

	<p align="center">Alkhidmat Foundation Pakistan Registered NGO under the Societies Registration RP/4243/L/S/90/170 Alkhidmat complex, 03 KM Khayaban-e-Jinnah Lahore Phone: +92-42-35957260, Fax: +92-42-35957261 www.alkhidmat.org</p>	Issue Date: 11-11-2016 Ref: AKFP /HS/PQL/001
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Pre – Qualification of Suppliers, Vendors, Distributors and Manufacturers related to;

<p>1- Hospital Furniture & Supplies 2- Surgical & Diagnostic Equipment for the following departments:</p>
<ul style="list-style-type: none"> • Ophthalmology • Gynecology & Obstetrics • Dentistry • Orthopedics • Paeds & Neonatology • Dialysis Unit • General Surgical Unit
<p>3- Diagnostic Equipment & Analyzers (Diagnostic Reagents, Chemicals, Kits Glassware & Consumables, Blood Bank Equipment & its Consumables) 4- Radiology Department (Ultrasound Machines & its Consumables, X-Ray Machines & its Consumables, CT scan & its Consumables, MRI & its Consumables)</p>

Schedule for prequalification processing fees:

For Single Category	Rs. 10,000/=
For Two Categories	Rs. 15,000/=
For Three Categories	Rs. 20,000/=

Note: need to provide an undertaking in case of two or more companies will be supplying stores under one category if have same group / ownership

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1. Introduction

Alkhidmat Foundation Pakistan intends to introduce the process of Pre-Qualification of all its Suppliers, Vendors, Manufacturers and indenters 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 AKF's tenders. Each Suppliers 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, AKF will issue the tender documents in favor of Pre-Qualified Suppliers, who have been registered in that particular category (through email / fax / courier etc.). Suppliers who are not Pre-Qualified and fail to meet the Pre-Qualifying criteria will not be allowed to participate in the tender.

The form can also be downloaded and printed from our website: <http://www.alkhidmat.org> and sent/ AKF Sub office at 80-B, S.M.C.H.S. Karachi via courier / by hand / by post.

2. Declaration

1. We hereby apply for Pre-qualification as _____
2. We authorize AKF or its authorized representatives to conduct any investigation and to verify the statements; documents and information submitted and to clarify the financial and technical aspects of this application from any person, bank department, agency or firm.
3. The names, positions and contacts of persons who may be contracted for further information, if required, are as under
 - a. _____
 - b. _____
 - c. _____
4. We declare that
 - a. The statements made and the information provided in the application is complete, true and correct in every detail.
 - b. This firm has never been black listed by any Government Department, Semi-Government Authority, Banks, or Private Company or Corporation and not invited in Litigation/Arbitration with any client.

Respectfully,

AUTHORISED REPRESENTATIVE OF APPLICANT

Date _____ Company Seal _____

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3. Pre-Qualification Application Form

PARTICULARS

Company Name			
Abbreviated Name			
National Tax No.		Sales Tax Registration No.	
No. of Employee		Company's Date of Formation	

Please attach copies of NTN and GST Registration

Title of the Firm	Private Limited <input type="checkbox"/>	Sole Proprietor <input type="checkbox"/>	Joint Venture <input type="checkbox"/>	Partnership <input type="checkbox"/>
Type of Business	Manufacturer <input type="checkbox"/>	Authorized Distributor <input type="checkbox"/>	Reseller <input type="checkbox"/>	Others <input type="checkbox"/>
	Specify			

Please enclose copy of certificate from Registrar of firm in case of partnership/proprietorship OR copy of certificate of incorporation on case of Private Limited Company

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

Customer Support/ Care Unit Address			
City/Town		State/Province	
Country		Post Code	
Phone		Fax	
Email Address		Website	
Factory/Workshop Address			
City/Town		State/Province	
Country		Post Code	
Phone		Fax	
Email Address		Website	
CEO/Chairman		CNIC No.	
Mailing Address			
Phone		Cell No.	

 ALKHIDMAT	Alkhidmat Foundation Pakistan Registered NGO under the Societies Registration RP/4243/L/S/90/170 Alkhidmat complex, 03 KM Khayaban-e-Jinnah Lahore Phone: +92-42-35957260, Fax: +92-42-35957261 www.alkhidmat.org	Issue Date: 11-11-2016
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Fax		Email Address	
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List of Board of Directors or Management


Sr. No.	Name	Position	Phone	E-Mail	Period of Appointment
1.					
2.					
3.					
4.					
5.					

*Photocopies of CNICs to be enclosed

COMPANY PROFILE

1	Primary Business Details	1	
		2	
		3	
		4	
	List of Items		
	List of Authorization from the Principals		
	After Sales Service Detailed Mechanism to be provided		
	Warranty Details		
	Buy Back or Return Policies		
	Availability of Reagent Rental of equipment Mechanism		
	Customer Support/Care Unit (Attach Detail)		
	List of City Wise authorized dealers with their name, land line, cell no. & Address to be attached.		
	Undertaking on company letterhead for the Availability of consumables & Spare Parts		
	Any other information that the supplier may like to provide		

Area of specialization (Provide Details)

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List of Current Customers (Companies/ Organization)

	Name of Company/ Organization	Current Business/ Scope of Work	No. of Years	Annual Contract Volume	Approx. Book Value of Business
1					
2					
3					
4					
5					

*Attach documentary proof with proper reference for the Company/Organization mentioned above
Quantum of Business with AKF during the last five years

	Type of Business/ Contracts	Year of Supplies / Contract	Annual Volume	Approx. Book Value of Business	Performance
1					
2					
3					
4					
5					

LITIGATION / ARBITRATION INFORMATION

Indicate Brief Details of any ligi

Take place later in the status of company in business / agency of the Management. The terms and conditions attached have also been read and certificate signed.

LITIGATION / ARBITRATION INFORMATION

Indicate Brief Details of any litigation / arbitration entered into with any Employer

The information given above is true to the best of our knowledge; we undertake to inform AKF of any changes that may

 ALKHIDMAT ISO Certificate # PAK15.1293-U  	<p align="center">Alkhidmat Foundation Pakistan</p> <p align="center">Registered NGO under the Societies Registration RP/4243/L/S/90/170 Alkhidmat complex, 03 KM Khayaban-e-Jinnah Lahore Phone: +92-42-35957260, Fax: +92-42-35957261 www.alkhidmat.org</p>	Issue Date: 11-11-2016
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Authorized Signature: _____
 Name: _____
 Designation: _____
 Date: _____

Note: In case of insufficient space against any column, please attach separate sheet (s) for details / information.

4. Technical Standings of the Firm

Name and address of support locations in major cities of Pakistan

No.	Contact Person Name	City / Location	Address	Phone No.	No. of Staff at location
1					
2					
3					
4					
5					
6					
7					
8					

List of Technical Personnel with Qualification as Permanent Employees of the Firm


No.	Name	Designation	Qualification	Years of Service	Experience	Responsibilities
1						
2						
3						
4						
5						
6						
7						
8						

*Attach additional sheets if required

5. Sales / Marketing Personnel of the Firm

No.	Name	Designation	Qualification	Years of Service	Experience	Responsibilities
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

6. Details of the Contracts / Assignments / Projects Undertaken by the Firm

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No.	Title of Contract / Project	General Description	Value of Contract	Years	Department/ Organization	Performance
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

*Attach additional sheets if required