

PUNJAB POPULATION INNOVATION FUND

Prequalification Document

**“Prequalification of Auto Workshops for
Repair & Maintenance of Office Vehicles”**

September, 2023



Submission Date for Applications: 10th October, 2023 (11:00 am)

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1- Invitation to Applicants

Punjab Population Innovation Fund (PPIF) is a Public Sector section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed applications are invited from experienced and tax registered Auto Workshops (hereafter called as Applicant) fulfilling the criteria provided under the heading “Prequalification/eligibility Criteria”, for the prequalification of auto workshops for regular repair and maintenance of its official vehicles for the period of three years (extendable upon satisfactory performance).

2- Instruction to Applicants

The selection of auto workshops will base on Prequalification process of PPRA Rule – 16 & 17. PPIF will adopt single stage one envelopes bidding procedure as laid down in Punjab Procurement Regulatory Authority (PPRA) Rule # 38-1.

The proposal shall be a single envelope, containing prequalification proposal. The envelope shall be marked as “Prequalification Proposal”. PPIF engaging in prequalification is announcing, in the prequalification documents, all information required for prequalification including instructions for preparation and submission of the prequalification documents, evaluation criteria, list of documentary evidence required by auto workshops to demonstrate their respective qualifications and any other information that the PPIF deems necessary for prequalification. PPIF is providing a set of prequalification documents to auto workshops.

The PPIF shall evaluate the proposal in the manner prescribed given in the document. During the evaluation no amendments in the prequalification proposal shall be permitted. After prequalification, only the prequalified auto workshop(s) shall be entitled to participate in the subsequent procurement proceedings. PPIF, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of an auto workshop, whether or not prequalified, may require the auto workshop to provide such further information concerning the professional, technical, financial, legal or managerial competence as PPIF may decide.

PPIF shall disqualify an auto workshop(s) on the ground that he had provided false, fabricated or materially incorrect information.

3- Eligibility and Prequalification Criteria

The successful applicant, fulfilling the following criteria, will be considered as eligible auto workshop for the bidding process of providing Auto workshop services;

1. Affidavit on stamp paper, declaring below mentioned three clauses:
 - i. The organization has not been blacklisted by any government/semi govt/autonomous body/department, agency or any donor agency.
 - ii. That neither is the organization nor are any of its employees or officers engaged in any activity that amounts to breach of security or any activity inconsistent with Pakistan’s national interests, or contrary to Government Policy.
 - iii. That the organization is not involved in any money laundering, terrorist financing, weapon smuggling,

anti-state activities or has or maintains links with proscribed individuals or organizations. (Original required).

2. GST/PST and Income Tax registration (Copy required)
3. Regular tax payer (copies of tax return of 2022 required)
4. Bidder should have experience of in the relevant field (Details of workshop required on company letter head/profile).
5. Details of available services like denting, painting, repair, AC service, etc. on letter head.

Kindly fill the annexure – B for above mentioned criteria and also fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

| | |
|------------|--------------------------------------|
| Annex – A: | Organization Information |
| Annex – B: | Eligibility Response Checklist |
| Annex – C: | Prequalification Evaluation Criteria |
| Annex – D: | Relevant Experience |
| Annex – E: | Key Staff of Firm |

And also sign the declaration form at the end of document and attach with your other documents.

4- Scope of job

- a) PPIF will offer a prequalification letter of one year (Extendable for further period) to qualified workshop for regular repair and maintenance having annual budget of **Rs.2.0 million** including following tentative tasks of its official vehicles (detail given below) on annual basis which can be extended for further term/s on same Description of Services.
 - (1) Mechanical work (engine overhauling, engine repair work, tuning, Oil & filter change, Radiator work etc.) including spare parts
 - (2) Denting & Painting
 - (3) AC Work
 - (4) Wheel alignment and Balancing
 - (5) Suspension work
 - (6) Electrician work including parts
 - (7) Tires
 - (8) Batteries
 - (9) Seat Cover and Poshish
 - (10) Other Vehicle related works

The details of Vehicles are as under:

| Sr. No. | Vehicle Detail | Model | Qty. |
|--------------|----------------|-------|----------|
| 1. | Toyota Corolla | 2014 | 1 |
| 2. | Toyota Corolla | 2017 | 2 |
| 3. | Toyota Corolla | 2018 | 1 |
| Total | | | 4 |

- b) The qualified workshop will provide financial proposal/quotation for repair and maintenance including spare parts of its official vehicles in response to RFQ (Request for Quotation) as and when required by PPIF
- c) The qualified workshop with lowest offered bid will be awarded work order for the said repair and maintenance of vehicle.
- d) The qualified workshop will provide quality spare parts/services to PPIF within agreed timelines of purchase order during the pre-qualification period.

