

Expression of Interest (EOI)

REQUEST FOR EXPRESSION OF INTEREST

**Selection of Host Institution for the National Hub of Excellence for Mental
Health Education, Research, Training, Advocacy, Services, and Policy
Innovation**

Ref No: 0001/26/Proc-EOI-VIII



Ministry of National Health Services, Regulations and Coordination

6th July, 2026

**3rd Floor, Kohsar Block, Pak Secretariat,
Ministry of National Health Services, Regulations and Coordination
Islamabad**

Ph No: 051-9107671

DISCLAIMER

1. The information contained in this Expression of Interest (EOI) document, or subsequently provided to applicants whether verbally or in written form by or on behalf of the Ministry of National Health Services, Regulations & Coordination (MoNHSR&C), Government of Pakistan, shall be subject to the terms and conditions set out in this EOI document. Any further information provided to the applicants shall also be subject to such terms and conditions. The interpretation of all provisions, instructions, and contents of this EOI shall vest solely with the Ministry, and the Ministry's interpretation shall be final and binding.
2. This Expression of Interest (EOI) document does not purport to contain all the information that prospective applicants may require. The document may not be appropriate for all applicants, and it is not feasible for the Ministry of National Health Services, Regulations & Coordination (MoNHSR&C) to consider the specific objectives, technical capacity, financial position, or particular needs of each entity that may use or rely upon this document. Applicants may possess different levels of familiarity or understanding of the assignment compared to others. Each applicant is therefore solely responsible for conducting its own investigations, due diligence, assessments, and analysis, and for verifying the accuracy, reliability, and completeness of the information contained in this EOI document. Applicants are strongly advised to seek independent professional, technical, and legal advice from appropriate sources. The Ministry makes no representation, warranty, or undertaking whether express or implied and shall bear no liability under any applicable law, rule, or regulation regarding the accuracy, reliability, or completeness of any information contained in this EOI document or otherwise supplied to applicants.
3. Ministry of National Health Services, Regulations & Coordination may, in their absolute discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this EOI document or cancel the present invitation and call for fresh invitations. Such changes would be intimated to all applicants using this EOI Document.
4. Ministry of National Health Services, Regulations & Coordination reserves the right to reject all Expression of Interests (EOI) submitted in response to this EOI Invitation prior to the acceptance of an EOI according Public Procurement Rules (PPRA-2004). Ministry of National Health Services, Regulations & Coordination also reserves the right to hold or withdraw from or cancel the process at any stage up to the final pre-qualification / shortlisting.
5. Ministry of National Health Services, Regulations & Coordination will have no liability in case of non-receipt of any correspondence from them to the applicant due to the postal delays.
6. Mere submission of EOI document does not guarantee that the applicant will be selected for the project.



GOVERNMENT OF PAKISTAN
Ministry of National Health Services, Regulations and Coordination

Procurement Notice # 0001/26/Proc-EOI-VIII

Selection of Host Institution for the National Hub of Excellence for Mental Health Education, Research, Training, Advocacy, Services, and Policy Innovation

The Ministry of National Health Services, Regulations & Coordination (M/o NHR&C), Government of Pakistan, intends to select a **Host Institution** for the establishment and operation of the **National Hub of Excellence for Mental Health Education, Research, Training, Advocacy, Services, and Policy Innovation**.

In this regard, the Ministry invites **Expressions of Interest (EOIs)** from well-reputed, legally registered, and experienced institutions having demonstrated expertise in mental health education, research, training, advocacy, service delivery, and policy development to host and operate the National Hub in accordance with the approved Terms of Reference (TORs) and EOI requirements.

The detailed EOI document, containing the eligibility criteria, qualification requirements, evaluation methodology, submission procedures, and other relevant information, may be downloaded free of cost from the following websites:

- Ministry of National Health Services, Regulations & Coordination: <https://www.nhsrsc.gov.pk/>
- Public Procurement Regulatory Authority (PPRA): <https://www.ppra.org.pk/>
- e-Pak Acquisition and Disposal System (e-PADS): <https://eprocure.gov.pk/>

Interested applicants shall prepare and submit their EOIs in accordance with the instructions contained in the EOI document. Electronic submission through **e-PADS** is mandatory. The completed EOIs must be submitted through e-PADS **on or before _____, 2026, at 10:00 A.M.** The submitted EOIs will be opened electronically on the **same day at 10:30 A.M.**

Manual submission of EOIs, either in full or in part, shall **not** be accepted and shall be treated as non-responsive.

In accordance with **Rule 48 of the Public Procurement Rules, 2004**, a **Grievance Redressal Committee (GRC)** has been constituted for this procurement. The notification and composition of the GRC are available on the e-PADS portal.

The Ministry of National Health Services, Regulations & Coordination reserves the right to accept or reject any or all EOIs at any stage of the procurement process in accordance with the provisions of the **Public Procurement Rules, 2004**

Ministry of National Health Services, Regulations & Coordination
3rd Floor, Kohsar Block, Pak Secretariat, Islamabad
Ph: Ph No: 051-9107671

1. INSTRUCTIONS TO APPLICANT FIRMS

1.1 BRIEF INTRODUCTION

The Ministry of National Health Services, Regulations & Coordination (M/o NHR&C), Government of Pakistan, recognizes mental health as a national development and public-health priority.

In line with Pakistan's commitments under the Universal Health Coverage (UHC) Benefit Package, the National Health and Population Policy (2026–2034), and the WHO Global Mental Health Action Plan (2013-2030), the M/o NHR&C is establishing a National Hub of Excellence for Mental Health Education, Research, Training, Services, and Policy (hereinafter referred to as the National Hub).

The National Hub will strengthen the mental-health systems, advance education and training, promote evidence-informed policy innovation, and foster integration of mental-health services within health, education, and social-protection sectors.

Through this Expression of Interest, the M/o NHR&C invites applications from eligible academic, research, philanthropy, for profit social enterprises/ institutions with technical, physical, and financial capacity and demonstrated track-record in mental health to host the National Hub of Excellence for mental health. be formally notified by the M/o NHR&C as the National Hub of Excellence for Mental Health Education, Research, Training, Advocacy, Services, and Policy Innovation.

1.2 OBJECTIVE OF EOI

The objective of this EOI is to identify a competent institution capable of hosting, managing, and operating the National Hub independently while providing technical leadership in mental health across Pakistan

1.3 FINANCES FOR THE EOI:

The selected Host Institution shall be solely responsible for the establishment, operationalization, management, administration, financing, and long-term sustainability of the National Hub of Excellence for Mental Health Education, Research, Training, Advocacy, Services, and Policy Innovation.

