

PRE-QUALIFICATION

OF

RENT A CAR SERVICE PROVIDERS

A (01)/PSEB/2025-26

SEPTEMBER, 2025

**Plot # 61, 06th Floor, New State Life Tower, Near Saudi Pak Tower,
Jinnah Avenue, Blue Area, Islamabad**

Website: www.techdestination.com



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1. PAKISTAN SOFTWARE EXPORT BOARD (G) LTD, AN INTRODUCTION

Pakistan Software Export Board (PSEB) is an apex Government body mandated to promote Pakistan's IT Industry in local and international markets. PSEB facilitates the IT industry through a series of projects and programs in infrastructure development, human capital development, company capability development, global marketing, strategy and research, and the promotion of innovation and technologies.

2. INSTRUCTION FOR BIDDERS

The objective of “instructions to applicants” is to provide applicants the information to submit their proposal in response to this Pre-Qualification according to the requirements defined in this Pre-Qualification Document and in the same order/sequence as set forth in this document. Applicants must follow the following requirements for their proposals.

3. SCOPE OF WORK

A. REQUIREMENT OF VEHICLE

- The vehicles provided to PSEB must be in excellent condition and not older than five (05) years from the date of manufacturing.
- Car rental agency will be responsible to provide its services nationally and internationally.
- Vehicles will be provided according to the client’s specifications on a need basis.
- In case of a car breakdown or problem with the chauffeur, an immediate replacement will be given by the agency without any additional cost.
- The car rental duty sheet must be signed by the user/ employee and PSEB will not be responsible for any expense related to the driver (e.g. stay, lunch, challans etc.)
- Payment will be made by PSEB upon submission of invoice from the vendor.
- All operational costs e.g. fuel, toll, overtime and parking will be catered by the service provider during the visit/ travel and claim to PSEB through invoice on as per actual basis.
- The vehicle provided shall preferably be registered in the same province/area for which it is being hired. Vehicle registration/identification card/book shall be provided at the time of provision of services.
- During the period of operation for the Purchaser, the vehicle shall carry only passengers or goods authorized by Purchaser.
- The Contractor shall ensure that the vehicles are fully covered by all necessary insurances in case of accidents; i.e. comprehensive insurance. If fully comprehensive insurance is not in place, the cost of any subsequent damage or loss of vehicles shall be borne by the Contractor.
- Provided vehicles must at all-time be in a 100% roadworthy condition and be clean and tidy inside.
- The vehicles shall be equipped with heating and cooling system, well-maintained and in excellent functional conditions.
- Vehicles must be equipped with necessary safety items, including Seat belt, spare tire, mechanical jack, basic hand tools.

- The driver will be responsible for keeping proper monitoring sheet of the trip (the total mileage/km's departure/destination, passenger details) duly signed by the passenger.

B. Area of Services

The areas of service include
Entire Pakistan and all International stations.

C. Fuel:

The car rental company will ensure that whenever PSEB requires a vehicle it should be handed over with fuel and fuel top ups during travelling should be the responsibility of the contractor.

D. Drivers:

When vehicle is rented, the following terms and condition should be observed about the driver:

- Must have a valid license
- Minimum 05 years of relevant experience.
- Have valid Service Card issued by the Contractor / firm with clear and visible photo of driver on it;
- Familiar with the local routes and traditions/customs/language of the area of travel.
- Maximum age limit 55 years, Company/Firm must ensure the physically fitness of the driver
- The Company/Firm will be responsible for the behavior/actions of the drivers and will be responsible to provide the immediate replacement in case of complaints/misconduct.
- Any drug/smoking is strictly prohibited during driving.
- Properly attired during hours of operation
- Be able to carry out minor vehicle repairs in case a vehicle breaks down

Travel Allowances & Accommodation:

PSEB will not provide any travel related allowance, accommodation or boarding and lodging arrangements to any driver. This will be the sole responsibility of the car rental company. The self-arranged accommodation of drivers should not be more than 15 kilometers of the stay of the PSEB employees.

E. Logbook:

Company/Firm must maintain a logbook for each travel containing the complete travel details with mileage and locations. The daily travel must be signed by PSEB employee in the logbook. These details must be provided to PSEB along with the invoice.

F. Liquidated Damages

If the Contractor fails to provide the Services as per requirement / within the period(s) specified in the Contract/PO, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.25% of the Contract Price per day. Maximum deduction: ten (10) percent of the Contract Price.

In case of non-provision of the services by the service provider after a confirmed order, the order should be placed to next bidder and the lowest bidder shall be issued a written warning and upon issuance of three such warnings the contract with that service provider shall be terminated.

G. Security

The Company/Firm providing services shall be responsible for the security of the driver, vehicle or any items coming along with the rented vehicle. PSEB will not be responsible for any loss whatsoever due to security risks, negligence of driver or otherwise.

H. List of POCs:

List of POCs with escalation level must be attached with proposal.

