

PROPOSALS FOR PREQUALIFICATION

Pre-qualification /Enlisting of ad-vendors for Supply of Branding Material and Branded Souvenirs **(REF: GMCM/Brand/Vendors-Souvenirs/22)**

Pakistan International Airlines Company Limited, the national flag carrier, invites proposals from advertising agencies, vendors/firms / companies registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for Pre-qualification/Enlisting of ad-vendors for Supply of Branding Material and Branded Souvenirs.

Prequalification documents, containing detailed terms and conditions are available at **www.piac.com.pk**. Price of the prequalification documents is **PKR 10,000** non-refundable (to be submitted through a pay order in the name of PIACL along with the proposal).

The proposals, prepared in accordance with the instructions provided in the prequalification documents, must reach at **Iftikhar M. Usmani, GM Contract Management, Supply Chain Management Department, PIA Head Office, Karachi** on or before **23-02-2022** at **1030 Hrs PST**. Proposals will be opened the same day at **1100 Hrs PST**. This advertisement is also available on PPRA website at **www.ppra.org.pk**.

PIACL reserves the right to reject any or all bids or cancel the tender process at any stage in line with PPRA rules.

GM Contract Management
Supply Chain Management Department,
PIA Head Office, Karachi.
Ph: 021 9904 4216, 9904 3081
E- mail: gm.cm@piac.aero,
contract.administration@piac.aero

REF: GMCM/Brand/Vendors-Souvenirs/22

PAKISTAN INTERNATIONAL AIRLINES

**Pre-qualification/Enlisting of Vendors for
Supply of branding material and souvenirs
2022-23**

REF: GMCM/Brand/Vendors-Souvenirs/21

Pre-qualification /Enlisting of ad-vendors for Supply of Branding Material and Branded Souvenirs

A) Submission and preparation of proposal

Pakistan International Airlines invites GST enlisted vendor for enlisting for supply of PIA advertising material and souvenir.

1. The interested vendors may submit their profiles addressed to General Manager Contract Management, Supply Chain Management Building PIA Head Office JIAP, Karachi **latest by 23-02-2022 till 10:30 Hrs.** The tenders may be dropped in the tender box marked as **“Tender Box Commercial Purchases”** placed at the entrance of the PIA Supply Chain Management latest by **10:30 hours** on the specified date. You may also send your tenders through registered A/D mail addressed to GM Contract Management, which must reach before the closing date and time mentioned above. **Tenders will be opened at 11:00 hours on the same day** in the presence of tenderers.
2. The proposal submitted shall comprise of a single envelop, marked as prequalification of Vendor Enlisting for Brand Material & Souvenirs.
3. All vendors are required to submit the profile of the company with documents as mentioned in enlisting form at the end of the document. Terms of reference (TORs) can be downloaded from PPRA &PIA website before the closing date and time mentioned above.
4. **All vendors are required to submit a Pay Order of Rs.10,000/- (Non-refundable) as tender fees along with the Proposal, in favor of M/S PAKISTAN INTERNATIONAL AIRLINES.**
5. Proposals received after stipulated date & time shall not be considered. The Corporation will not be responsible for postal delays. The decision of General Manager Contract Management in this respect shall be final and binding. Documents sent by e-mail will not be accepted.
6. Prequalification period shall be for 02 (two) years.
7. Prequalified agencies will work with PIA as per rules formulated by PPRA and PIA.

Yours truly,

GM Contract Management
Supply Chain Management
PIA Head Office, Karachi
Tel: 021 - 9904 3181, 9904 3081
Email: gm.cm@piac.aero
contract.administration@piac.aero

Introduction

Pakistan International Airlines invites GST enlisted vendor for enlisting for supply of PIA advertising material and souvenir.

Scope of Services

1. Supply of advertising/branding printed material and branded Souvenirs/giveaways

Requirement

1. Must be GST enlisted in FBR in Pakistan
2. Must have experience in supply of material
3. Must have Human Resource
4. Must have sufficient funds
5. Must have no-litigation history

Selection Procedure:

1. Application submission with all necessary documents
2. Technical evaluation as per the Evaluation Criteria
3. Meeting with applicants (if necessary)
4. Response to queries from bidders if any
5. Selection of successful vendors
6. Issuance of Pre-qualification Letter
7. Signing of Formal Contract

Selection Criteria:

The Participants will be evaluated from 4 categories for total 30 evaluation marks. Each category has specific marks as mentioned below. A minimum of 20 total marks will be required to enlist as vendor of PIA (included 40% marks to be obtained in each category).

- | | |
|-----------------------|------------|
| 1. Company Experience | (05 marks) |
| 2. Human resource | (10 marks) |
| 3. Financial health | (10 marks) |
| 4. Litigation history | (05 marks) |

1. Company Experience

(Marks Allocated 05)

Proven experience in relevant field i.e supply of material like rollups, x-stand, panaflex, frames, sales point material, souvenirs, etc. 01 mark will be allocated to each year of experience. Experience certificate mentioning the number of years will be provided by the participant at its letter head.

2. Human Resource**(Marks allocated 10)**

The participant vendor should have minimum human resource to PIA supplies of advertising material. Each employee of for 1 year relevant experience will get 02 marks up to maximum 10 marks (up to 05 employees Maximum). Participant will provide a certificate of List of employs with type/no. of year experience on company letter head.

3. Financial Health**(Marks allocated 10)**

Participating organization must provide letter of average annual turnover for last 1 year with bank statement minimum last one year. Each 0.1 Million will get 02 marks upto maximum 10 marks.

4. Litigation History**(Marks allocated 05)**

Vendor will be evaluated with its litigation history with any Firm/Airline current & pending on similar service. One mark will be deducted upto maximum five marks for any current of historical case with any firm/airline (vice versa). Vendor is required to submit the case history at its letter head. Otherwise PIA has right to disqualify or terminate the contract if PIA finds any litigation case of the vendor, during or later on at any stage.

Other Terms and conditions

- Ad-Vendor failing to provide the required information will be disregarded. PIA has complete right to disqualify any applicant at any stage if it is being found as blacklisted, delayed application submission, false information and in any other activity against the corporation.
- Vendors will be selected on basis of evaluation as mentioned in detail in this document.
- Vendors who qualify in the above pre-qualification process shall work through email process for further supply of material.

Enlisting Form for advertising material and souvenirs

Vendor Name : _____

| Sr.No | Criteria | Total | Remarks |
|-------|--|-------|---------|
| 1 | Total company experience | | |
| 2 | Total Human resource | | |
| 3 | Total Financial turnover from last one year (PKR). | | |
| 4 | Total Litigation History/Cases | | |

Documents attached:

| Sr.No | Document | Yes | No | Remarks |
|-------|---|-----|----|---------|
| 1 | Enlisting Form | | | |
| 2 | Pay order PKR 10,000 as tender fee | | | |
| 3 | NTN and GST certificate | | | |
| 4 | Experience Letter (company letter head) | | | |
| 5 | Human resource and Service cards of employees | | | |
| 6 | Annual Turnover for last one year. | | | |
| 7 | Bank statement for last 1 year | | | |
| 8 | Litigation history (Company letterhead) | | | |

Any other Detail: _____

Name in full _____ Designation _____

CNIC _____ Phone / Mob # _____

Email _____

Address _____

Signature _____ Date _____