Standard Bidding Document

Pre-Qualification of International Reinsurance Brokers for PRCL (Non-Consultancy Services)

International

Single Stage-One Envelope

September 14, 2026

Pakistan Reinsurance Company Limited (PAKRE) (Ministry of Commerce),Procurement Specialist
PRC Tower, 32-A, Lalazar Drive, M.T. Khan Road., Civil Line Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province).
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INVITATION FOR PREQUALIFICATION FOR OPEN FRAMEWORK AGREEMENT

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Pakistan Reinsurance Company Limited (PAKRE) (Ministry of Commerce)** has sufficient / has received / intends to apply for funds from **Non-ADP** and intends to apply part of such funds toward payments under the Framework Agreement for **Pre-Qualification of International Reinsurance Brokers for PRCL** having reference number **FFW9589**.

2. The **Pakistan Reinsurance Company Limited (PAKRE) (Ministry of Commerce)** intends to prequalify suppliers for subsequent Invitation to Bid(s) and to sign a Open Framework Agreement with the successful bidder(s) following completion of the bidding process.

3. The objective of the intended Open Framework Agreement is the on-demand supply of **Pre-Qualification of International Reinsurance Brokers for PRCL** through subsequent Call-Off Contract(s) during the Framework Agreement period. The purpose of this Prequalification Notice is to provide basic information to enable potential applicants to decide whether to respond to this Prequalification Notice.

4. Only the prequalified applicants shall be entitled to participate in the subsequent procurement proceedings. It is expected that Invitations to Bid will be issued to the Prequalified Applicants in **Tuesday, September 22, 2026**. The Open Framework Agreement is expected to be signed with the successful bidder(s) in **Friday, October 30, 2026** for a period of **36 Months**.

5. The Prequalification process is open to all **International** Applicants subject to fulfilling the eligibility requirements specified in the Prequalification Documents. Interested Applicants may obtain further information from **Pakistan Reinsurance Company Limited (PAKRE) (Ministry of Commerce)** through **EPADS v2.0** during office hours. A complete set of Prequalification Documents may be accessed by interested Applicants through **EPADS v2.0** at **https://epads.gov.pk/opportunities/federal/procurements/9589**.

6. The application, prepared in accordance with the instructions contained in the Prequalification Documents, must be submitted through **EPADS v2.0** on or before **Wednesday, October 14, 2026 11:00 AM**. Applications will be opened electronically through **EPADS v2.0** on the same day at **Wednesday, October 14, 2026 11:30 AM**. Manual submission of applications shall not be entertained.

7. Vendors who have not yet registered on **EPADS v2.0** may complete their registration at https://vendors.epads.gov.pk/. Guidance regarding registration and bid submission is available on the portal.

In terms of Rule 48 of Public Procurement Rules, 2004, the Grievance Redressal Committee (GRC) has been notified for the subject procurement. The notification is available on the Procuring Agency's website and on PPRA's website.

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Instructions to Applicants

A. General

1. **Scope of Application**

1.1. In connection with the "**Invitation for Prequalification**", the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Prequalification.

3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.

4. **Eligible Applicants**

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.
In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.
In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the JV), the execution of any Call-off Contract(s) awarded (to the JV) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.
The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of framework agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Framework Agreement(s) or Call-off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution of the Framework Agreement and/or Call-off Contract.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA’s website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. **Eligibility (in terms of Nationality)**

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. **Sections of Prequalification Documents**

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

PART 2 Supply Requirements

6.8. Section VII – Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7. **Clarification of Prequalification Documents and Pre-Application Meeting**

7.1. An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing through ePADS. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / ePADS as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Prequalification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through ePADS. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. **Amendment of Prequalification Documents**

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through ePADS.

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and ePADS.
Provided that an Applicant who had already submitted their Applications prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through ePADS.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:
Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. **Cost of Applications**

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.

10. **Language of Application**

10.1. The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. **Documents Comprising the Application**

11.1. The Application shall comprise the following:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

12. **Application Submission Letter**

12.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

13. **Documents Establishing the Eligibility of the Applicant**

13.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

14. **Documents Establishing the Qualifications of the Applicant**

14.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

14.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

14.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

14.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

14.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

14.4. The documentary evidence of the Applicant's qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency's satisfaction:

14.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

14.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. **Submission of the Applications through ePADS**

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

16. **Deadline for Submission of Applications**

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through ePADS.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through ePADS. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. **Confidentiality**

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through ePADS.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through ePADS.

19. **Clarification of Applications**

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through ePADS.

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. **Responsiveness of Applications**

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. **Margin of Preference**

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Prequalification.

22. **Sub-contractors**

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. **Evaluation of Applications**

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

23.4. Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant’s subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

24. **Procuring Agency’s Right to Accept or Reject Applications**

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on ePADS, duly approved by the Principal Accounting Officer or Head of Organization.

25. **Prequalification of Applicants**

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. **Notification of Prequalification**

26.1. The Procuring Agency shall notify all Applicants in writing through ePADS indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through ePADS.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through ePADS.

27. **Request for Bids**

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through ePADS.

28. **Changes in Qualifications of Applicants**

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.

29. **Redressal of Grievances**

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-65 of Public Procurement Rules, 2025.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. **Mechanism of Blacklisting**

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-25 of Public Procurement Rules, 2025 read with “Mechanism for Blacklisting Regulations, 2024”.

Framework Data Sheet

Framework Data Sheet (FDS)

The following specific data for the Framework Agreement shall complement, supplement, or amend the provisions in the Instructions to Applicants/Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

FDS Clause Number
ITB Number

Amendments of, and Supplements to, Clauses in the Instructions to Applicants/Bidders

A. General

FDS Clause Number 1
ITB Number 1.1

Identification Number of the Framework Agreement: **FFW9589**
The Procuring Agency is: **Pakistan Reinsurance Company Limited (PAKRE) (Ministry of Commerce)**
Framework Agreement Title: **Pre-Qualification of International Reinsurance Brokers for PRCL**

FDS Clause Number 2
ITB Number 2.1

The name of Procuring Agency is: **Pakistan Reinsurance Company Limited (PAKRE) (Ministry of Commerce)**
The name of Framework Agreement is: **Pre-Qualification of International Reinsurance Brokers for PRCL**

FDS Clause Number 3
ITB Number 2.2

Participating / Authorized Procuring Agencies under this Framework Agreement:

FDS Clause Number 4
ITB Number 3.1

Framework Type: **Open Framework Agreement**

FDS Clause Number 5
ITB Number 4.1

Framework Duration: **36 Months**

Commencement Date: **Monday, November 2, 2026**

Expiry Date: **Expired after the framework duration of 36 months from the award date.**

FDS Clause Number 6
ITB Number 5.1

A list of debarred firms and individuals is available on PPRA website: **https://ppra.gov.pk**

B. Contents of the Framework Document

FDS Clause Number 7
ITB Number 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

FDS Clause Number 8
ITB Number 7.1 & 8.2

Information related to the Framework Agreement shall be published on: **EPADS v2.0**

FDS Clause Number 9
ITB Number 7.2

Pre-Bid Meeting: **Clarification Date: Wednesday, September 30, 2026**

C. Preparation of Applications / Bids

FDS Clause Number 10
ITB Number 10.1

This Framework Agreement Document has been issued in the language: **English**

FDS Clause Number 11
ITB Number 11.1(d)

Additional documents to be submitted through **EPADS v2.0**:
No

FDS Clause Number 12
ITB Number 14.2

Source for determining exchange rates: **Not Applicable**

E. Submission of Applications / Bids

FDS Clause Number 18
ITB Number 16.1

Deadline for Bid Submission:
Day: ***Wednesday***
Date: ***Wednesday, October 14, 2026***
Time: ***11:00 AM***

