

Request for Proposal (RFP)

Project Title:

Sustainable Management, Bio-Resource Harvesting, and Traceable Disposal of Non-Timber Forest Products (NTFPs)

Procuring Agency:

Office of the Divisional Forest Officer (DFO)
Astore Forest Division, Gilgit-Baltistan

Date of Issue: 14th April 2026

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1. OBJECTIVES & LEGAL FRAMEWORK

This RFP is governed by the **Sustainable Forest Management (SFM)** principles and mirrors the regulatory frameworks used in the Himalayan region for:

- **Traceability:** Establishing a "Chain of Custody" from the forest floor to the final market.
- **Bio-Diversity Conservation:** Adhering to CITES (Convention on International Trade in Endangered Species) for protected species like Karru.
- **Benefit Sharing:** Implementing the Access and Benefit Sharing (ABS) mechanism as per the Biological Diversity Act standards.

2. INSTRUCTIONS TO THE BIDDERS

Bidders should follow the instructions set forth below in the submission of their proposal to the District Forest Office Astore GB.

i. Language of Proposal & Other Documents

The proposal prepared by the Bidder, and all correspondence and documents relating to the proposal exchanged between the Bidder and the District Forest Office Astore GB, shall be written in the English/Urdu language.

ii. Signing of Proposal & Number of Copies

The Bidder shall submit 1 (one) hard copy and 1 (one) soft copy of the signed application in addition to the original application and clearly mark them as **"COPY"**. In the event of any discrepancy between the original and the copy, the original shall prevail.

iii. Cost of Proposal

The Bidder shall bear all costs associated with the preparation and submission of its proposal and presentation. The District Forest office will not be responsible for any liability for these costs, regardless of the conduct or outcome of the tendering process by the District Forest Office Astore, GB.

iv. Clarification of RFP

Clarifications may be requested no later than 5 days prior to the submission deadline. The contact information for requesting clarifications is: **info@fwegb.gov.pk**. The District Forest Office Astore reserves the right to amend the RFP Document as a result of clarification if deemed appropriate and communicate the same to all bidders by email.

v. Multiple Proposals

A firm/bidder must apply for one **whole Lot**, however a firm/bidder can apply for more than one Lot but on a separate form.

vi. Bid Price

The Bidder shall indicate their best offer, any amount above the Reserve Price for each Lot as mentioned in details of species (Annexure-I), during the open competitive financial bidding.

vii. Joint Ventures

A joint bid is allowed only on the condition that the number of parties partnering for this purpose is not more than two, and the lead party should be clearly mentioned along with the role of each party. In case of a Joint Venture, the aggregate scores should not be less than 70% for qualifying for the financial bid. The JV agreement along with the share of each party should be incorporated into the Proposal. The percentage of shares under the partnership would be at least 35% for the lowest partner, which would be ensured through provision of necessary documented evidence / undertaking along with offered bids.

viii. The Proposal Envelopes

The envelope of the proposal should be clearly marked as:

“BIDDING DOCUMENT FOR THE NTFP/SPECIE (NAME OF SPECIE/NTFP) AGAINST RFP NO

The proposal shall contain both technical and financial proposals, along with one copy of the technical proposal in soft copy. The proposal shall be marked as:

“Do Not Open until (Monday, 4th May, 2026 at 11:00 AM)”

3. SPECIES-SPECIFIC TECHNICAL REQUIREMENTS

i. Lot-wise rate, quantity offered for bidding.

S.#	Lot	Name of NTFP	Govt Rate per Kg (PKR)	Quantity (Kgs)	Total (PKR)
1	Lot-1	Wild Garlic	12,000	4,000	48,000,000
2	Lot-2	Karru	2,800	30,000	84,000,000
3	Lot-3	Patrise	4,500	1,000	4,500,000
4	Lot-4	Gogal Dhoop	700	1,000	700,000
5	Lot-5	Shikakal Mishri	1,000	500	500,000
6	Lot-6	Mushk Bala	1,000	1,000	1,000,000
7	Lot-7	Kor Kutki	500	500	250,000
8	Lot-8	Ratanjot	500	700	350,000
9	Lot-9	Band Khakri	1,000	300	300,000
10	Lot-10	Zehar Mori	500	500	250,000
11	Lot-11	Kohr Nakli (2 No.)	700	500	350,000
12	Lot-12	Salam Panja	1,000	400	400,000
	G.Total		26,200	40,400	140,600,000

ii. Areas specified/defined for extraction of NTFP is given below:

LOT No	Specie (Common/Scientific)	Management Category	Area Defined for Extraction
Lot-1	Wild Garlic (<i>Allium ursinum</i>)	Seasonally Restricted	Kala-Pani, Badi-Deosai, and entire Minimarg Union
Lot-2	Karru (<i>Picrorhiza kurroa</i>)	Endangered / CITES-II	Kalapani, Jari Neril, Gishat, Kakan, Sardar Kohthi, Derlay, Sher Quli, Chillum, and entire Minimarg Union
Lot-3	Patrise (<i>Aconitum heterophyllum</i>)	High-Value Threatened	Kalapani, Kakan, Sardar Kohthi, Sher Quli, Chillum, and entire Minimarg Union
Lot-4	Gogal Dhoop (<i>Jurinea dolomiaea</i>)	Bulk Revenue Species	Minimarg, Kilasyai, Tatwal
Lot-5	Shikakal Mishri (<i>Pastinaca sativa</i>)	Common / Regulated	Minimarg, Badi-Deosai, Kala-Pani
Lot-6	Mushk Bala (<i>Valeriana jatamansi</i>)	High-Value Threatened	Kalapani, Kakan, Gishat, Minimarg
Lot-7	Kor Kutki (<i>Picrorhiza scrophulariiflora</i>)	Vulnerable / Regulated	Kalapani, Jari Neril, Minimarg
Lot-8	Ratanjot (<i>Alkanna tinctoria</i>)	Common / Commercial	Minimarg, Tatwal, Kilasyai
Lot-9	Band Khakri (<i>Podophyllum hexandrum</i>)	Endangered / CITES-II	Kalapani, Kakan, Sardar Kohthi, Minimarg
Lot-10	Zehar Mori (<i>Delphinium denudatum</i>)	Regulated Medicinal	Minimarg, Gishat, Chillum
Lot-11	Kohr Nakli (2 No.) (<i>Rhodiola rosea</i>)	CITES-II / High-Value	Kalapani, Deosai Plateau, Minimarg
Lot-12	Salam Panja (<i>Dactylorhiza hatagirea</i>)	Endangered / CITES-II	Kalapani, Kakan, Sardar Kohthi, Minimarg

iii. Following is the "Extraction Protocols" to prevent permanent habitat loss:

LOT No	Specie Common/Scientific	Management Category	Area Defined for Extraction	CITES Status	CITES Protocol for Extraction / Trade
Lot-1	Wild Garlic (<i>Allium ursinum</i>)	Seasonally Restricted	Kala-Pani, Badi-Deosai, entire Minimarg Union	Not Listed	Harvest allowed under seasonal permit; no CITES requirement
Lot-2	Karru (<i>Picrorhiza kurroa</i>)	Endangered / CITES-II	Kalapani, Jari Neril, Gishat, Kakan, Sardar Kohthi, Derlay, Sher Quli, Chillum, entire Minimarg	Not Listed (CITES)	National conservation restrictions apply; export may require certification
Lot-3	Patrise (<i>Aconitum heterophyllum</i>)	High-Value Threatened	Kalapani, Kakan, Sardar Kohthi, Sher Quli, Chillum, entire Minimarg	Not Listed	Controlled harvesting; no CITES permit required
Lot-4	Gogal Dhoop (<i>Jurinea dolomiaea</i>)	Bulk Revenue Species	Minimarg, Kilasyai, Tatwal	Not Listed	Open trade with local permit compliance
Lot-5	Shikakal Mishri (<i>Pastinaca sativa</i>)	Common / Regulated	Minimarg, Badi-Deosai, Kala-Pani	Not Listed	No CITES requirement; regulated locally
Lot-6	Mushk Bala (<i>Valeriana jatamansi</i>)	High-Value Threatened	Kalapani, Kakan, Gishat, Minimarg	Not Listed	Sustainable harvesting certification recommended
Lot-7	Kor Kutki (<i>Picrorhiza scrophulariiflora</i>)	Vulnerable / Regulated	Kalapani, Jari Neril, Minimarg	Not Listed	No CITES permit; monitor harvest sustainability
Lot-8	Ratanjot (<i>Alkanna tinctoria</i>)	Common / Commercial	Minimarg, Tatwal, Kilasyai	Not Listed	Free trade with standard forest permits
Lot-9	Band Khakri (<i>Podophyllum hexandrum</i>)	Endangered / CITES-II	Kalapani, Kakan, Sardar Kohthi, Minimarg	Appendix II	Export requires CITES permit + Non-Detriment

					Finding (NDF) + legal sourcing proof
Lot-10	Zehar Mori (<i>Delphinium denudatum</i>)	Regulated Medicinal	Minimarg, Gishat, Chillum	Not Listed	Controlled harvest under local regulations
Lot-11	Kohr Nakli (2 No.) (<i>Rhodiola rosea</i>)	CITES-II / High-Value	Kalapani, Deosai Plateau, Minimarg	Appendix II	CITES export permit mandatory + NDF + traceability
Lot-12	Salam Panja (<i>Dactylorhiza hatagirea</i>)	Endangered / CITES-II	Kalapani, Kakan, Sardar Kohthi, Minimarg	Appendix II	Strict control: CITES permit + NDF + limited quotas

4. BIDDER ELIGIBILITY & "SINGLE STAGE TWO ENVELOP" SYSTEM

As per GBPPRA rules, a **Single Stage Two Envelop** will be used:

i. Mandatory Clause – NTFP Bidding

S.No	Item	Checklist
01	SECP Registration Certificate of the bidding company	√
02	NTN of the company, firms (in case of JV both must have, (However GB Domicile people are exempted from NTN)	√
03	Firms Corporate profile including staff, experience and equipment's	√
04	Attested JV agreement in case of JV Firms	√
05	Non-Blacklisting certificate attested by Oath Commissioners	√

Failure to comply with any of the above clauses shall be grounds for rejection / termination of the contract.”

i. Technical Qualification of the Firms

Qualification of firms in the technical phase of the proposal will be based on the Bidder's meeting the following qualification criteria regarding the firm's experience, quality of its personnel & equipment, and other relevant information as demonstrated by the applicant's response in the Pre-Qualification Forms and necessary documentary evidence for validating and confirming the information required in the following criteria and forms.

ii. Evaluation Summary

S.No	Item	Total Score
1.	Firms Experience	35
2.	Financial Soundness	35
3.	Proposal to Manage the pre-harvesting, during-harvesting and post harvesting strategies	15
4.	Personal Capabilities with Certifications	15
	Total	100

iii. Firm's Experience (35 Scores)

1. Experience in operating and managing a similar project (zoning, harvesting, dried process, marketing) in the harvesting of Non-forest Timber products for at least three years prior to the date of submission of the Proposal.

S#	Description	Scores
1.	Zoning, harvesting, drying process, marketing plan of given NTFPs for at least three years	15
2.	Demonstrable experience in managing, harvesting, processing, packaging, branding, marketing and operating of NTFP (Non-timber forest products) for last three year	15
3.	Community engagement and conflict resolution	5
	Total	35

iv. Financial Soundness (35 scores)

S#	Description	Scores
1.	Audited financial statements of the company for last three years	15
2.	Having an annual turnover of at least PKR 5.00 million	10
3.	Minimum PKR 2.00 million balance in bank account for the last 6 months	10
	Total	35

v. Management plan (pre-harvest to marketing of NTFP) (15 scores)

The Bidder is expected to provide the following details in the proposal:

S#	Description	Scores
1.	Human resource engagement for the operations	05
2.	Provide an operational plan for Harvesting in the designated areas	05
3.	Provide a marketing plan including an approach to making the business sustainable	05
	Total	15

vi. Personnel Capabilities with Certification (15 scores)

The Bidder is expected to provide the following details in the proposal:

S#	Description	Marks
1.	Botanist/ forestry/ NRM specialist with at least 5 years of experience (Attach CV with certification & experience)	05
2.	Supervisor with relevant experience (Attach experience certificate)	04
3.	Marketing, branding and packaging expert (Attach CV and experience certificate)	04
4.	watch and ward – at least 2 individuals for each designated area (Attach CV with experience certificate)	02
	Total	15

vii. Technical Qualification:

1. **Experience:** Minimum 3 years of experience in handling high-altitude medicinal herbs (supported by work orders).
2. **Infrastructure:** Proof of access to ventilated storage/warehousing to prevent fungal contamination (as per Pakistan Trader Authority and Export Bureau of Pakistan quality standards).

