

## **LASOONA PRE-QUALIFICATION OF FIRMS, SUPPLIERS, SERVICE PROVIDERS, VENDORS COMPANIES, DISTRIBUTORS, MANUFACTURERS AND GENERAL ORDER SUPPLIERS**

**Deadline: August 26, 2021**

### **1. INTRODUCTION:**

LASOONA: Society for Human & Natural Resource Development is a national, multi-disciplinary, development focused, non-profit organization. It was established in 1997 by a dedicated and visionary group of motivated and civic-minded people with a passion to support human and natural resource development in vulnerable and impoverished areas of Khyber Pukhtunkhwa Province and Newly Merged Districts (formerly FATA).

LASOONA is implementing a Project titled "National Poverty Graduation Program (NPGP)" is being implemented in District Torghar, Battagram, Shangla, Kohistan upper, lower and Kolai Kohistan.

LASOONA invites sealed prequalification documents/applications from interested firms, suppliers, service providers, vendors companies, distributors, manufacturers and general order suppliers involved in the business of Stationary, printing, Transport, food items and non-food items under the Project titled "National Poverty Graduation Program (NPGP)" is being implemented in District Torghar, Battagram, Shangla, Kohistan upper, lower and Kolai Kohistan.

### **Pre-qualification (Two Stages Two envelopes Process)**

#### **1.1. Stage First**

LASOONA in the first stage shall pre-qualify bidders based on below criteria.

- 1.1.1. Proof of valid relevant registration;
- 1.1.2. Proof of being active taxpayer;
- 1.1.3. Organizational profile, relevant experience, past performance, list of clients and references;
- 1.1.4. Existing capabilities with respect to technical personnel, vehicles, equipment, machinery as may be the case;
- 1.1.5. Financial position for the last one years including bank statements and audited reports by an external auditor;
- 1.1.6. Proof of possessing appropriate managerial capability.

#### **1.2. Stage Second**

In the second stage, LASOONA will ask the prequalified firms, suppliers, service providers, vendors companies, distributors, manufacturers and general order suppliers to submit their bids/quotes on prescribed format with any other information required to the organization. Bidding shall be limited to pre-qualified firms only.

### **2. Nature of agreement**

LASOONA will sign a framework agreement for the project mentioned above for need base supplies and services. LASOONA can base/use this process without any restriction for the procurement of goods/supplies and services of Head Office and its other future projects (funded by PPAF or any other donor/partner) to be implemented anywhere in the jurisdiction of KPK.

**Note: This document is not a contract or an offer of contract, but is a formal invitation to interested firms, suppliers, service providers, vendors companies, distributors, manufacturers and general order suppliers. Bidders must read, sign/stamp on each page of this document for compliance of terms and conditions given below.**

### **3. Mandatory Documents**

- 3.1. Brief profile of the company having current list of clients (beside other things including year of establishment, Organizational hierarchy, details of staff (Technical, Support & others), equipment, number & locations of office(s) etc.)
- 3.2. Copy of National Income Tax registration certificate or authentic tax exemption certificate in the

name of company

- 3.3. Copy of STRN registration certificate if applicable.
- 3.4. Bank statement(s) for the last one years in the name business
- 3.5. Undertaking attested by notary public on at least Rs. 50/- stamped paper as per sample given in Annex - A.

#### **4. Others**

- 4.1. Goods/Services which the firm can provide.
- 4.2. Complete details of pending court cases with nature, if any.
- 4.3. Details of the experience in the field & any specific expertise.
- 4.4. Current client list with name of contact number of the person.
- 4.5. List of orders/contract executed in the last three years.
- 4.6. Photocopies of pre-qualification certificates of other companies if registered.
- 4.7. Copy of certificate of membership with chamber of Trade and Industry if any.
- 4.8. Details of tax paid (copy of Income tax Return) during the last financial year.

#### **5. Payment**

LASOONA processing payments through cross cheque on the name of firm/company upon receipts of good/services or any other terms agreed in the contract agreement.

#### **6. Taxes**

LASOONA works with firms having registration of NTN and STRN Numbers and active tax payer. Firms claim to be tax exempted must provide authentic and valid tax exemption certificate.

