PREQUALIFICATION DOCUMENT (PQD)

FOR
SUPPLY OF FOOD ITEMS

PECTAA
Transformation, Innovation & Excellence

PUNJAB EDUCATION CURRICULUM TRAINING & ASSESSMENT AUTHORITY (PECTAA)

LINK WAHDAT ROAD,
NEAR PILOT HIGHER SECONDARY SCHOOL, LAHORE
042-99260144

Issuing Month: November 2026

Table of Contents **Page No**

1-Invitation to bids **2**

2-Instruction to bidders **3**

3-Conditions for eligibility **3**

4-Scope of job **4**

5-Terms of Reference **4**

6-Guidelines

7-Prequalification evaluation criteria **7**

8-Type of Contract **8**

9-Declaration **8**

10-Submission of Prequalification Application **8**

11-One Person One Bid **8**

Cover letter

Annex-A

1-Invitation for Prequalification

PUNJAB EDUCATION CURRICULUM TRAINING & ASSESSMENT AUTHORITY (PECTAA), LAHORE

Prequalification Notice

Punjab Education Curriculum Training and Assessment Authority (PECTAA), invites applications from eligible applicants/ firms/ companies/ JVs/ Consortiums, registered with Income Tax and Sales Tax Departments possessing adequate experience for **"Supply of Cooked Food Items/Material and Refreshments"**, at its Head Office (Link Wahdat Road), Lahore (as per the criteria laid down in the Prequalification document) in order to prequalify the potential firms for the period of one (01) year (Extendable upon satisfactory performance).

Interested firms/entities can obtain prequalification document containing all details of prequalification criteria and terms & conditions from the Punjab e-Procurement System (eP) at https://eproc.punjab.gov.pk/ActiveTenders.aspx, https://pectaa.edu.pk/, and https://ep.punjab.gov.pk/.

i. Applications shall be submitted electronically through the Punjab e-Procurement System by **11:00 a.m.** on **19th November 2026**. The applications shall be opened publicly at 11:30 a.m. on the same day in the Committee Room of PECTAA, in the presence of applicants or their authorized representatives who choose to attend.
ii. PECTAA shall not be responsible for any costs or expenses incurred by applicants in connection with the preparation and submission of their applications.
iii. The detailed terms and conditions are provided in the Prequalification Document. Any request for clarification shall be submitted through the Punjab e-Procurement System within the prescribed timeframe.

The participating firm/company shall submit an undertaking on stamp paper, duly signed by its authorized representative, declaring that the firm/company has not been blacklisted by any government department, public-sector organization or other procuring agency.

The Uniform Resource Locators (URLs) of the website of PPRA for this advertisement is https://eproc.punjab.gov.pk/ActiveTenders.aspx and response time shall be calculated exclusively from the date of publication of this advertisement on the website of the PPRA.

DIRECTOR PROCUREMENT
PUNJAB EDUCATION CURRICULUM TRAINING & ASSESSMENT AUTHORITY (PECTAA)
Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore: 042-99260144

2. Instruction to Applicants

The selection of firms/companies will base on Prequalification process of PPRA Rule – 16 & 17. PECTAA will adopt single stage one envelope bidding procedure as laid down in Punjab Procurement Regulatory Authority (PPRA) Rule # 38-1.

The envelope shall be marked as "Prequalification Application". PECTAA engaging in prequalification is announcing, in the prequalification documents, all information required for prequalification including instructions for preparation and submission of the prequalification documents, evaluation criteria, list of documentary evidence required by Food items supply firms to demonstrate their respective qualifications and any other information that the procuring agency deems necessary for prequalification. PECTAA is providing a set of prequalification documents to Food items supply firms.

PECTAA shall evaluate the prequalification applications in accordance with the criteria and procedure specified in Section 7 of this document. No amendment to a submitted prequalification application shall be permitted during the evaluation process. Only firms that successfully qualify through this process shall be eligible to participate in subsequent procurement proceedings for the supply of cooked food items. During the currency of the arrangement, PECTAA shall invite quotations/bids from the prequalified firms on an as-and-when-required basis. The contract/order for each requirement shall be awarded to the lowest evaluated responsive bidder, in accordance with the applicable procurement rules and the terms and conditions specified in the RFQ/bidding documents. PECTAA, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a food items supply firm, whether or not prequalified, may require the food items supply firms to provide such further information concerning the professional, technical, financial, legal or managerial competence as PECTAA may decide.
PECTAA shall disqualify food items supply firms on the ground that he had provided false, fabricated or materially incorrect information.

