



INSTRUCTIONS TO BIDDERS

Prequalification of **Firms**

SUPPLY/ PROVISION OF CHROMEBOOK BAGS

Closing Date and Time: September, 9th 2026 by 10:00 A.M.

Opening Date and Time: September, 9th 2026 by 10:30 A.M.

Section-I: invitation to Bids



F. 1-16/Virtual Training/NIETE Government of Pakistan Ministry of Federal Education & Professional Training

PREQUALIFICATION NOTICE

PREQUALIFICATION OF FIRMS FOR PROVISION OF CHROMEBOOK BAGS

The Ministry of Federal Education & Professional Training, Islamabad, invites sealed proposals under the provisions of the Public Procurement Rules, 2004, as amended from time to time, from reputable manufacturers, distributors, general order suppliers, firms and 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, during the financial year 2026-27.

Interested firms must have relevant experience and capacity for supply/provision of Chrome book bags or similar items. The firm must comply with all eligibility, qualification and documentary requirements specified in the Instructions to Bidders (ITB) and bidding documents. The firm shall provide all required documents and information in the manner prescribed in the bidding documents.

Interested manufacturers/distributors/general order suppliers/firms/vendors may obtain/download the Instructions to Bidders (ITB) and other bidding documents from the website of Public Procurement Regulatory Authority (PPRA): www.ppra.org.pk and Ministry of Federal Education & Professional Training: www.mofept.gov.pk.

The proposals, complete in all respects and prepared in accordance with the bidding documents, must reach the office of the undersigned **on or before 9th September 2026 at 10:00 a.m.** The proposals shall be opened on the same day at **10:30 a.m.**

It is notified for the information of all prospective bidders that, due to the current status of the Framework Agreement module in EPADS v2.0, the procurement under the subject notice shall be carried out in accordance with the applicable provisions of the Public Procurement Rules, 2004 (as amended from time to time).

The Ministry of Federal Education & Professional Training reserves the right to accept or reject any or all proposals in accordance with the Public Procurement Rules, 2004, as amended from time to time, and other applicable procurement regulations.

Section Officer (G&P)
1st Floor, Room No.122, Block-'C', Pak-Secretariat,
Islamabad. Ph: 051-9103977

15x3

Section-II: INSTRUCTIONS TO BIDDERS – Prequalification of Firms

1. INTRODUCTION	
1.1 Scope of Bid	The Ministry of Federal Education and Professional Training (M/o FE&PT) invites sealed applications/proposals for prequalification from eligible, reputable and financially sound manufacturers, authorized dealers/distributors and established firms for Provision/Supply of Chromebook Bags under a Close Framework Agreement , for meeting the Ministry's requirements from time to time during the Close Framework Agreement period.
1.2 Source of Funds	M/o FE&PT has sufficient budget in the CFY 2026-27 to make eligible payments under the contract for which the Invitation to bids has been issued.
1.3 Eligible Bidders	The Prequalification Process shall be open, subject to the provisions of the Public Procurement Regulatory Authority (PPRA) Rules, 2004, as amended from time to time, to all eligible and legally registered manufacturers, authorized agents/dealers/distributors, suppliers, firms, companies, sole proprietors and other legally constituted business entities capable of undertaking the required supplies under the Close Framework Agreement. The Applicant/Bidder must: i. be duly registered/incorporated with the relevant Registration Authority under the applicable laws of Pakistan; Government-owned enterprises may participate only if they are duly /legally authorized in this regard by the respective/ relevant competent forum/authority. ii. possess valid registrations with the relevant Tax Authorities, including Federal Board of Revenue (FBR) for Income Tax and Sales Tax, wherever applicable. iii. be registered/enrolled on the PPRA e-Procurement System (EPADS), where required under the applicable procurement procedure. iv. in case of an authorized dealer/distributor/agent, submit a valid Manufacturer's Authorization Certificate or equivalent documentary evidence establishing its authorization to supply the proposed products. v. have the legal capacity, technical capability, relevant experience, financial capacity and resources necessary for satisfactory performance of the Close Framework Agreement; and vi. comply with all other eligibility and qualification requirements specified in the Prequalification Documents. vii. Government-owned enterprises may participate in the procurement process only where they are legally authorized and competent to undertake the proposed supplies/services and are otherwise eligible under the applicable laws, rules and regulations. viii. A Bidder may be ineligible if – a. the Applicant is bankrupt or insolvent, or is subject to proceedings for bankruptcy or insolvency in accordance with the applicable laws. b. payments in favor of the Applicant have been

