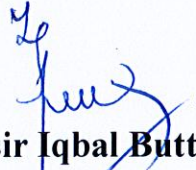


**Consulate General of Pakistan
Toronto**

The Consulate General of Pakistan, Toronto, intends to float a tender for procurement of insurance and cleaning services.

2. The PPRA is requested to make necessary arrangements for uploading the tender notice alongwith complete set of bidding documents (comprising 05 pages) on the PPRA website at the earliest. The copy of tender notice and bidding documents are attached.

Encl: As above


(Yasir Iqbal Butt)
Deputy Consul General

PPRA (Mr. Rizwan Mahmood, Director-MIS), Islamabad

Consulate General of Pakistan, Toronto, u.o. No. 3(3)/Admin/2023 dated 02 July
2024 Email: info@ppra.org.pk

BIDDING DOCUMENTS

FOR

BUILDING INSURANCE (OFFICE & RESIDENCE)

And

CLEANING SERVICES FOR OFFICE BUILDING

Head of Chancery

Consulate General of Pakistan,

7880 - Keele Street, Unit 14, Vaughan, Ontario, L4K 4G7,

Toronto (Canada)

Phone: +1-905 532-0042-43

**Email: pareptoronto.accountant@pakmission.ca
pakconsulate@pakmission.ca**

02 JULY 2024

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Section-I: Invitation to Bid

Consulate General of Pakistan Toronto

TENDER NOTICE

Consulate General of Pakistan Toronto (Canada) invites bids from experienced and well reputed insurance and cleaning firms/companies for:

- i. Insurance for Residence owned by Pakistan Consulate
10 Montford Drive North York, Ontario, M2M3H3
- ii. Insurance for Office Building Rented
7880 Keele Street, Unit#14-18, Vaughan, Ontario, L4K4G7
- iii. Cleaning Services for Office Building Rented
7880 Keele Street, Unit#14-18, Vaughan, Ontario, L4K4G7

2. The bidding document containing relevant details can be obtained from the address mentioned below on any working day during office hours. Alternatively, the same can be downloaded from the website of the Public Procurement Regulatory Authority: www.ppra.org.pk.

3. Single stage – One envelope procedure will be followed. All bids received shall be opened and evaluated in the manner prescribed in the bidding documents.

4. Bids must reach the Consulate General of Pakistan, Toronto, at the address given below, before 1000 hours (Toronto Time) on 18 JULY 2024 either through personal delivery or registered post/courier and will be opened the same day at 1030 hours in the presence of bidders or their authorized representatives who may choose to attend the same physically.

5. The Consulate General of Pakistan Toronto reserves the right to accept or reject any bid in accordance with PPRA Rules.

Head of Chancery

Consulate General of Pakistan,
7880 - Keele Street, Unit 14 Vaughan, Ontario, L4K 4G7,
Toronto (Canada)
Phone: +1 905 532 0042 - 43
Email: pareptoronto.accountant@pakmission.ca
pakconsulate@pakmission.ca

SECTION - II: Terms & Conditions

- The bids will be governed by Single stage – one envelop procedure.
- The last date for submission of bids is on or before 18 JULY 2024, 1000hrs Toronto Local Time) either through personal delivery or registered post/courier.
- The Bid Opening Committee will open the bids on 18 JULY 2024 at 1030hrs in the presence of bidders or their representatives, who may choose to be present either physically.
- The Bids will be evaluated in a manner prescribed in these bidding documents, and the bids not confirming to specified requirements will be rejected. No amendments will be allowed in the proposals after opening.
- The bid validity period shall be 30 days from the date of bid opening.
- Bidders shall quote the rates in CAD Dollar with all applicable taxes. Use of white fluid or over-writing will not be accepted.
- The successful bidder may discharge its obligations itself or through its authorized agent, duly notified in writing.
- The Consulate General reserves the rights to accept or reject any or all bids in accordance with existing PPRA-Rules.

Section - III: Instructions to Bidders

1. All bidders should understand and know the exact nature, type and quantum of work before submitting their bids.
2. If the bidder(s) need(s) any clarification / information, he/she should contact the Consulate General before the date of opening of bids at the contact details provided in Section I.
3. Prices quoted in the bid should be inclusive of all applicable taxes.
4. Quoted prices must be mentioned in words and figures both. In case of any error, price quoted in words will govern. Any proposals with over-writing or cutting will not be accepted and the bid will be rejected.

SECTION - IV: EVALUATION CRITERIA

The Bids will be evaluated based on “LEAST COST METHOD”.
