

Request for Proposal (RFP) for Appointment of Sponsor in Kuwait

Pakistan International Airlines Corporation Limited (PIACL) invites application from technically, financially, reputable and managerially capable firms / companies for appointment of a Sponsor in Kuwait. With reference to the request for Proposal (RFP), such firms / Companies must meet the minimum laid down requirements, as per detail given in the RFP below.

PIACL reserves the rights to reject or accept any or all application; however, the reason for the same will be communicated on request.

Interested parties may send their application along with complete proposal in single stage one envelop procedure basis, however two sets of documents should submit for Sponsor appointment on the following address through registered mail or courier service within 30 days from the date of publishing advertisement in sealed envelopes clearly marked as "Appointment of Sponsor in Kuwait".

Tender will open on 30th day on completion of one month from the date of advertisement. The closing date for the submission of bids is 28.12.2019 at 11:00 pm. The tender will be opened on the same date 28.12.2019 at 11:30 pm in the office of the undersigned. Application/proposals must accompany copies of documents as advised in the RFP and should be in ENGLISH.

Incomplete application without the required documents shall not be entertained.

Dy. General Manager
Agency Affairs
Pakistan International Airlines Corporation Limited
Room No. 202-A, PIA Head Office Building,
Karachi Airport – 75200, Pakistan,
Email: khisapk@piac.aero , Tel: +92 21 9904 4969

BIDS EVALUATION CRITERIA

All proposals will be evaluated as per following criteria:

Marks Weightage:- Technical: 50%.

Marks Weightage:- Financial: 50%.

A. TECHNICAL EVALUATION

To adequately assess and rate the companies' proposal a standardized scoring system, "points" will be assigned to each criteria component that the proposed solution meets the stated requirements or not. This is illustrated below:

For bids evaluation, applicants are requested to provide list of desired documentary evidence for the demonstration of their qualification, professional, technical, financial, legal and managerial competencies:

	Description	Remarks Yes / No	Attributed Marks	Score Obtained
1	Should be a locally registered firm / company and possess trading license as per local laws for Travel Trade.		10	
2	Provision of last three (03) years (2016, 2017,2018) Balance Sheet Account certified / audited by Chartered Accountancy or equivalent eligible firm as per local laws. (All reports / documents submitted by a potential candidate must be in English).		10	
3	Should have a turnover of USD two million per annum.		10	
4	Should have minimum 03 years' experience in the respective field of Passenger & Cargo Sales.		5	
5	Owners, Directors, Shareholders should not have been involved in default / bankruptcy proceedings.		10	
6	Applicant should not have gone into any legal dispute in the past with PIACL.		10	
7	Should have an established office setup and sufficient staff with ability of selling international air transportation.		10	
8	Company's legal documentation and profile must be submitted along with the application.		5	
9	Should be familiar with IATA / BSP / CASS or equivalent procedures in the territory.		10	
		Parameters		
10	Years in Operation	1-5	2	
		6-10	3	
		11 + years	4	
11	No. of Employees	50-100	2	
		101-200	3	
		201-300	4	
12	No. of Airlines GSA	1-3	2	
		4-5	3	
		6-7	4	
13	No. of sales Outlets	1-5	1	
		5-10	2	
		16-20	3	
		11-15	4	
14	No. of Cities in sales network	1-5	2	
		6-10	3	
		11-20	4	

Minimum Marks 80 to Qualify.

All relevant supporting documents attached with the said bids should be duly self-certified and signed along with seal by the Bidder. In case the bids are not accompanied by any and all supporting documents, the bid shall be liable to be rejected.

Affidavit confirming that all the information furnished by the applicant/bidder in the bid is true and correct and the Bidder binds himself with all the stipulations of the bidding document, including provision of adequate equipment, personnel and other resources required and agrees to augment them, if found necessary.

Copies of Certificate of Incorporation, Memorandum /Article of Association/ Registration Certificate of the organization, copies of original documents defining the constitution of or legal status, place of registration and principal place of business.

The Bidder/Applicant shall bear all costs associated with the preparation and submission of its bid and AI will in no case be responsible or liable for those costs, regardless of the outcome of bidding and PIA is not liable for any financial obligation, whatsoever.

B. FINANCIAL EVALUATION

For in depth financial evaluation, all Agents must provide following information:

1. Financial Statements including Annual Balance Sheet and Profit & Loss Statement for last 03 years will be required.
2. Financial documents must be certified by a registered Chartered Accountancy or equivalent eligible firm and should be in English.
3. While evaluating financial position of the applicants, points will be awarded under following financial heads;
 - **Shareholder's Equity:**
Equity size of all the applicants will be compared.
 - **Liquidity Position:**
Current ratio (Proportion of Current Assets to Current Liabilities) of all applicants will be compared.
 - **Asset Management:**
Assets Turnover ratio (Total Sales/Total Assets) of all applicants will be compared.
 - **Profitability Margin:**
Net Profit Margin (Net Profit/Total Sales, in percentage) of all applicants will be compared.

