

PUNJAB SKILLS DEVELOPMENT FUND

Tender Document

“Prequalification of Air Ticketing and Hotel Reservation Services”

May, 2017



Submission Date for Sealed Bids: 6th June, 2017 (12:00 pm)

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1- Invitation to bids

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 bids/proposals will be invited from Printing firms/companies (hereafter called as bidders) fulfilling the criteria provided under the heading “Condition for eligibility”, for providing Air Ticketing & Hotel Reservation Services. PSDF requires Air Ticketing & Hotel Reservation Services for its officials within and outside Pakistan. All interested and eligible bidders are requested to go through complete document and provide the required information and documents mentioned in this document.

Technical qualified bidders will be offered a contract of one year which will be extended annually, based on performance for another term or terms. Extension of contract will be on same terms & conditions if mutually agreed by both parties (bidder and PSDF).

2- Instruction to bidders

The selection of firms/companies will base on Prequalification process of PPRA Rule – 16 & 17. PSDF will adopt single stage one envelopes bidding procedure as laid down in Punjab Procurement Regulatory Authority (PPRA) Rule # 38-1.

The bid shall be a single envelope, containing prequalification proposal. The envelope shall be marked as “Prequalification Proposal”. PSDF engaging in prequalification is announcing, in the prequalification documents, all information required for prequalification including instructions for preparation and submission of the prequalification documents, evaluation criteria, list of documentary evidence required by contractors to demonstrate their respective qualifications and any other information that the procuring agency deems necessary for prequalification. PSDF is providing a set of prequalification documents to contractors.

The PSDF shall evaluate the proposal in the manner prescribed in the section - 7 given in the document. During the evaluation no amendments in the prequalification proposal shall be permitted. After prequalification, only the prequalified contractors shall be entitled to participate in the subsequent procurement proceedings. 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 a contractor, whether or not prequalified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as PSDF may decide.

PSDF shall disqualify a contractor on the ground that he had provided false, fabricated or materially incorrect information.

This document has different sections carrying information of eligibility, technical evaluation and terms of references to assist potential printing contractors to develop their technical proposals. Bidders those will get minimum 65 marks in technical evaluation will be short-listed for financial bids.

Bidder has to provide the preliminary data in technical proposal such as firm’s profile with specific experience of providing Air Ticketing & Hotel Reservation Services and submit annual financial audit reports, registrations or memberships, NTN certificate, tax return etc.

3- Conditions for eligibility

The successful bidder, fulfilling the following criteria, will be considered as eligible bidder for the bidding process of providing Printing firms/companies services;

- a) Certificate of Registration / Incorporation and copy of IATA license (Copy of each certificate required)
- b) Affidavit on stamp paper, declaring that the company is not black listed by any Govt. agency / authority (Original required)
- c) Minimum 5 years' experience of providing Air Ticketing & Hotel Reservation Services within and outside Pakistan. Documentary proof (copies of contract or work order by clients) should be furnished.
- d) GST/PSTN and Income Tax registration (Copy required)
- e) Regular tax payer (copies of tax returns of last year required)
- f) Bidder should have its office in Lahore (Details of office is required on company letter head/profile).
- g) Minimum company turnover of 2 million (Financial audit report of last year or bank statement or tax return required).

Kindly fill the annexure – B for above mentioned criteria and also fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

Annex – A:	Organization Information
Annex – B:	Eligibility Response Checklist
Annex – C:	Prequalification Evaluation Criteria
Annex – D:	Relevant Experience
Annex – E:	Key Management Staff of Firm
Annex – F:	Scope of Job

And also sign the declaration form at the end of document and attach with your other documents.

4- Scope of job

Complete scope of job is given as annexure-F.

- a) Qualified contractor will provide financial proposals for air ticketing and hotel reservation services on requirement basis during the contract period.
- b) Qualified contractor will provide quality Air Ticketing & Hotel Reservation Services to PSDF within agreed timelines of purchase order during the contract period.

5- Terms of Reference

To provide uninterrupted Air Ticketing & Hotel Reservation Services, qualified contractor will agree on following terms of references:

- a) Qualified contractor shall have office in Lahore for efficient working communication.
- b) Qualified contractor will share financial bids for the required services within reasonable time.
- c) Income tax and 1/5th of GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
- d) In case of any dispute regarding quantity, quality of service and specification, the decision of the PSDF shall be final & binding.
- q) The payment for the services will be made on the successful completion of services as per PSDF rules.

6- Guidelines

- a) Only short-listed applicants fulfilling the eligibility criteria will be considered for technical proposals. The financial proposal will be called separately from technically qualified bidders.
- b) All documents and information received by PSDF from applicants will be treated in strictest confidence.
- c) Documents submitted to PSDF will not be returned.
- d) All expenses related to participation in this prequalification document shall be borne by the applicants.
- e) Documents shall be submitted in hard copies in a sealed envelope marked as “PRE-QUALIFICATION PROPOSAL” for ‘Prequalification of Air Ticketing and Hotel Reservation Services’. The envelope containing hard copies of technical proposal shall be received on the postal address given below.
- f) The closing date and time for receipt of technical proposal is **6th June, 2017 (12:00 PM)**.
- g) Technical proposals received thereafter will not be accepted.
- h) PSDF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- i) PSDF reserves the right to verify any information provided by the applicants.
- j) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB **30th May, 2017**. For any other related information please contact the undersigned.

Postal Address

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Punjab Skills Development Fund
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E-mail: Sohail.iqbal@psdf.org.pk
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7- Prequalification evaluation criteria

This document is governed by the procedure approved by PSDF management. The technical proposal of eligible organisations will be evaluated using the scoring guide attached as annexure – D. Bidder with at least 65 marks will qualify. Score will be awarded on the base of following details;

a) Relevant experience of Air Ticketing & Hotel Reservation Services

In this section of annexure – D, bidder has to prove the experience of Air Ticketing & Hotel Reservation Services. Fill the section of form and attached the required copies of work orders or contract which prove mentioned experience. As per eligibility criteria, minimum 5 years of relevant experience is required. Failing to provide, will not considered as eligible.

Bidders also have to mention their work experience with government, semi government or autonomous bodies.

b) Working Staff

In this chapter bidder has to provide details of working staff. Minimum 5 working staff is required for such Air Ticketing & Hotel Reservation Services. Bidder has to share details of working staff on company letter head/company profile.

c) License or NOC related to Air Ticketing & Hotel Reservation Services

In this chapter bidder has to provide details of license or NOC related to Air Ticketing & Hotel Reservation Services.

d) Financial capability

In this chapter bidders should attached the signed financial audit report of the last year or last year tax return or bank statement of one year. The financial audit report should be prepared by an ICAP/SBP registered audited firm.

e) Company

In this chapter, bidders should mention the following information;

- i. Year of company/firm's establishment.
- ii. Working with air lines

f) Key Management Staff

In this chapter bidders should provide the details of key management staff including their names,

designation and area of expertise.

8- Type of Contract

Initially, PSDF will offer a contract of one year to the successful bidders which may be extended for further term/terms if mutually agreed by both parties (bidders and PSDF). Extension of contract will be on same TORs under Punjab Procurement Regulatory Authority rules 2014. During the contract period, PSDF will call for financial bids for printing items when required.

9- Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:

- all the information provided in the technical proposal 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	
Signature	
Date and Place	

10- Submission of Prequalification Proposal

Complete proposal containing technical details; all required information and documentary evidences may be submitted before 12:00 PM on 6th June, 2017 and will be opened at 12:30 pm on same day in presence of bidder who want to attend bid opening . The proposal should be submitted in sealed envelope clearly mentioned **“PREQUALIFICATION OF AIR TICKETING AND HOTEL RESERVATION SERVICES”**

Cover Letter for the Submission of Prequalification / Technical Proposal

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Data Sheet]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal and financial proposals 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 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:

Important Note: The competent authority may reject all proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The bids should be submitted in sealed envelope clearly mentioned “**BID (PREQUALIFICATION / TECHNICAL PROPOSALS) FOR PREQUALIFICATION OF AIR TICKETING AND HOTEL RESERVATION SERVICES**”

Annexures

Annex – A

Organization Information			
S #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
	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	
		Others (Please specify)	
6	Name and designation of 'Head of Organization'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		
	Address of office in Lahore		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Certificate of Registration / Incorporation and Certificate of IATA (Copy of each certificate required)		Copies Attached
			Copies Not Attached
2	Regular tax payer Attach copies of tax returns of last three years		Copies Attached
			Copies Not Attached
			Not applicable. Public sector organisation
3	Mention National Tax Number (NTN) or General / Punjab Tax Number (GST/PSTN) in the name of Organization and provide a copy of registration	National Tax Number (NTN)	
		General / Punjab Sales Tax Number (GST/PSTN)	
4	Bidder should have its own office in Lahore (Details of office is required on company letter head/profile).		Copies Attached
			Copies Not Attached
5	Has your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial institution? (MUST attach an undertaking by your firm's authorised person with this document)		We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.
			Our organization has been blacklisted once or more than once.
6	Minimum company turnover of 2 million (Financial audit report of last year or tax return or bank statement required).		Copies Attached
			Copies Not Attached
7	Minimum 5 years' experience of providing Air Ticketing & Hotel Reservation Services. Documentary proof (copies of contract or work order or contact details of clients) should be furnished.		Copies Attached
			Copies Not Attached

Pre-Qualification Evaluation Criteria				
Sr. No.	Description	Category Points	Total Points	Documents Required
1	Experience with Govt / Semi Govt / Autonomous bodies		5	Copies of work orders with Govt / semi Govt organizations or details of work with duration on company letter head
1.1	1-3 year experience	1	-	
1.2	4-7 year experience	3	-	
1.3	8-10 year experience	5		
2	Relevance Experience	-	10	Copies of work orders & Letter of company registration
2.1	5 year & above experience	5	-	
2.2	10 year & above experience	10	-	
3	Capabilities of Personnel		10	Complete list of staff with their area of work
3.1	Number of staff >5	5		
3.2	Number of staff >10	10		
4	Relevant License/NOC		10	Detail of copies of certificate required
4.1	License from Govt. of Pakistan & IATA	5		
4.2	Worldwide Air lines on panel If more than 10		10	Details of air lines required
	If 7 and above	-	7	
	If 5 and above		5	
	If 3 and above		3	
	If less than 3		0	
5	Company			
6.1	If company was established after 2010	5	15	Copy of letter of registration / incorporation
6.2	If company was established before 2010	10		
6	Financial Status	-	20	Copies of financial audit report, last 3 years tax returns & Bank statement required
6.1	Bank Statement worth > 2 million	05	-	
6.2	Bank Statement worth > 5 million	10	-	
6.3	If >10 million	20		
7	Key Management Staff		10	Details of key management staff with their names, designations
7.1	Number of key management staff if 4 and above	5		

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7.2	7 and above	10		and area of expertise on company letter or in company profile should be attached.
8	Working Staff		10	
8.1	Number of key management staff if 15 and above	5		
8.2	20 and above	10		
Total			100	
Note: Minimum qualification marks are 65. Absence of any required document will lead to zero marks in that specific area.				

Relevant Experience		
Sr. #	Required Information	Response (Please provide exact information with organization name, location/s and duration) Provide data in sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
		v.
2	Start and end dates of providing Air Ticketing & Hotel Reservation Services (For example – Jan 2005 to September 2013)	i.
		ii.
		iii.
		iv.
		v.
3	Number of persons to whom services provided	i.
		ii.
		iii.
		iv.
		v.

List of current business with other organizations including government organizations

Sr. No	Name of Company/Organization	Current Business/Scope of Work	No of Employee	Annual Contract Volume	Approximate value of Business
1					
2					
3					
4					
5					

Any business detail already done with PSDF

	Type of business/ Contracts	Year of Supplies/contract	Annual Volume	Approximate Value of Business	Performance
1					
2					
3					
4					
5					

The information given above is true to the best of our knowledge; we undertake to inform PSDF, Lahore of any changes that may take place later in the status of company in business / agency or the Management.

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

May like to add more columns

Scope of Job

Sr.	Description
1	To provide services of all kind of air reservations and ticketing
2	To provide nationwide access through offices in Lahore, Karachi and Islamabad
3	To provide 24/7 emergency services
4	To provide lowest possible fair based on advance and firm bookings
5	Hotel reservations within and outside the Pakistan
6	Reservation of venue (s) including all necessary arrangements including multimedia, projector screen, public address equipment, writing material, beverages, food arrangements, reception tables, printing of backdrops.
7	Arrangements for the reception and registration of delegates
8	Obtain visa from embassy (if required)
9	Arrangement for car world wide