



Government of Pakistan
Pakistan Digital Authority



Request For Proposal

for

Provision of Space for Office Establishment

RFP No.: PDA-001-25

31st December 2025

Procuring Agency: Pakistan Digital Authority
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1 Critical Dates and Procurement Milestones

Activity	Date and Time
RFP Publication Date	31 December 2025
Last Date for Submission of Queries	8 January 2026 (by 1700 Hrs)
Pre-Bid Meeting	9 January 2026 (at 0900 Hrs)
Last Date for Bid Submission (on EPADS)	16 January 2026 (at 1500 Hrs)
Opening of Technical Proposals	16 January 2026 (at 1530 Hrs)

Note: All queries shall be submitted in writing only to procurement@pda.gov.pk. Queries raised verbally during the pre-bid meeting shall not be binding unless formally responded to through an addendum.

Bid Validity: 180 Days from Bid Opening Date

2 Background

The **Pakistan Digital Authority (PDA)** is a statutory federal organization established to lead the Digital Nation Pakistan agenda. In order to discharge its mandate efficiently, PDA requires a modern, functional, secure, and professionally managed office environment. The Authority's operations involve continuous interaction with federal ministries, regulators, development partners, and private sector entities, necessitating office premises that are accessible, compliant with government standards, and conducive to modern, technology-enabled working practices. Accordingly, this Request for Proposal (RFP) is being issued for the provision of space for office establishment with Managed Facilities, Fit-Out, and Support Services for the Pakistan Digital Authority to meet its operational, administrative, and functional requirements. The proposed premises should align with the Authority's institutional needs, including workspace adequacy, safety and security, infrastructure readiness, and long-term sustainability.

In this context, PDA invites proposals from eligible property owners or developers for the provision of office space that meets PDA's requirements for location, accessibility, infrastructure readiness, safety, and security.



3 Definitions

In this RFP document, unless the context provides otherwise:

Bidder	A firm, agency or party or consortium which will submit a proposal in response to this RFP
Bidding Document	“Bidding Document” means this document issued by PDA to solicit proposals, which consists of the definition, instructions for bidders, SOW, evaluation criteria, forms for providing information and the contract
Authority or PDA	“Authority” means Pakistan Digital Authority, having its offices at 7 th Floor, Kohsar Block, Pak Secretariat, Islamabad
Date of Issue	The date on which the RFP titled “Provision of Space for Office Establishment” is issued by PDA to solicit bids from potential Bidders
Proposal	“Proposal” means the entire set of documents consisting of the bidder’s submission in response to this RFP.
Scope of Work (SOW)	The description of formal work & activities under the “Provision of Space for Office Establishment” is to be completed by the Successful Bidder in accordance with the Contract signed between the successful bidder and the PDA, as detailed in Section 4.
Successful Bidder	A bidder who has been awarded the contract pursuant to the RFP titled “Provision of Space for Office Establishment” and who shall be responsible for providing space as per the agreement.

4 Scope of Work

The Pakistan Digital Authority (PDA) is the apex institution responsible for driving Pakistan’s national digital transformation agenda. The PDA headquarters is envisioned not as a conventional government office, but as a future-ready, innovation-centric, human-first workspace that reflects digital sovereignty, excellence, collaboration, and trust.

The facility must support:

- 100 permanent staff
- 20 contractors, consultants, and vendors with Hot Desk facilities.
- High-level national and international engagements
- Secure operations
- Continuous learning, ideation, and design thinking space.

The space must balance authority and openness, privacy and collaboration, and innovation and discipline.



4.1. Overall Space Requirements

4.1.1 Total Area

- Total usable area: approximately 12,000 - 16,000 square feet
- Space may be distributed across two floors if necessary; however, one floor would be preferred.

4.1.2 Location

The premises must be located within:

- G-5, G-6, F-5, or F-6 Sectors, Constitution Avenue, Blue Area, or Red Zone, Islamabad

4.2. Space Planning and Functional Zoning

Bidders must propose a comprehensive spatial masterplan, covering the following zones:

4.2.1 Leadership and Executive Zone

- **12 enclosed offices:**
 - 3 Authority Members, larger executive offices
 - 9 C-Level offices, premium but slightly smaller
 - Offices must support:
 - Small internal meetings
 - Acoustic privacy
 - Natural light where possible
 - High-quality executive desks
 - Ergonomic executive chairs with lumbar support and adjustable armrests
 - Small Meeting Tables and Visitor Chairs
 - Interactive Touch Screen (to be provided by PDA)
 - Wall-to-wall scribble boards or walls specially painted to be suitable for Dry Erase Markers
- **4 enclosed offices/cubicles for staff handling phone calls, must support:**
 - Acoustic privacy
 - Natural light where possible



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- High-quality desks with motorized height adjustment
- Ergonomic chairs with lumbar support and adjustable armrests

4.2.2 Open Workspace Zone

- Open workstations for approximately **104 staff**
- High-quality benching systems with:
 - Desks for all staff
 - Ergonomic chairs with lumbar support meeting international workplace standards
- Clear zoning
- Multiple Sitting Areas for team members
- Acoustic zoning using panels, ceiling treatments, and spatial buffers
- Abundant writable surfaces, including:
 - Wall-to-wall scribble boards
 - Idea walls

4.2.3 Meeting and Collaboration Spaces

The following meeting spaces are mandatory:

- **1 Boardroom** for 14 - 16 persons (formal, round or oval table)
- **1 Committee Room** for 3 persons, triangular or round table
- **1 Large Meeting Room** for 20 - 24 persons
- **2 Medium Meeting Rooms** for 6–8 persons each
- **4 Huddle Rooms** for 4 persons each
- **1 VIP Guest Room** with sofas for 12 persons, culturally appropriate and premium
- **8 phone booths** for private calls/Online Meetings

All meeting rooms must include:

- Acoustic treatment
- Integrated video conferencing capability (to be provided by PDA)
- Display screens (to be provided by PDA)



- Appropriate lighting for hybrid meetings
- Abundant writable surfaces, including:
 - Wall-to-wall scribble boards
 - Idea walls

4.2.4 Training and Learning Zone

- **1 Multi-Purpose Training Room** with a capacity of **40 persons**
- **1 Design Thinking and Innovation Space** accommodating:
 - Breakout seating
 - At least **4 breakout areas**
 - Total capacity of approximately **30 persons**
- Flexible furniture, movable partitions, writable walls

4.2.5 Common and Wellness Spaces

Mandatory facilities include:

- Reception area with digital display and waiting lounge
- Visitor seating and holding areas
- Café and coffee area
- Game and recreation room
- Quiet room for females
- Quiet room for males
- Nursing room for females
- Dedicated prayer rooms with ablution access separate for Males and Females. (may be a shared facility within the building)
- Separate male and female washrooms, modern and hygienic
- Kitchenette and pantry areas
- Storage and utility rooms

4.3. Design Philosophy and Standards



4.3.1 Design Principles

The design must be:

- Futuristic and innovation-driven
- Minimalist yet premium
- Bright, human-centric color palette
- Acoustic arrangement to prevent noise
- Inclusive and accessible
- Optimized for collaboration and focus

4.3.2 Furniture Standards

- All work desks must be able to handle the weight of 1 computer and up to 3 32” monitors and other office material.
- All chairs must be:
 - Ergonomic
 - Adjustable lumbar support
 - High durability, commercial grade
- Meeting tables must be:
 - Large format
 - Modern finishes
 - Integrated power and AV ports

4.3.3 Interior Finishes, Materials, and Build Quality Standards

- The office premises and all interior fit-out works shall meet high-quality, modern commercial office standards, suitable for a federal authority and senior national and international engagements.
- The successful bidder shall ensure that:
 - Interior finishes reflect a premium, contemporary workplace aesthetic, consistent with modern government and innovation-led organizations.



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- Use of glass partitions and transparent or semi-transparent walls is encouraged for offices, meeting rooms, and collaboration spaces, to promote openness while maintaining acoustic privacy.
- All glass partitions shall be safety glass and shall include appropriate frosting or film where privacy is required.
- Flooring shall be of commercial-grade quality, such as high-quality carpet tiles, engineered wood, vinyl, or equivalent, suitable for heavy daily use.
- Walls shall be finished with high-quality paint, wall panels, acoustic panels, or writable surfaces, free from stains, cracks, or uneven textures.
- Ceilings shall be cleanly executed
- Lighting shall be energy-efficient, glare-free, and suitable for office and hybrid meeting environments.
- All fixtures, fittings, doors, handles, switches, and accessories shall be commercial-grade, uniform in appearance, and free from visible defects.

