



**Procurement Notice**  
**Invitation for Prequalification**

For subsequent Framework Agreement(s)

*Public Procurement Regulatory Authority*

1. The Public Procurement Regulatory Authority (PPRA) has sufficient funds from its own resources toward the expenditure of the Procurement of Toners for Printers Photocopiers & Fax Machines and intends to apply part of the proceeds toward payments under the contracts for Procurement of Toners for Printers Photocopiers & Fax Machines.
2. PPRA intends to prequalify suppliers for Invitation to Bid(s), and sign the framework agreement(s) with the pre-qualified bidder(s) for subsequent bidding process.
3. The objective of the intended Open framework agreement(s) is the on-demand supply / on need basis of toners for printers photocopiers and fax machines through subsequent mini competition/call of contract(s) and with successful pre-qualified bidders, and the purpose of this Prequalification Notice is to provide the information to enable the potential applicants to decide whether or not to respond to this Prequalification Notice.
4. PPRA will pre-qualify prospective Applicants from amongst those who will have submitted their applications / proposals in accordance with the requirements of the procuring agency (PPRA) to supply toners for Printers Photocopiers & Fax Machines through Open Framework Agreement.
5. The applicants fulfill / qualifies the eligibility and qualification criteria shall be prequalified / shortlisted as a prequalified applicants for a period of three years, and an open Framework Agreement(s) will be signed with them for provision of the items/goods (Procurement/sup- ply of required quantity of Printers Photocopiers & Fax Machines through Open Framework Agreement as per approved specifications). All Prequalified applicants shall have to submit their financials proposals/quotations, on as and when required basis/on-demand, and the call- off Contract shall be issued accordingly to lowest quoted qualified bidder(s)/most advantageous bid.
6. The Supplier shall abide by all terms and conditions stipulated therein. PPRA during the term of Framework Agreement(s) may require prequalified bidders to submit their financials proposals/quotations, on as and when required /on-demand basis. Prices are not a part of the Open Framework. Pricing will be obtained through the Competitive Order Process. A competitive ordering process must be used to select a supplier to provide the said goods/services.
7. Where the procuring agency has to make similar procurements at different intervals in a de- fined period of time and it expects better prices because of economies of scale, it may enter into a framework contract at specified prices during that defined period.
8. Framework Contracts shall be concluded following open competitive bidding with one or more bidders to provide a range of goods over a defined period of time not exceeding three years.
9. An open Framework Agreement in accordance with Rule 16 A of the Public Procurement Rules, 2004 shall be executed with all pre-qualified suppliers / firms for a period of three years. During the period of Framework Agreement, only those pre-qualified firms shall be issued "Call off Contract / Request for Quotation" notices for the said procurement, within a specified time, whenever the demand arises / as and when required basis.

10. For each call off order/quotations, PPRA shall call up quotations in sealed envelope on demand / as and when required basis, as annexed (Form E) to this document from the success- fulfill pre-qualified applicants / suppliers / bidders on its panel and award the work to the sup- plier who has quoted the lowest rates. In case, if the lowest quoted supplier refuses to supply the required quantity of procurement in full, then the second lowest bidder / most advantageous bidder will be asked to supply the remaining quantity on the price quoted by the lowest quoted bidder and so on.
11. Applications should be submitted manually in hard copy form. Detailed Pre-qualification documents, containing requirements, terms and conditions, are available with the procuring agency and may be obtained by interested bidders during office hours.
12. The Pre-qualification documents / proposals, prepared in accordance with the instructions contained in the Pre-qualification Documents, must be submitted to the PPPRA in the office of the Admin Expert, 1st Floor, F.B.C Building, G-5/2, Islamabad, on or before 03-03-2026 at 11:30 AM. The Applications will be opened on the same day at 12:00 Noon at the same venue.
13. Pre-qualification documents along with terms and conditions for bidding can be obtained free of cost from the PPRA website i.e. [www.ppra.org.pk](http://www.ppra.org.pk) or from the office of the undersigned during office hours.
14. Only the prequalified applicants shall be entitled to participate in the procurement proceedings and it is expected that Open Framework Agreement(s) will be signed between the Public Procurement Regulatory Authority and the pre-qualified bidder(s) in February 2026 for the period of 03 Years. In accordance with the provision of Rule 16 (5) of the Public Procurement Rules, 2004, Public Procurement Regulatory Authority (PPRA) may on need basis pre-qualify new supplier(s) during continuity of the framework agreement.
15. Prequalification process is open for all the national Applicants subject to fulfilling the eligibility requirements mentioned in the respective Prequalification Documents. Interested Applicants may seek further information/clarification from PPRA. A complete set of Prequalification Documents may be accessed by interested Applicants through the PPRA Website or the office of undersigned.

**(SARMAD USMAN)**

Admin Expert

1st Floor, FBC Building, Sector G-5/2, Islamabad, Pakistan

051-9216995