GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING
ISLAMABAD

BIDDING DOCUMENT

PROCUREMENT OF STORAGE, HANDLING, TRANSPORTATION, COURIER AND DISTRIBUTION SERVICES FOR DONATED CHROMEBOOKS.

Procurement Method:	Single Stage – Two Envelope Procedure
Applicable Rules:	Public Procurement Rules, 2004 and applicable PPRA Regulations/Instructions
Procuring Agency:	Ministry of Federal Education and Professional Training, Government of Pakistan

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PART-A

BIDDING PROCEDURE & REQUIREMENTS

SECTION I – INVITATION TO BIDS

1. Invitation

F. No.1-7/2026-27 (G&P)

GOVERNMENT OF PAKISTAN

MINISTRY OF FEDERAL EDUCATION & PROFESSIONAL TRAINING

URAAN PAKISTAN

TENDER FOR PROVISION OF STORAGE & COURIER SERVICES FOR DISTRIBUTION OF CHROMEBOOKS ALL OVER PAKISTAN

Ministry of Federal Education & Professional Training, Islamabad. invites the "Sealed Proposals" on "Single Stage – Two Envelope Procedure" from reputable courier services provider firms/ vendors, who are on Active Tax Payer List (ATL) of FBR and are registered with Sales Tax/ Income Tax Department having GST/ NTN Numbers, AGPR Vendor Number for **"Provision of Storage & Courier Services"**, as per following details: -

i. **Warehouses Storage Space at Islamabad, Lahore & Karachi.**
ii. **Space for branding and testing of devices.**
iii. **Distribution of devices from 03 above designated storage places to respective regions**

Interested services provider firms/ vendors may download Instructions to Bidders (ITB) from the website of Ministry of Federal Education and Professional Training https://www.mofept.gov.pk and website of PPRA https://www.ppra.org.pk. The Proposals must reach this office on or before **Wednesday, September 2nd, 2026 by 10:00 a.m.** and will be opened on the same day at 10:30 a.m. M/o FE&PT reserves the right to accept or reject any or all offers under PPRA rules 2004 amended time to time.

(Asif Safdar)
Section Officer (G&P)
Room No.122, Block-'C', Pak-Secretariat,
Islamabad. Ph: 051-9103977

Size 12x4

2. Procurement Method

The procurement shall be conducted through **Single Stage – Two Envelope Procedure** in accordance with Rule 36(b) of the Public Procurement Rules, 2004.

The Bidder shall submit:

1. **Technical Proposal**, in one sealed envelope; and
2. **Financial Proposal**, in a separate sealed envelope.

The Financial Proposal of only those Bidders whose Technical Proposals are declared technically responsive/qualified shall be opened.

Rule 36(b) provides for separate technical and financial proposals, technical evaluation without reference to price, followed by opening of financial proposals of technically accepted bidders.

3. Broad Scope

The successful service provider shall be responsible for safe and secure:

- Receipt of Chromebooks;
- Warehousing/storage;
- Inventory control;
- Loading and unloading;
- Packing and handling;
- Transportation;
- Courier/distribution;
- Delivery to designated institutions;
- Obtaining acknowledgement/proof of delivery;
- Reporting;
- Reconciliation;
- Handling of undelivered consignments;
- Return/reverse logistics;
- Loss/damage claims and recovery where attributable to the Contractor.

4. Approximate Quantity

The anticipated overall requirement is for distribution of approximately, **500,000 Chromebooks** The final quantity may vary depending upon actual stock, beneficiary institutions, distribution plans and funds available.

The Procuring Agency reserves the right to increase or decrease the quantity/services in accordance with applicable procurement rules and the terms of the Contract.

5. Storage Hubs

The initial designated storage hubs are expected to include:

Sr. No.	Storage Hub	Province/Region
1	Karachi	Sindh
2	Lahore	Punjab
3	Islamabad	ICT
4	Other location(s), if required	As directed

The Procuring Agency may add, remove or change storage/distribution locations during the Contract period through written instructions/service orders.

