

Invitation for Prequalification

EOI/CPDI/2023/003

CPDI calls for Expressions of Interest (EOI) from international and national companies, who have the capacity to offer below services. Firms having presence and experience within the region are highly encouraged to participate for following categories.

- 1) Travel & Tours for Ticketing, Insurance & Visa Services
- 2) Hotel & Catering Services (All Pakistan)
- 3) Rent A Car Services (All Pakistan)
- 4) Office Stationery & Supplies
- 5) IT/Computer/laptops Equipment & Tonner Refill Services
- 6) Communication Firms for Behavior Change Communication products & Trainings
- 7) Research Firms
- 8) Printing & Designing Services
- 9) Event management firms/individuals
- 10) Newspaper Advertisement/advertising agencies
- 11) Security Services
- 12) Electrical and Electronic Items (air conditioners, LCD's, refrigerators, microwaves etc.)
- 13) Repair work in office
- 14) Furniture and fittings
- 15) General order Suppliers

The closing date for submitting a complete pre-qualification application form is January 5th, 2024 before 17:00 hours (local time). For further details and the Pre-qualification document, please visit <http://www.cpd-pakistan.org/procurement>. Women lead organization are encouraged to apply.

All documents on Pre-Qualification must be submitted by mail in a sealed envelope marked "Prequalification for any of above-mentioned category at"

MANAGER PROCUREMENT
Centre for Peace and Development Initiatives (CPDI)
House No 13, Street No. 788, G-13/4, Islamabad.
Tel. (92-51) 8312794-95
Email: procurement@cpdi-pakistan.org

Any requests for clarification about the contents of the Prequalification Application Document shall be sent via email to procurement@cpdi-pakistan.org Such request for clarification should be sent no later than 05 days before the closing date above.

While CPDI would endeavor to provide response/clarification expeditiously, any delay in providing such information will not be considered a reason for extending the submission date of application for prequalification.

The submission for this EOI for Prequalification does not entail any commitment on the part of CPDI, either financial or otherwise. CPDI reserves the right to accept or reject any or all EOI for Prequalification without incurring any obligation to inform the affected applicant/s of the grounds.

CPDI is not obliged to invite to participate in the subsequent bidding process any particular company

who had submitted the Prequalification application.

In addition to the essential guidance/instruction (provided through the cover letter) vis-à-vis application for the Prequalification, the followings are also to be considered during the submission.

General Scope of Application: Procuring CPDI entity issues this EOI for Prequalification to applicants interested in Quotation/bidding **“for the Prequalification for 15 categories as mentioned above”**.

- a) An applicant shall be a Joint Venture/company/firm or a legally established single entity.
- b) An Applicant shall submit only one application in the same Prequalification process, either individually as an Applicant or as a partner of a joint venture. No Applicant can be a subcontractor while submitting an application individually or as a partner of a joint venture in the same Prequalification process. A Subcontractor in any application may participate in more than one application, but only in that capacity. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

Amendment of Prequalification Document:

- (a) At any time prior to the deadline for submission of applications, the CPDI may amend the Prequalification Document by issuing addenda.
- (b) Any addendum issued shall be part of the Prequalification document and shall be communicated in writing by posting the addendum to the web page(s) on which the prequalification document is posted.
- (c) To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the CPDI may, at its discretion, extend the deadline for the submission of applications.

Preparation of Applications

- 1) Cost of Applications:** The Applicant shall bear all costs associated with the preparation and submission of its application. The CPDI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
- 2) Language of Application:** The Application prepared by the Applicant and all correspondence and documents relating to the Application exchanged by the Applicant and the procuring CPDI entity shall be in the English/Urdu Language.
- 3) Documents Comprising the Application:** The provision of the pre-qualification information should include all relevant documents that are essentially required for the meeting the pre-qualification criteria as well as enable the management to undertake the evaluation. Service providers must provide the information that they are qualified to perform the services required during the course of the proposed project. The EOI must comprise the following documents:
 - (a) Legal Registration of the firm/ company

- (b) Profile of the firm / company
- (c) List of contracts for similar jobs done with amount and name of client
- (d) Indicate the scale of the contracts for the last three years
- (e) Dully filled Supplier's Questionnaire form as mentioned in EOI

Signing of the Application and Number of Copies

- (a) The Applicant shall prepare one original of the documents comprising the application and clearly mark it "ORIGINAL". The original 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.

Submission of Applications

- 9. Sealing and Identification of Applications:** The Applicant shall enclose the original in a sealed envelope that shall.
- (a) bear the name and address of the Applicant;
 - (b) be addressed to the CPDI; and

The CPDI will accept no responsibility for not processing any envelope that was not identified as required. The preferred method for sealing and identifying the outer envelope is provided below.

FROM: Applicant's Name and Address

<p>TO,</p> <p>MANAGER PROCUREMENT Centre for Peace and Development Initiatives (CPDI) House No. 13, Street No.788, G-13/4, Islamabad. Tel.: (92-51) 8312794</p> <p>REF: Ref: EOI/CPDI/2023/001</p> <p>SUB: "Application for pre-qualification for _____"</p>
<p>Deadline for Submission of EOI : 31st December 2023</p>

DO NOT OPEN BEFORE OPENING DATE AND TIME!

Deadline for Submission of Applications: 5th January 2024.

Late Applications: Late applications shall be rejected.

Clarification of Applications

- (a) To assist in the evaluation of applications, the CPDI may, at its discretion, ask any applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
 - (b) If an applicant does not provide clarifications of the information requested by the date and time set in the CPDI's request for clarification, its application may be rejected.
- 14. Responsiveness of the Application:** The Employer may reject any application which is not responsive to the requirements of the prequalification document

Application Submission request:

(to be printed on company letterhead, signed, dated and stamped)

Date: [insert day, month, year]

To: CPDI

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

(a) We have examined and have no reservations to the Prequalification Documents, including any Addendum (or Addenda to same effect), issued by the procuring CPDI entity in accordance with Instructions to Applicants.

(b) We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.

(c) We are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Employer to provide consulting services for the preparation of the design specifications, and other documents to be used for the services to be procured.

(d) The following information shall be used by CPDI to notify us:

Name
Title
Address:
Tel:

Best regards,

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: Applicant's Name *[insert full name of Applicant]* Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*



SUPPLIER QUESTIONNAIRE

Note: CPDI Standard Payment Terms are 30 days from receipt of goods or service and an approved invoice.

I. REQUIRED INFORMATION (Please Print Clearly)

CPDI Contact Name:			
Company/Individual Name:			
Owner Name (if different from above):		Nationality of Owner:	
Contact Person:			
Full Address (Street/City, etc):			
Phone No:		Fax No:	
E-mail:		Website:	

II. CUSTOMER REFERENCES

Provide 3 current customer references, listing customer, phone number, contact person, *contact's e-mail* and a description of the product or service provided to the customer. (If you need additional space please use a separate page.)

1	Name of Organization/Business			
	Name of Contact Person		Title	
	E-mail:		Phone:	
	Type of product / service provided to client			
2	Name of Organization/Business			
	Name of Contact Person		Title	
	E-mail:		Phone:	
	Type of product / service provided to client			

3	Name of Organization/Business			
	Name of Contact Person		Title	
	E-mail:		Phone:	
	Type of product / service provided to client			

III. Indicate below the products or services sold or provided by you

[a]	[b]
[c]	[d]
[e]	[f]

IV. Registration of Business

1. Is your firm registered as a business entity with the government?	No	
2. If YES, please provide your business registration number		
3. If applicable, please provide Sales Tax Registration Number		
4. Please provide Tax ID number/ NTN Number		
5. Indicate how long have you been in this type of business		
6. Have you ever done business with other NGOs or development agencies? If so, provide names of agencies immediately below:		

7. Are you related to any person currently employed with CPDI?		
8. If YES, please provide name and position		
9. Provide here, any additional information regarding your business		
NOTE: Government regulations may require CPDI to deduct taxes on any transaction prior to effecting payment to the vendor.		

V. Certification

<p>I certify that the foregoing is true and complete to the best of my knowledge and belief and that no material changes have occurred to the business which would affect any of the above representations.</p> <p><i>CERTIFICATION REGARDING TERRORISM: Seller hereby certifies that it has not provided and will not provide material support or resources to any individual or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.</i></p> <p>Misrepresentation above may result in cancellation and severing all ties with the agency/person and will be deleted from CPDI database of clients. I have read the above statement and certify under oath that the information contained herein is true and accurate to the best of my knowledge and belief.</p>		
Name of Person Completing Form (Please print clearly)		
Title: Director	Signature:	Date:

FOR PROCUREMENT USE ONLY
Anti-Terrorism Check Completed
Customer References Verified