

Pre-Qualification Document for the Procurement of IT Equipment / Services

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1. Introduction and Invitation

The **Pakistan Engineering Council (PEC)** hereinafter referred to as the Procuring Agency, intends to pre-qualify reputable and experienced manufacturers, principles, authorized distributors, or suppliers for the provision of IT equipment and related services in compliance with **PPRA Rules**.

Only those firms that meet the pre-qualification criteria set forth in this document shall be eligible to participate in the subsequent bidding process, which may lead to the signing of a Framework Agreement which will remain valid for one year, which may be extended upto further two years with mutual consent as per PPRA rules.

2. Scope of Goods and Services

The pre-qualification is for the supply, delivery, installation, configuration, and warranty support of various IT equipment/services. The pre-qualified bidder may bid for one or more categories as mentioned in table 1.1. The range of goods and services encompasses, but is not limited to, the following:

Sr#	Category	Items (Examples)	Related Services
1.	Computing Hardware	Laptops, Desktop PCs, mini desktop PCs, All-in-One PCs, Workstations	Supply, OS Installation with license(s), Configuration, On-site Support.
2.	Printing & Imaging	Laser/Inkjet Printers (Network, Multifunction), Scanners, PVC Card Printers, Photocopier Machines	Supply, Installation, On-site Maintenance.
3.	Display Devices	LCD/LED Monitors & Screens, Multimedia Projectors, Interactive Display Panels.	Supply, Installation, Calibration, Warranty Support.
4.	Security & Network	NG Firewall (UTM), Core & Distribution access switch (managed & un-managed) with SFP, WiFi Solution with AP and controller, NoC & SoC (SIEM, SOR, DLP), WAF, Internet Access Manager (IAM), KVM Switch, Smart Rack with built UPS & Environment Control etc., DCIM, NMS.	Supply, Installation, Commissioning, Calibration, Warranty Support.

Sr#	Category	Items (Examples)	Related Services
5.	Voice & Communication System	Audio, Video Conf System, Public address System, Digital Exchange with phone sets. Zoom Services/Google Meet, Internet Services.	Audio & Video Conferencing Systems, Public Address Systems, Digital / IP Exchange (PBX) with IP & Analog Phone Sets, Call Center Solutions, Unified Communication Systems, VoIP Solutions, Installation, Configuration, Integration, Maintenance & Support Services. . Provision of Internet Connectivity with backup routes.
6.	Cloud Services	SMS Gateway, Virtual Private Cloud (VPC) Virtual Machines (Compute Instances), Application Hosting Platform, API Management Platform, Auto Scaling Services, DevOps Services, Database & OS Licenses, Advance Security solution etc, SMS Gateway, Email services.	Virtual Private Cloud (VPC), Virtual Machines (Compute Instances), Application & Web Hosting Platforms, API Management Platforms, Auto-Scaling Services, DevOps & CI/CD Services, Managed Databases, Operating System & Database Licenses, Advanced Cloud Security Solutions, Backup & Disaster Recovery, Monitoring, Migration & Managed Support Services. Provision of SMS Gateway APIs, Email Services.
7.	Software Development, Licenses	Software development, integration & Implementation, Provision, installation, customization of ERPs, Microsoft 365, Microsoft Windows, Antivirus.	Development of new or customization of existing ERP, Licenses for Microsoft Software, , Antivirus, Zoom etc.
8.	Peripherals & Others	UPS, External Hard Drives, Accessories like Cartridges, toners, Paper Shredder, mouse, keyboard etc.	Repair and Maintenance of IT Equipment.

Table 1.1

3. Eligibility Criteria

To be eligible for pre-qualification, applicants must provide documentary proof of fulfilling the following mandatory requirements. Failure to meet any of these shall result in disqualification.

- i. **Legal Status:** The Applicant must be registered/incorporated as a company or firm with SECP or firm of registrar having minimum 03 years registration status.
- ii. **Tax Compliance:**
 - o Must be an **Active Taxpayer (ATL)** on the list of the Federal Board of Revenue (FBR).

- iii. **Business Experience:** Minimum of 03 years of experience in the business of supply and installation of similar IT equipment to Government/ Semi Government /Corporate organizations.
- iv. **OEM/Principal Authorization:** The Applicant must be an **Authorized Dealer/Distributor/Partner** for the Original Equipment Manufacturers (OEMs) or Principal for the specific equipment or Software they intend to supply (e.g., Dell, HP, Lenovo, Canon, Oracle, SAP, Zoom etc.). OEM/ Principal authorization will only be applicable on proprietary software/hardware/products/services.
- v. **Non-Blacklisting Affidavit:** An affidavit (on non-judicial stamp paper of value not less than Rs. 100/-) confirming that the firm has never been blacklisted, debarred, or declared ineligible by any Government, Semi-Government, Autonomous Body, or Procuring Agency in Pakistan.

4. Evaluation Criteria

The pre-qualification applications will be evaluated based on the following criteria and scoring system. Only applicants achieving the minimum qualifying score for each criteria and overall total minimum score shall be considered as pre-qualified.

Eligibility Criteria		Documents to be submitted	Evaluation Criteria
Legal Status	Company	Incorporation Certificate	Minimum & Maximum 10 marks
	AOP	Certificate of Firm of Registrar	
Experience	No Of Work Orders. In case of Services, Service Level Agreements (SLA) with Clients	Number of Work Orders served (Above PKR 1 Million) over the last 03 years (please share client reference/POC) List of Clients with brief description of SLAs	Number of Work Orders served (Above PKR 1 Million) in last 03 years] x 01 (Minimum 6 marks maximum 15 marks). Service Level Agreements (SLA) with Clients/ POC detail Number of SLAs x 01 (Minimum 6 marks maximum 15 marks).
	Company relevant experience in years to government/semi-government/autonomous /public sector organizations or corporate sectors.	Business Profile	Company relevant experience in years x 4 (Points). (Minimum 12 points maximum 20 points) (minimum 10 months will be rounded up to a year)

Eligibility Criteria		Documents to be submitted	Evaluation Criteria
Financial Soundness	Audited Financial Statements (Minimum Net Worth Rs 20 million)	Audited Financial Statements of last 3 years	Financial Strength (Average Net Worth based on audited financial statement) The marks for each 10 million net worth is 5 marks. Decimal will be considered. (minimum 10 and maximum 20 marks)
Compliances	NTN Registered with FBR and Active Payer List	NTN No. and ATL status	Minimum & Maximum 2 marks
	STRN	STRN No, and ATL Status	Minimum & Maximum 2 marks
	Affidavit of Non Black listing	Affidavit on Rs. 100 stamp paper for non black listing	Minimum & Maximum 2 marks
	Valid OEM/Principal Authorization as mentioned	Valid OEM/Principal Authorization Form/Certificate for the categories applied	Minimum & Maximum 3 marks
Human Resource Strength / Capacity	Detail of Technical Staff	List of Professional staff with relevant qualification and experience. (minimum 02 years professional experience after graduation)	Number of relevant Professional resources x 2 (Point) (Minimum 12 marks maximum 20 marks)
	Offices (Islamabad/Rawalpindi mandatory)	List of Offices with details including locations (1 mark for each location)	[No. of Offices] x 1 (Point) (minimum 1 and maximum 6 marks)

Minimum qualifying score will be 60 marks overall and for each evaluation criteria as mentioned above the minimum marks is mandatory.

5. General Instructions

- Submission:** The applications must be submitted in a sealed envelope clearly marked "**Application for Pre-Qualification for the Supply of IT Equipment / Services with category name**" and delivered to the address below before the submission deadline.
- Right to Accept/Reject:** The Procuring Agency reserves the right to accept or reject any or all applications and to cancel the pre-qualification process at any time prior to the acceptance of a proposal, in accordance with **PPRA Rules**.
- Procurement Method:** Procurement from pre-qualified firms will be done through subsequent Invitation to Bids (ITBs) or Request for Quotations (RFQs) under the appropriate method specified in PPRA Rules.

4. **False Information:** Submission of false or misleading information shall lead to the automatic rejection and blacklisting of the applicant.

**Assistant Director Admin
Pakistan Engineering Council
G-5/2, ISLAMABAD
Ph: 051-9201936 (Extn:232)**

Affidavit of Non-Blacklisting

(Use stamp paper of Rs. 100)

I, _____, son/daughter of _____, CNIC No. _____, resident of _____, being _____ (Proprietor / Partner / Director / Authorized Representative) of _____ (Name of Firm/Company), having its registered office at _____, do hereby solemnly affirm and declare as under:

1. That the firm/company **has never been blacklisted, debarred, suspended, or declared ineligible** by the **Public Procurement Regulatory Authority (PPRA)** or by any Federal / Provincial Government Department, Autonomous Body, Semi-Autonomous Body, Public Sector Organization, or any other procuring agency in Pakistan.
2. That the firm/company is **not involved in any litigation, arbitration, inquiry, or proceeding** that may adversely affect its eligibility for participation in public procurement.
3. That the firm/company has **not been declared a defaulter** by any Government Department, Financial Institution, or Public Sector Organization.
4. That the information provided in the bid/pre-qualification documents is **true, correct, and complete**, and nothing has been concealed or misrepresented.
5. That if any statement made herein is found to be **false or incorrect at any stage**, the procuring agency shall have the right to **disqualify the firm/company**, cancel the bid, forfeit the bid security (if applicable), and take any other action as deemed appropriate under PPRA Rules.

Deponent

Signature: _____

Name: _____

Designation: _____

CNIC No.: _____

Contact No.: _____