merit list to EIDMC and fulfilling all related requirements.

7.3.3. Responsibility and Compliance

Any damage or loss caused to EIDMC due to irregularities or non-compliance with contract or instructions by the Services Provider will be the sole responsibility of the Service Provider. EIDMC reserves the right to recover any such loss or damage incurred.

7.3.4. Salary Slabs at EIDMC (Headhunting)

Below are the indicative salary ranges for the various job categories at EIDMC:

- i. C-Level Cadre: PKR up to 1 Million
- ii. Senior Management: PKR up to 0.7 Million
- iii. Middle Management: PKR up to 0.5 Million

7.3.5. Evaluation of Bids

- Technical Evaluation: 80% Weightage
- Financial Evaluation: 20% Weightage
- Minimum Qualifying Technical Score: 70/100

7.3.6. Payment Terms

Full payment on quoted price will be made after successful completion of the recruitment process for each position, subject to applicable tax(s) deductions.

Whereas if a recruitment process ends without a candidate being selected, payment is made based on the criteria below:

For Headhunting Services: Total Quoted Fee will be Paid by the Procuring Agency	
Last Step of Recruitment	Amount Payable to the Successful Bidder
Position cancelled by EIDMC after advertisement but prior to applications submission deadline	EIDMC will pay 20% of the total fee per advertised position.
Applications screening & initial applications shortlisting performed	EIDMC will pay 40% of the total fee per advertised position.
Interviews conducted by EIDMC selection committee, and no suitable candidate is found among the recommended candidates by the Service Provider. The Services Provider will provide another list of up to 10 candidates from the same shortlisted pool, at the request of EIDMC.	EIDMC will pay full charges upon selection of the candidates for the advertised positions.

In Case of re-advertisement of the said post	It will be treated as a new assignment and payments will be made according to the payment terms upon completion of project/process on quoted rate.
--	--

7.3.7. Core Team – Requirement of Experts

S. No.	Position	Qualification	Minimum Experience
1	Team Leader / Lead Consultant	MBA (HR) or equivalent	15 years
2	Senior Consultant	MBA (HR) or equivalent	8 years
3	Research Associate	Bachelor/Master	3–5 years

7.3.8. Professional Liability of Services Provider

All documents, reports, lists of shortlisted candidates and all deliverables prepared by the Services Providers shall become and remain property of EIDMC. The Services Provider shall not be liable to use / disclose any information or documents to any individual, forum, or organization without the prior approval of EIDMC.

7.4. Confidentiality & Data Protection

- All information obtained during the engagement is proprietary to EIDMC and shall be kept strictly confidential.
- The firm shall implement appropriate administrative, technical, and physical safeguards to protect personal data and confidential information.
- Confidentiality obligations survive for five (5) years after contract completion.

7.5. Payment Schedule

Milestone	Payment	Time of Payment
1. Approval of Inception Report	30%	Within 15 days of signing
2. Submission of approved Shortlist	35%	Within 15 days of shortlist approval
3. Successful placement of candidate	30%	Within 20 days of joining
4. Summary Report	5%	Within 30 days of Placement

7.6. Queries

For any queries or additional information, please contact the following officers of HR & Admin department, EIDMC.

- Mr. Umer Azmatullah, GM (HR & Admin), EIDMC, Ph # 0333-3388866
- Mr. Ghulam Mujtaba Khan, DG (HR & Admin), EIDMC, Ph # 0370-1800099
- Ms. Azka Tahreem, Deputy Director (HR & Admin), EIDMC, Ph # 0370-4990435

SECTION – 8: SAMPLE DRAFT CONTRACT AGREEMENT

THIS AGREEMENT, together with Annexures which constitute an integral part thereof (herein referred to as the Agreement), is entered into on this _____ day of _____ (month), 2026. Between _____ (herein referred to as the “Procuring Agency”) of the first part and _____ (herein referred to as “Service Provider”), of the second part. The Parties hereto agree as below: -

ARTICLE 1: THE ASSIGNMENT

- The Services Provider will perform services related to screening, shortlisting, written tests, and initial interviews for the recruitment process at EIDMC.

