



National Rural Support Programme

**National Rural Support Programme**

Registered Office: UBL Building, 7<sup>th</sup> Floor, Jinnah Avenue, Blue Area, Islamabad.

Tel# 051-2822319

Programme Support Unit: IRM Complex, 7, Sunrise Avenue, Park Road, Chak Shehzad,  
Near COMSATS University, Islamabad. Ph:051-8746170-3

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Tender# NRSP-CORE/Laptops/RQ-2066

Date: April 11, 2025

**Tender Documents  
for the procurement of  
Laptops**

(Newspaper Advertisement)

<b>NRSP</b> National Rural Support Programme	<b>TENDER NOTICE</b>		
National Rural Support Programme (NRSP) invites sealed tenders for supply of laptops from suppliers having previous experience of supply of laptops with valid & active NTN & GST. The detail is given below:			
<b>S. No.</b>	<b>Description</b>	<b>UOM</b>	<b>Qty</b>
1	Laptops Ci5, 8GB RAM, 512GB SSD	Each	20
Detailed specifications and terms & conditions are available in the tender documents that can be downloaded free of cost from NRSP website <a href="https://nrsp.org.pk/tenders/">https://nrsp.org.pk/tenders/</a> . The deadline for submission of bids is <b>April 25, 2025 till 3:00pm</b> at the below given address. NRSP reserve the right to accept or reject any/all bids without reason thereof or funding constrains.			
<b>NRSP- Procurement Section, 7 Sunrise Avenue, Park Road, Chak Shehzad, Near COMSATS University, Islamabad. Ph:051-8746170-3, procurement@nrsp.org.pk</b>			

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<b>Schedule</b>		
1.	Date of commencement of Tender Document (available on NRSP website)	<b>April 11, 2025</b>
2.	Last date ,time and address for receipt of Tender Document	<b>April 25, 2025</b> till 3:00pm NRSP Procurement Section, IRM Complex, #7 Sunrise Avenue, Park Road, Chak Shehzad, Near COMSATS University, Islamabad. Tel# 051-8746170-3
3.	Date and Time of Technical bids Opening	<b>April 25, 2025</b> at 3:30pm
4.	Place of opening of technical bids	Procurement Committee, IRM Complex, #7 Sunrise Avenue, Park Road, Chak Shehzad, Near COMSATS University, Islamabad. Tel# 051-8746170-3
5.	Address for communication	As Above
6.	Contact to Bidders	Interested bidders can contact for any queries to <a href="mailto:procurement@nrsp.org.pk">procurement@nrsp.org.pk</a> containing following information, Name of Company, Contact person, Mailing address, Telephone No. or email address or mobile No. Etc.

**Note:** Technical bids will be opened in presence of the bidders' representative who chooses/authorized to attend.

## 1. Introduction

Established in 1991, NRSP is the largest Rural Support Programme in the country in terms of outreach, staff and development activities. It is a not for profit organization registered under Section 42 of Companies Ordinance 1984.

NRSP's mandate is to alleviate poverty by harnessing people's potential and undertake development activities in Pakistan. It has a presence in 56 Districts in all the four Provinces including Azad Jammu and Kashmir through Regional Offices and Field Offices. NRSP is currently working with more than half a million poor households organized into a network of more than 115,076 Community Organizations. With sustained incremental growth, it is emerging as Pakistan's leading engine for poverty reduction and rural development.

## 2. Background

NRSP is implementing the project and need laptops for project staff.

## 3. Procurement details.

Below is the complete specifications of required laptops.

