



EMERGING TECHNOLOGIES LAB

Request for Proposal (RFP)

For

Procurement of Stationery Items

EMERGING TECHNOLOGIES LAB

Government of Pakistan

Web: www.quantum.org.pk

Email: procurement@quantum.org.pk

June 2025

Emerging Technologies Lab, Office No. 406, 4th Floor, Evacuee Trust Complex,
F-5/1, Agha Khan Road, Islamabad



EMERGING TECHNOLOGIES LAB

INVITATION TO BIDS

1. Emerging Technologies Lab, a PSDP project of Ministry of Defence, Government of Pakistan, invites sealed bids from the firms/ general order supplier/ companies registered with Income Tax, Sales Tax Departments and who are on FBR's Active Taxpayer's List (ATL) for **Procurement of Stationery Items** to Emerging Technologies Lab, Islamabad through EPADS.
2. Bidding documents containing detailed terms and conditions, method of procurement, etc may be obtained from the Office of the undersigned on payment of **Rs.2000/- (Rupees Two Thousand only)** non-refundable. Bidding documents can also be downloaded from ETL's website www.quantum.org.pk and EPADS/PPRA (Pay order of Rs.2000/- may be attached in case downloaded from website).
3. The bid prepared in accordance with instructions in the bidding documents, along with **Bid Security/ Earnest money of 10% of the total bid value in the shape of Bank draft/ Pay order** drawn in favour of Emerging Technologies Lab may reach Office of the undersigned by **Jun 23, 2025 at 1030 hours via EPADS**. Technical bids will be opened on the **Jun 23, 2025 at 1100 hours** in the presence of representatives of the bidders and financial bids will be opened on **Jun 24, 2025 at 1100 hours**.
4. As per PPRA Rules 33(1), 2004, Emerging Technologies Lab, Government of Pakistan, has the right to reject any or all bids/ proposals at any time prior to the acceptance of a bid/ proposal.
5. Bids shall only be submitted on EPADS online system available on PPRA Website else bidder shall be disqualified on spot.

Haseeb Akbar

Procurement Manager

Emerging Technologies Lab

Office No. 406, 4th Floor, Evacuee Trust Complex,

F-5/1, Agha Khan Road, Islamabad

Phone # 03219112230

Email: procurement@quantum.org.pk



1. Executive Summary

Emerging Technologies Lab (ETL) is a PSDP funded project focused on Quantum Technologies. The core objective of this project is to **establish capability to initiate indigenous design and development** of specialized hardware, software and new cyber security **solutions to counter Quantum computing threats.** The lab will undertake **innovative** initiatives in **cryptographic, communication, computing and other domains.**

This Request for Proposal (RFP) solicits proposals from companies, service providers & vendors who can provide Stationery Items. This information should include, but not limited to, the history of the organization, its experience, financials, technical capabilities, and experience for providing similar success stories.

2. Mandatory Terms & Conditions

Following are the General Terms of References for procurement of Stationery Items:

General terms and conditions compliance	Yes/No
The RO must be registered in SECP , incorporation certificate should be provided.	
RO must be registered with the FBR sales tax and should have a valid NTN number. Copies of the certificates must be provided with the bid.	
A bid bond, in the shape of a Bank Draft/Pay Order in the name of the “Project Director, Emerging Technologies Lab” , for an amount of 10% of bidding amount/- .	
RO shall submit an affidavit on stamp paper of PKR 100/- , that the company/individual is not blacklisted by any federal, provincial public sector organization	
RO and its employees involved in the execution of this contract must obtain and maintain security clearance from relevant Law Enforcement Agencies (LEAs) . The company must possess valid clearance certificates for itself and its designated employees .	
Ro must comply with technical requirement sheet at Annexure-I	
All proposals and prices shall remain valid for 120 days from the closing date of the submission of the proposal.	
Ro must provide brochures, detail of equipment, brands, country of origin with complete specification.	
No tender will be considered if: - <ul style="list-style-type: none">• Received without required documentation or found incomplete.• Received later than the date and time fixed for Tender submission.• The Tender is unsigned/ unstamped.• The Tender is signed/stamped by the unauthorized agent of the Firm/company.• The Tender is from a firm which is black listed or in litigation of some sort with any Public-Sector Organization.• The Tender is received by telephone/telex/fax.• Tenders received without earnest money.• In contradiction with the specification given.	



3. Scope of Work, Timeframe & Penalties

The scope of this RFP includes the supply, delivery, testing & any installation (If required), of **Stationary Items specified at Annexure-I**, ensuring functionality and compliance with the required technical specifications. The vendor shall provide the necessary documentation, user manuals, and initial training to the concerned staff. Moreover, Vendor is bound to provide the required items within 30 days from the issuance of purchase order. Delays, non-compliance, or failure to meet agreed deliverables will attract penalties as defined in the contract, including but not limited to liquidated damages, withholding of payments, or termination of the agreement.

4. Timeframe

Milestone	Date & Time
RFP Released	05 June 2025
RFP Bid Submission Date and Time	23 Jun 2025, 1030 hrs
Last Date to submit Queries related to RFP requirements	15 Jun 2025, 1500 hrs
Pre-Bid Meeting	16 Jun 2025, 1500 hrs
Opening of Technical Bids	23 Jun 2025, 1100 hrs
Opening of Financial Bids	24 Jun 2025, 1100 hrs

As a result of this Request for Proposal, ETL may do one of the following at its discretion:

- Award a contract for this Request for Proposal on the basis of prescribed technical evaluation criteria and financial comparison (lowest bidder).
- Cancel the whole process.

5. Proposal

This is **“SINGLE STAGE TWO ENVELOPE BIDDING PROCEDURE”** as per PPRA rules. The bidders shall submit their proposals on EPADS as **“Technical Proposal”** and **“Financial Proposal”**. Only Technical envelope will be opened in the presence of bidders and financial proposal envelopes will stay in ETL custody till the opening of financial bids. After Technical scrutiny, bidders may be asked for revised technical and supplementary financial proposals. Financial proposals from bidders that met the technical qualification score will be opened in front of bidders. Final date of opening of Financial Bids which will be communicated to all the bidders in advance. Further final evaluation reports containing technical and financial evaluation will be published on ETL website and PPRA as well. After the finalization of evaluation, the successful bidder will be issued **“Letter of Intent”** which will be followed by the Service agreement and Service order.

6. Preparation of Bids

- 6.1. The bid bond is to be enclosed in a separate envelope, labelled as **“Bid Bond”** and should be sealed. It must be ensured that the bid bond should be in the same envelope as the **“Technical Proposal”**.
- 6.2. The envelope for financial proposals should be marked **“Financial Proposal”** and submitted according to **Annexure-II**. Two hard copies of the technical proposal and financial proposal are required. Soft copies (in USB) of both the technical proposal and financial proposal must be provided along with their respective envelopes.
- 6.3. There **will be 02 envelopes marked** as **“Original Financial Proposal”** and **“Copy of Financial Proposal”** respectively, soft copy should be part of the original Financial proposal.



- 6.4. RO should duly fill in and submit all the attached bid forms stamped and signed. **In case of any discrepancy or absence** of any sort of information ETL has the right to disqualify the RO immediately.
- 6.5. A bid bond, in the shape of a **bank draft/Pay Order** in the name of the “Project Director, Emerging Technologies Lab, for an amount of **10% of bidding amount/-**.
- 6.6. RO shall submit an affidavit on stamp paper of **PKR 100/-**, that the company is not blacklisted by any federal, provincial public sector organization.
- 6.7. All proposals and prices shall remain valid for **120 days** from the closing date of the submission of the proposal.
- 6.8. RO shall provide prices in PKR.
- 6.9. Item like machinery & shredder should have **1x year local warranty**, including parts and labor with onsite support.
- 6.10. RO should supply the items in the given time mentioned in “**Clause 3**” of this RFP.

7. Pre-Bid Meeting

A pre-bid meeting will be held in the premises of the ETL, below mentioned address “Emerging Technologies Lab, Office No. 406, 4th Floor, Evacuee Trust Complex, F-5/1 Agha Khan Road, Islamabad on **16 Jun 2025 at 1500 hrs**. All queries relating to RFP should be emailed to procurement@quantum.org.pk as per given timelines. Answers to the submitted queries shall be given in the pre-bid meeting and will be emailed to all the participants of the pre-bid meeting (if-required). Queries raised in pre-bid meetings will be answered through email to all the participants within 24 - 48 hours of the pre-bid meeting.

You may contact following person, if you have any questions or require clarification on any topics covered in this request for proposal.

<p>Haseeb Akbar Designation: Procurement Manager Email: haseeb@quantum.org.pk Phone Number: 03219112230 Address: Emerging Technologies Lab, Office No. 406, 4th Floor, Evacuee Trust Complex, F-5/1, Agha Khan Road, Islamabad</p>

8. Submission of Bids

Proposals shall be delivered by hand or courier to the address given below “Emerging Technologies Lab, Office No. 406, 4th Floor, Evacuee Trust Complex, F-5/1, Agha Khan Road, Islamabad” before the date and time i.e. **23 Jun 2025, 1030 hrs**. RO must also ensure uploading of bids on **EPADS** system. Technical bids will be opened on the same day i.e. **23 Jun 2025, 1100 hrs**. Proposals received by fax or email shall not be accepted. The proposal should be addressed to “**Project Director, Emerging Technologies Lab**”.

9. Technical Bid Evaluation

There will be a **two-stage technical evaluation. Preliminary evaluation** (Initial Screening) of technical bids will be done on the basis of following criteria:-

- 9.1. RO must provide the name of the organization, details of offices, workplace, working facility, etc. across Pakistan and the location of the head office, if any, the size of the company (number of employees) etc.
- 9.2. RO shall comply with all PPRA requirements.
- 9.3. The RO must be registered with **FBR for sales tax** and should have a **valid NTN number**. Copies of the certificates must be provided with the bid.



- 9.4. RO is to provide information as per the template available at **Annexures I & II**.
- 9.5. RO should not propose any kind of refurbished, used, end-of-life, or near-end-of-life equipment in their proposals.
- 9.6. RO shall be responsible for payment of any **duties/taxes etc.** that are applicable during the tenure of the project. The bid price must be inclusive of all taxes. The RO is hereby informed that the government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any RO that signs a contract with the government.
- 9.7. On-site **installation & relevant services** are to be provided by the vendor.
- 9.8. RO may provide completed and ongoing projects in the form of a completion certificate or list or a purchase order document.
- 9.9. The following documents/evidence should be attached in support of the Technical Proposal Evaluation as per the above criteria:
- Copies of NTN Registration with Income Tax, Sales Tax Departments and who are on FBR's Active Taxpayer's List (ATL).
 - Experience Certificates
 - Authorized Partner/OEM Certificates, where applicable.
 - Detailed Product Specifications
- 9.10. Support center/staff should be available locally with respect to the quoted item.
- 9.11. To qualified for next phase, securing of at least 75% marks are required as per following marking:-

S.No	Assessment Parameters	Marks	Qualifying Marks
1.	Financial Soundness of the firm:-		
	• Financial Bank Soundness Certificate up to 04 million	05	
	• Financial Bank Soundness Certificate up to 06 million	10	
2.	• Sole distributor	20	
	• Authorized Distributor	10	
	• Reseller/ Other	05	
3.	Technical scrutiny		
	• Brand of Item	20	
	• Detail specification of Item	10	
4.	• After Sales Support + Warranty 06 Months	15	
	• After Sales Support + Warranty 12 Months	20	
5.	Affidavit on legal that firm is not blacklisted and contractor in owner on proprietor of the firm	05	
6.	Experience: Supplier will submit experience report of the similar items & also share after-sales services feedback including. Satisfactory performance certificate from 5x previous clients	15	
7.	List of customers/ completed contractor in last 3-5 years	10	

Detailed technical evaluation will be done for firms who qualify the preliminary evaluation mentioned above. In detailed technical evaluation the Evaluation & Award Committee will verify the compliance with specifications mentioned in Annexure-I. Any bid containing less specifications will be rejected.



10. Financial Bid Evaluation

Financial bids of the technically qualified RO will be opened before the representatives who wish to attend the tender opening. Financial bids will be opened only for those vendors only who qualify (meet the specifications) in technical and detailed technical evaluation.

11. Notification of Award

The procuring agency will notify the successful bidder in writing that the bid has been accepted. The notification of award shall constitute the formation of the "Contract" between the procuring agency and the successful bidder. The enforcement of the contract shall be governed by Rule 44 of the PPRA.

12. Signing of Contract

After the notification of the award, the procuring agency shall send the successful bidder the contract form/document. The contract shall become effective upon affixation of the signature of the procuring agency and the successful bidder on the contract document. If the successful bidder, after completion of all codal formalities, shows an inability to sign the contract then bid security shall stand forfeited and the bidder's organization may be blacklisted and de-barred from future participation.

13. Performance Security

The successful bidder should provide a performance security or performance insurance security upon execution of the contract, a sum equivalent to five percent (5%) of the contract value, this security shall be issued from a scheduled bank/insurance company operating in Pakistan and shall be kept valid from the date of issue, and should cover the warranty period after all contractual obligations have been fulfilled. The bid security submitted by the successful bidder shall be returned upon submitting the performance security. Failed to provide performance security by the successful bidder, is sufficient ground for annulment of the award and forfeiture of bid security.

14. Penalty Clause

The RO is bound to make delivery of proposed solution within the delivery timelines mentioned in "Clause 03" of this RFP. In case of failure then the procuring agency may cancel the contract and forfeit its performance security. The RO is bound to ensure the proposed solution is in line with the technical specifications mentioned in the bidding document, while technical inspection will be carried out by the technical team, on the premises of the procuring agency.

15. Redressed of Grievances by the Procuring Agency

- 15.1. ETL has constituted a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidder that may occur prior to the entry into force of the procurement contract.
- 15.2. Any Redressal of grievances and settlement of disputes shall be done according to Section 48 of Public Procurement Rules, 2004.
- 15.3. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process

16. Corrupt or Fraudulent Practices

- 16.1. Definition of the terms set forth below for the purposes of this bidding document, shall be according to Public Procurement Rules, 2004.
- 16.2. PPRA 2004 Rule 2(1) f: "corrupt and fraudulent practices" in respect of procurement process, shall be either one or any combination of the practices including:
 - 16.2.1. "**Coercive Practices**" which means any impairing or harming or threatening to impair or harm, directly or indirectly, any party or the



property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

- 16.2.2. "**Collusive Practices**" which means any arrangement between two or more parties to the procurement process designed to stifle open competition for any wrongful gain, and to establish prices at artificial, non-competitive levels;
- 16.2.3. "**Corrupt Practices**" which means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- 16.2.4. "**Fraudulent Practices**" which means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; and
- 16.2.5. "**Obstructive Practices**" which means harming or threatening to harm, directly or indirectly, persons to influence their participation in a procurement process, or affect the execution of a contract.

17. Implementation & Payment Schedule

Payment plan with percentages include govt or other taxes as per government rules at the time of payment. All payments shall be made through cross cheque in Pak Rupees.

Ser	Milestone	Period	Payment
1.	Supply of all Items	Within 4x weeks from the date of signing of contract/issuance of purchase order	60%
2.	Installation, Configuration Commissioning	Within 4x week after delivery	30%
3.	Final Acceptance	4x Weeks after delivery	10%

Transactions will be structured in instalments. **Multiple purchase orders** may be issued as per Annexure-I.

18. Procurement terms and Discretionary Rights

- 18.1. **Quantity Flexibility:** ETL reserves the right to increase or decrease the quantity of items to be procured at its sole discretion.
- 18.2. **Right to Cancellation:** ETL may cancel any or all items at any time without prior notice.
- 18.3. **Budget-Based Procurement:** Purchase Orders (POs) will be issued subject to the availability of budget.
- 18.4. The date for opening the financial bids is subject to change depending on the completion of the technical evaluation and the resolution of any related grievances or clarifications.
- 18.5. **Item Pricing Option:** The Supplier may offer items either on a cost-per-item basis or as standalone units. ETL reserves the right to evaluate and select items individually or collectively, based on cost-effectiveness, technical suitability and project requirements.
- 18.6. **Timeline:** Timeline mentioned in clause 4 must be followed.
- 18.7. **Clarifications/ Queries:** Any clarification regarding bidding process or required items will be entertained until the uploading of minutes of pre-bid meeting. No further clarification will be given.



