

INSTRUCTIONS FOR BIDDERS

1. Bid must be accompanied by a Pay Order/Bank Draft amounting to PKR. 100,000/- in favor of the Ministry of Foreign Affairs, Islamabad.
2. “SINGLE STAGE ONE ENVELOP PROCEDURE” will be followed.
3. Incomplete bids and bids without Pay Order/Bank Draft will be rejected.
4. Tender/bids through fax/email/post will not be entertained.
5. Pre-qualification of Firms will be for a period of three years. Initial contract will be for a period of one year and shall be extendable for a further period of two years subject to provision of satisfactory services by the Firm.
6. Duly completed bids from all aspects must be submitted hard form within 15 days of publication of “TENDER NOTICE” on website of PPRA’s Website as well as news papers.
7. List of documents mentioned at Para-5 of the Tender Documents must be provided along with the technical bid.
8. Firms achieving 75 marks out of 100 marks will be qualified whereas Firms having marks less than 75 shall stand disqualified.
9. The Ministry reserves the right to issue warning letter in case of poor performance/services.
10. Competent authority reserves the right to reject or accept the bids in accordance with PPRA rules.

TENDER DOCUMENT

HIRING OF SERVICES OF TRAVEL AGENCIES FOR PROCUREMENT OF AIR TICKETS BY THE MINISTRY OF FOREIGN AFFAIRS, ISLAMABAD

The Ministry of Foreign Affairs, Islamabad intends to hire the services of reputed Companies/Travel Agencies having adequate work experience in the corporate sector as well as sound financial position and registered with Income Tax/Sales Tax authorities of Pakistan besides are on Active Tax Payers List of the Federal Board of Revenue, for procurement of air tickets for a period of three (03) years.

2. The Companies/Travel Agencies shall be selected through process of pre-qualification as per provisions under Clause 15(1) of PPRA Rules 2004 (**Annex-I**).

3. The pre-qualification process shall be carried out on the basis of **“SINGLE STAGE SINGLE ENVELOPE PROCEDURE”**.

4. The companies/travel agencies are required to submit their **“TECHNICAL PROPOSAL”** within 15 days (**half an hour before the bid opening**) of publication of **“TENDER NOTICE”** at website of PPRA/Ministry of Foreign Affairs, Islamabad.

5. **The following standards must be strictly adhered to:-**

- Profile of the Company (work experience, letters of appreciation received from reputable organizations)
- List of Clients (details of Ministries/Divisions/Organizations to whom company is rendering services)
- A copy of Registration Certification with **IATA / GSA / PSA**

- A copy of incorporation issued by Security and Exchange Commission of Pakistan (SECP)
- Bank Statement (last two years) (2024-25, 2025-26)
- National Tax Number (NTN)/Tax Payer Registration Certificate
- Record of Filing of Income Tax (for fiscal years, 2024-25, 2025-2026)
- Demand Draft/Pay Order amounting to PKR. 100,000/- in favor of Ministry of Foreign Affairs, Islamabad
- Accounts Maintenance Certificate from the bank mentioning that the company is one of their clients and maintains a sound financial position
- Address/Location of the Company (**in Islamabad only**)
- Contact Details and CNIC of the Company's Owner
- An Undertaking for not being blacklisted/involved in litigation in any Govt/Semi Government institution on Rs. 100/- Stamp Paper (**specimen attached at Annex-II**)
- An undertaking that the firm/bidder has never been issued any warning letter/show cause notice on poor performance/services
- Period of initial contract will be for one year and will be extended for further two years subject to provision of satisfactory services by the firm.
- A focal person must be nominated to coordinate with the Ministry.

11. Bid Evaluation

- Bids will be opened on **08th October 2026 at 1500 hours**.
- The total marks allocated for the technical evaluation of the Bid are 100.
- If the technical bid achieved 75 marks out of 100, the bid will be considered technically responsive. Those bids scoring less than 75 marks will stand disqualified.
- The technical evaluation of the bid shall be according to criteria given at Annex-III. All compliance certificates need to be submitted with

the technical bid along with all lists and other requirements with verifiable proofs.

8. A **“CONSENT LETTER”** will be sent to all the technically qualified companies/travel agencies seeking their agreement for provision of 24/7 services to the Ministry for procurement of air tickets. The company/travel agency will be required to submit **“ACCEPTEANCE LETTER”** in the office of Director (MS), Ministry of Foreign Affairs, Islamabad at the address mentioned in Para-4 above within 3 working days of the issuance of consent letter.

9. The company/travel agency which accepts the offer will be bound to sign a **“FRAMEWORK AGREEMENT”** with the Ministry of Foreign Affairs, Islamabad for a period of three years. The companies/travel agencies who shall sign **“FRAMEWORK AGREEMENT”** will be formally enlisted on the approved panel of the Ministry of Foreign Affairs, Islamabad for procurement of air tickets on need basis.

10. The Ministry of Foreign Affairs, Islamabad shall float the **“REQUESTS FOR PROPOSALS (RFQs)/BoQs”** through email to all the companies/travel agencies that have entered into the Framework Agreement with the Ministry of Foreign Affairs, Islamabad.

TECHNICAL EVALUATION

S.No.	Evaluation Criteria/Parameters	Marks
i.	Profile of the Company*	10
ii.	List of Clients (max 10)	10
iii.	IATA /GSA/PSA Certification	20
iv.	SECP Incorporation Certificate	20
v.	NTN/STRN Certificate	10
vi.	Tax Returns (2024-25, 2025-26)	10
vii.	Affidavit for not being blacklisted	5
viii.	Pay Order	5
ix.	Accounts Maintenance Certificate from Bank	5
x.	Bank Statement of last two years (2024-25, 2025-26)	5
xi.	Total Marks	100

Note: Benchmark for qualification is at least 75 Marks.

***Criteria for Company Profile:**

- ✓ Two-year corporate work experience: 0.5 marks (Maximum marks=7)
- ✓ Letter of Appreciation: 0.5 marks (Maximum marks=3)

****Criteria for Clients**

- ✓ Services to Federal Ministries/Divisions/Organizations:0.5 marks (Maximum marks=6)
- ✓ Services to reputed Private Organizations :0.5 marks (Maximum marks=4)

(on fresh stamp paper value to Rs. 100)

UNDERTAKING

(for not blacklisted/involved in Litigation)

It is certified that Firm/Travel Agency _____
_____ has never been barred or blacklisted by any
Government/Public/Private Organization and that the Firm will be liable to
any legal action (including blacklisting of the Firm) for furnishing false
information/documents.

It is certified that the Firm has never been issued any warning letter/show
cause notice on poor performance.

It is also certified that the information furnished here in and as per the
documents submitted is true and correct and nothing has been concealed or
tampered with.

I/we have gone through all the conditions of tender/bidding documents and
am/are liable to any legal action (including blacklisting of the firm) for
furnishing false information/documents.

SIGNATURE

WITH STAMP OF THE FIRM

Date. _____