



Government of Pakistan
Pakistan Digital Authority



Request For Proposal (RFP)

for

Provision of Consultancy Services for the Development of a Compensation & Benefits Framework for Pakistan Digital Authority

RFP No.: PDA-004-26

10 January 2026

Procuring Agency: Pakistan Digital Authority
7th Floor, Kohsar Block, Pak Secretariat, Islamabad
Phone: +92 51 9205024, E-mail: procurement@pda.gov.pk, Website: www.pda.gov.pk



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1. Invitation to Bid

The Government of Pakistan, under the Digital Nation Pakistan Act, 2025, has established the **Pakistan Digital Authority (PDA)** to lead and implement the country's digital transformation agenda. To support its operational requirements, PDA invites bids from eligible, tax-registered firms for the Provision of Consultancy Services for the Development of a Compensation & Benefits Framework.

Details	Description
Tender Publication	Notice on EPADS, National Dailies, and PDA Website.
Submission Mode	Online via EPADS (www.eprocure.gov.pk)
Submission Deadline	January 27, 2026, by 1000 Hrs
Bid Opening	January 27, 2026, at 1030 Hrs
Bid Validity	120 Days from Bid Opening Date
Query Submission	By 20 January 2026 via email to procurement@pda.gov.pk

Project Manager

Pakistan Digital Authority,
7th Floor Kohsar Block Pak Secretariat, Islamabad
E-mail: procurement@pda.gov.pk
Phone # 051-9205024



2. Introduction and Background

The Pakistan Digital Authority (PDA) is a statutory body established under the **Digital Nation Pakistan Act 2025**, mandated to spearhead the country's transition into a digitally empowered nation. As the apex regulatory and implementation body, the Authority is tasked with executing the National Digital Masterplan to foster a robust Digital Economy, Digital Society, and Digital Governance. Functioning as the primary enabler for the national digital ecosystem, the PDA operates through three strategic roles: Data & AI Regulator, Citizen Experience Office, and Digital Transformation Authority. Its core statutory functions include:

- **Digital Policy & Governance:** Formulation and enforcement of the National Digital Masterplan, ensuring alignment across federal and provincial bodies.
- **Digital Public Infrastructure (DPI):** Development and oversight of foundational "Pakistan Stack" components, including digital identity, data exchange layers, and national cloud governance.
- **Citizen Experience (CX):** Redesigning public services to be user-centric, interoperable, and accessible, ensuring a seamless digital journey for all citizens.
- **Data Governance & AI:** Regulation of data privacy, enforcement of the National Data Strategy, and setting standards for Artificial Intelligence and emerging technologies.
- **Digital Economy & Innovation:** Cultivating a thriving startup ecosystem, promoting digital literacy, and accelerating the growth of the digital workforce.

To execute this ambitious mandate, PDA employs a specialized workforce comprising experts in Data Science, Digital Policy, Solution Architecture, Cyber Security, and FinTech. To attract, retain, and motivate this high-caliber talent in direct competition with global technology firms and the private telecom sector, PDA requires a dynamic, market-leading compensation framework.

Accordingly, PDA seeks to engage a specialized HR consulting firm to conduct a comprehensive **Compensation & Benefits Survey**. The objective is to develop a high-performance remuneration structure and salary bands, rigorously benchmarked against a select peer group of top-tier technology companies, multinational corporations, and specialized autonomous bodies.

3. Objectives of the Assignment

The primary objective is to provide PDA with a defensible, transparent, and competitive compensation solution. The assignment aims to achieve:

- **Salary Band Development based on Benchmarking:** Development of salary bands to facilitate urgent recruitment.
- **Compensation & Benefits Analysis:** Detailed analysis of compensation and benefits, which will include grade-wise analysis on different compensation components like base salary, guaranteed allowances, variable pay, total remuneration to ensure competitiveness of our salary and benefits with the market for employee retention.



4. Scope of Work

The consultant is required to execute the following scope, organized into mandatory delivery phases.

Phase 1: Market Benchmarking & Salary Band Development (Priority)

1. **Peer Group Selection:** Finalize a peer group of approximately 13–15 comparator organizations in consultation with PDA.
 - The peer group must include leading MNCs, Technology firms, banks/financial firms, public sector organizations, and Telcos operating in Pakistan.
 - Final selection represents a mix of private sector agility and public sector stability, subject to Board approval.
2. **Market Data Extraction:** Utilize a statistically valid, proprietary 2024-2025 compensation survey database to extract remuneration data.
3. **Band Construction:** Design grade-wise salary bands (Minimum, Midpoint, Maximum) specifically anchored at the **50th and 75th market percentiles**.

