

GOVERNMENT HOLDINGS (PRIVATE) LIMITED

Pre-Qualification Document

Pre-Qualification of Suppliers/Vendors to Provide Employees Lunch Services



**GOVERNMENT HOLDINGS
(PRIVATE) LIMITED**

Pre-Qualification Document No: GHPL/01/Pre-qualification/01-20
Closing Date: February 12, 2020 till 03:00 PM
Opening Date: February 12, 2020 till 03:30 PM

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1. DEFINITIONS

In these pre-qualification documents, unless there is anything repugnant in the subject or context:

- 1.1 “Annexure” means any of the Performa/template defined in this Pre-Qualification Document.
- 1.2 “Applicant” means any entity including Supplier or Vendor that has submitted an application to GHPL in accordance with this Pre-Qualification Documents.
- 1.3 “GHPL” means Government Holdings (Private) Limited. The terms GHPL & Company are used interchangeably.
- 1.4 “Pre-Qualification Document” means this pre-qualification document in respect of the pre-qualification of Suppliers providing lunch services, and as may be amended or modified in accordance with the terms hereof.
- 1.5 “Successful Applicants” means the Applicant(s) declared successful based on selection criteria.
- 1.6 PPRA means Public Procurement Regulatory Authority.

2. INTRODUCTION OF THE COMPANY

Government Holdings (Private) Limited is a Company registered under the Companies Ordinance 1984 established to manage Government of Pakistan’s Working Interest in Petroleum Exploration and Production Joint Ventures. The registered office of the Company is at Floors (5th -A & 7), Petroleum House, Ataturk Avenue, G-5/2, Islamabad.

3. INVITATION OF APPLICATIONS

GHPL invites applications from experienced Suppliers/Vendors providing lunch/catering services. **Only five applicants who secure highest marks in the evaluation criteria will be declared as prequalified.** The Applicants are expected to have extensive experience in provision of lunch/catering services to the staff of the different companies.

4. INSTRUCTIONS TO APPLICANTS

The objective of “instructions to applicants” is to provide applicants the information to submit their proposals in response to this Pre-Qualification Document, according to the requirements defined in this Pre-Qualification Document and in the same order/sequence as set forth in this document. Applicants are required to follow the below requirements for their applications:

- 4.1 Price of Pre-Qualification Documents is Rs. 500/- (Rupees Five Hundred Only) which is non-refundable. The applicants shall be required to submit the Pre-Qualification Documents fee (Rs. 500/-) in the form of a Pay Order or Demand Draft, issued by a scheduled bank, in the name of “Government Holdings (Private) Limited” at the time of application submission otherwise application will not be accepted.
- 4.2 Applicants downloading the Pre-Qualification documents by sending e-mail on procurement@ghpl.com.pk shall send an acknowledgement to GHPL. The acknowledgement shall have full contact details of its contact person. Any

communication/response to the clarifications shall be shared to such provided contact person. GHPL assumes no liability for non-receipt of communication/clarifications for such Applicants who do not share the required contact details. Any application without document fee will not be accepted.

- 4.3 Applicants are required to submit their applications in sealed envelope. The package shall be clearly marked as “**PRE-QUALIFICATION PROPOSAL FOR LUNCH SERVICES**” in bold and legible letters. The envelope shall be labeled with the name, address and contact number of the Applicant.
- 4.4 Applicants shall provide the following documents, in case any Applicant fails to provide the information/documents as mentioned herein, said Applicant become ineligible for prequalification:
 - i) Duly completed Application as attached (Annexure-I);
 - ii) Eligibility Response check List as attached at Annexure-II;
 - iii) Provide information as mentioned at Annexure-III;
 - iv) Provide information about applicant as per Annexure-IV; and
 - v) Provide information about key management staff as per Annexure-V.
- 4.5 The Applicants shall bear all costs/expenses associated with the preparation and submission of the applications and GHPL shall in no case be responsible/liable for those costs/expenses.
- 4.6 Each Applicant shall submit only one application, multiple application submissions shall render the Applicant disqualified.
- 4.7 GHPL may, at any time prior to the deadline for submission of the Pre-Qualification applications, on its own initiative or in response to a clarification requested by the Applicant(s), amend the Pre-Qualification Documents, on any account, for any reason. All amendment(s) shall be part of the Pre-Qualification Document(s) and binding on the Applicant(s). GHPL shall notify the amendment(s) in writing within reasonable time prior to the application submission date.
- 4.8 GHPL, in accordance with the PPRA Rules, may extend the deadline for the submission of the pre-qualification applications in which case all rights and obligations of the GHPL and the Applicants previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 4.9 GHPL may, at its exclusive discretion, terminate this pre-qualification process at any stage without incurring any liability whatsoever and without assigning any reason or having to owe any explanation whatsoever.
- 4.10 The language of the applications shall be English. Any printed literature furnished by the Applicant(s) in another language shall be accompanied by an English translation which shall govern for purposes of interpretation.
- 4.11 The Applicant(s) may, by written notice served on the GHPL, modify or withdraw their applications after submission, but prior to the deadline for submission of the applications. The application(s), withdrawn after the deadline of submission of the applications and prior to the announcement of pre-qualification results shall not be allowed.

- 4.12 The Application(s) may be rejected if:
- The envelop of application at the time of submission is un-sealed;
 - Any of the information as required under clause 4.4 above is not provided by the Applicant;
 - The application is conditional;
 - The application is submitted later than the deadline for submission.
- 4.13 Queries of the Applicants, if any, for seeking clarification regarding Pre-Qualification Documents must be received in writing at procurement@ghpl.com.pk. Any query received after the timeline provided in these Pre-Qualification Documents shall not be entrained. All queries shall be responded within due time.
- 4.14 Applications are to be submitted at GHPL's Office located at Floor 5th A, Petroleum House, Ataturk Avenue, G-5/2, Islamabad on or before, February 12, 2020 at 03.00 p.m. Any applications received by GHPL after the deadline for submission of application(s) shall be returned unopened to such applicant(s). Delays in the mail/courier, delays of person in transit, or delivery of an application to the wrong office shall not be accepted as an excuse for failure to deliver an application at the proper place and time. It shall be the applicant's responsibility to determine the manner in which timely delivery of his application will be accomplished either in person, by messenger or by postal mail / courier.
- 4.15 Applications will be opened on same day at 03.30 p.m. In case the day of application submission and opening falls on a public holiday, next working day shall be considered as the deadline for the same.

5) DOCUMENTS COMPRISING THE PRE-QUALIFICATION

The pre-qualification document must provide the following documents, with complete information, establishing Applicant's eligibility and qualification:

- **Annexure-I:** Letter of Application
- **Annexure-II:** Eligibility Response Check List
- **Annexure-III:** Evaluation Criteria
- **Annexure-IV:** Applicant's Information
- **Annexure-V:** Key Staff of Applicant
- **Annexure-VI:** Scope of Work
- **Annexure-VII:** Proposed Menu List
- **Annexure-VIII:** Form of Contract

6) SELECTION PROCEDURE

- The applications shall be opened at the specified time and place in presence of the authorized representatives of the applicants who choose to attend.
- The Pre-Qualification Committee, constituted by the competent authority of GHPL, shall evaluate the applications according to the Evaluation Criteria provided herein. Any shortcoming in the documents provided in response thereto may lead to disqualification of the Applicant. Prior to the detailed evaluation, the Company will determine the

Eligibility Response Check List of each pre-qualification document. In case the Applicant List is not conforms to all the terms and conditions as provided in Annexure-II, the Applicant shall be disqualified.

