

TENDER DOCUMENT

For SLACC Advertisement

Social Influencers & Digital Platforms

September-2025

TENDER/LAS/SLACC/KHI/10/09/25/0001

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ADVERTISEMENT:

INVITATION FOR SEALED BIDS

Legal Aid Society (LAS) invites sealed bids from well reputed Companies based in Pakistan for Influencer/Digital Platforms for SLACC Advertisement

Details of the solicitation with terms and conditions are available on the LAS official website.

<https://www.las.org.pk/tenders/>

Eligibility: Those with valid registration with relevant tax authorities (NTN, SST, GST) and a valid bank account are eligible.
Deadline for Submission: The last date for submitting sealed and signed bids on company/ official letterhead is 19th September 2025 at 12:00 PM.

Address and Contact: The office is the HR Department, Legal Aid Society, Block C, First Floor FTC Building Shahrah-e-Faisal, Karachi (Pakistan). PABX: +92 (21) 99266011-4, +92 (021) 35634112-5.

- Bids will not be considered after the above-mentioned time and date have lapsed.
- All bids will be opened on the same day at 02:00 PM in the presence of the bidders who wish to be present.
- In case of a holiday or unforeseen circumstances, the submission and opening schedule shall be on the next working day.
- LAS reserves the right to accept or reject any /all bids.
- LAS reserves the right to select one or multiple options.

Procurement Department, Legal Aid Society,
Block C, First Floor FTC Building Shahrah-e-Faisal, Karachi (Pakistan)
PABX: +92 (21) 99266011-4, +92 (21) 35634112-5.

BID DETAILS:

<u>Sr#</u>	<u>DETAILS</u>	<u>DATES & TIMINGS</u>
1.	Date of Publication of Tender Available on LAS Website https://www.las.org.pk/tenders/	10 th September 2025
2.	Last date and time for receipt of Tender Documents.	19 th September-2025 12:00 PM.
3.	Date and Time of Tender Opening	22 nd September-2025 02:00 PM.
4.	The place of opening of tenders/decisions is by the procurement committee of LAS.	Karachi (Head Office)
5.	Contact for any queries	Contact: 021-35634112-5 Email: Hr@las.org.pk
6.	Date of Award	23 rd September-2025

1. INTRODUCTION OF SLACC:

- The Sindh Legal Advisory Call Centre (SLACC) is a flagship initiative of the Legal Aid Society, launched in 2017, with the objective of promoting access to justice across the province of Sindh. Based in Karachi, SLACC operates through a toll-free helpline 0800-70806 providing free, confidential, and professional legal advisory services to the general public. The call centre functions from 9:00 AM to 5:00 PM, Monday through Friday.
- SLACC offers legal guidance on a wide range of matters including family law, criminal law, property rights, inheritance, and the protection of fundamental rights. Staffed by qualified legal professionals, the service is designed to empower individuals by providing accurate, timely, and accessible legal information, particularly to marginalized and underserved populations.
- Since its inception, SLACC has handled over 5 million calls, providing critical legal assistance and connecting citizens with appropriate legal remedies. Through this innovative model, the Legal Aid Society has made significant strides in bridging the gap between communities and the justice system.
- As part of the broader mandate of the Legal Aid Society, SLACC continues to be recognized nationally and internationally as a model initiative for advancing legal empowerment and strengthening the rule of law.

1. BACKGROUND OF TENDER:

Legal Aid Society (LAS) invites sealed bids from authorized companies for SLACC Advertisement through influencers and Digital Marketings

2. DETAIL OF ITEMS/BID DETAILS: Contract Duration (If needed):

A) Objectives of the Tender

- Increase awareness of SLACC and NAZ Assist among target audiences across Pakistan (with particular focus on Sindh).
- Drive calls, messages, and engagement to SLACC channels.
- Deliver high-quality, audience-appropriate videos and distribute them across bidder-owned channels with verifiable reach.

B) Scope – Lots & Eligibility

Vendors may bid on any single Lot or multiple Lots. Each Lot has distinct audience and follower threshold requirements. Proposals **must** include proofs/analytics for follower counts and audience geography.

Lot A — Promoting SLACC to social media followers primarily in Sindh

Deliverables

1. Deliverable 1: Meeting and Conceptualization

- Attend a virtual or in-person briefing session with LAS team.
- Submit a video concept note outlining the proposed idea(s) for the awareness video.
- Ensure the concept aligns with LAS and SLACC's mission and avoids objectionable content.

2. Deliverable 2: Video Production

- Create a high-quality impactful video promoting LAS, SLACC and NAZ Assist in Sindhi.
- The tone must be informative and inspiring, encouraging viewers to utilize the helpline.

- LAS will review and approve the final cut before publishing.

3. Deliverable 3: Video Distribution

- Post the final video content across their social media platforms.
- Provide LAS with snapshots/links as proof of publication.

Required Social Media Metrics

- Facebook: Minimum 50,000 followers
- TikTok: Minimum 25,000 followers

Lot B — Promoting SLACC to social media followers across Pakistan

Deliverables

1. Deliverable 1: Meeting and Conceptualization

- Attend a virtual or in-person briefing session with LAS team.
- Submit a video concept note outlining the proposed idea(s) for the awareness video.
- Ensure the concept aligns with LAS and SLACC's mission and avoids objectionable content.

2. Deliverable 2: Video Production

- Create a high-quality impactful video promoting LAS, SLACC and NAZ Assist.
- The tone must be informative and inspiring, encouraging viewers to utilize the helpline.
- LAS will review and approve the final cut before publishing.

3. Deliverable 3: Video Distribution

- Post the final video content across their social media platforms.
- Provide LAS with snapshots/links as proof of publication.

Required Social Media Metrics

- Facebook: Minimum 200,000 followers
- Instagram: Minimum 300,000 followers
- TikTok: Minimum 200,000 followers

Lot C — Promoting SLACC to social media followers across diverse age groups across Pakistan

Deliverables

1. Deliverable 1: Meeting and Conceptualization

- Attend a virtual or in-person briefing session with LAS team.
- Submit a video concept note outlining the proposed idea(s) for the awareness video.
- Ensure the concept aligns with LAS and SLACC's mission and avoids objectionable content.

2. Deliverable 2: Video Production

- Create a high-quality impactful video promoting LAS, SLACC and NAZ Assist.
- The tone must be informative and inspiring, encouraging viewers to utilize the helpline.
- LAS will review and approve the final cut before publishing.

3. Deliverable 3: Video Distribution

- Post the final video content across their social media platforms.
- Provide LAS with snapshots/links as proof of publication.

Required Social Media Metrics

- Facebook: Minimum 400,000 followers
- Instagram: Minimum 700,000 followers
- TikTok: Minimum 25,000 followers

Lot D — Raising Awareness about SLACC through their Facebook across Pakistan

Deliverables

1. **Deliverable 01:** Create 1–2 digital content videos for SLACC and its newly developed legal advisory chatbot, NAZ Assist.
2. **Deliverable 02:** Post the videos across their social media profiles.

Required Social Media Metrics

- 100k+ followers on Facebook

Lot E — Raising Awareness about SLACC through their Digital Media Platforms across Pakistan

Deliverables

1. **Deliverable 01:** Create 1–2 digital content videos for SLACC and its newly developed legal advisory chatbot, NAZ Assist.
2. **Deliverable 02:** Post the videos across their social media profiles.

Required Social Media Metrics

- 230k+ followers on YouTube
- 900k+ followers on Facebook
- 90k+ followers on TikTok

Lot F — Promoting SLACC to social media followers through a Research Focused Video on SLACC

Deliverables

1. **Deliverable 1: Meeting and Conceptualization**
 - Attend a virtual or in-person briefing session with LAS team.
 - Submit a video concept note outlining the proposed idea(s) for the awareness video.
 - Ensure the concept aligns with LAS and SLACC's mission and avoids objectionable content.

2. Deliverable 2: Video Production

- Create a high-quality and well researched impactful video promoting LAS, SLACC and NAZ Assist.
- The content should be on a sensitive issue such as gender-based violence and the tone must be informative and inspiring, encouraging viewers to utilize the helpline.
- LAS will review and approve the final cut before publishing.

3. Deliverable 3: Video Distribution

- Post the final video content across their social media platforms.
- Provide LAS with snapshots/links as proof of publication.

Required Social Media Metrics

- YouTube: Minimum 50,000 followers

Lot G — Showcasing SLACC through their Digital Media Platform across Pakistan

Deliverables

1. **Deliverable 01:** Create 1 digital content videos for SLACC and its newly developed legal advisory chatbot, NAZ Assist.
2. **Deliverable 02:** Post the videos across their social media profiles.

Required Social Media Metrics

- 300k+ followers on YouTube
- 200k+ followers on Facebook

Lot H — Multi-Platform Nano Influencer Campaign to Promote SLACC in Sindh

Deliverables (as per TOR)

1. **Strategy Document, Influencer List, and Calendar**
2. **Content Production and Campaign Execution**
3. **Final Report**

Milestones & Verification (per TOR)

- Deliverable 1 verified by **submission of the strategic framework.**
- Deliverable 2 verified by **submission of final content files.**
- Deliverable 3 verified by **screenshots, analytics, and the final report.**

Definition / Eligibility (per TOR)

- Shortlist and engage **nano influencers (under 10,000 followers)** active in Karachi/Sindh.

Campaign Posting Commitments (per TOR)

- Facebook: **35 posts** (new or reshares)
- Instagram: **35 posts** (new or reshares)

- LinkedIn: **25 posts** (shared/reshared)
- X (formerly Twitter): **40 posts** (new tweets)

Formats (per TOR)

- Existing content with key messages in captions; static images of SLACC content; text-based tweets.

Lot I — Tier 1 Female Instagram Reels Influencer (≥ 500,000 Instagram followers)

Deliverables

1. Deliverable 1: Meeting and Conceptualization

- Attend a virtual or in-person briefing session with LAS/SLACC.
- Submit a concise concept note tailored to **Instagram Reels** (key message, hook, CTA to SLACC helpline/NAZ Assist, proposed posting date).

2. Deliverable 2: Reels Production

- Create **one (1)** high-quality vertical Reel (1080×1920) promoting LAS, SLACC, and NAZ Assist.
- Tone: informative and inspiring; culturally sensitive; brand-safe; compliant with platform policies.
- Obtain LAS approval of final cut before posting.

3. Deliverable 3: Publishing & Reporting

- Post the approved Reel on the bidder's verified Instagram account.
- Provide **proofs of publication** (public link + timestamped screenshots within 24 hours).
- Submit a **7-day performance snapshot** (reach, views, avg. watch time, comments) from Instagram analytics.

Required Social Media Metrics

- Instagram: ≥ 500,000 followers

Period of Performance

- 1–30 September 2025

Lot J — Tier 2 Female Instagram Reels Influencer (≥ 110,000 Instagram followers)

Deliverables

1. Deliverable 1: Meeting and Conceptualization

- Attend LAS/SLACC briefing and submit an **Instagram Reels** concept note (hook, CTA, posting plan).

2. Deliverable 2: Reels Production

- Produce **one (1)** vertical Reel (1080×1920) promoting LAS, SLACC and NAZ Assist; submit for LAS approval.

3. Deliverable 3: Publishing & Reporting

- Post on Instagram; share links/screenshots within 24 hours; submit 7-day analytics snapshot.

Required Social Media Metrics

- Instagram: ≥ **100,000** followers

Period of Performance

- 1–30 September 2025

Lot K — Tier 3 Female Instagram Reels Influencer (≥ 100,000 Instagram followers)

Deliverables

1. Deliverable 1: Meeting and Conceptualization

- LAS/SLACC briefing; **Instagram Reels** concept note with message, hook, CTA, and posting timeline.

2. Deliverable 2: Reels Production

- Produce **one (1)** vertical Reel (1080×1920) promoting LAS, SLACC and NAZ Assist; secure LAS approval before publishing.

3. Deliverable 3: Publishing & Reporting

- Post on Instagram; provide proof of publication; share 7-day analytics snapshot.

Required Social Media Metrics

- Instagram: ≥ **110,000** followers

Period of Performance

- 1–30 September 2025

Bidders may propose additional cross-posting to other platforms they own (e.g., X, Threads, SnackVideo) as value-adds, but evaluation will prioritize the thresholds above.

C) Required Deliverables (all Lots unless noted)

1. Kick-off & Conceptualization

- Attend a virtual or in-person briefing with LAS/SLACC.
- Submit a 1–2 page **Concept Note** describing audience insight, key message(s), call-to-action, format, estimated duration (30–90 sec), and posting schedule.

2. Production

- Produce an **impactful** awareness video (1080×1920 vertical and 1920×1080 horizontal masters).
- Ensure content is accurate, culturally sensitive, brand-safe, and compliant with platform policies.
- Include on-screen SLACC details (logo, toll-free number, NAZ Assist reference) per LAS brand guide (to be shared post-award).

3. Publishing & Distribution

- Post the approved video(s) on bidder-owned channel(s) per Lot requirements.
- Provide **proofs of publication** (public links, channel handles, post URLs, and timestamped screenshots).

4. Reporting

- Within 7 days of posting, submit a performance snapshot (reach, views, 3-second views, average watch time, CTR if applicable, comments) exported from platform analytics.

D) Indicative Timeline

- **Q&A window closes:** 01 September 2025 (17:00 PKT).
- **Proposal submission deadline:** 06 September 2025 (17:00 PKT).
- **Evaluation & notifications:** By 09 September 2025.
- **Kick-off meetings:** 11–15 September 2025.
- **Concept note due:** Before 20 September 2025.
- **Publishing complete:** By 30 Oct 2025.

Dates may be adjusted by LAS as needed; any change will be communicated to bidders via email.

E) Payment Schedule (per Lot)

- **50%** on LAS approval of the Concept Note.
- **50%** upon proof of successful publishing of the approved video(s), with MoVs and analytics snapshot.
- Payments are made to the contracted entity's bank account within 15 working days of invoice acceptance.

F) Proposal Submission Format

Submit **two separate PDFs** per bid (Lot-wise):

a) Technical Proposal (no pricing)

- Company profile & legal documents (NTN/GST, SECP/registration, CNIC of signatory).
- Channel analytics proofs: screenshots/links demonstrating follower counts & audience geography for the Lot(s).
- 3–5 recent, relevant content samples (links).
- Proposed creative approach & content outline (1–2 pages) tailored to SLACC/NAZ Assist.

b) Financial Proposal (separate file)

- Lot-wise **fixed** price inclusive of all taxes.

Submission email: hr@las.org.pk (Subject: *LAS/SLACC/IMD/2025-09 – [Vendor Name] – Lot [A/B/...]*).

Files must be accessible links or attachments ≤ 20 MB each.

G) Evaluation Criteria (80/20 QCBS)

Technical – 80 points

- Audience fit & reach vs. Lot thresholds – 20
- Creative approach & message clarity – 20
- Past performance & sample relevance – 15
- Work plan, feasibility, and team capacity – 15
- Brand safety, ethics, and risk controls – 10

Financial – 20 points

- Price competitiveness and value for money – 20

LAS may request clarifications and will verify claimed metrics. Bids failing to meet the stated **minimum follower thresholds** for the selected Lot(s) will be considered **non-responsive**.

H) Content Standards & Compliance

- Content must be non-partisan, non-objectionable, and aligned with LAS/SLACC mission.
- All content must comply with Pakistani laws and platform community guidelines.
- Mandatory inclusions (as shared post-award): SLACC helpline, key messages, and brand assets.
- Language requirements per Lot (e.g., **Sindhi** for Lot A).

I) Confidentiality & IP

- All materials, data, and briefings shared by LAS are confidential.
- Final videos and associated project files produced under this engagement will be licensed to LAS with perpetual, non-exclusive usage rights across LAS/SLACC channels and events.
- Vendors shall not disclose project information without LAS's prior written consent.

J) Contract Terms

- LAS reserves the right to accept or reject any bid, to award multiple Lots, or to annul the process without assigning reason.
- No advance payments beyond the schedule in Section 6.
- Non-performance (e.g., missed deadlines, substandard content, failure to post) may lead to cancellation and blacklisting for future procurements.
- Vendors must ensure they have rights/permissions for all talent, music, and visuals used.

K) Contact for Clarifications

HR – Legal Aid Society (LAS)

Email: hr@las.org.pk

Karachi, Sindh, Pakistan

Annex 1 – Lot Summary Table

Lot	Channel Focus	Key Deliverables	Minimum Followers / Commitments	Notes
A	Sindhi Influencer (regional)	Concept + 1 video + Posting	FB ≥ 50k; TikTok ≥ 25k	Must be Sindhi content
B	National Influencer (Tier 2)	Concept + 1 video + Posting	FB ≥ 200k; IG ≥ 300k; TikTok ≥ 200k	Broad national reach
C	National Influencer (Tier 1)	Concept + 1 video + Posting	FB ≥ 400k; IG ≥ 700k; TikTok ≥ 25k	Mega influencer
D	Facebook-only	1–2 videos + Posting	FB ≥ 100k	FB distribution only
E	Large Digital Media Platform	1–2 videos + Posting	YT ≥ 230k; FB ≥ 900k; TikTok ≥ 90k	Multi-channel publisher
F	Research-focused YouTube	Concept + 1 researched video + Posting	YT ≥ 50k	Sensitive topic (e.g., GBV)
G	Medium Digital Media Platform	Concept + 1 video + Posting	YT ≥ 300k; FB ≥ 200k	Multi-channel publisher
H	Nano Influencer Campaign (multi-platform)	Strategy + Execution + Final Report	Nano (<10k) per influencer; Posting commitments: FB 35 / IG 35 / LI 25 / X 40	Multi-influencer, Sindh focus
I	Tier 1 Female Instagram Reels Influencer	Concept + 1 Reel + Posting	IG ≥ 500k	Vertical 1080×1920
J	Tier 2 Female Instagram Reels Influencer	Concept + 1 Reel + Posting	IG ≥ 100k	Vertical 1080×1920
K	Tier 3 Female Instagram Reels Influencer	Concept + 1 Reel + Posting	IG ≥ 110k	Vertical 1080×1920

The duration of the framework contract is set at one year from the date of signing, with the possibility of a further extension.

3. SUBMISSION OF BIDS:

- i. The proposal should be submitted in one single sealed envelope having technical and financial proposals.
- ii. The Bidder should sign and stamp this tender document on every page.
- iii. The last date for submission of queries is 19th September 2025 at 12:00 hrs.
- iv. Please mention the unit price of all items with all applicable taxes.
- v. The Bidders should take care when submitting the bid and ensure that the enclosed papers are not found loose. They should also be appropriately numbered and submitted in a file so the papers do not bulge out and tear during scrutiny.
- vi. Electronic proposals will not be entertained.
- vii. Any proposals delivered after the due date and time will be considered non-responsive and disqualified from further consideration.
- viii. The sealed bids should be addressed to:

SHEIKH ZAID AHMED (Sr. Procurement & Inventory Officer)
Procurement Department, Legal Aid Society (LAS)
Block C, First Floor FTC Building Shahrah-e-Faisal Karachi.

- ix. Offer your best prices, as there will be **NO price negotiation** after the opening of the bids.
- x. The offers should remain **valid for a period of 30 days** from the closing date of the Commercial Bid. Any offer falling short of the validity period is liable for rejection.
- xi. **Alternative option:** If there is an alternate option, it should be mentioned separately in the bid.
- xii. The bidder may withdraw its offer after its submission, provided that written notice of withdrawal is received by the LAS before the closing date and time prescribed for submission of tender documents. No offer can be withdrawn by the Bidder subsequent to the closing date and time for submission of offers.

4. ELIGIBILITY OF THE BIDDER:

This invitation to tender is open to all Advertising companies working in Pakistan. Successful tenderers shall provide the services for the stipulated duration from the commencement date (hereafter referred to as the term) specified in the tender documents.

5. SUBMISSION OF BID AND REQUIRED DOCUMENTS:

- i. A copy of the NTN Certificate must be attached.
- ii. a copy of the Tax exemption certificate is required if tax exemption is applicable.
- iii. Once the bidder submits the bid in a sealed cover, the LAS will not accept any additions/alterations/deletions. However, the LAS reserves the right to seek clarification or request supporting documents from any of the Bidders, for which the concerned Bidder will need to submit the documentary evidence(s) as required by the LAS.
- iv. Any Bid submitted with incorrect information will be liable for rejection. Further, if any Bidder is found to have submitted incorrect information at any time, he may be debarred from participation in the future tendering processes.

6. EVALUATION CRITERIA FOR BID:

- v. The LAS will scrutinize the offers to determine whether they are complete, whether errors have

been made in the offer, whether required technical documentation has been furnished, and whether the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, wherever called for, would be summarily rejected.

However, the LAS, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. The LAS reserves the right to make such waivers, which shall be binding on all Bidders.

- vi. LAS can split the order between two or more Bidders and can select one or more options.
- vii. For proper scrutiny, evaluation, and comparison of offers, the LAS may, at its discretion, ask some or all Bidders to clarify their offer. The request for such clarifications and the response will necessarily be in writing.
- viii. The financial bid should be quoted in figures and words, along with Sales Tax, if any. Any overwriting or erasing in the figures shall not be considered for acceptance of the rates offered by the tenderer.

7. FOLLOWING DOCUMENTS ARE TO BE SUBMITTED WITH QUOTATIONS:

- i. The quotation is on letterhead with a stamp and is signed.
- ii. NTN registration certificate.

8. BIDDING DOCUMENT:

Submission of a bid not responsive to the Bidding Document in every respect will be at the Bidder's risk and may result in the rejection of its bid without any further reference to the Bidder.

9. GENERAL TERMS & CONDITIONS:

- i. The LAS does not bind itself to accept the lowest or any Bid and reserves the right to reject any or all Bids at any point prior to the issuance of the purchase order without assigning any reasons whatsoever.
- ii. The LAS reserves the right to resort to re-tendering without providing any reason whatsoever.
- iii. The LAS shall not incur any liability for such rejection.
- iv. The LAS reserves the right to modify any terms, conditions, or specifications for submission of an offer and to obtain revised Bids from the Bidders due to such changes, if any.
- v. Canvassing of any kind will be a disqualification, and the LAS may decide to cancel the bidder from its panel.

10. REJECTION OF THE BID:

The Bid is liable to be rejected if:

- i. The document does not bear the signature of an authorized person and an official stamp.
- ii. It is received through Telegram/Fax/E-mail.
- iii. If the bid is submitted without this Tender document with signature and stamp.
- iv. If the bid is received without the Declaration of eligibility as per Annex A.
- v. It is received after the expiration of the due date and time stipulated for bid submission.
- vi. Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this tender document, are liable for rejection by the LAS.

11. MODIFICATIONS AND WITHDRAWAL OF BIDS:

- i. Bids, once submitted, will be treated as final, and no further correspondence will be entertained.
- ii. No bid will be modified after the submission deadline.
- iii. No Bidder shall be allowed to withdraw the bid if the Bidder happens to be a successful Bidder.

12. BID OPENING AND EVALUATION:

- i. The LAS will open the bids, in the presence of Bidder's representative(s) who choose/authorized to attend, at the time and date mentioned in Bid document at the address mentioned at bidding details.
- ii. The Bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening at LAS, the bid shall be opened at the appointed time and place.
- iii. Bidders satisfying the technical requirements as determined by the LAS and accepting the Terms and Conditions of this document shall be short-listed.
- iv. Decision of the LAS in this regard shall be final and binding on the Bidders.
- v. The contract will be awarded only to the successful responsive Bidder.
- vi. LAS reserves the right to negotiate with Second, third Bidder for replacement or selling etc. if successful Bidder is not able to pay all amounts.

13. CLARIFICATIONS OF BIDS:

To assist in the examination, evaluation and comparison of bids the LAS may, at its discretion, ask the Bidder for clarification. The responses shall be in writing and no change in the substance or price of the bid shall be sought, offered or permitted.

14. GOVERNING LAWS AND DISPUTES:

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by mediation in accordance with the applicable Pakistani Laws, and the decision made in pursuance thereof shall be binding on the parties.

15. PLACEMENT OF ORDER AND ACCEPTANCE:

The Bidder must accept the order placed on it within 05 working days from the date of the order, failing which, the LAS shall have the right to cancel the order.

16. AUTHORIZED SIGNATORY:

The Bidder should indicate the authorized officials from their organization who can discuss, correspond, sign agreements/contracts, raise invoices, accept payments, and correspond. The Bidders should furnish proof of the authorized personnel's signature for the above purposes as required by the LAS.

17. APPEALS:

Bidders believing that an error or irregularity has harmed them during the award process may file a complaint to LAS at complaints at procurement@las.org.pk

ANNEX A:

Date:

Declaration of Eligibility To

whom it may concern

(To be submitted on companies' letter head)

I, the undersigned representative of M/s....., having its office
at..... Do hereby
affirms that our company/firm/organization is eligible because we;

- i. Are registered company/firm/organization.
- ii. Are registered with NTN.
- iii. Are not bankrupt or in the process of going bankrupt.
- iv. Have not been convicted for an offense concerning professional conduct.
- v. Have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- vi. Have fulfilled obligations related to payment of taxes.
- vii. Are not guilty of serious misinterpretation in supplying information.
- viii. Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in LAS)
- ix. are not declared at the serious fault of implementation owing to a breach of their contractual obligations
- x. Have no direct or indirect relation with any terrorist or banned organizations.
- xi. Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, European Union and others.
- xii. Are not blacklisted by any Local/International organization, Government/semi-Government department, NGO, or any other company/organization.
- xiii. Have not been reported for/under litigation for child abuse.
- xiv. I have read the tender documents for Tender No. Tender/LAS/KHI/15/4/24/0001 and fully understand and agree with the terms and conditions.

Declared By:

(Signature):
(Name & Designation)
(Name & Address of Company/firm)

Witness by: -----
Signature: -----
Name: -----

ANNEX B:

CONFLICT OF INTEREST - TENDERING ORGANISATION

Please indicate whether any of your Officers or officers of proposed partners or relatives.			
Sr.	Question for Declaration	YES	NO
01	Is or has ever been an employee of LAS?		
02	Has a relative who is, or has ever been, an employee of LAS		
03	Has any involvement as an Officer or has a relative who is an Officer in any Organizations that currently provide Services to LAS?		
04	Has any involvement as an Officer or has a relative who is an Officer in any other Organizations that are responding to this Tender?		
05	Has any financial, political, personal, or other interest that is or may be perceived to be a conflict of interest?		
If you answered yes to any of '1' to '5' above, please provide details.			
06	Are there any issues (in addition to those addressed in '1 to 5' above), current or likely, in relation to your Organization or proposed partners that may give rise to any conflict of interest?		
If you have answered yes to '6' above, please provide details:			
<p>Declaration to be completed by the Tenderer's Authorized Representative:</p> <p>I declare that the answers given to questions '1' to '6' above are entirely accurate, complete, and true. Should any circumstance arise that would cause the answers given above to be no longer entirely accurate, complete, and true, I will immediately inform the person nominated as Senior Responsible Officer.</p> <p>Full Name: _____ Position _____</p> <p>Company Name: _____</p> <p>Signature: _____ Date: _____</p>			