



Pakistan Horticulture Development & Export Company (PHDEC), registered under Section 42 of the Companies Act 2017, is dedicated to promoting, coordinating and enhancing Pakistan's horticulture sector. PHDEC plays a pivotal role in advancing the export of high-quality horticultural products to premium international markets through strategic initiatives, integrated value chain interventions and stakeholder collaboration. Under the initiative "**Strengthening Pakistan's Horticulture Sector: Support for Global GAP, HACCP & ISO 22000 Certifications**", PHDEC aims to enhance the export potential of horticultural products by facilitating selected stakeholders (farmers, exporters, and processors) in obtaining international food safety certifications. To achieve this, PHDEC intends to engage services of;

- A Certification Body (CB) accredited for Global GAP, HACCP, and ISO 22000 certifications.

Sealed bids (**Technical and Financial**) are invited from reputed firms/agencies/ having minimum 5 years of relevant experience as detailed in the ToRs and registered with relevant tax authorities of Pakistan including having a valid NTN/STN. The firm/agency should not have been black listed by any government office. Two Stage-Two Envelope (TSTE) bidding process will be followed.

Complete Set of bidding documents containing detailed terms and conditions for hiring of services can be accessed from www.eprocure.gov.pk, www.phdec.gov.pk. or can be asked from this address muhammad.khalid@phdec.gov.pk. Submission of bids through EPADS is a mandatory requirement. The sealed bids (Technical and Financial) must also reach to the undersigned at the given address on or before **29th September, 2025** at 11:00 am. Technical Bids will be opened on the same day at 12:30 pm. Bids submitted late/incomplete shall not be considered/entertained.



TERMS OF REFERENCE (TORs)

Hiring of Certification Body

For the Project

"Strengthening Pakistan's Horticulture Sector: Support for Global GAP, HACCP & ISO 22000 Certifications"

1. Introduction

The Pakistan Horticulture Development & Export Company (PHDEC), registered under Section 42 of the Companies Act 2017, is dedicated to promoting, coordinating, and enhancing Pakistan's horticulture sector. PHDEC plays a pivotal role in advancing the export of high-quality horticultural products to premium international markets through strategic initiatives, integrated value chain interventions, and stakeholder collaboration. Under the initiative "Strengthening Pakistan's Horticulture Sector: Support for Global GAP, HACCP & ISO 22000 Certifications", PHDEC aims to enhance the export potential of horticultural products by facilitating selected stakeholders (farmers, exporters, and processors) in obtaining international food safety certifications. To achieve this, PHDEC intends to engage a Certification Body (CB) accredited for Global GAP, HACCP, and ISO 22000 certifications.

2. Objectives of the Assignment

The primary objective is to engage a qualified and accredited Certification Body to undertake all formal processes related to registration, auditing, and certification of selected stakeholders in accordance with the respective standards (Global GAP, HACCP, ISO 22000).

3. Scope of Work / Responsibilities

The Certification Body (CB) shall be responsible for the following tasks:

a. Stakeholder Registration

- Register all shortlisted farms, processors, and exporters identified and prepared by PHDEC and its consultant(s).
- Verify pre-audit documentation and initiate the certification process.

b. External Audit

- Conduct detailed on-site audits in line with the certification standard applied (Global GAP, HACCP, or ISO 22000).
- Ensure that audits are conducted by qualified auditors approved/accredited for the relevant certification scheme.



c. Audit Report Preparation

- Submit detailed audit reports for each stakeholder outlining:
 - Observations
 - Conformities and non-conformities (NCs)
 - Recommendations (if applicable)

d. Closure of Non-Conformities

- Review corrective action plans and evidence submitted by stakeholders for NCs identified during audit.
- Verify resolution of NCs in accordance with standard guidelines.
- Conduct follow-up audits if necessary.

e. Issuance of Certification

- Upon successful closure of all NCs and fulfillment of certification criteria, issue valid certificates to each compliant stakeholder.
- Ensure the certification is internationally recognized and verifiable.

