



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T#06/2022-23

INVITATION TO BID/PRE-QUALIFICATION

The Securities and Exchange Commission of Pakistan invites sealed proposals/bids from service providers/suppliers based in Pakistan and registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for

S. No.	Requirements	Identification No.
1.	Stationery: Pre-Qualification for Supply of Stationery, Toners and Other Miscellaneous Items	T # 06(i)/2022-23
2.	Insurance: Group Life Insurance Coverage for Employees of SECP Availing House Loan Facility	T # 06(ii)/2022-23

Pre-Qualification/bidding document (s) containing detailed terms and conditions, method of procurement, procedure for submission of proposals, proposals/bid validity, opening of proposal, evaluation criteria, clarification/rejection of proposals etc., against above-mentioned requirement is available for the interested applicants/bidders from the undersigned and can also be downloaded from <https://www.secp.gov.pk/procurement/>

The proposals/bids prepared in accordance with the instructions in the pre-qualification/bidding documents, must reach undersigned on or before **November 16, 2022 by 1100Hrs** and will be opened on the same day at 1130Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 051-9195437/051-9195477 during office hours (Monday to Friday excluding Public Holidays)

Ayesha Saddiqua, Assistant Director (Admin)
NICL Building, 63 Jinnah Avenue, Islamabad.

Terms and Conditions for Proposals and
Applicants

Pre-Qualification Identification Number: T # 06/2022-23

1. The Procurement Agency is:

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

2. 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 the SECP valid for three years.
- iv. "SECP" means the Securities and Exchange Commission of Pakistan.
- v. "Successful Applicant" means the applicant(s) selected for the award of contract as pre-qualified, based on evaluation criteria.

3. The 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.

4. Proposals for Pre-Qualification

The SECP invites sealed proposals from well reputed and financially sound suppliers/service providers, registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for

Supply of Stationery, Toners and Miscellaneous Items

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

The Prequalified applicant (s) shall provide services as per scope of work /TOR's detailed at Annex "A".

6. Instructions to Applicants

The objective of "instructions to applicants" is to provide information that is required to submit in response to this Pre-Qualification 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 sealed envelopes shall bear the following additional identification marks:

Proposal for:	"Pre-Qualification for Supply of Stationery, Toners and Miscellaneous Items"
Submitted by:	XYZ
Attention:	Ayesha Saddiqua

Assistant 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: November 16, 2022

Time: 1100Hrs.

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

Securities and Exchange Commission of Pakistan
NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad

Date: November 16, 2022

Time: 1130Hrs.

- v. A statement “**(Do Not Open Before 1130Hrs on November 16, 2022)**” 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/required in the **Annexures**. 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. The proposal validity period will be one hundred and fifty days (150) days, starting from the date of opening of the proposals.
- xii. 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.
- xiii. The applicant(s) may, by written notice served on the SECP, modify or withdraw the proposal after submission, but prior to the deadline i.e. time and date, for submission of the proposal.
- xiv. Only registered suppliers/service providers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the SECP. Bids/Proposals/applications of all those bidders/service providers who are not found on ATL on the date of bid/proposal/application opening shall be rejected.
- xv. 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.
- xvi. The decisions of the SECP will be binding on all applicants.
- xvii. The SECP reserves the right to cancel the pre-qualification process and reject all proposals at any stage of the pre-qualification process.

- xviii. During the examination, evaluation and comparison of the proposals, the SECP at its sole discretion may ask any applicant for clarifications of its proposal.
- xix. The request for clarification and the response shall be in writing/email.
- xx. Proposals submitted via email or fax will not be entertained.
- xxi. Any proposal received by the 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.

7. Selection Procedure

- i. The sealed 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. The 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 "E"**
- iv. The 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 Sample agreement format.
- vi. Once pre-qualified, requirement shall be shared with the pre-qualified suppliers on as and when required basis. Supplies shall be purchased from the applicant offering lowest/most advantageous price amongst all.
- vii. In case first most advantageous price pre-qualified bidder fails to provide the required supplies or Commission is not satisfied from the provided supplies, SECP reserves the right to obtain the supplies from second most advantageous price bidder. In case second most advantageous price pre-qualified bidder fails to provide the required supplies or Commission is not satisfied from the provided supplies, the Commission reserves the right to obtain the services from third most advantageous price bidder.

8. Meet or Exceed Requirements

The requirements provided in this document are the minimum requirements of the 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.

9. Clarifications

Queries of the applicants, if any, for seeking clarification regarding the pre-qualification must be received in writing through following email address.

Ayesha Saddiqua, Assistant Director (Admin)
4th Floor, NICL Building, 63 Jinnah Avenue, Islamabad
Tel: 9195477; email: ubaidullah.khalid@secp.gov.pk

Note:

- ***Attached agreements as Separate Document:***
 1. Sample Agreement With Pre-Qualified Service Providers/Firms (Annex “G”)
- **Only prequalified applicants will be entitled to take part in future/further bidding process and the specific scope of work for Supply of Stationery, Toners and other Miscellaneous Items will ONLY be shared only with prequalified Firms on as and when required basis, when invited to bid.**

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

1. Supplier(s) will be pre-qualified for open framework agreement and for a period of three years for **Supply of Stationery, Toners and other Miscellaneous Items.**
2. Interested supplier(s) may submit their proposals for any one or more categories like only for supply of stationery items and not for miscellaneous items or toners.
3. For supply of toners following shall be taken into consideration:
 - a. Interested bidder is required to provide letter of authorization stating that interested bidder is their sole /authorized partner / dealer / distributor. i.e. Authorized Partner, Authorize service partner (ASP) and MAL from Principal, all valid certificates required, failing which the proposal shall be rejected.
 - b. Details of office(s) and contact details are required.
 - c. Brand New Toner Replacement with Faulty Toner Replacement subject to any fault covering Print Quality, leakage and performance despite a 50% Usage.
 - d. Refilled, refurbished and Counterfeit products are not acceptable.
 - e. Submission of false claim shall lead to rejection of the proposal.
4. Attachment Details are as under:
 - a. List of Stationery Items Annex “A-1”.
 - b. List of Miscellaneous Items Annex “A-2”.
 - c. List of Toners Annex “A-3”.

Mandatory Requirements for Applicants to Qualify

S/N	Attributes	Ref page # in Proposal
1	Legal status of firm/company along with year of establishment and applicable supporting documents including license, registered partnership deed, incorporation certificate etc.	
2	Complete firm/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).	
3	Established office setup in Islamabad or Lahore or Karachi.	
4	Copy of NTN and GST certificates.	
6	Last 3 years Audited Financial Statements/Bank certificate	
7	List of Clients. Must have at least 5 clients to its credit. (Attach performance certificates of referred clients).	
9	Signed Compliance certificate/undertaking Annex “D”	
10	Signed Affidavit/Undertaking as per Annex “E”	

Form of Proposal

Assistant Director (Admin) SECP
Head office Islamabad.

Sir/Madam,

Reference your advertisement dated_____for Pre-Qualification for **Supply of Stationery, Toners and other Miscellaneous Items**.

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.
2. The decision of the SECP 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 fifty days (150) 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 hereby undertake that, if pre-qualified, we shall be bound to provide **Supply of Stationery, Toners and other Miscellaneous Items** on the rates offered, on as and when required basis during the prequalification period to SECP.
6. 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.

Yours' sincerely

Authorized Signature:

Name and Title of Signatory: Name

& Address of Firm:

Compliance Certificate/Undertaking

I, (Name).....; (CNIC#);(Designation),
.....(Company Name) have gone through the
Terms/Conditions of this Pre-Qualification Document and Annexures 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 thing and fully understand the requirement of
SECP.

Authorized Signature
of the Applicant:

Technical Evaluation Criteria					
S#	Description	Total points	Category points	Marks obtained	Remarks
1	Relevant experience	30			Copies of contract/ agreement/ purchase order/ work order are required
	Experience of supply of office stationery, toners and other miscellaneous items if more than 5 years.		30		
	Experience of supply of office stationery, toners and other miscellaneous items if more than 3 years but less than 5 years		25		
	Experience of supply of office stationery, toners and other miscellaneous items if less than 3 years but greater than 1 years.		15		
2	Financial Strength	35			Copies of purchase order/ work order and income tax return are required
	The office stationery, toners and other miscellaneous items supplied are more than Rs.12 million in last 3 years		35		
	The office stationery, toners and other miscellaneous items supplied are more than Rs.8 million in last 3 years		25		
	The office stationery, toners and other miscellaneous items supplied are more than Rs.3 million in last 3 years		5		
3	Availability of outlet, shops or office	30			Documented proof of registration
	Shop, outlet or office registered in the name of firm for the last five years.		30		
	Shop, outlet or office registered in the name of firm for the last three years.		20		
	Shop, outlet or office registered in the name of firm for the last one years.		10		
4	Past performance from Clients	5			Documented proof
	Satisfactory certificates form different Clients (1 point for each recommended letter)		5		
Total Points		100			

EVALUATION CRITERIA: Applicant’s complying all mandatory requirements and securing 60% marks in technical evaluation on the aforementioned criteria shall be considered as pre-qualified for required services and shall be notified by SECP.

NOTE: Please attach the documentary evidence, as it is necessary for the rating. Proposal should be numbered and bidders are required to give the relevant reference page and flag the supporting documents where required information is provided. Further, SECP may constitute a Committee to visit the office of applicant for the verification of information/evidence provided in the bid.

Format of Affidavit/Undertaking

Applicant must submit following undertaking (on stamp paper of Rs.100), failing which the proposal for pre-qualification shall be rejected

- a) I, Mr. S/o..... holding CNIC # from M/s Having Its business office at, do hereby solemnly affirm and declare as under;
- b) That M/s is not engaged, under investigation or offences or no proceedings are pending before FBR, Customs, NAB, any Judicial form, FIA or any other Govt. authority with respect to fraud, terror financing, money laundering etc.
- c) We also confirm that our firm has not been black listed by any National/International organization or forum and its entitled to carry out its business activities to the standard business ethics.
- d) That the Partner(s) / Officers of M/s..... have not been subject to financial crime. Nor they every compounded with their creditors in any capacity.
- e) The above statement is true to the best of my knowledge and belief and nothing has been concealed or is false.

Note: In case bidder is found in the list of “Blacklisted Firms-Pakistan” or related links at <https://www.ppra.org.pk/> then its proposal/bid shall be rejected

Name:

Signature

Stamp:
