



**REQUEST FOR PROPOSAL
FOR THE
PROVISION OF FOOD WITH CATERING SERVICES**

2025-2026

**SINGLE STAGE - SINGLE ENVELOPE
ACQUISITION AND DISPOSAL SYSTEM (E-PAD)**

RFP No..... of 2025

Dated: November 14, 2025

KHYBER PAKHTUNKHWA HEALTH CARE COMMISSION

Table of Contents

PART-1: INSTRUCTIONS FOR PREPARATION OF PROPOSAL.....	2
1.1. Scope of Work:	2
1.2. Instruction to Bidders:	3
1.3. Eligibility Criteria:	3
1.4. Bidding Procedure:.....	4
1.5. Obligations of Bidders:.....	4
1.6. Performance Guarantee:.....	5
PART-2: OTHER IMPORTANT MANDATORY REQUIREMENT	7
2.1. Financial Proposal:.....	7
2.2. Method of Selection:	7
2.3. Term of the Agreement:.....	7
2.4. Notification of Award:	7
PART-3: TIMELINE AND PAYMENT SCHEDULE.....	8
3.1. Bid Validity:	8
3.2. Payment:.....	8

LETTER OF INVITATION

Subject: Request for Proposal for Provision of Catering Services 2025–2026

The Khyber Pakhtunkhwa Health Care Commission (KP HCC) invites sealed proposals through the E-PAD system under KPPRA Rules 2014, using the Single Stage - Single Envelope procedure (Financial Proposals), from interested firms, companies, commercial establishments or Joint Ventures (JVs) for the provision of catering services in the following Divisional Headquarters:

1. Peshawar Division
2. Mardan Division
3. Malakand Division
4. Hazara Division
5. Kohat Division
6. Bannu Division
7. D.I. Khan Division

You are, therefore, required to go through the Request for Proposal (RFP) document, which can be downloaded from the official website of the Khyber Pakhtunkhwa Health Care Commission, KPPRA website and E-PAD. You are further required to provide explicit information of the capacity/qualification to perform this assignment, considering the instructions detailed in the RFP.

All the bidder must submit their bid on E-PAD System, by or before **11:00 AM** on **December 05, 2025**. Financial bids on E-PAD System will be opened on December 05, 2025 at 11:30 AM, on the same date

The Commission reserves the right to accept or reject any or all the bids under the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules, 2014.

Director Operations

Khyber Pakhtunkhwa Health Care Commission
Opposite Pak-Turk School, Phase-5
Hayatabad, Peshawar
Tel: +92 91 9217013 Fax: +92 91 9217283
Email: procurement.hcc@kp.gov.pk

PART-1: INSTRUCTIONS FOR PREPARATION OF PROPOSAL

1.1. Scope of Work:

The provision of Food Catering Services for 12 Months

S. No	Item	Description	Unit Price (per head)	Total price (per head Including Tax)
01	Food Menu (Buffet Lunch)	-Beef or Kabili Polao (Chicken) -Chicken Karahi -Mixed Vegetable or Shahi Dall -Salad -Riata -Nann -Halwa / Kheer		
02	Tea	-Tea with Fruit cake and Aloo Samosa		
03	Catering (to all areas)	-Buffet set -Crockery, cutlery and tissue paper -Transportation -Heating arrangement		
04	Mineral Water	-500 ml bottle		
	Total Price inclusive of Taxes			

Note:

1. Services shall be provided at the place mentioned in covering letter.
2. Bidders are required to treat the submission for each Divisional Headquarter as a standalone proposal. Accordingly, the bidder shall submit individual and complete financial proposals corresponding to each Divisional Headquarter(s) they elect to pursue.
3. The bidder must quote rates for all items specified in the RFP.
4. Partial or incomplete bids shall not be entertained and will be considered non-responsive.

5. Purchase orders shall be placed by the Khyber Pakhtunkhwa Health Care Commission based on the requirements for each event.
6. Purchase orders may include all items listed in the RFP, or certain items may be excluded depending on the specific needs of the event.
7. Purchase orders for individual items may also be placed, at the discretion of KP HCC.
8. The normal duration of an event may range from one day or more.

1.2. Instruction to Bidders:

1. Date and Time for Receipt of Bids.

The Bid document must be uploaded on E-PADS until December 05, 2025, and opening will be on the same day (December 05, 2025 at 11:30 AM).

2. Price.

- a. The Price must be quoted separately for any or all Divisional Headquarter(s), where the bidder intends to provide catering service as per this bidding document.
- b. The quoted price validity period shall be at least 01 year from the date of signing the contract.
- c. The rates quoted must be inclusive of all applicable tax of Provisional/ Federal Government.
- d. The bidder is required to provide a sample of the quoted item at the time of bid opening for verification and evaluation purposes

1.3. Eligibility Criteria:

The firms/companies/commercial establishments/ having the following mandatory qualifications are eligible to apply and submit financial proposals.

- Firm/ company/ commercial establishments Registration Certificate (Form H or other document);
- Registered with the FBR and Active taxpayer List (ATL) of FBR;
- Registered with Khyber Pakhtunkhwa Revenue Authority (KPRA) in Sale Tax on services;

- Bidder should have 3-years similar work experience. Copy of contract, must be attached;
- An affidavit on stamp paper duly attested by the Oath Commissioner to the effect that the firm has not been blacklisted by any Federal or Provincial Public Entity;
- Bid Security must be Rs. 100,000/- in favor of Khyber Pakhtunkhwa Health Care Commission.

1.4. Bidding Procedure:

Single Stage - Single Envelope bidding procedure shall be followed as per the KPPRA rules:

1. The bid shall be submitted through the E-PAD system under KPPRA Rules 2014, Single Stage, Single Envelope procedure.
2. The Procuring Entity shall ensure that only bids accompanied by the required bid security, submitted electronically along with the E-bid on E-PAD, are opened.
3. Bid(s) for each Divisional Headquarter(s) shall be considered a separate proposal. Bidders must submit individual proposals for each Divisional Headquarters they intend to participate in. Along with the E-bid, bidders are required to submit evidence in hard copy of all mandatory documents, mentioned in section 1.3 (Eligibility Criteria).
4. Financial proposals shall be opened in E-PAD at the designated date and time. No separate technical proposals shall be required or evaluated.
5. Bidders must quote rates for all items listed in the RFP for the respective division. Partial bids shall not be entertained.
6. Financial proposals of non-compliant or incomplete bids shall be rejected.

1.5. Obligations of Bidders:

1. It shall be the responsibility of the Bidder to investigate and consider all factors relevant to the submission of the bid. No claim, including financial adjustments to the contract awarded under this bid process, shall be entertained by the Khyber Pakhtunkhwa Health Care Commission (KP HCC). Neither extensions of time nor

financial adjustments shall be permitted due to any oversight or failure on the part of the Bidder.

2. The Bidder shall be deemed to have fully satisfied itself regarding the correctness and sufficiency of its bid, including the price/cost quoted, to cover all obligations under this bid process.
3. It must be clearly understood that the Terms of Reference (TOR) and conditions of the RFP are strictly enforceable. No escalation of unit costs or rates shall be permitted during the contract period.
4. The Bidder shall be fully responsible for the delivery of all services and obligations within the stipulated timelines. Subletting or outsourcing of the contract, except in the case of an approved Joint Venture (JV), shall be considered a violation of the terms and conditions.
5. In the case of a Joint Venture (JV), bidder shall submit evidence of the JV along with all relevant documents required for evaluation and compliance with RFP requirements.

1.6. Performance Guarantee:

- I. The successful bidder(s) shall furnish Performance (security) guarantee within two (02) days of receipt of the Letter of Acceptance (LOA) from the Khyber Pakhtunkhwa Health Care Commission.
- II. The Performance Guarantee submitted by the bidder shall be in the form of a Bank issued Guarantee (CDR/Cross Cheque etc.), issued by a scheduled bank, operating in Pakistan.
- III. The value of the Performance Security (Stamp Paper Plus CDR/Cross Cheque) shall be PKR 100,000/-.
- IV. The Performance Guarantee shall be denominated in Pakistani Rupees.

- V. The Performance Guarantee shall be payable to KP HCC upon occurrence of any of the following conditions:
- a) If the Bidder commits a default under the contract;
 - b) If the Bidder fails to fulfill obligations under the contract;
 - c) If the Bidder violates any terms or conditions of the contract;
 - d) The Bidder shall ensure that the validity period of the Performance Guarantee is extended for any extensions (till the extended period) of the contract. The Performance Guarantee shall be returned to the Bidder within thirty (30) working days after the expiry of its validity, upon written request.
 - e) If the successful Bidder fails to furnish the required Performance Security (Stamp paper and CDR/Cross Cheque) within the stipulated period specified in the Letter of Acceptance (LOA) or the subsequent contract, the Procuring Entity shall be entitled to recover the equivalent amount by deducting it from any payments due or that may become due to the Bidder, in accordance with the KPPRA Rules.

PART-2: OTHER IMPORTANT MANDATORY REQUIREMENT

The Khyber Pakhtunkhwa Health Care Commission shall select the eligible bidder based on the Financial Proposal submitted within the prescribed deadline under the Single Stage, Single Envelope procedure.

2.1. Financial Proposal:

- a) The Financial Proposal shall include a transmittal letter, the financial proposal cost, and a proposal worksheet.
- b) The price quoted must be unconditional and inclusive of all costs, taxes, and applicable duties.
- c) The bid security as specified in the RFP must accompany the proposal.

2.2. Method of Selection:

- a) The lowest-cost (L1) method shall be used for selection among the qualified bidders.
- b) KP HCC reserves the right to award multiple contracts to different successful bidders or to cancel the entire procurement process at any stage, provided a proper justification is furnished, in accordance with the KPPRA Rules 2014.

2.3. Term of the Agreement:

The agreement shall be valid for 12 months from the date of issuance of the Work Order, with the possibility of extension under KPPRA Rules 2014.

2.4. Notification of Award:

Following evaluation, all bidders shall be notified in writing regarding the selection or non-selection of their respective proposals. The name of the successful bidder(s) may be publicly disclosed.

PART-3: TIMELINE AND PAYMENT SCHEDULE

3.1. Bid Validity:

The Bid shall have a minimum validity period of **90 days** from the last date of submission of the Bid. The Khyber Pakhtunkhwa Health Care Commission may solicit the bidder's consent to an extension of the validity period of the bid. The request and the response thereto shall be made in writing.

3.2. Payment:

Payments for services rendered to Khyber Pakhtunkhwa Health Care Commission shall be made on monthly basis (strictly in accordance with signed contract & purchase order) after submission of valid invoices by the firm/vendor and completing all codal formalities.

For queries if any and further details, Contact:

Director Operation

Khyber Pakhtunkhwa Health Care Commission

Sector B-3, Phase 5,

Hayatabad Peshawar

Phone No: 091-9217013

Email: procurement.kphcc@kp.gov.pk