



FEDERAL BOARD OF REVENUE Procurement Notice (PN)

REQUEST FOR BIDS

CERTIFICATION BASED UPSKILLING PROGRAMS FOR GRADE 17-18 OFFICERS OF FBR

1. The Federal Board of Revenue (FBR) has reserved Funds for the procurement planned for FY 2025-26. The Federal Board of Revenue intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "Certification based upskilling programs for Grade 17-18 Officers of FBR".
2. The Federal Board of Revenue, Government of Pakistan, invites sealed bids from eligible and experienced institutions for the Design, Delivery, and Certification of Professional Upskilling Programs for officers of the Federal Board of Revenue (FBR) in Grades 17 and 18.
3. The objective is to provide structured, modular, certification-based training in specialized subject areas ("Learning Streams") essential for modern tax administration. Each Learning Stream (e.g., Data Science, Digital Tax Systems, Compliance Enforcement, Supply Chain Management etc) shall be offered at two levels—Intermediate and Advanced (e.g., *Data Science - Intermediate; Data Science - Advanced*). Each level constitutes an independent certificate.
4. The services shall be delivered over a period of three years, targeting approximately 1,100 officers. The Service Provider will design, customize, and schedule content to FBR's requirements, manage delivery/logistics, and award certifications. Each officer must complete two (2) certifications over the delivery period. Officers will be allowed to select streams and levels based on pre-approved frameworks, and final exams shall be conducted in-person with strict grading protocols.
5. Eligible bidders are training and educational institutions, with demonstrated experience in delivering technical and professional education/training at a national or international scale. Bidders must have proven capacity in instructional design, adult learning methodology, faculty deployment, and examination administration.
6. Only institutions registered on E-PADS and compliant with tax regulations (valid Income Tax and Sales Tax registrations with active ATL status) are eligible to participate. Interested eligible bidders may request further information or clarification by emailing (INSERT EMAIL) at least seven (07) days prior to the submission deadline.
7. **Single Stage - Two Envelope** Bidding Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Cost and Quality Based Selection (QCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority

(from time to time).

8. All bids must be supported by a Bid-Securing Declaration Form on the format as provided in Section VI.
9. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on E-Pak Acquisition & Disposal System (EPADS) at (www.eprocure.gov.pk).
10. A Pre-bid meeting will be held on **16th December, 2025 at 11:00AM** in room 358, 3rd floor, FBR (HQ), G 5/2, Constitution Avenue, Islamabad. The bidders who wish to join the pre-bid meeting virtually can join by using the link [<https://vlc.fbr.gov.pk> Meeting ID: 518518 Password/PIN: 0258 Date: 16-12-2025 Time: 11 AM].
11. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through EPADS on or before 11:00AM by **30th December 2025**. E-bids will be opened on the same day at 11:30AM. Manual submission of Bids as required in the Bid Data Sheet must be followed.
12. **Key Details:**
 - a. **Issuance Date of RFB:** [8th December, 2025]
 - b. **Last Date for Bid Submission:** [30th December 2025]
 - c. **Pre-bid Meeting:** [16th December, 2025 at 11:00AM]
 - d. **Opening of Technical Bids:** [30th December 2025]
 - e. **Bid Submission Address:** [Room 510, 5th Floor, FBR (HQ), Islamabad]
 - f. **Contact:** [secretary.admin@fbr.gov.pk/051-9203679]
13. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website (www.fbr.gov.pk/tenders) and on Authority's website at (www.ppra.org.pk).
14. FBR reserves the right to accept or reject all bids in accordance with Rule 33 of the Public Procurement Rules, 2004. In case the opening date is declared a public holiday, bids shall be opened on the next working day at the same time and place.

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