Standard Bidding Document

Hiring of Professional Creative Agency for Production of High Quality Short Videos on Mental Health of Potential and Return Migrants (Non-Consultancy Services)

National

Single Stage-Two Envelope

CORRIGENDUM # 1	CORR-P81967-001
Initiation Date	September 21, 2026

September 21, 2026

Director (NIP),-
National Institute of Psychology (NIP), Centre of Excellence, Quaid-i-Azam University, Islamabad
Phone: +92-519-064-4047, Email: nip@nip.edu.pk

Table of Contents

PROCUREMENT NOTICE 1

Instructions to Bidders 3

Bid Data Sheet 24

Bids Data Sheet (BDS) 25

Eligibility Criteria 30

Evaluation Criteria 32

Required Services 34

Related Services : 35

Services Specifications 36

Scope of Work 38

Price Schedule 70

General Conditions of Contract 43

Special Conditions of Contract 53

Bid Securing Declaration 59

Contract Form 61

Integrity Pact 64

Performance Guarantee Form 66

Annexure 69

TOR 70

Background and Context 70

FINANCIAL EVALUATION CRITERIA 70

PRICE SCHEDULE 70

CORRIGENDUM 70

Procurement Forms 71

Contractor's Key Personnel Representative and Their Schedules 1

Past Experience and Completed Contracts 1

Historical Contract Non-Performance, and Pending Litigation and Litigation History 1

Current Contracts and Their Progress 1

Financial Capacity and Net Worth Evaluation Form 1

Additional Forms and Documents 75

PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Director (NIP)** has reserved Funds for the procurement planned for FY **2026-27**. The **Director (NIP)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Hiring of Professional Creative Agency for Production of High Quality Short Videos on Mental Health of Potential and Return Migrants**" with the reference of **"P81967"**

2. The **Director (NIP)** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.

3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)**Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).

4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order, Banker's Cheque** or Bid Securing Declaration on the prescribed format described.

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://epads.gov.pk/opportunities/federal/procurements/81967**.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Monday, September 28, 2026 10:00 AM**. E-bids will be opened on the same day at **Monday, September 28, 2026 11:00 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0,** may register themselves on **https://vendors.epads.gov.pk/**. A tutorial to explain the registration process is available at **https://www.youtube.com/watch?v=MNW6T38v7tc**

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (**www.ppra.org.pk**).

Director (NIP), -
National Institute of Psychology (NIP), Centre of Excellence, Quaid-i-Azam University, Islamabad
+92-519-064-4047
nip@nip.edu.pk

Instructions to Bidders

A. Introduction

1. **Scope of Bids**

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-Two Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. **Source of Funds**

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

3. **Fraudualent & Corrupt Practices**

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. **Eligible Bidders**

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severely liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

5. **Qualification of the Bidder**

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

6. **Contents of Standard Bidding Document**

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued by the Procuring Agency include:

Section I -Invitation to Bid
Section II Instructions to Bidders (ITB)
Section III Bid Data Sheet (BDS)
Section IV Eligible Countries
Section V Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.
Section VI Bidding Forms
Section VII Fraudaulent & Corrupt Practices
Section VIII – Material & Non-material deviation
Section IX General Conditions of Contract (GCC)
Section X Special Conditions of Contract (SCC)
Section XI Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider’s risk and may result in the rejection of his bids.

7. **Clarifications**

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 1.1.**

7.4. If indicated **in the BDS**, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum.

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.
No change in the prices or substance of the bid shall be sought, offered, or permitted.
The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

7.6.1. evaluation & qualification criteria;

7.6.2. required scope of work or specifications;

7.6.3. all securities requirements;

7.6.4. tax requirements;

7.6.5. terms and conditions of bidding documents; and

7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

8. **Amendment of Bidding documents**

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

9.1.2. Documentary evidence established in accordance with BDS that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with BDS that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

10. **Documents Establishing Eligibility of the Services and Conformity to bidding documents**

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

11. **Documents Establishing Eligibility and Qualification of the Bidder**

11.1. Pursuant to BDS, the bidder shall furnish, as part of itsbid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. **Form of Bid**

12.1. **The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.**

13. **Bids Prices**

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

14. **Price Adjustment**

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

14.3. **Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.**

15. **Bids Currencies**

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. **Bid Validity Period**

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

17. **Bid Security or Bid Securing Declaration**

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

17.6. **The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.**

18. **Alternative Bids by Bidders**

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

19. **Withdrawal, Substitution, and Modification of Bids**

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. **Format and Signing of Bids**

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through

EPADS v2.0.

20.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

D. Submission of Bids

21. **Submission of Bids through EPADS v2.0 before Dead deadline**

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

22. **Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee**

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004,
The Procuring Agencyis required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids inaccordance with the evaluation criteria, terms and conditions given in the bidding documents.

23. **Opening of Bids**

23.1. The Bid Evaluation Committee of the Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who

choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

23.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

23.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline**.**

23.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

24. **Confidentiality**

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

24.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

25. **Preliminary Examination of Bids**

25.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

25.1.1. meets the eligibility criteria defined in **BDS**;

25.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

25.1.3. is accompanied by the required securities; and

25.1.4. is substantially responsive to the requirements of the bidding document.

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

25.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

26. **Examination of Terms and Conditions, Technical Evaluation**

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS,** to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed inthe bidding document have been met without material deviation or reservation.

26.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with BDS**,** it shall reject the bids.

27. **Correction of Errors**

27.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

27.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

27.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

27.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

27.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed.

28. **Conversion to Single Currency**

28.1. As per Rule 30 of Public Procurement Rules, 2004.

29. **Evaluation of Bids**

29.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive.

29.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

29.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6;**

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

29.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS.**

30. **Determination of Most Advantageous Bids**

30.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

31. **Abnormally Low Financial Bids**

31.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency –

31.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

31.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

32. **Rejection of Bids**

32.1. As per Rule 33 of the Public Procurement Rules, 2004

33. **Single Responsive Bid**

33.1. The procuring agency may consider single responsive bid subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

34. **Arbitration**

34.1. As per Rule 49 of Public Procurement Rules, 2004.

F. Award of Contract

43. **Criteria of Award**

43.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous Bid.

