



Procurement Logistics & Coord. Deptt.
Procurement Management Section

PRE-QUALIFICATION DOCUMENT

PRE-QUALIFICATION OF SUPPLIERS, VENDORS,
DISTRIBUTORS, MANUFACTURERS & SERVICE
PROVIDERS

01 August 2007

PAKISTAN INTERNATIONAL AIRLINES

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1. INTRODUCTION

Pakistan International Airlines intends to reintroduce the process of Pre-Qualification of all its Suppliers, Vendors, Manufacturers, Distributors, and Service Providers in order to streamline its Procurement procedures.

All reputable and established firms are invited to apply for the participation in the Pre-qualification Process and submit the attached Pre-Qualification forms.

A transparent evaluation method for the purpose of Pre-Qualification of the applicant's capabilities in the respect of vital elements of applicant's organization and capacity to perform shall be established in order to participate in the PIA tenders. Each Supplier or Vendor performance in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during the contractual period.

Apart from issuing the press tender, PIA will issues the tender documents in favor of Pre-Qualified Suppliers, who have been registered in that particular category (thru e-mail, fax, courier etc.). Suppliers who are not Pre-Qualified or fail to meet the Pre-Qualifying criteria's will not be allowed to participate in the tender.

Pakistan International Airlines will process all the procurements in accordance with the policy defined and specified under PPRA Rules by the Government of Pakistan.

Vendors, Manufacturers, Distributors and Service providers will be Pre qualified under following Three Classifications:

- A Class: Annual turnover: Rs. 25 million and above
- B Class: Annual turnover: Rs. 5 to 25 million
- C Class: Annual turnover: up to 5 million Rs.

This form can be easily downloaded & Printed from PIAC website: <http://www.piac.com.pk> and sent / forwarded to Deputy General Manager Procurement Management either thru fax, mail or Courier service.



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2. Prequalification Form

Particulars

Company Name			
Abbreviated Name			
National Tax No.		Sales Tax Registration No.	
No. of Employees		Company's Date of Formation	

Please attach or email copies of NTN and GST Registration

Title of Firm	Private Limited	<input type="checkbox"/>	Sole Proprietor	<input type="checkbox"/>	Joint Venture	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Type of Business	Manufacturer	<input type="checkbox"/>	Authorized Distributor	<input type="checkbox"/>	Reseller	<input type="checkbox"/>	Specify	<input type="checkbox"/>
	<input type="checkbox"/> Others							

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
Email Address		Website Address	

Branch Office Address			
City/Town		State/Province	
Country		Postal Code	
Phone		Fax	

Factory / Workshop Address			
City/Town		State/Province	
Country		Postal Code	
Phone		Fax	

PIA Account Holder / Customer Support Name			
Phone		Fax	
E-mail		NIC Number	



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PIA Account Holder / Customer Support Name			
Phone		Fax	
E-mail		NIC Number	

Company / Supplier Banking Details

Bank (s) Name			
Title of Account			
Account Number		Branch Code/Name	
Type of Account		City / Country	

Financial Work of the Company / Supplier

Company Net Worth			
Company Turn Over			
Last 3 years of Company Profits	Year	Profit/Loss	

* In case of Private Limited, Please Audited Balance Sheet for the last three years.

CEO/Chairman Name		National ID Number	
Mailing Address			
Phone		Fax	
Email			

List of Board of Directors of Partners or Management

	Name	Position	Phone	e-mail
1				
2				
3				
4				
5				

Company / Supplier Profile

1	Primary Business Details	1	
		2	
		3	
		4	
2	List of Items / Services	1	
		2	
		3	
		4	
3	List of Authorization from the principals	1	
		2	
		3	
		4	
4	After Sale Services		
5	Warranty Details		
6	Buy Back or Return Policy		
7	Any Other Information that supplier may like to provide		

Area of Specialization Applied for Pre-Qualification

1	Commercial Goods	<input type="checkbox"/> Electrical & Electronics	<input type="checkbox"/> Air Conditioning & Refrigeration.	<input type="checkbox"/> Stationary & Off. Supplies	<input type="checkbox"/> Wood, Ply wood & Hard boards	<input type="checkbox"/> Computers
		<input type="checkbox"/> Computer Accessories & Supplies	<input type="checkbox"/> Hardware	<input type="checkbox"/> Mech. & Steel Structure	<input type="checkbox"/> Paper & Board	<input type="checkbox"/> POL Items
		<input type="checkbox"/> Auto Parts	<input type="checkbox"/> Textile & Uniform Fabrics	<input type="checkbox"/> Leather Shoes & Leather Gifts	<input type="checkbox"/> Chemical & Gases	<input type="checkbox"/> Others
2	Flight Kitchen Perishable & non Perishable Goods	<input type="checkbox"/> Cutlery	<input type="checkbox"/> Crockery	<input type="checkbox"/> Linen ware, Blankets	<input type="checkbox"/> Dry rations / Dry Fruits	<input type="checkbox"/> Galley Equipments
		<input type="checkbox"/> In-flight amenities	<input type="checkbox"/> In-Flight Entertainment	<input type="checkbox"/> Flight Kitchen Equipment	<input type="checkbox"/> Food Packing Material	<input type="checkbox"/> Toiletries
		<input type="checkbox"/> Washing Chemical & Detergent.		<input type="checkbox"/> Others		
		<input type="checkbox"/> Fresh Fruit/Vegetables	<input type="checkbox"/> Spices	<input type="checkbox"/> Tinned Food	<input type="checkbox"/> Juices & Beverages	<input type="checkbox"/> Milk Products
		<input type="checkbox"/> Chicken	<input type="checkbox"/> Meat	<input type="checkbox"/> Sea Food	<input type="checkbox"/> Hot Beverages	<input type="checkbox"/> Others
3	Services	<input type="checkbox"/> Human Resource	<input type="checkbox"/> Catering	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Dry Cleaning	<input type="checkbox"/> Transport
		<input type="checkbox"/> Uniform Fabrication	<input type="checkbox"/> Janitorial Services	<input type="checkbox"/> Maintenance Services	<input type="checkbox"/> Fumigation Services	<input type="checkbox"/> Security Services
		<input type="checkbox"/> Clearing & Forwarding Services	<input type="checkbox"/> Auctioneers	<input type="checkbox"/> Bindery Services	<input type="checkbox"/> Printing Services	<input type="checkbox"/> Others



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List of Company / Supplier's Employees who were formally employed by PIA

	Name	Current Position	PIA Staff Number	Department	Pay Group	Retired/ Resigned/ Terminated
1						
2						
3						
4						
5						

List of Names of close relatives working / worked in PIA

	Name	Current Position	PIA Staff Number	Department	Pay Group	Retired/ Resigned/ Terminated
1						
2						
3						
4						
5						

List of Current Customers (Companies / Organizations / Businesses)

	Name of Company/Organization	Current Business / Scope of work	No. of Years	Annual Contract Volume	Approximate Value of Business
1					
2					
3					
4					
5					

(Attach documentary proof with proper reference for the companies / organizations mentioned above)

Quantum of business with PIA during past five years

	Type of business / Contracts	Year of Supplies/Contract	Annual Volume	Approximate Value of Business	Performance
1					
2					
3					
4					
5					



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The information given above is true to the best of our knowledge; we undertake to inform PIA of any changes that may take place later in the status of company in business / agency or the management.

The terms and conditions attached have also been read and certificate signed.

Authorized Signature: _____

Name: _____

Designation: _____

Date: _____

Note: In case of insufficient space against any column, please attach separate sheet (s) for details /information.



