

## HIRING OF HOTEL SERVICES

### FOR ACCOMMODATING PIA TRANSIT & DELAYED FLIGHT PASSENGERS AT ISTANBUL.

### INSTRUCTIONS TO BIDDERS

Pakistan International Airlines Corporation hereby invites sealed bids from eligible 3, 4 & 5 star hotels to present their best offer for the provision of passenger layover services for its transit & delayed flight passengers at IST Airport.

Tender documents and RFP can be accessed on following websites.

<https://www.piac.com.pk/corporate/sales-procurement/tenders> and [www.ppra.org.pk](http://www.ppra.org.pk)

Bidders are required to submit their sealed bids on or before **NOV23, 2022 till 1100 PST** at below mentioned address.

Bids will be opened the same day at **11:30 hrs LT** in presence of all participating hotels who wish to attend.

**PIACL reserves the right to reject or cancel one or all Tenders.**

In case of any queries, please feel free to contact.

Documents Submission address,

Manager Facilitation – PHS  
Aviation Building,  
New Islamabad International Airport,  
Islamabad, Pakistan.

[khiwbpk@piac.aero](mailto:khiwbpk@piac.aero)

+92 300 9270599

## TERMS AND CONDITIONS

This contract will be for three years, with **90 days Exit Clause**.

Tender Opening will be based on **“Single Stage Two Envelopes Bidding Procedure”**. Accordingly, interested hotels are requested to submit a Single Package containing two separate envelopes titled as **“Technical Proposal”** and **“Financial Proposal”**. The **“Technical Proposal”** shall have all details of Offers without Rates while **“Financial Proposal”** shall contain Rates only.

Initially, only the envelope marked as **“Technical Proposal”** will be opened and Technical Evaluation/ Site Inspection will be carried out thereafter.

After technical evaluation, the **“Financial Proposal”** will be opened publicly at a time and date that will be communicated through email or phone to the technically qualified hotels well in time.

The **“Financial Proposal”** of hotels found technically non-qualified will be returned Un-opened to the respective bidders.

- PLEASE NOTE THAT QUOTED RATES MUST BE FIRM AND FINAL IN ALL RESPECT.
- PAYMENT TERMS WOULD BE (NTD) NET THIRTY DAYS.
- PARTICIPANT IS REQUIRED TO QUOTE RATES INCLUSIVE ALL GOVT TAXES.

PIA will be at liberty to revise the requirement or annul the whole tender proceedings at any stage.

No tender will be entertained after expiry of the aforesaid date & time. PIA will not be responsible for postal delays or any other reason.

PIA reserves the right to reject any tender in part or full after assigning a reason, however PIA will not be required to justify the grounds of rejection.

## Financial Evaluation

Marks Allocated: 30

Qualifying Marks: 25

| S No.        | Requirements                        | Max Score         | Score Attained |
|--------------|-------------------------------------|-------------------|----------------|
| 1            | Shareholder's Equity in PKR:        | Marks Allocated 6 |                |
|              | I. 200 Million to 399 Million       | 1.2               |                |
|              | II. 400 Million to 599 Million      | 2.4               |                |
|              | III. 600 Million to 799 Million     | 3.6               |                |
|              | IV. 800 Million to 999 Million      | 4.8               |                |
|              | V. 1000 Million and above           | 6.0               |                |
| 2            | Current Ratio:                      | Marks Allocated 4 |                |
|              | I. 0.01 to 0.49                     | 0.5               |                |
|              | II. 0.50 to 0.99                    | 1.0               |                |
|              | III. 1.00 to 1.49                   | 2.0               |                |
|              | IV. 1.50 to 1.99                    | 3.0               |                |
|              | V. 2.00 and above                   | 4.0               |                |
| 3            | Quick Ratio (Acid Test):            | Marks Allocated 4 |                |
|              | I. 0.01 to 0.24                     | 0.5               |                |
|              | II. 0.25 to 0.49                    | 1.0               |                |
|              | III. 0.50 to 0.74                   | 2.0               |                |
|              | IV. 0.75 to 0.99                    | 3.0               |                |
|              | V. 1.00 and above                   | 4.0               |                |
| 4            | Debt/liabilities to Equity/Capital: | Marks Allocated 4 |                |
|              | I. 2.00 to 1.97                     | 0.5               |                |
|              | II. 1.96 to 1.57                    | 1.0               |                |
|              | III. 1.56 to 1.25                   | 2.0               |                |
|              | IV. 1.24 to 0.99                    | 3.0               |                |
|              | V. 1.00 and below                   | 4.0               |                |
| 5            | Asset Turnover:                     | Marks Allocated 4 |                |
|              | I. 0.01 to 0.49                     | 0.5               |                |
|              | II. 0.50 to 0.99                    | 1.0               |                |
|              | III. 1.00 to 1.49                   | 2.0               |                |
|              | IV. 1.50 to 1.99                    | 3.0               |                |
|              | V. 2.00 and above                   | 4.0               |                |
| 6            | Net Profit Margin:                  | Marks Allocated 4 |                |
|              | I. 1% to 5%                         | 0.2               |                |
|              | II. 6% to 10%                       | 1.1               |                |
|              | III. 11% to 15%                     | 2.1               |                |
|              | IV. 16% to 20%                      | 3.0               |                |
|              | V. 21 and above                     | 4.0               |                |
| 6            | Net Profit Margin:                  | Marks Allocated 4 |                |
|              | I. 1% to 5.2%                       | 0.5               |                |
|              | II. 5.3% to 7.1%                    | 1.4               |                |
|              | III. 7.2% to 9.6%                   | 1.9               |                |
|              | IV. 9.7% to 14.9%                   | 2.5               |                |
|              | V. 15 and above                     | 4.0               |                |
| <b>Total</b> |                                     | <b>30</b>         |                |

