

Government of Pakistan
Ministry of Information Technology and Telecommunication
DIGITAL NATION PAKISTAN

Extension in Date for Submission of EOI

Onboarding of firm for Provision of Management Services

Kindly refer to this Ministry EOI uploaded on EPADS on August 15, 2025 on the above-mentioned subject. It is intimated for information of all the intending firms that the EOI submission date has been extended from **September 03, 2025 to September 15, 2025**. However, the TORs remain unchanged.

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DIGITAL NATION PAKISTAN

Expression of Interest (EOI)
Onboarding of firm for Provision of Management Services

The Ministry of Information Technology & Telecommunication (MoITT), Government of Pakistan, works to empower citizens, promote knowledge-based economy, improve service delivery and contribute to overall socio-economic growth of the country primarily by creating an enabling environment through formulation of policies and legal provisions, overseeing implementation thereof, and provision of ICT infrastructure, applications and telecom platforms.

2. In order to accomplish its vision and objectives the MoITT undertakes multifarious activities directly, as well as through the various entities and development projects under its purview. These entities under the ambit of the ministry include Pakistan Software Export Board (PSEB), National Telecommunication Corporation (NTC), IGNITE National Technology Fund, Universal Service Fund (USF) and Electronic Certification Accreditation Council (ECAC).

3. To achieve its desired objectives, it is imperative for the MoITT to ensure smooth, efficient and un-interrupted functioning, entailing a ready mechanism for provision of management services through pre-qualified firms that can be tapped for timely fulfilment of requirements of the ministry and its allied entities.

4. Such requirements may include management consultancy services for diverse tasks necessary for smooth functioning of the ministry and entities, including but not limited to studies, reports, market surveys, evaluations, analytics, supervisory and advisory services; HR services including performance evaluations, assessments, provision of qualified technical human resources for specified tasks, provision of interns and staff; office design consulting, arrangement of logistic services, office supplies, publications and promotional material, and allied digital services.

5. The MoITT accordingly aims to pre-qualify firms/companies that can be tapped for arranging necessary services and supplies for regular requirements of MoITT and its entities at a short notice. To this end an EOI is being called for, against the specified Terms of Reference. Based on the qualification of the firms that have submitted EOI, RFP will be issued to those selected, for the submission of technical and financial proposals.

6. The TORs for the EOI are available at:

- EPADS-PPRA: <https://eprocure.gov.pk/>
- MOITT Website: <https://moitt.gov.pk/>

7. Quality and Cost-Based Selection procedure will be followed as per Procurement of Consultancy Services Regulations 2010 of PPRA. Evaluation criteria and mandatory eligibility requirements are mentioned in the TORs.

8. EOI should be submitted electronically ONLY through EPADS. For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA-EPADS Team, through EPADS Heldesk on UAN +92-51-111-137-237 or visit EPADS office at 201(B), 2nd Floor Evacuee Trust Building, F-5/1, Islamabad. In order to avoid

any technical glitches at the last moment, all prospective bidders are requested to submit their EOIs well before the submission deadline.

9. The EOI must be prepared and submitted in accordance with the instructions in the detailed TORs and Proof of Eligibility documents through EPADS **latest by 15th September 2025**. EOIs will be opened after thirty minutes of the deadline of submission of bids at the below mentioned address in the presence of respective firms or their authorized representatives who may desire to attend:

**COMMITTEE ROOM, MINISTRY OF IT & TELECOMMUNICATION
7TH FLOOR, KOHSAR BLOCK, PAKISTAN SECRETARIAT, ISLAMABAD.**

Only those EOIs will be entertained that were submitted through EPADS <https://eprocure.gov.pk>

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Terms of Reference (ToR) for Expression of Interest (EOI)
Onboarding of firm for Provision of Management Services

1. Background and Context

Given the need for smooth functioning of office operations of MoITT and its allied entities and projects there is a need to pre-qualify firms to provide an efficient mechanism for procuring goods and services that can be tapped for timely provisioning of requirements both planned and contingent. Accordingly, MoITT is seeking to pre-qualify preferably, a panel of up to three three (03) firms, selected through competitive bidding process, to provide management services. It will be a two-stage process and the EOI(s) are being invited against these TORs. Based on the qualification of the firms that have submitted EOI, RFP will be issued to the selected firms for the submission of technical and financial proposals.

