

GOVERNMENT OF PAKISTAN
DIRECTORATE GENERAL OF SPECIAL EDUCATION (DGSE)
MINISTRY OF FEDERAL EDUCATION & PROFESSIONAL TRAINING

PRE-QUALIFICATION DOCUMENT

FOR

**PREQUALIFICATION OF FIRMS / SUPPLIERS / SERVICE PROVIDERS FOR THE
SUPPLY OF GOODS AND PROVISION OF SERVICES UNDER THE PROJECT**

"CENTRE OF EXCELLENCE FOR AUTISM AT H-8/4, ISLAMABAD"

(PSDP Project - Approved by CDWP)

LOTS

- Lot-I. Supply, Delivery and Installation of Furniture, Fixtures and Allied Finishing Items
- Lot-II. Supply, Delivery, Installation and Commissioning of Machinery, Equipment, Specialised Assistive / Therapeutic Equipment and Allied Electro-Mechanical Works
- Lot-III. Human Resource Recruitment and Outsourcing Services for Project Staff

Closing Date and Time: 19 August 2026 at 02:00 p.m.

Opening Date and Time: 19 August 2026 at 02:30 p.m.

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SECTION-I: INVITATION FOR PREQUALIFICATION
GOVERNMENT OF PAKISTAN
DIRECTORATE GENERAL OF SPECIAL EDUCATION (DGSE)
MINISTRY OF FEDERAL EDUCATION & PROFESSIONAL TRAINING
PREQUALIFICATION NOTICE

1. The Directorate General of Special Education (DGSE), Ministry of Federal Education & Professional Training, Islamabad, is executing the PSDP project "Centre of Excellence for Autism at H-8/4, Islamabad", approved by the Central Development Working Party at a total cost of Rs. 1,349.421 million. The civil works component of the project has already been awarded and is under execution. For the remaining components, DGSE invites applications for prequalification from well-reputed and experienced firms, suppliers, manufacturers and service providers, duly registered with the Securities and Exchange Commission of Pakistan or the Registrar of Firms as applicable, and with the relevant Income Tax and Sales Tax authorities, in respect of the following lots:

Lot-I. Supply, Delivery and Installation of Furniture, Fixtures and Allied Finishing Items
Lot-II. Supply, Delivery, Installation and Commissioning of Machinery, Equipment, Specialised Assistive / Therapeutic Equipment and Allied Electro-Mechanical Works
Lot-III. Human Resource Recruitment and Outsourcing Services for Project Staff
2. Interested firms may apply for one or more lots. A separate bid security shall be furnished for each lot applied for, in the amounts specified in the prequalification document, in the form of a Bank Draft, Pay Order or Call Deposit Receipt (CDR) drawn in favour of the Project Director, Centre of Excellence for Autism, Directorate General of Special Education, Islamabad. The bid security shall be submitted in original hard copy so as to reach the office of the undersigned on or before the closing date and time.
3. The complete prequalification document, containing the detailed requirements, evaluation criteria and scope of supply or services for each lot, is available on the websites of the Ministry of Federal Education & Professional Training (www.mofept.gov.pk), the Public Procurement Regulatory Authority (www.ppra.org.pk)
4. Applications shall be submitted in accordance with the prescribed procedure, on or before 19 August 2026 at 02:00 p.m. Applications shall be opened on the same day at 02:30 p.m. in the presence of the applicants or their authorized representatives who choose to attend. Applications submitted by e-mail, fax, courier or any other means shall not be entertained.
5. A pre-bid meeting shall be held on 06 August 2026 at 11:00 a.m. in the Committee Room, DGSE, G-8/4 The online link for participation shall be provided on request (03453582628)
6. The Procuring Agency reserves the right to accept or reject any or all applications and to annul the prequalification process at any time prior to the notification of prequalification, in accordance with Rule 33 of the Public Procurement Rules, 2004 (as amended from time to time), without thereby incurring any liability to the applicants.

(Project Director)

Centre of Excellence for Autism
DGSE, Hanna Road G-8/4, Islamabad
051-917542

SECTION-II: INTRODUCTION, PROJECT BACKGROUND AND GENERAL TERMS & CONDITIONS

1. The Procuring Agency

The Directorate General of Special Education (DGSE) was established in 1985 and functions under the administrative control of the Ministry of Federal Education & Professional Training, Government of Pakistan. DGSE is mandated to provide education, training, rehabilitation services, free transport, and boarding and lodging facilities, free of cost, to children with disabilities, and presently operates five special education centres and institutions housed in purpose-built buildings in Islamabad.

2. The Project

The project "Centre of Excellence for Autism at H-8/4, Islamabad" has been approved by the Central Development Working Party at a total cost of Rs. 1,349.421 million, with an implementation period of two years (24 months). The Ministry of Federal Education & Professional Training is both the sponsoring and the executing agency, and the project is being implemented through DGSE.

The project seeks to establish an exclusive, state-of-the-art Centre of Excellence for Autism at Islamabad with the capacity to cater for at least three hundred (300) children with Autism Spectrum Disorder, providing a safe and enabling learning environment. The Centre will deliver evidence-based educational, therapeutic and rehabilitative services, including speech and language therapy, occupational therapy, behavioural therapy and sensory integration therapy; will house a dedicated Early Diagnostic and Assessment Unit for early identification and intervention; will provide experiential learning through smart classrooms, skill development laboratories and simulated learning environments; and will integrate assistive and artificial-intelligence-enabled technologies across its service areas. The Centre will serve children across three age bands, namely 18 months to 4 years (early intervention), 5 to 11 years (junior section) and 12 to 18 years (senior section).

3. Scope of this Prequalification

The civil works component of the project, comprising the renovation of 195,000 square feet and new construction of 18,200 square feet together with the associated electrical and plumbing works, has already been awarded through a separate procurement process and is under execution. The present prequalification does not cover civil works, nor does it cover the transport component of the project.

This prequalification relates exclusively to the following three lots, the indicative PC-I provision against each being stated for the information of applicants:

Lot	Description	Indicative PC-I Provision (Rs. in million)	Indicative Quantum
Lot-I	Supply, Delivery and Installation of Furniture, Fixtures and Allied Finishing Items	70.113	(Rs. 42.817 million); Allied finishing items: 06 items (Rs. 27.296 million) Broader Specification will finalized by the consultant

Lot	Description	Indicative PC-I Provision (Rs. in million)	Indicative Quantum
Lot-II	Supply, Delivery, Installation and Commissioning of Machinery, Equipment, Specialised Assistive / Therapeutic Equipment and Allied Electro-Mechanical Works	329.756	Machinery and equipment: 112 items, 1,931 units (Rs. 307.376 million); Allied electro-mechanical works: 03 items (Rs. 22.380 million) Broader Specification will be finalized by the consultant
Lot-III	Human Resource Recruitment and Outsourcing Services for Project Staff	84.938	41 positions across 19 categories, for the project period

The values and quantities stated above are indicative, being drawn from the approved PC-I, and are furnished solely to enable applicants to assess the scale of the requirement. They do not constitute a commitment on the part of the Procuring Agency, and the actual quantities, specifications and values shall be determined at the bidding / RFQ stage in accordance with the approved PC-I and the availability of funds.

4. Treatment of the Market Items Component

The approved PC-I provides a separate head styled "Market Items", comprising nine (09) items at a total cost of Rs. 49.676 million. That head is not constituted as a separate lot under this prequalification. The items comprised in it are of two distinct characters, namely interior finishing and fixture items on the one hand, and electro-mechanical installations on the other, requiring materially different technical capability, trade registration and after-sales capacity. Constituting them as a single lot would compel applicants to demonstrate unrelated competencies, and would restrict competition.

Accordingly, and in the interest of attracting the widest competition consistent with technical competence, the market items have been allocated between Lot-I and Lot-II according to their technical relevance, in the following manner. The allocation does not alter the total provision of the approved PC-I, which remains unchanged.

S. No.	Market Item (per PC-I Annex-II)	Indicative Quantity	Allocated to
1	Art work on walls, complete in all respects	5,600 Sft	Lot-I
2	PIF window roll-up blinds	5,600 Sft	Lot-I
3	Carpet tile flooring	3,200 Sft	Lot-I
4	Wooden flooring	4,600 Sft	Lot-I

S. No.	Market Item (per PC-I Annex-II)	Indicative Quantity	Allocated to
5	Acrylic sheet pictures on walls	1,500 Nos.	Lot-I
6	Parking shed	6,400 Sft	Lot-I
7	Water boring, complete in all respects	02 Nos.	Lot-II
8	Solar system, 70 KW	01 No.	Lot-II
9	Solar system, 35 KW	02 Nos.	Lot-II

The six items allocated to Lot-I aggregate Rs. 27.296 million, and the three items allocated to Lot-II aggregate Rs. 22.380 million, together making up the full market items provision of Rs. 49.676 million.

