

**TENDER DOCUMENT**

**For SLACC Advertisement**  
**Social Influencers & Digital Platforms**

**January-2026**

**TENDER/LAS/SLACC/KHI/02/01/26/0004**

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**ADVERTISEMENT:****INVITATION FOR SEALED BIDS**

Legal Aid Society (LAS) invites sealed bids from well reputed Companies based in Pakistan 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 19<sup>th</sup> January 2026 at 12:00 PM.

**Address and Contact:** Procurement 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:**

<b><u>Sr#</u></b>	<b><u>DETAILS</u></b>	<b><u>DATES &amp; TIMINGS</u></b>
1.	Date of Publication of Tender Available on LAS Website <a href="https://www.las.org.pk/tenders/">https://www.las.org.pk/tenders/</a>	02 January 2026
2.	Last date and time for receipt of Tender Documents.	19 <sup>th</sup> January-2026 12:00 PM.
3.	Date and Time of Tender Opening	19 <sup>th</sup> January-2026 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: <a href="mailto:Hr@las.org.pk">Hr@las.org.pk</a>
6.	Date of Award	23 <sup>rd</sup> January-2026

**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 center 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

**2. DETAIL OF ITEMS/BID DETAILS: Contract Duration (If needed):****Objectives of the Tender**

- Increase awareness of SLACC and NAZ Assist among Sindhi-speaking audiences and national audiences.
- Drive calls and engagement to the SLACC number.
- Use trusted creators and public figures to normalize help-seeking for legal issues, including domestic violence, family matters, and minority rights awareness.
- Disseminate high-quality, accurate, culturally sensitive content across major platforms.

**3) Scope – Lots & Eligibility**

Vendors may apply to one or multiple Lots.

Minimum criteria per Lot must be met through at least one follower/subscriber threshold, unless otherwise stated.

**SINDHI INFLUENCER & PLATFORM LOTS****Lot 1 — Sindhi Mega Influencers****Definition**

High-reach Sindhi public figures with large audiences.

**Minimum Criteria (one or more):**

- Facebook: 300,000+ followers
- Instagram: 150,000+ followers
- TikTok: 400,000+ followers
- YouTube: 100,000+ subscribers

**Additional Mandatory Requirement:**

- PKR 20,000 minimum paid boosting per video.

**Deliverables:**

Concept Note → 1 Video → Publishing → Reporting

**Lot 2 — Sindhi Macro Influencers****Definition**

Established Sindhi digital creators with strong engagement.

**Minimum Criteria (one or more):**

- Facebook: 100,000–300,000 followers
- Instagram: 50,000–150,000 followers
- TikTok: 150,000–400,000 followers
- YouTube: 30,000–100,000 subscribers

**Additional Mandatory Requirement:**

- PKR 20,000 minimum paid boosting per video.

**Deliverables:**

Concept Note → 1 Video → Publishing → Reporting

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**Lot 3 — Sindhi Mid-Tier Influencers****Definition**

Recognizable Sindhi creators with stable audience trust.

**Minimum Criteria (one or more):**

- Facebook: 50,000–100,000 followers
- Instagram: 20,000–50,000 followers
- TikTok: 50,000–150,000 followers
- YouTube: 10,000–30,000 subscribers

**Deliverables:**

Concept Note → 1 Video → Publishing → Reporting

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**Lot 4 — Sindhi Digital Media Platforms (Online)****Definition**

Verified Sindhi-language or Sindh-focused digital media outlets.

**Minimum Criteria (one or more):**

- Facebook Page: 50,000+ followers
- YouTube Channel: 50,000+ subscribers
- Website: 50,000+ monthly pageviews
- Digital TV Channel: 15+ posts/month

**Deliverables:**

Concept Note → 1 Digital Segment → Publishing → Reporting

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**Lot 5 — TikTok Repost Partners / Redistributors****Definition**

30–50 TikTok-based accounts distributing awareness/public service content.

**Minimum Criteria (one or more):**

- TikTok: 50,000+ followers
- Average views: 20,000+ per video (last 15 posts)

- Post frequency: 15+ posts/month
- 60% audience from Sindh (analytics proof required where available)

**Deliverables:**

Activation Note → Reposts → Publishing → Reporting

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**NATIONAL (PAKISTAN-WIDE) LOTS****Lot 6 — National YouTube Research-Based Creator****Definition**

Creators producing long-form social issue explainers or documentary-style content.

**Minimum Criteria (one or more):**

- YouTube  $\geq$  200,000 subscribers, OR
- YouTube  $\geq$  100,000 subscribers and avg 50,000+ views (last 20 videos)

**Optional supporting presence:**

- Facebook  $\geq$  50,000
- Instagram  $\geq$  30,000

**Additional Mandatory Requirement:**

- PKR 20,000 minimum paid boosting per video.

**Deliverables:**

2–3 page Research Concept → 8–15 min YouTube Video → Short Cutdowns → Publishing → Analytics

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**Lot 7 — National Digital Media or Influencer (Influencer Tier 1 – Large)****Definition**

Large-scale Pakistan-wide digital media houses or large influencers.

**Minimum Criteria (one or more):**

- Facebook  $\geq$  1,000,000 followers
- YouTube  $\geq$  500,000 subscribers
- TikTok  $\geq$  300,000 followers

**Additional Mandatory Requirement:**

- PKR 20,000 minimum paid boosting per video.

**Deliverables:**

Content Plan → 1–2 Segments → Cross-Platform Publishing → Reporting

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**Lot 8 — National Digital Media Channel or Influencer (Tier 2 – Mid/Large)****Definition**

Broad national-interest digital platform or page for posting 3–5 videos across 5 months.

**Minimum Criteria (one or more):**

- Facebook  $\geq$  300,000 followers
- YouTube  $\geq$  150,000 subscribers
- TikTok  $\geq$  150,000 followers

**Additional Mandatory Requirement:**

- PKR 20,000 minimum paid boosting per video.

**Deliverables:**

Concept Note → 1 Video (within this ITT; potential for 3–5 videos over 5 months) → Multi-platform Publishing → Reporting

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**Lot 9 — National Digital Media Channel or Influencer (Tier 3 – Mid/Large)**

**Definition**

Broad national-interest digital platform or page.

**Minimum Criteria (one or more):**

- Facebook ≥ 200,000 followers
- YouTube ≥ 150,000 subscribers
- TikTok ≥ 150,000 followers

**Additional Mandatory Requirement:**

- PKR 20,000 minimum paid boosting per video.

**Deliverables:**

Concept Note → 1 Video → Multi-platform Publishing → Reporting

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**ADDITIONAL CELEBRITY / ACTOR ENDORSEMENT LOTS**

**Lot 10 — Sindhi Celebrity / Actor Endorsement**

**Definition**

On-screen Sindhi celebrities (film, TV, theatre, or digital) and/or singers/comedians primarily associated with Sindh, with high recognition among Sindhi-speaking audiences. This Lot is for on-camera endorsements where the celebrity personally appears and speaks.

**Minimum Criteria (one or more):**

- Facebook: 500,000+ followers
- Instagram: 300,000+ followers
- TikTok: 500,000+ followers
- YouTube: 200,000+ subscribers

**OR**

- Lead-role credit in at least two (2) TV dramas or films aired on national or Sindhi channels in the last three (3) years, **and** any one social platform with ≥ 200,000 followers.

**Language:**

- Primarily Sindhi (with optional Urdu/English subtitles).

**Additional Mandatory Requirement:**

- PKR 20,000 minimum paid boosting per hero video.

**Deliverables:**

- 1–2 page Concept Note (aligned to SLACC/NAZ Assist objectives)
- 1 Hero Video (45–90 sec) with celebrity on-camera endorsement in Sindhi, including:
  - SLACC helpline mention
  - NAZ Assist mention
  - Explicit “minority rights awareness”

- 1–2 short cutdowns (15–30 sec) for Shorts/Reels/TikTok
- 3–5 high-resolution still photos (behind-the-scenes or posed, with permission for LAS use)
- Publishing of hero video and at least one cutdown on the celebrity's own channels (minimum two platforms, e.g., Instagram + Facebook)
- Reporting and analytics, including boosting reports

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**Lot 11 — Pakistan Celebrity / Actor Endorsement (National)****Definition**

Nationally recognized Pakistani celebrities/actors (film, TV, OTT, digital) with broad reach across Pakistan. This Lot is for on-camera endorsements aimed at a Pakistan-wide audience, with priority for reach into Sindh.

**Minimum Criteria (one or more):**

- Facebook: 1,000,000+ followers
- Instagram: 750,000+ followers
- TikTok: 750,000+ followers
- YouTube: 300,000+ subscribers

**OR**

- Lead-role credit in at least three (3) national TV dramas or films in the last five (5) years, **and** any one social platform with  $\geq$  500,000 followers.

**Language:**

- Urdu and/or English (with optional Sindhi/Urdu subtitles and at least one explicit mention of Sindh or Sindhi audiences where contextually appropriate).

**Additional Mandatory Requirement:**

- PKR 20,000 minimum paid boosting per hero video.

**Deliverables:**

- 1–2 page Concept Note (national positioning, with clear link to SLACC/NAZ Assist and reach into Sindh)
- 1 Hero Video (45–90 sec) with celebrity on-camera endorsement, including:
  - SLACC helpline mention
  - NAZ Assist mention
  - Explicit “minority rights awareness”
- 1–3 short cutdowns (15–30 sec) for Shorts/Reels/TikTok
- 3–5 high-resolution still photos for LAS use (campaign materials, reports, digital)
- Publishing of hero video and at least one cutdown on celebrity-owned channels (minimum two platforms)
- Reporting and analytics, including boosting reports

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**4) Required Deliverables (All Lots)****1. Kick-off & Conceptualization**

All bidders must:

- Attend briefing with LAS/SLACC.

- Submit a 1–2 page Concept Note including:
  - Audience insight
  - Key message(s)
  - Mandatory inclusion of the phrase “**minority rights awareness**”
  - Format and estimated video duration (30–90 sec unless otherwise stated for specific Lots)
  - Posting schedule

(For Lot 6, the Concept Note should be 2–3 pages and aligned to long-form research-based content. For Lots 10 and 11, the Concept Note should also outline the role of the celebrity/actor and proposed narrative.)

## **2. Production / Content Preparation**

All content must:

- Be produced in Sindhi (for Lots 1–5 and Lot 10) or Urdu/English (Lots 6–9 and Lot 11), with optional subtitles (Sindhi/Urdu/English).
- Include BOTH mandatory logos:
  - SLACC logo
  - Law Department, Government of Sindh logo
- Include SLACC helpline number and NAZ Assist reference.
- Contain explicit inclusion of “**minority rights awareness**”, either:
  - Spoken on camera,
  - In captions/text overlays, or
  - In description/caption text.
- For Lot 6: also produce 30–90 sec cutdowns for Shorts/Reels/TikTok.
- For Lots 10 and 11: celebrity/actor must appear on camera in the hero video.

All videos require pre-publication approval from LAS.

## **3. Publishing & Distribution**

- Publish approved content on bidder-owned channels as per Lot requirements.
- Provide URLs and timestamped screenshots.
- For Lots **1, 2, 6, 7, 8, 9, 10, 11**:
  - Mandatory minimum PKR 20,000 paid boosting per video (hero video at minimum).
  - Boosting report must include spend, target geography, and ad manager screenshots.
  - Where possible, boosting should prioritize Sindh (geo-targeting) and relevant interest segments.

## **4. Reporting**

Within 7 days of posting (and 30 days for Lots 6–8, 10, 11):

- Provide analytics screenshots showing:
  - Reach & impressions

- Engagement metrics (likes, shares, comments, watch time)
- Audience geography (Sindh data mandatory where available)
- For boosted posts (Lots 1, 2, 6, 7, 8, 9, 10, 11):
  - Proof of spend
  - Screenshot from Ads Manager / promotion dashboard

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**5) Indicative Timeline**

- Q&A deadline: 16th January 2026
- Proposal submission: 19th January 2026
- Evaluation: 19th January 2026
- Kick-off: 23rd January 2026
- Concept Note submission: 26th January 2026

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**6) Payment Schedule**

- 50% upon LAS approval of the Concept Note
- 50% upon successful publication + analytics + boosting verification (where applicable)

Payment within 15 working days of invoice acceptance.

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**7) Proposal Submission Format****A) Technical Proposal (No Pricing)**

- Company/creator/celebrity profile
- Legal documents (NTN/GST/SECP/CNIC, as applicable)
- Analytics proofs:
  - Follower counts and platform analytics screenshots
- 3–5 sample links (relevant past work, especially social issue or PSA content)
- Boosting plan (for Lots **1, 2, 6, 7, 8, 9, 10, 11**) including indicative geo-targeting and audience segments

For Lots 10 and 11, the Technical Proposal should also include:

- Brief talent biography and film/TV/digital credits
- Confirmation of personal on-camera appearance and permission for use of image/likeness for SLACC/Law Department campaigns.

**B) Financial Proposal (Separate File)**

- Lot-wise fixed price
- Inclusive of all taxes

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## 8) Evaluation Criteria (80/20 QCBS)

### Technical – 80 points

- Audience Fit & Reach – 20
- Creative Approach – 20
- Past Performance – 15
- Work Plan & Capacity – 15
- Brand Safety & Risk Controls – 10

### Financial – 20 points

- Value for money – 20

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## 9) Content Standards & Compliance

All content must:

- Align with LAS/SLACC's mission.
- Be non-partisan and culturally sensitive.
- Include:
  - SLACC logo
  - Law Department logo
  - SLACC helpline number
  - NAZ Assist mention
  - Explicit “minority rights awareness”
- Follow Pakistani laws and platform guidelines.
- Avoid hate speech, political partisanship, or content that could put vulnerable groups at risk.

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## 10) Confidentiality & IP

Bidders agree that:

- LAS and the Law Department receive non-exclusive usage rights for a minimum of five (5) years for all produced videos and materials.
- Rights include: reposting, re-editing, using in events, training, campaigns, donor reports, TV, social media, and digital archives.
- No disclosure or reuse of LAS/SLACC concepts, scripts, or unpublished content without LAS permission.

For Lots 10 and 11, bidders must also ensure:

- Talent/image rights are cleared for the same five (5) year non-exclusive usage period, including cross-platform and offline use.

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## 11) Contract Terms

- LAS may accept/reject any bid or award multiple Lots.

- No advance payments beyond the agreed payment schedule.
- Non-performance may result in cancellation or blacklisting.
- Vendors must ensure full rights for music, talent, and visuals.
- For Lots 10 and 11, any third-party talent appearing alongside the main celebrity must also have rights cleared by the vendor.

## 12) Clarification Contact

HR – Legal Aid Society (LAS)

Email: [hr@las.org.pk](mailto:hr@las.org.pk)

Karachi, Sindh, Pakistan

## Annex 1 – Lot Summary Table

<b>Lot Category</b>	<b>Deliverables</b>	<b>Minimum Thresholds</b>	<b>Additional Obligations</b>
1 Sindhi Mega Influencers	Concept + 1 Video + Posting + Reporting	FB ≥ 300k; IG ≥ 150k; TikTok ≥ 400k; YT ≥ 100k	PKR 20k boosting; Logos; "Minority rights awareness"
2 Sindhi Macro Influencers	Same	FB 100k–300k; IG 50k–150k; TikTok 150k–400k; YT 30k–100k	PKR 20k boosting; Logos; "Minority rights awareness"
3 Sindhi Mid-Tier Influencers	Same	FB ≥ 50k; IG ≥ 20k; TikTok ≥ 50k; YT ≥ 10k	Logos; "Minority rights awareness"
4 Sindhi Digital Media Platforms	Concept + 1 Segment + Publishing + Reporting	FB ≥ 50k; YT ≥ 50k; Website ≥ 50k views/month; TV ≥ 15 posts/month	Logos; "Minority rights awareness"
5 TikTok Repost Partners	Activation Note + Reposts + Reporting	TikTok ≥ 50k followers; Avg 20k views; ≥ 15 posts/month; 60% Sindh audience	Logos; "Minority rights awareness"
6 National YT Research Creator	Research Concept + 1 Long Video + Cutdowns + Analytics	YT ≥ 200k OR 100k + 50k avg views	PKR 20k boosting; Logos; "Minority rights awareness"
7 National Digital Media Platform Tier 1	Content Plan + Segments + Cross-Posting + Reporting	FB ≥ 1M; YT ≥ 500k; TikTok ≥ 300k; (optionally Website ≥ 300k views/month)	PKR 20k boosting; Logos; "Minority rights awareness"
8 National Digital Media Channel Tier 2	Concept + 1 Video + Publishing + Reporting	FB ≥ 300k; YT ≥ 150k; TikTok ≥ 150k; Website ≥ 100k views/month	PKR 20k boosting; Logos; "Minority rights awareness"
9 National Digital Media Channel Tier 3	Concept + 1 Video + Publishing + Reporting	FB ≥ 200k; YT ≥ 150k; TikTok ≥ 150k; Website ≥ 100k views/month	PKR 20k boosting; Logos; "Minority rights awareness"
10 Sindhi Celebrity / Actor Endorsement	Concept + Hero Video + Cutdowns + Stills + Reporting	Sindhi celebrity/actor; FB ≥ 500k OR IG ≥ 300k OR TikTok ≥ 500k OR YT ≥ 200k OR 2+ lead TV/film roles + 200k+ followers	PKR 20k boosting; On-camera celebrity; Logos; "Minority rights awareness"
11 Pakistan Celebrity / Actor Endorsement	Concept + Hero Video + Cutdowns + Stills + Reporting	National celebrity/actor; FB ≥ 1M OR IG ≥ 750k OR TikTok ≥ 750k OR YT ≥ 300k OR 3+ national lead roles + 500k+ followers	PKR 20k boosting; On-camera celebrity; Logos; "Minority rights awareness"

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 19<sup>th</sup> January 2026 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 Coordinator)**

**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 offer 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 bids 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 response 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](mailto: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.			
<b>Sr.</b>	<b>Question for Declaration</b>	<b>YES</b>	<b>NO</b>
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?		
<b>If you answered yes to any of '1' to '5' above, please provide details.</b>			
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?		
<b>If you have answered yes to '6' above, please provide details:</b>			
<b>Declaration to be completed by the Tenderer's Authorized Representative:</b> <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>FullName: _____ Position: _____</p> <p>CompanyName: _____</p> <p>Signature: _____ Date: _____</p>			