Phase 2: Detailed Compensation, Benefits & Formula Design

1. **Grade-Wise Analytics:** Submit reports comparing PDA's existing grade data against the external market on various compensation components.
2. **Compensation Mix Design:** Analyze and recommend the Pay Mix (Guaranteed Cash vs. Variable/Performance Pay) for each job grade.
3. **Benefits Benchmarking:** Report on the prevalence of market benefits within the peer group, specifically including:
 - Vehicle allowance/entitlements.
 - Medical Benefits (IPD/OPD limits).
 - Life Insurance.
 - Retirement benefits (Gratuity/Provident Fund).
 - Loans and advances.
4. **Formula Development:** Develop a transparent calculation formula for the "PDA Pay Scale" that accounts for role criticality, skill scarcity, and performance, ensuring the model is verifiable and audit-ready.

5. Exclusions and Negative List

To ensure governance and sustainability, the proposed framework must **EXCLUDE**:

- **Ad-hoc/Discretionary Pay:** Mechanisms that allow for arbitrary salary fixing without a formulaic basis.
- **Anecdotal Data:** The use of anecdotal or public-domain data (e.g., glassdoor, unverified surveys) is strictly prohibited; only proprietary databases are permitted.
- **Conflict with Federal Law:** Structures that violate basic federal labor or PPRA compliance requirements.



6. Deliverables and Timeline

The total duration of the assignment is **ten (10) weeks**. The consultant must adhere to the following schedule:

Milestone	Deliverable	Timeline
1	Inception Report & Peer Group Approval	Week 1
2	Development of Salary Bands (Grade-wise)	Week 4
3	Grade-wise Analysis, Compensation Mix & Benefits Structure	Week 6
4	Final Report & Implementation Roadmap Findings presented to the PDA Management for approval.	Week 8
5	Implementation Support: Enabling the HR department to implement the structure without errors.	Week 10

7. Instructions for Bidders

This Request for Proposal (RFP) constitutes an invitation for submission of Proposals and contains all information necessary for the preparation and submission of Proposals. Proposals must be submitted by the date and time specified in this RFP and shall be prepared in strict accordance with the instructions, conditions, and requirements set forth herein, together with all requisite supporting documents.

Proposals shall be examined and evaluated by the Bid Evaluation Committee(s) constituted by the Pakistan Digital Authority (PDA), in accordance with the evaluation methodology, criteria, and procedures specified in this RFP and in compliance with applicable Public Procurement Rules.

Bidders are required to examine all instructions, forms, terms and conditions, specifications, and the Scope of Work contained in this RFP. Failure to furnish all information required or to submit a Proposal not substantially responsive to the requirements of this RFP shall be at the Bidder's own risk and may result in rejection of the Proposal.

A Proposal shall be considered non-responsive if it does not conform to the Mandatory Requirements, Scope of Work, Technical Evaluation Criteria, Financial Evaluation Criteria, or any other material requirement of this RFP.

Upon issuance of the Letter of Acceptance (LoA), the successful Bidder shall be required to enter into a formal contract agreement within the time period specified therein. Failure of the successful Bidder to execute the contract within the prescribed time may constitute sufficient grounds for annulment of the award, without prejudice to any other remedy available to PDA under the applicable rules.



In the event of failure by the successful Bidder to perform the services in accordance with the Scope of Work or contractual obligations, PDA may terminate the contract, in whole or in part, by giving ten (10) days' prior written notice, without incurring any liability or obligation.

PDA reserves the right, in accordance with PPRA Rules, to accept or reject any or all Proposals, annul the procurement process, or cancel this RFP at any time prior to award of contract, without assigning any reason thereof and without incurring any liability.

8. Mandatory / Eligibility Criteria

Participating firms must meet the following mandatory eligibility criteria, and the required documents must be submitted within the specified time. Failure to meet any one of these will result in disqualification.

#	Criteria	Requirement
1	Legal Status	The firm must be a legal entity registered with SECP/Registrar of Firms
2	Tax	Active Taxpayer (Income Tax & GST)
3	Years of Operations	Minimum 10 years of verifiable experience in the HR Consultancy business and compensation restructuring in the Technology/ Telecom/Public Sector of Pakistan.
4	Data Ownership / License	The firm must possess proprietary ownership of, or a valid legal license to access, a recognized Global or Regional Compensation Survey Database (containing Tech/Telco sector data) updated for the 2024-2025 cycle .
5	Specific Experience	Documented experience of completing at least three (03) Compensation Structuring/Survey projects for large-scale Technology Companies, Telecoms, or Autonomous Regulatory Bodies in the last 05 years.
6	No Blacklisting	Affidavit on Stamp Paper that the firm is not blacklisted by any Govt/Semi-Govt organization (Form-C).
7	Certificate of Conformance	Must have Form-D – Certificate of Conformance. The bidder must submit a Certificate of Conformance, duly completed, signed, and stamped, confirming unconditional compliance with all terms, conditions, specifications, and requirements of the RFP.

Note: The bidder shall attach all supporting documents pertaining to the mandatory eligibility criteria with the proposal.

9. Technical Evaluation Criteria

The final selection will follow the **Quality and Cost-Based Selection (QCBS)** method. The proposals will be evaluated based on the following weightage:

- **Technical Proposal:** 70% Weightage



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- **Financial Proposal:** 30% Weightage

Evaluation Scoring: The Technical Proposal will be evaluated out of a total of **70 Marks**.

- **Total Technical Marks:** 70
- **Minimum Qualifying Marks:** 50

(Note: Bidders scoring below 50 marks out of 70 will be disqualified and their financial proposals will be returned unopened. The 50 marks weightage is applied to the qualified bidders' scores during the final tabulation.)

Sr. #	Category	Scoring Criteria	Marks
1	Firm Profile	Years of Existence <ul style="list-style-type: none"> • > 15 Years: 10 Marks • 10 - 15 Years: 05 Marks • < 10 Years: 0 Marks 	10
2	Financial Strength	Average Annual Turnover (Last 3 Years) <ul style="list-style-type: none"> • > 100 Million PKR: 05 Marks • 50 - 100 Million PKR: 03 Marks • < 50 Million PKR: 0 Marks 	05
3	Relevant Experience (ICT/GovTech)	Compensation Survey Conducted for Tech/Telecom/ Digital Sector clients in the last 10 years <ul style="list-style-type: none"> • 5 or more projects: 10 Marks • 3 - 4 projects: 6 Marks • < 3 projects: 0 Marks <i>(Must provide Completion Certificates/Contracts)</i>	10
4	General Experience	Compensation Frameworks for Other Sectors (MNCs, Banking, Govt) <ul style="list-style-type: none"> • 5 or more projects: 05 Marks • 3 - 4 projects: 03 Marks 	05
5	International Affiliation	Access to Global Best Practices <ul style="list-style-type: none"> • Valid affiliation/partnership with a Top-Tier International HR Consulting Firm (e.g., Mercer, Korn Ferry, WTW, or equivalent global tier): 05 Marks • No Affiliation: 0 Marks 	05
6	Database Capabilities	Demonstration of Data Granularity <ul style="list-style-type: none"> • Proprietary Database covering specifically "Digital/Tech" job families (Cloud, AI, Data Science, etc.): 10 Marks • General Database only: 05 Marks 	10
7	Key Professional Staff	A. Project Lead (Comp & Ben Specialist) <ul style="list-style-type: none"> • Qual: Master's (16 yrs Edu) in HR/Mgmt. • Exp: >15 years relevant experience: 5 Marks • Exp: 10-15 years: 02 Marks B. Data Analyst / Survey Specialist	10



		<ul style="list-style-type: none"> • Exp: >8 years in data modeling/surveys: 03 Marks <p>C. HR Policy Expert</p> <ul style="list-style-type: none"> • Exp: >10 years in HR Policy/Public Sector Reform: 02 Marks 	
8	Approach & Methodology	<p>Quality of Proposal</p> <ul style="list-style-type: none"> • Understanding of PDA Mandate & Scope: 03 Marks • Survey Methodology (Sampling, Data validation): 05 Marks • Work Plan, Timeline & Risk Mitigation: 04 Marks • Knowledge Transfer/Training Plan: 03 Marks 	15
		TOTAL	70

10. Financial Proposal Evaluation

The final selection shall be conducted using the Quality- and Cost-Based Selection (QCBS) method. Financial Proposals shall be opened only for those consulting firms that achieve a minimum score of 50 out of 70 marks in the Technical Evaluation. Financial Proposals of technically non-responsive bidders shall be returned unopened.

