Standard Bidding Document

Implementation of Cloud-Based Odoo in OEC
(Consultancy Services)

National

Single Stage-One Envelope

September 23, 2026

Overseas Employment Corporation (OEC) (Overseas Employment Corporation (OEC)),Deputy Director
EOBI Building House, 6th Floor, Sector G-10/4,, Islamabad Capital Territory
Phone: +92-300-313-3559, Email: ddit@oec.gov.pk

Table of Contents

INVITATION FOR PREQUALIFICATION FOR OPEN FRAMEWORK AGREEMENT

PROCUREMENT OF CONSULTANCY SERVICES

1. The **Overseas Employment Corporation (OEC) (Overseas Employment Corporation (OEC))** 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 **Implementation of Cloud-Based Odoo in OEC** having reference number **FFW10060**.

2. The **Overseas Employment Corporation (OEC) (Overseas Employment Corporation (OEC))** 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 **Implementation of Cloud-Based Odoo in OEC** 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 **Wednesday, September 23, 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 **National** Applicants subject to fulfilling the eligibility requirements specified in the Prequalification Documents. Interested Applicants may obtain further information from **Overseas Employment Corporation (OEC) (Overseas Employment Corporation (OEC))** 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/framework-agreements/10060**.

6. The application, prepared in accordance with the instructions contained in the Prequalification Documents, must be submitted through **EPADS v2.0** on or before **Thursday, October 8, 2026 11:30 AM**. Applications will be opened electronically through **EPADS v2.0** on the same day at **Thursday, October 8, 2026 03:00 PM**. 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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Deputy Director

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PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

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: **FFW10060**
The Procuring Agency is: **Overseas Employment Corporation (OEC) (Overseas Employment Corporation (OEC))**
Framework Agreement Title: **Implementation of Cloud-Based Odoo in OEC**

FDS Clause Number 2
ITB Number 2.1

The name of Procuring Agency is: **Overseas Employment Corporation (OEC) (Overseas Employment Corporation (OEC))**
The name of Framework Agreement is: **Implementation of Cloud-Based Odoo in OEC**

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

Lot Title : ODDO Implementation

Position	Delivery Schedule	Quantity
Odoo User Subscriptions/Licenses (Year 1)	**Address:** EOBI Building House, 6th Floor, Sector G-10/4,, Islamabad Capital Territory **Schedule:** With in 10 Days after issuance of the PO **Quantity:** 05/license **Address:** EOBI Building House, 6th Floor, Sector G-10/4,, Islamabad Capital Territory **Schedule:** As when required during the 1st Year contract period **Quantity:** 05/license	10
Odoo.sh cloud hosting — 02 worker server, 200 GB storage, 02 staging branch (Year 1).	**Address:** EOBI Building House, 6th Floor, Sector G-10/4,, Islamabad Capital Territory **Schedule:** With in 10 Days after issuance of the PO **Quantity:** 1/license	1

Position	Delivery Schedule	Quantity
Odoo Implementation (Year 1)	**Address:** EOBI Building House, 6th Floor, Sector G-10/4,, Islamabad Capital Territory **Schedule:** Implementation shall be carried out during the first year of the contract, following issuance of the Purchase Order (PO). **Quantity:** 1/job	1
Odoo License Renewal (Year 2)	**Address:** EOBI Building House, 6th Floor, Sector G-10/4,, Islamabad Capital Territory **Schedule:** Renewal of existing licenses in Year 2, upon expiry, as directed by the Procuring Agency. **Quantity:** 10/license	10
Odoo.sh Cloud Server Renewal (Year 2)	**Address:** EOBI Building House, 6th Floor, Sector G-10/4,, Islamabad Capital Territory **Schedule:** Renewal of existing licenses in Year 2, upon expiry, as directed by the Procuring Agency. **Quantity:** 1/license	1

Position	Delivery Schedule	Quantity
Additional Odoo Licenses (Year 2)	**Address:** EOBI Building House, 6th Floor, Sector G-10/4,, Islamabad Capital Territory **Schedule:** As and when required during Year 2 of the contract; quantity of ten (10) licenses may increase or decrease based on need. **Quantity:** 10/license	10
Post-Implementation Support & SLA Services (Year 2)	**Address:** EOBI Building House, 6th Floor, Sector G-10/4,, Islamabad Capital Territory **Schedule:** Post-Implementation Support & SLA Services (Year 2) shall commence upon completion of the Year 1 contract. **Quantity:** 1/job	1
Odoo License Renewal (Year 3)	**Address:** EOBI Building House, 6th Floor, Sector G-10/4,, Islamabad Capital Territory **Schedule:** Renewal of existing licenses upon expiry, as directed by the Procuring Agency. **Quantity:** 20/license	20