Annexure-I

19. Bill of Quantity

RO may propose equivalent or high quality for following items:-

No	Description	Qty	Unit Price/Item	Total	Tax	Total
1.	Spiral / Coil / Wire Binding Machine (Bright Office 8621)	5 Pcs				
2.	Plastic Binding Spirals (Comb) 21 Rings - Black & White	1000 Pcs				
3.	Paper Shredder (microcut) 10 papers	5 Pcs				
4.	Stapler Machine with Remover Kangaro NR-45	20 Pcs				
5.	Stapler Pins 24/6 Dollar	30 Box				
6.	Punch Machine Opal	20 Pcs				
7.	Scissors Medium Size Penghao	20 Pcs				
8.	Paper Tape 1" Super Shine	20 Pcs				
9.	Sticky Note 3x3 Multicolour	200 Pcs				
10.	Paper Tape 3" Super Shine	10 Pcs (Roll)				
11.	Brown Tape 2" Excel	10 Pcs (Roll)				
12.	Scotch Tape 1" Super Shine	20 Pcs				
13.	Scotch Tape 5" Super Shine	20 Pcs				
14.	Tape Dispenser	3 Pcs				
15.	Paper Rim A4 Size Double A 80 gm 500 Sheets	30 Rim				
16.	Paper Rim A4 Size Double A 70 gm 500 Sheets	45 Rim				
17.	Paper Rim A4 Size Double A 100 gm 500 Sheets	20 Rim				
18.	Wall Clock Batteries AA Toshiba	20 Pcs				
19.	Paper Rim A3 Size Double A 80 gm 500 Sheets	5 RIM				
20.	Ballpoint Picasso Point 0.8mm	20 Box				
21.	Ball Pen Piano Point/Dollar or Equivalent, 0.8 mm, Blue Colour, Rubber, Grip	20 Doz				
22.	Ball Pen, Uniball Signo or equivalent, Blue, 0.7mm	15 Doz				
23.	Ball Pen, Uniball Signo or equivalent, Black, 0.7mm	5 Doz				
24.	Ball Pen, Uniball Signo/M&G or equivalent, Red, 0.7mm	5 Doz				
25.	Highlighter , UHU/Dollar/3M or Equv	50 Pcs				
26.	Tissue Box , RosePetal /Fay or Equv (150*2 Ply)	50 Boxes				
27.	Correction Pen, Dux/Oro/Bic or equivalent white Fluid	30 Pcs				
28.	Gumstick,UHU/Dollar/3M or equivalent Medium, 21g	50 PCs				
29.	Premium Glossy Photo Paper	500 Pcs				
30.	DVD-RW, Maxell,/Sony or equivalent 4.7GB	100Pcs				



31.	Marker Dollar/Piano or equivalent Black, 2mm, permanent	48 Pcs				
32.	Sticky flags	30 Pcs				
33.	Registers Larger	30 Pcs				
34.	Register Medium	20 Pcs				
35.	Executive Stationary Holder	10				
36.	Ordinary Stationary Holder	19				
37.	File Trays (Letter)	10 pcs				
38.	Heavy Duty Stappler	5 pcs				
39.	Lead Pencils HB Goldfish	50 Box				
40.	Pencil Sharpener Silver	3 Box				
41.	Pencil Erasers D2002	4 Box				
42.	Rubber Bands Q-Band	3 Pkt				
43.	Correction Note Stick	5 Pkt				
44.	Thread Rolls	5 Pkt				
45.	Gem Clips	5 Box				
46.	Dog Clips	5 Box				
47.	Stamp Pad	10 Box				
48.	Erasable Markers Dollar	7 Box				
49.	Permanent Markers Dollar	5 Box				
50.	Tissue Box Rose Petal by Packages	5 Box				
51.	Toilet Rolls Rose Petal by Packages	5 Doz				
52.	Box Files Korona	50 Pcs				
53.	Air Freshener Paradise	30 Pcs				
54.	Plastic 2D Ring File Imported	20 Pcs				
55.	Certificate Paper (A4)	100 Pcs (Pkt)				
56.	Correction Pen	2 Box				
57.	Thumb Pin Steel	5 Box				
58.	Thumb Pin Plastic	5 Box				
59.	Paper Cutters DELI/SDI	15 Pcs				
60.	Calculators Casio DJ-120	5 Pcs				
61.	Label Sheets Avery	5 Pcs				
62.	Double Tape 3M	10 Pcs				
63.	UHU Stick 21 gm Germany	30 Pcs				
64.	White Board Size 3x4 Size (1050+650=1700)	5 Pcs				
65.	White Board Stand	5 Pcs				
66.	Batteries AAA Energizer	5 Box				
67.	Spiral Note Pad A4	100 Pcs				
68.	Spiral Note Pad A4 (Logos Printed)	50 Pcs				
69.	Spiral Note Pad (Medium)	100 Pcs				
70.	Letter Heads (Logo Printed) – 100 pages each	10 Pcs				
71.	Steel Ruler	30 Pcs				
72.	Lamination Sheets A4 Size	200 Pcs				
73.	Binding Strips (5, 7.5,12.5,15,17.5,20)	5 Box				
74.	Envelopes White A4	200 Pcs				
75.	Envelopes White A4 (Printed Logos)	500 pcs				
76.	Envelopes White A3	100 Pcs				
77.	Envelopes White Letter Size	100 Pcs				



