Tender No. P-51/2026

Procurement of Daily Use Items / Grocery / Toiletries / Electronics / Stationery / Online Ordering Platform

Open Framework Agreement

August 2026

PAKISTAN REVENUE AUTOMATION (PVT) LIMITED

Sealed bids shall be submitted, on or

before 03:00 PM, September 11, 2026.

In case of any query, please contact Phone: (+92)51-9259353

Or visit

Procurement Cell

Pakistan Revenue Automation (Private) Limited,

Software Technology Park, 2nd Floor, Service Road (North), Sector I-9/3, Islamabad

Email: at procurement@pral.com.pk, Website: pral.com.pk

Brief of the Document

Prequalification Document
(Procurement of Daily use Items/Goods through Framework Agreements)

PART 1 – PREQUALIFICATION PROCESS

Section I - Instructions to Applicants (ITAs)

This Section contains detailed information for preparing and submitting the Applications for Prequalification, in addition to information on opening and evaluation of the Applications.

Section II - Prequalification Data Sheet (PDS)

This Section contains provisions that supplement the ITA (in Section-I), and are specific to respective Prequalification Proceedings.

Section III - Qualification Criteria and Requirements

This Section prescribes the methodology, criteria, and requirements to be used to determine the capacity and capability of the Applicants for the supply of goods and related services in accordance with the requirements of the Procuring Agency, with an objective to prequalify them for Invitation to Bid(s), and sign the framework agreement(s) with the selected bidder(s), in case of Open Framework Agreement(s) for the purpose of awarding Call off Contracts.

Section IV - Application Forms

This Section contains Application Submission Form and other allied forms required to be submitted with the Application.

Section V - Eligible Countries

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government.

PART 2 -- SUPPLY REQUIREMENTS

Section VI – Schedule of Requirements

This Section includes a brief description of the Goods and Items including provisional estimate of the required volume and/or quantity, Technical Specifications and Drawings (if applicable), and Delivery and Completion Schedules.

Invitation for Prequalification

PAKISTAN REVENUE AUTOMATION (PVT) LIMITED

1. Pakistan Revenue Automation Pvt Limited (PRAL), Islamabad, has allocated funds for its operational expenditures and intends to utilize part of these funds for payments under contracts related to the purchase of daily-use items/goods. These contracts will be awarded to multiple single-roof large vendors through a panel-based arrangement.
2. Pakistan Revenue Automation (Pvt.) Limited (PRAL) intends to prequalify eligible suppliers for subsequent Invitation to Bids and to enter into contracts with successful bidders following the competitive bidding process under an Open Framework Agreement arrangement.
3. PRAL invites applications from multiple, single-roof large vendors for pre-qualification to provide daily-use services under open framework agreement, as per the schedule provided.
4. Prequalification documents, including scope of services, evaluation criteria, and terms & conditions, are available for download from the PPRA and PRAL websites. Interested applicants may submit their pre-qualification applications in a single sealed envelope to the address provided.
5. Bid opening will be held as per the schedule at PRAL Office, Islamabad (2nd Floor, Galaxy Business Center, St#9, I-9/3 Islamabad) in the presence of the Bid Opening Committee and participating bidders.
6. The objective of the intended Open Framework Agreement(s) is the on-demand supply of Stationery, Goods, Misc. and Store Items to Pakistan Revenue Automation Pvt Limited, Galaxy Business Center, Street # 9, I-9/3, Islamabad, through subsequent **Call-off Contract(s)** with successful bidders, and the purpose of this Prequalification Notice is to provide the very basic information to enable the potential applicants to decide whether or not to respond to this Prequalification Notice.
7. Only the prequalified bidders shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Prequalified Applicants in **October, 2026** and contracts will be signed b/w the Procuring Agency and the successful bidder(s).
8. Prequalification process is open for all national Applicants subject to fulfilling the eligibility requirements mentioned in the respective Prequalification Documents. Interested Applicants may obtain further information from the Pakistan Revenue Automation Pvt Limited at the address mentioned below during office hours i.e. **0900 hours to 1700 hours**.

6 A complete set of Prequalification Documents in English may be

downloaded from the website pral.com.pk, applicants are also instructed to remain in touch with the respective web- link for observing amendment(s), if any, in Prequalification Documents.

