



## PRE-QUALIFICATION NOTICE

### Lot Wise Prequalification of Auto Workshops for Repair & Maintenance of Official Vehicles

The Punjab Human Organ Transplantation Authority (PHOTA) is a provincial regulator, set up, in 2013, Following a number of events that revealed a culture of illegal trade and transplantation of human cells, organs, and tissues in Pakistan's most populous province. The PHOTA is the primary provincial entity responsible for oversight of the organ and stem cell transplantation, and for initiatives to increase organ donor registration and donation in Punjab. Formally established in 2017, the PHOTA operates under the administrative control of the Specialized Healthcare & Medical Education (SHC&ME) Department, Government of the Punjab, with its headquarters in Lahore.

Firms having relevant experience can obtain tender document, containing all details, eligibility criteria and terms & conditions, from PHOTA website <https://phota.punjab.gov.pk/tenders> and PPRA website (<http://eproc.punjab.gov.pk/ActiveTenders.aspx>) & [www.punjab.eprocure.gov.pk](http://www.punjab.eprocure.gov.pk) free of cost..

- For electronic bids submission, bidders are requested to register at [www.punjab.eprocure.gov.pk](http://www.punjab.eprocure.gov.pk). In case of any issue, system support email and phone numbers are provided on PPRA's Website.
- Bids submission deadline is November 12, 2025 before 11:00 AM and will be opened on same day i.e. on November 12, 2025 at 11:30 AM.
- Bids, duly completed, signed, stamped, and in complete conformity with Bidding Documents must be submitted online on E-Pak Acquisition and Disposal System (EPADS) website i.e., <https://punjab.eprocure.gov.pk>
- Bidders are advised to ensure uploading the Bids on e-PADS Portal, well before the submission deadline, and not wait for the last date and time to upload the bid. Bid submission on E-PADS Portal shall entirely be the responsibility of the bidder. PHOTA shall not be held responsible for any issues thereof.
- PHOTA will not be responsible for any cost or expenses incurred by bidders in connection with preparation or uploading of bids.
- The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

**DIRECTOR GENERAL / ADMINISTRATOR, PHOTA**

Procurement Department, Punjab Human Organ Transplantation Authority, Head Office (PHOTA) Lahore  
39-Shadman-I, Near Shadman Market, Lahore. 042-99206046-47. (Ext-113)



**PUNJAB HUMAN ORGAN TRANSPLANTATION**

NO: PHOTA/PROC/2025/AUTO WORKSHOP/01-2025

**(PREQUALIFICATION DOCUMENT)**

**Lot Wise Prequalification of Auto Workshops for Repair & Maintenance  
of Official Vehicles through e-Pads**



**Note: Procurement is done in line with Punjab Procurement Rules,  
2014.**

**Proposal Submission Date: 12 November 2025, 11:00 AM**

Procurement Department, Punjab Human Organ Transplantation Authority, Head Office (PHOTA) Lahore  
**39-Shadman-I, Near Shadman Market, Lahore. 042-99206046-47. (Ext-113)**

## Contents

### Catalog

.....	2
<b>PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY.....</b>	<b>2</b>
<b>1- PHOTA INTRODUCTION.....</b>	<b>4</b>
<i>Objects of PHOTA .....</i>	<i>4</i>
<b>2- TERMS OF REFERENCE.....</b>	<b>4</b>
<b>3- INSTRUCTIONS TO APPLICANTS.....</b>	<b>6</b>
<b>4- CONDITIONS FOR ELIGIBILITY.....</b>	<b>7</b>
<b>5- GUIDELINES.....</b>	<b>8</b>
<i>g) Upload all required documents mentioned in eligibility and technical evaluation criteria carefully. Missing of any single document will lead to disqualification from process.....</i>	<i>8</i>
<b>6- PREQUALIFICATION EVALUATION CRITERIA .....</b>	<b>9</b>
<b>7- DECLARATION.....</b>	<b>9</b>
<b>8- SUBMISSION OF PREQUALIFICATION PROPOSAL .....</b>	<b>10</b>
<i>Cover Letter for the Submission of Prequalification Document .....</i>	<i>11</i>
ANNEX-A - ORGANIZATIONAL PROFILE.....	12
ANNEX – B – ELIGIBILITY RESPONSE CHECKLIST .....	13
ANNEX – C - PREQUALIFICATION EVALUATION CRITERIA.....	14

