

**REGISTRATION/PRE-QUALIFICATION OF FIRMS/CONTRACTORS/
GENERAL ORDER SUPPLIERS/COMPANIES**

National Integrated Development Association (NIDA-Pakistan), a well reputed and non-governmental organization invites sealed application/documents of competent and registered firms/contractors/service providers/companies/authorized dealers/manufacture/retailers/general order suppliers having NTN and GST registration for procurement of good, works and services as described hereunder when required for financial year of 2024-25 & 2025-26.

S.No	Category	S.No	Category
1	Stationery items	2	Printing material
3	Transport, rent a car, on monthly on daily basis	4	Vehicle parts and maintenance
5	Generator parts and maintenance	6	IT equipment and services
7	Restaurants, hotels and guest Houses	8	Furniture and fixture
9	Insurance companies (life, health, and general insurance	10	Food item packages
11	Non-food items packages	12	Hardware and paints
13	Sewing machines	14	Agriculture inputs
15	Travel agents	16	Vocational Training institutes
17	Sports, Awards and Gifts	18	Advertising agency, Media house
19	Petroleum products	20	Vehicle wash and services stations
21	Kitchen & office supplies	22	Office appliances (electric and electronics)
23	Event management	24	Fire, safety and security equipment
25	Sanitary items	26	Nursery farms
27	Fertilizer	28	Cloth and embroidery items
29	Postal and courier services	30	Security services
31	Medicines, Surgical, Lab Reagent, X-ray film, Dental items & medical equipment		

Applications are invited from all the interested firms/contractors/service providers/companies/authorized dealers/manufacture/retailers/general order suppliers to register their firm by providing their business details on prescribed form. Registration form and instruction to applicant can be downloaded from NIDA's website. Separate envelop must be used for each category mentioned above. Applicants should submit their sealed envelopes marked with a subject title "Application for registration/pre-qualification and category name with serial number" latest by 20th September 2024 by post/courier on the address. RFQ and RFP will be issued to only shortlisted vendors only.

Address: House # 458, Usman Lane, Opposite Luxury Guest House, Old Bara Road, University Town. Peshawar.

Phone Number: 091-5711362

PRE-QUALIFICATION/REGISTRATION OF FIRMS, CONTRACTORS, SUPPLIERS, SERVICE PROVIDERS, VENDORS COMPANIES, DISTRIBUTORS, MANUFACTURERS AND GENERAL ORDER SUPPLIERS

Deadline: **September 20, 2024**

1. INTRODUCTION:

National Integrated Development Association is a national non-profit organization established in 2008 and is registered as an NGO under Societies Registration Act, 1860. NIDA invites sealed prequalification documents/applications from interested firms, Contractors, suppliers, service providers, vendors, companies, distributors, manufacturers and general order suppliers for its core operations and different developmental and emergency projects implemented throughout Pakistan or expected to launch during the period from July 2024-June 2026.

Pre-qualification (Two Stages Two Envelopes Process)

1.1. Stage First

NIDA in the first stage shall pre-qualify bidders based on below criteria.

- 1.1.1. Proof of valid relevant Pakistani registration;
- 1.1.2. Proof of being an Active taxpayer;
- 1.1.3. Organizational profile, relevant experience, past performance, list of clients and references;
- 1.1.4. Existing capabilities with respect to technical personnel, computing and engineering equipment, machinery and plant as may be the case;
- 1.1.5. Financial position for the last three years including bank statements and audited reports by an external auditor;
- 1.1.6. Proof of possessing appropriate managerial capability

1.2. Stage Two

In the second stage, NIDA-Pakistan will ask the prequalified shortlisted firms, contractors, suppliers, service providers, vendors, companies, distributors, manufacturers and general order suppliers as and when required to submit their financial bids on prescribed format with any other information required to the organization. Bidding shall be limited to pre-qualified shortlisted firms only.

