Pre-Qualification Document

HIRING OF FIRM / TRAVEL AGENCY (IATA APPROVED) FOR PROVISION OF AIRTICKETS (DOM / INT) AND OTHER SERVICESREGARDING TRAVELLING UNDER OPEN FRAME WORK AGREEMENT TENDER ENQUIRY NO. ADMIN:GM: 08.7 (1) /2026 (Non-Consultancy Services)

National

Single Stage-One Envelope

August 12, 2026

Admin Department. (Sui Northern Gas Pipelines Limited (SNGPL)),Admin Officer
5th Floor, Gas House, 21-Kashmir Road., Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).
Phone: +92-322-434-2423, Email: nasir.khalid@sngpl.com.pk

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INVITATION FOR PRE-QUALIFICATION

PROCUREMENT OF NON-CONSULTING SERVICES

1. The **Admin Department. (Sui Northern Gas Pipelines Limited (SNGPL))** has reserved Funds for the procurement planned for FY **2026-27**. The **Admin Department. (Sui Northern Gas Pipelines Limited (SNGPL))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**HIRING OF FIRM / TRAVEL AGENCY (IATA APPROVED) FOR PROVISION OF AIRTICKETS (DOM / INT) AND OTHER SERVICESREGARDING TRAVELLING UNDER OPEN FRAME WORK AGREEMENT TENDER ENQUIRY NO. ADMIN:GM: 08.7 (1) /2026**" with the reference of **"P87385"**

2. The **Admin Department. (Sui Northern Gas Pipelines Limited (SNGPL))** intends to pre-qualify service providers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to the bidding process.

3. The objective of the intended pre-qualification is the provision of "**HIRING OF FIRM / TRAVEL AGENCY (IATA APPROVED) FOR PROVISION OF AIRTICKETS (DOM / INT) AND OTHER SERVICESREGARDING TRAVELLING UNDER OPEN FRAME WORK AGREEMENT TENDER ENQUIRY NO. ADMIN:GM: 08.7 (1) /2026**" through subsequent signing of contract with successful bidders, and the purpose of this Pre-qualification Notice is to provide the very basic information to enable potential applicants to decide whether or not to respond to this Pre-qualification Notice.

4. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants.

5. The pre-qualification process is open to all **National** Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the Admin Department. (Sui Northern Gas Pipelines Limited (SNGPL)) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0**

at **https://epads.gov.pk/opportunities/federal/procurements/87385**.

6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Tuesday, September 1, 2026 11:00 AM**. E-applications will be opened using **EPADS v2.0** on the same day at **Tuesday, September 1, 2026 11:30 AM**. Manual submission of applications shall not be entertained. Those service providers who have not yet registered on the new version of **EPADS v2.0** may register themselves at **https://vendors.epads.gov.pk/**. A tutorial to explain the registration process is available at **https://www.youtube.com/watch?v=MNW6T38v7tc**.

In terms of Rule 48 of Public Procurement Rules, 2004, a Grievance Redressal Committee (GRC) is notified for the subject procurement and the notification copy is available on the procuring agency's website and on Authority's website at (**www.ppra.org.pk**).

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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalifica¬tion Documents

1. **Scope of Application**

1.1. In connection with the “**Invitation for Prequalification**”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Pre-qualification.

3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Secondary Procurement process, and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

4. **Eligible Applicants**

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.
In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.
In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the Contract conditions that apply.
The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.

All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Contract Agreement. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA’s website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. **Eligibility (in terms of Nationality)**

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. **Sections of Prequalification Documents**

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures PART 2 Supply Requirements

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

6.8. Section VII – Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7. **Clarification of Pre-qualification Documents and Pre-Application Meeting**

7.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective

Applicants through ePADS who have obtained the Prequalification Documents from ePADS , including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS . Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant’s designated representative is invited at the Applicant’s cost to attend a pre-Application meeting through online platform / **EPADS v2.0** as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Pre-qualification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. **Amendment of Prequalifica¬tion Documents**

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency’s web page and **EPADS v2.0**.

Provided that an Applicant who had already submitted their Applications prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **EPADS v2.0**.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:

Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. **Cost of Applications**

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Pre-qualification process.

