

No. NIBAF(PU)/Travel-Agencies/68930/2024



**NATIONAL INSTITUTE OF BANKING AND FINANCE**

**Bidding Document**

**For**

**Pre-Qualification of Travel Agencies for NIBAF**

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National Institute of Banking & Finance, State Bank of Pakistan,  
Sector H-8/1, Pitras Bukhari Road, Islamabad, Phone# [051-9269851-58](tel:051-9269851-58)  
Website: [www.nibaf.gov.pk](http://www.nibaf.gov.pk)



**NATIONAL INSTITUTE OF BANKING AND FINANCE  
(NIBAF)**

**Invitation to Bids (ITB)**

No. NIBAF(PU)/Travel-Agencies/68930/2024

National Institute of Banking of Finance invites applications for pre-qualification from experienced Travel Agencies registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for providing Air Tickets for trainings arranged by NIBAF, under Open Framework Agreement up to 3 years as per Public Procurement Rules 2004. The bidder must have total business turnover of PKR 5,000,000 or above calculated as total certified payments received as air travel services provider for contracts completed, within the last three (3) years.

Pre-qualification Bidding documents containing detailed Description of Services, Terms & Conditions, etc. are available for the interested bidders from the address given below on submission of a request duly accompanied by NTN registration certificate. Bidding documents can also be downloaded from NIBAF, SBP and PPRA website at [www.nibaf.gov.pk](http://www.nibaf.gov.pk), [www.sbp.org.pk](http://www.sbp.org.pk), [www.ppra.org.pk](http://www.ppra.org.pk) free of cost and submit the bids on the said bidding documents in accordance with requirements. In case of any discrepancy/conflict, provisions of Bidding documents including any addenda posted on the procuring agency's website, shall prevail.

A pre-bid submission meeting will be held on **July 17, 2024 at 11:00 am** at NIBAF Islamabad. The representatives of the interested bidders duly authorized can participate in the meeting.

The bids prepared in accordance with the instructions provided in the Bidding documents must be delivered in a hard copy submitted (in person, or by post) on or before **July 25, 2024 at 11:00 am** which shall be opened on the same day at **11:30 am** at National Institute of Banking & Finance, H-8/1 Pitras Bukhari Road, Islamabad in the presence of representatives of firms who may choose to be present. This advertisement is also available on websites: [www.nibaf.gov.pk](http://www.nibaf.gov.pk), [www.sbp.org.pk](http://www.sbp.org.pk) & [www.ppra.org.pk](http://www.ppra.org.pk).

**Sr. Joint Director Administration,**  
National Institute of Banking & Finance  
H-8/1 Pitras Bukhari Road, Islamabad  
Tel: 051-9269844

## Section II

### Scope of Services/ Terms of Reference

National Institute of Banking and Finance (NIBAF), a subsidiary of State Bank of Pakistan, is a premier training institute for central bankers, commercial bankers, micro and rural finance providers beside management professionals. NIBAF's credibility is well recognized for conducting both local and international training programs and information dissemination activities such as conferences, seminars, and workshops. Since its inception, it has played a pivotal role in the sphere of training and development for the financial industry. The main campus of NIBAF is located at Islamabad and trainings are conducted in other cities as well.

In line with the vision and mission of the institute, various training programs are being designed, developed and delivered for different stakeholders. The trainers and subject matter experts for different modules are drawn from State Bank of Pakistan as well as from commercial banks, financial market, government institutions, universities and international agencies etc. with the objective of benefiting from the capabilities of the best possible available resource persons in the market. NIBAF also engages experts in technical, managerial and soft skills for which mainly trainers are mainly drawn from training service providers such as training companies/firms across Pakistan.

The objective of this pre-qualification process is to have a pool of qualified Travel Agencies who can be engaged for providing air tickets to trainers and officers of NIBAF as per the need through Open Framework Agreement as per Public Procurement Rules, 2004. The air tickets will be procured on a case to case basis and invoice for each case shall be billed to NIBAF by the travel agent and the same will be paid after due checking and processing. Around one thousand air tickets are procured by NIBAF annually.