Sr #.	Details of Laptops	UOM	Qty in Total
1	<b>Laptop</b> <b>Processor:</b> Intel® Core™ Ultra 5 125U (up to 4.3 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 12 cores, 14 threads) <b>Graphics:</b> Integrated Intel® Graphics <b>Memory:</b> 8GB DDR5-5600MHz <b>Internal Storage:</b> 512 GB PCIe® NVMe™ SSD <b>Display:</b> 14" diagonal, WUXGA (1920 x 1200), IPS, narrow bezel, anti-glare, 300 nits, 45% NTSC <b>Brightness:</b> 300 nits <b>Weight:</b> +/-1.4 kg <b>Battery type:</b> Long Life 3-cell, 56 Wh Li-ion <b>Wireless:</b> Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card (supporting gigabit data rate) <b>Keyboard:</b> Spill-resistant, Backlit keyboard <b>Camera:</b> 1080p FHD camera <b>Audio:</b> Audio by Poly Studio, dual stereo speakers with discrete amplifiers, integrated dual array microphones <b>Fingerprint reader:</b> Fingerprint sensor <b>Ports:</b> 2 USB Type-C® 20Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4); 2 USB Type-A 5Gbps signaling rate (1 charging, 1 power); 1 HDMI 2.1; 1 stereo headphone/microphone combo jack; 1 RJ-45 <b>Operating System:</b> Microsoft Windows 11 Professional License Key <b>Power:</b> 65 W USB Type-C™ adapter <b>Brand:</b> Dell/HP/Lenovo only <b>Warranty:</b> 01 Year Local Warranty with Warranty Card	Each	20

#### 4. Submission of Bid

- a) Technical and financial bids must be submitted separately clearly mentioned on envelopes as "Technical Bid" and "Financial Bid". Both envelopes of technical and financial bids should be further packed in one outer envelope with details of tender and name of bidder.
- b) **Detailed specs sheet of offered laptops need to be submitted with the technical bid, non-submission will lead rejection of bid.**
- c) Prices should be inclusive of all applicable taxes and transportation must be mentioned clearly.
- d) Prices shall include packing, transportation, loading/unloading, till the destination which is **NRSP Office, Turbat, Baluchistan.**
- e) Bidder can offer one or more options as per requirement.
- f) Joint Venture is not allowed for this tender.
- g) The Bidders should take care in submitting the bid and ensure that enclosed papers are not found loose and should be **properly numbered** and submitted in a file in proper manner so that the papers do not bulge out and tear during scrutiny.
- h) **Last Date of Submission is April 25, 2025 till 3:00 pm local time.**
- i) The bids to this tender must be submitted in original hard copy not later than April 25, 2025 till 3:00pm local time to the point of contact given above. Electronic proposals will not be entertained. Any proposals delivered after due date and time will be considered non-responsive and disqualified from further consideration.
- j) The Bids should be marked/addressed as:

**(Tender# NRSP-CORE/Laptops/RQ-2066)**

Procurement Committee,  
NRSP, IRM Complex, #7 Sunrise Avenue,  
Park Road, Chak Shehzad, Near COMSATS University,  
Islamabad.

- k) Offer your best prices as there will be **NO price negotiation** after opening of the bids.
- l) The purchaser reserves the right for conducting pre-shipment inspection by its own personnel or reputed third parties. The selected bidder has to offer the items for inspection in such a manner that it does not affect the delivery schedule.
- m) The offer should remain **valid for a period of 45 days** from the closing date of the Commercial Bid. Any offer falling short of the validity period is liable for rejection. If a bidder extend bid validity period then will also extend the bid security period.
- n) Selected bidder must undertake to provide the purchaser, the consignment note number(s) by which the item ordered had been dispatched from their site, so as to have online / web access to the tracking system of physical movement of the consignments sent through courier.
- o) The bidder may withdraw its offer after its submission, provided that written notice of withdrawal is received by the purchaser prior to the closing date and time prescribed for submission of tender documents. No offer can be withdrawn by the bidder subsequent to the closing date and time for submission of offers.

#### 5. Eligibility of the Bidder

Below is the eligibility criteria: -

- a) Bidder must have valid and active NTN and GST registration.
- b) Bidder must be on the active tax payer list of FBR on the date of submission of bids.
- c) Bidder must have experience of supply (single order) of Laptop of worth Rs.5M or above in the last 2 years.
- d) Declaration of eligibility as per **Annex B** (on Rs.100 Stamp paper)

#### 6. Deliverables

Laptops as per details given section 3.