44. **Procuring Agency's Right to reject All Bids**

44.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

44.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

45. **Notification of Award**

45.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

45.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

45.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

46. **Signing of Contract**

46.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

47. **Performance Guarantee**

47.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS**

and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

48. **Corrupt & Fraudulent Practices**

48.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

53. **Constitution of Grievance Redressal**

53.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.

54. **GRC Procedure**

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

H. Blacklisting/ Debarment

55. **Procedure for Blacklisting/Debarment**

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number
ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

Name of Procuring Agency: **Director (NIP)**

The subject of procurement is: **Hiring of Professional Creative Agency for Production of High Quality Short Videos on Mental Health of Potential and Return Migrants**

Expected commencement date: **Thursday, October 22, 2026**

BDS Clause Number 2

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P81967**

BDS Clause Number 3

JV/Consortium or Association Allowed: **No**
Number of JV/Consortium Members: **Nil**

B. Bidding Documents

BDS Clause Number 4

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Thursday, September 24, 2026

Pre-Bid Meeting: Monday, September 21, 2026 10:00 AM
Venue: Online Meeting
Meeting Link: https://teams.microsoft.com/meet/433469632570600?p=5U6l535Nu9cUw3ZZBc

BDS Clause Number 5

Any addendum, in case issued, shall be published on **Director (NIP)** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid:

1. Company/Firm Profile and relevant portfolio of previous video production work.

2. Valid NTN certificate and applicable Sales Tax registration certificate, along with evidence of active/operative tax status.

3. Valid business registration/constitution documents, as applicable (SECP, Registrar of Firms, FBR or other relevant authority).

4. Declaration/undertaking confirming that the bidder is a single legal entity and is not submitting the bid as a consortium or joint venture.

5. Documentary evidence demonstrating at least three (03) years of experience in video production services, including relevant contracts, purchase/work orders or client testimonials.

6. Documentary evidence of at least one similar video developed for a National and an international audience during the last three (03) years, including contract, purchase/work order, client testimonial or invoice, as applicable.

7. CVs/profiles of the proposed project team, including Creative Director/Producer, Director of Photography, Scriptwriter, Editor and Motion Graphics Specialist, as applicable.

8. Proposed methodology and work plan describing the approach to scripting, story development, pre-production, filming, editing, post-production and

delivery.

9. Proposed production timeline with milestones for scripting, filming, editing and final delivery.

10. Undertaking on the bidder's letterhead regarding contract non-performance during the last three (03) years.

11. Technical Proposal and Financial Proposal in accordance with the Single Stage–Two Envelope procedure.

12. Any other forms, declarations or documents specifically required under the tender document and applicable PPRA requirements.

13. Possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, and managerial capability, experience, and reputation necessary to complete the procurement contract

BDS Clause Number 7

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8

Services and Their related documents:
See section Required Services and Scope of Work

BDS Clause Number 9

Price schedule will be provided according to the format defined and acquired.
see section price schedule.

BDS Clause Number 10

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11

The price shall be **Fixed**.

BDS Clause Number 12

Currency of the Bids shall be : **PKR**

BDS Clause Number 13

The Bids/Bid Validity period shall be: **90 Days**

BDS Clause Number 14

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**
The Bid Security shall be in the form of: **Pay Order, Banker's Cheque**

BDS Clause Number 15

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for 90+28 = 118 days.

BDS Clause Number 16

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

National Institute of Psychology (NIP), Centre of Excellence, Quaid-i-Azam University, Islamabad

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Monday, September 28, 2026 10:00 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 18

The Bids opening shall take place on **EPADS v2.0**.

Day *:* ***Monday***

Date: ***Monday, September 28, 2026***

Time *:* ***11:00 AM***

BDS Clause Number 19

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**
see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall: **5.00%**.

The Performance Guarantee shall be acceptable in the form of: **Pay Order, Bank Guarantee**

21.

51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22

Grievence against this procurement shall be submitted online on EPADS v2.0.

Eligibility Criteria

Bidder's Type	Required Registration
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	SECP
Company (Public Limited)	

Eligibility Criteria	Document
The Bidder must possess valid NTN & Sales Tax registration. The bidders must be appearing as “Active” and “Operative” on the “Taxpayer Profile” as published at FBR’s website at the time of evaluation of bids To provide: NTN & Sales Tax registration certificates.	Yes
The bidder must be a registered business. To provide: business registration documents issued by SECP, registrar of firms, FBR etc.	Yes
The bidder must be a single legal entity and not be a consortium of firms or a joint venture. To provide: Confirmation on Company’s Letterhead.	Yes
The bidder must have a minimum of Three(03) years of experience in providing video production services. To provide copies of the earliest contracts, purchase/work orders, client testimonials, etc. for similar work.	Yes
The bidder shall provide an undertaking on its letterhead confirming that it has not been involved in any contract non-performance of procurement contracts during the last three (3) years.	Yes

The bidder must have developed at least one similar video for National and international audience in the last three (03) years. Details & supporting documents in the form of copies of contracts, purchase/work orders, client testimonials or invoices to be provided. Claims without supporting documents shall not be accepted.	Yes
Possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, and managerial capability, experience, and reputation necessary to complete the procurement contraction in the last three years. To provide audited financial statements or tax returns of the last three years	Yes

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Evaluation Criteria

Quality and Cost Based Selection (QCBS)

Weightage

Technical Evaluation %	Financial Evaluation %
80	20

Technical Marks	80
Passing Marks	**56**
Technical Evaluation Criteria	
1) Relevant Experience in Video Production Services (Professional Standards): Bidder to provide details & supporting documents in form of copies of contracts, purchase/work orders or invoices to be provided. Claims without supporting documents shall not be accepted. (Qualitative)(Doc Required) Above 7 Years **(20)** 5 to 7 Years **(15)** 3 to 5 Years **(10)** 1-2 Years **(5)**	20

2) Expertise in non-Animated Video Production (Pakistan-Based Projects) Demonstrated proficiency in the production of non-animated videos during the last three (03) years, supported by relevant work samples and accessible links to sample videos. Accessible link/copies of said work to be submitted. (Qualitative)(Doc Required) 5 & above projects **(15)** 3-4 Projects **(10)** 1-2 Projects **(5)**	15
3) Qualification and Experience of Proposed Key Team Members and Tools & Technical (Studio, recording, and editing equipment) Capability, managerial capability, experience, and reputation to complete the procurement contract (Qualitative)(Doc Required)	20
4) Proposed Methodology and Work Plan (Qualitative)(Doc Required)	25

Required Services

Lot Title : 4 Short Videos

Bid Security : 32000 PKR

Position	Delivery Schedule	Quantity
Two detailing the experiences of RETURN migrants	**Address:** National Institute of Psychology (NIP), Centre of Excellence, Quaid-i-Azam University, Islamabad **Schedule:** 60 Days **Quantity:** 2/Qty	2/Qty
Two experiences of POTENTIAL migrants.	**Address:** National Institute of Psychology (NIP), Centre of Excellence, Quaid-i-Azam University, Islamabad **Schedule:** 60 Days **Quantity:** 2/Qty	2/Qty

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Related Services :

No

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Services Specifications

Lot Title : 4 Short Videos

Position: Two detailing the experiences of RETURN migrants

Specifications / Requirements:

Format and Volume • Two short video films, all non-animated, must feature real human beings (actors/performers) rather than animated or illustrated characters. • Each video shall be approximately four (4) minutes in duration. • Two short videos shall depict the experience of RETURN MIGRANTS. • Content shall combine documentary and fiction techniques such as grounding dramatized, character-driven storytelling in factual, research-based information Content and Thematic Requirements • Each video must clearly highlight the issues and challenges faced by RETURN MIGRANTS. • Each video must depict the importance of mental health and address the specific psychosocial issues relevant to that migrant experience. • Content must be original; no copyrighted or plagiarized material (footage, music, imagery, or script) may be used. • Socio-cultural values and ethics must be followed in content and picturization. • Videos should be optimized for social media distribution (TV Channels and Social Media Apps like YouTube, Facebook, Instagram, LinkedIn, etc.), considering format, pacing, and audience engagement for these platforms. Closing Informational Cues Each video should conclude with brief, gently integrated informational cues directing viewers toward: • Mental health and psychosocial support services • Community and diaspora support networks • Significance of family support • Legal and migrationrelated awareness, resources and institutional support Script Development and Approval Process • Script writing shall be undertaken by the selected organization based on the objectives, themes, and requirements outlined in the document. • All scripts must be submitted to the National Institute of Psychology for review and formal approval prior to the commencement of production. • No production activity may proceed on any script segment that has not received prior written approval from NIP. 8. Target Audience and Reach Content will be disseminated primarily through social media platforms owing to their wide access and reach, with particular relevance to RETURN MIGRANTS, in any phase of life who are at a decisive stage in making migration-related decisions. The project ultimately seeks to translate research into accessible, empathetic storytelling that fosters a more informed and resilient society in the context of migration.

Position: Two experiences of POTENTIAL migrants.

Specifications / Requirements:

Format and Volume • Two short video films, all non-animated, must feature real human beings (actors/performers) rather than animated or illustrated characters. • Each video shall be approximately four (4) minutes in duration. • Two short videos shall depict the experience of POTENTIAL MIGRANTS. • Content shall combine documentary and fiction techniques. such as grounding dramatized, character-driven storytelling in factual, research-based information Content and Thematic Requirements • Each video must clearly highlight the issues. and challenges faced by potential migrants. • Each video must depict the importance of mental health and address the specific psychosocial issues relevant to that POTENTIAL. MIGRANTS' experience. • Content must be original; no copyrighted or plagiarized material (footage, music, imagery, or script) may be used. • Socio-cultural values and ethics must be followed in content and picturization. • Videos should be optimized for social media distribution (TV Channels and Social Media Apps like YouTube, Facebook, Instagram, LinkedIn, etc.), considering format, pacing, and audience engagement for these platforms. Closing Informational Cues Each video should conclude with brief, gently integrated informational cues directing viewers toward: • Mental health and psychosocial support services • Community and diaspora support networks • Significance of family support • Legal and migration-related awareness, resources, and institutional support Script Development and Approval Process • Script writing shall be undertaken by the selected organization based on the objectives, themes, and requirements outlined in the document. • All scripts must be submitted to the National Institute of Psychology for review and formal approval prior to the commencement of production. • No production activity may proceed on any script segment that has not received prior written approval from NIP. Target Audience and Reach Content will be disseminated primarily through social media platforms owing to their wide access and reach, with particular relevance to youth and POTENTIAL MIGRANTS, in any phase of life who are at a decisive stage in making migration-related decisions. The project ultimately seeks to translate research into accessible, empathetic storytelling that fosters a more informed and resilient society in the context of migration

Scope of Work

Scope of Work and Technical Requirements

Format and Volume

- A total of four (4) short video films, all non-animated, must feature real human beings (actors/performers) rather than animated or illustrated characters.
- Each video shall be approximately four (4) minutes in duration.
- Of the four videos, two (2) shall depict the experience of return migrants, and two (2) shall depict the experience of potential migrants.
- Content shall combine documentary and fiction techniques such as grounding dramatized, character-driven storytelling in factual, research-based information

Content and Thematic Requirements

- Each video must clearly highlight the issues and challenges faced by potential and/or return migrants, respectively.
- Each video must depict the importance of mental health and address the specific psychosocial issues relevant to that migrant experience.
- Content must be original; no copyrighted or plagiarized material (footage, music, imagery, or script) may be used.
- Socio-cultural values and ethics must be followed in content and picturization.

- Videos should be optimized for social media distribution (TV Channels and Social Media Apps like YouTube, Facebook, Instagram, LinkedIn, etc.), considering format, pacing, and audience engagement for these platforms.

Closing Informational Cues

Each video should conclude with brief, gently integrated informational cues directing viewers toward:

- Mental health and psychosocial support services
- Community and diaspora support networks
- Significance of family support
- Legal and migration-related awareness, resources and institutional support

Script Development and Approval Process

- Script writing shall be undertaken by the selected organization based on the objectives, themes, and requirements outlined in this document.
- All scripts must be submitted to the National Institute of Psychology for review and formal approval prior to the commencement of production.
- No production activity may proceed on any script segment that has not received prior written approval from NIP.