FDS Clause Number 19
ITB Number 17.1

Opening of Bids shall be conducted through: **EPADS v2.0**
Day: ***Wednesday***
Date: ***Wednesday, October 14, 2026***
Time: ***11:30 AM***
Virtual participation link: **https://vendors.epads.gov.pk/**

F. Evaluation and Award

FDS Clause Number 20
ITB Number 21.1

Margin of Domestic Preference: **Not Applicable**

FDS Clause Number 21
ITB Number 22.1

Framework Award Basis: **Quality Based Selection (QBS)**

FDS Clause Number 22
ITB Number 23.1

Suppliers admitted to the Framework Agreement shall not be guaranteed any minimum quantity, value, or volume of business unless otherwise stated in the Framework Agreement.

FDS Clause Number 23
ITB Number 29.1

Framework-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Framework Agreement Documents
- The Procuring Agency’s evaluation decision
- The Procuring Agency’s Framework Award decision

Framework Items / Lots

Positions Without Lots :

Position	Delivery Schedule	Quantity
Reinusrance Brokerage Service	**Address:** PRC Tower, 32-A, Lalazar Drive, M.T. Khan Road., Civil Line Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province). **Schedule:** as per requirements **Quantity:** 1/job	1/job

Eligibility & Qualification Criteria

Bidder's Type	Required Registration

Sole Proprietorship Partnership Firm Company (Private Limited) Company (Public Limited) Company (Holding Company) Company (Limited by Guarantee) State Owned Enterprise (Private Limited) State Owned Enterprise (Public Limited)	None

Eligibility Criteria	Document
Foreign Broker - Broker must have minimum annual premium placement of USD 500 million (Documentary evidence duly signed by an authorized signatory)	Yes
Foreign Broker - Broker must have certificate of incorporation/registration (Certificate of Incorporation/Registration issued by the relevant authority)	Yes
Foreign Broker - Broker must have valid license in their countries of registration (Valid license/certificate issued by the relevant regulatory authority)	Yes
Foreign Broker - Broker must have valid professional indemnity insurance as prescribed by the relevant regulator (Copy of Professional Indemnity Insurance Policy showing validity and coverage details)	Yes
Foreign Broker - Broker must provide audited financial statements for the last three years (Audited financial statements duly signed by external auditors)	Yes

Foreign Broker - Broker must disclose any actual or potential conflict of interest with reinsurers, insurers, brokers, or any other relevant parties. (Signed declaration of conflict of Interest on the bidder's letterhead)	Yes
Foreign Broker - Broker must undertake to protect PRCL's data and maintain confidentiality (Signed Non-Disclosure Agreement (NDA) in the format prescribed by PRCL)	Yes
Foreign Broker - Broker must undertake to submit a duly filled in KYC Form and provide the required UBO information/documentation within one month of selection/pre-qualification (Signed Undertaking in the format prescribed by PRCL)	Yes
Foreign Broker - Broker must not be blacklisted, debarred, or suspended by any government, regulatory, or public-sector organization and must not be under any active investigation affecting its eligibility. (Signed undertaking/declaration on the bidder's letterhead)	Yes
For Local Network Partner/Affiliate in Pakistan (If Any) - Network agreement/letter signed by foreign broker and local network partner/affiliate (Copy of network agreement/letter signed by foreign broker and local network partner/affiliate)	Yes
For Local Network Partner/Affiliate in Pakistan (If Any) - Broker must possess a valid Insurance/Reinsurance Broker License issued by SECP (Copy of valid SECP License)	Yes
For Local Network Partner/Affiliate in Pakistan (If Any) - Broker must have National Tax Number and Sales Tax registration (Copies of NTN Certificate and Sales Tax Registration Certificates)	Yes
For Local Network Partner/Affiliate in Pakistan (If Any) - Broker must have and provide Federal Board of Revenue (FBR) registration and appear on Active taxpayers' list of FBR (Active Taxpayer status verified through the FBR website and supporting registration documents)	Yes
For Local Network Partner/Affiliate in Pakistan (If Any) - Broker must have valid professional indemnity insurance prescribed by SECP (Copy of Professional Indemnity Insurance Policy showing validity and coverage details.)	Yes

