

REQUEST FOR SUBMISSION DOCUMENTS

No: F. 1(21)/Admin/DGRE/2025

Pre-Qualification Notice

PRE-QUALIFICATION OF FIRMS / VENDORS FOR FINANCIAL YEAR 2025-26 & 2026-27 FOR DGRE HEAD OFFICE AND 16 REGIONAL OFFICES



Ministry of Federal Education & Professional Training Directorate General of Religious Education (DGRE)

**Sector G-8/4, Taleemi Chowk, Jhelum Road, Islamabad
(051) 9261131**

Last Date for Submission: 23-02-2026 by 12:00 PM

Government of Pakistan
Ministry of Federal Education & Professional Training
Directorate General of Religious Education (DGRE)
Islamabad
F.1(21)/Admin/DGRE/2025

NOTICE FOR PRE-QUALIFICATION
“REQUEST FOR SUBMISSION OF DOCUMENTS”

1. Directorate General of Religious Education (DGRE) intends to pre-qualify firms/vendors for DGRE Head Office and its 16 Regional offices across the Pakistan registered with Sales Tax / Income Tax Departments and are on Active Taxpayer List (ATL) of FBR having its own workshop / office / stock / manpower / expertise for procurement of goods & services required during the Financial Year 2025-26 and 2026-27 under Rule-16A (1) “Open Framework” read with Rule 42(a) & (b) of PPRA Rules, 2004 amended from time to time. Firms / Vendors are required for following fields and DGRE Offices.

Sr. No.	Description / Fields	Vendors Required for DGRE Offices
1	Stationery & Other Store Items	All DGRE Regional Offices
2	Repair & Maintenance & Purchase of Tires of Official Vehicles	All DGRE Regional Offices
3	Repair & Maintenance for Computers, Printers (Computer Accessories) and Photocopiers, Air Conditioners & Other Office Equipment's and Office Building	All DGRE Regional Offices
4	Booking of Hall equipped with all necessary requirement to conduct the events and rooms of guest house for official guests / trainers	DGRE Head Office & all Regional Offices
5	Rental Vehicles (Hiace, Coaster, Buses, Cars / SUV vehicles)	DGRE Head Office & all Regional Offices
6	Lunch buffet / boxes, Hi Tea for participants of event	DGRE Head Office & all Regional Offices

2. Interested eligible Firms / Vendors are requested to submit their documents on E-PADS (<https://eprocure.gov.pk>) before February 23, 2026 at 12:00 PM.
3. The Pre-Qualification Notice is also available on the website of Directorate General of Religious Education (www.dgre.org.pk), PPRA (www.ppra.gov.pk) and EPADS (<https://eprocure.gov.pk>).
4. The procuring agency reserves the right to accept or reject any or all proposal(s) in accordance with Rule-33 of PPRA Rules-2004 (as amended from time to time).

Director Admin & Coordination
Directorate General of Religious Education (DGRE)
Sector G-8/4, Talemi Chowk, Jhelum Road, Islamabad
(051) 9261131-33

INTRODUCTION:

Directorate General of Religious Education (DGRE) under the Ministry of Federal Education & Professional Training located at Islamabad along with 16 Regional Offices all over the Pakistan. The detail of DGRE Offices is as under.

Sr. No.	DGRE HO / Regional Office
1	Islamabad Head Office
2	Karachi Region
3	Hyderabad Region
4	Sukkur Region
5	Quetta Region
6	Loralai Region
7	Khuzdar Region
8	Lahore Region
9	Multan Region
10	Rawalpindi Region
11	Peshawar Region
12	Dera Ismail Khan Region
13	Swat Region
14	Gilgit Region
15	Skardu Region
16	Muzaffarabad Region
17	Mirpur (AJK) Region

OBJECTIVE:

The interested Firms / Vendors will submit documents for pre-qualification for procurement of Goods & Services for above DGRE Offices under open framework vide rule 16(1) read with rule 42 (a) & (b) of PPRA Rule 2004 for the financial year 2025-26 & 2026-27 before February 10, 2026 at 12:00 PM. Firms / Vendors are required for following fields and DGRE Offices.

Sr. No.	Description / Fields	Vendors Required for DGRE Offices
1	Stationery & Other Store Items	All DGRE Regional Offices
2	Repair & Maintenance & Purchase of Tires of Official Vehicles	All DGRE Regional Offices
3	Repair & Maintenance for Computers, Printers (Computer Accessories) and Photocopiers, Air Conditioners & Other Office Equipment's and Office Building	All DGRE Regional Offices
4	Booking of Hall equipped with all necessary requirement to conduct the events and rooms of guest house for official guests / trainers	DGRE Head Office & all Regional Offices
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6	Lunch buffet / boxes, Hi Tea for participants of event	DGRE Head Office & all Regional Offices

CRITERIA FOR PRE-QUALIFICATION OF FIRMS / VENDORS:

Firms/Vendors are invited for Pre-Qualification registered with Income and Sales Tax Departments and are on Active Taxpayer List (ATL) of FBR (copies of valid documents must be attached), for procurement of goods & services (as mentioned above) to DGRE Head Office and its 16 Regional Offices across the country.

Terms & Condition

01	Pre-qualification process shall be carried out through EPADS (https://eprocare.gov.pk).
02	Interesting eligible Firms / Vendors must be registered on the EPADS (https://eprocare.gov.pk) and submit their documents on EPADS.
03	The interested Firms / Vendors must have relevant experience and past performance in the fields as required above by DGRE.
04	The firms / vendors must have their own set-up in the cities of DGRE Head Office / Regional Offices
06	The firms / vendors must have registered themselves with Sales Tax and Income Tax Department and on Active Taxpayers List of FBR (Valid documents must be attached).
07	The interested firms / vendors must have sound financial position.
	The interested Firms / Vendors submit the application to DGRE clearly mentioned the fields and location, where required services will be provided to DGRE Head Office and its 16 Regional Offices.
08	Non-black listing certificate on Affidavit must be attached with documents.
09	The firms / vendors on the panel will be bound to carry out the requisite work on immediate basis when work is referred to them, even at odd hours.
10	The firm / vendor will be bound to return old parts in case of replacement with new. Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates. If the same defect arises again the firm / vendor will be responsible to replace it free of cost.
11	The intending firm / vendor must provide a list of its clients
12	In case of submission of any false information/documents and any deficiency found in deliverables, the firm / vendor will be disqualified / blacklisted.
13	The DGRE reserves the right to reject or accept any/all as per PPRA Rules, 2004.

Corrupt or Fraudulent Practices

1. The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:-

i. defines, for the purposes of this provision, the terms set forth below as follows:

“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.

ii. will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

iii. will declare a firm ineligible and blacklisted for future participation either indefinitely or for a specific period of time as may deem appropriate by the competent authority of this Ministry being procuring agency.

Undertaking

I / We have read and agree with the above mentioned terms and conditions.

Name of Workshop _____

Office Address / Contact No. _____

Signature / Stamp _____

Date: _____

CHECK LIST

Name of Firm _____

Sr. No.	Documents / Detail to be Provided by the Firm / Vendor	Detail	Attachment (Yes / No)
1	NTN No. with copy of certificate		
2	GST No. with copy of certificate		
3	Date of Establishment		
4	Copy of Active Taxpayer List		
5	Vendor No.		
6	Bank Name & Account No.		
7	Bank IBAN Number		
8	Declaration of Non-black listing		
9	Signature and Stamp on Tender Documents on each page		
10	Address of Firm		
11	Landline Telephone / Fax Numbers and other contact details		
12	Name & Cell Number of Contact Person		
13	Application by Firm for Pre-Qualification		

Name of Firm: _____ Signature: _____

Date: _____

Firm Stamp: _____

