

# **PUNJAB POPULATION INNOVATION FUND**

## **Pre-Qualification Document**

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“Prequalification of Printing & Designing Firms”

October, 2023



**Submission Date for Sealed Applications: 17 November, 2023 till 11:00 AM**

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[www.ppif.org.pk](http://www.ppif.org.pk)

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## **1- Invitation to bids**

Punjab Population Innovation Fund (PPIF) is a section 42, not-for-profit Public Sector Company set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed proposals are invited from Printing firms/companies (hereafter called as bidders) fulfilling the criteria provided under the heading “Condition for eligibility”, for providing Printing Services. All interested and eligible bidders are requested to go through complete document and provide the required information and documents mentioned in this document.

Technical qualified bidders will be offered a pre-qualification of one year which may be extended annually, based on performance for another term or terms. Extension of pre-qualification will be on same terms & conditions if mutually agreed by both parties (Firms and PPIF).

## **2- Instruction to bidders**

The selection of firms/companies will base on Prequalification process of PPRA Rule – 16 & 17.

The bid 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 printing firms to demonstrate their respective qualifications and any other information that the procuring agency deems necessary for prequalification. PPIF is providing a set of prequalification documents to printing firms.

The PPIF shall evaluate the proposal in the manner prescribed in the section - 7 given in the document. During the evaluation no amendments in the prequalification proposal shall be permitted. After prequalification, only the prequalified printing firms 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 a printing & designing firm, whether or not prequalified, may require the printing firms to provide such further information concerning the professional, technical, financial, legal or managerial competence as PPIF may decide. PPIF shall disqualify a printing & designing firms on the ground that he had provided false, fabricated or materially incorrect information.

Bidders those will get minimum 65 marks in technical evaluation will be short-listed for prequalification.

Applicant has to provide the preliminary data in prequalification proposal such as firm’s profile with specific experience of providing Printing & Designing Services and submit annual financial audit reports, registrations or memberships, NTN certificate, tax return etc.

## **3- Conditions for eligibility**

The successful bidder, fulfilling the following criteria, will be considered as eligible bidder for the bidding process of providing Printing firms/companies services;

- a) Affidavit on stamp paper, declaring the following clauses;
  - i. The organization has not been blacklisted by any government department, agency or any donor agency.
  - ii. That neither is the organization nor any of its employees or officers are 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)
- b) Minimum 5 years' experience of providing Printing Services within Pakistan. Documentary proof (copies of contract or work order by clients) should be furnished.
- c) GST and Income Tax registration (Copy required)
- d) Regular tax payer (copies of tax returns of 2022 required)
- e) Bidder should have its own both designing and printing facilities in Lahore and Printing capacity should be not less than 5000 copies per day. (Details of both designing and printing facilities is required on company letter head/profile)

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 Management Staff of Firm
Annex – F:	Company's Printing Capability
Annex – G	Technical Standing 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 need both designing and printing services for designing and printing of office and project materials.
- b) PPIF may require the designer of firm to sit at PPIF for fast track designing for few days (if required)
- c) Qualified firms will provide financial proposals & technical proposal (if required) for designing and printing on requirement basis during the pre-qualification period.
- d) Qualified printing firms will provide quality designing and printing services to PPIF within agreed timelines of purchase order during the pre-qualification period.

## 5- Terms & Conditions

To provide uninterrupted Services, qualified firms will agree on following terms of references:

- a) Pre-Qualified printing firms shall have office in Lahore for efficient working communication.
- b) Pre-Qualified firms will share financial bids for the required services within reasonable time as per need (on case to case basis) after issuance of request for quotation/proposal.
- c) Income tax and 1/5<sup>th</sup> 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.
- q) The payment for the services will be made on the successful completion of services/delivery of goods as per PPIF rules.

## 6- Guidelines

- a) Only short-listed applicants fulfilling the eligibility criteria will be considered for technical evaluation. The financial proposal will be called separately from pre-qualified firms on need 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 Printing firms for Printing’. The envelope containing hard copies of technical proposal shall be received on the postal address given below.
- f) The closing date and time for receipt of technical proposal is **17<sup>th</sup> November, 2023 (11:00 AM)**.
- g) Technical proposals received thereafter will not be accepted.
- h) PPIF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- i) PPIF reserves the right to verify any information provided by the applicants.
- j) Questions about this prequalification document can be made only in writing: a letter or an e-mail and must be asked by or before COB **13<sup>th</sup> November, 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  
E-mail: [shoaib.manzoor@ppif.org.pk](mailto:shoaib.manzoor@ppif.org.pk)  
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## **7- Prequalification evaluation criteria**

This document is governed by the procedure approved by PPIF management as per PPRA Rules. The technical proposal of eligible organisations will be evaluated using the scoring guide attached as annexure – D. Bidder with at least 65 marks will qualify. Score will be awarded on the base of following details;

### **a) Relevant experience of Printing services**

In this section of annexure – D, bidder has to prove the experience of Printing Services. Fill the section of form and attached the required copies of work orders or contract which prove mentioned experience. As per eligibility criteria, minimum 5 years of printing experience is required. Failing to provide, will not considered as eligible.

