



GOVERNMENT OF PAKISTAN
TRADE DEVELOPMENT AUTHORITY OF PAKISTAN

Pre - Qualification of Designing & Printing Firms

SUBJECT: Pre – Qualification of “Designing & Printing Companies”

Trade development authority of Pakistan (TDAP), is an authority established for promotion of trade and business, under the Ministry of Commerce, invites applications from the interested Designing & Printing Firms, registered with Income Tax and Sales Tax Departments for Designing & Printing work of TDAP as per terms and conditions

2. Pre – qualification documents containing detailed terms and conditions, scope of work, procedure for submission of documents, evaluation of the documents, evaluation criteria, clarification / rejection of proposals etc. are available for the interested companies/ firms at TDAP website i.e. www.tdap.gov.pk.

3. The proposals prepared in accordance with the instructions in the pre-qualification documents, must reach at the office of the Director, I&C Section, Trade Development Authority of Pakistan (TDAP) on address given below at or before 10:30 A.M. on 21st August, 2020 and will be opened on the same day at 11.30 A.M. This advertisement is also available on PPRA website at www.ppra.org.pk.

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Ministry of Commerce
Government of Pakistan
3rd Floor, Block – A, Finance & Trade Centre, Sharah-e-Faisal, Karachi
Tel: 021-111-444-111

SECTION II: Instructions to Designing & Printing Firms

A. Introduction

1. Source of Funds

1.1 The Procuring Agency (as given in the Bid Data Sheet) has arranged funds from its own sources. It is intended that part of the proceeds of these funds will be applied to eligible payments under the contract for which these bidding documents are issued.

1.2 Payment from the Funds will be made only at the orders of the Procuring Agency and shall be subject in all respect to the terms and conditions of the agreement. No party other than the Procuring Agency shall derive any rights from the Project Agreement or have any claim to the allocated fund proceeds.

2. Eligible Firms

2.1 This Invitation is open to all firms providing on subject matter in Pakistan.

2.2 Designing & Printing Firms shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by the any government organization in accordance with sub clause 34.1

3. Cost of Participation

3.1 The Designing & Printing Firms shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. The Pre – qualification Documents

4. Content of Bidding Documents

4.1 The documents include:

- (a) Instructions to Designing & Printing Firms
- (b) Data Sheet
- (c) Schedule of Requirements
- (d) Technical Specifications

4.2 The Designing & Printing Firms are expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the documents or submission of documents not substantially responsive to the pre – qualification documents in every respect will be at the Designing & Printing Firm’s risk and may result in the rejection of the proposal.

C. Preparation of Bids

5. Language of Bid

5.1 The bid prepared by the Designing & Printing Firms, as well as all correspondence and documents relating to the bid exchanged by the Designing & Printing Firms and the Procuring agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Designing & Printing Firms may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.

6. Documents Comprising the Bid

6.1 The documents prepared by the Designing & Printing Firms shall comprise the following components:

(a) A Technical Proposal

- Comprising of Cover letter, Company Profile, work experience & Financial Strength and a proposal on work plan based on the Schedule of Requirements/ TORs. The Designing & Printing Firms should take into consideration the parameters listed in Technical Evaluation Criteria for submission of Technical Proposal in the Data Sheet and its Annexure.

7. Documents Establishing Bidder's Eligibility and Qualification

7.1 Pursuant to ITB Clause 9, the Designing & Printing Firms shall furnish, as part of its documents establishing the Designing & Printing Firm's eligibility and its qualifications to perform the contract if its proposal is accepted.

13.2 The documentary evidence of the Designing & Printing Firm's eligibility to proposal shall establish to the Procuring agency's satisfaction that the Designing & Printing Firms, at the time of submission of its proposal, is legally established in Pakistan.

13.3 The documentary evidence of the Designing & Printing Firm's qualifications to perform the contract if its proposal is accepted shall establish to the Procuring agency's satisfaction:

- (a) Designing & Printing Firms must possess and provide evidence of its capability, experience and qualification criteria as stipulated in the pre-qualification documents and Data Sheet

(b) that, the Designing & Printing Firms Bidder has the financial, technical, capability necessary to perform the contract;

8. Format and Signing of Proposal

8.1 Designing & Printing Firms shall prepare an original and the number of copies of the bid indicated in the Data Sheet, clearly marking each "ORIGINAL PROPOSAL" and "COPY OF PROPOSAL," as appropriate. In the event of any discrepancy between them, the original shall govern.

8.2 The original and the copy or copies of the proposal shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized by Designing & Printing Firms.

8.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the proposal.

