

**TENDER NOTICE**

Subject: **RATES FOR TRANSPORTATION OF SUGAR**

Trading Corporation of Pakistan (Pvt.) Ltd, invites sealed quotations from TCP's pre-qualified transporters for transportation of 30,000 MT sugar packed in 50 KG PP Bags lying at different sugar mills situated in the Province of Punjab and Khyber Pukhtunkhwa (KPK) to Peshawar, Khyber Pakhtunkhwa (KPK) .The offers/rates shall include un-loading at Peshawar.

2. Interested TCP's pre-qualified transporters may submit their bids in sealed envelope to be dropped in the tender box placed at reception counter of TCP at 4<sup>th</sup> Floor, Block-"B", Finance & Trade Centre, Shara-e-Faisal Karachi on **Monday, the 3<sup>rd</sup> December, 2012** latest by 1200 Hours, and bids would be opened at 1230 Hours on the same day in TCP's Board Room who may wish to be present.

3. Detailed Terms & Conditions of the tender can be purchased on payment of Rs.1000/- (non-refundable) during office hours from Friday, 16<sup>th</sup> November, 2012 onward (Monday to Friday) from:-

- i. Deputy Manager (Cash), Trading Corporation of Pakistan (Pvt.) 4<sup>th</sup> Floor, Block-B, Finance & Trade Centre, Shara-e-Faisal, Karachi, Pakistan (Phone: 021-99202947-49).
  - ii. General Manger, Regional Office, Trading Corporation of Pakistan (Pvt.) Ltd., 1<sup>st</sup> Floor, LDA Plaza, Edgerton Road, Lahore, (Phone:042-99204922-23-24).
  - iii. General Manager, Regional Office, Trading Corporation of Pakistan (Pvt.) Ltd., 16<sup>th</sup> Floor, State Life Building No.5, Jinnah Avenue , Islamabad (Phone: 051-9222441-42).
4. This is also available at PPRA and TCP websites [www.ppra/org.pk](http://www.ppra/org.pk). and [www.tcp.gov.pk](http://www.tcp.gov.pk).

Ahmed Bux Brohi  
General Manager (DOD)  
Phone No. 021-99202563

# **INVITATION FOR PRE-QUALIFICATION**

Date: 29-6-2009 Notice Issue date)

1. The Government of Pakistan has set up Trading Corporation of Pakistan as private Limited company in July 1967 under the Companies Act 1913 (Now the Companies Ordinance 1984), with sole ownership and under the administrative control of Ministry of Commerce. TCP is acting as a public sector trade house i.e. export of agriculture & consumer goods import of essential commodities under specific directives of the Government.
2. The Trading Corporation of Pakistan (Pvt) Ltd hereinafter the Employer intends to pre-qualify the logistics companies/transporters.
3. Appropriate firms/transporters may obtain the prequalification documents from the office of TCP, at 4<sup>th</sup> & 5<sup>th</sup> Floor, FTC Building, Shahrah-e-Faisal, Karachi or may request to send the same through mail including telephone, fax number, from where the documents are available.
4. The request must clearly state “Request for Pre-qualification Documents” for transporters. The documents are available for a non refundable fee of Rs. 2,000/= (Rupees two thousand only).
5. Application for Pre-qualification must be delivered in sealed envelopes and reach in the office of GM(DOD), TCP, 5<sup>th</sup> Floor, Trading Corporation of Pakistan Finance & Trade Center, Shahrea Faisal Karachi and be clearly marked “Application for Pre-qualification for “ Transporters”
6. The TCP reserves the right to accept or reject late applications.
7. Applicants will be informed, in due course, of the result of the evaluation of applications. Pre-qualified firms under this process will be invited to bid. Firms not applied for pre-qualification will also be issued tender documents, but will have to comply with pre-qualification requirements which will be checked at the technical evaluation stage.
8. There is no fee or deposit for the prequalification. However, at the time of inviting financial bid the successful bidder will be required to furnish security money of Rs 3,000,000/= in favour of TCP, Karachi till the period of contract/agreement with TCP.

## 1. Important Notes for suppliers

- a) The purpose of this document is to assist TCP in the identification and evaluation of potential service provider who may subsequently be invited to give financial bid or give quotations for the supply of services within the specified category.
- b) All documents must be submitted in English Language.
- c) In order to simplify this process, you need to provide **certified copies** of all supporting documents requested under the questionnaire.
- d) You may also be asked to clarify your answers or provide more details. Please answer all question. If the question does not apply to you please write **N/A**.
- e) TCP will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's elimination from further consideration.
- f) Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire **are legally binding** and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further TCP reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- g) The information provided in the prequalification document is strictly confidential and solely for use by TCP.
- h) Participants to kindly note that this does not amount to any contractual obligation on the part of TCP, and that TCP is not obliged to invite tender/quotation from any or all who express interest by responding to this prequalification process.
- i) Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
- j) The original Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such correction must be initialed by the person or persons who sign(s) the Document.

- k) The completed document shall be signed off and initialed by Director/Partner of the organization and rubber stamped on each page, and signed on the last page in the space provided.
- l) Applicant will meet all costs associated with preparation and submission of their applications.
- m) TCP will not allow firms with common owner/director to tender for more than one service for the same commodity.
- n) It is TCP's policy to require that suppliers observe the highest standard of ethics during the election and execution of such pre-qualifications.
  - (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action or an officer of the Purchaser/Employer in the pre-qualification process; and
  - (ii) "Fraudulent practice" means a misrepresentation or facts in order influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among suppliers (prior to or after submission of s) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
  - (iii) TCP will disqualify a supplier where it is determined that the supplier has engaged in corrupt or fraudulent activities in competing for the pre-qualification in question.
  - (iv) TCP will have the right to examine all documents relating to the performance or such services or supply of such goods to determine capability.
  - (v) TCP will have the right to inspect the business premises of the supplier.

2. The completed questionnaire forms in plain sealed envelopes clearly marked "**PRE-QUALIFICATION OF SUPPLIERS FOR CATEGORY (please indicate) "transporters"**" Should be addressed to:

**General Manager (DOD)  
TCP**

And deposited in the Tender Box located on General Manager Office, TCP, 5<sup>th</sup> Floor Finance & Trade center, Karachi, on before.

Any document received after the deadline time and date shall be rejected.

**PRE-QUALIFICATION QUESTIONNAIRE**

**3. Corporate Information**

<b>NO</b>	<b>PARTICULARS</b>	<b>RESPONSE</b>
3.1	<b>Full name of organization:</b>	
3.2	Is your Organization (Please <b>tick one of the five</b> )	
	i) a public limited company? If yes, please attach copies of the company's memorandum of association and articles including any change of name	
	ii) Public listed company? If yes, attach copies as (i) above	
	iii) a limited company? If yes, attach copies as (i) above	
	iv) a partnership? If yes attach partnership deed	
	v) a sole proprietor. Yes attach business certificate	
	vi) other (please specify)	
3.3	Date of Registration: (Minimum experience 1 year)	
3.4	Full physical address of principal place of business: Full postal address of the principal of business:	
3.5	Registered address if different from the above:  Post code:	
3.6	Telephone number:	
3.7	Fax number:	
3.8	E-mail address:	
3.9	Registration in FBR (Kindly provide a copy of the NTN Certificate)	
3.10	Period in which you have been in the specific business for which you wish to pre-qualified	

3.11	Names of the Shareholders, Directors and partners Kindly provide original copy of on official search report issued by the Registrar of companies showing the directors and shareholders of the company. The report should not be more than one month old.	
3.12	Associated companied (if any) ( common Directors/Owners/Management)	
3.13	<i>Please provide a copy of the most recent annual Income Tax return together with a filing receipt.</i>	
3.14	Name of (ultimate) parent/holding company (if this applies)	
3.15	Companies Registry number of parent/holding company (if this applies):	
3.16	If a consortium is expressing interest, please give the full name of the other organization <b>(the proposed consortium partners should also complete this questionnaire in its entirety)</b>	
3.17	Name of owner of he company with full name and address.	<b>NAME:</b>
		<b>ADDRESS:</b>
		<b>TEL:</b>
3.18	Contact person within the organization to whom enquiries about this bid should be directed:	<b>NAME:</b>
		<b>TITLE:</b>
		<b>TEL:</b>
		<b>FAX:</b>
		<b>EMAIL:</b>

Supply of all relevant information, and minimum experience of 1 year will quality this category.

