

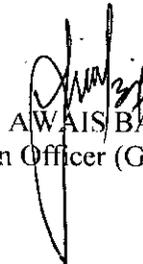
To,

The Director Advertisement,
Press Information Department,
Ministry of Information & Broadcasting
Government of Pakistan.
Islamabad,

Subject: - PRE-QUALIFICATION OF FIRMS

I am directed to enclose herewith 01 copy of advertisement titled **PRE-QUALIFICATION OF FIRMS** as mentioned in PPRA rules for repair/maintenance for Ministry of Defence (Defence Division) vehicles and to request for its appropriate publication in the One Urdu & One in English Daily new papers in Islamabad/ Rawalpindi, (Tentatively Saturday on 01-11-2025)

2. The size of advertisement may be kept minimum preferably, and intimation to the undersigned alongwith press clipping be forwarded for record, please.


(MIRZA AWAIS BAIG)
Section Officer (Gen)

Copy to:-

1. S.O.IT (MOD) for publication on MoD website

Section IV - Application Forms

Application Submission Letter

Date: []

To: [insert full name of Procuring Agency]

We, the undersigned, apply to be prequalified for the referenced IFP and declare that:

- (a) No reservations: We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with Instructions to Applicants (ITA) 8: [insert the number and issuing date of each addendum].
- (b) No conflict of interest: We have no conflict of interest in accordance with ITA 4.6;
- (c) Eligibility: We (and our subcontractors) meet the eligibility requirements as stated ITA 4.1, we have not been suspended by the Procuring Agency based on execution of a Bid/Proposal Securing Declaration in accordance with ITA 4.9;
- (d) State-owned enterprise or institution: [select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution];
- (e) Not bound to accept: We understand that you may cancel the Prequalification process at any time without incurring any liability to the Applicants, in accordance with ITA 26.1. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings
- (f) True and correct: All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed: [insert signature(s) of an authorized representative(s) of the Applicant]

Name: [insert full name of person signing the Application]

In the capacity of: [insert capacity of person signing the Application]

Duly authorized to sign the Application for and on behalf of: [insert full name of the Applicant or the name of the JV]

Address: [insert street number/town or city/country address]

Dated: [insert date the document is signed i.e. day number] day of [insert month], [insert year]

[For a joint venture, either all members shall sign or only the authorized representative, in

ITA 2.1	The name of the Procuring Agency is: Ministry of Defence (Def Div) Pak Sectt No.II Rawalpindi Office of the Ministry of Defence (Def Div) Pak Sectt No.II Rawalpindi Admin Wing Transport Section. The name of the Project or Procurement is: Repair and Maintenance regarding all official vehicles of Ministry of Defence (Def Div) Pak Sectt No.II Rawalpindi
ITA 4.2	Maximum number of members in the JV shall be: "Not Allowed"
ITA 4.7	A list of debarred firms and individuals is available on the PPRA's website:

B. Contents of the Prequalification Document

ITA 7.1	For clarification purposes, the Procuring Agency's address is: ["same as in ITA1.1 above"] Attention: Ministry of Defence (Def Div) Pak Sectt No.II Rawalpindi ZIP Code: Country: Pakistan Telephone: 051-9271427
ITA 7.1 & 8.2	Web page: www.mod.gov.pk & www.ppra.gov.pk
ITA 7.2	Pre-Application Meeting will be held: [No]

C. Preparation of Applications

ITA 10.1	This Prequalification document has been issued in the "English" language.
ITA 11.1 (d)	The Applicant shall submit with its Application, the following required documents: <ul style="list-style-type: none"> i. Sales Tax Registration Certificate. ii. NTN / PRA Certificate iii. Online verification Status on ATL iv. Dealership Certificate (if any) v. Six months bank statement of firm / workshop. vi. Bidder must provide an Affidavit on Non-judicial stamp paper of Rs. 100/stating that i.e., the bidder is not blacklisted by any public sector organization in Pakistan. vii. The bidder has never been Blacklisted for offence related to fraud, under- invoicing, tax evasion, concealment, money

Eligibility and Qualification Criteria			Compliance Requirements	Documentation
No.	Subject	Requirement	Single Entity	Submission Requirements
3. Financial Situation and Performance				
3.1	Financial Capabilities	Applicant's financial position and indicate its prospective long-term profitability.	Must meet requirement	Form FIN - 1
3.2	Average Annual Turnover	Average annual turnover (Average Annual Sales Revenue) from supply of Goods of PKR [2 Million], calculated as total certified payments received for contracts in progress and/or completed during the last two years.	Must meet requirement	Form FIN - 2
3.3	Current Contractual Commitments	The Applicant shall also demonstrate, to the satisfaction of the Procuring Agency, that it has adequate sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments.		Form CON - 1

Eligibility and Qualification Criteria			Compliance Requirements	Documentation
No.	Subject	Requirement	Single Entity	Submission Requirements
4. Experience				
4.1	General Experience	Experience in supply MT Items and Repair of Vehicles at least the last Two (2) years	Must meet requirement	Form EXP - 1

Form ELI -1.1 (continued)
Applicant Information Form

Date: [insert day, month, year]

IFP No. and title: [insert IFP number and title]

Page [insert page number] of [insert total number] pages

1. Applicant's name			
2. Street Address:	Postal Code:	City:	Country:
3. P.O. Box and Mailing Address:			
4. Telephone Number:			
5. Fax Number:			
6. E-mail Address:			
7. Web Site:			
8. Contact Name:			
9. Contact Title:			
10. Type of Business:			
11. If Other, specify:			
12. Nature of Business:			
13. Year Established:			
14. Dates, Numbers, and Expiration Dates of Current Licenses and Permits:			
15. Current registration with relevant authorities information:			
16. Proof of product and facility registrations with Procuring Agency's country regulatory authority and international agencies [If Applicable]			
17. Name of government agency(ies) responsible for inspecting and licensing of facilities in the country of origin of the raw material and or processing of the goods:			
Date of last inspection:			
18. Quality Assurance Certification (Please include a copy of your latest certificate with the PQ Application):			
19. Production capacity: [insert peak and average production capacity over the last three years in units/day or units/month, etc.]			
20. List of names and addresses of sources of raw material and what products they will be used in:			

21. Proof of raw material product and facility registrations with Procuring Agency's country regulatory authority and international agencies [If Applicable]:
22. Raw materials tested prior to use:
23. Presence and characteristics of in-house quality control laboratory
24. Names and addresses of external quality control laboratories used:
25. Are all finished products tested and released by quality control prior to release for sale? Yes ___ No ___, If not, why?
26. List control tests done during production? If so list.
27. List tests conducted after production and prior to release of product on market:
28. Are technical documents available in: <i>[Procuring Agency should insert language]</i> Yes No

Financial Situation and Performance

1. Financial data Applicant's Name: []

Date: []

Type of Financial information in (currency)	Historic information for previous [insert number] years, [insert in words] (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2			
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

- (a) be independently audited or certified in accordance with local legislation.
- (b) be complete, including all notes to the financial statements.
- (c) Correspond to accounting periods already completed and audited.

Attached are copies of financial statements¹ for the [2] years required above; and complying with the requirements.

Form of Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: [date (as day, month and year)]

No.: [number of Bidding process]

Alternative No.: [insert identification No if this is a Bid for an alternative]

To: [complete name of Procuring Agency]

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid validity, (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security (or guarantee), if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder* _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder** _____

Title of the person signing the Bid _____

Signature of the person named above _____

Date signed _____ day of _____

*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

** : Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid.]

	<p>3.4 Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Proposer was engaged in corrupt and fraudulent practices in competing for the contract.</p> <p>3.5 Procuring Agency will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.</p>
<p>4. Eligible Applicants</p>	<p>4.1 An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.</p> <p>In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.</p> <p>In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the JV), the execution of any Call-off Contract(s) awarded (to the JV) under the Framework Agreement in accordance with the Call off Contract conditions that apply.</p> <p>The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of framework agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.</p>

PART 1

Prequalification of firms regarding repair and maintenance of all official vehicles of Ministry of Defence (Def Div) Pak Sectt No.II Rawalpindi.

Section I - Instructions to Applicants

A. General	
1. Scope of Application	1.1 In connection with the "Invitation for Prequalification", the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental there to as specified in Section VI (Schedule of Requirements).
2. Source of Funds	2.1 Source of funds is regular budget for Prequalification.
3. Fraud and Corruption	<p>3.1 The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.</p> <p>3.2 The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency.</p> <p>3.3 Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.</p>