4. Deliverables

- Registration confirmation for all shortlisted stakeholders.
- Audit reports for each stakeholder.
- Non-conformance closure confirmation documents.
- Certificates issued to successfully audited and compliant stakeholders.
- Summary report detailing certification outcomes.

5. Eligibility Criteria

- Must be accredited by a recognized international accreditation body (e.g., IOAS, IAS, UKAS, etc.) for Global GAP, HACCP, and/or ISO 22000.
- Proven experience of certification audits in the horticulture/agri-food sector.
- Presence in Pakistan or capacity to carry out audits within Pakistan.
- Qualified and experienced auditors familiar with local operational contexts.

6. Duration and Timeline

- Certification activities shall be completed within [Specify Duration] from the date of engagement.
- Timeline for each audit and certification issuance must be provided at the time of proposal submission.



7. Supervision and Reporting

- The Certification Body will coordinate closely with PHDEC and the designated Consultant throughout the process.
- All reports and certifications must be submitted to PHDEC in both hard and soft copy.

8. Payment Terms

- Payment will be linked to achievement of key milestones:
 - Registration completion
 - Completion of external audit
 - Submission of audit reports
 - Certification issuance

9. Evaluation Criteria for Selection of Certification Body

Project: *Strengthening Pakistan's Horticulture Sector: Support for Global GAP, HACCP & ISO 22000 Certifications*

The proposals submitted by interested Certification Bodies (CBs) will be evaluated based on the following criteria:

9.1. Eligibility Compliance (Mandatory)

Only those applicants meeting the following minimum requirements will be considered for further evaluation:

- Accreditation by a recognized international accreditation body (e.g., Global GAP approved accreditation bodies) for Global GAP, (IAF approved accreditation bodies) for ISO 22000 and demonstrated experience to conduct HACCP.
- Demonstrated presence in Pakistan or proven capacity to conduct audits in Pakistan.
- Availability of qualified and experienced auditors accredited for the relevant standards.

Bidders not meeting these minimum requirements will be disqualified.



9.2. Technical Evaluation (70 Marks)

Eligible applicants will be evaluated on the basis of the following technical criteria:

Criteria	Sub-Criteria	Marks Allocation
A. Organizational Profile & Accreditation (20)	Valid accreditation certificates for Global GAP, HACCP, ISO 22000 (5 marks each, max 15) International recognition and reputation of accreditation body (5)	20
B. Relevant Experience (25)	Previous certifications conducted in horticulture/agri-food sector in last 5 years 50-99 (10) 100-199 (15) >200 (25)	25
C. Technical Capacity (15)	Accredited auditors available for each standard 1 auditor for each standard (10) >1 auditor for each standard (15)	15
D. Methodology & Action Plan (10)	Proposed methodology, timelines, and milestones for certification process (registration, audit, NC closure, certification issuance)	10

Minimum Passing Marks (Technical): 40 out of 70

9.3. Financial Evaluation (30 Marks)

- Proposals will be evaluated on a quality based evaluation methodology.
- Most advantageous bid will be awarded full 30 marks.
- Other bids will be scored proportionately as per the formula:



9.4. Final Evaluation

- Combined Score = Technical (70%) + Financial (30%)
- The Certification Body with the highest combined score will be recommended for award of contract.

10. Submission Guidelines

- Proposals should be submitted in PDF format by the specified deadline at e-pads system at PPRA and to Pakistan Horticulture Development & Export Company (PHDEC) at Ground Floor, State Life No.5, Phase-II, Jinnah Avenue, Blue Area, Islamabad

11. Timeline

- (a). Proposal submission deadline: **September 29, 2025**
- (b). Submitted bids shall be valid for 30-06-2026

12. Inquiries

- For any inquiries, please contact;
- Name: Mr. Muhammad Khalid, Asst. Manager (GA & HR)
- Email: muhammad.khalid@phdec.gov.pk
- Office: 051-9217979-84 Cell: 03014191735