Position	Delivery Schedule	Quantity
Odoo.sh Cloud Server Renewal (Year 3)	**Address:** EOBI Building House, 6th Floor, Sector G-10/4,, Islamabad Capital Territory **Schedule:** Renewal of existing licenses upon expiry, as directed by the Procuring Agency. **Quantity:** 1/license	1
Post-Implementation Support & SLA Services (Year 3)	**Address:** EOBI Building House, 6th Floor, Sector G-10/4,, Islamabad Capital Territory **Schedule:** Post-Implementation Support & SLA Services (Year 3) shall commence upon completion of the 2nd Year contract. **Quantity:** 1/job	1

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**
Pre-Bid Meeting: Wednesday, September 30, 2026 03:00 PM
Venue: EOBI Building House, 6th Floor, Sector G-10/4,

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: ***Thursday***
Date: ***Thursday, October 8, 2026***
Time: ***11:30 AM***

FDS Clause Number 19
ITB Number 17.1

Opening of Bids shall be conducted through: **EPADS v2.0**
Day: ***Thursday***
Date: ***Thursday, October 8, 2026***
Time: ***03:00 PM***
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: **Least Cost Based Selection (LCBS)**

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

Brief Description

The Overseas Employment Corporation (OEC) intends to enter into an Open Framework Agreement, for a period of 36 months, for the "Implementation of Cloud-Based Odoo in OEC," covering the procurement, implementation, configuration, customisation, integration, training, and post-implementation support of an Odoo Enterprise Resource Planning (ERP) solution.

OEC's corporate-support functions currently rely on standalone applications, spreadsheets, and manually coordinated approvals, resulting in fragmented data, delayed reconciliations, and limited visibility. This engagement will establish a unified Odoo Enterprise ERP platform integrating Finance, Human Resources and Payroll, Procurement, Inventory, Fixed Assets, Administration, Projects, Document Workflow, Helpdesk, and Management Information/Analytics on a single governed system, with approved delegation of powers, segregation of duties, and audit controls embedded throughout.

Under this Framework Agreement, the single Lot "ODDO Implementation" covers: procurement of ten (10) Odoo user subscription licenses and Odoo.sh cloud hosting in Year 1; module-by-module ERP implementation in Year 1 (business process study, solution design, configuration, data migration, integration, testing, training, and Go-Live); renewal of existing licenses and hosting, procurement of up to ten (10) additional licenses, and Post-Implementation Support & SLA Services in Year 2; and renewal of existing licenses (up to twenty (20)) and hosting, together with continued Post-Implementation Support & SLA Services, in Year 3.

Call-off Contract(s) will be issued against this Framework Agreement on a Least Cost Based Selection (LCBS) basis. The selected Implementation Partner shall deliver a secure, scalable, and upgrade-safe solution, and provide the human resource capacity, methodology, and support structure necessary for successful, sustainable operation without undue vendor dependency.

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Sole Proprietorship Partnership Firm Company (Private Limited)	FBR (NTN) FBR (GSTN) SECP

Eligibility Criteria	Document
Tax Registrations: The bidder must be registered with Federal Board of Revenue (FBR) for Income Tax (NTN) and Sales Tax (GST). Copies of NTN and GST registration certificates are required. The bidder should appear on the Active Taxpayer List (ATL) for Income Tax and have a compliant status in Sales Tax (Attach evidence of NTN, GST and ATL status printout)	Yes
Local Presence: The bidder should have an operational office or development center in Pakistan. Presence in Islamabad/Rawalpindi, or the ability to deploy project staff there when required, is preferred for coordination. Firms from other regions are not disqualified, provided on-site presence for meetings/deployment can be assured when needed. Evidence: office address with proof (rent/ownership documents).	Yes
Bidder is not blacklisted: An Affidavit on stamp paper (Annex-II) must be provided, stating that “the bidder/firm is not blacklisted or debarred by any Federal/Provincial Government, Department, or Agency in Pakistan, and is not involved in any corrupt or fraudulent practices.	Yes
Bid Security: Bidder has furnished the required Bid Security (as mentioned in the tender document (Attach Pay Order/Draft or receipt))	Yes
Interested bidders shall deposit a non-refundable Tender Fee of Rs. 3,000/- into the Corporation’s account No. PK26 HABB 0001127927495901 (Account Title: O.E.C Corp. Pvt) maintained at HBL, Aabpara Branch, Islamabad. (A copy of the paid deposit slip must be attached with the bid document (as proof of payment.)	Yes

