



PRE-QUALIFICATION DOCUMENTS

Procurement of Transportation & Allied Labor Services for SBP Banking Services Corporation

(Closed Framework Contracting)

July 2022

PART A – PRE-QUALIFICATION NOTICE



SBP BANKING SERVICES CORPORATION

Invitation for Pre-Qualification

IFP No. GSD (Proc. II) /CMD-Currency Transportation & Allied Labor Services/41311/2022

SBP Banking Services Corporation (SBP BSC) intends to pre-qualify firms/ contractors for the **Procurement of Transportation & Allied Labor Services for SBP Banking Services Corporation.**

The objective of the intended Closed Framework Agreement is the on-demand supply of transportation and allied services through subsequent Call-off Contract(s) with the successful/most advantageous bidder(s). The purpose is to provide the very basic information to enable the potential applicants to decide whether or not to respond to this Pre-qualification Invitation.

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 with the successful bidder(s) under Closed Framework Agreement.

The pre-qualification process is open to all national (Pakistani) Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. A complete set of Pre-qualification Documents may be obtained by sending an email at gsd.proc2@sbp.org.pk along with a copy of the NTN registration certificate.

A pre-application meeting will be held on **July 19, 2022, at 11:00 AM** via Zoom Meeting Application. The Meeting ID & Password will be provided along with the pre-qualification documents.

The pre-qualification application prepared, as per the instructions contained in the pre-qualification documents, must reach the office of the undersigned on or before **July 29, 2022, at 11:00 AM**. Pre-qualification applications will be opened on the same day at **11:30 AM** at Learning Resource Centre, State Bank of Pakistan, I. I. Chundrigar Road, Karachi. This Invitation for Pre-qualification Notice is also available on the websites: www.sbp.org.pk & www.ppra.org.pk. Late applications will be rejected.

Joint Director
Procurement Division-II
General Services Department
4th Floor, BSC House, State Bank of Pakistan
I.I Chundrigar Road, Karachi
Tel: 021-3311-5420/5478
Email: gsd.proc2@sbp.org.pk

Contents

PART A – PRE-QUALIFICATION NOTICE.....	2
<i>Invitation for Pre-Qualification</i>	2
PART B – PRE-QUALIFICATION PROCEDURE & REQUIREMENTS	4
<i>Section I – Instructions to Applicants</i>	4
A. General.....	4
B. Contents of the Pre-qualification Documents	6
C. Preparation of Applications	8
D. Submission of Applications	10
E. Procedures for Evaluation of Applications	11
F. Evaluation of Applications and Pre-qualification of Applicants	11
<i>Section II – Pre-qualification Data Sheet (PDS)</i>	17
<i>Section III – Eligibility & Qualification Criteria</i>	19
<i>Section IV – Application Forms</i>	20
Form 1 – Letter of Submission	21
Form 2 – Applicant Information Form	23
Form 3 – Declaration of Beneficial Owners’ Information	24
Form 4 – Undertaking for Non-Blacklisting/Non-debarment & Non-Sanctioning.....	26
Form 5 – Average Annual Turnover	27
Form 6 – Summary of Contracts during the Last Five Years	28
<i>Section V – Eligible Countries</i>	29
PART C – SCHEDULE OF REQUIREMENTS/SERVICES	30

PART B – PRE-QUALIFICATION PROCEDURE & REQUIREMENTS

Section I – Instructions to Applicants

A. General	
1. Scope of Application	1.1. In connection with the “ <i>Invitation for Pre-qualification</i> ”, the Procuring Agency, as defined in Section II (Pre-qualification Data Sheet abbreviated as PDS) , issues this set of Pre-qualification Documents (PD) to prospective applicants (also hereinafter referred to as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for <u>Procurement of Transportation & Allied Labor Services for SBP Banking Services Corporations</u> as specified in Section VI (Schedule of Requirements) .
2. Source of Funds	2.1. Client’s own resources.
3. Fraud and Corruption	<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 a record of the content of the 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>

<p>4. Eligible Applicants</p>	<p>4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITA 4.6, or any combination of such entities 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. In case of a single (private or state-owned entity), it shall be liable for the execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the entity) and 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>4.2. 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>4.3. 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 Pre-qualification 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 in the PDS, there is no limit on the number of members in a JV.</p> <p>4.4. An Applicant may apply for Pre-qualification 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>4.5. 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 Pre-qualification either individually, as a 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>4.6. 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 the 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 part of the funds) who:</p>
--------------------------------------	--

