

SPO PROCUREMENT POLICY & PROCEDURES

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Revisions/Amendments Dates

First: January 1, 2005

Second: July 1, 2009

Third: July 1, 2014

Final: May 5, 2018

**This policy incorporates changes endorsed
by the SPO Management Committee.**

Approved by

A handwritten signature in black ink, appearing to read 'Saleem', with a stylized flourish at the end.

Saleem Malik, Chief Executive

1. Definitions

1.1 Procurement

Procurement is the acquisition of property, equipment, goods, works or services through purchase, hire, lease or rental.

1.2 Expendable Items

Expendable items are supplies or materials normally consumed in usage, e.g. kitchen supplies, envelopes, letterheads, pencils, pens, tonner, etc.

1.3 Non-expendable Items

Non-expendable items, which are not consumed in use, do not lose its identity, has a service life of at least one or more than one year, e.g. chair, table, computer, printer, microwave oven, binding machine, etc.

1.4 Works

A result of a particular manner of production, e.g. maintenance and civil engineering work.

1.5 Services

An intangible product that is procured consumed and consists of an action or work, e.g. hotels, rent-a-cars, equipment & vehicle maintenance, etc.

1.6 Contracts

Any written commitment on behalf of SPO for acquisition of services.

1.7 Leases

A written commitment on behalf of SPO for rental of facilities for offices.

2. Scope

This policy will deal with the procurement of goods, services (administrative and logistical) or works.

3. Principle of Procurement

While procuring goods, works or services, the procurement committee shall ensure that procurement is conducted in a fair and transparent manner. The objective of procurement is to bring value for money to the organization through efficient and economical process. The procurement decisions are generally made on the following:

- | | |
|-----------------------|----------------------------|
| i. legal status | vii. credit facility |
| ii. quality | viii. samples verification |
| iii. price | ix. stock availability |
| iv. outreach | x. timely delivery, and |
| v. prior experience | xi. after sale services. |
| vi. client references | |

4. Procurement Officer and its Authority

The Chief Executive of SPO is the Procurement Officer. S/he has this authority as determined by the SPO Board of Directors to procure on their behalf.

5. Delegation of Authority

The SPO Chief Executive may delegate "*limited authority*" in writing to the SPO Procurement Committees at the National Centre and Regions in accordance with the composition of such Committees.

The "*limited authority*" means authority assigned to procurement committees in the regions to procure equipment or supplies or work or services at any given time having accumulated value up to Rs. 2,000,000/- irrespective of their nature and beyond that value process shall be carried out by the National Centre with the support of regional committees. In case of National Centre, the procurement beyond 10,000,000/- three nominees of the Chief Executive from the senior management (with granted voting rights for specific case) other than main or back-up committees shall facilitate the process.

In case where the procurement committee is unable to ensure the competitive process against pre-qualification or tendering (as per respective ceilings) or standard competitive procurement (beyond Rs. 300,000/-) as a result of limited market response/capacity or any other case there may be restricting the process, the approval has to be acquired from the Chief Executive upon submitting the following:

- A detailed report based on verification of alternative procedures with rationale for such alternatives by at least two members of the Procurement Committee nominated by the Chairperson.
- The Chairperson Procurement Committee will endorse and recommend such alternatives on the basis of report submitted by the Committee Members.

For regions, approval against alternative procedure in case of standard competitive procurement equal to or less than Rs. 300,000/- shall be acquired from the Regional Head/Manager.

The regions will submit a summary report on alternative procedures adopted owing to factors restricting the competitive process on quarterly basis to the Head of Administration and the consolidated report of Regions and National Centre will be submitted to the Chief Executive and presented at the quarterly SMC meeting.

6. Composition of the Procurement Committees

In case of National Centre and Regions, the composition of committees is given below:

6.1 Primary Committee

- i. the Chairperson
- ii. three members and
- iii. the Secretary (non-voting member).

6.2 Back-up Committee

The composition of backup committee will be on the same lines as the main committee.

Both of these committees will be from departments other than Administration and Finance. In case of regions, the Regional Head/Manager will also not become part of these Committees in order to avoid conflict of interest by virtue of their function.

In case of conflict of interest of chair and members of the committee, the respective person will not attend the specific proceedings. Replacement in such cases will be:

- i. Chairperson, Main Committee: Primarily to be replaced by the Chairperson back-up Committee. In her/his absence, the members of the main Committee will nominate the Chair from amongst them. Such nominations/replacements shall be documented and duly signed by the Members.
- ii. Member, Main Committee: The main committee if in quorum can proceed with procurement. Otherwise replacement will be from the back-up Committee members. Such replacement shall be documented and duly signed by the Members.

The quorum of the above Committees will be of two members in addition to the Chairperson present in a specific meeting.

The terms of reference of the Procurement Committee are attached as Attachment-A.

7. Procurement Plan

At the end of each fiscal year, the administration department at the National Centre with the support of budget holder(s) shall prepare a consolidated procurement plan (see attachment B) of the organization for the next fiscal year taking into consideration the budget availability in case of project or provision created from the un-restricted funds, needs & quantity supported by rationale and value for money. The procurement plan shall be based on the following:

- | | | |
|---------------------------------------|-----------------------|-----------------------|
| • Land/Building | • Civil works | • Office Stationery |
| • Electrical Appliances/
Equipment | • Printing | • Office Supplies |
| • Vehicle | • Hotel Services | • Kitchen supplies |
| • Computer Equipment/
Software | • Travel agent | • Computer supplies |
| • Furniture & fixture | • Rent-a-car Services | • Office Maintenance |
| | • Courier | • Vehicle Maintenance |
| | • Internet | |

The above is not an exhaustive list as items or services may be included.

After acquiring necessary approvals, this plan will be handed over to respective procurement committees at National Centre and regions for implementation. The implementation will be carried out based on procurement volume in a given year i.e. if any of the above classification is below Rs. 500,000/- standard competitive process will be adopted as per clause 9.2.2, in case it exceed Rs.500,000/- pre-qualification procedure will be adopted as mentioned under clause 9.2.1 while if it exceeds Rs. 1,000,000/- tender will be floated among the pre-qualified vendors as per the criteria defined under clause 9.2.3.

7.1. Value for Money

“Value for money” means the best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet the organizational requirements.

After approval of the consolidated procurement plan, in case of procurement beyond Rs. 2,000,000/- pertaining to all or single office in south¹ or north² region, the Head of Administration in consultation with the Chief Executive will decide implementation of the procurement plan through abovementioned regions to ensure VFM.

8. Kinds of Procurement

8.1 Non-Competitive Procurement

Any procurement for SPO for which no quotations are obtained is non-competitive procurement. This applies to both expendable and non-expendable items, works and services. Any purchase of less than and equal to Rs. 50,000/- for SPO is non-competitive procurement. However, if the total cost of the items or services purchased from a single vendor (except the standard vendors or sole source) exceeds Rs. 50,000/-, over a period of six months quotations should be obtained.

8.2 Competitive Procurement

Procurement over Rs. 50,000/- of value for which quotations are solicited is called competitive procurement. Quotations are obtained from at least 3 vendors comparable for quality of items and/or services to promote competition to the maximum extent practicable and ensure that the purchase is advantageous to SPO.

8.3 Sole Source Procurement

Sometimes specific goods or services may be available from only a single source. In such a case, sole source procurement will be authorized by the Procurement Committees at the National Centre and Regions on the basis of evidence (i.e. Sole Source Certificate/formal Statement from the vendor endorsed by Procurement Committee upon verification by its nominated members).

1 South Region includes: Karachi, Hyderabad, Turbat and Quetta. In such a case, the focal regional office shall be Karachi from where the procurement beyond the abovementioned ceiling shall be carried out.

2 North Region includes: Islamabad, Peshawar, Dera Ismail Khan, Multan and Lahore. In such a case, the focal regional office shall be Lahore/Islamabad from where the procurement beyond the abovementioned ceiling shall be carried out.

9. **PROCEDURES**

9.1 **Requesting a Procurement**

All pre-numbered requisitions at the National Centre and Regional offices shall be initiated by the employee on a "Requisition Form" (see attachment-C) through the Department Head. The Heads/Managers at the National Centre and in the regions can approve requisitions up to Rs. 300,000 from within their own approved/available budget. Requisitions exceeding Rs. 300,000/- upon recommendation of the Head of Administration shall be approved by the Chief Executive. All requisitions must be duly verified by the Head/Manager Finance at NC and Specialist/Officer Finance at regions to confirm budget and funds availability.

The specific "Line Item" of the budget and "project reference", should be clearly mentioned on the requisition, to which the expense will be charged.

This form will have to be attached to procurement process, the pre-numbered Purchase Order and invoice while submitting it to the Finance Department for processing of payment. The Administration Department at NC and respective staff in regions will ensure the submission of the above.

9.2 **The Vendors Selection Process**

9.2.1 **Pre-qualification of Vendors**

At the beginning of each fiscal year taking into consideration the procurement plan, a procurement notice will be published in the newspapers (in Urdu, English mandatory & regional languages, where applicable). Interested firms/companies/individuals had to respond to the initial notice within fifteen days by downloading terms & conditions, bidding template, questionnaire and undertaking from SPO website (see detailed procedures annexed as Attachment-D). The procurement committee will evaluate and shortlist the firms/companies/individuals in fifteen working days on the basis of given criteria. On recommendations of the Procurement Committee, the Admin & Procurement Specialist/Officer at NC and Finance & Administration staff at RCs will send out the acceptance/regret letter from the Chairperson Procurement Committee at the National Centre and Regions.

9.2.1.1 **Contract with Pre-qualified Vendors**

After pre-qualification, as and when the need may arise, quotations will be solicited through RFQs to the pre-qualified vendors and on basis of comparative analysis reviewed by the Committee, purchase Order will be issued and the assignment based contract shall be signed with the vendor. In such cases procurement request shall be made through a pre-numbered purchase order/work order/Letter of Intent duly signed by the Head of Corporate Affairs in case of National Centre and Regional Head in case of Regions as per their ceilings.

9.2.2 Standard Competitive Procurement

There are two types of standard competitive procurements:

9.2.2.1 Procurement below Pre-qualification Limit

A procurement that is falling below Rs. 500,000/- as per the procurement plan the standard competitive procedure shall be adopted.

9.2.2.1 Occasional Procurement during the year

Any procurement that is not covered in the procurement plan and is less than Rs. 500,000/-, however, arises at any occasion during the year.

In such cases following procedure shall be adopted:

Whenever such type of request comes under the consideration, the Chairperson Procurement Committee assigns two of the PC members to conduct market survey and submit formal report that may include market availability of items or services, competitiveness, vendor's legal status, credit facility, quality of items, after sales service, etc. Based on this survey report the Chairperson will issue Request for Quotation asking for sealed quotation. It is required that the Committee shall ensure VFM and deadlines.

Once the sealed quotation(s) are received, the Procurement Committee opens and evaluates them to ensure compliances through reference checking/ market verification and where need be rates are negotiated to further benefit the organization and select the vendor.

The Head of Administration at National Centre and the Regional Head/ Manager in the regions issues the pre-numbered Purchase Order and enters into a contract except in case of occasional procurement. In case the Head of Admin at NC or the Regional Head/Manager in the regions have reservations with the decision taken by the Procurement Committee, the matter shall be referred back for reconsideration. In case of any conflict, the matter shall be referred to the Chief Executive for settlement.

Standard vendor's contract shall be awarded for maximum of one year, however, quarterly matching/comparisons of the approved quoted prices is required.

All the terms and conditions of the procurement will be listed on the Purchase Order. When the items mentioned in the Purchase Order are supplied, a delivery challan and an invoice will be obtained from the Vendor. Then a goods received note will be issued as per the items received. These documents will be attached with the Purchase Order along with the procurement process and presented to the respective Finance Department at the NC/RC. The payment to the vendor will be made in accordance with the timeline mentioned in the Finance policy. The vendor will issue a numbered receipt when s/he receives the payment. If the numbered receipt is not available, a receipt on his/her letterhead, acknowledging the payment will be obtained. Any final or intermediary payment(s) to all vendors/consultants shall be released following acquisition of written satisfactory note from the relevant project manager or respective focal persons, upon physical verification of the goods and services delivered.

9.2.3 Selection of Vendors through tendering

The procurement committee in case of procurement beyond Rs. 1,000,000/- will invite tender/Expression of Interests (EOIs) from the pre-qualified bidders. The tender/EOI is floated through email/letter to pre-qualified vendors and on SPO website with necessary details on procurement of supplies/services.

For occasional procurement wherein vendors are not pre-qualified tender/EOI will be floated through daily newspaper(s) in Urdu/English and regional language, where applicable. The period of response against advert is 5 working days. All quotations/tender/EOI shall be sent to the Procurement Committee.

Once the sealed quotation(s)/tender/EOI are received, the relevant details would be entered the logbook maintained at the front desk. The tender/EOI must accompany sample items and refundable earnest money (i.e. a draft of 5% of the total procurement value). Any tender/EOI received without samples (where applicable) and earnest money will be excluded from the process. These sealed documents would only be opened, reviewed, analyzed by the Committee based on pre-determined criteria to arrive at a decision to award Purchase Order/issue contract or reject the proposal(s).

In case of tender/EOIs, the samples obtained from the shortlisted bidders must be kept/stored till final payment to facilitate physical verification.

On recommendations of the Procurement Committee, the Head of Corporate Affairs would issue the Purchase Order and Contract in case of both the National Centre and Regions. All the terms and conditions of the procurement will be listed or annexed to the Purchase Order/Contract.

9.2.4 Non-Competitive Procurement

In case of single procurement of less than **Rs. 50,000/-** no quotations are obtained. However, to use the SPO funds efficiently, for procurement of supplies and services, which although do not qualify as a single purchase but exceed Rs. 50,000/- over the quarter the case shall be referred to the procurement committee to take decision in accordance with clause 8.

9.2.5 Ad-hoc Procurement

Ad-hoc procurement is the purchase of goods and services arising from an urgent and crucial need for the continuation of vital programs and/or operations and where normal purchasing procedures requiring competitive sealed bid/proposal may not apply.

The policy of making procurement through general procurement process can only be superseded by the Chief Executive. In order to supersede the general procurement process a written justification will be required and will be included as part of the procurement documentation.

Where contract/ agreement of an organization with the vendor requires written approval for such instances, then written approval will be sort from the relevant authority prior to conducting the procurement.

Each case must be evaluated based on its own merit. The same procurement committee shall conduct this type of procurement.

10. **PROCUREMENT OF VEHICLES, SERVICES (Except employees and Consultants) CONTRACTS AND LEASES**

Lease agreements and vehicle procurements are executed through the National Centre whereas the service contracts are executed through the Regional Offices. Contracts/agreements that exceed regional procurement limit are signed by the Head of Corporate Affairs at NC. The Administration Department takes care of the logistics and processing of the purchase and coordinates with the companies in consultation with the requestors.

10.1 Vehicles

The National Centre based procurement committee, decide the procurement of office vehicles for SPO, taking into account the specifications mentioned by the requisitioner. In this regard, any request by the region should be submitted to the Administration Department at National Centre through the Regional Head/Manager. All new vehicles will have to be checked and included by the Administration Department at the National Centre.

10.2 Contracts

All contracts shall be signed by the Head of Corporate Affairs in case of National Centre and beyond Rs. 300,000/- in case of regions. The contract less than Rs. 300,000/- in case of regions shall be signed by the Regional Head/Manager. The contract execution, administration and record shall be the responsibility of the relevant Administration Department. For all types of contracts, a standard proforma shall be developed by the Head of Corporate Affairs and will be shared accordingly.

10.3 Leases

Whenever there is a need for rental space for SPO, it shall be identified by the Regional Heads/Regional Managers at the Regional Offices and by the Head of Corporate Affairs at the National Centre. At least three facilities will be identified and discussed with the Head of Corporate Affairs who, as a representative of the Chief Executive, will examine all the choices available and help in identifying the suitable one, based on the budget, security, accommodation and accessibility. The Head of Corporate Affairs will negotiate the lease with the lessor and sign it on behalf of SPO.

Upon approval of the 10.1, 10.2, and 10.3 above, the Administration Department will notify the Finance Department in writing (i.e. through an email), along with lease agreement and copies of all other approved documents, and ask for payment to the concerned.

11. **PROHIBITED ITEMS**

Items that cannot be produced/purchased from organizational funds where the concerned employee is not reimbursing the associated cost, examples are printing of personal material, personal services or supplies acquired from the vendors. While procurement of alcoholic beverages or intoxication items in any case is strictly prohibited.

Acceptance of gifts and hospitality extended by the vendors in case of any staff or member/chairperson procurement committee is strictly prohibited.

12. **MODE OF PAYMENT**

For payment details refer to "SPO Financial Policy and Procedure".

13. **PROCUREMENT REPORT**

A quarterly procurement report based on competitive procurement will be prepared by the NC Administration Department. The same will be done by the Specialists/Officers Finance and Administration at the Regional Offices and submit to Administration Department at NC. The Head of Administration will submit the same to the Chief Executive and present the same at the SMC meeting.

14. **EXCEPTIONS**

14.1 Repeated Procurement

If procurement earlier made through competitive bidding appears again within a period of three months commencing from the vendor's selection date in earlier procurement, no competitive process shall be adopted if the prices quoted earlier for supplies or services remains unchanged or the difference is negligible. However, all such verification shall be carried out by the respective procurement committees in their respective proceedings. Such repeated procurement shall not exceed beyond Rs. 1,500,000/-. All such cases shall be carried out in conformity with the contribution agreement of the funding partner. Prior approval from the Chief Executive shall be acquired in the above cases.

14.2 Procurement in Emergency Situations

Declaration of emergency shall be done by the Chief Executive in writing. In such circumstances the procurement procedures shall be governed as per SOPS of the Disaster Preparedness and Response Department (DPRD) for the period as notified through the declaration.

14.3 Compliance to Funding Partner Contribution Agreements

Requirements as laid down in the funding partner contribution agreement shall supersede this policy.

15. **GRIEVANCE REDRESSAL**

In case a bidder feeling aggrieved by any act of the procuring organization after the submission of his bid may lodge a written complaint concerning his grievances within fifteen days of the regret letter received against the bid submitted or completion of assignment by the selected vendor.

15.1 Grievance Reporting Mechanism

Any aggrieved party can report grievance by approaching the following designated focal person at the email address or office phone number already mentioned in the bidding document, purchase order and contract:

Head of Corporate Affairs at the National Centre
Regional Coordinator/Head at the Regional Office
grievance-redressal@spopk.org
(051) 111-357-111

The complaint shall include the following minimum information:

- Name, address, email and telephone numbers of the complainant
- Solicitation or contract number
- Detailed statement of factual grounds
- Copies of relevant documents.

15.2 Formation of Grievance Settlement Committee

In response to a complaint received from the aggrieved party on certain procurement process, the Chief Executive shall constitute a committee. Such Committee shall be named as Procurement Grievance Settlement Committee (PGSC) authorized to address bidder's complaint regarding the procurement process.

The above mentioned Committee shall not include the following:

- Procurement Authority (CE, Head of Corporate Affairs & Regional Head/Coordinator)
- Chairperson and/or any Member of the Procurement Committee
- Any representative of the Admin/procurement department.

15.3 Grievance Redressal Procedures

Following procedure shall be adopted for settlement of grievance:

- Review of grievance received
- Analysis of relevant documents and evidence received
- Conduct interview and document statements of the aggrieved party, the Members of the Procurement Committee and the concerned staff
- Carryout market analysis where required
- Any other step or process if required shall be adopted

ATTACHMENTS

Attachment-A
SPO Procurement Committee TOR

SPO Procurement Committee (PC) is formed by the Chief Executive. The committee composition can be reviewed on an annual basis. The committee will comprise of the following members:

National Centre:

- Chairperson, (CE's Nominee from programme staff)
- Three Members (Programme/HR Staff)
- Secretary (non-voting Member).

Regional Centre:

- Chairperson (Regional Head/Manager Nominee from programme staff)
 - Three Members (Programme Staff)
 - Secretary (non-voting Member).
-
- The quorum necessary for business shall be two members and the Chairperson.
 - The frequency of the meeting shall be determined according to the procurement plan or when required.
 - All proceedings of the procurement committee shall be documented and shared in the form of minutes by the Secretary. The archives of the minutes shall be maintained.
 - The maximum procurement limit of committee at regional level is Rs. 2,000,000/- and above this amount the national level committee will facilitate.
 - The procurement committee will decide and approve all sorts of procurements (Supplies & Services) above Rs. 50,000/ in the procurement process.
 - The committee shall ensure value for money in all types of procurements.
 - The Procurement Committee will ensure the smooth, transparent and quality procurements and purchases according to the SPO procurement policy.
 - Acceptance of gifts or hospitality from the third party shall be prohibited.
 - The committee would recommend policy revisions to the SPO Management Committee regarding procurements and services contracts; however, the committee would have the authority to change the normal procedures according to the specific requirements.
 - The committee will seek consensus on decisions, and where consensus is not possible, a majority vote will carry weight, with Chairperson Procurement Committee being the final decision making authority.

The Specific Roles & Responsibilities:

Besides, deciding about the specific procurements, the procurement committee will do the following tasks

- Select, vet and finalize all vendors, service providers, etc.
- Finalize the annual service contracts to be issued to the service providers by the Head of Corporate Affairs at NC and Regional Head/Manager at Regions as per their defined limits
- Conduct market survey / assessment as and when required.
- Approve or reject quotations as per procedures
- Suggest policy revisions regarding the procurement and services acquired
- Ensure the quality of items procured or services provided
- Devise procedures for smooth procurement and purchases.

Eligibility for the Members:

- Members should not be in reporting relation
- Committee should be gender balanced
- Admin and Finance staff could not be a voting member of the committee.

Attachment-B
PROCUREMENT PLAN

Project Period :

Detail of Procurement	Vehicles (PKR)	Computer Equipment (PKR)	Electrical Appliances (PKR)
Estimated Budget			
Method of Procurement			
Preparation of Specifications			
Invitation of Quotations			
Receipt of Quotations			
Evaluation of Quotations			
Award of Contract/Purchase Order			
Completion of Procurement:			



SPO
Strengthening
Participatory
Organization

Date: _____

RQ. #: _____

From (Name, Department): _____

Thru (in case the request is made by an employee other than the Department Head):

Signature: _____

To: _____

[illegible]

Budget Line Item: _____

Total:

Charge to: _____

Justification:

Authorized By:

Attachment-D

Procedures for Pre-qualification of Individuals/Firms/Companies

1. **Definition:**

Pre-qualification is an assessment of the appropriate level of experience and capacity of individuals/firms/companies expressing interest in undertaking a particular contract, before inviting them to bid.

2. **Notice for Pre-qualification:**

At the beginning of each fiscal year, a procurement notice will be published in the newspapers (in Urdu, English mandatory & regional languages, where applicable) marking the beginning of the formal pre-qualification process. Interested individuals/firms/companies had to respond to the initial notice within fifteen days by downloading terms & conditions, bidding template, questionnaire and undertaking (see annexure 1 to 4). These form the basis of a qualification submission that such individuals/firms/companies must have to demonstrate their ability to deliver required goods and services.

3. **Evaluation and Short-listing of Individuals/Firms/Companies:**

The procurement committee will evaluate and shortlist the firm(s) in fifteen working days on the basis of following criteria:

Areas	Marks	Means of Verification
a. Legal status and no legal proceedings invoked against the firm	10	<ul style="list-style-type: none"> Registration Certificate Undertaking
b. NTN & GST registered to be verified by last six month's sales tax return	10	<ul style="list-style-type: none"> NTN & GST Certificates/ Online verification last six month's sales tax return
c. relevant experience and cliental references (updated)	10	<ul style="list-style-type: none"> Company profiles Clients reference letters
d. Financial standing and ability to offer credit facility	20	<ul style="list-style-type: none"> Bank Statements Undertaking
e. Price and quality of goods & services	10	<ul style="list-style-type: none"> Quotation Sample
f. After sales support capacity & jurisdiction	10	<ul style="list-style-type: none"> Undertaking Reference Check
g. Capacity & facility verification	10	<ul style="list-style-type: none"> On site visit by the procurement committee Visit to vendor(s) website
h. Authorized dealership status	10	<ul style="list-style-type: none"> Authorized Dealer Certificate
i. Not blacklisted by SPO (on the below mentioned criteria) or any other organization.		<ul style="list-style-type: none"> SPO database Undertaking Reference Check

The secretary of the procurement committee will document proceedings and share meeting minutes within one working day.

4. **Notifying Selection / Issuance of Contract:**

On recommendations of the Procurement Committee, the Admin & Procurement Specialist/Officer at NC and Finance & Administration staff at RCs will send out the following with the signatures of the Head of Corporate Affairs at the National Centre and Regional Head/ Manager in the Regions.

- a. **Vendor's Contract** as per ceiling in case of goods and services required throughout the year
- b. **Confirmation Letter** to pre-qualified individuals/firms/companies
- c. **Regrets Letter** to firms not being able to fulfill the abovementioned criteria.

5. **Criteria for blacklisting Individuals/Firms/Companies:**

Individuals/Firms/Companies shall be blacklisted on the basis of following:

- a. Adoption of unfair means during review or association (i.e. by offering bribe, influencing process, providing misleading information, etc.)
- b. Conflict of interest
- c. Provision of sub-standard goods & services
- d. Unsatisfactory after sales services.

TERMS & CONDITION:

1. Legal Status
2. NTN registered
3. GST registered and have regularly deposited applicable taxes in government treasury verifiable by the last six month's sales tax return
4. Separate Technical Specifications are available for each category
5. A firm can apply for one or more items
6. The sealed bids with vendor profile, sample items should reach SPO where required on the date mentioned in the notice
7. In case of dispute between the parties, the same shall be referred for arbitration under Pakistani law, and the award in such arbitration shall be final and binding
8. If any bidder needs clarification on any technical specifications or general conditions, s/he must do so in writing. The clarification, if any, shall be issued to all bidders
9. There have been no legal proceedings invoked against the firm.

BIDDING TEMPLATE:

1. Kitchen Supplies () / Office Supplies () / Stationery Supplies ():

S.#	Item(s)	Quantity	Rate
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

QUESTIONNAIRE:

Firm/Vendor Name	
Sales Tax Registration Number	
National tax Number	

Please attach copies of NTN and GST Registration

Type of Firm	Private Limited	<input type="checkbox"/>	Sole Proprietor	<input type="checkbox"/>	Joint Venture	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Type of Business	Manufacturer	<input type="checkbox"/>	Authorised Distributor	<input type="checkbox"/>	Reseller	<input type="checkbox"/>	Others specify	<input type="checkbox"/>

Firm/Supplier Banking Details

Bank Name			
Title of Account			
Account Number		Branch Name	
Type of Account		City	

Financial worth of the Firm/Supplier

Net Worth		
Annual turnover for the last three years.	Year	Turnover

In case of a private limited company, please attach audited balance sheet for the last three years, in all other cases, the turnover should be supported by income tax returns.

Contact Person		Computerised National ID No.	
Mailing Address			
Telephone		Mobile	
Fax		E-mail	

List of partners/Key personnel if any

Name	Position	Phone	Mobile	E-mail

Profile of Company/Supplier

1	Primary Business Details	1	
		2	
		3	
		4	
2	List of products in which the vendor deals	1	
		2	
		3	
		4	
3	List of Authorization from the principals (Authorised Dealerships)	1	
		2	
		3	
		4	
4	After Sales Services		
5	Warranty Details		
6	Buy back/Return Policy		
7	Delivery details (Mode & Time)		
8	Any other information that supplier may like to provide.		

Area of specialization applied for Pre-Qualification

Printing, Stationery & Office Supplies	<input type="checkbox"/>	Computers, Printers & Office equipment	<input type="checkbox"/>
Computer accessories & supplies	<input type="checkbox"/>	Others	<input type="checkbox"/>

Enlistment Certificate

Provide copy of enlistment certificate with Govt./Semi-Govt. organizations, if any.

Current Assignments

Provide a list of current assignment in hand.

Undertaking

Provide duly signed undertaking on the prescribed format at **annex-4**.

Affidavit

Provide an affidavit that the individual/firm/company has not been blacklisted by private, government, semi government and autonomous bodies.

List of clientage

Provide a list of customers to whom supplies were made in the past one year time.

UNDERTAKING:

We have read the terms and conditions mentioned above and certify that, to the best of our knowledge and belief it is correct; we also undertake that any changes that may take place later in the status of the firm/vendor, in its business or in the management will be immediately communicated to the organization in writing.

Name _____

Designation _____

Authorised Signature _____

Date _____

Official Seal

Note: In case of insufficient space against any column, please attach separate sheet.