

Expression of Interest

1. IT related services
2. Hotel/Guest Houses
3. Event Catering Firms
4. Maintenance Firms (Electricity, Electronics, Civil, Mechanical, & Generator Services)
5. Furniture Suppliers
6. IT Equipment Suppliers
7. Advertising Agencies
8. Media Firms
9. Stationers
10. Printing & Designing Firms
11. Rent a Car Services
12. Air Travel Agencies
13. Website Development & Designing Firms

Closing Date: 26th March, 2016

INSAF NETWORK PAKISTAN

Pre-Qualification, Registration & Assessment

NOTE: (Before filling the form, please read and understand documents carefully)

INSAF NETWORK PAKISTAN (INP) is an alliance of 27 civil society Organizations working in 102 districts with advocacy and project implementation experience in all 4 provinces, AJK and Gilgit-Baltistan. INP's partnership with a variety of community organizations and the government functionaries remains its key strength as it offers a deeper and wider access to the communities and beneficiaries at large scale across Pakistan. INP provides a collaborative platform to these government and non-governmental organizations to work together to help the poor, vulnerable and minority communities in areas of basic rights, gender justice and legal empowerment across Pakistan.

INP strives to promote professionally informed institutional networking and programming among civil society and the government organizations to help generate demand for equitable justice and basic rights. At the same time, INP endeavors to foster policy dialogue and field interventions on the supply side for dispensation of quality justice and social services to all members of the society especially the poor, disadvantaged and the vulnerable.

INP works with a variety of factors including political fraternity, government agencies, research institutes, national, provincial and local level civil society organizations, community groups, women, men and children, religious seminaries and scholars with a secretariat based in Islamabad.

For managing its huge network, INP required the services of vendors as defined in **Annex I**.

INP will undertake a competitive bidding exercise, intending to issue a solicitation document to those companies which shall express their interest and provide initial relevant information demonstrating their ability to fulfill INP's requirements.

Please provide all required information by filling given form as per given instructions. After initial assessment, registration, financial and technical proposals will be asked from short listed vendors only. Due to high in-flow of documents The Agribusiness Project (TAP) procurement staff may not be in position to notify all rejected/non responsive or unsuccessful firms.

INSTRUCTIONS:

1. Use capital letters
2. Mark the applicable boxes
3. Use extra sheets where necessary

4. Applications for Pre-qualification must be submitted through any track -able courier service on or before 26th March, 2016 in a sealed envelope. Please mark envelop with the inscription
5. “EOI FOR DESIGNING & PRINTING OF MANUALS” and send to the following address:

Operations Manager
INSAF NETWORK PAKISTAN
House 278, St, 14, Sector F-10/2, Islamabad
Phone Landline +92 51 2101050-2

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SECTION I-GENERAL INFORMATION

Name of Entity	
Type of Entity	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Private Ltd. <input type="checkbox"/> Partnership <input type="checkbox"/> Other, Please Specify
Names of Partners or Directors (if applicable)	1- _____ 2- _____ 3- _____
Category Applied For	<input type="checkbox"/> IT related services <input type="checkbox"/> Hotel/Guest Houses <input type="checkbox"/> Event Catering Firms <input type="checkbox"/> Maintenance Firms (Electricity, Electronics, Civil, Mechanical, & Generator Services) <input type="checkbox"/> Furniture Suppliers <input type="checkbox"/> IT Equipment Suppliers <input type="checkbox"/> Advertising Agencies <input type="checkbox"/> Media Firms <input type="checkbox"/> Stationers <input type="checkbox"/> Printing & Designing Firms <input type="checkbox"/> Rent a Car Services <input type="checkbox"/> Air Travel Agencies <input type="checkbox"/> Website Development & Designing Firms
Withholding Tax Vendor? (Yes/No) If Yes, Please indicate whether	<input type="checkbox"/> Seller Goods (for Firms 4.5% in case of Filer otherwise 6.5%) <input type="checkbox"/> Provider of Services (for Companies 8% in case of Tax Filer otherwise 10%) <input type="checkbox"/> Individual Services (10% in case of Filer otherwise 16%)
Tax Jurisdiction	<input type="checkbox"/> Large Tax Payers Unit <input type="checkbox"/> Medium Size Tax Payers Unit <input type="checkbox"/> Small Tax Payers Unit

Entity's Representative to INP	Name: _____ Designation: _____ Contact No: _____
Complete Address	
Phone Number	
Fax Number	
Email and Web Address	

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SECTION II- Background

Industry/Field of Specialization	
Branches/Regional Offices in Pakistan (Attach additional Sheet – if required)	
Number of Years in the field of being applied for	<input type="checkbox"/> More than 15 years <input type="checkbox"/> 10 to 15 years <input type="checkbox"/> 5 to 10 Years <input type="checkbox"/> 1 to 5 Years
Major Clientele List Relevant to this application With Names and Contact Numbers: (Attach Additional Sheets)	1- _____ 2- _____ 3- _____ 4- _____ 5- _____
Average Annual turnover in Last 3 Years	<input type="checkbox"/> More than 20 Million <input type="checkbox"/> More than 15 Million <input type="checkbox"/> More Than 10 Million <input type="checkbox"/> More Than 5 Million <input type="checkbox"/> More Than 3 Million <input type="checkbox"/> Less Than 1 Million
Quality Assurance Certificates (If any)	
Appreciation certificates from client (Attach Details)	
Three Highest Value Order (In the field applied for) (Attach details)	1- _____ 2- _____
Number of Staff	1- Management Staff _____ 2- Technical Staff _____ 3- Other Staff _____

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SECTION III- Bank Information

Bank Name	
Branch and City	
Account Title	
Bank Account Number	

SECTION IV- REFERENCESFROM CLIENTS:

COMPANY	NAME OF CONTACT PERSON	TELEPHONE / MOBILE NOS.	Email

INSAF NETWORK PAKISTAN

Pre-Qualification, Registration & Assessment

SECTION V- DECLARATION

I/We hereby confirm that all the information given in this form and in attached document are true and correct to the best of my/our knowledge. I/ We understand that any false information shall result in immediate disqualification.

If pre-qualified by INP I/we shall strictly adhere to all the rules, regulations, terms and conditions as laid down by INP.

Signature(s) of Proprietor /Partners/Directors

Name _____

Designation _____

CNIC No. _____

Specimen Signature of Authorized Representative

Stamp of Vendor

Name _____

Designation _____

CNIC No. _____

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IMPORTANT NOTE:

- *Submission of this Application does not guarantee that the applicant shall be registered with INP*
- *INP may ask for any further details and documents; or may physically inspect the applicant's organizational setup / factory at any time without prior notice*
- *Please ensure to provide complete information asked for in the absence of which your application will not be considered*

SECTION VII- CREDENTIALS

Please attach following documents and check the applicable box

- Letter of authorization to represent the company with certified specimen signature and copy of CNIC of authorized representative
- Photocopies of National ID Cards of Proprietor / Partners / Directors
- In case of partnership, attested copy of partnership deed (Form C if registered)
- In case of Public/ Private Ltd Company certified copy of Certificate of incorporation, Memorandum and articles of association
- In case of Public Ltd Company certified copy of Certificate of Commencement of business
- In case of other, Copy of registration or other supporting documents
- National T ax Registration Certificate
- Sales T ax Registration Certificate
- An undertaking on Non Judicial Stamp paper that you are not defaulters from any bank / any other institute / Company and that you are not blacklisted with any Govt. / Semi Govt. or any Firm / Organization / Company

Any other details please specify:

Authorized Representative's Signature

Sign/Stamp_____

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Annex I

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