11. Award of Contract

The firm achieving the highest combined weighted score (Technical + Financial) will be considered the most advantageous bid and invited for contract negotiations.

12. Preparation of Proposal

Cost of Preparing Proposal

The Bidder shall bear all costs associated with or relating to the preparation and submission of their Proposal, and PDA shall not be liable in any manner whatsoever for the same or for any other costs or expenses incurred by a bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

Proposal Currency

All prices shall be quoted in Pakistani Rupees (PKR), and all payments will be made in Pakistani Rupees (PKR).

Taxes

Quoted costs shall be inclusive of all applicable direct and indirect taxes. While submitting their bids, bidders shall be responsible for including all applicable duties, taxes, and levies (Federal and/or Provincial) in their Financial Proposal; however, the detailed tax breakdown must be provided. Any omission shall be the sole responsibility of the bidder.



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The Financial Proposal will be evaluated based on the total quoted amount, inclusive of all applicable taxes. Prices quoted by the Bidder shall remain fixed during the performance of the contract and shall not be subject to variation on any account.

Period of Validity of Proposal

Proposals shall remain valid for **120 days** from the date of advertisement as provided in the RFP document. Within the original validity of the bids, PDA may request the bidders to extend their bid validity for another period; such extension shall be for a period equal to the period of the original bid validity. The bidder who chooses not to extend their bid validity as may be required by PDA, their bid will be deemed withdrawn without forfeiture of their bid bonds or securities.

PDA may, at its exclusive discretion, extend the deadline for the submission of the bids, in which case all rights and obligations of the PDA and the bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

Terms and Conditions

- a. Proposals will be accepted and evaluated using the **Single Stage, Two Envelope** procedure, in accordance with Rule 36(b) of the Public Procurement Rules, 2004.
- b. Any clarification or modification arising from the pre-bid meeting shall be communicated through a written addendum, which shall form an integral part of this RFP.
- c. Bidders shall provide the documents as mentioned in Mandatory Requirements and Technical Evaluation. Any shortcoming in the said requirements shall render the bidder disqualified.
- d. Bidders are required to state, in their proposals, the name, title and email address of the bidder's authorized representative through whom all communication shall be directed until the process has been completed or terminated.
- e. Each bidder shall submit only one proposal; multiple proposal submissions shall render the bidder disqualified.
- f. The proposal validity period will be one hundred and eighty (180) days, starting from the date of opening of the proposals.
- g. The language of the proposal shall be English. Any printed literature furnished by the Bidder(s) in another language shall be accompanied by an English translation, which shall govern for purposes of interpretation of the proposal.
- h. The bidder(s) may, by written notice served on the PDA, modify or withdraw the proposal after submission, but before the deadline for submission of the proposal.
- i. Only registered bidders who are listed on the Active Taxpayers List (ATL) of the FBR and relevant provincial revenue authorities shall be eligible to participate in this bidding process.
- j. If any bidder is not listed on the ATL, its payment shall be withheld until it files the mandatory returns and appears on the ATL of the FBR.



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- k. The decisions of PDA will be binding on all bidders.
- l. During the examination, evaluation and comparison of the proposals, PDA at its sole discretion may ask any bidder for clarifications of its proposal.
- m. Proposals shall be submitted online through EPADS (<https://eprocure.gov.pk/>). For registration, training, or any technical assistance, prospective bidders may contact the PPRA Team, Director MIS, Room No. 109, 1st Floor, FBC Building, Sector G-5/2, Islamabad, in accordance with PPRA Rule 28 of the Public Procurement Rules, 2004.
- n. Any Proposal received after the deadline shall not be accepted.
- o. PDA is not bound to accept the lowest financial proposal and shall award the contract to the bidder whose proposal is determined to be the most advantageous in accordance with the evaluation criteria set forth in this RFP.
- p. Any prospective bidder may request clarification of the RFP in writing through EPADS up to the date specified in the Procurement Schedule.
- q. The Pakistan Digital Authority may, at its sole discretion, issue clarifications or addenda to this RFP at any time prior to the bid submission deadline. All such addenda shall be issued through EPADS and shall form an integral part of this RFP. Publication of addenda through EPADS shall be deemed sufficient notice to all bidders. Any information shared through email or during pre-bid meetings shall be non-binding unless formally issued through EPADS as an addendum.
- r. All official communication related to this procurement, including clarifications, amendments, and notifications, shall be conducted exclusively through EPADS. Bidders are responsible for regularly monitoring EPADS for updates. Email communication, if any, shall be for facilitation purposes only and shall not be considered official or binding.
- s. In case of any discrepancy between dates or times stated in this RFP, the schedule published on EPADS shall prevail.
- t. Issuance of this RFP does not constitute a commitment or obligation on the part of PDA to enter into any contract, nor does it obligate PDA to pay any costs incurred in the preparation or submission of proposals.