	suspended pursuant to a final judgment/order of a competent court of law, resulting in the total or partial loss of the right to administer or dispose of its property. c. legal proceedings are pending against the Applicant which, under the applicable law, may result in bankruptcy, insolvency or a similar situation involving the total or partial loss of the right to administer or dispose of its property. d. the Applicant or its relevant responsible person(s) has been convicted by a final judgment of a competent court for an offence involving professional misconduct, fraud, corruption or other offence relevant to public procurement. e. the Applicant or its relevant responsible person(s) has been convicted by a final judgment of a competent court for an offence involving professional misconduct, fraud, corruption or other offence relevant to public procurement. f. the Applicant has been debarred or blacklisted by a Government Department, Procuring Agency or other competent authority for reasons that render the Applicant ineligible to participate in public procurement. g. the Applicant has been found, through a final determination of the competent authority, to have engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in public procurement. h. the Applicant has materially failed to perform a previous public procurement contract and has consequently been debarred in accordance with applicable rules; or i. the Applicant has submitted false, forged, materially incomplete or misleading information/documents in connection with the Prequalification Process. ix. An Applicant shall not have any conflict of interest that materially affects its ability to participate fairly and independently in the procurement process or to perform the Close Framework Agreement. x. Applicants shall disclose any actual, potential or perceived conflict of interest in the prescribed form. The Procuring Agency may disqualify an Applicant where a conflict of interest is established in accordance with the applicable PPRA Rules and the Prequalification Documents. xi. The Procuring Agency reserves the right to verify, directly or through any competent authority, the eligibility, registration, financial standing, experience, authorization, litigation status, blacklisting/debarment status and other information provided by any Applicant.
1.4 Eligible Goods and Services	i. The goods shall be manufactured, produced or otherwise supplied from eligible sources/countries, subject to the applicable laws, rules, regulations and procurement requirements of the Government of Pakistan. ii. For the purpose of this clause, "Origin" means the place where the goods are manufactured, produced, processed or substantially assembled, or the place from which the related services are provided.

	iii. Goods shall be considered to have been produced/manufactured when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized product is obtained which is substantially different in its basic characteristics, purpose or utility from its individual components. iv. Applicants shall clearly identify the manufacturer, brand, model/design (where applicable), country of origin and place of manufacture of the goods proposed for prequalification and shall provide documentary evidence in support thereof, including manufacturer's certificate, authorization certificate, product catalogue, technical literature or any other document required by the Procuring Agency.																												
1.5 Cost of Bidding	The Bidder shall bear all cost associated with the preparation and submission of its Bid, and the M/o FE&PT hereinafter referred to as " the Procuring Agency ," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process																												
2. THE BIDDING DOCUMENTS																													
2.1 Content of Bidding Documents	The Prequalification Documents set out the scope of the proposed procurement, prequalification procedures, eligibility requirements, qualification criteria, technical requirements, submission requirements and other information necessary for Applicants to prepare and submit their Applications for Prequalification. The Prequalification Documents, inter alia, shall include the following: <table border="1"> <tr><td>a)</td><td>Invitation to Bids</td></tr> <tr><td>b)</td><td>Instructions to Bidders (ITB)</td></tr> <tr><td>c)</td><td>Eligibility and Qualification Requirements</td></tr> <tr><td>d)</td><td>Applicant Data Sheet (ADS)</td></tr> <tr><td>e)</td><td>Technical Specifications/Requirements</td></tr> <tr><td>f)</td><td>Evaluation and Qualification Criteria</td></tr> <tr><td>g)</td><td>Scope of Supply/Requirements</td></tr> <tr><td>h)</td><td>Application Form</td></tr> <tr><td>i)</td><td>Applicant/Firm Profile Form</td></tr> <tr><td>j)</td><td>General Information Form</td></tr> <tr><td>k)</td><td>Details of Similar Experience/Contracts</td></tr> <tr><td>l)</td><td>Financial Capacity/Financial Information Form</td></tr> <tr><td>m)</td><td>Non-Blacklisting/Non-Debarment/ nor involve in any litigation with any public/private sector Affidavit/Undertaking</td></tr> <tr><td>n)</td><td>Check List</td></tr> </table> ii. The Applicant shall be responsible for ensuring that its Application is complete, properly signed/stamped where required, duly supported by documentary evidence and submitted in the manner prescribed in the Prequalification Documents and within the stipulated deadline. iii. The Procuring Agency shall not be responsible for the completeness or accuracy of any copy of the Prequalification Documents obtained from an unauthorized source. Applicants are advised to obtain the Prequalification Documents and any subsequent amendments/addenda only through the official procurement platform/EPADS, PPRA or other officially designated source specified in the	a)	Invitation to Bids	b)	Instructions to Bidders (ITB)	c)	Eligibility and Qualification Requirements	d)	Applicant Data Sheet (ADS)	e)	Technical Specifications/Requirements	f)	Evaluation and Qualification Criteria	g)	Scope of Supply/Requirements	h)	Application Form	i)	Applicant/Firm Profile Form	j)	General Information Form	k)	Details of Similar Experience/Contracts	l)	Financial Capacity/Financial Information Form	m)	Non-Blacklisting/Non-Debarment/ nor involve in any litigation with any public/private sector Affidavit/Undertaking	n)	Check List
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n)	Check List																												

