



الخدمت فاؤنڈیشن پاکستان
ALKHIDMAT FOUNDATION PAKISTAN

PROCUREMENT MANAGEMENT

April 18, 2018

PRE-QUALIFICATION OF SUPPLIERS,
VENDORS, DISTRIBUTORS,
MANUFACTURERS & SERVICE
PROVIDERS

- 1- Laptops/Computers, Printer & Other IT Equipment
- 2- In-Door/Outdoor Printing
- 3- Video Production/Media Releasing
- 4- Printing & Publishing
- 5- Electronic Goods (AC, Fridge, Cables etc.)



Administration Department Procurement Management

CONTENTS

1. INTRODUCTION.....	3
2. PREQUALIFICATION FORM.....	4
2.1. Company Information	4
2.2. Legal Information	4
2.2.1. Registration Document	4
2.2.2. Type of Business	5
2.2.3. Office Address.....	5
2.2.4. Company / Supplier Banking Details.....	5
2.3. Financial Work of the Company	6
2.4. Experience Record	6
2.5. Company / Supplier Profile.....	7
2.5.1. Area of Specialization Applied for Pre-Qualification	8
2.5.2. List of Company / Supplier's Employees who were formally employed by AKF.....	8
2.5.3. List of Names of close relatives working / worked in AKFP	8
2.5.4. Quantum of business with AKFP during past five years	8
2.6. Declaration	8
3. INTEGRITY PACT / DISCLOSURE CLAUSE.....	10
4. CONDITIONS OF PURCHASE.....	11
5. EVALUATION CRITERIA	14
6.1. Company/Firm's Experience.....	14
6.1.1. Specific Experience	14
6.1.2. General Experience	14
6.1.3. Personnel Experience	14
6.2. Equipment And Estate Capability	15
6.3. Litigation History Of The Firm	16
6.4. Financial standing/Status Of The Firm	16



Administration Department Procurement Management

1. INTRODUCTION

Alkhidmat Foundation Pakistan (AKFP) intends to introduce the process of Pre-Qualification of all its Suppliers, Vendors, Manufacturers, Distributors, and Service Providers in order to streamline its Procurement procedures.

All reputable and established firms are invited to apply for the participation in the Pre-qualification Process and submit the attached Pre-Qualification forms.

A transparent evaluation method for the purpose of Pre-Qualification of the applicant's capabilities in the respect of vital elements of applicant's organization and capacity to perform shall be established in order to participate in the AKFP tenders. Each Supplier or Vendor performance in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during the contractual period.

Apart from issuing the press tender, AKFP will issues the tender documents in favor of Pre-Qualified Suppliers, who have been registered in that particular category (thru e-mail, fax, courier etc.). Suppliers who are not Pre-Qualified or fail to meet the Pre-Qualifying criteria's will not be allowed to participate in the tender.

This form can be easily downloaded & Printed from AKFP website: <http://www.alkhidmat.org> and sent / forwarded to Senior Manager Admin thru fax, mail or Courier service.



Administration Department Procurement Management

2. PREQUALIFICATION FORM

2.1. Company Information

Business Name	
Abbreviated Name	
Date of Formation	
Registered Office Address	
City/Town	
State/Province	
Postal Code	
Telephone Number	
Fax Number	
Email Address	
Web Address	
No. of Employees	

2.2. Legal Information

Nature of Set-up	Private Limited <input type="checkbox"/>	Sole Proprietor <input type="checkbox"/>	Joint Venture <input type="checkbox"/>	Partnership <input type="checkbox"/>
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2.2.1. Registration Document *(Please enclose copies of Registration Document & Certificates)*

National Tax No. (NTN)	
Sales Tax Registration No.	



Administration Department Procurement Management

2.2.2. Type of Business

Type of Business	Manufacturer <input type="checkbox"/>	Authorized Distributor <input type="checkbox"/>	Service provider <input type="checkbox"/>
	Trader <input type="checkbox"/>	Contractor <input type="checkbox"/>	Other <input type="checkbox"/> Specify _____

2.2.3. Office Address

Registered Office Address			
City/Town		State/Province	
Country		Postal Code	
Phone		Fax Number	
Email Address		Website Address	

Branch Office Address			
City/Town		State/Province	
Country		Postal Code	
Phone		Fax Number	

Factory / Workplace Address			
City/Town		State/Province	
Country		Postal Code	
Phone		Fax Number	

2.2.4. Company / Supplier Banking Details

Bank Name			
Title of Account		State/Province	
Account Number		IBAN	
Type of Account		City /	



Administration Department Procurement Management

2.3. Financial Work of the Business

Business Net Worth		
Business Turn Over		
Last 3 Years of Profits	Year	Profit/Loss

*In case of Private Limited, Please Attach Audited Balance Sheet for the last three years.