Pre-Bid Meeting: Attendance at the mandatory pre-bid meeting is a prerequisite for eligibility. The bidder or an authorized representative must attend the session to gain a clear understanding of the existing system architecture, planned enhancements, development requirements, and underlying technologies. OEC's official attendance record shall serve as the basis for verification. Non-compliance shall result in rejection of the bid.	No

Evaluation Criteria

Least Cost Based Selection (LCBS)

Call-Off / Secondary Procurement Procedure

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)
EPADS

Annexure

Financial Proposal

Bidders shall submit their financial proposal strictly as per the enclosed specimen (Mandatory).

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Financial Proposal** (page number: 35)

Black List Declaration form

Bidders shall submit the Black List Declaration form strictly as per the enclosed specimen (Mandatory).

Information (Read-Only)

See Form Under Additional Forms and Documents: **Black List Declaration form** (page number: 37)

REQUIRED SERVICES AND SCOPE OF WORK

Mandatory to read and ubmit the proposal accordingly

Information (Read-Only)

See Form Under Additional Forms and Documents: **REQUIRED SERVICES AND SCOPE OF WORK** (page number: 38)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Procurement Forms

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)
EPADS

Past Experience and Completed Contracts

Bidders shall have a minimum of seven (07) years of experience in Odoo ERP implementation, and shall furnish details of all relevant contracts undertaken during the last three (03) years in the format prescribed in the attached proforma, stating the Procuring Agency/Client, Contract Value, Year of Execution, Goods/Services Supplied, and Country of Destination. Of these, the bidder shall demonstrate at least three (03) successfully completed Odoo ERP implementations within the last five (05) years, covering material configuration and customisation across a minimum of three (03) core Odoo module families, supported by signed contracts/work orders, completion or client acceptance certificates. Contracts or projects not substantiated with the required documentary evidence shall not be considered towards meeting this eligibility requirement.

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 43)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 44)

Financial Capacity and Net Worth Evaluation Form

Bidders shall demonstrate a minimum annual turnover of PKR 150 million in the most recent completed financial year, and an aggregate turnover of PKR 300 million over the last three (03) completed financial years. Bidders shall complete the attached Financial Situation and Performance proforma in full, providing Total Assets, Total Liabilities, Total Equity/Net Worth, Current Assets, Current Liabilities, Working Capital, Total Revenue, Profits Before Taxes, and Cash Flow from Operating Activities for each of the last three (03) completed financial years, along with copies of independently audited financial statements (and tax returns, where required) corresponding to the years declared. Figures in foreign currency shall be converted to PKR using the applicable exchange rate as specified in the tender.

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 45)

Average Annual Turnover

For last three years

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 47)

Additional Forms and Documents

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

FINANCIAL PROPOSAL / PRICE SCHEDULE

(To be submitted on the bidder's letterhead, duly signed and stamped. Bidders shall include all items and costs listed below. In case of any discrepancy between unit rate and extended total, the unit rate shall prevail.)

Name of Bidder: ____

Lot Title: ODDO Implementation

Tender / IFP Reference: ___________________ Framework Duration: 36 Months

We hereby submit our Financial Offer for the Procurement, Implementation, and Post-Implementation Support of the Odoo Enterprise Resource Planning (ERP) Solution for the Overseas Employment Corporation (OEC), in accordance with the Terms of Reference (TORs) and Scope of Work specified in the tender document, for the full Framework Agreement period of thirty-six (36) months. Quoted prices are inclusive of all applicable taxes, duties, and obligations as per the tender. The item-wise breakdown is as follows:

#	Description of Services	Unit	Qty	Unit Rate (PKR) incl. all taxes	Total Amount (PKR) incl. all taxes
YEAR 1					
1	Odoo User Subscriptions/Licenses (Year 1) — ten (10) Odoo user subscription licenses for OEC staff; five (05) activated upon issuance of PO, remaining five (05) procured on an as-needed basis during Year 1	Per License	10		
2	Odoo.sh Cloud Hosting (Year 1) — two (02) Odoo.sh worker server, two hundred (200) GB storage, two (02) staging branch, hosted on Odoo's own platform	Annual (Lumpsum)	1		
3	Odoo Implementation (Year 1) — module-by-module implementation as per approved scope of work, quoted as lumpsum and paid as Monthly Remuneration Cost	Per Month	12		
				Sub-Total Year 1	
YEAR 2					
4	Odoo License Renewal (Year 2) — renewal of existing ten (10) Odoo user subscription licenses procured in Year 1, upon expiry	Per License	10		
5	Odoo.sh Cloud Server Renewal (Year 2) — renewal of Odoo.sh hosting subscription (02 worker server, 200 GB storage, 02 staging branch)	Annual (Lumpsum)	1		
6	Additional Odoo Licenses (Year 2) — up to ten (10) additional user subscription licenses, procured as and when required (provision; actual quantity may vary)	Per License	10		
7	Post-Implementation Support & SLA Services (Year 2) — technical support, maintenance, and enhancement/change request handling under the defined SLA	Per Month	12		
				Sub-Total Year 2	
YEAR 3					

#	Description of Services	Unit	Qty	Unit Rate (PKR) incl. all taxes	Total Amount (PKR) incl. all taxes
8	Odoo License Renewal (Year 3) — renewal of all existing Odoo user subscription licenses procured in Years 1 and 2 (up to a maximum of twenty (20) licenses, or the actual number acquired)	Per License	20		
9	Odoo.sh Cloud Server Renewal (Year 3) — renewal of Odoo.sh hosting subscription (02 worker server, 200 GB storage, 02 staging branch)	Annual (Lumpsum)	1		
10	Post-Implementation Support & SLA Services (Year 3) — technical support, maintenance, and enhancement/change request handling under the defined SLA	Per Month	12		
				Sub-Total Year 3	
				GRAND TOTAL (Years 1–3)	

(In words: Grand Total Bid Price PKR ____ only.)

Notes:

- The Grand Total Bid Price is inclusive of all applicable taxes (income tax, GST, or any other) and all costs required to fulfil the scope of work under this Framework Agreement.
- Unit rates quoted for each item shall remain fixed for the respective contract year to which they apply and shall not be subject to unilateral revision.
- Item 6 (Additional Odoo Licenses, Year 2) is quoted as a provision at the stated unit rate; actual payment shall be made only for the number of licenses actually procured, which may be less than, equal to, or (subject to prior approval) more than the indicated quantity.
- Items 3, 7, and 10 (Odoo Implementation and Post-Implementation Support & SLA Services) are payable as fixed Monthly Remuneration/Support Cost, disbursed against satisfactory completion of milestones/months as verified by OEC; the Total Amount shown against these items represents the annual (12-month) equivalent.
- Post-Implementation Support & SLA Services (Years 2 and 3) shall cover incident resolution, maintenance, and enhancement/change request handling as defined in the respective SLA, and is not limited to incident resolution alone.
- We understand that OEC will evaluate the offer on the Grand Total Bid Price. In case of any arithmetic discrepancy, corrections shall be made as per PPRA rules, with the unit rate governing the extended total.
- Our offer shall remain valid for ninety (90) days from the bid opening date, and quoted unit rates shall remain available for procurement of additional/optional quantities during contract execution, subject to mutual agreement.
- We confirm that the Bid Security has been attached as required, and that we have understood the penalties for default as per the tender terms.
- The lowest quoted bid shall be ranked #1 as the most advantageous. OEC shall conduct post-qualification verification (if necessary) of the top-ranked bidder to confirm document authenticity and contract performance capability. If verified compliant, the Contract/Letter of Award shall be issued to that bidder. If the top-ranked bidder is disqualified or fails to accept the award, OEC may proceed to the next highest-ranked bidder or take other appropriate action per PPRA rules.