Bidders also have to mention their work experience with government, semi government or autonomous bodies.

### **b) Working Staff**

In this chapter bidder has to provide details of working staff. Bidder has to share details of working staff on company letter head/company profile.

### **c) Designing Facility/Equipment / Machinery related to Printing Services**

In this chapter bidder has to provide details of designing facility, equipment or machinery related to designing and Printing Services for example printing machines, die cut machines, binding machines and lamination machines etc. Bidder should have its own designing and printing setup with all required multicolour printing facilities both in digital as well as offset. Printing capacity should be not less than 5000 copies per day. Details of colour printing machinery and printing capacity are required on company letter head/profile.

### **d) Financial capability**

In this chapter bidders should attach the signed financial audit report of the last year or tax return of last year.

### **e) Company**

In this chapter, bidders should mention the following information;

- i. Year of printing & designing company/firm's establishment.
- ii. Does printing company has designing section

iii. List of clients

**f) Key Management Staff**

In this chapter bidders should provide the details of key management staff including their names, designation.

**8- Pre-Qualification Duration**

Initially, PPIF will offer a pre-qualification of one year to the successful bidders which may be extended for further term/terms if mutually agreed by both parties (bidders and PPIF). Extension of pre-qualification will be on same TOR under Punjab Procurement Regulatory Authority rules 2014. During the pre-qualification period, PPIF will call for financial bids for printing items when required.

**9- 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 authorised 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	

**10- Submission of Prequalification Proposal**

Complete proposal containing technical details; all required information and documentary evidences may be submitted before **11:00 AM on 17<sup>th</sup> November, 2023**. The proposals will be opened on same day at 11:30 AM in the presence of bidders who wish to attend. The proposal should be submitted in sealed envelope clearly mentioned **“PREQUALIFICATION OF DESIGNING & PRINTING FIRMS”** and company name and address must also be mentioned.

**11- ONE PERSON ONE BID**

As per PPRA Rule 36(A)

(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.

**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 Tender 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.

Joint Venture is not allowed in the pre-qualification.

The bids should be submitted in sealed envelope clearly mentioned "**BID (PREQUALIFICATION / TECHNICAL PROPOSALS) FOR PREQUALIFICATION OF DESIGNING & PRINTING FIRMS**".



**Annexures**

**Annex – A**

<b>Organization Information</b>			
<b>S #</b>	<b>Required Information</b>	<b>Response</b>	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
	General / Punjab Sales Tax Number		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation	
		Section 42 Company	
		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 printing set up		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

**Annex – B**

<b>Eligibility Response Checklist (criteria mentioned in clause 3 will prevail)</b>			
<b>Sr. No.</b>	<b>Necessary Eligibility Information</b>	<b>Response/Elaboration</b>	
1	Regular tax payer Attach copy of tax return of 2022		Copies Attached
			Copies Not Attached
			Not applicable. Public sector organisation
2	Mention National Tax Number (NTN) and General Sales Tax Number (GST) in the name of Organization and provide a copy of registration	National Tax Number (NTN)	
		General Sales Tax Number (GST)	
3	Bidder should have its own designing and printing setup with all required multicolour printing facilities both in digital as well as offset. Printing capacity should be not less than 5000 copies per day (Details of colour printing machinery and printing capacity is required on company letter head/profile).		Copies Attached
			Copies Not Attached
4	Affidavit on stamp paper (MUST attach an undertaking by your firm's authorised person with this document) Mentioned all clauses which are given in eligibility criteria		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.
5	Minimum 5 years' experience of providing Printing Services. Documentary proof (copies of contract or work order or contact details of clients) should be furnished.		Copies Attached
			Copies Not Attached

