PRE-QUALIFICATION DOCUMENTS

For Pre-Qualification of Vendors/ Firms for repair/ maintenance work of Main Secretariat, during the financial year 2026-27: -

I. Air Travel & Accommodation Services
II. Event Management Services
III. Repair/ maintenance of official vehicles of different make such as Suzuki, Toyota, Honda, Motorcycles and school buses etc.
IV. Purchase and repair/ maintenance of all type of Hardware i.e. computers, printers etc.
V. Purchase and repair/ maintenance of IT Equipment i.e. Laptops, IT Server etc.
VI. Purchase and repair/ maintenance of Machinery & Equipment i.e. photocopiers, fax, air conditioners, electric geysers, bracket/ pedestal/ exhaust fans etc.
VII. Purchase and repair/ maintenance of furniture & fixture.
VIII. Repair/ maintenance of office building
IX. Vehicle & Rent a Car

Ministry of Federal Education and
Professional Training,
First Floor, Room # 122, 1st Floor, 'C'-Block, Pak-Secretariat,
Islamabad.

Last date for submission of bid: **July 21st, 2026 at 10:00 a.m.**

Opening of Tender: **July 21st, 2026 at 10:30 a.m.**

Pre-Qualification of Contractor/ Firms/ Vendors for:-

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VIII. Repair/ maintenance of office building
IX. Vehicle & Rent a Car

TERMS AND CONITIONS

Terms & Condition:

The intending bidders participating in the bidding shall provide the following document along with their Bids: -

- Bid security amounting to Rs. 500,000/- shall be submitted in the form of Bank Draft, Pay Order or Call Deposit Receipt (CDR) in favour of the DDO, Ministry of Federal Education and Professional Training.
- **The original bid security must be submitted in hard copy and must reach to the given address before closing date**, the copy of the same shall accompany the technical proposal submitted through EPADS, in accordance with the following details:

Sr #	Description of required services (Lots)	Bid Security
I.	Air Travel & Accommodation Services	500,000/-
II.	Event Management Services	
III.	Repair/ maintenance of official vehicles of different make such as Suzuki, Toyota, =Honda, Motorcycles and school buses etc.	
IV.	Purchase and repair/ maintenance of all type of Hardware i.e. computers, printers etc.	
V.	Purchase and repair/ maintenance of IT Equipment i.e. Laptops, IT Server etc.	
VI.	Purchase and repair/ maintenance of Machinery & Equipment i.e. photocopiers, fax, air conditioners, electric geysers, bracket/ pedestal/ exhaust fans etc.	
VII.	Purchase and repair/ maintenance of furniture & fixture.	
VIII.	Repair/ maintenance of office building	
IX.	Vehicle & Rent a Car	

- Applicants may apply for one or more categories. Each Lot shall be evaluated separately on its own technical and financial merits.
- Bidders are required to submit their bids on EPADs before the closing date, failing which the bid shall be rejected. Copy of the same may also be submitted in the Hard form along with Bid security.

Mandatory Requirement:

i. Minimum three (03) years with reputable experience working with public and private agencies with business history from the date of authorization for each of above-mentioned lots.

ii. The bidder shall provide at least one relevant experience for each lot applied for, supported by a completion certificate or performance certificate issued by the respective client.

iii. The bidder shall possess and provide valid registration with the relevant regulatory or professional body, wherever such registration is required under applicable rules.

iv. The bidder shall submit an affidavit on non-judicial stamp paper stating that the firm/company has not been blacklisted by any public or private sector organization and is not involved in any litigation that may adversely affect its performance. The

v. The bidder shall demonstrate financial soundness by providing documentary evidence in the form of a bank certificate, bank statement, or audited financial statements showing an average annual turnover of not less than Rs. 10 million during the last one years.

vi. The bidder shall submit a detailed company profile including organizational structure, core business activities, and relevant experience (Maximum 3 Pages).

vii. The bidder shall provide a valid General Sales Tax (GST) registration along with documentary evidence of NTN registration and proof of being an active taxpayer on the Federal Board of Revenue (FBR) Active Taxpayers List.

viii. The bidder shall provide documentary proof of firm registration.

ix. The bidder must provide documentary proof of firm registration under the applicable laws of Pakistan (e.g. SECP registration, registrar of firms, partnership deed etc.).

x. The bidder shall possess and provide valid registration with the relevant regulatory or professional body wherever such registration is required under applicable laws or regulations for the respective lot (e.g., IATA for Air Travel Services (Lot-I), PEC registration (Lot-VIII) and DTS for vehicle rental (Lot -IX).