	Prequalification Notice.
2.2 Clarification of Bidding Documents	i. Any prospective Applicant requiring clarification of any provision of the Prequalification Documents may submit a written request to the Procuring Agency through the communication/procurement channel specified in the Invitation for Prequalification and Applicant Data Sheet (ADS). The request shall be submitted within the time period specified in the Prequalification Documents to enable the Procuring Agency to respond and, where necessary, communicate the clarification to all prospective Applicants before the deadline for submission of Applications. ii. The Procuring Agency shall, as far as practicable, provide a response to requests for clarification within three (03) working days of receipt of the request, provided that the request is received within the prescribed period. Where a clarification is considered relevant to all prospective Applicants, the response shall be communicated without identifying the source of the inquiry. iii. The Procuring Agency shall upload/communicate relevant clarifications, responses and amendments through the official website/channel specified in the Invitation for Prequalification, as applicable. Such clarification shall form part of the Prequalification Documents where so stated by the Procuring Agency. iv. Where the Procuring Agency considers that a clarification requires a correction, addition, deletion or modification of any provision of the Prequalification Documents, the Procuring Agency may issue an appropriate addendum/amendment in accordance with the applicable PPRA Rules and the procurement procedure. v. At any time prior to the deadline for submission of Applications, the Procuring Agency may, at its own initiative or in response to a request for clarification from a prospective Applicant, amend or supplement the Prequalification Documents by issuing an addendum/corrigendum. Such amendment shall be communicated to all prospective Applicants through the prescribed official procurement channel, including EPADS, wherever applicable. vi. Any addendum, corrigendum, clarification or amendment issued by the Procuring Agency shall be deemed to form an integral part of the Prequalification Documents and shall be binding upon all prospective Applicants. vii. Applicants shall incorporate all applicable clarifications, amendments and addenda issued by the Procuring Agency in their Applications for Prequalification. Failure to do so may render the Application non-responsive or otherwise liable to rejection in accordance with the Prequalification Documents and applicable PPRA Rules. viii. Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.
3. PREPARATION OF BIDS	
3.1 Language of Bid	The Application for Prequalification , including all forms,

