

GOVERNMENT OF PAKISTAN
MINISTRY OF INFORMATION AND BROADCASTING
MONITORING AND REPORTING CELL
ISLAMABAD

INVITATION FOR PRE- QUALIFICATION APPLICATIONS

Monitoring and Reporting Cell, Ministry of Information and Broadcasting, invites applications from eligible firms/companies for pre-qualification under PPRA Rule 16 through Pre-qualification agreement and to enlist a panel of service providers for procurement of goods and services, on as-and-when required basis for a period of one year for Monitoring and Reporting Cell, Ministry of Information and Broadcasting for the Financial Year 2026-2027.

2. The pre-qualification shall be conducted under National Competitive Bidding in accordance with Public Procurement Rules, 2004 (as amended from time to time) and applicable Government instructions. Interested bidders must be registered with relevant tax authorities, active taxpayers and fulfill the eligibility requirements mentioned in the bidding documents.

3. Complete bidding documents may be obtained during office hours, after publication of this notice, from the office of the Section Office (General Administration), Ministry of Information and Broadcasting, Islamabad. The cost of the bidding documents shall be **PKR 50000/- (non-refundable)** in the National Bank of Pakistan after getting the performa from the Ministry of Information and Broadcasting, payable in accordance with applicable PPRA procedures.

4. Only bids submitted after successful payment of the prescribed bidding document fee shall be considered eligible. Failure to submit the required bidding documents fee shall result in disqualification of the bidder and rejection of the applications in accordance with PPRA Rules.

5. The applications/Proposals, prepared in accordance with the instructions contained in the bidding documents, must be uploaded on EPADs 2.0 on or before **07.09.2026**. The bid closing time is 12:00 PM while the applications / proposals will be opened on the same day at 11:30 PM in the presence of the applicants or their authorized representatives who may choose to attend.

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Section Officer (GA)
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PRE-QUALIFICATION NOTICE FOR ESTABLISHMENT OF PANEL OF SERVICE PROVIDERS THROUGH PRE-QUALIFICATION

1. Monitoring and Reporting Cell, Ministry of Information and Broadcasting, invites applications from eligible firms/companies for pre-qualification under PPRA Rule 16 through Pre-qualification agreement and to enlist a panel of service providers for procurement of goods and services, on as-and-when required basis for a period of one year for Monitoring and Reporting Cell, Ministry of Information and Broadcasting for the Financial Year 2026-2027.
2. The pre-qualification shall be conducted under National Competitive Bidding in accordance with Public Procurement Rules, 2004 (as amended from time to time) and applicable Government instructions.

1. Categories of Services

Applications are invited for one or more of the following service categories:

1. Production and Broadcast/ Support and equipment Services.
2. Audio/Video Production Services.
3. Repair & Maintenance of I.T Equipment i.e. Computers, Laptops, Printers, monitors, Network items & cabling, Servers, storage, furniture and fixture, Software repair& subscriptions/licenses and plant & machinery etc.
4. Printing, Designing and Publication Services.
5. Repair & Maintenance of Photocopier Machine and Telephone Exchange (IP telephone and Manual).
6. Any other recurring services as may be required by Monitoring and Reporting Cell, Ministry of Information and Broadcasting, Islamabad.
7. Purchase of Miscellaneous items (IT Equipment, hardware, Podcast equipment, Software/Licenses, Plant and Machinery and furniture and fixture etc)

2. Eligibility Criteria

Interested firms/companies must fulfill the following minimum requirements:

- a. Registered with relevant regulatory authorities.
- b. Active Taxpayer with valid NTN and Sales Tax Registration (where applicable).
- c. Not blacklisted, suspended or debarred by any Government Ministry/Department, Autonomous Body, Public Sector Organization or Regulatory Authority.
- d. Having relevant experience in the respective service category.
- e. Adequate technical, professional and financial capacity to perform the required services.
- f. Availability of adequate, personnel and resources necessary for nationwide or regional service delivery, as applicable.

