

# NATIONAL STANDARD BIDDING DOCUMENTS

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## Procurement of Information Systems (Supply and Installations) (Single Stage: One Envelope and Single Stage: Two Envelope Procedures)

(National and International Competitive Bidding)

(Initial Draft)



Public Procurement Regulatory Authority

Pakistan

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## ACKNOWLEDGEMENT

The Authority acknowledges the contribution of following officers of the Authority for development and finalization of this document:

- i. Engr. Muhammad Zubair, Director General (M&E) PPRA
- ii. Mr. Muhammad Ibrahim R. Khan, Deputy Director (M&E) PPRA
- iii. Dr. Asim Jaleel, Deputy Director (M&E) PPRA



## PREFACE

Public Procurement is carried out in Pakistan in accordance with the provisions laid down in Public Procurement Regulatory Framework consisted of Public Procurement Ordinance- 2002; Public Procurement Rules-2004 and allied Regulations, Regulatory Guides and Guidelines.

National Standard Bidding/Procurement Documents are developed for standardizing the procurement procedures and practices in the procuring agencies of the Federation of Pakistan and has the status of the Regulations in terms of section 27 of the PPRA Ordinance read with Rule-23(4) of Public Procurement Rules.

The document consists of general as well as specific provisions to be applicable for the procurement of Information System. The specific provisions supplement to the general provisions and may be amended or opted by the procuring agencies in the manner and to the extent prescribed in the respective sections.

This document is a live document, and may be updated on yearly basis considering the regulatory experience feedback based on monitoring the procurement practices and valuable suggestions of the stakeholders (i.e. procuring agencies, vendors and general public).

This document is being issued as a Trial Version, and hence any suggestions may be sent to the following address:

*Engineer Muhammad Zubair, Director General (M&E) PPRA G-5/2 Islamabad*



# Standard Bidding Documents for Procurement of Information System

## PART-A - BIDDING PROCEDURE & REQUIREMENTS

### Section I - Invitation to Bids

### Section II- Instructions to Bidders (ITB)

This Section provides information to help Bidders prepare their Bids. Information is provided for the submission, opening, and evaluation of Bids and for the award of Contract. *This Section contains provisions those are to be used without modification(s).*

### Section III- Bid Data Sheet (BDS)

This Section includes provisions specific to procurement and to supplement Section-II, Instructions to Bidders. This section may be customized where option is available, in accordance with the requirements of the Procuring Agency.

### Section IV - Eligible Countries

This Section contains information regarding eligible countries.

### Section V - Technical Specifications, Schedule of Requirements

This Section includes the details of specifications for the goods and ancillary services to be procured and schedule of requirements.

### Section VI - Standard Forms

This Section includes the standard forms for the Bid Submission, Price Schedules, and Bid Security etc. These forms are to be completed and submitted by the Bidder as part of - Bid.

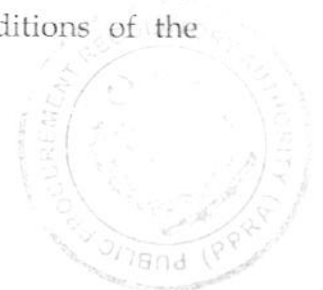
## PART-B - CONDITIONS OF CONTRACT AND CONTRACT FORMS

### Section VII - General Conditions of Contract (GCC)

This Section includes the general clauses to be applied in all the contracts. *This Section contains provisions those are to be used without modifications.*

### Section VIII - Special Conditions of Contract (SCC)

This Section consists of Contract Specific general and special conditions. The procuring agency may customize the general conditions of the contract section, in accordance with the requirements.



## Section IX - Contract Forms

This Section contains forms which, once completed, will become part of the Contract. The forms for **Performance Security** will be submitted by the successful bidder to whom Letter of Acceptance is issued, before the award of contract.

### Integrity Pact

The successful bidder shall be required to furnish Integrity Pact as per the attached format.



**PART-A**  
**BIDDING PROCEDURE & REQUIREMENTS**

**SECTION I: INVITATION TO BIDS**



[Insert Name of Procuring Agency]

[Insert Logo]

**Bid No. ....**

For

[Insert title or brief description of the goods]

**Invitation to Bids**

Date: .....

1. This Invitation to Bids follows the Procurement Notice (PN) or Procurement Advertisement (PA) No. ----- for the subject Project/Procurement which appeared in [insert media] vide dated [insert dates of issue of PN/PA].
2. The Procuring Agency has reserved the funds for the procurement planned during the financial year [insert the financial year]. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the [insert the name of the contract].

or

The [insert name of Procuring Agency] has received/has applied for/intends to apply for a [loan/credit /grant] from the [name of financing institution] towards the cost of [insert name of project], and it intends to apply part of the proceeds of this [loan/credit/grant] to cover eligible payments under the contract for [insert name of the contract].

3. The [Insert the name of the Procuring Agency] now invites sealed bids from eligible Suppliers of [insert brief description of the information systems to be procured].
4. The bidding shall be conducted in line with the [insert procedure of procurement] procedure of the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time), and is open to all potential bidders.
5. All bids must be accompanied by a Bid Security [if Bid Security so requires] in an acceptable form in the amount of [insert the amount in local currency] or freely convertible currencies in case of foreign Bidders.

OR



All bids must be accompanied by a Bid Securing Declaration [*if Bid Securing Declaration is required*] in the format provided in the Bidding Documents.

6. The original bid along with [*Insert the number of copies required*] copies, properly filled in, and enclosed in sealed envelope(s) must be delivered to the address [*insert physical address, room number, floor, building/plot*] at or before [*insert time and date*]. The bids (or technical part of the bids as the case may be) will be opened promptly thereafter in public and in the presence of bidders' representatives who choose to attend in the opening at the [*insert the physical address of the place for Bid opening*].

[*Insert the title of the Principal Accounting Officer or Project Director or Project Manager and address of the Procuring Agency*]