10. **Language of Application**

10.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. **Documents Comprising the Application**

11.1. The Application shall comprise the following:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

11.2. **Application Submission Letter**

11.2.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

11.3. **Documents Establishing the Eligibility of the Applicant**

11.3.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

11.4. **Documents Establishing the Qualifications of the Applicant**

11.4.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

11.4.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

11.4.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

11.4.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

11.4.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

11.4.4. The documentary evidence of the Applicant's qualifications to conclude a contract Agreement, shall establish to the Procuring Agency's satisfaction:

11.4.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

11.4.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. **Submission of the Applications through EPADS v2.0**

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

16. **Deadline for Submission of Applications**

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. **Confidentiality**

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through **EPADS v2.0**.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **EPADS v2.0**

19. **Clarification of Applications**

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through **EPADS v2.0**

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. **Responsiveness of Applications**

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. **Margin of Preference**

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification.

22. **Sub-contractors**

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. **Evaluation of Applications**

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant’s subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

24. **Procuring Agency’s Right to Accept or Reject Applications**

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

25. **Pre-qualification of Applicants**

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring

Agency.

25.2. An Applicant may be "conditionally prequalified," that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. **Notification of Prequalification**

26.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **EPADS v2.0**.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

27. **Request for Bids**

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through **EPADS v2.0**.

28. **Changes in Qualifications of Applicants**

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.

29. **Redressal of Grievances**

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-48 of Public Procurement Rules, 2004.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. **Mechanism of Blacklisting**

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-19 of Public Procurement Rules, 2004 read with “Mechanism for Blacklisting Regulations, 2024”.

Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS Clause No
ITA No

Amendments of, and Supplements to, Clauses in the Instructions to Applicants

A. General

PDS Clause No 1
ITA No 1.1

Identification Number of the Invitation for Prequalification: **P87385**
The Procuring Agency is: **Admin Department. (Sui Northern Gas Pipelines Limited (SNGPL))**
List of Service Contracts:
See section services and Lots

PDS Clause No 2
ITA No 2.1

The name of Procuring Agency is: **Admin Department. (Sui Northern Gas Pipelines Limited (SNGPL))**
The name of Project / Procurement is: **HIRING OF FIRM / TRAVEL AGENCY (IATA APPROVED) FOR PROVISION OF AIRTICKETS (DOM / INT) AND OTHER SERVICESREGARDING TRAVELLING UNDER OPEN FRAME WORK AGREEMENT TENDER ENQUIRY NO. ADMIN:GM: 08.7 (1) /2026**

PDS Clause No 3
ITA No 4.2

Maximum number of members in a Joint Venture (JV): **Nil**

PDS Clause No 4
ITA No 4.5

A list of debarred firms and individuals is available on PPRA website: **https://ppra.gov.pk**

B. Contents of the Prequalification Document

PDS Clause No 5
ITA No 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

PDS Clause No 6
ITA No 7.1 & 8.2

Information related to Prequalification shall be published on: **EPADS v2.0**

PDS Clause No 7
ITA No 7.2

Pre-Application Meeting: **Clarification Date: Thursday, August 27, 2026**

C. Preparation of Applications

PDS Clause No 8
ITA No 10.1

This Prequalification Document has been issued in the language: **English**

PDS Clause No 9
ITA No 11.1(d)

Additional documents to be submitted through EPADS v2.0:
No

PDS Clause No 10
ITA No 14.2

Source for determining exchange rates: **Not Applicable**

D. Submission of Applications

PDS Clause No 11
ITA No 16.1

Deadline for Application Submission:
Day: ***Tuesday***
Date: ***Tuesday, September 1, 2026***
Time: ***11:00 AM***

PDS Clause No 12
ITA No 17.1

Opening of Applications shall be conducted through: **EPADS v2.0**
Day: ***Tuesday***
Date: ***Tuesday, September 1, 2026***
Time: ***11:30 AM***
Virtual participation link: **https://vendors.epads.gov.pk/**

E. Procedures for Evaluation of Applications

PDS Clause No 13
ITA No 21.1

Margin of Domestic Preference: **Not Applicable**
(Applicable only if authorized in Procurement Plan)

PDS Clause No 14
ITA No 29.1

Prequalification-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**
A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency’s decision not to prequalify an Applicant

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Any	FBR (NTN) Punjab (PRA)

Evaluation Criteria

Quality Based Selection (QBS)

Technical Marks	100
Passing Marks	65
Ownership of Firm	
Ownership of Firm (Quantitative)(Doc Required) Limited Company (Private / Public) [Copy of memorandum] **(15)** Partnership [Copy of Partnership Deed] **(10)** Sole Proprietorship **(5)**	15
Number of employees	

Number of employees (Quantitative)(Doc Required) 10 Employee or more **(10)** 9 Employees **(9)** 8 Employees **(8)** 7 Employees **(7)** 6 Employees **(6)** 5 Employees **(5)**	10
Number of Registered Branches in Pakistan	
Number of Registered Branches in Pakistan (Quantitative)(Doc Required) Register Branches (Lahore, Karachi, Islamabad) **(10)** Register in Any two cities (Lahore, Karachi, Islamabad) **(6)** Register in any one city (Lahore, Karachi, Islamabad) **(4)**	10
List of Recent Clients (Govt./Semi Govt./National/Multi-national Companies)	

List of Recent Clients (Govt./Semi Govt./National/Multi-national Companies) (Quantitative)(Doc Required) 5 Clients or more **(10)** 4 Clients **(8)** 3 Clients **(6)** 2 Clients **(4)** 1 Client **(2)**	10
Date of commencement of your business with proof	
Date of commencement of your business with proof (Quantitative)(Doc Required)	10
Whether or not the Air Ticket Services are available round the clock (24/7). Confirmation on Company's letter head is to be attached.	
Whether or not the Air Ticket Services are available round the clock (24/7). Confirmation on Company's letter head is to be attached. (Quantitative)(Doc Required)	10
Any Best Selling / Performance Award by Airline(s)	
Any Best Selling / Performance Award by Airline(s) (Quantitative)(Doc Required)	10
Credit Terms	
Undertaking of 30 days Credit term up to Two Rs. 02 Million confirmation on company's Letter Head (Quantitative) (Doc Required)	10
Valid IATA Certificate License	
Valid IATA Certificate License (Quantitative)(Doc Required)	15

Annexure

Complete Tender Documents

Information (Read-Only)

See Form Under Additional Forms and Documents: **Complete Tender Documents** (page number: 33)

Procurement Forms

Financial Resources

SNGPL requires (30 days) credit termsup to Rs. 2.0 Million. Confirmation on Company's Letterhead is attached.

Income Tax Return of last 03 Financial Years. Bank Statement of last 06 months.

See Form Under Additional Forms and Documents: **Financial Resources** (page number: 47)

Past Experience and Completed Contracts

Proof of experience with national/Multinational Companies along with their postal addresses, phone number and contact person name.

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 48)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

Undertaking on Judicial Stamp Paper that Travel Agency is not under any arbitration/litigation or similar proceeding in any court of law.

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 49)

Current Contracts and Their Progress

Proof of experience with national/Multinational Companies along with their postal addresses, phone number and contact person name.

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 51)

Financial Capacity and Net Worth Evaluation Form

SNGPL requires (30 days) credit termsup to Rs. 2.0 Million. Confirmation on Company's Letterhead is attached.

Income Tax Return of last 03 Financial Years. Bank Statement of last 06 months.

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 52)

Additional Forms and Documents

سوئی ناردرن گیس
Sui Northern Gas

Ref: ADMIN: GM: 08.7 (1) / 2026 **Dated:** ____/____/2026

M/s.________________________

____

HIRING OF FIRMS / TRAVEL AGENCY FOR PROVISION OF DOMESTIC / INTERNATIONAL AIR TICKETS AND OTHER SERVICES REGARDING TRAVELING UNDER OPEN FRAME WORK AGREEMENT PROCEDURE
TENDER ENQUIRY NO. ADMIN: GM: 08.7 (1) /2026

Dear Sir,

Reference your letter No.____________________ dated ____________ for issuance of documents for hiring of Firms / travel Agencies for provision of Domestic / International Air Tickets and other services regarding traveling.

Following documents attached herewith should be submitted duly completed in all respects through EPADS 2.0 (https://vendors.epads.gov.pk/login) on or before **September 01, 2026 by 11:00 hours.**

A) TRAVEL AGENCY SERVICES

1. Evaluation Criteria - Annexure "A"
2. Mandatory Documents - Annexure "B"
3. List of Documents to be attached - Annexure "C"
4. Important Instructions to bidders - Annexure "D"
5. General terms & conditions - Annexure "E"

Scope of Work:

Sr No.	Description
01	Air Tickets Booking / Issuance (Domestic)
02	Air Tickets Booking / Issuance (International)
03	Assistance for obtaining Visa / Submission of Passports for visas
04	Round the clock (24/7) availability of dedicated personnel for booking / cancellation.
05	Travel arrangement through foreign carriers not operating in Pakistan
06	Hotels Bookings Abroad

If you have any doubt as to the meaning of any portion of these documents you should mention them in your covering letter about the interpretation prior to submission of your bids / tender documents and before the closing of this tender i.e. **September 01, 2026.**

Terms and Conditions must be taken into consideration before submitting your bids as these terms and condition will become a part of the contract in case the work is awarded to you.