5- Description of Services

To provide uninterrupted service of vehicle repair and maintenance, auto workshop will agree on following terms of references:

- a) The auto workshops will bound to provide required service within agreed timelines starting from issuance of purchase/work order through e-mail or by hand. Hard copy of purchase order will also be provided.
- b) A penalty of 2% of value of purchase order will be charged on each day delay after deadline.
- c) Income tax and 1/5th of GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
- d) In case of any dispute regarding quantity, quality of service and specification, the decision of the PPIF shall be final & binding.
- e) The payment for the services will be made through cross cheque on the successful completion of service and receipt of invoice as per PPIF/PPRA rules.

6- Guidelines

- a) Only pre-qualified applicants will be considered for financial proposals/quotations. The financial proposal/quotations will be called separately from qualified workshops on requirement basis.
- b) All documents and information received by PPIF from applicants will be treated in strictest confidence.
- c) Documents submitted to PPIF will not be returned.
- d) All expenses related to participation in this prequalification document shall be borne by the applicants.
- e) Documents shall be submitted in hard copies in a sealed envelope marked as “Pre-Qualification Proposal for ‘Prequalification of Auto Workshops’”. The envelope containing hard copies proposal shall be

received on the postal address given below.

- f) PPIF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- g) PPIF reserves the right to verify any information provided by the applicants.
- h) Questions about prequalification proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB **5th October, 2023**. For any other related information please contact the undersigned.

Postal Address

Associate Procurement

Punjab Population Innovation Fund

125 Abu Bakar Block, New Garden Town, Lahore

Email: shoaib.manzoor@ppif.org.pk

T: +92-42-99201190-92, F: +92-42-99231123

7- Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorized by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

| | |
|----------------|--|
| Name | |
| Designation | |
| Signature | |
| Date and Place | |

8- Submission of Prequalification Proposal

Complete proposal containing technical details; all required information and documentary evidences may be submitted till **11:00 am on 10th October, 2023**. The proposals will be opened on same day at **11:30 am** in the presence of bidders who may wish to attend. The proposal should be submitted in sealed envelope clearly mentioned **“Prequalification of Auto Workshops for Repair & Maintenance of Office Vehicles”**

NOTE: IN CASE OF PUBLIC HOLYDAY THE PROPOSAL WILL BE OPENED ON NEXT WORKING DAY AT SAME TIME.

9- Prequalification evaluation criteria

This document is governed by the procedure approved by PPIF management. The proposal of eligible organizations will be evaluated using the scoring guide attached as annexure – D. Bidder with at least 65 marks will qualify.

10- Type of Pre-Qualification

Initially, PPIF will pre-qualify the firms/companies/workshops for the period of one year which may be extended for further term/terms if mutually agreed by both parties (Workshops and PPIF). Extension of pre-qualification will be on same terms and same TOR under Punjab Procurement Regulatory Authority rules 2014.

Cover Letter for the Submission of Prequalification / Technical Proposal

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Data Sheet]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Document for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal and financial proposals including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

Important Note: The competent authority may reject all proposals at any time prior to the acceptance of a bid or proposal. PPIF shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

One person one bid.-

- (1) In any procurement, one person may submit one bid and if one person submits more than one bids, the procuring agency shall reject all such bids.
- (2) If a consortium of persons has submitted a bid in any procurement, it shall be construed that each member of the consortium submitted the bid.

Annexures

Annex – A

| Organization Information | | |
|---------------------------------|---|----------------------------|
| S # | Required Information | Response |
| 1 | Legal name of the Auto Workshop | |
| 2 | Year of Registration / Establishment of the Organization | |
| 3 | National Tax Number | |
| | General Sales Tax (GST) Number | |
| | Punjab Sales Tax (PST) Number | |
| 5 | What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s) | Public Sector Organisation |
| | | Sole Proprietor |
| | | Public Ltd. Company |
| | | Private Ltd. Company |
| | | Private Partnership Firm |
| | Others (Please specify) | |
| 6 | Name and designation of 'Head of Organization' | |
| 7 | Mobile: | |
| | Phone/s: | |
| | Email: | |
| | Fax: | |
| | Address of organization: | |
| | Website address: | |
| 8 | Name and designation of 'Contact Person': | |
| | Phone/s: | |
| | Mobile: | |
| | Email: | |
| | Fax: | |
| | Address of Provision of Stationery & General Items set up | |
| | Phone/s: | |
| | Mobile: | |
| | Email: | |