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3. TECHNICAL STANDING OF THE FIRM

LIST OF TECHNICAL PERSONNEL WITH QUALIFICATIONS IN PERMANENT EMPLOYMENT OF THE FIRM

No.	Name	Designation	Qualification	Years of Service	Experience	Responsibilities
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Note: If Joint Venture of Two or more than Two Firms are applying, individual responsibility of JV partners should be declared separately for each partner



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4. SALES / MARKETING FORCE OF THE FIRM

LIST OF SALES PERSONNEL WITH QUALIFICATIONS IN PERMANENT EMPLOYMENT OF THE FIRM

No.	Name	Designation	Qualification	Years of Service	Experience	Responsibilities
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						



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5. DETAILS OF CONTRACTS / ASSIGNMENTS / PROJECTS UNDERTAKEN BY THE FIRM

No.	Title of Contracts / Projects / Services	General Description	Value of Contract	Years	Department/Organization	Performance
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

6. INTEGRITY PACT / DISCLOSURE CLAUSE

Declaration of Fees, Commissions and Brokerage Etc. Payable by the Suppliers, Vendors, Distributors, Manufacturers, Contractor & Service Providers of Goods, Services & Works

_____ the Seller / Supplier / Contractor hereby declares its intention not to obtain the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative sub-division or agency thereof or any other entity owned or controlled by it (GOP) through any corrupt business practice.

Without limiting the generality of the forgoing the Seller / Supplier / Contractor represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Pakistan, except that which has been expressly declared pursuant hereto.

The Seller / Supplier / Contractor certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The Seller / Supplier / Contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall without prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument, be void-able at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by Government of Pakistan in this regard, the Seller / Supplier / Contractor agrees to indemnify Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Pakistan in any amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Seller / Supplier / Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from Government of Pakistan.

7. CONDITIONS OF PURCHASE

Pakistan International Airlines Corporation is hereinafter termed as "the Corporation". The person, firm or Company supplying the goods is hereinafter termed as "the suppliers". Following Conditions of the Purchase are agreed by the Supplier.

1. Acceptance of the Purchase Order: The supplier will confirm the Acceptance / Acknowledgment of its receipt by email, electronic message, fax or by return post soon after the receipt of the Purchase Order from the Corporation.
2. Advice Notes and Delivery Challan: All goods must be accompanied by Advice Note or Delivery Challan on which the Order No., quantity and supplier's name is clearly shown. Non-compliance with this condition renders the goods liable to non acceptance. Such goods will be held by the Corporation solely at supplier's risk and if not cleared by them within 7 days, storage and handling expenses will be charged at the rate of Rs.50.00 per day per package for first 10 days and thereafter storage and handling expenses will be charged at double the rate. In case if the goods are still not collected by the supplier, Corporation may dispose off the material without any liability.
3. Delivery: The period of delivery will commence from the date of the receipt of the Purchase Order by the suppliers or as specified on the Order.
4. Delivery Location: Unless otherwise 'agreed', delivery of the material against this Order shall be made at our main Stores Building, Procurement & Logistics Department at Karachi Airport.

5. Delivery Date: This Order is liable to cancellation if the Delivery shall not be affected within the time specified on the Order. In instances where Delivery Date is not specified, same must be advised when confirming acceptance of this Order as required by clause 2 above. If the material is not supplied within the period specified, same would be procured from alternate source at the expense of the supplier without any notice.

6. Should delivery be hindered or delayed by the Corporation's instructions or by any cause beyond the supplier's reasonable control including Strikes, Lock-outs, War, Fire, Accidents, reasonable extension shall be granted at the sole discretion of the Corporation.

7. Liquidated damages will be paid by the suppliers at the rate of 2 % per month or part of a month for the value of the Stores which the suppliers have failed to deliver, within the delivery period, provided that the damages shall not exceed 10% of the total price payable under the Contract/Purchase Order.

8. INSPECTION:

- a. The Corporation reserves the right to inspect any goods after or before dispatch from the supplier's premises but such inspection shall not relieve the suppliers from responsibility or liability nor be interpreted so as in any way to imply acceptance of such goods.
- b. Goods delivered have to meet the entire satisfaction and approval of the Corporation's Authorized Officer on delivery at its main Stores, Karachi Airport or as stated on the order.
- c. Goods have to be inspected and released by the suppliers subject to General Conditions of Competent Civil Aeronautical Authority of the Country in so far as such conditions are applicable to Aircraft and Material to be used on the Aircraft.

