



COMPETITION COMMISSION OF PAKISTAN

Government of Pakistan

PREQUALIFICATION NOTICE NO.CCP-ADMIN 89

PREQUALIFICATION OF APPLICANTS FOR PROCUREMENT OF

STATIONERY, NON-STATIONERY AND MISCELLANEOUS ITEMS

The Competition Commission of Pakistan (CCP) invites applications from the suppliers/vendors/distributors, etc., registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for prequalification of applicants for procurement of Stationary, non-Stationery and Miscellaneous items.

2. Prequalification documents, containing detailed terms and conditions, etc. can be collected free of cost from the address mentioned below. Prequalification documents can also be downloaded from CCP's website: www.cc.gov.pk.

3. The proposals, prepared in accordance with the instructions provided in the prequalification documents, must reach to the undersigned on or before January 16, 2023, up to 03:00 p.m. Proposals will be opened the same day at 03:30 p.m. This advertisement is also available on PPRA's website at www.ppra.org.pk.

Joint Director (Admin)
CCP, 9th Floor, ISE Towers, Jinnah Avenue, Islamabad.
[Tel:+92-51-9100260-3](tel:+92-51-9100260-3), Fax: +92-51-9100236
Email: azaman@cc.gov.pk

Pre-qualification Documents

For

Procurement of Stationary, Non-Stationary and Miscellaneous Items

Through

Closed Framework Agreements



Competition Commission of Pakistan

(CCP)

December, 2022

Invitation for Prequalification (IFP)

[For subsequent Framework Agreement]

1. The Competition Commission of Pakistan (CCP) has sufficient funds from its own resources toward the expenditure of the Stationary, Non-Stationary and Miscellaneous Items and intends to apply part of the proceeds toward payments under the contract or contracts for Procurement of Stationary, Non-Stationary and Miscellaneous Items.
2. The Competition Commission of Pakistan (CCP) intends to prequalify suppliers for Invitation to Bid(s), and sign the framework agreement(s) with the selected bidder(s) subsequent to bidding process in case of Closed Framework Agreement(s).
3. The objective of the intended Closed framework agreement(s) is the on-demand supply of Stationary, non-stationary and miscellaneous Items at CCP Office, 9th Floor, ISE Towers, Jinnah Avenue Islamabad through subsequent Call-off Contract(s) with successful bidders, and the purpose of this Prequalification Notice is to provide the very basic information to enable the potential applicants to decide whether or not to respond to this Prequalification Notice.
4. Only the prequalified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Prequalified Applicants in January/February - 2023 and Closed Framework Agreement(s) will be signed b/w the Procuring Agency and the successful bidder(s) as Framework Agreement Suppliers in February-2023 for the period of one year may be extendable up to further one year.
5. Prequalification process is open for all national Applicants subject to fulfilling the eligibility requirements mentioned in the respective Prequalification Documents. Interested Applicants may obtain further information from the Competition Commission of Pakistan at the address mentioned below during office hours 09:00 a.m to 05:00 p.m.
6. A complete set of Prequalification Documents in English language may be obtained by interested Applicants on the submission of a written Application to the address mentioned below, without any cost. The documents may also be downloaded from the websites of the PPRA (www.ppra.org.pk) and Competition Commission of Pakistan (www.cc.gov.pk), and amendments, if any, in the pre-qualification documents will be provided through courier/ registered post directly to such Applicants which obtained pre-qualification documents directly from the office of Competition Commission of Pakistan (CCP) and such amendments, if any, may also available on the websites of the PPRA (www.ppra.org.pk) and Competition Commission of Pakistan (www.cc.gov.pk).
7. Applications for Prequalification should be submitted in clearly marked envelopes and delivered to the address mentioned below latest by January 16, 2023 up to 03:00 p.m. Late Applications will be rejected.

Joint Director (Admin)
Competition Commission of Pakistan
9th Floor (South), ISE Towers, Jinnah Avenue,
Islamabad.
Tel: 051-9100260-3
Website: www.cc.gov.pk

INDEX

DESCRIPTION		Page No.
Section-I	Instructions to Applicants	5-17
Section-II	Prequalification Data Sheet	18-20
Section-III	Qualification Criteria and Requirements	21-23
Section-IV	Application Forms	24
	i. Application submission letter	25
	ii. Applicant information form	26-28
	iii. Financial situation and performance	29-30
	iv. Average turnover (annual sales value)	31
	v. Current contracts commitments	32
	vi. Form of experience	33
	vii. PER form	34-35
Section-V	Eligible Countries	36
Section-VI	i) Schedule of Requirement/Scope of Supply	37-39
	ii) Delivery Schedule	40-42

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 thereto as specified in Section VII (Schedule of Requirements).
2. Source of Funds	2.1 Source of funds is same as referred in Invitation 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> <p>3.4 Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper 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>
4. Eligible Applicants	<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-</p>

	<p>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>
	<p>4.2 An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.</p> <p>4.3 An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.</p>
	<p>4.4 Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Framework Agreement(s) or Call off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:</p> <ul style="list-style-type: none"> (a) are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or (b) would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process-during the execution of the Framework Agreement and/or Call-off Contract.

	4.5 An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.
	4.6 An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.
5. Eligibility (in terms of Nationality)	5.1 Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.
B. Contents of the Prequalification Documents	
6. Sections of Prequalification Documents	6.1 This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.
	<p>PART 1 Prequalification Procedures</p> <ul style="list-style-type: none"> • Section I - Instructions to Applicants (ITA) • Section II - Prequalification Data Sheet (PDS) • Section III - Qualification Criteria and Requirements • Section IV - Application Forms • Section V - Eligible Countries <p>PART 2 Supply Requirements</p> <ul style="list-style-type: none"> • Section VI – Schedule of Requirements
	6.2 Unless obtained directly from the Procuring Agency or downloaded directly from the website link referred in the Invitation for Prequalification, the Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Agency or downloaded from the website link shall prevail.
	6.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.
7. Clarification of Prequalification Documents and Pre-Application Meeting	7.1 An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the PDS . The Procuring Agency will respond in writing to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification

	<p>Documents directly from the Procuring Agency (or through its website link), including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response at the web page identified in the PDS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2.</p> <p>7.2 If indicated in the PDS, the Applicant’s designated representative is invited at the Applicant’s cost to attend a pre-Application meeting at the place, date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Prequalification Documents.</p> <p>7.3 Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Applicants who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.</p>
<p>8.Amendment of Prequalification Documents</p>	<p>8.1 At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum.</p>
	<p>8.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency’s web page identified in the PDS:</p> <p>Provided that an Applicant who had either already submitted their Applications or handed over the applications to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed Application and submit the revised Application prior to the original or extended Application submission deadline.</p>

	<p>8.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2:</p> <p>Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.</p>
<p>C. Preparation of Applications</p>	
<p>9. Cost of Applications</p>	<p>9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.</p>
<p>10. Language of Application</p>	<p>10.1 The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.</p>
<p>11. Documents Comprising the Application</p>	<p>11.1 The Application shall comprise the following:</p> <ul style="list-style-type: none"> (a) Application Submission Letter, in accordance with ITA 12.1; (b) Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1; (c) Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and (d) any other document required as specified in the PDS.
<p>12. Application Submission Letter</p>	<p>12.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.</p>
<p>13. Documents Establishing the Eligibility of the Applicant</p>	<p>13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).</p>
<p>14. Documents Establishing the Qualifications of the Applicant</p>	<p>14.1 To establish its qualifications to perform the contract(s) in accordance with Section III (Qualification Criteria and Requirements), the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).</p> <p>14.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:</p>

	<p>(a) for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).</p> <p>(b) value of single contract - Exchange rate prevailing on the date of the contract.</p> <p>14.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.</p> <p>14.4 The documentary evidence of the Applicant’s qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency’s satisfaction:</p> <p>(a) that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer’s Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency’s Country;</p> <p>(b) that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier’s maintenance, repair, and spare parts stocking obligations in respect of the Goods.</p>
<p>15. Signing of the Application and Number of Copies</p>	<p>15.1 The Applicant shall prepare one set of the original documents comprising the Application as described in ITA 11 and clearly mark it “ORIGINAL”. The original set of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.</p> <p>15.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.</p> <p>15.3 When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall submit ORIGINAL and COPIES in accordance with the procedures specified in the PDS.</p>

D. Submission of Applications

<p>16. Sealing and Identification of Applications</p>	<p>16.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:</p> <ul style="list-style-type: none"> (a) bear the name and address of the Applicant; (b) be addressed to the Procuring Agency, in accordance with ITA 17.1; and (c) bear the specific identification of this Prequalification process indicated in the PDS reference ITA 1.1. <p>16.2 When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall seal the original and the copies in accordance with the procedures specified in the PDS.</p> <p>16.3 The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.</p>
<p>17. Deadline for Submission of Applications</p>	<p>17.1 Applicants may either submit their Applications by mail, by courier or by hand. Applications shall be received by the Procuring Agency at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the PDS.</p>
	<p>17.2 If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.</p> <p>17.3 The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement).</p>
<p>18. Late Applications</p>	<p>18.1 The Procuring Agency reserves the right to accept Applications received after the time for submission of Applications, however subject to the condition that the same is received within the date specified as last date for submission of applications but before the time for opening of the Applications.</p>
<p>19. Opening of Applications</p>	<p>19.1 The Procuring Agency shall open all Applications at the date, time and place specified in the PDS. Late Applications shall be treated in accordance with ITA 18.1.</p> <p>19.2 Applications submitted electronically, if permitted pursuant to ITA 17.1, shall be opened in accordance with the procedures specified in the PDS.</p> <p>19.3 The Procuring Agency shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.</p>

E. Procedures for Evaluation of Applications	
20. Confidentiality	20.1 Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 28.
	20.2 From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing.
21. Clarification of Applications	21.1 To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing.
	21.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.
22. Responsiveness of Applications	22.1 The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.
23. Margin of Preference	23.1 Unless otherwise specified in the PDS , a margin of preference shall not apply in the Bidding process resulting from this Prequalification.
24. Sub-contractors	24.1 Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.
F. Evaluation of Applications and Prequalification of Applicants	
25. Evaluation of Applications	25.1 The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 27.

	<p>25.2 Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.</p>
	<p>25.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.</p> <p>25.4 Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant</p>
26. Procuring Agency's Right to Accept or Reject Applications	<p>26.1 The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants.</p>
27.Prequalification of Applicants	<p>27.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency.</p> <p>27.2 An Applicant may be "conditionally prequalified," that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.</p> <p>27.3 Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.</p>
28.Notification of Prequalification	<p>28.1 The Procuring Agency shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.</p> <p>28.2 The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them.</p>

<p>29. Request for Bids</p>	<p>29.1 Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified.</p>
<p>30. Changes in Qualifications of Applicants</p>	<p>30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:</p> <ul style="list-style-type: none"> (a) a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members; (b) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or (c) in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition. <p>30.2 Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.</p>
<p>31. Constitution of Grievance Redressal</p>	<p>31.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.</p>

	<p>31.2 Any party or applicant can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application/proposal submission deadline.</p> <p>31.3 Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven of the announcement of technical evaluation report and five days after issuance of final evaluation report.</p> <p>31.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.</p> <p>31.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:</p> <p>Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.</p> <p>31.6 The GRC shall investigate and decide upon the complaint within ten days of its receipt.</p> <p>31.7. Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in “Redressal of Grievance Regulations, 2021”.</p> <p>31.8 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.</p> <p>31.9 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.</p> <p>31.10 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.</p> <p>31.11 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.</p>
--	--

32. Mechanism of Blacklisting

- 32.1 The Procuring Agency shall bar for the time prescribed under Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either:
- i. Involved in corrupt and fraudulent practices as defined under rule-2;
 - ii. Fails to perform his contractual obligations; or
 - iii. Fails to abide by bid securing declaration;
- 32.2 The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies.
- 32.3 The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice
- 32.4 In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.
- 32.5 In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.
- 32.6 The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed
- 32.7 The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing..

	<p>32.8 The Procuring Agency shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.</p> <p>32.9 Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency.</p> <p>32.10 The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with “Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety days of filing of review petition</p> <p>32.11 The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.</p> <p>32.12 The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.</p>
--	--

Section II - Prequalification Data Sheet (PDS)

A. General

ITA 1.1	<p>The identification number of the Invitation for Prequalification is CCP-ADMIN 89.</p> <p>The Procuring Agency is Competition Commission of Pakistan (CCP) having its office on the 7th, 8th, 9th Floors (South), ISE Towers, Jinnah Avenue Islamabad.</p> <p>The list of contracts is related to the Stationary, Non-Stationary and Miscellaneous Items.</p>
ITA 2.1	<p>The name of the Procuring Agency is Competition Commission of Pakistan (CCP).</p> <p>The name of the Project or Procurement is: Purchase of Stationary, Non-Stationary and Miscellaneous Items.</p>
ITA 4.2	<p>Maximum number of members in the JV shall be two only, if any.</p>
ITA 4.5	<p>A list of debarred firms and individuals is available on the PPRA's website: http://www.ppra.org.pk.</p>

B. Contents of the Prequalification Document

ITA 7.1	<p>For clarification purposes, the Procuring Agency's address is Competition Commission of Pakistan (CCP) having its office at 7th, 8th & 9th Floor (South), CCP Office, ISE Towers, Plot No. 55-B, Jinnah Avenue Islamabad.</p> <p>Attention Joint Director (Admin),</p> <p>Address: 9th Floor (South), CCP Office, Plot No. 55-B, ISE Towers Jinnah Avenue Islamabad.</p> <p>City: Islamabad.</p> <p>ZIP Code: 44000</p> <p>Country: Islamic Republic of Pakistan.</p> <p>Telephone: 051-9100260-3</p>
ITA 7.1 & 8.2	<p>CCP Web page: www.cc.gov.pk</p>
ITA 7.2	<p>Pre-Application Meeting will not be held.</p>

C. Preparation of Applications

ITA 10.1	<p>This Prequalification document has been issued in the English language.</p>
-----------------	--

ITA 11.1 (d)	<p>The Applicant shall submit with its Application, the following additional documents:</p> <ol style="list-style-type: none"> 1. Suitable documents showing the experience of bidders in respect of Section-III, Qualification Criteria at Sr.No.1. 2. Suitable documents showing details of executed contracts in accordance with Section-III, Qualification Criteria at Sr.No.2. 3. Suitable documents showing details of ongoing stationery supply contracts within FY 2022-23, in accordance with Section-III, Qualification Criteria at Sr.No.3. 4. Documents establishing the annual turnovers of the bidder in the last 03 years, in accordance with Section-IV, Qualification Criteria at Sr.No.4. 5. Performance certificates in accordance with Section-IV, Qualification Criteria at Sr.No.5. 6. Documents establishing the NTN, STRN and evidence of listing of bidder in the Active Taxpayer list.
ITA 14.2 & ITA 14.3	Sub-Clause 14.2 & sub-clause 14.3 is deleted in its entirety.
ITA 14.4(a)	Sub-Clause 14.4(a) is deleted in its entirety.
ITA 15.2	In addition to the original, the number of copies to be submitted with the Application is one copy only.
D. Submission of Applications	
ITA 17.1	<p>The deadline for Application submission is:</p> <p>Date: <u>January 16, 2023</u></p> <p>Time: <u>03:00 p.m.</u></p> <p>For Application submission purposes only, the Procuring Agency’s address is as under:</p> <p>Attention: Joint Director (Admin), Competition Commission of Pakistan.</p> <p>Address: 9th Floor (South), CCP Office, ISE Towers, Plot No. 55-B, Jinnah Avenue Islamabad.</p> <p>City: Islamabad.</p> <p>ZIP Code: 44000.</p> <p>Country: Islamic Republic of Pakistan.</p> <p>Telephone: 051-9100260-3.</p> <p>Applicants shall not have the option of submitting their Applications electronically.</p>
ITA 19.1	The opening of the Applications shall be at 03:30 p.m on January 16, 2023 at Competition Commission of Pakistan, 9 th Floor (South) ISE Towers, Jinnah

	Avenue, Islamabad.
ITA 19.2	Sub-Clause 19.2 is deleted in its entirety.
E. Procedures for Evaluation of Applications	
ITA 23.1	A margin of domestic preference shall not apply.
ITA 31.1	<p>If an Applicant wishes to make a Prequalification related Complaint, the Applicant should submit its complaint, in writing (by the quickest means available, that is either by email or fax), to:</p> <p>For the attention:</p> <p>Title/position: Director General</p> <p>Procuring Agency: Competition Commission of Pakistan (CCP)</p> <p>In summary, at this stage, a Prequalification related Complaint may challenge any of the following:</p> <ul style="list-style-type: none"> i) the terms of the Prequalification Documents; ii) and the Procuring Agency's decision not to prequalify an Applicant.

Section III - Qualification Criteria and Requirements

The bidder shall provide complete information solicited for the Qualification Criteria and requirements for the pre-qualification of the bidders/ suppliers for the purchase of the Stationary, Non-Stationary and Miscellaneous Items.

Mandatory Requirements:

All bidders/ suppliers shall comply with the following mandatory requirements.

- 1) The nature of bidder/ supplier's organization i.e. firm or company or otherwise for doing business related to the sale/ supply of stationery and non-stationary and miscellaneous items. Please provide relevant documentary evidence.
- 2) The bidder/ supplier shall have NTN (National Tax Number) and STRN (Sales Tax Registration Number) issued by the relevant regulatory authority of Pakistan. Please provide documentary evidence related to NTN and STRN.
- 3) The bidder/ supplier shall be listed in the active taxpayer list. Please provide relevant documents.

The bidders which fulfill the mandatory requirements shall be eligible for further evaluation through the following Qualification Criteria otherwise they are not pre-qualified bidder.

Qualification Criteria:

Please provide requisite documentary evidence to establish qualification in following each category:

The minimum qualification marks shall be 60.

S. No.	Criteria	Scale
1	<p>The bidders/ suppliers shall have experience of minimum 03 years for the supply of the stationary, non-stationary and miscellaneous items to Government or Semi-Government or Autonomous Bodies or multinational Companies in Pakistan.</p> <p>Maximum Marks: 40</p> <p>Pl. provide suitable documentary evidence to obtain the marks in this category.</p>	<p>i) If bidders have 8 years or above of requisite experience then full marks (40 marks) will be provided.</p> <p>ii) If bidders have experience equal to 3 years, then 15 marks will be provided.</p> <p>iii) If bidder having experience less than 03 years, then no marks (0 marks) will be given.</p> <p>iv) If bidders have experience above 3 years and below 8 years, then marks will be calculated as below.</p> <p>Marks = 5 * (Total Experience of bidder above 03 years and below 8 years).</p>
2	<p>The bidders should have executed minimum three (03) numbers of supply contracts of stationary and non-stationary items of each value</p>	<p>a) If bidders executed 06 numbers or above contracts related to supply of stationery and non-stationary items each above Rs. 1 million rupees within the last five years as</p>

	<p>above 1,000,000/- (one million rupees) in the last five years with Government or Semi-Government or Autonomous bodies or multinational companies in Pakistan.</p> <p>Maximum Marks: 30</p> <p>Please provide suitable documents evidence to earn the marks in this category.</p> <p>Explanation: For the purposes of this criteria, such supply contracts of stationery which are continuously in progress for the last five years shall be treated as executed contracts.</p>	<p>stipulated in the criteria, then full marks (30 Marks) will be provided.</p> <p>b) If bidders executed a minimum of three (03) numbers of supply contracts as stipulated in the criteria, then 15 marks will be given.</p> <p>c) If bidders executed less than three (03) numbers of supply contracts as stipulated in criteria, then no marks (0 marks) will be given.</p> <p>d) If bidders executed supply contracts between three (03) and six (06) numbers as stipulated in criteria related to supply of the stationary and non-stationary items, then following formula shall be used for the marks in the category.</p> <p>Marks = 5 * Total number of contracts between 03 to 06 numbers.</p>
3	<p>The bidders have one (01) or above supply contract of stationary and non-stationary items of value above 1,000,000/- (one million rupees) in the current financial year (FY 2022-23) with Government or Semi-Government or Autonomous bodies or multinational companies in Pakistan.</p> <p>Maximum Marks: 10</p> <p>Please provide suitable documentary evidence to earn the marks.</p>	<p>i. If the bidders have one or more supply contracts as per the stipulated criteria, then 10 marks will be given.</p> <p>ii. If bidder having no supply contract as per the stipulated criteria, then no marks will be given.</p>
4	<p>The bidder's average total annual turnover should be around 2 million to 6 million of the supplies/sales of stationary, non-stationary and miscellaneous items in the last 3 years.</p> <p>Maximum Marks: 15</p> <p>Please provide documentary evidence with respect to annual turnover for the last three years to earn the marks in this category.</p>	<p>a. If the average total annual turnover for the last 3 years is Rs. 6 million or above then 15 (fifteen) marks will be given.</p> <p>b. If the average total annual turnover for the last 3 years is Rs. 2 million then 5 (five) marks will be given.</p> <p>c. If the average total annual turnover for the last 3 years is below Rs. 2 million, no marks will be given.</p> <p>d. If the average total annual turnover for the last 3 years is between 2 million to 6 million, the following formula will be used to calculate the marks.</p> <p>Marks = $5/2$ * Average Annual Turnover in million for the last 03 years.</p>

5	<p>Performance certificate(s) from the client(s) establishing satisfactory performance in respect of supplies of stationery, non-stationery and related miscellaneous items.</p> <p>Maximum Marks: 05</p>	<ul style="list-style-type: none"> i) If bidder provide 02 or above performance certificates from clients then 05 marks will be awarded. ii) If bidder provide 01 performance certificate from client then 02 marks will be given. iii) If no performance certified is furnished then no marks will be given.
---	---	--

Bidders which obtain less than 60 marks in qualification criteria shall not be pre-qualified and declared ineligible Applicants and shall not considered in the further procurement process.

Section IV - Application Forms

Application Submission Letter

Date: *[insert day, month, and year]*
IFP-No. and title: _____]

To: Competition Commission of Pakistan (CCP)

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 which case the power of attorney to sign on behalf of all members shall be attached]

Form ELI -1.1

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

Applicant's name along with nationality <i>[insert full name]</i>
In case of Joint Venture (JV), name of each member along with nationality: <i>[insert full name of each member in JV]</i>
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.5. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2. <input type="checkbox"/> 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

In case of JV, the Applicant's information shall include information on each JV member and letter of intent to form JV or JV agreement, in accordance with ITA 4.2

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: <i>[insert peak and average production capacity over the last three years in units/day or units/month, etc.]</i>
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 English Language: Yes No

Form FIN – 3.1 Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

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

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

1. Financial data

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3		
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

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- Attached are copies of financial statements¹ for the *[number]* years required above; and complying with the requirements.

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

Form FIN - 3.2
Average Annual Turnover (Annual Sales Value)
(Information required for the last three years)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

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

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

Annual turnover data			
Year	Amount Currency	Exchange rate* (If applicable)	PKR equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
			Average Annual Turnover **

* Refer ITA 14 for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA 3.2.

Current Contract Commitments / Contracts in Progress Form CON-1

1. Name of Contract(s)
2. Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]
3. Value of outstanding contracts [current PKR equivalent]
4. Estimated delivery date
5. Average monthly invoices over the last six months (PKR/mon.)

