

IFB No. GSU-FSD (Proc) /Drinking Water/054055/2023



## **Pre-Qualification Documents**

# **Supply of Drinking Water at State Bank of Pakistan, Banking Services Corporation (SBP BSC) Faisalabad**

**October, 2023**

# **Invitation for Prequalification**

## **[For subsequent Framework Agreement]**

### ***[SBP Banking Services Corporation]***

1. The SBP Banking Services Corporation Faisalabad *has sufficient* funds from *its own resources* toward the expenditure of the *drinking mineral water* and intends to apply part of the proceeds toward payments under the contract for *supply of drinking mineral water*.
2. The *SBP BSC Faisalabad* intends to prequalify suppliers for Invitation to Bid, and sign the closed framework agreement with the selected bidder subsequent to bidding process.
3. The objective of the intended closed framework agreement is the on-demand supply of drinking mineral water at *SBP BSC Faisalabad* through subsequent Call-off Contract with successful bidder, and the purpose of this Prequalification Notice is to provide the very basic information to enable the potential applicants to decide whether or not to respond to this Prequalification Notice.
4. Only the prequalified applicants shall be entitled to participate in the procurement proceedings, and Invitation to Bids will be issued to the Prequalified Applicants and Closed Framework Agreement will be signed b/w the Procuring Agency and the successful bidder as Framework Agreement Suppliers in *November* for the period of *one year*.
5. Prequalification process is open for all national Applicants subject to fulfilling the eligibility requirements mentioned in the respective Prequalification Documents. Interested Applicants may obtain further information from the *SBP BSC Faisalabad* at the address mentioned below during office hours [i.e. 0900 to 1730 hours].
6. A complete set of Prequalification Documents in English Language may be obtained by sending an email at [muaaz.javed@sbp.org.pk](mailto:muaaz.javed@sbp.org.pk) along with copy of NTN registration certificate.
7. Applications for Prequalification should be submitted in clearly marked envelopes and delivered to the address mentioned below latest by *3.00 PM* on *23<sup>rd</sup> Oct, 2023*. Late Applications will be rejected.

**Assistant Chief Manager**

General Services Unit

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# **PART 1 – Prequalification**

## Section I - Instructions to Applicants

<b>A. General</b>	
<b>1. Scope of Application</b>	1.1 In connection with the “Invitation for Prequalification”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Drinking Mineral Water incidental thereto as specified in Section VII (Schedule of Requirements).
<b>2. Source of Funds</b>	2.1 Source of funds is same as referred in Invitation for Prequalification.
<b>3. Fraud and Corruption</b>	<p>3.1 The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.</p> <p>3.2 The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency.</p> <p>3.3 Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.</p> <p>3.4 Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.</p> <p>3.5 Procuring Agency will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.</p>
<b>4. Eligible Applicants</b>	4.1 An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities

	<p>in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.</p> <p>In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.</p> <p>In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the JV), the execution of any Call-off Contract(s) awarded (to the JV) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.</p> <p>The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of framework agreement and contract execution (in the event the JV is awarded the Contract). Unless specified <b>in the PDS</b>, there is no limit on the number of members in a JV.</p>
	<p>4.2 An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.</p> <p>4.3 An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.</p>
	<p>4.4 Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Framework Agreement(s) or Call off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a</p>

	<p>part of the funds) who:</p> <p>(a) are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or</p> <p>(b) would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process-during the execution of the Framework Agreement and/or Call-off Contract.</p>
	<p>4.5 An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA’s website.</p>
	<p>4.6 An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.</p>
<p><b>5. Eligibility (in terms of Nationality)</b></p>	<p>5.1 Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.</p>
<p><b>B. Contents of the Prequalification Documents</b></p>	
<p><b>6. Sections of Prequalification Documents</b></p>	<p>6.1 This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.</p>
	<p><b>PART 1 Prequalification Procedures</b></p> <ul style="list-style-type: none"> <li>• Section I - Instructions to Applicants (ITA)</li> <li>• Section II - Prequalification Data Sheet (PDS)</li> <li>• Section III - Qualification Criteria and Requirements</li> <li>• Section IV - Application Forms</li> <li>• Section V - Eligible Countries</li> <li>• Section VI - Fraud and Corruption</li> </ul> <p><b>PART 2 Supply Requirements</b></p> <ul style="list-style-type: none"> <li>• Section VII – Schedule of Requirements</li> </ul>