9. Deadline for Submission of Bids

9.1 Proposals must be received by the Procuring agency at the address specified under ITB Clause 18.2 no later than the time and date specified in the Data Sheet.

9.2 The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the documents in accordance with ITB Clause 7, in which case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

10. Late Bids

10.1 Any proposal received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.

SECTION III: Data Sheet

Introduction	
i.	Trade Development Authority of Pakistan, Government of Pakistan
ii.	Pre – qualification of Designing & Printing Firms
iii.	21 st August, 2020 – Last date for collection of documents from TDAP
iv.	English

Preparation and Submission of Bids	
i.	<p>Technical Qualification Requirements:</p> <p>The proposal of the Designing & Printing Firms firm shall be evaluated against the attached criteria at Annex ‘A’. A minimum score of 70 shall be required to technically qualify for further consideration. For technical qualification and enlistment, the Designing & Printing Firms shall be required to demonstrate the following:</p> <ol style="list-style-type: none"> a. Complete details of the year of establishment of the Firm and experience till submission of the bids. b. Details i.e. name, address etc. of the clientele of the Firm from the year of establishment till submission of the bids. c. Experience of Designing & Printing (with specimen of material) for Government organizations. d. Details of the permanent employees including total number of the employees and the relevant qualification etc. e. Relevant experience of the Firm i.e. total projects handled from the year of establishment till date. f. Details / certificates of registration with Income Tax, Sales Tax etc. g. Financial strength of the firm proving the capacity of the firm to carry out the assignments <p><i>Note: (i) Designing & Printing Firms fulfilling above criteria shall qualify for further processing.</i></p>
ii.	Three Copies
iii.	Director (I&C), TDAP, Karachi
iv.	Pre – qualification of “Designing & Printing Firms”
v.	10:30 a.m. on 21 st August 2020 - Submission of documents.
vi.	11:30 a.m. on 21 st August 2020 – Opening of proposals

SECTION IV: Schedule of Requirements / Terms of Reference

- The selection procedure will be based only on the technical evaluation of the Designing & Printing Firms without any financial implication on TDAP.
- The hired Designing & Printing Firms will be required to design & print the different assignments from time to time by TDAP as in actual form given / approved by the TDAP.
- TDAP may hire three or more Designing & Printing Firms and the assignment will be allocated as per the policy to be finalized by the TDAP later on.
- The hired Designing & Printing Firms will depute their one representative to be based at TDAP for proper coordination of the mentioned activities.
- Designing & Printing Firms may also provide quote rates of designing & printing of different items (Brochures / Logos / Roll-ups/ Standees, Backdrops etc.) for TDAP. However, they will not be the part of the evaluation of bid and in future if need arises, TDAP may assign the task to the firm as per quoted rates.
- The Designing & Printing firms will be hired on the TDAP panel for a period of two (02) years extended to another year subject to satisfactory performance.

Annexure-A

S. No	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
1	Company Profile		<u>40</u>
1.1	<u>Years of Experience in designing & printing works:</u>		<u>10</u>
	≤ 2 year		3
	≥ 2 ≤ 4 years		5
	≥ 5 ≤ 7 years		7
	≥ 8 years		10
1.2	<u>Clientele:</u>		<u>10</u>
	≥ 1 ≤ 3 MNCs or local firms in any trade		4
	≥ 4 ≤ 5 MNCs or local firms in any trade		7
	≥ 6 MNCs or local companies in any trade		10
1.3	No. of employees, Relevant Qualifications of Management and team		<u>10</u>
1.4	Number of employees >10		3
	Number of employees ≤10		6
	Number of employees >11		10
1.5	Relevant Qualifications of Management and Team		<u>10</u>
	Not related to designing & printing but experienced		3
	Relevant to Designing & Printing with ≤3 years' experience in the field		6
	Relevant to Designing & Printing with > 3 years experience in the field		10
2	Projects		<u>10</u>
2.1	Designing & Printing Projects Handled So Far		
	≤ 3		4
	≥ 5 ≤ 10		7
	≥11		10
3	Capabilities with respect to equipment and plant		<u>30</u>
3.1	Printing press and own designing system		10
3.2	Pre-Press system including in house computers to plate system		10
3.3	4 Color offset Printing machine with age year 2000 or above		10
4.	Financial Strength of The Firm		<u>20</u>
	≥ 5 ≤ 10 Million of annual turnover		10
	≥10 Million of annual turnover		20
	TOTAL		100

Minimum Passing Marks are 70

Note: The Designing & Printing firms short-listed after technical evaluation will be required to give a comprehensive presentation for technical evaluation purposes. The final decision of technical qualification or disqualification of any firm will be made on the basis of their presentation.