

**PRE-QUALIFICATION DOCUMENT
FOR AIR TICKETING &
HOTEL RESERVATION SERVICES**



**NATIONAL DISASTER RISK
MANAGEMENT FUND**

June, 2022

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1. INVITATION FOR PRE-QUALIFICATION

1.1 National Disaster Risk Management Fund (hereinafter shall be termed as "Fund" & "Client") is a not-for-profit company incorporated with the Securities and Exchange Commission of Pakistan, under Section 42 of the Companies Act 2017. It is a government-owned non-banking financial intermediary with a corporate structure.

1.2 Fund intends to pre-qualify prospective services providers/companies having adequate technical soundness and requisite experience to cater for Fund's requirements regarding Air Tickets & Hotel reservation for the staff of the Fund (for one year). Applications for "pre-qualification" are therefore invited from the reputed companies **registered with sales tax and income tax departments** and are on Active Taxpayer List (ATL) of FBR.

1.3 Interested services providers/companies who fulfill eligibility/Qualification criteria may submit their application for pre-qualification on or before 18th July, 2022 at 1100 hours alongwith requisite documents/information as mentioned below:-

1. Certificate of registration
2. Income and Sales Tax Registration Certificates,
3. Proof of their Active Status as per FBR's ATL,
4. Complete profile of the services provider/company with details of clientele (handled during last one year) alongwith contact information of atleast two recent clients,
5. The firm must have proper Business setup in Rawalpindi/Islamabad and landline telephone facility

1.4 Pre-qualification document may be downloaded from Fund's website i.e. www.ndrmf.pk. Further, details can be obtained from the office of Deputy Manager Procurement, EOBI Building, 5th Floor, G-10/4, Islamabad. Pre-qualification applications will be opened on 18th July, 2022 at 1130 hours in the presence of the applicants/participating companies/ their authorized representatives, who may choose to be present. This notice is also available on PPRA website at www.ppra.org.pk and NDRMF's website at www.ndrmf.pk.

Deputy Manager (Procurement)
National Disaster Risk Management Fund
EOBI Building, 5th Floor, G-10/4,
Islamabad.
Telephone No. 92(51)9108300

2. 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-A must be received in sealed envelopes to be delivered by hand or through registered mail to:-

Deputy Manager (Procurement)
National Disaster Risk Management Fund
EOBI Building, 5th Floor, G-10/4,
Islamabad.

Not later than

18th July, 2022 at 1100 hours.

And be clearly marked as **“Application for Pre-qualification of Companies providing Air Ticketing & Hotel Reservation services “** for National Disaster Risk Management Fund.

- 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 as mentioned at clause 1.3
- 2.2.2 An affidavit on legal stamp paper of Rs. 100/- to the effect that bidder has not been blacklisted by any of the Federal/Provincial Government organization and their registration has not been cancelled by any of the Federal/Provincial Government organization due to bad performance.
- 2.2.3 Should have inhouse expertise/capacity to perform the services.
- 2.2.4 Satisfactory past performance with other clients

QUALIFICATION CRITERIA

3.1 Detail of evaluation criteria for pre-qualification is given below:-

S. No	Description	Marks	Documents to be attached
1	Three (03) years and above experience in the relevant field duly supported with documentary evidence	20	Contract Agreements/ Supply Orders/ Performance Certificates
1.2	Less than 3 years experience in relevant field	5	
2	Similar experience with Govt/semi/Govt /Automomus bodies	20	-do-
2.1	1-2 years experience	05	
2.2	3 years experience	10	
2.3	Above 3 years experience	20	
3	Complete list of staff with their area of work & expertise	10	List of Staff
3.1	No. of staff 1-5	05	
3.2	No. of staff 6-10	10	
4	Relevant Licences / NOC - Licences from Govt of Pakistan/ IATA	10	IATA Certification
5	Worldwide Airlines on Panel	10	List of Airlines on Panel
5.1	10- more than 10	10	
5.2	5 and above	05	
5.3	3 and above	03	
6	Financial Standing for last 3 years	10	Audited Financial Statements
6.1	Average Turnover is 3 million and above	10	
6.2	Average Turnover is less than 3 million	05	
7	Hotels on Panel for Reservation (All over Pakistan including remote areas)	20	List of Hotels to whom the Agents have Business Agreements /Contacts
7.1	5 and above	20	
7.2	Less than 5	10	
	Total Marks	100	

3.2 A firm (s) attaining 70 score shall be eligible for pre-qualification.

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 Employer]

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 providing Air Ticketing & Hotel Reservation Services.

2. Attached to this letter are copies of original documents defining1:

- (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 firms).

3. NDRMF'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-----
 Desgination-----
 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, NDRMF shall be at liberty to take punitive action as per relevant Laws of the Islamic Republic of Pakistan

Signed
Name
For and on behalf of