2. Nature of agreement

NIDA-Pakistan is set to sign a framework agreement for need-based supplies and services. This agreement will allow NIDA-Pakistan to use this procurement process without any restrictions for acquiring goods, supplies, and services for its Head Office and any future projects (funded by donors or partners) within its jurisdiction across Pakistan.

Note: This document is not a contract or an offer of contract, but is a formal invitation to interested firms, suppliers, service providers, vendors companies, distributors, manufacturers and general order suppliers. Bidders must read, sign/stamp on each page of this document for compliance of terms and conditions given below.

3. Mandatory Documents

- 3.1. Brief profile of the company having current list of clients (beside other things include year of establishment, Organizational hierarchy, details of staff (Technical, Support & others), equipment, number & locations of office(s) etc.)
- 3.2. Copy of National Income Tax registration certificate (NTN)

- 3.3. Copy of STRN registration certificate.
- 3.4. Bank statement(s) for the last three years in the name business
- 3.5. Details of tax paid (copy of Income tax Return) during the last financial year.
- 3.6. Photocopies of pre-qualification certificates of other companies/organization if registered.
- 3.7. List of orders/contract executed in the last three years.
- 3.8. Undertaking attested by notary public on at least PKR. 100/- stamp paper as per sample given in Annex - A.

4. Others

- 4.1. Complete details of pending court cases/litigations with nature, if any.
- 4.2. Experience in the field & any specific business.
- 4.3. Copy of certificate of membership with chamber of commerce and Industry if any.

5. Payment

NIDA-Pakistan processes payments by issuing a cross cheque in the name of the firm or company, following the receipt of goods or services. Payments are made according to the terms outlined in the contract agreement, which may include any specific conditions mutually agreed upon by both parties.

6. Taxes

NIDA-Pakistan collaborates with firms, businesses, and organizations that possess valid NTN and STRN registrations with the Federal Board of Revenue (FBR) and are listed as active taxpayers. Firms claiming tax exemption must provide a legitimate and current tax exemption certificate, where applicable.

7. Security Deposit

NIDA-Pakistan will require pre-qualified firms or suppliers to submit bid security or a CDR along with their bid documents. The bid security may be set as a fixed percentage or a lump sum, depending on the nature of the procurement.

If a firm or vendor submits a quotation significantly below the market rate or budget, NIDA-Pakistan reserves the right to request an additional call deposit, either as a percentage of the total quoted amount or as a fixed sum, to mitigate potential risks.

8. Submission of Documents:

Interested firms should send their documents in sealed envelopes (bind with glue signed and stamped) marked with "Vendors Prequalification/registration and (Category Name with number)" latest by **September 20, 2024 COB 05:00PM** by hand/post/courier on the following address.

National Integrated Development Association (NIDA-Pakistan)

Adress: House no 458, Usman Lane, Opposite, Luxury Guest House, Old Bara road, University Town Peshawar.

Tel: +92-91-5711362

9. Opening of Documents

NIDA-Pakistan will categorize the opening of the documents based on the need and urgency of good/supplies and services. Request for Quotation (RFQ Form) or Request for Proposal (RFP Form) shall be issued to qualified vendors only.

10. Verification/inspection

NIDA-Pakistan Procurement Committee or authorized members can visit the office of firm/business prior prequalification announcement to verify the data/information provided to NIDA-Pakistan in the prequalification documents. In case it found that information furnished on form are false or fraudulent the firm can be rejected/blacklisted for current and future business.

NIDA-Pakistan Pre-qualification/Registration Form

1. Name of Applicant: _____

2. CNIC No:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Business Address: _____

4. Email Address: _____ 5. Mobile: _____

6. Phone No. (Office): _____ 7. Fax No: _____

8. Addresses of the branch offices (with Phone Numbers):

a) _____

b) _____

c) _____

d) _____

9. Business Name: _____

10. Principal Business Activity: Manufacturer Services Supplier Others

11. Brief Business Description: _____

12. Corporate Status: Sole Proprietorship Partnership Limited Company

<i>Name of the Organization:</i>			
<i>Address</i>			
<i>Contact Name</i>		<i>Email Phone/cell</i>	

The information given above is true to the best of our knowledge; we undertake to inform NIDA-Pakistan of any changes that may take place later in the status of company in business / agency or the management.