6. Contract Period

The Contract shall initially remain valid for **two year from the date of signing**, unless terminated earlier in accordance with the Contract.

The Procuring Agency may extend the Contract where permissible under applicable rules and subject to satisfactory performance, availability of funds and approval of the competent authority.

7. Bid Security

Each Bidder shall furnish Bid Security amounting to, Rs. 4 million in the name of DDO M/o Federal Education and Professional Training in the form of CDR or DDR. The Bid Security shall remain valid for the prescribed bid validity period plus the additional period specified in the BDS.

8. Performance Guarantee

The successful Bidder shall furnish a Performance Guarantee equivalent to **5% of the Contract value** within the period specified in the Letter of Acceptance/SCC.

9. Submission of Bids

Bids shall be submitted in hard form, where applicable, and in accordance with the procedure and deadline specified in the Invitation to Bids/BDS. Late bids shall not be entertained.

10. Important Notice

The Procuring Agency reserves the right to:

- accept or reject any or all bids in accordance with applicable PPRA Rules;
- cancel the procurement process before acceptance of a bid;
- verify documents, references and information provided by Bidders;
- seek clarification without permitting material alteration of the Bid;
- increase or decrease quantities/services as permitted under the Contract;
- reject bids containing false, misleading or materially incomplete information.

SECTION II – INSTRUCTIONS TO BIDDERS (ITB)

A. GENERAL	
ITB 1 – Scope of Bid	The Procuring Agency intends to procure storage, handling, transportation, courier and distribution services for donated Chromebooks and allied educational equipment. The Bidder shall provide all resources required for satisfactory performance, including manpower, vehicles, warehousing arrangements, handling equipment, tracking systems, insurance/risk coverage where applicable and administrative arrangements.
ITB 2 – Eligible Bidders	Bidders must: 1. Be legally registered entities; 2. Possess valid registration with FBR; 3. Possess valid NTN; 4. Possess valid sales tax registration where applicable; 5. Have relevant experience in courier/logistics/distribution/warehousing services; 6. Have adequate financial capacity; 7. Not be blacklisted/debarred by any Government department, PPRA or other competent authority; 8. Not be under insolvency, liquidation or winding-up proceedings; 9. Have no conflict of interest with the Procuring Agency.
ITB 3 – Cost of Bidding	The Bidder shall bear all costs associated with preparation and submission of its Bid. The Procuring Agency shall not be responsible for such costs regardless of the outcome of the procurement.
ITB 4 – Fraud and Corrupt Practices	The Bidder shall observe the highest standard of integrity during the procurement and execution of the Contract. Any Bidder found to have engaged in fraud, corruption, collusion, coercion, misrepresentation or other prohibited practices may be rejected and may be subject to applicable blacklisting/debarment proceedings.
B. BIDDING DOCUMENTS	
ITB 5 – Contents of Bidding Documents	The Bidding Document comprises: 1. Invitation to Bids; 2. Instructions to Bidders; 3. Bids Data Sheet; 4. Eligible Countries; 5. Evaluation Criteria; 6. Scope of Services; 7. Technical Specifications;

	8. Schedule of Requirements; 9. Standard Forms; 10. General Conditions of Contract; 11. Special Conditions of Contract; 12. Contract Forms; 13. Integrity Pact. PPRA Rule 23 requires competitive bidding documents to include, among other things, invitation to bid, instructions, bid/contract forms, specifications or performance criteria, completion schedule, qualification criteria, evaluation criteria and required securities.
ITB 6 – Clarification	A prospective Bidder requiring clarification shall submit its request through the prescribed channel within the time specified in the BDS. The Procuring Agency may issue clarification/addendum to all prospective Bidders through the prescribed procurement platform.
ITB 7 – Amendment of Bidding Documents	The Procuring Agency may amend the Bidding Document before the deadline for submission of Bids. Any amendment shall be communicated through the prescribed procurement system and shall form part of the Bidding Document.
C. PREPARATION OF BIDS	
ITB 8 – Language	The Bid and all correspondence shall be in English. Supporting documents may be submitted in Urdu where permitted; however, the Procuring Agency may require an English translation.
ITB 9 – Documents Comprising Technical Proposal	The Technical Proposal shall include: 1. Bid Submission Form; 2. Company profile; 3. Certificate of incorporation/registration; 4. NTN certificate; 5. Sales tax registration certificate, where applicable; 6. E-PADS registration; 7. Valid professional/business license, where applicable; 8. Non-blacklisting affidavit; 9. Conflict of interest declaration; 10. Beneficial ownership information; 11. Relevant experience;

