



## E-Tender Notice for Hiring of Headhunting Services

RFP No. PSW-PROC-24-25-HR&A-330

Pakistan Single Window (PSW), the notified operating entity for the PSW system under the provisions of the PSW Act, 2021, and a company incorporated under Section 42 of the Companies Act, 2017, invites e-bids through PPRA's e-Pak Acquisition & Disposal System (EPADS) portal from qualified vendors for provision of the **Headhunting Services**. Bidders must be registered suppliers on EPADS to participate in the tender. Interested vendors may register themselves electronically on EPADS via <https://eprocure.gov.pk/#/supplier/registration>.

2. The Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid securing declaration, bid validity, opening of bids, evaluation criteria, clarification / rejection of bids, performance guarantee etc. can be accessed through EPADS or downloaded from PSW website (<https://www.psw.gov.pk/documents/tenders>).

3. An online pre-bid meeting is scheduled on **20<sup>th</sup> April 2026 at 1130 hrs.** further details whereof are given in the tender documents. Interested vendors may attend the pre-bid meeting at their own cost.

### Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/45107278005741?p=Fvqu0VxIJNaJq4mYqm>

Meeting ID: 451 072 780 057 41

Passcode: g4iC6cr2

4. The tendering process shall be as per **Single Stage Two Envelope** procedure of Pakistan's Public Procurement Rules (PPR) 2004. Prospective bidders may request clarification on any aspect of the bidding documents by **22<sup>nd</sup> April, 2026**. Prospective bidders may send their queries via email at [procurement@psw.gov.pk](mailto:procurement@psw.gov.pk).

5. Bids, prepared in accordance with the instructions provided in the bidding documents, must be **submitted electronically through EPADS** on or before **28<sup>th</sup> April 2026 at 1500 Hrs.** The bid securing declaration must be sent to the procurement department via email at [procurement@psw.gov.pk](mailto:procurement@psw.gov.pk) before the technical bid opening deadline. Technical Bids will be opened on the same day at **1530 Hrs.** at the address specified below. If the bid submission and technical bid opening date falls on a public holiday, the next working day shall be considered as the deadline for the same. This notice is also available on the PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

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