Target Audience and Reach

Content will be disseminated primarily through social media platforms owing to their wide access and reach, with particular relevance to youth and potential migrants and returns in any phase of life who are at a decisive stage in making migration-related decisions. The project ultimately seeks to translate research into accessible, empathetic storytelling that fosters a more informed

and resilient society in the context of migration.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

General Conditions of Contract

A. General

1. **Definitions**

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. **“**Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. “Party” means the Procuring Agency or the Contractor, as the case may be, and “Parties” means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Services.

2. **Applicable Law**

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. **Language**

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractorand the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC** . Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. **Notices**

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

5. **Location**

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in **SCC.**

6. **Authorized Representatives / Authority of Member in charge**

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the **SCC**.

B. Commencement, Completion, Modification, and Termination of Contract

7. **Effectiveness of Contract**

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the **SCC.**

8. **Commencement of Services**

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC.**

9. **Program schedule**

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. **Starting Date/Expiration Date**

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC.**

11. **Entire Agreement**

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. **Modification**

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. **Force Majeure**

13.1. **Definition**
For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Contractor and which makes a Contractor’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. **No Breach of Contract**
The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. **Extension of Time**

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. **Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. **Termination**

14.1. **By the Procuring Agency**

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. **By the Contractor**

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. **General**

15.1. **Standard of Performance**

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. **Law Applicable to Services**

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. **Conflict of Interests**

16.1. **Contractor Not to Benefit from Commissions and Discounts**

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. **Contractor and Affiliates Not to be Otherwise Interested in Project**

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. **Prohibition of Conflicting Activities**

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

16.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC.**

17. **Insurance to be Taken Out by the Contractor**

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. **Contractor's Actions Requiring Procuring Agency's Prior Approval**

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

18.1.1. appointing such members of the Personnel not provided by the Contractor;

18.1.2. changing the Program of activities; and

18.1.3. any other action that may be specified in the **SCC.**

19. **Reporting Obligations**

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. **Liquidated Damages**

20.1. **Payments of Liquidated Damages**
The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. **Correction for Over-payment**
If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC.**

20.3. **Lack of performance penalty**

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. **Performance Guarantee**

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC.**

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

22. **Sustainable Procurement**

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC.**

D. Contractor's Personnel

23. **Description of Personnel**

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. **Removal and / or Replacement of Personnel**

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. **Change in the Applicable Law**

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the **SCC.**

26. **Services and Facilities**

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. **Contract Price**

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the **SCC**.

28. **Terms and Conditions of Payment**

28.1. Payments will be made to the Contractor according to the payment schedule stated in the **SCC** and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the **SCC**, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the **SCC.** Any other payment shall be made after the conditions listed in the **SCC** for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. **Quality Control Identifying Defects**

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the **SCC.** The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the **SCC**.

30. **Correction of Defects, and Lack of Performance Penalty**

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. **Settlement of Disputes Amicable Settlement**

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. **Dispute Settlement**

32.1. **Arbitration**
If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.
Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.

Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: Director (NIP), - National Institute of Psychology (NIP), Centre of Excellence, Quaid-i-Azam University, Islamabad

The Supplier is:

The title of the subject procurement is:Hiring of Professional Creative Agency for Production of High Quality Short Videos on Mental Health of Potential and Return Migrants

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

Director (NIP), -
National Institute of Psychology (NIP), Centre of Excellence, Quaid-i-Azam University, Islamabad
+92-519-064-4047
nip@nip.edu.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

Director (NIP), -
National Institute of Psychology (NIP), Centre of Excellence, Quaid-i-Azam University, Islamabad
+92-519-064-4047
nip@nip.edu.pk

For the Bidder:

Name: ……

Designation: ……..

Address: ……..

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within ….. days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be …….

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2**.**

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **1.00%** to **2.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be 5.00% of the contract price in acceptable form of Pay Order, Bank Guarantee

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause F

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause F

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Inspections & Tests Requirements

Script Development and Approval Process

Script writing shall be undertaken by the selected organization based on the objectives, themes, and requirements outlined in this document.

All scripts must be submitted to the National Institute of Psychology for review and formal approval prior to the commencement of production.

No production activity may proceed on any script segment that has not received prior written approval from NIP.

Delivery & Documents

Final Approved Scripts: Final versions of all four (4) short video scripts incorporating comments and approval provided by NIP before commencement of production.

Master Video Files: Final four (4) non-animated short videos, approximately four (4) minutes each, delivered in high-definition digital format (1080p/4K MP4), suitable for social media and television broadcast.

Original/Licensed Audio-Visual Content Confirmation: Confirmation that all audio, video footage, images, graphics and other production materials used are original or properly licensed and do not infringe copyright.

Project Completion/Acceptance Report: Project completion and acceptance report confirming delivery of the four (4) completed videos in accordance with the approved specifications.

Commercial/Tax Invoice: Original commercial/tax invoice specifying the completed deliverables and applicable payment milestone.

Number of GC Clause F 5 & 6

Following is the guidance for Dispute Resolution

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard**.**

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties**.**

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties**.** The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute**.**

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties**.**

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge

of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.:***P81967***

To: **Director (NIP), - National Institute of Psychology (NIP), Centre of Excellence, Quaid-i-Azam University, Islamabad**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;

2. Disagreement to arithmetical correction made to the Bid price; or

3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of _____ 20_____ between **Director (NIP), - National Institute of Psychology (NIP), Centre of Excellence, Quaid-i-Azam University, Islamabad**

(hereinafter called "the Procuring Agency") of the one part and *[name of Bidder]* of *[city and country of Bidder]* (hereinafter called "the Bidder") of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Hiring of Professional Creative Agency for Production of High Quality Short Videos on Mental Health of Potential and Return Migrants (*P81967*)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency's Letter of Acceptance; and
8. [*add here: any other documents*]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

……

Signed, sealed, delivered by _____the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder: ……

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Performance Guarantee Form

Performance Guarantee Form

To: **Director (NIP), - National Institute of Psychology (NIP), Centre of Excellence, Quaid-i-Azam University, Islamabad**

WHEREAS *[name of Bidder]* (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

_____

[name of bank or financial institution]

_____

[address]

[date}

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Annexure

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

TOR

Information (Read-Only)

See Form Under Additional Forms and Documents: **TOR** (page number: 76)

Background and Context

Information (Read-Only)

See Form Under Additional Forms and Documents: **Background and Context** (page number: 80)

FINANCIAL EVALUATION CRITERIA

Information (Read-Only)

See Form Under Additional Forms and Documents: **FINANCIAL EVALUATION CRITERIA** (page number: 82)

PRICE SCHEDULE

Information (Read-Only)

See Form Under Additional Forms and Documents: **PRICE SCHEDULE** (page number: 83)

CORRIGENDUM

Information (Read-Only)

See Form Under Additional Forms and Documents: **CORRIGENDUM** (page number: 84)

Procurement Forms

Contractor's Key Personnel Representative and Their Schedules

Requires CVs/profiles of the director, producer, and other core creative staff.

