Pakistan High Commission
Kuala Lumpur

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Instructions for Bidding, Bid Opening and Evaluation

1. **Basic Qualification of the Bidder:**

To qualify for submission of the bid, the company /contractor shall meet the following minimum qualifying criteria :

i. The company/ contractor should hold the necessary legal license/authorizations required by local authorities in Malaysia to undertake/execute construction work/supply the equipment/material as mentioned in the scope of work.

ii. The company/ contractor /vendor must have a registered office in Malaysia.

iii. Must have a local bank account to receive payments.

In case any essential document is missing from the above list the Bid will be rejected/deemed nonresponsive and not considered further.

2. **Submission of Technical Bid:**

The bidder should submit following documents as part of technical bid:

- Copy of registration /license issued by local authorities.
- Proof of Company's Bank Account in Malaysia
- Details of previous projects completed.
- Details of current/ ongoing/ future projects.
- Information on financial and legal soundness of company.

3. **Submission of Financial Bid:**

The bidder should mention total cost of work in its financial bid.

4. **Bidding Procedure:**

High Commission will follow bidding procedures as prescribed under Pakistan's Public Procurement Rules 2026 (PPR 2026).

"Single Stage One Envelope Procedure" will be followed.

Bidder will submit Technical and Financial in one sealed envelope.

Bidders shall submit sealed envelope of Bid before the given date and time.

As a first step, the Bidder's documentation shall be verified against the minimum eligibility criteria.

Upon clearing the minimum eligibility criteria, the qualified Bidders will undergo the Technical and Financial Evaluation according to the Bid Evaluation Criteria (Annex B).

Upon completion of the above stages, the contract shall be awarded to the Lowest Evaluated Bidder.

Each and every page of the Tender document must be signed and sealed by the Bidder.

4. **Preparation and Sealing of Bid:**

Envelope of sealed bid should be addressed to the Head of Chancery, High Commission of Pakistan, 132 Jalan Ampang, 50450, Kuala Lumpur.

The bids envelope should be marked a clear note "Bid Documents NOT to be opened" before the specified time and date. If the envelope is not sealed and marked as above, the High Commission bear no responsibility for the misplacement or premature opening of the bid.

Any Bid received after the deadline i.e. **03 December 2026** given in tender notice will not be considered.

5. **Validity of the Bid:**

The prices quoted in the bids shall remain valid for a period of sixty (60) calendar days counted from the date of submission of the bids.

6. **Language of the Bid:**

All documents relating to the Bid and contract shall be in the English Language.

7. **Opening of Bids:**

Only the Technical bids will be opened initially on **03 December 2020 at 1300 Hrs** in the Committee Room, High Commission of Pakistan, 132 Jalan Ampang, 50450, Kuala Lumpur.

No Tender documents shall be issued on the date fixed for opening of tender.

10. **Process to be confidential:**

Information relating to the examination, clarification, evaluation and comparison of bids and recommendation for the contract award shall not be disclosed until the award to the successful bidder has been announced.

11. **Evaluation and Comparison of Bids:**

The High Commission will award the contract to the Company/Contractor whose bid have been determined to be most suitable and offered the Lowest Evaluated Bids or Best Value for Money.

The Evaluation of bids will be carried out according to given criteria.

12. **Mission's right to accept any bid and to reject any or all bids:**

The High Commission reserves the right to accept or reject any bid, and to cancel the process and reject all bids at any time prior to the award of the contract, without having any liability to the bidders or any obligation to inform the bidders of the reasons of its action.

13. **Mission's right to enhance or decrease the scope of actual renovation, and repair:**

The High Commission reserves the right to enhance or decrease the scope of the actual repair, renovation work to be carried out at the premises of Chancery Building, and Mission's Residence, up until the award of the final contract to the Contractor and also subsequently based on the terms of the Contract.

14. **Notification of award and signing of Contract:**

Results of evaluation would be known in a reasonable time, bidders would not approach the High Commission after opening of bids until the finalization of award.
The company/ contractor whose bid has been accepted would be notified of the award by the High Commission by a written Work Order.
The successful Bidder will sign a Contract within 7 days of issuance of Work Order, unless there is a delay on part of the High Commission, which would be notified to the said bidder in writing or by email.

There would be no liability or obligation on the High Commission, solely from the Work Order Letter, until the formal contract is signed between High Commission and the successful bidder.

The written notification of award will not constitute the formation of the contract if the two parties are unable to reach agreement on the terms of the contract.

If no such agreement can be reached within 14 days, unless mutually agreed to between the High Commission and the successful bidder in writing, the High Commission would be free to offer the award to the next Lowest Evaluated Bidder, from the original bid.

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Technical Evaluation Criteria:

Evaluation would only be done for Contractor/Company which cleared the Minimum Eligibility criteria

Category	Description	Points
Contractor/Company Profile Evaluation	a) Duration of registration / incorporation of business with local authorities Over five years = 25 Points, Between 1 and 5 years = 10-20 Points less than one year = 1 -10 Points.	
Experience and expertise	a) Projects successfully completed with documentary proof More than ten = 25 points Five to Ten = 10-20 points (2 points for each) One to Five = 2- 10 points (2 points for each) b) Average value of renovation projects completed in last 05 years Over RM 500,000 = 25 Points, Between RM 100,000-500000 = 10-15 Points Between RM 10,000 and 100,000 = 1- 10 Points c) Number of successfully completed Project with High Commission /Embassies More than five = 25 Points Three or five projects = 12- 20 Points (4 points for each) One to Three project = 4 - 12 Points (4 points for each)	

Financial Evaluation Criteria

- The Financial Evaluation Criteria would assign Financial Evaluation Points to the bids which have qualified the technical bid.

- Financial Evaluation Points will be assigned according to the following formula:

  Financial Evaluation Points = (Lowest financial bid submitted / quoted bid) x 100

  Note: Financial Bid Submitted is the "Total (full and final) cost of the work".

Final Evaluation

- The Final evaluation would be carried out on the basis of the Technical Evaluation + Financial Evaluation, in accordance with the following weighted Points:

  Technical Evaluation Weight-age =50%

  Financial Evaluation Weight-age =50%

  Final Evaluation Points = Technical Evaluation Points + Financial Evaluation Points

- The highest scorer in the final evaluation Bid will be awarded the contract.

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