The Ministry of National Health Services, Regulations & Coordination (M/o NHR&C) shall not bear any financial liability arising from the establishment or operation of the National Hub unless otherwise agreed through a separate written arrangement approved by the Competent Authority

1.4 ELIGIBLE APPLICANTS

Applicants shall meet all of the following mandatory eligibility requirements. Failure to comply with **any one** of the requirements shall render the applicant **non-responsive**, and the application shall not be considered for further technical evaluation.

1.5 GENERAL INSTRUCTIONS TO THE APPLICANTS

1.5.1 Clarification on EOI Documents

A prospective applicant firm requiring any clarification on this EOI document may seek clarification by contacting the Ministry of National Health Services, Regulations and Coordination during working hours on all working days prior to three days of the deadline for submission of the completed EOI document at the address mentioned below:

_____,
Ministry of National Health Services, Regulations and Coordination
3rd Floor, Kohsar Block, Pak Secretariat,
Islamabad, Pakistan 44000
Tel +92-51-_____
E-mail: _____@nhsrhc.gov.pk

1.5.2 Amendments in EOI Document:

At any time prior to the deadline for submission of applications, Office of Ministry of National Health Services, Regulations and Coordination may amend the EOI Documents by issuing addenda/Corrigendum on EPADS of PPRA.

Any addendum / corrigendum of EOI issued shall be part of the EOI Documents and shall be published on EPADS of PPRA.

To give prospective Applicants reasonable time to take an addendum/corrigendum into account in preparing their applications, Office of Ministry of National Health Services, Regulations and Coordination may extend the deadline for the submission of application and same will also be published on EPADS of PPRA

1.5.3 Cost of Preparation of EOI and Liability:

Applicant firm shall bear all costs associated with the preparation and submission of the EOI document. The Ministry will, in no case, be responsible or liable for these costs, or have any other liability to any Applicant, regardless of the conduct or outcome of the EOI process. The Ministry shall have no obligation to any Applicant to reimburse any costs incurred in preparing a response to this EOI.

1.5.4 Confidentiality of the Document

If an Applicant believes that any portion of the submission is to be treated in confidence, he shall identify such information clearly in the submission. The Ministry will make every effort to treat such documents in confidence as far as possible.

1.6 SUBMISSION OF EXPRESSION OF INTEREST

1.6.1 Sealing & Marking:

Properly sealed hard copy of the application will be submitted along with supporting documents at the designated office/ location, Ministry of National Health Services, Regulations and Coordination Islamabad with proper page marking, and proper binding shape by or before the announced date and time of opening.

_____,
Ministry of National Health Services, Regulations and Coordination

1.6.2 Deadline for Submission

1. Deadline for the submission will be as per announced Date and time via National Press, PPRA website and EPADS of the PPRA.
2. The Ministry of National Health Services, Regulations and Coordination, may at its discretion, extends the deadline for the submission of applications. However, this will be intimated in national press via corrigendum as well as on EPADS of PPRA.
3. The completed EOI document must be submitted to the before 12:00 Hours, Pakistan Standard Time (GMT +5) on ---- of December, 2025 (---day) on EPAD & Hard Copy will be submitted address Above 1.6.1.
4. The completed EOI documents received by the Ministry after the deadline shall be considered late and shall be summarily rejected.
5. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hours.

1.7 PUBLIC OPENING OF THE EOI DOCUMENT

The completed EOI documents received by the due date and within the time specified in section 1.6.2, shall be opened at 15:00 Hours on the same day, in the presence of the applicants or their authorized representatives who so ever wish to attend the opening event. Absence of the applicants or their authorized representative(s), however, shall not obstruct or prevent the opening of the EOI in any way. Applicants' each designated representative must bring a letter from the applicant stating that he/she is authorized to represent the applicant for the public opening of the EOI document. Applicants or their authorized representatives who are present at the time of opening shall sign in a register evidencing their presence.

During the opening, an authorized representative of the Ministry of National Health Services, Regulations and Coordination shall read out the names of the applicants who have submitted the completed EOI document and then will open the submitted EOI envelopes.

1.8 SHORTLISTING PROCESS

The Ministry of National Health Services, Regulations and Coordination shall shortlist the Applicant Firms based on the eligibility parameters and evaluation criteria prescribed herein after. Anything not mentioned in this document regarding the EOI process shall be governed by the prevailing Public Procurement Rules and Regulations issued by the Public Procurement Regulatory Authority.

At the first stage screening of the application shall be made in accordance with eligibility parameters, and then evaluation of the applications shall be made in accordance with the Evaluation Criteria.

1.8.1 First Screening of Applications as per Eligibility Parameters (1st Stage)

The basic eligibility parameters are as follows:

Sr. No.	Eligibility Requirement	Detailed Requirement	Documentary Evidence Required	Compliance
1	Legally Registered Institution	The applicant shall be a legally established entity under the applicable laws of Pakistan, including a Public or Private University, Research Institution, Teaching Hospital, Mental Health Institute, Section 42 Company, Society, Trust, Foundation, or any other legally recognized entity authorized to undertake the proposed activities.	Certificate of Registration, Charter, Act, Memorandum & Articles of Association, Trust Deed, Society Registration Certificate, or other relevant legal registration documents.	Pass / Fail
2	Registered in Pakistan	The applicant shall maintain its principal office and be legally registered and operating within Pakistan. Institutions with regional or international affiliations may apply provided they possess valid legal registration in Pakistan.	Registration Certificate, proof of registered office address, and relevant statutory documents.	Pass / Fail
3	National Tax Number (NTN) Registration	The applicant shall possess a valid National Tax Number (NTN) issued by the Federal Board of Revenue (FBR) and shall be an Active Taxpayer at the time of submission of the EOI.	NTN Certificate and Active Taxpayer List (ATL) status issued by FBR.	Pass / Fail
4	Audited Financial Statements (Last Three Years)	The applicant shall demonstrate financial soundness by submitting audited financial statements for the last three completed financial years, prepared and certified by an independent Chartered Accountant or Chartered Accountancy Firm registered	Audited Financial Statements, Auditor's Reports, Balance Sheets, Income & Expenditure Statements, and Cash Flow Statements for the last three years.	Pass / Fail

		with the Institute of Chartered Accountants of Pakistan (ICAP).		
5	Conflict of Interest Declaration	The applicant shall certify that neither the institution nor its governing body, management, proposed Director, or key personnel has any actual, potential, or perceived conflict of interest that could influence the impartial performance of the National Hub. Any existing or potential conflict shall be fully disclosed.	Duly signed Conflict of Interest Declaration on the applicant's official letterhead.	Pass / Fail
6	Not Blacklisted	The applicant shall not have been declared ineligible, suspended, debarred, or blacklisted by any Federal or Provincial Government Department, Public Sector Organization, Autonomous Body, Development Partner, International Organization, or Regulatory Authority on account of fraud, corruption, professional misconduct, or poor performance.	Notarized Affidavit of Non-Blacklisting issued on judicial stamp paper, together with a declaration signed by the authorized representative of the institution.	Pass / Fail

