

**GOVERNMENT OF PAKISTAN  
MINISTRY OF MARITIME AFFAIRS**

**REQUEST FOR PROPOSAL / PRE-QUALIFICATION DOCUMENT**

Procurement for Repair & Maintenance Services through an open Framework Agreement

Financial Year: 2026-2027 to 2028-29

Procuring Agency: Ministry of Maritime Affairs, Islamabad

Procedure: Pre-qualification followed by competitive selection of framework suppliers and execution of a open Framework Agreement with subsequent Call-off/Work Orders.

**1. Invitation**

1.1. The Ministry of Maritime Affairs, Government of Pakistan, invites applications from reputable firms/workshops/contractors registered with the relevant Government authorities for provision of recurrent repair and maintenance services on an as-and-when-required basis for a period of three years.

1.2. The procurement shall be conducted under the Public Procurement Rules, 2026, as amended, including the provisions relating to pre-qualification and framework agreements. The objective is to establish a panel of qualified service providers with agreed terms, conditions, from whom Call-off/Work Orders may subsequently be placed without re-negotiating the framework terms for each requirement.

**2. Procurement Structure and Procedure**

- i. **Stage-I – Pre-qualification:** applicants will be assessed against the eligibility, technical capability, experience, financial capacity and past-performance criteria specified in this document.
- ii. **Stage-II – Framework Supplier Selection:** The minimum qualifying score for Stage-II shall be 70% (i.e., 70 marks out of 100). An applicant scoring below 70 marks in a given category may not be considered further for that category.
- iii. **Framework Agreement:** successful Framework Suppliers shall execute the open Framework Agreement for a maximum period of three years, in accordance with Rule 30 of the Public Procurement Rules, 2026.
- iv. **Call-off/Work Orders:** individual repair/maintenance requirements shall be placed through written Call-off/Work Orders under the Framework Agreement. Where a fixed rate cannot reasonably be predetermined, the MoMA (Procuring Agency) shall obtain written quotations from the relevant Framework Suppliers in accordance with the agreed Call-off Quotation Procedure. The approved quotation shall form the agreed price for that particular Call-off/Work Order. No informal negotiation outside the prescribed procedure shall be permitted.
- v. Pre-qualification or inclusion in the framework shall not constitute a commitment by the Ministry to place any minimum quantity or value of work.

**3. Scope of Services**

- Repair & Maintenance of Transport Vehicles
- Repair & Maintenance of Machinery
- Repair, Maintenance of Furniture & Fixtures
- Repair & Maintenance of Office Buildings
- Repair & Maintenance of Computer Hardware
- Repair & Maintenance of IT Equipment
- Electrical Repairs
- Plumbing & Sanitary Repairs
- Civil Repair Works
- Painting and Minor Renovation Works

- Any Other Repair & Maintenance Works assigned by the Ministry, falling within the competence of the Framework Supplier.

Note: Applicants may apply for one or more categories for which they possess demonstrable capability. The Ministry may establish more than one Framework Supplier in a category.

#### 4. Eligibility / Mandatory Requirements

- Registration with FBR and valid NTN.
- Active Taxpayer status at the time of submission and throughout the framework, subject to applicable law.
- Registration with SECP where the applicant is a company, or other lawful registration where applicable.
- At least five years' relevant experience in the category/categories applied for.
- Evidence of satisfactory completion of relevant repair/maintenance assignments.
- Not blacklisted/debarred by any Government organization/competent authority, and not otherwise ineligible under applicable PPRA rules/regulations.
- Valid sales tax registration where applicable to the services/goods offered.
- Submission of complete, signed and stamped application/proposal and documentary evidence.
- Registration with AGPR (Vendor Number)

Note: ISO 9001 certification may be submitted as evidence of quality-management capability where applicable; it shall not by itself replace the mandatory eligibility requirements unless specifically stated in the Financial/Framework Proposal Documents.

#### 5. Documents to be Submitted

- Covering letter/application.
- Company/firm profile and organizational structure.
- Certificate of incorporation/registration, as applicable.
- NTN certificate and Active Taxpayer evidence.
- Sales Tax Registration Certificate, where applicable.
- Experience record with client names, nature/value of work and completion/performance evidence.
- Details of technical personnel, workshop/facilities, tools and equipment relevant to each category.
- Financial capacity evidence
- CNIC of proprietor/authorized representative.
- Affidavit/declaration regarding non-blacklisting/debarment and correctness of information.
- Any other evidence specified in the Evaluation Matrix.

#### 6. Performance Security

6.1. Each firm selected for inclusion in the open Framework Agreement shall, before execution of the Agreement, furnish Performance Security in the form and amount specified below and shall in no case exceed the limit prescribed under Rule 51 of the Public Procurement Rules, 2026 as amended.

|                       |    |                                                        |               |
|-----------------------|----|--------------------------------------------------------|---------------|
| Title of Procurements | 1) | Repair & Maintenance of Transport Vehicles             | Rs.100,000/-  |
|                       | 2) | Repair & Maintenance of Machinery                      | Rs.100,000/-  |
|                       | 3) | Repair, Maintenance & Purchase of Furniture & Fixtures | Rs.100,000/-  |
|                       | 4) | Repair & Maintenance of Office Buildings               | Rs. 160,000/- |
|                       | 5) | Repair & Maintenance of Computer Hardware              | Rs.100,000/-  |

|  |    |                                      |              |
|--|----|--------------------------------------|--------------|
|  | 6) | Repair & Maintenance of IT Equipment | Rs.100,000/- |
|--|----|--------------------------------------|--------------|

6.2. The security is linked to the contractual obligations of the selected Framework Supplier rather than to the pre-qualification application.

## 7. Forfeiture of Performance Security:

- i. The Performance Security furnished by the Framework Supplier shall be liable to forfeiture, in whole or in part, by the Procuring Agency in the event of:
- ii. failure or refusal by the Framework Supplier to execute or perform any Call-off/Work Order in accordance with the terms and conditions of the Framework Agreement, without lawful justification;
- iii. material breach of any provision of the Framework Agreement which remains unremedied within the period specified in the written notice issued by the Procuring Agency;
- iv. abandonment, refusal or persistent failure to undertake an accepted Call-off/Work Order;
- v. submission of false, forged or materially misleading information or documents at the pre-qualification, framework or Call-off/Work Order stage;
- vi. insolvency, bankruptcy, cessation of business or any other event which materially impairs the Framework Supplier's ability to perform its obligations;
- vii. blacklisting, debarment or other action under the applicable procurement laws/rules which renders the Framework Supplier ineligible to continue under the Framework Agreement; or
- viii. termination of the Framework Agreement by the Procuring Agency due to a material default attributable to the Framework Supplier.
- ix. Except in cases involving fraud, corruption, forged documents, abandonment, or other circumstances requiring immediate action, the Procuring Agency shall provide the Framework Supplier with a written notice specifying the default and a reasonable opportunity to remedy the default before forfeiting the Performance Security.
- x. The Procuring Agency may, after consideration of the Framework Supplier's response, forfeit the whole or such portion of the Performance Security as is commensurate with the loss, damage or liability suffered or reasonably likely to be suffered by the Procuring Agency, subject to the applicable PPRA Rules and the terms of this Agreement.
- xi. Forfeiture of the Performance Security shall not prejudice or limit any other right or remedy available to the Procuring Agency under the Framework Agreement, the relevant Call-off/Work Order, the Public Procurement Rules, 2004, or any other applicable law, including recovery of additional loss or damages where legally permissible.
- xii. Where the Performance Security is forfeited in whole or in part, the Framework Supplier shall, within fifteen (15) days of being notified, replenish the Performance Security to its original required amount, failing which the Procuring Agency may terminate the Framework Agreement and/or take such other action as may be permissible under the Agreement and applicable law

## 8. Evaluation and Pre-qualification

8.1. Pre-qualification shall be based solely on the applicant's ability to perform the required services satisfactorily, having regard to relevant experience and past performance, personnel/equipment/facilities, financial position, managerial capability and other relevant factors consistent with PPRA Rules.

8.2. A Technical Assessment/Evaluation Matrix is attached as **Annex-I**. Only applicants meeting all mandatory requirements and achieving the prescribed minimum technical score shall be declared pre-qualified.

8.3. The Ministry may verify documents, references, workshop/facility information and past performance. False, materially inaccurate or incomplete information may result in disqualification in accordance with applicable PPRA provisions.

## 9. Framework Supplier Selection

9.1. The minimum qualifying score shall be 70% (i.e., 70 marks out of 100). An applicant scoring below 70 marks in a given category may not be considered further for that category..

9.2.. The Ministry may select one or more suppliers in each category where this is necessary to ensure continuity, competition, capacity and value for money.

## **10. Call-off/Work Order Procedure**

10.1. Each requirement shall be initiated through a written Call-off/Work Order Request describing the work, location, specifications, estimated quantity, inspection/diagnostic requirements and required completion time.

10.2. Where more than one Framework Supplier is available in the relevant category and the requirement cannot reasonably be priced through the fixed framework rates or agreed pricing formula, the Procuring Agency shall invite online quotations through EPADS V 2.0 from the relevant Framework Suppliers. Quotations shall identify labour, parts/materials, applicable taxes, completion period and warranty, where relevant. The Call-off/Work Order shall ordinarily be awarded to the most advantageous responsive quotation in accordance with the objective criteria stated in the Financial/Framework Proposal Documents and the Call-off/Work Order Request.

10.3. The selected Framework Supplier shall acknowledge the Call-off/Work Order and commence work within the stipulated period.

10.4. No supplier shall be entitled to a minimum volume of work merely by signing the Framework Agreement.

10.5. Urgent/emergency work may be placed through an expedited Call-off/Work Order procedure. Where practicable, quotations shall be obtained from the relevant available Framework Suppliers; where immediate action is necessary to prevent substantial loss, damage or operational disruption, the reasons and approval shall be recorded and the action shall remain subject to applicable PPRA and financial controls.

10.6. Where the required repair/service is not covered by a pre-agreed fixed rate or pricing formula, the Procuring Agency shall obtain a quotation in accordance with the Call-off Quotation Procedure before authorizing the work, except in duly justified emergency circumstances. Any variation to an issued Call-off/Work Order shall require written approval of the competent authority and shall be dealt with in accordance with the Agreement and applicable rules.

## **11. Contract/Framework Period**

The Open Framework Agreement shall remain valid for a period of three (03) years. Any extension shall only be made where legally permissible, approved by the competent authority, and consistent with the PPRA Rules and the provisions of the Framework Agreement.

Notwithstanding the above, in the event of abolition, dissolution, merger, restructuring, reorganization, renaming, transfer of functions, change in administrative control or any other change in the status, structure, mandate or functions of the Ministry, or pursuant to any decision, notification, order, policy, directive or other action of the Federal Government or any competent authority affecting the Ministry or this Framework Agreement, this Framework Agreement shall stand terminated forthwith, without any liability, compensation, damages, loss of profit or other claim whatsoever against the Ministry arising solely from such termination. The Vendor shall have no right to challenge or claim compensation for such termination, and the decision of the competent authority in this regard shall be final and binding, subject always to applicable law and the PPRA Rules.

## **12. General Service Conditions**

- Urgent work shall be attended on priority basis by the Framework Supplier.
- Assigned work shall be completed within the time specified in the Call-off/Work Order.
- Only genuine/OEM or approved quality spare parts/materials shall be used wherever applicable.

- The Ministry may inspect and supervise work at any stage.
- Defective or substandard work shall be rectified/replaced by the supplier at its own cost.
- No advance payment shall be made unless specifically approved under applicable rules.
- Applicable Government taxes shall be deducted at source.
- The Framework Supplier shall comply with applicable Government rules, labour/safety requirements and directions of the Ministry.

### **13. Payment**

Payment shall be made after satisfactory completion/acceptance of the work covered by the Call-off/Work Order, submission of invoice and certification by the authorized officer, subject to availability of funds, applicable financial rules and deduction of taxes at source. The invoice shall be supported by the approved quotation, Call-off/Work Order, completion/acceptance certificate and any measurement or parts documentation required by the Procuring Agency.

### **14. Grievance Redressal and Dispute Resolution**

14.1. The Procuring Agency shall constitute a Grievance Redressal Committee (GRC), if not already constituted, comprising an odd number of persons with the necessary powers and authorizations, in accordance with Rule 65(1) of the Public Procurement Rules, 2026. The GRC shall not include any member of the Procurement/Evaluation Committee and shall include an appropriate subject specialist, where required.

14.2. Any party may submit a written complaint against the eligibility parameters, evaluation criteria or any other terms and conditions prescribed in the pre-qualification/RFP documents if considered contrary to the applicable procurement regulatory framework. Such complaint shall be addressed by the GRC well before the deadline for submission of applications/proposals, in accordance with Rule 65.

14.3. Any applicant/bidder aggrieved by an act of the Procuring Agency after submission of its application/bid may lodge a written complaint within seven (7) days of announcement of the Technical Evaluation Report and within five (5) days after issuance of the Final Evaluation Report, as applicable, in accordance with Rule 65. Where a complaint is filed against the Technical Evaluation Report, procurement proceedings shall be suspended in accordance with Rule 65.

14.4. The GRC shall investigate and decide the complaint within ten (10) days of its receipt. A bidder or party not satisfied with the decision of the GRC may file an appeal before PPRA within thirty (30) days of communication of the decision, subject to the prescribed fee and procedure under Rule 65(6) and the applicable Redressal of Grievances Regulations.

14.5. Complaints under Rule 65 concern the procurement process prior to entry into force of the procurement contract. After the open Framework Agreement comes into force, disputes between the parties, including disputes concerning performance, payment, warranty, penalties, termination or other contractual matters, shall be dealt with in accordance with the Agreement and Rule 66 of the Public Procurement Rules, 2026 as amended.

### **15. Submission and Opening**

14.1. Applications shall be submitted in the manner, place and by the deadline specified in the public advertisement and the RFP. Late submissions shall not be entertained. The subsequent Financial/Framework Proposals shall be opened/evaluated in accordance with the procedure stated in the invitation issued to pre-qualified applicants.

15.2. Original source date/place information: submissions from **07.10.2026 to 20.10.2026** at 11:00 hours, Ministry of Maritime Affairs, 8th Floor, Kohsar Block, Pak Secretariat, Islamabad; opening at 11:30 hours on **20.10.2026** at the same venue.

### **16. Execution of open Framework Agreement**

Each selected Framework Supplier shall execute the open Framework Agreement with the Ministry on appropriate non-judicial stamp paper of the value of Rs. 100/prescribed under applicable law, at its own cost, and shall furnish the required Performance Security before execution. The Agreement shall become effective upon due execution by both parties and completion of the prescribed security formalities.

## **17. Declaration by Applicant**

I/We certify that the information and documents provided are true, complete and correct and agree to comply with the terms and conditions of the pre-qualification and, if selected, the open Framework Agreement and all Call-off/Work Orders issued thereunder.

Name of Firm: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEX-I: TECHNICAL ASSESSMENT / EVALUATION MATRIX

Minimum technical qualifying score: 70/100, in addition to satisfaction of all mandatory requirements. Failure of any mandatory requirement results in non-qualification regardless of score.

| Ref. | Criterion                                 | Assessment Basis                                                                                                                | Weight |
|------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------|
| A    | Legal, Tax & Eligibility                  | Mandatory compliance: registration, NTN, ATL, applicable sales tax, non-blacklisting/debarment, signed documents                | 15     |
| B    | Relevant Experience                       | Up to 5 years = 5; 6–10 years = 10; over 10 years = 15                                                                          | 15     |
| C    | Specific Similar Assignments              | Up to 3 relevant assignments = 5; 4–6 = 10; over 6 = 15, subject to documentary evidence                                        | 15     |
| D    | Past Performance                          | Documented satisfactory performance/references: weak/none 0; satisfactory 5; strong 10                                          | 10     |
| E    | Technical Personnel                       | Adequacy and relevant qualifications/experience of mechanics, technicians, electricians, plumbers, civil/IT staff as applicable | 10     |
| F    | Workshop / Tools / Equipment / Facilities | Adequacy, ownership/availability, diagnostic tools, machinery and service facilities relevant to category                       | 10     |
| G    | Financial Capacity                        | Audited financial statements/financial evidence, turnover and liquidity appropriate to category                                 | 10     |
| H    | Quality & HSE Capability                  | Quality controls, warranty/rectification system, safety practices; ISO 9001, where available, may support assessment            | 5      |
| I    | Response & Service Capacity               | Ability to mobilize, attend urgent calls and maintain service continuity within Islamabad/required locations                    | 5      |
| J    | Company/Managerial Capability             | Organization, supervision, complaint handling, record keeping and overall managerial arrangements                               | 5      |

Note: The procuring agency should finalize the evidence thresholds and scoring details before issuance. Any change to the published evaluation criteria after receipt of applications shall be handled in accordance with PPRA Rules and equal-treatment requirements.