Please Provide Documentary evidence where required in support of your response, without documentary

| <b>Request for Proposal</b>             |  |           |                       |  |            |           |
|---|--|-----------|-----------------------|--|------------|-----------|
| <b>Specifications</b>                   |  |           |                       |  | <b>YES</b> | <b>NO</b> |
| <b>Mandatory/Complimentary Services</b> | Buffet Breakfast OR Any One Buffet Meal Per Room Night   |           |                       |  |            |           |
|   | Internet/Wi-Fi facility IN ROOM, 24 hours basis  |           |                       |  |            |           |
|   | Once PIA contacts the hotel for providing accommodation to passengers, the hotel shall be obligated to provide its own accommodation |           |                       |  |            |           |
|   | Unless decided between PIA and the hotel passengers will not be accommodated at any other place on behalf of the hotel.              |           |                       |  |            |           |
|   | One meal will be complimentary if passenger is checked in after breakfast time   |           |                       |  |            |           |
|   | Allocation of room shall be single occupancy; however, adjustment can be made in case family or group of passenger                   |           |                       |  |            |           |
| <b>Marks Obtained</b>                   |  |           |                       |  |            |           |
| <b>Taxes</b>                            |  |           | <b>10</b>             | Room Rates include Taxes   |            |           |
| <b>Transport</b>                        |  | <b>10</b> |                       | Room Rates include Transport from Airport to Hotel and vice versa. |            |           |
| <b>Conformance To Specifications</b>    | <b>Suitability Of Location</b>   | 10 Marks  | 10                    | Within 10 Km from airport  |            |           |
|   |  |           | 5                     | More than 10 Km from Airport                                       |            |           |
|   | <b>Valid Certification</b>   | 05 Marks  | 5                     | 5 star   |            |           |
|   |  |           | 4                     | 4 star   |            |           |
|   |  |           | 3                     | 3 star   |            |           |
|   | <b>Special Persons Arrangement</b>   | 06 Marks  | 2                     | Lift   |            |           |
|   |  |           | 2                     | Wheelchair   |            |           |
|   |  |           | 2                     | Ramp   |            |           |
|   | <b>Hotel Amenities</b>   | 08 Marks  | 2                     | Tooth Brush & Paste  |            |           |
|   |  |           | 1                     | Shaving Kit  |            |           |
| 2                                       |  |           | Shampoo & Conditioner |  |            |           |
| 1                                       |  |           | Comb                  |  |            |           |

|  |          |    |  |  |
|--|----------|----|--|--|
|  |          | 1  | Soap   |  |
|  |          | 1  | Body lotion  |  |
| <b>No of Rooms Available</b>   | 10 Marks | 10 | More than 60 rooms   |  |
|  |          | 5  | Up to 60 rooms   |  |
| <b>Other Specification</b>   | 06 Marks | 1  | Temperature/Humidity Control (Individual Rooms)  |  |
|  |          | 1  | Allocation on higher floors with lowest noise level, situated away from in-house clubs etc   |  |
|  |          | 1  | Fridge   |  |
|  |          | 1  | To make available the services of a Doctor to handle any medical emergency. The hotel shall invoice PIA for medical charges so incurred. |  |
|  |          | 1  | Pakistani News and Entertainment TV Channels   |  |
|  |          | 1  | Any Other Complimentary Service  |  |
| <b>Hygiene Standards of the hotel</b>                                  | 05 Marks | 1  | Environmental hygiene  |  |
|  |          | 1  | Floors and floor coverings   |  |
|  |          | 1  | Bedding  |  |
|  |          | 1  | Common facilities and public toilets   |  |
|  |          | 1  | Personal hygiene of staff  |  |
| <b>Security</b>  | 05 Marks |    | Security   |  |
| <b>laundry Services</b>  | 03 Marks |    | 24 hours Service   |  |
| <b>Restaurant</b>  | 07 Marks |    | 24 hours Service   |  |
| <b>Past History Of Accommodating PIA Or Other Airline's Passengers</b> | 15 Marks | 8  | Accommodating PIA Passengers   |  |
|  |          | 7  | Accommodating Other Airlines Passengers  |  |

Marks Obtained=

Total Marks=100

Passing Marks=70

## FINANCIAL BID DOCUMENT

| Hotel Name : |            |               |       |        |             |         |
|--------------|------------|---------------|-------|--------|-------------|---------|
| Single Bed   | Double Bed | Breakfast     | Lunch | Dinner | Refreshment | REMARKS |
|              |            | Complimentary |       |        |             |         |