Tender Document

Insurance of Embassy Official Vehicles

Tender Notice

The Embassy of Pakistan requests quotations from experienced and well-reputed companies for 'Insurance of Embassy Official Vehicles'. Interested companies may collect these documents and submit their bids by 1200 hrs on or by 20 December 2026.



Embassy of Pakistan,
Circle 8, Diplomatic Quarters,
Riyadh.
Phone N o .0 1 1 48 87 272 ,Ex t.4 45

INVITATION TO BID

Embassy of Pakistan, Riyadh, hereby invites sealed tenders from well-reputed and experienced companies/ Brokers registered to do business in KSA, for the 'Insurance of Embassy Official Vehicles' of the Embassy of Pakistan, Riyadh.

Interested bidders may collect the bidding documents from **the Administration Office** at the Embassy of Pakistan, Riyadh by submitting a Letter of Interest (LoI) or by emailing the LoI to headofchancery@pakistaninksa.com requesting for the Tender Documents. Bidders are requested to provide their best and final prices. Bidding will be conducted according to the normal PPRA rules in vogue. The quantity/volume of work may increase or decrease; items of work may be added or deleted as per requirements. Bidding companies/individuals must have prior experience in the said field.

Bids must reach the office of the undersigned before **1200 hours on 20 December 2026**. The technical bids and financial bids of technically qualified bidders only will be opened on the same day at 1300 hrs. Complete details of work experience, fulfilment of tender requirements, documentation, and licences of the bidders will be considered in the technical bid. No tender documents shall be issued on the date fixed for the opening of the tender.

Conditional, incomplete tenders, and those not fulfilling the above-mentioned requirements and those mentioned in the General Terms and Conditions of the tender document shall be considered non-responsive. Further personal canvassing or recommendations will disqualify the bidder(s). Bid(s) not submitted on time in the prescribed format/BOQ will outright be rejected. This tender is only an invitation to offer, and the Embassy reserves the right to accept or reject any or all tenders at any time prior to the acceptance of a bid or proposal. It shall, upon request, communicate to any bidder or contractor who submitted a bid or proposal the grounds for its rejection of all bids but is not required to justify those grounds, PPRA's Rule 33(1).

Embassy of Pakistan,

Circle 8, Diplomatic Quarters, Riyadh.

Phone No. 0114887272 , Ext. 445

Email: headofchancery@pakistaninksa.com

EMBASSY OF PAKISTAN 3 RIYADH

INSTRUCTIONS FOR BIDDERS:

1. Bidders should understand and know the exact nature, type, and quantum of the work before submitting their Tender/Quotation.

2. If the bidder(s) need(s) any clarification/ information, he/she should contact the Embassy before the date of opening of quotations.

3. **Quoted prices should be mentioned without and inclusive of all taxes, including VAT, as applicable.**

4. Quoted prices should be firm and final, and no rebate will be accepted after the opening of the quotations.

5. Quoted prices must be mentioned in words and figures both. In case of an error the price quoted in words will be considered. Any proposals with overwriting or cutting will not be accepted, and the bid will be rejected.

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

EMBASSY OF PAKISTAN 3 RIYADH

(Muhammad Hamza)
Head of Chancery
Embassy of Pakistan,
Riyadh

Bidders Signature & Stamp

Insurance of Embassy Official Vehicles

GENERAL TERMS AND CONDITIONS

The general terms and conditions should be studied carefully before quoting the rates.

1. The bidders should submit their tender according to the Single Stage Two Envelope process under PPRA Rules. The tender should consist of a **sealed single package** containing one sealed envelope titled **"Technical Proposal"** and one sealed envelope titled **"Financial Proposal"**

   a. Envelope marked as **"Technical Proposal"** should contain the following:
   - i) Company Profile
   - ii) Company Registration documents
   - iii) Income Tax Department Registration
   - iv) VAT Registration
   - v) Proof of experience (number and detail of clients with details of years of services) of similar work.
   - vi) **Any other documents mandatory/required as per Annexes must also be furnished along with the Technical Proposals.** (Missing, incomplete, or ambiguous documents can affect the Technical Evaluation; therefore, it is expected that bidders shall submit complete and verifiable details).
   - vii) References of clients and orders completed in the past.
   - viii) Copies of previous and ongoing contracts as proof.

   b. One sealed envelope for the financial bid marked as **"Financial Proposal"**. The envelope should contain a duly filled, signed, and stamped **Financial Bid document .**

2. The bidders have to qualify for technical evaluation, and the successful bidder(s) will be decided on the basis of the "Most Advantageous Bid."

3. The successful bidder will have to execute a framework agreement with the Embassy, while all tender documents, instructions and terms and conditions shall be made a part of the contract.

4. The Embassy will provide exact details of its employees only to the successful bidder.

5. The Technical Evaluation will be based on the criteria provided in **Annex-I**, the minimum qualifying score for Technical Proposals is 70 marks. All mandatory documents must be provided for assessment and better chances of qualification. In case any mandatory document or other listed documents are found missing, the score for the Technical Proposal may be deducted, or the bid may be deemed non-responsive and disqualified.

EMBASSY OF PAKISTAN 3 RIYADH

6. The weightage of the Technical score will be 70% of the total marks obtained in the technical evaluation as per the criteria given in **Annex-I**.
7. The bidders are expected to give their best offers. The bidder to quote the lowest cost shall receive the maximum Financial Bid score.
8. The weightage of the financial score will be 30% of the total marks obtained in the financial evaluation as per the criteria given in Annex-II.
9. The bidder obtaining the highest marks in the technical and financial proposals will be deemed the "Most Advantageous Bidder."
10. If more than one bidder achieves the same aggregate score, then preference will be given to the bidder with the higher financial score.

SPECIFIC TERMS AND CONDITIONS

1. This contract is for the Insurance of Embassy Official Vehicles Embassy of Pakistan, Riyadh as per details given in ANNEX-II.

2. The successful bidder/company will enter a contract for the supply of waiting chairs for Consular Hall for a period of one year.

3. The steel frame triple waiting chairs must have a guarantee of at least 3 years and a repair warranty of up to 5 years.



Contractor's signature with seal

FORM OF BID

(LETTER OF OFFER)

Bid Reference No. _____

(Name of Works)

To: Head of Chancery,
Embassy of Pakistan,
Riyadh.

Sir,

1. Having examined the Bidding Documents including Instructions to Bidders, Bidding Data, Conditions of Contract, Contract Data, Specifications, and Annexes for the execution of the subject work, we, the undersigned, being a company doing business under the name of_____
_and
address_____
and being duly incorporated under the laws of the Kingdom of Saudi Arabia hereby offer to execute and complete such Works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the sum as specified in our Financial Proposal.

2. We understand that all the Schedules attached hereto form part of this Bid.

3. We undertake, if our Bid is accepted, to commence the services as per the framework agreement (to be signed later by the successful bidder).

4. We agree to abide by this Bid for the period of 120 days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

6. We understand that you are not bound to accept the lowest or any bid you may receive.

7. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Works.

Dated this_____day of _____, 2026

Signature _____



in the capacity of _____duly authorised to sign bid for and on behalf of

_____

(Name of Bidder in Block Capitals)

(Seal)

Address

_____

_____

_____



Financial Proposal

Sr. No.	Description of Work	No. Of Official Vehciles	Total Cost (SAR)
1	Insurance of Official Vehicles of the Embassy of Pakistan (full coverage)	15	
Total Cost (exclusive of VAT)			
VAT (15%)			
Grand Total			

*** Validity of quoted amount should not be less than 90 days.**
**** quoted rates must be full and final.**
***** actual order may be increased or decreased.**

Name of the Company:
Authorized person:
Signature:
Contact details:

Contractors Seal with Signature

Embassy of Pakistan, Riyadh



ANNEX-I

(documents to be submitted with Technical Proposals)

Technical Evaluation Criteria

S.NO.	DESCRIPTION	Criteria	Score	Checklist
1.	Company Registration Certificate and documents	**Mandatory**	**15**	
2.	Proof of experience working with Private/Govt Orgs (copies of ref letters)	**Mandatory**	**15**	
3.	Managerial capability; verifiable hierarchy of office staff; No. of employees and details of employees		**15**	
4.	Details of Insurance coverage		**20**	
5.	Coverage network		**20**	
6.	Details of coverage network outside Riyadh		**15**	
Total Score			**100**	

- **All "Mandatory" Criteria must be fulfilled in order to qualify for the Technical Proposal**
- **Qualifying marks for the Technical Evaluation: 70**
- **Any Bid with incomplete/missing documents may be deemed non-responsive and may be disqualified**
- **Initially Technical Evaluation will be completed and Financial Bids will be opened on prescribed time for Technically qualified bidders only.**

EMBASSY OF PAKISTAN 3 RIYADH

Vehicle Details

Vehicle Make	Vehicle Type	Body Type Rater	Year	Plate Type	Plate Number English
MERCEDES	300	Sedan S	2013	Diplomatic	2 ABD
BMW	730	Sedan L	2017	Diplomatic	1 ABD
GMC	YUKON	Jeeps 4x4 L	2018	Diplomatic	33 ABD
TOYOTA	FORTUNER	Jeeps 4x4 M	2015	Diplomatic	11 ABD
TOYOTA	HIACE	Light Commercial - Van	2018	Diplomatic	19 ABD
CHEVROLET	TRAVERSE	Jeeps 4x4 M	2019	Diplomatic	3 ABD
CHEVROLET	TRAVERSE	Jeeps 4x4 M	2019	Diplomatic	24 ABD
CHEVROLET	TRAVERSE	Jeeps 4x4 M	2019	Diplomatic	44 ABD
FORD	EXPEDITION	Jeeps 4x4 L	2016	Diplomatic	13 ABD
NISSAN	X-TRAIL	Jeeps 4x4 S	2021	Diplomatic	21 ABD
MAZDA	CX 9	Jeeps 4x4 M	2024	Private Car	25 ABD
KIA	TELLURIDE	Jeeps 4x4 M	2024	Private Car	30 ABD
CHEVROLET	TAHOE	Jeeps 4x4 L	2021	Private Car	21 ABG
TOYOTA	FORTUNER	Jeeps 4x4 M	2024	Private Car	27 ABD
TOYOTA	FORTUNER	Jeeps 4x4 M	2025	Private Car	32 ABD



TENDER SUBMISSION DEADLINE

Date: November 2025

Time: 20 December 1200 Hrs

Address for Submission: Embassy of Pakistan, Riyadh, KSA, Abdullah As Sahmi Street, Assafarat, Riyadh.

For further enquiries, please contact:

Head of Chancery

Embassy of Pakistan Riyadh.

Phone: 011-4887272

Email: headofchancery@pakistaninksa.com

EMBASSY OF PAKISTAN 3 RIYADH

****