



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 02/16-17

Proposals for Pre-Qualification

The Securities & Exchange Commission of Pakistan invites proposals from well reputed and financially sound air travel agencies registered with income tax and sales tax departments, who are on Active Taxpayers List of the Federal Board of Revenue for:

“Hiring of Air Travel Agencies”

Pre-Qualification documents containing detailed terms and conditions are available for the interested applicants and can be downloaded from www.secp.gov.pk/procurement.asp free of cost.

The proposals prepared in accordance with the instructions in the pre-qualification documents, must reach undersigned through courier or may be dropped in the tender box on below mentioned address. Proposals must be received before 1500Hrs on **August 11, 2016** and will be opened on the same day at 1530Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 051-9207091(Ext-444) Email: ubaidullah.khalid@secp.gov.pk Office Hours (Monday to Friday excluding Public Holidays)

Asst. Director (Admin)

Terms and Conditions for Proposals and Applicants

1. Pre-Qualification Identification Number: TENDER # 02/16-17

2. The Procurement Agency is:

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.

3. Definitions

In this Pre-Qualification document, unless there is anything repugnant in the subject or context:

- i. “Annexure” means any of the Performa/template defined in this Pre-Qualification Document.
- ii. “Applicant” means any legal entity including any partnership, firm, company or corporation that has submitted a proposal to SECP in accordance with this Pre-Qualification.
- iii. “Contract” means a contract agreement signed between the pre-qualified applicant and SECP initially valid for two year which can be extended for another period of one year subject to the satisfactory performance.
- iv. “SECP” means Securities and Exchange Commission of Pakistan.
- v. “Successful Applicant” means the applicant(s) selected for the award of Contract based on evaluation criteria.
- vi. “Purchase Committee” means a committee constituted by the Management of SECP with the approval of competent authority to deal with the Pre-Qualification.

4. Introduction of The Securities and Exchange Commission of Pakistan SECP

The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the Pakistani securities markets, corporate sector, insurance industry and non-banking financial sector etc.

5. Proposals for Pre-Qualification

The Securities and Exchange Commission of Pakistan invites sealed proposals from well reputed and financially sound air travel agencies registered with income tax and sales tax departments, who are on Active Taxpayers List of the Federal Board of Revenue for

Hiring of Air Travel Agencies

6. Scope of Work/ Terms of Reference (TORs)

The Pre-Qualified applicant shall provide services as scope of work /TOR's detailed at Annex “A”.

7. Instructions to Applicants

The objective of “instructions to applicants” is to provide applicants the information to submit their proposal in response to this Pre-Qualification according to the requirements defined in this Pre-Qualification documents and in the same order/sequence as set forth in this document. Applicant must follow the following requirements for their proposals.

- i. Place of proposal destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
- ii. The envelopes shall bear the following additional identification marks:

Proposal for: **“Hiring of Air Travel Agencies”**
Submitted By: XYZ
Attention: **M. Ubaidullah Khalid**
Asst. Director Admin
Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad

- iii. **The deadline for the submission of proposal is:**
Date: August 11, 2016
Time : 1500 Hrs.

- iv. **The proposal opening shall take place at:**

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad
Date: August 11, 2016
Time : 1530 Hrs.

- v. A statement **“(Do Not Open Before 1530Hrs on August 11, 2016)”** shall be clearly mentioned on the top of the sealed proposal.
- vi. Proposals received after the due date and time will not be entertained.
- vii. Applicants shall provide the documents as mentioned in Annex “B”. Any short coming in the said requirements shall render the applicant disqualified.
- viii. Applicants are required to state, in their proposals, the name, title, fax number and email address of the applicant’s authorized representative through whom all communication shall be directed until the process has been completed or terminated.
- ix. The applicants shall bear all costs/expenses associated with the preparation and submission of the proposal and SECP in no case be responsible/liable for those costs/expenses.
- x. Each applicant shall submit only one proposal, multiple proposal submissions shall render the applicant disqualified.
- xi. SECP may, at any time prior to the deadline for submission of the proposal, on its own initiative or in response to a clarification requested by the applicant(s), amend the pre-qualification documents, on any account, for any reason.
- xii. SECP may, at its exclusive discretion, amend the Pre-Qualification documents to extend the deadline for the submission of the proposal, in which case all rights and obligations of the SECP and the s previously subject to the deadline shall thereafter be subject to the deadline as extended.
- xiii. The proposal validity period will be one hundred and twenty days (120) days, starting from the date of opening of the proposals.

