

REF: GM (P)/Cont/IVS/01/19

M/S \_\_\_\_\_

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**Sub: Appoint of an Independent Verification Service Provider in compliance to ICAO'S Carbon Offset & Reduction Scheme for International Aviation (CORSA)**

Dear Sirs,

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

**A) SUBMISSION OF TENDER**

1. You are required to send your tenders addressed to General Manager Procurement, PIA Supply Chain Management Building JIAP Karachi latest by **15-01-2020 at 1030 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 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 Procurement, which must reach before the closing date and time mentioned above. **Tenders will be opened at 11:00 hours** the same day in the presence of bidders.

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 Procurement in this respect shall be final and binding.

3. **Bidders are required to submit a Pay Order of Rs. 3000/- (Non-Refundable) as tender fees along with Technical Proposal (Local Bidders).**

**B) EARNEST MONEY (Local Bidders)**

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)**

The successful tenderer upon award of Contract / Purchase Order will be required to furnish security deposit (pay order) in the amount equivalent to 5% 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) 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 returned *un-opened* to the respective bidders.

**E) PREPARATION OF TENDER - TECHNICAL PROPOSAL:**

All mandatory requirements are given in the schedule.

Please give all the available technical details of the services 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 Pro forma 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 (Local Bidders).
- c) Undertaking on Rs. 100/= above non-judicial Stamp Paper duly signed and stamped by a Public Notary Oath Commissioner.
- d) The outer cover should bear address of the General Manager Procurement, 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.

Muhammad Usman Akhtar

**General Manager Procurement**

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

[Contract.administration@piac.aero](mailto:Contract.administration@piac.aero)

**+92 21 9904 3081 & +92 21 9904 4423**

**Terms of Reference - CORSIA**

In compliance with ICAO'S Carbon Offsetting & Reduction Scheme for International Aviation (CORSIA) all airlines, operating international flights are obligatory to Monitoring, Reporting & Verification of their fuel consumption emissions i.e Greenhouse Gas Emissions and report them to their national authorities i.e. Civil Aviation, from 1 January 2019 on an annual basis.

In view of that Pakistan International Airlines (PIA) intends to appoint an accredited (*National Accreditation Body (NAB) to ISO 14065:2013 and to additional CORSIA-specific Requirements*) independent Verifier for CORSIA to perform verification of all international flights **for three years i.e two years (Base Period 2019-2020 Monitoring, Reporting & Verification to set the BASE LINE) & one year ( Pilot Phase 2021-2023).**

Verified reports will be submitted to the ICAO via national authorities i.e. Pakistan Civil Aviation Authority in compliance with the system. The reports relate to Annual Emission Plan.

The verifier will be responsible to conduct on-site verification/ audit of PIA annual aircraft emissions for the contracted period, and assist in submitting the report to the ICAO via Civil Aviation Authority by 31<sup>st</sup> May each year.

The verification audit shall include all the stages and steps outlined below:

**STAGE-1**

Conduct Strategic Analysis, Risk Analysis, Verification Plan, Process Analysis and Data Analysis.

**STAGE-II**

Reporting, Technical Review and Final Verification of Annual Emission.

The Verifier will conduct the above stages of verification audit according to the regulations and associated guidelines define in the Annex 16, Volume IV of the Chicago Convention and compliance with the International Standards and Recommended Practices (SARPs).

The Verifier will prepare a log, and final verification options report as per the acceptable format of the ICAO.

Tender proceedings will be convene on single stage two envelopes basis (Technical & Financial proposal) \_\_\_\_\_ Supply Chain Management Building, Pakistan International Airlines (PIA) Head Office, Karachi Airport, Pakistan

For details, please visit PIA & PPRA Websites at [www.piac.com.pk](http://www.piac.com.pk) & [www.ppra.org.pk](http://www.ppra.org.pk)

For further queries, please contact:

**Fareed Ahmed Badvi**

Assistant Manager,

Fuel Control,

Pakistan International Airlines

Email: [ameudata@piac.aero](mailto:ameudata@piac.aero), with copy to [teamgreen@piac.aero](mailto:teamgreen@piac.aero)

Tel +92 21 9904 4384

Cell No. +92 333 3106-239

**TENDER SCHEDULE "A"**

S. No	Year of Verification	Type of Flights	Amount for 03 Years (USD)
01	For year 2019-2021	All International Flights	
<b>Total amount USD (for 03 years 2019-2021)</b>			

In Words \_\_\_\_\_

**Attention:-**

Non compliance to the conditions mentioned below at Serial No. 1 to 5 will render the quotation for rejection at the time of opening of tenders.