- Creative Director / Producer: Minimum 3 years' experience—Submit*CV + Portfolio*
- Scriptwriter: Demonstrated English proficiency for international audiences—Submit*Writing Samples*
- Tools & Technical Equipment: Capacity and production setup to deliver high-quality content

See Form Under Additional Forms and Documents: **Contractor's Key Personnel Representative and Their Schedules** (page number: 88)

Past Experience and Completed Contracts

The Bidder must have a minimum of three (03) years of experience in providing video production services. To provide copies of earliest contracts, purchase/work orders, client testimonials, etc. for similar work.

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 92)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

Undertaking on the bidder's letterhead regarding contract non-performance during the last three (03) years.

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 93)

Current Contracts and Their Progress

Documentary evidence of at least one similar video developed for a national and an international audience during the last three (03) years, including a contract, purchase/work order, client testimonial or invoice, as applicable.

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 95)

Financial Capacity and Net Worth Evaluation Form

possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, and managerial

capability, experience, and reputation necessary to complete the procurement contract

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 96)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Additional Forms and Documents

Terms of Reference (TOR)

Production of Short Video Content on Potential and Return Migrants

1. Objectives

The video series is intended to serve the following objectives:

- Raise awareness of the phenomenon of brain drain and its social and psychological costs.
- Reflect the reality that individuals are pursuing both legal and irregular migration pathways, and the risks associated with each.
- Promote the importance of safe migration and access to accurate, reliable information.
- Illustrate the distinct mental health challenges that arise across the three phases of the migration journey — pre-migration, migration, and post-migration.
- Depict how trauma may be induced or compounded during these phases, and the corresponding need for psychosocial support.

2. Scope of Work and Technical Requirements

Format and Volume

- A total of four (4) short video films, all non-animated, must feature real human beings (actors/performers) rather than animated or illustrated characters.
- Each video shall be approximately four (4) minutes in duration.
- Of the four videos, two (2) shall depict the experience of return migrants, and two (2) shall depict the experience of potential migrants.
- Content shall combine documentary and fiction techniques such as grounding dramatized, character-driven storytelling in factual, research-based information

Content and Thematic Requirements

- Each video must clearly highlight the issues and challenges faced by potential and/or return migrants, respectively.
- Each video must depict the importance of mental health and address the specific psychosocial issues relevant to that migrant experience.
- Content must be original; no copyrighted or plagiarized material (footage, music, imagery, or script) may be used.
- Socio-cultural values and ethics must be followed in content and picturization.

e-Pak Acquisition and Disposal System (EPADS) generated document | © 2026

- Videos should be optimized for social media distribution (TV Channels and Social Media Apps like YouTube, Facebook, Instagram, LinkedIn, etc.), considering format, pacing, and audience engagement for these platforms.

Closing Informational Cues

Each video should conclude with brief, gently integrated informational cues directing viewers toward:

- Mental health and psychosocial support services
- Community and diaspora support networks
- Significance of family support
- Legal and migration-related awareness, resources and institutional support

Script Development and Approval Process

- Script writing shall be undertaken by the selected organization based on the objectives, themes, and requirements outlined in this document.
- All scripts must be submitted to the National Institute of Psychology for review and formal approval prior to the commencement of production.
- No production activity may proceed on any script segment that has not received prior written approval from NIP.

Target Audience and Reach

Content will be disseminated primarily through social media platforms owing to their wide access and reach, with particular relevance to youth and potential migrants and returns in any phase of life who are at a decisive stage in making migration-related decisions. The project ultimately seeks to translate research into accessible, empathetic storytelling that fosters a more informed and resilient society in the context of migration.

Screening Platforms: TV channels, YouTube, Facebook, Instagram, and other social media platforms

Deliverables:

- Number of Videos:
  - 2 short videos of Return Migrants (non-animated)
  - 2 short videos of Potential Migrants (non-animated)
- Total Duration: 4 minutes
- Format: Marketing and informational video
- Resolution: 4K (Ultra High Definition)

e-Pak Acquisition and Disposal System (EPADS) generated document | © 2026

Intellectual Property Rights and Licenses

All Intellectual Property Rights in the Deliverables/Services to beprovided to the Procuring Agency shall be transferred irrevocably and exclusively by the Contractor to Procuring Agency or its nominee. For any software/licenses being utilized for the Deliverables/Services, the Contractor shall use original software/licenses. Procuring Agency shall not be responsible for any claim or adverse impact from use of pirated software/licenses by Contractor.

LIST OF DOCUMENTS REQUIRED ALONG WITH THE BID

The bidder shall submit the following documents along with the bid:

1. Company/Firm Profile and relevant portfolio of previous video production work.
2. Valid NTN certificate and applicable Sales Tax registration certificate, along with evidence of active/operative tax status.
3. Valid business registration/constitution documents, as applicable (SECP, Registrar of Firms, FBR or other relevant authority).
4. Declaration/undertaking confirming that the bidder is a single legal entity and is not submitting the bid as a consortium or joint venture.
5. Documentary evidence demonstrating at least three (03) years of experience in video production services, including relevant contracts, purchase/work orders or client testimonials.
6. Documentary evidence of at least one similar video developed for national and an international audience during the last three (03) years, including contract, purchase/work order, client testimonial or invoice, as applicable.
7. CVs/profiles of the proposed project team, including Creative Director/Producer, Director of Photography, Scriptwriter, Editor and Motion Graphics Specialist, as applicable.
8. Proposed methodology and work plan describing the approach to scripting, story development, pre-production, filming, editing, post-production and delivery.
9. Proposed production timeline with milestones for scripting, filming, editing and final delivery.
10. Undertaking on the bidder's letterhead regarding contract non-performance during the last three (03) years.
11. Technical Proposal and Financial Proposal in accordance with the Single Stage–Two Envelope procedure.
12. Any other forms, declarations or documents specifically required under the tender document and applicable PPRA requirements.

