

Pre-Qualification Document

Toners and Repair of Office Equipment
(Goods)

National

Single Stage-One Envelope



September 25, 2026

*Prime Minister's Office (Internal) (Prime Minister's Office (Internal)), Assistant
Sector G-5, Islamabad Capital Territory
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INVITATION FOR PRE-QUALIFICATION

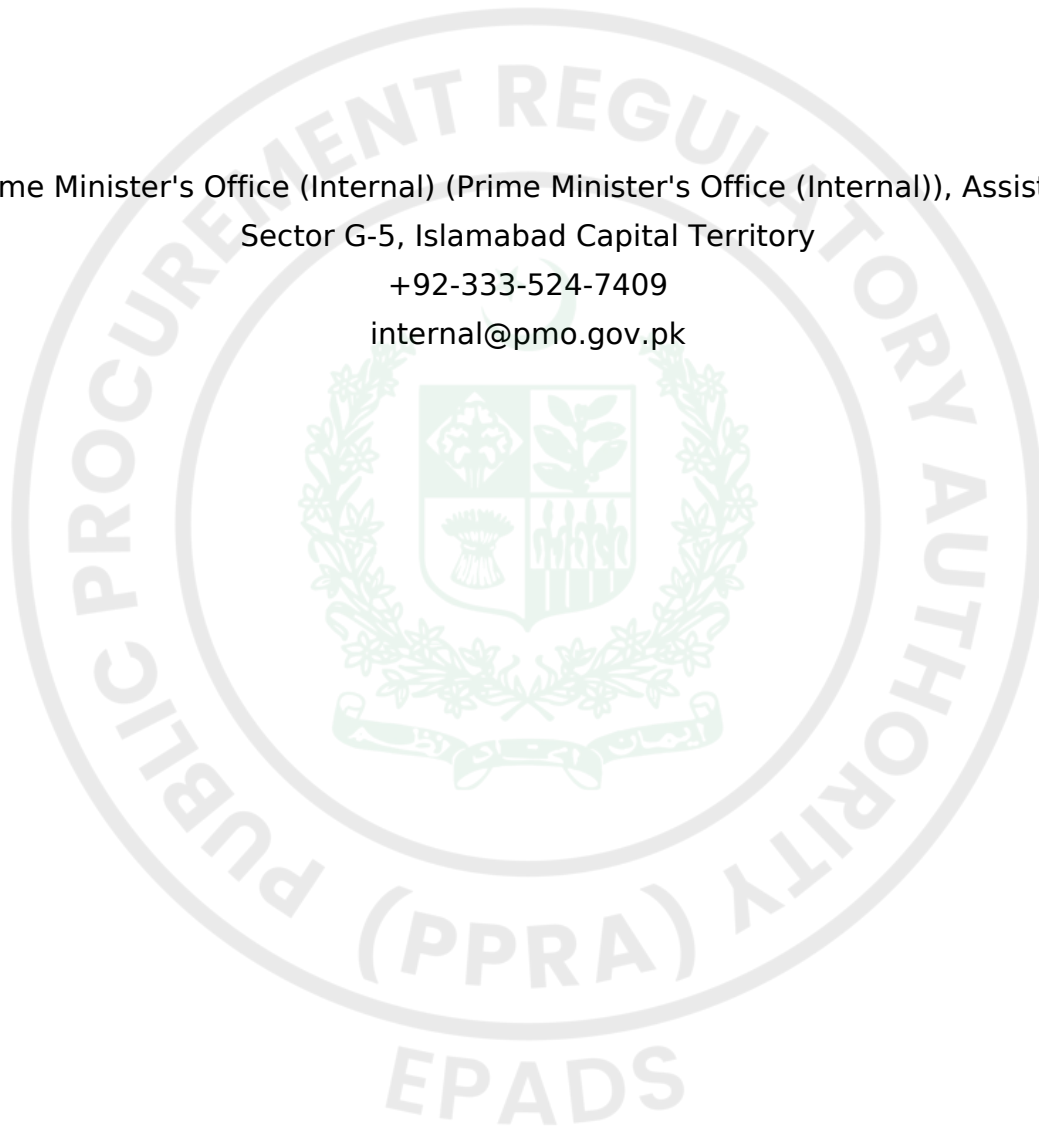
PROCUREMENT OF GOODS

1. The **Prime Minister's Office (Internal) (Prime Minister's Office (Internal))** has reserved Funds for the procurement planned for FY **2026-27**. The **Prime Minister's Office (Internal) (Prime Minister's Office (Internal))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Toners and Repair of Office Equipment**" with the reference of "**P111244**"
2. The **Prime Minister's Office (Internal) (Prime Minister's Office (Internal))** intends to pre-qualify suppliers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to bidding process.
3. The objective of the intended pre-qualification is the on-demand supply of "**Toners and Repair of Office Equipment**" through subsequent signing of contract with successful bidders, and the purpose of this Pre-qualification Notice is to provide the very basic information to enable the potential applicants to decide whether or not to respond to this Pre-qualification Notice.
4. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants.
5. Pre-qualification process is open for all **National** Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the Prime Minister's Office (Internal) (Prime Minister's Office (Internal)) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/procurements/111244>**.
6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Tuesday, October 13, 2026 10:00 AM**. E-bids will be opened using **EPADS v2.0** on the same day at **Tuesday, October 13, 2026 10:30 AM**.

Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

In terms of Rule 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalification Documents

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 Pre-qualification.

