

PRE-QUALIFICATION OF TRAVEL AGENTS/CONSULTANTS

SECTION-I GENERAL

Introduction

TDAP intends to pre-qualify capable Sole Proprietors/Firms/Companies for Air Ticketing & related services to facilitate its employees and guests, as on when required basis.

SECTION-II- Invitation for Pre-qualification (IFP)

- a) TDAP intends to invite proposals from eligible and capable Sole Proprietors/Firms/Companies for the provision of air ticketing/travel consultancy etc. on as and when required basis.
- b) The eligible Bidders will be placed on TDAP's panel to provide the said required services to the TDAP officials and guests as and when required basis.
- c) Pre-qualification is open and available to Bidders with valid NTN and Sales Tax Registration, enlisted on Active Taxpayers List (verifiable from FBR official portal or otherwise) and must be registered/ incorporated with the Securities and Exchange Commission of Pakistan (SECP).
- d) Technical proposals for Pre-qualification must be delivered in sealed envelopes by hand to the office of undersigned on or before:

“Pre-qualification to enlist travel agent/consultant”

- e) TDAP may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
- f) Bidders will be informed, in due course, of the result of the evaluation of proposals. Only Sole Proprietors/Firms/Companies prequalified under this process will be invited for submission of financial bid/Quotations on the basis of as and when required.

SECTION-III INSTRUCTIONS TO BIDDERS (ITB)

- a) TDAP will prequalify and enlist prospective Bidders from among those who will have submitted their proposals in accordance with the requirements of TDAP to provide the Services described herein. The Prequalified Bidders shall be offered to submit their financials proposals/quotations, on as and when required basis and the work order shall be issued, accordingly to lowest quoted qualified Bidders.
- b) The Proposals shall be prepared in the English/Urdu language.
- c) TDAP shall reject any application in case of non-compliance with the requirements.
- d) The Bidders must respond to all questions and provide complete information as advised in this document. Failure or shortcomings to provide required and essential information shall result in dis-qualification of the Bidder.
- e) The prequalification or enlistments of Bidders does not constitute or create a retainer ship.

- f) The Bidders shall bear all costs associated with the preparation and submission of their respective Proposals and TDAP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
- g) TDAP requires that Bidders under their contracts to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy following terms are defined as hereunder;
 - i. “corrupt practice” includes offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii. “fraudulent practice” includes any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - iii. “collusive practice” includes an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. “coercive practice” includes impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v. “obstructive practice” includes deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede TDAP investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or TDAP has a right to immediately reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in afore stated practices.
- h) A panel of Sole Proprietors/Firms/Companies will be selected after an open and transparent bidding process in accordance with Public Procurement Regulatory Authority (PPRA) Ordinance, 2002, and Rules, Regulations and Guidelines made thereunder.
- i) The Prequalified Sole Proprietors/Firms/Companies will be issued a Letter of Enlistment initially, for period of two (02) years however the said term can be extended for a further period of one (01) year with mutual consent of parties. The Bidders shall abide by all terms and conditions stipulated therein.
- j) The services will be procured on the basis of “AS AND WHEN REQUIRED”.
- k) For clarification on any type of Service in Pre-qualification document, the Bidders may send a written request to TDAP office, up till five (05) days before the proposal’s submission date.
- l) All clarifications will be communicated to the Bidders through e-mail (procurement@TDAP.org.pk) and shall be uploaded on the TDAP website at the specific tender’s web page.
- m) Bidders shall ensure that the documents/information submitted with TDAP is true and

correct. Misleading information or any forged document (whenever it is noticed) will lead to the termination of service immediately and strict legal action will be taken against the Sole Proprietor/firm/company which may lead to blacklisting of Sole Proprietor/firm/company.