	12. Financial capacity; 13. Proof of relevant contracts/completion certificates; 14. Litigation history; 15. Bid Security; 16. Any other document specified in the BDS.
ITB 10 – Financial Proposal	The Financial Proposal shall contain: • Completed Price Schedule; • Applicable taxes; • Storage charges (per pallet per month) • Testing and branding space charges (based on designated area space) • Courier/distribution charges; • Any other applicable charges. No additional charge shall be payable unless specifically approved by the Procuring Agency in accordance with the Contract
ITB 11 – Bid Prices	Prices shall be quoted in **Pakistani Rupees (PKR)**. The Bidder shall quote unit rates clearly. Rates shall be inclusive of all applicable taxes, duties, labour, fuel, loading/unloading, handling, insurance/risk, administrative overheads and all other costs unless specifically stated otherwise.
ITB 12 – Bid Validity	Bids shall remain valid for **180 days** from the deadline for submission, unless otherwise specified in the BDS.
ITB 13 – Bid Security	Bid Security shall be submitted in the prescribed form. Failure to provide the required Bid Security shall render the Bid non-responsive
ITB 14 – Signing of Bids	The Bid shall be signed by an authorized representative of the Bidder. Evidence of authorization shall be provided.
D. SUBMISSION AND OPENING	
ITB 15 – Sealing and Marking	For physical submission, the Bid shall comprise two separate envelopes: **ENVELOPE-I – TECHNICAL PROPOSAL** and **ENVELOPE-II – FINANCIAL PROPOSAL** Both shall be placed in one outer envelope/package clearly marked with: “BID FOR STORAGE, HANDLING, TRANSPORTATION, COURIER AND DISTRIBUTION SERVICES FOR DONATED CHROMEBOOKS – DO NOT OPEN BEFORE THE SPECIFIED DATE AND TIME.”

	The PPRA standard approach for Single Stage–Two Envelope procurement requires separate technical and financial proposals submitted simultaneously
ITB 16 – Deadline	Bids shall be submitted by the date and time specified in the BDS/Invitation to Bids.
ITB 17 – Late Bids	Any Bid received after the deadline shall be rejected.
ITB 18 – Opening of Technical Proposals	Only Technical Proposals shall initially be opened. Financial Proposals shall remain sealed/secured until completion and approval of technical evaluation.
ITB 19 – Opening of Financial Proposals	Financial Proposals of technically qualified Bidders shall be opened publicly at the date, time and venue communicated by the Procuring Agency. Financial Proposals of technically non-responsive Bidders shall remain unopened/returned in accordance with applicable procedure.
E. EVALUATION OF BIDS	
ITB 20 – Preliminary Examination	The Procuring Agency shall examine whether each Bid: • has been properly submitted; • is complete; • contains required securities; • meets eligibility requirements; • contains required forms; • meets mandatory requirements.
ITB 21 – Technical Evaluation	Technical Proposals shall be evaluated strictly against the criteria disclosed in this Bidding Document. No price shall be considered during technical evaluation.
ITB 22 – Financial Evaluation	Financial Proposals of technically qualified Bidders shall be evaluated after completion/approval of technical evaluation. The Contract shall ordinarily be awarded to the **most advantageous responsive Bid**, in accordance with the stated evaluation methodology and applicable PPRA Rules.