Evaluation of pre-qualification applications will be made by NIBAF before announcement of the qualified Travel Agencies. Accordingly, interested travel agencies may be asked to produce additional information/details during the bidding process as required by NIBAF. NIBAF reserves the right to reject any bid at any stage of the procurement process and re-initiate the pre-qualification process at any time.

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**Section III**  
**Instructions to Applicants**

1. <b>Scope of Pre-Qualification</b>	National Institute of Banking & Finance (NIBAF) having its principal place of business at Sector H-8/1, Pitras Bukhari Road, Islamabad Pakistan which terms, wherever the context permits shall be deemed to include its regional campuses hereinafter interchangeably called the "NIBAF" invites sealed Pre-Qualification responses/ submissions for "Pre-qualification of Travel Agencies/Firms for providing air tickets to Trainers/Officers of NIBAF under Open Framework Agreement up to 3 year as PPRA Rules 2004..												
2. <b>Eligibility &amp; Qualification of Firms</b>	<p>All the firms are eligible to participate in the procurement process if they meet and fulfill the following mandatory eligibility criteria, as detailed below:</p> <p><b><u>Eligibility Criteria:</u></b></p> <p>The mandatory eligibility/qualification criteria for all categories is as follows:</p> <table border="1" data-bbox="540 936 1468 1461"> <thead> <tr> <th data-bbox="540 936 654 978">Sr. #</th> <th data-bbox="654 936 1468 978">Evaluation Parameter</th> </tr> </thead> <tbody> <tr> <td data-bbox="540 978 654 1052">1.</td> <td data-bbox="654 978 1468 1052">The bidder/travel agency must be registered with tax authorities and appear on Active Taxpayer Lists (ATL) of FBR.</td> </tr> <tr> <td data-bbox="540 1052 654 1192">2.</td> <td data-bbox="654 1052 1468 1192">The bidder/travel agency must neither be blacklisted nor debarred by any organization nor closed/sealed by any relevant authority and also must not be in the sanctioned list of NACTA (National Counter Terrorism Authority).</td> </tr> <tr> <td data-bbox="540 1192 654 1276">3.</td> <td data-bbox="654 1192 1468 1276">The bidder/travel agency must be engaged in the industry for a minimum of 5 years.</td> </tr> <tr> <td data-bbox="540 1276 654 1417">4.</td> <td data-bbox="654 1276 1468 1417">The bidder/travel agency must have liquid assets/total business turnover of PKR 5,000,000 or above calculated as total certified payments received as travel services provider for contracts completed, within the last three (3) years.</td> </tr> <tr> <td data-bbox="540 1417 654 1461">5.</td> <td data-bbox="654 1417 1468 1461">The bidder/travel agency must be a member of IATA/TAAP.</td> </tr> </tbody> </table>	Sr. #	Evaluation Parameter	1.	The bidder/travel agency must be registered with tax authorities and appear on Active Taxpayer Lists (ATL) of FBR.	2.	The bidder/travel agency must neither be blacklisted nor debarred by any organization nor closed/sealed by any relevant authority and also must not be in the sanctioned list of NACTA (National Counter Terrorism Authority).	3.	The bidder/travel agency must be engaged in the industry for a minimum of 5 years.	4.	The bidder/travel agency must have liquid assets/total business turnover of PKR 5,000,000 or above calculated as total certified payments received as travel services provider for contracts completed, within the last three (3) years.	5.	The bidder/travel agency must be a member of IATA/TAAP.
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3. One Response per entity	Interested travel agency shall submit only one response/submission. Joint Ventures (JVs) will not be allowed to participate.												
4. Cost of Pre-Qualification	The interested participating firms shall bear all costs associated with the preparation and submission of their response/submission, and NIBAF will in no case be responsible or liable for those costs.												

5. Contents of Pre-Qualification	<p>The contents of the Pre-Qualification document are listed below. These should be read in conjunction with any addenda.</p> <ul style="list-style-type: none"> <li>i) Pre-Qualification Notice</li> <li>ii) Scope of Services</li> <li>iii) Instruction to Applicants</li> <li>iv) Eligibility/Qualification Criteria</li> </ul>
6. Clarification of Prequalification Documents and pre-submission meeting	<p>The interested participating firms if require any clarification of the Prequalification Documents may notify NIBAF in writing at the given address and by one of the means indicated in the Prequalification Notice in accordance with provision of Rule 32 of PPR 2004, if a participating firms feels that any important provision in the documents will be unacceptable; such an issue should be raised as soon as possible. NIBAF will respond in writing to any request for clarification or modification of the Prequalification Documents that it receives no later than seven (07) days prior to the deadline for submission of response. Copies of the NIBAFs response (including an explanation of the query but not identifying its source) will be sent to all prospective applicants/ participating firms that received the Prequalification Documents from NIBAF.</p> <p>When specified in the Prequalification Documents/notice, NIBAF will organize and the interested participating firms are welcome to attend a pre-submission meeting at the time and place indicated in the Prequalification Documents/notice. The purpose of the meeting will be to provide clarify on scope of services and to answer questions that may be raised at this stage, with particular attention to issues related to the Technical Requirements. Minutes of the meeting, including the questions raised and responses given, together with any responses prepared after the meeting, will be transmitted without delay to all those that received the Prequalification Documents from NIBAF. Any modification to the Prequalification Documents, which may become necessary as a result of the pre-submission meeting, shall be made by NIBAF only by issuing an Addendum pursuant to Clause 7 below and not through the minutes of the pre-submission meeting.</p>
7. Amendment of Pre-Qualification Document	<p>i) At any time prior to the deadline for submission of pre-qualification response/submission, NIBAF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective firm, amend the Pre-Qualification document. Amendments will modify or replace/supersede earlier ones.</p>
	<p>ii) Amendments will be provided in the form of Addenda to the Pre-</p>

	Qualification document, which will be sent in writing to all prospective participants who received the Pre-Qualification document from NIBAF. Addenda will be binding on all participants. Participants are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the amendments contained in such Addenda will have been taken into account by the participants in its response / submission.
	iii) In order to allow prospective firms reasonable time in which to take the amendment into account in preparing their responses/submissions, NIBAF may, at its discretion, extend the deadline for the submission of responses/submissions consistent with provision of Rule 27 of PPR 2004.
<b>A. Preparation of Responses</b>	
8. Language of Response	The response prepared by the firms, as well as all correspondence and documents relating to the pre-qualification exchanged by the participants and NIBAF shall be written in English. Supporting documents and printed literature furnished by the participants in another language should be accompanied by an accurate translation of the relevant passages in English; in this scenario interpretation of the translation shall prevail.
9. Documents Comprising the Response	The response submitted by the firms shall comprise all the documents to establish their Eligibility/Qualification. The pre-qualified firms will ensure compliance with all relevant tax laws including necessary registration if any required.
<b>B. Submission of Responses</b>	
10. Sealing & Marking of Responses	The participants shall submit one original and two copies of each Pre-Qualification response/submission in separate envelopes; duly marked the envelopes as "ORIGINAL RESPONSE/SUBMISSION DOCUMENTS" and "COPY NO. [number]."
11. Deadline for Submission of Responses	Responses/submissions must be received by NIBAF by the time and at the address specified in Pre-Qualification Notice.
12. Late Submission of Responses	NIBAF will not entertain the responses/submissions received after the prescribed deadline.
<b>C. Evaluation of Interests</b>	

<p>13.Evaluation and Comparison of Responses</p>	<p>Pursuant to Evaluation Criteria contained in this document the responses/submissions submitted by the participants as per letter of submission (Annex-1) and shall be evaluated as per criteria given in Section IV.</p>						
<p>14.Code of Conduct</p>	<p>i) It is NIBAF’s policy to require that pre-qualified firms, observe the highest standard of ethics during the procurement and pre-qualification. In pursuit of this policy, NIBAF follows, inter alia, the instructions contained in PPR2004 which defines:</p> <p style="padding-left: 40px;">“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among Consultant/ Service Providers (prior to or after Proposal submission) designed to establish bid Prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty or bid rigging;</p> <p>NIBAF will reject a proposal for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement in question;</p> <p>ii) Under Rule 19 of PPR-2004, “NIBAF can inter alia blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the PPRA.</p> <p>iii) Under Rule 19 of PPR-2004, following mechanism and manner for permanently or temporarily bar, from participating in their respective procurement proceedings will be followed as per guidance of SBP management:</p> <table border="1" data-bbox="540 1587 1487 1858"> <thead> <tr> <th data-bbox="540 1587 753 1703">Nature of Offense/ Fault</th> <th data-bbox="753 1587 1138 1703">Means of Verification</th> <th data-bbox="1138 1587 1487 1703">Proposed Action under Rule 19</th> </tr> </thead> <tbody> <tr> <td data-bbox="540 1703 753 1858">Corruption</td> <td data-bbox="753 1703 1138 1858">Actual instance verifiable as per law of land and applicable rules and regulations of SBP</td> <td data-bbox="1138 1703 1487 1858">Permanent blacklisting.</td> </tr> </tbody> </table>	Nature of Offense/ Fault	Means of Verification	Proposed Action under Rule 19	Corruption	Actual instance verifiable as per law of land and applicable rules and regulations of SBP	Permanent blacklisting.
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Fraud	Cross verification of documentary undertaking submitted by Contractor/ Bidder/ Supplier/Consultant.	Blacklisting for 3-5 years (depending on severity of fraud)
Collusion	Results of Bid/Proposal analysis resulting in substantive evidence of collusion.	Blacklisting for 3 years.
Performance Deficiencies	Documented evidence in form of consistent performance deficiencies and notices of performance deficiencies not suitably responded or defended by contractor/bidder/supplier / consultant.	Blacklisting for 1-2 years. (depending on severity of non-performance). To be blacklisted for procurements during the period of debarment.

iv) However such barring action shall be undertaken only after bidder who is to be barred and blacklisted shall be accorded adequate opportunity of being heard.

vi) Attention of bidders is drawn to Rule 32 of PPR-2004 whereby they are required to identify any discriminatory and difficult conditions, introduced by NIBAF which discriminates between bidders or that is considered to be met with difficulty. In ascertaining the discriminatory or difficult nature of any condition reference shall be made to the ordinary practices of that trade, manufacturing, construction business or service to which that particular procurement is related. However in certain conditions NIBAF may describe exceptions or preferences consistent with Rule 4 of PPR-2004.

viii) NIBAF's policy requires that selected bidder provide professional, objective, and impartial advice, and services and at all times hold NIBAF's interest paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of NIBAF, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the bidder and cancelation of pre-qualification.

ix) Without limitation on the generality of the foregoing, bidders and any of their affiliates, shall be considered to have a conflict of interest and shall

	<p>not be engaged, under any of the circumstances set forth below:</p> <p>x) A bidder that has been engaged by NIBAF to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, bidder hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm’s consulting services for such preparation or implementation.</p> <p>xi) A bidder (including its Personnel and Sub-Contractors) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the bidder to be executed for the same or for another client.</p> <p>x) A bidder (including its Personnel and Sub-Contractors) that has a business or family relationship with a member of NIBAF/SBP’s staff who is directly or indirectly involved in any part of (i) the preparation of the specifications of the goods, (ii) the selection process for such assignment, or (iii) supervision of the pre-qualification process, may not be awarded a pre-qualification letter, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the appropriate authority within NIBAF.</p> <p>xi) Bidders shall not recruit or hire any current employees of NIBAF/SBP. Recruiting former employees of NIBAF/SBP or other civil servants to work for the bidders is acceptable provided no conflict of interest exists.</p>
<p>15. Disqualification prior to soliciting Bids</p>	<p>If all responses/submissions are proposed to be rejected and are to be re-invited, the conditions required at Rule 33 of PPRA 2004 should be met. However after issuance of qualifying the stage of Prequalification and prior to issuance of bidding documents for soliciting bids under Public Procurement Rues-2004 if a firm has been disqualified pursuant to Rule 18, Rule 19 of PPR-2004 or any reason that has led to disqualification of a firm NIBAF reserve the right to stop the said firm from participating in next stage of bidding process, however the opportunity of being heard should be provided to firm and prior approval of competent authority of NIBAF must be obtained.</p>
<p>16. Overriding Effect of PPR-2004</p>	<p>Whenever there is any conflict in these documents the stipulations of PPR-2004 shall prevail.</p>

## Section IV

### Eligibility/Qualification Criteria

**The Evaluation of Responses will be ascertained based on following two parameters i.e. Mandatory Eligibility Criteria & Score Based Evaluation.**

Sr. #	Evaluation Parameters / Mandatory Criteria	Means of Requirement
1.	The bidder/travel agency must be registered with tax authorities and appear on Active Taxpayer Lists (ATL) of FBR.	Attach copies of documents/ registration certificate, etc.
2.	The bidder/travel agency must neither be blacklisted nor debarred by any organization nor closed/sealed by any relevant authority and also must not be in the sanctioned list of NACTA (National Counter Terrorism Authority).	Bidding Firm's Undertaking on Rs. 100 Stamp paper
3.	The bidder/travel agency must be engaged in the industry for a minimum of 5 years.	List of contracts completed and Feedback of Stakeholder
4.	The bidder/travel agency must have liquid assets/total business turnover of PKR 5,000,000 or above calculated as total certified payments received as travel services provider for contracts completed, within the last three (3) years.	Audited Financial Statements/ Bank Certificates/ Bank Statements/ Income Tax Returns
5.	The bidder/travel agency must be a member of IATA/TAAP.	IATA/TAAP membership/association document.

**Note:**

- 1- Only firms meeting mandatory criteria will be deemed qualified. Bid Documents will be issued only to pre-qualified firms for submission of Bids as per Public Procurement Rules, 2004.
- 2- In terms of Rule 16A(5) of PPRA Rules 2004 (amended as on date), NIBAF (the procuring agency) may on need basis pre-qualify new travel agency during continuity of framework agreements with previously pre-qualified suppliers or service providers.
- 3- The responses/submission of this pre-qualification should be submitted in sealed envelopes.
- 4- Only the responses/submission submitted in hard copy will be entertained.

**Annexure – A****LETTER OF RESPONSE/SUBMISSION**

Date: \_\_\_\_\_

To:

The Director Administration,  
National Institute of Banking & Finance,  
State Bank of Pakistan,  
H-8/1, Pitras Bukhari Road,  
Islamabad.

**Prequalification of Travel Agencies for Providing Air Tickets to NIBAF**

1. Being duly authorized to represent and act on behalf of -----  
----- (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the prequalification requirements and information provided, the undersigned hereby applies for above mentioned subject prequalification:
2. We provided all the required information documents for the above-mentioned subject in accordance with pre-qualification requirement.
2. Attached to this letter are copies of original documents defining:
  - the Applicant's legal status; the principal place of business; and the place of incorporation (for Applicants that are corporations), or the place of registration and the nationality of the owners (for Applicants that are partnerships or individually owned firms).
  - Documentary proof of registration of firm with tax authorities and appear on Active Taxpayer List (ATL) of FBR
  - Documentary proof of total business turnover, calculated as total certified payments received as travel services provider for contracts completed, within the last three (3) years
  - Profile and General Information of Travel Agency
  - Experience of Travel Agency of Competing Similar Assignment
  - Details of Travel Assignments Completed by Firm in last 3 Years
3. We undertake, if our pre-qualification response/submission is accepted, to provide the services on competitive basis in accordance with the scope of services during pre-qualification period as and when required on need basis.

4. Your Authority and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

5. Your Authority and its authorized representatives may contact the following persons for further information:

Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

6. This application is made with the full understanding that:

- (a) Responses by prequalified Applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
- (b) Your Authority reserves the right to:
  - amend the scope during pre-qualification period; and
  - reject or accept any application, cancel the prequalification process without thereby incurring any liability to the applicants. The Client will inform the affected applicants of the grounds for the Client’s action, if so requested, but the Client shall not be required to justify the grounds.
- (c) We confirm that no undertaking or any form of statement, promise, representation or obligation has been made by the NIBAF being Procuring Agency/Purchaser in respect of the air travel services to be requisitioned, in accordance with this prequalification process. We acknowledge and agree that we have not submitted this pre-qualification application on the basis of any such undertaking, statement, promise or representation.

7. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of:	For and on behalf of:

**Annexure – B****Profile and General Information of Travel Agency**

1. Registered Name of Firm:	
2. Registered Address:	
3. Mailing Address:	
4. Telephone Number:	
5. Fax Number:	
6. E-mail Address:	
7. Web Address:	
8a. Contact Person Name:	
8b. Contact Person Title:	
9. Parent Company (if any)- (Full Legal Name):	
10. Subsidiaries, Associates, and/or Overseas Representative(s), if any:	
11. Nationality of the Firm	
12. Type of Business:	
13. Nature of Business:	
14. Established in (Year):	
15. Key Personnel: [include name of candidate, position, professional qualifications, and experience]	
16. Current tax authorities registration information:	

**Annexure-C**

**“UNDERTAKING REGARDING NOT BEING BLACKLISTED**

*(Printed and signed on Rs 100 stamp paper)*

Date DD-MM-YYYY

**To,**

The Director  
National Institute of Banking and Finance (NIBAF),  
State Bank of Pakistan,  
Pitras Bukhari Road, Sector H-8/1,  
Islamabad.

**Dear Sir,**

Subject: **UNDERTAKING REGARDING NOT BEING BLACKLISTED**

It is hereby declared that, [**Complete Name & official address**] is not blacklisted by any Government authority, department or any other relevant body in Pakistan. We will immediately inform to “National Institute of Banking and Finance (NIBAF)” in case of any change in the situation / status at any point in time during the pre-qualification process and thereafter.

Name of Authorize Person:

CNIC:

Signature: \_\_\_\_\_

## Annexure-D

**“Application Submission Checklist”**

Sr. #	Required Documents	Attached (Y/N)	Attached at Page#
1.	The bidders must be registered with tax authorities and appear on Active Taxpayer List (ATL) of FBR. (Documentary Proof Required)	Yes/NO	
2.	Proof of total business turnover, calculated as total certified payments received as air travel services provider for contracts completed, within the last three (3) years (Documentary Proof Required)	Yes/NO	
3.	Letter of Response/Submission (Annexure-A)	Yes/NO	
4.	Profile and General Information of Travel Agency (Annexure-B)	Yes/NO	
5.	Undertaking on Stamp Paper of Rs. 100 regarding not Blacklisted (Annexure-C)	Yes/NO	
6.	List of Air Travel Services provided and Feedback of Stakeholder	Yes/NO	
7.	Proof of being engaged in the industry for a minimum of 5 years	Yes/NO	
8.	Proof of membership of IATA/TAAP	Yes/NO	