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Tender

Managing Operations of British High Commission Employees Provident Trust Fund

Foreign, Commonwealth and Development Office

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-036762

Procurement identifier (OCID): ocds-h6vhtk-05006b ([view related notices](#))

Published 2 July 2025, 12:25pm

Scope

Description

The British High Commission Staff Provident Trust Fund (in Pakistan) is a contribution-based investment fund with the purpose of making provision for employees in the event of their retirement, or their services coming to an end earlier than retirement age. The Fund adheres to The Provident Funds Act, 1925. All Country Based members of staff (after a qualifying period of service) are eligible to be members. The market value of the Fund as of December 2024 is Pakistani Rs. 2.940.billion.

The Contract shall commence on 1st November 2025 and will be initially for a period of Three (3) years. It will have provision for further Two (2) year extension, subject to satisfactory performance provided by the selected supplier and continued business requirement at the BHC in Islamabad (Pakistan).

Total value (estimated)

- £350,000 excluding VAT
- £350,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 November 2025 to 31 October 2028
- Possible extension to 31 October 2030
- 5 years

Description of possible extension:

The Contract shall commence on 1st November 2025 and will be initially for a period of Three (3) years. It will have provision for further Two (2) year extension, subject to satisfactory performance provided by the selected supplier and continued business requirement at the BHC in Islamabad (Pakistan).

Main procurement category

Services

CPV classifications

- 66141000 - Pension fund management services
-

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

14 July 2025, 11:59pm

Tender submission deadline

4 August 2025, 11:59pm

Submission address and any special instructions

Your tender must be submitted via the FCDO's e-sourcing portal (<https://fcdo.bravosolution.co.uk/web/login.html>) in accordance with the attached ITT Instructions. Tenders submitted by any other means will not be accepted. Please also note the requirement to register and submit commonly used information on the Central Digital Platform as described in the instructions for completing the invitation to tender.

Important information for all Potential Suppliers: In order to participate and gain access to the Invitation ToR Tender documentation in relation to this procurement, potential suppliers should access the FCDO's e-sourcing portal (link provided above). Once logged in, search for Project Reference No. 12247. If a potential supplier is not registered on the portal, click the

'Click here to register!' button, and follow the on-screen instructions to complete registration. Please note the portal operates a Two-Factor Authentication (2FA) login process and unregistered suppliers should read the guidance document available on the portal home page.

Registration take approximately 5 minutes and is free or charge.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

1 September 2025

Recurring procurement

Publication date of next tender notice (estimated): 1 January 2030

Award criteria

Name	Description	Type	Weighting
Technical Criteria Description	<p>Company Profile and Quality</p> <p>Past Experience: •</p> <p>Please provide your company profile showing your business network, staffing, vehicles required certification, contractor registration and licences with the state/national authorities etc. •</p> <p>Please demonstrate your experience in providing similar services to Diplomatic missions, multinational or large organisations (Minimum requirement 5 Years). • Please provide details of 3 similar contracts including Client name and contact details, Duration of contract and Brief description of scope and services provided. Maximum 2 A4 Size pages 15%</p> <p>Proposed methodology and Quality Control: •</p> <p>Please provide</p>	Quality	70%

Name	Description	Type	Weighting
	<p>details of your credible, practical, and evidence-based methodology for each of the outputs outlined in the Terms of Reference (ToR). Please share detailed work plan of activities with the Gantt chart. • Please confirm, that you would be able to adhere to the SLAs as identified in the SoSR. Please share your company's approach towards the meeting the timelines shared in the TOR. • Please mention the steps your organisation will take to meet and monitor the quality standards of the service you provide as per the scope of work. Maximum 4 A4 Size pages 15% Team Structure : • Provide details of team members who will be working on the assignment with their specific roles and responsibilities related to the scope</p>		

Name	Description	Type	Weighting
	<p>of the contract. •</p> <p>Please share copies of CVs of all team members including highlighting experience and expertise in undertaking similar assignments with and clarity on management arrangements (input days assured for this assignment), •</p> <p>Please provide team structure along with details of the team leader and time inputs (person-based man hours) by individual team members. Maximum 4 A4 Size pages 15%</p> <p>Technological efficiency: • Please provide evidence of the technology-based solutions that will enable you to meet the services required in the Terms of Reference. Maximum 4 A4 Size pages 5%</p> <p>Data and Information Security and Confidentiality •</p> <p>Provide evidence of your systems are</p>		

Name	Description	Type	Weighting
	<p>equipped for protecting personal information and how you meet any local legal requirements related to data handling and information security.</p> <p>Maximum 4 A4 Size pages 5% Risk Assessment and Escalation Matrix: • Explain the risks to this contract as you see them and how these may impact on the delivery of services. • Briefly describe how you will manage these risks and contingencies. Summarise all the above in a Risk Matrix. • Please provide escalation matrix for how you will monitor and respond to customer complaints</p> <p>Maximum 2 A4 Size pages 10% Mobilization : • Please provide a detailed plan outlining your arrangements for</p>		

Name	Description	Type	Weighting
	effective and smooth mobilisation of the services (highlighting any anticipated problems and mitigation plans). Please include a timetable. Maximum 2 A4 Size pages 05%		
Commercial Criteria Description	A full assessment of Price the total price breakdown for each of the. Competitiveness of the Commercial offer in relation to the Market. This MUST be in the format of the spreadsheet at Attachment 4 - Schedule of Prices & Rates.	Price	30%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Foreign, Commonwealth and Development Office

- Public Procurement Organisation Number: PXRR-8771-PHVX

King Charles Street

London

SW1A 2AH

United Kingdom

Email: Bidisha.Chaliha@fcdo.gov.uk

Website:

<https://www.gov.uk/government/organisations/foreign-commonwealth-development-office>

Region: UKI32 - Westminster

Organisation type: Public authority - central government