	<p>(a) are directly or indirectly involved in the preparation of the Pre-qualification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Pre-qualification 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>4.7. 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 on PPRA's website.</p> <p>4.8. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.</p>
5. Eligibility (in terms of Nationality)	5.1. Eligibility in terms of nationality will be determined as per the criteria mentioned in Section V .
B. Contents of the Pre-qualification Documents	
6. Sections of Pre-qualification Documents	<p>6.1. This set of Pre-qualification Documents consist 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>PART 1: Pre-qualification Procedures</p> <ul style="list-style-type: none"> • Section I - Instructions to Applicants (ITA) • Section II - Pre-qualification Data Sheet (PDS) • Section III - Qualification Criteria and Requirements • Section IV - Application Forms • Section V - Eligible Countries <p>PART 2: Supply/Execution Requirements</p> <ul style="list-style-type: none"> • Section VI – Schedule of Requirements/Services <p>6.2. Unless obtained directly from the Procuring Agency, the Procuring Agency accepts no responsibility for the completeness of the Pre-qualification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Pre-qualification 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 Pre-qualification Documents and to furnish with</p>

	its Application all information or documentation as is required by the Pre-qualification Documents.
7. Clarification of Pre-qualification Documents and Pre-Application Meeting	<p>7.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the PDS. 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 Pre-qualification Documents directly from the Procuring Agency, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response on the web page identified in the PDS. Should the Procuring Agency deem it necessary to amend the Pre-qualification 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 in the PDS, 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 in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria, or any other aspects of the Pre-qualification 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 Pre-qualification Documents. Any modification to the Pre-qualification 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>
8. Amendment of Pre-qualification Documents	<p>8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Pre-qualification Documents by issuing an Addendum.</p> <p>8.2. Any Addendum issued shall be part of the Pre-qualification Document and shall be communicated in writing to all Applicants who have obtained the Pre-qualification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page identified in the PDS:</p> <p>8.3. Provided that an Applicant who had either already submitted</p>

	<p>his Application or handed over the application to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed Applications and submit the revised Application prior to the original or extended Application submission deadline.</p> <p>8.4. 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>8.5. Provided that the Procuring Agency shall extend the deadline for submission of Applications if such an addendum is issued within the last three (03) days of the Application submission deadline.</p>
C. Preparation of Applications	
9. Cost of Applications	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 Pre-qualification process.
10. Language of Application	10.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS . 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 in the PDS , in which case, for purposes of interpretation of the Application, the translation shall govern.
11. Documents Comprising the Application	<p>11.1. The Application shall comprise the following:</p> <p>(a) Application Submission Letter, in accordance with ITA 12.1;</p> <p>(b) Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;</p> <p>(c) Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and</p> <p>(d) any other document required as specified in the PDS.</p>
12. Application Submission Letter	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.
13. Documents Establishing the Eligibility of the Applicant	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) .

<p>14. Documents Establishing the Qualifications of the Applicant</p>	<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> <p style="padding-left: 40px;">(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 are to be converted).</p> <p style="padding-left: 40px;">(b) value of the single contract - Exchange rate prevailing on the date of the contract.</p> <p>14.3. Exchange rates shall be taken from the publicly available source identified in the PDS. 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> <p style="padding-left: 40px;">(a) that, if required in the BDS, in case of an Applicant not doing business within the 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 requisite obligations in respect of the Services.</p>
<p>15. The signing of the Application and Number of Copies</p>	<p>15.1. The Applicant shall prepare one set of the original documents comprising the Application as described in ITA 11 and 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 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 in the PDS, and 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</p>

	specified in the PDS .
D. Submission of Applications	
16. Sealing and Identification of Applications	<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"> (a) bear the name and address of the Applicant; (b) be addressed to the Procuring Agency, in accordance with ITA 17.1; and (c) bear the specific identification of this Pre-qualification the process indicated in the PDS reference ITA 1.1. <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 in the PDS.</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>
17. Deadline for Submission of Applications	<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 in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the PDS.</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 the original Invitation for Pre-qualification (or the advertisement).</p>
18. Late Applications	<p>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 the last date for submission of applications but before the time for the opening of Applications.</p>
19. Opening of Applications	<p>19.1. The Procuring Agency shall open all Applications at the date, time and place specified in the PDS. 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</p>