Points will be awarded on the basis of the following formula:-

Shareholder's Equity in PKR		
FROM	TO	POINTS
1.00	50 Million	0.50
51 Million	100 Million	0.75
101 Million	150 Million	1.00
151 Million	200 Million	1.25
201 Million	250 Million	1.50
251 Million	300 Million	1.75
301 Million	+	2.00

Current Ratios		
FROM	TO	POINTS
0.01	0.49	0.20
0.50	0.99	0.40
1.00	1.49	0.60
1.50	1.99	0.80
2.00	+	1.00

Asset Turnover		
FROM	TO	POINTS
0.01	0.49	0.20
0.50	0.99	0.40
1.00	1.49	0.60
1.50	1.99	0.80
2.00	+	1.00

Net Profit Margin		
FROM	TO	POINTS
1%	5%	0.20
6%	10%	0.40
11%	15%	0.60
16%	20%	0.80
21%	+	1.00

C: Instruction for the bidders

Agencies/ Companies should furnish proposal in the context of desired requirement given below:

1. Should provide a list of the staff with experience and qualification
2. Should provide detail of their office location
3. Should provide Agency experience certificate
4. Should provide detail of airlines who provided sponsor / GSA ship services

5. Should mention the minimum rental cost of the PIA Admin/ Finance Town office in Kuwait.
6. It can provide a car for official use or not.
7. Can renovating the PIA Town office according to CAA Kuwait rules.
8. Can assist PIA Kuwait employees with residential lease agreements to obtain telephone, electricity connection and issuance/renewal of driving licenses and related costs.
9. Can undertake responsibility for the compliance of government formalities obtaining visas/ work permits for PIA staff and personnel officials visiting Kuwait from time to time.
10. To bear all government charges / Insurance fee / Civil ID fee / for transfer and annual renewal of work.
11. To provide one dedicated staff/officer for the PIA town office.
12. To depute company representatives (mandoub) for communication with local government agencies.

Note: All documents must be signed with stamped by the company concerned.

Draft

SPONSORSHIP AGREEMENT

This agreement is made onbetween Pakistan International Airlines Corporation Limited, a Corporation existing under the laws of Pakistan, having its Head Office at Karachi Airport, Karachi Pakistan (hereinafter called PIACL) the one part and sponsor M/s. having its office atKuwait through..... (Hereinafter called the Sponsor) of the other part.

WITNESSETH:

WHAREAS M/s. PIACL has their offices in the State of Kuwait to carry on their business.
AND WHEREAS under the laws of State of Kuwait any foreign airline cannot carry on any business in the State of Kuwait unless it is sponsored by a National of the State of Kuwait.
AND WHEREAS the sponsor has agreed to sponsor the aforesaid business activities of PIACL in the State of Kuwait, on the following terms and conditions:

1. The area of which the business will be sponsored by the sponsor shall be the State of Kuwait and the PIACL offices will be established in the State of Kuwait.
2. The Sponsor shall be responsible for all the work and other matters in connection with complying with all government formalities, obtaining visas and work permits for PIACL staff, and for other PIACL personnel visiting the State of Kuwait from time to time, bearing all costs thereof, and tendering necessary guarantees to the Government of the State of Kuwait. The sponsor shall also assist Pak based staff with residence lease upon agreement, in obtaining residential and cellular telephone, electricity connection and driving licenses at the request of PIACL.
3. The Sponsor shall be responsible to advise and assist in all litigations against or by the PIACL in the State of Kuwait.
4. The Sponsor shall advise and assist PIACL in improving its revenues by active participation in sales promotion activities.
5. In consideration of the services provided therein by the Sponsor, PIACL shall pay to the Sponsor, on monthly basis, administrative fee of KWD...../-.
6. PIACL will provide M/s.Company's nominees 100% freeClass Return Tickets on PK Routes (applicable third/fourth/fifth and sixth freedom routes) not exceeding three (.....) tickets per calendar year. Commencing fromAll taxes, surcharges and applicable fees, apart from the airfare will be the sole responsibility of the passenger availing the free tickets. Unclaimed FOC tickets not claimed/not used in the calendar year, in which they are due, shall not be transferrable to subsequent years.
7. The following laws will apply:
 - a. **Governing law:** This Sponsorship Agreement will be governed by the law of Pakistan.

b. **Dispute Resolution:** Any dispute arising out of this Agreement will be resolved amicably if not resolved then it shall be resolved through Arbitration under the International Chamber of Commerce (ICC) Rules.

8. Any liabilities will be the responsibility of (i.e. Sponsor)
9. This agreement shall be deemed to have commenced on and shall be valid up till (i.e. a period of years) unless earlier terminated by either party ,by giving 90 days prior written notice to either party.
10. The agreement may be renewed for a further period subject to satisfactory performance and written agreement of the parties and will be extendable on mutually satisfactory terms.
11. Sponsor will provide a separate Car for PIA official Usage,
12. Sponsor will pay annual residence (Aqama) fee, Civil ID fee on behalf of Pak based and Local staff, their spouse and up to 03 children.
13. Sponsor will depute one dedicated staff as company representative (Mandoup), for communication with Local Government Agencies.

This agreement will supersede all previous Sponsorship Agreements signed by and Pakistan International Airline Corporation Limited .

IN WITNESS WHEREOF the parties hereto have hereunto set their hands on the day and the year first above mentioned.

SIGNED BY:

President & CEO
For and on behalf of:
XYX,
Kuwait

Witness

SIGNED BY:

President & CEO
For and on behalf of:
Pakistan International Airlines Corp Ltd.
Quid-e-Azam International Airport
Karachi – Pakistan

Witness