## 1-PHOTA INTRODUCTION

The Punjab Human Organ Transplantation Authority (PHOTA) is a provincial regulator, set up, in 2013, following a number of events that revealed a culture of illegal trade and transplantation of human cells, organs, and tissues in Pakistan's most populous province. The PHOTA is the primary provincial entity responsible for oversight of the organ and stem cell transplantation, and for initiatives to increase organ donor registration and donation in Punjab. We regulate private and public hospitals that remove, store and use human cells, organs and tissues for medical treatment, and supervise all the approvals for donations from deceased and living people. Organs that have been successfully transplanted include heart, kidneys, and liver. We also coordinate life-enhancing tissue transplants for Punjab residents who are in need of corneas for sight-restoring procedures. We build on the confidence people have in our regulation by ensuring that human tissue and organs are used for therapeutic purposes safely and ethically, and with proper consent.

We engage our registered hospitals, clinicians and the communities to implement the Punjab Transplantation of Human Organs and Tissues (Amended) Act 2012, so that people have an access to suitable transplantation and ensuring safety, quality, efficacy of donation and transplantation of human cells, tissues and organs.

Formally established in 2017, the PHOTA operates under the administrative control of the Specialized Healthcare & Medical Education (SHC&ME) Department, Government of the Punjab, with its headquarters in Lahore.

### Objects of PHOTA

Our main objectives are enlisted as below:

- Coordinate with hospitals for organs/tissues procurement and distribution in cases of deceased donation
- Evaluate patients and potential living donors
- Stop the illegal trade of human organs and tissues
- Liaise with provincial and central agencies to counter commercial dealings
- Raise community awareness and stakeholder engagement for improved healthcare
- Increase the capability and capacity within the health system to maximise donation rates
- Monitor post-transplant patients & living donors (for assessment of graft rejection, survival rates etc.)

By providing support to a number of healthcare facilities, we have made a remarkable increase in the number of registered Transplant Centres across Punjab which are capable and updated by all means to perform successful transplantation. We are also introducing new and advanced technologies to Punjab's healthcare system in collaboration and affiliation with different transplant and research centers in various countries all over the world.

By fostering an environment of trust, we hope commercial dealing will stop and more people will be willing to donate their tissue and organs for not only saving thousands of lives but also helping our healthcare to flourish.

## 2- TERMS OF REFERENCE

To provide uninterrupted service of vehicle repair and maintenance, auto workshop will agree on following terms of references:

- a) The auto workshops will bound to provide required service within agreed timelines starting from issuance of purchase/work order through e-mail/EPADS or by hand. Hard copy of purchase order will also be provided.
- b) A penalty of 2% of value of purchase order will be charged on each day delay after deadline.
- c) In case of any dispute regarding quantity, quality of service and specification, the decision of the DG PHOTA shall be final & binding.
- d) Any repair work will also be required to back up in case of same issue occurs again in seven days.

## Scope of Services

PHOTA will offer a prequalification letter of one year (Extendable for further period) to qualified workshop for regular repair and maintenance including following tentative tasks of its official vehicles (detail given below) on annual basis which can be extended for further term/s on same Terms of Reference.

- i. Mechanical work (engine overhauling, engine repair work, tuning, Oil & filter change, Radiator work etc.) including spare parts
- ii. Denting & Painting
- iii. AC repair & work including parts
- iv. Wheel alignment and Balancing
- v. Suspension work including parts
- vi. Electrician work including parts
- vii. Tyres replacement
- viii. Tube replacement
- ix. Batteries
- x. Seat Cover and Polish and matting etc.
- xi. Other Vehicle related works and parts including vehicle decoration items
- xii. Any other work related to above mentioned all vehicles Cars and Bikes.