The entire financial liability in respect of air ticketing would be the sole responsibility of the enlisted travel agents/agencies/companies/firms.

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Upon selection, the selected / enlisted travel agents / agencies / companies / firms shall not be allowed to transfer, assign, pledge, or sub-contract their rights and liabilities under this agreement to any other service provider or organization.

The travel agents / agencies / companies / firms will submit a scanned copy of the bid(s) / proposals online on the **EPADS 2.0** on or before the date **September 01, 2026** time **11:00 Hours.** Bids will be opened on the same date i.e. **September 01, 2026 at 11:30** hours.

In case of holiday (s) falling on the date of tender opening, tender will be opened at the same time on the next working day. It will be the responsibility of the bidder to deliver the bids before the closing time.

Quotations / Tender documents submitted should not have any over-writing. All deletions / cuttings / overwriting must be authenticated by additional signature. Quotations carrying over-writing without any proper authentication shall not be entertained.

No bidder will be permitted to alter his bid after opening. The Company does not bind itself to accept the lowest or any particular bid, nor it will be responsible to pay the expenses or losses which may be incurred by bidder(s) in the preparation of their bids.

In case the contract is awarded to you, you will be required to execute the work strictly in accordance with the terms and conditions of the contract. In case any of the terms and conditions of the contract is violated, the Company has the right to cancel the contract or part thereof as deemed necessary.

The Bidders are also required to provide valid Sales Tax, PST, NTN and Professional Tax Certificates along with their bids / tender documents.

The contract (s) awarded as a result of this tender must be duly acknowledged by the Chief Executive of the respective firm / travel agency or his authorized representative whose name must be advised to SNGPL in writing along with your bid / tender documents. Signature and stamp of the company accompanied by covering letter must be attached with the respective quotation.

If need be, please contact Mr. Farooq Ali, Deputy Chief Admin Officer, GAS HOUSE, 5th Floor, 21-Kashmir Road, Lahore Telephone No.042-99201307 & Cell No. 0333-4682028.

Yours faithfully,
SUI NORTHERN GAS PIPELINES LIMITED

(MIAN M. QAISAR YAQOOB)
GENERAL MANAGER (ADMIN)
for MANAGING DIRECTOR

Registered Office:
Sui Northern Gas Pipelines Limited,
21- Kashmir Road, Lahore, Pakistan.
+92-42-99082000-06

www.sngpl.com.pk

Head Office:
21- Kashmir Road, Lahore, Pakistan.
+92-42-99082000-06

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TENDER DOCUMENTS FOR

HIRING OF FIRM / TRAVEL AGENCY (IATA APPROVED) FOR PROVISION OFAIRTICKETS (DOM / INT) AND OTHER SERVICES REGARDING TRAVELLING UNDER OPEN FRAME WORK AGREEMENT

GAS HOUSE, 5TH FLOOR, 21-KASHMIR ROAD LAHORE

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Annexure "A"

EVALUATION CRITERIA

HIRING OF FIRM / TRAVEL AGENCY (IATA APPROVED) FOR PROVISION OFAIRTICKETS (DOM / INT) AND OTHER SERVICES REGARDING TRAVELLING UNDER OPEN FRAME WORK AGREEMENT

Evaluation Criteria for hiring of Firm / Travel Agency is divided into two sections i.e. Mandatory Requirement and Comparative analysis. Answer to all the questions is compulsory.
All information provided in the Bid must be supported with valid documentary evidence.

Mandatory Requirements

No deviation from information provided to the questions under this heading would be accepted. Any point /question, which does not satisfy the requirement of a question, would disqualify the Travel agency for further consideration. Questions from serial to 1-10 in the attached Questionnaire (Annex-B) would be considered as Mandatory Requirements and answers to these questions are compulsory.

Each Travel Agency must have an post experience of at least 3 years IATA certification, Application(s) received from any Travel Agency having less than three (3) years of experience will not be considered for qualification. IATA certificate to be provided to validate the experience.

Comparative Analysis

A maximum of 10 marks will be given for each question from serial 11 to 19. Basis of marks for the questions is appended below:-

a) Question at Serial 11 - following marks will be awarded:

i.	Sole Proprietorship	- 5 Marks
ii.	Partnership	-10 Marks
iii.	Limited company (Private/Public)	-15 Marks

b) Question at Serial – 12 (Number of Employees) - up to 05 employees there will be 05 marks and one (01) mark would be added for every 01 employee up to a maximum of 10 marks.

c) Question at Serial – 13 (Branches in Pakistan) – following marks will be awarded:

i.	Registered office in Lahore, Karachi & Islamabad	- 10 Marks
ii.	In any two (02) cities (Lahore, Karachi & Islamabad)	- 06 Marks
iii.	In any one (01) city (Lahore, Karachi & Islamabad)	- 04 Marks

d) Question at Serial – 14 (Recent Client) - 2 marks each client (Govt. / Semi Govt. / National / multi National companies) would be allowed up to a maximum of 10 marks.

e) Question at serial – 15 to 19 - Non-submission of certificate / evidence / undertaking / information would fetch no mark. 10 marks will be given on each Certificate / evidence / undertaking / information.

Travel Agency securing at least 65% marks out of total marks will be considered technically Responsive and all those Travel Agencies securing less than 65% will be considered technically Non- Responsive.

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Annexure "B"

MANDATORY DOCUMENTS

HIRING OF FIRM / TRAVEL AGENCY (IATA APPROVED) FOR PROVISION OFAIRTICKETS (DOM / INT) AND OTHER SERVICES REGARDING TRAVELLING UNDER OPEN FRAME WORK AGREEMENT

SR NO	CONTENTS	ATTACHED YES /NO	REMARKS
1.	Registered Name & Address of your IATA approved Travel Agency (Please enclose a valid photocopy of Registration Certificate of IATA).		
2.	Professional Tax Clearance Certificate for Current Financial Year. (Attach Copy)		
3.	NTN (National Tax No.) Registration Certificate.		
4.	Sales Tax Registration number / Certificate (PRA/KPRA/ICT) Whichever is applicable and must be Active (online status will be verified).		
5.	Name of Government / Semi govt. Department multinational Organization with whom you are registered / prequalified.		
6.	Name and address of Banker (Please attach Account maintaining certificate of your travel agency from your Banker). Also attach bank statement for the last 06 months.		
7.	Income Tax Return (Copy of last three Financial Years).		
8.	The Travel Agency should have an experience of at least 03 years of providing Air Tickets to various companies / departments. Name of such national and multination companies be provided along with their postal addresses, phone numbers and names of contact persons. Any other available services like Visa/ Hotel accommodation/ Rent a car / International Insurance etc.		
9.	Detail of any arbitration / litigation against your Travel Agency by any Government. Semi Govt. department any third party showing extent and result. Please attach an undertaking on Firm /Agency's letter head if there is no arbitration /litigation with any client.		
10.	Undertaking on judicial stamp paper (Rs. 100/-) that the Travel Agency have never been black listed by any organization.		

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Annexure "B"

COMPARATIVE ANALYSIS		MARKS	OBTAINED
11.	Please tick (as applicable to your Travel Agency and attach a copy of relevant documents as mentioned against each. i) Sole Proprietorship____________. ii) Partnership__________________(Copy of Partnership Deed) iii) Limited company ______________ (Copy of memorandum) (Public or Private) & Article of Association	15	
12.	Total No. of employees working under your control with details	10	
13.	Name (s) of your branches in Lahore, Karachi & Islamabad if any, giving their complete addresses and telephone numbers etc.	10	
14.	List of Recent Clients (Govt. / Semi Govt. / National / Multi-National Companies).	10	
15.	Date of commencement of your business, with proof.	10	
16.	Whether or not the Air Ticket Services are available round the clock (24/7). Confirmation on Company's Letter Head is to be attached.	10	
17.	Any best selling / performance Award by Airline (s).	10	
18.	SNGPL requires (30) days Credit terms up to Rs. (02) Two Million confirmation on Company's letter head is to be attached.	10	
19.	Valid IATA Certified License	15	
	Total Marks	**100**	

Certified that the above particulars are correct. In case any information given above is found to be incorrect, we shall be fully responsible for the consequences, which may include cancellation of our request for prequalification.