#### **7. Security Deposit**

LASOONA will ask the pre-qualified Firms/suppliers to submit bid security with their bid documents. Bid security can be fixed in percentage or lump sum based on the nature of procurement.

If a firm/vendor submitted quotation far below the market rate or budget, LASOONA can ask the supplier(s) to submit an additional call deposit in percentage of total quoted rate or fix an amount to minimize its risks.

#### **8. Submission of Documents:**

Interested firms should send their documents in sealed envelopes (bind with glue signed and stamped) marked with "Vendors Prequalification and (Category Name with number)" latest by **August 26, 2021 COB 05:00PM** by post/courier on the following address.

*LASOONA-Society for Human & Natural Resource Development  
College Officers Colony Saidu Sharif Swat  
Tel: +92(946)9240071-72*

#### **9. Opening of Documents**

LASOONA will categorize the opening of the documents based on the need and urgency of good/supplies and services. Request for Quotation (RFQ Form) shall be issued to qualified vendors only.

#### **10. Verification/inspection**

LASOONA procurement Committee or authorized members can visit the office of firm/business prior prequalification announcement to verify the data/information provided to LASOONA in the prequalification documents. In case it found that information furnished on form are false or fraudulent the firm can be rejected/blacklisted for current and future business.

# LASOONA Pre-qualification Form

1. Name of Applicant: \_\_\_\_\_
2. CNIC No: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
3. Business Address: \_\_\_\_\_  
\_\_\_\_\_
4. Email Address: \_\_\_\_\_ 5. Mobile: \_\_\_\_\_
6. PhoneNo.(Office): \_\_\_\_\_ 7. Fax No: \_\_\_\_\_
8. Addresses of the branch offices (with Phone Numbers):
- a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
  - d) \_\_\_\_\_
9. BusinessName: \_\_\_\_\_
10. Principal Business Activity:       Manufacturer       Services       Supplier       Others
11. Brief Business Description: \_\_\_\_\_  
\_\_\_\_\_
12. Corporate Status:      Sole Proprietorship      Partnership      Limited Company
- Other (write detail) \_\_\_\_\_
13. Established in Year: \_\_\_\_\_
14. Please list down the firms with whom you are working as Authorized Agent or otherwise dealing with their products.  
(Authorized Agent/ Dealer/ Distributor/ Seller)
- a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
15. Duration of Association with Principals \_\_\_\_\_ years
16. Status of Association:
- a) Authorized Agent \_\_\_\_\_
  - b) Distributor \_\_\_\_\_
  - c) Dealer \_\_\_\_\_
  - d) Re-Seller \_\_\_\_\_ (Attach proof of status)



Please mark the relevant category of your interest given below. If your business deals in more than one category then submit separate set of documents for each category of your interest.

1. Stationary Items	2. Printing Press	3. Carriage/Transport Services.	4. Food Items	5. Non-Food Items
<ul style="list-style-type: none"> <li>• Office Stationery</li> <li>• Schools' books/Notebooks</li> <li>• Others</li> </ul>	<ul style="list-style-type: none"> <li>• Printing of Books/registers, Manuals, Cards, Handouts, Brochure, Charts, Calendar, copies etc.</li> <li>• Printing of Banner, sign boards</li> <li>• Others Printing materials</li> </ul>	<ul style="list-style-type: none"> <li>• Carriage of training materials/stationary /Banners/refreshments from LASOONA office to training venue.</li> </ul>	<ul style="list-style-type: none"> <li>• Food Items</li> <li>• Cold drinks/Juices</li> <li>• Biscuits</li> <li>• Sweets</li> </ul>	<ul style="list-style-type: none"> <li>• Hygiene Kits</li> <li>• Masks &amp; Sanitizers</li> <li>• Complete Tents</li> <li>• Tarpaulin Sheet</li> <li>• Corrugated sheets</li> <li>• Polythene Sheet</li> <li>• Nylon Rope</li> <li>• Bamboo</li> <li>• First Aid Kit</li> <li>• Hygiene Kit</li> <li>• Wash Kit</li> <li>• Kitchen Set</li> <li>• Winterization Quilts</li> <li>• Mattress</li> <li>• Life Jacket</li> <li>• Pillow</li> <li>• Sweater</li> <li>• Socks</li> <li>• Others</li> </ul>

