



GOVERNMENT OF PAKISTAN
Frequency Allocation Board
Plot No. 112, H-10/4, Islamabad

Tender No. 4-33/2025-Admin

TENDER NOTICE

**ENLISTMENT OF PHARMACIES / CHEMISTS AT PANEL OF
FREQUENCY ALLOCATION BOARD (FAB)**

1. “**Frequency Allocation Board, Islamabad**”, a public sector organization, invites electronic bids as per “**Single stage, Two envelope bidding procedure**” from chemists / pharmacies registered with Income Tax and Sales Tax Department and who are on active taxpayers list of the Federal Board of Revenue, for the **Enlistment of Pharmacies / Chemists at Panel of Frequency Allocation Board (FAB) HQs**.
2. **Electronic Bidding Documents**, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids., are available on **e-Pak Acquisition and Disposal System (EPADS)** at (www.eprocure.gov.pk), PPRA (www.ppra.org.pk), and FAB (www.fab.gov.pk) websites.
3. The Bids shall **only** be submitted through EPADS **on or before 1100 hours on 2nd June, 2026 PST**. Bids will be electronically opened on the same day at **1130 hours on 2nd June, 2026** in the presence of bidders at FAB HQs with online access for remote participants.
4. Note: Notification of the GRC constituted in terms of Rule 48 of the PPRA rules, 2004, is provided on EPADS at www.eprocure.gov.pk and on the FAB Website.

Chairman TEC
Frequency Allocation Board, Headquarters
Plot No. 112, Sector H-10/4, Islamabad.
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1. INTRODUCTION/ INSTRUCTIONS TO BIDDERS (ITB)

- i. The **Frequency Allocation Board (FAB)** invites **Sealed Bids** from the interested Pharmacies/Chemists for the provision of medicines for the employees of FAB.
- ii. The procurement process shall be governed by **PPRA Rules 2004 (amended from time to time)**.
- iii. Bids are required to be submitted on EPADS, as per PPRA Rules specifying **Single Stage Two Envelop Procedure**.
- iv. The chemist / pharmacy must have its own setup, telephone facility, good repute, sound financial position and complete enterprising infrastructure in Islamabad/Rawalpindi.
- v. All Tax deduction will apply as per Government Policy.
- vi. Bid is based under **Single Stage Two Envelop** bidding procedure.
- vii. Interested Bidders may download the tender documents: EPADS (<https://eprocure.gov.pk>), PPRA website (www.ppra.org.pk).
- viii. The proposals prepared in accordance with the instructions provided in the tender documents must be submitted on EPADS (<https://eprocure.gov.pk>) through electronic means only.
- ix. Contract will be made initially for period of **one (01) year** and further extendable as per rules / PPRA Provision.
- x. The bid security of **Rs. 50,000/-** shall be attached with the bid in the form of Pay Order/ Demand Draft/ CDR duly issued by any schedule bank in favor of FAB, otherwise the tender will not be entertained.
- xi. All bids shall remain valid for (**6 x MONTHS**) from the date of opening of technical bids.

2. Mandatory Requirements Supported With Documentary Evidence

- i. Attested copy of category A Drug License along with registration certificate.
- ii. All bidders should be register with income Tax and Sales Tax Authorities and shall submit their respective copy of valid NTN and GST Certificates.
- iii. Bidder must have served at least two (02) Government/Semi-Government/ Autonomous bodies in the last five (05) years.

- iv. Bidder is not black listed by any public or private sector organization in Pakistan. (Certificate to be attached as per format at Annex-A).
- v. Must have retail outlet(s) in Islamabad/Rawalpindi.
- vi. Form of the bid duly completed in all respect as per format at Annex-B.
- vii. Undertaking duly completed in all respect as per format at Annex-C.
- viii. Compliance Certificate duly completed in all respect as per format at Annex-D.
- ix. Audited Financial Reports for the last three (03) Financial Years.

TERMS AND CONDITION OF TENDER

3. Technical Evaluation Criteria:

Sr.	Criteria	Description	Max. Marks
1.	Number of Outlets	2 mark per outlet (Max 10 marks)	10
2.	Cold Chain Facility	Availability of proper, cold-chain storage for sensitive medicines	8
3.	Qualified Staff & Pharmacist	Licensed pharmacist + trained staff present during operational hours	8
4.	Medicine Stock Capacity	Minimum stock of PKR 3 million available at all times	10
5.	Audited Financial Reports	Audited statements for last 3 years	6
6.	Client List (Govt./Major Clients)	- 2 marks per Govt. Client - 1 mark per Private Client	8
Total Marks			50
<u>Minimum qualifying technical score: 35</u>			
<u>Bidders scoring less than 35 marks in the technical evaluation shall be declared non-responsive and shall not proceed to financial evaluation.</u>			

4. Financial Evaluation:

- i. Bidders shall quote their financial offer in the form of a percentage (%) discount on the notified retail price. Financial bid should be in a separate sealed envelope.
- ii. The bidder offering the highest percentage discount shall be awarded the maximum financial score of 50 marks.
- iii. Financial scores for other bidders shall be calculated using the following formula:

$$\text{Financial Score} = \left(\frac{\text{Discount Offered by Bidder}}{\text{Highest Discount Offered}} \right) \times 50$$

- iv. In case two or more bidders offer the same highest discount, they shall be awarded equal financial scores.
- v. Discounts offered shall be positive values only. Zero discounts shall receive zero financial marks.
- vi. Financial scores shall be rounded off to two decimal places.

