

**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF NATIONAL HEALTH SERVICES, REGULATION**  
**AND COORDINATION**  
**JINNAH MEDICAL CONSTRUCTION COMPANY (JMC)**

RFP No. 10/Janitorial-Services/JMC/2026

**REQUEST FOR PROPOSAL**

**FOR**

**PROVISION OF JANITORIAL SERVICES**

**Jinnah Medical Construction Company**, (Formerly: Jinnah Medical Complex & Research Center) is a company formed under section 42 of the Companies Act, 2017 (the "JMC") and is owned by the Federal Government. The primary mandate of the Company is to construct Jinnah Medical Complex and Research Center and other Similar Projects in Pakistan. JMC intends to engage a professional firm **for the provision of Janitorial Services for its offices**.

Interested and eligible bidders may download the detailed bidding documents, including Terms of Reference (TORs), terms and conditions, specifications, and requirements, from the EPADS portal ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).

**Pre-Bid Meeting**

All interested bidders are encouraged to attend the pre-bid meeting scheduled for 28 January 2026 at 11:30 AM.

**Bid Closing**

Bidding shall be conducted under the **Single Stage – Two Envelope procedure** using the **Least Cost Based Selection (LCBS)** method, strictly in accordance with the **PPRA Rules and Regulations**. Bids must be submitted electronically through the **EPADS portal** ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) on or before the **closing time of 11:00 AM on 10 February 2026**.

**Bid Opening**

Technical bids will be opened electronically on the same day at **11:30 AM** in the presence of bidders or their authorized representatives who choose to attend.

**Dr. Iftikhar Ahmed Babar**  
**Chief Procurement Supply Chain Officer,**  
**Project Management Unit**  
**Jinnah Medical Construction Company.**

**Hall 3A, Deputy Director, P&D Wing, 3<sup>rd</sup> Floor, Kohsar Block, Pak Secretariat  
Ministry of National Health Services, Regulations & Coordination, Islamabad**

**[iftikhar.babar@jmrc.org.pk](mailto:iftikhar.babar@jmrc.org.pk)**

**Ph. 051-9204117**

**Cell No. 0334-5598416**

**Request for Proposal (RFP)**

**For**

**The Provision of Janitorial Services**



**RFP No. 10/Janitorial-Services/JMC/2026**

**e-Bid Submission: 10 February, 2026 by 1100 Hrs.**

**Technical Bid Opening: 10 February, 2026 by 1130 Hrs.**

**At**

**DR. IFTIKHAR AHMED BABAR**  
Chief Procurement Supply Chain Officer,  
Project Management Unit

**Jinnah Medical Construction Company**

**Hall 3A, Deputy Director, P&D Wing, 3rd Floor, Kohsar Block, Pak Secretariat  
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## **INSTRUCTIONS TO BIDDERS**

The objective of “Instructions to Bidders” is to provide bidders information to submit their bids in response to this Request for Proposal (RFP) document, according to the requirements defined in this RFP document and in the same order/sequence as set forth in this RFP document. Bidders are required to follow the below requirements for their bids:

- 1) Bidders are required to mention the RFP number (**10/Janitorial-Services/JMC/2026**) in the subject line of the emails for all correspondence related to the subject tender. Jinnah Medical Construction Company, (formerly Jinnah Medical Complex & Research Center) herein after referred as “JMC” will not be liable for any missed correspondence/email, including Bid Securing Declaration sent via email, where the RFP number is not mentioned in the subject line of the email.
- 2) Bidders who receive the RFP documents shall send an acknowledgement to JMC by email at [iftikhar.babar@jmcrc.org.pk](mailto:iftikhar.babar@jmcrc.org.pk) the acknowledgement shall have full contact details of its contact person. Any communication/response to the clarifications shall be shared with such provided contact person(s). JMC assumes no liability for non-receipt of communication/clarifications for such bidders who do not share the required contact details.
- 3) JMC will respond by electronic mail to any request for clarifications. A consolidated matrix of all queries along with respective responses will be sent to all prospective bidders without disclosing the details of the bidders. An SMS/text message or phone call will not be regarded as a communication for the purpose of this RFP document and cannot be referred as such and shall not be deemed legally binding. JMC foresees that while clarifying a query, a bidder’s identity may need to be disclosed due to the nature of the query, the bidder, in such case, will have no objection to such disclosure by JMC.
- 4) JMC may hold a prospective bidders’ clarifications/pre-bid meeting at JMC Office in Islamabad as may be decided by JMC to which prospective bidders will be invited. Prospective bidders may attend the meeting at their own cost.
- 5) Scope of services for subject tender is provided at **Annexure-I**.
- 6) For this Tender, **Single Stage – Two Envelope** Procedure as per Public Procurement Rules 2004 shall be followed. Bidders are required to upload, separately, their soft technical and financial bids (in PDF) on the EPADS portal before the deadline for bid submission given in the tender notice and RFP document.
- 7) The bidders will submit their bids in **one (01) original in electronic form (pdf)**. All the pages of the bid must be sequentially numbered. Form of Bid and Price Schedule must be stamped & signed by the representative authorized as per clause 6 of the Form of Bid (**Annexure-III**). All other pages of the bid must be stamped and initialed by the representative authorized as per clause 6 of the Form of Bid.
- 8) Bid Securing Declaration, on bidder letterhead, as per format provided at **Annexure -VI**, shall be submitted via email to the Procurement & Supply Chain Department of JMC, at [iftikhar.babar@jmcrc.org.pk](mailto:iftikhar.babar@jmcrc.org.pk) before the bid opening deadline. Any bid who’s Bid Securing Declaration has not been submitted to the Procurement & Supply Chain Department of JMC before bid opening deadline shall not be considered and shall be rejected.
- 9) The Bid Securing Declaration shall be executed in case of any of the following occurrence:
  - a) Bidder withdraws its bid between bid submission deadline and before expiry of bid validity; or

- b) Bidder refuses to rectify a discrepancy in submitted Bid Securing Declaration or Form of Bid; or
- c) Successful bidder fails to sign the Contract or submit the required performance guarantee.

10) Bid Securing Declaration of the technically disqualified bidders shall be discharged after announcement of technical evaluation report whereas the Bid Securing Declaration of the overall unsuccessful bidders shall be discharged after award of contract to the successful bidder. Bid Securing Declaration of the successful bidder shall be discharged after retention of ten percent (10%) performance guarantee amount from its first invoice.

11) A performance security / guarantee, for amount equivalent to 10% of the first monthly invoice shall be retained by JMC. The performance security / guarantee shall be released on completion of Contract period, if the same is not forfeited, claimed or disputed.

12) The bid validity period will be **Ninety (90) days**, starting from the date of opening of the technical bids. Within original validity of the bids, JMC may request the bidders to extend their bid validity for another period not exceeding the original bid validity. Bidders who choose not to extend their bid validity as desired by JMC would be required to withdraw their bids and their bid securing declarations shall be discharged.

13) The language of the bids shall be English. Any printed literature/documents/certificates etc. furnished by the bidders in another language shall be accompanied by an English translation which shall govern for purposes of interpretation.

14) JMC reserves the right to amend, modify, supplement or withdraw this RFP document or extend the deadline for submission of the bids at any time and to reject all received bids and annul this process without assigning any reason/cause and without assuming any liability or obligation on its part. All amendment(s) shall be part of the RFP document and binding on the bidders. JMC shall notify the amendment(s) in writing prior to the bid submission date.

15) Bidders shall submit all relevant documents, in their bids, required to evaluate/assess the bidders as per the criteria mentioned at **Annexure-IV**. Bidders shall be evaluated on basis of the documents provided in the bids. Provision of relevant and clear/unambiguous documents shall be responsibility of the bidders. Tender shall be awarded to the most advantageous bidder, who conforms to the mandatory requirements and the evaluation criteria mentioned in this RFP.

16) The successful bidder shall be responsible for complying with all the local laws of Pakistan and fulfilling all requirements thereof.

17) The bids will be rejected if any shortcoming occurs in the following **mandatory requirements**:

- a. Signed "Form of Bid", as per format given in **Annexure-III**, with official stamp affixed on it if not provided;
- b. Bid Securing Declaration, as per required form and format, is not submitted before bid opening deadline;
- c. Bids submitted without FBR registration certificates and bidder not appearing as active and operative on Active Tax payer list of FBR;
- d. Bid is un-signed, partial, conditional, alternative, late;

- e. Bidder(s) has been found blacklisted or having actual or potential conflict of interest either with JMC or the subject assignment;
- f. Each bidder shall submit only one bid, multiple bid submissions, either jointly or severally, shall render the bidder disqualified;
- g. Bidder(s) engages in corrupt or fraudulent practices during the process; or

18) The technical bids shall be opened at the specified time and place in presence of the authorized representatives of the bidders who choose to attend. After publication of technical evaluation report, the financial bids of the technically qualified bidders shall be opened in presence of the technically qualified bidders and the date, time and venue of financial bid opening shall be communicated to them in advance.

19) The bids will be evaluated as per the evaluation criteria provided at **Annexure-IV**

20) Bidders are required to submit their financial proposals as per format provided at **Annexure-V**. **Quoted rates must be inclusive of all kind of taxes, duties, charges/levies applicable in Pakistan** at the time of bid submission. Any change in government taxes or duties after bid submission or during contract execution shall be adjusted as per law.

21) The prices shall be quoted in Pakistani Rupees (PKR) only.

22) The bidders shall bear all costs/expenses associated with preparation and submission of the bids and attending the pre-bid and bid opening meetings. JMC shall in no case be responsible/liable for those costs/expenses.

23) Any bid or Bid Securing Declaration submitted after deadline for submission of bids shall be rejected. Issues with internet/connectivity, electricity failure etc. for e-bid submission on ePADS or delays in mail/courier, delays of person in transit, or delivery of Bid Securing Declaration to the wrong email address or as per requirements mentioned in this RFP shall not be accepted as an excuse for failure to submit/deliver the bid/Bid Securing Declaration at the proper place and time. It shall be the Bidder's responsibility to determine the manner in which timely delivery of its bid/Bid Securing Declaration will be accomplished. Bidders are encouraged to upload their bids on ePADS at least one day before the bid submission deadline to avoid any last minute surprises.

24) During examination and evaluation of the bids, JMC at its sole discretion may ask any bidder for clarifications of its bid. Request for clarification and the response shall be in writing/email. However, no change in substance of the bid shall be sought, offered or permitted after bid submission. Further, JMC may ask bidders for presentations, demos and/or samples of their offered goods, works or services/solutions, which bidders shall arrange the same at their own cost, and JMC may also contact/visit clients (existing or past), verify past experience/projects and visit the premises and facilities of the bidders, with or without prior notice.

25) Bids submitted in any other manner except for ePADS shall not be entertained.

26) The Successful Bidder will sign a contract with JMC as per draft attached as **Annexure-II**. All costs associated with entering into the said contract shall be borne by the Successful Bidder. In case the Successful Bidder fails or refuses to sign the contract, its Bid Securing Declaration shall be executed and JMC may, at its sole discretion, offer the contract to the next most advantageous bidder.

27) The prospective bidders may at the stage of pre-bid queries indicate any reservation(s) they may have, in respect of any terms and conditions of the RFP document including draft Contract and must provide alternative language to the particular clauses. Such reservation(s) may be taken into account or declined, at the sole discretion of JMC. No negotiations will be undertaken on the terms and conditions, having financial, commercial, or legal implications, once bids have been submitted and successful bidder shall be required to sign the Contract with all its terms and conditions. Negotiations may only be conducted with the successful bidder, without changing the cost and scope of work and with a view to streamline the work execution, on methodology, work plan, staffing etc.