TO WHOM IT MAY CONCERN

I, the undersigned representative of M/s \_\_\_\_\_ having its office at \_\_\_\_\_

---

Do hereby affirms that our company/firm/organization is eligible because we:

1. Are registered company/firm/organization.
2. Are not bankrupt or in the process of going bankrupt.
3. Have not been convicted for an offense concerning professional conduct.
4. Have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
5. Have fulfilled obligations related to payment of taxes.
6. Are not guilty of serious misinterpretation in supplying information.
7. Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in LASOONA)
8. We're not declared at serious fault of implementation owing to a breach of their contractual obligations
9. Have no relation, direct or indirect, with any terrorist or banned organizations.
10. Are not on any list of sanctioned parties issued by the Pakistan Government, UN Agencies.
11. Are not blacklisted by any Local/International organization, Government/semi Government department, NGO or any other company/organization.
12. Have not been reported for/under litigation for child abuse.

Declared:

Name:  
Designation:  
CNIC:

Signature:  
Date:

Witness by:

Name:  
CNIC:

Signature:  
Date

**CONFLICT OF INTEREST DISCLOSURE FORM  
(BUSINESS PURPOSES)**

FULL NAME \_\_\_\_\_  
(Name of applicant interested in business with LASOONA)

CNIC #: \_\_\_\_\_  
(Please attached CNIC copy)

NAME OF COMPANY: \_\_\_\_\_  
(Legal Name of company/firm/individual interested in business with LASOONA)

ADDRESS: \_\_\_\_\_  
(Office/home permanent or Postal Address)

Please describe below any business/personal relationships, transactions, positions you hold (volunteer or otherwise), or circumstances i.e. Your close/blood relative that you believe could contribute to a conflict of interest between LASOONA and your Firm, individual, personal, financial or otherwise:

\_\_\_\_\_ I have no conflict of interest to report. (Please mark with "✓")

\_\_\_\_\_ I have the following conflict of interest to report: (Please mark with "✓")

*(Please specify conflict of interest between you, your firm and LASOONA and/or its employees)*

Name	Title/ Position	Business/personal Relationship of applicant with LASOONA Office bearers/Employees

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I understand that any misrepresentation or false information provided on this form renders me to immediate dismissal of my business relationship.

I am aware as well that I am further responsible for updating this form. I acknowledge that failure to do this result in termination of my current business agreement and black listing for future business and official relationship with LASOONA.

I have reviewed, and agree to abide by, the Policy of Conflict of Interest of LASOONA.

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Signature of applicant:**

Evaluation Criteria		
EVALUATION CRITERIA	Description	Weight (%)
Vendors Information Form	Only 100% completed vendor information form will be acceptable. Missing information about the vendors on the forms will not be acceptable.	15%
Registrations	Proof of registration with relevant government authority (business registration/NTN/GST and SECP/copy registration) copies.	20%
Past experience	Refers to the category of vendor's ability to demonstrate relevant experience and technical knowledge of the goods and services required, experience working with Govt. Departments, UN bodies and other INGOs. Past experience in the relevant field is mandatory.	45%
Capacity	Please provide info Available vehicles & Equipment (if any?), Staff List, Annual Turnover and Office Space/Location available	20%
<b>Total weightage</b>		<b>100%</b>

**For Office Use Only**

Name of Firm/applicant: \_\_\_\_\_

Deals in: \_\_\_\_\_

Total Score: \_\_\_\_\_

**Committee members Recommendations:**

1. \_\_\_\_\_  Recommended  Not Recommended  
(Name and signature)
2. \_\_\_\_\_  Recommended  Not Recommended  
(Name and signature)
3. \_\_\_\_\_  Recommended  Not Recommended  
(Name and signature)
4. \_\_\_\_\_  Recommended  Not Recommended  
(Name and signature)
5. \_\_\_\_\_  Recommended  Not Recommended  
(Name and signature)

Approved By:

\_\_\_\_\_

(Name and signature)

Approved  Not Approved