**Broad Terms and Conditions of Tender:-**

1. Rates must be quoted in words and figures both as per accounting unit inclusive of all taxes, charges, duties, expenses to be borne by the bidder.
2. Offer must be firm and final and valid for 120 days.
3. Incomplete, mutilated offer or offers without/deficient earnest money are liable for rejection.
4. Copy of certificate of registration with Sales Tax collectorate must accompany the quotation.
5. PIA will have the right to visit the facility / premises of the tenderer or call for any further documents to establish the capability of firms to undertake this order/contract. PIA's decision in this regards shall be final will not be questioned in any court.

We/ I hereby confirmed having read and understood the terms and conditions of the tender and we / I expressly confirm and agree that our tender for the supply of above mentioned items are in terms of and subject to the terms and conditions of the tenders.

TENDERER'S SIGNATURE \_\_\_\_\_ DESIGNATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

Tel No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_

GST No. \_\_\_\_\_ NTN NO. \_\_\_\_\_

SEAL \_\_\_\_\_

**INTEGRITY PACT / DISCLOSURE CLAUSE**

**(To be submitted on Company's Letterhead)**

Declaration of Fees, Commissions and Brokerage Etc. Payable by the Verifier \_\_\_\_\_ 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 Verifier 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 Verifier 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 Verifier 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 Verifier 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 Verifier 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.

(RUPEE ONE HUNDRED NON-JUDICIAL STAMP PAPER)

General Manager Procurement)  
Supply chain Management  
Pakistan Intentional Airlines  
Karachi.

Subject: **UNDERTAKING TO EXECUTE CONTRACT**

Dear Sir,

1. We / I, the undersigned tenderer do here by confirm, agree and undertake to do following in the event our / my tender for rendering ICAO's CORSIA Verification Services, is approved and accepted:-
2. That we / I will enter into and execute the formal contract, a copy of which has been supplied to us / me, receipt whereof is hereby acknowledged and which has been studied and understood by me / us without any change, amendment, revision or addition thereto, within a period of seven days when required by PIA to do so.
3. That all expenses 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 PIA 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 PIA the Earnest Money held by PIA shall stand forfeited and we / I shall not question the same.

Tenderer's Signature \_\_\_\_\_

Name in Full \_\_\_\_\_

Designation \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone / Fax # \_\_\_\_\_

N.I.C. # \_\_\_\_\_

Seal \_\_\_\_\_

Date \_\_\_\_\_

**Technical Evaluation Criteria & Weight-age**  
**for**  
**Selection of Independent Verifier for Carbon Offset & Reeducation Scheme for International Aviation**  
**(CORSA) Verification 2019-21**

No.	Evaluation Criteria	Max Points	Weightage
1	CORSIA Work History	5	15
	Weightage		
2	Personal Competence & Aviation Experience	5	5
	Weightage		
3	Dealing with Regional Airlines	5	20
	Weightage		
4	Offered scope of work with Time Allocation	5	15
	Weightage		
5	Understanding & Capability of IT System	5	15
	Weightage		
6	Methodology of Verification process, Clarity in Verifier's roles and responsibilities	5	10
	Weightage		
7	Client list in Aviation Industry (as EU-ETS Verifier)	5	10
	Weightage		
8	CORSIA Accreditation and other aviation affiliations	5	10
	Weightage		
	<b>Total Points Achieved</b>	<b>40</b>	<b>100</b>
	<b>Total Weightage Score (Min. 50)</b>		

**Formula for each Evolution Criteria**

<b>Weightage Obtained by Party = (Weightage x Point Obtained by Party) / Max Point</b>
<b>Qualification Weightage is upto 50</b>

**Marking System**

Points	Grading of Attribute
5	Outstanding
4	Very Good
3	Good
2	Moderate
1	Fair