Note: - (However required, details may be given on separate sheets to be duly signed)

SIGNATURE ______________________

NAME ______________________

FIRM'S STAMP

DESIGNATION ______________________

ADDRESS ______________________

DATED: ________________

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Annexure "C"

DOCUMENTS REQUIRED TO BE SUBMITTED

HIRING OF FIRM / TRAVEL AGENCY (IATA APPROVED) FOR PROVISION OFAIRTICKETS (DOM / INT) AND OTHER SERVICES REGARDING TRAVELLING UNDER OPEN FRAME WORK AGREEMENT

SR NO	DESCRIPTION	YES	NO
1.	Copy of Registration Certificate issued by IATA.		
2.	Copy of payment of Professional Tax for current financial Year.		
3.	Copy of Sales Tax Registration Certificate.		
4.	Documentary proof of Registration of Travel Agency with any Government / Semi Government Department.		
5.	List of recent clients with Postal addresses, phone numbers and names of contract person.		
6.	Copy of National Tax Number (NTN) Certificate.		
7.	Copy of Income Tax Return of last three financial years.		
8.	Bank statement for account of Travel Agency for last 06 months.		
9.	Original Pay Order in Favour of **Sui Northern Gas Pipeline Limited (SNGPL)** of **PKR 24,000/-** regarding Bid Security.		
10.	Proof of experience with National / Multi National Companies along with their postal addresses, phone numbers and name of contact person.		
11.	Undertaking on judicial stamp paper (Rs.300) that the Travel Agency is not under any arbitration / litigation or similar proceeding in any court of law.		
12.	Undertaking on judicial stamp paper (Rs.300) that the Travel Agency has never been black listed by any customer i.e. Government / Semi Government / Multinational Companies.		
13.	Name(s) of your branches in Pakistan (if any) with complete addresses and telephone numbers and fax numbers.		
14.	List of employees working in Firm / Travel Agency.		
15.	List of equipment related to Firm / Travel Agency.		
16.	Undertaking that Travel Agency will provide air travel services round the clock (24/7) on Company's Letter Head.		

SIGNATURE ____________________

NAME Of FIRM: ____________________

DESIGNATION ____________________

FIRM'S STAMP

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Annexure-"D"

IMPORTANT INSTRUCTIONS TO THE BIDDERS

A. The terms and conditions of the tender documents shall be carefully studied / followed by the bidder.

B. The offer shall be worded clearly and fully understandable of the terms of reference defined in the tender document.

C. Each and every page of the tender documents shall be signed by the tenderer and stamped with the company seal.

D. Following documents shall compulsorily be attached with the offer.

   a. Name and address of the Firm / Company with Telephone and Fax Nos.

   b. Photocopy of National Tax Certificate / Sales Tax Registration certificate / Professional Tax certificate of the Company / Firm / Contractor.

   c. Income tax return of last three years.

   d. Attested copy of Bank statement for last six (06) months

   e. Names of Directors / Partners / Associates of the Firm or Company.

   f. The tenderer should submit affidavits / undertakings on stamp paper as required in Annex- B.

Signature & stamp
of Tenderer

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Annexure-"E"

GENERAL TERMS AND CONDITIONS

Framework Mechanism & Call-Off Orders:

This agreement serves as a Master Framework setting forth the general terms, condition and pricing/discount structure.

SNGPL is under no obligation to guarantee volume or number of bookings during the agreement term.

The Procuring Agency shall issue formal Call-off Orders to the Pre-Qualified Travel Agencies on an as-needed basis. For each travel requirement, The SNGPL will invite email quotations from all Pre-Qualified travel agencies for the lowest financial quotation.

All Travel Agencies will provide quotes based on the **"Total Net Payable Amount"** (Final Payable Ticket Price) for that specific date and time.

Bid Security:

The Travel agency shall be required to submit a Bid Security of **PKR 24,000/- (Rupees Twenty-Four Thousand only) in favour of Sui Northern Gas Pipeline Limited (SNGPL).** The original Pay Order must be physically submitted to the office of **General Manager (Administration), Gas House, 5th Floor, 21-Kashmir Road Lahore** before the bid opening date, i.e. **September 01, 2026.** The bid security shall remain valid throughout the bidding / Pre-qualification process. Upon completion of this process, the bid security of Travel agency shall be returned to them without any interest or profit hereon.

Bid Validity:

Your bid should be valid for at least **90 days** from the date of bid opening. Bid received with shorter validity will be considered as NON-RESPONSIVE. SNGPL may, however, request for extension in validity of bids / tender documents without any change in quoted rates and other Terms and Conditions.