4.3.4 Building Condition and Cleanliness

- The building and offered premises must be:
 - Structurally sound, well-maintained, and in excellent physical condition.
 - Free from visible debris, construction residue, exposed wiring, loose fittings, water leakage, dampness, or surface damage.
 - Clean and orderly in all common areas, corridors, lobbies, washrooms, staircases, and service areas.
 - Maintained at a standard appropriate for a federal authority headquarters, including senior leadership offices and international visitors.
 - Compliant with all applicable CDA and municipal maintenance standards.
 - Premises with visible neglect, unfinished construction, or poor housekeeping shall be liable to rejection during inspection.

4.4. Technology and Infrastructure

4.4.1 Provided by Facility / Lessor

- Fibre-based internet connectivity, minimum **100 Mbps**



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- The facility shall provide adequate physical pathways, risers, and access to enable PDA or its nominated service provider to provision primary and backup connectivity.
- Centralized air conditioning with zone control
- The facility shall have a dedicated backup power solution, including diesel generator(s) with automatic transfer switch (ATS), capable of supporting full office operations
- Bidder shall submit a documented backup power plan, including generator capacity (kVA), load calculations, fuel storage, and switchover mechanism.
- 24/7 water supply

4.4.2 Provided by PDA

- Meeting room displays
- Video conferencing equipment
- Core IT systems
- UPS Backup with adequate battery support for the Dedicated Server Room

4.4.3 Dedicated Server Room

- Secure computer/server room
- Adequate cooling
- Power redundancy (generator backup available up to 8 PM)
- Access control

4.4.4 Security and Access Control

- 24/7 CCTV surveillance covering common areas
- Controlled access with electronic access control
- Provision for video surveillance feed access
- Uniformed security guards available 24/7
- Secure reception and visitor management

4.5. Facilities Management Services

The successful bidder shall provide:

- Janitorial services during operational hours



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- Tea/Coffee Serving and pantry staff
- Ongoing cleaning and maintenance
- Waste management
- Compliance with health and safety standards

4.6. Safety, Compliance, and Accessibility

- Fire detection, alarm, and suppression systems
- Clearly marked emergency exits and evacuation plan
- Electrical safety compliance
- Wheelchair accessibility
- Inclusive design for persons with disabilities
- Compliance with all applicable building, fire, and safety regulations



5 Instructions for Bidders

This document contains all the information pertinent to this solicitation and governs the preparation and submission of Proposals. The forms to be filled by the Bidder for this assignment are annexed to this RFP document. Proposals must be submitted by the deadline stipulated in this RFP, completed on the formats provided by the PDA, with supporting documents, according to the guidelines given in the section titled Instructions and Information for Bidders. Proposals will be evaluated by bid evaluation committees constituted by the PDA.

The Bidder is expected to examine all instructions, general conditions, forms, terms and specifications contained in the RFP document and its annexures. Failure to comply with instructions will be at the Bidder's risk and may affect the evaluation of the Proposal. Proposals that do not comprehensively address the Mandatory Requirements, Technical Evaluation Criteria, Financial Evaluation Criteria and Scope of Work and any other requirements may be rejected. Inability to comply with applicable instructions, general conditions of contract, terms and specifications may lead to rejection of the Proposal.

After issuance of letter of acceptance, the successful Bidder is expected to sign the agreement as soon as possible. If successful Bidder is not responsive and does not sign the agreement within a reasonable time, the PDA reserves the right to terminate and nullify the bid award.

In the event of non-compliance with the Scope of work of the RFP document and obligations contained in the agreement, the PDA may terminate the agreement by providing ten (10) days' written notice to the successful bidder without any further obligation or compensation on the part of the PDA.

PDA reserved the right to cancel or annul the RFP at any time without assigning any reason thereof.



6 Preparation of Proposal

a. Language of the Proposal

Proposals prepared by the Bidders and all correspondence and documents relating to the Proposal exchanged between the Bidders and Pakistan Digital Authority shall be in writing and in English Language, except where otherwise specified.

b. Proposal Currency

All prices shall be quoted in Pakistani Rupees (PKR), and all payments will be made in Pakistani Rupees (PKR).

c. Period of Validity of Proposal

Proposals shall remain valid for 180 days from the date of advertisement as provided in the RFP document. Within the original validity of the bids, PDA may request the bidders to extend their bid validity for another period; such extension shall be for a period equal to the period of the original bid validity. The bidder who chooses not to extend their bid validity as may be required by PDA, their bid will be deemed withdrawn without forfeiture of their bid bonds or securities.

PDA may, at its exclusive discretion, extend the deadline for the submission of the bids, in which case all rights and obligations of the PDA and the bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

d. Cost of Preparing Proposal

The Bidder shall bear all costs associated with or relating to the preparation and submission of their Proposal, and PDA shall not be liable in any manner whatsoever for the same or for any other costs or expenses incurred by a bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

e. Proposal Documents

While preparing the Proposal, the Bidder shall ensure that it provides the PDA with documentary evidence. The procurement committee will evaluate proposals solely on the basis of documentary evidence submitted in accordance with the evaluation criteria described in this RFP. The Proposal, with the serial number of each page, should comprise the following:

- Checklist (Mandatory Documents required with the Proposal)
- Proposal Submission – Form C1



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- Organization Profile – Form C2
- Consent letter from the owner – Form C3
- Pictures of the following: Form – Form C4
 - Office Location
 - Building
 - Inside Premises of the Building
 - Facilities (Furniture & Fixture, Equipment’s and Accessories etc.)
- Authentic copy of drawings of the premises – Form C5
- Conceptual layout drawings and 3D renders of the proposed office design, including zoning, furniture layout, circulation, and key spaces.
- The Technical Proposal shall include conceptual architectural layouts, furniture plans, and 3D renders.

f. Technical Proposal

A single-stage two-envelope bidding process will be followed. The technical and financial bids shall be in English language and must be submitted online through EPADS (which is mandatory; otherwise bid will not be considered).

g. Mandatory Eligibility Criteria

Bidders must ensure that all mandatory requirements of this RFP are fulfilled and the required documents are submitted within the specified time. Failure to provide any required document will result in disqualification.

MANDATORY ELIGIBILITY CRITERIA CHECKLIST				
#	Category	Mandatory Requirement	Compliance (Yes/No)	Remarks
1	Legal Documents	Proof of NTN Certificate		
		Proof of GST Certificate		
		The Bidder should be an Active Tax Payer and have submitted its tax return for the preceding fiscal year. Taxpayer’s list serial number (ATL) is downloadable from FBR’s website is also to be mentioned.		



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2	Experience	The bidder should have active business experience in managing commercial office spaces, along with Furnishing and other services, as described in the Scope of Work-Section 4. The bidder will provide references of 3 active clients.		
3	Location & Space	Space located in G-5, G-6, F-5, F-6, Blue Area, or Red Zone of Islamabad		
4	Minimum Covered Area	Should provide a minimum space of 12,000 to 16,000 Sq ft. on a maximum of two floors		
5	Building and Office Space Age	The building should not be older than 10 years. Further verification will be performed by the Inspection Team of PDA		
6	Environmental Compliance	Building must not violate CDA or environmental regulations (Bidder will attach the Undertaking on Stamp Paper of worth Rs. 100)		
7	Compliance with CDA/ Zoning Bylaws	Proof that the space is approved for commercial office use under Capital Development Authority (CDA) regulations (Bidder will attach the proof)		
8	Affidavit	Original affidavit (not older than one month) on Stamp Paper of worth Rs. 100 that the Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Federal Government, Provincial Authority, Semi-Government, Private, Autonomous body or any other international organization.		
9	Availability & Timelines	Space should be readily available within 90 days from the date of issuance of work order.		
10	Execution Undertaking	Bidder will provide original affidavit (not older than one month) on Stamp Paper of worth Rs.100 regarding compliance to the execution schedule/ delivery time		

Note:

Bidders are required to submit a filled, signed & stamped copy of the above checklist along with



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their Proposal. All of the supporting documents of the mandatory eligibility criteria shall be attached to the checklist in the same section of the proposal. Requirements No. 6, 8, 9 and 10 in the above table are required to be submitted on separate stamp papers.