Bidders those will get minimum 65 marks in evaluation shall be short-listed for prequalification.

Applicant has to provide the preliminary data in Prequalification Application such as firm's profile with specific experience of providing Food items supply and submit annual financial audit reports, registrations or memberships, NTN certificate, tax return etc.

3. Conditions for eligibility

The successful bidder, fulfilling the following criteria, will be considered as eligible bidder for the bidding process of providing Food items supply firms/companies services;

a) Affidavit on stamp paper, declaring the following clauses;

i. The organization has not been blacklisted by any government department, agency or any donor agency.

ii. That neither is the organization nor any of its employees or officers are engaged in any activity that amounts to breach of security or any activity inconsistent with Pakistan's national interests, or contrary to Government Policy.

That the organization is not involved in any money laundering, terrorist financing, weapon smuggling, anti-state activities or has or maintains links with proscribed individuals or organizations. (Original required)

b) Minimum 3 years' experience of providing Food items supply Services within Pakistan. Documentary proof (copies of contract or work order by clients) should be furnished.

c) GST and PRA (for designing) and Income Tax registration (Copy required)

d) Regular tax payer (copies of tax returns of last year required)

e) Applicant should have its own food items supply facilities in Lahore.

f) Registration with Punjab Food Authority.

4. Scope of job

a) PECTAA requires the supply of cooked food items and refreshments for its training programmes, workshops, meetings, and other official activities.

b) Prequalified firms shall be invited to submit financial quotations/bids on an as-and-when-required basis during the contract period.

c) Purchase orders shall be issued according to PECTAA's actual requirements. Orders shall be awarded in accordance with the applicable procurement rules and the terms of the bidding documents.

d) Prequalification shall not guarantee any minimum quantity of orders or business to any firm.

5. Terms of Reference

a) The selected firm shall supply food items in accordance with the standard menu, refreshment categories, quantities, and delivery schedule specified in the relevant purchase order.

b) All food items shall be fresh, hygienically prepared, properly handled, and fit for human consumption.

c) The firm shall ensure timely delivery at the designated location and arrange the required transportation, serving staff, crockery, cutlery, utensils, and equipment, as applicable.

d) Bottled drinking water shall be provided for each person served, as specified in the purchase order.

e) PECTAA may inspect the supplied food items and serving arrangements. Any substandard or non-compliant items shall be replaced promptly at no additional cost.

f) The firm shall maintain cleanliness during food delivery and serving and ensure proper disposal of waste, where applicable.

Menu for Cafeteria:

Sr. No.	DAYS	BREAKFAST	LUNCH	Tea	DINNER
1	Monday	Paratha/Egg/Tea	Mutton Qorma/Chapati/ Salad+Raita Swanyan	Tea & Biscuits (Zeera/Super) or equivalent	Dall Mong/Masoor/Chapati
2	Tuesday	Paratha/Egg/Yogurt	Chicken Qorma /Chapati/ Salad+Raita Rice guarh	Tea & Biscuits (Zeera/Super) or equivalent	Mix Vegetable /Zarda/Salad+Raita
3	Wednesday	Paratha Bhojia/Tea	Chicken Biryani/Salad+Raita/Kheer	Tea & Biscuits (Zeera/Super) or equivalent	Alu Chiken/Chapati
4	Thursday	Paratha/White Chana/Yogurt	Chicken Keema& Aloo /Chapati/ Salad+Raita Zarda	Tea & Biscuits (Zeera/Super) or equivalent	Daal chawal /Zarda
5	Friday	Paratha/Egg/Tea	Chicken Karahi/Chapati/ Salad+Raita Halwa	Tea & Biscuits (Zeera/Super) or equivalent	Daal Chana/White Rice/Salad+Raita
6	Saturday	Paratha/Potato Bhujia/Yogurt	Chicken Biryani / Salad+Raita/trafeel	Tea & Biscuits (Zeera/Super) or equivalent	Mix Vegetable /Zarda/Salad+Raita
7	Sunday	Naan/Channa/Halwa / Tea	Chicken Aloo/ Chapati /Salad+ Raita/Halwa	Tea & Biscuits (Zeera/Super) or equivalent	Chicken Haleem/ Chapati

Types of Refreshments:

Refreshment Type	Description of Meal
A	Breakfast, Lunch, Dinner and Twice Tea as per Manu Mentioned Above
B	Working Tea with Biscuit
C	Hi-Tea with Sandwich, Biscuit, Pastry and Patties
D	Working Tea with Biscuit & Lunch as per Manu Mentioned Above

Note:1: The number of persons, number of days, type of refreshment, in Lahore may vary from time to time, depending on the actual requirements of the Procuring Agency. Accordingly, Purchase Orders shall be issued from time to time under the Framework Contract.

