PAKISTAN SPORTS BOARD

ISLAMABAD

TENDER DOCUMENTS
(SINGLE STAGE TWO ENVELOPE PROCEDURE)

PROCUREMENT OF 300 DOPING-CONTROL SAMPLE (URINE) COLLECTION KITS FOR THE PAKISTAN ANTI-DOPING BOARD THROUGH THE PAKISTAN SPORTS BOARD, ISLAMABAD

Date of Tender Opening: _____, 2026 at 1130 hours

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Brief

The Pakistan Sports Board (PSB), Islamabad, an autonomous body working under the administrative control of the Ministry of Inter-Provincial Coordination, Government of Pakistan, invites sealed bids from eligible, legally established manufacturers, authorized distributors, importers, and suppliers for the procurement and supply of 300 doping-control sample collection kits for the Pakistan Anti-Doping Board (PADB).

The required doping-control sample collection kits shall be used by the Pakistan Anti-Doping Board for the collection, handling, sealing, and secure transportation of samples during doping-control activities, in accordance with applicable anti-doping requirements and approved operational procedures. The kits shall be suitable for maintaining sample integrity, security, traceability, and confidentiality throughout the sample collection and transportation process.

The procurement shall be carried out through the Single Stage – Two Envelope Procedure, in accordance with the applicable Public Procurement Regulatory Authority (PPRA) rules, applicable e-procurement requirements, and the terms and conditions specified in this bidding document.

Bids shall be submitted and processed through EPADS where required by the applicable rules and directions. The bidding notice shall state the procurement reference number, approved estimated cost where required, submission deadline, opening date/time, bid validity, bid security or Bid Securing Declaration, grievance redressal contact, and the applicable submission method. Manual bids shall not be accepted where electronic submission is mandatory.

Bidders shall submit separate Technical and Financial Proposals in the manner prescribed in the bidding documents. The technical proposals shall be evaluated against the specified eligibility requirements and technical evaluation criteria. Financial proposals of only those bidders who qualify at the technical evaluation stage shall be opened in accordance with the applicable procurement rules.

The successful bidder shall supply 300 doping-control sample collection kits in accordance with the required specifications, quality standards, delivery schedule, and other contractual terms and conditions specified by the Pakistan Sports Board.

Contents of Bid Document: The document consist the annexes indicated below:

a. Annex I : **Instructions to Bidders**

b. Annex II : **Bid / Application Submission Form**

c. Annex III: **Evaluation Criteria**

d. Annex IV : **Financial proposal**

Annex-I

INSTRUCTIONS TO BIDDERS

In addition to the essential guidance/instruction (provided through the cover letter) vis-à-vis application for the bids, the followings are also to be considered integral part of the bidding documents and may be read and followed carefully before submission of bid/ proposal.

A. General:

1. The Pakistan Sports Board (PSB), Islamabad, invites bids from eligible and legally established manufacturers, authorized distributors, importers, or suppliers for the procurement and supply of 300 doping-control sample collection kits for the Pakistan Anti-Doping Board (PADB), in accordance with the requirements specified in this bidding document.

   Quoted prices shall be in Pakistani Rupees and inclusive of applicable taxes, duties, packing, insurance, freight and delivery to the specified consignee, unless the Bidding Data Sheet expressly provides otherwise. Prices shall be fixed for the contract period, subject to the terms stated in the bidding documents.

2. Eligible Applicants: A firm/company shall be a legally established entity or a firm.

   Eligible and legally established manufacturers/ foreign manufacturers, authorized Sdistributors, importers, or suppliers may participate in the purposed bids. The bidder must not be blacklisted or debarred by a competent procuring agency and must not engage in fraudulent, corrupt or collusive practices. Conflict-of-interest and integrity requirements shall be included in the bidding documents.

B. Scope of Services:

The procurement covers the supply of 300 doping-control sample collection kits suitable for use in anti-doping sample collection activities. The kits shall conform to the technical specifications, quality standards, packaging requirements, and other conditions specified in this bidding document. The bidder shall quote rates inclusive of all applicable taxes.

C. Mandatory Requirements:

1. Firm must be registered with FBR (NTN & GST).
2. Bidder must be on the Active Taxpayer List (ATL).
3. Minimum three years' experience in the supply of medicines/medical consumables.

4. Ten supply orders/completion certificates from Government/Semi-Government hospitals, medical institutions, or public sector organizations.
5. Bank statements for the last three years.
6. Audited financial statements for the last three years.
7. Declaration on judicial stamp paper that the firm has not been blacklisted.
8. Bid Security of Rs. 300,000/- in favour of Pakistan Sports Board.
9. Samples shall be provided whenever required.
10. Supply shall be completed within 15-30 days of issuance of the Purchase/Work Order.
11. PSB reserves the right to increase or decrease quantities and award items individually or collectively.

