



# Securities and Exchange Commission of Pakistan

63-NIC Building, Blue Area, Islamabad

(Administration Department)

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## Pre-Qualification # 25/12-13

### Expression of Interest (EOI) for Prequalification of Air Travel Agencies for Securities and Exchange Commission of Pakistan (SECP) for 2013-14

The Commission intends to invite proposals from reputed air travel agencies, having prior experience, good standing in the market and registered with the International Air Transport Association (IATA).

Applications for pre-qualification duly supported with the following information/documents must reach at address given below by 1100 Hrs on **July 12, 2013**.

#### Prequalification application process:

1. Interested agencies shall submit relevant documentation /information as to demonstrate that they are qualified to perform air travel agency services.
2. Completed applications should be submitted in a sealed envelope clearly marked with “**Application for Pre-Qualification of Air Travel Agency**” by 1100 Hrs on **July 12, 2013**, to the following address:

**Joint Director-Administration**  
**Securities & Exchange Commission of Pakistan (SECP)**  
**4th Floor, NICL Building, Jinnah Avenue, Blue Area, Islamabad.**  
**Tel.: (92-51) 9207091-4 Ext. 344**  
**Fax: (92-51) 9204915**

3. Applications received after the deadline shall not be considered. Documents sent by e-mail or facsimile shall not be accepted.
4. Any requests for clarification about the contents of the prequalification application document shall be in writing. Such requests for clarification should be sent no later than 1500 Hrs on **July 09, 2013**. Commission would endeavor to provide response/clarification expeditiously, any delay in providing such information will not be considered a reason for extending the submission date of application for prequalification.
5. Applications with incomplete submissions may be rejected.
6. Prequalified firms will be engaged in an annual agreement for one year (extendable to any period agreed mutually between selected agency/agencies and the Commission) subject to formal approval of the Commission.

7. **Contents of Prequalification Document:** The document for the prequalification of Applicants (hereinafter - “prequalification document”) consists the annexes indicated below, and should be read in conjunction with any Addendum that may be issued by the Commission.

(a) Annex I	: Instructions to Applicants
(b) Annex II	: Evaluation Criteria
(c) Annex III	: Application Form
(d) Annex IV	: Agency Details

**Disclaimer:**

8. The submission for this EOI for prequalification does not entail any commitment on the part of Commission, either financial or otherwise. Commission reserves the right to accept or reject any or all EOI for prequalification without incurring any obligation to inform the affected applicant/s of the grounds.
9. **Shortlisted agencies may be required to make a presentation before the authorized committee on July 15, 2013.** Schedule of presentations will be communicated to the shortlisted agencies accordingly.

## INSTRUCTIONS TO APPLICANTS

In addition to the essential guidance/instruction (provided through the cover letter) vis-à-vis application for the Prequalification, the followings are also to be considered during the submission.

### **A. General**

1. **Scope of Application:** Commission issues this EOI for Prequalification to applicants interested in providing “Air Travel Agency services to the Commission.
2. **Eligible Applicants:** An applicant shall be a legally established entity or a company or body corporate. Real persons are not eligible to apply in their individual capacities.
3. **Amendment of Prequalification Document:**
  - (a) At any time prior to the deadline for submission of applications, the Commission may amend the Prequalification Document by issuing addendum.
  - (b) Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing by posting the addendum to the website of the Commission on which the prequalification document is posted.

### **B. Preparation of Applications**

#### **1. Cost of Applications:**

The Applicant shall bear all costs associated with the preparation and submission of its application. The Commission will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

#### **2. Language of Application:**

The application prepared by the applicant and all correspondence and documents relating to the application shall be in English Language.

#### **3. Documents Comprising the Application:**

The Application shall comprise the following:

- (a) Application Submission Form;
- (b) Documentary evidence establishing the Applicant’s eligibility/qualifications to prequalify;
- (c) Any other document required as specified in the Evaluation Criteria.

#### **4. Signing of the Application and Number of Copies**

The Applicant shall prepare one original and two copies of the documents comprising the application and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and shall be signed by CEO/Chairman.

**5. Deadline for Submission of Applications: 1100 Hrs on July 12, 2013.**

**C. Procedures for Evaluation of Applications**

**1. Confidentiality:**

Information relating to the evaluation of applications, and recommendation for prequalification, shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all applicants.

**2. Clarification of Applications:**

- (a) The Commission reserves the right to ask any applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
- (b) If any applicant does not provide clarifications of Commission's requested information within stipulated time set by the Commission, the application of such applicants shall be rejected.

**3. Responsiveness of the Application:**

Any application which is not responsive to the requirements of the prequalification document shall be rejected.

**D. Evaluation of Applications and Prequalification of Applicants**

**1. Evaluation of Applications:**

Application shall be evaluated upon factors, methods, criteria, and requirements defined in Annex II-Evaluation Criteria

**2. Changes in Qualifications of Applicants:**

Any change in the structure or formation of an Applicant after being prequalified shall be subject to a written approval of the Commission. Such approval shall be denied if as a consequence of the change the Applicant no longer substantially meets any of the qualification criteria set forth in the Qualification Criteria and Requirements. Any such changes shall be duly notified to the Commission 15 days in advance to such change.

## EVALUATION CRITERIA

S. No.	Evaluation Grounds	Marks
<b>Technical Evaluation</b>		
A	Experience in the field, in number of year, since inception of business operations as registered travel agent at Department of Tourism and Services (DTS) (1 Mark per Year, Max marks for 15 years plus experience)	<b>15</b>
B	Accredited IATA membership (Max. marks for IATA membership)	<b>10</b>
C	Business Volume (Max. marks for max. business volume/ rest on pro-rata basis)	<b>35</b>
D	No. of clients. Clientele of the firm (1 mark for each of the UN agencies, Embassies, International NGOs, Government Autonomous Bodies, Financial Institutions/ banks subject to maximum of 7 marks for each of the mentioned categories)	<b>35</b>
E	Geographical Coverage (5 marks each for Offices at Karachi, Lahore, Islamabad and 1 mark each for office at Faisalabad, Multan, Peshawar, Quetta and Sukkur )	<b>20</b>
F	Credit period/limit provided ( <u>Credit period</u> - Max marks 15 for 1 month credit period and rest pro-rata, Minimum credit period shall not be less than 15 days. <u>Credit Limit</u> - Max marks 15 for max Credit limit and rest pro-rata)	<b>30</b>
G	Provision of 24/7/365 days services 5 Marks – at travel agents office, 5 Marks – services availability or have office desk at the Airport, 3 Marks – on personal cell phone or landline 2 Marks - for dispatch rider services	<b>15</b>
H	Other related services (5 Marks – for Provision of travel related services aboard 5 Marks – for Visa processing services)	<b>10</b>
I	E-Ticketing Facility Available	<b>10</b>
	<b>Total</b>	<b>180</b>
<b>Financial Evaluation</b>		
J	Local Ticketing (Max marks to the max agency discount)	<b>50</b>
K	International Ticketing (Max marks to the max agency discount)	<b>20</b>
	<b>Total</b>	<b>70</b>
<b>Grand Total</b>		<b>250</b>

## **Application Submission Form**

(To be printed on company letterhead, signed, dated and stamped)

Date:

To: Joint Director I  
SECP

We, the undersigned, apply to be prequalified for the referenced EOI and declare that:

(a) We have examined and have no reservations to the Prequalification Documents, including any Addendum (or Addenda to same effect), issued by the Commission in accordance with Instructions to Applicants.

(b) We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive, without incurring any liability to the Applicants.

(c) The following information shall be used by Commission to notify us:

Name:

Postal Address:

Tel:

Fax:

Official Email:

Best regards,

*Signature of an authorized representative(s) of the Agency*

Name:

Designation:

Address:

## **Firm Details (Note: Please complete this section in full)**

### **About the Company/Firm:**

Registered Name:

Trading Name:

IATA Registration Number:

Parent Company Name/address:

Subsidiary Name(s)/address:

Sister Company Name(s)/address:

Branch Offices/address:

Other Business Interests:

Number of Years Trading:

Staff strength at Head Office:

Staff strength at each of the Branch offices:

### **Licenses and Memberships Held:**

**Licenses:**

**List of Memberships:**

**Copy of Company/Firm latest 3 years audited accounts (2010-2012):**

**List of Significant Clientele with verifiable addresses and Contact Numbers:**

**Area of operation:**