REQUEST FOR QUOTATION (RFQ) For

Integrated Provident Fund Management, Employee Insurance, Pension and Related Benefits Solutions

RFP-202610034

From: **Procurement Department**	Email: ahmednisar@sdpi.org Tel: 051-2278134 Cell: 03093334072 Website: www.sdpi.org
Date: 10 November 2026	No. of pages including this page**: 10**

Who can apply?

The firms which fulfill the following criteria are eligible to apply:

1. Be a registered entity (Legal Registration Certificate to be provided).
2. Minimum experience of five (05) years in services.
3. Soundtrack-record of last 3 years (Profile including work Performance Certificates from previous clients, preferably NGO·INGO) to be provided.
4. Assigned focal person for coordination with SDPI Administration point.
5. Have fulfilled obligations related to payment of taxes.
6. Have never been blacklisted or in litigation with any client.

Manner of Submission:

Proper bids to be submitted by hand or through courier service to SDPI Office at 3rd floor, Taimoor chamber 10-D west blue area Islamabad.
Envelopes must be signed, and sealed / {staples are not acceptable} and indicate the RFQ. description.
Quotation must be signed and stamped with company name by vendor.
Closing date: 17 November 2026, 11:00 am

Requirements: SDPI invites your company to make a firm offer as mentioned in Annex A

Special instructions:

1- Please paste qualification summary on backside of the envelope.

Your offer should clearly indicate:

1. Unit price should be inclusive of all taxes applicable
2. Total CIF up to delivery place
3. All applicable government taxes will be deducted from the invoice

4. Confirmed detailed delivery schedule with major milestones:
5. The vendor should clearly mention the validity of the offer: 30 days.

Criteria of Evaluation of RFQ's: All aspects of this quote will be evaluated; that is quality of goods, specifications, delivery and cost. Important - give clear detailed specifications on quotes. Additional advantages offered will also be considered. SDPI ultimately reserves the right throughout this process to select any servicing option that best meets its business requirements and to hold discussions with any and all respondents.

Notes to interested vendors / companies.

1. Please answer all questions.
2. Please retain a copy of your complete submission.
3. Documents delivered late will not be considered.

4. All forms should be completed, signed and stamped.
5. Every price that is not clear or is changed should be signed and stamped by bidder.
6. Each company should submit one tender document only. In case of more than one (1) tender, the bidder will be disqualified.
7. Vendor will provide the cost breakdown
8. Prices without tax will be considered as "**Inclusive of all direct taxes**". (As GST is Indirect Tax so it does not need to be included in the price.

Information to bidders:

1. Currency of offer should be in **Pakistani Rupee**.
2. Payment will be made to the supplier by cross-check.
3. SDPI will not be responsible for any bank service charges.
4. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by SDPI or the supplier.
5. SDPI does not undertake to pay by letter of credit or in advance of delivery.
6. SDPI reserves the right to accept the whole or part of your offer.
7. Where the interest of SDPI so requires, all offers / proposals may be rejected and new ones solicited.
8. Incomplete offers or offers which do not comply with any of our tender conditions will not be considered.
9. If the supplier fails to deliver the supplies or perform the services within the time specified in this agreement, SDPI may require that supplier pay, in place of actual damages, liquidated damages of the amount of one percent (1%) of the agreement value for each day of delay.
10. Payment shall be made after deduction of all government applicable taxes.

***Any party trying to influence the Procurement Committee will be automatically disqualified from competition. The Procurement Committee reserves the right to accept or reject any tender(s) without assigning any reason. The decision of the Procurement Committee will be final and binding on all. If required, the Procurement Committee may adopt other evaluation criteria(s) as seemed necessary.**

***This document is not a commitment to purchase order on the part of SDPI. Bidder(s) not completing or not agreeing to the requirements set out in Invitation to Bid documents will be automatically disqualified from this competition and will not be further evaluated.**

Thanks and regards.

