

Tender Document

Scope of Work

Oman is home to more than 366,000 Pakistani nationals living in various cities of Oman. For availing the consular services, the Pakistani nationals visit the Embassy of Pakistan in Muscat on daily basis. A large number of Pakistani nationals, not living in Muscat, have to travel to the Embassy for consular services including **attestation of documents, submission of passport applications, collection of passports and identity cards etc.** Travel to Embassy in Muscat not only consumes a lot of time of Pakistani nationals but also their daily wages (as majority of them are working on daily wages in Oman). For ease of the Pakistani nationals, especially those not living in Muscat, the Embassy wishes to hire reputed courier companies/firms in Oman for provision of the following services:

1. Collection of Passports and Identity cards of Pakistani nationals from the Embassy for onward delivery to the applicants through branches of the company/firm across Oman.
2. Collection of various consular documents from Pakistani applicants in various cities of Oman through branches of the company/firm and delivery of these documents to the applicants after attestation from the Embassy.
3. Any other relevant consular service as per mutual agreement.

Contract Period

The contract period will be two years. It may be renewed after one year if the Embassy is satisfied with the performance of contractor.

Rejection of Bid

The Embassy reserves the right to reject any bid (both technical and financial) without assigning any reason.

Termination of Contract

The Embassy reserves the right to terminate the contract without assigning any reason by giving a notice period of thirty (30) days.

Submission of Bids

The bids must clearly mention the words “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” on the envelopes and should be submitted in the office of the Head of Chancery, Pakistan Embassy Muscat till 30th August 2026 4PM.

Evaluation Criteria

The evaluation criteria will be a two-step process.

- First, the companies/firms will be evaluated on technical basis. Minimum marks for technical qualification are 80 percent.
- Second, the financial bids of only technically qualified companies/firms will be opened. The financial bid will contain the charges which the company/firm will offer for provision of various services mentioned under scope of work.

Technical Proposal

Eligibility Criteria

The company will provide the following set of documents in order to become eligible for selection:

1. Certificate of registration of the company in Oman (Commercial Registration)
2. Bank Account Maintenance Certificate
3. Proof of registration with tax authorities of Oman

Marking Criteria

No.	Parameter	Marking Percentage
1	Network of branches of company/firm across Oman	60
2	Relevant Experience in provision of similar services to other Embassies in Muscat	10
3	Nature of Organization (Government or Private)	30
Total		100

Financial Proposal

For financial proposals, the companies will offer the rates they will charge for provision of services mentioned under scope of work.

Note:

For calculation of total marks, 70 percent weightage will be given to Technical Proposal and 30 percent weightage will be given to Financial Proposal.