#### 4. Financial Information

No.	PARTICULARS	
4.1	What was your turnover in the last two years?	..... for year ended--/--/---- ..... for year ended--/--/----
4.2	Has your organization met all its obligations to pay its creditors and staff during the past year?	Yes/No
	If No, Please give details	
4.3	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?	Yes/No
	If yes, please give details:	
4.5	What is the name and branch of your bankers (who could provide a reference)	Name of Bank:
		Branch:
		Telephone Number:
		Postal Address:
		Contact Person Name:
		Contact Position
	Contact E-mail:	

## 5. Business Activities/Capacities

No	Particulars
5.1	What are the main business activities of your organization? i.e.
5.2	How many staff does your organization have? ..... Indicate the number under each category i. Technical (Permanent ....., Temporary .....) ii. Semiskilled (Permanent ....., Temporary .....)

## 6. Trade References

6.1 Please provide in the table below details of at least ten (10) projects or contracts you have undertaken relevant to the job you are bidding for performed over the last three (3) years, or that are relevant to this prequalification document.

No	Customer Organization (name)	Customer contact name and phone number	Contract reference and brief description:	Date contract awarded	Value of businesses transacted: (in Million Rupees)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Minimum 3 No. of contracts performed in last year will qualify the firm/company.

## 7. Business Probity and Litigation Management

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential TCP supplier.

No.	PARTICULARS	RESPONSE
7.1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
7.2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Rs. 500,000/=	

7.3	Has any partner, director, shareholder or employee whom you would propose to use to deliver this service been convicted of an offence concerning his professional conduct?	
7.4	Has any partner, director of shareholder been the subject of corruption or fraud investigations by the police, Anti-Corruption Authority or similar authority?	
7.5	Has the organization not fulfilled obligation relating to the payment of any statutory deductions or contributions including income tax as required under law?	
7.6	Please state if any Director shareholder/Partner and/or Company Secretary of the Organization is currently employed or has been employed in the past three years by TCP	
7.7	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed by TCP and who is in a position to influence the award of any supply. For purpose of per-qualification process close relative refers to parents, siblings spouse of children	

No adverse information in all above sub title, will qualify this category

## 8. Evaluation

**(a) Mandatory Requirements For Pre-Qualification** You shall be required to attach the following mandatory documents where applicable

- i. Certificate of Incorporation/Partnership deed/business
- ii. NTN Certificate
- iii. Certificate from relevant authorities where applicable
- iv. List of Directors, telephone and their postal address
- v. CVs of Senior Staff

NB: Attach all the above documents

### (b) General Requirements

- i. The returned documents must be bound and clearly marked as per clause 2m
- ii. TCP will examine the documents to determine completeness, general orderliness and sufficiency in responsiveness.
- iii. Suppliers shall not contact TCP on the matter relating to the prequalification process from the time of submission to the official communication of the results. Any attempts by the supplier to influence TCP in the evaluation shall result in disqualification of their application as suppliers.
- iv. Per-qualification will be based on meeting the following minimum criteria regarding the Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.



- v. The applicants should have registered offices and TCP reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said services.
- vi. Suppliers who qualify according to the selection criteria will be invited to submit their tenders for the supply of services as and when required depending on continuous performance.

**9. Declaration**

I declare that to the best of my knowledge the answers submitted in this per-qualification questionnaire (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with TCP.

**10. Evaluation Criteria**

Evaluation Criteria.

Prequalification Evaluation Criteria

<b>Form 3:</b>	Corporate Information Documentation	Yes/No
<b>Form 4:</b>	Financial Information	Yes/No
<b>Form 5:</b>	Business Activity/Capacity	Yes/No
<b>Form 6:</b>	References	Yes/No
<b>Form 7:</b>	Certifications	Yes/No

**Transporter ( min 30 tons capacity )**

Owner ship of Truck/Trailer Exclusive Leasing/Contract with others. Minimum 50 Nos.

Document evidence of ownership/leasing/contract to be submitted. Any duplication of Truck/Trailer with more than one applicant will disqualify both applicants.

## **Integrity Pact**

### **DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS OF GOODS, SERVICES & WORKS**

\_\_\_\_\_ [the Seller/Supplier/Contractor] hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [the Seller/Supplier/Contractor] represents and warrants that it has fully declared the brokerage, commission, fees etc. payable to any one and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[The Seller/Supplier/Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The Seller/Supplier/contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [the Seller/ Supplier/ Contractor] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Supplier/ Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege, or other obligation or benefit in whatsoever form from GoP.