

**PRE-QUALIFICATION**

**OF**

**GENERAL ORDER SUPPLIERS**

***A (01)/PSEB/2025-38***

**OCTOBER, 2025**

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

**Website: [www.techdestination.com](http://www.techdestination.com)**



Ministry of Information Technology  
& Telecommunication

DIGITAL PAKISTAN

## PREQUALIFICATION OF GENERAL ORDER SUPPLIERS



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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 / SUPPLIES

### A. Objective

Pre-qualification of General Order Suppliers/Companies/Vendors for supply of goods/items used for operation of PSEB through Open Framework Agreement. Supply of items as provided at Annex-A are common use items and are required by the PSEB on recurrent basis; hence, pre-qualified suppliers will be required to share quotations, as per requirements in the RFQs. The list of items at Annex-A is a tentative list of items for reference and PSEB may sought quotations for other general order items not listed in this document.

### B. Liquidated Damages

If the Contractor fails to provide the Goods/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.

### C. 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	
2	NTN and GST certificates (Status Active with relevant authority)	
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 3 years	

5	Established office setup in Pakistan, physical office address	
6	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/-	
7	Undertaking regarding compliance to the goods / services required under this document (On letter head)	

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

## 5. SELECTION PROCEDURE

- 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.
- Proposals qualifying mandatory requirements shall be evaluated as per evaluation Criteria.
- PSEB will sign a formal Open Framework Agreement regarding the Pre-Qualification of General Order Suppliers with at least the top three (03) qualified vendors, for a period for 3 years. The 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 - 5+ years	15
			Registered age - 4 to 5 years	10
			Registered age - Min 3 years	05



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2.	Financial Strength of the company (copy of latest financial statements or last financial year bank statement).	15	Annual turnover 10+ million	15
			Annual turnover 6-10 million	10
			Annual turnover 2-5 million	05
3.	Number of clients Across Pakistan (list of clients with contact details)	10	Number of client 30+	10
			Number of clients between 21-30	07
			Number of clients between 10-20	05
4.	Enlisted / agreement(s) for similar items / general order suppliers, with government organizations	15	5 marks of each agreement / enlistment with government organization	15
5.	Credit period: After the submission of invoice	15	Minimum 60 days	15
			Minimum 45 days	10
			Minimum 30 days	05
6.	Credit Limit	15	05 Million above	15
			04-05 million	10
			01-03 million	05
7.	Worth of projects similar in nature that includes general order suppliers, goods etc., in last three (03) years. (Verifiable through relevant purchase orders, contracts, invoice etc.)	15	20+ million	15
			11-20 million	10
			05-10 million	05
<b>G. Total</b>		<b>100</b>		

## 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 relevant tax 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://eprocure.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 **November 14<sup>th</sup>, 2025** on or before **03:00PM**. Bids will be opened on the same date at **03:30 PM** at the below mentioned address:

Manager Administration  
**Pakistan Software Export Board (G) Limited**  
Plot # 61, 06<sup>th</sup> Floor, New State Life Tower, Jinnah Avenue,  
Blue Area, Islamabad.  
Telephone: +92-51-9202295, Fax: +92-51-9204075  
Website: <https://techdestination.com/>



## Annex-A

**1. Office Supplies:**

Stationery related items, toners, toners refilling, data cables, USB's, air freshener dispenser and office equipment.

**2. Cleaning and Janitorial Supplies:**

Brooms, mops, cleaning chemicals, trash bags, toilet paper, paper towels, and cleaning equipment.

**3. Pantry Items:**

Coffee, tea, sugar, milk, water, biscuits etc.

**4. Electrical & IT Supplies:**

Light bulbs, cables, computer accessories, network equipment etc.