

FEDERAL OMBUDSPERSON SECRETARIAT FOR PROTECTION AGAINST HARASSMENT



Documents for Prequalification of Firms	<u>CONFERENCES / SEMINARS / WORKSHOPS</u>
Prequalification Notice No.	<u>FOSPAH/Gen/Proc/</u> Conferences / Seminars / Workshops/ <u>2025-26/ & 2026-27</u>



FEDERAL OMBUDSPERSON SECRETARIAT

FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT THE WORKPLACE

LG&RD Complex, Behind SBP, Sector G-5/2, Islamabad

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FILE No. 1(13)/2024-General

Dated: 12th August, 2025

The FOSPAH intends to pre-qualify workshops/firms/vendors registered with Sales Tax / Income Tax Departments and are on Active Taxpayer List (ATL) of FBR having their own offices/stock/manpower/expertise in Rawalpindi, Islamabad and have at least one year of experience for following procurements, works and services required to this office during the Financial Year 2025-26 and 2026-27 under Rule-15 and 16 read with Rule 42(a) & (b) of PPRA Rules, 2004 amended from time to time, as under:

Title	Sr.No.	Description
Procurement/ Services	1	Pre-qualification of Event Management firms/vendors for arrangements of Conferences/Seminars/Workshops required on various occasions.

2. Pre-qualification documents would be collected and opened as per following schedule: -

i. Interested and eligible firms can download prequalification documents containing terms & conditions from <https://FOSPAH.gov.pk>. Documents must be submitted in hard copy form to FOSPAH Secretariat, LG & RD Complex G-5/2, Islamabad before closing date i.e. 29-08-2025 at 12:30 PM.

ii. Pre-qualification documents will be opened on the above mentioned date at 03:30 P.M under the supervision of the Chairman Purchase Committee and purchase committee members.

3. Pre-qualification documents containing detailed terms and conditions are also available on official website of FOSPAH www.fospah.gov.pk and PPRA www.ppra.gov.pk

4. The Competent Authority may reject all or any document/s or proposal at any time prior to the acceptance of bid or proposal while conveying the reason thereof in accordance with Rules 33 of PPRA Rules 2004.

(Muhammad Hammad Ul Hassan)

Assistant Director (Admn)
LG&RD Complex Building,
G/5/2, FOSPAH, Islamabad.

Ph. No. 9262953

TERMS & CONDITIONS

- i) The firms on the panel shall be bound to carry out the requisite work at the earliest when work is referred to them even at odd hours/ public Holidays while ensuring quality and timely service in a transparent manner as and when required in accordance with all applicable laws, rules and regulations.
- ii) While submitting rates the Firms must clearly mention GST and all other applicable Government Taxes included in the offered rates or otherwise.
- iii) The Firms shall be bound to return old spare parts in case of replacement with the new ones.
- vii) Each Firm/vendor is required to nominate a Focal person along with full contact detail, for coordination and immediate response.
- viii) Affidavit for non-blacklisting of the firm/vendor would be provided on stamp paper/ affidavit amounting to Rs.100/-.
- ix) Agreement will be signed with the successful bidder for provision of said services in the light of all applicable, laws, rules and regulations, whose compliance will be ensured in any case by the bidder till its expiry.
- x) Firms should have their own state-of-the-art office/workshop with proper tools/equipments at Islamabad/ Rawalpindi.
- xi) Firms must have General Sales Tax Registration, National Tax Number and is on active taxpayer list (ALT) of FBR. The firm should have bank account and vender number assigned by AGPR.
- xii) For prequalification, firms having experience, capability and resources may apply along with the following information and documents: -
 - a) Name of the firm along with postal address, Phone & Fax numbers.
 - b) Similar nature of works completed during last One year.
 - c) List of Key personal & detail of Technical staff.
 - d) Affidavit for nor blacklisted/involved in arbitration/litigation with any client.
- xiii) The firms will be shortlisted as per PPRA Rules 2004.
- xiv) Successful firms shall be responsible to provide its services after approval of their quotation during the whole year.
- xv) Firms shall respond on receipt of work order at the earliest.
- xvi) Firms shall preferably make it possible to rectify the fault of certain mechanical problem at the spot otherwise at workshop at their own arrangement.
- xvii) Pre-qualification of firms will be processed in light of clause 15 to 19 of PPRA Rules, 2004.
- xviii) Only pre-qualified firms/companies/workshops will be eligible to do business with FOSPAH Secretariat during the financial year 2025-26 & 2026-27.

xix) In case of Event Management, firms/vendors should have organized large national conferences/seminars. Detail must be provided/attached.

2. 1/ we have gone through each and every clauses and agreed upon the above mentioned Terms & Conditions.

