



## Checklist for Bidders

Enquiry #: 14336

Opening Date: \_\_\_\_\_

Time: \_\_\_\_\_

M/s, \_\_\_\_\_

Please ensure before submitting the bid, that following information/ Documents have been submitted / providing along the bid. Kindly Check ( ) appropriate box.

Sr. No.	Checklist Item	Action Required	(Yes/ No)
1	Tender Document Availability on SSGC website & EPADS	Ensure the bidder participates via EPADS.	
		Download the tender document from EPADS.	
		Fill the BOQ/ Bid Form/ Schedule of Requirement correctly.	
		Submit the bid on EPADS before the deadline; otherwise, bid will be rejected.	
2	Physical Bid Bond Submission	Submit the physical bid bond to the Tender Room (SSGC HO) before the bid submission. And upload Scanned copy of Bid bond on EPADS.	
		If Bid Bond in original not submitted, the bid will be rejected.	
3	Bid Submission Deadline	Confirm all documents (electronic and bid bond in original) are submitted before the specified bid submission deadline.	
4	Signature and Stamp	Ensure all documents are signed and stamped as required and uploaded on EPADS or else bid will be rejected	
5	Additional Documents (if any)	Verify if any other documents specified in Tender document are included in the bid on EPADS	
6	Tender Fees	Rs. 0 (Free)	
7	Technical literature	Original Technical literature is enclosed, if any duly signed & stamped	
8	Any change in your current address, Phone Fax no & Email etc. intimated	Bidders are required to intimate Procurement dept. for any change in Current address, email, contact information etc. in tender documents	
9	Bid validity	Bid Validity as specified is mentioned	
10	Delivery / Completion period	Delivery / Completion period has been specified as per tender terms	
11	Corrections/Cutting/Overwriting	All corrections/cutting/overwriting are signed & stamped	
12	Sample	Sample (if necessary) is enclosed as per form attached in Tender Document	
13	Form-X	Form- X Duly Signed & Stamped	

Note:

Non-Availability of the above information/documents, or incomplete/incorrect statement on this checklist may result in rejection of the bid at / after the bid opening.

As per SRO296(1)/2023 dated 08th March 2023 "E-Pak Procurement Regulations, 2023" all bidders are advised to register in e-Pak Acquisition and Disposal System (EPADS).



\_\_\_\_\_  
Bidders Authorized Representative



**Ref. No.** SSGC / SC / PQ / 14336

**Date:** May – 14, 2026

M/s. \_\_\_\_\_

## **PRE-QUALIFICATION OF ADVERTISING AGENCIES**

**Supplier must be active in FBR Active Taxpayer List (ATL)**

**Tender Enquiry No. SSGC/SC/PQ/EPADS/14336**

### **SECTION - I Invitation to Bid**

Sui Southern Gas Company Limited (SSGC) is Pakistan's leading integrated gas Company. The company is engaged in the business of transmission and distribution of natural gas in franchise area of Sindh & Baluchistan.

Sui Southern Gas Company Limited (SSGC) intent to carry out the Services related to Advertising Agencies Pre-Qualification of Advertising Agencies for The Year 2026-2028 (as per Criteria) (Under Single Stage One Envelope Bidding Procedure)

The tender documents comprise the following:

<b>Section - I</b>	Invitation to bid.
<b>Section - II</b>	Instructions to Bidders
<b>Section - III</b>	Scope of Work
<b>Section - IV</b>	<b>Evaluation Criteria</b> and Forms
<b>Section - V</b>	Declaration/ Contract Form Forms X/Annexure I/Form of Bid Securing
<b>Section - VI</b>	Blacklisting/IMS Manual / SSTW-05





SSGC

Bids will be submitted at:

Bids will be submitted online on EPADS Portal on or before **01-06-2026 at 1100** hours. The bids will be publicly opened at **1130** hours on same day online on EPADS in the presence of bidders and / or their authorized agents who may wish to attend.

Bids not conforming to the conditions stipulated in the tender documents may be rejected.

The Company reserves the right to add, delete or amend any part of the tender documents during the bidding period and bidders shall be informed of the same.

The Company reserves the right to reject any or all offers without assigning any reason.

The Company will appreciate confirmation by fax, addressed to General Manager (Procurement), Fax No. 99231583 of your intention to submit the bid.

  
24/05/26

For General Manager (Procurement)



**SECTION - II**

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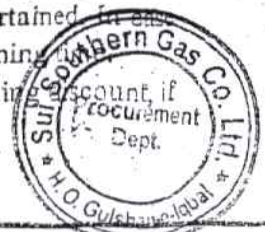
**INSTRUCTIONS TO BIDDERS**