- c) The Company will carry out detailed technical evaluation as per Annexure-III of the pre-qualification documents so as to confirm that a document is complete in all respect and whether it conforms the requirements as set out in the Pre-qualification Document.
- d) The Company will make a panel of pre-qualified suppliers and contract will be awarded to the supplier who will provide financially lowest bid. The successful applicants shall be qualified for an initial period of three (3) years. The period may be extended for another term of three (3) years which shall be the sole discretion of GHPL. The result of the evaluation shall be communicated to all the Applicants.
- e) Each successful Applicant shall have to sign an Agreement with GHPL for the qualification period as per draft attached as Annexure-VIII.
- f) Upon unsatisfactory performance by the selected service provider, GHPL may hold bidding process amongst other pre-qualified bidders for selection of bidder based on provision of best quality Lunch services at lowest price.

7) OPENING OF PRE-QUALIFICATION DOCUMENT

The Company will open all pre-qualification documents in the presence of Applicants' Representatives who choose to attend, at the time, on the date, and at the place specified in Clause 4.14 of this Document. The Applicants' Representatives who are present shall sign a sheet evidencing their attendance.

8) CLARIFICATION OF BIDS

To assist in the examination, evaluation and comparison of pre-qualification document, GHPL may at its discretion ask the Applicant for clarification. The request for clarification and the response shall be in writing.

Annexure-I (Letter of Application)

(Letterhead paper of the Applicant, including full postal Address, telephone no, fax no, telex no and e-mail address)

Date:

To: Deputy General Manager (HR & Administration)

.....

[Name and address of the Company]

Sir,

1. Being duly authorized to represent and act on behalf of (hereinafter “the Applicant”), and having reviewed and full understood all the pre-qualification document information provided, the undersigned hereby applies for pre-qualification of Applicant for employees lunch services for Government Holdings (Private) Limited.
2. Attached to this letter are copies of original documents defining:
 - The Applicant’s legal name and status;
 - The principal place of business;
 - Applicant Certificate of incorporation;
 - NTN certificate of business;
 - Sales Tax certificate of business;
 - Related work experience certificate of the Applicant;
 - Bank Statement of Applicant of at least one year confirming sound financial position of applicant.
 - Affidavit declaring that applicant is not blacklisted by any Government agency.
 - Certificate of incorporation
3. The GHPL and its authorized representatives are hereby authorized to conduct any inquires to verify the statements, documents and information submitted in connection with this proposal, and to seek clarification from our clients regarding any technical aspects. This Letter of Application shall also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by GHPL to verify statements and information provided in this proposal, or with regard to the resources, experience, and competence of the Applicant.
4. GHPL may contact the following persons for further information, if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. The undersigned declare that the statements made and the information provided in the proposal are complete, true and correct in every detail.

We remain,

Yours' sincerely

[Applicant's Stamp]

Authorized Signature:

Name and Title of Signatory:

Name & Address of Applicant:

Cell No. of Authorised Representative:

E-mail address of Authorised Representative:

Mailing address of Authorised Representative:

Annexure – II (Eligibility Response Check List)

Eligibility Response Checklist			
Sr. #	Necessary Eligibility Information	Attach the documents YES /NO	
1	Applicant should have local office in Islamabad/Rawalpindi		
2	Applicant must provide full compliance to Scope of Work		
3	Applicant must provide related work experience certificates		
4	Evidence of Applicant Registration / Incorporation (Copy required)		
5	Affidavit on stamp paper, declaring that Applicant is not blacklisted by any government agency/authority.		
6	Proof of NTN/GST/PST (if applicable)		
7	Bank Statement of the Applicant of at least one year confirming sound financial position of applicant.		

Annexure – III (Evaluation Criteria)

Evaluation Criteria				
Sr. #	Descriptions	Points	Maximum Points	(Attachments)
1	Applicant experience in Catering and Foods Services business		50	Attach company profile with necessary work experience certificates
	More than 3 years experience	50		
	2 to 3 years	35		
	Less than 02 years experience	10		
2	Number of clients		30	Attach past Work Order /Contract etc.
	05 or more than 05 clients	30		
	03 to 04 clients	15		
	Less than 03 clients	05		
3	List of Staff (As per Annex-V)		20	
	Total Marks Awarded		100	
	Passing Criteria			75 Marks

