

REF: GMCM /PEC/CB /01/21

M/S _____

SUB: Hiring Services of Certification Body (CB) for AS 9100 D and ISO 9001:2015 Re-Audit.

Dear Sirs,

We are pleased to invite your sealed tenders for the item/service mentioned above. In case of more than one schedule separate tender for each schedule should be furnished. The terms & conditions of the tender / supplies are given below:-

A) SUBMISSION OF TENDER

1. You are required to send your tenders addressed to General Manager Contract Management, PIA Supply Chain Management Building, JIAP Karachi latest by **01-03-2021 1030 hrs (PST)**. The tenders may be dropped in the tender box marked as “Tender Box Commercial Purchases” placed at the entrance of the PIACL Supply Chain Management Building latest by **10:30** hours on the specified date. You may also send your tenders through registered A/D mail addressed to General Manager Contract Management, which must reach before the closing date and time mentioned above. **Tenders will be opened at 11:00 hours PST** the same day in the presence of tenderers.

2. Tenders 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.

3. Bidders are required to submit a Pay Order of Rs. 6000/- (Non-Refundable) as tender fees along with Technical Proposal (Local Bidders).

B) EARNEST MONEY (Local Bidders Only)

The Tender should be accompanied a Pay Order payable (valid for 120 days from the date of tender opening) equivalent to 2% of total bid value in the name of M/S PAKISTAN INTERNATIONAL AIRLINES as interest free Earnest Money (Refundable). Earnest Money in any other shape shall not be accepted. Earnest / Security Money deposited against a running contract (s) purchase orders(s) shall not be transferable as earnest money for any other tender. All tenders without Earnest Money shall not be considered.

C) SECURITY DEPOSIT (Local Bidders Only)

The successful tenderer upon award of Contract / Purchase Order will be required to furnish security deposit (Pay Order OR Bank Guarantee) in the amount equivalent to 05% of total tender value stated in the Letter of Acceptance as interest free Security deposit and to remain valid 3-months after the expiry period of the Contract. The Earnest Money already held can be converted into Security Deposit and balance amount if any shall be deposited as above.

D) Instructions to Bidder

PREPARATION OF TENDER

“Single Stage Two Envelope Basis”

- The BID (Tender) submitted shall comprise of a single package containing two sealed envelopes, each envelope shall be marked and will contain “TECHNICAL” and “FINANCIAL” proposal.
- On the given tender opening date only “Technical Proposal” will be opened in the presence of tenderers available.
- The “Financial Proposal” shall be shown to the parties but will be retained with PIA without being opened.
- After Technical Evaluation of the received Technical Proposals, Financial Proposals will be opened publicly at the date, time & venue to be announced and will be communicated to the bidders in advance.
- PIA will open the “Financial Proposals” publicly of the parties whose Technical Proposals have been found acceptable.
- Financial Proposals of the technically not-acceptable bids shall be remained un- opened till the completion of tender process.

E) PREPARATION OF TENDER - TECHNICAL PROPOSAL:

All mandatory requirements are given in the schedule

Please give all the available technical details of the items offered by you, supported with the technical literature, brochure, drawings and pictures, client list details, authorization certificates etc.

BIDS / Tenders / Technical Proposal received shall be evaluated in accordance with the given technical specifications.

PIA’s requirements with Technical Specifications are given.

Bidders **MUST:**

- Be registered with Sales Tax Authorities; please attach copy of Registration Certificate (Local Bidders Only).
- Quote Rates, GST, and other taxes separately.
- Bid on Prescribed Performa issued by PIA.
- Affix the company seal on all tender documents.

Mention clearly Tender Reference on **TOP RIGHT CORNER OF PROPERLY SEALED ENVELOPE, BEARING COMPANY’S STAMP**

F) PREPARATION OF TENDER - FINANCIAL PROPOSAL

The tenders should be enclosed in double cover. The inner cover should be sealed having enclosed the following documents:

- a) Schedule “A” duly filled in, signed and sealed.
- b) Original Pay Order for Earnest Money.
- c) Undertaking on Rs. 100/= above non-judicial Stamp Paper duly signed and stamped by a Public Notary Oath Commissioner (Local Bidders Only).
- d) The outer cover should bear address of the General Manager Contract Management, PIA SCM Building, Karachi Airport and reference number of the tender with opening date of tender.
- e) All information about the services /material proposed to be supplied must be given as required in the schedule to tender.

G) PRICES

- a) The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order /Contract.
- b) The Prices must be stated both in words and figures. Additional information, if any must be linked with entries on the Schedule to Tender.
- c) Offers must be valid for 120 days.

H) Duration of Contract

Contract will be awarded for the period of three (03) years.

Yours truly,

Iftikhar M.Usmani

General Manager Contract Management

Supply Chain Management PIA Head Office, Karachi.