	<p>procedures specified in the PDS.</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.</p>
E. Procedures for Evaluation of Applications	
20. Confidentiality	<p>20.1. Information relating to the Applications, their evaluation and results of the Pre-qualification shall not be disclosed to Applicants or any other persons not officially concerned with the Pre-qualification process until the notification of Pre-qualification results is made to all Applicants in accordance with ITA 28.</p> <p>20.2. From the deadline for submission of Applications to the time of notification of the results of the Pre-qualification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Agency on any matter related to the Pre-qualification the process may do so only in writing.</p>
21. Clarification of Applications	<p>21.1. To assist in the evaluation of Applications, the Procuring Agency may ask an Applicant for a clarification 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.</p> <p>21.2. If an Applicant does not provide clarifications 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.</p>
22. Responsiveness of Applications	<p>22.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Pre-qualification 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 within the prescribed time, it may result in disqualification of the Applicant.</p>
23. Margin of Preference	<p>23.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification</p>
24. Sub-contractors	<p>24.1. Subcontractors' qualifications 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.</p>
F. Evaluation of Applications and Pre-qualification of Applicants	
25. Evaluation of	<p>25.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification</p>

<p>Applications</p>	<p>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.</p> <p>25.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Services.</p> <p>25.3. In the 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.</p> <p>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.</p>
<p>26. Procuring Agency's Right to Accept or Reject Applications</p>	<p>26.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Pre-qualification process at any time, without thereby incurring any liability to the Applicants.</p>
<p>27. Pre-qualification of Applicants</p>	<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>
<p>28. Notification of Pre-qualification</p>	<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</p>

	or contractors who have not been pre-qualified the reasons for not pre-qualifying them.
29. Request for Bids	29.1. Promptly after the notification of the results of the Pre-qualification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified.
30. Changes in Qualifications of Applicants	<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"> (a) a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members; (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 (c) in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition. <p>30.2. Any such change should be submitted to the Procuring Agency before the submission deadline of "Invitation to Bid."</p>
31. Constitution of Grievance Redressal	<p>31.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of the person with proper power and authorization to address the complaint. The GRC shall not have any of the members of the Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.</p> <p>31.2. Any party or applicant can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Pre-qualification or bidding documents found contrary to provision of the Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application/proposal submission deadline.</p> <p>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 the final evaluation report.</p> <p>31.4. In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.</p> <p>31.5. In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection</p>

	<p>on technical evaluation of the report; Provided that the complainant may raise the objection on any part of the final evaluation report in a case where single stage one envelop bidding procedure is adopted.</p> <p>31.6. The GRC shall investigate and decide upon the complaint within ten days of its receipt.</p> <p>31.7. Any bidder or the procuring agency not satisfied with the decision of the GRC may file an Appeal before the Appellate Committee of the Authority in prescribed format after depositing the fee as prescribed in "Redressal of Grievance Regulations, 2021".</p> <p>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 concerned parties.</p> <p>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 the prescribed time.</p> <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>
32. Mechanism of Blacklisting	<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"> i. Involved in corrupt and fraudulent practices as defined under rule-2; ii. Fails to perform his contractual obligations; or iii. Fails to abide by the bid securing declaration. <p>32.2. 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"> i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; ii. Fails to perform his contractual obligations; and iii. Fails to abide by the bid securing declaration; <p>32.3. 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</p>

	<p>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>32.4. The procuring agency shall give a minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice</p> <p>32.5. In case, the bidder or contractor fails to submit a written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorized representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of the available record and personal hearing if availed.</p> <p>32.6. In case the bidder or contractor submits a 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 a personal hearing.</p> <p>32.7. The Procuring Agency shall give a minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for a 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</p> <p>32.8. The procuring agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to the next date and in such an eventuality, the period of the personal hearing shall be reckoned from the last date of personal hearing.</p> <p>32.9. 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.</p> <p>32.10. Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of a decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in the blacklisting and debarment mechanism has been adhered to by the procuring agency.</p> <p>32.11. The bidder may file the review petition before the Review Petition Committee Authority within thirty days of</p>
--	---