DECLARATION OF ELIGIBILITY
(ON COMPANY LETTERHEAD)

Company Name:
I, the undersigned (Name and address of representative)

Representative of _____
(Name and address of company) Declare
that the following conditions arc applicable to us:

- We are legally registered company/companies.
- We are not bankrupt or in the process of going bankrupt.
- We have not been convicted of an offense concerning professional conduct.
- We have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- We have fulfilled obligations related to payment of social security and taxes.
- We are not guilty of serious misinterpretation in supplying Information.
- We are not in a situation of conflict of interest (with prior relationship to project or family or business relationship to parties on Commission).
- We were not declared as serious fault of implementation owing to a breach of their contractual obligations.
- We do not employ personnel below the legal working age.
- We provide basic social rights and fair working conditions for our employees.
- We hereby confirm that we agree to all terms and conditions and other requirements as specified in the tender documents

_____
(Signature & Stamp)

_____
(Name, address) (Location, date)

Mailing Address: PO Box 2342, Islamabad, Pakistan
Street Address: *3rd Floor Taimoor chamber 10-D west, blue area Islamabad*
Telephone: ++(92-51) 2277146, 2278134, 2278136, 2270674-6
Fax: ++(92-51) 2278135
E-mail: ahmednisar@sdpi.org ***URL***: www.sdpi.org

QUALIFICATION SUMMARY

1	Name of Company	
2	Address	
3	Head Office	
4	Sub Offices	
5	Operational Area	
6	Contact Person	
7	Designation	
8	Email	
9	Mobile	
10	Telephone	
11	Fax	
12	Legal Status (Sole Proprietor, Partnership firm, Company, others)	
13	Ownership (Public, Private)	
14	Place of Registration	
15	Registration Number	
16	Experience in years (Profile with Audited financial statements and reports)	
17	Basic Activities	
18	NTN	
19	STRN	

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GENERAL TERMS AND CONDITIONS

Please note that the General Terms and Conditions for Goods and Services will be an integral part Of the Purchase Order and the bidder shall fully comply with the provisions of this document.

1. ACCEPTANCE OF CONTRACT: This contract may only be accepted by the Company's signing and returning an acknowledgement copy of the contract. Acceptance or this contract shall affect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions or this contract, including these general terms and Conditions. No additional or inconsistent provisions proposed by the Company shall bind SDPI unless agreed to in writing by a duly authorized official of SDPI.

2. PAYMENT:

- Payment will be made In Pak Rupees only for received Items shall be made by the finance department.
- Unless authorized by SDPI, the Company shall submit one invoice.
- SDPI Finance Department will make payment through cross cheque in the name of Company within 30 days from the receipt of the Invoice.

3. TAX EXEMPTION: SDPI will deduct all applicable taxes as per fiscal applicable laws In Pakistan. The bidder may submit tax exemption certificate if the applying entity is tax exempted.

Accordingly, the Company authorizes SDPI to deduct from the Company's invoice any amount representing such taxes, duties or charges.

All payments made against purchase will be subject to deductions of withholding tax, as applicable under the Income Tax Ordinance, 2001 and any other law promulgated in this regard by the Federal Board of Revenue (FBR) from time to time.

4. INTELLECTUAL PROPERTY INFRINGEMENT: The Company warrants that the use or supply by SDPI of the goods/services sold under this Contract/Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Company shall, pursuant to this warranty, indemnify, defend and hold SDPI harmless from any actions or claims brought against SDPI or its project offices pertaining to the alleged infringement of a patent, design, trade-name or trade- mark arising in connection with the goods/services under this Service Contract.

5. RIGHTS OF SDPI:

5.1 In case of failure by the Company to fulfill its obligations under the terms and conditions of this Service Contract, including but not limited to failure to obtain necessary services, or to make delivery of all or part of the services by the agreed delivery date or dates, SDPI may, after giving the Company reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

a) Procure all or part of the services from other sources, in which event SDPI may hold the Company responsible for any excess cost occasioned thereby.
b) Refuse to accept all or part of the services.