For Local Network Partner/Affiliate in Pakistan (If Any) - Broker must undertake to submit a duly filled-in KYC Form and provide the required UBO information/documentation within one month of selection/pre-qualification (Signed Undertaking in the format prescribed by PRCL)	Yes
For Local Network Partner/Affiliate in Pakistan (If Any) - Broker must not be blacklisted, debarred, or suspended by any government agency, regulatory authority, or public-sector organization in Pakistan (Signed undertaking/declaration on the bidder's letterhead)	Yes

Evaluation Criteria

Quality Based Selection (QBS)

Technical Marks	100
Passing Marks	**65**
Global Experience in Reinsurance Broking	
02 marks for each year of experience, subject to a maximum of 20 marks (Certificate of incorporation/ registration/ relevant document) (Qualitative)(Doc Required)	20
Experience in Placement of Risks in the Markets (Last 3 Years)	
01 mark for each placement, subject to a maximum of 20 marks (Names of Accounts with details, including year of placement) (Qualitative)(Doc Required)	20
Experience in Claims Handling (Last 5 Years)	
02 marks for handling of one settled claim only, subject to a maximum of 10 marks (Name of clients/insurers' claims, including claim amount and year of settlement (Qualitative)(Doc Required)	10
International Branch Network: Presence in UAE, Singapore, Lloyds, China and UK	

Presence in each specified location carries 2 marks, subject to a maximum of 10 marks (Provision of certificate of incorporation of each office) (Qualitative)(Doc Required)	10
International Staff Capabilities (Provision of profiles of 10 senior persons)	
Each profile carries 2 marks, subject to a maximum of 20 marks (Senior profiles must be attached) (Qualitative)(Doc Required)	20
Network Partnership/Affiliation with a Pakistani registered Broker	
Name and provision of documentary evidence of the affiliate/network partner in Pakistan. (Provision of minimum 10 partners Documentary proof as mentioned in the eligibility criteria) (Qualitative)(Doc Required)	10
Staff expertise in facultative placements and claims handling (Provision of 02 senior profiles along with details such as the names of accounts) (Qualitative)(Doc Required)	5
Local Staff Expertise in Treaty Placements and claims handling (Provision of 02 senior profiles along with details such as the names of treaties/insurers) (Qualitative)(Doc Required)	5

Call-Off / Secondary Procurement Procedure

Brief Description

as per annexure

Annexure

Detailed Request for Proposal

Information (Read-Only)

See Form Under Additional Forms and Documents: **Detailed Request for Proposal** (page number: 34)

Procurement Forms

Additional Forms and Documents

Pre-Qualification of International Reinsurance Brokers for Facultative and Treaty as per PPRA Rule No. 16A

1. Introduction:

Pakistan Reinsurance Company Limited (PRCL) is a state-owned reinsurance company of Pakistan, established to support and strengthen the domestic insurance industry through the provision of reinsurance capacity, enhancement of market stability, and optimization of national risk retention. PRCL plays a vital role in facilitating the placement of large and complex risks, including both public and private sector exposures, into domestic and international reinsurance markets. As a key institution in Pakistan's insurance ecosystem, PRCL contributes towards minimizing foreign exchange outflow, promoting local risk retention, and ensuring sustainable risk management solutions for strategic sectors of the economy.

2. Objective:

The objective of this expression of interest (EOI) is to pre-qualify and select competent and experienced international reinsurance brokers **under PPRA Rule No. 16A** for facultative and treaty reinsurance placements for PRCL and NICL in international markets. The selected/qualified brokers shall be invited, as and when required, to provide quotations and secure the most competitive insurance/reinsurance terms, conditions, and pricing for risks originating from PRCL.

The pre-qualified brokers shall be expected to facilitate PRCL's access to diversified global reinsurance capacity from international reinsurers to obtain competitive terms within the prescribed timelines for various business lines.

Scope of Services:

The pre-qualified international reinsurance brokers will be able to participate in PRCL's tenders for provision of reinsurance broking, advisory, placement, and claims support services for facultative and treaty reinsurance placements to PRCL, as and when required during the validity period of the pre-qualification. The scope of services will be as per particular tender and they may include, but not be limited to, arranging and obtaining competitive quotations/terms including pricing, conditions from international reinsurance markets; placement of facultative and/or treaty programs; facilitating access to diversified and highly rated international reinsurance markets advising on the placement strategy, risk structuring, and market conditions; coordination with reinsurers, loss adjusters and relevant stakeholders; and providing claims handling, claims advocacy, and technical support.

3.1 Facultative Reinsurance:

Brokers shall be required to arrange placements of individual large, public sector and non-public sector risks in international markets as per the particular tender won by that broker.

3.2 Treaty Reinsurance

Brokers shall be required to arrange placements of treaties in international markets as per the particular tender won by that broker.

4. Legal and Regulatory Compliance

Brokers must comply with all applicable laws, AML/CFT requirements, sanctions regimes, licensing obligations, and maintain transparency in all dealings.

5. Eligibility Criteria

MINIMUM ELIGIBILITY CRITERIA		
S#	**Criteria Description**	**Means of Verification**
For Foreign Broker		
01.	Broker must have minimum annual premium placement of USD 500 million	Documentary evidence duly signed by an authorized signatory
02.	Broker must have certificate of incorporation/registration	Certificate of Incorporation/Registration issued by the relevant authority
03.	Broker must have valid license in their countries of registration	Valid license/certificate issued by the relevant regulatory authority.
04.	Broker must have valid professional indemnity insurance as prescribed by the relevant regulator	Copy of Professional Indemnity Insurance Policy showing validity and coverage details
05.	Broker must provide audited financial statements for the last three years	Audited financial statements duly signed by external auditors
06.	Broker must disclose any actual or potential conflict of interest with reinsurers, insurers, brokers, or any other relevant parties.	Signed declaration of conflict of Interest on the bidder's letterhead
07.	Broker must undertake to protect PRCL's data and maintain confidentiality	Signed Non-Disclosure Agreement (NDA) in the format prescribed by PRCL
08.	Broker must undertake to submit a duly filled in KYC Form and provide the required UBO information/documentation within one month of selection/pre-qualification	Signed Undertaking in the format prescribed by PRCL
08.	Broker must not be blacklisted, debarred, or suspended by any government, regulatory, or public-sector organization and must not be under any active investigation affecting its eligibility.	Signed undertaking/declaration on the bidder's letterhead
For Local Network Partner/Affiliate in Pakistan (If Any)		
01.	Network agreement/letter signed by foreign broker and local network partner/affiliate	Copy of network agreement/letter signed by foreign broker and local network partner/affiliate
02.	Broker must possess a valid Insurance/Reinsurance Broker License issued by SECP	Copy of valid SECP License
03.	Broker must have National Tax Number and Sales Tax registration	Copies of NTN Certificate and Sales Tax Registration Certificates
04.	Broker must have and provide Federal Board of Revenue (FBR) registration and appear on Active taxpayers' list of FBR	Active Taxpayer status verified through the FBR website and supporting registration documents
05.	Broker must have valid professional indemnity insurance prescribed by SECP	Copy of Professional Indemnity Insurance Policy showing validity and coverage details.

