

## **PROPOSALS FOR PREQUALIFICATION**

### **Pre-qualification /Enlisting of Vendors for Supply of Branding Material and Souvenirs** **(REF: GMCM/Brand/Vendors-Souvenirs/01/24)**

Pakistan International Airlines Company Limited, the national flag carrier, invites proposals from advertising agencies, vendors/firms / companies registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for Pre-qualification/Enlisting of Vendors for Supply of Branding Material and Souvenirs.

Prequalification documents, containing detailed terms and conditions, etc. are available electronically and can be downloaded from PPRA & PIA websites [www.ppra.org.pk](http://www.ppra.org.pk) & [www.piac.com.pk](http://www.piac.com.pk) as well as from PPRA E-PADS <https://eprocure.gov.pk/#/auth/login>. Bidders need to get registered at E-PADS (PPRA) to access the prequalification document and other relevant information including electronic proposal submission. Price of the prequalification / bidding documents is **PKR 15,000** (non-refundable) to be submitted through a pay order in the name of PIACL along with the proposal.

The proposals prepared in accordance with the instructions in the prequalification documents must be submitted through EPADS on or before **22-01-2025 at 1030 Hrs (PST)**. Proposals will be opened on the same day at **11:00 Hrs** through EPADS.

Bidders MUST submit their proposals through E-PADS, Manual submission of proposals without E-PADS electronic bid is NOT allowed. The original Pay Order for Tender Fee to be submitted with hard copy of Prequalification Proposal addressed to **GM Contract Management, Supply Chain Management Department, PIA Head Office, Karachi**, as per above mentioned date & time.

PIACL reserves the right to reject any or all bids or cancel the tender process at any stage in line with PPRA rules.

GM Contract Management  
Supply Chain Management  
Department, PIA Head Office, Karachi.  
Ph: 021 9904 4216, 9904 3081  
E- mail: gm.cm@piac.aero,  
contract.administration@piac.aero

REF: GMCM/Brand/Vendors-Souvenirs/01/24

## **PAKISTAN INTERNATIONAL AIRLINES**

### **Enlisting of Vendors for Supply of branding material and souvenirs 2025-2026**

REF: GMCM/Brand/Vendors-Souvenirs/01/24

**Pre-qualification /Enlisting of Vendors for Supply of Branding Material and Souvenirs****A) Submission and preparation of proposal**

Pakistan International Airlines invites GST enlisted vendors for enlisting for supply of PIA advertising material and souvenir.

1. **Bidders MUST submit their bids through E-PADS, Manual submission of bid without E-PADS electronic bid is NOT allowed.** The interested vendors may also submit their profiles/ prequalification proposals addressed to General Manager Contract Management, Supply Chain Management Building PIA Head Office JIAP, Karachi **latest by 22-01-2025 till 10:30 Hrs.** The tenders may be dropped in the tender box marked as **“Tender Box Commercial Purchases”** placed at the entrance of the PIA Supply Chain Management latest by **10:30 hours** on the specified date. **Proposals will be opened at 11:00 hours on the same day** in the presence of tenderers.
2. The proposal submitted shall comprise of a single envelop, marked as prequalification/ Enlisting of Vendor for Brand Material & Souvenirs.
3. All vendors are required to submit the profile of the company with documents through EPADS as mentioned in enlisting form at the end of the document. Terms of reference (TORs) can be downloaded from PPRA & PIA websites [www.ppra.org.pk](http://www.ppra.org.pk) & [www.piac.com.pk](http://www.piac.com.pk) as well as from PPRA E-PADS <https://eprocure.gov.pk/#/auth/login> .
4. **All vendors are required to submit a Pay Order of PKR 15,000/- (Non-refundable) as tender fees along with the Proposal, in favor of M/S PAKISTAN INTERNATIONAL AIRLINES.**
5. Proposals received after stipulated date & time shall not be considered. Documents sent by e-mail will not be accepted.
6. Prequalification period shall be for 02 (two) years.
7. PIA has complete right to disqualify any applicant at any stage if it is being found as blacklisted, false information and in any other activity against the corporation.
8. Prequalified agencies will work with PIA as per rules formulated by PPRA and PIA.

Yours truly,

GM Contract Management  
Supply Chain Management  
PIA Head Office, Karachi  
Tel: 021 - 9904 4216, 9904 3081  
Email: gm.cm@piac.aero  
contract.administration@piac.aero

REF: GMCM/Brand/Vendors-Souvenirs/01/24

**Introduction**

Pakistan International Airlines invites GST enlisted vendor for enlisting for supply of PIA advertising material and souvenir.

**Scope of Services**

1. Supply of advertising/branding printed material and branded Souvenirs/giveaways

**Requirement**

1. Must be GST enlisted in FBR in Pakistan
2. Must have experience in supply of material
3. Must have Human Resource
4. Must have sufficient funds
5. Must have no-litigation history

**Selection Procedure:**

1. Application submission with all necessary documents
2. Technical evaluation as per the Evaluation Criteria
3. Meeting with applicants (if necessary)
4. Response to queries from bidders (if any)
5. Selection of successful vendors
6. Issuance of Pre-qualification Letter
7. Signing of Formal Contract

**Selection Criteria:**

The Participants will be evaluated from 4 categories for total 30 evaluation marks. Each category has specific marks as mentioned below. 33% marks from each category is mandatory and minimum 20 total marks will be required to enlist as vendor of PIA. The number of vendors may vary as per requirement of PIA.

- |                       |            |
|-----------------------|------------|
| 1. Company Experience | (05 marks) |
| 2. Human resource     | (10 marks) |
| 3. Financial health   | (10 marks) |
| 4. Litigation history | (05 marks) |

**1. Company Experience (Marks Allocated 05)**

Proven experience in relevant field i.e supply of material like rollups, x-stand, panaflex, frames, sales point material, souvenirs, etc. 01 mark will be allocated to each year of experience. Experience certificate mentioning the number of years will be provided by the participant at its letter head.

**2. Human Resource****(Marks allocated 10)**

The participant vendor should have minimum human resource to PIA supplies of advertising material. Each employee of for 1 year relevant experience will get 02 marks up to maximum 10 marks (up to 05 employees Maximum). Participant will provide a certificate of List of employees with type/No. of year experience on company letter head.

**3. Financial Health****(Marks allocated 10)**

Participating organization must provide letter of average annual turnover for last 1 year with bank statement minimum last one year. Each 0.5 Million will get 02 marks upto maximum 10 marks.

**4. Litigation History****(Marks allocated 05)**

Vendor will be evaluated with its litigation history with any Firm/Airline current & pending on similar service. One mark will be deducted upto maximum five marks for any current of historical case with any firm/airline (vice versa). Vendor is required to submit the case history at its letter head. Otherwise PIA has right to disqualify or terminate the contract if PIA finds any litigation case of the vendor, during or later on at any stage.

**Enlisting Form for advertising material and souvenirs**

Vendor Name : \_\_\_\_\_

Sr.No	Criteria	Total	Remarks
1	Total company experience		
2	Total Human resource		
3	Total Financial turnover from last one year (PKR).		
4	Total Litigation History/Cases		

**Documents attached:**

Sr.No	Document	Yes	No	Remarks
1	Enlisting Form			
2	Pay order PKR 15,000 as tender fee			
3	NTN and GST certificate			
4	Experience Letter (company letter head )			
5	Human resource and Service cards of employees			
6	Annual Turnover for last one year.			
7	Bank statement for last 1 year			
8	Litigation history (Company letterhead)			

Any other Detail: \_\_\_\_\_

Name in full \_\_\_\_\_ Designation \_\_\_\_\_

CNIC \_\_\_\_\_ Phone / Mob # \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_