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, Secondary Procurement process, 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 rules 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 Contract Agreement.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the 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 contract 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 Contract Agreement. 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 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 Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid 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 PART 2 Supply Requirements

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

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 Pre-qualification Documents and Pre-Application Meeting

7.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. 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 v2.0** 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 Pre-qualification 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 Pre-qualification Documents. Any modification to the Pre-qualification 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 v2.0**. 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 v2.0**.

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 v2.0**.

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 v2.0**.

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 Pre-qualification process.

10. Language of Application

10.1. The Application as well as all correspondence and documents relating to the Pre-qualification 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.

11.2. **Application Submission Letter**

11.2.1. 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.

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

11.3.1. 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).

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

11.4.1. 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)**.

11.4.2. 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:

11.4.2.1. 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).

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

11.4.3. 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.

11.4.4. The documentary evidence of the Applicant's qualifications to conclude a contract Agreement, shall establish to the Procuring Agency's satisfaction:

11.4.4.1. 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;

11.4.4.2. 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 v2.0

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 v2.0**.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. 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 v2.0**.

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 v2.0**

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 v2.0**

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 Pre-qualification.

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.

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 v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

25. Pre-qualification 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 v2.0** 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 v2.0**.

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 v2.0**

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 v2.0**.

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".

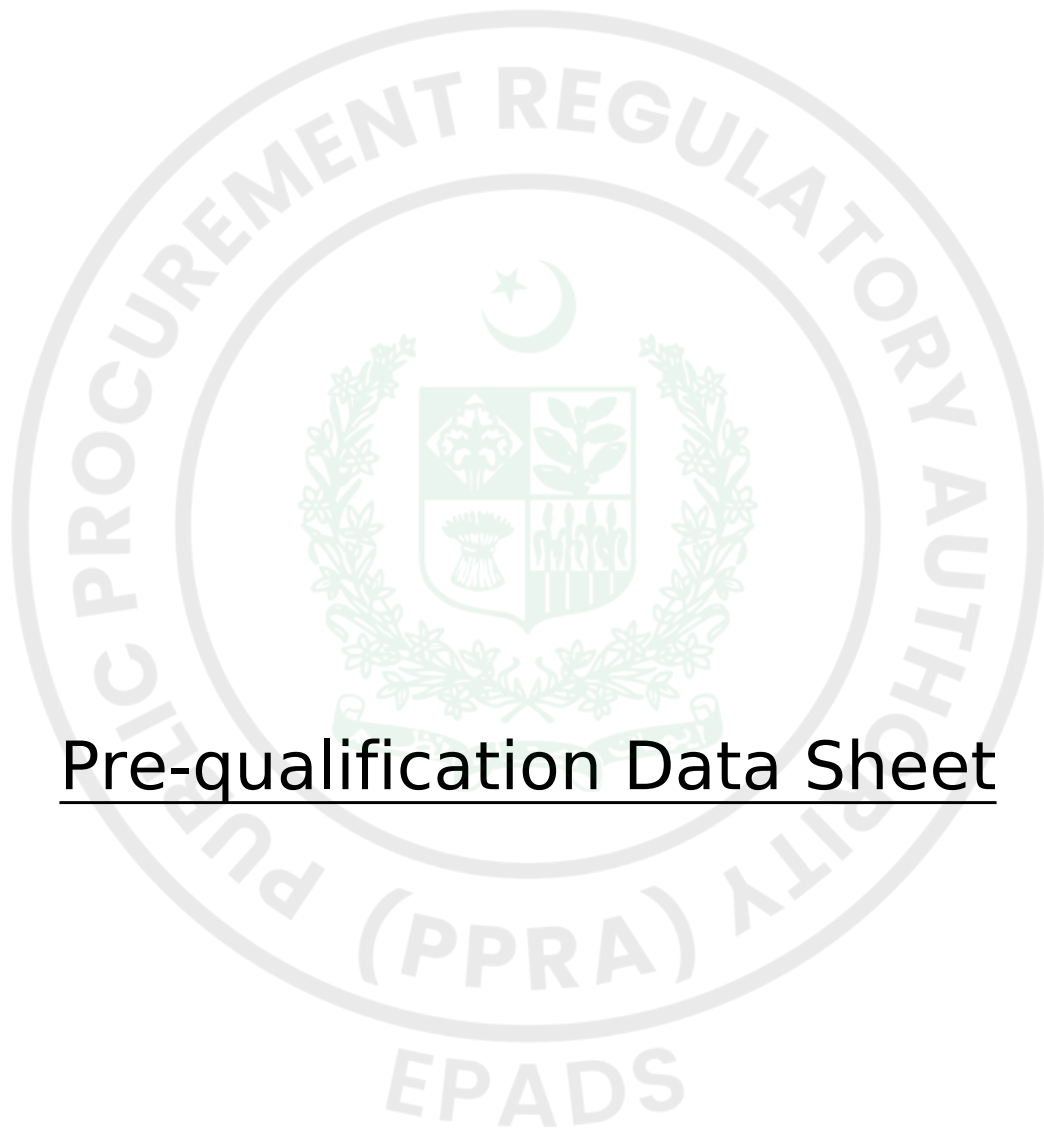
29. Redressal of Grievances

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-48 of Public Procurement Rules, 2004.

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-19 of Public Procurement Rules, 2004 read with "Mechanism for Blacklisting Regulations, 2024".



Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS Clause No

ITA No

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

A. General

PDS Clause No 1

ITA No 1.1

Identification Number of the Invitation for Prequalification: **P111244**

The Procuring Agency is: **Prime Minister's Office (Internal) (Prime Minister's Office (Internal))**

List of Contracts:

See section items and Lots

PDS Clause No 2

ITA No 2.1

The name of Procuring Agency is: **Prime Minister's Office (Internal) (Prime Minister's Office (Internal))**

The name of Project / Procurement is: **Toners and Repair of Office Equipment**

PDS Clause No 3

ITA No 4.2

Maximum number of members in a Joint Venture (JV): **Nil**

PDS Clause No 4

ITA No 4.5

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

B. Contents of the Prequalification Document

PDS Clause No 5

ITA No 7.1

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

PDS Clause No 6

ITA No 7.1 & 8.2

Information related to Prequalification shall be published on: **EPADS v2.0**

PDS Clause No 7

ITA No 7.2

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

C. Preparation of Applications

PDS Clause No 8

ITA No 10.1

This Prequalification Document has been issued in the language: **English**

PDS Clause No 9

ITA No 11.1(d)

Additional documents to be submitted through EPADS v2.0:

No

PDS Clause No 10

ITA No 14.2

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

D. Submission of Applications

PDS Clause No 11

ITA No 16.1

Deadline for Application Submission:

Day: **Tuesday**

Date: **Tuesday, October 13, 2026**

Time: **10:00 AM**

PDS Clause No 12

ITA No 17.1

Opening of Applications shall be conducted through: **EPADS v2.0**

Day: **Tuesday**

Date: **Tuesday, October 13, 2026**

Time: **10:30 AM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

E. Procedures for Evaluation of Applications

PDS Clause No 13

ITA No 21.1

Margin of Domestic Preference: **Not Applicable**

(Applicable only if authorized in Procurement Plan)

PDS Clause No 14

ITA No 29.1

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

A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency's decision not to prequalify an Applicant

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	

Eligibility Criteria	Document
The firm/ supplier will be responsible for all the security measures and ensure confidentiality during/ after contract period and will be considered liable in case of breach, if any	No
The contract will be awarded for complete financial year. If required, contract can be extended as provided in PPRA Rules 2004 & EPADS Rules.	No
The firm/ supplier must be registered with General Sales Tax, National Tax Number. Only registered firms/ suppliers with Active Taxpayers List (ATL) of FBR are eligible to apply. All the bidders must provide attested photocopies of valid GST registration, National Tax Number & Active Taxpayers List of FBR.	Yes
Only the firms having complete setup/ based in Rawalpindi & Islamabad are eligible to apply.	No
Affidavit that the firm has never been black listed by any Government Department/ Organization or involved in litigation with any party.	Yes
Copy of authorization letter from the respective Principal Supplier/ Manufacturer (if claimed/ required).	Yes

The purchase procedure is subject to observance of PPRA Rules, 2004 and EPADS Rules (as amended).	No
All bidders must provide their company/ factory/ firm profile clearly mentioning proper business address, landline/ mobile numbers as well as the names of the owner(s)/ representative(s) in case the purchase committee wish to visit the site at any time.	Yes
This Office reserves the right to revise/ delete/ modify/ add any aspect of the technical requirements or specifications/ evaluation criteria before finalization of Tenders.	No
This Office reserves the right to reject all bids/ proposals at any time prior to the acceptance. This Office shall communicate the same to bidder(s) upon request only. It is however, not required to justify those grounds.	No
Free delivery of all the items/ equipment must be ensured.	No
Inspection of all the items/ equipment will be carried out at the time of delivery before acceptance.	No
The contract survives only in case of acceptance of all the clauses duly signed and stamped. Both parties will have one (01) copy each.	No
The Parties agree that their respective performance under this Agreement shall always remain subject to and in compliance with the applicable rules, regulations, directives, SOPs, Acts, and Ordinances etc., of the PPRA Rules and EPADS Rules for Procurements and the Laws of Pakistan and nothing agreed herein has been intended to be performed in breach thereof.	No
If any provision of this Agreement is declared by any judicial or other legitimate competent authority to be void or unenforceable, the remaining provisions of this Agreement shall remain in full force.	No
Party (2) "The Bidder/ Contractor" may terminate this Agreement by serving 30 days prior written notice upon Party (1).	No

GRIEVANCES REDRESSAL/ SETTLEMENT OF DISPUTES: Contractor(s) feeling aggrieved may lodge complaint to GRC. Complaint shall not warrant suspension of Procurement/ tender process. Upon force of contract, disputes shall be settled by arbitration. Failing to complete demand after 03 reminders, bidder may appear before GRC for investigation/ decision within 15 working days allowing plaintiff to submit final statement. GRC decision not inconsistent to the Laws of Pakistan, shall be final/ irreversible.	No
DISQUALIFICATION/ BLACKLISTING: This Office reserves the right to disqualify/ confiscate security deposit/ earnest money or blacklist the firm if : Any false statement/ documents are presented. Concealing of any information. Failure to meet/ entertain the requirement/ demand of this Office. In case the bidder may defaults. Breach of all or any clause of the terms & conditions of this contract.	No
Interested bidders must offer their unconditional tenders/ quotations. Conditional offers will not be accepted.	No
All prices must be quoted inclusive of all government taxes (where applicable).	No
If required, the bidder(s) must supply fair/ best quality samples of the required items for approval as and when required without any extra cost.	No
It is mandatory for the firm to quote rates for all the items mentioned in the list.	No
The bids/ offers contrary to the specifications mentioned in the tender document (if not mentioned "or equivalent") will be turned down.	No
Security deposit/ earnest money of the successful bidder only will be held, which will be refunded at the end of contract period.	Yes
Warranty/ guarantee must be ensured for the whole contract period for all items/ equipment provided, without any annual service charges.	No