06.	Broker must undertake to submit a duly filled in KYC Form and provide the required UBO information/documentation within one month of selection/pre-qualification	Signed Undertaking in the format prescribed by PRCL
07.	Broker must not be blacklisted, debarred, or suspended by any government agency, regulatory authority, or public-sector organization in Pakistan	Signed undertaking/declaration on the bidder's letterhead

Bid must be submitted by international reinsurance broker.
Broker must provide documentary proof of the all above-mentioned items in their application/proposal.
The application/proposal should be signed and stamped by an authorized signatory/senior person of the broker.

Note: As part of applicable regulatory requirements, all pre-qualified brokers shall be required to submit a duly filled-in KYC form and provide the required UBO information/documentation within one month of selection/pre-qualification. The brokers who fail to fulfill this requirement shall not be allowed to participate in any subsequent tenders of PRCL until the required duly filled-in signed and stamped KYC form along with the UBO information/documentation are submitted and compliance requirements are satisfactorily fulfilled.

6. Application/Proposal Structure

The application/proposal structure should be executive summary, company overview, relevant experience, service capabilities including reinsurance/retrocession placements and claims handling/support and supporting documentation including PRCL's provided Know Your Customer (KYC) forms.

7. Experience Requirements

Demonstrated experience in the placement of facultative and/or treaty risks in international reinsurance markets.

8. Evaluation Criteria:

The application/proposal submitted by the participating brokers shall be opened and evaluated in accordance with the prescribed pre-qualification criteria and scoring methodology as mentioned in below table. Broker obtaining a minimum score of 65 marks out of 100 shall be declared as pre-qualified/qualified broker.

S. No	Particular	Marking Criteria	Total Marks	Means of Verification
01	**Global Experience in Reinsurance Broking**	**02 marks for each year of experience**	**20**	Certificate of incorporation/registration/relevant document
02	**Experience in Placement of Risks in the Markets (Last 3 Years)**	**01 mark for each placement**	**20**	Names of Accounts with details including year of placement
03	**Experience in Claims Handling (Last 5 Years)**	**02 marks for handling of one settled claim only**	**10**	Name of clients/insurers claims including claim amount and year of settlement
04	**International Branch Network: Presence in UAE, Singapore, Lloyds, China and UK**	**Presence in each specified location carries 2 marks.**	**10**	Provision of certificate of incorporation of each office.
05	**International Staff Capabilities (Provision of profiles of 10 senior persons)**	**Each profile carries 2 marks. 10 profiles = 2*10 = 20 marks**	**20**	Provision of senior profiles
06	**Network Partnership/Affiliation with a Pakistani registered Broker**	**Name and provision of documentary evidence of affiliate/network partner in Pakistan = 10 marks**	**20**	Provision of Documentary proof as mentioned in eligibility criteria
		Staff expertise in facultative placements and claims handling = 5 marks		Provision of 02 senior/dealing people profiles along with details such as Name of accounts
		Staff expertise in treaty placements and claims handling = 5 marks		Provision of 02 senior/dealing people profiles along with details such as name of treaties/insurers
Total Marks			**100**	

The documents/requirements required under means of verification must be present in your proposal and this table should contain a corresponding page no of these details in your application/proposal/submission.

9. Evaluation of Application/Proposals:

Joint committees of NICL and PRCL will evaluate the proposals in line with PPRA rules and regulations.

10. Confidentiality of EOI & related documents:

All materials related to the tender including EOI, annexures, tender letter etc. shall be deemed strictly confidential and shall not be disclosed by bidders to any irrelevant party and the all the information be used for exclusive purpose of submitting a application/proposal under this EOI.

11. Cost of Tender Preparation:

PRCL in any circumstance has no responsibility to pay for and/or to reimburse any costs incurred by the bidder related to the preparation and/or submission of application/proposal for this tender, including costs of travel for participation in the tender.

12. Submission of application/proposal:

Application/proposal should be submitted on or before the due date at PPRA EPADS portal.

Strictly Private and Confidential

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