Clarifications: Bidders may submit written clarification requests through EPADS by the deadline stated in the Bidding Data Sheet. Responses and any amendments shall be communicated to all bidders through the prescribed platform. Any amendment shall be issued by corrigendum, and the submission deadline shall be extended where required.

Bid validity: Each bid shall remain valid for the period specified in the Bidding Data Sheet, proposed as 90 days from the submission deadline, subject to confirmation by PSB before advertisement.

Bid opening and evaluation: Technical and financial proposals shall be handled in accordance with the selected procurement method and applicable rules. Only financial proposals of technically qualified bidders shall be opened under the Single Stage–Two Envelope Procedure. The evaluation report and award notice shall be published through the applicable official platform as required by law.

Performance security: Where required by the applicable rules and contract risk, the successful bidder shall furnish performance security in the amount, form and period specified in the Bidding Data Sheet before contract execution or within the stated period after award.

Grievance redressal: The bidding notice shall identify the notified Grievance Redressal Committee, its notification reference and contact details, and explain the applicable complaint procedure and timelines.

Annex-II

Bid Submission Form

(To be printed on the bidder's letterhead, signed, dated and stamped)

Date:

To: Director General,

Pakistan Sports Board, Islamabad

We, the undersigned, submit our bid for the supply of 300 doping-control sample collection kits for the Pakistan Anti-Doping Board (PADB/ADOP), in accordance with the bidding documents.

(a) We have examined and have no reservations to the Bidding Documents, including any Addendum (or Addenda to same effect), issued by the Board in accordance with Instructions to Bidders.

(b) We understand that you may cancel the bidding process at any time and that you are neither bound to accept any bids that you may receive, without incurring any liability to the Bidders.

(c) The following information shall be used by Board to notify us:

Name of the firm:

Postal Address:

Tel: Fax:

Official Email:

Best regards,

Signature of an authorized representative(s) of the Bidders

Name:

Designation:

Contact No:

Address:

Bid validity: _____ days

Bid security / Bid Securing Declaration details: _____

Authorized representative confirms that the information submitted is true and that the bidder has reviewed the technical specifications and contract conditions.

Annex-III

EVALUATION CRITERIA

Technical Ealuation

No.	Evaluation criterion	Assessment parameters	Marks
1	Documentary and procurement compliance	Completeness and consistency of the bid; valid supporting documents; compliance with disclosed submission requirements; required declarations and traceable documentation. Mandatory legal requirements remain pass/fail.	15
2	WADA technical standards compliance	Demonstrated compliance with applicable requirements of the WADA International Standard for Testing and Investigations (ISTI), including sample security, unique numbering, tamper-evident seals, sample integrity, traceability and other requirements applicable to the specified kit.	30
3	Independent technical testing and quality assurance	Independent test reports from an appropriately accredited ISO/IEC 17025 testing laboratory for the specified critical performance characteristics; manufacturer quality-management documentation, including ISO 9001 where required.	15
4	Technical specifications and product documentation	Point-by-point compliance matrix; manufacturer datasheets; bottle and container capacity; transparent containers; identification features; freeze/thaw and frozen-storage performance; partial-sample sealing system; packaging and transport conformity, as applicable.	15
5	Relevant supply experience and past performance	Evidence of successfully completed comparable supplies, supported by purchase orders and completion or satisfactory performance certificates. Assess relevance and verified performance rather than imposing an arbitrary number of orders.	10
6	Manufacturer authorization and	Authenticity of authorization, traceability to the manufacturer, batch identification, and	5

	supply-chain assurance	documented arrangements for sourcing genuine kits.	
7	Delivery capability	Credible delivery plan for all 300 kits within the specified timeframe, with evidence of stock availability or a reliable supply arrangement.	5
8	Shelf life, warranty and replacement commitment	Compliance with the stated minimum remaining shelf life, written commitment to replace defective or non-conforming kits, and confirmation of batch traceability.	5
	Total Marks		100
	Passing Marks		70

Only the bids passing the technical evaluation will be subject to financial evaluation.

Annex-IV

Financial Proposals/ Financial Evaluation:

The financial proposal must be completed using the following price schedule. All prices shall be quoted in PKR and the bidder shall identify applicable taxes and delivery charges. The bidder shall be declared successful who will quote lowest rates subject to qualifying technical evaluation as mentioned in Annex III above.

TECHNICAL SPECIFICATIONS AND SCHEDULE OF REQUIREMENTS

Item: Doping-control kit for urine sample collection. Quantity: 300 kits. Delivery: [insert approved delivery period] from the date specified in the contract. Delivery point: [insert complete PSB/ADOP address, Islamabad]. Lot structure: one lot comprising all 300 kits, unless the approved procurement plan provides otherwise.