	<p>6.2 Unless obtained directly from the Procuring Agency, the Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Agency shall prevail.</p>
	<p>6.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.</p>
<p><b>7. Clarification of Prequalification Documents and Pre-Application Meeting</b></p>	<p>7.1 An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing at the Procuring Agency's address indicated <b>in the PDS</b>. The Procuring Agency will respond in writing to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Documents directly from the Procuring Agency, including a description of the inquiry but without identifying its source. If so indicated <b>in the PDS</b>, the Procuring Agency shall also promptly publish its response at the web page identified <b>in the PDS</b>. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2.</p> <p>7.2 If indicated <b>in the PDS</b>, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting at the place, date and time mentioned <b>in the PDS</b>. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Prequalification Documents.</p> <p>7.3 Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Applicants who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.</p>
<p><b>8. Amendment of</b></p>	<p>8.1 At any time prior to the deadline for submission of Applications,</p>



<b>Prequalification Documents</b>	the Procuring Agency may amend the Prequalification Documents by issuing an Addendum.
	<p>8.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency’s web page identified <b>in the PDS</b>:</p> <p>Provided that an Applicant who had either already submitted their Applications or handed over the applications to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed Application and submit the revised Application prior to the original or extended Application submission deadline.</p>
	<p>8.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2:</p> <p>Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.</p>
<b>C. Preparation of Applications</b>	
<b>9. Cost of Applications</b>	9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.
<b>10. Language of Application</b>	10.1 The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified <b>in the PDS</b> . Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified <b>in the PDS</b> , in which case, for purposes of interpretation of the Application, the translation shall govern.
<b>11. Documents Comprising the Application</b>	<p>11.1 The Application shall comprise the following:</p> <ul style="list-style-type: none"> <li>(a) <b>Application Submission Letter</b>, in accordance with ITA 12.1;</li> <li>(b) <b>Eligibility</b>: documentary evidence establishing the Applicant’s eligibility, in accordance with ITA 13.1;</li> <li>(c) <b>Qualifications</b>: documentary evidence establishing the Applicant’s qualifications, in accordance with ITA 14; and</li> </ul>

	(d) any other document required as specified <b>in the PDS</b> .
<b>12. Application Submission Letter</b>	12.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.
<b>13. Documents Establishing the Eligibility of the Applicant</b>	13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).
<b>14. Documents Establishing the Qualifications of the Applicant</b>	<p>14.1 To establish its qualifications to perform the contract(s) in accordance with Section III (Qualification Criteria and Requirements), the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).</p> <p>14.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:</p> <ul style="list-style-type: none"> <li>(a) for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).</li> <li>(b) value of single contract - Exchange rate prevailing on the date of the contract.</li> </ul> <p>14.3 Exchange rates shall be taken from the publicly available source identified <b>in the PDS</b>. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.</p> <p>14.4 The documentary evidence of the Applicant's qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency's satisfaction:</p> <ul style="list-style-type: none"> <li>(a) that, if required <b>in the BDS</b>, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;</li> <li>(b) that, if required <b>in the BDS</b>, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking</li> </ul>