- n) Bidders are under obligation to read and understand the complete document. TDAP shall not be responsible towards the Bidders for any of their claim or complaint which may arise in result of non-reading or misreading document by Bidders.
- o) TDAP is the originator of document; any clarification or interpretation communicated by TDAP, whether in response of a query or otherwise, shall be deemed final, conclusive and will remain unquestioned.
- p) Bidders shall not contact TDAP on the matter relating to their Pre-Qualification Document from the time of opening till the time the evaluation is finalized, and official communication is sent to them. Any effort by the Bidder to influence TDAP in the Pre-Qualification Document evaluation shall result in the rejection of his proposal.
- q) The original Pre-qualification proposals shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidder. Any such corrections must be initialed by the person or persons who sign(s) the Pre-qualification proposals.
- r) An authorized representative of the Bidders shall initial on all pages of the Pre-qualification proposals.
- s) The Pre-qualification proposals shall be prepared and submitted together with two (02) copies in a plain sealed envelope and one (01) soft copy on a USB.
- t) The Bidders must provide its contact details including postal addresses, telephone numbers, email and website (if applicable) along with contact persons with the proposal.
- u) The Proposals shall be submitted before **February 2nd, 2023 at 12:00pm.** and opened accordingly on **February 2nd, 2023 at 12:30pm.** in front of all the Bidders or their representatives who chose to be present.
- v) TDAP may reject any or all proposals at any time prior to its acceptance.
- w) In case of Local/National holiday on the submission date, the proposal can be submitted on next working day. The proposal shall be submitted on same time as defined in prequalification documents.
- x) The Pre-qualified bidders will be expected to commence the services on receipt of instructions from TDAP.

SECTION-IV OBJECTIVE AND SCOPE OF WORK

A. OBJECTIVES

- a) To enlist the capable and eligible Sole Proprietors/Firms/Companies for Providing the Services as and when required by TDAP.

- b) To ensure cost effective Services to TDAP by Bidders.
- c) To ensure timely services of Bidders.
- d) To render excellence in quality, innovation, & cost-effective travel services with related products.

B. SCOPE OF WORK

- a) TDAP is seeking travel service provider(s) to create a partnership with, which will explore the most beneficial financial opportunities through an innovative, flexible approach to travel management. While the TDAP's corporate objective of cost reduction is paramount, travel is a personal experience and hence personal service is vital.
- b) It is expected that the appointed service provider(s) will customize its services for TDAP's employees and guests as much as possible to ensure the highest level of customer satisfaction with proactive participation in advising and guiding prospective travelers.
- c) The TDAP requires services of service provider(s) who will render travelling solution to TDAP's Office. The services will be rendered from the service provider(s) offices and an efficient, trained, capable competent and dedicated personnel (account manager) whom TDAP can liaise with to manage the account.
- d) The service provider(s) must have a 24-hour service to facilitate TDAP regarding travel arrangements and related services.
- e) Contingency plan with regards to personnel (Accounts Manager) and an ability to provide services during interruptions is a must requirement.
- f) Key outputs of service provider(s) will be to implement, co-ordinate the entire travel management based on the diversity of the individuals travel needs of TDAP's personnel (s).
- g) The service provider(s) must commit to give individual solutions within the TDAP's internal policies with the necessary flexibility to fulfill TDAP's requirements as and when required.
- h) Provide detailed itineraries, including airports information to TDAP authorized personals.
- i) The service provider(s) will also be required to provide cost effective and innovative solutions to TDAP.
- j) The service provider(s) must have the capability of amending confirmed reservation as the need arise. List of cancellation charges (if any) should also be provided by the service provider.
- k) The successful service provider(s) will be required to conduct continuous workshops and or information sessions to TDAP employees at TDAP / Service Provider premises. (If required)
- l) The service provider(s) must provide a credit limit of Rs. 0.5 Million for domestic travels and Rs. 01 Million for International Tickets with 30 days credit limit period.

- m) A single monthly consolidated invoice of completed travels, along with complete details of each travel, shall be issued to TDAP. Invoices received after 25th of any month shall be paid in next month.

SECTION-V ELIGIBILITY CRITERIA

The Bidders must comply with the following requirements.