If required and the contract is extended for further period not exceeding than three (03) years. The bidder(s) may : During 1st year of warranty period If any item/ equipment is found defective it will be returned/exchanged without any extra cost. During the 2nd year, free service with non-consumable parts must be ensured without annual service charges and cost of parts. During the 3rd year of contract free service must be ensured without annual service charges.	No
BID VALIDITY: The proposed bids/ offers/ rates shall be valid for the complete contract period/ financial year.If considered necessary:All bidders shall be asked to extend their respective bid validity period.Contract can be extended as provided in PPRA Rules, 2004 and EPADS Rules.If extended the terms & condition and rates quoted will remain same (subject to change in Government Taxes).Earnest money already deposited will be valid for extended period otherwise the same will be returned.	No
BILLINGS/ PAYMENTS: Only the successful bidders will have to provide their bank details i.e. Account Title, Account number, Bank Name, Branch Name, Branch Code & Vendor Number. All purchases shall be made on credit memo/ bills etc. and payment will be arranged through AGPR, Islamabad. The admissible taxes will be deducted at source.	No
PURCHASE/ SUPPLY: All requirements will also be met on urgent basis by the Contractor.Purchase will be made as per requirement from time to time at the quoted rates which have been approved by this Office and are not subject to any change until the end of contract term/financial year (subject to any change imposed by the Government).The supplier will also be responsible for supply of the items not included in the list but required from time to time due to the unforeseen nature of requirement.	No
The firm will be bound to supply all the items mentioned as per list attached/supply order without change of rates/quality of any item during the whole financial year and submit the bill after completion of supply order in all respect. The supplier if agreed, will be responsible to carry out repair maintenance of office equipments. The purchase of all or any item(s) is subject to requirement & may not be purchased.	No

All items/material to be provided/supplied must be brand new, according to standard specifications or equivalent (subject to requirement – may vary from advertisement) of tender documents and of best quality. Brand/quality/quantity/packing must be according to orders placed by this Office. Bidders would supply items within time specified in supply order of this Office. Item (Nomenclature) wise penalty charges at the cost of Rs. 100/- per day will be charged in case of failure to in-time supply.	No
Defective items if any, will be returned or exchanged with new/original ones. In case of failure to supply or supply of substandard items, contract will be terminated immediately with confiscation of earnest money. Arrangements must be made for supply of required equipment/items/material alongwith related accessories etc. and any other demand by this Office as well as after sale services even at odd hours and during closed holidays, if required, at any time will also have to be made by supplier.	No
In case any item/equipment becomes out of order, replacement/back-up must be provided without any additional charges as soon as possible without causing inconvenience/delay in official work.	No
The firm/supplier will be responsible of Repair/maintenance/installation of the back-up without any additional cost. This Office does not take any responsibility for any loss/damage occurred to the items/equipment provided for back-up service.	No

Evaluation Criteria

Quality Based Selection (QBS)

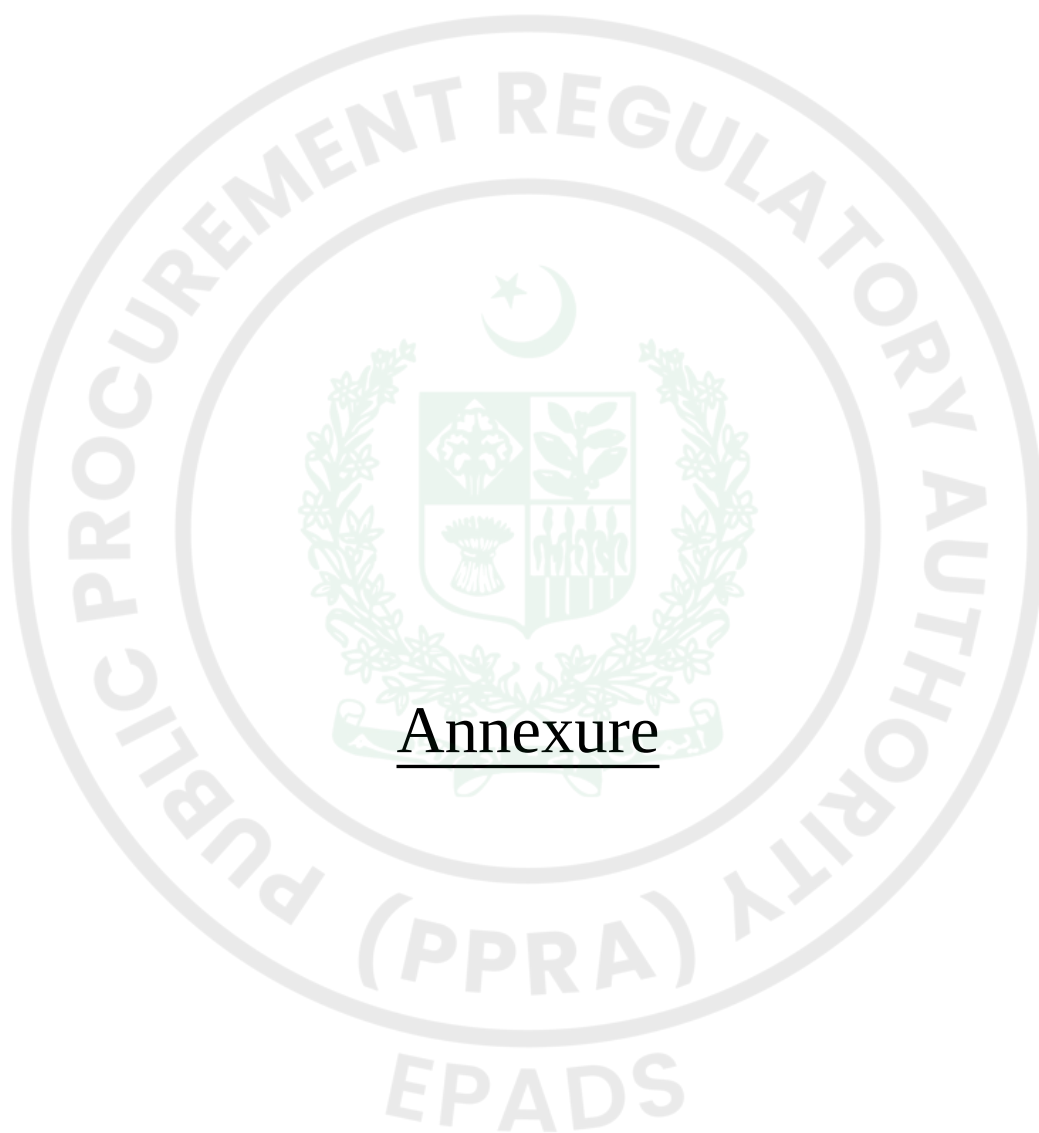
Weightage (With Financial Criteria)