Submission / Payments of Bill:

The Contractor/ Travel agent will submit bills for payment to Admin SNGPL HO to enable the company to process payment within thirty (30) days upon receipt of bill from Travel Agency. No request for advance payments would be made / entertained. Delays caused due to errors in invoices by the contractor (e.g. incorrect invoices / calculation mistakes etc.) and time consumed in rectification of these errors shall be on the part of the contractor and such time will be considered over and above the said thirty (30) days period. Hence the contractor must familiarize their concerned staff with SNGPL invoice processing procedure so as to prevent any payment delays.

Period of Contract:

The duration of the CONTRACT/AGREEMENT shall be for three (03) years, commencing from the date of signing of the Contract.

Cancellation / Refund charges:

The Travel Agent will communicate in writing / email every time about the Refund / cancellation charges claimed by airlines on cancellation / refund / exchange requested by SNGPL.

Travel agent will not claim their services charges on them.

Termination of Agreement:

The Company shall be entitled to terminate this Agreement:

(1) If the Contractor violates any provision of this Agreement or any provision of law, rules, and regulations applicable to it; or

(2) If the Company determines that it is in the Company's interest or the public interest to terminate the Agreement.

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a. The Company may terminate contract on poor performance, and shall give one-month notice in writing to the Contractor.

b. In case of termination by the Company due to a breach of contract or violation of law by the Contractor, the Company shall issue the Contractor a "warning" and an opportunity to remedy the breach of contract or violation of law within 15 days of notice. If the Contractor fails to take remedial action within 15 days of the notice to the satisfaction of the Company, the Company shall issue a second "warning" and further 15 days to remedy the breach. Upon expiry of the second warning period the Agreement shall stand terminated.

OPEN FRAMEWORK AGREEMENT / CONTRACT

SUI NORTHREN GAS PIPELINE LIMITED
AND
[Travel Agent Name]

This Open Framework Agreement is made and entered into on this ____day of ________, 2026, by and between:

Sui Northern Gas Pipelines Limited (SNGPL), having its registered office at **[Gas House, 21 Kashmir Road Lahore],**
hereinafter referred to as the **EMPLOYER,**

AND

[Travel Agent Name], having its registered office at [____________________], hereinafter referred to as the **TRAVEL AGENT**

WHEREAS

The **EMPLOYER** invited applications /bids for the Pre-qualification of travel agencies for a period of three (03) years in accordance with Public Procurement Regulatory Authority (PPRA) Rules for Domestic and International travel arrangements, and the **TRAVEL AGENT** was duly pre-qualified and selected for entering into this Framework Agreement.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

Scope of Work:

1. The TRAVEL AGENT should provide air tickets for domestic and international travel and make travel bookings as per the directions of the EMPLOYER.
2. Air tickets shall be provided according to the EMPLOYER'S specifications on a "NEED BASIS."
3. The TRAVEL AGENT must provide 24-hour service to facilitate the EMPLOYER regarding travel arrangements and related services.
4. The services shall be procured based on "AS AND WHEN REQUIRED."
5. The TRAVEL AGENT shall identify the lowest available fare.
6. The TRAVEL AGENT should offer a wider choice of airlines while ensuring bookings are made at the lowest rates.
7. The TRAVEL AGENT shall facilitate all travel plans as directed by the EMPLOYER, including the purchase of air tickets, bookings and reservations, seating requirements, and other formalities.

8. The TRAVEL AGENT shall provide detailed itineraries, including airport information, delays, or cancellation, of the flight to EMPLOYER
9. The TRAVEL AGENT shall intimate via email cancellation charges (if any).
10. The TRAVEL AGENT shall arrange bookings for flights, accommodation, transportation, tours, and other travel-related services during international visit.
11. The TRAVEL AGENT shall offer assistance with travel insurance and visa applications (if applicable).

Framework Mechanism & Call-Off Orders:

1. This agreement serves as a Master Framework setting forth the general terms, condition and pricing / discount structure .
2. The EMPLOYER is under no obligation to guarantee volume or number of bookings during the agreement term.
3. The EMPLOYER shall issue formal Call-off Orders to the Pre-Qualified Travel Agencies on an as-needed basis. For each travel requirement, The EMPLOYER will invite email quotations from all Pre-Qualified travel agencies for the lowest financial quotation.
4. All Travel Agencies will provide quotes based on the "Total Net Payable Amount" (Final Payable Ticket Price) for that specific date and time.