Signature(Authorized/Person/Proprietor):

Name of Authorized Person:

Name/address of Firm:

Stamp of Firm:

MARKING CRITERIA:

The marking criteria for pre-qualification of Firms for Conferences, Seminars & Workshops is as under:

- i) The interested Firms must have One (01) year' experience in relevant field. The firm/vendor having experience shall be awarded 2 marks per year, maximum up to 5 years. Experience beyond 5 years will also yield maximum 10 marks. **(10 marks)**
- ii) The Firms shall provide details of Federal Provincial Government Ministries / Divisions/Departments to whom, they have provided or providing services of same nature. **(5 marks)**
- iii) The Firms must have their own complete setup and technical expertise in Islamabad & Rawalpindi having Telephone/ Fax facilities etc. in order to provide quality and timely service as per requirement in accordance with all applicable laws, rules and regulations. **(5 marks)**
- iv) The Firms must be registered with Sales Tax and Income Tax Department (FBR). The firm/vendor must be GST/NTN registered and should be Active Sales/Income Tax payer. **(5 marks)**
- v) The interested parties must have sound financial position; proof may be provided for last One (01) year in shape of income tax and company bank statement. **(5 marks)**
- vi) In case of Event Management, firms/vendors should have organized large national conferences/seminars. Detail must be provided/attached. **(10 marks)**

Note: The Firm/Vendor/Workshop obtaining marks less than 50% will not be considered for prequalification.

INSTRUCTIONS:

- i) Conditional, incomplete and non-compliance to terms and conditions of bidding documents and over writing/cutting in documents shall not be accepted.
- ii) Any document received after the specified submission date and time mentioned in this document shall not be considered and it will deem to have been rejected.
- iii) Member(s) of Purchase Committee may visit of all Firms, before the pre-qualification.
- iv) List of Names and Telephone numbers of their technical teams with their experience and name of Focal Person shall be attached.
- v) The workshop/firm on the panel shall be bound to carry out the requisite work on top priority basis whenever work is referred to them.
- vi) If a bidder is unable to provide required services, as per work order, then the firm would be backlisted for future business with the Government Departments through PPRA.
- vii). This shall be the responsibility of the successful firm/ bidder to have secure custody/keeping of the official Items, in case the same are transported to the bidder facility/office. If any damage occurred in that case, the bidder shall bear all expenditures.
- viii) The Firm/Companies/Organizations requiring any further clarification or information of the document may contact the office of Assistant Director (Admn), FOSPAH at his phone No. 051-9262953.



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PREQUALIFICATION NOTICE

Firms/contractors/suppliers/dealers are invited who are registered with Sales Tax/income Tax Departments (FBR) and having their own offices/stock/manpower/expertise in the procurement of, works and services as required for the Financial Year 2025-26 & 2026-27.

Name of Procuring Agency	Federal Ombudsperson Secretariat for Protection against Harassment, FOSPAH
Annual Procurement and Services	Conferences / Seminars / Workshops
Closing Time, Date & Place.	The documents must be submitted in hard copy form at FOSPAH Office , up to 12.30 PM., 29- 08-2025, FOSPAH, 1st Floor, Admin Room, LG&RD Complex Building, G/5/2, Islamabad.
Opening of bids.	03.30 PM., 29-08-2025, at 1st floor Admin Room

2. Interested firms may obtain the terms and conditions from the undersigned's office or download the same from FOSPAH website.
4. Prequalification documents will be opened by the Purchase Committee on the same day i.e. 29th August, 2025 at 03:30 PM. at Admin Room, 1st Floor, LG & RD Building, FOSPAH.
5. FOSPAH has the right to accept or reject any or all bids prior to acceptance as per PPRA's Rules 2004.

(Muhammad Hammad Ul Hassan)

Assistant Director (Admn)
LG&RD Complex Building,
G/5/2, FOSPAH, Islamabad.
Ph. No. 9262953

CHECK LIST

Name of Firm _____

Sr. #	Pre-Requisite Documents to be provided by the Firms / Vendor	Yes / No
1	Registered on E-PADS	
2	NTN No. with copy of certificate	
3	GST No. with copy of certificate	
4	Date of Establishment	
5	Copy of Active Taxpayer List	
6	Islamabad Vendor No. by AGPR	
7	Bank Name & Account No.	
8	Stamp paper /declaration of Non-black listing	
9	Proof of Financial Soundness / copy of bank statement for the last one year	
11	Registered Address of Firm	
12	Landline Telephone / Email address and other contact details of Owner , focal person and technical person	
13	List of clients/departments/Ministries	

Name of Bidder	
Signature	
Date	
Stamp	