7. Applications for Prequalification should be submitted latest by **03:00 hours on 11th September 2026.** Late Applications will be rejected.

Procurement Department
Pakistan Revenue Automation Pvt Limited,
2nd Floor, Galaxy Business Center, Street # 9, I-9/3, Islamabad 051-9259353

1. Contents

Contents

PART 1 – Prequalification
Section I - Instructions to Applicants

A. General	
1. Scope of Application	1.1 In connection with the "Invitation for Prequalification", the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS**),** issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods incidental thereto as specified in Section VI (Schedule of Requirements).
2.Source of Funds	2.1 Source of funds is same as referred in Invitation for Prequalification.

3. Fraud and Corruption	3.1 The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts. 3.2 N/A. 3.3 Any communication between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication. 3.4 Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract. 3.5 Procuring Agency will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.

4. Eligible Applicants	4.1 In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.
	4.2 An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.
	4.3 An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.
5. Eligibility (in terms of Nationality)	5.1 Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.
B. Contents of the Prequalification Documents	
6. Sections of Prequalification Documents	6.1 This set of Prequalification Documents consists of Part 1 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

	PART 1 Prequalification Procedures • Section I - Instructions to Applicants (ITA) • Section II - Prequalification Data Sheet (PDS) • Section III - Qualification Criteria and Requirements • Section IV - Application Forms • Section V - Eligible Countries • Section VI – Schedule of Requirements
	6.2 Unless obtained directly from the Procuring Agency or downloaded directly from the website link referred in the Invitation for Prequalification, the Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Agency or downloaded from the website link shall prevail.
	6.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7.Clarification of Prequalification Documents and Pre-Application Meeting	7.1 An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing at the Procuring Agency's address indicated **in the PDS.** The Procuring Agency will respond in writing to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Documents directly from the Procuring Agency (or through its website link), including a description of the inquiry but without identifying its source. If so indicated **in the PDS**, the Procuring Agency shall also promptly publish its response at the web page identified **in the PDS**. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2. 7.2 If indicated **in the PDS**, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting at the place, date and time mentioned **in the PDS**. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Prequalification Documents. 7.3 Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Applicants who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8.Amendment of Prequalification Documents	8.1 At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum.

	8.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page identified **in the PDS**: Provided that an Applicant who had either already submitted their Applications or handed over the applications to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed Application and submit the revised Application prior to the original or extended Application submission deadline.
	8.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2: Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.
C. Preparation of Applications	
9. Cost of Applications	9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.
10. Language of Application	10.1 The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified **in the PDS.** Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified **in the PDS,** in which case, for purposes of interpretation of the Application, the translation shall govern.
11. Documents Comprising the Application	11.1 The Application shall comprise the following: (a) **Application Submission Letter,** in accordance with ITA 12.1; (b) **Eligibility:** documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;
	(c) **Qualifications:** documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and (d) any other document required as specified **in the PDS**.

12. Application Submission Letter	12.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.
13. Documents Establishing the Eligibility of the Applicant	13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).
14. Documents Establishing the Qualifications of the Applicant	14.1 To establish its qualifications to perform the contract(s) in accordance with Section III (Qualification Criteria and Requirements), the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms). 14.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows: (a) for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amount for that year is to be converted). (b) value of single contract - Exchange rate prevailing on the date of the contract. 14.3 Exchange rates shall be taken from the publicly available source identified **in the PDS**. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

15. Signing of the Application and Number of Copies	15.1 The Applicant shall prepare one set of the original documents comprising the Application as described in ITA 11 and clearly mark it **"ORIGINAL"**. The original set of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories. 15.2 The Applicant shall submit copies of the signed original Application, in the number specified **in the PDS,** and clearly mark them **"COPY"**. In the event of any discrepancy between the original and the copies, the original shall prevail. 15.3 When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall submit ORIGINAL and COPIES in accordance with the procedures specified **in the PDS.**