## SECTION - II

### Instructions to Bidders

1. All rates quoted in the prescribed SOR / BOQ shall be firm, irrevocable and not subject to change or escalation on any account what so ever. No modification, alteration or deletion in the bid will be accepted after the bid opening time.
2. Sealed Bids shall be received at Company's Head Office, ST-4/B, Block - 14, Sir Shah Suleman Road, Gulshan-e-Iqbal, Karachi, up to specified time & date and will be opened publicly at specified time & date, in the presence of Bidders or their authorized representative who choose to attend. In case the bid opening date falls on a holiday or due to some unavoidable circumstances, it is not possible to open on scheduled date, it will be opened on next working day at the same time.
3. All original bid documents accompanied with the bid bond shall be submitted by the Bidder in the envelope provided with tender documents. The sealed Bids must be submitted at the address stated above in person or by courier or by any other means but it shall be the Bidder's responsibility to ensure that Bids so submitted are delivered to the above address before the specified Bid opening date and time. The Company shall not be held responsible in any way for late receipt of Bids or their confidentiality. Bids received after the Bid closing time shall not be considered, and will be returned to the Bidder unopened.
4. In Case of single stage two envelop bidding system (if mentioned in press advertisement & Tender document), sealed technical offer & sealed bid shall be submitted in separate envelopes (bid bond will be enclosed with "Financial" bid unless and until specified separately in tender terms). "Technical" and "Financial" is to be mentioned on the top of the envelop. Technical offers will be opened and evaluated first. Financial offer of only technically complaint bidders will be opened at a later intimated date in presence of bidder's representative. Financial offers of technically non-complaint bidders will be returned un-opened along with their bid bond.
5. The Bid should be signed by a person having the authority for this purpose. In case of a bid submitted by a corporate entity, the same shall bear its seal and be duly signed by its secretary.
6. Bids shall be submitted strictly in accordance with the requirements of the Tender Documents and as per specifications.
7. Bid shall remain valid for acceptance for a period of (120) days from the date of public opening of the bids.
8. The Company shall not reimburse any expenses incurred in preparation of Bids.
9. The Bid and all subsequent correspondence shall be in the English language.
10. Payment for the Contracted Work / Services will be made in Pakistani Rupees only. The rates quoted by the Bidder shall therefore, be in Pakistani Rupees.
11. In case of any queries / clarification with regard to this Tender, the same may be forwarded to Procurement Department upto 5 days before the bid opening date, thereafter the request will not be considered.
12. The Company reserves the right to reject any or all Bids without assigning any reason and cancel the bidding process. Company also reserves the right to accept the whole or a part of Bid and does not bind itself to accept the lowest or any particular Bid.
13. In case of any conflict between the Special Terms & Conditions and elsewhere in the tender documents the Special Term & Conditions, will supersede & prevail.
14. Each and every page of the bid documents being submitted by the bidders shall be signed and stamped failing which the bid may be liable for rejection.
15. All documentary evidence required for evaluation of bid should be submitted along with the bid in absence of any documentary evidence no marks will be awarded in accordance to the evaluation criteria.
16. In order to maintain cordial business relation and as per ethical business approach, please provide the justification in case of your non participation on our Fax # 99231583 & Email. [mmte@ssgc.com.pk](mailto:mmte@ssgc.com.pk)
17. Conditional Bid will not be accepted and liable to be rejected.
18. The quoted unit price and corresponding total amount shall be inclusive of all duties and Taxes and excluding provincial Sales Tax as per provincial laws.
19. Sealed bids shall be mailed/submitted/dropped in tender box placed at Tender Room, CRD Building, SSGC Head Office. Bids are to be delivered on or before closing time after which bid will not be entertained. If bid is sent through courier, the same shall be delivered at least half an hour before scheduled opening time.
20. Price given in the Bid Form/BOQ is firm which shall take into account all relevant factors including any. Discount / escalation given separately at the time of bid opening will not be considered.
21. The bidders are required to fill form SSTW-05 (if deemed required) and submit with the bid.



## SCOPE OF WORK



### Pre-qualification of Advertising Agencies

In adherence to the **GUIDELINES / PROCEDURE FOR APPOINTMENT OF ADVERTISING AGENCIES BY GOVERNMENT DEPARTMENTS AND PUBLIC SECTOR ORGANISATIONS** issued by the Press Information Department (PID), Ministry of Information, Government of Pakistan, dated May 30, 1997, in its capacity as the user department, Corporate Communication Department undertakes an elaborate exercise to appoint the Advertising Agencies for a period of 2 years through a PID guided pre-qualification procedure, in order to professionally run the Company's advertising campaigns through print and electronic media.

The current set of advertising agencies will complete their term from June 30, 2026 which means that with this fresh new pre-qualification process that CCD is about to initiate, SSGC will have on board new set of APNS / PID accredited ad agencies on board for the next two financial years i.e. from July 1, 2026 to July 31, 2028.

As per the past practice, Procurement Department will facilitate CCD in initiating a transparent tender process for inviting sound and reputed advertising agencies to participate in the pre-qualification process. In this connect, a suitable sized advertisement will be published in the leading local newspapers to invite the ad agencies to participate in the 2-stage evaluation process to ultimately evaluate and select the pre-qualified agencies for SSGC's print, electronic and social media campaigns.

Corporate Communication Department  
April 16, 2026

## PRE-QUALIFICATION OF ADVERTISING AGENCIES 2026-28

### MANDATORY REQUIRMENTS:

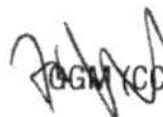
- 1) Applicant's main / regional office shall be located in Karachi with full-fledged operational and efficient workforce, capable of handling the entire ATL, BTL, and Digital/social business on its own, i.e. without any outsourcing.
- 2) Applicant must possess and submit copy of valid membership of Pakistan Advertising Association.
- 3) Applicant must have five (05) or more years of accreditation with All Pakistan Newspaper Society (APNS). (Must be accredited on or before January 2020, letter needed).
- 4) Applicant must have five (05) or more years of accreditation with Pakistan Broadcaster Association (PBA). (Must be accredited on or before January 2020, letter needed).
- 5) Applicant must not be a defaulter of APNS, PBA or any other media related organization in the last 12-months i.e. January to December 2025.
- 6) Applicant must submit copy of valid 'NTN Registration Certificate'.
- 7) Applicant must submit copy of 'Income Tax Return' of last financial year.
- 8) Applicant must be registered with federal and provisional tax authority (GST/ SST/ BST/ PRA).
- 9) Applicant must submit 'Bank Statement' of last twelve months / Cash OD facility Certificate. (If applicable)
- 10) Applicant must submit valid 'Professional Tax Certificate'. (if applicable)

### MARKING CRITERIA:

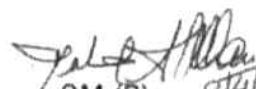
- Technical Stability (AA) and Financial Stability (BB) will jointly constitute the basis for 'Technical Evaluation' during Stage-01 of the Pre-qualification Process. Against an allocation of 50 maximum marks for Stage-01, minimum qualifying marks are 30.
- Presentation to Jury (CC) would be taken up in Stage-02 where applicant agency (after qualifying from Stage-01) has to make an exclusive presentation to jury for which maximum 50 marks are allocated. Presentation would be made on the basis of the brief provided by SSGC's Corporate Communication Department for which a briefing session would be convened in SSGC at least 10 days prior to the presentation. The minimum qualifying marks in Stage-02 are 35.
- Evaluation under AA + BB + CC would determine the rank-wise listing of applicants on the basis of the aggregate marks. The minimum qualifying aggregate marks are 65.



  
ADGM (CCD)

  
ADGM (CCD)

  
ADGM (F)

  
GM (P)  
8/4/26

  
GM (CIA)  
MAB

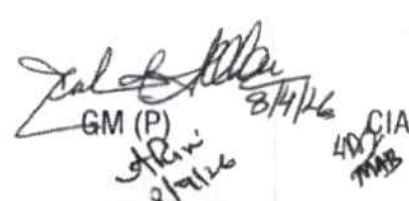
PRE-QUALIFICATION OF ADVERTISING AGENCIES 2026-28

Sr. #	Description	Max. Marks	Marks Allocation
AA	TECHNICAL STABILITY (Maximum 35 marks) – STAGE-01		
01	Nature of Company		
1.1	Private Limited Company / Public Limited	02	02
1.2	Partnership / Proprietorship		01
02	Total Years of Existence of Agency		
2.1	More Than Ten Years	02	02
2.2	Less Than Ten Years		01
03	International Affiliation		
3.1	Affiliated for More Than Five Years	02	02
3.2	Affiliated Between Three to Five Years		01
04	Quality of Clients ( <i>Minimum turnover of Rs. 10 m per year of each client</i> )		
4.1	At Least 1 MNC in the Clientele	08	03
4.2	At Least 1 Renowned National Company in the Clientele		02
4.3	At Least 1 Public Sector Company in the Clientele having current Pre-Qualification – 1.5 marks of each company ( <i>Maximum 2 companies</i> )		03
05	Quality of Creative		
5.1	Strong Creative Portfolio ( <i>Print / Electronic / Annual Reports</i> )	08	02
5.2	High Recall Value of ATL / BTL Campaign ( <i>Electronic / Print / OOH</i> )		03
5.3	Digital / Social Campaign ( <i>Having High ROI – Media Strategy &amp; Planning</i> )		03
06	Range of Services		
6.1	Full Service ( <i>Includes ATL, BTL, Digital / Social and A/V</i> )- <i>Certified Google / Meta business Partner with Credit Lines</i>	09	09
6.2	ATL ( <i>Media Buying, Planning</i> ) and Digital Media		04
6.3	Creative Boutique / Digital / Social Media Services		02
07	Staff Qualifications		
7.1	Art Directors / Visualizers / Copywriter / A/V Experts – <i>(Experience of Over 5 Years / Award Winning Campaigns)</i>	04	04
7.2	Digital / Social Marketing Experts with Certifications – <i>(Experience of Over 3 Years)</i>		02
	TOTAL TECHNICAL STABILITY MARKS SECURED	35	
BB	FINANCIAL STABILITY (Maximum 15 marks) – STAGE-01		

  
ADGM (CCD)

  
GSM (COD)

  
DGM (R)

  
GM (P)  
8/11/26  
402 CIA  
MMB




SSGC			
Sr. #	Description	Max. Marks	Marks Allocation
08	Annual Turnover (Total Sales During Last Financial Year, In Rupees)		
8.1	More Than Two Fifty Million	10	10
8.2	More Than Hundred Million up to Two Fifty Million		05
8.3	More Than Fifty Million up to Hundred Million		03
09	Cash in Hand / OD Facility		
9.1	More Than Fifteen Million	05	05
9.2	More Than Ten Million up to Fifteen Million		03
9.3	More Than Five Million up to Ten Million		02
	<b>TOTAL FINANCIAL STABILITY MARKS SECURED</b>	<b>15</b>	
	<b>TOTAL MARKS SECURED IN STAGE-01 (AA + BB)</b>	<b>50</b>	
CC	<b>PRESENTATION TO THE JURY (Maximum 50 marks) – STAGE-02</b>		
10			
10.1	Big Idea and Quality of Creative Campaign in the age of AI – 01 & 02	10	
10.2	TVC Storyboard – Campaign – 01 & 02	10	
10.3	Creative Ideas for Digital / Social Media Campaign – 01 & 02	10	
10.4	Clutter Breaking Ideas for Outdoor and BTL Campaign – 01 & 02	05	
10.5	ROI-focused - Campaign – 01 & 02 Spent Management – (Media & Creative)	05	
10.6	Use of Real-Time Performance Metrics	05	
10.7	Presentation Style	05	
	<b>TOTAL PRESENTATION MARKS SECURED IN STAGE-02</b>	<b>50</b>	
	<b>GRAND TOTAL (STAGE-01 and Stage-02) SECURED</b>	<b>100</b>	



  
A/DGM (CCD)

  
GGM (CCD)

  
DGM (F)

  
GM (P) 27/4/26  
HE: B/F/126

  
5025 CIA  
KAB

NOTES:

1. Minimum requirement of marks to Pre-Qualification 65 Marks.
2. In pursuance to clause 18 of PPRA rules if any applicant provides false information he will be subject to disqualification. Hence all documentary evidence submitted by applicants must be correct and genuine. Furthermore in absence of documentary evidence, no marks will be awarded.
3. The successful pre-qualified contractor shall not be in position to transfer the Pre-Qualification. Hence Pre-qualification is neither transferable not assignable.
4. The pre-qualification profile submitted by contractor will be valid for 120 days.
5. The Pre-Qualification period is two years; The requirement will be floated to the successful pre-qualified bidder through an open framework agreement, in accordance with Clause 16-A of the PPRA Rules, which states: "The Procuring Agency shall arrange the procurement through framework agreements of recurrent or common use items, services including maintenance services, and those commodities whose market prices fluctuate during the term of the agreement, for a maximum period of two years".
6. Any bidder not fulfilling mandatory requirement and does not submit the mandatory documents at the time of submission of profile, the profile will not be considered for pre-qualification and be rejected.
7. SSGC reserves the right to cancel the pre-qualification at any time during the tenure of pre-qualification without assigning any reason.
8. In absence of any document of mandatory requirement the profiler will not be considered and will not be evaluated further for pre-qualification process

SPECIAL NOTES:

1. In order to assess the performance and past quality standard of the supplier/ vendor with SSGC, and if the supplier/ vendor is served with letter/ email pertaining to "non-performance/late delivery/ supply of substandard material" during last three years, two (02) marks for each letter/ email served (maximum up to ten (10) marks) will be deducted from overall score obtained by the supplier/ vendor.
2. In the event supplier/ vendor qualify SSGC pre-qualification as per pre-defined evaluation criteria, but served with letter/ email pertaining to "non-performance/late delivery/ supply of substandard material" 3 times/ "non-participation for consecutive 3 times" during pre-qualification tenure, on the fourth default/ non participation their Pre-Qualification will be cancelled and will not be allowed to further participate in the company's requirement.



