

Invitation for Tender

Pre-qualification of vendors / firms for provision of Air Ticketing Services at NUMS, Rawalpindi

National University of Medical Sciences (NUMS) intends to prequalify reputable, experienced and IATA-accredited Air Travel Agencies for booking and issuance of Air Ticketing services for NUMS. The services will include both domestic and international airline ticketing as well as associated travel services such as hotel reservations, visa facilitation, travel insurance, itinerary planning, tickets revalidation/refund management and round the clock 24/7/365 service support booking / cancellation on as & when required basis. This invitation is also published on NUMS official websites (www.numspak.edu.pk) and PPRA EPAD (www.ppra.org.pk).

Eligibility Requirements:

Interested firms must demonstrate a minimum of five (05) years of relevant experience as registered Travel Agency. It is also essential that the agency can provide round-the-clock services throughout the year and offer reliable local and international ticketing solutions. They must hold a valid and active **IATA membership** and be registered with the Federal Board of Revenue (**FBR**) with compliance in both **Income & Sales Tax** on the **Active Taxpayer List (ATL)**.

Acquisition of Prequalification Documents:

Prequalification documents containing detailed terms of reference, evaluation criteria, and instructions for submission can be collected from the Office of the (Procurement), located at NUMS ATR Building Adyala road Rawalpindi. The documents are available against a non-refundable fee of **Rs. 3,000/-** payable via Pay Order in favor of "National University of Medical Sciences." Documents may be collected during working hours (0800-0400 hours) on any working day between **Friday- 17th July, 2026** and **Monday- 10th August, 2026**.

Submission of Applications:

Applications, completed in all aspects, should be clearly marked and submitted as "*Application for Prequalification of Air Travel Agency*" and be delivered to the address mentioned at the end of this advertisement by or before **1000 hours on Monday, 10th August 2026**.

Opening of Applications:

Applications will be opened on the same day of closing, (i.e. **10th August 2026 at 1030 hours**) in **"Conference Room, ATR Building NUMS Adyala Road Kachehri Chowk Rawalpindi.**

Evaluation and Procurement Process:

The prequalification process will be conducted in accordance with the provisions of the Public Procurement Rules 2004, specifically under Rules 15 and 16. Evaluation of applications shall be based on a set of technical and financial criteria as outlined in the prequalification documents. Only those agencies that meet the mandatory requirements and score sufficiently in the evaluation shall be prequalified for further consideration.

Right to Accept or Reject:

NUMS reserves the right to accept or reject any or all applications as per Rule 33 of the Public Procurement Rules, 2004, without assigning any reason. The University's decision in this regard shall be final and binding. For any further information or clarification regarding the prequalification process, interested agencies may contact address mentioned below.

***Procurement Directorate,
ATR Building NUMS Adyala Road Kachehri Chowk Rawalpindi.
Ph: 051-8909018***