Important Note

1. All documentary evidence shall be submitted with the Expression of Interest (EOI).
2. The Ministry reserves the right to verify any information or document submitted by the applicant from the relevant issuing authorities.
3. Submission of false, misleading, or fabricated information shall result in immediate disqualification and may lead to legal action under the applicable laws of Pakistan.
4. Only applicants meeting **all mandatory eligibility requirements** shall qualify for detailed technical evaluation.
5. Compliance with the mandatory eligibility criteria does not guarantee selection; shortlisted applicants shall subsequently be evaluated against the technical evaluation criteria prescribed in the EOI.

1.8.2 Technical Evaluation Criteria (100 Marks)

A. The Technical Evaluation Committee (TEC) shall evaluate only those applicants who have successfully met all the Mandatory Eligibility Criteria. The evaluation shall be carried out on a total score of **100 marks**. The minimum qualifying score shall be **70 marks**. Applicants scoring less than 70 marks shall not be considered for selection.

Sr. No.	Evaluation Criteria	Maximum Marks	Evaluation Parameters	Supporting Evidence Required
1	Institutional Profile & Governance	10	Assessment of the legal status, governance structure, institutional maturity, organizational management systems, Board/Governing Body, policies, and experience in managing national institutions. Preference shall be given to institutions demonstrating transparent governance and effective institutional leadership.	Registration documents, organizational chart, governance structure, Board details, institutional policies, annual reports.
2	Experience in Mental Health Programmes	20	Demonstrated experience in implementing mental health programmes, clinical services, policy development, advocacy, community interventions, health systems strengthening, psychosocial support, and national or international mental health initiatives during the last ten years.	Completion certificates, contracts, project summaries, client references, programme reports, government notifications.
3	Research & Innovation Capacity	15	Experience in conducting mental health research, operational research, epidemiological studies, publications in peer-reviewed journals, policy research, innovation projects, grants received, and knowledge management systems.	List of publications, research grants, research reports, patents, policy papers, innovation projects.
4	Education & Training Experience	10	Experience in designing and delivering undergraduate, postgraduate, continuing professional development (CPD), in-service training, curriculum development, capacity-building programmes, and accreditation of training programmes in mental health or related disciplines.	Academic programmes, training reports, curricula, accreditation certificates, participant records.
5	Technical Experts & Human Resources	10	Availability of a multidisciplinary team, including psychiatrists, clinical psychologists, psychiatric nurses, public health specialists, epidemiologists, researchers, social scientists,	CVs of key personnel, organizational staffing structure, professional registrations, employment records.

			biostatisticians, programme managers, finance professionals, and administrative personnel with relevant qualifications and experience.	
6	Infrastructure & Facilities	10	Availability of adequate physical and digital infrastructure required for the establishment and operation of the National Hub, including office space, research facilities, training halls, conference rooms, ICT infrastructure, library, data management systems, and administrative support.	Photographs, ownership/lease documents, equipment inventory, ICT infrastructure details, facility descriptions.
7	National & International Partnerships	10	Demonstrated collaboration with Federal and Provincial Governments, universities, research institutions, professional bodies, UN agencies, development partners, and international organizations in mental health, public health, education, or research.	Memoranda of Understanding (MoUs), collaboration agreements, partnership letters, project documentation.
8	Financial Sustainability	5	Financial strength of the institution, including audited financial statements, internal financial controls, resource mobilization experience, diversified funding sources, and the ability to independently sustain the National Hub for five years without creating financial liability for the Government.	Audited financial statements, bank certificate, donor portfolio, sustainability plan, financial policies.
9	Proposed Five-Year Strategic Vision	5	Quality, feasibility, and innovation of the proposed strategic vision for establishing and operating the National Hub, including governance, research, education, policy innovation, service delivery, partnerships, digital transformation, monitoring, and sustainability.	Five-Year Strategic Plan, implementation roadmap, work plan, risk management strategy.
10	Proposed Director	5	Qualifications, professional experience, leadership capacity, research profile, publications, national and international recognition, resource mobilization	Detailed Curriculum Vitae, academic degrees, professional registrations, publications, awards, reference letters. The Director shall have at-least

			experience, and ability to provide strategic leadership to the National Hub.	ten (10) years of demonstrated professional experience in mental health–related research, education, policy, service delivery, or systems strengthening
	Total Marks	100		

B. Detailed Marking Guidance

Evaluation Criteria	Marks Distribution
Institutional Profile & Governance	10
• Legal status and institutional governance	3
• Institutional experience and reputation	4
• Governance systems, policies, and quality assurance mechanisms	3
Experience in Mental Health Programmes	20
• National mental health programme implementation	8
• Mental health policy, advocacy, and service delivery	6
• Experience with Government, UN agencies, or development partners	6
Research & Innovation Capacity	15
• Research projects completed	5
• Peer-reviewed publications and policy papers	5
• Innovation, grants, and knowledge management	5
Education & Training Experience	10
• Academic and professional training programmes	4
• Curriculum development and accreditation	3
• Capacity building and continuing professional development	3
Technical Experts & Human Resources	10
• Availability of multidisciplinary experts	5
• Qualifications and experience of key personnel	5
Infrastructure & Facilities	10
• Office and research infrastructure	4
• ICT, library, and training facilities	3
• Administrative and operational support systems	3
National & International Partnerships	10
• National institutional collaborations	5
• International collaborations and donor partnerships	5
Financial Sustainability	5
• Financial strength and sustainability	3
• Resource mobilization and financial management systems	2
Proposed Five-Year Strategic Vision	5
• Strategic relevance and implementation approach	3
• Innovation, sustainability, and measurable outcomes	2
Proposed Director	5
• Qualifications and experience	2
• Leadership, research profile, and national/international recognition	3

C. Minimum Qualifying Score

Applicants obtaining **70 marks or above** in the Technical Evaluation shall be considered technically qualified. The institution obtaining the highest evaluated technical score, subject to satisfactory due diligence and approval by the Competent Authority, may be selected as the Host Institution for the

1.8. Clarification during Evaluation by the Ministry

During the evaluation, the Ministry may require the applicant for necessary clarifications or substantiation of the information furnished. The Applicant shall furnish the necessary clarifications expeditiously by post/ courier/ e-mail or by any other means of communication to Ministry’s address.