*[Signature]*  
AGM (CCD)

*[Signature]*  
GGM (CCD)

*[Signature]*  
DGM (P)

*[Signature]*  
GM (P) 8/4/20  
8/1/20

*[Signature]*  
AGM (CCD)

# UNDERTAKING

FOR MANDATORY REQUIREMENTS (Page # 1)

It is already mentioned in the 'Terms of Reference' that there are ten mandatory requirements for an applicant to be considered for evaluation of this pre-qualification process. **Applicant not meeting any of these mandatory requirements would not be considered for evaluation.** These mandatory conditions are:

- 1) Applicant's head office shall be located in Karachi with full-fledged operational and efficient workforce, capable to handle the entire ATL, BTL and Digital business on its own, i.e. without any outsourcing.
- 2) Applicant must possess and submit copy of valid membership of 'Pakistan Advertising Association'.
- 3) Applicant must have five (5) or more years of accreditation with All Pakistan Newspaper Society (APNS). (Must be accredited on or before January 2020, letter needed).
- 4) Applicant must have five (5) or more years of accreditation with Pakistan Broadcaster Association (PBA). (Must be accredited on or before January 2020, letter needed).
- 5) Applicant must not be a defaulter of APNS, PBA or any other media related organization in the last 12 months i.e. January to December 2025.
- 6) Applicant must submit copy of valid 'NTN Registration Certificate'.
- 7) Applicant must submit copy of 'Income Tax Return' of last financial year.
- 8) Applicant must be registered with federal and provisional tax authority (GST/ SST/ BST/ PRA).
- 9) Applicant must submit 'Bank Statement' of last twelve months / Cash OD facility Certificate. (If applicable)
- 10) Applicant must submit valid 'Professional Tax Certificate'. (if applicable)

## Undertaking Statements:

1). We hereby confirm that our main office and main printing facility of our company is in Karachi as per following given details;

Head Office Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature on behalf of applicant firm

\_\_\_\_\_  
Stamp / seal of applicant firm

2). We do hereby confirm that we have valid membership of 'Pakistan Advertising Association' and copy of our membership is attached herewith this form.

\_\_\_\_\_  
Signature on behalf of applicant firm

\_\_\_\_\_  
Stamp / seal of applicant firm





**SHAHID SHAIKH**  
Group General Manager  
Corporate Communication Deptt

# UNDERTAKING

FOR MANDATORY REQUIREMENTS (Page # 2)

3). We do hereby confirm that we have five (5) or more years of accreditation with both 'All Pakistan Newspaper Society' and 'Pakistan Broadcaster Association' and respective letters are attached herewith this form.

\_\_\_\_\_  
Signature on behalf of applicant firm

\_\_\_\_\_  
Stamp / seal of applicant firm

4). We do hereby confirm that we are not a defaulter of APNS, PBA or any other media related organization, ever and separate NOCs / letters from both APNS and PBA confirming the non-default status are attached.

\_\_\_\_\_  
Signature on behalf of applicant firm

\_\_\_\_\_  
Stamp / seal of applicant firm

5). We do hereby confirm that we have NTN Registration and copy of our Registration is attached herewith this form.

\_\_\_\_\_  
Signature on behalf of applicant firm

\_\_\_\_\_  
Stamp / seal of applicant firm

6). We do hereby confirm that we are an income tax filer firm and copy of our last year's Income Tax Returns is attached herewith this form.

\_\_\_\_\_  
Signature on behalf of applicant firm



\_\_\_\_\_  
Stamp / seal of applicant firm

*[Handwritten signature]*

*[Handwritten signature]*  
28/11/2016

**SHAHID SHAIKH**  
Group General Manager  
Corporate Communication Deptt.  
Sui Southern Gas Company Ltd.

# UNDERTAKING

FOR MANDATORY REQUIREMENTS (Page # 3)

7). We do hereby confirm that we are registered with Sindh Sales Tax Department as per following details.

Registration Head	Registration Number
Sindh Sales Tax (SST)	

\_\_\_\_\_  
Signature on behalf of applicant firm

\_\_\_\_\_  
Stamp / seal of applicant firm

8). We do hereby declare that we have never been involved in any litigation / arbitration / blacklisting with / by any organization. A certificate to this effect is being attached with this form on Rs. 100/- non-judicial Stamp Paper.

\_\_\_\_\_  
Signature on behalf of applicant firm

\_\_\_\_\_  
Stamp / seal of applicant firm

9). We do hereby confirm that we do our business transactions through a bank. We are enclosing our bank statement for last financial year along with this form.

\_\_\_\_\_  
Signature on behalf of applicant firm

\_\_\_\_\_  
Stamp / seal of applicant firm

*Handwritten signature*



*Handwritten signature*  
**SHAHID SHAIKH**  
Group General Manager  
Corporate Communication Dept  
Sui Southern Gas Company Ltd



**Nature of Company:**

*(Kindly provide all possible proofs for your claims)*

**Evaluation Criteria-1**

We hereby certify that nature of our Company is a;

Kindly tick ONE.


- Private Limited Company
- Partnership Company
- Proprietorship Company

Signature on behalf of applicant firm

Stamp / seal of applicant firm



\*Documentary Evidence against each field is mandatory requirement and to be submitted with the bid, without which K.O. Gulshani will be awarded.