CEO/Chairman Name		CNIC No.	
Email Address			
Phone No.		Fax No.	

2.4. Experience Record

- a. Do you have any contracts terminated for poor performance in the last five years? YES NO
If yes, please give details

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- b. How many years has your organization been in the current business?

<5 Years 5-10 Years 10-15 Years > 15 Years

- c. Three major contracts executed in last 2 years (*Attach documentary proof with proper reference for the companies / organizations mentioned above*)

Completion Year	Nature of Work / Supply	Client Name	City	Value in PKR



Administration Department Procurement Management

d. Please Provide 3 references of your work experience

Organization	Contact Person	Designation	Phone	Email

e. List of Board of Directors / Partners / Management

Sr. #	Name	Position	Phone	Email

2.5. Company / Supplier Profile

1	Primary Business Detail	1	
		2	
		3	
		4	
2	List of Items / Services	1	
		2	
		3	
		4	
3	Details of After Sales Services	1	
		2	
4	Details of Warranty	1	
		2	
5	Buy Back or Return Policy	1	
		2	
6	Any other information that supplier may like to provide	1	
		2	



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2.5.1. Area of Specialization Applied for Pre-Qualification

1	Commercial Goods	<input type="checkbox"/> Electrical & Electronics <input type="checkbox"/> Air Conditioning & Refrigeration <input type="checkbox"/> Stationary & Off. Supplies <input type="checkbox"/> Computers & Accessories <input type="checkbox"/> others
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2.5.2. List of Company / Supplier's Employees who were formally employed by AKFP

Sr #	Name	Current Position	AKFP Staff Number	Department	Pay Group	Retired / Resigned / Terminated

2.5.3. List of Names of close relatives working / worked in AKFP

Sr #	Name	Current Position	AKFP Staff Number	Department	Pay Group	Retired / Resigned / Terminated

2.5.4. Quantum of business with AKFP during past five years

Sr #	Type of Business	Years of Supplies/Contract	Annual Volume	Approximate Value of Business	Performance

2.6. Declaration



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We hereby declare that the above particulars are True and correct and accept that ALKHIDMAT FOUNDATION PAKISTAN has a right to Verify them as when required	Name:
	Title:
Signature	Date:
	(Affix official company stamp/logo)

If the space provided in this document is insufficient for your responses, provide each detailed response in separate, clearly identified numbered attachments.

The registered suppliers are required to immediately advise Alkhidmat Foundation Pakistan of any significant change to their:

- Financial capacity or technical capability
- Ownership or holding
- Any court convictions or prohibition orders from governmental agencies.
- Significant changes to supplier or sources of products/services.
- Significant changes of range of products/services offered
- Changes in address, phone, email, fax, contact person or other communication details.
- Alkhidmat Foundation Pakistan may make revisions to the registration scheme, or seek new applications at any time. Whenever a full revision of the system is carried out, additional information or new applications from currently pre-qualified suppliers will be sought.
- Provide a brief description that describes the nature of your business and the products and/or services that you are able to supply to Alkhidmat Foundation Pakistan.



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3. INTEGRITY PACT / DISCLOSURE CLAUSE

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 Alkhidmat Foundation 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 Alkhidmat Foundation 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 Alkhidmat Foundation 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 Alkhidmat Foundation Pakistan under any law, contract or other instrument, be void-able at the option of Alkhidmat Foundation Pakistan.

Notwithstanding any rights and remedies exercised by Alkhidmat Foundation Pakistan in this regard, the Seller / Supplier / Contractor agrees to indemnify Alkhidmat Foundation 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 form from Alkhidmat Foundation Pakistan.



Administration Department Procurement Management Section

4. CONDITIONS OF PURCHASE

Alkhidmat Foundation Pakistan is hereinafter termed as "the Foundation". The person, firm or Company supplying the goods is hereinafter termed as "the suppliers". Following Conditions of the Purchase are agreed by the Supplier.

5.1. Acceptance of the Purchase Order:

The supplier will confirm the Acceptance / Acknowledgment of its receipt by email, electronic message, fax or by return post soon after the receipt of the Purchase Acceptance of the Purchase Order: The supplier will confirm the Acceptance / Acknowledgment of its receipt by email, electronic message, fax or by return post soon after the receipt of the Purchase Order from the Foundation.

5.2. Advice Notes and Delivery Challan:

All goods must be accompanied by Advice Note or Delivery Challan on which the Order No., quantity and supplier's name is clearly shown. Non-compliance with this condition renders the goods liable to non-acceptance. Such goods will be held by the Foundation solely at supplier's risk and if not cleared by them within 7 days, storage and handling expenses will be charged at the rate of Rs.50.00 per day per package for first 10 days and thereafter storage and handling expenses will be charged at double the rate. In case if the goods are still not collected by the supplier, Foundation may dispose off the material without any liability.