If the Applicant fails to provide timely clarification or substantiation of the information furnished, the Ministry may declare such applicant as unqualified for shortlist and reject his/her application.

1.8.3 Rejection of EOI Document of Applicant

The Ministry reserves the right to reject all EOI applications. The Ministry shall upon request communicate to any applicant who submitted EOI application, the grounds for its rejection, but is not required to justify those grounds. The Authority is not liable for any losses to Applicants due to such rejection.

Making any misrepresentation or furnishing of any false or wrong information, document or evidence by any firm or joint venture, as the case may be, may result in rejection of the EOI document of the firm or their joint ventures. In addition, in such cases, legal action shall be taken as per prevailing law, in addition to debarment of the firm(s) to participate in any procurement in the jurisdiction of the Authority, for the time determined by the Authority on the basis of the gravity of misrepresentation or false or wrong information.

1.8.4 Notice of Result of Evaluation & Selection Process

All applicants irrespective of the qualified or non-qualified and short listed or non- shortlisted will be notified in writing the result of evaluation of qualification in due course of time.

Applicants listed in the short-list will be considered as qualified firm and will be invited to participate in the Request for Proposal process.

The selection of the Host Institution shall be conducted through a transparent, competitive, and merit-based process in accordance with the Public Procurement Rules, 2004.

Stage	Activity	Description
Stage-1	Advertisement	The Ministry shall publicly advertise the Expression of Interest (EOI) through the Public Procurement Regulatory Authority (PPRA), e-Pak Acquisition and Disposal System (e-PADS), the Ministry's official website, and national newspapers (where applicable). The advertisement shall specify the scope, eligibility criteria, submission deadline, and evaluation process.
Stage-2	Receipt of EOIs	Interested institutions shall submit their Expressions of Interest electronically through e-PADS on or before the specified closing date and time. EOIs received after the deadline or submitted manually shall not be considered.

Stage-3	Preliminary Examination	The Evaluation Committee shall examine each EOI to verify compliance with the mandatory eligibility requirements, completeness of the submission, legal status, required declarations, and supporting documentation. Applications failing to meet any mandatory requirement shall be declared non-responsive and shall not proceed to the technical evaluation stage.
Stage-4	Technical Evaluation	Only responsive applicants shall be evaluated against the approved Technical Evaluation Criteria (100 Marks). The evaluation shall assess institutional capacity, governance, technical expertise, mental health experience, research, education and training, infrastructure, partnerships, financial sustainability, strategic vision, and the qualifications of the proposed Director. Applicants obtaining a minimum score of 70 marks shall qualify for the next stage.
Stage-5	Presentation by Shortlisted Institutions	Technically qualified institutions shall be invited to deliver a formal presentation before the Evaluation Committee. The presentation shall demonstrate the institution's vision, implementation strategy, governance model, financial sustainability, proposed organizational structure, research agenda, education and training programmes, service delivery model, partnership strategy, monitoring and evaluation framework, digital transformation initiatives, risk management approach, and five-year implementation roadmap. The Committee may seek clarifications and assess the institution's leadership, technical competence, innovation, and overall capability to establish and operate the National Hub.
Stage-6	Due Diligence	The Ministry may conduct due diligence to verify the information submitted by shortlisted applicants. This may include verification of legal status, financial capacity, infrastructure, governance arrangements, key personnel, previous projects, research facilities, institutional reputation, and references. Site visits may also be undertaken where considered necessary.
Stage-7	Final Evaluation and Recommendation	Based on the technical evaluation, presentation, and due diligence findings, the Evaluation Committee shall prepare a comprehensive evaluation report and recommend the highest-ranked institution for selection as the Host Institution.
Stage-8	Approval by Competent Authority	The Evaluation Committee's recommendation shall be submitted to the Competent Authority within the Ministry for review and approval in accordance with the applicable rules, regulations, and delegated powers.
Stage-9	Notification of Selection	Upon approval, the Ministry shall issue a formal Notification and Letter of Acceptance to the selected Host Institution. Unsuccessful applicants may be informed of the outcome in accordance with applicable procurement rules.
Stage-10	Signing of Hosting Agreement	The Ministry and the selected Host Institution shall enter into a formal Hosting Agreement defining the rights, obligations, governance arrangements, performance indicators, reporting requirements, financial responsibilities, monitoring mechanisms, duration of appointment, renewal provisions, and grounds for suspension or termination. Following execution of the Agreement, the Host Institution shall commence the establishment and operationalization of the National Hub in accordance with the approved implementation plan.

Important Notes

1. The Ministry reserves the right to seek additional information or clarifications from any applicant at any stage of the evaluation process.
2. Submission of false or misleading information may result in immediate disqualification and any other action permissible under the applicable laws.
3. The Ministry may reject any or all EOIs without assigning any reason, in accordance with the Public Procurement Rules, 2004.
4. The decision of the Competent Authority shall be final and binding.

Government of Pakistan

Ministry of National Health Services, Regulations & Coordination (M/o NHSR&C)
Islamabad

BY-LAWS

of the National Hub of Excellence for Mental Health Education, Research, Training, Advocacy,
Services, and Policy innovation

Background

Mental health constitutes a significant public-health and development concern in Pakistan, requiring coordinated national leadership and system-level action. The Ministry of National Health Services, Regulations & Coordination (M/o NHSR&C), Government of Pakistan, in exercise of its mandate for nationwide health-sector policy coordination, and fulfillment of national and international commitments, recognizes the necessity of strengthening mental-health governance, research, workforce development, and service delivery across Pakistan's federated, provincial, and regional health system.

Following the devolution of health functions under the 18th Constitutional Amendment, Provinces and Regions have enacted Mental Health Acts and formulated policies to regulate mental-health services and safeguard rights. Notwithstanding this progress, persistent gaps remain in implementation, including limitations in technical capacity, human resources, research and surveillance systems, service integration, and uniform application of standards across jurisdictions. These gaps necessitate a centralized mechanism to support harmonization, coordination, and evidence-based system strengthening at the national level.

In alignment with Pakistan's National Health Vision, the Universal Health Coverage (UHC) Benefit Package, the National Action Plan for Non-Communicable Diseases and Mental Health, and the Sustainable Development Goals, as well as alignment with global frameworks including the WHO Comprehensive Mental Health Action Plan, the WHO Special Initiative for Mental Health, and UNICEF's global adolescent mental-health priorities, the M/o NHSR&C has decided to establish a National Hub of Excellence for Mental Health Education, Research, Training, Advocacy, Services, and Policy Innovation.

The National Hub of Excellence shall be hosted in a national/provincial mental health Institute/University/Legal entity and function as the designated national reference Hub for mental health, mandated to provide technical leadership, promote research and policy innovation, support workforce development, facilitate service integration, and enable coordinated implementation of mental-health priorities across federal, provincial, and regional jurisdictions, in accordance with these By-Laws.

Article I – Title and Establishment

1. These By-Laws shall be cited as the 'By-Laws of the National Hub of Excellence for Mental Health Education, Research, Training, Advocacy, Services, and Policy innovation'.
2. The National Hub of Excellence for Mental Health Education, Research, Training, Advocacy, Services, and Policy (hereinafter referred to as “the National Hub”) shall serve as Pakistan’s designated national reference institution for mental health, as notified by the M/o NHR&C and shall be housed in a “Host Institution”.

Article II – Legal Status and Jurisdiction

1. The National Hub shall be independent with a common seal, authorized to enter contracts, and sue or be sued in its own name.
2. The National Hub shall function as a National reference institution for mental health with jurisdiction extending across the Federation, Provinces, Regions and Territories of Pakistan.

Article III - Role and Functions of the National Hub

1. The National Hub shall perform its operational, financial, and programmatic, and human-resource activities independently in accordance with these By-Laws.
2. The National Hub shall provide technical, academic, advocacy, services and policy support to the Federal/Provincial and Regional authorities for the promotion, prevention, treatment, rehabilitation, and integration of mental health within the framework of Universal Health Coverage and national health priorities in line with National Health and Population Policy.
3. The National Hub shall design, coordinate, and conduct mental health research to inform policy innovation and practice for early identification, prevention, and early intervention across the life course
4. The National Hub shall develop, and seek accreditation of education, training, and continuing professional development programmes for mental health specialists and non-specialists/associated officials, in collaboration with relevant regulatory, academic, and professional bodies.
5. The National Hub shall support the integration of mental health services across primary, secondary and tertiary health care, education systems, higher education institutions, out of school children and community and social-protection platforms, in coordination with Federal, Provincial, and regional stakeholders.
6. The National Hub shall design, coordinate, and lead strategic, evidence-informed advocacy for mental health at national, provincial, and regional levels to elevate mental health as a public health, social, and development priority.
7. The National Hub shall coordinate through Provincial and Regional Spoke Partner representatives to promote harmonization of standards, quality assurance, inter-provincial learning, and scalable implementation of evidence-based interventions.
8. The National Hub shall initiate and lead national and international collaborations with academic institutions, development partners, and multilateral organizations, including but not limited to the World Health Organization and UNICEF, in furtherance of its mandate.

9. The National Hub shall establish and maintain national platforms for mental health data, knowledge management, and dissemination, including repositories of evidence, best practices, and learning resources.
10. The National Hub shall support continuous quality improvement of mental health programmes and systems and shall contribute to national reporting and policy review processes.
11. The National Hub shall lead and support mental health policy innovation through the systematic generation, synthesis, and translation of evidence into actionable policy solutions. In close collaboration with Federal, Provincial, and regional authorities, the Hub shall function as a policy laboratory to design, pilot, evaluate, and refine innovative mental health policies, programmes, and financing mechanisms. The Hub shall provide structured technical assistance for the drafting of mental health-related bills, subordinate legislation, and legislative amendments, and support their progression through relevant Federal and Provincial consultative, review, and approval mechanisms, in accordance with constitutional mandates and legislative procedures.
12. The National Hub will propose/draft the legislation(s) for the M/o NHSR&C to seek approval from competent forums as may be need for promotion, prevention, treatment and rehabilitation of mental health in Pakistan.
13. The National Hub through its Spokes shall support national, provincial and regional health regulatory authorities in the development, adaptation, operationalization, implementation and compliance of relevant national/international mental health policies, quality standards/conventions/frameworks.

Article IV – Characteristics and Selection of the Host Institution

1. The Institute, hosting the National Hub “the Host Institution” shall be an academic or research institution or a for-profit social enterprise, or a legally registered entity under applicable laws of Pakistan, including relevant University Acts, the Societies Act, Trusts Act, Companies Act (Section 42), or other applicable legislation.
2. The Host Institution shall have proven expertise in mental-health education, research, policy, and training or services, and shall have the legal and infrastructure capacity to host a national-level institution.
3. The Host Institution shall possess demonstrated institutional competence and a proven record in mental health-related education, research, training, services, advocacy, policy support, or systems strengthening at national or international level.
4. Selection of the Host Institution shall be through an open, transparent Expression of Interest (EOI) process conducted by M/o NHSR&C, as detailed in the EOI (Annex – A).
5. The Host Institution, through the National Hub, shall demonstrate the capacity to engage with Federal, Provincial, and regional authorities, academic institutions, international organizations, and development partners in furtherance of the objectives of the National Hub.
6. The Host Institution shall provide / facilitate access to adequate infrastructure, administrative support, and enabling facilities as necessary for the effective functioning of the National Hub.

7. The Host Institution shall demonstrate financial sustainability, sound financial management, transparency, and accountability.
8. The Host Institution or the National Hub shall not create any financial liability for the M/o NHR&C or the Government of Pakistan.
9. The Host Institution shall comply with all applicable 'By-Laws of the National Hub of Excellence for Mental Health Education, Research, Training, Advocacy, Services, and Policy'.
10. The Host Institution shall ensure alignment with national mental health priorities and internationally recognized best practices, consistent with Pakistan's federated governance structure.

Article V - Role and Functions of the Spokes

1. Provincial and Regional Spokes (hereinafter referred to as "the Spokes") shall function as designated sub-national partner institutions of the National Hub of Excellence for Mental Health Education, Research, Training, Advocacy, Services, and Policy Innovation.
2. Provincial and Regional Spoke Partners shall represent, through nominated members, designated public and private sector institutions/departments across Pakistan's provinces and regions, including Punjab, Sindh, Khyber Pakhtunkhwa, Balochistan, Gilgit-Baltistan, and Azad Jammu & Kashmir.
3. These Spokes will function as sub-national centres of excellence linked to the National Hub, supporting province and region-specific priorities in mental-health research, education, training, advocacy, service delivery, and policy innovation and implementation.
4. The Spokes shall support the implementation of the National Hub's mandate at Provincial, Regional, and District levels, in alignment with local priorities and in coordination with relevant government authorities.
5. The Spokes shall operate under formal agreements with the National Hub and shall comply with all applicable ethical, regulatory, safeguarding, and reporting requirements of the National Hub.
6. The Spokes shall implement mental health research, training, service delivery, and policy-support activities approved by the National Hub, including piloting, adaptation, and scale-up of evidence-based interventions.
7. The Spokes shall contextualize/adapt nationally standardized policies, curricula, training materials, service models, and implementation frameworks to reflect provincial, regional, linguistic, and cultural contexts, while adhering to agreed standards.
8. The Spokes shall support integration of mental health within primary, secondary, tertiary health care, education, and community-based platforms, and social protection programs in collaboration with Provincial and Regional health, education, and social-sector departments.