Technical Evaluation %	Financial Evaluation %
80	20

Technical Marks	80
Passing Marks	60
TECHNICAL EVALUATION CRITERIA	
Qualified Technicians - The service provider should have qualified and experienced technicians capable of diagnosing, repairing, and maintaining printers, photocopiers, scanners, desktop computers, laptops, and related office equipment. Submit Detail of Technical Staff and their Expertise on Letter Head. (Quantitative)(Doc Required) 03 Technician (20) 02 Tecs (10) 1 Tech (5)	20
Relevant Experience - Years in business and past performance contracts with Government Departments. (Quantitative) (Doc Required) With PMO (INTERNAL) - 10 Years experience (20) With other Government Departments - 10 Years experience minimum (including 06 Years with PMOI). (10) Market Experience only - 10 Years Minimum (5)	20
Technical Capability & Equipment - Availability of dedicated diagnostic tools, repair equipment, and technical infrastructure. (Qualitative)(Doc Required) OWNED Technical Capability & Equipment (10) OUTSOURCED Technical Capability & Equipment (5)	10

Office/ Workshop Setup - Physical presence, location, and workshop capacity in the Islamabad/ Rawalpindi. (Qualitative) (Doc Required)	10
Within 05 km with pick and drop (10)	
Beyond 05 km with pick and drop (5)	
IN-HOUSE Technicians service calls. (Qualitative)(Doc Required)	20
IN-HOUSE Establishment of Workshop service facility. (20)	
Periodical Visit or technicians service calls service facility. (10)	
Financial Marks	20
FINANCIAL EVALUATION CRITERIA	
Annual turnover - For evidence detailed Bank Statements may not be submitted instead other proofs (i.e. paid taxes, Balance statement of account for the month of June only) may be provided. (Quantitative)(Doc Required)	20
20 Million and above (20)	
10 to 20 Million (10)	





Annexure

Purchase of Toners and Cartridges

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Purchase of Toners and Cartridges** (page number: 35)