5.3. Delivery:

The period of delivery will commence from the date of the receipt of the Purchase Order by the suppliers or as specified on the Order.

5.4. Delivery Location:

Unless otherwise 'agreed', delivery of the material against this Order shall be made at our main Stores Building, Procurement & Logistics Department at Alkhidmat Complex, 3 KM, Khyaban-e-Jinnah, Lahore.

5.5. Delivery Date:

This Order is liable to cancellation if the Delivery shall not be affected within the time specified on the Order. In instances where Delivery Date is not specified, same must be advised when confirming acceptance of this Order as required by clause 5.1 above. If the material is not supplied within the period specified, same would be procured from alternate source at the expense of the supplier without any notice.

5.6. Should delivery be hindered or delayed by the Foundation's instructions or by any cause beyond the supplier's reasonable control including Strikes, Lock-outs, War, Fire, Accidents, reasonable extension shall be granted at the sole discretion of the Alkhidmat Foundation Pakistan.



Administration Department Procurement Management Section

5.7. Liquidated damages will be paid by the suppliers at the rate of 2 % per month or part of a month for the value of the Stores which the suppliers have failed to deliver, within the delivery period, provided that the damages shall not exceed 10% of the total price payable under the Contract/Purchase Order.

5.8. INSPECTION:

- 5.8.1. The Foundation reserves the right to inspect any goods after or before dispatch from the supplier's premises but such inspection shall not relieve the suppliers from responsibility or liability nor be interpreted so as in any way to imply acceptance of such goods.
- 5.8.2. Goods delivered have to meet the entire satisfaction and approval of the Foundation's Authorized Officer on delivery at its main Stores, Lahore dry Port or as stated on the order.
- 5.8.3. Goods have to be inspected and released by the suppliers subject to General Conditions of Competent Civil Aeronautical Authority of the Country in so far as such conditions are applicable to Aircraft and Material to be used on the Aircraft.

5.9. QUANTITY DELIVERED:

No quantity over and above that requested, by Purchase Order will be received or paid for without prior written authority obtained from the Foundation's Authorized Officer. Supply of any unauthorized and unaccepted quantity over and above the Order quantity will be liable to rejection.

5.10. When required by the Foundation, the suppliers shall mark the goods and materials ordered in accordance with reasonable instructions of the Foundation's Authorized Officer.

5.11. Delivery of Goods:

Goods supplied must correspond in all respects, with, Purchase this Order and must conform in every respect to sample specification. In the absence of sample, goods supplied must be the best and of first class workmanship, failure to comply with this Clause will render the goods liable to be rejected.

5.12. Condition of Goods:

All items must meet in all respects with the specifications and conditions of the Order, and must be in good condition on receipt, otherwise they will be liable to rejection.

5.13. Delivery of goods to Authorized Person:

The suppliers will deliver the goods ordered to the authorized representative of the Foundation who will sign with his staff number on each delivery note, otherwise the Foundation will not be held responsible for the goods delivered contrary, to this instruction.

5.14. Rejected Goods:

In case of rejection of goods or items as per Clause 5.9 above, it will be at suppliers risk and expense. Any item receive damaged will not be accepted and will be removed by the suppliers for replacement at their expense.



Administration Department Procurement Management Section

5.15. Accountancy:

All Bills, Advice Notes, Delivery Challans and Correspondence must show the Order number and the address at which the goods have been delivered.

5.16. Sub-Contracting:

The suppliers will not transfer or assign directly or indirectly to any person or persons whatsoever any portion of the Order without prior written consent of the Foundation. Sub-letting is prohibited.

5.17. Disclosure of Confidential Material:

Any plans, drawings or designs supplied by the Foundation to the Supplier in pursuance of any Enquiry for quotations shall remain the property of Foundation and any information derived there from or otherwise communicated to the suppliers in connection with any such enquiry shall be regarded by the suppliers as secret and confidential and shall not, without the consent in writing of the Foundation, be published or disclosed to any third party or made use by the suppliers except for the purpose of implementing this Order.

5.18. Advertising:

The suppliers will not, without the prior written consent of the Foundation, advertise or announce or allow advertising or announcing that goods have been supplied in pursuance of this Order.

5.19. Termination:

If the suppliers fail to comply with any of the above conditions, this Order may be terminated by the Foundation's Authorized Officer without any notice and at supplier's expense.

5.20. Submission of Bills:

Two copies of the bills are to be submitted to the Manager Administration Procurement & Logistics Department, Alkhidmat Foundation Pakistan with Advice Notes/Challans/Purchase Order No. and Date.

5.21. Arbitration:

In case of any dispute arising between the Foundation and the supplier, the decision of the Chairman of the Foundation or his nominee shall be final and binding on both the parties. The supplier cannot sue the Foundation in the Courts of Law.