e-Pak Acquisition and Disposal System (EPADS) generated document | © 2026

Delivery & Documents

1. **Final Approved Scripts**
   Final versions of all four (4) short video scripts incorporating comments and approval provided by NIP before commencement of production.
2. **Master Video Files**
   Final four (4) non-animated short videos, approximately four (4) minutes each, delivered in high-definition digital format (1080p/4K MP4), suitable for social media and television broadcast.
3. **Original/Licensed Audio-Visual Content Confirmation**
   Confirmation that all audio, video footage, images, graphics and other production materials used are original or properly licensed and do not infringe copyright.
4. **Project Completion/Acceptance Report**
   Project completion and acceptance report confirming delivery of the four (4) completed videos in accordance with the approved specifications.
5. **Commercial/Tax Invoice**
   Original commercial/tax invoice specifying the completed deliverables and applicable payment milestone, including all applicable taxes

Invoice

- Bidders must include all applicable taxes at the time of bid submission. In case of any revision in government taxes or levies after bid submission or during contract execution, the same shall be adjusted as per law.

- Quoted prices must be in Pakistani Rupees (PKR) inclusive of out-of-pocket expenses and all kind of taxes, duties, charges/levies applicable in Pakistan.

- Payment shall be made on completion and acceptance of the final video and all related deliverables.

- The Procuring Agency shall make the payment through online bank transfer, or any other banking channel as per its policy within thirty (30) days after receipt and acceptance of original error free invoice(s) from the Contractor. Taxes shall be deducted at source as per applicable laws.

- No payment shall be made to the Contractor in advance as mobilization advance or on any other account.

- The payment shall be made to Contractor only when it is on the Active Taxpayers List (ATL) of Federal Board of Revenue (FBR). If Contractor is not in ATL at the time of processing of invoice, no payment shall be made until the Contractor appears in ATL of FBR.

_____

Signatures of Authorised Representative

Name and Title: _____

Registered Business Name & Address of Bidder: _____

e-Pak Acquisition and Disposal System (EPADS) generated document | © 2026

Background and Context

Production of Short Video Content on Potential and Return Migrants

1. Background and Context

Pakistan is one of the major migrant-sending countries, with hundreds of thousands of individuals leaving each year in search of better economic, educational, and social opportunities. On average, approximately 700,000 to 900,000 Pakistanis migrate annually for overseas employment, with the majority going to Gulf countries such as Saudi Arabia, the UAE, Qatar, and Oman. For European countries and Asia Pacific aim is to study, seek employment, or immigration.

A significant proportion of Pakistani migrants consists of labour migrants, accounting for approximately 70–80% of the migrant population. These migrants are predominantly men aged 20–45 years who are employed in semi-skilled and skilled occupations, particularly in the Gulf countries. Students constitute approximately 10–15% of migrants and include both men and women aged 18–30 years pursuing higher education in Europe and North America. Spouses and family reunification migrants represent around 5–10% of the migrant population, with an increasing proportion of women joining their partners abroad; the United Kingdom hosts one of the largest numbers of spouse migration cases from Pakistan.

Return migration is also a significant phenomenon, as many individuals return after completing employment contracts or due to economic downturns, legal challenges, or personal and family-related reasons. However, despite the substantial number of returnees, the reintegration process remains complex and is often inadequately supported.

Although migration is often viewed as a pathway to improved economic opportunities, it is also associated with significant psychosocial challenges. Throughout the migration process, individuals may experience identity-related conflicts, social isolation, difficulties adapting to new cultural environments, and an increased risk of exploitation. Upon returning to their home country, many migrants encounter additional challenges, including complex reintegration experiences, a diminished sense of purpose, and difficulties in re-establishing family relationships and social roles.

Pakistan is experiencing a growing brain drain, as many skilled professionals and highly educated individuals migrate abroad for better career opportunities and living conditions. Although migration contributes to remittances, the loss of skilled human capital can hinder national development. Therefore, creating awareness about informed migration decisions and promoting opportunities within Pakistan is essential to reduce the long-term impact of brain drain.

e-Pak Acquisition and Disposal System (EPADS) generated document | © 2026

The National Institute of Psychology (NIP), Quaid-i-Azam University, is playing a central role in the provision of Mental Health and Psychosocial Support (MHPSS) services to potential and return migrants in Pakistan. In this context, The National Institute of Psychology invites proposals from eligible and experienced service providers (production houses, media companies, or creative agencies) for the production of short video content that portrays the psychosocial challenges faced by potential and return migrants in Pakistan.

2. Definitions

Return Migrant

Return migration involves migrants returning to their country of origin after spending at least one year abroad. It refers to individuals returning to their country of origin after crossing an international border and residing outside their habitual place of residence. Return migrant is a person who intended to stay abroad but have to come back due to certain reasons.

Potential Migrant

A potential migrant is a person residing in their country of origin who intends, plans, or is actively considering migrating abroad whether for economic, social, educational, or other reasons and who may be at risk of exploitation, irregular migration, or human trafficking due to a lack of accurate information, resources, or safe migration pathways.

e-Pak Acquisition and Disposal System (EPADS) generated document | © 2026

FINANCIAL EVALUATION / QCBS FORMULA

Financial Evaluation

Financial proposals of only those bidders who obtain the minimum qualifying technical score of **56 out of 80 marks** shall be opened and evaluated.

