

**GOVERNMENT OF PAKISTAN
MINISTRY OF PARLIAMENTARY AFFAIRS**

PRE-QUALIFICATION NOTICE

Ministry of Parliamentary Affairs invites proposals for Pre-Qualification from reputed Workshops/Firms/Vendors located in Islamabad for repair and maintenance work during the financial year 2026-2027 under Rule 16A of the Public Procurement Rules, 2004. Details are as under:

Sr. No.	Pre-qualification Description
1	Repair/maintenance of official vehicles of different make such as Suzuki, Toyota, Honda & Motorcycles
2	Repair/maintenance of Machinery & Equipment i.e. photocopier, fax, air conditioners, electric geysers, bracket/pedestal/exhaust fans etc.
3	Repair/maintenance of Furniture & Fixture
4	Repair/maintenance of all types of Hardware i.e. computers, printers, scanners etc.
5	Repair/maintenance of Software
6	Repair/maintenance of IT Equipment i.e. PCs, Laptops, IT Equipment, Multimedia Projectors etc.

A firm/vendor may apply for one or more categories. Pre-qualification and empanelment shall be done separately for each category based on the relevant evaluation criteria.

Pre-qualification Documents are available on ePADS 2.0 (<https://vendors.epads.gov.pk>) and the website of Ministry of Parliamentary Affairs (www.mopa.gov.pk). Proposals shall be submitted electronically ONLY through ePADS 2.0. Manual submission is NOT allowed.

Last date for submission of proposals is 24th, September, **2026 till 10.00 A.M.** Proposals will be opened on the same day at 10.30 **a.m.** through ePADS 2.0.

Ministry of Parliamentary Affairs reserves the right to accept or reject any or all proposals as per PPRA Rules, 2004.

(Fayaz Thaheem)
Section Officer (General)
Ministry of Parliamentary Affairs
Islamabad, 051-9213508

TERMS AND CONDITIONS

A. General Requirements (All Categories)

- i. Pre-qualified workshops/firms/vendors shall be bound to provide services to Ministry of Parliamentary Affairs during FY 2026-2027 under Framework Agreements in accordance with Rule 16A of the PPRA Rules, 2004.
- ii. Must have valid NTN and appear on Active Taxpayers List (ATL) of FBR. Valid documents must be attached.

- iii. Must have own complete set up in Islamabad with telephone facilities.
- iv. Must have minimum 03 years experience with Government, Semi-Government or Autonomous Organizations in the relevant field, supported by documentary evidence.
- v. Must provide list of at least three clients from Government Ministries/Departments/Organizations to whom services have been or are being provided.
- vi. Must attach Non-blacklisting Affidavit on judicial stamp paper certifying that the firm has never been blacklisted by any Government agency and is not involved in any legal or court case.
- ix. A firm may apply for one or more categories. Evaluation and empanelment shall be done separately for each category.
- x. Procurement Committee reserves the right to conduct physical visit of workshops/offices before pre-qualification.
- xiii. Work shall be carried out on immediate basis including odd hours and public holidays.
- xv. Procuring agency reserves the right to accept or reject any or all proposals in accordance with Rule 33 of PPRA Rules, 2004.

B. Category-Specific Requirements

Category 1 — Official Vehicles

- i. Certificate showing availability of parking capacity and secure parking facility at workshop premises in Islamabad. In case of any damage to vehicle during repair, the workshop shall bear all costs.
- ii. Detail of technical staff i.e. mechanics, denter/painter, electrician, helpers etc.
- iii. Experience of repair/maintenance of vehicles of different makes including Toyota, Suzuki, Honda and motorcycles.
- iv. Must provide bank statement for the last one year as proof of sound financial position.

Category 2 — Machinery & Equipment

- i. Detail of electrical/mechanical technicians with relevant experience.
 - ii. Experience of repair/maintenance of photocopiers, fax machines, air conditioners, electric geysers, exhaust/pedestal fans and allied equipment.
 - iii. Firm shall preferably carry out repairs at the Ministry premises. If workshop repair is required, item shall be taken and returned at vendor's own cost.
 - iv. Only genuine parts shall be used. Sub-standard parts will result in removal from panel and blacklisting.
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Category 3 — Furniture & Fixture

- i. Evidence of carpentry/upholstery workshop setup with address in Islamabad.
- ii. Detail of skilled staff i.e. carpenters, upholstery workers, polishers etc.
- iii. Experience of furniture repair/restoration for Government/ Semi Government offices
- iv. Items shall be taken and returned at vendor's own cost if workshop repair is required.

Category 4 — Hardware

- i. Detail of certified IT technicians with relevant qualifications.
- ii. Experience of repair/maintenance of computers, printers, scanners and allied hardware.
- iii. Brand authorization letters, if available, to be attached.
- iv. Firm shall preferably carry out repairs at the Ministry premises.

Category 5 — Software

- iii. Experience of software support/maintenance for Government/ Semi Government offices.

Category 6 — IT Equipment

- i. Experience of repair/maintenance of laptops, IT servers, multimedia projectors.
- ii. Detail of certified technical staff.
- iii. Brand authorization letters, if available, to be attached.