	obligations in respect of the Goods.
<b>15. Signing of the Application and Number of Copies</b>	<p>15.1 The Applicant shall prepare one set of the original documents comprising the Application as described in ITA 11 and clearly mark it “ORIGINAL”. The original set of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.</p> <p>15.2 The Applicant shall submit copies of the signed original Application, in the number specified <b>in the PDS</b>, and clearly mark them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.</p> <p>15.3 When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall submit ORIGINAL and COPIES in accordance with the procedures specified <b>in the PDS</b>.</p>
<b>D. Submission of Applications</b>	
<b>16. Sealing and Identification of Applications</b>	<p>16.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:</p> <ul style="list-style-type: none"> <li>(a) bear the name and address of the Applicant;</li> <li>(b) be addressed to the Procuring Agency, in accordance with ITA 17.1; and</li> <li>(c) bear the specific identification of this Prequalification process indicated <b>in the PDS</b> reference ITA 1.1.</li> </ul> <p>16.2 When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall seal the original and the copies in accordance with the procedures specified <b>in the PDS</b>.</p> <p>16.3 The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.</p>
<b>17. Deadline for Submission of Applications</b>	<p>17.1 Applicants may either submit their Applications by mail, by courier or by hand. Applications shall be received by the Procuring Agency at the address and no later than the deadline indicated <b>in the PDS</b>. When so specified <b>in the PDS</b>, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified <b>in the PDS</b>.</p>

	<p>17.2 If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.</p> <p>17.3 The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement).</p>
<b>18. Late Applications</b>	18.1 The Procuring Agency reserves the right to accept Applications received after the time for submission of Applications, however subject to the condition that the same is received within the date specified as last date for submission of applications but before the time for opening of the Applications.
<b>19. Opening of Applications</b>	<p>19.1 The Procuring Agency shall open all Applications at the date, time and place specified <b>in the PDS</b>. Late Applications shall be treated in accordance with ITA 18.1.</p> <p>19.2 Applications submitted electronically, if permitted pursuant to ITA 17.1, shall be opened in accordance with the procedures specified <b>in the PDS</b>.</p> <p>19.3 The Procuring Agency shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.</p>
<b>E. Procedures for Evaluation of Applications</b>	
<b>20. Confidentiality</b>	20.1 Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 28.
	20.2 From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing.
<b>21. Clarification of Applications</b>	21.1 To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing.
	21.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on

	the information and documents available at the time of evaluation of the Application.
<b>22. Responsive ness of Applications</b>	22.1 The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.
<b>23. Margin of Preference</b>	23.1 Unless otherwise specified <b>in the PDS</b> , a margin of preference shall not apply in the Bidding process resulting from this Prequalification.
<b>24. Sub- contractors</b>	24.1 Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.
<b>F. Evaluation of Applications and Prequalification of Applicants</b>	
<b>25. Evaluation of Applications</b>	25.1 The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 27.
	25.2 Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.
	25.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III. 25.4 Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.
<b>26. Procuring Agency's Right to</b>	26.1 The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any

<b>Accept or Reject Applications</b>	time, without thereby incurring any liability to the Applicants.
<b>27.Prequalification of Applicants</b>	<p>27.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency.</p> <p>27.2 An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.</p> <p>27.3 Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.</p>
<b>28.Notification of Prequalification</b>	<p>28.1 The Procuring Agency shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.</p> <p>28.2 The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them.</p>
<b>29. Request for Bids</b>	29.1 Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified.
<b>30. Changes in Qualifications of Applicants</b>	<p>30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:</p> <ul style="list-style-type: none"> <li>(a) a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;</li> <li>(b) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or</li> <li>(c) in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.</li> </ul> <p>30.2 Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.</p>
<b>31. Constitution of Grievance</b>	31.1 Procuring agency shall constitute a Grievance Redressal

**Redressal**

Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.

31.2 Any party or applicant can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application/proposal submission deadline.

31.3 Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven of the announcement of technical evaluation report and five days after issuance of final evaluation report.

31.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.

31.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:  
Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.

31.6 The GRC shall investigate and decide upon the complaint within ten days of its receipt.

31.7 Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in "Redressal of Grievance Regulations, 2021".

31.8 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.

31.9 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.