	supporting documents, certificates, statements, technical information and other information submitted by the Applicant, as well as all correspondence and communications exchanged between the Applicant and the Procuring Agency in connection with the Prequalification Process, shall be prepared and submitted in English language .
3.2 Bid Currencies	Prices shall be quoted in Pak Rupees .
3.3 Bid Security	i. The Prequalification/Application Security, shall be furnished in Pakistani Rupees in the form of Call Deposit Receipt (CDR), Pay Order or Demand Draft, issued in favor of the Drawing & Disbursing Officer (DDO), Ministry of Federal Education and Professional Training (M/o FE&PT). ii. The Prequalification/Application Security shall be returned/released to Applicants in accordance with the applicable PPRA Rules, the Prequalification Documents and the decision of the Procuring Agency following completion of the Prequalification Process.
3.4 Period of Validity of Applications	i. The Application for Prequalification shall remain valid for a period of ninety (90) days from the deadline prescribed for submission of Applications, unless otherwise specified in the Applicant Data Sheet (ADS). ii. During the period of validity, the Applicant shall remain bound by the information and commitments contained in its Application, including its eligibility, qualification, technical capability and other particulars submitted for the purpose of prequalification. iii. In exceptional circumstances, and prior to the expiry of the original validity period, the Procuring Agency may request Applicants to extend the validity of their Applications for a specified additional period. Such request shall be made in writing through the prescribed procurement channel.
4. SUBMISSION OF E-BIDS	
4.1 Deadline for Submission of Applications for Prequalification	i. The Applicant shall submit its Application for Prequalification, together with all required qualification/eligibility documents, forms, declarations, supporting evidence and sample of the Chromebook Bag, where required under the Prequalification Documents/Technical Specifications, through the mode and at the address/platform specified in the Applicant Data Sheet (ADS). ii. The Application shall be submitted on or before the date and time specified in the Invitation for Prequalification and Applicant Data Sheet (ADS). Applications received after the prescribed deadline shall be treated as late Applications and shall not be considered for prequalification, except as may otherwise be permitted under the applicable PPRA Rules. iii. The Applicant shall not be required to submit a Financial Proposal or Price Schedule at the prequalification stage, unless expressly specified by the Procuring Agency in the Prequalification Documents. Any financial proposal, where subsequently required, shall be submitted in accordance with the procurement procedure prescribed for the subsequent procurement under the Close Framework Agreement. iv. The Procuring Agency may, at its discretion and in accordance

	with the PPRA Rules, 2004, extend the deadline for submission of Applications by issuing an appropriate corrigendum/addendum through the prescribed official procurement channel. In such circumstances, all rights and obligations of the Procuring Agency and Applicants previously subject to the original deadline shall thereafter be subject to the extended deadline. v. No Application, modification, replacement or withdrawal shall be accepted or permitted after the deadline for submission of Applications, except where specifically allowed under the applicable PPRA Rules. vi. Prequalification is a technical and qualification assessment process and shall not constitute an award of contract or Close Framework Agreement. Only Applicants meeting the prescribed eligibility and qualification requirements shall be declared prequalified and may subsequently be considered for procurement under the Close Framework Agreement in accordance with the applicable procurement procedure.
5. OPENING AND EVALUATION OF BIDS	
5.1 Opening and Evaluation of Applications by the Procuring Agency	<u>Opening of Applications: -</u> The Applications for Prequalification shall be opened by the Procuring Agency/Prequalification Committee at the date, time and venue specified in the Invitation for Prequalification and Applicant Data Sheet (ADS). <u>Evaluation of Bids: -</u> i. The Applications shall be evaluated by the Prequalification/Evaluation Committee duly constituted by the Ministry of Federal Education and Professional Training (M/o FE&PT) for the purpose. ii. The evaluation shall be conducted strictly in accordance with the eligibility requirements, qualification criteria, technical specifications, evaluation methodology and other requirements prescribed in the Prequalification Documents. iii. The Committee shall evaluate the Applications on the basis of the information and documentary evidence submitted by the Applicants. The Procuring Agency may verify the authenticity of documents, certificates, experience, financial information, manufacturer authorization and other claims submitted by an Applicant. iv. Only Applicants that satisfy all mandatory requirements shall be considered for scoring under the prescribed technical/qualification evaluation criteria, where applicable. v. An Applicant failing to meet any mandatory requirement or failing to achieve the prescribed minimum qualifying score shall be declared Not Prequalified. <u>Announcement of Bid Evaluation Report</u> i. The Procuring Agency shall announce/publish the evaluation results and/or Prequalification Evaluation Report through the prescribed official procurement channels, in accordance with the applicable PPRA Rules.
5.2 Clarification of Applications.	i. In order to assist in the examination, evaluation and determination of eligibility and qualification of Applicants, the Procuring Agency/Prequalification Committee may, at its

	discretion, request any Applicant to provide clarification of information or documentation contained in its Application for Prequalification. ii. A request for clarification may relate to eligibility documents, registration certificates, manufacturer authorization, experience, technical capacity, financial capacity, organizational information, sample/product information or any other information submitted by the Applicant for the purpose of prequalification. iii. Any clarification requested by the Procuring Agency shall be made solely for the purpose of facilitating understanding, verification or evaluation of information already submitted by the Applicant and shall not be used to obtain information that was required to be submitted with the Application but was not submitted by the prescribed deadline, except where such clarification is permissible under the applicable PPRA Rules and the Prequalification Documents. iv. The request for clarification and the Applicant's response shall be made in writing or through an electronic communication system that provides a permanent record of the communication, including the PPRA e-Procurement System (EPADS), where applicable. v. The Applicant shall provide its clarification within the period specified by the Procuring Agency. Failure to provide the requested clarification within the prescribed period may result in evaluation of the Application on the basis of the information and documents already available to the Procuring Agency. vi. The clarification process shall be conducted in a fair, transparent and non-discriminatory manner, and no Applicant shall be given an opportunity to gain an unfair advantage over other Applicants through the clarification process.
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Section-IV: Bid Data Sheet

S #	A. Particulars
1	- Name of Procuring Agency: Ministry of Federal Education and Professional Training First Floor Pak Secretariat Block-C Islamabad. - The Subject of Procurement: Procurement of Chromebook Bags for the Students.
2	- Financial year for the operations of the Procuring Agency: 2026-27 - Name of financing institution: Ministry of Federal Education and Professional Training Islamabad.
B. PREQUALIFICATION DOUCMENT	
3	- The address for clarification of Bidding Documents: Section Officer (G&P) Room No.122, First Floor Ministry of Federal Education and Professional Training Pak Secretariat Block-C Islamabad. - Pre-bid meeting will not be held
C. BID LANGUAGE	
4	Language: English
5	- Bid Security of fix amount of Rs.2.00 million shall be submitted in the name of DDO M/o FE&PT in the shape of Call Deposit Receipt (CDR), Pay Order or Demand Draft. - Original bid security shall must be submitted at the time of bis submission. - Prequalification/Applicant who fails to submit bid security shall stand disqualified for further confederation.
D. PREPARATION AND SUBMISSION OF BIDS	
5	Qualification Criteria/Knock down criteria - Minimum 3-year experience as general order supplier with Government Sector organizations / departments - At least three relevant Supply Orders received in the past 5 years. - Registration with relevant tax authority i.e. FBR etc. as active tax payer (Sales Tax and Income Tax) - Affidavit to the effect that: - - Bidder is neither currently blacklisted from any government department nor is any litigation pending in this regard - The documents/photocopies provided with Bid are authentic incase of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules and the provided information is correct
8	Bid shall be submitted to: Bid/Proposal shall be submitted in hard form and shall be submitted to Section Officer (G&P) Room No.131 First Floor Ministry of Federal Education and Professional Training Pak Secretariat Block-C Islamabad.
9	The deadline for bid submission is a. Day: Thursday b. Date: 09-09-2026 Time: 10:00 A.M.
10	Date / Month / Year / Time and place for bid opening a. Committee Room First Floor Ministry of Federal Education and Professional Training Pak Secretariat Block-C Islamabad.