9. QUANTITY DELIVERED: No quantity over and above that requested, by this Order will be received or paid for without prior written authority obtained from the Corporation's Authorized Officer. Supply of any unauthorized and unaccepted quantity over and above the Order quantity will be liable to rejection.

10. When required by the Corporation, the suppliers shall mark the goods and materials ordered in accordance with reasonable instructions of the Corporation's Authorized Officer.

11. Delivery of Goods: Goods supplied must correspond in all respects, with, this Order and must conform in every respect to sample specification. In the absence of sample, goods supplied must be the best and of first class workmanship, failure to comply with this Clause will render the goods liable to be rejected.

12. Condition of Goods: All items must meet in all respects with the specifications and conditions of the Order, and must be in good condition on receipt, otherwise they will be liable to rejection.

13. Delivery of goods to Authorized Person: The suppliers will deliver the goods ordered to the authorized representative of the Corporation who will sign with his staff number on each delivery note, otherwise the Corporation will not be held responsible for the goods delivered contrary, to this instruction.

14. Rejected Goods: In case of rejection of goods or items as per Clause 12 above, it will be at suppliers risk and expense. Any item received damaged will not be accepted and will be removed by the suppliers for replacement at their expense. In case of failure to remove such goods, Clause 3 of this Order will apply.

15. Accountancy: All Bills, Advice Notes, Delivery Challans and Correspondence must show the Order number and the address at which the goods have been delivered.

16. Container Charges: Bills must be rendered separately for the Containers of the material, if returnable. In the absence of any intimation to the contrary on the supplier's Advice Notes or Delivery Challans, it will be assumed that containers are non-chargeable and non-returnable. Chargeable containers, if any, will be returned to the suppliers at their expense and such expenses will be deducted from outstanding bills of the Co.

17. Sub Contracting: The suppliers will not transfer or assign directly or indirectly to any person or persons whatsoever any portion of the Order without prior written consent of the Corporation. Sub-letting is prohibited.

18. Disclosure of Confidential Material: Any plans, drawings or designs supplied by the Corporation to the Supplier in pursuance of any Enquiry for quotations shall remain the property of Corporation and any information derived there from or otherwise communicated to the suppliers in connection with any such enquiry shall be regarded by the suppliers as secret and confidential and shall not, without the consent in writing of the Corporation, be published or disclosed to any third party or made use by the suppliers except for the purpose of implementing this Order.



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19. Advertising: The suppliers will not, without the prior written consent of the Corporation, advertise or announce or allow be advertising or announcing that goods have been supplied in pursuance of this Order.

20. Termination: If the suppliers fail to comply with any of the above conditions, this Order may be terminated by the Corporation's Authorized Officer without any notice and at supplier's expense.

21. Submission of Bills: Two copies of the bills are to be submitted to the Manager Finance Procurement & Logistics Department, Karachi Airport with Advice Notes/Challans/Purchase Order No. and Date.

22. Arbitration: In case of any dispute arising between the Corporation and the supplier, the decision of the Chairman of the Corporation or his nominee shall be final and binding on both the parties. The supplier cannot sue the Corporation in the Courts of Law.

EVALUATION CRITERIA

Manufacturers / Suppliers / Distributors / Services providers & Others

IMPORTANT NOTE:-

All the applicants to please note that as per PPRA Rules and Regulations, all the documents/statements submitted by a Firm/Company for its pre-qualification are under Oath.

Any document/statement provided if proved false, misstated, concocted, or incorrect at any time during or after Pre-qualification will result into permanent disqualification and black listing of the firm/Company/Partners with their names displayed on PPRA website.

TOTAL MARKS ----- 100
QUALIFYING MARKS ----- 75

A) Company/Firm's experience (complete data required in the pre-qualification documents submitted). No data - No marks

a) SPECIFIC EXPERIENCE: – (Similar nature of contracts executed/In-load during the last 5 years) Minimum Value – Rs.1.0 millions

(MARKS ALLOCATED 10)

- i) 1-2- Projects/Contracts
- ii) 3rd Project.
- iii) 4th Project
- iv) 5th Project

Min. Value Rs.1.0 Million

b) GENERAL EXPERIENCE – (Contracts of General Business nature during last 5 years).

(MARKS ALLOCATED 10)

- i) 1-2 Contracts
- ii) 3-4 Contracts
- iii) 5th Contracts
- iv) 6th and above

B) PERSONNEL EXPERIENCE: (Technical personnel with
Prequalification in the Permanent
Employment of the Firm/Company)
Since last one to 10 years.

a) No of Personnel - (MARKS ALLOCATED 10)

- i) 01-02
- ii) 02-05
- iii) 05-10
- iv) 10 & above

b) Permanency with the Firm

- i) 12-23 Months
- ii) 24-35 Months
- iii) 36-38 Months
- iv) 48 months and above

NOTE: All the relevant experience and qualification documents i.e. C.V. (Curriculum Vitae) of the Employees and Proprietors, Partners must be signed by the Individuals concerned as well as by the Firm/Company.

c) Relevant Experience - (MARKS ALLOCATED 10)

- i) 1-2 Years.
- ii) 3-4 Years
- iii) 5 years
- iv) 6 and above years

**C) EQUIPMENT AND ESTATE CAPABILITY (Firm's Company's
Own) (Manufacturers Only). (MARKS ALLOCATED 10)**

a) EQUIPMENT: - Marks Allocated Documentary evidence required

- i) Complete Manufacturing equipment/relevant -----
(State of the Art)_____
(Complete Manufacturing Process – In house).
- ii) Partial Machinery/equipment Installed. Less than 50 percent work done
outside the premises.
(Partial machinery/equipment installed.)

- iii) Partial machinery/equipment installed.
 - More than 50 percent manufacturing process done out-side the Premises.
 - iv) Cottage Industry on Firm's owned premises
-
- b) Estate Ownership – of the Firm/Company -
(Documentary Evidence.)
 - i) Full/complete Industrial Unit, installed and owned by the Firm/Company -----
 - ii) Leased land from Government agency (copy of lease deed)
 - iii) Leased Land from Private Owners – (Copy of Lease Deed).
 - iv) Rented Premises (Rent Contract Copy)

D) LITIGATION HISTORY OF THE FIRM (Last 10 Years)

(MARKS ALLOCATED 10)

- i) One Litigation - decided/subjudice - Favour/Against
- ii) Two Litigation - decided /subjudice - Favour/Against
- iii) Three Litigation - decided /subjudice - Favour/Against
- iv) Four and above - decided /subjudice - Favour/Against

E) FINANCIALSTANDING/STATUS OF THE FIRM

(MARKS ALLOCATED 40)

- a) Income Tax paid during the last 05 years (Attached – audited Income Tax Statement/balance sheet/Received Income Tax Challans.
 - i) Income Tax paid under Rs. One million.
 - ii) Rs.1.0 million and above
 - iii) Rs.2.0 millions and above
 - iv) Rs.5.0 million and above.
- b) Average annual turn over (For the last five years)
 - i) A Class: Annual turnover: Rs. 25 million and above
 - ii) B Class: Annual turnover: Rs. 5 to 25 million
 - iii) C Class: Annual turnover: up to 5 million Rs.

- c) Financial standing of the Firm/Company
 - i) Last 03 years net worth statement (duly certified by a Chartered Accounts Firm).
 - ii) Minimum Funds available – Rs.2.0 million - Available/Not
 - iii) Surety from a bank/credit limit of the Firm, available cash balance (2.0 millions) is sufficient to cover 3 months expenses, during the contract for next 12 months period.
 - iv) Attested copy of Bank Statement, showing list of one year transactions.