	<p>communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with “Procedure of filing and disposal of a review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety days of the filing of the review petition</p> <p>32.12. The committee shall serve a notice in writing upon all respondents of the review petition. The notices shall be accompanied by copies of the 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.</p> <p>32.13. The Authority on the basis of the 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 deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.</p>
--	--

Section II – Pre-qualification Data Sheet (PDS)

ITA 1.1	<p>Title of Procurement: <i>Procurement of Transportation & Allied Labor Services for SBP Banking Services Corporation</i></p> <p>Reference# <i>IFP No. GSD (Proc. II) /CMD-Currency Transportation & Allied Labor Services/41311/2022</i></p> <p>Procuring Agency: <u>SBP Banking Services Corporation (SBP BSC)</u></p> <p>Contact details are as follows:</p> <p style="text-align: center;">Joint Director Procurement Division-II General Services Department 4th Floor, BSC House, State Bank of Pakistan I.I Chundrigar Road, Karachi Tel: 021-3311-5420/5478 Email: gsd.proc2@sbp.org.pk</p>
ITA 4.3	Joint ventures and subcontracting are NOT allowed.
ITA 4.7	A list of debarred firms and individuals is available on the PPRA's website: http://www.ppra.org.pk
ITA 7.1	For clarification purposes, the Procuring Agency's address is the same <u>as in ITA1.1 above.</u>
ITA 7.1 & 8.2	Web page: www.sbp.org.pk
ITA 7.2	Pre-Application Meeting will be held on July 19, 2022, at 11:00 AM via Zoom Meeting Application.
ITA 10.1	This Pre-qualification document has been issued in the English language.
ITA 14.2	Not applicable as the subject pre-qualification process is being carried out through National Competitive Bidding.
ITA 15.2	<p>In addition to the original, the number of copies to be submitted with the Application is 01 (one) hardcopy.</p> <p>Further, a softcopy (PDF/scanned) may be obtained from the participating firms after the opening of all applications on the specified date. In case of any discrepancy, the response submitted in hardcopy shall prevail.</p>
ITA 17.1	<p>The deadline for application submission is <u>July 29, 2022, at 11:00 AM.</u></p> <p>For Application submission purposes only, the address is:</p> <p style="text-align: center;">Joint Director Procurement Division-II</p>

	<p>General Services Department 4th Floor, BSC House, State Bank of Pakistan I.I Chundrigar Road, Karachi Tel: 021-3311-5420/5478 Email: gsd.proc2@sbp.org.pk</p> <p><u>The option of submission of Applications electronically is not available.</u></p>
ITA 18.1	<u>Not Applicable. Late submissions will not be entertained.</u>
ITA 19.1	The opening of the Applications shall be at the Learning Resource Centre of State Bank of Pakistan (I. I. Chundrigar Road, Karachi) on July 29, 2022, at 11:30 AM.
ITA 23.1	A margin of domestic preference shall not apply
ITA 25.2	Not applicable as subcontracting is not allowed for this procurement.
ITA 27.2 & 27.3	Not applicable.
ITA 31.1	<p>If an applicant wishes to make a Pre-qualification related Complaint, the Applicant should submit its complaint, in writing (by the quickest means available, that is either by email or fax), to:</p> <p>For the Attention:</p> <p style="text-align: center;">Grievance Redressal Committee 1st Floor, SBP BSC Head Office, State Bank of Pakistan I. I. Chundrigar Road, Karachi. Telephone: 021-9922-1986</p> <p>In summary, at this stage, a Pre-qualification related Complaint may challenge any of the following:</p> <ul style="list-style-type: none"> ● the terms of the Pre-qualification Documents; and ● the Procuring Agency's decision not to prequalify an Applicant.

Section III – Eligibility & Qualification Criteria

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.

Sr.#	Eligibility & Qualification Criteria	Means of Verification
1.	The applicant entity/firm must appear on the Active Tax Payers List of FBR.	Proof of ATL and copy of Tax Registration Certificate
2.	The applicant must have at least 5 years of experience of providing transportation services to reputable organizations (Government/Private).	Copies of Contracts or Completion Certificates from the last five years (Calendar/Financial).
3.	The applicant must never been blacklisted or debarred by any organization and is not in the sanctioned list of NACTA (National Counter Terrorism Authority).	Affidavit on stamp paper of Rs. 100/- as per format given at Form 5-Section IV of the Pre-Qualification Documents.
4.	The applicant must have a Sales Turnover of at least PKR 10 million per annum in any of the last five (05) financial years.	Copy of Audited Financial Statements or FBR Tax Returns.
5.	The applicant must have a registered office.	Relevant and sufficient Documentary evidence
Notes: <ul style="list-style-type: none"> • “Applicant” means the participating firm/company/contractor. • Bidding Documents will be issued to only pre-qualified applicants for submission of Bids. • The responses should be submitted in sealed envelopes. • Only hardcopies of Applications shall be entertained. 		

Section IV – Application Forms

(Responses under this section should be provided on the Company Letterhead, unless mentioned otherwise.)

- *Form 1: Application Submission Letter*
- *Form 2: Applicant Information Form*
- *Form 3: Declaration of Beneficial Owners' Information*
- *Form 4: Undertaking for Non-Blacklisting/Non-debarment & Non-sanctioning*
- *Form 5: Average Annual Turnover*
- *Form 6: Summary of Contracts during the Last Five Years*

Form 1 – Letter of Submission

Date: dd-mm-yyyy

IFP Title: Procurement of Transportation & Allied Labor Services for SBP Banking Services Corporation

Reference: IFP No. GSD (Proc. II) /CMD-Currency Transportation & Allied Labor Services/41311/2022

To:

Director

General Services Department
SBP Banking Services Corporation (HOK)
4th Floor BSC House, I. I. Chundrigarh Road,
Karachi, Pakistan

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

- (a) We are submitting our application for providing transportation & allied labor services at the following offices of SBP BSC;

Sr.	Offices	Bidder Response (Yes/No)
1.	Karachi (I.I Chundrigar Road & North Nazimabad Offices)	
2.	Hyderabad	
3.	Sukkur	
4.	Lahore	
5.	Faisalabad	
6.	Gujranwala	
7.	Sialkot	
8.	Multan	
9.	Bahawalpur	
10.	Rawalpindi	
11.	Islamabad	
12.	Muzaffarabad	
13.	Peshawar	
14.	D.I. Khan	

- (b) **No reservations:** We have examined and have no reservations to the Pre-qualification Document, including Addendum(s) No(s), issued in accordance with Instructions to Applicants **(ITA) 8:** *[insert the number and issuing date of each addendum]*.
- (c) **No conflict of interest:** We have no conflict of interest in accordance with **ITA 4.6;**
- (d) **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;**
- (e) **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];

- (f) **Not bound to accept:** We understand that you may cancel the Pre-qualification 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
- (g) **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 the person signing the Application]

In the capacity of [insert capacity of the 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 2 – Applicant Information Form

Date: dd-mm-yyyy

IFP Title: *Procurement of Transportation & Allied Labor Services for SBP Banking Services Corporation*

Reference: *IFP No. GSD (Proc. II) /CMD-Currency Transportation & Allied Labor Services/41311/2022*

Applicant's Name:	<i>[insert full name]</i>
Applicant's Country of Registration:	<i>[indicate country of Constitution]</i>
Applicant's year of Incorporation:	<i>[indicate the year of Constitution]</i>
Tax Registration Details	
Applicant's legal address:	<i>[insert street/ number/ town or city/ country]</i>
E-mail Address:	
Telephone/Mobile Number:	
Official Web Site:	
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>
Attached are Copies of Original Documents of	<ul style="list-style-type: none">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.Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Form 3 – Declaration of Beneficial Owners’ Information

Under Declaration of Beneficial Owners’ Information of Public Procurement Contract Awarded Regulations, 2022 of Public Procurement Regulatory Authority

Name	
Father’s Name/Spouse’s Name	
CNIC/NICOP/Passport no.	
Nationality	
Residential address	
Email address	
The date on which shareholding, control, or interest was acquired in the business.	

In case of indirect shareholding, control, or interest being exercised through intermediary companies, entities, or other legal persons or legal arrangements in the chain of ownership or control, the following additional particulars are to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/ Limited Liability Partnership/ Association of Persons/ Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified))	Date of incorporation/ registration	Name of registering Authority	Business Address	Country	Email Address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person or arrangement

Information about the Board of Directors (details shall be provided regarding the number of shares in the capital of the company as set opposite respective names).