Other Instructions:

- This procurement shall be governed by the Public Procurement Rules, 2004 (as amended from time to time).
- The prequalification document containing detailed requirements and terms shall be available on the websites of the Ministry of Federal Education and Professional Training, the Public Procurement Regulatory Authority (PPRA), and the PPRA e-Procurement System (EPADS) immediately after publication of the prequalification notice.

- The Procuring Agency reserves the right to reject any or all applications/bids at any time prior to acceptance of a bid in accordance with Rule 33 of the Public Procurement Rules, 2004 (as amended from time to time).
- All interested firms are required to submit their applications along with the required documents through the PPRA e-Procurement System (EPADS) before the specified closing date and time.
- The proposals/applications shall be opened through EPADS after completion of the prescribed e-procurement procedure, in the presence of the authorized representatives of the applicants who choose to attend.
- In case the date of submission or opening of proposals falls on a public holiday, the proposals shall be submitted and opened on the next working day at the same time and venue.
- The prequalified firms/ vendors shall be bound to provide services to Ministry of Federal Education and Professional Training, during financial year 2026-27, under framework agreement Rule 2 (g b), which is as under: -

  "Framework agreement" means a contractual arrangement which allows a procuring agency to procure goods, services or works that are needed continuously or repeatedly at agreed terms and conditions over an agreed period of time, through placement of a number of orders;].
- Firms/ Vendors should have their own complete set up in Islamabad/ Rawalpindi for repair/ maintenance of all or any specific field out of above mentioned four fields.
- The Firm/ Vendor shall be bound to install genuine parts of each item of the specific works. In case, the spare parts replaced are found sub-standard or second hand, the Firm/ Vendor shall be struck off from the panel of Ministry of Federal Education & Professional Training and will be processed for blacklisting.
- The Firm/ Vendor on the panel shall be bound to carry out the requisite work on immediate basis and even in the odd hours.
- Bid/ offer should accompany a **fresh Pay Order of Rs.500,000/-** in the name of **DDO, M/o FE&PT** as earnest money from a scheduled bank, failing which, the bid will be rejected. <u>Old/ Released Pay Orders will not be accepted. Cheques are not acceptable being earnest money.</u>
- The Firm/ Vendor shall be bound to return the replaced/ old spare items and shall be bound to give warranty of each items replaced or repaired. If the same defect is arisen again during warranty period, the vendor shall be responsible to replace it free of cost.
- The qualified firms/ vendors must take the items for repair at their own, if the repair is required at the workshop and shall return it to this Ministry at its own risk and cost.
- The intending firms/ vendors must provide a list of its clients.
- M/o FE&PT reserves the right to accept or reject any or all bids/proposals in accordance with Rule-33 of PP Rules-2004.

SCOPE OF WORK – LOTWISE

Lot-I **Air Travel & Accommodation Services:**

- Booking and confirming domestic and international flights.
- Managing ticket issuance, delivery, cancellations, revalidations, and upgrades.
- Providing 24/7 support for urgent travel needs and last-minute changes.
- Facilitating visa processing, including submission of passports to embassies and assistance with transit visas.
- Arranging ground transportation including airport transfers, car rentals, and chauffeur services.
- Arranging travel insurance and health-related requirements (e.g., COVID-19 testing, Polio card).
- Managing group travel arrangements for corporate events or leisure trips.

Lot-II **Event Management Services**

i. Planning & Coordination
- Understanding event objectives and requirements.
- Developing event plans, schedules, and timelines inside and outside
- Coordination with stakeholders, vendors, and service providers.

ii. Venue Management
- Venue selection and booking.
- Layout planning (stage, seating, stalls, booths, etc.).
- Compliance with safety and regulatory requirements.
- Arrangements of air conditioners/ heaters as per the weather.

iii. Logistics & Operations
- Arrangement of transport, accommodation and on-site support.
- Set up furniture, stage, sound, lighting, and multimedia equipment.
- Power backup, internet, and technical support.

iv. Creative & Promotional Support
- Designing event theme, branding, and decor.
- Printing of backdrops, banners, brochures, and other materials.
- Media coverage, photography, and videography.

v. Guest & Protocol Management
- Invitations, RSVP, and registration desks.
- Hospitality arrangements (refreshments, meals, giveaways).
- Protocol and security arrangements for VIPs.

vi. Execution & Supervision
- On-site management and troubleshooting.
- Coordination of sessions, activities, and performances.
- Crowd management and safety protocols.

vii. Post-Event Services
- Dismantling and clearance of venue.
- Submission of event report (with photos/videos)
- Feedback collection and recommendations for improvement.

Lot-III **Repair/ maintenance of official vehicles of different make such as Suzuki, Toyota, Honda, Motorcycles and school buses etc.**

- The firms shall be responsible for repair of official vehicles, motorcycles and school buses.
- The Firm/ Vendor shall be bound to install genuine parts of each item of the specific works.
- The supplier shall ensure that all equipment replace are brand new, unused, genuine and sourced through authorized distribution channels. Refurbished or grey-market products shall not be accepted.
- Where required, the supplier shall be responsible for repair the vehicles at the designated premises of the Procuring Agency.
- The supplier shall provide manufacturer warranty for all replaced equipment and ensure availability of after-sales service and technical support.
- The supplier may also be required to provide replacement of defective items within the warranty period in accordance with manufacturer warranty terms.
- Replacement of defective parts during warranty or without warranty period where applicable.
- The specifications and delivery schedule shall be determined by the Procuring Agency at the time of issuing the Request for Quotation (RFQ) or supply order.

Lot-IV **Purchase and repair/ maintenance of all type of Hardware**

- The selected suppliers shall be responsible for supply of various hardware, i.e. desktop computers, printers and other related peripherals.
- Suppliers may also be required to provide data storage equipment such as external hard drives, network attached storage devices, backup systems and related accessories.
- Where applicable, the supplier shall provide licensed software including operating systems, office productivity software, antivirus, endpoint protection, firewall solutions and other specialized software required.
- The supplier shall ensure that all equipment supplied is brand new, unused, genuine and sourced through authorized distribution channels. Refurbished or grey-market products shall not be accepted.
- Where required, the supplier shall be responsible for installation, configuration and initial testing of the supplied equipment at the designated premises of the Procuring Agency.
- The supplier shall provide manufacturer warranty for all supplied equipment and ensure availability of after-sales service and technical support during the warranty period.
- Provision of technical support for troubleshooting and minor repairs.
- Replacement of defective parts during warranty or without warranty period
- The quantity, specifications and delivery schedule shall be determined by the Procuring Agency at the time of issuing the Request for Quotation (RFQ) or supply order.

Lot-V **Purchase and repair/ maintenance of IT Equipment.**

- The selected suppliers shall be responsible for supply of various IT equipment including but not limited to laptops, scanners, servers, networking devices, storage devices, multimedia equipment and other related peripherals.
- The scope shall include supply of networking equipment such as routers, switches, wireless access points, patch panels, network cabinets, optical fiber components, LAN cables and associated accessories required for establishment or expansion of network infrastructure.
- Suppliers may also be required to provide data storage equipment such as external hard drives, network attached storage devices, backup systems and related accessories.
- Where applicable, the supplier shall provide licensed software including operating systems, office productivity software, antivirus, endpoint protection, firewall solutions and other specialized software required for institutional operations.
- The supplier shall ensure that all equipment supplied is brand new, unused, genuine and sourced through authorized distribution channels. Refurbished or grey-market products shall not be accepted.
- Where required, the supplier shall be responsible for installation, configuration and initial testing of the supplied equipment at the designated premises of the Procuring Agency.
- The supplier shall provide manufacturer warranty for all supplied equipment and ensure availability of after-sales service and technical support during the warranty period.
- The supplier may also be required to provide replacement of defective items within the warranty period in accordance with manufacturer warranty terms.
- Provision of technical support for troubleshooting and minor repairs.
- Replacement of defective parts during warranty or without warranty period where applicable.
- The quantity, specifications and delivery schedule shall be determined by the Procuring Agency at the time of issuing the Request for Quotation (RFQ) or supply order.