D. Submission of Applications	
16. Sealing and Identification of Applications	16.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall: (a) bear the name and address of the Applicant; (b) be addressed to the Procuring Agency, in accordance with ITA 17.1; and (c) bear the specific identification of this Prequalification process indicated **in the PDS** reference ITA 1.1. 16.2 When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall seal the original and the copies in accordance with the procedures specified **in the PDS.** 16.3 The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.
17. Deadline for Submission of Applications	17.1 Applicants may either submit their Applications by mail, by courier or by hand. Applications shall be received by the Procuring Agency at the address and no later than the deadline indicated **in the PDS.** When so specified **in the PDS,** Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified **in the PDS.**

	17.2 If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended. 17.3 The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement).
18. Opening of Applications	18.1 The Procuring Agency shall open all Applications at the date, time and place specified **in the PDS**. Late Applications shall be treated in accordance with ITA 18.1. 18.2 Applications submitted electronically, if permitted pursuant to ITA 17.1, shall be opened in accordance with the procedures specified **in the PDS.** 18.3 The Procuring Agency shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.
E. Procedures for Evaluation of Applications	
19. Confidentiality	19.1 Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other person not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 28.
	19.2 From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing.
20. Clarification of Applications	20.1 To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for clarification (including missing documents) of its application, to be submitted within a stated reasonable period of time. Any request for clarification from the

	Procuring Agency and all clarifications from the Applicant shall be in writing.
	20.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.
21. Responsive-ness of Applications	21.1 The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.
22. Margin of Preference	22.1 Unless otherwise specified **in the PDS,** a margin of preference shall not apply in the Bidding process resulting from this Prequalification.
23. Sub-contractors	23.1 Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

24. Evaluation of Applications	24.1 The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 27.
24. Procuring Agency's Right to Accept or Reject Applications	24.1 The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants.

25.Prequalification of Applicants	25.1 All Applicants whose applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency. 25.2 An Applicant may be "conditionally prequalified," that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency. 25.3 Applicants that are conditionally prequalified will be informed along with the statement of the conditions which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.
26.Notification of Prequalification	26.1 The Procuring Agency shall notify all Applicants in writing of the names of those Applicants who have been pre-qualified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately. 26.2 The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them.
27. Request for Bids	27.1 Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified.

28. Constitution of Grievance Redressal	28.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement. 28.2 Any party or applicant can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application/proposal submission deadline. 28.3 Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven of the announcements of technical evaluation report and five days after issuance of final evaluation report. 28.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings. 28.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted. 28.6 The GRC shall investigate and decide upon the complaint within ten days of its receipt. 28.7. Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Public Procurement Regulatory Authority (PPRA) on prescribed format after depositing the fee as prescribed in "Redressal of Grievance Regulations, 2021". 28.9 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal. 28.10 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time. 28.11 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal. 28.12 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.

29. Mechanism of Blacklisting	29.1 .The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either: i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; ii. Fails to perform his contractual obligations; and iii. Fails to abide by the id securing declaration; 29.2 The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies. 29.3. The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice. 29.4.In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed. 29.5.In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter

	or direct issuance of a notice to the bidder or contractor for personal hearing. 29.6.The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed 29.7. The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing. 29.8.The Procuring Agency shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.

	29.9. Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency. 29.10.The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with “Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety days of filing of review petition 29.11.The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit. 29.12.The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.

Section II - Prequalification Data Sheet (PDS)

A. General

ITA 1.1	The identification number of the Invitation for Prequalification is: Tender No. P-51/2026 The Procuring Agency is: Pakistan Revenue Automation Pvt Limited, 2nd Floor Galaxy Business Center, St # 9, I-9/3, Islamabad. The list of contracts is: Procurement of Stationery, Goods, Misc. Store Items and repair & maintenance
ITA 2.1	The name of the Procuring Agency is: Pakistan Revenue Automation Pvt Limited, Islamabad The name of the Project or Procurement is: **Procurement of Daily Use Items/Goods through Open Framework Agreements**
ITA 4.2	Maximum number of members in the JV shall be: **"not applicable"**
ITA 4.7	A list of debarred firms and individuals is available on the PPRA's website: http://www.epms.ppra.gov.pk

B. Contents of the Prequalification Document

ITA 7.1	**For clarification purposes,** the Procuring Agency's address is: **["same as in ITA1.1 above"]** Attention: Procurement Cell Address: Revenue Automation Pvt Limited, 2nd Floor Galaxy Business Center, St # 9, I-9/3, Islamabad. City: Islamabad ZIP Code: 44000 Country: Pakistan Telephone: 051-9259353 Electronic mail address: procurement@pral.com.pk
ITA 7.1 & 8.2	Web page: *pral.com.pk*
ITA 7.2	Pre-Application Meeting will be held: **on September 02, 2026 at 03:00 pm at PRAL Galaxy Office, Sector I-9/4, Islamabad.**

C. Preparation of Applications	
ITA 10.1	This Prequalification document has been issued in the ***"English"***
ITA 11.1 (d)	The Applicant shall submit with its Application, the following additional documents: 1. Bidder must provide an Affidavit on Non-judicial stamp paper of Rs. 100/- stating that the bidder is not-blacklisted by any public sector organization in Pakistan. 2. Bidder must provide an Affidavit on Non-judicial stamp paper of Rs. 100/- that bidder has never been **Blacklisted at the time of submission of bid** for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc. (Bids from any bidder who is found or purported to be engaged in these offenses shall be rejected without assigning any reason).
ITA 14.2	The source for determining exchange rates is: https://www.nbp.com.pk/RateSheet/index.aspx
ITA 15.2	In addition to the original, the number of copies to be submitted with the Application is: **One (01)**
D. Submission of Applications	
ITA 17.1	**The deadline for Application submission is:** **Sealed bids shall be submitted on or before September 11, 2026** Electronic mail address: procurement@pral.com.pk

ITA 19.1	The opening of the Applications shall be at 03:30 pm September 11, **2026**
ITA 19.2	**Not Applicable**
E. Procedures for Evaluation of Applications	
ITA 23.1	A margin of domestic preference **shall not** apply

ITA 31.1	If an Applicant wishes to make a Prequalification related Complaint, the Applicant should submit its complaint, in writing to: **For the attention**: **Title/position**: Head of Procurement **Procuring Agency:** Pakistan Revenue Automation Pvt. Ltd. **Email address**: procurement@pral.com.pk In summary, at this stage, a Prequalification related Complaint may challenge any of the following: the terms of the Prequalification Documents; and the Procuring Agency's decision not to prequalify an Applicant.

Section III - Qualification Criteria and Requirements

This Section contains the methods, criteria, and requirements that the Procuring Agency shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

Eligibility & Qualification Criteria

Sr. No.	Eligibility / Qualification Criteria	Requirement	Required Evidence / Documents
1	Legal Registration & Tax Compliance	The bidder shall be a legally registered business/entity and shall comply with applicable tax requirements.	Valid SECP/Firm/Business Registration Certificate, NTN Certificate and applicable Sales Tax/GST Registration and ATL status,.
2	Relevant Business & Experience	The bidder shall be engaged in the supply/trading of daily-use items, consumables, grocery, stationery, toiletries, household items, electronics or similar products and should have relevant experience in supplying such goods. No minimum number of years of experience shall be mandatory	Brief Company/Firm Profile and any reasonable evidence of relevant previous supplies, such as purchase orders, contracts, supply orders, invoices, delivery challans or performance/completion certificates, where available.
3	Online Ordering Facility	The bidder shall have at least one functional online/electronic ordering channel for receiving and processing orders, such as WhatsApp Business, email, website, web portal, mobile application, online catalogue/order form or any other suitable electronic means.	Active email address, WhatsApp/business contact, website/portal/app link, online catalogue/order form or other evidence of the available ordering facility.
4	Product Quality & Authenticity	The bidder shall undertake to supply new, genuine and standard-quality products in accordance with the required specifications, quantity and quality standards. Products having an expiry/best-before date shall meet the applicable shelf-life requirements	Signed undertaking/declaration regarding product quality, authenticity and applicable shelf-life requirements. Product specifications/catalogue or manufacturer/distributor authorization may be provided where applicable.
5	Supply & Delivery Capability	The bidder shall have adequate arrangements to procure, supply and deliver the required goods within the specified/agreed delivery period	Signed undertaking confirming supply and delivery capability and brief details of delivery arrangements
6	Complaint & Replacement Mechanism	The bidder shall have a mechanism for receiving and resolving complaints relating to wrong, damaged, defective, expired or non-conforming goods and shall arrange replacement/rectification, where applicable.	Contact details of responsible person and signed undertaking regarding complaint, return and replacement arrangements.
7	Non-Blacklisting Declaration	The bidder shall declare that it is not blacklisted, suspended or debarred by the competent authority, where applicable under the prevailing procurement rules	Signed and stamped declaration/undertaking on affidavit.
8	Acceptance of Tender Requirements	The bidder shall accept the terms, conditions, specifications, delivery requirements and other requirements of the bidding documents.	Signed and stamped acceptance/declaration as prescribed in the bidding documents.

Technical Evaluation Criteria

Sr. No.	Evaluation Criteria	Assessment / Marks	Documentary Evidence	Maximum Marks	Marks Obtained
1	Relevant Experience	No relevant experience – 0 1–2 relevant supplies – 10 More than 2 relevant supplies – 20	Purchase orders, contracts, invoices, delivery challans or performance certificates	20	
2	Product Range & Quality	Limited range / insufficient information – 5 Adequate range and quality information – 10 Good/comprehensive range with specifications – 20	Product catalogue/list, specifications and quality undertaking	20	
3	Online Ordering Facility	Email/WhatsApp – 10 Email/WhatsApp + Online catalogue/order form – 15 Email/WhatsApp + Online catalogue/order form + Website/portal/mobile application or equivalent – 20	Email/WhatsApp details, catalogue/order form, website/portal/app link or screenshots	20	
4	Order Fulfilment Capability	Basic capability with undertaking – 10 Documented fulfilment process with previous order evidence – 15 Documented fulfilment process with multiple previous order evidence and demonstrated capacity – 20	Order fulfilment process, previous purchase orders, invoices, delivery challans or undertaking	20	
5	Return / Exchange & Replacement Policy	Basic commitment/undertaking – 5 Written policy with clear procedure and timelines – 10	Return/exchange/replacement policy, terms and conditions and undertaking	10	
6	Understanding & Compliance with Requirements	Partial compliance – 5 Full compliance – 10	Signed technical compliance statement/checklist	10	
			Total	100	

- The minimum threshold for the technical evaluation is 60 marks.

Qualification & Evaluation Framework

Daily Use Items / Grocery / Toiletries / Electronics / Stationery / Online Ordering Platform Procurement Objective

The purpose of this procurement is to engage a professionally managed supplier/platform capable of providing daily-use items through a transparent, fair, quality-assured, safe, and efficient supply mechanism with reliable product availability and online ordering capability.

The supplier shall ensure:

- quality assurance of all supplied products,
- safety and hygienic handling,
- continuous product availability,
- efficient order fulfillment,
- digital/online ordering facility,
- timely delivery and complaint resolution.

Indicative Categories of Daily-Use Items

The bidder shall be capable of supplying, but not limited to, the following categories through a single integrated platform/store:

A. Grocery & Pantry Items

- Tea, sugar, salt,
- Beverages & bottled water
- Biscuits, snacks & confectionery
- Fresh fruits & vegetables (where required)

B. Toiletry & Personal Care Items

- Soap & hand wash
- Tissue papers & wet wipes
- Sanitary products
- Air fresheners

C. Stationery & Office Consumables

- Paper & photocopy paper
- Pens, markers, pencils
- Files, folders & registers
- Printer cartridges & toners
- Sticky notes & office accessories
- Envelopes & packaging material

D. Electronics & IT Accessories

- Keyboards, mouse, USB devices
- Chargers & extension cords
- Computer accessories
- Batteries & power banks
- Small office electronics
- Networking accessories

E. Cleaning & Hygiene Items

- Cleaning chemicals
- Sanitizers & disinfectants
- Waste bins & garbage bags
- Janitorial consumables
- Cleaning tools & accessories

F. Miscellaneous Daily-Use Items

- Kitchen items
- Disposable items
- Emergency utility items
- General office consumables

Online Ordering & Digital Platform Requirement

- The bidder shall have at least one functional online/electronic ordering facility, such as:
  - WhatsApp Business
  - Email
  - Website/Web Portal
  - Mobile Application
  - Online Catalogue/Order Form
  - Any other suitable electronic means

- The bidder shall provide evidence of the available ordering facility, such as an active email address, WhatsApp Business contact, website/portal/app link, online catalogue/order form, screenshot, or other verifiable evidence.
- ERP integration shall not be mandatory. Preference may be given to bidders having ERP-integrated or other integrated digital ordering systems.

Section IV - Application Forms

Application Submission Letter

Date: *[insert day, month, and year]*
IFP No. and title: *[insert IFP number and title]*

To: *[Pakistan Revenue Automation Pvt. Ltd.]*

We, the undersigned, apply to be prequalified for the referenced IFP and declare that:

(a) **No reservations:** We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with Instructions to Applicants (ITA) 8*: [insert the number and issuing date of each addendum].*

(b) **No conflict of interest**: We have no conflict of interest in accordance with ITA 4.6;

(c) **Eligibility**: We (and our subcontractors) meet the eligibility requirements as stated ITA 4.1, we have not been suspended by the Procuring Agency based on execution of a Bid/Proposal Securing Declaration in accordance with ITA 4.9;

(d) **State-owned enterprise or institution:** [*select the appropriate option and delete the other*] [*We are not a state-owned enterprise or institution*] / [*We are a state-owned enterprise or institution*];

(e) **Not bound to accept:** We understand that you may cancel the Prequalification process at any time without incurring any liability to the Applicants, in accordance with ITA 26.1. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings

(f) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed: *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name: *[insert full name of person signing the Application]*

In the capacity of: *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: *[insert full name of the Applicant or the name of the JV]*

Address: *[insert street number/town or city/country address]*

Dated: *[insert date the document is signed i.e. day number]* day of *[insert month], [insert year]*

[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]

Form ELI -1.1
Applicant Information Form

Date: *[insert day, month, year*]
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

Applicant's name along with nationality *[insert full name]*
In case of Joint Venture (JV), name of each member along with nationality: *[insert full name of each member in JV]*
Applicant's actual or intended country of registration: *[indicate country of Constitution]*
Applicant's actual or intended year of incorporation: *[indicate year of Constitution]*
Applicant's legal address [in country of registration]: *[insert street/ number/ town or city/ country]*
Applicant's authorized representative information Name: *[insert full name]* Address: *[insert street/ number/ town or city/ country]* Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]* E-mail address: *[indicate e-mail address]*
1. Attached are copies of original documents of ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.5. ☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2. ☐ 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

In case of JV, the Applicant's information shall include information on each JV member and letter of intent to form JV or JV agreement, in accordance with ITA 4.2

Form ELI -1.1 (continued) Applicant Information Form

Date: *[insert day, month, year]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

<table>
<tr><td>1. Applicant's name</td><td colspan="3"></td></tr>
<tr><td>2. Street Address:</td><td>Postal Code:</td><td>City:</td><td>Country:</td></tr>
<tr><td>3. P.O. Box and Mailing Address:</td><td colspan="3"></td></tr>
<tr><td>4. Telephone Number:</td><td colspan="3"></td></tr>
<tr><td>5. Fax Number:</td><td colspan="3"></td></tr>
<tr><td>6. E-mail Address:</td><td colspan="3"></td></tr>
<tr><td>7. Web Site:</td><td colspan="3"></td></tr>
<tr><td>8. Contact Name:</td><td colspan="3"></td></tr>
<tr><td>9. Contact Title:</td><td colspan="3"></td></tr>
<tr><td>10. Type of Business:</td><td colspan="3"></td></tr>
<tr><td>11. If Other, specify:</td><td colspan="3"></td></tr>
<tr><td>12. Nature of Business:</td><td colspan="3"></td></tr>
<tr><td>13. Year Established:</td><td colspan="3"></td></tr>
<tr><td colspan="4">14. Dates, Numbers, and Expiration Dates of Current Licenses and Permits:</td></tr>
<tr><td colspan="4">15. Current registration with relevant authorities information:</td></tr>
<tr><td colspan="4">16. Proof of product and facility registrations with Procuring Agency's country regulatory authority and international agencies [If Applicable]</td></tr>
<tr><td colspan="4">17. Name of government agency(ies) responsible for inspecting and licensing of facilities in the country of origin of the raw material and or processing of the goods: [If Applicable]

Date of last inspection:</td></tr>
<tr><td>18. Quality Assurance Certification
(Please include a copy of your latest certificate with the PQ Application):</td><td colspan="3">[If Applicable]</td></tr>
</table>

19. Production capacity: *[insert peak and average production capacity over the last three years in units/day or units/month, etc.]* **[If Applicable]**

20. List of names and addresses of sources of raw material and what products they will be used in: **[If Applicable]**

21. Proof of raw material product and facility registrations with Procuring Agency's country regulatory authority and international agencies **[If Applicable]**:

22. Raw materials tested prior to use: **[If Applicable]**

23. Presence and characteristics of in-house quality control laboratory **[If Applicable]**

24. Names and addresses of external quality control laboratories used: **[If Applicable]**

25. Are all finished products tested and released by quality control prior to release for sale? Yes ______No __, If not, why? **[If Applicable]**

26. List control tests done during production? If so list.

[If Applicable]

27. List tests conducted after production and prior to release of product on market:

[If Applicable]

28. Are technical documents available in: ***[English]***

Yes No

[If Applicable]

Form FIN – 1
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 PKR)**				
	Year 1	Year 2			
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, Sub-factor 3.1. 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 *[2]* 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.

Form FIN - 2
Average Annual Turnover (Annual Sales Value)

[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

Annual turnover data			
Year	**Amount Currency**	**Exchange rate* (If applicable)**	**PKR**
[indicate calendar year]	*[insert amount and indicate currency]*		
		Average Annual Turnover **	

* Refer ITA 14 for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA 3.2.

Current Contract Commitments / Contracts in Progress Form
CON-1

1. Name of Contract(s)
2. Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]
3. Value of outstanding contracts [current PKR equivalent]
4. Estimated delivery date
5. Average monthly invoices over the last six months (PKR/mon.)

Form- EXP-1

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

Form- PER 1

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 PKR**
[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 (PKR)**

[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 PKR**

[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]*

Section V - Eligible Countries

Eligibility for the Provision of Goods and Related Services

In reference to ITA 5.1, for the information of the Applicants, at the present time, firms and individuals, supply of goods and Related Services from the following countries are excluded from this Prequalification process:

All the bidders are allowed to participate in the subject procurement without regard to nationality, except bidders of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel

Ministry of Interior, Government of Pakistan has notified List of Business Friendly Countries (BVL), information can be accessed through following link:

http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L

Notification to Conclude a Framework Agreement

[Use letterhead paper of the Procuring Agency]

[Date]

To: *[name and address of successful Bidder]*

Notification to Conclude a Framework Agreement
Framework Agreement No. [*insert FA reference number*]

This is to notify you that your Bid dated *[insert date]* to conclude a Framework Agreement in relation to the supply of *[insert short title for Goods] is hereby accepted by our Agency.*

Please sign, date and return the Framework Agreement within [*insert the applicable period for signing of the FA in accordance of the ITB]* days of receipt of the same.

Authorized Signature: ______________________________

Name: ______________________________

Title/position: ______________________________

Name of Agency: ______________________________

Telephone: ______________________________

Email: ______________________________

Framework Agreement

[*This form is to be completed by the Procuring Agency in accordance with the instructions provided in italicized text. The italicized text should be deleted from the final documents.*

***Note**: the terminology in relation to the parties to the Framework Agreement changes from the terminology used in relation to the parties involved in the Primary Procurement process. In the Primary Procurement process the Procuring Agency is responsible for establishing the FA(s). However, the parties to the FA will be the "Procuring Agency(s)" and, where Procuring Agency(s) and responsible for managing and administering the FA. In the FA, the successful Bidder(s) is called the "Supplier". This covers the Supplier's capacity as both a holder of a FA and as a Supplier under a Call off Contract.*]

This Framework Agreement [*insert reference number of the Framework Agreement]* is made for the supply of *[insert brief description of Goods and services]*

*on the [insert: **number**]* day of *[insert: **month**]*, *[insert: **year**]*

between

[Select one of the three OPTIONS below]

[for Single User Framework Agreement]

the Procuring Agency(s) [*insert complete name of the Procuring Agency/s, the type of legal entity, (for example, "an agency of the Ministry of the Government of {insert name of Country of Procuring Agency/s}", or "a corporation incorporated under the laws of {insert name of Country of Procuring Agency/s}"*] *(*the Procuring Agency(s)) and

the Supplier [*insert name of the Supplier*], a corporation incorporated under the laws of [*insert country of Supplier*] and having its principal place of business at [*insert Supplier's address*] (Supplier)**.**

This Framework Agreement is subject to the provisions described in the Sections and Schedules listed below, and any amendments.

This Framework Agreement concludes a standing offer by the Supplier to supply the specified Goods to the Procuring Agency(s) during the Term of the Framework Agreement, as and when the Procuring Agency(s) wishes to purchase them, through a Call-off Contract.

The following documents shall be deemed to form and be read and construed as part of this Framework Agreement and, where indicated, to any Call-off Contract awarded under this Framework Agreement.

Section A: Framework Agreement General Provisions

Section B: Framework Agreement Specific Provisions

Schedule 1: Schedule of Requirements

Schedule 2: Price Schedules

Schedule 3: Secondary Procurement

Schedule 4: Call-off Contract: General Conditions of Contract (GCC)

Schedule 5: Forms for Call-off Contract

Schedule 6: List of participating Procuring Agency [*use for Multi-User FAs, otherwise delete*]

IN WITNESS whereof, the Parties to this Framework Agreement have caused this Framework Agreement to be executed in accordance with the laws of [*insert the name of the Framework Agreement governing law country*] on the day, month and year indicated above.

[Select one of the three options below]

[OPTION 1: for Single User Framework Agreement]

"For and on behalf of the Procuring Agency:"

Signed: [*insert signature*]

Full name: [*name of person signing*]

Agency: [*insert the name of agency*]

In the capacity of: [*insert title or other appropriate designation*]

In the presence of [*insert identification of official witness]*

For and on behalf of the Supplier:

Signed: [*insert signature of authorized representative(s) of the Supplier*]

Full name: [*name of person signing*]

In the capacity of: [*insert title or other appropriate designation*]

In the presence of [*insert identification official of witness*]

Performance Security (or Guarantee)
(Bank **Guaran**tee)

[The Procuring Agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[insert name and Address of Procuring Agency]*

Date: *[Insert date of issue]*

Performance Guarantee No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

Framework Agreement No.: *[insert Procuring Agency's reference for the Framework Agreement]*

Call-off Contract No.: *[insert Procuring Agency's reference for the specific Call-off Contract]*

We have been informed that _ *[insert name of Supplier, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into a Call-0ff Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the supply of _ *[insert name of contract and brief description of Goods and Related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Call-off Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (_____) *[insert amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the …. Day of ……, 2…, and any demand for payment under it must be received by us at this office indicated above on or before that date.

____
[signature(s)]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

Advance Payment Security
Demand Guarantee

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[Insert name and Address of Procuring Agency]*

Date: *[Insert date of issue]*

Advance Payment Guarantee No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

Framework Agreement No.: *[insert Procuring Agency's reference for the Framework Agreement]*

Call-off Contract No.: *[insert Procuring Agency's reference for the specific Call-off Contract]*

We have been informed that *[insert name of Supplier, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into a Call-off Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the execution of *[insert name of contract and brief description of Goods and Related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum *[insert amount in figures]* () *[insert amount in words]* is to be made against an advance payment guarantee.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures] [insert amount in words]* upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:

(a) has used the advance payment for purposes other than toward delivery of Goods; or

(b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.

A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number *[insert number]* at *[insert name and address of Applicant's bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, has been certified for payment, or on the *[insert day]* day of *[insert month]*, 2 *[insert year]*, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

____

[signature(s)]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

Section VI – Schedule of Requirements

Category	Item	Delivery Location
A	**Grocery & Pantry Items**	2nd Floor, PRAL Office, St # 9, I-9/, Islamabad.
B	**Toiletry & Personal Care Items**	-do-
C	**Stationery & Office Consumables**	-do-
D	**Electronics & IT Accessories**	
E	**Cleaning & Hygiene Items**	-do-
F	**Miscellaneous Daily-Use Items**	-do-

1. Delivery Schedule

The successful bidder shall be liable to supply the requisite items at their own expenses and within the specified time which shall be mentioned by PRAL in respective “Call-off Orders” that shall be issued from time to time, at Pakistan Revenue Automation Pvt Limited, 2nd Floor of Galaxy Business Centre I-9/3, Islamabad.