Reference standard and equivalence: Berlinger BEREG-Kit or LockCon kit may be cited only as reference products to describe the required quality and security standard. Equivalent products shall be accepted if they meet or exceed every published requirement. Bidders must submit a point-by-point compliance matrix and manufacturer datasheets. Brand names shall not be used to exclude equivalent products.

Applicable standard: The offered kits shall meet the applicable requirements of Article 6.3.4 of the WADA International Standard for Testing and Investigations (ISTI), effective 1 April 2026, subject to verification of the current applicable version before advertisement.

Inspection and acceptance: The procuring agency shall inspect delivered quantity, packaging, labels, lot/batch identifiers, expiry dates and apparent integrity. Non-conforming items may be rejected and shall be replaced by the supplier at no additional cost within [insert period]. Confirm whether delivery is required in one or more consignments.

BIDDING DATA SHEET (TO BE COMPLETED BEFORE ADVERTISEMENT)

BDS item	Entry
Procurement reference number	[Insert]
Approved estimated cost	Rs. [Insert approved estimate]
Procurement method	Single Stage–Two Envelope Procedure, subject to confirmation against the approved estimate and applicable PPRA Rules, 2026.
Submission platform	EPADS, where required by the applicable rules/directions; insert vendor portal and all submission instructions.
Bid submission deadline	[Date and time]
Bid opening	[Date and time and platform/venue; comply with applicable minimum interval]
Bid validity	[Proposed 90 days from submission deadline; confirm]
Bid security / Bid Securing Declaration	[Amount/percentage and form compliant with applicable Rules, 2026; confirm statutory limit and permitted instruments]
Performance security	[Percentage, form, validity and submission period, if required by applicable rules and risk assessment]
Delivery period	[Confirm achievable period; original document states 15 days after purchase/work order]
Delivery point	[Complete PSB/ADOP delivery address, Islamabad]
Clarification deadline and contact	[Insert date/time, channel and responsible officer]
Grievance Redressal Committee	[Notification number, contact details and complaint procedure]
Applicable evaluation method	Lowest evaluated responsive bid among technically qualified bids, only if this method is approved and consistent with applicable rules.

ADDITIONAL CONDITIONS OF CONTRACT (KEY TERMS TO BE FINALIZED)

1. Contract documents shall comprise the signed contract agreement, notification of award, bidding documents and the successful bidder's accepted bid, together with any formally issued addenda.

2. Contract price shall be fixed, with no escalation, unless the bidding documents expressly provide otherwise and such provision is lawful.

3. Payment: [insert percentage and timing] after delivery and acceptance of goods, against invoice, inspection/acceptance certificate and verification of applicable tax documentation. Withholding taxes shall be deducted as required by law.

4. Delivery delay: [insert liquidated-damages rate and cap only after confirming legality and proportionality under applicable rules and contract policy].

5. Warranty/replacement: defective, expired, damaged or non-compliant kits shall be replaced free of cost within [insert number] days after notice.

6. Termination: include provisions for default, insolvency and other permitted grounds, with notice and cure period where applicable.

7. Force majeure: define qualifying events, notice requirements, mitigation and consequences.

8. Anti-corruption and confidentiality: include the applicable Integrity Pact and require confidentiality of sample-related information, protocols and agency information.

9. Dispute resolution: provide a lawful dispute-resolution process, including amicable settlement and arbitration/court jurisdiction as approved by PSB legal/procurement officials.

FORMS AND DOCUMENTS TO ATTACH

1. Bid submission form.

2. Financial price schedule showing unit price, quantity, taxes, delivery charges and total evaluated price.

3. Technical compliance matrix against every requirement in Annex V.

4. Manufacturer authorization form for agents/distributors, where applicable.

5. Bid security or Bid Securing Declaration format, as applicable.

6. Integrity Pact in the required form.

7. Experience and past-performance form.

8. Performance security form, if required.

9. Contract agreement form.

10. Manufacturer certificate of conformity, ISO 9001 certificate, independent ISO/IEC 17025 test report and applicable transport conformity evidence.

FINANCIAL PROPOSAL / PRICE SCHEDULE

Bidders shall complete all fields. State whether each tax is included or separately identified. The evaluation treatment of taxes must be specified in the bidding documents and applied consistently.

Item description	**Qty**	**Unit price (PKR)**	**Subtotal (PKR)**	**Taxes/duties (PKR)**	**Total delivered price (PKR)**
Doping-control urine sample collection kit	300	[Bidder to fill]	[Bidder to fill]	[Bidder to fill]	[Bidder to fill]

Delivery, packing, insurance and other charges: [included in total / separately itemized as specified in BDS]. Currency: PKR. Bid validity: as specified in BDS. Authorized signature, name, designation, date and stamp: _____.