5. Final Evaluation:

- i. Final score shall be calculated as:

$$\text{Final Score} = \text{Technical Score (out of 50)} \\ + \text{Financial Score (out of 50)}$$

- ii. The contract shall be awarded to the bidder obtaining the highest combined score (out of 100).

6. Response Time:

Bids duly marked as “Bids / Proposal must upload on **EPADS** and Bid Security submit at Frequency Allocation Board HQs before **11:00 hrs on 2nd June, 2026.**

7. Opening Time:

Bids shall be opened on **2nd June, 2026 at 11:30 hrs** in the Conference Room of FAB Headquarters Islamabad. All bids shall be opened in the presence of Tender Evaluation Committee (TEC) and interested bidders or their authorized representatives.

8. BID PRICE

- i. The successful bidder whom contract is awarded by the Frequency Allocation Board shall forward the invoice / bills for payment inclusive of all Taxes, duties & service charges etc.
- ii. Taxes will be recovered as per rules and regulations of the Government.

9. REJECTION OF BIDS & DISPUTE

- i. All bids submitted after the prescribed date and time shall not be entertained.
- ii. Failure in submission of the required documents will result in the rejection of bid / Proposal.
- iii. Any bid received without Earnest Money / Bid Security, shall not be entertained.
- iv. FAB reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal with cogent reasons.

10. AWARD OF TENDER

Tender shall be awarded to the successful bidder on **Maximum Discount Offered on Retail Price** by evaluating the bid under **Single Stage, Two Envelope** bidding procedure. Form of Agreement is at Annex-E.

(Must be Printed on Rs. 100/- Stamp Paper)

BLACK-LISTING CERTIFICATE .

CERTIFIED THAT M/S. _____ HAS NOT BEEN BLACK-LISTED BY ANY PUBLIC OR PRIVATE SECTOR ORGANIZATION IN PAKISTAN.

M/S. _____

Contact Person: _____

Address: _____

Tel #: _____ Mobile #: _____ Fax #: _____

Email: _____

Signature by the Authorized Person : _____ Dated: _____

Seal of the Pharmacy / Chemist:

ATTESTED BY NOTARY PUBLIC

(Must be Printed on Bidder's Letterhead .

FORM OF THE TECHNICAL BID

S#	<u>Description</u>	<u>Benchmark</u>
1.	Number of Outlets	Documentary Proof to be attached with the bid
2.	Cold Chain Facility / cold-chain storage for sensitive medicines	Documentary Proof to be attached with the bid
3.	Qualified Staff & Pharmacist (No. of Persons with the qualification)	Documentary Proof to be attached with the bid
4.	Medicine Stock Capacity Available at all time in Million	Documentary Proof to be attached with the bid
5.	Audited Financial Reports For Last three Years	Documentary Proof to be attached with the bid
6.	Client List (Govt./Major Clients)	Documentary Proof to be attached with the bid

Note: Invoice / bills for payment will be inclusive of all Taxes, duties & service charges etc.

M/S. _____

Contact Person: _____

Address: _____

Tel #: _____ Mobile #: _____ Fax #: _____

Email: _____

Name and Signature of the Authorized Person: _____

Dated: _____

(Seal of the Pharmacy / Chemist)

(Must be Printed on Bidder's Letterhead .

UNDERTAKING

It is certified that the information furnished here in and as per documents submitted are true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

2. The Pharmacy / Chemist shall supply Medicines as per Terms and Conditions of the Contract without any delay.

M/S. _____

Contact Person: _____

Address: _____

Tel #: _____ Mobile #: _____ Fax #: _____

Email: _____

Signature by the Authorized Person: _____

Dated: _____

(Pharmacy / Chemist Seal)

COMPLIANCE CERTIFICATE.

Terms & Conditions

The bids must accompany the following documents.

- a. Application letter of Intent for participation in tendering process.
 - b. Office details at Islamabad/Rawalpindi (Phone Numbers/Addresses must be provided) and Bank Account in same vicinity. Complete details about these should be attached with the Bid.
 - c. Attested copy of category A Drug License alongwith registration certificate.
 - d. Copies of documentary proof in supply of medicines to Government/Semi-Government/ Autonomous bodies in the last Five Years (05) years.
 - e. Copies of documentary proof of valid registration with income tax and sales tax departments of Pakistan.
 - f. Affidavit on Stamp Paper of Rs. 100/- duly attested by the Notary Public that the pharmacy / chemist is not black listed by any government / semi government Department as per Specimen at **Annex-A**.
 - g. Bid security/ earnest money amounting to Rs. 50,000/- of the bid price in the form of a Deposit at Call / Bank Draft / Pay Order or Demand Draft in favour of Frequency Allocation Board, Headquarters, and Islamabad.
 - h. Bid shall remain valid for a period of six months from the date of opening of the Technical Bids.
 - i. Bid has been quoted / offered as per Form of Bid as per format at Annex-B.
 - j. Undertaking as per format at Annex-C is also enclosed.
 - k. Pharmacy / Chemists who supply sub-standard/ and having poor quality may not submit their bids. Mode of the payment based on cash / credit and taxes will be applicable as per Government Policy amended to time and again. The pharmacy / chemist should clearly show whether GST is included or excluded in the offered bid.
4. The Frequency Allocation Board reserves the right to accept or reject any or all bids as per PPRA rules.

Terms and conditions must be signed and attached with the Tender document if agreed upon.

Name of pharmacy / chemist.....

Name of Owner.....

Mailing Address with Phone

Signature of the Authorized person with Seal of the Pharmacy / Chemist.....

ANNEX-E

**GENERAL CONDITIONS OF CONTRACT FOR SUPPLY OF MEDICINES TO THE
EMPLOYEES OF FREQUENCY ALLOCATION BOARD (FAB)**

This CONTRACT for enlistment of Pharmacy / Chemist at panel of Frequency Allocation Board is made and entered into at Islamabad on _____ the _____ **day of (Month) 2026**, by and between:

Frequency Allocation Board a statutory body established under Section 42 of the Pakistan Telecommunication (Re-organization) Act, 1996, having its Headquarters at Plot No. 112, H-10/4, Islamabad (hereinafter referred to as the "**FAB**" which expression shall, where the context so permits include its administrators or assigns) of the One Part;

AND

M/s _____, a Pharmacy / Chemist incorporated and duly having its registered office located at (hereinafter referred to as the "**Pharmacy / Chemist**" which expression shall, where the context so allows include its successors-in-interest, executors, administrators, heirs and permitted assigns) of the Other Part:

(The Party of the One Part and Party of the Other Part shall hereinafter be collectively referred to as "Parties" and individually as "Party" as the context of this Agreement requires).

WHEREAS,

- A. FAB is desirous of provision of medicines for the employees of FAB (hereinafter referred to as the "**Medicines**").

- B. The **Pharmacy / Chemist** is engaged in the business of sale / supply of **medicines** and is duly authorized / licensed and has agreed to provide such Medicines to FAB under the terms and conditions set forth hereunder.

NOW THEREFORE, for good and valuable consideration the adequacy whereof is hereby confirmed and the mutual benefits to be derived therefrom, the representation and warranties, covenants, conditions and promises contained herein below and intending to be legally bound, FAB and the **Pharmacy / Chemist** hereby agree as follows:

- (1) The Medicines supplied by the **Pharmacy / Chemist** to FAB shall be in accordance with the terms and conditions set forth in the bidding documents, including standards, and quality requirements. The Pharmacy / chemist shall ensure that all medicines are new and of approved quality and shall complete all necessary tasks related to supply of the medicines to the satisfaction of the FAB.
- (2) FAB reserves the right to prematurely terminate the term of the Contract, with or without assigning any reason for such pre-mature termination.
- (3) The term of this Agreement may be extended upon mutual consent of the Parties, subject to the same terms and conditions, unless otherwise agreed in writing.
- (4) The quoted discount of _____percent (____%) shall remain fixed for the entire contractual duration and subsequent extension(s) as the case may be.
- (5) The Pharmacy / Chemist shall not assign or sub-contract any of its duties or rights under this Contract, including but not limited to any benefit or interest herein or there under, any such assignment or sub-contracting by the Pharmacy / Chemist and may lead to termination by FAB.
- (6) If the **Pharmacy / Chemist** makes any arrangement with or assignment in favor of its creditors or amalgamates with any other concern or is taken over, the FAB shall be entitled to terminate its services forthwith.
- (7) The dispute between the parties will be resolved amicably, such as through arbitration or mediation or any other mode of amicable settlement.

In witness hereof the parties have hereunto put their hands and signature under their seal in token of their having accepted the terms and conditions of this Contract and executed the same in presence of the following witnesses.

Signed By

For and On Behalf of FAB

For and On Behalf of Pharmacy / Chemist

Sign: _____

Sign: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

Witnesses:

Sign: _____

Sign: _____

Name: _____

Name: _____