	<p>31.10 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.</p> <p>31.11 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.</p>
<p><b>32. Mechanism of Blacklisting</b></p>	<p>32.1 The Procuring Agency shall bar for the time prescribed under Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either:</p> <ul style="list-style-type: none"> <li>i. Involved in corrupt and fraudulent practices as defined under rule-2;</li> <li>ii. Fails to perform his contractual obligations; or</li> <li>iii. Fails to abide by bid securing declaration;</li> </ul> <p>32.1 The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either:</p> <ul style="list-style-type: none"> <li>i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules;</li> <li>ii. Fails to perform his contractual obligations; and</li> <li>iii. Fails to abide by the id securing declaration;</li> </ul> <p>32.2 The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies.</p> <p>32.3 The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice</p> <p>32.4 In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or</p>



contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.

32.5 In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.

32.6 The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed

32.7 The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing..

32.8 The Procuring Agency shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.

32.9 Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency.

32.10 The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with "Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021". The Committee shall evaluate the case and decide within ninety days of filing

of review petition

32.11 The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.

32.12 The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.

## Section II - Prequalification Data Sheet (PDS)

### A. General

<b>ITA 1.1</b>	The identification number of the Invitation for Prequalification is: GSU-FSD (Proc) /Drinking Water/054055/2023  The Address of the Procuring Agency is:  <b>Assistant Chief Manager</b> General Services Unit 1 <sup>st</sup> Floor, State bank of Pakistan, Banking Services Corporation M.A Jinnah Road, Faisalabad Tel: 041-9200415 Email: <a href="mailto:muhammad.shan@sbp.org.pk">muhammad.shan@sbp.org.pk</a>
<b>ITA 2.1</b>	The name of the Procuring Agency is: <b>SBP BSC Faisalabad</b>  The name of the Procurement is: <i>Supply of Drinking Mineral Water at SBP BSC Faisalabad</i>
<b>ITA 4.2</b>	<b>Joint ventures are allowed.</b>
<b>ITA 4.7</b>	A list of debarred firms and individuals is available on the PPRA's website: <a href="http://www.ppra.org.pk">http://www.ppra.org.pk</a>

### B. Contents of the Prequalification Document

<b>ITA 7.1</b>	<b>For clarification purposes</b> , the Procuring Agency's address is Same as in ITA1.1 above.
<b>ITA 7.1 &amp; 8.2</b>	Web page: <a href="http://www.sbp.org.pk">www.sbp.org.pk</a>
<b>ITA 7.2</b>	Pre-Application Meeting will be held: <i>No</i>

### C. Preparation of Applications

<b>ITA 10.1</b>	This Prequalification document has been issued in the "English" language.
<b>ITA 11.1 (d)</b>	NA
<b>ITA 14.2</b>	The source for determining exchange rates is <i>State Bank of Pakistan (selling rate)</i>
<b>ITA 15.2</b>	In addition to the original, the number of copies to be submitted with the Application is: <i>[Zero]</i>

### D. Submission of Applications

<p><b>ITA 17.1</b></p>	<p><b>The deadline for Application submission is:</b>  Date: [23<sup>rd</sup> Oct, 2023]  Time: [3.00 PM]  For <b>Application submission purposes only</b>, the Procuring Agency’s address is:    <p style="text-align: center;"><b>Assistant Chief Manager</b>  General Services Unit  1<sup>st</sup> Floor, State bank of Pakistan, Banking Services Corporation  SBP BSC Faisalabad,  M.A Jinnah Road, Faisalabad  Tel: 041-9200415  Email: <a href="mailto:muhammad.shan@sbp.org.pk">muhammad.shan@sbp.org.pk</a></p> Applicants <b>“shall not”</b> have the option of submitting their Applications electronically.</p>
<p><b>ITA 19.1</b></p>	<p>The opening of the Applications shall be at:  Date: 23<sup>rd</sup> Oct, 2023  Time: 3.30 PM  Address:    <p style="text-align: center;"><b>Deputy Chief Manager</b>  1<sup>st</sup> Floor, State bank of Pakistan, Banking Services Corporation  SBP BSC Faisalabad,  M.A Jinnah Road, Faisalabad  Tel: 041-9200415  Email: <a href="mailto:muhammad.shan@sbp.org.pk">muhammad.shan@sbp.org.pk</a></p> </p>
<p><b>ITA 19.2</b></p>	<p>NA</p>
<p><b>E. Procedures for Evaluation of Applications</b></p>	
<p><b>ITA 23.1</b></p>	<p>A margin of domestic preference <b>“shall not”</b> apply</p>
<p><b>ITA 31.1</b></p>	<p>If an Applicant wishes to make a Prequalification related Complaint, the Applicant should submit its complaint, in writing (by the quickest means available, that is either by email or fax), to:    <p style="text-align: center;"><b>For the attention:</b> Grievance Redressal Committee,  1<sup>st</sup> Floor, SBP BSC Head Office, State Bank of Pakistan I. I. Chundrigar Road, Karachi.  Telephone: 021-9922-1986</p> In summary, at this stage, a Prequalification related Complaint may challenge any of the following:  the terms of the Prequalification Documents; and  the Procuring Agency’s decision not to prequalify an Applicant.</p>