78.	Brown Envelopes Hard A4	200 Pcs				
79.	Brown Envelopes Hard A3	50 Pcs				
80.	Printed Bubble Envelopes A3	50 Pcs				
81.	Highlighter Pelikan	5 Box				
82.	File Separator	20 Pkt				
83.	Heavy duty staple pins 23/17 (17mm)	10 Pkt				
84.	Document Wallet Black leather	15 Pcs				
85.	Meeting Folders (Black) with Emboss Printing (Text & Monogram)	15 Pcs				
86.	Letter Opener	10 Pcs				
87.	Toner (HP Color LaserJet Pro MFP 4303fdw Printer Toner Cartridge)	2 pcs				
88.	Toner (HP LaserJet Pro 200 Color M251nw Printer Toner Cartridges)	2 Pcs				
89.	Toner (HP LaserJet Pro 400 color M451dn Printer Toner)	2 Pcs				



20. Format for Financial Proposal

Ser	Item	Specifications	Qty	Unit Price (Inclusive of all applicable taxes)	Tax Amount	Total Cost (Inclusive of all applicable taxes)



Bid Ref No. _____

Date of the Opening of Technical Bid

Letter of Intent

Name of the Tender: { _____ }

To: [The Project Director, Emerging Technologies Lab, Islamabad]

Dear Sir

Having examined the bidding documents, we offer to supply and deliver the goods under the above-named contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule provided in the financial bid or such other sums as may be determined by the terms and conditions of the contract. The above amounts are by the Price Schedules attached herewith and are made part of this bid.

We undertake, if our financial bid is accepted, to deliver the goods following the delivery schedule specified in the schedule of requirements.

If our financial bid is accepted, we undertake to provide a performance security/guarantee in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the bid validity period specified in the bidding documents and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any financial Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

Dated this [insert: number] day of [insert: month], [insert: year].

Signed:

In the capacity of [insert: title or position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]



Name of the Firm
Bid Reference No: _____
Date of opening of Bid.

Documentary Evidence for Determining Eligibility of the Bidders & Evaluation of Bids. Bidders should only initial against those requirements that they are attaching with the form. Bidders are required to mention the exact page number of relevant documents placed in the Bid. Bidders are advised to attach all Supporting documents with this form in the order of the requirement as mentioned in column 1.

Required Documentation	Signature of Bidder	Supporting Document's Name	Page Number in the Bid
SECP Registration			
NTN Certificate			
GST Certificate			
On Active Tax Payers List of FBR			
Incorporation Certificate			
Complete Company profile			
Operational Office in Islamabad			
Affidavit: bidder is not blacklisted by any federal, provincial public sector organization.			
MAL certificate (Verifiable)			
The bid validity period of 120 days			
Compliance with a schedule of requirements			
Submission of the required amount of bid security along with technical bid			
Compliance with technical specifications			
OEM warranty: 01-year & onsite support			
Technical brochures/data sheets			
Original bidding documents duly signed/stamped			



MANUFACTURER'S AUTHORIZATION*

To: [Project Director, Emerging Technologies Lab, Islamabad]

WHEREAS [name of the Manufacturer] who are established and reputable Manufacturers of [name and/or description of the goods] having factories at [address of factory] do hereby authorize [name and address of Supplier/Agent] to submit a bid, and subsequently sign the Contract with you against the Invitation for Bids (IFB) No. _____ for the goods manufactured by us.

We hereby extend our full guarantee and warranty as demanded for the goods offered for supply by the above firm against this Invitation for Bids.

Signature: -----
Designation: -----
Official Stamp: -----

*This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the bidder in its bid.



Firm's Past Performance.

Name of the Firm: _____

Bid Reference No: _____

Date of opening of Bid:

Name of the Client/Institution	Purchase Order No.	Description Of Order	Value of Order	Date of Completion	Work Completion Certificate by

Bidders may use additional Sheets if required.
All certificates are to be attached to this form.