	b. Date: 09-09-2026 Time: 10:30 A.M														
13	Bid validity period after opening of the bid is 180 days														
E. OPENING AND EVALUATION OF BIDS															
15	The Bid opening shall take place at: a. Committee Room First Floor Ministry of Federal Education and Professional Training Pak Secretariat Block-C Islamabad b) b. Date: 09-09-2026 Time: 10:30 A.M.														
16	The Currency that shall be used for Bid evaluation and comparison purposes to convert all bid prices expressed in various currencies is PRK														
F. BID EVALUATION CRITERIA															
	The Bidders who have duly complied with the mandatory and Eligibility Criteria will be eligible for further processing as mentioned below: -<table><tr><th>Descriptions</th><th>Requirement</th></tr><tr><td>Valid registration/incorporation of the firm/company with the relevant authority</td><td>Mandatory</td></tr><tr><td>Valid NTN/Income Tax registration and Sales Tax registration, where applicable</td><td>Mandatory</td></tr><tr><td>Non-blacklisting/non-debarment undertaking and nor involve in any litigation with any public/private sector</td><td>Mandatory</td></tr><tr><td>At least 3 of similar nature of assignments have been performed / executed in public organization during last 05 years.</td><td>Mandatory</td></tr><tr><td>General Information Form of Bidding documents on letter head of the firm duly signed and stamped</td><td>Mandatory</td></tr><tr><td>Affidavit on non-judicial Stamp Paper of Minimum Rs 100/- for non-blacklisting.</td><td>Mandatory</td></tr></table>	Descriptions	Requirement	Valid registration/incorporation of the firm/company with the relevant authority	Mandatory	Valid NTN/Income Tax registration and Sales Tax registration, where applicable	Mandatory	Non-blacklisting/non-debarment undertaking and nor involve in any litigation with any public/private sector	Mandatory	At least 3 of similar nature of assignments have been performed / executed in public organization during last 05 years.	Mandatory	General Information Form of Bidding documents on letter head of the firm duly signed and stamped	Mandatory	Affidavit on non-judicial Stamp Paper of Minimum Rs 100/- for non-blacklisting.	Mandatory
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17	Note: - Verifiable documentary proofs for all above requirements are mandatory - Vendor/ Supplier will be responsible for the inspection & Demonstration of the supplied descriptions in client environment as per client's requirements - The Bids which do not conform to the Technical Specifications or Bid conditions or Bids from the Bidders without adequate capabilities for supply of descriptions will be rejected in the light of PPRA Rules 2004 (amended time to time). - The Eligible/Technically Qualified Bidders will be considered for further evaluation Maximum & minimum Number of Prequalified Firms - Minimum two firms shall be prequalified for participation in the subsequent procurement process for the Closed Framework Agreement. - All applicants shall first be evaluated against the mandatory eligibility and qualification requirements specified in the Prequalification														

	Documents. Only those applicants meeting all mandatory requirements shall proceed to the Technical/Qualification Evaluation. • The Technical/Qualification Evaluation shall be conducted on the basis of the published evaluation criteria and scoring methodology, carrying a total of 100 marks. • fulfillment of all mandatory eligibility and qualification requirements; • achievement of the prescribed minimum qualifying score of 70 marks out of 100; and • satisfactory verification of all information and documentary evidence submitted by the applicants. • Only those applicants meeting the minimum qualifying requirements shall be prequalified. • Prequalification shall not constitute an award of contract or guarantee any minimum quantity or value of procurement. Only prequalified firms shall be eligible to participate in the subsequent procurement/establishment of the Closed Framework Agreement, in accordance with the applicable PPRA Rules and the terms of the procurement documents.
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Section-VI Bidder Profile Form

*[To be signed & stamped by the Bidder and reproduced on the letter head
To be attached with Technical Bid]*

Sr. No.	PARTICULAR
1.	Name of the Company
2.	Registered Office Address:
	National Tax Number: (attached copy)
	Sales Tax Registration Number: (attached copy)
	Professional Tax Number: (attached copy)
	Office Telephone Number: Mobile No.:
	Fax Number: Email Address:
	Website Address:
3.	Contact Person
	Name: Designation:
	Personal Telephone No.
	Email Address:
	Local Office if any:
	Address:
	Office Telephone No. Fax No. Mobile No.

a) Financial Statement Attachment / Income Tax Return (Last _____ year)
Yes / No

b) Detail of Experience (Last 03 Years):

1	Similar Project (Agency / Department)	Item Name	Amount Rs.
2	Value of Total projects / Tenders / POs (Total Amount Rs.)		