## **Section III - Qualification Criteria and Requirements**

This Section contains the methods, criteria, and requirements that the Procuring Agency shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

**Bidders Eligibility/Qualification Criteria**

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
<b>1. Eligibility</b>							
1.1	<b>Nationality</b>	Nationality in accordance with ITA 4.5	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 with attachments
1.2	<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITA 4.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.3	<b>Eligibility</b>	Not having been declared ineligible as described in ITA 4.7 and 5.1	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	<b>State-owned enterprise of</b>	Meet conditions of ITA 4.8	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 with attachments
<b>2. Historical Contract Non-Performance</b>							
2.1	<b>History of Non-Performing Contracts</b>	Not debarred due to any Non-performance of contract or deviation from Bid Securing Declaration in accordance with the provision of Rule-19 of PP Rules or the period of debarment has been over.	Must meet requirement	Must meet requirements	Must meet requirement <sup>1</sup>	N/A	Form PER-1
2.2	<b>Pending Litigation</b>	Applicant’s financial position and prospective long term profitability still sound according to criteria	Must meet requirement	N/A	Must meet requirement	N/A	Form PER-1

<sup>1</sup> This requirement also applies to contracts executed by the Applicant as JV member.

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
		established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant					
<b>3. Financial Situation and Performance</b>							
3.1	<b>Financial Capabilities</b>	The audited balance sheets or other financial statements acceptable to the Procuring Agency, for the last 05 years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability.	Must meet requirement	N/A	Must meet requirement	N/A	Form FIN – 1
3.2	<b>Average Annual Turnover</b>	Average annual turnover (Average Annual Sales Revenue) from supply of Goods of PKR 30 Million (Thirty Million Rupees), calculated as total certified payments received for contracts in progress and/or completed during the last three years.	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN – 2

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
3.3	<b>Current Contractual Commitments</b>	The Applicant shall also demonstrate, to the satisfaction of the Procuring Agency, that it has adequate sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments.					Form CON -1
<b>4. Experience</b>							
4.1	<b>General Experience</b>	Experience in supply of Goods for at least the last 05 years	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP –1
4.2 (a)	<b>Specific Experience</b>	(i) Documentary evidence of the Applicant’s qualifications to perform the Contract in accordance with 4.2 (b)(i) below	Must meet requirement	Must meet requirement	N/A	Must meet requirement	
		(ii) Technical and Production Capability in accordance with 4.2(b)(ii) as	Must meet requirement	Must meet requirement	N/A	Must meet requirement	
			Must meet requirement	Must meet requirement	N/A	Must meet requirement	



Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
		<p>below.</p> <p>(iii) Experience on Packaging, Distribution in accordance with 4.2(b)(iii) below.</p> <p>(iv) Registration Requirement in accordance with 4.2(b)(iv) below.</p>	Must meet requirement	Must meet requirement	Must meet requirement	Must meet requirement	
4.2 (b)	See below for details						

