Standard Bidding Document

Prequalification for Hiring of Headhunting Services for Recruitments of Senior Management in Autonomous Bodies/ SOEs/ Departments under Power Division or the main Division (Consultancy Services)

National



November 19, 2026

Ministry of Energy – Power Division (Ministry of Energy – Power Division),Section Officer
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INVITATION FOR PREQUALIFICATION FOR OPEN FRAMEWORK AGREEMENT

PROCUREMENT OF CONSULTANCY SERVICES

1. The **Ministry of Energy – Power Division (Ministry of Energy – Power Division)** 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 **Prequalification for Hiring of Headhunting Services for Recruitments of Senior Management in Autonomous Bodies/ SOEs/ Departments under Power Division or the main Division** having reference number **FFW11175**.

2. The **Ministry of Energy – Power Division (Ministry of Energy – Power Division)** intends to prequalify suppliers for subsequent Invitation to Bid(s) and to sign a Open Framework Agreement with the successful bidder(s) following completion of the bidding process.

3. The objective of the intended Open Framework Agreement is the on-demand supply of **Prequalification for Hiring of Headhunting Services for Recruitments of Senior Management in Autonomous Bodies/ SOEs/ Departments under Power Division or the main Division** 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 **Thursday, November 19, 2026**. The Open Framework Agreement is expected to be signed with the successful bidder(s) in **Monday, December 14, 2026** for a period of **36 Months**.

5. The Prequalification process is open to all **National** Applicants subject to fulfilling the eligibility requirements specified in the Prequalification Documents. Interested Applicants may obtain further information from **Ministry of Energy – Power Division (Ministry of Energy – Power Division)** 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/11175**.

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 30, 2026 11:30 AM**. Applications will be opened electronically through **EPADS v2.0** on the same day at **Monday, November 30, 2026 12:00 PM**. Manual submission of applications shall not be entertained.

7. Vendors who have not yet registered on **EPADS v2.0** may complete their registration at **https://vendors.epads.gov.pk/**. Guidance regarding registration and bid submission is available on the portal.

In terms of Rule 65 of Public Procurement Rules, 2026, 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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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: **FFW11175**
The Procuring Agency is: **Ministry of Energy – Power Division (Ministry of Energy – Power Division)**
Framework Agreement Title: **Prequalification for Hiring of Headhunting Services for Recruitments of Senior Management in Autonomous Bodies/ SOEs/ Departments under Power Division or the main Division**

FDS Clause Number 2
ITB Number 2.1

The name of Procuring Agency is: **Ministry of Energy – Power Division (Ministry of Energy – Power Division)**
The name of Framework Agreement is: **Prequalification for Hiring of Headhunting Services for Recruitments of Senior Management in Autonomous Bodies/ SOEs/ Departments under Power Division or the main Division**

FDS Clause Number 3
ITB Number 2.2

Participating / Authorized Procuring Agencies under this Framework Agreement:

- CPGCL, GENCO-II, TPS Guddu, (GENCO Holding Company Limited (GHCL))
- PMU HESCO, (Hyderabad Electric Supply Company (HESCO))

- Independent System and Market Operator (Guarantee) Limited (ISMO), (Independent System and Market Operator (ISMO))
- Multan Electric Power Company (MEPCO), (Multan Electric Power Company (MEPCO))
- Power Planning And Monitoring Company (PPMC), (Power Planing And Monitoring Company (PPMC))
- Hazara Electric Supply Company, (Hazara Electric Supply Company (HAZECO))
- Gujranwala Electric Power Company Limited (GEPCO), (Gujranwala Electric Power Company Limited (GEPCO))
- PMU (FESCO), (Faisalabad Electric Supply Company (FESCO))
- Material Management Directorate/Department, (Sukkur Power Electric Company (SEPCO))
- Headquarters, (Islamabad Electric Supply Company (IESCO))
- Office of Chief Engineer PMU, Lahore Electric Supply Corporation (LESCO), (Lahore Electricity Supply Company (LESCO))
- Central Power Purchasing Agency (CPPA), (Central Power Purchasing Agency (CPPA))
- Procurement Department, (National Grid Company (NGC))
- PESCO, (Peshawar Electric Supply Company (PESCO))
- Material Management, (Tribal Areas Electric Supply Company (TESCO))
- Quetta Electric Supply (QESCO), (Quetta Electric Supply Company (QESCO))
- Energy Infrastructure Development and Management Company (EIDMC), (Energy Infrastructure Development and Management Company (EIDMC))
- Private Power & Infrastructure Board, (Private Power & Infrastructure Board (PPIB))
- Power Information Technology Company (PITC), (Power Information Technology Company (PITC))

- Jamshoro Power Company Limited (GENCO-I), (Jamshoro Power Company Limited (GENCO-I))
- NPPMCL – National Power Parks Management Company. Pvt. Ltd, (NPPMCL – National Power Parks Management Company. Pvt. Ltd)
- Northern Power Generation Company Limited, (Northern Power Generation Company Limited (NPGCL / GENCO-III))
- National Energy Efficiency & Conservation Authority (NEECA), (National Energy Efficiency & Conservation Authority NEECA)
- Technical Department-GHCL, Islamabad, (GENCO Holding Company Limited (GHCL))

ITA Number 4.2

Maximum number of members in a Joint Venture (JV): **3**

FDS Clause Number 4
ITB Number 3.1

Framework Type: **Open Framework Agreement**

FDS Clause Number 5
ITB Number 4.1

Framework Duration: **36 Months**
Commencement Date: **Expired after the framework duration of 36 months from the award date.**
Expiry Date: **Positions Without Lots :**

Position	Delivery Schedule	Quantity

Prequalification for Hiring of Headhunting Services for Recruitments of Senior Management in Autonomous Bodies/ SOEs/ Departments under Power Division or the main Division	**Address:** 2nd Floor, A-Block, Pak-Secretarait., Islamabad Capital Territory **Schedule:** Framework Duration is 3 years- Assignment specific duration is 30 days, further details will be shared in second stage] **Quantity:** 150/job	150/job

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:**

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 {**SYSTEMSHORTTITLE**}:
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 30, 2026***
Time: ***11:30 AM***

FDS Clause Number 19
ITB Number 17.1

Opening of Bids shall be conducted through: **EPADS v2.0**
Day: ***Monday***
Date: ***Monday, November 30, 2026***
Time: ***12:00 PM***
Virtual participation link: **https://vendors.epads.gov.pk/**

F. Evaluation and Award

FDS Clause Number 20
ITB Number 21.1

Margin of Domestic Preference: **Not Applicable**

FDS Clause Number 21
ITB Number 22.1

Framework Award Basis: **Quality Based Selection (QBS)**

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

Scope of Work

Scope OF Work / Terms of Reference (TORs)

1.

Undertake the complete talent-hunt/executive-search and recruitment support exercise for the position of Managing Director, CEOs, any Special pay scale or other C-level posts for Autonomous Bodies/SOEs/Departments under Power Division/or the Division as the case may be, strictly in accordance with the Job Description/ Key Responsibilities, Eligibility Criteria & Candidate Profile and Terms & Conditions of Appointment prescribed by Power Division or SOEs under Power Division.

2.

Familiarize itself with the statutory mandate, functions, organizational structure and strategic requirements of Power Division/ SOEs/ Autonomous Bodies /Departments or as the case be to develop an appropriate understanding of the leadership profile required for the positions as mentioned at serial (a).

3.

Develop and submit, for approval, a comprehensive Search and Recruitment Strategy/ Work Plan, setting out the proposed methodology, activities, resource deployment and a detailed activity/ deliverable schedule.

4.

Undertake appropriate market mapping to identify the relevant talent pool and suitably qualified and experienced professionals possessing the qualifications, experience, leadership competencies and other attributes relevant to the requirements of the positions.

5.

Undertake a comprehensive search for suitable candidates through publication of advertisement(s) in appropriate media, as prescribed/ approved by Power Division or SOEs/ Autonomous Bodies/Departments as the case may be, as well as through proactive executive search/headhunting, the Firm’s existing database, professional networks, market contacts and other legitimate sourcing channels, and identify and encourage suitably qualified professionals to apply for the positions through the prescribed recruitment process.

6.

Establish and maintain an appropriate mechanism for the receipt, registration, acknowledgement, compilation and secure management of all applications/CVs and supporting documents received for the positions.

7.

Review and scrutinize all applications/CVs received and assess each applicant against the approved eligibility criteria and requirements of the positions. Where necessary, seek clarification, completion or verification of information/documentation from applicants.

8.

Prepare a comprehensive and transparent Candidate Eligibility/Evaluation Matrix covering all applicants, setting out the Firm's assessment of each applicant's eligibility/ ineligibility against the prescribed criteria for consideration and final determination by Power Division or SOEs/Autonomous Bodies/Department as the case may be.

9.

Prepare structured and comparative professional profiles/ assessment reports of eligible/suitable candidates, to facilitate consideration and shortlisting by the Power Division or SOEs/Autonomous Bodies/Departments as the case may be.

10.

Conduct preliminary professional assessments/interactions/interviews of eligible candidates, for consideration of this Division or SOEs/Autonomous Bodies/Departments under this Division.

11.

Undertake verification of the qualifications, professional credentials, employment history, relevant experience and references of candidates.

12.

Make necessary arrangements relating to the recruitment exercise, including communication with candidates and coordination/scheduling of interviews and assessment sessions.

13.

Provide professional assistance and requisite documentation to the Division or SOEs/Autonomous Bodies/Departments as the case may be, during the shortlisting, interview and assessment process.

14.

Maintain strict confidentiality, integrity and security of all applications/CVs, personal information, correspondence, assessments and proceedings.

15.

Upon completion of the assignment, submit a comprehensive Final Assignment Report covering the search/headhunting and recruitment exercise undertaken.

DELIVERABLES

S.#	Deliverables	Timeline
a)	Inception/Search Strategy and Work Plan	As per the activity/deliverable schedule proposed by the Firm and accepted by Power Division / SOEs
b)	Market Mapping, Advertisement(s), Candidate Search/Outreach and Application Management Report	As per the activity/deliverable schedule proposed by the Firm and accepted by Power Division / SOEs
c)	Candidate Eligibility/Evaluation Matrix and Candidate Profiles	As per the activity/deliverable schedule proposed by the Firm and accepted by Power Division / SOEs
d)	Preliminary Assessments/Reference Checks, where required	As per the activity/deliverable schedule proposed by the Firm and accepted by Power Division / SOEs

The Firm shall submit, as part of its Technical Proposal, a detailed activity/deliverable schedule specifying the proposed timeline for each deliverable and the overall period for completion of the assignment. The proposed schedule shall be realistic, internally consistent and commensurate with the scope and requirements of the assignment. The overall completion period and corresponding activity/deliverable schedule offered in the Technical Proposal and accepted by Power Division / SOEs/ Autonomous Bodies/Departments as the case may be, shall form part of the Firm's contractual obligations.

CONFIDENTIALITY, DATA AND PROFESSIONAL RESPONSIBILITY

- The selected Firm shall maintain strict confidentiality of all candidate information, applications, CVs, evaluation records and other information received or generated under the assignment.

- No information shall be disclosed to any third party without prior written authorization of Power Division except where disclosure is required by law.

- The Firm shall maintain an auditable record showing the basis on which candidates were identified, screened and assessed.

- All reports, evaluation matrices and assignment-specific records/deliverables shall become the property of Power Division upon payment, subject to applicable law.

- The Firm shall immediately disclose any actual or potential conflict of interest.

- The Firm shall exercise appropriate professional care, independence, impartiality and integrity throughout the assignment.

LIMITATION OF FIRM'S ROLE

- The Talent Hunt / Executive Search Firm shall act solely in a professional, advisory and facilitative capacity.

- The Firm's assessment, evaluation or profiling of any candidate shall not constitute final shortlisting, selection, recommendation or appointment.

- All statutory and administrative decisions concerning eligibility, shortlisting, interviewing, recommendation, selection and appointment of Senior Management of Autonomous Bodies/ SOEs / Departments / Power Division shall remain with Power Division and/or other Government authority/ Autonomous Bodies/ SOEs/ Departments, as applicable.

Framework Items / Lots

Brief Description

Brief Description is at Annex-IV.

Related Services of Consultancy Services:

No

Specification

Positions Without Lots :

Position: Prequalification for Hiring of Headhunting Services for Recruitments of Senior Management in Autonomous Bodies/ SOEs/ Departments under Power Division or the main Division

Specifications / Requirements:

Terms of Reference (TORs) / SCOPE OF THE ASSIGNMENT

a) Undertake the complete talent-hunt/executive-search and recruitment support exercise for the position of Managing Director, CEOs, any Special pay scale or other C-level posts for Autonomous Bodies/SOEs/Departments under Power Division/or the Division as the case may be, strictly in accordance with the Job Description/ Key Responsibilities, Eligibility Criteria & Candidate Profile and Terms & Conditions of Appointment prescribed by Power Division or SOEs under Power Division.

b) Familiarize itself with the statutory mandate, functions, organizational structure and strategic requirements of Autonomous Bodies/SOEs/Departments under Power Division/or the Division as the case may be to develop an appropriate understanding of the leadership profile required for the positions as mentioned at serial (a)

c) Develop and submit, for approval, a comprehensive Search and Recruitment Strategy/ Work Plan, setting out the proposed methodology, activities, resource deployment and a detailed activity/ deliverable schedule.

d) Undertake appropriate market mapping to identify the relevant talent pool and suitably qualified and experienced professionals possessing the qualifications, experience, leadership competencies and other attributes relevant to the requirements of the positions.

e) Undertake a comprehensive search for suitable candidates through publication of advertisement(s) in appropriate media, as prescribed/ approved by Autonomous Bodies/SOEs/Departments under Power Division/or the Division as the case may be, as well as through proactive executive search/headhunting, the Firm’s existing database, professional networks, market contacts and other legitimate sourcing channels, and identify and encourage suitably qualified professionals to apply for the positions through the prescribed recruitment process.

f) Establish and maintain an appropriate mechanism for the receipt, registration, acknowledgement, compilation and secure management of all applications/CVs and supporting documents received for the positions.

g) Review and scrutinize all applications/CVs received and assess each applicant against the approved eligibility criteria and requirements of the positions. Where necessary, seek clarification, completion or verification of information/documentation from applicants.

h) Prepare a comprehensive and transparent Candidate Eligibility/Evaluation Matrix covering all applicants, setting out the Firm's assessment of each applicant's eligibility/ ineligibility against the prescribed criteria for consideration and final determination by Power Division or SOEs/Autonomous Bodies/Department as the case may be.

i) Prepare structured and comparative professional profiles/ assessment reports of eligible/suitable candidates, to facilitate consideration and shortlisting by the Autonomous Bodies/SOEs/Departments under Power Division/or the Division as the case may be.

j) Conduct preliminary professional assessments/interactions/interviews of eligible candidates, for consideration of this Division or SOEs/Autonomous Bodies/Departments under this Division.

k) Undertake verification of the qualifications, professional credentials, employment history, relevant experience and references of candidates.

l) Make necessary arrangements relating to the recruitment exercise, including communication with candidates and coordination/scheduling of interviews and assessment sessions.

m) Provide professional assistance and requisite documentation to the Division or SOEs/Autonomous Bodies/Departments as the case may be, during the shortlisting, interview and assessment process.

n) Maintain strict confidentiality, integrity and security of all applications/CVs, personal information, correspondence, assessments and proceedings.

o) Upon completion of the assignment, submit a comprehensive Final Assignment Report covering the search/headhunting and recruitment exercise undertaken.

Note: Detailed TORs/SOPs are attached as Annex-III

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) SECP Registrar of Firms

Eligibility Criteria	Document
E1: Minimum five (05) years of demonstrated professional experience in executive search, talent hunting, recruitment and/or HR consultancy, supported by documentary evidence of relevant assignments/contracts/work orders.	Yes
E2:Documentary evidence of at least three assignments involving recruitment/executive search for Managing Director, Chief Executive Officer, C-suite or equivalent senior leadership positions during the preceding five years	Yes
E3:Adequate organizational and professional capacity to undertake and complete the assignment within the prescribed timeframe, including an established office/setup and access to appropriate executive-search/recruitment resources, databases, professional networks and candidate-sourcing channels.	Yes
The Firm shall propose a team comprising at least 2 key professionals, including a Team Lead/Lead Consultant, for undertaking the assignment. The Team Lead shall possess at least 12 years of relevant professional experience in executive search/ headhunting/ recruitment, including experience relating to senior-management/leadership positions. The other proposed professional shall possess at least 8 years of relevant experience in recruitment, executive search, talent acquisition or HR consultancy	Yes

E5:Signed declaration that the Firm is not blacklisted, debarred or otherwise ineligible to participate in public procurement.	Yes
E6:Signed conflict-of-interest declaration [The firm shall submit a duly signed declaration confirming that no actual or potential conflict of interest exists that would affect its independence, impartiality or performance of the assignment. Any potential conflict shall be disclosed]	Yes
E7:Signed confidentiality undertaking [The firm shall submit a duly signed undertaking confirming its commitment to maintain the confidentiality of all official, personal, commercial and other sensitive information obtained during the assignment]	Yes
E8:Disclosure of litigation/arbitration, if any, relevant to the Firm's professional services.Disclosure of litigation shall not, by itself, constitute grounds for disqualification. Any decision shall be based on its relevance and material impact on the firm's ability to perform the assignment.	Yes
Note: Failure to satisfy any mandatory eligibility requirement shall render the proposal ineligible/non-responsive and shall not proceed for technical evaluation. Further, the detailed Eligibility criteria is seperately Annexed with the bidding document as Annex-I	No

Evaluation Criteria

Quality Based Selection (QBS)

Technical Marks	**100**
Passing Marks	**80**
Q1: Establishment and Head Hunting/HR Experience	

Establishment and Headhunting/HR Experience (Note: Documentary evidence such as contract agreement shall be provided) General Experience the Company / Firm in providing Human Resources Company incorporation/ registration letter or any other relevant document (Qualitative)(Doc Required) more than 20 years **(15)** 15-20 years **(12)** 10-14 years **(10)** 5-9 years **(8)** 1-4 years **(5)**	15
Q2: Relevant Headhunting Experience	
Relevant Headhunting Experience in the Public Sector, preferably the Power/Energy Sector. Attach Copies of contracts (Qualitative)(Doc Required) 15-20 or more assignments **(15)** 10–14 assignments **(10)** 5–9 assignments **(5)** 1–4 assignments **(3)**	15
Q3: Number of C-level roles or positions filled by the firm in last 10 years	
Number of C-level roles or positions filled by the firm in last 10 years. (Qualitative)(Doc Required) 20 or more positions **(10)** 15–19 positions **(8)** 10–14 positions **(5)** 1–9 positions **(3)**	10
Q4: Number of middle management roles or positions successfully filled	

Number of middle management roles or positions successfully filled by the firm in last 3 years. (Qualitative)(Doc Required) 20 or more positions **(10)** 15–19 positions **(8)** 10–14 positions **(5)** 1–9 positions **(3)**	10
Q5: Number of junior management roles or positions successfully filled	
Number of junior management roles or positions successfully filled by the firm in last 3 years. (Qualitative)(Doc Required) 20 or more positions **(10)** 15 - 19 Positions **(8)** 10-14 Positions **(5)** 1-9 Positions **(3)**	10
Q6: Financial Strength	
Financial Strength (avg. annual turnover) of last three years. Firm MUST provide Audit report and tax returns Calculation Criteria (Qualitative)(Doc Required) PKR 201 million to 300 million or above **(10)** PKR 101 million – 200 million **(5)** PKR Upto 100 million **(3)**	10
Q7: Methodology & Replacement Plan	

Methodology & Replacement Plan for Headhunting, Recruitment, Candidate Selection, Deployment and Timely Replacement Quality and effectiveness of the proposed approach, recruitment methodology, candidate assessment, placement, deployment and replacement of selected personnel within the prescribed timelines. (Qualitative)(Doc Required) Marks **(15)**	15
Q8: Management Expertise	
Management Expertise (Provide CVs) (Qualitative)(Doc Required) More than 5 HR experts having MBA/ Master degree in HR/ HR professional certifications **(10)** 3 to 5 HR experts having MBA/ Master degree in HR/ HR professional certifications **(5)** 1 to 2 HR experts having MBA/ Master degree in HR/ HR professional certifications **(3)**	10
Q9: ISO Certificates	
ISO Certificates (Qualitative)(Doc Required) Marks **(5)**	5

Call-Off / Secondary Procurement Procedure

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Annexure

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Annex-I: MANDATORY ELIGIBILITY REQUIREMENTS

MANDATORY ELIGIBILITY REQUIREMENTS

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annex-I: MANDATORY ELIGIBILITY REQUIREMENTS** (page number: 46)

Annex-II: SCORED TECHNICAL EVALUATION CRITERIA

SCORED TECHNICAL EVALUATION CRITERIA

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annex-II: SCORED TECHNICAL EVALUATION CRITERIA** (page number: 47)

Annex-III: SCOPE OF WORK/TORs

SCOPE OF WORK/TORs

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annex-III: SCOPE OF WORK/TORs** (page number: 49)

Annex-IV: BRIEF DESCRIPTION

BRIEF DESCRIPTION

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annex-IV: BRIEF DESCRIPTION** (page number: 52)

GENERAL TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS
Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **GENERAL TERMS AND CONDITIONS** (page number: 53)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Procurement Forms

Contractor's Key Personnel Representative and Their Schedules

See Form Under Additional Forms and Documents: **Contractor's Key Personnel Representative and Their Schedules** (page number: 54)

Financial Resources

See Form Under Additional Forms and Documents: **Financial Resources** (page number: 58)

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 59)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 60)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 61)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 63)

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Additional Forms and Documents

Annex-I

MANDATORY ELIGIBILITY REQUIREMENTS

- Legal registration/incorporation of the Firm in Pakistan, as applicable.
- Valid National Tax Number (NTN), Active Taxpayer status and other applicable tax registrations.
- Minimum five (05) years of demonstrated professional experience in executive search, talent hunting, recruitment and/or HR consultancy, supported by documentary evidence of relevant assignments/contracts/work orders.
- Documentary evidence of at least three assignments involving recruitment/executive search for Managing Director, Chief Executive Officer, C-suite or equivalent senior leadership positions during the preceding five years i.e. from FY 2021-22 to 2025-26.
- Adequate organizational and professional capacity to undertake and complete the assignment within the prescribed timeframe, including an established office/setup and access to appropriate executive-search/recruitment resources, databases, professional networks and candidate-sourcing channels.
- The Firm shall propose a team comprising at least two (02) key professionals, including a Team Lead/Lead Consultant, for undertaking the assignment. The Team Lead/Lead Consultant shall possess at least twelve (12) years of relevant professional experience in executive search/ headhunting/ recruitment, including experience relating to senior-management/leadership positions. The other proposed professional shall possess at least eight (08) years of relevant experience in recruitment, executive search, talent acquisition or HR consultancy.
- Signed declaration that the Firm is not blacklisted, debarred or otherwise ineligible to participate in public procurement.
- Signed conflict-of-interest declaration.
- Signed confidentiality undertaking.
- Disclosure of litigation/arbitration, if any, relevant to the Firm's professional services.

Annex-II

PART-B: SCORED TECHNICAL EVALUATION

Only Firms declared Responsive under Part-A shall be technically scored. Maximum Technical Score: 100 marks. Minimum Technical Qualifying Score: 80 marks.

SR#	EVALUATION CRITERIA	MARKS
1	Establishment and Headhunting/HR Experience (Note: Documentary evidence such as contract agreement shall be provided) General Experience the Company / Firm in providing Human Resources Company incorporation/ registration letter or any other relevant document (Qualitative) (Doc Required) more than 20 Years (15) 15 to 20 years (12) 10 to 14 years (10) 5 to 9 years (8) 1 to 4 Years (5)	**15**
2	Relevant Headhunting Experience in the Public Sector, preferably the Power/Energy Sector. Copies of contracts (Quantitative) 15 - 20 or more assignments (15) 10 - 14 Assignments (10) 5 - 9 Assignments (5) 1 - 4 Assignments (3)	**15**
3	Number of C-level roles or positions filled by the firm in last 10 years. (Quantitative)(Doc Required) 20 or more Positions (10) 15 - 19 Positions (8) 10 - 14 Positions (5) 1 - 9 Positions (3)	**10**
4	Number of middle management roles or positions successfully filled by the firm in last 3 years. (Quantitative)(Doc Required) 20 or more Positions (10) 15 - 19 Positions (8) 10 - 14 Positions (5) 1 - 9 Positions (3)	**10**
5	Number of junior management roles or positions successfully filled by the firm in last 3 years. (Quantitative)(Doc Required) 20 or more Positions (10) 15 - 19 Positions (8) 10 - 14 Positions (5) 1 - 9 Positions (3)	**10**

SR#	EVALUATION CRITERIA	MARKS
6	Financial Strength (avg. annual turnover) of last three years. Firm MUST provide Audit report and tax returns Calculation Criteria: 0 to 100 million - 3 marks 101 to 200 million – 5 marks 201 to 300 million – 10 marks (Quantitative)(Doc Required)	10
7	Methodology & Replacement Plan for Headhunting, Recruitment, Candidate Selection, Deployment and Timely Replacement Quality and effectiveness of the proposed approach, recruitment methodology, candidate assessment, placement, deployment and replacement of selected personnel within the prescribed timelines.	15
8	Management Expertise (Provide CVs) (Quantitative)(Doc Required) More than 5 HR experts having MBA/ Master degree in HR/ HR professional certifications (10) 3 to 5 HR experts having MBA/ Master degree in HR/ HR professional certifications (5) 1 to 2 HR experts having MBA/ Master degree in HR/ HR professional certifications (3)	10
9	ISO Certificates	5
TOTAL MARKS		**100**

Annex-III

Scope OF Work / Terms of Reference (TORs)

a) Undertake the complete talent-hunt/executive-search and recruitment support exercise for the position of Managing Director, CEOs, any Special pay scale or other C-level posts for Autonomous Bodies/SOEs/Departments under Power Division/or the Division as the case may be, strictly in accordance with the Job Description/ Key Responsibilities, Eligibility Criteria & Candidate Profile and Terms & Conditions of Appointment prescribed by Power Division/ Autonomous Bodies/SOEs / Departments under Power Division.
b) Familiarize itself with the statutory mandate, functions, organizational structure and strategic requirements of Power Division/ SOEs/ Autonomous Bodies /Departments or as the case be to develop an appropriate understanding of the leadership profile required for the positions as mentioned at serial (a).
c) Develop and submit, for approval, a comprehensive Search and Recruitment Strategy/ Work Plan, setting out the proposed methodology, activities, resource deployment and a detailed activity/ deliverable schedule.
d) Undertake appropriate market mapping to identify the relevant talent pool and suitably qualified and experienced professionals possessing the qualifications, experience, leadership competencies and other attributes relevant to the requirements of the positions.
e) Undertake a comprehensive search for suitable candidates through publication of advertisement(s) in appropriate media, as prescribed/ approved by Power Division or SOEs/ Autonomous Bodies/Departments as the case may be, as well as through proactive executive search/headhunting, the Firm's existing database, professional networks, market contacts and other legitimate sourcing channels, and identify and encourage suitably qualified professionals to apply for the positions through the prescribed recruitment process.
f) Establish and maintain an appropriate mechanism for the receipt, registration, acknowledgement, compilation and secure management of all applications/CVs and supporting documents received for the positions.
g) Review and scrutinize all applications/CVs received and assess each applicant against the approved eligibility criteria and requirements of the positions. Where necessary, seek clarification, completion or verification of information/documentation from applicants.
h) Prepare a comprehensive and transparent Candidate Eligibility/Evaluation Matrix covering all applicants, setting out the Firm's assessment of each applicant's eligibility/ ineligibility against the prescribed criteria for consideration and final determination by Power Division or SOEs/Autonomous Bodies/Department as the case may be.
i) Prepare structured and comparative professional profiles/ assessment reports of eligible/suitable candidates, to facilitate consideration and shortlisting by the Power Division/ Autonomous Bodies/SOEs / Departments as the case may be.
j) Conduct preliminary professional assessments/ interactions/ interviews of eligible candidates, for consideration of this Division or SOEs/Autonomous Bodies/Departments under this Division.
k) Undertake verification of the qualifications, professional credentials, employment history, relevant experience and references of candidates.
l) Make necessary arrangements relating to the recruitment exercise, including communication with candidates and coordination/scheduling of interviews and assessment sessions.

m) Provide professional assistance and requisite documentation to the Division or SOEs/Autonomous Bodies/Departments as the case may be, during the shortlisting, interview and assessment process.
n) Maintain strict confidentiality, integrity and security of all applications/CVs, personal information, correspondence, assessments and proceedings.
o) Upon completion of the assignment, submit a comprehensive Final Assignment Report covering the search/headhunting and recruitment exercise undertaken.

DELIVERABLES

S.#	Deliverables	Timeline
a)	Inception/Search Strategy and Work Plan	As per the activity/deliverable schedule proposed by the Firm and accepted by Power Division / SOEs
b)	Market Mapping, Advertisement(s), Candidate Search/Outreach and Application Management Report	As per the activity/deliverable schedule proposed by the Firm and accepted by Power Division / SOEs
c)	Candidate Eligibility/Evaluation Matrix and Candidate Profiles	As per the activity/deliverable schedule proposed by the Firm and accepted by Power Division / SOEs
d)	Preliminary Assessments/Reference Checks, where required	As per the activity/deliverable schedule proposed by the Firm and accepted by Power Division / SOEs

The Firm shall submit, as part of its Technical Proposal, a detailed activity/deliverable schedule specifying the proposed timeline for each deliverable and the overall period for completion of the assignment. The proposed schedule shall be realistic, internally consistent and commensurate with the scope and requirements of the assignment. The overall completion period and corresponding activity/deliverable schedule offered in the Technical Proposal and accepted by Power Division / SOEs/ Autonomous Bodies/Departments as the case may be, shall form part of the Firm's contractual obligations.

CONFIDENTIALITY, DATA AND PROFESSIONAL RESPONSIBILITY

- The selected Firm shall maintain strict confidentiality of all candidate information, applications, CVs, evaluation records and other information received or generated under the assignment.
- No information shall be disclosed to any third party without prior written authorization of Power Division except where disclosure is required by law.
- The Firm shall maintain an auditable record showing the basis on which candidates were identified, screened and assessed.
- All reports, evaluation matrices and assignment-specific records/deliverables shall become the property of Power Division upon payment, subject to applicable law.
- The Firm shall immediately disclose any actual or potential conflict of interest.
- The Firm shall exercise appropriate professional care, independence, impartiality and integrity throughout the assignment.

LIMITATION OF FIRM'S ROLE

- The Talent Hunt / Executive Search Firm shall act solely in a professional, advisory and facilitative capacity.

- The Firm's assessment, evaluation or profiling of any candidate shall not constitute final shortlisting, selection, recommendation or appointment.
- All statutory and administrative decisions concerning eligibility, shortlisting, interviewing, recommendation, selection and appointment of Senior Management of Autonomous Bodies/ SOEs / Departments / Power Division shall remain with Power Division and/or other Government authority/ Autonomous Bodies/ SOEs/ Departments, as applicable.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Annex-IV

Brief Description

Power Division intends to engage the services of a reputable and professionally competent Talent Hunt / Executive Search / HR Consulting Firms to provide professional assistance in connection with the recruitment process for the vacant position (s) of Senior Management positions in SOEs under Power Division.

The SOEs under Power Division are governed under State-owned Enterprises (Governance and Operations) Act, 2023 and/ or other respective legislations of the Government and functioning under the administrative control of the Ministry of Energy (Power Division), Government of Pakistan.

Accordingly, proposals are invited from eligible and experienced Talent Hunt / Executive Search / HR Consulting Firms possessing demonstrated capability and relevant experience in executive search/ recruitment of Managing Directors, Chief Executive Officers and/or equivalent C-suite/senior leadership positions.

The procurement shall be undertaken in accordance with the applicable provisions of the Public Procurement Rules, 2026, Procurement of Consultancy Services Regulations, 2010, e-Pak Procurement Regulations, 2023, and other applicable PPRA regulations/instructions, as amended from time to time.

The objective of this bidding document is to engage a professionally competent Talent Hunt / Executive Search Firms to assist Power Division/ Autonomous Bodies/ Departments/ SOEs in identifying, attracting, screening and assessing suitably qualified candidates for the position of Senior Management in Power Division/ Autonomous Bodies/ Departments/ SOEs against the eligibility criteria, qualifications, experience and other requirements prescribed for the position(s).

The selected Firms shall undertake the operational talent-hunt/executive-search and recruitment-support activities prescribed in this bidding document and provide professional assistance and facilitation to Power Division/ Autonomous Bodies/ Departments/ SOEs as the case may be throughout the recruitment process.

The final determination of eligibility, shortlisting, interviewing, recommendation, selection and appointment of Senior Management positions shall remain with Power Division/ Autonomous Bodies/ Departments/ SOEs as the case may be, in accordance with the applicable law, rules, policy and approved recruitment procedure.

Annex-V

GENERAL TERMS AND CONDITIONS

(TO BE SUBMITTED ON LETTER HEAD)

- Power Division may seek clarification of submitted information where permissible under the applicable procurement framework.
- The selected Firm shall not assign or subcontract the whole or any material part of the assignment without prior written approval.
- Any material misrepresentation, false statement or submission of forged/misleading documents may result in rejection and further action under applicable rules/law.
- Power Division reserves the rights available to a procuring agency under the Public Procurement Rules, 2026 and applicable PPRA regulations.
- The selected Firms shall, in carrying out the assignment, take into consideration and, where applicable, ensure compliance with the relevant Statutes/ Laws/ Rules/ Regulations/ Policy / Guidelines including the State-Owned Enterprises (Governance and Operations) Act, 2023, and directions issued thereunder; and any other applicable laws, rules, regulations, policies, guidelines, instructions or requirements of the Government of Pakistan governing or relating to the recruitment/appointment of Managing Directors, Chief Executive Officers any Special pay scale and/or equivalent C-suite/ senior leadership positions in State-Owned Enterprises/ Autonomous Bodies /Departments under Power Division/or the Division itself, as the case may be, to the extent applicable or relevant to the recruitment/appointment of the Managing Director/ Chief Executive Officers any Special pay scale and/or equivalent C-suite/senior leadership positions in State-Owned Enterprises/ Autonomous Bodies /Departments under Power Division/or the Division itself, as the case may be.
- The successful Firm shall comply with all applicable laws, tax requirements, confidentiality obligations and instructions relevant to the assignment.
- Any dispute arising from the contract shall be dealt with in accordance with the agreed dispute-resolution mechanism and applicable laws of Pakistan.

Contractor's Representative and Key Personnel Schedule

Bidders should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

Contractor' Representative and Key Personnel

1.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
2.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
3.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
4.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]

	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
5.	**Title of position:**	
	Name of candidate	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
6.	**Title of position:** *[insert title]*	
	Name of candidate	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]

Form PER-2:
Resume and Declaration
Contractor's Representative and Key Personnel

Name of Bidder

Position [*#1*]: [*title of position from Form PER-1*]		
Personnel information	**Name:**	**Date of birth:**
	Address:	**E-mail:**
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency:*[language and levels of speaking, reading and writing skills]*	
details		
	Address of Employer:	
	Telephone:	**Contact (manager / personnel officer):**
	Fax:	
	Job title:	**Years with present Employer:**

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	**Role**	**Duration of involvement**	**Relevant experience**
[main project details]	*[role and responsibilities on the project]*	*[time in role]*	*[describe the experience relevant to this position]*

Declaration

I, the undersigned *[insert either "Contractor's Representative" or "Key Personnel" as applicable]* , certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Bid:

Commitment	**Details**
Commitment to duration of contract:	*[insert period (start and end dates) for which this Contractor's Representative orKey Personnel is available to work on this contract]*
Time commitment:	*[insert period (start and end dates) for which this Contractor's Representative orKey Personnel is available to work on this contract]*

I understand that any misrepresentation or omission in this Form may:

(a) be taken into consideration during Bid evaluation;

(b) result in my disqualification from participating in the Bid;

(c) result in my dismissal from the contract.

Name of Contractor's Representative or **Key Personnel: [*insert name*]**

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Bidder:

Signature: _____

Date: (day/month/year): _____

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Eligibility and Qualification Criteria.

No.	**Source of financing**	**Amount (Eq. PKR)**
1		
2		
3		

Past Experience / Contracts

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

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

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

Financial Situation and Performance

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

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

1. Financial data

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

* Refer ITA 14 for the exchange rate

3. Financial documents

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

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

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

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

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

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

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

Average Annual Turnover (Annual Sales Value)

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

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

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

* Refer ITA for date and source of exchange rate.

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