Annexure – IV (Applicant’s Information)

Applicant’s Information		
Sr. #	Required Information	Response
1	Legal name of the Applicant	
2	Year of Registration / Establishment of the Applicant	
3	National Tax Number	
4	General /Sales Tax Number	
5	Status of Organization (whether company, partnership or otherwise)	
6	Name and designation of ‘Head of Applicant’	
7	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of Applicant:	
	Website address:	
8	Name and designation of ‘Contact Person’:	
	Phone/s:	
	Email:	
	Fax:	
	Mobile:	

Annexure – V (Key Staff of the Applicant)

Key Staff				
Sr. #	Name of Staff	Designation	Area of Expertise	Number of Years in associated with Applicant
1				
2				
3				
4				
5				

You may add more information, if applicable.

Annexure-VI: SCOPE OF WORK (SOW)**SCOPE OF WORK (SOW)**

- i. Interested Suppliers/Vendors will be responsible to prepare, and deliver at the office five days a week, the lunch for the Company's staff as per the schedule mentioned in Annex-xx.
- ii. Supplier is responsible to arrange all the food and related material for preparation of Lunch. The Supplier will use their own kitchen and related facilities for preparation of Lunch.
- iii. The Supplier must use fresh food material for preparation of Lunch and the Company will conduct routine visits to check the hygiene, food material and process of preparation of food.
- iv. Supplier is responsible to facilitate the Company's staff for food audit and it is their responsibility to make available the cooking material for the checking/inspection to the satisfaction of the Company.
- v. Lunch should be packed/served in 'Lunch Boxes'.
- vi. Packing material should be environment friendly, clean and hygienic. Any types of breakage, spoilage, wear or tear in packing material will not be acceptable.
- vii. The Supplier is responsible to deliver the Lunch Boxes to the Company. In case of any damage and accident found during the preparation, packing and delivery of food to the Company, the Company will not be responsible.
- viii. The Company will provide daily attendance to the Supplier so that lunch is prepared per head basis.
- ix. Food should be prepared in quality cooking oil as per health highest standards however **no Banaspati Ghee etc. shall be used in any food item in any case.** The Company will appreciate if fresh vegetables, fruits are used on daily basis and flour of a high quality/chakki be used.
- x. The Kitchen area should be kept clean & hygienic. A surprise visit may be conducted during the contract period by the representatives of the Company.
- xi. The cooking staff who prepare, pack and deliver the food must wear neat and clean dress/uniform.
- xii. In case of continuous unsatisfactory service found, the Company has the right to cancel the contract and en-cash the performance guarantee.

Annexure – VII (Proposed Menu List)

Below is the proposed menu (which may change from time to time with mutual consent of the parties) for one month however interested Suppliers are encouraged to propose a healthier menu.

Week 1 Menu:

Monday	Tuesday	Wednesday	Thursday	Friday
Chicken Dish	Plain Zeera Rice (Basmati) (Boiled)	Aloo Qeema/Aloo Gosht	Seasonal Vegetable	Chicken Biryani
Rotti (02 Nos)	DAAL with Shami Kabab	Plain Roti/Chapatai (02 Nos)	Plain Nan/Rotti (02 Nos)	Two Mutton Kabab
Fresh Seasonal Fruit	Fresh Seasonal Fruit	Fresh Seasonal Fruit	Fresh Seasonal Fruit	Gajar Halwa/ Kheer etc.
Yogurt Raita	Yogurt Raita	Yogurt Raita	Yogurt Raita	Yogurt Raita
Vegetable Salad	Vegetable Salad	Vegetable Salad	Vegetable Salad	Vegetable Salad

Week 2 Menu:

Monday	Tuesday	Wednesday	Thursday	Friday
Daal (any)	Seasonal Vegetable	Chinese Rice	Karhi Pakorra	Chicken Palao
Roti (02 Nos)	Plain Roti/Chapati (02 Nos)	Manchurian	Plain Nan/Rotti (02 Nos)	Two Kabab (Shami, Cutlus etc)
Fresh Seasonal Fruit	Fresh Seasonal Fruit	Fresh Seasonal Fruit	Fresh Seasonal Fruit	Halwa/ Kheer
Yogurt Raita	Yogurt Raita	Yogurt Raita	Yogurt Raita	Yogurt Raita
Vegetable Salad	Vegetable Salad	Vegetable Salad	Vegetable Salad	Vegetable Salad

Week 3 Menu:

Monday	Tuesday	Wednesday	Thursday	Friday
Aloo Keema (Mutton)	Mix Vegetable	Chicken Fried Rice	Haleem	Chicken Tikka
Plain Nan/Roti (02 Nos)	Plain Roti/Chapati (02 Nos)	Two Mutton/Chicken Kabab	Roti/ Chapati (02 Nos)	Mash Potatoes
Fresh Seasonal Fruit	Fresh Seasonal Fruit	Russian Salad	Fresh Seasonal Fruit	Kheer/Halwa
Yogurt Raita	Yogurt Raita	Yogurt Raita	Yogurt Raita	Yogurt Raita
Vegetable Salad	Vegetable Salad	Vegetable Salad	Vegetable Salad	Vegetable Salad

Week 4 Menu:

Monday	Tuesday	Wednesday	Thursday	Friday
Chicken Boneless Handi	Seasonal Vegetable	Plain Rice (Basmati)	Club Sandwiches	Chinese Fried Rice
Plain Nan/Rotti (02 Nos)	Plain Roti/Chapatai (02 Nos)	Daal	Coleslaw	Two Mutton Kabab
Fresh Seasonal Fruit	Fresh Seasonal Fruit	Fresh Seasonal Fruit	Fresh Seasonal Fruit	Halwa/Kheer
Yogurt Raita	Yogurt Raita	Yogurt Raita	Yogurt Raita	Yogurt Raita
Vegetable Salad	Vegetable Salad	Vegetable Salad	Vegetable Salad	Vegetable Salad

Annexure-VIII (Draft Agreement)

This Agreement for provision and supply of lunch services (hereinafter referred to as “this Agreement”) is made on this _____ day of _____, 2020

By and Between

Government Holdings (Private) Limited, a public sector company established under the Companies Ordinance, 1984, having its registered office at Floors (5th-A & 7), Petroleum House, Ataturk Avenue, G-5/2, Islamabad (hereinafter referred as ‘GHPL’) which expression wherever the context so permits shall mean and include its successors-in-interest and permitted assignees of the one part;

And

M/s [●], a Supplier/Vendor established under the Companies Ordinance, 1984, having its registered office at [●] (hereinafter referred as “the Supplier/Vendor”) which expression wherever the context so permits shall mean and include its successors-in-interest and permitted assignees of the other part.

Both GHPL and the Pre-qualified Supplier may be collectively referred to hereinafter as “the Parties” and either of them individually as “Party”.

WHEREAS, GHPL is a upstream oil & gas company working under the umbrella of Ministry of Energy (Petroleum Division);

WHEREAS, GHPL intends to engage the experience Supplier/Vendor for provision & supply of Lunch Services as defined in Clause 5.

WHEREAS, the Pre-qualified Supplier/Vendor warrants and represents that it has relevant experience and capability to provide the said Services in accordance with the terms of this Agreement.

AND WHEREAS the Supplier/Vendor has qualified through pre-qualification process and has agreed to perform the required Services in accordance with the terms and conditions hereinafter set forth.

NOW THEREFORE, in consideration of the mutual covenants and agreements the Parties hereto, agree to the following terms and conditions:

1. Services

- i. Only pre-qualified Suppliers shall be invited to submit their proposals as per Rules and selected for provision and supply of Lunch to its staff, based on the factors i.e. quality and hygiene of food and reasonableness of the price.
- ii. The Suppliers will not sub-let the contract to any other Supplier otherwise the contract is liable to be terminated and security deposit will be forfeited.