Administration Department Procurement Management Section

5. EVALUATION CRITERIA

IMPORTANT NOTE:-

All the applicants to please note that as per AKFP Rules and Regulations, all the documents/statements submitted by a Firm/Company for its pre-qualification are under Oath.

Any document / statement provided if proved false, misstated, concocted, or incorrect at any time during or after Pre-qualification will result into permanent dis-qualification and black listing of the Sole Proprietor/Firm/Company/Partners with their names displayed on AKFP website.

TOTAL MARKS ----- 100

QUALIFYING MARKS ----- 75

6.1. Sole Proprietor/Company/Firm's Experience (complete data required in the pre-qualification documents submitted). No data means No marks

6.1.1. **Specific Experience:** – (Similar nature of contracts executed/In-load during the last 5 years) Minimum Value – Rs.1.0 million

(Marks Allocated 10)

- a) 1-2- Projects/Contracts
- b) 3rd Project.
- c) 4th Project
- d) 5th Project

6.1.2. **General Experience** – (Contracts of General Business nature during last 5 years).

(MARKS ALLOCATED 10)

- a) 1-2 Contracts
- b) 3-4 Contracts
- c) 5th Contracts
- d) 6th and above

6.1.3. **Personnel Experience** (Technical personnel with Prequalification in the Permanent Employment of the Firm/Company) since last one to 10 years.

(MARKS ALLOCATED 10)

- a) No of Personnel -
 - i- 01-02
 - ii- 02-05
 - iii- 05-10
 - iv- 10 & above



Administration Department Procurement Management Section

- b) Permanency with the Firm
- i- 12-23 Months
 - ii- 24-35 Months
 - iii- 36-38 Months
 - iv- 48 months and above

NOTE: All the relevant experience and qualification documents i.e. C.V. (Curriculum Vitae) of the Employees and Proprietors, Partners must be signed by the Individuals concerned as well as by the Firm/Company.

- c) Relevant Experience -

(MARKS ALLOCATED 10)

- i- 1-2 Years.
- ii- 3-4 Years
- iii- 5 years
- iv- 6 and above years

6.2. *Equipment And Estate Capability* (Firm's Company's Own) (Manufacturers Only).

(MARKS ALLOCATED 10)

6.2.1. EQUIPMENT: (Marks Allocated Documentary evidence required)

- a) Complete Manufacturing equipment/relevant -----
(State of the Art)_____
(Complete Manufacturing Process – In house).
- b) Partial Machinery/equipment Installed. Less than 50 percent work done outside the premises.
(Partial machinery/equipment installed.)
- c) Partial machinery/equipment installed.
More than 50 percent manufacturing process done outside the Premises.
- d) Cottage Industry on Firm's owned premises

Administration Department Procurement Management Section

6.2.2. ESTATE OWNERSHIP – of the Firm/Company - (Documentary Evidence.)

- i- Full/complete Industrial Unit, installed and owned by the Firm/Company -

- ii- Leased land from Government agency (copy of lease deed)
- iii- Leased Land from Private Owners – (Copy of Lease Dead).
- iv- Rented Premises (Rent Contract Copy)

6.3. *Litigation History Of The Firm (Last 10 Years)*

(MARKS ALLOCATED 10)

- | | | | | | |
|----|------------------|---|--------------------|---|----------------|
| a) | One Litigation | - | decided/subjudice | - | Favour/Against |
| b) | Two Litigation | - | decided /subjudice | - | Favour/Against |
| c) | Three Litigation | - | decided /subjudice | - | Favour/Against |
| d) | Four and above | - | decided /subjudice | - | Favour/Against |

6.4. *Financial standing/Status Of The Firm*

(MARKS ALLOCATED 40)

6.4.1. Income Tax paid during the last 05 years (Attached – Income Tax Returns Statement/balance sheet/Receipted Income Tax Challans.

- a) Income Tax paid under Rs. One million.
- b) Rs.1.0 million and above
- c) Rs.2.0 million and above
- d) Rs.5.0 million and above.

6.4.2. Average annual turnover (For the last five years)

- a) A Class: Annual turnover: Rs. 25 million and above
- b) B Class: Annual turnover: Rs. 5 to 25 million
- c) C Class: Annual turnover: up to 5 million Rs.

6.4.3. Financial standing of the Firm/Company

- a) Last 03 years Financial Statements (duly certified by a Chartered Accountants Firm).



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ALKHIDMAT FOUNDATION PAKISTAN

Administration Department Procurement Management Section

- b) Minimum Funds available – Rs.2.0 million - Available/Not
- c) Surety from a bank/credit limit of the Firm, available cash balance (2.0 millions) is sufficient to cover 3 months expenses, during the contract for next 12 months period.
- d) Attested copy of Bank Statement, showing list of one year transactions.