h. Technical Evaluation Criteria

S. No	Component	Sub Section	Subtotal	Total
1	Past Experience	Past Experience with Government Entities Proven experience of rendering office space to public sector entities, including federal or provincial government departments and agencies (Bidder will provide proof in the form of a list of government clients with contact details and completion certificate)	5 marks for each client (Max 10 marks)	10
		Past Experience with Corporate Clients Experience with corporate clients or international organizations, etc., references, testimonials.	2 marks for each client (Max 10 marks)	10
2	Location of Space	G-5, F-5, or Red Zone, or	15	15
		G-6, F-6, or Blue Area, or	10	
		Adjacent G7 or F7 Areas	5	
3	Space Specifications	Total area dedicated to PDA's office w.r.t the SOW	10	10
		12,000 sq ft to 16,000 sq ft, or		
		Less than 12,000 sq ft	5	
4	Design Concept, Layout, and Innovation	Quality and functionality of space planning and zoning, and	5	20
		Design innovation, future-readiness, and workplace ergonomics, and	10	
		Quality and clarity of 3D renders and visual presentation	5	
4	Facilities & Amenities	CCTV Surveillance, and	5	15
		24/7 electricity, 8am to 8pm backup generator/inverter, 8am to 8pm HVAC (heating/cooling), water supply	10	
5	Operational	24/7 office access (7 days a week) or	10	10



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	Hours	Minimum 8am – 7pm Monday – Friday and 8am – 5pm on Saturday	5	
6	On Site Visit/Inspection of the Procuring Agency	On-site visit/inspection of the bid facility by the Procuring Agency	5	10
		Building and Infrastructure quality, Parking Space for 25-30 vehicles, convenient entry and exit facilities, safe accessibility for persons with disabilities, and		
		Lighting and ventilation, Safety, Evacuation Plan and Hygiene	5	
Total (Minimum Qualifying marks are 80%)				100

i. Financial Proposal

FINANCIAL PROPOSALS of those firms/companies shall be opened whose “TECHNICAL PROPOSALS” are accepted by the Procurement Committee. Final assignment award will be done based on the combined technical and financial score in the following manner:

Proposal	Weight
Technical	80%
Financial	20%

Financial Proposal must consist of and be submitted in the following formats:

- Covering Letter – Form C6
- Summary of Cost – Form C7

j. Bid Security

Bid security of **PKR 500,000/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of Pakistan Digital Authority.

Note: Original Bid Security instrument MUST BE submitted to the undersigned before the closing hours of the bid submission time. Only those bids will be entertained who applied through EPADS <https://eprocure.gov.pk>

k. Format and Signing of Proposal

The Proposal shall contain no interlineations, erasures, or overwriting except where necessary to correct errors made by the Bidder. In such cases, the corrections shall be initialed by the Bidder’s



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authorized representative. The Proposal shall be clear, comprehensive, and well-structured. Different sections of the Proposal shall be separated using color separators, flags, or tags.

1. Taxes

Quoted costs shall be inclusive of all applicable direct and indirect taxes. While submitting their bids, bidders shall be responsible for including all applicable duties, taxes, and levies (Federal and/or Provincial) in their Financial Proposal; however, the detailed tax breakdown must be provided. Any omission shall be the sole responsibility of the bidder.

The Financial Proposal will be evaluated based on the total quoted amount, inclusive of all applicable taxes. All prices must be quoted in PKR. Prices quoted by the Bidder shall remain fixed during the performance of the contract and shall not be subject to variation on any account.

7 Terms and Conditions

- a. Proposals will be accepted and evaluated using the **Single Stage, Two Envelope** procedure, in accordance with Rule 36(b) of the Public Procurement Rules, 2004.
- b. A pre-bid meeting will be held on the date and time specified in Section 1.
- c. Any clarification or modification arising from the pre-bid meeting shall be communicated through a written addendum, which shall form an integral part of this RFP.
- d. Bidders shall provide the documents as mentioned in Mandatory Requirements and Technical Evaluation. Any shortcoming in the said requirements shall render the bidder disqualified.
- e. Bidders are required to state, in their proposals, the name, title and email address of the bidder's authorized representative through whom all communication shall be directed until the process has been completed or terminated.
- f. The bidders shall bear all costs/expenses associated with the preparation and submission of the proposal and PDA; in no case be responsible/liable for those costs/expenses.
- g. Each bidder shall submit only one proposal; multiple proposal submissions shall render the bidder disqualified.
- h. The proposal validity period will be one hundred and eighty (180) days, starting from the date of opening of the proposals.
- i. The language of the proposal shall be English. Any printed literature furnished by the Bidder(s) in another language shall be accompanied by an English translation, which shall govern for purposes of interpretation of the proposal.
- j. The bidder(s) may, by written notice served on the PDA, modify or withdraw the proposal after submission, but before the deadline for submission of the proposal.