13. Evaluation and Award Process

Preliminary Examination

- The Pakistan Digital Authority (PDA) shall examine all submitted bids to determine whether they are complete, mathematically accurate, supported by the required relevant documents, properly signed, and generally in compliance with the instructions and requirements of the RFP.
- Arithmetical and typographical errors in the bids will be rectified as follows:



- In case of a discrepancy between the unit price and the total price calculated by multiplying the unit price by the quantity, the unit price shall prevail and the total price shall be corrected accordingly.
- In case of a discrepancy between amounts in words and figures, the amount in words shall prevail.
- Before the detailed evaluation, the PDA will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid conforms to all the terms and conditions of the bidding documents without material deviations. The PDA's determination of a bid's responsiveness is to be based on the contents of the bid itself.

Evaluation of Proposals

- The bids shall be evaluated and compared based on their substantial responsiveness to the requirements and specifications outlined in the RFP.
- If a bid is not substantially responsive, it will be rejected and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- During the evaluation, no amendments in the Proposals shall be permitted.
- The bids shall be evaluated and processed in accordance with the provisions of the RFP, applicable PPRA Rules, and the terms and conditions specified therein, in accordance with PPRA Rules 29 and 30.

Confidentiality

Confidentiality shall be maintained for all information related to bid evaluation until the announcement of the evaluation report in accordance with PPRA Rule 41. Additionally, Strict confidentiality regarding PDA employee data must be maintained.

14. Conflict of Interest

Without limitation on the generality of the foregoing, the Bidder shall be considered to have a conflict of interest and their Proposal shall not be entertained and shall be rejected under any of the circumstances set forth below:

a) Conflicting Assignments

The Bidder (including its Personnel) or any of its affiliates shall not be hired for any assignment that, by its nature, may conflict with another assignment to be executed for the same or for another client.

b) Conflicting Relationships

- The Bidder (including its personnel) or any of its affiliates that has a business or family relationship with a member of the PDA Authority, Management, or staff who is directly or indirectly involved in the preparation of Scope of work, selection process of third party evaluation services and/or supervision of the Agreement may not be awarded an Agreement



unless conflict stemming from this relationship has been resolved in a manner acceptable to the PDA Authority throughout the selection process and the execution of the Agreement.

- The Bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest, or that may reasonably be perceived as having this effect, by notifying the PDA in writing. Failure to disclose said situations may lead to the disqualification of the Bidder or the termination of its Agreement.
- Current employees of the PDA shall not work for the Bidder.

15. Fraud and Corruption

- a) The Bidders participating in the provision of services shall be required to adhere to the highest ethical standards, both during the selection process and throughout the execution of any resulting agreement. In pursuance of this policy, the following definitions shall apply for the purposes of this paragraph:
- **“Corrupt practice”** shall be understood as the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of the Pakistan Digital Authority in the selection process or in the execution of an agreement.
 - **“Fraudulent practice”** shall be understood as any misrepresentation or omission of facts made to influence the selection process or the execution of an agreement.
 - **“Collusive practices”** shall be understood as any scheme or arrangement between two or more bidders, with or without the knowledge of the Authority, designed to establish prices at artificial or non-competitive levels.
 - **“Coercive practices”** shall be understood as harming or threatening to harm, directly or indirectly, persons or their property to influence participation in a procurement process or to affect the execution of an agreement.
- b) Any proposal for award shall be rejected if it is determined that the bidder, directly or through an agent, has engaged in corrupt, fraudulent, collusive, or coercive practices in connection with this RFP. Penalties may be imposed on such a bidder, including being declared ineligible, either indefinitely or for a specified period, from participating in any PDA-funded **assignments or contracts**, if at any time it is determined that such prohibited practices were engaged in during the competition for or execution of a funded **assignment**.
- c) The bidding firm’s accounts, records, and other documents related to the submission of proposals and the performance of the agreement **shall be subject to inspection** and audit by auditors appointed by the Pakistan Digital Authority.

16. Indemnification for Damages

Notwithstanding any rights and remedies exercised by the PDA in this regard, the Firm/Contractor agrees to indemnify PDA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the PDA in an amount equivalent to ten times the sum of



any commission, gratification, bribe, finder's fee or kickback given by the Firm/Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the Purchaser.

17. Termination of Services

PDA may terminate the Contract at any time by giving written notice of (30) days to the bidder, if the bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation, provided such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to PDA.

If the bidder is unable to fulfil its obligations as mentioned in the scope of work and withdraws from the assignment, PDA shall terminate the contract by issuing a written notice and shall not be responsible for paying off any liability incurred towards the bidder and shall forfeit the security deposit (bid bond amount).

18. Payment Schedule

Bidders must quote a single consolidated lump sum fee for the entire assignment.

- First Installment (50%): Paid after peer basket finalization and data collection from PDA.
- Final Payment (50%): Paid upon submission and acceptance of Phase 2 Deliverables (Final Reports).



19. Mailing Address

QUERIES REGARDING PROCUREMENT TERMS OR SCOPE OF WORK

HR Manager

Pakistan Digital Authority,

7th Floor Kohsar Block Pak Secretariat, Islamabad

E-mail: procurement@pda.gov.pk

Phone # 051-9205024



20. Forms to be Submitted with Proposal

Technical Proposal: Standard Forms

Form A. Covering Letter

[Location, Date]

To:

Name: - _____

Pakistan Digital Authority,
7th Floor Kohsar Block Pak Secretariat, Islamabad
E-mail: procurement@pda.gov.pk
Phone # 051-9205024

Sir,

We, the undersigned, offer to provide the services for the execution of **“Provision of Consultancy Services for the Development of a Compensation & Benefits Framework for Pakistan Digital Authority”** in accordance with your Request for Proposal dated [ADVERTISEMENT DATE]. We are hereby submitting our Proposal, which includes this Proposal.

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Email:



Form B. Firm/Bidder Profile

	Criteria	
	Profile of the Bidding entity: i. Registered Age of Firm ii. Names of Owners/ CEO/ Directors/ Partners/ Managers	
	i. Location of Firm Office/Sub Office ii. Number of Relevant Employees including their Names & Designations, Contact Numbers & Branch Contact Numbers	
	Financial Position i. Tax Registration (NTN/STN)	



Form C. Non-Blacklisting Affidavit

The bidder must submit an Affidavit on non-judicial stamp paper confirming that the Service Provider has never been blacklisted or banned by any Public, Private, Government, or Semi-Government organization.

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Form D. Certificate of Conformance

The bidder must submit a Certificate of Conformance, duly completed, signed, and stamped, confirming unconditional compliance with all terms, conditions, specifications, and requirements of the RFP



Financial Proposal - Standard Forms

Form E. Covering Letter

[Location, Date]

To:

The Procurement Committee

Pakistan Digital Authority (PDA)

7th Floor, Kohsar Block

Pakistan Secretariat, Islamabad

E-mail: procurement@pda.gov.pk

Phone: +92-51-9205024

Subject: Financial Proposal Submission – [Title of Assignment]

Sir,

We, the undersigned, hereby offer to provide the services to the **Pakistan Digital Authority (PDA)** in accordance with your Request for Proposal for the **[Title of Assignment]** dated **[Advertisement Date]** and our submitted Proposal.

Our Financial Proposal for the above-mentioned assignment amounts to **[Amount in words and figures]**. This amount is inclusive of all applicable local taxes, duties, fees, levies, and other charges as per the prevailing laws of the Islamic Republic of Pakistan, and is applicable to our firm, including any sub-consultants or associates engaged under this assignment. The detailed financial breakdown is enclosed in Form E.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Telephone: _____

Email: _____



Form F. Breakdown of Financial Proposal

The bidder shall submit a detailed breakdown of the Financial Proposal in the format below with all applicable taxes, duties, levies, and charges if applicable.

Subject: Detailed Breakdown of Financial Proposal for **Provision of Consultancy Services for the Development of a Compensation & Benefits Framework for Pakistan Digital Authority.**

S#	Task	Amount (PKR)	Add GST	Total Amount
1	Deliverable 1:			
2	Deliverable 2:			
3	...			
4	...			
5	...			
	Grand Total			

Yours sincerely,

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Telephone: _____

Email: _____