4. MANDATORY CRITERIA FOR QUALIFICATION

Sr.	Description	Remarks
1	Complete company profile including name, registered office address, telephone, fax and e-mail address and web address, complete contact detail of the contact person, details of branch offices and staff details (branch-wise)	
2	NTN, GST certificates (Status active with relevant authorities)	
3	List of Clients: must have at least 10 clients to its credit.	
4	Date of establishment of business and relevant business experience of at least last 5 years	
5	Established office setup in Pakistan, physical office address	
6	<ul style="list-style-type: none"> Undertaking that the Applicant/firm has not been blacklisted by any government, semi- government, autonomous or state-owned organization, on the Stamp paper worth of Rs.500/- Undertaking regarding compliance to the services required under this document 	

Kindly Note that any document missing in the mandatory clause shall lead to disqualification.

5. SELECTION PROCEDURE

- a) The applicants shall provide duly completed / filled in mandatory requirements for applicants to qualify along with supporting documents as provided therein. PSEB shall evaluate the proposal according to the mandatory requirements for applicants to qualify.
- b) Proposals qualifying mandatory requirements shall be evaluated as per evaluation Criteria.
- c) PSEB will sign a formal Open Framework Agreement regarding the Pre-Qualification of Rent a Car Service Providers with at least Three (03) qualified vendors with highest score for 3 years. This agreement will comprise of all details necessary to execute the services successfully and upto the satisfaction of the procuring agency.

6. MEET OR EXCEED REQUIREMENTS

The requirements provided in this document are the minimum requirements of PSEB. The applicants must meet the minimum requirements. The applicant may exceed these requirements for the successful practical implementation.

7. CLARIFICATIONS

Any queries from applicants regarding the pre-qualification must be submitted in writing via the following email address and through EPADS no later than three days before the proposal submission deadline. Queries received after this timeline shall not be entertained.

8. EVALUATION CRITERIA

The Applicant must satisfy PSEB that they have a sufficiently skilled team to carry out the Services for PSEB which will be determined through submitted information along with Application.

Bidders obtaining 70% score shall be considered for pre-qualification.

Sr No.	Description	Max. Score	Marks Allocation	
1.	Firm/Bidder Profile (copy of company registration)	15	Registered age - 10+ years	15
			Registered age - 6 to 10 years	10
			Registered age - Min 5 years	05
2.	Financial Strength of the company (copy of latest financial statements or last financial year bank statement).	15	Annual turnover 30+ million	15
			Annual turnover 21-30 million	10
			Annual turnover 10-20 million	05
3.	Number of clients Across	10	Number of client 30+	10



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	Pakistan (list of clients with contact details)		Number of clients between 21-30	07
			Number of clients between 10-20	05
4.	Credit period: After the submission of invoice	15	Minimum 60 days	15
			Minimum 45 days	10
			Minimum 30 days	05
5	Credit Limit	15	10 Million above	15
			06-10 million	10
			01-05 million	05
6	Worth of projects similar in nature that includes Rental Vehicles, in last three (03) years. (Verifiable through relevant purchase orders, contracts, email etc.)	15	30+ million	15
			21-30 million	10
			10-20 million	05
7	Number of HR Resources/ Staff Detail (CEO, Directors, Managers, Supervisors, Drivers etc.) the detail list of staff members (Name, Designation, Contact #, Email)	15	No. of Staff members 30+	15
			No. of Staff members 21-30	10
			No. of Staff member 11-20	05
G. Total		100		

9. TERMS AND CONDITIONS

- i. Proposals received after the due date and time will not be entertained.
- ii. Applicants are required to state, in their proposals, the name, title, fax number and email address of the applicant's authorized representative through whom all communication shall be directed until the process has been completed or terminated.
- iii. The applicants shall bear all costs/expenses associated with the preparation and submission of the proposal and PSEB in no case be responsible/liable for those costs/expenses.
- iv. Each applicant shall submit only one proposal; multiple proposal submissions shall render the applicant disqualified.
- v. PSEB may, at any time prior to the deadline for submission of the proposal, on its own initiative or in response to a clarification requested by the applicant(s), amend the pre-qualification documents, on any account, for any reason.
- vi. The proposal validity period will be ninety days (90) days, starting from the date of opening of the proposals.
- vii. The language of the proposal shall be English language. Any printed literature furnished by the Applicant(s) in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the proposal.

- viii. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR and provincial authorities are eligible to supply goods/services to the Commission.
- ix. If any supplier is not in ATL then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR/ provincial authorities.
- x. The decisions of PSEB will be binding on all applicants.
- xi. During the examination, evaluation and comparison of the proposals, PSEB at its sole discretion may ask any applicant for clarifications of its proposal.
- xii. Bidding documents/proposals, containing detail terms and conditions, etc. are available electronically and can be downloaded from EPADS-PPRA website <https://eprocare.gov.pk> free of cost.
- xiii. Bids should be submitted electronically ONLY through EPADS. Manual submission of bids is NOT allowed.
- xiv. For registration and training on EAPDS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Team, Director MIS Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.
- xv. The bids, prepared in accordance with the instructions in the bidding documents of Eligibility documents as specified in bid documents in favor of the undersigned, must be submitted through EPADS latest by **October 09th, 2025** on or before 03:00PM. Bids will be opened on the same date at 03:30 PM at the below mentioned address:

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