For the avoidance of doubt, the solar systems and the water boring works do not form part of the scope of the civil works contract already awarded, and are to be procured under Lot-II of this prequalification.

5. Nature of the Procurement

Prequalification under this document is undertaken in accordance with Rule 15 of the Public Procurement Rules, 2004, in view of the specialised and technically complex nature of the goods and services required, particularly the assistive, therapeutic and diagnostic equipment intended for use by children with Autism Spectrum Disorder, and the specialised professional cadres required to staff the Centre.

Prequalification confers no right upon any firm to the award of any contract or supply order, and creates no financial obligation on the part of the Procuring Agency. It establishes eligibility to participate in the subsequent bidding process only. Procurement against each lot shall thereafter be undertaken through the applicable method prescribed under the Public Procurement Rules, 2004.

6. Validity of Prequalification

The prequalification granted under this document shall remain valid during the currency of the project subject to satisfactory performance and continued compliance with the qualification criteria.

7. Bid Security

A bid security of Rs. 500,000 shall be furnished separately for each lot applied.

An applicant applying for more than one lot shall furnish the bid security separately in respect of each lot applied for

- The bid security shall be furnished in the form of a Bank Draft, Pay Order or Call Deposit Receipt (CDR) drawn in favour of the Project Director, Centre of Excellence for Autism, Directorate General of Special Education, Islamabad.

- The original instrument shall be delivered in hard copy to the office of the **(Project Director)** Centre of Excellence for Autism DGSE, Hanna Road G-8/4, Islamabad , so as to reach on or before the closing date and time notified in Section-I.
- **An application not accompanied by the bid security in original hard copy at the time of opening shall be rejected as non-responsive.**
- Bid security of unsuccessful applicants shall be released after finalisation of the prequalification process. Bid security of prequalified firms shall be dealt with in accordance with the terms of the subsequent bidding documents.

8. General Conditions

- Applicants may apply for a single lot or for more than one lot. Each lot shall be evaluated separately on its own merits, and prequalification in respect of one lot shall not entitle a firm to prequalification in respect of any other lot.
- A separate and complete set of application documents, including all annexures and supporting evidence, shall be submitted for each lot applied for.
- This procurement shall be governed by the Public Procurement Rules, 2004 (as amended from time to time) and the regulations issued thereunder.
- All applications shall be submitted in hard form before the closing date and time. Applications received after the deadline shall be rejected by the system and shall not be considered under any circumstances.
- Applications shall be opened, in the presence of the authorized representatives of the applicants who choose to attend.
- Where the date fixed for submission or opening of applications falls on a public holiday, the applications shall be submitted and opened on the next working day at the same time and venue.
- The Procuring Agency reserves the right to reject any or all applications at any time prior to the notification of prequalification, in accordance with Rule 33 of the Public Procurement Rules, 2004, and shall upon request communicate to any applicant the grounds for such rejection, without being required to justify those grounds.

SECTION-III: INSTRUCTIONS TO APPLICANTS

A. GENERAL		
1. Scope of Application	1.1	In connection with the Invitation for Prequalification issued under Section-I, the Procuring Agency issues this Prequalification Document to firms interested in bidding for the supply of goods and the provision of services under the project "Centre of Excellence for Autism at H-8/4, Islamabad", in respect of the following lots: Lot-I. Supply, Delivery and Installation of Furniture, Fixtures and Allied Finishing Items Lot-II. Supply, Delivery, Installation and Commissioning of Machinery, Equipment, Specialised Assistive / Therapeutic Equipment and Allied Electro-Mechanical Works Lot-III. Human Resource Recruitment and Outsourcing Services for Project Staff This prequalification is undertaken in accordance with Rule 15 of the Public Procurement Rules, 2004, to ensure that only firms having the requisite legal standing, financial capacity, technical capability and relevant specialised experience are invited to submit bids. The civil works and transport components of the project do not form part of this prequalification.
	1.2	"Procuring Agency" means the Directorate General of Special Education (DGSE), Ministry of Federal Education & Professional Training, Government of Pakistan, Islamabad. "Project" means the PSDP project "Centre of Excellence for Autism at H-8/4, Islamabad", approved by the Central Development Working Party. "Applicant" means a firm, supplier, manufacturer or service provider, whether a sole proprietorship, partnership, company or joint venture, submitting an application for prequalification under this document. "Rules" means the Public Procurement Rules, 2004 (as amended from time to time), and includes the regulations issued thereunder.
2. Corrupt and Fraudulent Practices	2.1	The Procuring Agency requires that applicants observe the highest standard of ethics during the prequalification and subsequent procurement process. For the purposes of this

		provision, the following terms shall have the meanings assigned to them below: i. "Corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party. ii. "Fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads or attempts to mislead a party in order to obtain a financial or other benefit, or to avoid an obligation. iii. "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party. iv. "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of any party, so as to influence improperly the actions of that party. v. "Obstructive practice" means deliberately destroying, falsifying, altering or concealing evidence material to an investigation, or making false statements to investigators in order to materially impede an investigation by the Procuring Agency or by the Public Procurement Regulatory Authority into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation, or from pursuing the investigation.
	2.2	The Procuring Agency shall reject an application for prequalification if it determines that the applicant has, directly or through an agent, engaged in any corrupt, fraudulent, collusive, coercive or obstructive practice in competing for the contract in question.
	2.3	The Procuring Agency shall, in accordance with Rule 19 of the Public Procurement Rules, 2004 and the Blacklisting Regulations issued thereunder, debar a firm or individual, either indefinitely or for a stated period, from participating in its procurement proceedings where it determines that the firm has, directly or through an agent, engaged in any corrupt, fraudulent, collusive, coercive or obstructive practice in competing for or in executing a contract.
3. Eligible Applicants	3.1	Prequalification is open to all firms, companies, suppliers, manufacturers and service providers duly registered with the

		relevant registration authorities and with the Income Tax and Sales Tax authorities, except as provided hereinafter.
	3.2	Government-owned enterprises may participate only if they are legally and financially autonomous, operate under commercial law, and are duly authorized in this regard by the relevant competent authority.
	3.3	An applicant shall not be under a declaration of blacklisting or debarment by the Procuring Agency, by any other Federal or Provincial Government department or procuring agency, or by the Public Procurement Regulatory Authority (PPRA), at the time of submission of the application.
	3.4	An applicant shall be ineligible where: i. the applicant is declared bankrupt or, in the case of a company or firm, insolvent; ii. payments in favour of the applicant are suspended in accordance with the judgment of a court of law, other than a judgment declaring bankruptcy, resulting in the total or partial loss of the right to administer and dispose of its property; iii. legal proceedings are pending against the applicant involving an order suspending payments, which may result in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of its property; iv. the applicant has been convicted, by a final judgment, of any offence involving professional misconduct; v. the applicant is debarred or blacklisted on account of involvement in corrupt or fraudulent practices, or on account of consistent failure in performance, under Rule 19 of the Public Procurement Rules, 2004; or vi. the applicant is blacklisted or debarred by any international organization or multilateral development institution.
	3.5	An applicant shall submit only one application in respect of any single lot, whether individually or as a partner in a joint venture. An applicant submitting or participating in more than one application in respect of the same lot shall cause all such applications for that lot to be rejected.
	3.6	A firm engaged as the construction contractor or as the construction supervision consultant for the project, and any firm affiliated with such contractor or consultant, shall not be

		eligible to apply for prequalification under this document, in order to avoid any conflict of interest.
B. CONTENTS OF THE PREQUALIFICATION DOCUMENT		
4. Sections of the Prequalification Document	4.1	This Prequalification Document consists of the following parts, and shall be read in conjunction with any addendum issued in accordance with Clause 6: Section-I: Invitation for Prequalification Section-II: Introduction, Project Background and General Terms & Conditions Section-III: Instructions to Applicants Section-IV: Qualification Criteria and Requirements Section-V: Scope of Supply / Services for each Lot Annexure-A to Annexure-F: Application Forms and Evaluation Criteria
	4.2	In the event of any discrepancy between the Prequalification Notice published under Section-I and the body of this Prequalification Document, the provisions of this Prequalification Document shall prevail.
	4.3	The applicant is expected to examine all instructions, forms, criteria and terms contained in this Prequalification Document, and to furnish all information and documentation required thereby. Failure to furnish the required information, or the submission of an application not substantially responsive to the requirements of this document, shall result in rejection of the application.
	4.4	An applicant may apply for one lot or for more than one lot. A separate application, complete with all annexures and supporting documents, shall be submitted in respect of each lot applied for.
5. Clarification of the Prequalification Document	5.1	A prospective applicant requiring any clarification of this Prequalification Document shall communicate its query through in writing to the Project Director The Procuring Agency shall respond in writing to any request for clarification, provided that the request is received not later than ten (10) days prior to the deadline for submission of applications. Copies of the clarifications issued, without identifying the source of the query, shall be communicated to all prospective applicants shall also be uploaded on the website of the Ministry