SECTION III – BIDS DATA SHEET (BDS)

S. No.	Particular	Requirement
1.	Procuring Agency	Ministry of Federal Education and Professional Training
2.	Procurement Title	Storage, Handling, Transportation, Courier and Distribution Services for Donated Chromebooks
3.	Tender No.	___________
4.	Procurement Method	Single Stage – Two Envelope
5.	Applicable Rules	PPRA Rules, 2004
6.	Bid Validity	180 Days
7.	Bid Security	Rs. 4 million
8.	Performance Guarantee	5% of Contract Value
9.	Contract Period	Two Year
10.	Currency	Pakistani Rupees
11.	Approximate Quantity	Up to 500,000 Chromebooks
12.	Initial Storage Hubs	Karachi, Lahore and Islamabad
13.	Bid Submission	Bids Proposals shall be submitted in hard form at the address mention in advertisement.
14.	Technical Proposal	Mandatory
15.	Financial Proposal	Mandatory
16.	Financial Opening	Technically qualified bidders only
17.	Completion/Delivery	As per release/distribution orders
18.	Taxes	As applicable under law
19.	Procuring Agency Contact	As per published advertisement
20.	Bid Submission Deadline	As per published advertisement
21.	Technical Opening	As per published advertisement
22.	Financial Opening	To be communicated to technically qualified bidders

SECTION IV – ELIGIBLE COUNTRIES

Bidders from countries eligible under the laws, rules, regulations and policies applicable to Government procurement in Pakistan may participate. A Bidder shall be deemed ineligible where participation is prohibited under applicable Pakistani law, Government policy, PPRA instructions or applicable sanctions/restrictions.

SECTION V

MANDATORY ELIGIBILITY REQUIREMENT, SCOPE OF SERVICES AND SCHEDULE OF REQUIREMENTS (Price Schedule)

A. MANDATORY ELIGIBILITY REQUIREMENTS

The following requirements shall be mandatory.

S. No.	Mandatory Requirement	Documentary Evidence	Status
1.	Valid legal registration	Registration/SECP certificate	Pass/Fail
2.	Valid NTN	FBR certificates	Pass/Fail
3.	Valid Sales Tax Registration, where applicable	STRN certificate	Pass/Fail
4.	Minimum relevant experience	Minimum **05 years' experience** in courier/logistics/warehousing/distribution services. At least **03 completed/comparable contracts** undertaken in Pakistan with Rs 50 million minimum worth or more each. Documentary proof/evidence required. (Attach work/supply order/ contract agreement/completion certificate for only last 5 years). Contracts/completion certificates	Pass/Fail
5.	Financial capacity	Audited financial statements last three years. The Bidder shall have a **minimum Average Annual Turnover (AATO) of Rs. 50 million** during the last three (03) completed financial years.	Pass/Fail
6.	Nationwide delivery capability	Minimum 200 established nationwide network including major cities and remote areas	Pass/Fail
7.	Acceptance of all terms and conditions	Signed Bid Submission Form	Pass/Fail
8.	Non-blacklisting status	Affidavit	Pass/Fail
9.	Bid Security as prescribed	Original/valid Bid Security	Pass/Fail

Failure to meet any mandatory requirement may result in rejection of the Bid.

B. SCOPE OF SERVICES

The successful Contractor shall perform the following services.

A. Warehousing and Storage Services

i. Infrastructure Requirements

- Provide warehouses in Karachi, Lahore, Islamabad
- Minimum covered storage capacity adequate for allocated inventory
- Loading and unloading machinery will also be required at storage facility.
- Fire safety systems
- Climate control maintaining temperature between 15°C – 30°C
- Pest control and moisture protection

ii. Security Requirements

- CCTV surveillance (minimum 30 days recording)
- Armed and unarmed guards
- Insurance coverage

B. Branding and Testing Space for stored devices

The contractor shall:

- Provide space for the authorize persons of the Ministry to access at storage places at Karachi, Lahore and Islamabad
- Ensure / provide proper infrastructure at provided space, like furniture, electricity switches, internet access etc.
- Smooth access to stored inventory for their testing and branding.
- Provision of adequate staff for handling of devices from storage to provided branding and testing space and then safely back to storage.

