



**Multan ELECTRIC Power COMPANY**  
**OFFICE OF DIRECTOR (PROCUREMENT) DIST:**  
**Khanewal Road, Multan Ph. # 061-9220279, Fax # 6776314**

No. 9646-49 /DPM

Dated 12/05/2026

Director (Public Relations)  
MEPCO Limited  
MULTAN

Subject: **PUBLICATION OF EXPRESSION OF INTEREST (EOI) REGARDING  
ENGAGEMENT OF HEADHUNTING FIRMS FOR HIRING ON  
MEPCO'S KEY POSITIONS.**

Enclosed please find herewith Expression of interest (EOI) for publication in widely circulated National Newspapers (English / Urdu) at the earliest. It is requested that the press clippings of the published advertisement may also please be provided to this office for record.

**DA: EOI Reference No. 238/26**

  
**DIRECTOR (PROCUREMENT)  
MEPCO LTD. MULTAN**

Copy to: -

1. Chief Supply Chain Management Officer MEPCO Ltd. Multan for information.
2. Director (CM) MEPCO H/Qs Multan, with respect to your office letter No. 255 dated 28.04.2026.
3. Director (IT) MEPCO Ltd Multan for information & uploading the same on the MEPCO website.

**EXPRESSION OF INTEREST (EOI)**

EOI Reference No. 238/26

Multan Electric Power Company Pvt. Ltd (MEPCO) is a State-owned Enterprises (SOE), responsible for development, operation and maintenance of power distribution system across southern Punjab.

MEPCO invites reputable headhunting firms to express their interest in providing executive search services for the identification and recruitment of qualified candidates for key senior leadership positions, specifically the top tiers of the management hierarchy, including C-Level officers and Directors, in line with the SOE (C-Level Appointments) Guidelines 2024. MEPCO seeks to establish a pool of pre-qualified firms. Framework agreements will be signed with the shortlisted firms, who will subsequently be invited to submit proposals on a case-to-case basis.

**Scope of Work**

The selected firms will be responsible for:

1. Identifying and sourcing potential candidates through multiple channels.
2. Conducting evaluations and assessments of candidates.
3. Presenting shortlisted candidates with complete profiles.
4. Ensuring compliance with **SOE (C-Level Appointments) Guidelines 2024** and other applicable government policies.

**Required Information**

Interested firms are required to provide the following information and supporting documents:

- a. **Company Profile:** Brief overview of the firm's history.
- b. **Size of the Company:** Number of employees, office locations, and relevant infrastructure.
- c. **Industry Knowledge:** Demonstrate expertise in public / private sector industry / enterprises.
- d. **Experience:** List of previous assignments in government / public / private sector organizations.
- e. **Overall Experience:** Total years of experience in providing headhunting services.
- f. **Client Portfolio:** List of public and private sector clients in Pakistan.
- g. **Position Filled:** Documentary evidence of executive-level positions filled in the top-tiers.
- h. **Responsibilities / Services:** Description of headhunting methodology, candidate vetting processes, assessment tools used etc. and recruitment services offered.
- i. **Financial Health:**
  - i. Audited financial statement for last 03-years
  - ii. Positive net worth and healthy financial standing are required.
- j. **Undertaking**
  - i. Affidavit (PKR 100 Stamp Paper) affirming that the firm:
    1. Is not engaged in any illegal activity, not bankrupt, and not blacklisted.
    2. will maintain confidentiality of all related information and activities of projects assigned.
  - ii. Conflict of Interest Declaration: Statement ensuring no existing or foreseeable conflict of interest with MEPCO.



## Mandatory Compliance Requirements (Non-Scoring)

Firms must provide valid documentary evidence for the following (failure shall lead to disqualification):

- Legal Status:** Certificate of Incorporation / Registration with relevant authority.
- Tax Registration:** Valid NTN / Tax Certificates
- Compliance:** Acceptance of all terms & conditions and CMU (C-Level Appointments) Guidelines 2024.

## Evaluation Criteria

Sr #	Evaluation Criteria	Total Marks
	<b>Operational Capability</b>	
1	Total Experience (No. of years) in Headhunting services. (Minimum qualifying Experience of 03 years (20 Marks) with 02 marks for each additional year <b>(Max 30 Marks)</b> )	30
2	Related Expertise and Experience: 04 Marks for each year <b>(Max 20 Marks)</b>	20
3	Reputable Clients that the firm has served	
i.	Number of public sector client organizations in Pakistan <i>(02 number for each organization (Max 20 Marks)</i>	20
ii.	Number of private sector client organizations in Pakistan <i>(02 number for each organization (Max 20 Marks)</i>	20
4	Number of Top 03-tiers positions (i.e. CEO, C-Level officers & Directors) against which headhunting services have previously been provided with documentary evidence <i>(01 number for each position (Max 10 Marks)</i>	10
<b>Grand Total</b>		<b>100</b>

### Note:

- Only those firms meeting the **eligibility criteria** (registration, legal status, minimum 03 years' experience, non-blacklisting, etc.) shall be considered for **evaluation**.
- The Evaluation will be based on **100 marks**. A firm must obtain a **minimum of 60 marks (60%)** to qualify.
- Total Experience (No. of years) in Headhunting services will be counted from the date of establishment of the firm.

## Conditions for Non-Consideration

A firm shall not be considered if:

- Total experience is less than three (03) years.
- The firm is blacklisted or bankrupt.
- The firm is involved in any illegal practice.

## General Instructions & Submission Deadline

- Expression of Interest (EOI), containing detailed terms & conditions, specifications and requirements etc. are available on E-Pak Acquisition & Disposal System (EPADS) at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).
- Interested firms must prepare the proposal in accordance with above instructions and submit through EPADS on or before **June 3, 2026** by **11:00 AM** and will be opened on the same day at **11:30 AM**. MEPCO reserves the right to reject all proposals in terms of Rule 33 of PPRA rules.

  
Director Procurement Distribution  
MEPCO HQs Multan