2. Scope

The services to be provided by the firm(s) will include management consultancy services for diverse tasks necessary for smooth functioning of the ministry and entities, including but not limited to studies, reports, market surveys, evaluations, analytics, supervisory and advisory services; HR services including performance evaluations, assessments, provision of qualified technical human resources for specified tasks, provision of interns, staff; office design consulting, arrangement of logistic services, office supplies, publications and promotional material, and allied digital services.

3. Deliverables

The firm shall fulfill annual requirements for provisioning of management services, and supplies as conveyed by MoITT and its allied entities at rates under an open framework agreement covering three-year period.

4. Duration and Timeline

The firm or company will be pre-qualified for a period of three years under open framework agreement based on PPRA rules.

5. Eligibility Criteria and Experience

- Valid tax registration STRN/NTN of company/firm/JV
- Firms/company/JV must be on Active Tax-payers List (ATL)
- Possession of necessary professional licenses, permits, certifications required to operate in areas of work experience claimed by the firm or company
- Proof of active registration as a firm or company
- Evidence of active office presence in Islamabad
- Certificate on stamp paper that the firm/ company/JV partners are not currently blacklisted
- Minimum 10 years of relevant experience in provision of management services, maintenance and supplies services

- Firm/company must provide detail of its organizational structure, geographical presence in Pakistan and in other countries; strength of its permanent staff; and qualifications and experience of core management team
- Firm/company must also provide list of major clients they have provided similar management services over at least the last 5 years

6. Evaluation Criteria for EOI

Subject to fulfillment of eligibility criteria the firm or company submitting EOI will be selected for issuance of RFP based on following evaluation criteria.

#	Evaluation Criteria	Sub Marks	Total Marks
I.	<p>Organization Profile: (Years of Experience and Financial Position)</p> <p>1. Lead Firm's/Company's Experience in Provisioning of Management Services and Supplies (minimum 10 years)</p> <p>1. 20 + years (15 Marks) 2. 11-20 years (10 Marks) 3. 10 years (5 Marks)</p> <p>2. Average Financial Turnover for the last 2 years (of Lead Firm/ company)</p> <p>a. >800 M PKR (20 Marks) b. 501-800 M PKR (15 Marks) c. 250-500 M PKR (5 Marks)</p>	15 20	35
II.	<p>Specific Experience: Proven track record of provision of management services and supplies to multinationals, large scale corporations, large sized public sector entities</p> <ul style="list-style-type: none"> • 5marks per relevant contract with a multinational, large-scale corporation, public sector entity (maximum up to 35 Marks) 	35	35
III.	<p>Qualification and Competence of the core team</p> <p>Availability and expertise of a multidisciplinary team with expertise in IT related areas, contract management and procurements</p>	20	20
IV.	<p>Understanding of TORs and Approach:</p> <ul style="list-style-type: none"> • A clear understanding of requirements and an approach reflecting provision of management services in an efficient and effective manner: (a presentation on the understanding of TORs and preliminary proposed solution may be asked for by the MoITT) 	10	10
	Total Marks		100
	Minimum Qualification Marks Required (70%)		70

7. Application Process

Interested consultancy firms or companies are invited to submit:

1. Understanding of the ToRs
2. A brief on capacity and capability of the firm to conduct this assignment
3. Examples of previous similar assignments
4. Legal registration and references

EOI should be sent to the Ministry of IT & Telecom, Government of Pakistan, **latest by 15th September 2025**. Shortlisted applicants may be invited for presentation.

8. Contact Information

For any queries or clarifications:

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