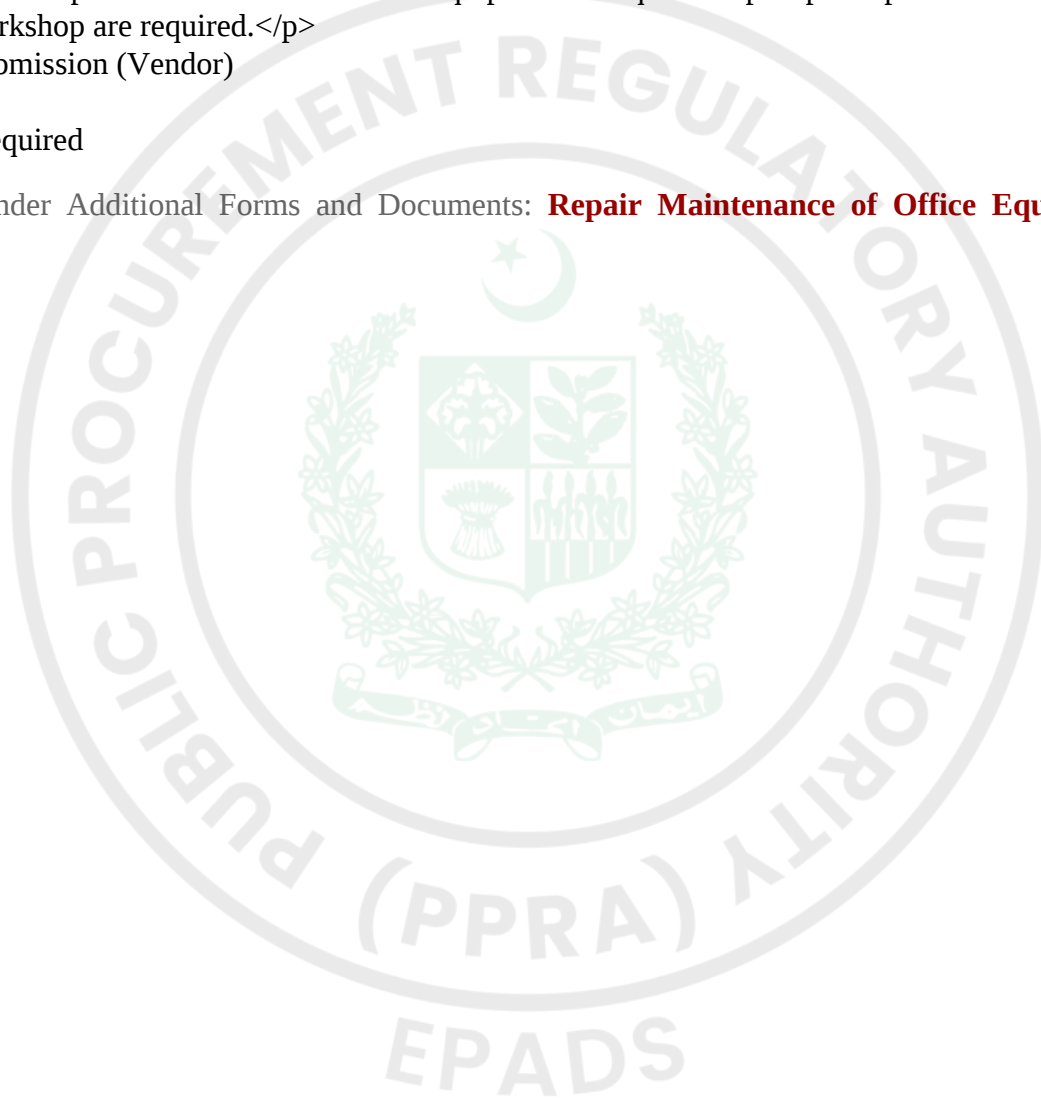
Repair Maintenance of Office Equipment

<p>Consent for Repair Maintenance of Office Equipment is required.</p> <p>Proposals for establishment of In-House Workshop are required.</p>

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Repair Maintenance of Office Equipment** (page number: 39)





Procurement Forms







Additional Forms and Documents

**GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD**

LIST OF CARTRIDGES/ TONERS 2026 - 27

SR.	NAME OF ITEM(S)	DESCRIPTION	RATES INCLUDING GST			SPECIFICATIONS (BRAND) IN CASE OF CHANGE
			Original Toners	Compatible Toners	Refilled	

LASERJET PRINTERS

1.	HP 2035	05 A				
2.	HP 1020	12 A				
3.	HP 1300	13 A				
4.	HP 1200	15 A				
5.	HP Pro 402 nd	26 A				
6.	HP 1005	35 A				
7.	HP 1006	36 A				
8.	HP 1505 n	36 A				
9.	HP 2015	53 A				
10.	HP M 1536 DNF	78 A				
11.	HP Pro 400 M 401 Series	80 A				
12.	HP Pro MFP M225 dn	83 A				
13.	HP 1102/ P 1102 w	85 A				
14.	HP Enterprise 600 M 601 Series	90 A				
15.	HP MFP 135 w	107 A				
16.	HP MFP 137 fnw	107 A				
17.	HP Pro MFP 4103	151 A				
18.	HP Pro 4003 dn	151 A				

LASERJET COLOR PRINTERS

19.	HP LJ-CP-1025 (each set containing 04 toners Black Tinta Negra, Cyan, Yellow Amarillo, Magenta)	• 126A-CE310AD				
		• 126A-CE311A				
		• 126A-CE312A				
		• 126A-CE313A				

LASERJET COLOR PRINTERS

* Overwriting and cutting will not be accepted. ** All rates must be quoted including GST. *** Quotations will only be accepted on the given format and must be stamped & signed. **** If required samples must be provided. ***** Any item (s) required must be provided on demand.

**GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD**

LIST OF CARTRIDGES/ TONERS 2026 - 27

SR.	NAME OF ITEM(S)	DESCRIPTION	RATES INCLUDING GST			SPECIFICATIONS (BRAND) IN CASE OF CHANGE
			Original Toners	Compatible Toners	Refilled	
20.	HP LJ Pro-100 MFP M177fw (each set containing 04 toners Black, Cyan, Magenta, Yellow Amarillo)	• 130A-CF350A				
		• 130A-CF351A				
		• 130A-CF352A				
		• 130A-CF353A				
21.	HP LJ MFP M176n (each set containing 04 toners Black, Cyan, Magenta, Yellow)	• 130A-CF350A				
		• 130A-CF351A				
		• 130A-CF352A				
		• 130A-CF353A				
22.	EPSON ECO Tank L 8050 (each set of 06 Ink Bottles)	• Epson 057 - BK				
		• Epson 057 - Y				
		• Epson 057 - C				
		• Epson 057 - LC				
		• Epson 057 - M				
		• Epson 057 - LM				
23.	HP LJ MFP 178 nw (each set of 04 toners Black, Cyan, Magenta, Yellow)	• 119 A-W 2090 A				
		• 119 A-W 2091 A				
		• 119 A-W 2092 A				
		• 119 A-W 2093 A				
24.	HP LJ 150 nw (each set of 04 toners Black, Cyan, Magenta, Yellow)	• 117 A-W 2070 A				
		• 117 A-W 2071 A				
		• 117 A-W 2072 A				
		• 117 A-W 2073 A				

LASERJET COLOUR PRINTERS

* Overwriting and cutting will not be accepted. ** All rates must be quoted including GST. *** Quotations will only be accepted on the given format and must be stamped & signed. **** If required samples must be provided. ***** Any item (s) required must be provided on demand.

**GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD**

LIST OF CARTRIDGES/ TONERS 2026 - 27

SR.	NAME OF ITEM(S)	DESCRIPTION	RATES INCLUDING GST			SPECIFICATIONS (BRAND) IN CASE OF CHANGE
			Original Toners	Compatible Toners	Refilled	
25.	HP LJ Pro 4203 dw (each set of 04 toners Black, Cyan, Magenta, Yellow)	• 230 A-W 2300 A				
		• 230 A-W 2301 A				
		• 230 A-W 2302 A				
		• 230 A-W 2303 A				
26.	HP LJ Pro MFP 283 fdw (each set of 04 toners Black, Cyan, Magenta, Yellow)	• 206 A-W 2110 A				
		• 206 A-W 2111 A				
		• 206 A-W 2113 A				
		• 206 A-W 2112 A				

FAX MACHINES

1.	Panasonic KX-FL-652 CX	KX-FA 83 E				
2.	Panasonic KX-FLB-802 CX	KX-FA 85 E				
3.	Panasonic KX-FLB-882 CX	KX-FAT 85 E				
4.	Panasonic KX-FL-402 CX	KX-FAT 88				
5.	Panasonic KX-MB-2030	KX-FAT 411				
6.	Panasonic KX-MB-2085	KX-FAT 411				
7.	Panasonic KX-MB-2120	KX-FAT 472				
8.	Panasonic KX-UF-6300	UG-3220 D				
9.	Panasonic Fax Film Rolls	KX-FA 57 A/E				

**GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD**

LIST OF CARTRIDGES/ TONERS 2026 - 27

SR.	NAME OF ITEM(S)	DESCRIPTION	RATES INCLUDING GST			SPECIFICATIONS (BRAND) IN CASE OF CHANGE
			Original Toners	Compatible Toners	Refilled	

PLAIN PAPER COPIERS - BLACK

1.	Ricoh MP 2000	Toner				
	Annual Service	Agreement				
2.	Cannon Image Runner ir 2935 i	NPG - 90 Black				
	Annual Service	Agreement				
3.	Konica Minolta Bizhub 423	Toner				
	Annual Service	Agreement				
4.	Ricoh 3352	Toner				
	Annual Service	Agreement				

PLAIN PAPER COPIERS - COLOR

5.	Cannon Image Runner irc 3326 i (each set of 04 toners Black, Cyan, Magenta, Yellow)	NPG-88 Black				
		NPG-88L Cyan				
		NPG-88L Magenta				
		NPG-88L Yellow				
	Annual Service	Agreement				

DIGITAL DUPLICATING MACHINE

6.	Ricoh Priort JP 1250	Toner				
	Annual Service	Agreement				

GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD

LIST OF EQUIPMENT 2026 – 27

SR.	MODEL / TYPE OF EQUIPMENT	QUANTITY
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➤ **BLACK PRINTERS**

1.	HP Desk Jet 5160	01 No.	76 Black Printers
2.	Dot Matrix Epson 2090	01 No.	
3.	HP L/J 1006	01 No.	
4.	HP L/J P 1505 n	01 No.	
5.	HP L/J 2015 n	01 No.	
6.	HP L/J P 2035	03 Nos.	
7.	HP L/J 1020	03 Nos.	
8.	HP L/J 1200	03 Nos.	
9.	HP L/J 1005	04 Nos.	
10.	HP L/J 402 N/D	04 Nos.	
11.	HP L/J P 1102 W	08 Nos.	
12.	HP L/J Enterprise 601	03 Nos.	
13.	HP L/J 400 Series	18 Nos.	
14.	HP L/J 1300	07 Nos.	
15.	HP L/J MFP 1536 DNF	02 Nos.	
16.	HP L/J MFP 225 DN	02 Nos.	
17.	HP L/J MFP 135 w	01 No.	
18.	HP L/J MFP 137 fnw	03 Nos.	
19.	HP L/J Pro MFP 4103	05 Nos.	
20.	HP L/J Pro 4003 dn	05 Nos.	

➤ **COLOR PRINTERS**

21.	HP L/J C CP1025	02 Nos.	15 Color Printers
22.	HP L/J MFP C 177FW	04 Nos.	
23.	HP L/J MFP C 176 N	01 No.	
24.	HP L/J MFP 178 nw	01 No.	
25.	HP L/J 150 nw	02 Nos.	
26.	HP L/J Pro 4203	03 Nos.	
27.	HP L/J Pro MFP 283 fdw	01 No.	
28.	EPSON ECO Tank L 8050	01 No.	

➤ **COMPUTERS**

1.	HP / Dell / Lenovo Core i-7	48 Sets	107 Computer Sets 04 LCDs / LEDs
2.	HP / Dell Core i-5	09 Sets	
3.	HP / Dell Core i-3	17 Sets	
4.	HP / Dell C2D	23 Sets	
5.	Non Branded C2D	01 Set	
6.	Non Branded Dual Core	01 Set	
7.	HP / Dell P-IV	02 Sets	
8.	Non Branded P-IV	02 Sets	
9.	HP / Dell / View Sonic LCDs / LEDs	04 Nos.	