ARTICLE 2: SCOPE OF SERVICES

- The Services Provider shall provide recruitment services as outlined in the TORs of the RFP No. **EIDMC/PROC/RFP/25-26/01**, titled "Procurement of Headhunting Firm"

ARTICLE 3: COMMENCEMENT AND DURATION

- **Commencement Date:** The services will commence on _____
- **Term:** The contract term is _____ from the start date.

ARTICLE 4: MODE OF OPERATION

- **Obligations of the Services Provider:** The Services Provider will perform services independently, using senior consultants and adhering to industrial practices. The Services Provider must keep the Procuring Agency informed of progress and not disclose confidential information without prior approval.
- **Obligations of the Procuring Agency:** The Procuring Agency will appoint a representative for coordination and ensure timely payment to the Services Provider.
- **Joint Venture Restrictions:** The Services Provider shall not form any joint venture or collaborate with other Services Providers in performing the services under this Agreement.

ARTICLE 5: REMUNERATION AND PAYMENT

- **Payment:** The Procuring Agency will pay the Services Provider upon completion of each recruitment project. Payment is due within 30 days of receiving the invoice and allied documents, subject to applicable taxes, and will be made by cheque in PKR.

ARTICLE 6: ADDITIONAL SERVICES

- Additional services may be requested by the Procuring Agency with prior approval. The Services Provider will provide a time and cost estimate for such services.

ARTICLE 7: TERMINATION

- **By the Procuring Agency:** The Procuring Agency may terminate the Agreement with 30 days' notice, settling all accounts within 30 days.
- **By the Services Provider:** The Services Provider may suspend or terminate the Agreement if payment is not received within 30 days after notice of suspension.

ARTICLE 8: FORCE MAJEURE

- Neither party will be liable for delays or failure to perform obligations due to events beyond their control (e.g., natural disasters, strikes). Force majeure does not include financial insufficiency.

ARTICLE 9: BLACKLISTING

- EIDMC may blacklist the Services Provider for delays, breaches, or fraudulent practices, either indefinitely or for a specified period.

ARTICLE 10: DISPUTE RESOLUTION

- In case of disputes, the parties will first attempt mediation. If unresolved, arbitration will take place in Islamabad under the Arbitration Act, 1940.

ARTICLE 11: APPLICABLE LAWS

- This Agreement shall be governed by the laws of Pakistan, with exclusive jurisdiction in Islamabad courts.

ARTICLE 12: AMENDMENTS

- No amendments shall be made to the Agreement except in writing, signed by both parties.

ARTICLE 13: NOTICES

- Any notices must be delivered in writing, either in person or via registered mail, to the respective addresses provided by both parties in person or through registered mail as follows:.

To: The Procuring Agency

To: The Service Provider

or to such other addresses as either of these Parties shall designate by notice given as required herein. Notices shall be effective when delivered.

IN WITNESS WHEREOF, the Parties have executed this Agreement, in two (2) identical counterparts, each of which shall be deemed as original as of the day, month and year first above written.

FOR AND ON BEHALF OF PROCURING

AGENCY

Name:

Designation:

Seal:

Sign:

FOR AND ON BEHALF OF SERVICES

PROVIDER

Name:

Designation:

Seal:

Sign:

WITNESS 1
(BY THE PROCURING AGENCY)

Name:

Designation:

Seal:

Sign:

WITNESS 2
(BY THE SERVICES PROVIDER)

Name:

Designation:

Seal:

Sign:

SECTION – 9: CONTRACT FORM

Performance Security (or Guarantee) Form

To: *[name of Procuring Agency]*

WHEREAS *[name of Service Provider]* (hereinafter called "the Service Provider") has undertaken, in pursuance of RFP No. *[reference number of the RFP]* dated *[insert date]* for *[title of RFP]*.

AND WHEREAS it has been stipulated by you in the said RFP that the Supplier shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Service Provider's performance obligations in accordance with the RFP.

AND WHEREAS we have agreed to give the Service Provider a guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the RFP and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and Seal of the Guarantors

[name of bank or financial institution]

[address]

[date]