#### 7. Terms of Bid

a) **Bid Security**

All bidders shall furnish Security Deposit equivalent to **2% of the Cost of Deliverables (total bid value)** in the form of Call deposit/Pay Order/Demand Draft in favor of NRSP. Cheque will not be accepted in any case. After selection of successful bidder, NRSP will return/release the bid security to the unsuccessful bidders.

b) **Performance or Warranty Security**

Performance Security is **10% of the total contract value** which need to submit within 10 days of issuance or letter of award/Purchase Order. The Performance Guarantee will be forfeited if the Successful Bidder fail to deliver the ordered laptops within the given delivery time.

The Bid Security of Successful Bidder(s) may be converted as part of the Performance Guarantee for successful execution of the work and warranty of laptops.

Performance security will be returned/released after the completion of delivery of laptops.

## 8. Submission of Bid and required Documents

a) The Bid should comply with the specification of required Laptops as specified in section 3. The offer should be complete in all respects and contain all information asked for, with prices. The Technical Bid must be organized neatly and securely in the following manner.

- a) Covering letter (on bidder letterhead)
- b) NTN and GST Certificate
- c) Proof of active tax payer status (Filer) as per FBR list.
- d) Previous Experience proof in the shape of purchaser order or contract with contact details.
- e) Income tax return for the last two financial years
- f) Proof of sales for the last financial year in the shape of annual Tax return or audit report.
- g) Technical proposal with technical details with terms and conditions. (on bidder letterhead dully signed and stamped)
- h) Technical Compliance Sheet as per **Annex A**
- i) Declaration of eligibility as per **Annex B** (on Rs.100 Stamp paper)
- j) Others, if any.

8.2 The Financial Bid must be organized neatly and securely in the following manner.

- a) Covering Letter (on bidder letterhead)
- b) Financial bid with complete details and terms and conditions. (on bidder letterhead dully signed and stamped)
- c) Bid Security
- d) Others, if any

**8.3. If the Bid is not submitted in the prescribed formats or any of the item in the as mentioned above, the Bid is liable for outright rejection. All the required documents must be attached/provided.**

8.4. Once the bid is submitted in sealed cover by the bidder, the purchaser will not accept any addition / alterations / deletions of the Bid. However, the purchaser reserves the right to seek clarification or call for supporting documents from any of the bidders, for which the concerned bidder will need to submit the documentary evidence(s) as required by the purchaser.

8.5. Any Bid, submitted with incorrect information will be liable for rejection. Further, if any bidder is found to have submitted incorrect information at any time, he may be debarred from participation in the future tendering processes.

## 9. Evaluation Criteria for Bid

a) The Purchaser will scrutinize the offers to determine whether it is complete, whether errors have been made in the offer, whether required technical documentation has been furnished and whether the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, wherever called for, would be summarily rejected. However, the purchaser, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. The Purchaser reserves the right for such waivers and this shall be binding on all bidders.

b) Below evaluation criteria would be used for the technical and financial evaluation of the bids.

1	NTN & STRN registration certificate with active status is mandatory and non-provision will lead to disqualification.	-	<b>Mandatory Preliminary Criteria Pass or Fail</b>
2	Filer status on FBR online portal, non-filer (having inactive status) will lead to disqualification.	-	
3	Bidder must have experience of supply (single order) of Laptops of worth Rs.5 or above in the last 2 years	-	
4	Submission of Declaration of eligibility as per <b>Annex B</b> (on Rs.100 Stamp paper) dully attested by notary public.	-	
5	Conformance to specification (Minor deviation may be accommodated up to 05 and 1 mark for each deviation will be deducted except core, RAM, SSD, Display, ports and OS. Any deviation, lower side, from these would be liable for rejection).	35 Marks	<b>Technical Criteria</b>
6	Past Experience Certificate/Purchase Order/Contract of supply of laptops for amount above Rs.5 million. Three (03) marks for each, Maximum 15 marks,	15 Marks	
7	Sales (Total Revenue) More than fifty (50) Million Sales in last financial year = ten (10) Marks Between twenty (20) and fifty (50) Million sales in the last financial year = seven (7) Marks and less than twenty (20) Million sales in last financial year = five (05) Marks	10 Marks	
8	Last two (02) Years Income Tax Return. (5 marks for each year tax return)	10 Marks	
	<b>Total Technical Marks</b>	<b>70 Marks</b>	<b>Total T&amp;E Score</b>
	<b>Total Financial Marks</b>	<b>30 Marks</b>	<b>Financial</b>
	<b>Total Marks = Technical + Financial</b>	<b>100</b>	<b>Final Grand Total of Scores</b>