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- k. Only registered bidders who are listed on the Active Taxpayers List (ATL) of the FBR and relevant provincial revenue authorities shall be eligible to participate in this bidding process.
- l. If any bidder is not listed on the ATL, its payment shall be withheld until it files the mandatory returns and appears on the ATL of the FBR.
- m. The decisions of PDA will be binding on all bidders.
- n. During the examination, evaluation and comparison of the proposals, PDA at its sole discretion may ask any bidder for clarifications of its proposal.
- o. Proposals shall be submitted online through EPADS (<https://eprocure.gov.pk/>). For registration, training, or any technical assistance, prospective bidders may contact the PPRA Team, Director MIS, Room No. 109, 1st Floor, FBC Building, Sector G-5/2, Islamabad, in accordance with PPRA Rule 28 of the Public Procurement Rules, 2004.
- p. Proposals must be submitted in accordance with the detailed RFP, along with the prescribed bid security and required eligibility documents, by the date and time specified in Section 1. Bids will be opened on the same day, at the time and venue specified in Section 1, in the presence of bidders or their authorized representatives who choose to attend.
- q. The original Bid Security instrument must be submitted to the undersigned before the closing time of bid submission.
- r. Any Proposal received after the deadline shall not be accepted.
- s. In accordance with Rules 33 and 35 of the Public Procurement Rules, 2004, the PDA reserves the right to accept or reject any proposal, or to annul the procurement process wholly or partially, at any time prior to the award of contract, without assigning any reason and without incurring any liability to the affected bidder(s).
- t. PDA is not bound to accept the lowest financial proposal and shall award the contract to the bidder whose proposal is determined to be the most advantageous in accordance with the evaluation criteria set forth in this RFP.
- u. Any prospective bidder may request clarification of the RFP in writing through EPADS up to the date specified in the Procurement Schedule.
- v. The Pakistan Digital Authority may, at its sole discretion, issue clarifications or addenda to this RFP at any time prior to the bid submission deadline. All such addenda shall be issued through EPADS and shall form an integral part of this RFP. Publication of addenda through EPADS shall be deemed sufficient notice to all bidders. Any information shared through email or during pre-bid meetings shall be non-binding unless formally issued through EPADS as an addendum.



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- w. All official communication related to this procurement, including clarifications, amendments, and notifications, shall be conducted exclusively through EPADS. Bidders are responsible for regularly monitoring EPADS for updates. Email communication, if any, shall be for facilitation purposes only and shall not be considered official or binding.
- x. In case of any discrepancy between dates or times stated in this RFP, the schedule published on EPADS shall prevail.
- y. Issuance of this RFP does not constitute a commitment or obligation on the part of PDA to enter into any contract, nor does it obligate PDA to pay any costs incurred in the preparation or submission of proposals.

8 Evaluation and Award Process

a. Preliminary Examination

- The Pakistan Digital Authority (PDA) shall examine all submitted bids to determine whether they are complete, mathematically accurate, supported by the required bid securities, properly signed, and generally in compliance with the instructions and requirements of the RFP.
- Arithmetical and typographical errors in the bids will be rectified as follows:
 - In case of a discrepancy between the unit price and the total price calculated by multiplying the unit price by the quantity, the unit price shall prevail and the total price shall be corrected accordingly.
 - If the bidder does not accept the correction, the bid shall be rejected and the bid security may be forfeited.
 - In case of a discrepancy between amounts in words and figures, the amount in words shall prevail.
- Before the detailed evaluation, the PDA will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid conforms to all the terms and conditions of the bidding documents without material deviations. The PDA's determination of a bid's responsiveness is to be based on the contents of the bid itself.

b. Evaluation of Proposals

- The bids shall be evaluated and compared based on their substantial responsiveness to the requirements and specifications outlined in the RFP.
- If a bid is not substantially responsive, it will be rejected and may not subsequently be made responsive by the Bidder by correction of the nonconformity.



