

PUNJAB SKILLS DEVELOPMENT FUND

Pre-qualification of Air Ticketing Services

February 2021



Submission Date for Sealed Proposal: on or before 04:00 PM, 12 March 2021

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore, Pakistan

UAN: 042-111-11-PSDF (7733) | Toll Free:0800-48627 (HUNAR) | Website: psdf.org.pk



Table of Contents	
1) Introduction:	2
2) Instruction for the Applicants:	2
3) Scope of Work:	3
4) Conditions for Eligibility	3
5) General Guidelines:	3
6) Form of Contract	4
7) Delivery Timelines or Completion Date	5
8) Pre-Qualification Evaluation Criteria	5
a) Cover Letter for the Submission of Pre-qualification Proposal	5
Annexures	6
Annex – A (Organization Information)	6
Annex – B (Eligibility Response Check List)	7
Annex – C (Pre-qualification Evaluation Criteria)	8
Annex – D (Key Management Staff of the Company)	9
Annex – E (Declaration)	10
Annex – F (Cover Letter)	11

1) Introduction:

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit company set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed proposals will be invited from the applicants for pre-qualification of Air Ticketing services companies/firms. All interested applicants are requested to go through the Pre-qualification document and provide relevant information and supporting documents for the purpose of Pre-qualification.

2) Instruction for the Applicants:

- a) The proposal shall be a single envelope, containing pre-qualification documents. The envelope shall be marked as “Prequalification Proposal for Air Ticketing services”. All information required for prequalification including instructions for preparation and submission of the prequalification documents, evaluation criteria, list of documentary evidence to demonstrate their respective qualifications and any other information that the procuring agency deems necessary for pre-qualification.
- b) The PSDF shall evaluate the proposal in the manner prescribed in the **Annexure-C** given in the document. During the evaluation no amendments in the prequalification proposal shall be permitted.
- c) After prequalification, only the prequalified companies/firms shall be entitled to participate in the subsequent procurement proceedings.
- d) PSDF at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of an applicant, whether or not prequalified, may require the applicant to provide such further information concerning the professional, technical, financial, legal or managerial competence as PSDF may decide.
- e) The Applicants must respond to all queries and provide complete information as advised in this document, failing which the PSDF may reject the application.
- f) PSDF shall disqualify an applicant on the ground that he had provided false, fabricated or materially incorrect information.
- g) PSDF shall evaluate Pre-qualification Proposal in a manner prescribed in section-08 given in the document.
- h) This document has different sections carrying information of eligibility, scope of work, pre-qualification evaluation criteria, general conditions, form of the contract etc. to assist potential applicants to develop their pre-qualification proposals.
- i) Applicant who shall obtain minimum 65 marks or more shall be considered as pre-qualified.

3) Scope of Work:

Complete scope of job is given as annexure-F

- Qualified contractor will provide financial proposals for Air Ticketing services and international Hotel-Reservation-Services on requirement basis during the contract period.
- Qualified contractor will provide quality Air Ticketing services and international Hotel-Reservation-Services to PSDF within agreed timelines of purchase order during the contract period.

4) Conditions for Eligibility

The successful applicants, fulfilling the following criteria, will be considered eligible for the Pre-qualification evaluation process.

1. Evidence of bidding firms/company Registration / Incorporation a Certificate of Registration and copy of IATA license. (Copy of certificate required)
2. Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of Organization (Provide a copy of registration)
3. Should be active taxpayer on the date of submitting the Proposal (Status report must be provided)
4. Affidavit on stamp paper, declaring that company is not blacklisted by any Government /semi government/autonomous body /agency/authority/organization. (Affidavit on stamp paper original signed & stamped)

If applicant fails to provide information as per the above mentioned or does not fulfil the requirement of, "Eligibility Criteria Checklist" (Annexure-B) shall be dis-qualified and declared ineligible from the pre-qualification process and its pre-qualification/technical evaluation will not be carried out.