The terms and conditions attached have also been read and certificate signed.

Authorized Signature:

Name: _____

Designation: _____

Signature: _____

Date: _____

Please mark the relevant category of your interest given below. If your business deals in more than one category then submit separate set of documents for each category of your interest.

<p>1. Stationery Items</p> <ul style="list-style-type: none"> • Office Stationery • Office consumable 	<p>2. Sports, Awards & Gifts</p> <ul style="list-style-type: none"> • Sport Kits • Plaques, • Mementos, • Souvenirs, • Giveaways Items • Others
<p>3. Printing Materials</p> <ul style="list-style-type: none"> • Printing of Books, Cards, Handouts, Brochure, Charts, Calendar, copies etc. • Printing of Banner, • Others. 	<p>4. Advertising Agency, Media house,</p> <ul style="list-style-type: none"> • Newspaper Advertisement • Video documentary • Photography
<p>5. Transport, water tankers & rent a car Services on monthly or daily basis</p> <ul style="list-style-type: none"> • Trucks • Mini Trucks • Water tankers • Coaster • Hiace • jeep • Double Cab • Car 	<p>6. Petroleum products</p> <ul style="list-style-type: none"> • Mobile oil • Oil Filter/Air filter • Petrol • Diesel
<p>7. Vehicle Parts, and maintenance</p> <ul style="list-style-type: none"> • Tyres • tools • Spare Parts & Accessories • Workshops Services • Others 	<p>8. Vehicle Wash & Service stations</p> <ul style="list-style-type: none"> • External Wash • Internal Wash • Dry cleaning
<p>9. Generator Parts and maintenance</p> <ul style="list-style-type: none"> • tools • Spare Parts & Accessories • Workshops Services • Others 	<p>10. Kitchen & Office Supplies</p> <ul style="list-style-type: none"> • Food and groceries • Toiletries • Office supplies • Bakeries • Others
<p>11. IT Equipment and services</p> <ul style="list-style-type: none"> • Laptop/Desktop Computer • Servers • LCD Monitor • Printers color/B&W • Multimedia Projector • Projection Screen • Digital Camera (still and video) • UPS (All types) • Laptop bag/Backpack • Scanner • Computer Parts and accessories • Toner for Copiers/Printers • Network Switch • Routers • Antivirus/Internet security • Data Storage drive • Networking cable and accessories • Website • development/maintenance • Software and application development • Others 	<p>12. Office appliances (Electric and electronics)</p> <ul style="list-style-type: none"> • Air conditioner • Refrigerator • Electric Kettle • Generator (Diesel/Petrol/Diff capacities) • Room Cooler • Gas Heater • Electric Heater • Water Dispenser • Microwave Oven • LCD/LED TV • PABX • Paper Shredder • Conference room Audio/ Video Equipment • Solar panel • Batteries • Others
<p>13. Restaurants, Hotels and guest Houses</p> <ul style="list-style-type: none"> • Hall for training/workshop/Seminar • Guest rooms • Meal arrangements • Others 	<p>14. Events Management</p> <ul style="list-style-type: none"> • Workshop/ Seminar • Trainings • Exhibition • Exposure visits • Catering