- During the evaluation, no amendments in the Proposals shall be permitted.
- The bids shall be evaluated and processed in accordance with the provisions of the RFP, applicable PPRA Rules, and the terms and conditions specified therein, in accordance with PPRA Rules 29 and 30.

C. Award of Agreement

After completing the evaluation process, the PDA shall award the Agreement to the selected Bidder (most advantageous).

9 Confidentiality

Confidentiality shall be maintained for all information related to bid evaluation until the announcement of the evaluation report in accordance with PPRA Rule 41.

10 Conflict of Interest

Without limitation on the generality of the foregoing, the Bidder shall be considered to have a conflict of interest and their Proposal shall not be entertained and shall be rejected under any of the circumstances set forth below:

a) Conflicting Assignments

The Bidder (including its Personnel) or any of its affiliates shall not be hired for any assignment that, by its nature, may conflict with another assignment to be executed for the same or for another client.

b) Conflicting Relationships

- The Bidder (including its personnel) or any of its affiliates that has a business or family relationship with a member of the PDA Authority, Management, or staff who is directly or indirectly involved in the preparation of Scope of work, selection process of third party evaluation services and/or supervision of the Agreement may not be awarded an Agreement unless conflict stemming from this relationship has been resolved in a manner acceptable to the PDA Authority throughout the selection process and the execution of the Agreement.
- The Bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest, or that may reasonably be perceived as having this effect, by notifying the PDA in writing. Failure to disclose said situations may lead to the disqualification of the Bidder or the termination of its Agreement.
- Current employees of the PDA shall not work for the Bidder.



11 Fraud and Corruption

- a) The Bidders participating in the provision of services shall be required to adhere to the highest ethical standards, both during the selection process and throughout the execution of any resulting agreement. In pursuance of this policy, the following definitions shall apply for the purposes of this paragraph:
- “**Corrupt practice**” shall be understood as the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of the Pakistan Digital Authority in the selection process or in the execution of an agreement.
 - “**Fraudulent practice**” shall be understood as any misrepresentation or omission of facts made to influence the selection process or the execution of an agreement.
 - “**Collusive practices**” shall be understood as any scheme or arrangement between two or more bidders, with or without the knowledge of the Authority, designed to establish prices at artificial or non-competitive levels.
 - “**Coercive practices**” shall be understood as harming or threatening to harm, directly or indirectly, persons or their property to influence participation in a procurement process or to affect the execution of an agreement.
- b) Any proposal for award shall be rejected if it is determined that the bidder, directly or through an agent, has engaged in corrupt, fraudulent, collusive, or coercive practices in connection with this RFP. Penalties may be imposed on such a bidder, including being declared ineligible, either indefinitely or for a specified period, from participating in any PDA-funded **assignments or contracts**, if at any time it is determined that such prohibited practices were engaged in during the competition for or execution of a funded **assignment**.
- c) The bidding firm’s accounts, records, and other documents related to the submission of proposals and the performance of the agreement **shall be subject to inspection** and audit by auditors appointed by the Pakistan Digital Authority.

12 Indemnification for Damages

Notwithstanding any rights and remedies exercised by the PDA in this regard, the Firm/Contractor agrees to indemnify PDA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the PDA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Firm/Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the Purchaser.



13 Liquidated Damages

- The Lessor / Service Provider shall ensure uninterrupted provision of all services as defined in the Scope of Work.
- In the event of service level agreement (SLA) non-compliance, service credits shall be applied against subsequent invoices, calculated every month, and capped at ten percent (10%) of the monthly managed services charges.
- Application of service credits shall be without prejudice to PDA's right to terminate the Agreement for persistent or material breach.

14 Termination of Services

PDA may terminate the Contract at any time by giving written notice of (30) days to the bidder, if the bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation, provided such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to PDA.

If the bidder is unable to fulfil its obligations as mentioned in the work plan and withdraws from the assignment, PDA shall terminate the contract by issuing a written notice and shall not be responsible for paying off any liability incurred towards the bidder and shall forfeit the security deposit (bid bond amount).

15 Duration / Timeline

The Successful Bidder is expected to provide services of office space for 2 years initially, which may be extended by mutual consent. Further terms and conditions will be decided at the time of signing the contract.