3. Pre-Qualification Documents

- a. Company Profile.
- b. NTN Certificate.
- c. Sales Tax Registration Certificate.
- d. Active Taxpayer Proof.
- e. EPADS Registration.
- f. Audited Financial Statements / Bank Statement.
- g. Experience Certificates / Work Orders.

- h. List of Technical Staff.
- i. Details of Equipment and Infrastructure.
- j. List of equipment provided to different Ministries and departments (OEM and others)
- k. Affidavit regarding Non-Blacklisting.
- l. Affidavit regarding firms no involved in litigation, dispute, arbitration or legal proceedings with Ministry of Information and Broadcasting or any of their attached departments.
- m. Any other supporting documents.

Note: failing in providing any of the above document may cause the ineligibility to participate or disqualification to participate in the bidding process.

4. Terms & Conditions

- a. Pre-qualification shall remain valid for one year.
- b. Pre-qualification does not guarantee award of work.
- c. Separate quotations may be invited from pre-qualified firms for each assignment.
- d. Lowest evaluated responsive offer may be considered for award of work.
- e. Monitoring and Reporting Cell, Ministry of Information and Broadcasting may inspect office / equipment / credentials of bidder if required.
- f. Incomplete bids shall be rejected.
- g. False information shall lead to disqualification.
- h. Taxes shall be deducted as per Government rules.
- i. Any firm involved in litigation, dispute, arbitration or legal proceedings with Ministry of Information & Broadcasting or any of their attached departments / entities shall be considered ineligible and may be disqualified from the pre-qualification process.
- j. Monitoring and Reporting Cell, Ministry of Information and Broadcasting reserves the right to cancel or reject process under PPRA Rules.
- k. Monitoring and Reporting Cell, Ministry of information & Broadcasting is not responsible for any fault or glitch of EPADs 2.0

Note: failing in Accepting any of the above terms and conditions may cause the ineligibility to participate or disqualification to participate in the bidding process. (must attach a certificate for acceptance of terms and conditions)

5. Submission of Applications

Interested firms shall submit complete Pre-Qualification Applications along with all supporting documents to EPADs 2.0 on or before **03.09.2026** at 12:00PM hours, whereas the bid will be open in same day at 12:30PM.

Applications received in hardcopies shall not be entertained.

6. Evaluation and Enlistment

Applications shall be evaluated in accordance with the criteria specified in the Pre-Qualification Documents. Only firms achieving the minimum qualifying score shall be included in the centralized panel.

Monitoring and Reporting Cell, Ministry of information & Broadcasting reserves the right to seek clarification, verify information, inspect facilities and reject any application that does not meet the prescribed requirements.

7. Bid Security

Bid Security of Rs.500,000/-(Five hundred Thousand only) in the shape of Pay order / demand draft / Bank Guarantee in favor of DDO, Ministry of information & Broadcasting shall be submitted with the application. The same shall be returned to the unsuccessful applicants after completion of the pre-qualification process, while for successful applicants it shall be returned after finalization / signing of the agreement.

8. Performance Guarantee

Successful pre-qualified firm(s), upon award of any specific event / work / service through subsequent quotation process, shall submit a Performance Guarantee equivalent of 2 % of where the contractual value is above Rs. 500,000/- in the shape of Pay Order/ Bank Guarantee in favor of DDO, Ministry of information & Broadcasting prior to commencement of that specific assignment.

9. Evaluation Criteria

Sr. No.	Description	Marks
1	Relevant Experience (01 Year = 06, 02 Years=12, 03 Years=18, 04 Years=24 05 Years & Above= 30 Marks)	30
2	Office Infrastructure & Operational setup (Offices, logistics, nationwide presence)	15
3	Human Resources Strength ≥ 15 = 15, ≥ 10=10, ≥ 05=05 Marks	15
4	Financial Capacity ≥ Rs.5 million turnover = 10, ≥ Rs.4 million turnover= 08, ≥ Rs.3 million turnover=05, Rs.0.5 million turnover=02	10
5	Public Sector / Government / Corporate Clients Experience	15
6	Legal Compliance & Registrations Status (NTN, GST, ATL, EPADs, documentation completeness)	15
Total Marks : 100 Minimum Qualifying Marks : 70		

10. Issuance of Tenders:

After finalization of the centralized pre-qualified panel, all procurements of services shall be undertaken by the Ministry of information & Broadcasting. Tenders/RFQs shall be issued by the Monitoring and Reporting Cell, Ministry of information & Broadcasting among the pre-qualified firms in accordance with applicable PPRA Rules & procedures.

11. Further Instructions to Bidder:

- The procurement process shall be carried out in accordance with the Public Procurement Rules, 2004 and applicable Government instructions issued from time to time.
- This pre-qualification process shall not constitute any commitment on the part of Ministry of information & Broadcasting for award of contract or financial liability.

- iii. Interested bidders shall submit complete proposals within the prescribed date and time on EPADs 2.0. Hard copy, is not acceptable at this stage.
- iv. Incomplete, conditional, unsigned or improperly submitted bids shall be liable to rejection.
- v. Monitoring and Reporting Cell, Ministry of information & Broadcasting may seek clarification, additional information or supporting documents from any bidder during evaluation process.
- vi. Submission of forged, false, misleading or fabricated documents shall result in immediate disqualification and may lead to blacklisting/ debarment as per rules.
- vii. Bidders must disclose any conflict of interest, direct or indirect association, or relationship which may affect transparency of the procurement process.
- viii. Any attempt to influence the evaluation committee, procurement officials or decision-making process shall result in disqualification.
- ix. Monitoring and Reporting Cell, Ministry of information & Broadcasting may conduct physical verification of office premises, equipment, manpower, technical capability and previous work experience of any bidder.
- x. Monitoring and Reporting Cell, Ministry of information & Broadcasting reserves the right to divide work among one or more pre-qualified firms depending upon nature, urgency and scale of assignment.
- xi. In case a pre-qualified firm intends to participate through a JV/ consortium, the same shall be clearly indicated at the time of submission of quotation along with complete details of partner firm(s). Monitoring and Reporting Cell, Ministry of information & Broadcasting reserves the right to accept or reject such arrangements.
- xii. Rates quoted in future assignments shall remain inclusive of all applicable taxes, duties, transportation, loading / unloading and incidental charges unless otherwise specified.
- xiii. All taxes shall be deducted at source as per prevailing Government rules.
- xiv. Successful bidders(s), when required, shall sign agreement / work order within prescribed time Failure may lead to forfeiture of performance guarantee or cancellation.
- xv. The bidder shall ensure timely execution of work and maintain required professional standards, safety measures and quality of provision of goods or services.
- xvi. The bidder shall obtain all necessary permissions, NOCs, licenses or clearances from relevant authorities wherever required for execution of events.
- xvii. Monitoring and Reporting Cell, Ministry of information & Broadcasting reserves the right to increase, decrease, modify or cancel any scope of work at any stage subject to requirement and competent approval.
- xix. Monitoring and Reporting Cell, Ministry of information & Broadcasting reserves the right to reject any or all bids/proposals at any time prior to acceptance in accordance with PPRA Rules, 2004.
- xx. Decision of Monitoring and Reporting Cell, Ministry of information & Broadcasting / Competent Authority regarding pre-qualification and subsequent procurement process shall be final and binding.
- xxi. Monitoring and Reporting Cell, Ministry of information & Broadcasting is not responsible for any fault or glitch of EPADs 2.0

12. Contact Information

Section officer (General Administration)
Ministry of Information and Broadcasting,
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Telephone:051-9201089/051-9206170