9. The Spokes shall conduct research in accordance with protocols, quality standards, and ethical approvals endorsed/approved by the National Hub.
10. The Spokes shall contribute to workforce development through training, supervision, mentorship, and capacity-building of specialists and non-specialists, as assigned by the National Hub.
11. The Spokes shall support national, provincial and regional health regulatory authorities in the development, adaptation, operationalization, implementation and compliance of relevant national/international mental health quality standards/conventions/frameworks.
12. The Spokes shall participate in national coordination mechanisms, inter-provincial and regional learning platforms, and reporting processes established by the National Hub.
13. The Spokes shall perform such other functions as may be assigned by the National Hub in furtherance of national mental health priorities.

Article VI - Governance Structure

1. The National Hub of Excellence for Mental Health Education, Research, Training, Advocacy, Services, and Policy shall operate under an independent governance structure in accordance with these By-Laws.
2. Membership of the National Hub:
3. The Director of the National Hub shall chair all meetings.
4. The M/o NHR&C will approach the provincial/regional secretaries/departments/UN agencies to seek nominations for the National Hub from respective public sector departments/UN agencies. The National Hub shall comprise of the following members from public sector:

One (01) senior nominee related to NCDs and Mental Health from each Provincial and Regional Health Department, including:

- i. M/o NHS R&C
 - ii. ICT
 - iii. Punjab
 - iv. Sindh
 - v. Khyber Pakhtunkhwa
 - vi. Balochistan
 - vii. Gilgit-Baltistan
 - viii. Azad Jammu & Kashmir
 - ix. Senior Representatives from WHO, UNICEF, UNODC and/or related UN-agencies as non-voting members.
5. The host institution shall nominate One (01) senior Psychiatrist and One (01) senior Psychologist/Mental Health professional from each Province and Region from the private sector
 - i. M/o NHS R&C
 - ii. ICT
 - iii. Punjab
 - iv. Sindh

- v. Khyber Pakhtunkhwa
- vi. Balochistan
- vii. Gilgit-Baltistan
- viii. Azad Jammu & Kashmir

6. Members shall be notified for a two (02) year term, renewable.
7. Membership shall be honorary.
8. The Hub shall be able to co-opt non-voting members as and when needed by simple majority vote.
9. The National Hub and its spokes shall meet at-least twice in a year. Additional meetings may be organized by the Director as and when required.
10. The quorum of the meetings shall be two thirds of the members of the National hub.
11. All decisions shall be made with simple majority votes. In case of a tie, the Chair shall cast the deciding vote.
12. The National Hub shall organize an annual meeting with relevant stakeholders including the M/o NHR&C and provincial/regional departments to share the annual report of the Hub activities.
13. The governance structure shall ensure functional independence of the National Hub in academic, research, operational, and financial matters, subject to compliance with these By-Laws.
14. The National Hub shall maintain transparent systems for planning, financial management, reporting, audit, and performance review, as approved by the Director and in accordance with applicable laws and standards.
15. The National Hub shall select and appoint an independent third-party (with simple majority) to conduct mid-term performance review of the Hub activities at 2.5 years and 5 years.
16. The National Hub shall select and appoint an independent audit firm (with simple majority) for annual statutory external audit of the Hub.
17. Sub-committees for health policy innovation: The M/o NHR&C shall notify the following sub-committees for health policy innovation – (composition of the sub-committee and ToRs are annexed)
 - a) Sub-committee for innovations in Medical Education for mental health
 - b) Sub-committee for innovations in Allied Healthcare Professionals education for mental health
 - c) Sub-committee for innovations in education for Mental Health Specialists
 - d) Sub-committee for Mental Health innovations, integration and scale-up in Provinces and regions

Article VII– The Director of the Hub

1. Appointment

1. The National Hub of Excellence shall be headed by a Director, who shall be the fiduciary, academic and operational authority of the Hub.
2. The Director shall be nominated by the Host Institution as stated in the EOI of the National Hub, in accordance with criteria and procedures outlined in these Bylaws.
3. The Host Institution shall nominate the Director of the National Hub in the EOI for the duration of the hosting of the National Hub i.e five (5) years and the Director shall be bound to serve the Hub for the full 5-year term.

2. Qualifications and Experience

1. The Director shall be a professional of international standing and repute in the field of mental health, possess an advanced postgraduate qualification in mental health/public

health/medicine/psychology/social sciences or a related field from a recognized national or international institution.

2. The Director shall have at-least ten (10) years of demonstrated professional experience in mental health–related research, education, policy, service delivery, or systems strengthening.
3. The Director shall have a proven record of operational, financial and academic leadership in managing complex, multi-stakeholder mental health programmes at national and international level.
4. The Director shall demonstrate experience in mental health research governance, institutional management, resource mobilization, and collaboration with government bodies, academia, and international organizations in the field of mental health.
5. The Director shall have a demonstrated track-record of seeking competitive mental health research grants, at-least 25 international high-impact peer-reviewed publications in the field of mental health, policy contributions nationally and internationally in mental health, or equivalent evidence of technical excellence in mental health nationally and internationally.

3. Roles and Responsibilities of Director

The Director shall be responsible for:

1. Providing strategic, academic, and operational leadership to the Hub in accordance with the mandate and these By-Laws.
2. Ensuring alignment of the Hub’s activities with national mental-health priorities and Pakistan’s international commitments.
3. Developing/overseeing the implementation of the Hub’s strategic plans, annual work plans, and performance frameworks.
4. Ensuring high standards of research integrity, ethical compliance, safeguarding, and quality assurance across all Hub and Spoke activities.
5. Representing the Hub in national and international forums and maintaining effective coordination with Federal, Provincial, and regional authorities.
6. Leading coordination with Provincial and Regional Spokes and ensuring effective functioning of the hub-and-spoke model.
7. Ensuring transparent reporting, accountability, and dissemination of evidence, learning, and policy outputs.