- xiv. The language of the proposal shall be English language. Any printed literature furnished by the Applicant(s) in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the proposal.
- xv. The applicant(s) may, by written notice served on the SECP, modify or withdraw the proposal after submission, but prior to the deadline for submission of the proposal.
- xvi. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
- xvii. If any supplier is not in ATL then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
- xviii. The decisions of SECP will be binding on all applicants.
- xix. SECP is not bound to accept any Proposal in this regard and reserves the right to accept or reject any offer and to annul the pre-qualification process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.
- xx. During the examination, evaluation and comparison of the proposals, SECP at its sole discretion may ask any applicant for clarifications of its proposal.
- xxi. The request for clarification and the response shall be in writing/email.
- xxii. Proposals submitted via email or fax will not be entertained.
- xxiii. Applicants shall indemnify SECP against all third party claims of infringement of patent trade mark, industrial design rights and intellectual property rights arising out of or from use of the goods / services of any part thereof in Pakistan.
- xxiv. Any proposal received by SECP after the deadline for submission of proposal prescribed in these documents will be returned unopened to such applicant. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the applicant's responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail.

8. Selection Procedure

- i. The envelope shall be opened at the specified time and place in presence of the authorized representative of the applicants who chose to attend.
- ii. The applicants shall provide duly completed / filled in mandatory requirements for applicants to qualify along with supporting documents as provided therein. SECP shall evaluate the proposal according to the mandatory requirements for applicants to qualify reject any proposal which does not conform to the specified requirements and finally concluded as "non-responsive".
- iii. Proposals qualifying mandatory requirements shall be evaluated as per evaluation Criteria Annex "H"
- iv. SECP's intent in issuing this Pre-Qualification document is to pre-qualify applicants that meet specifications/requirements as laid out in pre-qualification document and who fulfils all mandatory requirements.
- v. Successful applicants will have to sign a Contract with SECP for this pre-qualification as per Draft Contract format.

9. Meet or Exceed Requirements

The requirements provided in this document are the minimum requirements of SECP. The applicants must meet the minimum requirements. The applicant may exceed these requirements for the successful practical implementation. But in such a case additionally proposed or altered specifications/requirements should clearly be highlighted to enable SECP to clearly identify modified specifications/requirements.

10. Clarifications

Queries of the applicants, if any, for seeking clarification regarding the pre-qualification must be received in writing through following email address till five days prior to the proposal submission date of proposal. Any query received after above mentioned timeline shall not be entertained.

M. Ubaidullah Khalid – Asst. Director (Admin)
4th Floor, NICL Building, 63 Jinnah Avenue, Islamabad
Tel: 9207091-4 Ext 437
Email: ubaidullah.khalid@secp.gov.pk

Scope of Work/Terms of Reference (TOR's)

The Pre-Qualified applicant shall provide services as per following:

1. Booking and issuance of international / domestic air tickets ;
2. The agency would ensure booking of tickets /confirmation of waitlisted tickets, delivery of tickets mainly at SECP offices or other designated place(s) as instructed by authorized representative of SECP during working hours /holidays/ after office hours (at the expense of the agency), collection of tickets for cancellation, getting visa, passports, confirmation/cancellation, up gradation/revalidation of tickets, delivery of tickets, documents.
3. Assistance for obtaining visas / transit visas and submitting passports at the embassies;
4. Obtaining travel related insurances;
5. Round the clock (24/7) availability of dedicated personnel for bookings / cancellation of tickets ;
6. Assisting travelers to get enrolled in frequent flyer programs;
7. Fast and timely delivery of tickets at SECP premises or other designated place(s) as instructed by authorized representative of SECP;
8. Provision of services at very short period of time when so required;
9. Offering and exploring the best suitable flight schedules and best fare offers / promotions / discounts on air fares;
10. The Agency shall intimate and transfer all additional discounts that are given by authorities/airline to SECP;
11. Travel arrangements through foreign carriers not operating in Pakistan;
12. Provision of hotel / car rental / cruises rental services when required;
13. Provisions of tours / leisure travels / holiday travel services;
14. Arrangements of prepaid ticket advice (PTA); and
15. any other relevant work assigned by the SECP.

Mandatory Requirements for Applicants to Qualify

S/N	Attributes	Ref page # in Proposal
1	Complete company profile including name, registered office address, telephone, fax and e-mail address and web address, complete contact details of the contact person, details of branch offices and staff details (branch-wise).	
2	NTN, GST and IATA registration Certificates	
3	Last 3 years Audited Financial Statements/Bank certificate	
4	List of Clients as per Annex “C” must have at least 10 clients to its credit. Provide performance certificates from clients.	
5	Date of establishment of business and relevant business experience of at least for 3 years	
6	Established office setup in Islamabad	
7	Signed cover letter with official stamp affixed on it as per the format given in Annex “D”	
8	Authority Letter for the appointment of an authorized representative as per Annex “E”	
9	Duly filled in and signed & stamped charges schedule. Annex “F”.	
10	Signed Compliance certificate/undertaking Annex “G”	
11	Undertaking that the Applicant/firm and its employee(s) have never been blacklisted by any government, semi-government, autonomous or state owned organization and their cases regarding black listing are not under trial by any Court of Law.	