28) JMC wishes to establish a contract with only prime contractors to fulfill all the requirements set forth in this document. Therefore, the prime contractors will be solely responsible for the fulfillment of the contract with JMC. JMC will make contractual payments to the prime contractor only. Further, the use of Joint ventures, Consortium or subcontractors is not allowed for subject assignment.

29) JMC does not accept:

- any responsibility arising in any way for any errors in or omissions from any information or for any lack of accuracy, completeness, currency or reliability of any data or information, including all written or oral information made available to the bidder or its advisers during the bidding process and responses to requests for information/clarification and questions raised by a bidder; or
- any liability for any loss or damage suffered or incurred by the bidder or any other person, whether directly or indirectly, as a result of or arising out of that person placing any reliance on the information or its accuracy, completeness, currency or reliability.

30) The bidders agree that:

- they will conduct their own investigation and analysis regarding any information, statements or representations contained in the RFP and will rely on their own enquiries and seek appropriate professional advice;
- They do not rely on any representation or warranty (express or implied) as to the accuracy, completeness, currency or reliability of the information.

31) The decision of JMC shall be final and JMC will not be liable for any loss or damage to any party acting in reliance thereon.

32) JMC reserves the right to blacklist any bidder and to execute their Bid Securing Declaration who breaches any terms and conditions of this RFP document

33) The prospective bidder may request clarification on any aspect of this RFP document till **02 February, 2026**. Any request for clarification must be sent in writing to [iftikhar.babar@jmrc.org.pk](mailto:iftikhar.babar@jmrc.org.pk) or submitted through **EPADS Portal**.

**ANNEXURE-I: SCOPE OF SERVICES/TERMS OF REFERENCE**

The selected Janitorial Services Provider shall be responsible for providing comprehensive, high-quality janitorial and housekeeping services for the office premises of Jinnah Medical Construction Company (JMC), located at Ufone Tower, Islamabad, covering an approximate area of 12,000 square feet. The services shall be delivered in a professional manner befitting to an executive office environment. The contractor shall provide the services as per scope of work/terms of reference under the supervision and/or instructions of the admin department of JMC. The scope shall include, but not be limited to the following:

***1. General Cleaning Services***

- Daily sweeping, mopping, vacuuming, and dusting of all office areas, corridors, workstations, meeting rooms, and executive offices.
- Cleaning and walls, doors, partitions, windows (internal), glass panels, and other fixtures.
- Cleaning of furniture, office equipment surfaces (excluding internal components), shelves, and cabinets.
- Polishing of floors, as when required

***2. Washroom and Pantry Cleaning***

- Thorough daily cleaning and sanitization of washrooms, including toilets, urinals, washbasins, mirrors, and fittings. These facilities should be cleansed at least thrice a day. However the company should make sure that these facilities remain clean throughout the day.
- Replenishment of consumables such as soap, tissue paper, paper towels, and air fresheners and other allied utilities will be provided by the contractor and will be charged as per actual
- Cleaning and maintenance of pantry areas, including countertops, sinks, cabinets (external), and common-use appliances.
- The service provider shall perform fumigation / pest control of the office premises as and when required. The required material for the fumigation / pest control will be charged by the contract at actual.

***3. Waste Management***

- Collection, segregation (where required), and disposal of waste from all office areas.
- Placement and regular emptying of dustbins.
- Ensuring hygienic handling and disposal of waste in designated disposal points.

***4. Manpower Deployment***

- Provision of trained, uniformed, and well-groomed janitorial staff properly vaccinated and free from communicable diseases.
- Adequate staffing levels to ensure uninterrupted service during office working hours.
- Replacement of absent staff without disruption to services.

### **5. Supplies and Equipment**

- Provision of all necessary cleaning equipment, tools, and materials required for the performance of services.
- Use of quality, non-toxic, and environmentally safe cleaning chemicals.
- Proper storage and handling of cleaning materials.

### **6. Supervision and Quality Control**

- Deployment of a supervisor to monitor daily performance to ensure the presence of the janitorial staff during the office timing hours of JMC.
- Regular inspections and prompt rectification of deficiencies.
- Compliance with JMC instructions and service standards.
- One sweeper should be assigned to work as supervisor as well

### **7. Compliance and Conduct**

- Compliance with all applicable labor laws, safety regulations, and PPRA rules.
- Ensuring confidentiality, discipline, and professional conduct of staff within office premises.
- Immediate removal and replacement of any staff member on unsatisfactory performance or misconduct.

8. The Janitorial Services Provider shall ensure that the office environment remains clean, hygienic, and presentable at all times, meeting the expectations of a high-profile executive workplace.

9. All equipment, tools and other items to carry out the services shall be arranged and provided by the Contractor at his own cost. The material used shall be of good quality as per the instruction of admin department of JMC and machine/ equipment used are specified at **Appendix-I**

10. All payments to the staff (salary, overtime, emoluments, social security, EOBI etc.) shall be as per labor laws and the responsibility of the contractor. The client shall have no business with medical and accidental death etc.

11. The contractor shall provide and maintain daily consumable items e.g. washing powder, vim, Detol, chemicals for cleaning, mops, dusters, wipers, brushes, polishes etc. in accordance with the details given in the agreement.

12. All cleaners/ janitors should be in uniform. The janitors deployed must be well mannered including their supervisor and it shall be ensured that no drug addict is employed for cleaning purpose. The total number of janitors deployed should not be more than 05x individuals including one supervisor who also work as sweeper.

13. Design map of the JMC office at 4<sup>th</sup> Floor of Ufone Tower is attached herewith as **Appendix-II**. Bidder may visit to the site at its own cost just to understanding the scope of work

**ANNEXURE II: DRAFT CONTRACT**

[On Rs. 100/- Stamp Paper]

The Contract for provision of professional Janitorial Services (hereinafter referred to as "this Contract") is made on this \_\_\_\_\_ day of \_\_\_\_\_,

By and Between

**Jinnah Medical Construction Company, (formerly Jinnah Medical Complex & Research Center)** (hereinafter referred to as "JMC") a company registered under Section 42 of the Companies Act 2017 and having its registered office at \_\_\_\_\_ Islamabad, which expression wherever the context so permits shall mean and include its successors-in-interest and permitted assignees) of the one part;

And

M/s [●] having its office at [●] (hereinafter referred as "Contractor") of the other part;

Both JMC and Contractor may be collectively referred to hereinafter as "the Parties" and either of them individually as "Party".

WHEREAS JMC intends to engage Contractor to perform the Scope of Services/Terms of Reference as defined in Clause 1.

AND WHEREAS Contractor warrants and represents that it has necessary knowledge and relevant experience and capability to perform the Services in accordance with the terms of this Contract.

AND WHEREAS Contractor has qualified through a competitive bidding process conducted by JMC and has agreed to render the required Services in accordance with the terms and conditions hereinafter set forth.

NOW THEREFORE, in consideration of the mutual covenants, the Parties hereto agree to the following terms and conditions:

**1. Scope of Services/Terms of Reference**

- 1.1 Contractor shall perform its services as per the detailed Scope provided in **Annexure-A** hereof.
- 1.2 All Deliverables/Services shall be accepted as per the acceptance criteria set out at **Annexure-A** to this Contract. JMC has the right to accept or reject all or part of a Services/deliverables in case of a non-conformity with the acceptance criteria specified or in violation of the terms of this Contract.

**2. Payment Terms**

- 2.1 The monthly retainership fee (Fee) is PKR [●] (Pakistan Rupees [●] Only) which is inclusive of all out-of-pocket expenses, applicable taxes & levies.

- 2.2 The monthly retainership fee (Fee) shall remain fixed for the Term of the Contract. In the event where Pakistan Bureau of Statistic's published national annual average CPI is over 10% then price adjustment (to materials/supplies only) max up to 15% shall only be applied on annual basis, subject to the approval and acceptance of the same by JMC. Moreover, if the Government changes the minimum wages rate for the unskilled employees, the same will be adjusted/modified/claimed in the invoice, subject to approval of JMC.
- 2.3 Upon successful rendering of Services each month, the Contractor shall get the Services Receipt Note (SRN) issued from Authorised Representative of JMC as mentioned at Clause 9.3. After the issuance of SRN, the Contractor shall submit the original monthly tax invoice along with any other supporting documents e.g., tax exemption documents, if any, to Manager Financial Operations, JMC for processing of payment.
- 2.4 The Fee shall be paid, through online bank transfer or any other banking channel as per JMC policy, after deduction of applicable taxes within thirty days of submission and acceptance by JMC of original error free invoices.
- 2.5 JMC shall deduct an amount equal to ten percent (10%) of the first invoice as Performance Guarantee/Security. The same shall be released within thirty (30) days of successful completion of Contract period, if the same is not forfeited, claimed or disputed as per terms and conditions of this contract.
- 2.6 No payment shall be made to Contractor in advance as mobilization advance or on any other account.
- 2.7 Any statutory payments will be reimbursable at actual on submission of relevant receipts (if any).
- 2.8 The payment shall be made to Contractor only when it is on the Active Taxpayers List (ATL) of FBR. If Contractor is not in ATL at the time of processing of invoice, no payment shall be made until Contractor appears in ATL of FBR.
- 2.9 Taxes shall be withheld as per prevailing laws. Further, any changes in taxes or government levies during the contract period shall be adjusted as per law.

### **3. Obligation of the Contractor**

- 3.1 Contractor undertakes and agrees that it shall perform the Services and carry out its obligations under this Contract with all due diligence, care, efficiency and economy and to the acceptable standards. Contractor acknowledges and agrees that it shall, without incurring any additional cost to JMC, be liable to re-perform and rework all or any part of the Services which are deficient in any manner. Contractor shall always act, in respect of any matter relating to Services, as faithful advisor to JMC and shall at all times support and safeguard JMC's legitimate interests in any dealings.
- 3.2 Contractor agrees and undertakes that it shall upon completion of work related to its Services submit the same for JMC's approval. JMC will give its approval within due time.

- 3.3 In case JMC identifies any lack of compliance with the applicable laws or standards that could result in a legal claim against JMC, and upon written request by JMC, Contractor undertakes and agrees to provide adequate proof of positive compliance with the concerned part of the applicable laws or standards at the earliest.
- 3.4 Contractor undertakes and agrees with JMC, its officers, employees, directors, consultants and advisors (the "JMC Indemnified Persons") that it shall keep the JMC Indemnified Persons, both during and after the term of this Contract, fully and effectively indemnified and harmless against all losses, claims, damages, liabilities or expenses (including reasonable legal fees), suffered by the JMC Indemnified Persons arising out of or in connection with this Contract or the Services to be provided by Contractor, where such losses, claims, damages, liabilities or expenses is/are the result of the bad faith, gross negligence or wilful misconduct of Contractor, provided that Contractor shall not be liable for indirect or consequential losses or damages; provided further the aggregate liability of Contractor shall under no circumstances exceed twice the aggregate remuneration received by Contractor from JMC in pursuance of this Contract.
- 3.5 Delay in performance of Services beyond the lead time specified, in writing, by JMC for any assignment may entail the imposition of liquidated damages at the rate of 2% per day, or the rate as intimated by the JMC for any specific assignment, up and to a maximum of 10% of the Fee, which will be deductible from the respective invoice of the Contractor. This condition may be waived off by JMC at its discretion or in case of force majeure which shall be proved by the Contractor and supported by documentary evidence. Moreover, if Contractor fails to complete the assignment within the time frame provided or if the liquidated damages amount reaches its maximum limit i.e. 10%; JMC, without prejudice to any other right of action / remedy it may have, reserves the right to terminate the respective assignment and/or this Contract and forfeit the Performance Guarantee.

#### **4. Term & Termination**

- 4.1 This Contract shall become effective upon signing by both the Parties and remain effective and valid for one (01) year. The Contract may be extended for another two (02) terms of one (01) year each on satisfactory performance of the Contractor and the said extensions shall be on same terms and conditions, including Fee, of the Contract.
- 4.2 This Contract shall be automatically terminated upon completion of term of this Contract as provided in Clause 4.1, unless extended in writing as per provisions of the aforementioned clause. Any ongoing assignments shall survive such termination.
- 4.3 Either Party may terminate this Contract if one Party materially breaches this Contract, the other Party may give written notice of its desire to terminate this Contract and the specific grounds for such termination and, if a breach which is capable of remedy is not so remedied within thirty (30) days of such a notice, the other Party may terminate this Contract immediately upon written notice of its desire to terminate.

4.4 Either Party shall be entitled to terminate this Contract forthwith in the event of the other Party:

- i. going into compulsory or voluntary liquidation or winding up; or
- ii. assigning its property and/or assets for the benefit of its creditors materially affecting its abilities to perform this Contract.

4.5 Notwithstanding the foregoing, JMC may without assigning any reason and at its sole and absolute discretion terminate this Contract at any time by serving on Contractor thirty days' (30) prior written notice. Payment of the work completed by Contractor, and accepted by JMC, till serving such notice of termination shall be made to Contractor.

4.6 The Contractor agrees that such termination shall not be entitled to any claim, demand, right or damages against JMC other than the Services provided by the Contractor under this Contract. The Contractor agrees to promptly return, following the termination or expiration of this Contract or upon earlier request by JMC, all information provided and written material in the Contractor possession (i) supplied by JMC in conjunction with the Services under this Contract or (ii) generated by the Contractor in the performance of Services under this Contract.

4.7 Upon termination of this Contract, JMC will be entitled to a copy of the Deliverables to the extent completed by the Contractor up to the date of termination in the form in which the same exists at that time and the payments are settled in favor of the Contractor by JMC, as mutually agreed by the Parties.

## 5. Confidentiality

5.1 Contractor agrees to hold in confidence for a period commencing with the signing date and ending five (05) years following the Term of this Contract, any information supplied to it by JMC and designated in writing as confidential or which by its nature can reasonably be inferred to be confidential.

5.2 Contractor further agrees to require its sub-consultants, contractors, advisors and employees to enter into appropriate nondisclosure agreements relative to such confidential information as may be communicated to them by Contractor and/or the JMC.

5.3 At termination or expiration of this Contract, the Contractor shall promptly submit all data related to the Services to JMC and shall destroy all copies of the same and any Confidential Information in its possession. Further, Contractor shall provide a confirmation to JMC, within thirty (30) days of notice of termination or date of expiration, regarding compliance of this provision.

5.4 Contractor shall undertake that it shall:

- a. Be alert to the possibility of inadvertent disclosure, including in a social environment, and particularly to a close business associate or an immediate or a close family member;
- b. Maintain confidentiality of information within its organization or even within the group;
- c. Not disclose confidential information acquired as a result of professional and business relationships without proper and specific authority, unless there is a legal or regulatory

requirement in which case it will promptly intimate JMC of the requirement and details of information that is required to be provided before making any such disclosure;

- d. Not use confidential information acquired as a result of professional and business relationships for the personal advantage or for the advantage of a third party;
- e. Not use or disclose any confidential information, either acquired or received as a result of a professional or business relationship, after that relationship has ended; and
- f. Take reasonable steps to ensure that personnel under the Contractor's control, and individuals from whom advice and assistance are obtained, respect the Contractor's duty of confidentiality

5.5 If JMC gets any information or evidence, directly or indirectly, of breach of provision of confidentiality, it may take any remedial actions available to it including termination of contract, forfeiture of performance guarantee and any legal actions if so required.

5.6 The provisions of **clause 5** shall not apply to information within any one of the following categories:

- a. information which was in the public domain prior to a Party's receipt thereof or which subsequently becomes part of the public domain by publication or otherwise except by the receiving Party's wrongful act;
- b. information that the receiving Party can show was in the receiving Party's possession prior to its receipt thereof through no breach of any confidentiality obligation;
- c. information received by a Party from any other person which did not have a confidentiality obligation with respect thereto; and
- d. other than as may be required by a Governmental Authority, and then only to the extent required, neither Party shall publish the terms and conditions of this Contract, unless the other Party provides its express prior written consent thereto.

## 6. Conflict of Interest

6.1 JMC/GoP policy requires that Contractor provide professional, objective, and impartial services/advice and at all times hold the interest of JMC paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Contractor has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve in the best interest of JMC. Failure to disclose said situations may lead to the termination of this Contract.

6.2 Contractor shall:

- a. take reasonable steps to identify and disclose circumstances that might create a conflict of interest, this includes:
  - (i) The nature of the relevant interests and relationships between the parties involved; and
  - (ii) The activity and its implication for relevant parties.
- b. remain alert to changes over time in the nature of the activities, interests and relationships that might create a conflict of interest while performing a professional activity.

## 7. Force Majeure

7.1 For the purposes of this Contract, "Force Majeure" means an event or circumstance which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations under this Contract impossible, and includes, but is not limited to, war, riots, civil disorder, security risks, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts, other industrial action or any sanction or restriction imposed by any governmental authority or body within or outside Pakistan which has a material adverse effect on the ability of Contractor to carry out the Works/Services. Force Majeure shall not include:

- (i) any action or failure to take action by a Party;
- (ii) any event which is caused by negligence or willful act or omission of a Party or that Party's sub-contractors/advisors/consultants or personnel or agents or employees; and
- (iii) any event which a diligent Party could reasonably have been expected both: (a) to have taken into account at the time of the Effective Date of this Contract; and (b) to have avoided or overcome in the course of carrying out its obligations under this Contract.

7.2 A Party seeking relief under this Clause shall notify the other Party forthwith of a circumstance or event of Force Majeure and shall furnish such relevant information as is available relating to such event.

## 8. Related Party Disclosure

JMC policy requires that:

- (i) Contractor's partners, directors or technical team members shall not be related to or have close association, either personal or business, with any directors, or member of the management/ supervisory or other staff of the JMC. In case of any relationship as aforesaid, specific declarations shall be made prior to bid submission and appropriate safeguards shall be applied accordingly.
- (ii) if any official, family member or friend of any official of JMC or any agent or middleman demands any kickbacks, favor, gift, gratification or inducements for award, continuance or updation, if any, of contract between the Parties, then the Contractor shall immediately inform the management and Board of Directors of JMC.
- (iii) if at any time in the future, there is any change in the circumstances which necessitates a revision in any form of declaration above, the Contractor shall immediately notify JMC in writing.

## 9. Integrity Pact

- 9.1 Contractor firm 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 (GoP) or JMC or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.
- 9.2 Without limiting the generality of the foregoing, Contractor firm represents and warrants that it has fully declared the brokerage, commission, fees 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, contractor, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation 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.

- 9.3 Contractor firm certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to transaction with the JMC and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.
- 9.4 Contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts 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 rights and remedies available to the JMC under any law, contract or other instrument, be voidable at the option of the JMC.
- 9.5 Notwithstanding any rights and remedies exercised by JMC in this regard, Contractor agrees to indemnify JMC for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to JMC in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by Contractor 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 JMC.

## **10. Miscellaneous**

- 10.1 Any dispute or difference between the Parties as to matters arising from, related or pursuant to this Contract which cannot be settled amicably within thirty (30) calendar days after receipt by one Party of the other Party's request for such amicable settlement, may be referred to arbitration for settlement under the Arbitration Act, 1940 and the rules made thereunder by sole arbitrator to be appointed by the Parties. The arbitration shall take place in Islamabad. The proceedings shall be held in the English language. The resulting award shall be final and binding on the Parties and shall be in lieu of any other remedy.
- 10.2 This Contract may be amended by a mutual agreement between the parties. All such amendments shall be in writing and signed by the authorized representatives of the Parties.
- 10.3 Except as provided herein, the Contractor shall not assign or transfer any of its rights, duties, obligations or any interest under this Contract to any third party without the prior written permission of JMC. Any such prohibited assignment or transfer shall be void.
- 10.4 Any notice or request required or permitted to be given or made under this Contract shall be in English language. Such notice or request shall be deemed to be duly given or made when it shall have been delivered by hand or through electronic mail, registered mail or courier, receipt whereof is confirmed via tracking details, on the following address:

<b>JMC</b>	<b>Contractor</b>
[Name of Representative]	[Name of Representative]
[Designation]	[Designation]
Land-line number:	Land-line number:
e-mail address:	e-mail address:
Address:	Address:

- 10.5 The Contract shall be governed by and interpreted in accordance with the laws of Pakistan as may be issued, promulgated, enacted or re-enacted from time to time.
- 10.6 In the event that any part of this Contract shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Contract which are hereby declared as severable and shall be interpreted to carry out the intent of the Parties hereunder unless the invalid provision is so material that its invalidity deprives either Party of the basic benefit of their bargain or renders this Contract meaningless.
- 10.7 This Contract along with annexures contains the whole Contract between the Parties and supersedes and replaces any prior written or oral Contracts, representations or understandings between them. The Parties confirm that they have not entered into this Contract on the basis of any representation that is not expressly incorporated into this Contract. Nothing in this Contract excludes liability for fraud.
- 10.8 No delay or omission in the exercise of any right or remedy by a Party shall impair such right or remedy or be construed as a waiver. A Party's consent to or approval of any act by the other Party requiring the Party's consent or approval shall not be deemed to waive or render unnecessary the other Party's consent to or approval of any subsequent act. Any waiver by either Party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Contract.
- 10.9 The following shall form an integral part of this Contract. The order of precedence in case of any conflict shall be as set forth hereunder. Any addenda/corrigenda of the following documents shall deem to incorporated therein:
  - a. This Contract;
  - b. The annexures/appendices/schedules to this Contract;
  - c. Contractor's response to the clarifications during bid evaluation process;
  - d. Bid of the Contractor
  - e. Responses of JMC to the pre-bid clarifications; and
  - f. Complete RFP

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

For and on behalf of  
**JMC**

For and on behalf of  
**Contractor**

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[Name of authorized signatory]  
[Designation]

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[Name of authorized signatory]  
[Designation]

Witness 1:

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Witness 2:

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**Appendix-I**

**EQUIPMENT/ MATERIAL TO BE USED FOR CCLEANING ACTIVITY**

<b>S. No.</b>	<b>Description</b>	<b>Make / Brand</b>
01.	Fumigation Machine	Guardian or equivalent
02.	Insect killer	Mortein/ Finis equivalent
03.	Dusters cotton	Local
04.	Vacuum cleaner	Good quality
05-	Mop buckets etc	Good quality

## Appendix-II

## **Design Map of JMC office at Ufone Tower**



**ANNEXURE-III: FORM OF BID**

Chief Procurement & Supply Chain Officer,  
Project Management Unit  
Jinnah Medical Construction Company  
Hall 3A, Deputy Director, P&D Wing, 3rd Floor, Kohsar Block, Pak Secretariat  
Ministry of National Health Services, Regulations & Coordination, Islamabad  
,

Reference your RFP document No. 10/Janitorial-Services/JMC/2026 for **Provision of Janitorial Services.**

1. We, hereby submit our complete bid along with all requirements as per the RFP document. We acknowledge that JMC is not bound to accept any bid in this regard and reserve the right to accept any offer and to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
2. We hereby undertake and firmly bind ourselves to abide by/ comply with all sections / conditions of subject RFP document for whole bidding process.
3. We agree to abide by this Tender for a period of **120 days** from the technical bid opening date or any extension thereto granted and it shall remain binding upon us and can be accepted at any time before expiration of this period.
4. We hereby undertake and confirm that M/s **mention registered business name of bidder** and its employee(s) have never been blacklisted by any government, semi-government, autonomous or state owned organization of Pakistan and their cases regarding black listing are not under trial by any Court of Law. We further undertake that we do not have any actual or potential conflict of interest either with JMC or scope of subject tender.
5. We submit herewith our proposal, electronically through ePADS portal, as one (01) original in PDF.
6. We do hereby appoint and authorize Mr./Ms. **mention full name and official address** who is presently employed with us and holding the position of **mention designation** in **mention registered business name of bidder** to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our subject bid including signing and submission of all documents and providing information/responses to JMC in all matters including but not limited to clarifications etc., till award of subject tender. We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this authorization and that all acts, deeds and things done by our aforesaid authorized representative shall and shall always be deemed to have been done by us.
7. We certify that, should we be awarded the contract, the resources who are to be assigned to the given project will be available to commence performance of the work within agreed timelines, and will remain available to perform the work. Furthermore, for any proposed person who is not our employee, we hereby certify that we have written permission from such person (or the employer of such person) to propose the services of such person in relation to the work to be performed in fulfillment of this requirement and to submit such person's

résumé to JMC. We further certify that the proposed person is aware that overtime may be required and is willing to comply.

8. The decision of JMC shall be final and JMC will not be liable for any loss or damage to any party acting in reliance thereon.
9. We have gone through the terms/conditions of subject RFP document and have found the document in whole as non-biased to any particular company/contractor/consultant/advisor/firm or product/ brand. We do not have any objection/comment on any clause/section/article and fully understand the documents as compliant with PPRA Rules.
10. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the bid. In case any information is found wrong, misleading or misstated in this bid, the same may lead to rejection of our bid, executive bid securing declaration and our disqualification.
11. We declare that our bid is our only and final offer and no unsolicited offer of any description shall be made for consideration of JMC.
12. We acknowledge that JMC reserves the right to blacklist any bidder or execute bid securing declaration who breaches any terms and conditions of this RFP document.

We remain,

Yours' sincerely

[Bidder's Official Stamp]

Authorized Signature: \_\_\_\_\_  
Name and Title/designation of Signatory: \_\_\_\_\_  
Registered business name and address of bidder : \_\_\_\_\_  
Cell No. of Signatory: \_\_\_\_\_  
e-mail address of Signatory: \_\_\_\_\_  
Mailing address of Signatory: \_\_\_\_\_

Acceptance by Authorized Representative as per Clause 6 above:

Signatures of Authorised Representative: \_\_\_\_\_  
Name and Title/designation: \_\_\_\_\_  
Registered business name and address of bidder : \_\_\_\_\_  
Cell No.: \_\_\_\_\_  
e-mail address: \_\_\_\_\_  
Mailing address: \_\_\_\_\_

#### **ANNEXURE-IV: BID REQUIREMENTS & EVALUATION CRITERIA**

##### **TECHNICAL EVALUATION CRITERIA:**

1. Bidders shall submit all relevant documents, in their bids, required to evaluate/assess the bidders as per the criteria mentioned herein. Bidders shall be evaluated, and marks shall be given only on the basis of the documents provided in the bids. Provision of relevant and clear/unambiguous documents shall be the responsibility of the bidders. Documents/details shall be provided in a manner that the required information is clearly mentioned/highlighted/marked. All supporting documents e.g. company profile, incorporation certificates, experience certificates, testimonials, client details, previous contracts/purchase orders/work orders, personnel profiles/CVs, documents related to financial strength etc. must be available and clearly identified in the bid.
2. In addition to the documents mentioned at serial 1 above, bidders shall fulfill the following mandatory requirements:
  - a. Copies of their NTN and Sales Tax registration certificates. The bidders must be appearing as "Active" and "Operative" on the "Taxpayer Profile" at FBR's website at the time of submission/evaluation of bids;
  - b. Proof of established offices/branches in Islamabad/Rawalpindi;
  - c. Business registration certificate, firm must have minimum five (5) years' experience;
  - d. Signed & stamped Form of Bid as per the format given at Annexure-III; and
  - e. Bid Securing Declaration.
3. If any discrepancy is found in the submitted Form of Bid or the Bid Securing Declaration, the same shall be communicated to said bidder for rectification. If the bidder declines or fails to rectify the discrepancy, its bid shall be disqualified and the Bid Securing Declaration shall be executed.
4. The evaluation committee shall evaluate the bids on the basis of responsiveness to the Scope of Services/Terms of Reference, requirements as mentioned at para 2 above and evaluation criteria provided herein. The following criteria shall be used for evaluating the competencies of the bidders.

##### **Evaluation Criteria**

###### **Progressive Technical Marking Criteria (Least Cost Selection Method)**

The technical evaluation shall be conducted on a progressive and transparent marking system under the Least Cost Selection (LCS) method.

Marks shall be awarded based on clearly defined benchmarks. Maximum marks shall be awarded to bidders meeting the highest benchmark, and marks shall reduce progressively for lower levels of experience or capacity.

Only bidders achieving the minimum qualifying technical score shall proceed to financial evaluation. Technical marks shall not be combined with financial scores.