➤ **LAPTOPS**

1.	Laptop HP Core i-7	13 Nos.	19 Laptops
2.	Laptop Core i-5	03 Nos.	
3.	Laptop P-IV	03 Nos.	

**GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD**

LIST OF EQUIPMENT 2026 – 27

SR.	MODEL / TYPE OF EQUIPMENT	QUANTITY	
➤ BLACK PHOTOCOPIERS			
1.	PPC Konica Minolta Bizhub 423	01 No.	10 PPC Black
2.	PPC Ricoh MP 2000	04 Nos.	
3.	PPC Ricoh 3352	01 No.	
4.	PPC Cannon Image Runner ir 2935 i	02 Nos.	
➤ COLOR PHOTOCOPIERS			
5.	PPC Cannon Image Runner irc 3326 i	02 Nos.	10 PPC Color
➤ DUPLICATING MACHINE			
6.	Duplicator Ricoh Digital Priport 1250	01 No.	01 Duplicator
➤ FAX MACHINES			
1.	Panasonic KX MB 2120	01 Nos.	16 Fax Machines
2.	Panasonic KX FLB 652	03 Nos.	
3.	Panasonic KX MB 2085	02 Nos.	
4.	Panasonic KX FLB 882 CX	01 No.	
5.	Panasonic KX–FL 402 CX	01 No.	
6.	Panasonic KX FLB 802 CX	01 No.	
7.	Panasonic UF 6300	01 Nos.	
8.	Panasonic KX MB 2030	01 No.	
9.	Panasonic UF 4100	01 No.	
10.	Panasonic KX FP 711 CXW	03 Nos.	
11.	Panasonic KX FT 907	01 No.	
➤ SCANNERS			
1.	HP SacnJet 200	03 Nos.	23 Scanners
2.	HP ScanJet 5590	02 Nos.	
3.	HP ScanJet Pro 3000 S4	10 Nos.	
4.	Kodak E1030	08 Nos.	

**GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD**

Option – 1 ESTABLISHMENT OF IN-HOUSE WORKSHOP FOR EQUIPMENT REPAIR MAINTENANCE
OR
Option – 2 PROVISION OF IN-HOUSE EQUIPMENT REPAIR MAINTENANCE SERVICES

Option – 1			Option – 2		
		Yes	No		
a.	Possibility for Workshop Establishment			a.	Possibility for Deployment of Workshop Staff on Visit Basis Regularly <u>or</u> as Required.
Please upload the following only in case 'a.' is YES.				Please upload the following only in case 'a.' is YES.	
i.	Requirements for Workshop Establishment (if yes to 'a.').	Upload proposal on Firm Letter Head		i.	Qualification/ Experience of Technician Dedicated for Visits (if yes to 'a.').
ii.	Tools required for Workshop Establishment (if yes to 'a.').	Upload proposal on Firm Letter Head		ii.	Charges Applicable Per Visit for Dedicated Technician (if yes to 'a.').
iii.	Charges for Workshop Establishment (if yes to 'a.').	Upload proposal on Firm Letter Head		iii.	No. of Visits (Monthly/ Fortnightly) of Dedicated Technician (if yes to 'a.').
iv.	Store/ Stock of Accessories Required (if yes to 'a.').	Upload proposal on Firm Letter Head		iv.	No. of Dedicated Technician Deployed for Visits (if yes to 'a.').
v.	Cost Effect for Deployment of Dedicated Technician (if yes to 'a.').	Upload proposal on Firm Letter Head		v.	Service Charges Applicable Annually for each equipment (if yes to 'a.').
vi.	No. of Dedicated Technicians to be Deployed (if yes to 'a.').	Upload proposal on Firm Letter Head		vi.	Ownership of required Tools for Visiting Technician (if yes to 'a.').
vii.	Qualification <u>or</u> Experience of Deployed Technicians (if yes to 'a.').	Upload proposal on Firm Letter Head		vii.	Any other requirement for Visiting Technician (if yes to 'a.').
viii.	Service Charges Applicable Annually per equipment (if yes to 'a.').	Upload proposal on Firm Letter Head		viii.	Any other Cost Effect (if yes to 'a.').
ix.	Any other requirement for Workshop (if yes to 'a.').	Upload proposal on Firm Letter Head		ix.	Brief Mechanism of Visits (if yes to 'a.').
x.	Any other Cost Effect (if yes to 'a.').	Upload proposal on Firm Letter Head		x.	Consolidated Statement of Total Cost effect may be offered separately.
xi.	Brief Mechanism of Workshop Establishment (if yes to 'a.').	Upload proposal on Firm Letter Head			
xii.	Consolidated Statement of Total Cost effect may be offered separately. (if yes to 'a.').	Upload proposal on Firm Letter Head			

- NOTE :** ➤ Repair Maintenance of Equipments is subject to the Consent of interested firms and does not effect the merits to award of Annual Contracts for Toners/ Cartridges.
- Consent for Repair Maintenance of Equipments may be clearly offered which will be effective on quotation basis as and when required.
- Agreement to the above Options is subject to the Consent of Interested Firms only.
- Enforcement of Suitable Option is subject to approval of this Office.
- The Firms will also be considered pre-qualified for Provision of Related Accessories.
- Tender is Open to all therefore, Offers must not only Selectively Depend on the Repair Maintenance/ Provision of Accessories and above Options.