



REQUEST FOR PROPOSAL

PROCUREMENT OF JANITORIAL SERVICES AND SUPPORT STAFF

1. The Pakistan Virtual Assets Regulatory Authority (PVARA) has reserved Funds for the procurement planned for FY 2025-26. The Authority intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the “Procurement of the Janitorial Services and Support Staff”.
2. The Pakistan Virtual Assets Regulatory Authority (PVARA) invites sealed proposals from eligible Service Providers for provision of Janitorial Services and support Staff for PVARA Office at Office No.12 Evacuee Trust Complex, F-5/1, Islamabad.
3. Single Stage one Envelop bidding procedure of principal method of procurement i.e. open competitive bidding will be used by adopting Least Cost Basis Selection (LCBS) Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and the Regulations, Regulatory Guides, Procurement Guidelines, or Instructions issued by the Public Procurement Regulatory Authority from time to time.
4. All Proposals must be accompanied by a Bid Security amounting to Pak Rupees One Million only (PKR 1,000,000/-) in the shape of Cheque / Bank Draft or pay order.
5. Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on procuring agency’s website at (<https://cabinet.gov.pk/>) as well as on E-Pak Acquisition & Disposal System (EPADS) at (<https://www.eprocure.gov.pk>) for all the interested proponent applicants duly registered on E-PADS.
6. The applicants/bidders shall be selected in accordance with the Single Stage Single Envelope and the procedures set forth in this Request for Proposal (RFP).
7. Taxes will be deducted as per applicable Government Rules. NTN and Sales Tax Registrations certificates must be provided with the proposal.
8. Applicants/Bidders are advised to ensure uploading the proposals / bids on E-PADS portal, well before the submission deadline, and not wait for the last date and time to upload the proposal. Proposal submission on E-PADS portal shall entirely be the responsibility of the bidder. The Procuring Agency shall not be held responsible for any issue thereof.
9. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified and notification copy is available on the procuring agency’s website at (<https://cabinet.gov.pk/>) and on PVARA Authority’s website at (<https://ppra.gov.pk/>).
10. The e-bids, prepared in accordance with the instructions in the e-bidding documents, must be submitted through EPADS on or before [Monday, 6th April, 2026 at 11:30 a.m]. The bids will be opened by using EPADS on the same day at 12:00 p.m.

(Mr. Shehriyar Abbasi)

Deputy Secretary RA

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