**1. Relevant Experience of Janitorial Services (Maximum 25 Marks)**

Sr. No.	Number of Similar Projects Completed	Description	Marks
1	05 or more projects	Completed janitorial services contracts of similar nature and scale for offices / hospitals / large organizations.	25
2	04 projects	Completed four similar janitorial services contracts.	20
3	03 projects	Completed three similar janitorial services contracts.	15
4	02 projects	Completed two similar janitorial services contracts.	10
5	01 project	Completed one similar janitorial services contract.	5

**2. Manpower & Staffing Plan (Maximum 25 Marks)**

Sr. No.	Staffing Adequacy	Description	Marks
1	30x janitors with supervisor & backup	Proposed staff fully meets scope requirements with supervisor and documented replacement plan.	25
2	25x janitors with supervisor & backup	Staff generally adequate with supervisor but limited backup arrangements.	20
3	20x janitors with supervisor & backup	Staff adequate but no dedicated on-site supervision.	15
4	10x janitors with supervisor & backup	Staffing marginally meets minimum requirements.	10
5	Less than 10x janitors with supervisor & backup	Staffing does not meet minimum requirements.	0

**3. Equipment & Cleaning Materials (Maximum 15 Marks)**

Sr. No.	Equipment Availability	Description	Marks
1	Complete modern equipment as per Appendix-II	All required modern equipment and approved cleaning chemicals available.	15
2	less than Complete modern equipment as per Appendix-II	Does not meet minimum requirement.	0

**4. Past Performance & References (Maximum 35 Marks)**

Sr. No.	Client Feedback	Description	Marks
1	Excellent references	Multiple satisfactory completion certificates (more than 3) from reputable clients.	35
2	Good references	At least two satisfactory references.	25
3	Limited references	One satisfactory reference.	15

4	No / negative references	No verifiable or unsatisfactory references.	0
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Total Technical Marks: 100

Minimum Qualifying Technical Score: 70 Marks (70%)

Bidders scoring below 70 marks in the technical evaluation will be disqualified from the financial proposal opening.

## **Evaluation**

Bids received in response to this Request for Proposal (RFP) shall be evaluated in accordance with the Public Procurement Rules, 2004, using the Single Stage – Two Envelope Procedure. The evaluation shall be carried out in a fair, transparent, and objective manner to determine the most advantageous bid for Jinnah Medical Complex & Research Center (JMC).

### ***1. Evaluation Procedure***

- a) Technical and Financial Proposals shall be submitted through EPADS, along with **one (01) original hard copy** to be delivered to the office address mentioned in the bidding documents.
- b) The Technical Proposals shall be opened and evaluated first.
- c) Only those bidders who qualify technically shall have their Financial Proposals opened.
- d) Financial Proposals of technically non-responsive bidders shall be returned unopened.

### ***2. Technical Evaluation Criteria***

The Technical Proposals shall be evaluated as per evaluation criteria. Bidders must achieve the minimum qualifying score to be considered for financial evaluation.

Indicative Technical Evaluation Parameters:

- Relevant experience in providing janitorial / housekeeping services to offices, hospitals, or large organizations.
- Adequacy of proposed manpower, including qualifications, training, and experience.
- Availability and suitability of cleaning equipment, tools, and materials.
- Organizational capacity, including supervision and management arrangements.
- Past performance and client references.

Each criterion shall be assigned appropriate marks as defined in the Technical Evaluation Sheet. The minimum qualifying technical score shall be specified in the bidding documents.

### ***3. Financial Evaluation***

Financial Proposals of technically qualified bidders shall be opened publicly at a time and venue to be notified by JMC.

The Financial Proposal shall be evaluated on the basis of:

- Quoted price for the complete scope of services.
- Compliance with the Financial Proposal format.
- Arithmetic accuracy and completeness.

The lowest evaluated financial bid, among technically qualified bidders, shall be considered for award, subject to responsiveness and reasonableness of price.

**4. Determination of Successful Bidder**

The contract shall be awarded to the bidder who:

- Is technically responsive and meets the minimum qualifying criteria; and
- Has submitted the lowest evaluated and responsive financial bid.

**5. Right of Acceptance or Rejection**

JMC reserves the right to accept or reject any or all bids in accordance with Rule 33 of the PPRA Rules, 2004, without assigning any reason.

**ANNEXURE-V: PRICE SCHEDULE**

Bidders are required to submit their rates as per the following format.

Sr.	Description	Tax & Out of Pocket Expenses inclusive Cost
1.	Janitorial Services - Monthly Retainership Fee	PKR
<b>GRAND TOTAL</b>		<b>PKR</b>

**Total amount in Words:** \_\_\_\_\_.

\*Responsibility to include all and correct taxes is that of the bidders.

**Note:**

- 1- The contract shall be initially for a term of one (01) year which may be extended for another two terms of one year each on satisfactory performance of the Contractor and the said extensions shall be on same terms and conditions, including Fee, of the Contract.
- 2- All the pages of the Price Schedule must be sequentially numbered, stamped and signed by the representative authorized as per clause 6 of the Form of Bid.
- 3- 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. Any statutory payments will be reimbursable at actual on submission of relevant receipts.

**ANNEXURE-VI : BID SECURING DECLARATION**

(ON BIDDER'S LETTERHEAD)

Chief Procurement & Supply Chain Officer,  
Project Management Unit  
Jinnah Medical Construction Company  
Hall 3A, Deputy Director, P&D Wing, 3rd Floor, Kohsar Block, Pak Secretariat  
Ministry of National Health Services, Regulations & Coordination, Islamabad  
**Tender Name: Provision of Janitorial Services (10/Janitorial-Services/JMC/2026)**

Dear Sirs,

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 automatically be suspended from being eligible for Bidding in any contract with the JMC for the period of time as determined by it, if we are in breach of our obligation(s) under the RFP conditions, because we:

- (a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
- (b) Disagreement to arithmetical correction made to the Financial Bid price; or
- (c) having been notified of the acceptance of our Bid by the JMC during the period of Bid Validity, fail or refuse to (i) sign the contract or (ii) furnish the Performance Guarantee or to comply with any other condition precedent to signing the contract specified in the RFP.

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.

Signatures of Authorized Representative: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Name & Address of Bidder: \_\_\_\_\_

[Official Stamp of the Bidder]