1	2	3	4	5	6	7	8
Name and surname (In Block Letters)	CNIC No. (in case of foreigner, Passport No)	Father's/ Husband's Name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/ principal office address for a subscriber other than natural person	Number of shares taken by each subscriber (in figures and words)
Total number of shares taken (in figures and words)							

Any other information incidental to or relevant to Beneficial Owner(s)

Name of the Applicant: *[insert complete name of the participating Entity]*

Name of Authorized Person: _____

Title of the person signing the Response: _____

Signature of the person named above: _____

Date: _____

Form 4 – Undertaking for Non-Blacklisting/Non-debarment & Non-Sanctioning

Date: dd-mm-yyyy

IFP Title: *Procurement of Transportation & Allied Labor Services for SBP Banking Services Corporation*

Reference: *IFP No. GSD (Proc. II) /CMD-Currency Transportation & Allied Labor Services/41311/2022*

Dear Concern,

I/We hereby confirm and declare that I/We, M/s -----, has never been blacklisted/debarred under Rule 19 of PPR-2004 by any government/semi-government organization.

Detection of false declaration/statement at any stage of the entire application/Bidding Process / Currency of the Contract shall lead to disqualification and forfeiture of Bid Security or Performance Guarantee, as the case may be, and termination of the contract.

Seal & Signature of Firm:

Date:

Form 5 – Average Annual Turnover

Date: dd-mm-yyyy

Applicant's Name: [insert full name here]

IFP Title: Procurement of Transportation & Allied Labor Services for SBP Banking Services Corporation

Reference: IFP No. GSD (Proc. II) /CMD-Currency Transportation & Allied Labor Services/41311/2022

Calendar/Financial Year	Amount (Rs.)
1. Example: Year 1 (January/July – December/June 2017)	Rs. xyz
2.	
3.	
4.	
5.	
Total (Rs.)	
Average Annual Turnover (Rs.)	

Note:

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

Form 6 – Summary of Contracts during the Last Five Years

Procuring Agency/Client	Value (Rs.)	Year	Description of Services Rendered
1.			
2.			
3.			
4.			
5.			
6.			

Section V – Eligible Countries

- Only applicants from **Pakistan** (National Competitive Bidding) are eligible to apply in the pre-qualification of *Procurement of Transportation & Allied Labor Services for SBP Banking Services Corporation*.

PART C – SCHEDULE OF REQUIREMENTS/SERVICES

1. **Background**

SBP BSC engages firm(s) for providing transportation and allied labor services for loading, unloading, packing etc. across its 16 Field Offices.

2. **Scope of Services**

2.1. The requisite firm is required to provide transportation and allied labor services to/from the following Field Offices of SBP Banking Services Corporation;

Sr.	Offices
1.	Karachi (I.I Chundrigar Road & North Nazimabad Offices)
2.	Hyderabad
3.	Sukkur
4.	Lahore
5.	Faisalabad
6.	Gujranwala
7.	Sialkot
8.	Multan
9.	Bahawalpur
10.	Rawalpindi
11.	Islamabad
12.	Muzaffarabad
13.	Peshawar
14.	D.I. Khan

2.2. Transportation shall be required in 16 ft./ 20 ft./ 40 ft. sealed containers. Routes shall extend to/ from above SBP BSC offices to locations within the same city as well as locations in other cities/ districts. The companies / firms / contractors shall also be required to provide labor services including but not limited to packing/ unpacking, sealing, loading/ unloading, movement within the Office, etc.

2.3. Moreover, the contractor may also be required to utilize cranes/container handlers/reach stackers to directly load entire containers from trucks to trains or vice versa at railway stations and provide labor services for operating hydraulic stackers and forklifts to carry out loading/unloading from containers.

2.4. Vehicle(s) being provided for transportation must **NOT** be older than 10 years. Furthermore, the containers/trucks provided by the contractor may be fitted with GPS trackers by the Bank/PSPC as and when required.

2.5. The detailed scope of services, roles and responsibilities of service provider and other terms and conditions will be shared at next stage of bidding process. Accordingly, interested companies/ firms/ contractors may be asked to produce additional information/ details during next stages of the bidding process as required.