The details of Vehicles are as under:

**Lot -1**

Details of Motor Vehicles

Sr. No	Vehicle Detail	Model	Location/ Region	Made	Qty. (Tentative)
1.	Toyota Corolla XLI	2017	Lahore	Toyota	1
2.	Toyota Corolla XLI	2018	Lahore	Toyota	1
3.	Toyota Yaris GLI	2020	Lahore	Toyota	1
4.	Hi Ace	2018	Lahore	Toyota	1
5.	Hi Ace	2018	Lahore	Toyota	1
6.	Wagon- R	2018	Lahore	Suzuki	1
7.	Wagon- R	2018	Lahore	Suzuki	1
8.	Wagon- R	2018	Lahore	Suzuki	1
9.	Wagon- R	2023	Lahore	Suzuki	1
10.	Cultus	2019	Lahore	Suzuki	1
11.	Bolan Suzuki	2018	Lahore	Suzuki	1
12.	Revo	2025	Lahore	Toyota	1
13.	Ambulance FAW X-PV	2019	Multan	FAW	1
14.	Ambulance FAW X-PV	2019	Rawalpindi	FAW	1
<b>Total</b>					<b>14</b>
<p><b><u>Lot -2</u></b></p> <p><u>Details of Motor Bikes</u></p>					

Sr #	Vehicle Detail	Model	Region	Made	Qty (Tentative)
1.	CD-70	2017	Lahore	Honda	07
2.	CD-70	2018	Lahore	Honda	03
3.	CD-70	2022	Lahore	Honda	02
4.	CD-125	2019	Lahore	Honda	06
5.	CD-125	2018	Lahore	Honda	02
6.	CD-125	2017	Lahore	Honda	02
7.	CD-70	2020	Rawalpindi	Honda	04
8.	CD-125	2020	Rawalpindi	Honda	02
9.	CD-70	2022	Faisalabad	Honda	01
10.	CD-125	2022	Faisalabad	Honda	01
11.	CD-125	2022	Multan	Honda	01
12.	CD-70	2022	Multan	Honda	03
					34

**3-INSTRUCTIONS TO APPLICANTS**

This document contains all information pertinent to our solicitation, and must govern the preparation and submission of proposals. Proposals must be submitted by the deadline at EPADS Punjab, completed on the

formats provided by PHOTA , with supporting documents, according to the guidelines given in the document. The proposals will be evaluated by an Procurement Committee nominated by PHOTA. The selection will be based on experience, competence and financial stability of the firms.

*After the Pre-qualification, the Request for Quotation (RFQ) will be shared with the qualified firms to submit the quotations for said services manually or on EPADS. This pre-qualification will be valid for one year since the date of pre- qualification and may be extended for further period on performance and requirement basis.*

The selection of firms/companies will base on Prequalification process of PPRA Rule – 16 & 17. Proposal along with all required documents will be scanned and uploaded at EPADS.

The PHOTA shall evaluate the proposal in the manner prescribed in the document. During the evaluation no amendments in the prequalification proposal shall be permitted. After prequalification, only the prequalified firms shall be entitled to participate in the subsequent procurement proceedings. PHOTA, 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 monitoring firm, whether or not prequalified, may require the firms to provide such further information concerning the professional, technical, financial, legal or managerial competence as PHOTA may decide.

PHOTA shall disqualify the firms on the ground that he had provided false, fabricated or materially incorrect information.

#### **4- CONDITIONS FOR ELIGIBILITY**

Firms require the following attachments to be submitted alongside your application form.

- i. Must be registered for having legal status (copy of registration or incorporation or partnership deed /certificate required).
- ii. Must be an active taxpayer (Tax returns for the 2024-2025 year required)
- iii. Must have National Tax Number (NTN), GST/Punjab Sales Tax on Services (PST/PRA), provision of Professional tax certificate (copies to be uploaded)
- iv. Must provide a signed affidavit on legal stamp paper of value PKR 100 attesting to the fact that:
  - a) The organization has not been blacklisted by PPRA Punjab for all procuring agencies of Punjab.
  - b) 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.

- c) 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.
- v. Must have minimum three (3) years of relevant experience.
- vi. Must have Workshop located in Lahore and qualified firms will provide/facilitate the services in the regions.
- vii. Vendor/Firm will be qualified Lot wise.
- viii. ***If any vehicle added in the Pool of the PHOTA, will also be considered as part of the list of vehicle described herein-above.***

## 5- GUIDELINES

- a) Firm must not be providing any assistance to any other person/entity in conflict with 'PHOTA' to avoid any sort of conflict of interest.
- b) Only short-listed firms fulfilling the eligibility and technical criteria will be considered for Request for Quotation (RFQ).
- c) The Request for Quotation (RFQ) will be shared with shortlisted firms to submit their quotations. It may be shared on EPADS if it allowed every time, otherwise will be shared manually.
- d) All documents received by PHOTA from applicants will be treated in strict confidence.
- e) All expenses related to participation in this pre-qualification shall be borne by the applicants.
- f) Documents shall be submitted online on EPADS. **Application submitted via email will not be considered. Hard copy will also be not accepted.**
- g) **Upload all required documents mentioned in eligibility and technical evaluation criteria carefully. Missing of any single document will lead to disqualification from process.**
- h) PHOTA reserves the right to request clarification of proposals from applicants in order to clarify/further understand aspects of proposal, if required.
- i) PHOTA reserves the right to verify any information provided by the applicants.
- j) The competent authority may reject all applications at any time prior to the finalization of prequalification of applicants. The procuring agency shall upon request communicate to any applicant, the grounds for its rejection of all applications, but shall not be required to justify those grounds.
- k) Questions about this prequalification document can be made only in writing: a letter or an e-mail and must be asked by or before COB 10-11-2025. For any other related information please contact the undersigned.

Assistant Director Purchase  
PHOTA  
**042-99206046-47. (Ext-113)**

E-mail: [muhammadayyaz1985@gmail.com](mailto:muhammadayyaz1985@gmail.com)

PHOTA Head Office Lahore

**39-Shadman-I, Near Shadman Market, Lahore. 042-99206046-47. (Ext-113)**

## 6- PREQUALIFICATION EVALUATION CRITERIA

This document is governed by the procedure approved by PHOTA management.

- a) Qualifications;
- b) Relevant experience and past performance;
- c) Capabilities with respect to personnel and appropriate managerial capability;
- d) Financial position;

The prequalification proposal of eligible organizations will be evaluated using the scoring guide attached as annexure – C. Firms with at least 65 marks will qualify.

## 7- DECLARATION

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

proposal. I, \_\_\_\_\_ hereby declare that:

- all the information provided in the proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

## **8- SUBMISSION OF PREQUALIFICATION PROPOSAL**

Complete proposal containing technical details; all required information and documentary evidences shall be submitted on EPADS, Punjab by scanning before **11:00 AM on November 12, 2025** and will be **opened at 11:30 AM** on same day on EPADS. Hard copy of proposals will not be accepted

Kindly fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure. And also sign the declaration form at the end of document and attach with your other documents.

For electronic bids submission, bidders are requested to register at [www.punjab.eprocure.gov.pk](http://www.punjab.eprocure.gov.pk) In case of any issue, system support email and phone numbers are provided on PPRA's Website (PPRA Office, 3rd Floor, Al-Falah Building, The Mall Road, Lahore, 042-36284774, 042-36284773, 042-99204572).

**1248** is EPADS helpline. In case of any issue, 1248 may be dialed for assistance, Monday to Friday, 9 AM to 5 PM.

Pre-qualification duly completed and in complete conformity with Documents must be submitted online on E-Pak Acquisition and Disposal System (EPADS) website i.e., <https://punjab.eprocure.gov.pk>

Submission on E-PADS Portal shall entirely be the responsibility of the bidder. PHOTA shall not be held responsible for any issues thereof. For any assistance regarding E-PADS Portal, system support email and phone numbers are provided on PPRA's Website.

## Cover Letter for the Submission of Prequalification Document

[Firm letterhead]

[Date]

To

DG

[Address mentioned above]

**Re:** Proposal 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 dated [Insert Date of prequalification advertised]. We hereby submit our 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:** The competent authority may reject all proposals at any time prior to the acceptance of a proposal. PHOTA shall upon request communicate to any firm, the grounds for its rejection of all proposals, but shall not be required to justify those grounds.

## ANNEX-A - ORGANIZATIONAL PROFILE

Required Information	Response
Legal Name of Organization	
Year of Registration / Establishment of the Organization	
National Tax Number (NTN) GST/PST No.	
What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	<input type="checkbox"/> Section 42 Company
	<input type="checkbox"/> Private Ltd. Company
	<input type="checkbox"/> Sole Proprietor
	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Others (please specify)
Name of Head of Organization	
Designation	
Email	
Phone & mobile numbers	
Postal address of Organization	
Phone	
Email	
Website	
Name of contact person*	
Designation	
Phone & mobile numbers	
Email	

## ANNEX – B – ELIGIBILITY RESPONSE CHECKLIST

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Must be registered for having legal status (copy of registration or incorporation or partnership deed /certificate required).		Copies Attached
			Copies Not Attached
			Not applicable. Public sector organization
2	Mention National Tax Number (NTN) and GST/Punjab Tax Number (PST) in the name of Organization and provide a copy of registration	National Tax Number (NTN)	
		Punjab Sales Tax Number (PST)	
3	Regular tax payer  Attach copies of tax returns of 2024		Copies Attached
			Copies Not Attached
4	Three conditions of eligibility (MUST attach an undertaking on stamp paper by your firm's authorized person with this document)		We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.
			Our organization has been blacklisted once or more than once.
	Minimum three years of relevant experience		
5	Did your firm has an office in Lahore (Details of office company letter head/profile).		Detail of office address attached
			Detail of office address Not attached

**ANNEX – C - PREQUALIFICATION EVALUATION CRITERIA**

<b>Pre-Qualification Criteria</b>				
<b>Sr. No.</b>	<b>Description</b>	<b>Category Points</b>	<b>Total Points</b>	<b>Documents Required</b>
<b>1</b>	<b>Relevance Expérience</b>		<b>20</b>	Copies of work orders/agreements OR starting of workshop (year) on company letter head OR NTN certificate
1.1	1 - 3 years' experience	5	-	
1.2	4 - 7 years' experience	10	-	
1.3	7 - 10 years' experience	15		
1.4	More than 10 years' experience	20		
<b>2</b>	<b>Financial Capability</b>	-	<b>20</b>	Copies of last year 2024 complete tax returns is required
2.1	Annual turnover worth if up to 1 lac rupee	05	-	
2.2	if more than 1 lac & up to 2 lac rupees	10	-	
2.3	If more than 2 lac & up to 3 lac rupees	15		
2.4	If more than 3 lac rupees	20		
<b>3</b>	<b>Total Clients with Company</b>	-	<b>20</b>	List of clients with address on signed company letter head required including govt/semi govt clients.
3.1	If 1 – 3 clients	5	-	
3.2	If 4 – 7 clients	10		
3.3	If 8 – 10 clients	15	-	
3.4	If more than 10 clients	20	-	
<b>4</b>	<b>Workshop</b>		<b>20</b>	Details of workshop facilities on signed company letter head is required.
4.1	Mechanical workshop	5		
4.2	Electrical workshop	5		
4.3	Denting and Painting	5		
4.4	Parts shop	5		
<b>5</b>	<b>Working Staff</b>		<b>20</b>	List of working staff (names and work) on signed company letter head is required.
5.1	Working staff if 1 to 3	5		
5.2	If 4 to 6	10		
5.3	If 7 to 10	15		
5.4	If more than 10	20		
<b>Total</b>			<b>100</b>	
<b>Note: Minimum qualification marks are 65.</b>				
<b>Absence of any required document will lead to zero marks in that specific area.</b>				

**DIRECTOR GENERAL/ADMINISTRATOR**  
Punjab Human Organ Transplantation Authority  
(PHOTA) Lahore

