GOVERNMENT OF PAKISTAN
PAKISTAN ORDNANCE FACTORIES
TENDER ENQUIRY

To:

M/S _____

Dear Sirs

Reference: **TENDER ENQUIRY NO. 4105-14-IDEX-2027-Exports, Dated: 11-11-2026.**

POF will participate in forthcoming **IDEX-2027**, Abu Dhabi, scheduled to be held w.e.f. **25 to 29 January 2027** in **Abu Dhabi, UAE**. POF intends to Export/Import the dummy exhibits/gift items. In this regard you are requested to submit sealed quotations for dispatch of POF exhibits from Islamabad to Abu Dhabi and back noted on the Schedule to the Tender.

Please note the following instructions for filling the tender: -

1. **SUBMISSION OF TENDER**

1.1. Tenders will be opened at **11:00** hours on **01-12-2026** and must reach **Bid Center adjacent to Rabita Hall** on or before **10:30 hours** on the same day. The tender received late will not be entertained. You may witness the opening of the tender if you so desire with prior intimation and subject to the approval of competent authority. **If a representative is deputed, he should bring a letter of authority.**

1.2 Only one offer should be included in one envelope. The outside of the envelope should be inscribed with:

Tender Enquiry No. : **4105-14-IDEX-2027-EXPORTS, DATED: 11-11-2026.**

Tender to be opened on : **01-12-2026 at 11:00 hrs.**

Address as follows:- : **Director Exports**
Bid Center, Pakistan Ordnance Factories Wah Cantt.
Postal Code No. 47040

2. **GENERAL INSTRUCTIONS REGARDING PREPARATION OF QUOTATIONS**

2.1 For dispatch / delivery of stores, the freight should be filled in column 6 of the schedule to this Tender Enquiry. The undertaking should be signed at the bottom of the schedule, which shall form the Quotation. You may use a separate sheet if necessary.

2.2 The quotation must remain valid for, at least 90 days from the date of opening of tenders.

2.3 The quotation should hold good for any reduced or enhanced quantity without notice.

2.4 Conditional offers or alternative offers are likely to be ignored.

2.5 Taxes and duties etc. where applicable must be shown separately, quoting reference to Registration No. in case of sales tax No. and relevant authority in the case of others. Offers without clarifications of taxes and duties may be ignored.

2.6 If the requisite information is not furnished on the T.E forms or offer received is not in conformity with the requirement of T.E, such offer shall be ignored.

2.7 The Exports Division will render necessary information regarding hazardous effects of the material / products along with dispatch documents.

2.8 Freight forwarder will furnish a certificate, issued by Excise & Taxation Deptt. that he has cleared all Professional Tax payable by him. Offers received without this certificate will be rejected.

2.8 Cutting or overwriting in quotations makes it liable to rejection therefore the same should be avoided.

3. DISPATCH INSTRUCTIONS

3.1 The firm will provide the Flight Schedule well in advance.

3.2 Trans shipment / airlift will not be allowed..

3.3 The firm will declare Cargo and other particulars i.e. weight, qty, material / store & freight etc. on AWB strictly as per documents provided by Export Division.

3.4 The Air Craft will not land / pass on any Indian / Israeli, Air Port/ Port enrout the destination.

3.5 As soon, shipment is taken place, the necessary shipping documents, i.e. mate receipt, copy of AWB etc. will be provided to POF Export Division.

3.6 Ensure timely and safe delivery of store to the consignee.

3.7 Cargo will not be mis-declared

3.8 Where containerization is mandatory any other form of stuffing shall be done after approval of Export Division.

3.9 All DG/Non DG Cargo will be MMD cleared.

3.10 All shipping documents will be provided by Export Division through Embarkation Head Quarters Islamabad for the custom clearance of export consignment. The store will be supplied to warehouse after custom clearance for airlift.

3.11 The store will be air lifted from Islamabad Airport on flights strictly in accordance with current IATA rules & regulations.

3.12 In case of failure of the firm / freight forwarder, POF Export Division, reserves the right to place / award the contract on any qualified competitor firm at the risk & cost of the freight forwarder.

4. TENDER FEE

The tender must be accompanied by a non-refundable fee by means of a crossed postal order in favour of **Director-Admin, POFs Wah Cantt.** The rates of the tender Fee are as follows: -

Amount of freight Rs.0.10 Million	-Rs. 50
Amount of freight from Rs.0.10 Million to Rs.0.5 Million	-Rs.100
Amount of freight over Rs. 0.50 Million	-Rs. 200

5. BID MONEY

5.1 Bid Money at the rate of **05%** of the quoted value, should accompany the tender in the shape of Deposit At Call Receipt, from a scheduled Bank drawn in favour of Director Exports POF Wah Cantt**. Tenders received without Bid Money will stand rejected.**

5.2 Bid Money of the unsuccessful tenderers will be returned as soon as the scrutiny of the tenders is completed. Bid Money of the successful tenderers will be retained until the contract is finalized. Bid Money will be forfeited in case the quotation is withdrawn before the expiry of its validity date.