Lot-VI **Purchase and repair/ maintenance of Machinery & Equipment.**

- The selected suppliers shall provide machinery and electrical equipment including but not limited to photocopiers, air conditioners, water dispensers, electric geysers, generators, voltage stabilizers, UPS systems, fans and other electrical appliances required for official use.
- The scope shall also include supply of equipment related to building operations such as exhaust fans, pedestal fans, bracket fans, heaters, dehumidifiers and other appliances.
- All machinery and equipment supplied must comply with the required technical specifications and quality defined by the Procuring Agency.
- Where required, the supplier shall also provide demonstration, installation guidance or initial operational training to designated staff of the Procuring Agency.
- All equipment must be new, genuine and free from manufacturing

defects. Used or refurbished equipment shall not be acceptable.
- Delivery shall be made at the designated location within the time specified in the supply order.
- Maintenance support or repair services where required.

Lot-VII **<u>Purchase and repair/ maintenance of furniture & fixture.</u>**

- The selected suppliers shall provide furniture and fixtures including but not limited to office tables, executive tables, office chairs, revolving chairs, visitor chairs, classroom desks, classroom chairs, student desks, cupboards, racks, cabinets and storage units.
- Suppliers may also be required to provide conference tables, meeting room furniture, reception desks, sofas, waiting area furniture and modular office furniture where required.
- Where applicable, the supplier shall also supply window blinds, partitions, notice boards, white boards, pin boards and other fixtures.
- Furniture supplied must be manufactured using durable materials suitable for institutional use and must comply with the specifications approved by the Procuring Agency.
- The supplier shall ensure safe transportation, delivery and installation of furniture at the designated premises.
- Where necessary, furniture shall be assembled or installed at site by the supplier's technical staff.
- The supplier shall ensure proper finishing, structural stability and defect-free installation of all furniture items supplied.
- Any manufacturing defects discovered within the warranty period shall be rectified or replaced by the supplier at its own cost.
- The firm must have carpentry tools and skilled manpower for furniture repair and refurbishment.

Lot-VIII **<u>Repair/ maintenance of office building</u>**

This Lot covers repair, maintenance and minor renovation works of the buildings, house at Blocks - 'C' and 'D', Pak-Secretariat, Islamabad.

The scope includes, but is not limited to:

- Renovation and Retrofitting, Rehabilitation work
- Tile fixing and replacement
- Washroom repair and renovation including sanitary fittings
- Wooden and glass partition works
- Plastering and surface repair
- Wooden flooring repair and polishing
- Buffing and polishing of tiles / marble / chips flooring
- Wall raising and minor masonry works
- Painting and surface finishing
- Minor structural repairs not involving major structural alteration

The firm must demonstrate experience in building maintenance works and availability of skilled masons, carpenters, plumbers and related technical staff. Valid PEC registration of the Firm is required.

Lot-IX **Vehicle & Rent a Car**

- The prequalified firms shall be responsible for providing reliable, efficient, and well-maintained vehicles (as required in RFP) along with or without qualified and experienced drivers on need basis.
- The scope of services shall include the provision of air-conditioned vehicles (Hatchback, sedan, SUV, High roof or other categories as shall be specified in RFP) on a monthly or as-and-when required basis.
- All vehicles must be in excellent running condition, model not older than the specified limit in the RFP.
- The firm shall ensure the timely availability of vehicles for conference, seminars, meetings, field visits, airport transfers, and other assignments
- Drivers deployed must be licensed, medically fit, well-disciplined, properly uniformed, and trained in courteous behavior.
- The firm shall bear all operational costs, including fuel, maintenance, repairs, lubricants, insurance, and applicable taxes.
- In the event of a breakdown or unavailability of a vehicle, an immediate replacement of equivalent quality shall be provided to avoid any disruption in services.
- The quantity of vehicles may vary based on the Client’s requirements, in accordance with PPRA Rules.
- The Service Provider shall be responsible for providing the requested vehicle(s) accordingly
- The vehicle provided under this Contract shall have vehicle tracking system along with its online access.
- The successful bidder shall also provide vehicle(s) tracking report on fortnightly basis.

TECHNICAL PROPOSAL EVALUATION CRITERIA:

S. No.	Description/ Detail	
1.	Full Profile of Firm/ Vendor:	
2.	Business Address:	
3.	Landline No.	
4.	Mobile No. (with WhatsApp)	
5.	NTN No. (attach copy of NTN Certificate)	
6.	GST Registration No. (attach copy of GST Registration)	
7.	Bank Account No. & Address:	
8.	Vendor number of AGPR:	
9.	PEC Registration Certificate:	
10.	SECP Registration Certificate:	
11.	Bank Statement: - (for 03 years)	
12.	Experience in the relevant field: (in years)	
13.	List of at least three clients from Ministries/Departments along with work orders: (attach list)	

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