4. Powers and Functions

1. The Director shall have full executive authority to manage all the affairs of the Hub.
2. Without prejudice to the generality of the foregoing, the Director shall have the power to:
 - a. Manage the fiduciary, executive, operational and policy affairs of the Hub and shall be responsible for ensuring sound governance, strategic direction, institutional integrity, and accountability.
 - b. Approve strategic plans, annual work plans, and budgets of the Hub
 - c. Represent the Hub nationally and internationally and enter into agreements, memoranda of understanding, agreements and collaborations consistent with the Hub's mandate
 - d. Establish internal policies, committees, and administrative arrangements necessary for the effective functioning of the Hub
 - e. Appoint, manage, and terminate personnel of the Hub in accordance with approved human-resource policies
 - f. Oversee financial management, resource mobilization, and compliance with audit and reporting requirements
 - g. Ensure adherence to ethical standards, quality assurance, and research governance frameworks
 - h. Enter into agreements and coordinate with Provincial and Regional Spokes and ensure effective implementation of the hub-and-spoke model.
 - i. Ensure that the Hub operates in alignment with national mental-health priorities, applicable laws and regulations.
 - j. Constitute advisory, technical, or administrative committees, panels, or working groups, on a permanent or ad hoc basis, as deemed necessary for the effective functioning of the Hub. Such bodies shall serve in an advisory capacity only and shall not exercise executive or fiduciary authority.
 - k. Appoint internal and external auditors for conducting annual audits of the National Hub.
 - l. Appoint independent third part evaluators for performance evaluation of the National Hub.

5. Conflict of Interest

1. The Director shall act in the best interest of the Hub and shall avoid any actual, potential, or perceived conflict of interest.
2. Any conflict of interest shall be promptly disclosed in writing and managed in accordance with best practices.

Article VII – Financial Management and Sustainability

1. The Hub shall be self-sustainable and shall maintain independent bank accounts, audited annually by a chartered accountancy firm approved by the National Hub.
2. Funding sources may include but are not limited to grants, consultancy contracts, fee-based programs, and CSR contributions or any other legitimate sources. Surpluses shall be reinvested for sustainability as decided by the by the National Hub.

Article IX – Renewal, Suspension, and Termination

1. The Hosting of the Hub shall be valid for a five-year term, renewable upon satisfactory performance reviews and annual external audit reports (as mentioned in Article VI-Governance of the Hub).
2. Grounds for termination/non-renewal may include financial irregularities as may be reported in the external audit reports; non-performance, or ethical violations as may be reported in the third-party reviews.

Article X – Commencement and Notification

1. These By-Laws shall come into effect upon notification in the Official Gazette by the M/o NHSR&C

3.1 Forms FOR EOI

The completed EOI documents to be submitted by Applicants shall comprise of the following documents:

FORM TYPE	DESCRIPTION/ CONTENTS
Letter Head of the Applicant Firm	General Information about the Organization
Form A-1	Letter of Submission
Form A-2	Self-Declaration Form
Form A-3	Eligibility Documents (Attach Incorporation Certificate, NTN/STRN Certificates and VAT Certificates whichever are applicable. Income Tax Clearance or Income Tax Clearances Submission Certificates and other related documents)
Form A-4	Identification of the Applicant Firm(s)
Form A-5	Financial Capability of the Applicant Firm(s) (Attach Audit Reports of last three (03) consecutive fiscal years
Form C-1	Past experience of the firm for similar nature of projects in the last ten (10) years, as per the Evaluation Criteria Table.
Form D-1	Details of Key Personnel/ Professionals
Form-E	Summary Sheet: Current Contract Commitments/ Works in Progress
Form-F	Litigation History (of last seven years contracts)

Note: The EOI documents should be prepared and submitted in above mentioned sequence along with supporting documents with respective Forms.

3.2 DESCRIPTION OF EOI FORMS

3.2.1 General Information & Financial Capacity:

The applicant shall provide a Letter of Submission with completed forms as provided in the Format Forms A-D as prescribed in this document. All necessary information shall be presented to demonstrate the firm's eligibility, capability.

Form A-1: Letter of Submission

The applicant shall submit with the EOI a submission letter with name and full contact information of the authorized representative. The letter shall be signed by an authorized person of the firm and shall be stamped by the company's seal. The format of submission letter is given in Form A- 1 of the EOI document. The letter shall also include the title of the project.

Form A-2: Self Declaration Statement by the Applicant(s)

The applicant shall submit a Self-Declaration mentioning that applicant(s) is not ineligible to participate in this procurement process, that the applicant(s) does/do not have any conflict of interest in the proposed assignment, and that the applicant firm has not received any punishment any kind of debarment by any Governmental or national or international organizations and litigation history (if any), in last 07 years. The self-declaration letter shall be signed with original signature of an authorized person of the applicant firm and shall be stamped by the company's seal. The format of the self-declaration letter is given in Form A-2 of this EOI document.

Form A-3: Eligibility Documents

The applicant shall complete form A-4 and submit supporting documents for the eligibility requirements(s). The supporting documents will be in the form of certified copies of incorporation certificate, NTN/STRN and VAT Certificates whichever applicable, in addition to Income Tax Clearance Certificates.

Form A-4: Identification of the Firm

The background information of the applicant firm shall be presented in the prescribed Form A-4.

Form A-5: Financial Capability of the Firm

The financial capability of the applicant firm(s) shall be presented in the prescribed Form A-5 of this EOI document. The financial status of the applicant firm shall be supported with audited reports of last three (03) consecutive fiscal years.

Form C-1: Past Experience of same nature of Projects

Specific experience of the applicant firm in the last ten (05) years as prescribed in the Evaluation Criteria Table.

Form C-2: Details of the works stated in Form C-1

Complete Description of the projects referred in Form C-1 shall be described on the prescribed format.

Form C-3: Specific Work Experience of Projects related to performance evaluation

Specific experience of the applicant firm in the last ten (10) years as prescribed in the Evaluation Criteria Table.

Form C-4: Details of the works stated in Form C-3

Complete Description of the projects referred in Form C-3 shall be described on the prescribed format.

Form D-1: Details of Key Personnel/ Professionals

The details of proposed Key Personnel/Professionals shall be presented on the prescribed form D-1, as desired in Evaluation Criteria Table and Annexure-A.

Form D-2: Resume (Name of the Prime/Alternate Candidate)

The Resume of prime Key Personnel/Professionals, including any alternate professionals, if needed, shall be presented on the prescribed D-2.

3.2.3 Additional Forms**Form E: Summary Sheet: Current Contract Commitments/ Works in Progress**

Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.

Form F: Litigation History

Applicant, or each of the partners of a joint venture, as the case may be, shall provide information on any history of litigation or arbitration resulting from contracts executed in the last seven (07) years or currently under execution. A separate form shall be used for each partners of joint venture.