- c) Bidder having max final score will be shortlisted for award.
- d) Purchaser have the right to split the order between two or more bidders for one or more items.
- e) Financial proposal of only technical qualified bidders would be opened. Date and time of opening shall be communicated after the evaluation of technical bids. Financial bids of technical rejected bidders shall be returned to them unopened.
- f) For proper scrutiny, evaluation and comparison of offers, the purchaser may, at its discretion, ask some or all bidders for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

## 10. Fees and payment Schedule

- a) No Advance will be allowed in any case.

- b) Payment will be made after the complete and satisfactory delivery/acceptance of the Laptops to the designated delivery site/destinations within 3-4 weeks through cross cheque.
- c) Applicable taxes will be deducted from all the invoices as per prescribed law of Govt. of Pakistan. Tax challan will be provided within 3-4 weeks of the payment.

### **11. Paying Authority**

The payments as per the Payment Schedule covered hereinabove shall be paid by NRSP.

Following Documents are to be submitted for Payment:

- a) Bill
- b) GST Invoice
- c) Duly acknowledged Delivery Challan.

### **12. Delivery Schedule**

- a) The Selected Bidder must undertake to deliver the Laptops ordered, to location/office as mentioned above within the time offered in the bids from the date of the Purchase Order. Complete delivery details will be provided at the time of order. However, Delivery schedule may be changed under special circumstances at the discretion of the Purchaser.
- b) The delivery of Laptops will be delivered as the quantity is mentioned in section 3. The purchaser reserves right to shift the ordered laptops to any location where it has presence, anywhere in Pakistan, either during the warranty.

### **13. Warranty & Maintenance**

The Bidder shall be fully responsible for the after sale service of laptops (Parts and services) for at least one year from the date of delivery. Warranty can be claimable to any service center in Pakistan.

### **14. Penalty for Downtime**

In case of delay in the supply of material against the terms indicated in the purchase order, the Bidder will have to pay a fine of 0.5 % (Half) percent of the balance qty for each day of delay. If shipment is delayed for more than 15 days the Purchaser has the right to unilaterally cancel the contract and his bid security will be forfeited.

### **15. Penalty On Liquidated Damages for delayed supply**

In case the delivery is delayed beyond the stipulated date of delivery, 'Liquidated damage for late delivery @ one half of one percent (0.5%) of the order value for each day of delay or part thereof would be imposed, subject to maximum of 10% if the delay is for 10 days or more. The penalty for late delivery will be deducted from the bill amount.

### **16. Bid Currency**

All prices shall be expressed in Pakistani Rupees only.

### **17. Cost of Bidding**

The bidder shall bear all the costs associated with the preparation and submission of bids & samples and NRSP will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

### **18. Bidding Document**

The bidder is expected to examine all instructions, forms, Terms and Conditions and specifications in the Bidding Document. Submission of a bid not responsive to the Bidding Document in every respect will be at the bidder's risk and may result in the rejection of its bid without any further reference to the bidder.

### **19. Deadline For Submission of Bids**



Bids must be received by the Purchaser at the address specified in the Bid Document not later than the specified date and time as specified in the Bid Document. In the event of the specified date of submission of bids being declared a holiday for the Purchaser, the bids will be received up to the appointed time on next working day.

The Purchaser may, at its discretion, extend this deadline for submission of bids by amending the bid documents.

## 20. Confidentiality Statement

All data and information received from NRSP for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to NRSP. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of NRSP.

NRSP may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

## 21. General Terms & Conditions

- a) The Purchaser **does not bind** itself to accept the lowest or any Bid and reserves the right to reject any or all Bids at any point of time prior to the issuance of purchase order without assigning any reasons whatsoever.
- b) NRSP have the right to split the order in two or more bidders depending upon the rates/items being shortlisted.
- c) The **NRSP** reserves the right to resort to **re-tendering without providing any reason whatsoever**. The **NRSP** shall not incur any liability on account of such rejection.
- d) The **NRSP** reserves the right to **modify** any terms, conditions or specifications for submission of offer and to obtain revised Bids from the bidders due to such changes, if any.
- e) **Canvassing** of any kind will be a disqualification and the **NRSP** may decide to cancel the bidder from its empanelment.
- f) Bidder code of conduct is attached for required compliance as **Annex C**.

## 22. Rejection of the Bid

The Bid is liable to be **rejected** if:

- a) The document doesn't bear signature of authorized person.
- b) It is received **through** E-mail or whatsapp.
- c) If the bid is submitted without or less or not in required type the bid security deposit.
- d) It is received after **expiry** of the due date and time stipulated for Bid submission.
- e) **Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids** not conforming to the terms and conditions stipulated in this tender document are liable for rejection by the NRSP.

## 23. Modifications and Withdrawal of Bids

Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

- a) No bid will be modified after the deadline for submission of bids.
- b) No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

## 24. Bid Opening And Evaluation

- a) The Purchaser will open the bids, in the presence of Bidder's representative(s) who choose/authorized to attend, at the time and date mentioned in Bid document at the address mentioned at bidding details.
- b) The bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for Purchaser, the bids shall be opened at the appointed time and place on next working days.

- c) Bidders satisfying the technical requirements as determined by the Purchaser and accepting the Terms and Conditions of this document shall be short-listed.
- d) Decision of the Purchaser in this regard shall be final and binding on the bidders.
- e) The contract will be awarded only to the successful responsive bidder.
- f) NRSP reserves the right to negotiate with Second, third bidder etc. if successful bidder is not able to supply the deliverables and his bid security will be forfeited.

## **25. Clarifications Of Bids**

To assist in the examination, evaluation and comparison of bids the Purchaser may, at its discretion, ask the bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered or permitted.

## **26. Purchaser's Right To Accept Or Reject Any Bid Or All Bids**

The Purchaser reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the Purchaser's action.

## **27. Governing Laws And Disputes**

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

## **28. Placement Of Order And Acceptance**

The bidder shall give acceptance of the order placed on it within 3 days from the date of order, failing which, the Purchaser shall have right to cancel the order.

## **29. Authorized Signatory**

The bidder should indicate the **authorized officials from their organization** who can discuss, correspond, sign agreements / contracts, raise invoice and accept payments and also to correspond. The bidders should **furnish proof of signature of the authorized personnel** for above purposes *as* required by the NRSP.

## **30. Appeals**

Bidders believing that they have been harmed by an error or irregularity during the award process may file a complaint to NRSP at [complaints@nrsp.org.pk](mailto:complaints@nrsp.org.pk).

## Technical Compliance Sheet

Sr #.	Details of Laptops	Offered Specs	Remarks
1	<p><b>Laptop</b></p> <p><b>Processor:</b> Intel® Core™ Ultra 5 125U (up to 4.3 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 12 cores, 14 threads)  <b>Graphics:</b> Integrated Intel® Graphics  <b>Memory:</b> 8GB DDR5-5600MHz  <b>Internal Storage:</b> 512 GB PCIe® NVMe™ SSD  <b>Display:</b> 14" diagonal, WUXGA (1920 x 1200), IPS, narrow bezel, anti-glare, 300 nits, 45% NTSC  <b>Brightness:</b> 300 nits  <b>Weight:</b> +/-1.4 kg  <b>Battery type:</b> Long Life 3-cell, 56 Wh Li-ion  <b>Wireless:</b> Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card (supporting gigabit data rate)  <b>Keyboard:</b> Spill-resistant, Backlit keyboard  <b>Camera:</b> 1080p FHD camera  <b>Audio:</b> Audio by Poly Studio, dual stereo speakers with discrete amplifiers, integrated dual array microphones  <b>Fingerprint reader:</b> Fingerprint sensor  <b>Ports:</b> 2 USB Type-C® 20Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4);  2 USB Type-A 5Gbps signaling rate (1 charging, 1 power);  1 HDMI 2.1;  1 stereo headphone/microphone combo jack;  1 RJ-45  <b>Operating System:</b> Microsoft Windows 11 Professional License Key  <b>Power:</b> 65 W USB Type-C™ adapter  <b>Brand:</b> Dell/HP/Lenovo only  <b>Warranty:</b> 01 Year Local Warranty with Warranty Card</p>		

## **Undertaking/Declaration of Eligibility**

**(SHOULD BE SUBMITTED ON RS.100- STAMP PAPER DULLY ATTESTED BY NOTARY PUBLIC)**

In the response to your Tender# NRSP-CORE/Laptops/RQ-2066, I/We, the undersigned, hereby declare that:

- Our bid is valid for a period of 45 days from the last date for the submission.
- We agree to adhere to all of the terms and conditions as given in the tender documents of the NRSP and other documents as provided in the tender documents.
- We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, NRSP reserves the right to reject our bid or terminate the contract with immediate effect.
- We are not bankrupt or being wound up, are having our affairs administered by the courts, have not the subject of proceedings concerning those matters, or are in any analogous arising from the a procedure provided for in national legislation or regulations.
- We have not been convicted of an offence concerning professional conduct by any judgment.
- We have not been guilty of grave professional misconduct proven by any means which the NRSP can justify.
- We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with legal provision the country in which we are established or with those of the country where the contract is to be performed.
- We have not been the subject of the judgment for any fraud, corruption, involvement in criminal/terrorist organization or any other illegal activity detrimental to Pakistani Law.
- I/We as sole proprietorship, authorized dealers, Association of Persons (AOP), partnership firms, private or public limited companies or other do not have any kind of relationship with the NRSP Staff; and if later my this statement is not found in conformity with reality i.e. relationship is found, I would stand liable to NRSP as per the rules mentioned in the tender documents.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in NRSP).
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not blacklisted by any Local/International organization, PPAR, SPPRA, Government/semi Government department, NGO or any other company/organization.
- Have no relation, direct or indirect, with proscribed individual/entities/political expose person(s).
- Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, UNSCR, NACTA, European Union and others.
- Have not been reported for/under litigation for child abuse.

Full official Name: \_\_\_\_\_  
CNIC No: \_\_\_\_\_  
Name of Company: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Company Stamp: \_\_\_\_\_

Attested by  
Notary Public

### Code of Conduct and Ethics

(Non-Employee, consultants, vendors and third parties)

Upholding ethical standards protects the integrity, fairness, and transparency of the procurement process.

As a consultant/Vendor professional objective is to assist NRSP to add value to their enterprise, whether that enterprise takes the form of a business, a not-for-profit organization or any element of government.

As a consultant/vendor requires adherence to this Code of Conduct and Ethics as a condition of relation. All consultants/vendors have pledged to abide by the NRSP's Code of Conduct and Ethics and their voluntary adherence to the Code signifies the self-discipline of the profession.

