



Drug Regulatory Authority of Pakistan, Islamabad

EOI FOR HIRING OF STORAGE WARE HOUSE / SHED

Through EPADS for Storage of Official record

Open Framework Agreement



Drug Regulatory Authority of Pakistan

Prime Minister's National Health Complex,
Park Road, Chak Shahzad, Islamabad

Request for Expression of Interest (EOI) for Hiring of Storage Warehouse / Shed

The Drug Regulatory Authority of Pakistan (DRAP) invites Expressions of Interest (EOIs) from owners/lessors of warehouses/sheds for hiring of suitable premises on Federal Government rates, to be used for safe storage of official records.

Requirements:

- Location: Within the vicinity of Islamabad / Rawalpindi.
- Minimum Covered Area: 5,000 sq. ft. (preferably on ground floor, single premises).
- Condition: Structurally sound, dry, well-ventilated, and suitable for long-term record storage.
- Facilities: Availability of electricity, water, washroom, parking space, and basic security arrangements.
- Tenure: Initially for three (03) years, extendable as per requirement and mutual consent.
- Rent: As per Federal Government rates.

2. EOI documents, containing detailed terms and conditions etc. are available at Public Procurement Regulatory Authority (PPRA)'s Online Portal e-Pak Acquisition and Disposal System (EPADS), DRAP's website i.e. www.dra.gov.pk and pprra's website for free download.

3. The EOI Proposals must be prepared in line with the requirement and conditions as stated above and must be submitted through EPADS portal so as to reach Drug Regulatory Authority of Pakistan, PM Health Complex, Park Road Islamabad on or before 27.10.2025 at 11:00 AM. Proposals will be opened on the same day 30 minutes after the closing time in Committee Room of DRAP HQ Islamabad in presence of bidders who may choose to participate and attend.

Deputy Director (Projects & Logistics)
Drug Regulatory Authority of Pakistan (DRAP)
Ph# 051-9255911
Email: procurement.dra.gov.pk

1. Background of DRAP

The **Drug Regulatory Authority of Pakistan (DRAP)** is a statutory body established under the DRAP Act, 2012, working under the administrative control of the Ministry of National Health Services, Regulations and Coordination, Government of Pakistan. DRAP is responsible for the regulation, manufacturing, import, export, storage, distribution, and sale of therapeutic goods including drugs, biologicals, medical devices, and alternative medicines.

In order to ensure effective regulatory functions, DRAP maintains official records which require safe, secure, and long-term storage. For this purpose, DRAP intends to hire a suitable warehouse/shed in Islamabad/Rawalpindi region.

2. Invitation for Expression of Interest

Drug Regulatory Authority of Pakistan (DRAP), Islamabad invites applications through EPADS from owners / lessors of warehouses / sheds located in Islamabad / Rawalpindi for prequalification and subsequent hiring of suitable premises to be used for safe storage of official records.

The contract shall initially be awarded for a period of **three (03) years**, extendable with mutual consent and requirement of DRAP.

3. Requirements

- **Location:** Within Islamabad / Rawalpindi.
- **Minimum Covered Area:** 5,000 sq. ft. (preferably ground floor, single premises).
- **Condition:** Structurally sound, dry, well-ventilated, suitable for long-term storage.
- **Facilities:** Electricity, water, washroom, parking space, and basic security arrangements.
- **Tenure:** 03 years (extendable on rent rates specified by Federal Govt. only).
- **Rent:** As per Federal Government rates notified vide M/o Housing and Works O.M No. F. 12(65)/2011-Policy dated 13.12.2024

4. Eligibility Criteria & List of Mandatory Documents

Interested parties must submit their proposal including following mandatory documents:

- Written application on letterhead with complete contact details.
- Proof of ownership/lease rights (title, mutation, allotment).
- Copy of CNIC of owner/lessor.
- Site plan/layout with total covered area.
- Latest property tax paid receipt.
- Undertaking that the premises is free from litigation/encumbrances.
- Rent Quotation per sq. ft. / per month in line with Ministry of Housing & Works O.M No. F. 12(65)/2011-Policy dated 13.12.2024

Failure to submit any of the above shall lead to rejection of the proposal.

5. Submission of EOIs

- EOIs must be submitted through **EPADS portal**.
- Manual proposals will not be entertained.
- **Deadline:** 27.10.2025 at 11:00 AM.

- **Opening:** 27.10.2025 at 11:30 AM in Committee Room of DRAP HQ, in presence of applicants who may choose to attend.

7. Evaluation Criteria

Evaluation will be carried out on the following basis:

- Location and accessibility (Location closest to DRAP office shall be given preference)
- Compliance with minimum covered area and structural condition.
- Availability of required facilities.
- Compliance with Federal Government rent rates.
- Completeness of mandatory documents.

8. Terms of Contract

1. Premises must be handed over in ready-to-use condition.
2. Rent will be paid as per Federal Government rules on annual / semiannual basis as per agreement with the owner.
3. The premises must remain free from any litigation/encumbrance throughout the contract period.
4. DRAP reserves the right to terminate the agreement in case of breach of terms.
5. Premises must be maintained in suitable storage condition during the contract tenure.

9. Rejection of Applications

DRAP reserves the right to accept or reject any/all applications without assigning reason, as per PPRA Rules.

10. Redressal of Grievances

Any aggrieved applicant may lodge a complaint with DRAP's Grievance Redressal Committee (GRC) through EPADS. The Committee shall decide within 14 days.

11. Contact Information

Hamza Zubaid Malik
Deputy Director (Projects & Logistics)
Drug Regulatory Authority of Pakistan (DRAP)
PM Health Complex, Park Road, Chak Shahzad, Islamabad
Ph: 051-9255911
procurement@dra.gov.pk

Annexures

Annex-I: Premises Details Form

(To be submitted on Applicant's Letterhead)

Premises Address	Total Covered Area (sq. ft.)	Floor / Level	Layout Plan Attached (Yes/No)	Parking Availability	Facilities (Electricity/ Water/Security)	Condition (Dry/Ventilated)
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Declaration: I hereby certify that the above information is true and complete.

Annex-II: Rent Offer Form

(To be submitted on Applicant's Letterhead)

Total Area (sq. ft.)	Offered Rent (per sq. ft./month)	Total Monthly Rent (PKR)	Rent as per Govt. Rates (Yes/No)
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Declaration: I hereby undertake to provide the premises at Federal Government rates as per applicable rules.

Annex-III: Owner/Applicant Information Form

Name of Owner/Applicant	CNIC No.	Contact No.	Email	Address	Ownership/Lease Documents Attached (Yes/No)
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Annex-IV: Undertaking

(On Judicial Stamp Paper)

I, _____ (Name, CNIC), owner/authorized lessor of premises located at _____, do hereby solemnly affirm and undertake that:

1. The premises offered is free from litigation/encumbrances.
2. The premises will be provided in structurally sound and usable condition for DRAP's storage needs.
3. I agree to abide by all terms and conditions of the bidding/EOI document.

Signature: _____

Name: _____

Date: _____