Note (Please mark the supporting documents for Eligibility Criteria Checklist)

5) General Guidelines:

- a) PSDF reserves the right to award or not to award this contract and Applicants who fail to submit complete and attach all the relevant documents shall be disqualified. No pre-qualification document shall be accepted, **if not properly sealed, marked, signed and stamped.**
- b) PSDF shall enter into a formal contract with the successful applicant only and reserves the right to terminate the contract, if performance of Applicant is unsatisfactory.
- c) Applicants to ensure that their Pre-qualification documents are submitted before the closing time and date of the Pre-qualification. **Applications received after closing time and date will not be considered.**

- d) All documents and information received by PSDF from applicants will be treated in strictest confidence. Documents submitted to PSDF will not be returned.
- e) All expenses related to participation in this Pre-Qualification document shall be borne by the applicant.
- f) Documents shall be submitted in hard copies in a sealed envelope marked as “PROPOSAL” as hard copy in a sealed envelope for **Pre-qualification for Air-Ticketing Services**. The envelope containing hard copies of pre-qualification proposal shall be received on the postal address given below.

Procurement Department

Punjab Skills Development Fund, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore

E-mail: Procurement@psdf.org.pk Phone: +92-42-35752408-10, Fax: +92-42-35752190

- g) PSDF reserves the rights to request submission of additional information from applicants to clarify/further understand aspects of pre-qualification proposal, if required.
- h) PSDF also reserves the right to verify any information provided by the applicants.
- i) PSDF has the right to visit business premises to verify the information shared in Pre-qualification documents. Applicant presenting information intentionally incorrectly or fraudulently will be disqualified.

Questions about this Pre-Qualification document can be made only in writing through a letter or E-mail: at Procurement@psdf.org.pk and must be asked before COB 02 March 2021.

****Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible****

6) Form of Contract

- a) The pre-qualified companies/firms shall sign and execute the standard contract of PSDF including any general conditions on the terms and conditions specified therein. Any amendment to the standard contract shall be made with mutual consent of both parties.
- b) Successful applicant will sign a contract and will provide the agreed services within the stipulated agreed time mentioned in the RFQ.
- c) The duration of the agreement shall be 1 year; however, it can further be extended up to 1 year based on the satisfactory performance of the applicant, and on the mutual consent of both the parties under the agreement
- d) If PSDF cancel the contract during the contract period, a notice period of 1 month will apply.
- e) In case of any dispute regarding services the decision of the PSDF shall be final & binding.
- f) The competent authority may reject all proposals at any time prior to the acceptance of a proposal. PSDF shall upon request communicate to any applicant, the grounds for its rejection of all proposals but shall not be required to justify those grounds.

- g) Applicant understands that RFQ shall only be floated to the pre-qualified applicants, and business shall be awarded based on the evaluation method adopted in the RFQ

7) Delivery Timelines or Completion Date

RFQ shall be floated only to the pre-qualified applicants and delivery timelines shall be mentioned on the purchase/service order for each assignment as per the scope of work

Timelines of the delivery of services shall start once the Purchase /Service order is issued.

8) Pre-Qualification Evaluation Criteria

The Pre-qualification proposal of eligible applicants will be evaluated against the requirements specified in the “**Annexure – C**”.

9) Submission of Pre-qualification Proposal: -

Complete proposals containing Pre-qualification proposal with all required information and documentary evidence must be submitted before closing dated i.e., 04:00 PM, 12 March 2021. Pre-qualification proposals will be publicly opened on the same day i.e., 04:30 PM, 12 March 2021 in the presence of applicant’s representatives who wish to attend it.

a) Cover Letter for the Submission of Pre-qualification Proposal.

A cover letter as specified in Annexure-F shall be submitted with the proposal.

Note: Please provide the required Information/Response to all annexure mentioned in this document and mark them while submitting the Proposal.

Annexures

Annex – A (Organization Information)

Organization Information			
Sr #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
4	General / Punjab Sales Tax Number		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
6	Name and designation of 'Head of Organization'		
	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
7	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		
8	Address of organization		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Annex – B (Eligibility Response Check List)

Eligibility Check List				
Sr. No.	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Evidence of bidding firms/company Registration / Incorporation a Certificate of Registration / and copy of IATA license.	(Copy of certificate required)	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of Organization (Provide a copy of registration)	Provide a copy of registration.	<input type="checkbox"/>	<input type="checkbox"/>
3	Should be active taxpayer on the date of submitting the Proposal.	Status report must be provided	<input type="checkbox"/>	<input type="checkbox"/>
4	Affidavit on stamp paper, declaring that company is not blacklisted by any Telco/FMCG/autonomous body/government/semi government or any organization.	Affidavit on stamp paper original signed & stamped	<input type="checkbox"/>	<input type="checkbox"/>

Annex – C (Pre-qualification Evaluation Criteria)

Pre-Qualification Evaluation Criteria				
SR #	Descriptions	Total Points	Categorized Points	Remarks
				(Attachment of relevant evidence in each case is mandatory. In case of non-compliance, no mark will be awarded)
1	Related Work Experience	20		
	Experience of providing Air-Ticketing-and-international Hotel-Reservation-Services for equal to or more than 7 years		20	Contract copy/service orders/ Purchase order from the clients
	Experience of providing Air-Ticketing-and-international Hotel-Reservation-Services for more than 5 years but less than 7 years		15	
	Experience of providing Air-Ticketing-and-international Hotel-Reservation-Services for more than 3 years but less or equal to 5 years		10	
2	Client Portfolio	20		
	Providing Air-Ticketing-and-international Hotel-Reservation-Services for more than 7 years		20	Documented proof: service order/purchase order/ copy of the contract from the clients
	Providing Air-Ticketing-and-international Hotel-Reservation-Services for more than 5 years but less than or equal to 7 years		15	
	Providing Air-Ticketing-and-international Hotel-Reservation-Services for more than 2 years but less than or equal to 5 years		10	
3	Financial Capacity	20		
	Last year turnover/ revenue is above 40 million (PKRs)		20	Copy of last year tax return (2018-2019) / Last year audited report (2018-2019)
	Last year turnover/ revenue is greater than 30 Million (PKRs) but less than 40 Million (PKRs)		10	
4	Relevant License/NOC	20		
	License from Govt. of Pakistan		10	Copy of certificate required
	Worldwide Air lines on panel If more than 10		10	
5	Official Presence	20		
	Office in Lahore		20	Documentary details of the office in Local Office in Lahore and other cities, should be provided.
	Office other than Lahore		10	
	TOTAL	100		

Annex – D (Key Management Staff of the Company)

Please attach CVs for your Key Management Staff

Key Management Staff of Company				
Sr. #	Name of Management Staff	Designation	Area of Expertise	Number of years in company

Annex – E (Declaration)

I, _____ hereby declare that:

- all the information provided in the pre-qualification document is correct in all manners and respects.
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name: -	
Designation: -	
Signatures: -	
Date and Place: -	

Annex – F (Cover Letter)

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guidelines]

Re: Pre-qualification Proposal in respect of [Pre-Qualification of Air-Ticketing Services]

Dear Sir,

We will offer to provide the services for **Pre-Qualification of Air-Ticketing Services** in accordance with your pre-qualification document for Proposal dated [Insert Date of Pre-qualification advertised]. We hereby submit our pre-qualification Proposal including the required documents in a sealed envelope.

We will offer to provide the services for **Pre-Qualification of international Hotel-Reservation-Services** in accordance with your pre-qualification document for Proposal dated [Insert Date of Pre-qualification advertised]. We hereby submit our pre-qualification Proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the delivery of services as per the client's request, if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory: