

07th March, 2022

Dear Vendors,

PRE-QUALIFICATION FOR VARIOUS CATEGORIES OF GOODS AND SERVICES

National Integrated Development Association (NIDA-Pakistan) is non-profitable, non-governmental, non-Political and non-Religion organization registered with directorate of joint companies and Societies Peshawar KPK under the ordinance 1860 having registration No 611/ 5/5650. NIDA-Pakistan is committed to help the underprivileged population anywhere in Pakistan, Include Gilgit Baltistan, FATA, and Azad Kashmir. It also provides trainings to public, private, Government department and voluntary organizations. This organization operates independently of any political and cultural influences. As a non-governmental organization NIDA-Pakistan, intervenes both in situations of disaster and non-disaster for sustainable development of the marginalized population restoring their autonomy in the society.

NIDA-Pakistan is calling for Pre-qualification from vendors, manufactures, distributors, agents to provide goods/services for the major categories as under.

1. Car Rental Services
2. Auto Repair & Maintenance workshops
3. Office Furniture providers
4. Generators Products/Repair & Maintenance Services
5. Goods Forwarding Agencies & Cargo services
6. Medical Equipment/Medicines & Lab Consumable (MCC Approved Medicine/Consumables)
7. Office Building Repair & Maintenance Services
8. Office Stationary Suppliers
9. Solarization and installation of Soler systems
10. Advertising Agencies (Print/Electronic media services)
11. Printers (Printing of Banners & IEC/Hospital Forms Etc.)
12. Shipment Clearance Agents
13. Hotel/Guest houses for meetings, seminars/stay
14. Provision/supply of Oxygen Gas Cylinders
15. Construction/rehabilitation/repair and maintenance Civil Work
16. Cafeteria/Canteen Services provider for provision of Food/Tea and refreshment
17. Electric and Gas Appliances
18. LPG Gas Cylinders supplies
19. Fuel and POL (POL Pumps) with POL Card System throughout the Country
20. Drinking Water/Mineral Water Supply
21. Hospital Management Information System-HMIS (Hardware & Software Component Service)
22. Installation of CCTV Camera & Telephone Exchange.

All companies that wish to participate in the process are required to first complete the attached application form. The information provided will be used to access your company suitability to qualify for invitation to participate in the future procurement process for the goods and services mentioned above.

The closing date for submitting a complete pre-qualification application form is 23th March 2022.Pakistan Local time 1600:00 PM

The NIDA-Pakistan shall contact ONLY companies that meet its requirement of the services as advertised and ONLY those companies shall be invited to participate in the subsequent procurement process.

Due to the high numbers of application normally received, in case you apply form for pre-qualification but don't hear from us after 1 weeks of the closing date, then it means your application has been unsuccessful and your application will not be advanced to the next stage of the procurement process.

This Call for Pre-qualification does not amount to a commitment on the part of the NIDA-Pakistan either financially or otherwise NIDA-Pakistan reserves the right to accept or reject any or all the applications without any obligation to inform the affected applicants of the ground for the acceptance or rejection.

We thank you for your interest in doing business with the NIDA-Pakistan.

With best wishes and regards;

Abdul Ghafoor
Director Operations
NIDA-Pakistan

INSTRUCTIONS FOR COMPLETION OF THE PRE-QUALIFICATION FORM

The form should be typewritten in uppercase (or written in capital letters) and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form.

- 1 Full name of Company
- 2 Profile of your company and specialization
- 3 Full legal address
- 4 Telephone number, including correct country and area codes
- 5 Fax number, including country and area codes
- 6 E-mail address
- 7 Internet address
- 8 Provide name of person (including title) or department to whom correspondence should be addressed
- 9 Full legal name of parent Company, if any
- 10 Provide names and addresses of all subsidiaries, associates and overseas representatives, if any (on a separate sheet if necessary)
- 11 Tick one box only. If "Other" is ticked, please specify
- 12 Indicate the year in which the organization was established under the name shown in Item 1
- 13 Indicate the total number of full-time personnel in the Company with designation
- 13.a. Provide detail of assets owned by company also leased by company
- 14 Provide license number under which the Company is registered and validity period of the license
- 15 Provide NTN number
- 16 Provide GST status
- 17 Provide copy of the Company's most recent Annual Report or audited financial report (2019,2020 & 2021).
- 18 Annual value of total income for the last 3 years (2019, 2020 & 2021)
- 19 Detail of bank account & bank soundness certificate
- 20 List any Quality Assurance Certificates (e.g. ISO 9000 series) that have been issued to your Company, and provide a copy of the latest certificates
- 21 List all locations where the Company has National/International offices
- 22 List of Major Clients with nature of business
- 23 Enter the name(s) of INGO's, UN agencies, multi-national local companies that your Company has dealt with recently. Provide the value and the year of the contract, the goods/services supplied during the last 1 year. Also, please indicate contact details for the references. If you have had more than 15 such contracts, please attach a separate sheet indicating the others. Documentary evidence of such contracts is required, e.g. copies of purchase orders/LTA, should be attached
- 24 Detail list of any disputes your company has been involved (attach documents)
- 25 Attach certificates if you are member of any national/international trade or professional organizations
- 26 This form should be signed by the person completing it, and their name and title should be typed, along with the date and stamp.
- 27 One firm can apply for one specialized category and envelopes received without TITLE of Application may not be considered for further process.

Vendor Pre-qualification Form

SECTION 1: COMPANY DETAILS AND GENERAL INFORMATION

1. FULL LEGAL NAME OF COMPANY: _____

2. Services applying for (please note one area only, if exceeds will be rejected automatically)

3. STREET ADDRESS: _____

POSTAL CODE: _____

CITY: _____

COUNTRY: _____

4. TEL NO: _____ 6. E-MAIL ADDRESS: _____

5. FAX NO: _____ 7. INTERNET ADDRESS: _____

8. CONTACT NAME AND TITLE: _____

9. PARENT COMPANY (Full legal name): _____

10. SUBSIDIARIES, ASSOCIATES AND/OR OVERSEAS REPRESENTATIVE(S): (Attach list, if necessary)

11. NATURE OF BUSINESS (Tick one box only as applicable):

Manufacturer: Trader: Authorized Agent: Sole Proprietor:
Other (specify): _____

12. YEAR ESTABLISHED: _____

13. NUMBER OF FULL-TIME EMPLOYEES: _____
Designation technical capacities

13a. List of Assets: a. Owned by company b. Leased by company

14. TRADE LICENCE / REGISTRATION: _____ VALID TILL _____

15. NTN NUMBER : _____

16. GST NUMBER: _____

17. Copies of annual tax returns for last 3 years _____

SECTION 4: EXPERIENCE

23. RECENT CONTRACTS WITH INGO and/or OTHER UN AGENCIES, MULTI-NATIONAL LOCAL COMPANIES (last 15 or most recent, whichever is less):

Organization	Contact details for References	Value in PKR	Year	Goods/Services Supplied

SECTION 5: OTHER

24. PLEASE LIST ANY DISPUTES YOUR COMPANY HAS BEEN INVOLVED IN WITH ANY ORGANIZATION THE LAST 3 YEARS:

25. LIST ANY NATIONAL, OR INTERNATIONAL TRADE OR PROFESSIONAL ORGANIZATIONS OF WHICH YOUR COMPANY IS A MEMBER:

26. CERTIFICATION:

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name _____ Functional _____

Title _____

Signature _____ Date _____

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PLEASE RETURN THE COMPLETED FORM TO THE CONTACT ADDRESS BELOW:

The Director Operations
 NIDA-Pakistan House at Tom Town Main KKH Road Besham-District
 Shangla.Post Code: 20500. PTCL Landline :0996 400327

NOTE: ALL INTERESTED PARTIES MUST FOLLOW THE ABOVE FORMAT FOR THE SUBMISSION OF DETAILS WITH SAME SEQUENCE, INCOMPLETE APPLICATIONS WILL BE REJECTED WITHOUT ANY FURTHER NOTICE/ASSESSME