2. Scope of Work

2.1 Subject to clause () of ITB document, the Pre-qualified Supplier shall perform the work which *inter alia* includes:

- i. Interested Suppliers/Vendors will be responsible to prepare, and deliver at the office five days a week, the lunch for the Company's staff as per the schedule mentioned in Annex-xx.
- ii. Supplier is responsible to arrange all the food and related material for preparation of Lunch. The Supplier will use their own kitchen and related facilities for preparation of Lunch.
- iii. The Supplier must use fresh food material for preparation of Lunch and the Company will conduct routine visits to check the hygiene, food material and process of preparation of food.
- iv. Supplier is responsible to facilitate the Company's staff for food audit and it is their responsibility to make available the cooking material for the checking/inspection to the satisfaction of the Company.
- v. Lunch should be packed/served in 'Lunch Boxes'.
- vi. Packing material should be environment friendly, clean and hygienic. Any types of breakage, spoilage, wear or tear in packing material will not be acceptable.
- vii. The Supplier is responsible to deliver the Lunch Boxes to the Company. In case of any damage and accident found during the preparation, packing and delivery of food to the Company, the Company will not be responsible.
- viii. The Company will provide daily attendance to the Supplier so that lunch is prepared per head basis.
- ix. Food should be prepared in quality cooking oil as per health highest standards however **no Banaspati Ghee etc. shall be used in any food item in any case.** The Company will appreciate if fresh vegetables, fruits are used on daily basis and flour of a high quality/chakki be used.
- x. The Kitchen area should be kept clean & hygienic. A surprise visit may be conducted during the contract period by the representatives of the Company.
- xi. The cooking staff who prepare, pack and deliver the food must wear neat and clean dress/uniform.
- xii. In case of continuous unsatisfactory service found, the Company has the right to cancel the contract and en-cash the performance guarantee.

3. Term & Termination

- 3.1 This Agreement shall be valid for a period of three (3) years whereafter it may be renewed on such terms and conditions as agreed by both Parties.
- 3.2 Notwithstanding the foregoing, GHPL may without assigning any reason and at its sole and absolute discretion terminate this Agreement at any time by serving one (1) month prior written notice.

4. Payment Procedure

- 4.1 GHPL shall pay to the selected Supplier/Vendor the amount finalized and which shall be determined for that particular assignment / matter for specific period as per the agreed terms and Condition.
- 4.2 The Supplier shall raise an invoice within a period of five (05) days of respective month. GHPL will pay the invoices after completion of necessary approvals within ten days after receipt of the invoice. Taxes shall be deducted at source as per applicable laws at the time of payment.

5. Performance Guarantee

The selected Pre-qualified Supplier/Vendor shall furnish a performance guarantee of ten (10) per cent of total quoted price for one month.

6. Miscellaneous

- 6.1 The Parties shall agree to amicably resolve any dispute, which may arise, under the Agreement through good faith negotiations. In case of no resolution of the dispute by the authorized representatives, the matter shall be referred to the management of GHPL who shall resolve the dispute and its decision shall be final and binding. While the parties are resolving their disputes both sides shall continue to perform their obligations under the Agreement.
- 6.2 Any notice or request required or permitted to be given or made under this Agreement shall be in English language. Such notice or request shall be deemed to be duly given or made when it shall have been delivered by hand or through registered mail or courier on the following address:

GHPL
 [Name of Representative]
 [Designation]
 Land-line number:
 Fax number:
 e-mail address:
 _____, Islamabad.

Pre-qualified Supplier/Vendor
 [Name of Representative]
 [Designation]
 Land-line number:
 Fax number:
 e-mail address:
 Address:

- 6.3 The Agreement shall be governed by and interpreted in accordance with the laws of Pakistan as amended from time to time.

IN WITNESS whereof the Parties hereto have caused this Agreement to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

For and on behalf of
GHPL

[Name of authorized signatory]
[Designation]

For and on behalf of
Pre-qualified Supplier/Vendor

[Name of authorized signatory]
[Designation]