Form- EXP-1

44. Contracts over <i>[insert amount]</i> during the last five years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

Form- PER 1

Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

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

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

<input type="checkbox"/> Not debarred due to deviation from commitment of Bid Securing Declaration- <input type="checkbox"/> Not debarred due to non-performance			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), US\$ PKR Equivalent (exchange rate)

<i>[insert year]</i>	<i>[insert amount]</i>	<p>Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i></p> <p>Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i></p>	<i>[insert amount]</i>
<input type="checkbox"/> No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. <input type="checkbox"/> Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	<p>Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y</i></p>	<i>[insert amount]</i>

Section V - Eligible Countries

Eligibility for the Provision of Goods and Related Services

In reference to ITA 5.1, for the information of the Applicants, at the present time, firms and individuals, supply of goods and Related Services from the following countries are excluded from this Prequalification process:

Under ITA 5.1 (a): Ineligible countries are such countries from which Islamic Republic of Pakistan have no commercial relationship and the federal government has issued notification for having such commercial bar with such counties.

Section VI – Schedule of Requirements And Scope of Supply

Item #	Description of Item	Estimated quantity/ number required during one year
1.	Air Freshener Imported	400
2.	Ball Pen (Crystal)	3000
3.	Binder Clip 19 mm (Small)/ Pkt.	200
4.	Binder Clip 32 mm (Medium)/ Pkt.	200
5.	Binder Clip 51 mm large pkt	200
6.	Box files, Imported	600
7.	Broom Stick	25
8.	Brush for Toilet (Superior)	100
9.	Bucket Plastic (Medium)	10
10.	Calculator (best quality)	80
11.	Card Holder	50
12.	Cell (Power) C 1.5 v.	500
13.	Cell (Power) D 1.5 v.	200
14.	Cell R 14 SG C 1.5 v.	50
15.	Cell Size 23-A 12 volt	100
16.	Chit Pad 3"x3"	300
17.	Chit Pad 3"x4"	300
18.	Copy Holder	30
19.	Correction fluid with thinner/set	150
20.	Correction Fluid Pen	50
21.	Cutter with blade	50
22.	Diary Register 6	50
23.	Dispatch Register 6	10
24.	Double Hole Punch	20
25.	Double Hole Punch Large	5
26.	Draft pad Large (Local)	100
27.	Draft pad Small (Local)	500
28.	Drafting Pad Imported A-4 Size	50
29.	Drafting pad Imported Small	200
30.	Dust Bin Medium	50
31.	Duster (Best Quality)	600
32.	Envelop Imported Large size	200
33.	Envelop Khaki 9x4	14000
34.	Envelop Khaki 9x6	200
35.	Envelop Khaki, File Size, 80 gram	800
36.	Envelop White Imported A-4 Size	5000
37.	Envelop White 9x4 Imported	1500
38.	Envelope Khaki (A-4 Size)	200
39.	Envelope Khaki (A-4 Size) with cloth	200
40.	Eraser best quality	200
41.	Extension Lead	100
42.	File Boards	2000
43.	File Cover L type (Plastic)	2000
44.	File Covers (Printed as per Sample)	3000
45.	File Plastic (Top Transparent A-4)	1500
46.	File Tag (Normal)/ bunch	100

47.	Finial Liquid 2.75 liter /bottle	100
48.	Flag Different Colors (small pkt)	200
49.	Folder D Ring	300
50.	Foot scale Steel 12"	50
51.	Glass Cleaning GLINT/Bottle	50
52.	Glue Stick 21 gram	300
53.	Hard (Ivory) Card (white)	05 Pkt
54.	Harpick (bottles)	50
55.	Highlighter (Different Colors)/	300
56.	HP or equivalent Pencil / pkt	20
57.	Ink Bottle (Best Quality)	05
58.	Ink for stamp pad	05
59.	Insect Killer/Bottle	50
60.	Kitchen Roll	50
61.	Lead Pencil with Eraser (Pelican or equal)	100
62.	Lead Pencil with Eraser (Best Quality)	500
63.	Liquid Soap (500 ml/bottle)	700
64.	Marker Erasable	50
65.	Marker Permanent	200
66.	Mop Dry	50
67.	Movement Register	20
68.	Naphthalene Balls (Packets)	20
69.	Note Sheet Pad Local A-4 Size	20
70.	Packing Tape 3 Inches	20
71.	Paper Clip 30mm/pkt	200
72.	Paper Double A or equal Imported Legal 80 gm/ream	500
73.	Paper Double A or equal Imported A-4 Size -80 gm/ream	3000
74.	Paper Tape 1" Tape (white)	20
75.	Pen Holder/ Jar	20
76.	Pencil Tray	10
77.	Peon Book	30
78.	Pointer soft line 03 (Dollar or equivalent)	30
79.	Pilot (or equal) Pen V 10 (Packets)	100
80.	Presentation Folder (Best Quality)	50
81.	Puchara refill (large)	300
82.	Puchara with handle	30
83.	Refill DC Air Freshener	30
84.	Rubber Bend (Packets)	30
85.	Ruled Register (Imported)	30
86.	Ruler Dumper	15
87.	Scissors 6"	50
88.	Scotch Tape 1"	100
89.	Scotch Tape 1" (Large)	15
90.	Scotch Tape dispenser	30
91.	Separator set	150
92.	Sharpener (Fine Quality)	100
93.	Single Hole Punch	50
94.	Stamp Pad (Blue)	30
95.	Staple Remover	30
96.	Stapling Machine Best Quality	50
97.	Stapling Machine Large Size Best Quality	05
98.	Stapling Pins 23/17 pkt	20
99.	Stapling Pins 23/ 10 (H-13) Pkt.	20

100.	Stapling Pins 24/6 pkt	500
101.	Surf small pkt	200
102.	Sweep for Toilet/ bottle	400
103.	Table Planner	10
104.	Telephone Index No.6	10
105.	Thinner	05 Bottles
106.	Thumb Pins (Packets)	100
107.	Tissue Hygiene pkt	1500
108.	Tissue Paper (Best Quality Box)	800
109.	Tissue Roll	4500
110.	Uni Ball (Eye Fine)	500
111.	Uni Ball Vision Elite	200
112.	Vim 450 gram pkt	400
113.	Visitor Cards Album	12
114.	Visitor Cards (Best quality)	1000
115.	Wipers	12
116.	Wireless Bell (Best Quality)	12

*Rate includes the price of material/product/good, labour, transportation, overhead and profit.

**Custom Duties and other levies/taxes to be provided for items manufactured outside Pakistan and already imported.

Delivery Schedule

1. Estimated delivery schedule

Place of Delivery is 9th Floor, CCP Office, Plot No. 55-B, ISE Towers, Jinnah Avenue Islamabad.

Item No.	Detailed Description of Item	Indicative Quantity per Specified Period (Numbers)				Total Indicative Quantity (Numbers)
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	
1.	Air Freshener Imported	100	100	100	100	400
2.	Ball Pen (Crystal)	75	750	750	750	3000
3.	Binder Clip 19 mm (Small)/ Pkt.	50	50	50	50	200
4.	Binder Clip 32 mm (Medium)/ Pkt.	50	50	50	50	200
5.	Binder Clip 51 mm large pkt	50	50	50	50	200
6.	Box files, Imported	150	150	150	150	600
7.	Broom Stick	6	6	6	7	25
8.	Brush for Toilet (Superior)	25	25	25	25	100
9.	Bucket Plastic (Medium)	2	3	2	3	10
10.	Calculator (best quality)	20	20	20	20	80
11.	Card Holder	12	13	12	13	50
12.	Cell (Power) C 1.5 v.	125	125	125	125	500
13.	Cell (Power) D 1.5 v.	50	50	50	50	200
14.	Cell R 14 SG C 1.5 v.	12	13	12	13	50
15.	Cell Size 23-A 12 volt	25	25	25	25	100
16.	Chit Pad 3"x3"	75	75	75	75	300
17.	Chit Pad 3"x4"	75	75	75	75	300
18.	Copy Holder	7	8	7	8	30
19.	Correction fluid with thinner/set	37	38	37	38	150
20.	Correction Fluid Pen	12	13	12	13	50
21.	Cutter with blade	12	13	12	13	50
22.	Diary Register 6	12	13	12	13	50
23.	Dispatch Register 6	2	3	2	3	10
24.	Double Hole Punch	5	5	5	5	20
25.	Double Hole Punch Large	1	2	1	1	5
26.	Draft pad Large (Local)	25	25	25	25	100
27.	Draft pad Small (Local)	125	125	125	125	500
28.	Drafting Pad Imported A-4 Size	12	13	12	13	50
29.	Drafting pad Imported Small	50	50	50	50	200
30.	Dust Bin Medium	12	13	12	13	50
31.	Duster (Best Quality)	150	150	150	150	600
32.	Envelop Imported Large size	50	50	50	50	200

33.	Envelop Khaki 9x4	3500	3500	3500	3500	14000
34.	Envelop Khaki 9x6	50	50	50	50	200
35.	Envelop Khaki, File Size, 80 gram	200	200	200	200	800
36.	Envelop White Imported A-4 Size	1250	1250	1250	1250	5000
37.	Envelop White 9x4 Imported	375	375	375	375	1500
38.	Envelope Khaki (A-4 Size)	50	50	50	50	200
39.	Envelope Khaki (A-4 Size) with cloth	50	50	50	50	200
40.	Eraser best quality	50	50	50	50	200
41.	Extension Lead	25	25	25	25	100
42.	File Boards	500	500	500	500	2000
43.	File Cover L type (Plastic)	500	500	500	500	2000
44.	File Covers (Printed as per Sample)	750	750	750	750	3000
45.	File Plastic (Top Transparent A-4)	375	375	375	375	1500
46.	File Tag (Normal)/ bunch	25	25	25	25	100
47.	Finial Liquid 2.75 liter /bottle	25	25	25	25	100
48.	Flag Different Colors (small pkt)	50	50	50	50	200
49.	Folder D Ring	75	75	75	75	300
50.	Foot scale Steel 12"	12	13	12	13	50
51.	Glass Cleaning GLINT/Bottle	12	13	12	13	50
52.	Glue Stick 21 gram	75	75	75	75	300
53.	Hard (Ivory) Card (white)	1	1	2	1	05 Pkt
54.	Harpick (bottles)	12	13	12	13	50
55.	Highlighter (Different Colors)/	75	75	75	75	300
56.	HP or equivalent Pencil / pkt	5	5	5	5	20
57.	Ink Bottle (Best Quality)	1	1	2	1	05
58.	Ink for stamp pad	1	1	2	1	05
59.	Insect Killer/Bottle	12	13	12	13	50
60.	Kitchen Roll	12	13	12	13	50
61.	Lead Pencil with Eraser (Pelican or equal)	25	25	25	25	100
62.	Lead Pencil with Eraser (Best Quality)	125	125	125	125	500
63.	Liquid Soap (500 ml/bottle)	175	175	175	175	700
64.	Marker Erasable	12	13	12	13	50
65.	Marker Permanent	50	50	50	50	200
66.	Mop Dry	12	13	12	13	50
67.	Movement Register	5	5	5	5	20
68.	Naphthalene Balls (Packets)	5	5	5	5	20
69.	Note Sheet Pad Local A-4 Size	5	5	5	5	20
70.	Packing Tape 3 Inches	5	5	5	5	20
71.	Paper Clip 30mm/pkt	50	50	50	50	200
72.	Paper Double A or equal Imported Legal 80 gm/ream	125	125	125	125	500
73.	Paper Double A or equal Imported A-4 Size -80 gm/ream	750	750	750	750	3000
74.	Paper Tape 1" Tape (white)	5	5	5	5	20
75.	Pen Holder/ Jar	5	5	5	5	20

76.	Pencil Tray	2	3	2	3	10
77.	Peon Book	7	8	7	8	30
78.	Pointer soft line 03 (Dollar or equivalent)	7	8	7	8	30
79.	Pilot (or equal) Pen V 10 (Packets)	25	25	25	25	100
80.	Presentation Folder (Best Quality)	12	13	12	13	50
81.	Puchara Refil (large)	75	75	75	75	300
82.	Puchara With handle	7	8	7	8	30
83.	Re-fill DC Air Freshener	7	8	7	8	30
84.	Rubber Bend (Packets)	7	8	7	8	30
85.	Ruled Register (Imported)	7	8	7	8	30
86.	Ruler Dumper	3	4	3	5	15
87.	Scissors 6"	12	13	12	13	50
88.	Scotch Tape 1"	25	25	25	25	100
89.	Scotch Tape 1" (Large)	3	4	3	5	15
90.	Scotch Tape dispenser	7	8	7	8	30
91.	Separator set	35	40	35	40	150
92.	Sharpener (Fine Quality)	25	25	25	25	100
93.	Single Hole Punch	12	13	12	13	50
94.	Stamp Pad (Blue)	7	8	7	8	30
95.	Staple Remover	7	8	7	8	30
96.	Stapling Machine Best Quality	12	13	12	13	50
97.	Stapling Machine Large Size Best Quality	1	2	1	1	05
98.	Stapling Pins 23/17 Pkt	5	5	5	5	20
99.	Stapling Pins 23/ 10 (H-13) Pkt.	5	5	5	5	20
100.	Stapling Pins 24/6 Pkt	125	125	125	125	500
101.	Surf small Pkt	50	50	50	50	200
102.	Sweep for Toilet/ bottle	100	100	100	100	400
103.	Table Planner	2	3	2	3	10
104.	Telephone Index No.6	2	3	2	3	10
105.	Thinner	2	3	2	3	05 Bottles
106.	Thumb Pins (Packets)	25	25	25	25	100
107.	Tissue Hi-jean pkt	375	375	375	375	1500
108.	Tissue Paper (Best Quality Box)	200	200	200	200	800
109.	Tissue Roll	1125	1125	1125	1125	4500
110.	Uni Ball (Eye Fine)	125	125	125	125	500
111.	Uni Ball Vision Elite	50	50	50	50	200
112.	Vim 450 gram pkt	100	100	100	100	400
113.	Visitor Cards Album	3	3	3	3	12
114.	Visitor Cards (Best quality)	250	250	250	250	1000
115.	Wipers	3	3	3	3	12
116.	Wireless Bell (Best Quality)	3	3	3	3	12