



## **Prequalification Notice**

General Services Department, SBP BSC invites sealed offers for **“Engagement of IATA registered Travel Agency /Company”** for providing Travelling services to officials of State Bank of Pakistan and its subsidiaries. The successful Travel Agency / Company will be required to render a full spectrum of high quality price competitive services in prompt, professional and contended manner in accordance with the Bank policies, procedures & guidelines. The scope of services includes but not limited to the following:

1. Efficient bookings / arrangements of Air Travel tickets for Domestic & Overseas.
2. Hotel accommodation both for Domestic and Overseas travels as per SBP Rules.
3. Arrangements for Pick & Drop / Rent a Car for both domestic & International travels on requirement basis.
4. Visa applications & processing and travel insurance etc.

### **Eligibility Criteria for Travel Agencies / Companies:**

- i) The bidding firm should be registered with tax authorities & DTS.
- ii) The bidding firm must be engaged in the industry for a minimum of 5 years.
- iii) The bidding firm should be member of IATA / TAAP.
- iv) The bidding firm should have offices at Karachi, Lahore and Islamabad.
- v) The bidding firm must timely arrange IATA/TAAP approvals from reputed travel agents at all the stations where SBP BSC has its offices and essentially demonstrate its affiliation with such travel agents.
- vi) The bidding firm must be willing to manage & establish Liaison office / Help desk at premises of SBP and / or SBP BSC at Karachi by posting support staff on its payroll. SBP BSC will consider providing appropriate & rent free space only and recover electricity & other charges as per actual.

Experienced and eligible bidders may purchase the Pre-qualification Document on submission of a written application, upon payment of nonrefundable fee of Rs.350/- only through Bank Draft / Pay Order drawn in favor of SBP BSC from the address given below from 9:00 am to 5:30 pm after publication of this notice till closing thereof. If the pre-qualification documents are requested by post, a non-refundable fee of Rs.400/- will be charged. The Prequalification notice is also uploaded for display on the websites: <http://www.ppra.org.pk> and <http://www.sbp.org.pk>.

Interests must be delivered to the address given below on or before September 16, 2014 at 11:00 am.

Deputy Director  
Procurement Division, General Services Department  
State Bank of Pakistan – SBP BSC, 4th Floor,  
BSC House, I.I Chundrigar Road, Karachi  
Tel: (021) 3245-5484/ 3245-5963  
Email: Muhammad.Ashraf23@sbp.org.pk