*All individuals (non-employees) contracted or functionally related to NRSP, including executing entities and third-party vendors:-*

1. Will serve NRSP with integrity, competence, objectivity, independence and professionalism.
2. Will only accept agreements that they are competent to perform; and will only assign staff or engage colleagues with knowledge and expertise relevant to the agreement.
3. Before accepting any agreement will establish with NRSP realistic expectations of the objectives, scope, expected benefits, work plan and fee structure of the agreement.
4. Will treat all confidential NRSP information appropriately; will take reasonable steps to prevent access to confidential information by unauthorized people and will not take advantage of proprietary or privileged information, for use by them or others, without the NRSP's permission.
5. Will avoid conflicts of interest, or the appearance of such, and will disclose to NRSP immediately any circumstances or interests that they believe may influence their work, judgment or objectivity.
6. Will not contact NRSP during the any pre-solicitation or evaluation phase in which participated, unless NRSP contact for any information.
7. Will offer to withdraw from agreement when they believe their objectivity or integrity may be impaired.
8. Will inform NRSP immediately if there is any change is contact person, email, address, directors, release of any of his/her employee or any such information which could be necessary for NRSP record.
9. Will represent the profession with integrity and professionalism in their relations with NRSP, colleagues and the general public.
10. Will report to appropriate authorities within or external to NRSP organization any occurrences of malfeasance, dangerous behavior or illegal activities discovered during the course of an agreement.
11. Will not offer commissions, gift, bribe, remuneration, or other benefits from himself or from a third party in connection with any agreement to NRSP, and will disclose in advance any financial interests.
12. Will promote adherence to the Code of Conduct and Ethics by all other staff working on their behalf.
13. Strive to treat all persons of NRSP with respect and courtesy in accordance with applicable international and national conventions and standards of behavior;
14. Never intentionally commit any act or omission that could result in physical, sexual or psychological harm to the beneficiaries we serve, or to their fellow workers;
15. Not condone or intentionally participate in corrupt activities or illegal activities. While respecting and adhering to these broader frameworks of behavior,
16. Shall not harass, discriminate, or retaliate against any other consultant/vendor or any member of society.
17. Shall make themselves available and fully participate in all administrative inquiries with completely honesty.
18. No NRSP employees shall solicit anything of value from a citizen or business for services that the NRSP is expected to provide.
19. Shall not remove NRSP property from its assigned place for personal use. Defacing or destroying NRSP property is vandalism and shall be dealt strictly.
20. Will not permit considerations of race, gender, nationality, religion, politics, sexual orientation or social status to influence professional behavior or advice.
21. Will be respectful of those whose wellbeing may be contingent. Will diligently apply objective judgment to all consulting agreements, based on the best information available. Will conduct independent research and analysis where possible, and will consult with colleagues and others who can help inform the judgment.
22. Will not use any services, goods, materials, technology and/or equipment provided by or paid for by NRSP for illegal, inappropriate, or otherwise disruptive activities, or in support of such activities.
23. Shall not place or display non-official notices in NRSP premises without prior written approval from the appropriate authority.
24. Shall not possess unauthorized weapons, illegal drugs, or alcohol on NRSP premises.
25. Shall strictly follow the NRSP's workplace policies while on any NRSP premises.

This Code of conduct is not exhaustive and may not anticipate every situation which may morally, ethically, professionally, legally compromise the employees or NRSP interests. In this regard NRSP expects to use sound judgment. However, compliance with this Code is a mandatory obligation owed by all consultants, third party vendors etc. Breach of this Code or any requirements mentioned in these Rules will result in disciplinary action and may lead up to cancellation of work order/registration including legal action or other appropriate disciplinary actions.

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#### Anti-Money Laundering and Anti-Terrorism Financing Policy

##### Policy

**"It is the policy of the NRSP to prohibit and actively prevent money laundering and any activity that facilitates money laundering or the funding of terrorism or criminal activities"** by complying with all applicable requirements under the **Anti-Money Laundering Act 2010** (Act No. VII of 2010 - an Act to provide for prevention of money laundering) and **Anti-Terrorism (Second Amendment) Act, 2014** and its implementation regulations. Recently under the national action plan and SECP regulations money laundering has been identified as a major cause for corruption and criminal activities. Therefore, NRSP is very sensitive to ensuring that our platform is not used for any such purposes.

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