We hereby agree that payment shall be made as per the tender and that the quoted rates are firm and final for the respective contract year. We further confirm compliance with all terms of the tender.

Sincerely,

Authorized Signature (with stamp): ______________________________

Name: ______________________________ Designation: ______________________________

Date: ______________________________ Address: ______________________________

Phone: ______________________ Email: ______________________________

Annex-II: Specimen for "No Blacklisting and Litigation"

FORM OF DECLARATION OF NO BLACKLISTING AND LITIGATION

(To be submitted on non-judicial stamp paper or e-stamp paper)

I/we ______________________, address _____________________, do hereby solemnly affirm and declare as under: -

- That our firm has not been blacklisted/ debarred from any Government/ Semi Government/ Autonomous/ Public Sector Organization or any Agency.
- That the firm has not been involved in any kind of litigation. That there is no litigation between partners of the firm.

We further, affirm and declare that above is true to best of our/my knowledge and that nothing has been concealed or hidden therein.

Authorized Signature (with stamp)

Name: ____________________

Designation: _______________

CNIC: ______________________

Seal/ Stamp: _________________

Date: _______________________

Note:

- Duly signed by owner/CEO of the company or authorized representative having authority letter.
- ii. To be submitted on non-judicial stamp paper.

e-Pak Acquisition and Disposal System (EPADS) generated document | © 2026

REQUIRED SERVICES AND SCOPE OF WORK

i. **End-to-End Responsibility**: :The Implementation Partner shall provide every service, resource, subscription, environment, tool, configuration, custom component, integration, migration activity, and document necessary to place the Odoo Enterprise ERP solution into reliable production operation and support it for the full Framework Agreement term, including project mobilisation and governance; business-process discovery and fit-gap analysis; lawful Odoo Enterprise subscriptions and OEM support; solution architecture, configuration, and approved customisation; data migration and reconciliation; functional, integration, and user-acceptance testing; environment provisioning, deployment, monitoring, backup, and disaster recovery; change management, training, and documentation; and Go-Live, Hypercare, warranty, and ongoing support.

ii. **Business Process Study and Fit-Gap Analysis:** The Implementation Partner shall conduct structured workshops with OEC's Finance, HR, Administration, Procurement, IT, and Internal Audit stakeholders to document current-state processes and controls, define approved future-state workflows and approval levels, and prepare a traceable Requirements Catalogue and Fit-Gap Register. The Business Process Analysis Report and Requirements Catalogue shall be approved by OEC in writing before detailed build begins.

iii. **Odoo Enterprise Licensing and Subscriptions**: The Implementation Partner shall supply genuine, OEC-traceable Odoo Enterprise subscriptions based on the latest stable and officially supported release, together with Odoo.sh cloud hosting, structured as follows:

- **<u>Year 1</u>**: Ten (10) Odoo user subscription licenses (five (05) activated on PO issuance, five (05) as-needed); Odoo.sh cloud hosting comprising one (01) worker server, thirty (30) GB storage, and one (01) staging branch.
- **<u>Year 2</u>**: Renewal of the existing ten (10) licenses and hosting subscription upon expiry; procurement of up to ten (10) additional licenses on an as-needed basis.
- **<u>Year 3</u>**: Renewal of all existing licenses (up to a maximum of twenty (20), or the actual number acquired) and hosting subscription upon expiry.

<u>Note</u>: Subscriptions shall be renewable directly by OEC or through another authorised provider, and the Bidder shall provide evidence of current Odoo partnership/authorisation enabling lawful supply and support.

iv. **Solution Design:** The Implementation Partner shall prepare a Solution Design Document (SDD) covering system architecture, module configuration, role and permission matrix, integration catalogue, data model and migration design, report/dashboard catalogue, and security architecture, and obtain OEC's written approval before production development.

v. **Mandatory Functional Scope:** The solution shall, at minimum, cover the following module families, configured around OEC's approved processes and controls:

- Finance, Budgeting and Treasury chart of accounts, general ledger, accounts payable/receivable, budgeting and commitment control, maker-checker approvals, bank reconciliation, and financial reporting.