The financial proposal shall carry a weightage of **20%** in the overall QCBS evaluation.
The financial score shall be calculated using the following formula:

The financial formula

The formula I suggested for your Addendum is:

Financial Score (FS):

$$FS = \frac{\text{Lowest Evaluated Bid Price}}{\text{Bidder's Evaluated Bid Price}} \times 100$$

Then:

$$\text{Weighted Financial Score} = FS \times 20\%$$

The weighted technical score shall be calculated as:
Weighted Technical Score = (Technical Marks Obtained / 80) × 80

The overall QCBS score shall be calculated as:

Overall Score = Weighted Technical Score + Weighted Financial Score

The bidder achieving the highest overall QCBS score shall be ranked accordingly, subject to fulfillment of all eligibility, qualification, responsiveness and other requirements of the bidding documents.

PRICE SCHEDULE, TAXES AND TOTAL BID PRICE

The Price Schedule for this procurement shall be read as follows:

PRICE SCHEDULE

Hiring of Professional Creative Agency for Production of High Quality Short Videos on Mental Health of Potential and Return Migrants

Sr. No.	Description of Service	Unit	Quantity	Unit Rate (PKR) Inclusive of All Applicable Taxes & Out-of-Pocket Expenses	Total Price (PKR) Inclusive of All Applicable Taxes & Out-of-Pocket Expenses
1	Production of 4 short video films Two for return migrants and Two potential migrants, in accordance with the approved specifications, scope of work and deliverables	Complete Assignment	1	_____	_____

Total Bid Price in PKR (inclusive of all applicable taxes and out-of-pocket expenses): PKR _____

Total Amount in Words: _____

Price clarification

1. The total quoted bid price shall be **inclusive of all applicable taxes, duties, levies, charges, out-of-pocket expenses and other statutory costs** applicable under the laws of Pakistan at the time of submission of the bid.
2. The bidder shall clearly identify the applicable tax rate(s) in the Price Schedule.
3. The quoted prices shall be fixed for the currency of the contract, subject to any adjustment expressly permitted under the bidding documents and applicable law.
4. Payment shall be made in accordance with the contractual terms against completion and acceptance of the required deliverables.
5. No payment shall be made to the Contractor in advance as mobilization advance or on any other account
6. The payment shall be made to Contractor only when it is on the Active Taxpayers List (ATL) of Federal Board of Revenue (FBR). If Contractor is not in ATL at the time of processing of invoice, no payment shall be made until the Contractor appears in ATL of FBR

Signatures of Authorised Representative _____

Name and Title: _____

Registered Business Name & Address of Bidder: _____

ADDENDUM/CORRIGENDUM

ADDENDUM NO. 01

NATIONAL INSTITUTE OF PSYCHOLOGY (NIP)

Centre of Excellence, Quaid-i-Azam University, Islamabad

Procurement Title: Procurement of Non-Consultancy Services — Hiring of Professional Creative Agency for Production of High-Quality Short Videos on Mental Health of Potential and Return Migrants
Tender / Reference No.: P81967
PPRA TS Reference: TS0000013035E
Date of Issue: September 21, 2026

With reference to Tender Notice No. **P81967** dated September 07, 2026 (PPRA TS No. **TS0000013035E**), notice is hereby given to all prospective bidders that the following amendments have been made to the Standard Bidding Document (SBD).

These amendments are issued pursuant to **Rule 23 of the Public Procurement Rules, 2004** (in compliance with Rules 23, 29, and 30) following the pre-bid clarification process. This Addendum forms an integral part of the Bidding Documents and shall modify and supersede any conflicting provisions in the original SBD.

AMENDMENT NO. 1 — TECHNICAL EVALUATION MARKS
Existing provision
The existing SBD provides:

- Technical Evaluation Weightage: **80%**
- Financial Evaluation Weightage: **20%**
- Technical Marks: **100**
- Passing Marks: **70**

However, the individual technical evaluation criteria presently stated in the SBD carry a total of **80 marks**:

Technical Evaluation Criterion	Marks
Relevant Experience in Video Production Services	20
Expertise in Non-Animated Video Production	20
Qualification and Experience of Proposed Key Team Members and Tools & Technical	15
Proposed Methodology & Work Plan	25
Total	**80**

The existing SBD therefore contains an inconsistency between the stated 100 technical marks and the detailed criteria totaling 80 marks.

Amended provision
The following shall replace the corresponding provision in the Evaluation Criteria section of the SBD:
Technical Evaluation Weightage: 80%
Financial Evaluation Weightage: 20%

Total Technical Marks: 80

Minimum Passing Marks: 56

The minimum technical qualifying score shall be **70% of the total technical marks**, i.e. **56 marks out of 80**.

Only technically qualified bidders obtaining at least **56 out of 80 marks** shall be considered for financial evaluation.

The detailed technical evaluation criteria:

Sr. No.	Technical Evaluation Criterion	Maximum Marks
1	Relevant Experience in Video Production Services (Professional Standards)	20
2	Expertise in Non-Animated Video Production (Pakistan-Based Projects)	15
3	Qualification and Experience of Proposed Key Team Members and Tools & Technical(Studio, recording and editing equipment) Capability, managerial capability, experience and reputation to complete the procurement contract	20
4	Proposed Methodology & Work Plan	25
Total Technical Marks		**80**

Clarification: The technical score shall be evaluated out of 80 marks. The technical component carries **80% of the overall QCBS score.**

AMENDMENT NO. 2 — FINANCIAL EVALUATION / QCBS FORMULA

Existing provision
The SBD specifies **Quality and Cost Based Selection (QCBS)** with:

- Technical Evaluation: 80%
- Financial Evaluation: 20%

However, the provision currently appearing under the heading **"Financial Evaluation"** describes financial resources, equipment, personnel, managerial capability and experience as a qualitative criterion carrying 20 marks. This does not clearly establish the method for calculating the **20% financial/price score**.

Amended provision
The following shall replace the existing "Financial Evaluation" provision:

Financial Evaluation
Financial proposals of only those bidders who obtain the minimum qualifying technical score of **56 out of 80 marks** shall be opened and evaluated.

The financial proposal shall carry a weightage of **20%** in the overall QCBS evaluation.
The financial score shall be calculated using the following formula:

The financial formula

The formula I suggested for your Addendum is:

Financial Score (FS):

$$FS = \frac{\text{Lowest Evaluated Bid Price}}{\text{Bidder's Evaluated Bid Price}} \times 100$$

Then:

$$\text{Weighted Financial Score} = FS \times 20\%$$

The weighted technical score shall be calculated as:
Weighted Technical Score = (Technical Marks Obtained / 80) × 80

The overall QCBS score shall be calculated as:

Overall Score = Weighted Technical Score + Weighted Financial Score

The bidder achieving the highest overall QCBS score shall be ranked accordingly, subject to fulfillment of all eligibility, qualification, responsiveness and other requirements of the bidding documents.

Important clarification
The following provision appearing in the original SBD:
"Possesses or has access to financial resources, equipment and other physical facilities; personnel; managerial capability; experience and reputation necessary to complete the procurement contract…" shall **not be treated as a 20-mark financial-price evaluation criterion.**
Where the Procuring Agency intends to retain this requirement, it shall be treated as a **qualification/eligibility requirement**, subject to its placement in the appropriate section of the SBD and the requirements specified therein.

AMENDMENT NO. 3 — PRICE SCHEDULE, TAXES AND TOTAL BID PRICE

Existing provision

The SBD contains a generic Price Schedule and separately provides an Annexure Price Schedule requiring bidders to quote prices inclusive of taxes and out-of-pocket expenses.
For avoidance of doubt and to ensure uniformity in financial proposals, the following shall apply.

Amended provision

The Price Schedule for this procurement shall be read as follows:

PRICE SCHEDULE

Hiring of Professional Creative Agency for Production of High Quality Short Videos on Mental Health of Potential and Return Migrants

Sr. No.	Description of Service	Unit	Quantity	Unit Rate (PKR) Inclusive of All Applicable Taxes & Out-of-Pocket Expenses	Total Price (PKR) Inclusive of All Applicable Taxes & Out-of-Pocket Expenses
1	Production of 4 short video films Two for return migrants and Two potential migrants, in accordance with the approved specifications, scope of work and deliverables	Complete Assignment	1	_____	_____

Total Bid Price in PKR (inclusive of all applicable taxes and out-of-pocket expenses): PKR _____

Total Amount in Words: _____

Price clarification

1. The total quoted bid price shall be **inclusive of all applicable taxes, duties, levies, charges, out-of-pocket expenses and other statutory costs** applicable under the laws of Pakistan at the time of submission of the bid.
2. The bidder shall clearly identify the applicable tax rate(s) in the Price Schedule.
3. The quoted prices shall be fixed for the currency of the contract, subject to any adjustment expressly permitted under the bidding documents and applicable law.
4. Payment shall be made in accordance with the contractual terms against completion and acceptance of the required deliverables.

For and on behalf of the Procuring Agency

National Institute of Psychology (NIP)
Centre of Excellence, Quaid-i-Azam University
Islamabad

Authorized Officer:
Name: Prof. Dr. Rubina Hanif
Designation: Director

Signature: _____ Director National Institute of Psychology Centre of Excellence Quaid-i-Azam University, Islamabad

Official Stamp: _____

Date: September 21, 2026

Contractor's Representative and Key Personnel Schedule

Bidders should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

Contractor' Representative and Key Personnel

1.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
2.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
3.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
4.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]

	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
5.	**Title of position:**	
	Name of candidate	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
6.	**Title of position:** *[insert title]*	
	Name of candidate	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]

Form PER-2:
Resume and Declaration
Contractor's Representative and Key Personnel

Name of Bidder

Position [#*1*]: [*title of position from Form PER-1*]		
Personnel information	**Name:**	**Date of birth:**
	Address:	**E-mail:**
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency:*[language and levels of speaking, reading and writing skills]*	
details		
	Address of Employer:	
	Telephone:	**Contact (manager / personnel officer):**
	Fax:	
	Job title:	**Years with present Employer:**

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	**Role**	**Duration of involvement**	**Relevant experience**
[main project details]	*[role and responsibilities on the project]*	*[time in role]*	*[describe the experience relevant to this position]*

Declaration

I, the undersigned *[insert either "Contractor's Representative" or "Key Personnel" as applicable]* , certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Bid:

Commitment	**Details**
Commitment to duration of contract:	*[insert period (start and end dates) for which this Contractor's Representative orKey Personnel is available to work on this contract]*
Time commitment:	*[insert period (start and end dates) for which this Contractor's Representative orKey Personnel is available to work on this contract]*

I understand that any misrepresentation or omission in this Form may:

(a) be taken into consideration during Bid evaluation;

(b) result in my disqualification from participating in the Bid;

(c) result in my dismissal from the contract.

Name of Contractor's Representative or **Key Personnel: [*insert name*]**

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Bidder:

Signature: _____

Date: (day/month/year): _____

Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

☐ Not debarred due to deviation from commitment of Bid Securing Declaration-☐ Not debarred due to non-performance			
Year	**Non-performed portion of contract**	**Contract Identification**	**Total Contract Amount (current value, currency, exchange rate and PKR equivalent)**
[insert year]	*[insert amount and percentage]*	Contract Identification: *[indicate complete contract name/ number, and any other identification]* Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Reason(s) for nonperformance: *[indicate main reason(s)]*	*[insert amount]*
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			

Year of dispute	**Amount in dispute (currency)**	**Contract Identification**	**Total Contract Amount (currency), ~~US$~~ PKR Equivalent (exchange rate)**

[insert year]	*[insert amount]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Status of dispute: *[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]*	*[insert amount]*

☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4.

☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.

Year of award	**Outcome as percentage of Net Worth**	**Contract Identification**	**Total Contract Amount (currency), PKR Equivalent (exchange rate)**
[insert year]	*[insert percentage]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Court/ arbitral award decision: *[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]*	*[insert amount]*

Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	**Employer's Contact Address, Tel, Fax**	**Value of Outstanding Work [Current Eq. PKR]**	**Estimated Completion Date**	**Average Monthly Invoicing Over Last Six Months [Eq. PKR/month)]**
1					
2					
3					
4					
5					

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

1. Financial data

Type of Financial information in (currency)	**Historic information for previous** _*[insert number] years, [insert in words]* **(amount in currency, currency, exchange rate*, PKR equivalent)**				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

(a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).

(b) be independently audited or certified in accordance with local legislation.

(c) be complete, including all notes to the financial statements.

(d) correspond to accounting periods already completed and audited.

☐ Attached are copies of financial statements[1] for the *[number]* years required above; and complying with the requirements.

[1] If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.