- a) Sole Proprietors/Firms/Companies can participate in bidding process.
- b) Bidders must have a minimum two (02) years of relevant working experience in provision of Services from the date of registration or incorporation with relevant authorities/ SECP.
- c) The Bidder must be an accredited agent and valid member of International Air Transport Association (IATA) (documentary proof required).
- d) Bidder must provide details / list of existing at least ten (10) clients (Firms/Companies). Documentary evidence shall be required in this regard.
- e) Bidder must provide last two (02) financial years bank accounts statements indicating annual financial turnover of more than PKR 100M (Pak Rupees Hundred MillionOnly).
- f) The Bidders must be on Active Taxpayer (verifiable through FBR ATL) as per the Eligible Bidders (Tax Compliance) Regulations, 2015 and should have a valid NTN and Sales Tax registration.
- g) Copy of following registration documents with relevant authorities;

In case of Company	Incorporation certificate from Security and Exchange Commission of Pakistan (SECP).
In case of Firm	Form-C issued by registrar of Firms
In case of Sole Proprietor	NTN in the name of Sole Proprietor registered with relevant tax authorities for such purpose.

- h) The bidders shall provide an undertaking on an official letter head declaring and undertaking that the bidder has not been declared blacklisted by any Government /Semi-Government organization.
- i) The Bidder shall submit Pre-qualification Application (Annexure-A) along with all Annexures attached herewith.
- j) TDAP will examine the Proposals to determine completeness, general orderliness and sufficiency in responsiveness.

SECTION-VI FINANCIAL PROPOSAL & FINANCIAL INSTRUMENTS

- a) Only the Prequalified Bidders shall be invited to submit financials proposals/quotations, as and when required basis and the work order shall be issued, accordingly, to prequalified

Bidder who quoted the lowest amount.

- b) Pre-qualified bidders shall mention the lump sum amount in financial proposal/Quotations, which shall be inclusive of all service charges, applicable taxes, levies, duties and fees as per prevailing laws.
- c) The Pre-qualified bidders shall pay all such taxes, duties, fees and other impositions levied under the applicable laws and the payments made by TDAP shall be subject to such deductions and withholdings as are required by prevailing laws which shall be to the account of the service provider.
- d) The request for pre-qualification shall remain valid for the period of ninety (90) days from the date of submission. TDAP will make an effort to complete the evaluation and communicate within this period.

SECTION-VII COMPLIANCE WITH BIDDING DOCUMENT

- a) Compliance against relevant clauses and sub-clauses of the Prequalification document shall be shown by signing & stamping each page of pre-qualification document by authorized representative of bidder.

SECTION-VIII DISPUTE RESOLUTION

- a) In case dispute arises during process of bidding between TDAP and Bidders or after this process bidding between TDAP and prequalified bidders, then both the parties will resolve the matter/dispute amicable through their authorized representatives.
- b) In case the dispute could not be resolved by authorized representative then the matter shall be referred to the worthy Secretary TDAP whose decision shall be final.

[Letterhead paper of the Bidder, including full postal address, telephone no., fax no., and e-mail address]

Date:.....

To,

Dear Sir/Madam

1. I/we, the undersigned, being duly authorized to represent and act on behalf of (hereinafter “the Bidder”) have reviewed and fully understood all the prequalification information provided by TDAP, the undersigned hereby apply to be prequalified as a Bidders for the “Services” bearing Prequalification No.----.
2. TDAP and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will 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 yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Bidder.
3. TDAP and its authorized representatives may contact the following persons for further information, including General and Managerial Inquiries, Personnel Inquiries, Technical Inquiries, Financial Inquiries, if and when needed.

S#	Name	Designation	Contact Information
1.			
2.			
3.			

4. This application is made with the full understanding that:
 - (a) bids by prequalified Bidders will be subject to verification of all information submitted for prequalification at the time of bidding;
5. I/We confirm that in the event that I/we bid, that bid as well as any resulting contract will be signed so as to legally bind me/us jointly and severally.
6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

For and on behalf of	
Signature	
Name	
Designation	