

**PRE-QUALIFICATION
DOCUMENT**

**BENAZIR INCOME SUPPORT PROGRAMME (BISP)
ISLAMABAD**

September, 2017

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1.0 INVITATION FOR PRE-QUALIFICATION

Pre-Qualification of Suppliers/Service Providers for FY 2017-18 IFB NO. 05(02)/BISP/ADMIN/2017-18

Benazir Income Support Programme (BISP) intends to pre-qualify/shortlist well reputed suppliers/service providers located at Islamabad/Rawalpindi registered with income tax and sales tax department having requisite experience for supply/repair & maintenance on competitive basis under Quotation method for FY 2017-18 for the following categories:-

| S. No | Category | S. No | Category |
|-------|-------------------------------|-------|---|
| 1. | Supply of I.T Equipment | 2. | Supply of Machinery & Office Equipment |
| 3. | Supply of Furniture & Fixture | 4. | Supply of Routine/Common Store items |
| 5. | Repair of I.T Equipment | 6. | Repair of Machinery & Equipment and other items |
| 7. | Repair of Furniture & Fixture | 8. | Event Management |
| 9. | Repair of Vehicles | | |

2. Interested suppliers/service providers who fulfill eligibility criteria may submit their application for pre-qualification (separately for each category) on or before **4th October, 2017** at **1100 hours** alongwith requisite documents/information as mentioned below:-

1. Registration with Income and Sales Tax,
2. Complete profile including details of authorization as retailer/whole seller/authorized dealer/authorized re-seller etc. as well as information of business location, telephone numbers etc.,
3. Overall experience of at least three years' including two years in the relevant field (documentary evidence should be provided),
4. Bank Statement for last twelve months, and
5. Affidavit on judicial paper of Rs. 50/- that supplier/service provider is not blacklisted by any public sector organization.

3. Pre-qualification document may be downloaded from PPRA (www.ppra.org.pk) & BISP (www.bisp.gov.pk) websites. Further, details can be obtained from BISP HQ, F-Block, Islamabad during office hours (0900 to 1600 hours). Pre-qualification applications will be opened on **4th October, 2017** at **1130 hours** in the presence of the applicants / their authorized representatives, who may choose to attend.

Director (Administration)
Benazir Income Support Programme
F-Block, Pak. Secretariat
Islamabad.
Telephone No. 051-9246322

2.0 INSTRUCTIONS TO APPLICANTS

2.1 Submission of Applications

2.1.1 Applications for pre-qualification (one original and one copy) as per format given at Annex-I & II must be received in sealed envelopes to be delivered by hand or through registered mail to:-

Director Administration
Benazir Income Support Programme
F-Block, Pak. Secretariat,
Islamabad

not later than

4th October, 2017 at 1100 hours.

and be clearly marked as "Application for Pre-qualification (category name to be entered)" for Benazir Income Support Programme.

2.1.2 Name and the mailing address of the Applicant shall be clearly marked left hand on the envelope.

2.1.3 The applications are required to be prepared in the English language. Information in any other language should be accomplished by its translation in English.

2.1.4 The Applicants must respond to all questions and provide complete information as advised in this document. Any lapse to provide essential information may result into dis-qualification of the Applicant.

2.2 Qualification Criteria

2.2.1 Compliance to the eligibility criteria given in Pre-Qualification Notice.

Letter of Application

[Letterhead paper of the Applicant, including full postal address, telephone no., fax no., telex no., cable and e-mail address]

Date:.....

To:

.....
[name and address of the Purchaser/Client]

Sirs,

1. Being duly authorized to represent and act on behalf of (hereinafter “the Applicant”), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a bidder for the printing task

2. Attached to this letter are copies of original documents defining:
 - (a) the Applicant's legal status;
 - (b) the principal place of business; and
 - (c) the place of incorporation (for applicants who are corporations); or

the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned entities).

3. BISP’s authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the information and documents submitted in connection with pre-qualification application from the following contact persons:-

Name-----
Designation-----
Telephone No-----

4. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail. In case of any failure, BISP shall be at liberty to take any action as per Public Procurement Rules, 2004 and the relevant Laws of the Islamic Republic of Pakistan

| |
|----------------------|
| Signed |
| Name |
| For and on behalf of |

Proforma to be attached with pre-qualification application.

| | |
|--|--|
| Name of the Supplier/Service Provider | |
| Address/Location of Office (Telephone, Fax & E-mail) | |
| Year of Establishment | |
| Income Tax No. (attach documentary evidence) | |
| Sales Tax Registration No. (attach documentary evidence) | |
| Detail of Human Resource (attach detail with names and designation) | |
| Detail of Machinery & Equipment (attach detail) | |
| Bank Statement of last twelve months | |
| Detail of overall three years' experience (documentary evidence should be provided) | |
| Detail of two years' experience in the relevant field (documentary evidence should be provided) | |
| Affidavit (that the Supplier/Service Provider has not been blacklisted by public sector organization) | |
| Contact Person Date: _____ | <p>_____</p> <p>Name & Designation</p> <p>_____</p> <p>Authorized Signature & Stamp</p> |