### Technical Compliance

S#	Description	Total Marks	Maximum Marks	Relevant Documents
1	<b><u>Supervisor Staff Experience</u></b> Chemical Engineer with 3-5 years of relevant experience	5	10	Detail of employees with relevant documentary proof
	Technologist B-Tech with 3-5 years of relevant experience	3		
	Quality Control Officer Graduate with ISO certified Min 2 years' relevant experience in the mineral water field	5		
	Quality Control Officer Graduate only Min 2 years of relevant experience in the drinking water field	3		
2	<b><u>Financial Capability</u></b> Average annual sales greater than 30 million	25	25	Audited Financial Statement of the last 3 years
	Average annual sales between 10-30 million	15		
	Average annual sales less than 10 million	8		
3	<b><u>Sampling/Testing Frequency</u></b> After each hour	10	10	Relevant Documentary Proof
	After each batch	8		
	Weekly	6		
	Monthly	4		
4	<b><u>Experience/Number of Clients Presently</u></b> 10 or more years of relevant experience with 10+ current clientele	20	20	Agreements/Work order/sufficient documentary evidence
	05 or more years of relevant experience with 7+ current clientele	10		
	03 or more years of relevant experience with 5+ current clientele	05		
5	<b><u>Transportation Facility</u></b> Transportation facility of the company for delivery of drinking water bottles	10	10	Description on company's letterhead along with requisite documentary proof
6	<b><u>Plant Visit</u></b> Complete process, manufacturing, and packaging etc.	10	10	Committee will visit
7	<b><u>Certifications</u></b>		15	Sufficient document evidence / certificate
	PSQCA	5		
	ISO/OHAS 1800/EMS 14001	5		
	FFSC 22000	3		
	HACCP	2		
<b>Total Marks</b>			<b>100</b>	
<b>Minimum Score to Qualify for next stage i.e. financial bid opening is 50</b>				

## **Section IV - Application Forms**

## Application Submission Letter

Date: *[insert day, month, and year]*  
IFP-No. IFB No. GSU-FSD (Proc) /Drinking Water/054055/2023

To:  
Chief Manager  
SBP Banking Services Corporation Faisalabad  
2<sup>nd</sup> Floor, M.A Jinnah Road,  
Faisalabad –Pakistan

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

- (a) **No reservations:** We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with Instructions to Applicants (ITA) 8: *[insert the number and issuing date of each addendum]*.
- (b) **No conflict of interest:** We have no conflict of interest in accordance with ITA 4.6;
- (c) **Eligibility:** We (and our subcontractors) meet the eligibility requirements as stated ITA 4.1, we have not been suspended by the Procuring Agency based on execution of a Bid/Proposal Securing Declaration in accordance with ITA 4.9;
- (d) **State-owned enterprise or institution:** *[select the appropriate option and delete the other]*  
*[We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution];*
- (e) **Not bound to accept:** We understand that you may cancel the Prequalification process at any time without incurring any liability to the Applicants, in accordance with ITA 26.1. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings
- (f) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed: *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name: *[insert full name of person signing the Application]*

In the capacity of: *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: *[insert full name of the Applicant]*

Address: *[insert street number/town or city/country address]*

Dated: *[insert date the document is signed i.e. day number] day of [insert month], [insert year]*

**Form ELI -1.1**  
**Applicant Information Form**

Date: *[insert day, month, year]*

IFB No. and title: IFB No. GSU-FSD (Proc) /Drinking Water/054055/2023

Page *[insert page number]* of *[insert total number]* pages

Applicant's name along with nationality <i>[insert full name]</i>
Applicant's country of registration: <i>[indicate country of Constitution]</i>
Applicant's year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.5. <input type="checkbox"/> 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

## Form ELI -1.1 (continued) Applicant Information Form

Date: *[insert day, month, year]*

IFP No. and title: IFB No. GSU-FSD (Proc) /Drinking Water/054055/2023

Page *[insert page number]* of *[insert total number]* pages

1. Applicant's name			
2. Street Address:	Postal Code:	City:	Country:
3. P.O. Box and Mailing Address:			
4. Telephone Number:			
5. Fax Number:			
6. E-mail Address:			
7. Web Site:			
8. Contact Name:			
9. Contact Title:			
10. Type of Business:			
11. If Other, specify:			
12. Nature of Business:			
13. Year Established:			
14. Dates, Numbers, and Expiration Dates of Current Licenses and Permits:			
15. Current registration with relevant authorities information:			