Note:2 The serving area will be provided by PECTAA. The equipment/ crockery will be responsibly of Bidder. For all above mentioned categories, water bottle for each person will also be included.

6. Guidelines:

a) Only applicants meeting the prescribed eligibility and prequalification criteria shall be considered for prequalification. Subsequent financial quotations/bids shall be invited from prequalified firms in accordance with the bidding documents and applicable procurement rules.
b) All information and documents submitted by applicants shall be handled confidentially, subject to applicable laws and disclosure requirements.
c) Documents submitted by applicants shall not be returned.
d) All costs and expenses incurred in preparing and submitting the prequalification application shall be borne by the applicants. PECTAA shall not be responsible for such costs.
e) Applicants shall submit their prequalification applications through the Punjab e-Procurement System (e-Proc), in accordance with the instructions provided in the prequalification notice and the system.
f) The deadline for submission of prequalification applications shall be 19th November 2026, at the time specified in the prequalification notice. Applications submitted after the prescribed deadline shall not be considered.
g) PECTAA may seek clarification or additional information from applicants, where permissible under the applicable procurement rules, without allowing any material alteration to the submitted application.
h) PECTAA reserves the right to verify the authenticity of any information or document submitted by an applicant.
i) Requests for clarification **through Punjab e-Procurement System** regarding this prequalification document shall be submitted in writing through the contact details specified in the prequalification notice, no later than 12th November 2026. For further information, applicants may contact the designated officer at the address or email provided in the notice.

Postal Address

DIRECTOR (PROCUREMENT) PECTAA
LINK WAHDAT ROAD, NEAR PILOT HIGHER SECONDARY SCHOOL, LAHORE
E-mail: dir.Procurement@pectaa.edu.pk
T: 042-99260144

7. Prequalification evaluation criteria

Sr. No.	Description	Allocated Marks	Total Marks
1	**Company Profile, Experience & International Certifications if any.**	**35**	
i.	Company Profile Years of operations (From Registration date of NTN / FBR) • E.g. One (1) mark for one **(1) year** experience may be awarded. • Maximum marks may be awarded, if the firm has **5 years** or more experience.	*[5]*	
ii.	**Relevant Experience** Similar assignments / supplies over last 05 years. 1 similar project= 5 marks 2 similar projects= 10 marks 3 similar projects = 15 marks **Purchase orders / supply orders / completion certificates must be attached, otherwise, no marks shall be awarded.**	*[15]*	
iii.	**Value of Projects** Capital Cost of similar projects / Supplies completed over last 05 years **If the total value is equal to or more than the value of current project i.e. PKR 5 Million** For one project= 5 marks may be awarded For two project= 10 marks may be awarded For three projects = 15 marks may be awarded and so on **Purchase orders / supply orders / completion certificates must be attached, otherwise, no marks shall be awarded.**	*[15]*	
2	**Financial Position**	**30**	

i.	**Annual Turnover (Last Three years)** **If the total annual turnover indicated in audit report/tax return of last three years is equal or above PKR: *25 Million* then maximum allocated marks may be awarded.** If total turnover during last three years is upto PKR *10 Million* = 05 marks If total turnover during last three years is upto PKR *15 Million* = 08 marks If total turnover during last three years is upto PKR *20 Million = 10 marks* If total turnover during last three years is upto PKR *25 Million = 15 marks* **Audit statement of last three financial years must be attached, otherwise, no marks shall be awarded.**	*[15]*	
ii.	**Tax Return** Active Tax Payer for Financial Year 2025-26	*[05]*	
iii.	**Bank Balance / Credit Limit** If bank balance / credit limit up-to 30th June, 2026 is equal to or more than estimate of current purchase, full marks may be awarded. Otherwise, the marks may be awarded as: Closing Balance or Credit Limit x 10 Estimate of Current Purchase	*[10]*	
3.	**Human Resource**	**5**	

<table>
<tr><td></td><td>Total HR strength of firm / company (Payroll of June 2026 mandatory)

➢ Production/ Quality Assurance Manager (2)
(Minimum Education: Graduation)

➢ Accountant: (1)
(Min. I.Com or equivalent)

➢ Skilled Employees (2)
<table><tr><th>No of Skilled Workers</th><th>Points Assigned</th></tr><tr><td>Less than 5</td><td>0</td></tr><tr><td>5-9</td><td>1</td></tr><tr><td>10-14</td><td>2</td></tr></table></td><td>[05]</td><td></td></tr>
<tr><td>4.</td><td>Offices / infrastructure</td><td>30</td><td></td></tr>
<tr><td>i.</td><td>e.g.: List of offices at

Any other city = 05 mark each

Lahore = 05 Marks

Multan = 05 Marks

Islamabad = 05 Marks

Required details are as under:-

Complete address, ownership / rent agreement, years of office established on the same place. In case of missing information, no mark may be awarded.</td><td>[15]</td><td></td></tr>
<tr><td>ii.</td><td>Vehicles:
Supporting documents must be attached.
Two Vehicles = 05marks
Three vehicles = 10 marks
More than three vehicles = 15 marks</td><td>[15]</td><td></td></tr>
<tr><td></td><td colspan="2">Total</td><td>100</td></tr>
<tr><td colspan="4">Only the Bids securing minimum 65% marks would be declared technically accepted.</td></tr>
</table>

8. Type of Contract

Initially, PECTAA will offer a contract of one year to the successful bidders which may be extended for further term/terms if mutually agreed by both parties (bidders and PECTAA). Extension of contract will be on same TOR under Punjab Procurement Regulatory Authority rules 2014. During the contract period, PECTAA will call for financial bids for food items when required.

9. Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:

- all the information provided is correct in all manners and respects
- and I am duly authorised by the PECTAA to submit this proposal on behalf of M/s. _____

Name	
Designation	
Signature	
Date and Place	

10. Submission of Prequalification Application

Complete prequalification applications, along with all required information and supporting documentary evidence, shall be submitted electronically through the Punjab e-Procurement System (EPADS) no later than **19th November 2026, at the time specified in the prequalification notice**. Applications shall be submitted in accordance with the instructions provided in the prequalification notice and EPADS. Applications received after the prescribed deadline shall not be considered.

11. Subsequent Procurement Procedure

1) Following completion of the prequalification process, PECTAA shall invite quotations/bids from the prequalified firms for specific requirements, as and when needed.

2) Each invitation shall specify the required food items or refreshment category, quantities, delivery location, date, time, and other applicable requirements.

3) Quotations/bids shall be evaluated in accordance with the criteria specified in the relevant bidding documents. The order shall be awarded to the lowest evaluated responsive bidder, subject to compliance with the applicable procurement rules and fulfilment of the specified requirements.

4) Prequalification shall not confer any entitlement to the award of a contract or purchase order, nor guarantee any minimum quantity of business.

12. One Person One Bid

As per PPRA Rule 36(A)

(1) In any procurement, one person may submit one bid and if one person submits more than one bids, the procuring agency shall reject all such bids.

(2) If a consortium of persons has submitted a bid in any procurement, it shall be construed that each member of the consortium submitted the bid.

Cover Letter for the Submission of Prequalification

[*Firm letterhead*]

[*Date*]
To
Director (Procurement)
[Address mentioned in Data Sheet]

Re: Prequalification application in respect of [Insert title of assignment]

Dear Sir,
We offer to provide the Services for [Insert title of assignment] in accordance with your Prequalification notice dated [Insert Date of Tender advertised]. We hereby submit our prequalification application including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature
Name and title of signatory:

Important Note: PECTAA reserves the right to reject any or all prequalification applications at any time, in accordance with the applicable procurement rules. Upon request, PECTAA shall communicate the grounds for such rejection to the applicant, as required under the applicable rules. Submission of a prequalification application shall not confer any right to prequalification or participation in subsequent procurement proceedings.

All prequalification applications shall be submitted electronically through the Punjab e-Procurement System (e-Proc), in accordance with the instructions and deadline specified in the prequalification notice.

Annex – A

Organization Information			
Sr #	**Required Information**	**Response**	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation, Registration with PFA		
3	National Tax Number		
4	General / Punjab Sales Tax Number		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
		Others (Please specify)	
6	Name and designation of 'Head of Organization'		
7	Mobile:		
	Phone:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		
9	Address of Kitchen / Restaurant:		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		