5.2 SDPI reserves the right to increase or decrease the requirement and quantities or to make split order within the validity date of the quotation.

6. ASSIGNMENT AND INSOLVENCY: Should the Company become Insolvent or should control of the Company change by virtue of Insolvency, SDPI may, without prejudice to the other rights or remedies, immediately terminate the Contract by giving the Company written notice of termination.

7. USE OF SDPI NAME OR EMBLEM: The Company shall not use the name, emblem or official seal of SDPI for any purpose.

8. PROHIBITION OF ADVERTISING: The Company shall not advertise or otherwise make public that it Is furnishing goods or services to SDPI without specific permission of SDPI in each instance.

9. TERMINATION OF CONTRACT: The contract with a successful bidder will automatically be terminated in case of breach of any of the instructions, terms & conditions mentioned in the invitation to bid documents.

10. SETTLEMENT OF DISPUTES: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to the Service Contract or the breach, termination or Invalidity thereof. In the case of dispute, Pakistani courts are exclusively competent, and Pakistani Law is exclusively applicable.

11. OFFICIALS NOT TO BENEFIT: The Contractor warrants that no official of SDPI has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

12. AUTHORITY TO MODIFY: Only SDPI Authorized Official possess the authority to agree on behalf of SDPI to any modification or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against SDPI unless provided by an amendment to this agreement signed by the Contractor and Jointly by the SDPI Authorized Official.

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Annexture A

Integrated Provident Fund Management, Employee Insurance, Pension and Related Benefits Solutions
Sustainable Development Policy Institute (SDPI) | Islamabad, Pakistan

1. Invitation to propose

SDPI invites eligible banks, asset management companies, pension fund managers, insurers, takaful operators, third-party administrators and appropriately constituted consortia to propose solutions for managing and enhancing its employee benefit arrangements. SDPI seeks bidders' own recommendations, structures, product features, commercial terms and implementation approaches, supported by evidence and transparent financial quotations. Bidders may respond to one or more service areas, independently or as an integrated solution. Identify the legal entity and licensed provider responsible for each component, including any subcontracted or consortium services. SDPI may evaluate and procure components separately.

2. SDPI information supplied for proposal development

The following is indicative background information, not an instruction to replicate the current commercial structure. Bidders should state data gaps and assumptions explicitly.

Area	Current position / benchmark
Provident Fund	Planning balance: approximately PKR 125,000,000.
Group life	102 staff; Existing natural-death benefit PKR 12,000,000 and accidental-death benefit PKR 24,000,000.
Medical	85 staff and 277 dependents
Medical benefit reference	OPD PKR 150,000; IPD PKR 850,000 per ailment/confinement (double for accident); major medical PKR 1,600,000; normal maternity PKR 400,000; C-section PKR 500,000; multiple birth PKR 600,000; eligible specialized investigations including MRI.
Pension	SDPI wishes to facilitate individual voluntary retirement/pension arrangements for interested staff.

3. Scope: bidder-designed solutions

3.1 Provident Fund investment, administration and protection

Describe the solution(s) your firm recommends for the approximately PKR 125 million Provident Fund corpus, including whether conventional and/or Shariah-compliant options are available. Explain investment philosophy, expected risk/return characteristics, asset allocation, legal ownership, custody, trustee oversight, security of principal, access to funds, employee-level balance visibility, reporting, withdrawal/transfer arrangements, and continuity if the provider changes.

Present your own investment alternatives, projected gross and net returns, downside risks, historical performance (with dates), all charges, taxation assumptions, lock-ins and exit consequences. Explain how your proposal protects employee entitlements and complies with the fund deed and applicable Pakistani law. State whether any

insurance/takaful benefit is linked to the corpus and precisely how that linkage operates; do not assume that PF assets may be used to meet other benefit liabilities.

3.2 Group health benefits

Using the existing medical benefits in Section 2 as the comparison baseline, recommend the medical coverage and/or claims-management model(s) you can offer. You may propose insured, takaful, self-funded, third-party administration, hybrid or other lawful arrangements, as appropriate. Explain the operating mechanism, funding responsibility, network hospitals, cashless facilities, OPD reimbursement, claim authorization, provider discounts, exclusions, pre-existing conditions, maternity, major medical, utilization reporting, renewal process and service standards.

The bidder must independently propose and justify its pricing methodology and administrative charges, including the calculation base, minimum charges, any fixed fees, claims-related fees, taxes, reserves, stop-loss/reinsurance (if applicable), and all costs borne by SDPI or staff. SDPI is not specifying a target percentage or fee model. Clearly identify any changes to current benefits and provide a comparable annual total-cost illustration based on stated assumptions.

3.3 Group life, disability and pay continuation

Propose group life and accidental death cover using the existing PKR 12 million / PKR 24 million benefits as the comparison benchmark. Explain available benefit structures, underwriting, eligibility, age limits, exclusions, disability benefits, claim settlement, premium basis and portability. Any proposed reduction, gap or enhancement against the benchmark must be clearly highlighted and priced.

Separately describe any Pay Continuation / Salary Continuation benefit your organization offers in the event of death, permanent disability or other covered contingencies. The bidder should propose the benefit formula, definition of insured pay, benefit percentage or multiple, duration, waiting period, payment frequency, maximum caps, indexation, beneficiary treatment, eligibility, exclusions and claims process. Provide worked illustrations for at least one hypothetical salary level chosen and stated by the bidder. State whether this benefit supplements or replaces any lump-sum life/disability payment and quote the incremental cost transparently. SDPI is not prescribing a formula or duration.

3.4 Voluntary pension and retirement arrangements

Explain the pension or retirement products your firm can legally offer to SDPI employees, including any SECP-regulated voluntary pension fund arrangements. Propose account opening, employee ownership, payroll deductions, investment choices, risk management, employee statements/app access, transferability, retirement options, beneficiary benefits, withdrawal restrictions, applicable tax treatment and exit procedures.

The bidder should set out its own recommended contribution approach, pension calculation/payment mechanisms, available retirement ages, distribution options, fees, projected illustrations and material risks. SDPI is not setting withdrawal percentages, guaranteed pension rates, retirement ages or benefit caps. Any illustrative benefits must be clearly distinguished from contractual guarantees and statutory requirements.

3.5 Travel and motor insurance (optional)

Indicate whether corporate travel and motor insurance can be provided within an integrated package or as optional standalone products. Describe cover, exclusions, limits, claims assistance, pricing basis, discounts and any genuinely complimentary benefits, with eligibility and conditions.

4. Required technical proposal

Please provide: (a) company profile, licensing and regulatory status; (b) proposed product architecture and rationale; (c) how each service will operate from enrollment to claims/withdrawal; (d) sample policy wording, contracts and relevant product disclosures; (e) governance, fiduciary safeguards, Shariah certifications where applicable, and risk controls; (f) implementation timeline, transition approach and staff communications; (g) dedicated account management, complaint handling, digital access and reporting; (h) relevant corporate references; and (i) all assumptions, dependencies and exceptions.

For each proposed solution, state the advantages, limitations, eligibility conditions, financial risks, and how it compares with the existing arrangements. Bidders are encouraged to offer innovative alternatives rather than merely reproducing current benefits.

5. Required financial proposal

Submit a separately signed Financial Proposal in PKR. The bidder shall determine and explain its own pricing structure. SDPI is deliberately not prescribing management-fee percentages, reimbursement fee bands, pension formulas, or preselected investment scenarios.

Component	Bidder to provide
Provident Fund	Recommended investment option(s); return methodology and illustrations; complete fee/expense breakdown; taxation assumptions; liquidity/exit charges; any linked coverage value.
Health	Proposed commercial model; annual cost estimate; premiums and/or administrative charges; charging base and methodology; claims funding requirements; taxes; optional enhancements.
Life and disability	Premiums and pricing assumptions for proposed coverage; comparison to existing limits; any top-up, rider or coverage gap.
Pay continuation	Proposed formula and payment terms; premium or cost methodology; benefit illustrations; how the cost changes with salary, workforce and cover design.
Pension	Account-level and fund-level fees; contribution/withdrawal charges; proposed pension benefit illustrations; any employer administration costs.
Optional services	Travel/motor cover pricing, discounts, bundling effects, taxes and any additional charges.
Integrated proposal	Overall price, synergies, discounts and conditions; also provide component-level prices so SDPI can compare standalone and bundled offers.

Bidders should identify one-time setup fees, recurring charges, contingent charges, tax-inclusive and tax-exclusive amounts, payment terms, quotation validity, assumptions about employee counts and any required minimum participation or asset thresholds. Provide editable calculation sheets where appropriate.

6. Bidder response and comparison schedule

Question	Bidder response / reference
Which components are you offering?	[Bidder to complete]
What structure(s) do you recommend and why?	[Bidder to complete]
What is the expected benefit to SDPI and employees?	[Bidder to complete]
What are the principal risks and exclusions?	[Bidder to complete]
What are the complete charges and calculation bases?	[Bidder to complete]
What are the relevant licenses, partners and safeguards?	[Bidder to complete]
What assumptions or additional data are required?	[Bidder to complete]
How long will implementation and transition take?	[Bidder to complete]

7. Eligibility and supporting documents

Provide incorporation/registration documents, NTN and applicable tax registration, current licenses/approvals, evidence of regulatory standing, audited financial statements for the last three years (where available), relevant ratings or solvency disclosures, sample contracts, Shariah governance evidence where relevant, and details of any consortium or third-party delivery arrangements. Each bidder remains responsible for substantiating its product and tax representations.

8. Evaluation and procurement conditions

SDPI will evaluate proposals for suitability, regulatory and fiduciary compliance, protection of employee entitlements, benefit quality, financial sustainability, transparency of pricing, investment/insurance risk, liquidity, service capacity, and overall value for money. SDPI may request clarifications, presentations, revised offers, additional actuarial or financial analysis, and proof of product terms. No specific award weighting or outcome is implied by this draft.

Any Provident Fund investment or transfer is subject to governing documents, applicable law and internal approvals. No proposal may assume automatic pooling of PF funds with medical claims or other SDPI expenses. Indicative tax advantages must be verified under prevailing Pakistani law and not represented as assured.

SDPI reserves the right, subject to its procurement rules, to accept a component, procure from multiple providers, retain existing arrangements, reject any proposal or cancel the process without award.

9. Submission instructions

Submit separate Technical and Financial Proposals, signed by an authorized representative, by 31st October to SDPI. 3rd Floor, Taimoor chambers, 10- D West, Fazal Ul Haq road, Blue Area, Islamabad. Quote RFQ reference RFP-202610034 in the subject line. Clarification deadline: 25 Oct 2026. Bid validity: 60 days.

Information available after confidentiality undertaking

Where necessary and permissible, SDPI may provide anonymized employee demographics and salary bands, and investment restrictions, current insurance wordings, historical medical claims/utilization (up to three years), dependent profiles and other information required to prepare an evidence-based quotation. Bidders should specify the exact data required and provide a provisional proposal where data is not yet available.

Bidder declaration

We confirm that the submitted proposal reflects our own recommended solution(s), with full disclosure of product terms, pricing, assumptions, exclusions, regulatory permissions, risks and dependencies. Any projected investment return or retirement benefit not contractually guaranteed is identified as illustrative. We acknowledge that SDPI has not committed to any product, investment, transfer or award.

Company: _____ Authorized signatory: _____ Date: _____