<b>Pre-Qualification Evaluation Criteria</b>				
<b>Sr. No.</b>	<b>Description</b>	<b>Category Points</b>	<b>Total Points</b>	<b>Documents Required</b>
<b>1</b>	<b>Experience with Govt / Semi Govt / Autonomous bodies</b>		<b>10</b>	Copies of work orders with Govt / semi Govt organizations or details of work with duration and contact person on company letter head
1.1	1-3 years experience	2	-	
1.2	4-7 years experience	5	-	
1.3	8-10 years experience	10		
<b>2</b>	<b>Total Experience</b>	-	<b>10</b>	Copies of work orders or Letter/proof of company registration
2.1	5 year & above experience	5	-	
2.2	10 year & above experience	10	-	
<b>3</b>	<b>Capabilities of Personnel</b>		<b>10</b>	Complete list of technical staff with their area of work
3.1	Number of technical staff >5	5		
3.2	Number of technical staff >10	10		
<b>4</b>	<b>Printing Capacity</b>		<b>10</b>	Detail of printing capacity on company letter head
4.1	Daily printing capacity > 5000 copies / day	5		
4.2	Daily printing capacity > 10,000 copies / day	10		
<b>5</b>	<b>Capabilities of Equipment</b>	-	<b>15</b>	Complete list of all machinery with their colours (in case of printers) details on company letter head
5.1	Number of printing machines (1 marks for each machine)	5	-	
5.2	Number of colours printing machines (1 marks for each colour machine)	5		
5.3	Die-cut and lamination machines (1 mark for each machine)	5	-	
<b>6</b>	<b>Company</b>			
6.1	If company started working before 2012	5	<b>25</b>	Copy of letter of registration / incorporation
6.2	If company started working before 2005	7		
6.3	Does company have designing section	3		Confirmation on company letter head
6.4	List of clients related to printing (1 mark for 2 clients)	5		Signed letter head
6.5	Government/Semi Government clients (1 mark for 2 clients)	5		Signed letter head
<b>7</b>	<b>Financial Status</b>	-	<b>10</b>	

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7.1	Annual Turnover worth > 1 and up to 5 million	05	-	Copies of financial audit report or last year's (2022) tax returns required
7.2	Annual Turnover worth > 5 million	10	-	
<b>8</b>	<b>Key Management Staff</b>		<b>5</b>	Details of key management staff with their names, designations and area of expertise on company letter or in company profile should be attached.
8.1	Number of key management staff if 4 and above	3		
8.2	7 and above	5		
<b>9</b>	<b>Designing Facility</b>		<b>5</b>	CV's of Designer is required
9.1	<b>Number of Designers 2 or above</b>			
	Experience of Designer more than 5 years	5		
	Experience of Designer less than 5 years	3		
	Experience of Designer less than 2 years	0		
<b>Total</b>			<b>100</b>	

**Note: Minimum qualification marks are 65. Absence of any required document will lead to zero marks in that specific area.**

**Annex – D**

<b>Relevant Experience</b>		
<b>Sr. #</b>	<b>Required Information</b>	<b>Response</b> <b>(Please provide exact information with organization name, location/s and duration)</b>  Provide data in sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
		v.
2	Start and end dates of providing Printing Services (For example – Jan 2005 to September 2013)	i.
		ii.
		iii.
		iv.
		v.
3	Number of Printing items provided	i.
		ii.
		iii.
		iv.
		v.

List of current business with other organizations including government organizations

Sr. No	Name of Company/Organization	Current Business/Scope of Work	No of Employee	Annual Contract Volume	Approximate value of Business
1					
2					
3					
4					
5					

Any business detail already done with PPIF

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	Type of business/ Contracts	Year of Supplies/contr act	Annual Volume	Approximate Value of Business	Performance
1					
2					
3					
4					
5					

The information given above is true to the best of our knowledge; we undertake to inform PPIF, Lahore of any changes that may take place later in the status of company in business / agency or the Management.

<b>Key Management Staff of Company</b>				
<b>Sr #</b>	<b>Name of Management Staff</b>	<b>Designation</b>	<b>Area of Expertise</b>	<b>Number of years in company</b>

May like to add more columns

<b>Company's Printing Capability</b>		
1	Primary Business Details	
2	List of Products / Printing items	
3	Maximum daily printing capacity of the firm	
4	Number of colour machines and details of machine including brand and model	
5	Details of Designing Facility	
6	Number of Die-Cut and Lamination machines	
7	Backup Generator capacity in KWA	



**3. TECHNICAL STANDING OF THE FIRM**

**LIST OF TECHNICAL PERSONNEL WITH QUALIFICATIONS IN PERMANENT EMPLOYMENT OF THE FIRM**

No.	Name	Designation	Qualification	Years of Service	Experience	Responsibilities
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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**4. Sales / Marketing Force of the Firm**

**LIST OF SALES PERSONNEL WITH QUALIFICATIONS IN PERMANENT EMPLOYMENT OF THE FIRM**

No.	Name	Designation	Qualification	Years of Service	Experience	Responsibilities
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**5. Details of Contracts / Assignments / Projects Undertaken by the Firm**

No.	Title of Contracts Projects / Services	General Description	Value of Contract	Years	Department Organization	Performance
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						