

REF: GMP/Brand/Vendors/2019

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**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

1. The interested vendors may submit their profiles to General Manager Procurement Management, PIA Supply Chain Management Building JIAP, Karachi latest by **30-12-2019 till 10:30 Hrs.** The proposal may be dropped in the tender box marked as **“Vendor Enlisting for Brand Material and Souvenirs”** placed at the entrance of the PIA Supply Chain Management Building latest by 10:30 hours on the specified date.
2. The proposal submitted shall comprise of a single envelop, marked as enlisting of Vendor Enlisting for Brand Material and 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 PIA website or undersigned before the closing given date and time.
4. All vendors are required to submit a Pay Order of **Rs. 3000/-** as tender fees along with the Proposal.
5. The proposal should be accompanied a Pay Order of **Rs. 10,000** payable in favor of PAKISTAN INTERNATIONAL AIRLINES as interest free Earnest Money (Refundable). Earnest Money in any other shape shall not be accepted.
6. Vendors will be selected on basis of evaluation as mentioned in detail in this document.
7. Proposals 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. Documents sent by e-mail will not be accepted. 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.
8. Contract will be awarded for a period of two years and further extendable maximum one year based on PIA requirements.
9. Prequalified vendors will work with PIA as per rules formulated by PPRA and PIA.

Yours truly,

General Manager Procurement  
Supply Chain Management Department  
Tel: 021 – 9904 3081, 99044423  
Email: [Khijzpk@piac.aero](mailto:Khijzpk@piac.aero), [contract.administration@piac.aero](mailto:contract.administration@piac.aero)

## **Introduction**

Pakistan International regularly purchases the advertising material and souvenir for which GST enlisted vendors may submit their profiles for enlisting.

## **Scope of Services**

1. Supply of branding/advertising 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:**

6. Application submission with all necessary documents
7. Technical evaluation as per the Evaluation Criteria
8. Meeting with applicants (if necessary)
9. Announcement of results
10. Response to queries from bidders if any
11. Selection of successful vendors
12. Issuance of Letter of Intent
13. 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. 33% marks from each category is mandatory and minimum 20 total marks will be required to enlist as vendor of PIA. The number of vendors may vary as per requirement of PIA.

- |                       |            |
|-----------------------|------------|
| 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/upto one year of experience. Maximum 05 marks will be allocated. 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 current bank statement upto maximum one year . Marks will be allocated to amount of capital in bank account. 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**

- Vendors who qualify in the above pre-qualification process shall work through E- tender process for further supply of material.
- The rates of each project will be evaluated and approved as per tender process defined for prequalified by PPRA Rules.

**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 3,000 as tender fee			
3	Pay order PKR 10,000 as earnest money (Refundable)			
4	NTN and GST certificate			
5	Experience Letter (company letter head )			
6	Human resource and Service cards of employees			
7	Bank statement for last 1 year			
8	Litigation history (Company letterhead)			

Any other Detail: \_\_\_\_\_

Name in full \_\_\_\_\_ Designation \_\_\_\_\_

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

Email \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_