

**TENDER DOCUMENT  
PROCUREMENT OF LAPTOP COMPUTER(s)**

**TENDER REFERENCE / NUMBER:**

**Instructions to Bidders**

1. Bidders are required to submit their quotation on EPADS as per procedure laid down by PPRA.
2. Quotations will be opened in the office of General Manager (A&F) PIA Holding Co Ltd, PIA Building No. 49 AK Fazl e Haq Road Blue Area, Islamabad in presence of Bidders or their representatives who wish to be present.
3. Absence of a bidder or their representative at Bid Opening shall not affect the legality of the quotations received.
4. Bidders are required to submit the Certificate of Registration of the business.
5. PIA Holding Co Ltd reserves the right to increase or decrease the number of laptop computers depending on budget availability and need/requirement.
6. Incomplete Quotations / conditional Quotations will be rejected.
7. Quotations must remain valid for a minimum of 30 days.
8. All quoted rates must include applicable government, federal, provincial taxes, where applicable, separately.
9. Tenders submitted after the due date will not be considered. It is the sole responsibility of the bidder(s) to ensure timely submission.
10. Only bidders that meet the eligibility conditions are eligible to participate in the tender.

**Eligibility Conditions**

1. Certificate of Registration / Incorporation
2. Active Sales Tax Registration (Copy of Certificate).
3. Active Income Tax Registration (Copy of Certificate).
4. Proof of the Active Tax Payer List.
5. Affidavit/Undertaking on Judicial Stamp Paper of Rs. 100 (format attached).

**General Manager Accounting & Finance**

**PIA Holding Company Limited**

4th floor, PIA Building, 49-A.K. Fazle Haq Road, Blue Area, Islamabad

Tel: +9251-9059370

Email: [gm.finance@piahcl.com.pk](mailto:gm.finance@piahcl.com.pk)

**Undertaking**  
*(To be provided on Judicial Stamp Paper of PKR 100 or above)*

I, the undersigned as Bidder, hereby certify that the information submitted as proof of meeting the eligibility condition is true, authentic, and genuine. Should any discrepancy be found by the purchaser upon verification with the originals, we accept full responsibility for any actions deemed appropriate by the purchaser.

Furthermore, we affirm that our firm/company has not been blacklisted by any government department, whether federal or provincial.

Name:

Designation:

Signature:

Date and Place:

**SIGNATURE AND STAMP:**