  
**SHAHID SHAIKH**  
 Group General Manager  
 Corporate Communication Dept  
 Sui Southern Gas Company Ltd

**Total Years of Existence of Firm:**

**Evaluation Criteria-2**

*(Kindly provide all possible proofs for your claims)*

We hereby certify that our Company has been established;

Kindly tick ONE.

For more than TEN years

Less Than Ten Years

\_\_\_\_\_  
Signature on behalf of applicant firm

\_\_\_\_\_  
Stamp / seal of applicant firm

*\*Documentary Evidence against each field is mandatory requirement and to be submitted with the bid, without which no marks will be awarded.*



*Handwritten signature and stamp*

*Handwritten signature*  
**SHAHID SHAIKH**  
Group General Manager  
Corporate Communication Deptt.  
Sui Southern Gas Company Ltd.



**International Affiliation:**

**Evaluation Criteria-3**

*(Kindly provide all possible proofs for your claims)*

We hereby certify that our Company has been established:

Kindly tick ONE.

- For more than Five years
- Between Three to Five years

\_\_\_\_\_  
Signature on behalf of applicant firm

\_\_\_\_\_  
Stamp / seal of applicant firm

*\*Documentary Evidence against each field is mandatory requirement and to be submitted with the bid, without which bid will be awarded.*



*Handwritten initials*

*Handwritten signature*  
**SHAFIQ SHAIKH**  
 Group General Manager  
 Corporate Communication Dept.  
 Sui Southern Gas

**Quality of Clients:**

**Evaluation Criteria-4**

*(Kindly provide all possible proofs for your claims)*

We hereby certify that our Company is working with reputable companies (Minimum turnover of Rs. 10 m per year of each client) as per following details:

Sr. #	Nature / Name of Company	Working Since	Turnover of Client
<b>A.</b>	<b>At Least 1 MNC in the Clientele</b>		
01.			
02.			
03.			
04.			
05.			
<b>B.</b>	<b>At Least 1 Renowned National Company in the Clientele</b>		
01.			
02.			
03.			
04.			
05.			
<b>C.</b>	<b>At Least 1 Public Sector Company in the Clientele having current</b>		
01.			
02.			
03.			
04.			
05.			



Signature on behalf of applicant firm

Stamp / seal of applicant firm

\*Documentary Evidence against each field is mandatory requirement and to be submitted with the bid, without which no marks will be awarded.

*Handwritten signature*

Stamp: SUI SOUTHERN GAS CO. LTD. 20/04/2011

*Handwritten signature and date: 28/4/11*

**SHAHID SHAIKH** 7  
Group General Manager  
Corporate C...



**Quality of Creative:**

*(Kindly provide all possible proofs for your claims)*

**Evaluation Criteria-5**

*Please provide online links for Print, Digital and TVC Portfolio as well*

Description	Attached <i>(Please tick one)</i>
Strong Creative Portfolio (Print / Electronic / Annual Reports)	YES <input type="checkbox"/> NO <input type="checkbox"/>
High Recall Value of ATL / BTL Campaign (Electronic / Print / OOH)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Digital / Social Campaign (Having High ROI – Media Strategy & Planning)	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>Details of any other creative attached with the applicant: (if any)</i>	

Signature on behalf of applicant firm

Stamp / seal of applicant firm



*\*Documentary Evidence against each field is mandatory requirement and to be submitted with the bid, without which no marks will be awarded.*

*W*

*Signature*

**SHAHID SHAIKH**  
Group General Manager  
Corporate Communication Dept  
Sui Southern Gas Company, Ltd.

**Range of Services:**

*(Kindly provide all possible proofs for your claims)*

**Evaluation Criteria-6**

Description	Availability <i>(Please tick one)</i>
Full Service (Includes ATL, BTL, Digital / Social and A/V)- Certified Google / Meta business Partner with Credit Lines	YES <input type="checkbox"/> NO <input type="checkbox"/>
ATL (Media Buying, Planning) and Digital Media	YES <input type="checkbox"/> NO <input type="checkbox"/>
Creative Boutique / Digital / Social Media Services	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Details of any other services offered by the applicant: (if any)</b>	

\_\_\_\_\_  
Signature on behalf of applicant firm

\_\_\_\_\_  
Stamp / seal of applicant firm

\*Documentary Evidence against Google field is mandatory requirement and to be submitted with the bid, without which no marks will be awarded.



*W*  
SYED IMRAN  
H.O. Quish

*Shahid Shaikh*  
**SHAHID SHAIKH**  
Group General Manager  
Corporate Communication Deptt



**Staff Qualifications:**

**Evaluation Criteria-7**

*(Kindly provide all possible proofs for your claims)*

We hereby certify that our Company has in its folds the required skilled and experienced manpower. The details of our team members are listed below;

Sr. #	Job title and Names of Employees	Qualification	Years of Experience
A.	Art Directors / Visualizers / Copywriter / A/V Experts		
01.			
02.			
03.			
04.			
05.			
B.	Digital / Social Marketing Experts with Certifications		
01.			
02.			
03.			
04.			
05.			

Signature on behalf of applicant firm

Stamp / seal of applicant firm

\*Documentary Evidence against each item is mandatory requirement and to be submitted with the bid, without which no marks will be awarded.



*Handwritten signature*

*Handwritten signature*  
**SHAHID SHAIKH**  
Group General Manager  
Corporate Communication Dept  
Sui Southern Gas Co.

**Pre-qualification with Other Companies:**

**Evaluation Criteria-8**

*(Kindly provide all possible proofs for your claims)*

We hereby certify that our Company is pre-qualified with reputable companies as per following details;

Sr. #	Nature / Name of Company	Pre-Qualified Since	Valid Certificate of Pre-Qualification Attached
<b>A.</b>	<b>Semi Government Organizations</b>		
01.			
02.			
03.			
04.			
05.			
<b>B.</b>	<b>Government Organizations</b>		
01.			
02.			
03.			
04.			
05.			
<b>C.</b>	<b>Corporate Organizations</b>		
01.			
02.			
03.			
04.			
05.			

\_\_\_\_\_  
Signature on behalf of applicant firm

\_\_\_\_\_  
Stamp / seal of applicant firm

\*Documentary Evidence against each field is mandatory requirement and to be submitted with the bid, without which no marks will be awarded.



*Handwritten signature*  
SYED IMRAN AHMAD  
Group General Manager  
Corporate Communication Dept  
Sui Southern Gas Company Limited

*Handwritten signature*  
**SHAHID SHAIKH**  
Group General Manager  
Corporate Communication Dept  
Sui Southern Gas Company Limited



**Annual Turnover:**

*(Kindly provide all possible proofs for your claims)*

**Evaluation Criteria-9**

We hereby certify that our Company's sale in last financial year i.e. FY2024-25 was;

Kindly tick ONE

- More Than Two Fifty Million
- More Than Hundred Million up to Two Fifty Million
- More Than Fifty Million up to Hundred Million

To be exact the total sale in last financial year i.e. FY2024-25 was Rs. \_\_\_\_\_

Amount in words: \_\_\_\_\_

Signature on behalf of applicant firm

Stamp / seal of applicant firm

\*Documentary Evidence against each item is mandatory requirement and to be submitted with the bid, without which bids will be awarded.



*Handwritten signature*

*Handwritten signature*  
**SHAMID SHAIKH**  
Group General Manager  
Corporate Communication Deptt  
Sui Southern Gas Company Ltd



**Cash in Hand / OD Facility**

**Evaluation Criteria-9**

*(Kindly provide all possible proofs for your claims)*

We hereby certify that our Company has Cash in hand / OD Facility:

Kindly tick ONE

- More Than Fifteen Million
- More Than Ten Million up to Fifteen Million
- More Than Five Million up to Ten Million

Amount in words: \_\_\_\_\_

Signature on behalf of applicant firm

Stamp / seal of applicant firm

\*Documentary Evidence in each field is mandatory requirement and to be submitted with the bid, without which no marks will be awarded.



*Handwritten signature*

*Handwritten signature*  
**SHAHID SHAIKH**  
Group General Manager  
Corporate Communication Deptt  
Sui Southern Gas Co.



**Cash in Hand / OD Facility**

**Evaluation Criteria-9**

*(Kindly provide all possible proofs for your claims)*

We hereby certify that our Company has Cash in hand / OD Facility:

Kindly tick ONE

- More Than Fifteen Million
- More Than Ten Million up to Fifteen Million
- More Than Five Million up to Ten Million

Amount in words: \_\_\_\_\_

Signature on behalf of applicant firm

Stamp / seal of applicant firm

\*Documentary Evidence for each field is mandatory requirement and to be submitted with the bid without which no marks will be awarded.



*[Handwritten signature]*

*[Handwritten signature]*  
**SHAHID SHAIKH**  
General Manager  
Corporate Communication Deptt.

CONTRACT FORMContract No. SSGC/SC/**ARTICLES OF AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and between Sui Southern Gas Company Limited, having its office at ST-4/B, Sir Shah Muhammad Suleman Road, Block 14, Gulshan-e-Iqbal, Karachi, hereinafter referred to as the "Company" of the one part and M/s. \_\_\_\_\_ hereinafter referred to as the "Contractor", (which expression shall include the successors, of the said firm, heirs, executives, administrators and assigns of the Partners of the said firm individually or severally) of the other part.

WITNESSETH:

WHEREAS, under the procedures, bids have heretofore been received by the Company for carrying out "\_\_\_\_\_ " work and the tender of the Contractor for the said work has been accepted by the Company.

NOW THEREFORE, for and in consideration of the promises, negotiations, covenants and agreements hereunder contained and to be performed by the parties hereto, the said parties hereby covenant and agree as follows:-

Article-1 Work and Cost of the Work:

- i) In consideration of the covenants and agreements to be kept and performed by the contractor and for the faithful performance of this Contract and the completion of the work embraced therein according to the specifications and conditions herein contained and referred to or agreed to in course of subsequent negotiations and in accordance with the Contract, the Company shall pay and the Contractor shall receive and accept as full compensation for everything furnish and done by the contractor under this agreement as sum of approximately **Rs.** \_\_\_\_\_ ( \_\_\_\_\_ ), or such other sums as may be ascertained in accordance with the conditions of Contract, etc. and at rates quoted against each item of work and agreed to and accepted by the parties as one instrument, and at the times and in the manner prescribed by the conditions of the Contract.
- ii) The Contractor at his own proper cost and expense shall do all work and furnish all labour, materials, tools, supplies, machinery and other equipment and plant that may be necessary for the satisfactory completion of all the works as set forth in the contract documents.

Article-2 - Time:

The maintenance of a rate of progress in the works at a rate which will result in its completion within the specified time, is of the essence of the contract and the Contractor agrees to proceed with all the due diligence and care at all times to take all precautions to ensure the timely completion as defined herein; time being deemed to be essence of the Contract of part of the Contractor.

The said work shall be started on the Contractor's receipt from the Company of a written order to proceed, and the Contractor shall have the work called for duly and fully complete in total \_\_\_\_\_ months {including \_\_\_\_\_ ( ) weeks mobilization period} from the date of issuance of such order.

Article-3 - Contract Documents:

It is understood and agreed that the contract documents which comprise this Contract are attached hereto and made a part hereof and consist of the following :-

- a) The Article of Agreement.



- b) Bid ((submitted vide letter No. \_\_\_\_\_, dated \_\_\_\_\_ comprising Letter of Invitation, Instructions to bidders, Scope of Work, Special and General Conditions of Contract, Tender Form, Bill of Quantities, Drawings, etc.).
- c) Company letter No. \_\_\_\_\_, dated \_\_\_\_\_.  
Contractor letter No. \_\_\_\_\_, dated \_\_\_\_\_.
- d) Notice of Award (Letter of Intent (LOI) No.SSGC/MAT/S&C/\_\_\_\_\_, dated \_\_\_\_\_.
- e) Acceptance by the Contractor on the copy of LOI.
- f) Letter to Proceed No.SSGC/PROC/S&C/\_\_\_\_\_, dated \_\_\_\_\_.
- g) Performance Bank Guarantee No. \_\_\_\_\_, dated \_\_\_\_\_, amounting to Rs. \_\_\_\_\_ issued by M/s. \_\_\_\_\_.

It is agreed by the parties to the contract that this contract shall be executed in two counterparts; one copy to be retained in the office of the Sui Southern Gas Company Limited and one given to the Contractor.

IN WITNESS WHEREOF the parties hereto have executed this Contract at Karachi in two counterparts by their duly authorized representatives as of the day and year herein above set forth.

Signed for and on behalf of  
M/s. Sui Southern Gas Company Limited

Signed for and on behalf of  
M/s. \_\_\_\_\_ Karachi

Signature : \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Name : \_\_\_\_\_

In the presence of :

Signature : \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_



Supplier code: \_\_\_\_\_

**FORM-X**

**Bank account details form for all Beneficiaries**

(Mandatory requirement for Digital Online Banking)

As per FBR Regulations ref # C.No.4 (24) IT-Budget/2021-142150-R dated 23<sup>rd</sup> Sept'2021 to make the payment online w.e.f. 01-11-2021. All beneficiaries are required to fill in the below details, which is mandatory:

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

CNIC #: \_\_\_\_\_

NTN #: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank A/C Title name: \_\_\_\_\_

Branch code: \_\_\_\_\_

Bank A/c #: \_\_\_\_\_

(16 Digits)

Bank IBAN #: \_\_\_\_\_

(24 Digits)

Information already submitted.

**Note: Please be attached copy of Cheque / Account Maintenance Certificate.(Mandatory)**



\_\_\_\_\_  
Authorized Sign & Stamp

Date: \_\_\_\_\_

**Note: All payments transactions will be made on above mentioned Account details. This is only a one time information to be provided by the all beneficiaries. Incase if the above detail has already submitted, please tick the box above "Information already submitted" and also ensure Form-X is duly signed & stamped.**

**ANNEXURE: I**

Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts.

1. Name
2. Father's Name/Spouse's Name
3. CNIC / NICOP/Passport No.
4. Nationality
5. Residential address
6. Email address
7. Date on which shareholding, control or interest acquired in the business.
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entries or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/Limited Liability Partnership /Association of Persons/Single Member Company/Partnership Firm/Trusted/Any other Individual, Body Corporate (to be Specified)	Date of Incorporation / Registration	Name of Registering Authority	Business Address	Country	Email Address	Percentage of shareholding control or interest of BO in the Legal Person or Legal Arrangement	Percentage of shareholding, Control or Interest of Legal Person or Legal Arrangement in the Company	Identity of Natural Person who Ultimately owns or Controls the Legal Person or Arrangement

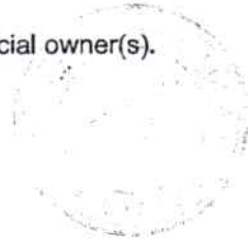
9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).



1	2	3	4	5	6	7	8
Name and surname (in block Letter's)	CNIC no (in case of foreigner Passport No)	Father's / Husband's Name in Full	Current Nationally	Any other Nationality lies)	Occupation	Residenti ally address in full of the registered / principle office address for a subscribers other than natural Person	Numbers of shares taken by cash subscribers (in figures and words)
			Total numbers of shares taken (in figures and words)				

10. Any other information incidental to or relevant to beneficial owner(s).

Name and signature  
(Person authorized to issue notice on behalf of the company)



## Form of Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: [date (as day, month and year)]

No.: [number of Bidding process]

Alternative No.: [insert identification No if this is a Bid for an alternative]

To: [complete name of Procuring Agency]

We, the undersigned, declare that

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid-conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid validity; (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security (or guarantee), if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder: \_\_\_\_\_

Name of the person duly authorized to sign the Bid on behalf of the Bidder: \_\_\_\_\_

Title of the person signing the Bid: \_\_\_\_\_

Signature of the person named above: \_\_\_\_\_

Date signed: \_\_\_\_\_ day of \_\_\_\_\_

\*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

\*\* : Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid.]



**SUI SOUTHERN GAS COMPANY LIMITED**

**UNDERTAKING OF COMPLIANCE WITH INTEGRATED MANAGEMENT SYSTEM (IMS) MANUAL AND BLACKLISTING MECHANISM**

I, \_\_\_\_\_ [Supplier's Authorized Representative Full Name], of \_\_\_\_\_ [Supplier Company Name], with principal \_\_\_\_\_ office \_\_\_\_\_ located \_\_\_\_\_ at \_\_\_\_\_ [Full Address], do hereby solemnly affirm and declare as follows:

1. That I am the duly authorized representative of \_\_\_\_\_ [Supplier Company Name], and have the legal authority to make this declaration on behalf of the company.
2. That I confirm having accessed, read, and fully understood the **Integrated Management System (IMS) Manual** provided by **Sui Southern Gas Company Limited (SSGC)**, available at the official website:  
<https://www.ssgc.com.pk/web/wp-content/uploads/2025/06/IMS-Mannual-1-1.pdf>
3. That \_\_\_\_\_ [Supplier Company Name] agrees to comply fully with all the policies, procedures, and responsibilities outlined in the IMS Manual, and will ensure that all relevant employees, contractors, and agents are made aware of and comply with the same.
4. That \_\_\_\_\_ [Supplier Company Name] acknowledges that failure to comply with the IMS Manual may result in corrective action, including but not limited to financial penalties as per SSGC policy and suspension or termination of business with Sui Southern Gas Company Limited (SSGC).
5. That the bidder has also read, understood, and accepted the **Blacklisting Mechanism of Sui Southern Gas Company Limited (SSGC)**, available at:  
[https://www.ssgc.com.pk/web/wp-content/uploads/2024/09/blacklisting\\_mechanism\\_2024.pdf](https://www.ssgc.com.pk/web/wp-content/uploads/2024/09/blacklisting_mechanism_2024.pdf)
6. Any type of violation of the tender terms and non-performance will result in the enforcement of the Blacklisting Mechanism, which will be dealt with in accordance with the Blacklisting Rules/Mechanism.
7. This affidavit is made in good faith and for the purpose of affirming our commitment to health, safety, environmental standards, and compliance with the **Integrated Management System (IMS) Manual** and the **Blacklisting Mechanism** of Sui Southern Gas Company Limited (SSGC), as well as all other applicable policies and procedures of SSGC.