C. Inventory Management

Contractor shall:

- Maintain real-time digital inventory system
- Track stock movement and reconciliation
- Maintain batch-level tracking

D. Nationwide Distribution Services

Contractor shall:

- Deliver to educational institutions across Pakistan
- Provide GPS-based tracking
- Provide signed delivery acknowledgement
- Provide distribution reconciliation reports

E. Proof of Delivery

For each delivery, the Contractor shall obtain:

- name of receiving institution;
- name/designation of receiving officer;
- date and time of delivery;
- quantity received;
- condition of consignment;
- signature/stamp;

F. Undelivered Consignments

If a consignment cannot be delivered, the Contractor shall:

- report the reason immediately;
- make reasonable attempts for delivery;
- seek further instructions;
- return/store the consignment safely if instructed;
- update the tracking system.

G. Reverse Logistics

The Contractor shall collect and return undelivered, rejected, damaged or otherwise designated consignments to the location specified by the Procuring Agency.

C. PRICE SCHEDULE

The Bidder shall quote rates in the following format:

S. No.	Description	Unit cost inclusive of taxes (Rs.)
1	Storage facility for: Chrome books and other allied educational equipment (Smart Screens, multimedia Screens **Islamabad, Lahore and Karachi** (Packed in pallet boxes) please quote per pallet per month charges inclusive of all applicable taxes	
2	Space for barding of inspection of Chromebook and other equipment at Islamabad, Lahore and Karachi per month cost based on covered area.	
3	Delivery of Chromebook form storage houses at Islamabad, Lahore and Karachi to respective regions all over Pakistan per Chromebook cost.	

Price Conditions

1. Rates shall remain valid during the Contract period unless adjustment is expressly permitted.
2. Rates shall include all costs necessary for complete service delivery.
3. No hidden charges shall be payable.
4. Applicable taxes shall be clearly identified.
5. Arithmetic errors shall be corrected in accordance with applicable procurement rules and the Bidding Document.
6. The final evaluated price shall be determined on the basis of the prescribed evaluation methodology.

SECTION VI – STANDARD FORMS

FORM-1

BID SUBMISSION FORM

To:
Ministry of Federal Education and Professional Training
Government of Pakistan, Islamabad.

We, the undersigned, hereby submit our Bid for provision of **Storage, Handling, Transportation, Courier and Distribution Services for Donated Chromebooks**.

We confirm that:

1. We have examined the Bidding Documents;
2. We accept all terms and conditions;
3. Our Bid shall remain valid for the prescribed period;
4. We have enclosed the required Bid Security;
5. We are eligible to participate;
6. We are not blacklisted/debarred;
7. The information provided is true and correct;
8. We agree to execute the Contract if selected;
9. We agree to furnish Performance Guarantee as required.

Name of Bidder: ___________________
Authorized Representative: ___________________
Designation: ___________________
Signature: ___________________
Date: ___________________
Company Stamp: ___________________

FORM-2

BIDDER INFORMATION FORM

Particular	**Details**
Legal Name	
Registration No.	
Date of Incorporation	
Registered Address	
Head Office	
Branch Offices	
NTN	
STRN	
E-PADS Registration	
Telephone	
Email	
Authorized Person	
Bank Name	
Bank Account	
Years in Business	

FORM-3

RELEVANT EXPERIENCE

S. No.	Client	Contract Description	Contract Value	Period	Completion Status	Evidence Attached
1						
2						
3						
4						
5						

FORM-4

WAREHOUSE DETAILS

Location	Owned/Leased	Covered Area	Security	Fire Safety	CCTV	Inventory System
Islamabad						
Lahore						
Karachi						
Other						

FORM-5

NON-BLACKLISTING AFFIDAVIT

We hereby solemnly affirm that our firm/company has not been blacklisted, debarred or declared ineligible by the Federal Government, any Provincial Government, PPRA or any other Government organization/competent authority.

We further undertake that, in case the information is found incorrect or misleading, the Procuring Agency shall be entitled to take action in accordance with applicable rules.

Authorized Signatory: __________
CNIC: __________
Designation: __________
Date: __________
Stamp: __________

FORM-6

CONFLICT OF INTEREST DECLARATION

We hereby declare that:

1. We have no conflict of interest with the Procuring Agency;
2. No officer/employee of the Procuring Agency having direct or indirect involvement in this procurement has any financial or other interest in our firm;
3. We shall immediately disclose any actual or potential conflict of interest.

Authorized Signatory: __________

PART-B

CONDITIONS OF CONTRACT

SECTION VII – GENERAL CONDITIONS OF CONTRACT

GCC 1 – Definitions

Procuring Agency means the Ministry of Federal Education and Professional Training.

Contractor means the successful Bidder with whom the Contract is executed.

Chromebooks means donated refurbished Chromebooks and associated/allied educational equipment handed over for distribution.

Service Order means a written/electronic instruction issued by the Procuring Agency requiring specified services.

POD means Proof of Delivery.

GCC 2 – Scope

The Contractor shall perform all services specified in the Contract, Bidding Document and Service Orders.

GCC 3 – Contractor's Responsibility

The Contractor shall provide all resources necessary for proper execution.

GCC 4 – Standard of Performance

Services shall be performed professionally, diligently and in accordance with recognized logistics/courier industry practices.

GCC 5 – Compliance with Laws

The Contractor shall comply with:

- applicable Pakistani laws;
- tax laws;
- labour laws;
- transport regulations;
- safety requirements;
- PPRA requirements;
- Government instructions.

GCC 6 – Confidentiality

The Contractor shall maintain confidentiality of:

- beneficiary information;
- distribution plans;
- inventory records;
- serial numbers;
- Government documents;
- security arrangements.

GCC 7 – Loss and Damage

The Contractor shall be responsible for loss, theft or damage occurring while goods are under its custody or control, except where the Contractor establishes that such loss/damage resulted from circumstances beyond its reasonable control and was not caused by negligence, misconduct or breach of Contract.

GCC 8 – Insurance/Risk Coverage

The Contractor shall maintain adequate insurance/risk coverage where required by the Procuring Agency or applicable law.

GCC 9 – Subcontracting

Subcontracting shall not be permitted without prior written approval of the Procuring Agency.

The Contractor shall remain fully responsible for acts and omissions of approved subcontractors.

GCC 10 – Payment

Payment shall be made against verified invoices supported by:

1. Service Order;
2. Delivery/POD documents;
3. Inventory reconciliation;
4. Performance report;
5. Tax invoice;
6. Any other supporting documents required.

No advance payment shall be made unless specifically approved and permitted under applicable rules.

GCC 11 – Taxes

All applicable taxes shall be deducted/paid in accordance with prevailing laws.

GCC 12 – Inspection and Verification

The Procuring Agency may inspect warehouses, vehicles, records and service performance at any reasonable time.

GCC 13 – Records

The Contractor shall maintain complete records throughout the Contract and for the period prescribed by law/Procuring Agency.

GCC 14 – Audit

The Procuring Agency or authorized auditors may examine relevant records relating to Contract execution.

GCC 15 – Penalties/Liquidated Damages

Where delay or loss/damage is attributable to the Contractor, penalties may be imposed as specified in the SCC.

GCC 16 – Termination

The Procuring Agency may terminate the Contract for:

- material breach;
- repeated poor performance;
- fraud/corruption;
- false information;
- insolvency;
- unauthorized subcontracting;
- persistent delay;
- serious loss/theft/damage;
- blacklisting/debarment;
- other grounds specified in the Contract.

GCC 17 – Force Majeure

Neither party shall be liable for failure to perform caused by events beyond reasonable control, subject to prompt notification and mitigation.

GCC 18 – Dispute Resolution

Disputes shall first be resolved amicably. Where unresolved, the dispute shall be referred to the competent forum/authority in accordance with applicable Pakistani law and the Contract.

GCC 19 – Applicable Law

The Contract shall be governed by the laws of Pakistan.

SECTION VIII – SPECIAL CONDITIONS OF CONTRACT

SCC 1 – Contract Duration

The Contract shall remain valid for one year from the date of execution unless extended or terminated in accordance with the Contract.

SCC 2 – Distribution Orders

All distributions shall be undertaken against written/electronic instructions issued by the Procuring Agency.

SCC 3 – Geographic Coverage

The Contractor shall provide distribution services throughout Pakistan, including remote areas, where required.

SCC 4 – Storage

Storage shall be maintained at approved locations. The Contractor shall not relocate the Chromebooks without prior approval.

SCC 5 – Inventory Reconciliation

Physical inventory shall be reconciled with digital records on a regular basis and at least monthly.

SCC 6 – Loss/Damage

The Contractor shall immediately report any loss, theft, shortage or damage. Where such incident is attributable to the Contractor, the Procuring Agency may recover the assessed value in accordance with the Contract.

SCC 7 – Service Penalty

For delay attributable to the Contractor, the Procuring Agency may impose a penalty of **0.5% of the value of the delayed service/consignment per week or part thereof**, subject to a maximum of **10% of the relevant Contract/Service Order value**, unless otherwise specified/approved.

SCC 8 – Delivery Confirmation

No invoice shall be processed for distribution services without acceptable Proof of Delivery.

SCC 9 – Payment

Payment shall be processed after verification and certification by the authorized officer of the Procuring Agency and subject to availability of budget and applicable Government procedures.

SCC 10 – Performance Monitoring

The Procuring Agency shall designate an authorized focal person/monitoring team to supervise the Contractor.

SECTION IX – CONTRACT FORMS

FORM-7

LETTER OF ACCEPTANCE

To:

M/s ___________________________

Subject: **Letter of Acceptance – Storage, Handling, Transportation, Courier and Distribution Services for Donated Chromebooks**

Dear Sir/Madam,

With reference to Tender No. _____________, the Ministry of Federal Education and Professional Training hereby accepts your Bid for provision of Storage, Handling, Transportation, Courier and Distribution Services for Donated Chromebooks at the rates and terms contained in your Financial Proposal and subject to the Bidding Documents and Contract.

You are requested to furnish the required Performance Guarantee within the prescribed period and proceed for execution of the Contract.

Authorized Officer

Ministry of Federal Education and Professional Training

Government of Pakistan

FORM-8

CONTRACT AGREEMENT

This Contract Agreement is made on this ___ day of ______ 2026 between:

Ministry of Federal Education and Professional Training, Government of Pakistan, hereinafter called the **"Procuring Agency"**;

AND

M/s ___________________________, hereinafter called the **"Contractor."**

Whereas the Procuring Agency invited Bids for provision of Storage, Handling, Transportation, Courier and Distribution Services for Donated Chromebooks and the Contractor's Bid has been accepted.

The parties agree as follows:

1. Contract Documents

The following shall form an integral part of the Contract:

1. Contract Agreement;
2. Letter of Acceptance;
3. Bidding Document;
4. Contractor's Technical Proposal;
5. Contractor's Financial Proposal;
6. Schedule of Requirements;
7. Service Orders;
8. Performance Guarantee;
9. Integrity Pact;
10. Any approved amendments.

2. Contract Price

The Contract shall be executed at the rates contained in the accepted Financial Proposal, subject to the terms of the Contract.

3. Services

The Contractor shall provide all services specified in the Contract.

4. Duration

The Contract shall remain effective for the prescribed Contract period.

5. Performance

The Contractor shall perform services to the satisfaction of the Procuring Agency.

For the Procuring Agency:
Name: ___________________
Designation: ___________________
Signature: ___________________

For the Contractor:
Name: ___________________
Designation: ___________________
Signature: ___________________

Witness 1: ___________________

Witness 2: ___________________

FORM-9

PERFORMANCE GUARANTEE

To: Ministry of Federal Education and Professional Training, Government of Pakistan

Whereas **M/s ___________________** has been awarded the Contract for Storage, Handling, Transportation, Courier and Distribution Services for Donated Chromebooks, we hereby undertake to pay the Procuring Agency, upon first written demand, an amount up to **Rs. ____________**, representing the Performance Guarantee required under the Contract.

This guarantee shall remain valid until completion/expiry of the Contract and settlement of obligations as specified in the Contract.

