

**Government of Pakistan  
Ministry of Foreign Affairs  
Islamabad**

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Subject: **TENDER FOR PRE-QUALIFICATION OF FIRMS/ VENDORS  
FOR REPAIRING/MAINTENANCE, RENOVATION &  
HORTICULTURE WORKS**

The undersigned is directed to state that this Ministry intends to float a tender for **Pre-Qualification Of Firms/ Vendors For Repairing/Maintenance, Renovation & Horticulture Works the Ministry of Foreign Affairs, Islamabad.** As per Rule-12 of Public Procurement Regulatory Authority Rules 2004 as notified by the Finance Division vide SRO No. 432(I)/2004 dated June 08, 2008, we are required to float the tender notice on PPRA's website ([www.ppra.org.pk](http://www.ppra.org.pk)).

2. The PPRA is therefore, requested to make necessary arrangements for publishing the tender notice on the website of PPRA on 31.03.2023, positively. The copy of tender notice is enclosed.

3. The Bill pertaining to this publication may be forwarded to the undersigned for its payment.

  
(UMER HAYAT KHAN)  
Deputy Director (GS-III)

**Mr. Rizwan Mehmood, Director (MIS), PPRA Islamabad**

Ministry of Foreign Affairs U.O. No.GS (III)-1/1/2022 (Civil) dated 29.03.2023

**Government of Pakistan**  
**Ministry of Foreign Affairs**  
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**TENDER NOTICE**

**PRE-QUALIFICATION OF FIRMS/VENDORS FOR REPAIRING/MAINTENANCE,  
RENOVATION & HORTICULTURE WORKS**

Ministry of Foreign Affairs intends to invite sealed proposals from Government registered Firms/Vendors for pre-qualification for **repair/ maintenance & renovation and horticulture works in offices and allied residential buildings of the Ministry of Foreign Affairs (MOFA), Islamabad.**

2. Contractors/Firms wishing to have their names pre-qualified/enlisted for the CFY 2022-23 and FY 2023-24 should submit the following information:

1. Firms must be registered with sales tax/income tax departments and have General Sales Tax Registration, National Tax Number (NTN) and is on active taxpayer list (ATL) of FBR. The Firm is also responsible to provide vendor number.
2. Name of the Firm with full address, telephone & fax No of Head office and its Branch offices situated in Islamabad/Rawalpindi.
3. The intending Firms must provide a list of its clientele, relevant experience of last 03 years with Ministries and Government departments and past performance capabilities with respect to above mentioned fields.
4. Affidavit that the Firm is not black listed/ disqualified by any Government, semi Government or any autonomous Department.
5. Any other document or information, which is considered necessary for pre-qualification.
6. Detail of litigation and arbitration cases, if any, in which the contractor/firm has been involved.
7. Satisfactory completion certificate from the concerned authorities, proof of similar nature of projects in hand.
8. Detail of qualified skilled staff presently employed with the Firm.
9. Bank statements of last 03 years and banker confirmed line of credit that may be available.

3. The Terms of Reference (TOR's) can be obtained from **office of the undersigned, Tel: 92-51-9204367** on written request for pre-qualification documents on Company/Firm letterhead, on payment of processing fee **Rs.2,000/-**(Non-refundable) in shape of Demand Draft or Pay order from any schedule Bank. The proposals in sealed envelopes can be submitted till **17th April 2023 at 1000 hours**. The proposals will be opened on **same day at 1130 hours** in presence of the bidders or their authorized representatives, who may wish to attend.

4. Ministry of Foreign Affairs (MOFA) has the right to pre-qualify or disqualify any or all firms without assigning reasons.

**Deputy Director (GS-III)**  
**Room No 228, Agha Shahi Block,**  
**Ministry of Foreign Affairs of Pakistan, Phone No. 92-51-9204367**