Standard Bidding Document

Procurement of General Order Supplies for the National Faceless Centre (Goods)

National

November 13, 2026

National Faceless Centre (NFC) (National Faceless Centre),Admin Officer
NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory
Phone: +92-333-514-9401, Email: procurementnfc.fbr@gmail.com

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INVITATION FOR PREQUALIFICATION FOR CLOSED FRAMEWORK AGREEMENT

PROCUREMENT OF GOODS

1. The **National Faceless Centre (NFC) (National Faceless Centre)** 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 **Procurement of General Order Supplies for the National Faceless Centre** having reference number **FFW10806**.

2. The **National Faceless Centre (NFC) (National Faceless Centre)** intends to prequalify suppliers for subsequent Invitation to Bid(s) and to sign a Closed Framework Agreement with the successful bidder(s) following completion of the bidding process.

3. The objective of the intended Closed Framework Agreement is the on-demand supply of **Procurement of General Order Supplies for the National Faceless Centre** 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 **Tuesday, December 1, 2026**. The Closed Framework Agreement is expected to be signed with the successful bidder(s) in **Monday, December 7, 2026** for a period of **12 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 **National Faceless Centre (NFC) (National Faceless Centre)** 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/10806**.

6. The application, prepared in accordance with the instructions contained in the Prequalification Documents, must be submitted through **EPADS v2.0** on or before **Monday, November 23, 2026 11:00 AM**. Applications will be opened electronically through **EPADS v2.0** on the same day at **Monday, November 23, 2026 11:30 AM**. 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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procurementnfc.fbr@gmail.com

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: **FFW10806**
The Procuring Agency is: **National Faceless Centre (NFC) (National Faceless Centre)**
Framework Agreement Title: **Procurement of General Order Supplies for the National Faceless Centre**

FDS Clause Number 2
ITB Number 2.1

The name of Procuring Agency is: **National Faceless Centre (NFC) (National Faceless Centre)**
The name of Framework Agreement is: **Procurement of General Order Supplies for the National Faceless Centre**

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: **Closed Framework Agreement**

FDS Clause Number 5
ITB Number 4.1

Framework Duration: **12 Months**
Commencement Date: **Expired after the framework duration of 12 months from the award date.**
Expiry Date: **Items Without Lots :**

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Photocopy paper	Printer or copier paper	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** as Per Requirement **Quantity:** 1200/Qty	1200/Qty	1
Photocopy paper, Legal size (8.5 x 14 in),	Printer or copier paper	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** as Per Requirement **Quantity:** 300/Qty	300/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Photocopy paper, A3, 80 gsm	Printer or copier paper	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** as Per Requirement **Quantity:** 20/Qty	20/Qty	--
Note sheet paper, Legal size, 70 gsm	Printer or copier paper	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** as Per Requirement **Quantity:** 100/Qty	100/Qty	1

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Letterhead pad, A4, 100 Grams	Pre-printed notepad	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** as Per Requirement **Quantity:** 100/Qty	100/Qty	--
Envelope, white, A4 size (9 x 12.5 in	Mailers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** as Per Requirement **Quantity:** 3000/Qty	3000/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Envelope, brown, Legal size (10 x 15 in), 100 gsm	Mailers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 2000/Qty	2000/Qty	1
Envelope, white, official size (4.5 x 9.5 in),	Standard envelopes	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 2000/Qty	2000/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Visiting cards, 350 gsm	Stationery or business form printing	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/box	60/box	--
Notebook, A5, 100 pages, ruled	Paper pads or notebooks	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 500/Qty	500/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Desk diary for 2027	Diaries or refills	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/Qty	100/Qty	--
Desk calendar for 2027	Calendars	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/Qty	100/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Roller ball pen	Rollerball pens	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/box	100/box	1
Roller ball pen	Rollerball pens	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** as Per Requirement **Quantity:** 50/box	50/box	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Ball point pen	Rollerball pens	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/box	300/box	1
Ball point pen	Rollerball pens	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/box	100/box	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Ball point pen	Rollerball pens	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 50/box	50/box	--
Gel pen	Ball point pens	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/box	100/box	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Lead pencil, HB, with eraser	Wooden pencils	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** as Per Requirement **Quantity:** 50/box	50/box	--
Highlighter, assorted colours,	Highlighters	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/pack	100/pack	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Permanent marker	Markers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/Qty	200/Qty	--
Whiteboard marker, assorted colours	Markers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/pack	100/pack	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Whiteboard duster	Whiteboard eraser	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 30/Qty	30/Qty	--
Correction pen	Correction pens	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/Qty	200/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Eraser	Erasers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/Qty	200/Qty	--
Pencil sharpener, metal	Manual letter openers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** as Per Requirement **Quantity:** 100/Qty	100/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Office file cover	Expandable file folders	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 5000/Qty	5000/Qty	1
Lever arch file, Legal size, 3 inch spine	Magazine or book covers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** as Per Requirement **Quantity:** 300/Qty	300/Qty	1

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Box file	Report covers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/Qty	300/Qty	1
Archive box, corrugated board, with lid, for record room	File storage boxes or organizers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/Qty	300/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Clear document folder (L shape), A4	Folders	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/pack	200/pack	--
Plastic file folder, Legal size, polypropylene, with metal fastener, assorted colours	Folders	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 1000/Qty	1000/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Plastic document envelope, Legal size, with press button closure	Tab indexes	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 500/Qty	500/Qty	--
Plastic display book, A4, 40 clear pockets	Document holder	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 50/Qty	50/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
File tags (laces), 6 inch,	Paper clips	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/pack	200/pack	--
Sheet protector, A4, clear, pack	Binders	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 50/pack	50/pack	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Register, hard bound, Legal size	Stationery	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/Qty	300/Qty	1
Index dividers, A4, 10 tabs	Report covers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/set	100/set	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Clipboard, A4, with metal clip	Clipboards	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/Qty	60/Qty	--
Binding covers (clear front and board back), A4, pack of 100 each	Binding covers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 20/pack	20/pack	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Lamination pouches, A4, 125 micron, pack of 100	Laminator pouches	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 20/pack	20/pack	--
Stapler, heavy duty, metal body, for 24/6 pins	Staplers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 120/Qty	120/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Staple pins, 24/6	Staples	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 1000/box	1000/box	1
Paper pins	Pins or tacks	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/box	200/box	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Drawing pins	Paper clips	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 50/box	50/box	--
Gem clips, 33 mm	Paper clips	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/box	300/box	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Binder clips, assorted sizes	Binder or bulldog clips	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/box	200/box	--
Rubber bands	Rubber bands	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 50/box	50/box	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Paper punch, two hole, for at least 20 sheets	Call bells	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/Qty	100/Qty	--
Glue stick, 21 g	Glues	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/Qty	300/Qty	1

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Transparent tape, 1 inch, roll	Transparent tape	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/roll	300/roll	--
Packing tape, 2 inch, roll	Transparent tape	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/roll	100/roll	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Sticky notes, 3 x 3 inch, pad of 100	Self adhesive note paper	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 600/Qty	600/Qty	1
Scissors, 8 inch, steel	Rulers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/Qty	60/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Ruler, 12 inch, steel	Rulers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/Qty	60/Qty	--
Desk calculator, 12 digit, solar and battery	Pocket calculator	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/Qty	60/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Desk organiser (pen holder and tray)	Desktop trays or organizers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 120/Qty	120/Qty	--
Letter tray, 3 tier	Paper or pad holder or dispensers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/Qty	60/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Stamp pad with ink	Ink or stamp pads	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 50/Qty	50/Qty	--
Stamp pad ink, 30 ml	Ink refills	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 50/Qty	50/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
USB flash drive, 32 GB, USB 3.0	Flash memory storage card	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/Qty	100/Qty	--
Keyboard and mouse set, USB, wired	Keyboards	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 30/set	30/set	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Mouse, USB, optical, wired	Computer mouse	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 50/Qty	50/Qty	--
Headset with microphone, USB, for video hearings and calls	Headset with microphone	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/Qty	60/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
HDMI cable, 3 metre	Signal cable	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 20/Qty	20/Qty	--
USB hub, 4 port	Universal serial bus hubs or connectors	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 20/Qty	20/Qty	1

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Extension board, 4 sockets, with surge protection, 3 metre cable	Power supply outlet strip	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/Qty	60/Qty	1
Battery, AA, alkaline, pack of 4	Alkaline batteries	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/pack	100/pack	1

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Battery, AAA, alkaline, pack of 4	Alkaline batteries	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/pack	100/pack	1
Black tea, loose leaf, sealed pack of about 950 g	Tea drinks	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/pack	100/pack	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Tea bags, black, box of 100	Leaf tea	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/box	100/box	1
Green tea bags, box of 25	Tea bags	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 150/box	150/box	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Instant coffee, jar of about 200 g	Instant coffee	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 50/Qty	50/Qty	--
Sugar, white, refined, sealed pack of 1 kg	Natural sugars or sweetening products	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/pack	200/pack	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Sugar sticks or sachets, box of 100	Natural sugars or sweetening products	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 50/box	50/box	1
Tea whitener or powdered milk, sealed pack of about 1 kg	Powdered milk	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 150/pack	150/pack	1

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Milk, UHT, full cream, 1 litre pack	Shelf stable milk or butter products	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 500/pack	500/pack	--
Biscuits, assorted, sealed family pack	Sweet biscuits or cookies/Croissants	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/pack	300/pack	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Mineral water, 500 ml bottles, carton of 24	Water	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/carton	200/carton	--
Mineral water, 1.5 litre bottles, carton of 6	Water	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/carton	100/carton	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Paper napkins, pack of 100	Paper towels	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/pack	300/pack	--
Kitchen towel roll	Paper towels	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/roll	200/roll	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Tea cup with saucer, ceramic, white	Domestic disposable cups or glasses or lids	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/set	200/set	--
Mug, ceramic, white	Domestic disposable cups or glasses or lids	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/Qty	200/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Water glass, 300 ml	Domestic drinking glasses	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/Qty	300/Qty	--
Water jug, glass, about 1.5 litre	Food service pitchers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 40/Qty	40/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Tea pot, ceramic, about 1 litre	Domestic punch bowls	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 20/Qty	20/Qty	--
Sugar pot with lid, ceramic	Domestic serving bowls	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 40/Qty	40/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Vacuum flask (thermos), stainless steel, 1 litre	Domestic vacuum flasks	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 30/Qty	30/Qty	--
Tray, stainless steel, medium	Food service trays	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 40/Qty	40/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Tea Spoons	Domestic spoons	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 20/dozen	20/dozen	--
Dish rack, stainless steel	Dish drainer	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 15/Qty	15/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Electric kettle, 1.7 litre	Domestic multi cooker	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 20/Qty	20/Qty	--
Hand wash, liquid, 500 ml with pump	Soaps	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/Qty	300/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Hand sanitizer, at least 70% alcohol, 500 ml with pump	Hand sanitizer	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/Qty	200/Qty	1
Dishwashing liquid, 500 ml	Dishwashing products	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/Qty	300/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Dish sponge scrubbers, pack of 3	Sponges	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/pack	200/pack	--
Dish cloth, cotton	Dish towels	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/Qty	200/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Garbage bags for office dustbins, medium, roll of 30	Trash bags	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/roll	300/roll	1
Tissue box, 2 ply, 100 pulls	Facial tissues	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 1500/box	1500/box	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Air freshener spray for offices, 300 ml	Air freshener	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/Qty	200/Qty	--
Insect killer spray, 400 ml	Insecticides	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 50/Qty	50/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Door name plate, acrylic, engraved, about 10 x 3 inch (text given by the NFC)	Non metallic nameplates	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/Qty	100/Qty	--
Desk name plate, acrylic (text given by the NFC)	Non metallic nameplates	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/Qty	60/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
rubber stamp, self-inking, with designation or office text given by the NFC	Self-inking stamp	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/Qty	100/Qty	--
ID card holder with lanyard	Badge or badge holder	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/Qty	300/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Notice board, cork, about 3 x 2 ft, with frame	Bulletin boards or accessories	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 15/Qty	15/Qty	--
Whiteboard, magnetic, about 4 x 3 ft, with frame	Dry erase boards or accessories	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 15/Qty	15/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Office dustbin, plastic, about 10 litre	Waste containers or rigid liners	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 120/Qty	120/Qty	--
Wall clock, 12 inch, quartz	Wall clocks	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 40/Qty	40/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Door mat, rubber, 2 x 3 ft	Rubber or vinyl mats	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 30/Qty	30/Qty	--
National flag, 3 x 5 ft	Non metallic nameplates	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 10/Qty	10/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
First aid box refill kit (bandages, gauze, antiseptic, plasters, cotton)	Mobile medical services first aid kits	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 20/pack	20/pack	--
Padlock, brass, 50 mm, with 3 keys	Padlocks	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 40/Qty	40/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Coloured paper, A4, 80 gsm, assorted light colours, 500 sheets per ream	Printer or copier paper	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 20/Qty	20/Qty	--
Card paper, A4, 160 gsm, white, pack of 100	Cardstock papers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 30/pack	30/pack	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Certificate paper, A4, 200 gsm, white or ivory, pack of 50	Parchment paper	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 10/pack	10/pack	--
Printable sticker labels, A4 sheet, 21 labels per sheet, pack of 100 sheets	Printer labels	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 20/pack	20/pack	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Envelope, white, half size (6.5 x 9 in), 100 gsm, printed with the NFC name and address	Parchment paper	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 2000/Qty	2000/Qty	--
Padded courier envelope (bubble lined), A4 size	Mailers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/Qty	300/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Peon book, 100 pages	Log books or pads	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 30/Qty	30/Qty	--
Signature pen, refillable, metal body, blue ink, with two refills	Rollerball pens	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/Qty	60/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Refill for roller ball pen , blue or black	Ballpoint pen ink refill	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/Qty	300/Qty	--
Mechanical pencil, 0.5 mm, with lead refills	Wooden pencils	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/Qty	60/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Expanding file (accordion), A4, 13 pockets, with closure	Clipboards	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/Qty	60/Qty	--
Ring binder, A4, 2 ring, 1.5 inch	Binders	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/Qty	100/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Document wallet with zip, A4, plastic	Folders	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/Qty	200/Qty	--
Magazine holder or file rack, desktop, 3 compartments	Desktop trays or organizers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/Qty	60/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Stapler, long arm or heavy duty, for at least 100 sheets, with matching pins	Staplers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 10/Qty	10/Qty	--
Staple remover	Staple removers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 120/Qty	120/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Paper punch, heavy duty, two hole, for at least 100 sheets	Paper or eyelet punches	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 10/Qty	10/Qty	--
Paper trimmer, A4, guillotine type	Guillotine paper trimmers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 5/Qty	5/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Cutter knife with spare blades	Utility knives	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/Qty	60/Qty	--
Double sided tape, 1 inch, roll	Double sided tape	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 50/roll	50/roll	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Masking tape, 1 inch, roll	Masking tape	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 50/roll	50/roll	--
Tape dispenser, desktop, for 1 inch tape	Tape dispensers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/Qty	60/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Paper weight, glass or metal	Paper weights	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/Qty	60/Qty	--
Book end, metal, pair	Book ends	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 30/pair	30/pair	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Wireless keyboard and mouse set, with receiver	Keyboards	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 20/set	20/set	--
Laser presenter (pointer) with slide control, USB receiver	Remote control	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 10/Qty	10/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
External hard drive, 1 TB, USB 3.0	Hard disk drives	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 10/Qty	10/Qty	--
Network patch cord, Cat 6, 3 metre	Network cable	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/Qty	60/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Laptop stand, adjustable, aluminium	Computer or notebook stands	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 20/Qty	20/Qty	--
Screen cleaning kit (spray and microfibre cloth)	Computer or office equipment cleaning kit	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 60/set	60/set	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Battery, 9 V, alkaline	Alkaline batteries	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 20/Qty	20/Qty	--
Battery, CR2032 coin cell, pack of 5	Alkaline batteries	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 20/pack	20/pack	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Herbal tea bags (assorted), box of 20	Tea bags	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 50/box	50/box	--
Coffee whitener sachets, box of 50	Non dairy creamers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 50/box	50/box	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Drinking water, 19 litre bottle, refill with delivery to floors (bottles provided on deposit)	Water	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 2500/Qty	2500/Qty	--
Disposable paper cups, 7 oz, pack of 50	Domestic disposable cups or glasses or lids	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 200/pack	200/pack	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Wooden stirrers, pack of 100	Domestic disposable stirrers	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 50/pack	50/pack	--
Vacuum jug for meetings, stainless steel, about 2 litre, with push button	Food service cups or mugs	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 10/Qty	10/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Serving bowl, glass or ceramic, medium	Domestic plates	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 30/Qty	30/Qty	--
Dessert plate, ceramic, white	Domestic plates	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/Qty	100/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Dessert forks, stainless steel, dozen	Domestic forks	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 10/dozen	10/dozen	--
Disinfectant wipes, pack of at least 50	Cleaning cloths or wipes	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/pack	100/pack	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Face masks, 3 ply, box of 50	Masks or accessories	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 50/box	50/box	--
Employee ID card, PVC, printed both sides with photograph (data given by the NFC)	Badge or badge holder	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/Qty	300/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Lanyard printed with the NFC name, with clip	Identification cards or bands or similar products	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 300/Qty	300/Qty	--
Visitor card, reusable PVC, numbered, with clip	Badge or badge holder	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/Qty	100/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Directional sign board, acrylic, wall mounted, about 24 x 8 inch (text given by the NFC)	Safety signs	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 30/Qty	30/Qty	--
Room number plate, acrylic, about 6 x 3 inch	Safety signs	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 100/Qty	100/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Name tent card, acrylic, A5, reusable insert	Badge or badge holder	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 40/Qty	40/Qty	--
Table flag stand with national flag	Flags or accessories	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 20/Qty	20/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Key cabinet, wall mounted, for 50 keys, lockable	Padlocks	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 3/Qty	3/Qty	--
Key tags with labels, pack of 50	Cable locks	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 10/pack	10/pack	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Measuring tape, 5 metre	Tape measures	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 5/Qty	5/Qty	--
Torch, rechargeable LED	Flashlight	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 10/Qty	10/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Step ladder, aluminium, 5 steps	Ladders	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 2/Qty	2/Qty	--
Hand trolley for files and cartons, folding, steel	Hand trucks or accessories	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 2/Qty	2/Qty	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Umbrella stand, steel	Umbrella holders or stands	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 5/Qty	5/Qty	--
Toner cartridge for printer model, CANON (Cartridge-070), original or compatible of at least the same page yield	Printer or facsimile toner	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 5/Qty	5/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Toner cartridge for printer model, CANON (Cartridge-070), original or compatible of at least the same page yield.	Printer or facsimile toner	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 5/Qty	5/Qty	1
Toner cartridge for photocopier model, KONICA MINOLTA BIHUB 451Ii, original or compatible of at least the same page yield	Photocopier toner	**Address:** NFC Building, Service Road, Mauve Area, G-9/1, Islamabad Capital Territory **Schedule:** As Per Requirement **Quantity:** 10/Qty	10/Qty	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:**
Pre-Bid Meeting: Wednesday, November 18, 2026 11:00 AM
Venue: NFC Building, Service Road, Mauve Area, G-9/1

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: ***Monday***
Date: ***Monday, November 23, 2026***
Time: ***11:00 AM***

FDS Clause Number 19
ITB Number 17.1

Opening of Bids shall be conducted through: **EPADS v2.0**
Day: ***Monday***
Date: ***Monday, November 23, 2026***
Time: ***11:30 AM***
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

Qantity 01 means a pack/packet/ ream etc in case of above items.

Eligibility & Qualification Criteria

All Active Taxpayers shall be eligible to participate in the procurement process, unless expressly excluded or otherwise restricted under the Eligibility Criteria specified by the Procuring Agency.

Bidder's Type	Required Registration
Any	NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN) FBR (GSTN)

Eligibility Criteria	Document
Legal entity registered in Pakistan. Certificate of incorporation (SECP) or registration of firm or sole proprietorship.	Yes
Registered for income tax and on the Active Taxpayers List. NTN certificate and ATL status.	Yes
Registered for sales tax and active. Sales tax registration certificate and active status.	Yes

Not blacklisted or debarred by any government body. Affidavit on stamp paper (Form 3).	Yes
At least 3 years as a general order supplier of office stationery, pantry or daily-use items. Registration documents or first contract.	Yes
At least 2 similar supply contracts with government, semi-government or corporate clients in the last 3 years. Copies of contracts or purchase orders (Form 4).	Yes
Average annual turnover of at least Rs. 10 million over the last 3 years. Audited accounts or income tax returns.	Yes
Office or warehouse in Islamabad or Rawalpindi, or an undertaking to deliver within the times in Section VI. Proof of address, or undertaking on the firm's letterhead.	Yes
Bid security of the required amount. Scanned copy in the bid; original delivered before the deadline.	Yes

Evaluation Criteria

Least Cost Based Selection (LCBS)

Call-Off / Secondary Procurement Procedure

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Annexure

Procurement of General Order Supplies for the National Faceless Centre

Information (Read-Only)

See Form Under Additional Forms and Documents: **Procurement of General Order Supplies for the National Faceless Centre** (page number: 117)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Procurement Forms

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Additional Forms and Documents

GOVERNMENT OF PAKISTAN
FEDERAL BOARD OF REVENUE
NATIONAL FACELESS CENTRE, ISLAMABAD

BIDDING DOCUMENT

Procurement of General Order Supplies for the National Faceless Centre

(Office stationery, computer accessories, pantry, signage and daily-use items) (Goods) 2026-27

Framework Agreement for One Year (Rule 30, closed framework agreement)
National Competitive Bidding through EPADS
Single Stage One Envelope Procedure (Rules 27(a) and 28(a), Public Procurement Rules, 2026)
Award to the lowest evaluated responsive bid

EPADS Tender No: FFW10806 Date of issue:13, November, 2026
Procuring Agency: Director General, National Faceless Centre, FBR,
former RTO Building, Sector G-9/1, Islamabad

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

SECTION I: INVITATION FOR BIDS

1. The National Faceless Centre (NFC), Federal Board of Revenue, Islamabad, invites e-bids through the e-Pak Acquisition and Disposal System (EPADS) from general order suppliers registered with EPADS, on the Active Taxpayers List of FBR, registered for sales tax, and meeting the eligibility criteria in this document, for the supply of office stationery, computer accessories, pantry items and other items needed for the day-to-day running of the office to the NFC building (former RTO Building), Sector G-9/1, Islamabad, under a framework agreement for one year.

2. Under the framework agreement, the successful bidder will supply the items at the rates in its bid, against call-off orders placed by the NFC as and when needed. The quantities in Section VII are indicative and are used only to evaluate bids. The NFC does not guarantee any minimum quantity.

3. Bidding will be conducted under the Single Stage One Envelope procedure (Rules 27(a) and 28(a) of the Public Procurement Rules, 2026). The agreement will be awarded to the lowest evaluated responsive bid.

4. The bidding document is available free of cost on EPADS at https://eprocure.gov.pk. Bids must be submitted on EPADS on or before 23, November, 2026 at 11:00 hours. Bids will be opened on EPADS on the same day at 11:30 hours. Manual bids will not be accepted.

5. The original bid security of Rs. 200,000 (pay order in favour of Director General, National Faceless Centre, FBR) and the samples listed in Section VII must reach the office below before the bid submission deadline.

6. A pre-bid meeting will be held on 18, November, 2026 at 11:00 hours at the NFC building.

7. The procurement is subject to the Public Procurement Rules, 2026 (S.R.O. 1658(I)/2026) and the regulations of the Public Procurement Regulatory Authority. Grievances will be heard by a Grievance Redressal Committee constituted under Rule 65.

Director General

National Faceless Centre, FBR

Former RTO Building, Sector G-9/1, Islamabad

Phone: 051-9070209 Email: procurement.nfc@fbr.gov.pk

SECTION II: INSTRUCTIONS TO BIDDERS

A. General

1.1 Procuring Agency. The Procuring Agency is the Director General, National Faceless Centre (NFC), FBR, Islamabad.

1.2 Scope. Supply of the items in Section VII under a closed framework agreement (Rule 30) for one year from signing, against call-off orders. Orders shall be at the agreement rates without negotiation 30(2)); delivery within 3 working days, or 1 day if urgent; no minimum quantity (Section VI)

1.3 Applicable rules. This procurement is governed by the Public Procurement Regulatory Authority Ordinance, 2002, the Public Procurement Rules, 2026 (the Rules), the regulations issued by the Authority, and the standard bidding documents of the Authority where notified (Rule 34). In case of conflict, the Rules prevail.

1.4 Language. The bid and all correspondence shall be in English (Rule 6).

1.5 Corrupt and fraudulent practices. Any bidder found engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, as defined in Rule 2(1)(x), shall be rejected and may be blacklisted under Rule 25.

1.6 Joint ventures and subcontracting are not allowed.

B. Bidding Document

2.1 Clarifications. Any bidder may seek clarification through EPADS up to 3 days before the bid submission deadline. The Procuring Agency will reply through EPADS within 2 days, to all bidders, without naming the enquirer (Rule 38).

2.2 Amendments. The Procuring Agency may amend the bidding document through an addendum published on EPADS in the same manner as the original notice (Rule 34(7)), and may extend the deadline under Rule 39.

2.3 Specifications. The specifications are generic (Rule 17). Where a brand is named for reference, an equivalent meeting the same specification will be accepted (Rule 17(4)). Toner cartridges are specified only by the printer or photocopier model they must fit. Items supplied must match the approved samples.

C. Preparation of Bids

3.1 One envelope. The bid shall be submitted on EPADS as a single envelope (Rule 27(a)) and shall contain: (a) Bid Form (Form 1); (b) documents proving each eligibility criterion in Section IV; (c) the Price Schedule in Section VII, with a rate for every item; (d) affidavit (Form 3); (e) list of similar contracts (Form 4); (f) signed Integrity Pact (Form 5); and (g) scanned copy of the bid security.

3.2 Prices. Rates shall be quoted in Pakistani Rupees per unit, inclusive of all taxes, delivery to the NFC building, loading and unloading. Rates shall be fixed for the period of the agreement.

3.3 Bid security. A fixed amount as stated in the Bid Data Sheet, not more than 5% of the estimated value (Rule 36), as a pay order or demand draft from a scheduled bank. A scanned copy shall be uploaded with the bid and the original delivered before the deadline. A bid without bid security shall be rejected. Bid security may be forfeited if the bidder withdraws its bid during the validity period, refuses correction of arithmetic errors, or fails to sign the agreement or furnish the performance guarantee.

3.4 Samples. Samples of the items marked "S" in Section VII, labelled with the bidder's name and the item number, shall reach the NFC reception, ground floor, NFC building, before the bid submission

deadline. The samples of the successful bidder will be kept to check deliveries; other samples will be returned after award.

3.5 Bid validity. Bids shall remain valid for the period stated in the Bid Data Sheet. Any extension shall be sought through EPADS under Rule 37(3) and (4).

3.6 Alternative bids and conditional bids shall not be accepted.

D. Submission, Opening and Evaluation

4.1 Bids shall be submitted only on EPADS before the deadline (Rules 8 and 40). Late bids cannot be submitted. Manual bids will not be accepted.

4.2 Bids will be opened through EPADS at the time stated in the Bid Data Sheet, not less than 30 minutes after the deadline. Minutes of opening will be generated through EPADS. If the opening day is a public holiday or EPADS is not working, opening will shift to the next working day at the same time (Rule 40).

4.3 Bids will be evaluated by the Bid Evaluation Committee of the NFC.

4.4 Arithmetic errors will be corrected as follows: the unit rate prevails over the total, and words prevail over figures. A bidder that does not accept the correction will be rejected and its bid security forfeited.

4.5 Abnormally low bids. A bid whose rates are abnormally low will be asked through EPADS to justify them with a detailed price analysis, and may be rejected if the bidder fails to show it can perform at those rates (Rule 43).

4.6 The Committee may seek written clarification that does not change the substance or price of a bid (Rule 38(4)). A single responsive bid may be considered under Rule 50. The Procuring Agency may reject all bids before the letter of award under Rule 45 and call for re-bidding under Rule 47.

4.7 The final evaluation report, with brief reasons for acceptance or rejection of each bid, will be published on EPADS, the Authority's website and the FBR website before award (Rule 65).

E. Award and Grievances

5.1 The framework agreement will be awarded to the lowest evaluated responsive bid within the bid validity period, after the time for complaints under Rule 65 has passed (Rule 49). The Bid Evaluation Committee may ask the lowest evaluated bidder to show its office or warehouse before award. The successful bidder shall furnish the performance guarantee (Rule 51) within 10 days and sign the framework agreement within 14 days of the letter of acceptance. The agreement comes into force on signature (Rule 55). Evaluation and award documents will be made public on EPADS (Rule 57).

5.2 The Integrity Pact signed with the bid shall form part of the agreement (Rule 7).

5.3 Complaints may be filed on EPADS with the Grievance Redressal Committee, whose members are from outside the NFC (Rule 65(1)): about the bidding document two days prior to the bid submission deadline (Rule 65(2)), and within 5 days of the final evaluation report (Rule 65(3)). The Committee may suspend the proceedings until it decides (Rule 65(4)), and decides within 10 days; an appeal lies to the Appellate Committee of the Authority within 10 days, which decides within 45 days (Rule 65(6) and (7)).

SECTION III: BID DATA SHEET

The Bid Data Sheet supplements the Instructions to Bidders. Where there is a conflict, the Bid Data Sheet prevails.

ITB	Item	Particulars
1.1	Procuring Agency	Director General, National Faceless Centre, FBR, former RTO Building, Sector G-9/1, Islamabad. Phone 051-9070209, Email procurement.nfc@fbr.gov.pk
1.2	Nature of agreement	Closed framework agreement (Rule 30) for the supply of office stationery, computer accessories, pantry items and other daily-use items against call-off orders. No minimum quantity is guaranteed.
1.2	Agreement period	One year from the date of signing
1.3	Method	Open competitive bidding, national; Single Stage One Envelope (Rules 27(a) and 28(a)); lowest evaluated responsive bid
2.1	Last date for clarifications	3 days before the bid submission deadline, through EPADS; replies within 2 days (Rule 38)
—	Pre-bid meeting	18 November, 2026 at 11:00 hours, NFC building, G-9/1, Islamabad, Phone 051-9070209
3.3	Bid security	Rs. 200,000, pay order or demand draft in favour of Director General, National Faceless Centre, FBR. Original to be delivered to the NFC reception before the deadline.
3.4	Samples	Bidders shall provide sample of items marked “S”
3.5	Bid validity	90 days from the bid submission deadline
4.1	Bid submission deadline	23, November, 2026 at 11:00 hours (not less than 10 days from publication on EPADS, Rule 19)
4.2	Opening of bids	Same day at 11:30 hours, on EPADS
5.1	Performance guarantee	5% of the estimated annual value of the agreement stated in the letter of acceptance (Rule 51), as a bank guarantee from a scheduled bank or a pay order, valid until 30 days after the end of the agreement
—	Advertisement	EPADS, PPRA website and FBR website (Rule 18(1)); and two national dailies, one English and one Urdu, where the estimated value exceeds Rs. 5 million (Rule 18(2))

SECTION IV: ELIGIBILITY CRITERIA

Each criterion is pass or fail. A bid that fails any criterion will be declared ineligible and will not be evaluated further.

#	Criterion	Evidence required
1	Legal entity registered in Pakistan	Certificate of incorporation (SECP) or registration of firm or sole proprietorship
2	Registered for income tax and on the Active Taxpayers List	NTN certificate and ATL status
3	Registered for sales tax and active	Sales tax registration certificate and active status
4	Registered on EPADS	EPADS registration
5	Not blacklisted or debarred by any government body	Affidavit on stamp paper (Form 3)
6	At least 3 years as a general order supplier of office stationery, pantry or daily-use items	Registration documents or first contract

#	Criterion	Evidence required
7	At least 2 similar supply contracts with government, semi-government or corporate clients in the last 3 years	Copies of contracts or purchase orders (Form 4)
8	Average annual turnover of at least Rs. 10 million over the last 3 years	Audited accounts or income tax returns
9	Office or warehouse in Islamabad or Rawalpindi, or an undertaking to deliver within the times in Section VI	Proof of address, or undertaking on the firm's letterhead
10	Bid security of the required amount	Scanned copy in the bid; original delivered before the deadline
11	Samples submitted for all items marked "S"	Receipt issued by the NFC reception

SECTION V: EVALUATION CRITERIA

1. Evaluation is in three stages: (i) eligibility, pass or fail (Section IV); (ii) responsiveness: samples meet the specifications; and (iii) evaluated price.

2. Samples. Each sample is checked, pass or fail, against its specification. If the sample of any item fails, the bid is non-responsive and will not be evaluated further to the extent of that item.

3. Approved samples shall only qualify for price competition.

4. The responsive bid with the lowest evaluated price is the most advantageous bid (Rule 2(1)(xxviii)). If two bids have the same evaluated price, the bidders concerned will be invited through EPADS to give a best and final offer, not higher than their original offer (Rule 42(4)).

5. The indicative quantities are used only for evaluation. Orders under the agreement may be more or less.

SECTION VI: SCOPE OF SUPPLY AND DELIVERY

1. Items. The supplier shall supply the items in Section VII, new, in original packing, of the quality of the approved samples. Printed, engraved and stamped items shall follow the text and design given by the NFC.

2. Call-off orders. Each order will be placed in writing or by official email by the Procurement Cell, NFC, under the signature of an officer authorized by the Director General, stating the items, quantities and agreement rates without negotiation. No item shall be supplied without an order.

3. Delivery. Within 3 working days of the order, or within 1 working day where the order is marked "urgent", to the NFC store, ground floor, NFC building, Sector G-9/1, Islamabad, during office hours, at the supplier's cost, including loading and unloading.

4. Receipt and inspection. Deliveries will be received by the Store Keeper, NFC, and checked against the order and the approved samples by the officer nominated by the NFC. Items not matching the order or the samples will be rejected and shall be replaced within 2 working days at the supplier's cost.

5. Pantry consumables. Food and drink items shall be sealed in their original packing, with the manufacturing and expiry dates printed, and shall have at least two thirds of their shelf life left on delivery. Milk shall be delivered only in the quantities ordered for the week.

6. Toner cartridges. Original or compatible cartridges of at least the same page yield may be supplied. A cartridge that prints poorly, leaks or damages a printer shall be replaced, and any damage to the printer repaired, at the supplier's cost.

7. Records. The supplier shall give a delivery challan with each delivery and a monthly statement of orders, deliveries and bills.

SECTION VII: SCHEDULE OF REQUIREMENTS AND PRICE SCHEDULE

To be completed by the bidder and submitted with the bid. Rates are per unit, inclusive of all taxes and delivery, fixed for the period of the agreement. "S" means a sample is required.

#	Item and specification	Unit	Indicative annual quantity	Sample	Unit rate (Rs.)	Amount (Rs.)
A. Paper and printed stationery						
1	Photocopy paper, A4, 80 gsm, white, 500 sheets per ream	Ream	1,200	S		
2	Photocopy paper, Legal size (8.5 x 14 in), 80 gsm, white, 500 sheets per ream	Ream	300	S		
3	Photocopy paper, A3, 80 gsm, white, 500 sheets per ream	Ream	20			
4	Coloured paper, A4, 80 gsm, assorted light colours, 500 sheets per ream	Ream	20			
5	Card paper, A4, 160 gsm, white, pack of 100	Pack	30			
6	Certificate paper, A4, 200 gsm, white or ivory, pack of 50	Pack	10			
7	Printable sticker labels, A4 sheet, 21 labels per sheet, pack of 100 sheets	Pack	20			
8	Note sheet paper, Legal size, 70 gsm, 500 sheets per ream	Ream	100	S		
9	Letterhead pad, A4, 100 gsm, printed in one colour with the NFC heading (design given by the NFC), 100 sheets	Pad	100			
10	Envelope, white, A4 size (9 x 12.5 in), 100 gsm, printed with the NFC name and address	Each	3,000			
11	Envelope, brown, Legal size (10 x 15 in), 100 gsm	Each	2,000	S		
12	Envelope, white, official size (4.5 x 9.5 in), 100 gsm, printed with the NFC name and address	Each	2,000			
13	Envelope, white, half size (6.5 x 9 in), 100 gsm, printed with the NFC name and address	Each	2,000			
14	Padded courier envelope (bubble lined), A4 size	Each	300			
15	Peon book, 100 pages	Each	30			
16	Visiting cards, 350 gsm, printed both sides (design given by the NFC), box of 100	Box	60			
17	Notebook, A5, 100 pages, ruled	Each	500			
18	Desk diary for 2027, A5, hard bound, with the NFC logo	Each	100			

#	Item and specification	Unit	Indicative annual quantity	Sample	Unit rate (Rs.)	Amount (Rs.)
19	Desk calendar for 2027, with the NFC logo	Each	100			
B. Writing items						
20	Roller ball pen, blue, liquid ink, 0.5 mm metal tip, pigment based ink that is water and fade resistant, visible ink supply, with cap and clip (quality of Uni-ball Eye or equivalent), box of 12	Box	100	S		
21	Roller ball pen, black, liquid ink, 0.5 mm metal tip, pigment based ink that is water and fade resistant, visible ink supply, with cap and clip (quality of Uni-ball Eye or equivalent), box of 12	Box	50			
22	Ball point pen, blue, 0.7 mm tip, smooth oil based ink, transparent barrel, with cap, box of 10	Box	300	S		
23	Ball point pen, black, 0.7 mm tip, smooth oil based ink, transparent barrel, with cap, box of 10	Box	100			
24	Ball point pen, red, 0.7 mm tip, smooth oil based ink, transparent barrel, with cap, box of 10	Box	50			
25	Gel pen, blue or black, 0.5 mm tip, quick drying gel ink, rubber grip, box of 10	Box	100	S		
26	Signature pen, refillable, metal body, blue ink, with two refills	Each	60			
27	Refill for roller ball pen (item above), blue or black	Each	300			
28	Mechanical pencil, 0.5 mm, with lead refills	Each	60			
29	Lead pencil, HB, with eraser, box of 12	Box	50			
30	Highlighter, assorted colours, pack of 4	Pack	100			
31	Permanent marker, black	Each	200			
32	Whiteboard marker, assorted colours, pack of 4	Pack	100	S		
33	Whiteboard duster	Each	30			
34	Correction pen, 7 ml	Each	200			
35	Eraser, white	Each	200			
36	Pencil sharpener, metal	Each	100			
C. Filing and record items						
37	Office file cover, manila board 300 gsm, Legal size, with flaps and metal fastener	Each	5,000	S		
38	Lever arch file, Legal size, 3 inch spine	Each	300	S		
39	Box file, Legal size, board	Each	300	S		
40	Archive box, corrugated board, with lid, for record room	Each	300			
41	Clear document folder (L shape), A4, pack of 10	Pack	200			
42	Plastic file folder, Legal size, polypropylene, with metal fastener, assorted colours	Each	1,000	S		

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#	Item and specification	Unit	Indicative annual quantity	Sample	Unit rate (Rs.)	Amount (Rs.)
43	Plastic document envelope, Legal size, with press button closure	Each	500			
44	Plastic display book, A4, 40 clear pockets	Each	50			
45	File tags (laces), 6 inch, packet of 100	Packet	200			
46	Sheet protector, A4, clear, pack of 100	Pack	50			
47	Register, hard bound, Legal size, 200 pages	Each	300	S		
48	Index dividers, A4, 10 tabs	Set	100			
49	Clipboard, A4, with metal clip	Each	60			
50	Expanding file (accordion), A4, 13 pockets, with closure	Each	60			
51	Ring binder, A4, 2 ring, 1.5 inch	Each	100			
52	Document wallet with zip, A4, plastic	Each	200			
53	Magazine holder or file rack, desktop, 3 compartments	Each	60			
54	Binding covers (clear front and board back), A4, pack of 100 each	Pack	20			
55	Lamination pouches, A4, 125 micron, pack of 100	Pack	20			
D. Desk items						
56	Stapler, heavy duty, metal body, for 24/6 pins	Each	120	S		
57	Stapler, long arm or heavy duty, for at least 100 sheets, with matching pins	Each	10			
58	Staple remover	Each	120			
59	Staple pins, 24/6, box of 1,000	Box	600	S		
60	Paper pins, box	Box	200			
61	Drawing pins, box of 100	Box	50			
62	Gem clips, 33 mm, box of 100	Box	300			
63	Binder clips, assorted sizes, box of 12	Box	200			
64	Rubber bands, box of 100 g	Box	50			
65	Paper punch, two hole, for at least 20 sheets	Each	100			
66	Paper punch, heavy duty, two hole, for at least 100 sheets	Each	10			
67	Paper trimmer, A4, guillotine type	Each	5			
68	Cutter knife with spare blades	Each	60			
69	Glue stick, 21 g	Each	300	S		
70	Transparent tape, 1 inch, roll	Roll	300			
71	Packing tape, 2 inch, roll	Roll	100			
72	Double sided tape, 1 inch, roll	Roll	50			
73	Masking tape, 1 inch, roll	Roll	50			
74	Tape dispenser, desktop, for 1 inch tape	Each	60			
75	Sticky notes, 3 x 3 inch, pad of 100	Pad	600	S		

#	Item and specification	Unit	Indicative annual quantity	Sample	Unit rate (Rs.)	Amount (Rs.)
76	cissors, 8 inch, steel	Each	60			
77	Ruler, 12 inch, steel	Each	60			
78	Desk calculator, 12 digit, solar and battery	Each	60			
79	Desk organiser (pen holder and tray)	Each	120			
80	Letter tray, 3 tier	Each	60			
81	Stamp pad with ink	Each	50			
82	Stamp pad ink, 30 ml	Each	50			
83	Paper weight, glass or metal	Each	60			
84	Book end, metal, pair	Pair	30			
E. Computer accessories and consumables						
85	Toner cartridge for printer model, CANON (Cartridge-070), original or compatible of at least the same page yield	Each	05	S		
86	Toner cartridge for printer model, CANON (Cartridge-070), original or compatible of at least the same page yield.	Each	05			
87	Toner cartridge for photocopier model, KONICA MINOLTA BIHUB 451Ii, original or compatible of at least the same page yield	Each	10	S		
88	USB flash drive, 32 GB, USB 3.0	Each	100	S		
89	Keyboard and mouse set, USB, wired	Set	30			
90	Mouse, USB, optical, wired	Each	50			
91	Headset with microphone, USB, for video hearings and calls	Each	60	S		
92	Wireless keyboard and mouse set, with receiver	Set	20			
93	Laser presenter (pointer) with slide control, USB receiver	Each	10			
94	External hard drive, 1 TB, USB 3.0	Each	10			
95	Network patch cord, Cat 6, 3 metre	Each	60			
96	Laptop stand, adjustable, aluminium	Each	20			
97	Screen cleaning kit (spray and microfibre cloth)	Kit	60			
98	HDMI cable, 3 metre	Each	20			
99	USB hub, 4 port	Each	20			
100	Extension board, 4 sockets, with surge protection, 3 metre cable	Each	60			
101	Battery, AA, alkaline, pack of 4	Pack	100	S		
102	Battery, AAA, alkaline, pack of 4	Pack	100			
103	Battery, 9 V, alkaline	Each	20			
104	Battery, CR2032 coin cell, pack of 5	Pack	20			
F. Pantry consumables						

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#	Item and specification	Unit	Indicative annual quantity	Sample	Unit rate (Rs.)	Amount (Rs.)
105	Black tea, loose leaf, sealed pack of about 950 g	Pack	100	S		
106	Tea bags, black, box of 100	Box	100	S		
107	Green tea bags, box of 25	Box	150			
108	Instant coffee, jar of about 200 g	Jar	50			
109	Herbal tea bags (assorted), box of 20	Box	50			
110	Coffee whitener sachets, box of 50	Box	50			
111	Sugar, white, refined, sealed pack of 1 kg	Pack	200			
112	Sugar sticks or sachets, box of 100	Box	50			
113	Tea whitener or powdered milk, sealed pack of about 1 kg	Pack	150			
114	Milk, UHT, full cream, 1 litre pack	Pack	500	S		
115	Biscuits, assorted, sealed family pack	Pack	300			
116	Mineral water, 500 ml bottles, carton of 24	Carton	200			
117	Mineral water, 1.5 litre bottles, carton of 6	Carton	100			
118	Drinking water, 19 litre bottle, refill with delivery to floors (bottles provided on deposit)	Bottle	2,500			
119	Disposable paper cups, 7 oz, pack of 50	Pack	200			
120	Wooden stirrers, pack of 100	Pack	50			
121	Paper napkins, pack of 100	Pack	300			
122	Kitchen towel roll	Roll	200			
G. Pantry and kitchen items						
123	Tea cup with saucer, ceramic, white	Set	200			
124	Mug, ceramic, white	Each	200			
125	Water glass, 300 ml	Each	300			
126	Water jug, glass, about 1.5 litre	Each	40			
127	Tea pot, ceramic, about 1 litre	Each	20			
128	Sugar pot with lid, ceramic	Each	40			
129	Vacuum flask (thermos), stainless steel, 1 litre	Each	30			
130	Vacuum jug for meetings, stainless steel, about 2 litre, with push button	Each	10			
131	Serving bowl, glass or ceramic, medium	Each	30			
132	Dessert plate, ceramic, white	Each	100			
133	Dessert forks, stainless steel, dozen	Dozen	10			
134	Tray, stainless steel, medium	Each	40			
135	Tea spoons, stainless steel, dozen	Dozen	20			
136	Dish rack, stainless steel	Each	15			
137	Electric kettle, 1.7 litre	Each	20			
H. Hygiene and pantry cleaning items						

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#	Item and specification	Unit	Indicative annual quantity	Sample	Unit rate (Rs.)	Amount (Rs.)
138	Hand wash, liquid, 500 ml with pump	Each	300	S		
139	Hand sanitizer, at least 70% alcohol, 500 ml with pump	Each	200			
140	Disinfectant wipes, pack of at least 50	Pack	100			
141	Face masks, 3 ply, box of 50	Box	50			
142	Dishwashing liquid, 500 ml	Each	300			
143	Dish sponge scrubbers, pack of 3	Pack	200			
144	Dish cloth, cotton	Each	200			
145	Garbage bags for office dustbins, medium, roll of 30	Roll	300	S		
146	Tissue box, 2 ply, 100 pulls	Box	1,500	S		
147	Air freshener spray for offices, 300 ml	Each	200			
148	Insect killer spray, 400 ml	Each	50			
I. Signage and identification						
149	Door name plate, acrylic, engraved, about 10 x 3 inch (text given by the NFC)	Each	100			
150	Desk name plate, acrylic (text given by the NFC)	Each	60			
151	Rubber stamp, self-inking, with designation or office text given by the NFC	Each	100			
152	ID card holder with lanyard	Each	300			
153	Employee ID card, PVC, printed both sides with photograph (data given by the NFC)	Each	300			
154	Lanyard printed with the NFC name, with clip	Each	300			
155	Visitor card, reusable PVC, numbered, with clip	Each	100			
156	Directional sign board, acrylic, wall mounted, about 24 x 8 inch (text given by the NFC)	Each	30			
157	Room number plate, acrylic, about 6 x 3 inch	Each	100			
158	Name tent card, acrylic, A5, reusable insert	Each	40			
159	Notice board, cork, about 3 x 2 ft, with frame	Each	15			
160	Whiteboard, magnetic, about 4 x 3 ft, with frame	Each	15			
J. General stores						
161	Office dustbin, plastic, about 10 litre	Each	120			
162	Wall clock, 12 inch, quartz	Each	40			
163	Door mat, rubber, 2 x 3 ft	Each	30			
164	National flag, 3 x 5 ft	Each	10			
165	First aid box refill kit (bandages, gauze, antiseptic, plasters, cotton)	Kit	20			
166	Padlock, brass, 50 mm, with 3 keys	Each	40			
167	Table flag stand with national flag	Each	20			

#	Item and specification	Unit	Indicative annual quantity	Sample	Unit rate (Rs.)	Amount (Rs.)
168	Key cabinet, wall mounted, for 50 keys, lockable	Each	3			
169	Key tags with labels, pack of 50	Pack	10			
170	Measuring tape, 5 metre	Each	5			
171	Torch, rechargeable LED	Each	10			
172	Step ladder, aluminium, 5 steps	Each	2			
173	Hand trolley for files and cartons, folding, steel	Each	2			
174	Umbrella stand, steel	Each	5			
	Total evaluated price (all items), inclusive of all taxes and delivery					

The quantities are indicative and are used only for evaluation.

SECTION VIII: GENERAL CONDITIONS OF CONTRACT

1. The General Conditions of Contract of the PPRA standard bidding document for the relevant category, as generated on EPADS, shall apply, read with the Special Conditions in Section IX.

2. Where the Special Conditions differ from the General Conditions, the Special Conditions prevail.

SECTION IX: SPECIAL CONDITIONS OF CONTRACT

Subject	Condition
Nature of agreement	Closed framework agreement (Rule 30) for one year from signing. The NFC places call-off orders as needed. No minimum quantity is guaranteed.
Rates	Fixed for the period of the agreement, inclusive of all taxes and delivery. No price increase on any ground.
Late delivery	Liquidated damages of 1% of the value of the late items for each day of delay, up to 10% of the order value. After 10 days of delay, the NFC may buy the items elsewhere at the supplier's risk and cost.
Quality	Items shall match the approved samples. Rejected items shall be replaced within 2 working days. Rejection of deliveries on three occasions in a quarter is a ground for termination.
Warranty	Defective items shall be replaced within 7 days of a complaint. Damage caused by a compatible cartridge shall be made good at the supplier's cost.
Payment	Monthly in arrears, for items received and accepted, within 30 days of a correct sales tax invoice supported by delivery challans signed by the Store Keeper (Rule 54). Income tax and sales tax shall be withheld as per law.
Performance guarantee	As in the Bid Data Sheet. It may be forfeited, in whole or in part, for failure to perform the agreement.
Contract manager	The NFC will appoint a contract manager to monitor orders, deliveries, quality and payments, and keep records of the agreement (Rules 58 and 59).
Termination	By the NFC on 30 days written notice for unsatisfactory performance not remedied after a written warning, or as provided in the General Conditions.
Blacklisting and disputes	Blacklisting under Rule 25. Disputes by amicable settlement, failing which by arbitration under the Arbitration Act, 1940, seat at Islamabad (Rule 66).

Subject	Condition
Notices	NFC: Director General, NFC, former RTO Building, G-9/1, Islamabad. Supplier: address given in the agreement.

X: FORMS

Form 1: Bid Form

To: The Director General, National Faceless Centre, FBR, Islamabad

Subject: Bid for General Order Supplies, EPADS Tender No. [____]

We, the undersigned, having examined the bidding document including all addenda, offer to supply the 174 items in Section VII at the unit rates in our Price Schedule, under a framework agreement for one year. Our total evaluated price is Rs. [in figures] (Rupees [in words]), inclusive of all taxes and delivery, and our discount for items not in the schedule is [____] %. Our rates are fixed for the period of the agreement. We confirm that our bid is valid for 90 days, that we meet all eligibility criteria, that our samples have been delivered, that we are not blacklisted, and that we accept all terms of the bidding document.

Name and signature of authorised person: _____

Firm name, address, phone and email: _____

Date and stamp: _____

Form 2: Bid Security

Pay order or demand draft of Rs. [____] in favour of Director General, National Faceless Centre, FBR, drawn on a scheduled bank, No. [____] dated [____]. Scanned copy to be uploaded with the bid; original to be delivered before the deadline.

Form 3: Affidavit (on stamp paper of appropriate value)

I, [name], [designation] of [firm], solemnly declare that: (a) the firm has not been blacklisted or debarred by any federal, provincial or local government body or by any international organisation; (b) the firm is not insolvent or under liquidation; (c) all documents and information in the bid are true and correct; and (d) the firm will supply items of the quality of the approved samples.

Deponent: _____ CNIC: _____

Attested by Oath Commissioner / Notary Public

Form 4: Similar Supply Contracts (last 3 years)

#	Client	Items supplied	Value (Rs.)	Period	Contact person
1					
2					
3					

Form 5: Integrity Pact

[Firm name] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from the NFC through any corrupt business practice, and that it has fully declared any brokerage, commission or fees paid or payable to anyone in relation to this agreement (Rule

7). The firm accepts full liability for any false declaration, and agrees that any agreement so obtained shall be voidable at the option of the NFC, without prejudice to any other action.

For the NFC: _____ For the bidder: _____

Form 6: Framework Agreement

This Framework Agreement is made at Islamabad on [date] between the Director General, National Faceless Centre, Federal Board of Revenue, Islamabad (the NFC), and [supplier name and address] (the Supplier).

Whereas the NFC invited bids for the supply of general order supplies under a framework agreement and has accepted the bid of the Supplier, the parties agree that: (1) this Agreement, the letter of acceptance, the Special and General Conditions, the Scope of Supply, the Supplier's bid and rates, the approved samples and the Integrity Pact form the Agreement; (2) the Supplier shall supply the items at the agreed rates against call-off orders of the NFC; (3) the estimated annual value of the Agreement is Rs. [____], without any guarantee of minimum orders; and (4) the Agreement runs from [date] to [date].

For the NFC: _____ For the Supplier: _____

Witness 1: _____ Witness 2: _____

Form 7: Call-off Order

Call-off Order No. [____] dated [____] under Framework Agreement No. [____]

#	Item (as in Section VII)	Unit	Quantity	Rate (Rs.)	Amount (Rs.)
	Total				

Delivery by: [date] Urgent: Yes / No Sanctioned by: [name and designation]

Ordering officer, Procurement Cell, NFC: _____

Form 8: Performance Guarantee (bank guarantee)

To: The Director General, National Faceless Centre, FBR, Islamabad

Whereas [supplier] has undertaken, under Framework Agreement No. [____] dated [____], to supply general order supplies (office stationery, computer accessories, pantry and daily-use items) to the National Faceless Centre, we, [bank name and branch], hereby irrevocably and unconditionally undertake to pay you, on your first written demand and without cavil or argument, any sum up to Rs. [____] (Rupees [in words]). This guarantee is valid until [date].

Authorised signatory and bank seal: _____