Signed at \_\_\_\_\_ [City] on this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Details: \_\_\_\_\_

(Company Stamp / Seal Mandatory)

**Witnessed by:**

Signature of Witness: \_\_\_\_\_  
Name of Witness: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_  
Name of Witness: \_\_\_\_\_  
Date: \_\_\_\_\_



**SSTW-05**

Ref No \_\_\_\_\_

Dated \_\_\_\_\_

M/s \_\_\_\_\_

SNTN \_\_\_\_\_

Address \_\_\_\_\_

**NOTICE UNDER RULE 3(1) OF THE SINDH SALES TAX SPECIAL PROCEDURE (WITHHOLDING) RULES, 2011.**

Dear Sir,

Kindly note that we are a withholding agent under the Sindh Sales Tax Special Procedure (Withholding) Rules, 2011, and that we shall withhold and deduct the prescribed amounts of Sindh sales tax against your tax invoices in relation to the services provided or rendered by you to us. We hold NTN/FTN

2. We undertake to deposit the withheld/deducted amounts of Sindh sales tax in the Sindh Government's head of account "B-02384" against a SRB-prescribed PSID/Challan (SST-04 or SSTW-04) in the manner prescribed under the aforesaid Sindh Sales Tax Special Procedure (Withholding) Rules, 2011, and we shall provide you a certificate of deduction-cum-deposit in terms of rule 3(9) thereof.

Signature \_\_\_\_\_

Name \_\_\_\_\_

CNIC \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Official seal \_\_\_\_\_





**Sui Southern Gas  
Company Limited**

## **Procurement Department**

**Standard Advisory to all Bidders**

**SUB: Sindh Sales Tax Withholding On Services Payment**

*(Effective from 1 July 2024)*

Dear Sir,

### **Background**

Please be informed that:

1. Uptil February 2024, SSGC deducted 20% of Sindh Sales Tax amount from Invoice value payable to a Vendor for services rendered in Sindh & deposit the same with Sindh Revenue Board, while remaining 80% is deposited by the Vendor themselves.
2. From March 2024 – June 2024, SSGC deducted 80% of Sindh Sales Tax amount from Invoice value payable to a Vendor for services rendered in Sindh & deposit the same with Sindh Revenue Board, while remaining 20% is deposited by the Vendor themselves

### **Amendment in Law**

Sindh Revenue Board (SRB) has amended Withholding Rules thereby requiring SSGC to deduct 20% of sales tax amount from Invoice Value.

### **Revised Procedure for Sindh Sales Tax Withholding**

In order to ensure implementation of above amendment, following process is being implemented 01. July 2024:

- 1) 80% Sales Tax to continue to be withheld on 'Past' Invoices only (where Vendor has already deposited 20% Sales Tax in Government treasury provides evidence thereof).
- 2) 20% Sales Tax will be deducted on Current and future invoices (while 80% will be deposited by vendor directly with SRB)

It is needless to mention that only Sindh Withholding Rules have been amended white there is no change in other Rules (income tax withholding Balochistan Sales Tax withholding; etc.)





سوی سدرن گیس کمپنی لمیٹڈ  
پروکیورمنٹ ٹیپارٹمنٹ

تمام ٹھیکیداروں کے لئے معیاری ایٹوانٹری

خدمات کی ادائیگی پر سندھ سیلز ٹیکس  
(۱ جولائی ۲۰۲۴ سے نافذ العمل)

یس منظر

مطلع کیا جائے کہ:

1. فروری 2024 تک، SSGC نے سندھ میں فراہم کی جانے والی خدمات کے لیے وینڈرز کی انوائس ویلیو سے سندھ سیلز ٹیکس کی رقم کا 20% کاٹ لیا ہے اور اسے سندھ ریونیو بورڈ کے پاس جمع کرایا ہے، جبکہ وینڈرز بقیہ 80% خود جمع کراتے ہیں۔

2. مارچ 2024 سے جون 2024 تک، SSGC نے سندھ میں فراہم کی جانے والی خدمات کے لیے وینڈرز کی انوائس ویلیو سے سندھ سیلز ٹیکس کی رقم کا 80% کاٹ لیا ہے اور اسے سندھ ریونیو بورڈ کے پاس جمع کرایا ہے، جبکہ بقیہ 20% وینڈرز خود جمع کراتے ہیں۔

قانون میں ترمیم

سندھ ریونیو بورڈ (SRB) نے ود ہولڈنگ رولز میں ترمیم کی ہے جس کے تحت SSGC کو انوائس ویلیو سے سیلز ٹیکس کی رقم کا 20% کٹوتی کرنا ہوگی۔

سندھ سیلز ٹیکس ود ہولڈنگ کا نظرثانی شدہ طریقہ کار

مندرجہ بالا ترمیم کے نفاذ کو یقینی بنانے کے لیے، 01 جولائی 2024 سے درج ذیل عمل کو نافذ کیا جا رہا ہے:

(1) 80% سیلز ٹیکس صرف 'ماضی' انوائسز پر کٹوتی جاری رہے گی (جہاں وینڈر نے پہلے ہی سرکاری خزانے میں 20% سیلز ٹیکس جمع کرایا ہے اس کا ثبوت فراہم کرتا ہے)۔

(2) 20% سیلز ٹیکس موجودہ اور مستقبل کے انوائسز پر کاٹا جائے گا (جبکہ 80% وینڈر براہ راست SRB کے ساتھ جمع کرائے گا)

یہ واضح رہے کہ صرف سندھ ود ہولڈنگ رولز وائٹ میں ترمیم کی گئی ہے دیگر رولز (انکم ٹیکس) کو ود ہولڈنگ بلوچستان سیلز ٹیکس ود ہولڈنگ وغیرہ) میں کوئی تبدیلی نہیں کی گئی ہے۔