	<ul style="list-style-type: none"> • <i>Others</i>
15. Insurance companies (Life, Health and General Insurance) <ul style="list-style-type: none"> • <i>Group Life Insurance</i> • <i>Group Health Insurance</i> • <i>General Insurance</i> • <i>Cash Insurance</i> • <i>Others</i> 	16. Fire, safety and security Equipment <ul style="list-style-type: none"> • <i>Fire Extinguishers</i> • <i>Fire detection Systems</i> • <i>Warning and safety signs</i> • <i>Personnel Protective Equipment</i> • <i>CCTV Cameras</i> • <i>Walk Through Gates</i> • <i>Metal Detector</i> • <i>Emergency alarm</i> • <i>Razor wire/Fencing</i> • <i>Others</i>
17. Furniture and fixtures <ul style="list-style-type: none"> • <i>Furniture Wooden/ Steel/Plastic etc.</i> • <i>Office furnishing</i> • <i>Carpets etc.</i> 	18. Construction Works & services (construction and rehabilitation) <ul style="list-style-type: none"> • <i>Buildings,</i> • <i>Water supply,</i> • <i>Irrigation channels,</i> • <i>Micro hydro power stations,</i> • <i>Hand pumps,</i> • <i>Wash rooms,</i> • <i>Washing places</i> • <i>Others</i>
19. Food items/packages <ul style="list-style-type: none"> • <i>Floor</i> • <i>Oil</i> • <i>Rice</i> • <i>Lentils</i> • <i>Sugar</i> • <i>Tea</i> • <i>Dry milk</i> • <i>Biscuits</i> • <i>Others</i> 	20. Non-Food Items/Kits <ul style="list-style-type: none"> • <i>(DRR, DRM, emergency kits,</i> • <i>Vocational Tool Kits,</i> • <i>Operations and Maintenance Kits</i> • <i>agriculture tool Kits,</i> • <i>Shelter kits,</i> • <i>winterization kits,</i> • <i>kitchen kits,</i> • <i>Hygiene Kits,</i> • <i>MHM/Dignity Kits,</i> • <i>Other packages and kits</i>
21. Hardware and paints <ul style="list-style-type: none"> • <i>Heavy Tools,</i> • <i>Wheel barrow</i> • <i>Sprinklers</i> • <i>Paints</i> • <i>Others</i> 	22. Sanitary Items <ul style="list-style-type: none"> • <i>Water tanks</i> • <i>Plastic pipes</i> • <i>GI Pipes</i> • <i>HDPE pipes</i> • <i>PVC Pipes</i> • <i>Sockets, elbows, etc.</i>
23. Sewing Machines <ul style="list-style-type: none"> • <i>Sewing machine</i> • <i>Tools</i> • <i>Cloth, thread, etc.</i> 	24. Nursery farms <ul style="list-style-type: none"> • <i>Fruit Plants</i> • <i>Forestry plants</i>
25. Agriculture Inputs <ul style="list-style-type: none"> • <i>Seed</i> • <i>Weedicides</i> • <i>pesticide,</i> • <i>insecticide</i> 	26. Fertilizer <ul style="list-style-type: none"> • <i>Natural manure</i> • <i>Urea</i> • <i>DAP</i> • <i>SOP</i> • <i>Others</i>
27. Vocational Training Institutes <ul style="list-style-type: none"> • <i>Tailoring,</i> • <i>Embroidery</i> • <i>Computers</i> • <i>Freelancing</i> • <i>Mobile repair</i> • <i>Motor cycle repair</i> • <i>Plumbing</i> • <i>Driving</i> • <i>Carpenter</i> • <i>Others</i> 	28. Cloth and embroidery Items <ul style="list-style-type: none"> • <i>Cloth for embroidery</i> • <i>Shawls</i> • <i>Thread</i> • <i>Needels</i> • <i>frames</i> • <i>Hand bags</i> • <i>Others</i>
29. Travel Agents	30. Postal and Courier Services

<ul style="list-style-type: none"> • <i>Air Tickets</i> • <i>Visa</i> 	<ul style="list-style-type: none"> • <i>Same day delivery of parcels</i> • <i>Next day delivery</i> • <i>Freight Services</i> • <i>International shipping</i> • <i>Tracking and Tracing</i> • <i>Insurance</i>
<p>31. Medicines and Consumables</p> <ul style="list-style-type: none"> • <i>Medicines</i> • <i>Surgical (Surgical ,Ortho, ENT)</i> • <i>Lab Reagent</i> • <i>Dental items</i> • <i>X-ray Films</i> • <i>Others</i> 	