5.3 State owned organizations are exempted to provide Bid Money.

6. ACCEPTANCE OF OFFERS

POF Exports Division may cancel/reject any one or all the tenders at any time prior to the acceptance of a bid or proposal. The Exports Division shall upon request communicate to any Freight Forwarder or contractor who submitted a Bid or proposal the grounds for its rejection of all bids or proposal but is not required to justify those grounds.

7. PERFORMANCE BOND

7.1 The successful bidders shall provide performance bond at **10%** of contract amount. The performance bond will be made in favour of CMA-POF Wah Cantt and will be furnished in the form of call deposit receipt or an unconditional Bank Guarantee (Annexure 'B') from a scheduled bank within 10 days after receipt of letter of intent.

7.2 If the Freight Forwarder fails to furnish the Performance Bond within the specified time, such failure will constitute a breach of the contract and POF Exports Division will be entitled to make other arrangements for dispatch of the stores at the risk and expense of the Freight Forwarder.

8. FAILURE TO SUPPLY THE STORE

All deliveries must be completed by the specified date. If the freight forwarder fails to deliver the stores within the scheduled time should have arisen from "Force Majeure". Which the Exporter may admit as reasonable ground for further time, he will allow such additional time as he may consider to have been required by the circumstances of the case. Otherwise, he will be entitled, at is discretion, to cancel the contract, and/or claim liquidated damages upto 2% but not less than 1% of the contract price of the items and their quantities for each and every month or part of a month, beyond the specified delivery date, during which these may not be delivered or, to arrange shipment of store from elsewhere, the unsupplied stores at the risk and cost of the Freight Forwarder.

9. PAYMENT

Payment will be made by the CMA (POFs), Wah Cantt. through crossed Cheque on satisfactory completion of contract and receipt of bill along with supporting documents as embodied in Contract agreement.

10. SUBLETTING

The freight forwarder will be entirely responsible for the execution of the contract in all respects according to the terms of the contract. The freight forwarder shall not sublet, transfer or assign the contract or any part thereof without prior written permission of the exporter.

11. NON – DISCLOSURE / SECRECY

The Freight Forwarder and his employees must not communicate any information relating to the dispatch / nature of stores under this enquiry to any person or to any press or agent not authorized in writing by POFs.

Yours faithfully,

(MUHAMMAD ALI)
GENERAL MANAGER EXPORTS
PAKISTAN ORDNANCE FACTORIES

Telephone No. + 92 51 9055 21043
E.Mail: salman@pofexports.com
Fax No. + 92-51-9314058

Copy to:

1. Director SCM (Bid Center) : For information please.
2. Director I.T. (Attn: AM Web) : For up-loading on POF Website.
3. C.O.-FIU-699 : Kindly depute F1U Rep for witness of tender opening on **01-12-2026** at **11:00 hrs**.

AKISTAN ORDNANCE FACTORIES

SCHEDULE TO TENDER ENQUIRY NO. 4105-14-IDEX-2027-Exports, Dated: 11-11-2026.

WILL BE OPENED ON 01-12-2026

Sr.#.	Description of Goods	No. of Boxes	Weight of each Box (Kgs)	Dimension (Cm)	Air freight Lump Sum (Rs.)
1.	POF Dummy Exhibits / Product Gift items, Publicity Material, Firearm, and De-activated weapons	03 Nos + 01 Carton	1/3= 200 Kgs 2/3 =100 Kgs 3/3 =100 Kgs Carton:50 Kgs (Approx)	145x69x87 145x69x87 145x69x87 65x55x100	

It is certified that the above-mentioned store is NON-DANGEROUS/ NON-EXPLOSIVE.

SPECIAL CONDITIONS:

i.	Freight will be filled in schedule to tender enquiry (in Pak Rupees only) and all pages of tender form will be signed and stamped.
ii.	The quoting firm must be registered on ATL and submit evidence with the quote.
iii.	Freight must be inclusive of all charges (lump sum) and should hold good for any reduced/enhanced quantities.
iv.	Freight forwarder will be responsible for uplifting of the goods/exhibits from Islamabad Airport to Abu Dhabi, UAE Exhibition ware house and back to POF Wah.
v.	Freight Forwarder will be responsible for the custom clearance at all relevant/applicable ports and transportation from custom to fair ground in Abu Dhabi, UAE.
vi.	Freight forwarder will be responsible for arranging storage of empty boxes for the duration of exhibition.
vii.	No expenses/claims will be entertained other than quoted prices.
viii.	Selected freight forwarder will provide assistance in completion of all formalities/documentation as conveyed by official forwarder of the event.
ix.	**Exhibits are required to reach Abu Dhabi, UAE well before start of event as per official time lines given by the organizers.**
x.	A representative of freight forwarder will ensure presence in the expo center to facilitate handling of exhibits and related matters.
xi.	The freight forwarder (tender) undertakes that Air Craft will not land/pass on any Indian/Israeli Airport enroute the destination in case at any stage if such information is received to the Exporter he can take any measure against freight forwarder including black listing of firm for doing business with any defence organization in Pakistan.
xii.	The quoting firm must have experience of handling exhibits of POFs in previous defence exhibitions. New firms/first time quoting firms need not to apply.

Undertaking:

Should our offer be accepted, we hereby undertake to airlift / shipment of stores / render the services contracted on the basis of Conditions of Contract embodied in contract agreement, and to deposit the **Performance Bond** within the prescribed time, failing which it will constitute a breach of contract, and POF Export Division will have the right to dispatch the stores through other source at our risk and cost.

Place_____
Date_____

Signature of the Tenderer_____
Name _____
Position_____
Address_____
Income Tax G.I.R. No._____

SOP FOR ENLISTING OF FREIGHT FORWARDERS

a. Company's Comprehensive Profile showing the following:

- Date of establishment
- Incorporation status (duly supported with incorporation certificate)
- Paid up Capital
- List of Directors
- List of Branches within and outside Pakistan with complete addresses and contact details of Branch Heads
- List of all business that the company is engaged with including freight forwarding.
- Organizational set up ,Staff strength showing General Managers, Managers, AM's, Executives etc
- Affiliation with international freight forwarding networks
- Registration with other Government, Defence and Semi-Government Organizations
- List of reputed National & International Clients duly supported with Performance Satisfaction Letters issued by at least 3 satisfied National & International clients each.
- Any formal proof that company is authorized to handle / ship the dangerous goods.

b. Valid Registrations / Certifications:

- IATA
- FIATA
- PIFFA
- NTN
- GST
- Chamber of Commerce
- Professional Tax
- CAA (Civil Aviation Authority)
- Shipping License issued by Pakistan Customs / Air license

c. Financial Profile:

- Bank Statement for last 2 years
- Copies of IATA valid Bank Guarantees (B/G value less than PKR 5.0 M need not to apply for registration with POF Export Division)

d. DG Airfreight & Sea freight Profile:

- List of all Weapons or Parts airfreight / sea freight shipments handled during last 3 years duly supported with corresponding copies of AWB / BL's
- List of all DG airfreight shipments handled during last 3 years duly supported with corresponding AWB copies
- List of all staff members holding valid DG license duly supported with corresponding copies of valid DG certificates
- List of all DG Sea freight shipments handled during last 3 years duly supported with corresponding copies of B/L's

e. Air Charter Profile:

- List of all the Air charters arranged during last 2 years for the transportation of Military / Defence Cargo.
- Representation authorization by at least 1 International Air Charter Company having a fleet of 5+ cargo aircrafts involved in transportation of military / defence cargo.

f. Registration Requirements:

- Undertaking on judicial stamp paper duly notarized; that the firm has never been engaged in any criminal activities and has never been black listed for poor performance by any organization in Pakistan.
- Nomination of company's rep to deal with POF.

BANK GUARANTEE FOR PERFORMANCE ON JUDICIAL STAMP PAPER OF RS.100/- OR AS SUITABLE TO THE AMOUNT OF B.G.

i) Contract No _____
ii) Name of Firm/Freight Forwarder_____
iii) Address of Firm _____
iv) Name of Guarantor _____
v) Address of Guarantor _____
vi) Amount of Guarantee Rs. _____
(_____) (in words)
vii) Date of Expiry of Guarantee _____

To: The President of the Islamic Republic of Pakistan through the Controller of Military Accounts (CMA) POFs, Wah Cantt.

Sir,

1. Whereas your good self have entered into Contract No. _____ _____dated _____ with Messrs _____
(Full Name and Address)
hereinafter referred to as our customer and that one of the conditions of the contract is the submission of unconditional Bank Guarantee by our customer to your good self for a sum of Rs. _____.

2. In compliance with this stipulation of the contract, we hereby agree and undertake as under: -
   a. To pay to you unconditionally on demand and/or without any reference to our Customer and amount not exceeding the sum of Rs. _____ as would be mentioned in your written Demand Notice.

   b. To keep this Guarantee in force till _____

   c. That the validity of this Bank Guarantee shall be kept one clear year ahead of the original/extended delivery period or the warrantee of the stores which so ever is later in duration on receipt of information from our Customer i.e. M/S _____ or from your office. Claim, if any, must be duly received by us on or before this day. Our liability under this Bank Guarantee shall cease on the closing of banking hours on the last date of the validity of this Bank Guarantee. Claim received thereafter shall not be entertained by us whether you suffer a loss or not. On receipt of payment under this guarantee, this document i.e. Bank Guarantee must be clearly cancelled, discharged and returned to us.

   d. That we shall inform your office regarding termination of the validity of this Bank Guarantee one clear month before the actual expiry date of this Guarantee.

   e. That with the consent of our customer you may amend/alter any term/clause of the contract or add/delete any term/clause to/from this contract without making any reference to us. We do not reserve any right to receive any such amendment/alteration or addition/deletion provided such like actions do not increase our monetary liability under this Bank Guarantee, which shall be limited only to Rs._____(Rupees_____)
   f. That the Bank Guarantee herein before given shall not be affected by any change in the constitution of the Bank or Customer.

   g. That this is an unconditional Bank Guarantee, which shall be uncashed on sight on presentation without any reference to our Customer.

Guarantor
Dated: _____ (Bank Seal and Signatures)