16 Payment Schedule

- a. A refundable security deposit equivalent to three (3) months of total monthly charges (rent plus managed services) shall be payable upon contract signing.
- b. An advance payment equivalent to six (6) months of total monthly charges shall be payable upon commencement of the service level agreement.
- c. Thereafter, payments shall be made on a bi-annual basis, in advance for workspace access and subject to SLA performance confirmation for managed services.
- d. Any SLA-linked penalties or service credits shall be adjusted against subsequent bi-annual invoices.



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17 Mailing Address

QUERIES REGARDING PROCUREMENT TERMS OR SCOPE OF WORK

Procurement Manager

Pakistan Digital Authority,

7th Floor Kohsar Block Pak Secretariat, Islamabad

E-mail: procurement@pda.gov.pk

Phone # 051-9205024



FORMS TO BE SUBMITTED WITH PROPOSAL

a. Technical Proposal: Standard Forms

Form C1. Covering Letter

[Location, Date]

To:

Name: - _____

Pakistan Digital Authority,
7th Floor Kohsar Block Pak Secretariat, Islamabad
E-mail: procurement@pda.gov.pk
Phone # 051-9205024

Sir,

We, the undersigned, offer to provide the services for the execution of **“PROVISION OF SPACE FOR OFFICE ESTABLISHMENT”** in accordance with your Request for Proposal dated [ADVERTISEMENT DATE]. We are hereby submitting our Proposal, which includes this Proposal.

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:
Email:



Form C2. Firm/Bidder Profile

	Criteria	
	Profile of the Bidding entity: i. Registered Age of Firm ii. Names of Owners/ CEO/ Directors/ Partners/ Managers	
	i. Location of Firm Office/Sub Office ii. Number of Relevant Employees including their Names & Designations, Contact Numbers & Branch Contact Numbers	
	Financial Position i. Tax Registration (NTN/STN)	



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Form C3. Consent letter from the owner



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Form C4. Pictures of the following:

- Office Location
- Building
- Inner of Building
- Facilities



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Form C5. Authentic copy of drawings of the premises



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b. Financial Proposal - Standard Forms

Form C6. Covering Letter

[Location, Date]

To:

Name: - _____

Pakistan Digital Authority,
7th Floor Kohsar Block Pak Secretariat, Islamabad
E-mail: procurement@pda.gov.pk
Phone # 051-9205024

Sir,

We, the undersigned, offer to provide services to Pakistan Digital Authority in accordance with your Request for Proposal dated [ADVERTISEMENT DATE] and our Proposal. Our attached Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on our company/organization, our sub-contractors and collaborations under the Pakistani law.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Email:



Form C7. Summary of Financial Proposal

The bidder shall submit the Financial Proposal strictly in the format below. All prices must be inclusive of all applicable taxes, duties, levies, and charges.

Section A:

Item	Description	Unit	Offered Quantity	Rate (PKR)	Total (PKR)
A1	Office Space Rent	per Sq Ft per Month	___ Sq Ft	PKR ___/ sq ft	PKR _____

Total Monthly Office Rent (A): PKR _____

Section B:

Items	Description	Monthly Lump Sum (PKR)
Furnishing and Other Services	Fully furnished office space with all facilities specified under Section 4.2 of the Scope of Work	
Utilities	Continuous electricity, HVAC, backup power and water supply as specified under Section 4.3 of the Scope of Work.	
Electronic Communication	High-speed internet (≥ 50 Mbps) with redundancy, specified under Section 4.4 of the Scope of Work.	

Total Managed Services Cost (B): PKR _____

The Managed Services Lump Sum (Section B) shall include full responsibility for backup power systems, generators, fuel management, maintenance, and operational continuity.



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Grand Financial Summary

Description	Amount (PKR)
Total Monthly Office Rent (A)	
Total Monthly Managed Services (B)	
Total Monthly Contract Value (A+B)	
Total Annual Contract Value	
Total Contract Value for Two (2) Years	

- The bid is submitted without any conditions.
- All the terms and conditions set forth by PDA in this document are acceptable unconditionally, including bid validity
- The bidder confirms that the above price is fixed, firm, and not subject to escalation, except as explicitly provided in the Agreement.

Signed and stamped by _____

Duly authorized by the bidder to submit this bid on behalf of the Bidder.