Proposals must follow the given format.

Applicant’s References

Relevant services carried out in the Last 5 Years that best illustrate qualifications

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

- a. Name of Client:
- b. Address:
- c. Start Date (Month/Year):
- d. Completion Date (Month/Year):
- e. Approx. Value of Services (in PKR):
- f. Narrative Description of Project:
- g. Description of Actual Services Provided by

Note: use multiple entries for different clients

Form of Proposal

M. Ubaidullah Khalid
Asst. Director (Admin)
SECP
Islamabad.

Sir

Reference your advertisement dated _____ for Hiring of Travel Agencies.

1. We, hereby submit our complete proposal along with all the requirements as per the Pre-Qualification document. We acknowledge that SECP is not bound to accept any Proposal in this regard and reserve the right to accept or reject any offer and to annul the pre-qualification process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.
2. The decision of Commission shall be final and will not be liable for any loss or damage to any party acting in reliance thereon.
3. We agree to abide by this pre-qualification for a period of one hundred and twenty days from the proposal opening date or any extension thereto granted and it shall remain binding upon us and can be accepted at any time before the expiration of this period.
4. We submit herewith our Proposal as one original.
5. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the Proposal. In case any information is found wrong, misleading or misstated in this Proposal, the same may lead to rejection of our proposal and our disqualification.

We remain,

Yours' sincerely

Authorized Signature:

Name and Title of Signatory:

Name & Address of Firm:

Format of Authority Letter

Authority Letter

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of [_____] in [name of the company] to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for the Hiring of Travel Agencies in response to the pre-qualification by the SECP including signing and submission of all documents and providing information/responses to SECP in all matters in connection with our proposal.

We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this Authority Letter and that all acts, deeds and things done by our aforesaid authorized representative shall and shall always be deemed to have done by us.

Date this {date} day of {month} 2016

For:

[Signature]

[Name, designation and Address]

Accepted

[Signature]

[Name, title address of the Authorized Representative]

Date:

Charges Schedule

S. No.	Description	Service Charges (%age of ticket cost / air fare etc.)
1	Arrangements for domestic tickets	
2	Arrangements for international tickets	
3	Visa & Passport related services	

Compliance Certificate/Undertaking

I, (Name); (CNIC#); (Designation), (Company Name) have gone through the Terms/Conditions of this Pre-Qualification Document and have found the document in whole as non-biased to any particular vendor or product/ brand. I hereby undertake and firmly bound myself to abide by/ comply with all sections / conditions of this Pre-Qualification Document.

I do not have any objection/comment on any item and fully understand the requirement of SECP.

Authorized Signature of the
Applicant:

EVALUATION CRITERIA

S. No.	Evaluation Grounds	Marks
A	Experience in the field, in number of year, since inception of business operations as registered travel agent at Registered with relevant Govt. and International Department (4 Marks per Year, Max marks for 5 years plus experience)	20
B	No. of clients. Clientele of the applicant (1 mark for each of the, National , Multi-National Companies, Government Departments, Autonomous Bodies, Financial Institutions/Banks, subject to maximum of 6 marks for each of the mentioned categories)	30
C	Geographical Coverage (7 marks each for Offices at Karachi, Lahore, Islamabad)	21
D	Credit period: Up to 15 days= 5 Marks Up to 30 days= 10 Marks Up to and above 45 days= 15 Marks	15
E	<u>Credit Limit</u> - Up to 500,000= 5 Marks Up to 1 million= 10 Marks Above one million= 15 Marks	15
E	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	15
F	Other related services (5 Marks – for Provision of travel related services aboard 4 Marks – for Visa processing services)	9
G	E-Ticketing Facility Available	10
H	Charges Schedule for Arrangements of domestic tickets (Max marks to lowest charges rest pro rata)	50
I	Charges Schedule for Arrangements of International tickets (Max marks to lowest charges rest pro rata)	25
J	Annual Turn Over (Max Marks 15) Above Rs.50 million = 15 Above Rs.40 million up to 50 million=13 Above Rs.30 million up to 40 million=9 Above Rs.15 million up to 30 million=7 Rs.10 Million & below = 5,	15
	Grand Total	225

Applicant's complying all mandatory requirements and securing 60% marks shall be considered as pre-qualified for required services.