Section – VII Affidavit

[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner To be attached with

Name: _____ (Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the *[name of Procuring Agency]* The undersigned further affirms on behalf of the firm that:

- i. The firm is neither currently blacklisted by any Department nor any litigation is pending before PPRA or any other court of law competence in this regard against any such blacklisting order
- ii. The documents/photocopies provided with Bid are authentic In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules
- iii. Affidavit for correctness of information
- iv. Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department

[Name of the Contractor/ Bidder/ Supplier] undertakes to treat all information provided as confidential

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

Section – VIII Contract Form

[To be signed & stamped by the Bidder and reproduced on the letter head To be attached with Technical Bid]

THIS AGREEMENT made on the _____ day of _____ 20____ between *[name of Procuring Agency]* of *[country of Procuring Agency]* (hereinafter called “the Procuring Agency”) on the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) on the other part:

WHEREAS the Procuring Agency invited Bids for certain goods and ancillary services, viz, *[brief description of goods and services]* and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Procuring Agency’s Notification of Award
 - (f) Contract agreement
 - (g) Complete Bidding document

In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the goods and services and to rectify defects therein in conformity with all respects in accordance with the provisions of the Contract

The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the rectification of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year mentioned above

Signed, sealed, delivered by _____ the _____ (for
the
Procuring Agency)

Signed, sealed, delivered by _____ the _____ (for the
Supplier)

Mandatory Eligibility/Qualification Requirements – Pass/Fail

Sr #	Detail	Responsive	Non-Responsive
1.	Valid registration/incorporation of the firm/company with the relevant authority		
2.	Valid NTN/Income Tax registration and Sales Tax registration, where applicable		
3.	Non-blacklisting/non-debarment nor involve in any litigation with any public/private sector shall undertake on stamp paper		
4.	At least 3 of similar nature of assignments have been performed / executed in public organization during last 05 years.		
5.	General Information Form of Bidding documents on letterhead of the firm duly signed and stamped		
6.	Affidavit on non-judicial Stamp Paper of Minimum Rs 100/- for non-blacklisting.		

Stamp & Signature of Bidder

Section – XI TECHNICAL EVALUATION CRITERIA

Sr #	Evaluation Criteria	Total Marks	Marks Achieved by Firm	Remarks
1	Relevant Organizational Experience – 15 Marks The Applicant's organizational experience shall be assessed from the date of its legal incorporation/registration up to the closing date of submission of applications. 3–5 years: 5 Marks More than 5–8 years: 10 Marks More than 8 years: 15 Marks Documentary Evidence: Valid Certificate of Incorporation/Registration issued by the relevant competent authority shall be submitted. The date of incorporation/registration mentioned in the certificate shall be used for calculation of the firm's organizational experience.	15		
2.	Experience in supply/procurement of goods, particularly bags, educational supplies, IT accessories or other comparable products since its establishment. 1) Up to 1-5 assignment 10 Marks 2) 6-9 assignment 15 Marks 3) 10 assignment 25 Marks Documentary Evidence: Valid Completion certificate/work order/satisfaction certificate/agreement to be provided.	25		
3.	Successfully completed supplies of Chromebook/Laptop Bags, School Bags, IT Equipment Bags or other substantially similar products to Government/Public Sector organizations during the last five (05) years up to 20 million each. 1) Five or more supply order or contract 25 Marks 2) Three supply order or contracts 15 Marks 3) One supply order or contract 10 Marks Documentary Evidence: Valid Completion certificate/work order/satisfaction certificate/agreement to be provided.	25		
4.	Government/Public Sector Experience – 10 Marks 1 completed assignment: 3 marks 2 completed assignments: 6 marks 3 or more completed assignments: 10 marks Documentary Evidence: Valid Completion certificate/work order/satisfaction certificate/agreement to be provided.	10		
5.	The financial strength of the bidder shall be assessed on the basis of the audited financial statements for the last three (03) financial years. Average Annual Turnover / Financial Strength 1) Rs. 100 million or above 25 Marks 2) 75 million to Rs. 99.99 million 15Marks 3) 50 million to Rs. 74.99 million 10Marks Documentary Evidence: audited financial statements for the last three (03) financial years to be provided.	25		
Total		100	Minimum qualification marks 70%	