**Form FIN - 3.2**  
**Average Annual Turnover (Annual Sales Value)**

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

<b>Annual turnover data</b>			
<b>Year</b>	<b>Amount Currency</b>	<b>Exchange rate* (If applicable)</b>	<b>PKR equivalent</b>
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

\* Refer ITA 14 for date and source of exchange rate.

\*\* Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA 3.2.

**Current Contract Commitments / Contracts in Progress Form  
CON-1**

1. Name of Contract(s)
2. Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]
3. Value of outstanding contracts [current PKR equivalent]
4. Estimated delivery date
5. Average monthly invoices over the last six months (PKR/mon.)



**Form- EXP-1**

44. Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

## **Section VI – Scope of Supply**

The water must meet the physical & chemical requirements specified by the “Pakistan Standard Specification for Bottled Natural Mineral Drinking Water” adopted by PSQCA. The Bank may test water sample independently and inspect production/storage/supply facilities of bulk water of suppliers as and when required before, during technical evaluation and after award of work under timely intimation.

- I. Bidder should be consistently and current licensed / approved and registered as appropriate, by Pakistan Standards and Quality Control Authority (PSQCA).
- II. Should have certification of International Organization of Standardization (ISO) or Hazard Analysis or Critical Control Point (HACCP).
- III. Should provide Copy of Test Report.
- IV. The Bank may test water sample either collected from the plant or supplied water in market, in presence of representative from the company/firm before, during and after award of work under timely intimation.
- V. Water must be supplied in approximately 19 liter hermetically sealed and dated containers made of polyethylene terephthalate material or other approved food grade material bottles which shall not cause any undesirable change in taste, odour, colour and quality.
- VI. Bidder should be fully compliant with regulations governing production and process controls specific to the processing of bottled drinking water.
- VII. Must have proper supply chain, storage facility, and sufficient number of vehicles in fleet and delivery channels. Distribution fleet should be in hygienically maintained vans with proper and timely delivery system.
- VIII. The Bidder must be committed to environmental conservation and must be certified with ISO 14001 for Environment Management or equivalent.
- IX. Filling and sealing operations of containers / bottles should be done in an aseptic atmosphere. The equipment and its use for production, especially installations for washing and packaging should meet hygienic requirements. Bidder must ensure compliance with production and process controls specific to the processing of bottled drinking water.
- X. Each bottle must be marked with:- name of product / brand name, net volume, name and address of manufacturer, batch / code number, date of expiry, chemical composition, Pakistan Standard Number PS Mark & License Number, date of bottling location and name of the source.
- XI. Should be able to complete delivery cycle of water between 09.00 to 17.30 hrs regularly in bulk as per actual requirement during five days of a week/ as and when required.
- XII. The daily supply of water shall be made against a proper receipt that shall be signed by an authorized staff of the concerned office of the Bank.
- XIII. The services shall be required initially for a period of one year which is likely to commence from \_\_\_\_\_ or any other date as advised by the SBP BSC Faisalabad.

## **Section VII – Schedule of Requirements**

## **1. Scope of Supply**

- 1) Successful bidder is required to provide desired number of 19 (nineteen) liter bottles to SBP BSC Faisalabad Office.
- 2) *The quantities of bottles required per year may vary as per actual requirement. (Average total usage of bottles is estimated at 5,000 per year)*
- 3) *During summer and winter per day requirement of bottles may vary.*

## **2. Delivery Schedule**

- 1) Successful bidder is required to provide desired number of 19 (nineteen) liter bottles to SBP BSC Faisalabad Office.
- 2) Successful Bidder should be able to complete delivery cycle of water between 09.00 to 17.30 hours (Friday 18.00 hours) regularly in bulk as per actual requirement on daily basis during five days a week/ as and when required.