3. **Registration:** Valid SECP/FORM-C Contractor License and other relevant government registration.
4. **Harvesting, drying, packaging, marketing plan:** the contractor shall submit a comprehensive zoning, pre-harvest training of collectors, drying, packing and marketing plan of each specie.
5. **Community engagement plan:** the contractor shall submit a plan how to engage community for sustainable harvesting of each specie.
6. **Affidavit:** Non-blacklist certificate and commitment to engage at least 100% local labour for collection of NTFPs.
7. **Trained HR:** the contractor must produce CVs of 3 experts having experience of NTFP harvesting and marketing.

viii. **Financial Proposal**

- **Earnest Money:** for every lot 2% CDR/Bank Draft shall be deposited which shall be payback as per prescribed procedure.
- **Performance guarantee/Bid Security:** successful bidders shall deposit 10% as performance guarantee against the bid amount in form of Bank Draft/CDR of any scheduled bank.
- **Financial statement of company:** 3 years audited financial statement/bank statement of firm.
- **Price Bid:** Quoted as a "Royalty Rate" or "Percentage above the Reserve Price."

5. **POST-HARVEST & LOGISTICS (BEST PRACTICES)**

To ensure the herbs meet international pharmacological standards, the following are mandatory:

- **Moisture Control:** Herbs must be shade-dried. Solar drying is encouraged; direct exposure to intense Himalayan sun (which degrades active compounds) is prohibited.
- **Packaging:** Use of breathable jute bags only. Plastic/poly-bags are strictly prohibited as they cause "sweating" and rot.
- **Digital Traceability:** Each lot must be tagged with a **Batch ID** indicating the Forest Compartment of origin, Date of Collection, and Name of the Local Collector.

6. **TERMS OF DISPOSAL & REVENUE**

Community Royalty: A dedicated 50% (or as per Cabinet decision) of the revenue will be paid to **Village Conservation Committees (VCCs)**

7. **MONITORING & PENALTIES**

- DFO staff will conduct "Surprise Grid Checks" at harvesting sites.
- A designated RFO shall be stationed at Minimarg with the mandate to directly monitor harvesting process, visit collection points, generate daily reporting to DFO Astore and Secretary Forest on daily basis through whatsapp with pictorial evidence from the month of **May, 2026 to end of October 2026.**

- A team of forest wildlife and environment department along with police and district administration pay surprise visits during the pre-harvesting, during harvesting and post harvesting periods.
- If a contractor is found extracting more than the prescribed biological threshold (e.g., leaving no rhizomes for Karru), a penalty of **20% of the market value** will be levied, and the Performance Security will be forfeited besides legal action under Forest and Wildlife & Environmental laws shall be invoked.
- Village Conservation Committees VCCs, Forest team, nominated employees of Contractor shall jointly be responsible for smooth harvest of NTFPs, failure of any of them shall be trail under rules.

8. LACK OF INFORMATION

Failure of a Bidder to provide comprehensive and accurate information that is essential for the evaluation of the Bidder's qualification in the technical phase of the proposal, or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the Bidder. The same shall be communicated to the respective Bidder.

9. FRAUD AND CORRUPTION

The District Forest Office Astore, GB requires that the Bidder under this bidding process observe the highest standards of ethics. In pursuit of this policy, the District Forest office Astore defines for the purposes of this provision the terms set forth below:

- **“Corrupt practice”** means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the evaluation process or in contract execution.
- **“Fraudulent practice”** means a misrepresentation or omission of facts in order to influence the process.
- **“Collusive practice”** means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Forest office, designed to establish artificial data/information.
- **“Coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the pre-qualification process.

10. THE FOREST DEPARTMENT RIGHT

The District Forest Office Astore GB reserves the right to take the following actions, and shall not be liable for any such actions:

- Amend the scope of work, if required, while adhering to the Principles of Procurement as per Rule 4 of the Gilgit-Baltistan Public Procurement Rules, 2022 during the technical evaluation of bidders.
- Cancel the tendering process and reject all proposals as per provisions of Rule 36 of the GB Public Procurement Rules, 2022.

11. CALL DEPOSIT / ADVANCE SECURITY

The Bidder shall furnish 2% of the cost to be attached with the Financial Proposal in the form of a Bank Draft or Pay Order in favour of "***District Forest Officer Astore***". However, the successful Bidder shall deposit 10% of the offered rate in advance.

12. TERMS OF REFERENCE FOR THE SUCCESSFUL BIDDER

The successful bidder shall be bound to accept the following Terms of Reference (ToRs):

- i. Performance Monitoring – The Forest, Wildlife & Environment Department will monitor the entire process of pre-harvesting, harvesting, and post-harvesting activities in close coordination with the contractor.
- ii. Initial Agreement Duration – The initial agreement shall be valid for a period of six (6) months.
- iii. Illegal Activities – If any illegal activity occurs within the designated areas, the agreement shall stand automatically cancelled. In such a case, the advance deposit shall be forfeited in favor of the government.
- iv. Termination Right – The Forest, Wildlife & Environment Department reserves the right to terminate the agreement if the selected firm deviates from any of the activities or conditions mentioned herein.
- v. Local Employment – The selected firm shall be responsible for hiring 100% of the labor required at each site from the local population.
- vi. Youth Development – The selected bidder(s) shall encourage the youth of the area in the scientific management of Non-Timber Forest Products (NTFPs) and provide opportunities for human resource development in the sector.
- vii. Valid Permit – The contractor must hold a valid Forest Department permit for the relevant species and area.
- viii. Separate Bids for Each Species – Each species shall be considered a separate lot, and the contractor must submit distinct bid documents for each lot.
- ix. Compliance with Rules – The Forest, Wildlife, and Environmental rules shall be strictly followed.
- x. Sustainable Harvest Guidelines – The contractor shall comply with the Sustainable Harvest Guidelines and species-specific quotas.
- xi. Reporting Requirements – The contractor shall submit daily logs and weekly returns.
- xii. Transportation Controls – Transport shall be conducted only through designated check-posts, using serial-numbered waybills.
- xiii. The harvested NTFPs shall immediately be stored nearby depot established by the contractor, whereas NTFP of any amount and form found other than government designated places/depot, established by the contractor shall be confiscated and culprits shall be dealt under prevailing laws.
- xiv. The contractor shall provide all necessary equipment/tools including, bags, picking, drying tools, and any other equipment being used for such harvesting.
- xv. The contractor, Village Conservation Committees VCCs and Forest Department shall jointly ensure harvesting of NTFPs as per notified areas and dates, any deviation shall lead to cancellation of tender besides invoke ban on harvesting of all NTFPs immediately.

TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM

Dear Sir,

We, the undersigned, offer to acquire the (Lot.No/NTFP) on competitive bidding process in accordance with your Request for Proposal dated [**Insert Date**] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in an association with: [**Insert a list with full name and address of each associated Firm**] (in case of Joint Venture)

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If contract negotiations are held during the period of validity of the Proposal (i.e., before the date indicated), we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We undertake, if our Proposal is accepted, to initiate the subject tender related to the assignment not later than the date indicated in the RFP.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (in full and initials): _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FINANCIAL PROPOSAL SUBMISSION FORM

Dear Sir,

We, the undersigned, offer to acquire the [**Name of Lot/specie**] in accordance with your Request for Proposal dated [**Insert Date**] and our Technical Proposal. Our attached Financial Proposal is for the sum of [**Insert amount(s) in words and figures**].

This amount is inclusive of all applicable taxes (not applicable for GB domicile holder). Our Financial Proposal shall be binding upon us up to the expiration of the validity period of the Proposal, i.e., before the date indicated in the RFP. No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (in full and initials): _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Divisional Forest Officer
Astore Forest Division