



## Invitation to Bids

1. Sealed bids are invited from accredited academic institutions, registered with PPRA on e-PADS as vendors and also registered with Income Tax and Sales Tax Departments, and must be included in Active Tax Payer's List of FBR for procurement of Services for conducting licensing examination for Customs Clearing Agents. The successful bidders will be awarded contract for three (03) years further extendable subject to satisfactory performance.
2. The licensing examination will be financed directly by applicants, with no involvement of government funds. The licensing fee will be paid by the Applicant(s) i.e. candidates for the licensing examination to the Customs Academy of Pakistan which will later disburse as service charges to the shortlisted bidder.
3. Bidding will be conducted through "Open Competitive Bidding" using - Single Stage Two Envelope procedure as specified in the PPRA Rules 2004 and is open to all eligible Bidders.
4. Bidding documents are available on EPADS, PPRA & FBR Websites i.e. <https://www.ppra.gov.pk> & <https://www.fbr.gov.pk/> and can be downloaded free of cost. Interested eligible bidders may request for further information/clarification by email at [secretary.admin@fbr.gov.pk](mailto:secretary.admin@fbr.gov.pk) during official Business Days and timing at the address given below, within Seven (07) days before the proposal submission deadline.
5. A Pre-Bid Meeting will take place on **28<sup>th</sup> October, 2025 at 11:00 AM** at Conference Hall, FBR HQs, Constitution Avenue, G-5/2, Islamabad. The bidders who wish to join the meeting virtually can join by using the following link Details to join the meeting link are as follows: Meeting Link: <https://vlc.fbr.gov.pk> Meeting id: 518518 Password/PIN: 0258 Date: 28-10-2025
6. Encrypted electronic bids duly completed and in conformity with Bidding Documents must be uploaded on e-PADS on or before **11:00 AM 13<sup>th</sup> November, 2025** and a hard copy of the bid submitted at EPADs shall be submitted to FBR, HQs prior to the closing time. Submission of bids through email is not permitted and late Bids will be rejected. Bids will be opened on the same day at 11:30AM
7. Sealed bids (as prescribed in Bid Data Sheet of the Bidding Document) in accordance with the provisions of Public Procurement Rules, 2004 and terms and conditions defined in the bidding document, supported by bid security PKR. 200,000 (Two Lac Only), in the shape of pay order/demand draft/ call deposit/banker's cheque in the name of **Secretary (Administration)**, FBR (HQ), Islamabad should reach Room 506, Fifth Floor, Federal Board of Revenue (FBR) HQ, Islamabad on/or before 1100 hours by **13<sup>th</sup> November, 2025**.
8. In case opening date(s) is declared as a Public Holiday by the Government, the next working date shall be deemed to be the date for submission and opening of tender(s) at the same time and place. FBR may reject all bids at any time prior to the acceptance of a bid by invoking Rule 33 of Public Procurement Rule (PPR), 2004. Additionally, bids will not be entertained if not submitted via E-PADS.

**Farrukh Amir Sial**  
Secretary (Administration)  
Room 506, Fifth Floor,  
Federal Board of Revenue (HQs), Islamabad  
Email: [secretary.admin@fbr.gov.pk](mailto:secretary.admin@fbr.gov.pk)  
Phone No: 051-9203679