- Human Resources, Attendance and Payroll — employee master records, recruitment and onboarding, attendance/leave management, Pakistan payroll configuration, payslips, and payroll accounting with field-level security for sensitive data
- Procurement and Contract Management — procurement planning, vendor registration, RFQ/tender register, purchase orders, goods receipt and three-way matching, and contract repository with EPADS reference linkage.
- Inventory and Stores — item master, receipts/issues/transfers, stock valuation, and physical verification.
- Fixed Assets — asset registration, capitalisation, depreciation, transfers, and disposal, reconciled to the General Ledger.
- Administration, Fleet, Travel and Facilities — vehicle and fuel management, travel requests and claims, and facility/service requests.
- Projects, Tasks and Timesheets — project plans, milestones, budgets, and portfolio dashboards.
- Documents, Workflow and Correspondence — controlled document repositories, configurable approvals, and templates.
- Helpdesk and Knowledge Management — service request/incident logging with SLA tracking.
- Management Information and Analytics — role-based dashboards, drill-down reporting, and scheduled statutory/management/audit reports.

vi. **Odoo Implementation (Year 1):** Implementation shall be carried out module by module, following issuance of the Purchase Order, in accordance with the approved scope of work and Solution Design Document. The implementation cost shall be quoted as a lumpsum for Year 1 and paid as Monthly Remuneration Cost, disbursed against satisfactory completion of milestones/modules as verified by OEC.

vii. **Hosting and Technical Architecture:** The Bidder shall propose and justify a supportable deployment model (Odoo.sh, private/on-premises cloud, or another approved platform), documenting: production topology and application/database sizing for the approved three-year user and transaction growth; separated Development, Test, UAT/Training, and Production environments, with production data masked before non-production use; approved network zones, firewall rules, and SSL/TLS termination; high-availability design with no single point of failure; data residency confined to OEC-approved locations; OEC-controlled administrative access with a named infrastructure responsibility matrix; and a tested exit-portability plan enabling OEC to export the complete database, filestore, custom modules, configuration, and logs without proprietary lock-in. All recurring hosting, storage, backup, monitoring, and support charges shall be itemised for each of the three years.

viii. **Integrations:** All integrations shall use secure, documented, and supportable APIs, files, or approved middleware, with each interface having a defined owner, frequency, data contract, authentication method, encryption, error handling, and reconciliation control. No integration shall rely on undocumented direct database writes, and credentials shall be maintained in an OEC-approved secrets mechanism rather than embedded in source code. The confirmed integration list will be finalised during discovery but shall address, at minimum, the following expected interfaces:

- OEC Online Job Portal and other operational platforms — controlled exchange of approved finance, revenue, fee, payment, cost-centre, and reference data, without direct database coupling.
- Government e-Office — document/reference linkage or approved interoperability without bypassing mandatory e-Office controls.
- Banking and payment channels — bank statement import, payment instructions/advice, and reconciliation through formats/APIs approved by OEC and the relevant bank.
- Attendance/biometric devices — attendance events, device/user mapping, exception handling, and reconciliation.
- Email and SMS gateways — system notifications, alerts, and approved transactional messages with delivery status and templates.
- Identity provider/directory — single sign-on, multi-factor authentication, and user lifecycle integration using OEC-approved standards where technically available.
- Tax/statutory systems — approved imports/exports or reference capture required for tax and statutory reporting.
- Business Intelligence/data export — read-only, governed extracts or APIs for approved analytics without undermining ERP security or data ownership.

Note: All APIs and interface artefacts shall be versioned and handed over with test cases and support procedures.

ix. **Data Migration:** The Implementation Partner shall profile source datasets, define mapping and cleansing rules, execute at least two rehearsal migrations before final cut-over, reconcile record counts and balances, and obtain written sign-off from OEC data owners before go-live.

x. **Testing, Quality Assurance and Non-Functional Requirements**: The Implementation Partner shall execute a risk-based testing programme covering functional, integration, migration, performance, security (including independent vulnerability assessment and penetration testing before Go-Live, with zero open Critical/High findings), and user acceptance testing, maintained through a Requirements Traceability Matrix. The solution shall meet, at minimum: production availability of 99.5% monthly (excluding approved maintenance); 95% of standard transactions completing in under 3 seconds; a Recovery Point Objective of 30 minutes and Recovery Time Objective of 4 hours; 24x7 monitoring with defined incident escalation; and 100% reconciliation of financial, payroll, inventory, and fixed-asset migration data.

xi. **Implementation Methodology and Phases**: The project shall be executed through eight (08) phases, each requiring OEC's written approval before proceeding to the next:

- **Phase 1** – Mobilisation and Planning: kick-off, governance, detailed plan, and stakeholder/quality/security/risk plans.
- **Phase 2** – Discovery and Business-Process Review: process maps, Requirements Catalogue, Fit-Gap Register, and approved Business Process Analysis Report.
- **Phase 3** – Solution Design: approved SDD, architecture, role/segregation-of-duties matrix, and prototype.
- **Phase 4 –** Configuration and Build: configured and approved custom modules, reports, forms, and integrations demonstrated in Development/Test.
- **Phase 5** – Migration and System Testing: migration rehearsals, functional/integration/regression/performance/security tests, and reconciliation.
- **Phase 6** – UAT, Training and Readiness: OEC-executed UAT, role-based training, and signed Go-Live approval.
- **Phase 7** – Cut-over and Go-Live: final migration, production deployment, reconciliation, and smoke testing.
- **Phase 8** – Hypercare and Final Acceptance: 90-day stabilisation, KPI/SLA evidence, defect closure, disaster-recovery test, and Final Acceptance Certificate.

xii. **Deliverables and Acceptance:** The Implementation Partner shall produce and obtain OEC's written acceptance of, at minimum: Inception Package; Business Process and Requirements Package; Solution Design Package; Configured Prototype; Feature-Complete UAT Release; Migration Rehearsal Package; Testing and Security Package (including VAPT results); UAT Completion Certificate; Training and Documentation Package; Go-Live Readiness Certificate; Production Go-Live Certificate; and Hypercare and Final Handover Package. Each deliverable shall be accepted only against its defined minimum content and acceptance basis, with no deemed acceptance.

xiii. **Training, Change Management and Knowledge Transfer:** The Implementation Partner shall provide role-based, hands-on training for executives/management, end users, super users/functional administrators, system administrators, technical/developer staff, and helpdesk/support personnel, using the final configured solution, together with complete training materials, administrator/developer guides, and post-training assessment.

xiv. **Documentation and Handover:** All architecture, configuration, security, data migration, testing, and training documentation shall be supplied in searchable and editable formats and formally handed over to OEC, along with source code, repositories, credentials, and an asset/licence/subscription renewal register.

xv. **Post-Implementation Support and SLA Services (Years 2 and 3):** Following Go-Live and completion of Year 1, the Implementation Partner shall provide ongoing technical support and maintenance under a defined Service Level Agreement (SLA), commencing upon completion of the preceding contract year and continuing through Year 3. The scope of support shall not be limited to incident resolution and maintenance; any enhancement, modification, or additional functionality required in the Odoo system shall also be delivered through this SLA. The SLA shall define incident classification and priority levels (P1–Critical, P2–High, P3–Medium, P4–Low/Request) with corresponding response, restore, and resolution times; support channels and escalation procedures; corrective and preventive maintenance; enhancement/change request handling; and periodic SLA compliance reporting. Support costs shall be quoted as a fixed monthly cost for each contract year.

xvi. **Scope Control:** Minor configuration refinements and defect correction required to meet approved requirements are included in the Contract Price. A change is chargeable only when OEC alters an approved baseline requirement or requests a genuinely new outcome, subject to documented impact analysis and written approval.

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Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

Current Contract Commitments / Works in Progress

Bidders and each member to a JV 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 an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments

No.	Name of Contract	Employer's Contact Address, Tel, Fax	Value of Outstanding Work [Current Eq. PKR]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Eq. PKR/month)]
1					
2					
3					
4					
5					

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

1. Financial data

Type of Financial information in (currency)	**Historic information for previous _*[insert number]* years, *[insert in words]*** **(amount in currency, currency, exchange rate*, PKR equivalent)**				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

(a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).

(b) be independently audited or certified in accordance with local legislation.

(c) be complete, including all notes to the financial statements.

(d) correspond to accounting periods already completed and audited.

☐ Attached are copies of financial statements[1] for the *[number]* years required above; and complying with the requirements.

[1] If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

Annual Turnover Data			
Year	**Amount Currency**	**Exchange rate* (If applicable)**	**PKR equivalent**
[indicate calendar year]	*[insert amount and indicate currency]*		
		Average Annual Turnover **	

*   Refer ITA for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS