

**PAKISTAN REINSURANCE COMPANY LIMITED (PRCL)**  
**MINISTRY OF COMMERCE, GOVERNMENT OF PAKISTAN**

**TENDER NOTICE**  
**(Tender # PRC/PROC/PH. SVC-02/2022)**  
**OUTOURCING OF PHOTOCOPY SERVICES FOR PRCL, HOK**

1. This Invitation to Bids follows the Procurement Advertisement for the subject Project, uploaded on PRCL and PPRA websites dated November 11<sup>th</sup>, 2022.
2. The Procuring Agency has reserved the funds for the procurement planned during the financial year 2022. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for Outsourcing of photocopy services for PRCL, HOK.
3. Pakistan Reinsurance Company Limited, Karachi now invites sealed bids from eligible bidders of the market that can provide photocopy services at PRCL, HOK.
4. The bidding shall be conducted in line with the Single stage one envelope {36(a)} procedure of the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time), and is open to all potential bidders.
5. All bids must be accompanied by only one of these:
  - i. A Bid Security in an acceptable form in the amount of Rs. 50,000/- **OR**
  - ii. Bid securing declaration in the format provided in the Bidding Documents can be used alternatively.
6. Interested bidders may obtain bidding documents free of cost from Procurement Department, 12th floor, PRC Towers, 32-A, Lalazar Drive, M. T. Khan Road, Karachi by visiting PRCL during office hours or through email mentioned below.
7. The original bids, properly enclosed in sealed envelope must reach at the office of the undersigned at aforementioned address on or before 11:00am on November 29<sup>th</sup>. The bids will be opened on the same day at 11:30am.
8. The PRCL reserves the right to accept/reject any or all bids within the purview of PPRA Rules.

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**MUHAMMAD ASIF GHAFOR**  
(Procurement Specialist)  
Pakistan Reinsurance Company Limited, HOK  
E-mail: [aghafoor@pakre.org.pk](mailto:aghafoor@pakre.org.pk)  
Ph#021-99210152