

HIRING OF HOTEL LAYOVER SERVICES
FOR ACCOMMODATING PIA TRANSIT, DIVERTED & DELAYED FLIGHT
PASSENGERS AT KING ABDUL AZIZ INTERNATIONAL AIRPORT.

INSTRUCTIONS TO BIDDERS

Pakistan International Airlines Corporation hereby invites sealed bids from eligible 2, 3, 4 star hotels and Hotel Management Company to present their best offer for the provision of passenger layover services for its transit & delayed flight passengers.

Tender documents and RFP can be accessed on following websites.

<https://www.piac.com.pk/corporate/sales-procurement/tenders> and www.ppra.org.pk

Bidders are required to submit their sealed bids on or before **04 MARCH, 2025 till 14:00 LT** at following addresses.

Country Manager - PIA
PIA OFFICE MEDINA ROAD - JEDDAH
Cell # 00966540736810
JEDKKPK@piac.aero

Bids will be opened on the same day at **14:30 hrs LT** in presence of all participating hotels who wish to attend.

PIACL reserves the rights to reject or cancel one or all Tenders.

In case of any queries, please feel free to contact. (Cell # 00966554553342)

Request for Proposal

TERMS AND CONDITIONS

This contract will be for the period of three years, with **60 days Exit Clause**.

Tender Opening will be based on **“Single Stage Two Envelopes Bidding Procedure”**. Accordingly, interested hotels are requested to submit a Single Package containing two separate envelopes titled as **“Technical Proposal”** and **“Financial Proposal”**. The **“Technical Proposal”** shall have all details of Offers without Rates while **“Financial Proposal”** shall contain rates only.

Initially, only the envelope marked as **“Technical Proposal”** will be opened and Technical Evaluation/ Site Inspection will be carried out thereafter.

After technical evaluation, the **“Financial Proposal”** will be opened publicly at a time and date that will be communicated through email or phone to the technically qualified hotels well in time.

The **“Financial Proposal”** of hotels found technically non-qualified will be returned unopened to the respective bidders.

- PLEASE NOTE THAT QUOTED RATES MUST BE FIRM AND FINAL IN ALL RESPECT.
- PAYMENT TERMS WOULD BE (NTD) NET THIRTY DAYS.
- PARTICIPANT IS REQUIRED TO QUOTE RATES INCLUSIVE ALL GOVT TAXES.
- ROOM RATES INCLUDE TRANSPORT FROM AIRPORT TO HOTEL AND VICE VERSA.
- GOVERNMENT LICENSE AND CERTIFICATE.
- CHECK-IN & CHECK-OUT TIMING IS NOT FIXED FOR PIA PASSENGERS.

PIA will be at liberty to revise the requirement or annul the whole tender proceedings at any stage.

No tender will be entertained after expiry of the aforesaid date & time. PIA will not be responsible for postal delays or any other reason.

PIA will not be required to justify the grounds of rejection.

Specifications				YES	NO
Hotel					
Mandatory/Complimentary Services	Buffet Breakfast OR Any One Buffet Meal Per Room Night				
	Internet/Wi-Fi facility IN ROOM, 24 hours basis				
	Once PIA contacts the hotel for providing accommodation to passengers, the hotel shall be obligated to provide its own accommodation				
	Unless decided between PIA and the hotel passengers will not be accommodated at any other place on behalf of the hotel.				
	One meal will be complimentary if passenger is checked in after breakfast time				
	Allocation of room shall be single occupancy; however, adjustment can be made in case family or group of passenger				
Marks Obtained					
Taxes		10		Room Rates include Taxes	
Transport		10		Room Rates include Transport from Airport to Hotel and vice versa.	
Conformance To Specifications	Suitability Of Location	10 Marks	10	Within 10 Km from airport	
			5	More than 10 Km from Airport	
	Valid Certification	06 Marks	6	4 star	
			4	3 star	
			2	2star	
	Special Persons Arrangement	06 Marks	2	Lift	
			2	Wheelchair	
			2	Ramp	
	Hotel Amenities	07 Marks	2	Tooth Brush & Paste	
			1	Towel	
2			Shampoo & Conditioner		

		1	Comb	
		1	Soap	
No of Rooms Available	10 Marks	10	More than 40 rooms	
		5	Up to 40 rooms	
Other Specification	08 Marks	1	Temperature/Humidity Control (Individual Rooms)	
		1	Allocation on higher floors with lowest noise level, situated away from in-house clubs etc.	
		1	Fridge	
		3	To make available the services of a Doctor to handle any medical emergency. The hotel shall invoice PIA for medical charges so incurred.	
		1	Pakistani News and Entertainment TV Channels	
		1	Any Other Complimentary Service	
Hygiene Standards of the hotel	05 Marks	1	Environmental hygiene	
		1	Floors and floor coverings	
		1	Bedding	
		1	Common facilities and public toilets	
		1	Personal hygiene of staff	
Security	05 Marks		Security	
laundry Services	03 Marks		24 hours Service	
Restaurant	05 Marks		24 hours Service	
Past History Of Accommodating PIA Or Other Airline's Passengers	15 Marks	8	Accommodating PIA Passengers	
		7	Accommodating Other Airlines Passengers	

Marks Obtained=

Total Marks=100

Passing Marks=70

Sign-----

Name-----

Stamp-----

FINANCIAL BID DOCUMENT

HOTEL NAME						
Single Bed	Double Bed	PER PAX	Breakfast	Lunch	Dinner	Remarks
			<u>Complimentary</u>			

Sign-----

Name-----

Stamp-----

***NOTE: QUOTED RATES WILL BE IMPLEMENTED FOR CONTRACT PERIOD**

Service Provider Details

Hotel Name _____

Address: _____

NTN # _____ TAX # _____

Bank Name: _____

Bank Branch/Code: _____ Bank Account # _____

Food Authority Certificate # _____

Contact Person Name / Designation: _____

Off. Tel. Number: _____ Cell Number: _____

Hotel Email Address: _____

Hotel Website URL: _____

One year Bank Statement attested with account maintenance certificate.

Sign-----

Name-----

Stamp-----