| Eligibility Response Checklist | | | |
|--------------------------------|--|---|---|
| Sr. No. | Necessary Eligibility Information | Response/Elaboration | |
| 1 | Regular tax payer Attach copies of tax returns of last three years | | Copies Attached |
| | | | Copies Not Attached |
| | | | Not applicable. Public sector organization |
| 2 | Mention National Tax Number (NTN) & General / Punjab Tax Number (GST/PST) in the name of Organization and provide a copy of registration | National Tax Number (NTN) | |
| | | General / Punjab Sales Tax Number (P/GST) | |
| 3 | Affidavit on legal stamp paper mentioning three clauses | | We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted. |
| | | | Our organization has been blacklisted once or more than once. |
| 4 | Did your firm has an office in Lahore (Details of office is required on company letter head/profile). | | Detail of office address attached |
| | | | Detail of office address Not attached |
| 5 | Regular tax payer (copies of tax return of 2022 required) | | Attached |
| 6 | Bidder should have experience of in the relevant field (Details of workshop required on company letter head/profile). | | Company profile/details on letterhead |
| 7 | Details of available services like denting, painting, repair, AC service, etc. on letter head. | | Letterhead |

| Pre-Qualification Criteria | | | | |
|--|---|------------------------|---------------------|--|
| Sr. No. | Description | Category Points | Total Points | Documents Required |
| 1 | Relevance Experience | | 20 | Copies of work orders OR Starting of workshop on company letter head OR NTN certificate |
| 1.1 | 1 - 3 years' experience | 5 | - | |
| 1.2 | 4 - 7 years' experience | 10 | - | |
| 1.3 | 8 - 10 years' experience | 15 | | |
| 1.4 | More than 10 years' experience | 20 | | |
| 2 | Financial Capability | - | 20 | Copy of last year tax returns or Bank statement is required |
| 2.1 | if up to 1 lac rupee | 05 | - | |
| 2.2 | if more than 1 lac & up to 2 lac rupees | 10 | - | |
| 2.3 | If more than 2 lac & up to 3 lac rupees | 15 | | |
| 2.4 | If more than 3 lac rupees | 20 | | |
| 3 | Total Clients with Company | - | 20 | List of clients on signed company letter head required. |
| 3.1 | If 1 – 3 clients | 5 | - | |
| 3.2 | If 4 – 7 clients | 10 | | |
| 3.3 | If 8 – 10 clients | 15 | - | |
| 3.4 | If more than 10 clients | 20 | - | |
| 4 | Workshop | | 20 | Details of workshop facilities on signed company letter head is required. |
| 4.1 | Mechanical workshop | 5 | | |
| 4.2 | Electrical workshop | 5 | | |
| 4.3 | Denting and Painting | 5 | | |
| 4.4 | Parts shop | 5 | | |
| 5 | Working Staff | | 20 | List of working staff on signed company letter head is required. |
| 5.1 | Working staff if 1 to 3 | 5 | | |
| 5.2 | If 4 to 6 | 10 | | |
| 5.3 | If 7 to 10 | 15 | | |
| 5.4 | If more than 10 | 20 | | |
| Total | | | 100 | |
| Note: Minimum qualification marks are 65. Absence of any required document will lead to zero marks in that specific area. | | | | |

| Relevant Experience | | |
|----------------------------|---|--|
| Sr. # | Required Information | Response (Please provide exact information with organization name, location/s and duration) Provide data in sequence given below |
| 1 | Name of Organizations with addresses | i. |
| | | ii. |
| | | iii. |
| | | iv. |
| | | v. |
| 2 | Start and end dates of providing Provision of Auto Workshop Services (For example – Jan 2005 to September 2013) | i. |
| | | ii. |
| | | iii. |
| | | iv. |
| | | v. |
| 3 | Contract value of Auto Workshop Services | i. |
| | | ii. |
| | | iii. |
| | | iv. |
| | | v. |

Annex – E

| Key Staff of Company | | | | |
|-----------------------------|----------------------|--------------------|--------------------------|--|
| Sr # | Name of Staff | Designation | Area of Expertise | Number of years in firm/company |
| | | | | |
| | | | | |
| | | | | |

May like to add more columns