Duration of the Agreement:

1. This Open Framework Agreement shall be three (03) years, commencing from the date of signing of the Agreement.

Financial Terms:

1. The credit limit for air ticketing shall be minimum **Rs. 2,000,000/-** (Rupees two million only).
2. The Contractor/ Travel agent will submit bills for payment to Admin Department HO to enable the company for payment process within thirty (30) days upon receipt of bill along with supporting documents (e.g. E-Tickets, Credit Voucher) from Travel Agency. No request for advance payments would be made / entertained. Delays caused due to errors in invoices by the contractor (e.g. incorrect invoices / calculation mistakes etc.) and time consumed in rectification of these errors shall be on the part of the contractor and such time will be considered over and above the said thirty (30) days period. Hence the contractor must familiarize their concerned staff with SNGPL invoice processing procedure so as to prevent any payment delays.

3. If air ticket is not provided due any technical reason, The TRAVEL AGENT will arrange the Air Ticket from Market as per agreed terms & conditions.

Dispute Resolution:

1. Any difference, dispute, or liability of whatsoever nature arising out of this Contract / Agreement or in any way relating to the Contract/Agreement or its construction or fulfillment shall be settled amicably between the EMPLOYER and the TRAVEL AGENT.
2. If the parties fail to reach an amicable settlement, the matter shall be referred to the SGM (HR) of SNGPL for a final decision.
3. The decision of the SGM(HR) of SNGPL shall be final and binding on both parties.

Termination and Suspension:

1. **Termination for Convenience:** SNGPL may terminate this Agreement, in whole or in part, at any time for its administrative convenience by giving thirty (30) days' prior written notice to the Travel Agent without incurring any penalty or liability.
2. **Termination for Default:** SNGPL may terminate this Agreement immediately upon written notice if the Travel Agent:
    - Fails to provide satisfactory ticketing services or breaches any material term of this agreement.
    - Loses its IATA accreditation, DTS license, or tax registration status
    - Becomes insolvent, files for bankruptcy, or enters into liquidation
    - Engages in fraudulent, corrupt, or illegal practices.
3. Upon termination, SNGPL shall pay for services validly rendered prior to the effective date of termination after deducting any outstanding dues, penalties, or claims.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

For and on behalf of Sui Northern Gas Pipeline Limited:	**For and on behalf of [Travel Agent Name]:**
Signature: ______________	**Signature:** ______________
Name: ______________	**Name:** ______________
Designation: ______________	**Designation:** ______________
Date: ______________	**Date:** ______________

Witness:	Witness:
Signature: ______________________	**Signature:** ______________________
Name: ______________________	**Name:** ______________________
Designation: ______________________	**Designation:** ______________________
Date: ______________________	**Date:** ______________________

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Eligibility and Qualification Criteria.

No.	**Source of financing**	**Amount (Eq. PKR)**
1		
2		
3		

Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

☐ Not debarred due to deviation from commitment of Bid Securing Declaration-☐ Not debarred due to non-performance			
Year	**Non-performed portion of contract**	**Contract Identification**	**Total Contract Amount (current value, currency, exchange rate and PKR equivalent)**
[insert year]	*[insert amount and percentage]*	Contract Identification: *[indicate complete contract name/ number, and any other identification]* Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Reason(s) for nonperformance: *[indicate main reason(s)]*	*[insert amount]*
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			

Year of dispute	**Amount in dispute (currency)**	**Contract Identification**	**Total Contract Amount (currency), ~~US$~~ PKR Equivalent (exchange rate)**

[insert year]	*[insert amount]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Status of dispute: *[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]*	*[insert amount]*
☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. ☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	**Outcome as percentage of Net Worth**	**Contract Identification**	**Total Contract Amount (currency), PKR Equivalent (exchange rate)**
[insert year]	*[insert percentage]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Court/ arbitral award decision: *[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]*	*[insert amount]*

Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	**Employer's Contact Address, Tel, Fax**	**Value of Outstanding Work [Current Eq. PKR]**	**Estimated Completion Date**	**Average Monthly Invoicing Over Last Six Months [Eq. PKR/month)]**
1					
2					
3					
4					
5					

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

1. Financial data

Type of Financial information in (currency)	**Historic information for previous _*[insert number]* *years, [insert in words]* (amount in currency, currency, exchange rate*, PKR equivalent)**				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

(a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).

(b) be independently audited or certified in accordance with local legislation.

(c) be complete, including all notes to the financial statements.

(d) correspond to accounting periods already completed and audited.

☐ Attached are copies of financial statements[1] for the *[number]* years required above; and complying with the requirements.

[1] If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.