

Ref: _____

Date: _____

INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS

M/s _____

SUBJECT: TENDERS FOR THE SUPPLY OF CATERING SERVICES TO PIA AT LHR, MAN, AND BHX AIRPORTS IN UNITED KINGDOM.

Dear Sir(s),

We are pleased to invite your sealed tenders for the items in the attached schedule(s). In case of more than one schedule, separate tender for each schedule should be furnished. The terms and conditions of the tender/ supplies are given below:-

SUBMISSION OF TENDER

1. You are required to send sealed tenders of respective stations to the following mailing addresses:

STATION	ADRESSES
LONDON (LHR)	Broad way 1-15 king S-T Hamersmith London, Phone No: 0044-7754072264 Email: lonuupk@piac.aero
MANCHESTER (MAN)	40 Fountain Street, Suite 1, 2nd Floor, Manchester M2 2BE Phone:0044-1618321013-0 Email: manuupk@piac.aero
BRIMINGHAM (BHX)	Neville House, 14 Waterloo Street, Birmingham, B2 5TX Phone:+44 121 616 2703/+ 44 121 616 2704 Email: bxhuupk@piac.aero

2. All quotations must be received by _____, **2015** latest by 1030 hrs. You may also send your tenders through courier service/ registered mail addressed as above which must reach before the closing date and time mentioned above. Tenders will be opened at 1100 Hrs the same day in the presence of tenderers. All queries/clarifications on these tender documents should be referred to our email address: OutsourcedCatering@piac.aero, before the opening of bids. However tenders will open on the specified date and time.
3. The bids received after stipulated date and time shall not be considered. The corporation will not be responsible for postal delays. The decision of General Manager (Food Services, PIA Karachi Pakistan) in this respect shall be final and binding.

EARNEST MONEY / BID SECURITY

4. Note: Catering Services providers at foreign stations quoting directly to PIA are exempt from the deposit of Earnest Money / Bid Security. They are required to issue a certificate to this effect that their quotations / tenders are being received directly through the courier service / registered mail.

SECURITY DEPOSIT

5. The successful tenderers will be required to furnish a bank / performance guarantee equal to 5% of the annual contract value as interest free Security Deposit (refundable upon completion of the contract period).

PREPARATION OF TENDER

6. Both the Financial bid and Technical bid should be enclosed in double cover. The inner cover should be sealed. The Technical and Financial bids must have enclosed the following documents:-

Technical Bids

- a. Technical Documents along with all the supporting documents and Evaluation Criteria duly filled by Caterers

Financial Bids

- b. The Schedule duly filled in, signed and sealed.
 - c. Undertaking duly signed and stamped by a Public Notary Oath Commissioner.
 - d. Menu items price list item wise duly filled and each page be stamped and signed.
 - e. Handling charges duly stamped and signed (each page).
 - f. Draft contract agreement.
7. The outer cover should bear address of PIA Office and reference number of the tender with opening date of tender.
 8. All information about the material proposed to be supplied must be given as required in the schedule to tender.
 9. These tender documents are being issued to the prospective catering services provider, free of cost. These tender forms are non transferable i.e. only those parties who are issued with these documents will be allowed to tender.
 10. The tender will not be considered if complete information required is not given therein.
 11. Authorized signatures of individual signing the tender and other documents connected with the contract must specify whether signing as:
 - a. Sole proprietor or his attorney.
 - b. A registered active partner of the firm or his attorney.
 - c. For the firm per procuration.

- d. As Secretary, Manager, Partner, etc. or their attorney in case of firms registered under Partnership Act.

PRICES

- a. The prices quoted must be net as per accounting unit as shown in the schedule to tender inclusive of all duties / taxes, packing octroi and delivery charges for free on board the PIA aircraft at the Airport.
- b. The prices mentioned in the tender will be treated as firm till the completion of contract period.
- c. The prices must be stated for each item separately in local currency. Additional information, if any, must be linked with entries on the schedule to tender.
- d. Offers must be valid for 180 days for acceptance.

ACCEPTANCE OF TENDER

12. Pakistan International Airlines (PIA) will not be responsible for any postal delays or damages to proposal during transit. PIA reserves the right to extend, amend, reject any bid or annul the whole proceeding in line with PPRA rules.

Yours truly,

For **Pakistan International Airlines**

General Manager
Food Services Division
Karachi Flight Kitchen
Jinnah International Airport,
Karachi, Pakistan.
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