Bank: ___________________
Guarantee No.: ___________________
Date: ___________________
Amount: ___________________

Authorized Bank Officer: ___________________

FORM-10

SERVICE ORDER / RELEASE ORDER

Ministry of Federal Education and Professional Training

SERVICE ORDER NO. ________

Date: ___________

Contractor: ____________________

Particular	**Details**
Origin	
Destination	
Institution	
Quantity	
Type of Equipment	Chromebook
Required Dispatch Date	
Required Delivery Date	
Special Instructions	

The Contractor shall complete delivery in accordance with the Contract.

Authorized Officer: ____________________

FORM-11

PROOF OF DELIVERY CERTIFICATE

DELIVERY ACKNOWLEDGEMENT

Institution: ___________________
Location: ___________________
Date: ___________________

Description	Quantity
Chromebooks dispatched	
Chromebooks received	
Damaged	
Short	
Remarks	

We certify that the above-mentioned equipment has been received.

Receiving Officer:

Name: ___________________
Designation: ___________________
CNIC/Official ID: ___________________
Signature: ___________________
Official Stamp: ___________________

Contractor Representative:

Name: ___________________
Signature: ___________________

FORM-12

MONTHLY PERFORMANCE REPORT

KPI	Target	Actual	Compliance
Deliveries completed			
On-time deliveries			
Pending deliveries			
Damaged items			
Lost items			
POD received			
Complaints			
Complaints resolved			
Inventory variance			

Overall Performance: **Satisfactory / Needs Improvement / Unsatisfactory**

Certified by:

Authorized Officer
Ministry of Federal Education and Professional Training

SECTION X – INTEGRITY PACT

INTEGRITY PACT

The Contractor agrees that it shall not offer, give, receive or solicit any bribe, gratification, commission, facilitation payment, gift or other improper advantage in connection with the procurement or execution of the Contract.

The Contractor further undertakes that it shall disclose all commissions, agents, intermediaries and related payments, if any, made in connection with the Contract.

The Contractor confirms that it has not engaged in collusive, coercive, fraudulent or corrupt practices.

Any violation of this Integrity Pact shall constitute a material breach of the Contract and may result in termination, forfeiture of securities and/or action under applicable laws, rules and regulations.

For the Procuring Agency

Name: ___________________
Designation: ___________________
Signature: ___________________
Date: ___________________

For the Contractor

Name: ___________________
Designation: ___________________
Signature: ___________________
Date: ___________________
Company Stamp: ___________________

ANNEXURE-A

PROPOSED DISTRIBUTION FRAMEWORK

The distribution of donated Chromebooks shall generally follow the following process:

Receipt → Verification → Storage → Inventory/Barcode Registration → Release Order → Picking → Packing → Loading → Transportation → Delivery → POD → Reconciliation → Reporting

The detailed distribution plan, beneficiary institutions, quantities and delivery schedules shall be communicated to the Contractor through Service Orders/Distribution Orders.

ANNEXURE-B

MINIMUM SECURITY REQUIREMENTS

The Contractor shall ensure:

1. CCTV surveillance at warehouses;
2. Controlled entry/exit;
3. Visitor record;
4. Fire extinguishers/fire safety arrangements;
5. Secure doors and locks;
6. Adequate lighting;
7. Vehicle security;
8. Driver verification;
9. Consignment documentation;
10. GPS tracking where available;
11. Incident reporting mechanism;
12. Emergency contact mechanism.

ANNEXURE-C

DISTRIBUTION CONTROL AND RECONCILIATION

For each batch, the Contractor shall maintain:

Particular	Quantity
Opening Stock	
Received	
Dispatched	
Delivered	
Returned	
Damaged	
Lost	
Closing Stock	

Closing Stock = Opening Stock + Receipts – Dispatches/Returns/Adjustments

Any unexplained variance shall immediately be reported to the Procuring Agency.

The procurement should also be aligned with the **latest PPRA National Standard Bidding Documents/Regulations and applicable requirements** before advertisement. PPRA's current published material identifies Rule 23 as requiring precise bidding documents and lists the required components of competitive bidding documents.

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