Ph: 021 9904 3081, 9904 4216

Email: gmcm@piac.aero, contract.administration@piac.aero

Schedule A

Description	Total amount for three years PKR/ USD
Hiring of Certification Body for AS9100D for three years	
Tax (if applicable)	
Total amount for three years with tax (if applicable) PKR/USD	

Authorized Signature (of the bidder) _____

Official Seal of the company _____

PRECISION ENGINEERING COMPLEX

TORs for the firms to be hired for AS 9100 D and ISO 9001:2015 Re-audit.

1. The firm must provide company profile for technical evaluation as per evaluation criteria.
2. The firm must be accredited with IAQG
3. Audit Requirements:
 - a. AS9100D and ISO 9001:2015 Re-audit (year 1)
 - b. AS9100D and ISO 9001:2015 1st Surveillance (year 2)
 - c. AS9100D and ISO 9001:2015 2nd Surveillance (year 3)
4. Must Include cost of:
 - a. Off-site report writing
 - b. Annual certification Fee
 - c. OASIS Database fee
 - d. Travel Fee
 - e. Any other expenses

Total Marks	100
Technical Qualification Marks(Minimum)	80
Final Evaluation Weightage	Technical 50% Financial 50%

MANDATORY REQUIREMENTS.

A. Certified by IAQG

Proceed if "YES" Reject if "NO"

B. Auditors be willing to visit Pakistan for 3 years

Proceed if "YES" Reject if "NO"

TECHNICAL CRITERIA.

	<u>MARKS</u>	
1. Whether Audit firm audited in Pakistan.		10
a. Audit firm has audited in Pakistan before.	10	
b. Audit firms has not audited in Pakistan.	05	
2. The accreditation of Certification body be accepted by Boeing, GEAE and Airbus.		10
a. The accreditation of Certification body is accepted by Boeing, GEAE and Airbus.	10	
b. The accreditation of Certification body is not accepted by Boeing, GEAE and Airbus.	00	
3. Certification body must complete certification process by March,2021.		10
a. Certification is possible by stipulated time.	10	
b. Certification is not possible within stipulated time.	00	
4. Number of lead Auditors		10
a. Number of lead Auditors 2000 or more.	10	
b. Number of lead Auditors less than 2000.	05	
5. Credentials / Qualification of lead Auditor nominated for PEC.		10
a. Experience of Audit of AS9100 of companies more than 50.	10	
b. Experience of Audit of companies more than 25 and less than 50.	05	
6. Documented process to evaluate and monitor the performances of lead auditor.		10
a. Availability of documented process.10		
b. No Availability of documented process.00		
7. Whether the accreditation of certification body has been cancelled ever by IAQG or not		10
a. Accreditation is not cancelled ever.	10	
b. Accreditation is cancelled ever.	00	
8. System of internal Audit of the company.		10
a. Existence of system of internal Audit of the company.	10	
b. Nonexistence of system of internal Audit.	00	
9. Number of Auditee companies audited for AS9100 by Audit firm		10
a. Number of Auditee companies 300 or more.	10	
b. Number of Auditee companies 300 or less.	05	
10. Conflict of interest.		10
a. Evidence about Audit firm being independent/ Neutral.	05	
b. Availability of code of conduct/code of Ethics.	05	

FINANCIAL EVALUATION CRITERIA

Quote must include following as applicable.

1. Audit fees (Minimum).	10
2. Accreditation fees (Minimum).	10
3. Admission fees (Minimum).	10
4. OASIS registration fees.	10
5. Company having office in Pakistan and to accept payment in PAK rupees.	05
6. Miscellaneous expenses (Minimum).	05

INTEGRITY PACT / DISCLOSURE CLAUSE

(To be submitted on Company's Letterhead)

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.

(To be submitted on Rs. 100 Stamp Paper - For local bidders)

(Company letterhead required for international bidder)

General Manager Contract Management
Supply Chain Management
Pakistan International Airlines
Karachi

Subject: Undertaking to Execute Contract

Dear Sir,

1. We/I, the undersigned tenderer do hereby confirm, agree and under take to do following in the event our/my tender for supply of _____
_____ to PIACL is approved and accepted:
2. That we / I will into and execute the formal contract, a copy of which has been supplied to us / me, receipt whereof is hereby acknowledge and which has been studied and under stood by me / us without any change, amendment, revision or addition thereto, within a period of seven days when required by PIACL to do so.
3. That all expense in connection with the preparation and execution of the contract including stamp duty will be borne by us / me.
4. That we / I shall deposit with PIA the amount of security as specified in the contract which shall continue to be held by PIACL until three months after expiry of the contract period.
5. That in event of our / my failure to execute the formal contract within the period of seven days specified by PIACL the Earnest money held by PIACL shall fortified and we / I shall not question the same.

Tenderer's Signature _____

Name in full _____

Designation _____

Address _____

Phone / Fax# _____

CNIC _____

Seal _____

Date _____

Email _____