		of Federal Education & Professional Training not later than five (5) days prior to the deadline for submission of applications.
6. Amendment of the Prequalification Document	6.1	At any time prior to the deadline for submission of applications, the Procuring Agency may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, amend this Prequalification Document by issuing an addendum.
	6.2	Any addendum so issued shall form an integral part of this Prequalification Document, shall be shared on the website of the Ministry of Federal Education & Professional Training, and shall be binding on all prospective applicants.
	6.3	In order to afford prospective applicants reasonable time to take an addendum into account in preparing their applications, the Procuring Agency may, at its discretion, extend the deadline for submission of applications in accordance with Clause 14.2.
C. PREPARATION OF APPLICATIONS		
7. Cost of Applications	7.1	The applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
8. Language of Application	8.1	The application, and all correspondence and documents relating to the prequalification exchanged between the applicant and the Procuring Agency, shall be written in the English language. Supporting documents and printed literature forming part of the application may be in another language, provided that they are accompanied by an accurate translation of the relevant passages into English, in which case the translation shall govern for purposes of interpretation of the application. All such documents shall be signed and stamped by the applicant.
9. Documents Comprising the Application	9.1	The application submitted by the applicant shall comprise the following: i. the Applicant's Declaration duly completed on the letterhead of the applicant, in the form set out at Annexure-A; ii. the Profile and General Information of the Firm, in the form set out at Annexure-B; iii. documentary evidence establishing compliance with each of the mandatory criteria set out at Annexure-C, including the lot-specific requirements at Section-IV;

		iv. documentary evidence in support of each of the technical evaluation parameters set out at Annexure-D; v. the Statement of Relevant Experience, in the form set out at Annexure-E, supported by copies of work orders, supply orders and completion or performance certificates; vi. the Lot Application Form, in the form set out at Annexure-F, identifying each lot applied for; vii. a scanned copy of the bid security in respect of each lot applied for; and viii. the power of attorney or board resolution authorizing the signatory to sign the application on behalf of the applicant, and in the case of a joint venture, the joint venture agreement executed on stamp paper.
10. Documents Establishing Eligibility	10.1	To establish its eligibility, the applicant shall furnish the documentary evidence specified against each mandatory criterion at Annexure-C and at Section-IV. Failure to furnish any such evidence shall render the application non-responsive.
11. Documents Establishing Qualification	11.1	To establish its qualification to perform the contract in accordance with Section-IV and Annexure-D, the applicant shall furnish the information and documentary evidence requested therein. Evidence not furnished with the application shall not be taken into account in the award of marks.
12. Signing of the Application	12.1	The application shall be submitted in hard form, and every page of the application and its annexures shall be signed and stamped by a person duly authorized to sign on behalf of the applicant. Written evidence of such authorization shall be furnished with the application.
13. Joint Ventures	13.1	Applicants may participate in the form of a joint venture (JV), subject to the following: i. the participating firms shall submit a valid joint venture agreement executed on stamp paper, clearly specifying the lead partner and the roles, responsibilities and percentage participation of each partner; ii. the lead partner shall be authorized to represent the joint venture in all matters relating to the prequalification and any subsequent procurement process, and such authorization shall be furnished with the application; iii. for the purpose of evaluation, the experience and financial capacity requirements may be met collectively by the joint venture partners; provided that the lead partner shall independently meet at least fifty percent (50%) of the

		experience and financial capacity specified for the lot applied for, and each other partner shall meet at least twenty-five percent (25%) thereof; iv. each partner of the joint venture shall independently satisfy the mandatory requirements relating to legal registration, tax registration, active taxpayer status and non-blacklisting set out at Annexure-C; v. the number of partners in a joint venture shall not exceed three (03); and vi. all partners of the joint venture shall be jointly and severally liable for the performance of any contract awarded pursuant to this prequalification.
D. SUBMISSION AND OPENING OF APPLICATIONS		
14. Deadline for Submission of Applications	14.1	Applicants shall submit their applications in hard not later than the deadline specified in Section-I, namely 19 August 2026 at 02:00 p.m. No Application will be received after the closing time.
	14.2	The Procuring Agency may, at its discretion, extend the deadline for the submission of applications by issuing an addendum in accordance with Clause 6, in which case all rights and obligations of the Procuring Agency and of the applicants previously subject to the original deadline shall thereafter be subject to the deadline as extended.
15. Opening of Applications	15.1	The Procuring Agency shall open all applications received on 19 August 2026 at 02:30 p.m., in the presence of the applicants or their authorized representatives who choose to attend. Only applications submitted in hard form shall be accepted and opened.
	15.2	The Procuring Agency shall prepare a record of the opening of applications, which shall include the name of each applicant, the lot or lots applied for, and the particulars of the bid security furnished.
E. EVALUATION OF APPLICATIONS AND PREQUALIFICATION		
16. Confidentiality	16.1	Information relating to the examination and evaluation of applications and the recommendation for prequalification shall not be disclosed to applicants or to any other person not officially concerned with the process until the notification of prequalification is made to all applicants.

	16.2	From the deadline for submission of applications until the notification of the results of the prequalification, any applicant wishing to contact the Procuring Agency on any matter relating to the prequalification process shall Communicate in writing.
17. Clarification of Applications	17.1	To assist in the examination and evaluation of applications, the Procuring Agency may, at its discretion, request any applicant to furnish a clarification of its application within a stated reasonable period. Any request for clarification and the response thereto shall be made in writing. No change in the substance of the application shall be sought, offered or permitted.
	17.2	Where an applicant fails to furnish the clarification requested within the stated period, its application shall be evaluated on the basis of the information and documents available at the time of evaluation.
18. Pre-Bid Meeting	18.1	A pre-bid meeting shall be held on 06 August 2026 at 11:00 a.m. in the Committee Room of DGSE, G-8/4 Islamabad, to provide clarification regarding the prequalification process and the scope of supply or services of each lot. The online link for participation shall be provided on request (03453582628)
	18.2	The minutes of the pre-bid meeting, together with any clarifications or amendments issued pursuant thereto, shall be shared on the prospective bidder, shall form an integral part of this Prequalification Document, and shall be binding on all prospective applicants. Non-attendance at the pre-bid meeting shall not be a ground for disqualification.
19. Responsiveness of Applications	19.1	An application that does not substantially conform to the mandatory requirements of this Prequalification Document, or that is not accompanied by the required bid security, shall be rejected as non-responsive and shall not be evaluated further.
20. Evaluation of Applications	20.1	The Procuring Agency shall evaluate applications in two stages. In the first stage, each application shall be examined for compliance with the mandatory criteria set out at Annexure-C, read with the lot-specific requirements at Section-IV, on a pass-fail basis. Applications failing any mandatory criterion shall be rejected and shall not be evaluated further.
	20.2	In the second stage, applications found compliant with the mandatory criteria shall be evaluated against the technical evaluation criteria set out at Annexure-D, which carry a total of one hundred (100) marks. An applicant securing seventy (70)

		or more marks in respect of a lot shall be considered qualified for that lot.
	20.3	Where an applicant has applied for more than one lot, the evaluation shall be carried out separately in respect of each lot, and the applicant may be prequalified for one or more lots and not for others.
	20.4	The Procuring Agency may, at its discretion, inspect the office, premises, workshop, manufacturing facility, warehouse or other facilities of an applicant in order to verify the claims made in its application. Physical verification shall be carried out by an inspection team constituted for the purpose. Where a material variation is found between the information submitted and the position established on verification, the application shall be rejected and the matter shall be proceeded with under Rule 19 of the Public Procurement Rules, 2004.
21. Procuring Agency's Right to Accept or Reject Applications	21.1	The Procuring Agency reserves the right to accept or reject any or all applications and to annul the prequalification process at any time prior to the notification of prequalification, in accordance with Rule 33 of the Public Procurement Rules, 2004, without thereby incurring any liability to the applicants.
	21.2	The Procuring Agency may, after prequalification, review the status of any prequalified firm on receipt of a serious complaint or on account of unsatisfactory performance, and may withdraw or suspend the prequalification of that firm after providing it an opportunity of being heard.
22. Notification of Prequalification	22.1	On completion of the evaluation, the Procuring Agency shall notify all applicants in writing of their status as qualified or not qualified in respect of each lot applied for, and shall communicate to any unsuccessful applicant, upon request, the grounds on which its application was not accepted.
	22.2	Prequalification shall be granted lot-wise, and the list of prequalified firms for each lot shall shared and on the website of the Ministry of Federal Education & Professional Training.
	22.3	The prequalification granted shall remain valid in accordance with Clause 6 of Section-II.
23. Invitation to Bid	23.1	Following the notification of the results of the prequalification, the Procuring Agency shall invite bids from the prequalified firms in respect of the relevant lots, in accordance with the Public Procurement Rules, 2004. Only firms declared

		prequalified for a lot shall be eligible to participate in the subsequent bidding process for that lot.
F. REDRESSAL OF GRIEVANCES		
24. Grievance Redressal Committee	24.1	The Procuring Agency shall constitute a Grievance Redressal Committee (GRC) comprising an odd number of persons with the requisite powers and authority to address complaints. The GRC shall not include any member of the Procurement Evaluation Committee, and shall include at least one subject specialist having regard to the nature of the procurement.
	24.2	Any prospective applicant may file a written complaint against the eligibility parameters or any other term or condition prescribed in this Prequalification Document which is considered to be contrary to the provisions of the procurement regulatory framework. Such a complaint shall be filed, and shall be decided by the GRC, well before the deadline for submission of applications.
	24.3	An applicant aggrieved by any act of the Procuring Agency after the submission of its application may lodge a written complaint not later than seven (07) days of the announcement of the technical evaluation report, and not later than five (05) days of the issuance of the final evaluation report.
	24.4	Where a complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings until the complaint is decided.
	24.5	Where a complaint is filed after the issuance of the final evaluation report, the complainant shall not be entitled to raise any objection in respect of the technical evaluation report; provided that the complainant may raise objection to any part of the final evaluation report where the single stage one envelope bidding procedure has been adopted.
	24.6	The GRC shall investigate and decide the complaint within ten (10) days of its receipt.
	24.7	Any applicant or the Procuring Agency dissatisfied with the decision of the GRC may file an appeal before the Appellate Committee of the Public Procurement Regulatory Authority in the prescribed form, after depositing the fee prescribed under the Public Procurement Regulatory Authority (Redressal of Grievances) Regulations, 2021.

	24.8	The Appellate Committee, upon receipt of an appeal complete in all respects, shall serve notices in writing upon all parties to the appeal, shall call for the record from the Procuring Agency or the GRC as the case may be, and shall decide the appeal within fifteen (15) days of its receipt after examining the record and hearing all concerned parties. The decision of the Appellate Committee shall be recorded in writing and shall be signed by the Head and each Member of the Committee.
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SECTION-IV: QUALIFICATION CRITERIA AND REQUIREMENTS

1. Evaluation Methodology

Applications shall be evaluated in two stages, separately in respect of each lot applied for:

- Stage 1 - Mandatory Criteria (Pass / Fail). Each application shall first be examined for compliance with the general mandatory criteria at Annexure-C. An application failing any mandatory criterion shall be rejected and shall not be evaluated further.
- Stage 2 - Technical Evaluation (100 Marks). Applications found compliant at Stage 1 shall be evaluated against the technical evaluation criteria at Annexure-D. An applicant securing seventy (70) or more marks in respect of a lot shall be declared prequalified for that lot.

2. Lot-Specific Mandatory Requirements

In addition to the general mandatory criteria at Annexure-C, the following lot-specific requirements shall apply. These requirements are mandatory and non-compliance shall result in rejection of the application in respect of the lot concerned.

Lot	Minimum Average Annual Turnover (last 3 financial years)	Minimum Single Assignment Value	Mandatory Registration / Additional Requirement
Lot-I	Rs. 30.000 million	Rs. 12.000 million	As per Annex-C
Lot-II	Rs. 50.000 million	Rs. 50.000 million	As per Annex-C
Lot-III	Rs. 30.000 million	Rs. 10.000 million	As per Annex-C

Note: Where an applicant applies for more than one lot, the turnover requirement shall be assessed against the highest threshold among the lots applied for, and shall not be cumulative.

3. Specialised Experience Requirement

Having regard to the specialised nature of the Centre, the following shall additionally apply:

- For Lot-I, at least three (03) of the completed assignments relied upon shall relate to the supply of furniture to an educational, healthcare, rehabilitation or special education institution.
- For Lot-I, the applicant shall additionally demonstrate, by way of at least three (03) completed assignment, experience of executing interior finishing works comprising any two or more of the following: carpet tile or wooden flooring, window blinds, decorative wall treatments, or steel-structure sheds.
- For Lot-II, at least three (03) of the completed assignments relied upon shall relate to the supply of medical, rehabilitation, therapeutic, assistive or special education equipment. An

applicant relying solely on assignments for general information technology or office equipment shall not satisfy this requirement.

- For Lot-II, the applicant shall additionally demonstrate, by way of at least three (03) completed assignment, experience of the supply, installation, testing and commissioning of a grid-tied or hybrid solar photovoltaic system of not less than 25 KW capacity. An applicant not itself holding AEDB certification shall furnish the documented sub-contracting arrangement referred to at Clause 2 above, together with the AEDB certification of the proposed sub-contractor.
- For Lot-III, at least three (03) of the completed assignments relied upon shall relate to the recruitment or outsourcing of professional or technical personnel, and the applicant shall demonstrate prior experience of recruiting in the health, education, therapy or allied professional disciplines.

SECTION-V: SCOPE OF SUPPLY / SERVICES

The scope described below is indicative of the nature and range of goods and services required under each lot, and is derived from the approved PC-I of the project. The precise quantities, technical specifications, delivery schedules and locations shall be determined by the Procuring Agency at the bidding stage in accordance with the approved PC-I and the availability of funds.

All supplies and services under every lot are intended for a facility serving children with Autism Spectrum Disorder aged between eighteen (18) months and eighteen (18) years. Applicants are required to note that considerations of child safety, sensory sensitivity, accessibility and safeguarding apply across all three lots, and are reflected in the specific requirements stated against each lot below. Broader / detailed specification will be provided at RFQ stage.

LOT-I: SUPPLY, DELIVERY AND INSTALLATION OF FURNITURE, FIXTURES AND ALLIED FINISHING ITEMS

Objective

The objective of this lot is to prequalify suppliers and manufacturers capable of supplying, delivering and installing institutional and adaptive furniture and fixtures, together with the allied interior finishing items, required for the classrooms, therapy rooms, assessment rooms, library, offices, hostel areas and common areas of the Centre of Excellence for Autism at H-8/4, Islamabad. The lot comprises two parts, namely the furniture component provided at Annex-I of the approved PC-I, and those items of the market items component at Annex-II of the approved PC-I which are of an interior finishing and fixture character and have accordingly been allocated to this lot in the manner set out at Section-II, Clause 4.

Part-A: Furniture (Indicative Schedule)

The indicative furniture requirement comprises twelve (12) items totalling one thousand one hundred and thirty-two (1,132) units, of an indicative value of Rs. 42.817 million, as follows:

S. No.	Description of Item	Indicative Quantity	Unit
1	Wooden Partitions	30	Nos.
2	Adjustable Desks and Chairs	300	Nos.
3	Customised Wheelchairs	150	Nos.
4	Colourful Wooden Chairs	200	Nos.
5	Colourful Semicircular Tables	50	Nos.
6	Class Door Cupboards with Lock	50	Nos.
7	Steel and Plastic Baby Hollow Chairs (small)	160	Nos.
8	Library Glass Almirahs	06	Nos.
9	Teacher Chairs	46	Nos.
10	Officer Chairs	25	Nos.

S. No.	Description of Item	Indicative Quantity	Unit
11	Office Tables	35	Nos.
12	Visitor Chairs	80	Nos.
	Total (12 items)	1,132	Nos.

Part-B: Allied Finishing Items and Fixtures (Indicative Schedule)

The indicative requirement in respect of the allied finishing items and fixtures allocated to this lot comprises six (06) items, of an indicative value of Rs. 27.296 million, as follows:

S. No.	Description of Item	Indicative Quantity	Unit
1	Art work on walls, complete in all respects	5,600	Sft
2	PIF window roll-up blinds	5,600	Sft
3	Carpet tile flooring	3,200	Sft
4	Wooden flooring	4,600	Sft
5	Acrylic sheet pictures on walls	1,500	Nos.
6	Parking shed	6,400	Sft

Scope of Work - Part-A: Furniture

- Supply, delivery, assembly and installation of all furniture and fixtures at the project site at H-8/4, Islamabad, at the supplier's own cost and risk, in accordance with the approved samples, drawings and specifications.
- Manufacture or procurement of adaptive and customised furniture, including adjustable desks and chairs and customised wheelchairs, in accordance with the anthropometric and functional requirements of children with Autism Spectrum Disorder across the three age bands served by the Centre, namely 18 months to 4 years, 5 to 11 years and 12 to 18 years.
- Submission of prototypes or samples of each item for the approval of the Procuring Agency prior to bulk manufacture or supply, and manufacture strictly in conformity with the approved sample.
- Provision of fitting, adjustment and individual customisation services in respect of the customised wheelchairs, at the Centre, including the fitting of supports, harnesses and adjustment mechanisms appropriate to the individual requirements of the children concerned.
- Rectification or replacement, at the supplier's own cost, of any manufacturing, material or installation defect identified during the warranty period.

