REQUEST FOR BIDS

PROCUREMENT OF GOODS

1. The **National Institute of Public Administration (National Institute of Public Administration (NIPA), Islamabad)** has reserved Funds for the procurement planned for FY **2026-27**. The **National Institute of Public Administration (National Institute of Public Administration (NIPA), Islamabad)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the *"***Purchase of Stationery and Misc. Items for NIPA Islamabad.***"* with the reference of **"P66941"**

2. The **National Institute of Public Administration (National Institute of Public Administration (NIPA), Islamabad)** invites sealed Bids from eligible Bidders for procurement of goods described in the bidding documents on **EPADS v2.0**.

3. **Single Stage-One Envelope** will be used by adopting **Least Cost Based Selection (LCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2026 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority from time to time.

4. All Bids must be accompanied by a Bid Security amount described in Bid Security Section in Bidding Document in the form of **Pay Order** or all bids must be accompanied by bid securing declaration in the format specified in the Bidding documents.

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://epads.gov.pk/opportunities/federal/procurements/66941** for all the interested bidders registered on **EPADS v2.0**. Bidders are required to get themselves registered on **EPADS v2.0** to participate in Bidding process.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding Documents, must be submitted through **EPADS v2.0** on or before **Wednesday, December 16, 2026 10:30 AM**. E-bids will be opened using **EPADS v2.0** on the same day at **Wednesday, December 16, 2026 11:00 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0,** may register themselves on 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 65 of Public Procurement Rules, 2026 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.gov.pk).

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