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**GOVERNMENT OF PAKISTAN
MINISTRY OF DEFENCE (DEFENCE DIVISION)
PAKISTAN METEOROLOGICAL DEPARTMENT
(HEADQUARTERS OFFICE) SECTOR H-8/2
ISLAMABAD**

No. Audit-12(4)/2021-22/ 7175

Date: 22nd July 2026

CIRCULAR

**Subject: DISCLOSURE OF PROCUREMENT DOCUMENTS ON OFFICIAL WEBSITE
UNDER RULE 47 OF THE PUBLIC PROCUREMENT RULES, 2004**

In pursuance of Rule 47 of the Public Procurement Rules, 2004, all Heads of Offices/Procurement Committees are requested, immediately after the award of every contract, all documents relating to the evaluation of bids and award of contract are uploaded on the official website. Where an office does not maintain an independent website, the documents shall be forwarded to Headquarters for uploading.

2. For the purpose of ensuring transparency, fairness and public access to procurement information, the following documents, wherever applicable, shall be uploaded:
 - i. Invitation to Bids/Tender Notice/Request for Quotations (RFQ)/Request for Proposals (RFP).
 - ii. Bidding Documents, including technical specifications, scope of work, eligibility, qualification and evaluation criteria.
 - iii. Corrigenda, addenda and clarifications issued during the bidding process.
 - iv. Minutes of the pre-bid meeting, where held.
 - v. Bid Opening Minutes/Attendance Sheet.
 - vi. Bid Evaluation Report.
 - vii. Notification of Award/Letter of Acceptance
 - viii. Name of the successful bidder, contract amount and duration.
 - ix. Signed Contract/Agreement, excluding information of a proprietary or confidential nature permissible under Rule 47.
3. The documents uploaded shall be complete, accurate and legible and shall clearly reflect the criteria adopted during the procurement process. In case any information is of a proprietary nature or its disclosure is considered contrary to the public interest, the same shall be dealt with strictly in accordance with the provisions of Rule 47 of the Public Procurement Rules, 2004.
4. Further; same documentary evidences are to be kept as record for internal/external audit .All Heads of Offices/I&P Committee(s) shall ensure strict compliance with these instructions.
5. This issues with the approval of Director General Pakistan Meteorological Department.


(Namra Muzaffar)
Accounts Officer

Distribution: -

- 1) Chief Meteorologists, Flood Forecasting Division, Lahore.
- 2) Chief Meteorologist Met. Complex Karachi.
- 3) Chairman Purchase Committee, PMD, HQs Office, Islamabad.
- 4) Director, RMC Lahore / Peshawar / Karachi / Quetta / Gilgit / IMG / CDPC /Camp Office Karachi.
- 5) ✓ Web Master.