FORM A-1
LETTER OF SUBMISSION

[Letterhead of the Applicant,]

Date:

To:

_____,
Ministry of National Health Services, Regulations and Coordination
3rd Floor, Kohsar Block, Pak Secretariat,
Islamabad, Pakistan 44000
Tel +92-51- _____
E-mail: @ nhsr.c.gov.pk

Dear Sir,

Being duly authorized to represent and act on behalf of

..... (hereinafter “the Applicant”), and having reviewed and fully understood all the information provided in EOI, the undersigned hereby apply for Expression of Interest of

The Ministry and its authorized representative(s) are hereby authorized to verify the statements, documents, and information submitted in connection with the submitted EOI. This Letter will also serve as an authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this EOI, or with regard to the resources, experience, and competence of the Applicant.

1. The Ministry and its authorized representative(s) are authorized to contact any of the signatories to this letter for any further information.
2. This application has full understanding that all the decisions by the Ministry related to this EOI shall be final, binding and not subject to review. The Ministry shall be under no obligation to inform the applicant of the reasons for its decisions or actions.
3. The applicant hereby provides willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this project, if shortlisted and finally selected for the award of contract.
4. The applicant has full understanding that the Ministry, has the power to interpret any of the provisions of its Regulatory Framework including Rules & Regulations, Orders, Instructions etc.
5. If shortlisted by the Ministry, the applicant shall not be permitted to withdraw the EOI application submitted to the Ministry, and shall be bound to submit the proposals in response to the EOI. In case of failure, the Ministry may debar the applicant firm(s) for a period of not more than two (02) years for participating in any tender by itself and the procuring agencies in its jurisdiction.
6. All further communication concerning this EOI proposal should be addressed to the following person who is authorized to represent and to receive all communication on behalf of the Applicant and its constituents.

[Person & Designation]

[Company]

[Address]

[Phone, Fax, Email]

Date: Signature & Designation of Applicant:

Seal of the Firm

7. The undersigned declare that the statements made and the information provided in the duly completed EOI proposal are complete, true and correct in every detail.

Signed

Name

Designation

For and on behalf of (Name of Applicant or Lead Firm in the joint venture)

FORM A-2
SELF DECLARATION FORM

Date:

To:

Ministry of National Health Services, Regulations and Coordination
3rd Floor, Kohsar Block, Pak Secretariat,
Islamabad, Pakistan 44000
Tel +92-51- _____
E-mail: @ nhsr.c.gov.pk

Sir,

We, the undersigned (u/s),..... declare that we are legally eligible to participate in the procurement process of services for the (Title). We also declare that we do not have any conflict of interest in the said assignment. We hereby also declare that we have not received any punishment while doing business or any other business including any kind of debarment by any Governmental or national or international organizations.

We also declare that we have provided the litigation history, of the last seven years.

Note: (If any member of the applicant firm is not eligible to participate in procurement process or has conflict of interest in the said assignment or has received any punishment while doing any business in the last seven years, the same must be clearly mentioned in this form. Any history of litigation during the last seven years shall also be declared here along with the relevant verdict.)

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM A-3

ELIGIBILITY DOUCUMENTS

Fulfillment of Eligibility Requirements

Description	Status of submitted documents and their position/reference in the EOI Application	Remarks (if any)
Complete Company profile and Organizational Chart		
Certified copy of Business Incorporation Certificate (The Applicants' legal status including the principal place of business)		
Link of Active Taxpayers List of relevant Tax Authorities, and NTN/STRN and VAT Certificates (whichever applicable)		
Certified copy of Income Tax Clearance Certificate		
Certified copy of Audit report of last three (03) consecutive fiscal years		
Self-Declaration Form mentioning required information		
Forms A-1 to A-5		
Forms B-1 to B-2		
Forms C-1 to C-4		
Form D		
Form E (Involvement in Current Activities/Projects)		
Form F (Litigation History)		

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM A-4
GENERAL INFORMATION OF THE APPLICANT FIRM(S)

All individual's firms applying through EOI are requested to complete the information in this form. Nationality related information is also to be provided for foreign owners or applicants who are forming part of the joint venture.

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	
4.	Fax	
5.	Incorporate Details: Date of Incorporation: No: Date of last renewal: Valid up to:	
6.	Name and address of contact person: Name and Designation of Contact Person: Address: Telephone number (Office): Telephone number (Residence): Mobile no: Fax: Email:	
Nationality of Owners		
	Name	Nationality
1.		
2.		
3.		

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM A-5
FINANCIAL CAPABILITY OF THE FIRM(S)

Full name of the Applicant Firm(s): _____

FINANCIAL STATUS

Turnover of last three consecutive fiscal years Description	FY _____	FY _____	FY _____
Amount in Rs.			
Amount in words			

Note:

- 1. Submit Audited Reports of last three (03) consecutive fiscal years to support the above information.

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM B-1

GENERAL WORK EXPERIENCE OF THE APPLICANT FIRM(S)

S. N.	Name of the project	Location	Client value of contract (Rs.)	Year of completion	Description of relevant work
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM C-1

SPECIFIC WORK EXPERIENCE OF THE APPLICANT FIRM(S)

S. N.	Name of the project	Location	Client value of contract	Year of completion	Description of relevant work carried out in terms of No. of experts/ professionals evaluated
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM C-3

SPECIFIC WORK EXPERIENCE OF THE APPLICANT FIRM(S)

(Independent Performance Evaluation of Professionals/ Experts
in Private Sector)

S. N.	Name of the project	Location	Client value of contract	Year of completion	Complete/ Partial Procurement Cycle	Description of relevant work
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM-D-1

DETAILS OF KEY PERSONNEL/ PROFESSIONALS

S. No.	Designation	Name	Qualification (including university & year of degree obtained after graduation)	Full time/part time	Total years of experience	Projects currently involved in
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

***Note:** Duly signed bio-data of personnel must be attached. Professional Degrees shall be accredited by respective professional statutory body.*

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM-E

Summary Sheet: Current Contract Commitments/ Works in Progress

Applicants should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.

Name of Contract	Value of Outstanding work (equivalent Pak Rs. Million)	Estimated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		

Date: **Signature & Designation of Applicant:** **Seal of the Firm**

FORM-F

Litigation History

Applicant, as the case may be, shall provide information on any history of litigation or arbitration resulting from contracts executed in the last seven (07) years or currently under execution. A separate form shall be used for each partners of joint venture.

Year	Award for or against applicant	Name of client, cause of litigation, and matter in dispute	disputed amount (current value Pak Rupees or equivalent)

Date:

Signature & Designation of Applicant:

Seal of the Firm