Scope of Work - Part-B: Allied Finishing Items and Fixtures

- Art work on walls, complete in all respects, comprising the design, preparation, surface treatment and execution of decorative and educational wall art over an indicative area of 5,600 square feet, using non-toxic and low-odour paints and media, in themes approved by the

Procuring Agency and appropriate to a sensory-sensitive environment for children with Autism Spectrum Disorder.

- ii. Supply and installation of PIF window roll-up blinds over an indicative area of 5,600 square feet, complete with brackets, mounting hardware, chains or cords and all allied accessories, and inclusive of measurement at site, fabrication to size, fixing and demonstration of operation. Blinds shall be of a cord-free or child-safe operating mechanism.
- iii. Supply and laying of carpet tile flooring over an indicative area of 3,200 square feet, complete with surface preparation, levelling screed where required, adhesive, laying, edge trims, skirting and finishing, and the removal of all cuttings and waste on completion.
- iv. Supply and laying of wooden flooring over an indicative area of 4,600 square feet, complete with sub-floor preparation, moisture barrier, underlay, laying, beading, skirting, sealing and polishing, and the removal of all cuttings and waste on completion.
- v. Supply and installation of acrylic sheet pictures on walls, indicatively 1,500 numbers, complete with printing or application of the approved artwork, protective edging, mounting hardware and fixing, the fixing to be by concealed or tamper-resistant means at heights approved by the Procuring Agency.
- vi. Construction and installation of a parking shed over an indicative area of 6,400 square feet, complete with the fabrication and erection of the steel structural framework, foundations and base plates, roofing sheets, gutters and rainwater disposal, anti-corrosive treatment and painting, and all allied works necessary to render the shed complete and fit for use.
- vii. Coordination with the construction contractor and the construction supervision consultant already engaged on the project, so as to sequence the finishing works with the progress and readiness of the civil works, and so as to avoid hindrance, duplication or damage to completed works.
- viii. Making good, at the supplier's own cost, of any damage caused to completed civil, electrical or plumbing works in the course of executing the works under this lot.
- ix. Removal and lawful disposal of all packing material, cuttings, surplus material and debris on completion of delivery and installation, and restoration of the site to a clean and usable condition.

Specific Requirements

- All furniture shall be manufactured from durable, seasoned and termite-treated materials suitable for intensive institutional use by children, and shall conform to the samples, drawings and specifications approved by the Procuring Agency.
- **Having regard to the sensory sensitivities and behavioural characteristics of children with Autism Spectrum Disorder, all furniture, fixtures and finishing items shall be free of sharp edges, corners, protruding fasteners and pinch points; shall be rounded or edge-banded at all exposed edges; shall be stable and resistant to tipping; and shall be of robust construction capable of withstanding impact.**
- **All paints, polishes, laminates, adhesives, sealants and finishes used in either part of this lot shall be non-toxic, lead-free and low in volatile organic compounds, and shall be certified as such. Strongly odorous materials shall not be used, and where a material**

with a residual odour is unavoidable, the supplier shall allow an adequate curing and ventilation period before the space is handed over.

- Flooring materials shall be anti-slip, of low acoustic reflectance, and free of high-contrast or strongly patterned designs liable to cause visual or sensory distress; the pattern and colour of all flooring shall be subject to the prior approval of the Procuring Agency.
- Window blinds shall be of a child-safe design, free of looped cords or chains accessible to children, in conformity with recognised child safety standards for window coverings.
- Upholstery and soft furnishings shall be of washable, stain-resistant and where practicable fire-retardant material.
- The parking shed shall be designed and erected to withstand the wind and snow loading applicable to Islamabad, and the supplier shall furnish structural design calculations and drawings, certified by a professional engineer registered with the Pakistan Engineering Council, for the approval of the Procuring Agency prior to fabrication.
- A minimum warranty of one (01) year against manufacturing and installation defects shall be provided in respect of all furniture, fixtures and finishing items, and of three (03) years in respect of the parking shed structure, unless a longer period is specified in the bidding documents.
- The supplier shall own, or have documented contractual access to, a furniture manufacturing or fabrication facility, and shall furnish evidence of the plant, machinery, tools and skilled manpower available.

LOT-II: SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF MACHINERY, EQUIPMENT AND SPECIALISED ASSISTIVE / THERAPEUTIC EQUIPMENT

Objective

The objective of this lot is to prequalify suppliers, manufacturers and authorised distributors capable of supplying, delivering, installing, commissioning and maintaining the machinery, equipment and specialised assistive, therapeutic and diagnostic equipment required for the Centre of Excellence for Autism at H-8/4, Islamabad, together with the allied electro-mechanical works allocated to this lot. The lot comprises two parts, namely the machinery and equipment component provided at Annex-III of the approved PC-I, being one hundred and twelve (112) items totalling one thousand nine hundred and thirty-one (1,931) units of an indicative value of Rs. 307.376 million; and those items of the market items component at Annex-II of the approved PC-I which are of an electro-mechanical character, being three (03) items of an indicative value of Rs. 22.380 million, allocated to this lot in the manner set out at Section-II, Clause 4. Details specification of the equipment will be finalized by the consultant. However tentative categories / list of equipment is as under:

Category 1: Smart Classroom, Information Technology and Audio-Visual Equipment

- i. Interactive touch smart boards of 87 inches or larger, complete with smart board software and mounting brackets; interactive whiteboards; and multimedia projectors.
- ii. Electronic tablet devices and electronic kiosks for interactive learning and information display.

- iii. Virtual reality systems and audio-visual training equipment for immersive and simulated learning environments.
- iv. Sound systems and public address equipment appropriate to sensory-sensitive environments.
- v. Computer systems, printers, servers, data storage and networking equipment for the administrative and academic operations of the Centre.
- vi. Closed-circuit television cameras, smart cameras for behavioural analysis, biometric attendance systems, emergency alarm systems and GPS-enabled child tracking bands.

Category 2: Assistive Technology and Communication Devices

- i. Augmentative and alternative communication (AAC) devices and communication applications for tablet devices.
- ii. Picture Exchange Communication System (PECS) sets and related visual communication materials.
- iii. Hearing aids and assistive listening devices.
- iv. Adaptive keyboards, adaptive mice and other adaptive computer input devices.
- v. Electric wheelchairs and powered mobility equipment.
- vi. Visual timers, timers, token economy boards and behavioural charts.

Category 3: Therapeutic, Sensory Integration and Behavioural Equipment

- i. Robotic and gamified therapy systems, being the principal specialised therapeutic installation of the Centre, complete with software, licensing, installation, commissioning, calibration and staff training.
- ii. Sensory and behaviour support systems, Tovertafel (magic table) interactive projection systems, and hug machines.
- iii. Sensory integration equipment including therapy balls, therapy swings, ball pits and pools, sand pit tables, water pits and tables, sensory mats, tactile stimulation devices, therapeutic listening systems, weighted blankets, weighted vests, body socks, crash pads and fidget tools.
- iv. Gross motor and physical development equipment including treadmills, elliptical exercise machines, monkey bars, jumpers, climbing trails, balance boards, trampolines, indoor slides, indoor tunnels, basketball equipment, therapy mats and yoga mats.
- v. Fine motor skill development equipment including fine motor skill kits, peg boards, threading bead sets, puzzle sets, shoe lacing boards and buttoning and unbuttoning boards.
- vi. Speech and language therapy equipment including speech therapy mirrors, oral motor exercise kits, language development games, sensory chew toys and large mirrors for therapy rooms.
- vii. Behavioural and cognitive assessment and intervention tools, video modelling equipment, cognitive development kits, educational toys, flash cards and reinforcement toys.
- viii. Therapy blue lighting systems for therapy rooms and sensory-regulated lighting installations.

Category 4: Daily Living Skills, Vocational Training and Ancillary Equipment

- i. Daily living skills kits, grooming kits for male and female students, tooth brushing kits, clothing and footwear sets for training purposes, and bed mattresses and pillows for training use.
- ii. Simulated living and vocational training environments including mock grocery store setups, cooking training sets and laundry training sets.
- iii. Kitchen equipment and bathroom equipment for training and facility use, shoe racks, soft boards, carpets, bean bags and dustbins.
- iv. Art and creative therapy materials including canvases of small and medium size, brush sets for oil, water and poster colours, colour palettes, thermopol sheets and pencil packs.
- v. Resource library setup, books on autism education, and newspapers and magazines.
- vi. Fire extinguishers, first aid kits and allied safety equipment.

Category 5: Medical and Diagnostic Equipment

- i. Portable medical assessment equipment for the Early Diagnostic and Assessment Unit, including blood pressure apparatus with stethoscope, height scales, oxygen flow meters, glucometers, pulse oximeters, ambu bags and allied diagnostic and emergency apparatus, complete in all respects.
- ii. Specialised assessment and screening equipment required for the early identification of Autism Spectrum Disorder and associated co-occurring conditions.

Category 6: Allied Electro-Mechanical Works

The following works, allocated to this lot from the market items component of the approved PC-I, are of an indicative value of Rs. 22.380 million. For the avoidance of doubt, these works do not form part of the scope of the civil works contract already awarded on the project.

- i. Supply, installation, testing and commissioning of a grid-tied or hybrid solar photovoltaic system of 70 KW capacity, indicatively one (01) number, complete in all respects with photovoltaic modules, inverters, mounting structures, DC and AC cabling, combiner boxes, protection and isolation devices, earthing and lightning protection, monitoring system, and all allied accessories necessary to render the system complete and operational.
- ii. Supply, installation, testing and commissioning of grid-tied or hybrid solar photovoltaic systems of 35 KW capacity, indicatively two (02) numbers, complete in all respects as described in the preceding item.
- iii. In respect of all solar photovoltaic systems, the obtaining of net-metering approval from the Islamabad Electric Supply Company where applicable, synchronisation with the existing electrical installation of the Centre, load testing, generation testing over a continuous period as specified in the bidding documents, and handing over in fully operational condition together with as-built drawings, system documentation and warranty certificates.
- iv. Execution of water boring works, indicatively two (02) numbers, complete in all respects, comprising site investigation and selection of the boring location, boring to the required depth, supply and installation of casing and screens, gravel packing, well development and flushing, disinfection, yield testing and water quality testing.

- v. In respect of the water boring works, the supply, installation, testing and commissioning of submersible or turbine pumps of the required capacity, together with the motor, control panel, starter, protection devices, rising main, delivery piping, valves, cabling and connection to the existing overhead or underground storage and distribution system of the Centre.
- vi. Submission of water quality test reports from a laboratory recognised by the Pakistan Council of Research in Water Resources or an equivalent competent authority, establishing the potability of the water in respect of each boring executed, prior to the handing over of the works.

Obligations of the Supplier

- i. Supply and delivery of all equipment at the project site at H-8/4, Islamabad, at the supplier's own cost and risk, in accordance with the specifications approved by the Procuring Agency.
- ii. Installation, configuration, commissioning, calibration and functional testing of all equipment requiring technical installation, and handing over in fully operational condition.
- iii. Provision of comprehensive training to the designated staff of the Centre in the operation, clinical or therapeutic application, routine maintenance and troubleshooting of the equipment supplied, particularly in respect of the robotic and gamified therapy systems, sensory integration equipment and diagnostic apparatus.
- iv. Provision of manufacturer warranty, operation and service manuals, licence certificates, calibration certificates and technical documentation in respect of each item supplied.
- v. Provision of after-sales service, technical support, preventive maintenance and the supply of genuine spare parts and consumables during and after the warranty period.
- vi. Replacement of defective items within the warranty period in accordance with the manufacturer's warranty terms, within the response and resolution times specified in the bidding documents.
- vii. Coordination with the construction contractor and the construction supervision consultant so as to sequence delivery, installation and commissioning with the readiness of the relevant spaces, and so as to avoid hindrance, duplication or damage to completed works.
- viii. Making good, at the supplier's own cost, of any damage caused to completed civil, electrical or plumbing works in the course of executing the works under this lot.
- ix. Removal and lawful disposal of all packing material, surplus material and debris on completion of installation, and restoration of the site to a clean and usable condition.

Specific Requirements

- All equipment supplied shall be brand new, unused, genuine, of the current production model, and procured through authorised distribution channels. Refurbished, reconditioned, grey-market or end-of-life products shall not be accepted.
- The supplier shall furnish a valid authorised dealership, distributorship or manufacturer authorisation certificate in respect of the principal categories of equipment offered.
- **Assistive, therapeutic and diagnostic equipment shall carry the applicable international safety and quality certifications, such as CE, FDA or equivalent, and medical devices**

shall be registered with the Drug Regulatory Authority of Pakistan where such registration is required by law.

- Having regard to the intended users, all equipment shall be free of sharp edges and pinch points, shall be constructed of non-toxic and lead-free materials, and shall be certified as safe for use by children. Equipment producing sudden loud sound or intense light shall be capable of adjustment or attenuation.
- The supplier shall demonstrate the availability of qualified biomedical or technical service personnel and of an after-sales service facility within Pakistan, and shall undertake to maintain the availability of spare parts for a minimum period of five (05) years.
- A minimum warranty of one (01) year shall be provided in respect of all equipment supplied, and of three (03) years in respect of the robotic and gamified therapy systems and other major specialised installations, unless a longer period is specified in the bidding documents.
- Software supplied with any equipment shall be licensed in the name of the Procuring Agency, and the supplier shall provide software updates and version upgrades during the warranty period without additional cost.
- **In respect of the allied electro-mechanical works at Category 6, the supplier shall hold valid registration with the Alternative Energy Development Board (AEDB) as a solar installer, or shall furnish a documented sub-contracting arrangement with an AEDB-certified installer together with that installer's valid certification. All solar photovoltaic modules and inverters shall be of makes and models appearing on the AEDB approved list, and shall carry the applicable international certifications.**
- Photovoltaic modules shall carry a manufacturer performance warranty of not less than twenty-five (25) years and a product warranty of not less than ten (10) years; inverters shall carry a warranty of not less than five (05) years; and the installation as a whole, including mounting structures, cabling and protection devices, shall carry a workmanship warranty of not less than two (02) years from the date of commissioning.
- The solar installations shall be executed in a manner that does not compromise the structural integrity or the waterproofing of the roof, and the supplier shall be responsible for making good and re-waterproofing any penetration made in the course of the works.
- The water boring works shall be executed in conformity with the applicable regulations of the Capital Development Authority and any other competent authority, and the supplier shall be responsible for obtaining all permissions required for the execution of the boring.
- Where the water quality test in respect of any boring establishes that the water is not potable, the supplier shall, at the direction of the Procuring Agency and at rates to be agreed, install appropriate treatment or filtration, or shall execute the boring afresh at an alternative location at its own cost where the failure is attributable to defective execution or to inadequate site investigation.
- All works under Category 6 shall be executed by qualified and, where required by law, licensed personnel, and the supplier shall observe all applicable safety requirements, particularly in respect of work at height and work on live electrical installations, having regard to the presence of children on the premises.

LOT-III: HUMAN RESOURCE RECRUITMENT AND OUTSOURCING SERVICES FOR PROJECT STAFF

Objective

The objective of this lot is to prequalify recruitment and human resource service firms capable of undertaking the sourcing, screening, recruitment, deployment and payroll administration of the project staff required for the Centre of Excellence for Autism at H-8/4, Islamabad. The indicative requirement under the approved PC-I comprises forty-one (41) positions across nineteen (19) categories, engaged on a project basis for the project period.

Indicative Staffing Schedule

The positions to be recruited, as provided in the approved PC-I, are as follows. Details job specification and Job description will be finalized. The Procuring Agency reserves the right to vary the number of positions and the categories at the bidding stage in accordance with the approved PC-I and the requirements of the project.

S. No.	Position	No. of Posts	Project Pay Scale (PPS)
1	Project Director	01	PPS-9
2	Pediatrician	01	PPS-8
3	Research Officer	02	PPS-7
4	Medical Officer	01	PPS-7
5	Social Case Worker	01	PPS-7
6	IT / MIS Expert	02	PPS-7
7	Speech Therapist	02	PPS-7
8	Senior Teacher	03	PPS-7
9	Staff Nurse	02	PPS-6
10	Junior Teacher	03	PPS-5
11	Vocational Teacher	01	PPS-5
12	Assistant	01	PPS-5
13	Upper Division Clerk (UDC)	01	PPS-4
14	Senior Account Clerk	01	PPS-4
15	Lower Division Clerk (LDC)	02	PPS-4
16	Driver	07	PPS-1
17	Naib Qasid	04	PPS-1
18	Security Guard	04	PPS-1

S. No.	Position	No. of Posts	Project Pay Scale (PPS)
19	Sweeper	02	PPS-1
	Total (19 categories)	41	

Scope of Services

- i. Development, in consultation with the Procuring Agency, of position-wise job descriptions, person specifications and terms of reference, consistent with the qualification, experience and age criteria prescribed in the approved PC-I.
- ii. Advertisement of the positions through national print media and appropriate digital and professional channels, and management of the resulting applications.
- iii. Receipt, registration, sorting and preliminary screening of applications against the prescribed eligibility criteria, and preparation of long-lists and short-lists for the consideration of the Procuring Agency.
- iv. Administration of written tests, skills assessments and psychometric or aptitude testing where required, and coordination of interviews before the selection committee constituted by the Procuring Agency.
- v. Verification of academic credentials, professional qualifications, registrations with the relevant regulatory councils, previous employment records and character references of the recommended candidates.
- vi. Arrangement of pre-employment medical examination and of police verification or character antecedent verification in respect of every candidate proposed for deployment.
- vii. Arrangement of child protection screening in respect of every candidate proposed for deployment, all such personnel being required to work in direct contact with children with disabilities.
- viii. Issuance of offers of engagement, execution of contracts of service, and deployment of the selected personnel at the Centre within the timelines agreed with the Procuring Agency.
- ix. Administration of payroll, including the timely disbursement of monthly remuneration, deduction and deposit of income tax, and registration and contribution in respect of EOBI and the relevant Social Security institution.
- x. Maintenance of attendance, leave and personnel records, and submission of periodical reports to the Procuring Agency.
- xi. Replacement, within the period specified in the contract, of any deployed person who resigns, is found unsuitable, or whose services are dispensed with by the Procuring Agency, at no additional cost to the Procuring Agency.
- xii. Management of disciplinary matters, grievance handling and separation formalities in respect of the deployed personnel, in coordination with the Procuring Agency.
- xiii. Maintenance of a complete and auditable record of the recruitment process in respect of each position, and the production of that record for inspection by the Procuring Agency, its internal auditors, the Auditor General of Pakistan or any other competent authority.

Specific Requirements

- The firm shall be registered or licensed as a recruitment, manpower or human resource services firm with the competent authority, and shall be registered with EOBI and with the relevant Social Security institution.
- **Every person deployed shall be subject to police verification and to child protection screening, and shall be required to give an undertaking to observe the child protection and safeguarding policy of the Procuring Agency. No person against whom any adverse finding relating to the safety or welfare of children exists shall be deployed under any circumstances.**
- The firm shall demonstrate prior experience of recruiting in the health, education, therapy or allied professional disciplines, and shall demonstrate the capacity to source specialised cadres including pediatricians, medical officers, speech therapists, staff nurses and special education teachers.
- The recruitment process shall be transparent, merit-based and non-discriminatory, and shall comply with the prescribed quotas and with the reservation of posts for persons with disabilities under the applicable law and policy of the Government of Pakistan.
- The remuneration payable to every deployed person shall not be less than the project pay package approved in the PC-I for the position concerned, and the firm shall not make any deduction from that remuneration on account of its own service charges or fees.
- The firm shall furnish, with every monthly invoice, documentary evidence of the disbursement of remuneration and of the deposit of statutory contributions in respect of each deployed person.
- **The engagement of the personnel shall be on a project basis and shall be co-terminus with the project. No deployed person shall acquire any right to regularisation or to absorption in the Procuring Agency or in the Ministry of Federal Education & Professional Training by reason of such deployment.**
- The firm shall maintain the confidentiality of all personal data of applicants and deployed personnel, and of all information relating to the children served by the Centre.

ANNEXURE-A: APPLICANT'S DECLARATION

(To be submitted on the official letterhead of the applicant firm)

Dated: _____

Project Director

CoE, Autism

Subject: APPLICATION FOR PREQUALIFICATION - CENTRE OF EXCELLENCE FOR AUTISM AT H-8/4, ISLAMABAD

I, the undersigned, being duly authorized to represent and act on behalf of M/s _____ (hereinafter referred to as "the Firm"), hereby declare and confirm as follows:

1. That I am duly authorized to sign and submit this application for prequalification on behalf of the Firm, and that written evidence of such authorization is enclosed herewith.
2. That the Firm hereby applies for prequalification in respect of the following lot(s):

3. That all information and documents furnished in this application are current, true and correct in all respects, and that the Firm accepts full responsibility for the accuracy thereof.
4. That the Firm has examined the Prequalification Document in its entirety, including any addendum issued thereto, and has no reservation whatsoever in respect thereof.
5. That this application contains all the information and documentation prescribed in the Prequalification Document.
6. That the Firm undertakes to abide by all applicable rules, regulations and instructions of the Government of Pakistan, including the Public Procurement Rules, 2004 (as amended from time to time).
7. That the Firm is not blacklisted or debarred by any Federal or Provincial Government department, by any public sector procuring agency, by the Public Procurement Regulatory Authority, or by any international organization, and that no proceedings for blacklisting or debarment are pending against it.
8. That the Firm is not bankrupt or insolvent, and that no legal proceedings are pending against it which may adversely affect its capacity to perform.
9. That the Firm has not, directly or through any agent, engaged in any corrupt, fraudulent, collusive, coercive or obstructive practice in connection with this prequalification.
10. That the Firm is not the construction contractor or the construction supervision consultant engaged on the project, and is not an affiliate of either, and that no conflict of interest exists in respect of its participation.

11. That the Firm is aware that the goods and services procured under this project are intended for children with Autism Spectrum Disorder, and undertakes to observe the child safety, accessibility and safeguarding requirements specified in the Prequalification Document.
12. That the Firm undertakes to notify the Procuring Agency forthwith of any change in the information furnished in this application, including any change in its registration, authorization or dealership status.
13. That the Firm acknowledges that the furnishing of any false or misleading information shall render its application liable to rejection and shall expose it to blacklisting proceedings under Rule 19 of the Public Procurement Rules, 2004.

Signature of the Authorized Representative: _____

Name in full: _____

Designation / Capacity: _____

Name of the Firm: _____

Official Stamp of the Firm:

ANNEXURE-B: PROFILE AND GENERAL INFORMATION OF THE FIRM

S. No.	Particulars	Details to be furnished by the Applicant
1	Registered Name of the Firm	
2	Legal Status (Sole Proprietorship / Partnership / Private Limited / Public Limited / Joint Venture)	
3	Registration Number and Date of Registration	
4	Registering Authority (SECP / Registrar of Firms / other)	
5	Year of Establishment	
6	Registered Address	
7	Address of Office at Islamabad / Rawalpindi (if any)	
8	Mailing Address (if different)	
9	Telephone Number(s)	
10	Mobile Number of Focal Person	
11	E-mail Address	
12	Website Address	
13	Name of the Authorized Contact Person	
14	Designation of the Authorized Contact Person	
15	National Tax Number (NTN)	
16	Sales Tax Registration Number (STRN)	
17	Active Taxpayer List (ATL) Status and Date of Verification	
18	Bank Name, Branch and Account Number	
19	Number of Technical / Professional Personnel	
20	Lot(s) applied for	

Signature and Stamp of the Authorized Representative: _____

ANNEXURE-C: MANDATORY / ELIGIBILITY CRITERIA (PASS-FAIL)

The following criteria are mandatory and apply to all lots. These shall be read together with the lot-specific mandatory requirements at Section-IV, Clause 2. An application that fails to comply with any one of the criteria set out below or at Section-IV, or that is not supported by the documentary evidence specified, shall be rejected as non-responsive and shall not be evaluated further under Annexure-D.

S. No.	Criterion	Requirement	Documentary Evidence Required
1	Legal Registration	The applicant shall furnish documentary proof of registration of the firm under the applicable laws of Pakistan.	Certificate of Incorporation issued by the SECP, or certificate of registration issued by the Registrar of Firms, or registered partnership deed, as applicable.
2	National Tax Number	The applicant shall hold a valid National Tax Number and shall appear on the Active Taxpayer List of the Federal Board of Revenue.	Copy of the NTN certificate and a printout of the FBR Active Taxpayer List status,
3	Sales Tax Registration	The applicant shall hold a valid Sales Tax registration, where applicable to the goods or services covered by the lot applied for.	Copy of the Sales Tax Registration Certificate, or a written justification where sales tax registration is not applicable.
4	Minimum Experience	The applicant shall have a minimum of five (05) years of relevant experience in the discipline of the lot applied for, reckoned from the date of registration of the firm.	Registration certificate establishing the date of establishment, together with the experience record at Annexure-E.
5	Relevant Completed Assignments	The applicant shall furnish evidence of at least three (03) completed assignments relevant to each lot applied for, each of a value not less than the minimum single assignment value specified at Section-IV, Clause 2, and executed for a public sector organization or a reputable institution.	Copies of the work orders or supply orders, together with the corresponding completion or satisfactory performance certificates issued by the client.
6	Specialised Experience	The applicant shall satisfy the specialised experience	Work order and completion certificate in respect of the

S. No.	Criterion	Requirement	Documentary Evidence Required
		requirement prescribed for the lot applied for at Section-IV, Clause 3.	specialised assignment relied upon, clearly identifying the nature of the goods supplied or services rendered.
7	Financial Soundness	The applicant shall demonstrate an average annual turnover, over the last three (03) financial years, of not less than the threshold specified for the lot applied for at Section-IV, Clause 2.	Audited financial statements for the last three financial years, or income tax returns for the last three financial years, together with a bank certificate or bank statement.
08	Company Profile	The applicant shall furnish a company profile setting out its organizational structure, core business activities and relevant experience, not exceeding three (03) pages.	Company profile on the letterhead of the firm.
09	Affidavit of Non-Blacklisting and Non-Conflict	The applicant shall furnish an affidavit (stamp paper) confirming that the firm is not blacklisted or debarred by any public sector organization, government department, the PPRA or any international organization; that it is not involved in any litigation affecting its eligibility; that it is not the construction contractor or construction supervision consultant for the project nor an affiliate of either; and that all information furnished is true and correct.	Affidavit on non-judicial stamp paper of appropriate value, duly attested by an Oath Commissioner.
10	Bid Security	The applicant shall furnish the bid security of Rs.500,00/- and must submit it in original before closing time..	Original Bank Draft, Pay Order or Call Deposit Receipt delivered in hard copy,
11	Signed Application	The application, together with all annexures and supporting documents, shall be signed and stamped on every page by a duly	Power of attorney or board resolution authorizing the signatory.

S. No.	Criterion	Requirement	Documentary Evidence Required
		authorized representative of the applicant.	

ANNEXURE-D: TECHNICAL EVALUATION CRITERIA (MARKS-BASED)

Applications found compliant with the mandatory criteria at Annexure-C and at Section-IV shall be evaluated against the following criteria, which carry a total of one hundred (100) marks. Evaluation shall be carried out separately in respect of each lot applied for. An applicant securing seventy (70) or more marks in respect of a lot shall be declared prequalified for that lot.

S. No.	Evaluation Parameter and Basis of Marking	Marks Allocated	Marks Obtained
1	Firm Profile and Years of Relevant Experience Basis of marking: 02 marks for each completed year of relevant business experience beyond the mandatory minimum of five (05) years, subject to a maximum of 10 marks. Evidence required: certificate of registration or incorporation establishing the date of establishment, read with the experience record at Annexure-E. Note: a minimum of five (05) years of relevant experience is mandatory under Annexure-C and carries no marks.	10	
2	Financial Strength of the Firm Basis of marking, on average annual turnover of the last three (03) financial years, assessed as a multiple of the minimum turnover threshold prescribed for the lot at Section-IV, Clause 2: At the prescribed threshold and up to 1.5 times - 08 marks Above 1.5 times and up to 2.0 times - 12 marks Above 2.0 times and up to 3.0 times - 16 marks Above 3.0 times - 20 marks Evidence required: audited financial statements or income tax returns showing Avg. Annual Turn over for the last three financial years	20	
3	Relevant Completed Assignments Basis of marking: 06 marks for each completed assignment relevant to the lot applied for, of a value not less than the minimum single assignment value prescribed at Section-IV, Clause 2, subject to a maximum of 24 marks (four assignments). Evidence required: copy of the work order or supply order together with the corresponding completion or satisfactory performance certificate. No marks shall be awarded where the completion or performance certificate is not furnished.	24	

S. No.	Evaluation Parameter and Basis of Marking	Marks Allocated	Marks Obtained
4	Specialised Experience relevant to Special Education, Rehabilitation or Healthcare Basis of marking: 08 marks for each completed assignment executed for a special education institution, autism or rehabilitation centre, hospital or healthcare institution, being an assignment of the nature described at Section-IV, Clause 3, subject to a maximum of 16 marks (two assignments). Evidence required: work order and completion certificate clearly identifying the nature of the institution served and of the goods supplied or services rendered. Note: the single specialised assignment required under Annexure-C is mandatory and shall also be counted for marks under this parameter.	16	
5	Relevant Assignments in Hand / Ongoing Basis of marking: 05 marks for each ongoing assignment relevant to the lot applied for, subject to a maximum of 10 marks (two assignments). Evidence required: copy of the work order, supply order or purchase order. No marks shall be awarded where the work order is not furnished.	10	
6	Technical and Professional Capacity Basis of marking, on the key technical and professional personnel employed by the firm, supported by curricula vitae, evidence of qualification and evidence of employment: For Lot-I: production manager or design engineer, quality control staff, installation supervisors and skilled carpentry manpower. For Lot-II: biomedical or service engineers, product specialists and trained installation and commissioning personnel. For Lot-III: human resource professionals, recruitment specialists and payroll administration staff. Marking: 10 marks where the full complement of key personnel is evidenced; 06 marks where substantially evidenced; 03 marks where partially evidenced; nil where not evidenced.	10	
7	Infrastructure, Facilities and After-Sales Capability	10	

S. No.	Evaluation Parameter and Basis of Marking	Marks Allocated	Marks Obtained
	Basis of marking, on the facilities owned or contractually available to the firm, supported by ownership or lease documents and photographic evidence: For Lot-I: manufacturing or fabrication facility, plant and machinery, and finishing and storage capacity. For Lot-II: after-sales service facility within Pakistan, calibration and testing capability, and spare parts inventory arrangements. For Lot-III: office infrastructure, applicant tracking or human resource management information system, and payroll processing capability. Marking: 10 marks where fully evidenced and owned; 06 marks where contractually available; 03 marks where partially evidenced; nil where not evidenced.		
8	Number of Clients with Relevant Working Experience Basis of marking, on the number of distinct public sector organizations or reputable private sector institutions for which relevant assignments have been executed during the last five (05) years: Ten (10) clients and above - 10 marks Five (05) to nine (09) clients - 07 marks One (01) to four (04) clients - 04 marks Evidence required: client-wise list at Annexure-E supported by work orders or contracts.	10	
	Total	100	
	Qualifying Marks	70	

Notes:

- Marks shall be awarded solely on the basis of the documentary evidence furnished with the application. Evidence produced after the deadline for submission shall not be taken into account, except where furnished in response to a request for clarification under Clause 17 of Section-III.
- Only assignments relevant to the lot under evaluation shall be considered. An assignment relevant to one lot shall not be counted towards the marks of another lot.
- Where an assignment has been executed by a joint venture, the marks shall be awarded in proportion to the participation of the applicant in that joint venture.
- Evaluation parameters 6 and 7 shall be assessed by reference to the lot applied for, and the criteria applicable to that lot alone shall be applied.

ANNEXURE-E: STATEMENT OF RELEVANT EXPERIENCE

A separate statement shall be furnished in respect of each lot applied for. Each entry shall be supported by a copy of the work order or supply order and, in the case of completed assignments, by the corresponding completion or satisfactory performance certificate.

Lot applied for: _____

Part-1: Completed Assignments (Evaluation Parameter 3 of Annexure-D)

S. No.	Name and Address of Client	Nature / Description of Assignment	Contract Value (Rs.)	Date of Commencement	Date of Completion	Reference of Completion Certificate (Page No.)
1						
2						
3						
4						
5						

Part-2: Specialised Assignments in Special Education, Rehabilitation or Healthcare (Evaluation Parameter 4 of Annexure-D)

S. No.	Name and Address of Institution	Nature of Institution and of Assignment	Contract Value (Rs.)	Date of Commencement	Date of Completion	Reference of Completion Certificate (Page No.)
1						
2						
3						

Part-3: Assignments in Hand / Ongoing (Evaluation Parameter 5 of Annexure-D)

S. No.	Name and Address of Client	Nature / Description of Assignment	Contract Value (Rs.)	Date of Commencement	Expected Date of Completion	Reference of Work Order (Page No.)
1						
2						

S. No.	Name and Address of Client	Nature / Description of Assignment	Contract Value (Rs.)	Date of Commencement	Expected Date of Completion	Reference of Work Order (Page No.)
3						

Part-4: Key Technical and Professional Personnel (Evaluation Parameter 6 of Annexure-D)

S. No.	Name of Personnel	Designation / Role	Qualification	Years with the Firm
1				
2				
3				
4				
5				
6				

Part-5: List of Clients (Evaluation Parameter 8 of Annexure-D)

S. No.	Name of Client Organization	Sector (Public / Private)	Period of Association
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Signature and Stamp of the Authorized Representative: _____

ANNEXURE-F: LOT APPLICATION FORM

The applicant shall indicate below each lot in respect of which prequalification is sought, and shall confirm the furnishing of the bid security for each such lot. A separate set of supporting documents shall be submitted in respect of each lot.

Name of the Firm: _____

Lot No.	Description of Lot	Bid Security Required (Rs.)	Applied for (Yes / No)	Bid Security Instrument No. and Date
Lot-I	Supply, Delivery and Installation of Furniture, Fixtures and Allied Finishing Items	500,000		
Lot-II	Supply, Delivery, Installation and Commissioning of Machinery, Equipment, Specialised Assistive / Therapeutic Equipment and Allied Electro-Mechanical Works	500,000		
Lot-III	Human Resource Recruitment and Outsourcing Services for Project Staff	500,000		

Total number of lots applied for: _____

Total amount of bid security furnished (Rs.): _____

Signature and Stamp of the Authorized Representative: _____

Name and Designation: _____

Date: _____