Pre-Qualification Document

Pre-qualification of Carriage Contractors
(Non-Consultancy Services)

National

Single Stage-One Envelope

August 20, 2026

NDMA (National Disaster Management Authority (NDMA)),Director
Near ITP Office, Main Murree Road, Islamabad Capital Territory
Phone: +92-300-500-1238, Email: latifndma@gmail.com

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INVITATION FOR PRE-QUALIFICATION

PROCUREMENT OF NON-CONSULTING SERVICES

1. The **NDMA (National Disaster Management Authority (NDMA))** has reserved Funds for the procurement planned for FY **2026-27**. The **NDMA (National Disaster Management Authority (NDMA))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Pre-qualification of Carriage Contractors**" with the reference of **"P75343"**

2. The **NDMA (National Disaster Management Authority (NDMA))** intends to pre-qualify service providers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to the bidding process.

3. The objective of the intended pre-qualification is the provision of "**Pre-qualification of Carriage Contractors**" through subsequent signing of contract with successful bidders, and the purpose of this Pre-qualification Notice is to provide the very basic information to enable potential applicants to decide whether or not to respond to this Pre-qualification Notice.

4. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants.

5. The pre-qualification process is open to all **National** Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the NDMA (National Disaster Management Authority (NDMA)) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0** at **https://epads.gov.pk/opportunities/federal/procurements/75343**.

6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Friday, September 11, 2026 11:00 AM**. E-applications will be opened using **EPADS v2.0** on the same day at **Friday, September 11, 2026 11:30 AM**. Manual submission of applications shall not be entertained. Those

service providers who have not yet registered on the new version of **EPADS v2.0** may register themselves at https://vendors.epads.gov.pk/. A tutorial to explain the registration process is available at https://www.youtube.com/watch?v=MNW6T38v7tc.

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

NDMA (National Disaster Management Authority (NDMA)), Director

Near ITP Office, Main Murree Road, Islamabad Capital Territory

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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalifica¬tion Documents

1. **Scope of Application**

1.1. In connection with the “**Invitation for Prequalification**”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Pre-qualification.

3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Secondary Procurement process, and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

4. **Eligible Applicants**

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.
In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.
In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the Contract conditions that apply.
The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.

All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Contract Agreement. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. **Eligibility (in terms of Nationality)**

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. **Sections of Prequalification Documents**

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures PART 2 Supply Requirements

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

6.8. Section VII – Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7. **Clarification of Pre-qualification Documents and Pre-Application Meeting**

7.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective

Applicants through ePADS who have obtained the Prequalification Documents from ePADS , including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS . Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / **EPADS v2.0** as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Pre-qualification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. Amendment of Prequalifica¬tion Documents

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and **EPADS v2.0**.

Provided that an Applicant who had already submitted their Applications prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **EPADS v2.0**.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:
Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. **Cost of Applications**

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Pre-qualification process.

10. **Language of Application**

10.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. **Documents Comprising the Application**

11.1. The Application shall comprise the following:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

11.2. **Application Submission Letter**

11.2.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

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

11.3.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

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

11.4.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

11.4.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

11.4.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

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

11.4.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

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

11.4.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

11.4.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. **Submission of the Applications through EPADS v2.0**

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

16. **Deadline for Submission of Applications**

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. **Confidentiality**

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through **EPADS v2.0**.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **EPADS v2.0**

19. **Clarification of Applications**

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through **EPADS v2.0**

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. **Responsiveness of Applications**

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. **Margin of Preference**

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification.

22. **Sub-contractors**

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. **Evaluation of Applications**

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.
Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

24. **Procuring Agency's Right to Accept or Reject Applications**

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

25. **Pre-qualification of Applicants**

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring

Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. **Notification of Prequalification**

26.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **EPADS v2.0**.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

27. **Request for Bids**

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through **EPADS v2.0**.

28. **Changes in Qualifications of Applicants**

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.

29. **Redressal of Grievances**

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

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. **Mechanism of Blacklisting**

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-19 of Public Procurement Rules, 2004 read with “Mechanism for Blacklisting Regulations, 2024”.

Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

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

PDS Clause No
ITA No

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

A. General

PDS Clause No 1
ITA No 1.1

Identification Number of the Invitation for Prequalification: **P75343**
The Procuring Agency is: **NDMA (National Disaster Management Authority (NDMA))**
List of Service Contracts:
See section services and Lots

PDS Clause No 2
ITA No 2.1

The name of Procuring Agency is: **NDMA (National Disaster Management Authority (NDMA))**
The name of Project / Procurement is: **Pre-qualification of Carriage Contractors**

PDS Clause No 3
ITA No 4.2

Maximum number of members in a Joint Venture (JV): **2**

PDS Clause No 4
ITA No 4.5

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

B. Contents of the Prequalification Document

PDS Clause No 5
ITA No 7.1

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

PDS Clause No 6
ITA No 7.1 & 8.2

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

PDS Clause No 7
ITA No 7.2

Pre-Application Meeting: **Clarification Date: Friday, August 28, 2026**

C. Preparation of Applications

PDS Clause No 8
ITA No 10.1

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

PDS Clause No 9
ITA No 11.1(d)

Additional documents to be submitted through EPADS v2.0:
No

PDS Clause No 10
ITA No 14.2

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

D. Submission of Applications

PDS Clause No 11
ITA No 16.1

Deadline for Application Submission:
Day: ***Friday***
Date: ***Friday, September 11, 2026***
Time: ***11:00 AM***

PDS Clause No 12
ITA No 17.1

Opening of Applications shall be conducted through: **EPADS v2.0**
Day: ***Friday***
Date: ***Friday, September 11, 2026***
Time: ***11:30 AM***
Virtual participation link: **https://vendors.epads.gov.pk/**

E. Procedures for Evaluation of Applications

PDS Clause No 13
ITA No 21.1

Margin of Domestic Preference: **Not Applicable**
(Applicable only if authorized in Procurement Plan)

PDS Clause No 14
ITA No 29.1

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

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

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	
Company (Public Limited)	
Company (Holding Company)	
Company (Limited by Guarantee)	
State Owned Enterprise (Private Limited)	
State Owned Enterprise (Public Limited)	

Eligibility Criteria	Document
Minimum 10 operational vehicles (HTV/LTV)	Yes
Ability to mobilize vehicles within 24–72 hours (mandatory)	Yes
Minimum Average Annual Turnover: PKR 50 million – 100 million (last 3 years)	Yes
Minimum 5 years relevant experience in transport/logistics	Yes

The bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE. The firm must provide an undertaking as required for this effect.	Yes
Audit report for the last 3x years from firm registered with ICAP showing 3 years average turnover of 100 Mn and above.	Yes
Relevant experience and satisfactory report from previous clients in the form of completion certificate/ purchase order Company profile including manpower and vehicle details (own/rented etc.).	Yes
Company profile including manpower and vehicle details (own/rented etc.)	Yes

Evaluation Criteria

Quality Based Selection (QBS)

Weightage (Without Financial Criteria)

Technical Evaluation Weightage
100

Technical Marks	100
Passing Marks	70
Technical Evaluation Criteria	

Fleet Composition & Capacity (Quantitative)(Doc Required) More than 40 vehicles **(20)** 26–40 vehicles **(16)** 16–25 vehicles **(12)** 10–15 vehicles **(8)**	20
Vehicle Technical Compliance (Quantitative)(Doc Required) 100 percent compliant (registration, fitness, permits, insurance) **(15)** Up to 10% deficiencies **(10)** Up to 25% deficiencies **(5)** More than 25% deficiencies **(1)**	15
Tracking & Monitoring System (Quantitative)(Doc Required) GPS in ≥80% vehicles with real-time tracking **(10)** GPS in 50–79% vehicles **(7)** Limited/manual tracking **(4)**	10

Operational Technical Capacity (Quantitative)(Doc Required) Proven ≥100 tons & multi-location delivery **(10)** Proven 50–100 tons **(7)** Limited (50 tons) **(4)**	10
Loading / Handling Capability (Quantitative)(Doc Required) Full equipment (forklifts, trolleys, trained staff) **(10)** Partial arrangements **(6)** Basic/manual only **(3)**	10
Driver & Technical Staff Competence (Quantitative)(Doc Required) All drivers licensed with 5+ years experience **(10)** 3–5 years experience **(7)** 2–3 years experience **(3)**	10
Safety & Technical Compliance (Quantitative)(Doc Required) Full compliance (insurance, safety kits, no overloading) **(10)** Minor gaps (80% compliance) **(6)** Major gaps (less than 50% compliance) **(3)**	10

Maintenance & Availability (Quantitative)(Doc Required) Fully maintained fleet + backup vehicles **(5)** Partial Backup (upto 50%) **(3)**	5
Emergency Response Capability (Quantitative)(Doc Required) Proven deployment within 6 hours, with documented emergency assignments (Govt/UN/INGOs) **(10)** Deployment within 6–12 hours, limited evidence **(7)** Deployment beyond 12 hours **(4)**	10

Annexure

Schedule of Requirement

Information (Read-Only)

See Form Under Additional Forms and Documents: **Schedule of Requirement** (page number: 33)

Bid Securing Declaration (Must be filled by the Firm)

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Bid Securing Declaration (Must be filled by the Firm)** (page number: 35)

GENERAL CONDITIONS OF CONTRACT (GCC) & SCC

Information (Read-Only)

See Form Under Additional Forms and Documents: **GENERAL CONDITIONS OF CONTRACT (GCC) & SCC** (page number: 36)

Procurement Forms

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 41)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 42)

Current Contracts and Their Progress

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

Financial Capacity and Net Worth Evaluation Form

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

Average Annual Turnover

Audit reports for the last 3 x years showing 3 years avearage turn over of Rs. 50 Mn

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

Additional Forms and Documents

Schedule of Requirements

1. Fleet Composition & Technical Capacity

The contractor shall maintain a minimum of ten (10) operational transport vehicles, including both HTV and LTV categories. The fleet composition must include flatbed trucks for bulk cargo, covered or box trucks for protected goods, and preferably containerized vehicles for secure transportation. Each vehicle shall have a minimum payload capacity ranging from 5 to 20 tons, depending on its category and intended use. At least sixty percent (60%) of the fleet must be owned by the contractor, while any leased vehicles shall be supported by valid and verifiable lease agreements.

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2. Vehicle Technical Compliance

Each vehicle deployed under the contract must possess a valid registration certificate, a valid fitness certificate issued by the competent authority, and appropriate route permits for inter- and intra-provincial movement. All vehicles must be covered under comprehensive insurance policies and maintained in roadworthy condition, including proper chassis and engine functionality. Additionally, vehicles must be equipped with standard lighting, braking, and signaling systems, and must display clearly visible identification and numbering for verification purposes.

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3. Tracking & Monitoring System

The contractor shall ensure installation of a GPS tracking system in all vehicles, particularly for high-value or sensitive consignments. The system must support real-time location tracking, trip monitoring, and reporting capabilities. Furthermore, a reliable communication system, such as mobile or wireless connectivity, shall be maintained to ensure continuous contact with drivers throughout the transportation process.

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4. Operational Technical Capacity

The contractor must demonstrate the capability to mobilize the required fleet within 24 to 48 hours of assignment. The contractor shall be capable of handling consignments of at least 50 tons per dispatch and executing multiple deliveries simultaneously across different locations. Operations must be feasible across urban, rural, and difficult terrains, including the ability to function effectively under adverse weather conditions and emergency situations.

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5. Loading / Handling Equipment

The contractor shall ensure the availability of adequate loading and unloading arrangements, whether manual or mechanical, as required. Equipment such as trolleys and forklifts shall be provided where applicable to facilitate efficient cargo handling. All loading and unloading activities must adhere to established safety standards and proper cargo handling procedures to prevent damage or loss.

6. Driver Technical Requirements

All drivers engaged by the contractor must possess valid HTV or LTV driving licenses and have a minimum of three (3) years of experience in operating heavy vehicles. Drivers must be familiar with national highways, major logistics routes, and transportation networks. Additionally, they should have basic knowledge of vehicle maintenance and troubleshooting to address minor operational issues during transit.

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7. Safety & Technical Compliance

All vehicles must comply with applicable national motor vehicle and transport regulations. The contractor shall ensure strict adherence to permissible load limits, with no overloading under any circumstances. Vehicles must have fully functional braking and suspension systems and be equipped with basic emergency and safety kits. Proper cargo securing and fastening mechanisms must be implemented to ensure safe transportation throughout the journey.

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8. Maintenance & Availability

The contractor shall ensure that all vehicles are properly maintained, regularly serviced, and kept in optimal operational condition at all times. Adequate arrangements must be in place to provide backup vehicles in the event of breakdowns or unforeseen circumstances. The contractor shall ensure minimal downtime and uninterrupted service delivery to meet operational requirements.

Bid Securing Declaration (Must be filled by the Firm)

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: *[insert date (as day, month and year)]*
Bid No.: *[insert number of Bidding process]*
Alternative No.: *[insert identification No if this is a Bid for an alternative]*
To: *[insert complete name of Procuring Agency]*

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

(a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;

(b) Disagreement to arithmetical correction made to the Bid price; or

(c) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid Securing Declaration]*

Name: *[insert **complete name of person signing the Bid Securing Declaration**]*

Duly authorized to sign the Bid for and on behalf of: *[insert **complete name of Bidder**]*

a) Dated on ____________ day of __________________, _______ *[insert **date of signing**]*
Corporate Seal (where appropriate)

SECTION I – GENERAL CONDITIONS OF CONTRACT (GCC)

GCC 1. Definitions

For the purposes of this Contract:
a. "Procuring Agency" means the National Disaster Management Authority (NDMA).
b. "Contractor" means a firm pre-qualified and empaneled under this procurement process.
c. "Framework Agreement" means the agreement entered into between the Procuring Agency and one or more pre-qualified contractors establishing the terms governing future procurement of transportation services.
d. "Mini Competition" means a request for quotations issued to all or selected pre-qualified contractors for a specific transportation requirement, with award made to the lowest evaluated responsive quotation or the most advantageous bid in accordance with the solicitation.
e. "Call-Off Contract" or "Work Order" means an individual contract issued following completion of a mini competition.

GCC 2. Scope of Services

The Contractor shall provide transportation services for relief goods, humanitarian supplies, equipment, machinery, rescue assets, and any other cargo as required by the Procuring Agency. Services may include loading, transportation, unloading, positioning of vehicles, standby arrangements, emergency deployment, and return transportation where specified.

GCC 3. Nature of the Framework Agreement

The Framework Agreement establishes a panel of qualified carriage contractors for future transportation requirements. It does not constitute a commitment by the Procuring Agency to procure any minimum quantity of services, nor does it guarantee any volume of work.

GCC 4. Award of Call-Off Contracts

Each transportation requirement shall normally be procured through a Mini Competition among the pre-qualified contractors. The Procuring Agency shall issue a Request for Quotation specifying:

- Type and number of vehicles;
- Loading and destination points;
- Nature and quantity of cargo;
- Required mobilization time;
- Delivery schedule; and
- Evaluation basis.

The successful contractor shall enter into a Call-Off Contract or receive a Work Order for execution of the assignment.

GCC 5. Contractor's Obligations

The Contractor shall:

- Maintain sufficient fleet capacity to meet emergency requirements.
- Provide roadworthy vehicles with valid registration, permits, fitness certificates, and insurance.
- Deploy trained drivers possessing valid driving licences.
- Ensure compliance with traffic, labour, environmental, and safety laws.
- Maintain communication with the Procuring Agency throughout execution of assignments.
- Ensure confidentiality of all official information.

GCC 6. Emergency Procurement

During disasters or national emergencies, the Procuring Agency may shorten the response period for Mini Competition or, where permitted under applicable procurement rules, directly assign work to one or more pre-qualified contractors in order to protect life and property.

GCC 7. Performance Standards

The Contractor shall perform services diligently and professionally while ensuring:

- Timely mobilization;
- Safe transportation;
- Protection of cargo;
- Compliance with delivery schedules; and
- Continuous availability of vehicles during assignments.

GCC 8. Inspection and Monitoring

The Procuring Agency may inspect vehicles before deployment and monitor transportation activities during execution. Vehicles failing inspection may be rejected.

GCC 9. Payment

Payment shall be made only after satisfactory completion of the Call-Off Contract upon submission of:

- Firm digital invoice;
- Delivery note duly acknowledged;
- Completion certificate; and
- Any other documents specified in the Work Order.

GCC 10. Performance Evaluation

The Procuring Agency shall evaluate contractor performance after every assignment based on:

- Response time;
- Availability of vehicles;
- Timely delivery;
- Condition of vehicles;
- Driver conduct;
- Cargo safety; and
- Compliance with contractual obligations.

Performance records shall be maintained and may be considered in future Mini Competitions and contract renewal.

CLAUSE-11: PAYMENT.

Payment shall be made to the Contractor on acceptance of the transportation services and on production of the following documents, and partial payment of the completed transportation services along with the bill/invoice may also be entertained.

- Job Completion Certificate (In duplicate).
- Firm Digital/Electronic Invoice (In duplicate).
- Sale Tax Invoice (as per approved FBR format) (In duplicate).
- Valid Professional Tax & Income Tax Exemption Certificate (If applicable).

CLAUSE-12: LIQUIDATED DAMAGES

If the Contractor fails to mobilize the required vehicles, commence transportation services, or deliver the consignments within the time specified in the relevant Call-Off Contract (Work Order), without any justifiable reason acceptable to NDMA or without the occurrence of a Force Majeure event, the Contractor shall be liable to pay Liquidated Damages (LD) for delayed performance. Liquidated Damages shall be calculated at the rate of 0.2% (Zero Point Two Percent) of the total value of the respective Call-Off Contract for each calendar day of delay or part thereof, subject to a maximum deduction of 10% (Ten Percent) of the total value of the relevant Call-Off Contract.

CLAUSE-13: INTEGRITY PACT

The Contractor commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself.

CLAUSE-15: ARBITRATION

- All matters of dispute or difference regarding rejection of items by the Inspection Team or Cancellation of the Contract by the Purchaser to failure or performance, arising out of this Agreement between the parties thereto, the settlement of which is not otherwise specially provided for in this Agreement, shall be referred to grievance committee as constituted under PPRA Rules.

- If a party has any objection on the decision of the Grievance Committee, the case would be referred to Chairman, NDMA, whose decision will be final.
- In the course of arbitration, the Contract shall continuously be executed except that part which is under arbitration.

SECTION II – SPECIAL CONDITIONS OF CONTRACT (SCC)

GCC Reference	Special Conditions
GCC 3	The Framework Agreement shall remain valid for ONE **years**, extendable by one year subject to satisfactory performance, operational requirements, and approval of the Competent Authority.
GCC 4	Every transportation requirement shall ordinarily be procured through a **Mini Competition** among all pre-qualified contractors capable of performing the assignment. Contractors shall submit quotations within the time specified in the Request for Quotation.
GCC 4	The Procuring Agency reserves the right to invite quotations from all or a limited number of suitably qualified panel contractors depending upon the nature, urgency, location, specialization, or operational requirements of the assignment.
GCC 4	Award shall normally be made to the **lowest evaluated responsive quotation**, unless the solicitation specifies another evaluation methodology in accordance with applicable procurement rules.
GCC 5	Contractors shall maintain a 24-hour operational control room or focal person capable of receiving assignments at all times, including weekends and public holidays.
GCC 5	Contractors shall maintain updated details of available vehicles and drivers and furnish such information whenever requested by the Procuring Agency.
GCC 6	During emergencies, contractors shall mobilize vehicles within the time specified in the Mini Competition or Work Order.
GCC 8	The Procuring Agency may reject any vehicle that does not meet safety, fitness, or operational requirements and require immediate replacement without additional cost.

GCC Reference	Special Conditions
GCC 9	Payments shall be processed separately for each Call-Off Contract upon satisfactory completion and certification by the authorized representative of the Procuring Agency.
GCC 10	Contractors obtaining consistently poor performance ratings may receive written warnings, be temporarily excluded from Mini Competitions, or be removed from the framework panel.
GCC 11	If a Contractor fails to accept or execute an awarded assignment without valid justification, the Procuring Agency may cancel the award, invite the next ranked contractor, procure the services from the open market if necessary, and recover any additional cost from the defaulting Contractor, without prejudice to other contractual remedies.
GCC 12	Repeated refusal to participate in Mini Competitions, failure to honour awarded assignments, submission of misleading information, or unsatisfactory performance may result in suspension, removal from the framework panel, forfeiture of performance security (where applicable), and blacklisting under the PPRA Rules.
GCC 15	Each Call-Off Contract issued under this Framework Agreement shall constitute an independent and binding contract between the Procuring Agency and the successful Contractor.

Past Experience / Contracts

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

Historical Contract Non-Performance, and Pending Litigation and Litigation History

[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

☐ Not debarred due to deviation from commitment of Bid Securing Declaration-☐ Not debarred due to non-performance			
Year	**Non-performed portion of contract**	**Contract Identification**	**Total Contract Amount (current value, currency, exchange rate and PKR equivalent)**
[insert year]	*[insert amount and percentage]*	Contract Identification: *[indicate complete contract name/ number, and any other identification]* Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Reason(s) for nonperformance: *[indicate main reason(s)]*	*[insert amount]*
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	**Amount in dispute (currency)**	**Contract Identification**	**Total Contract Amount (currency), ~~US$~~ PKR Equivalent (exchange rate)**

[insert year]	*[insert amount]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Status of dispute: *[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]*	*[insert amount]*

☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4.

☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.

Year of award	**Outcome as percentage of Net Worth**	**Contract Identification**	**Total Contract Amount (currency), PKR Equivalent (exchange rate)**
[insert year]	*[insert percentage]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Court/ arbitral award decision: *[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]*	*[insert amount]*

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.