TO WHOM IT MAY CONCERN

I, the undersigned representative of M/s _____ having its registered office at

Do hereby affirms that our company/firm/organization is eligible because we:

1. Are registered company/firm/organization.
2. Are not bankrupt or in the process of going bankrupt.
3. Have not been convicted for an offense concerning professional conduct.
4. Have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
5. Have fulfilled obligations related to payment of taxes.
6. Are not guilty of serious misinterpretation in supplying information.
7. Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in NIDA-Pakistan)
8. We're not declared at serious fault of implementation owing to a breach of their contractual obligations
9. Have no relation, direct or indirect, with any terrorist or banned organizations.
10. Are not on any list of sanctioned parties issued by the Pakistan Government, UN Agencies.
11. Are not blacklisted by any Local/International organization, Government/semi Government department, NGO or any other company/organization.
12. Have not been reported for/under litigation for child abuse.

Declared:

Name:
Designation:
CNIC:
Signature:
Date:

Witness by:
Name:
CNIC:
Signature:
Date:

**CONFLICT OF INTEREST DISCLOSURE FORM
(BUSINESS PURPOSES)**

FULL NAME _____
(Name of applicant interested in business with NIDA-Pakistan)

CNIC #: _____
(Please attached CNIC copy)

NAME OF COMPANY: _____
(Legal Name of company/firm/individual interested in business with NIDA-Pakistan)

ADDRESS: _____
(Office/home permanent or Postal Address)

Please describe below any business/personal relationships, transactions, positions you hold (volunteer or otherwise), or circumstances i.e. Your close/blood relative that you believe could contribute to a conflict of interest between NIDA-Pakistan and your Firm, individual, personal, financial or otherwise:

_____ I have no conflict of interest to report. (Please mark with "✓")

_____ I have the following conflict of interest to report: (Please mark with "✓")

(Please specify conflict of interest between you, your firm and NIDA-Pakistan and/or its employees)

Name	Title/ Position	Business/personal Relationship of applicant with NIDA-Pakistan Office bearers/Employees

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I understand that any misrepresentation or false information provided on this form renders me to immediate dismissal of my business relationship.

I am aware as well that I am further responsible for updating this form. I acknowledge that failure to do this result in termination of my current business agreement and black listing for future business and official relationship with NIDA-Pakistan.

I have reviewed, and agree to abide by, the Policy of Conflict of Interest of NIDA-Pakistan.

Date:

Signature of applicant:

Evaluation Criteria		
EVALUATION CRITERIA	Description	Weight (%)
Vendors Information Form	Only 100% completed vendor information form will be acceptable. Missing information about the vendors on the forms will not be acceptable.	15%
Registrations	Proof of registration with relevant government authority (business registration/NTN/GST and SECP/copy registration) copies.	20%
Past experience	Refers to the category of vendor's ability to demonstrate relevant experience and technical knowledge of the goods and services required, experience working with Govt. Departments, UN bodies and other INGOs. Past experience in the relevant field is mandatory.	45%
Capacity	Please provide info Available Machineries & Equipment (if any?), Staff List, Annual Turnover and Office Space/Location available	20%
Total weightage		100%

For Office Use Only

Name of Firm/applicant: _____

Deals in: _____

Total Score: _____

Committee members Recommendations:

1. _____ Recommended Not Recommended
(Name and signature)
2. _____ Recommended Not Recommended
(Name and signature)
3. _____ Recommended Not Recommended
(Name and signature)
4. _____ Recommended Not Recommended
(Name and signature)
5. _____ Recommended Not Recommended
(Name and signature)

Approved By:

_____ Approved Not Approved
(Name and signature)