

Pre-Qualification Evaluation Report

Procurement of Stationery and Misc. Store Items Through Framework Agreement

March, 2024

**Project Planning and Development Unit (PPDU)
Ministry of Water Resources (MOWR)
Government of Pakistan**

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Part-I
Evaluation of Pre-Qualification Applications

Pre-Qualification Process

Project Planning and Development Unit (PPDU) invited "Pre-Qualification Applications" to pre-qualify firms for Procurement of Stationery and Misc. Store Items through publication of advertisement in the national dailies "The NEWS" and "Daily Nayibaat" dated, 12th October, 2023 as well as uploaded on PPRA and MoWR websites (**Annex-I**).

2. Deadline for submission of Pre-Qualification Applications was 31st October, 2023 at 1100 hours. To foster competition, Pre-Qualification Document was uploaded on the MoWR and PPRA websites and was also available free of cost to potential firms.

Pre-Qualification Applications Opening

3. On pre-fixed due date and time, following 4 (four) firms submitted their Pre-Qualification Applications: -

S. No	Printing Press/Printer Name
1	M/s Riz Technologies
2	M/s Melody Digital Traders
3	M/s United Stationers
4	M/s IM Stationers

4. The Pre-Qualification Applications were opened publicly on 31st October, 2023 at 1130 hours in the presence of representatives of the participating firms who chose to be present, during the meeting of PPDU's designated "Procurement Evaluation Committee", comprising the following: -

Procurement Evaluation Committee

i. Financial Management Specialist, PPDU	Chairman
ii. Sr. Program Officer (Procurement), PPDU	Member/Secretary
iii. M&E Specialist, PPDU	Member
iv. Program Officer (Admin & Coord.), PPDU	Member
v. Program Office (IT), PPDU	Member

Preliminary Evaluation/Responsiveness

5. Subsequent to the opening of Pre-Qualification Applications, the Procurement Evaluation Committee proceeded with the evaluation of Pre-Qualification Applications to determine their responsiveness on following criteria, defined in the Pre-Qualification document: -

Eligibility and Qualification Criteria			
No.	Subject	Requirement	Submission/ Compliance Requirements
1.1	Nationality	Nationality in accordance with ITA 5.1	Forms ELI – 1.1 with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 4.4	Application Submission Letter
1.3	Eligibility	Not having been declared ineligible as described in ITA 4.5 and 5.1	Application Submission Letter
1.4	State-owned enterprise	Meet conditions of ITA 4.1	Forms ELI – 1.1 with attachments
2.1	History of Non-Performing Contracts	Not debarred due to any Non-performance of contract or deviation from Bid Securing Declaration in accordance with the provision of Rule-19 of PP Rules or the period of debarment has been over.	Form PER-1
2.2	Pending Litigation	Applicant's financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Form PER-1
3.1	Financial Capabilities	The audited balance sheets or other financial statements acceptable to the Procuring Agency, for the last [2] years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability	Form FIN – 1
3.2	Average Annual Turnover	Average annual turnover (Average Annual Sales Revenue) from supply of Goods of PKR [10 Million], calculated as total certified payments received for contracts in progress and/or completed during the last three years.	Form FIN – 2
3.3	Current Contractual Commitments	The Applicant shall also demonstrate, to the satisfaction of the Procuring Agency, that it has adequate sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments.	Form CON -1
4.1	General Experience	Experience in supply of Goods for at least the last Two (2) years	Form EXP –1
4.2	Specific Experience	(i) The bidder must have successfully completed at least two (02) contracts of similar nature as requisitioned in the Bidding Document, during last two (2) years. Documentary evidence to this effect must be provided with the Bid, which includes copy of contract/purchase order, certificate from client for successful completion of contract, etc. (ii) The bidder shall submit National and Sales Tax Numbers' Certificates. The bidder shall be on Active Taxpayer List (ATL) of FBR.	(i) Copy of contract / purchase order & certificate from client for successful completion of contract, etc. (ii) NTN/STN
5.1	Additional Requirements	The Applicant shall submit with its Application, the following additional documents: (i) Bidder must provide an Affidavit on Non-judicial stamp paper of Rs. 100/- stating that the bidder is not-blacklisted by any public sector organization in Pakistan. (ii) Bidder must provide an Affidavit on Non-judicial stamp paper of Rs. 100/- that bidder has	(i) Non-judicial stamp paper of Rs. 100/- (ii) Non-judicial stamp paper of Rs. 100/-

Eligibility and Qualification Criteria			
No.	Subject	Requirement	Submission/ Compliance Requirements
		never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc. (Bids from any bidder who is found or purported to be engaged in these offenses shall be rejected without assigning any reason).	

6. On the basis of initial compliance status, following information/documents were found deficient in the pre-qualification applications submitted by the applicants/bidders: -

Sr #	Bidder Name	Missing/Deficient Documents
1.	M/s Riz Technologies	<p>Non-Submission of following documents/ information: -</p> <ul style="list-style-type: none"> i. From ELI-1.1 ii. Application Submission Letter iii. Form PER-1 iv. Form Con-1 v. Form EXP-1 vi. Form FIN-1 vii. Bidder must provide an Affidavit on Non-judicial stamp paper of Rs. 100/- that bidder has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc. (Bids from any bidder who is found or purported to be engaged in these offenses shall be rejected without assigning any reason).
2.	M/s Melody Digital Traders	<p>Non-Submission of following documents/ information: -</p> <ul style="list-style-type: none"> i. From ELI-1.1 ii. Application Submission Letter iii. Form PER-1 iv. Form FIN-1 v. Form CON-1 vi. Form EXP-1 vii. Bidder must provide an Affidavit on Non-judicial stamp paper of Rs. 100/- that bidder has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc. (Bids from any bidder who is found or purported to be engaged in these offenses shall be rejected without assigning any reason).


7. To finalize the eligibility and responsiveness of participating Firms, and pursuant to the Rule-31 viz “Clarification of bids” of PPRA 2004, clarifications were sought from M/s Riz Technology and M/s Melody Digital Technology (**Annex-II**). However, despite of several phone calls both firms has not responded to the PPDU’s clarification request till the deadline i.e **27th November, 2023**. In the light of foregoing, the status of responsiveness of participating Firms as per prescribed criteria is provided in a compliance sheet at **Annex-III** based on which the status of responsiveness is summarized as below: -


S. No	Printing Press/Printer Name	Accepted for further procurement process (Yes/No)	Remarks / Reasons for acceptance and rejection
1	M/s Riz Technologies	No	<p>Found non-responsive due to non-submission of Mandatory documents/information along with their applications.</p> <ul style="list-style-type: none"> i. From ELI-1.1 ii. Application Submission Letter iii. Form PER-1 iv. Form Con-1 v. Form EXP-1 vi. Form FIN-1 vii. Bidder must provide an Affidavit on Non-judicial stamp paper of Rs. 100/- that bidder has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc. (Bids from any bidder who is found or purported to be engaged in these offenses shall be rejected without assigning any reason).
2	M/s Melody Digital Traders	No	<p>Found non-responsive due to non-submission of Mandatory documents/information along with their applications.</p> <ul style="list-style-type: none"> i. From ELI-1.1 ii. Application Submission Letter iii. Form PER-1 iv. Form FIN-1 v. Form CON-1 vi. Form EXP-1 vii. Bidder must provide an Affidavit on Non-judicial stamp paper of Rs.

			100/- that bidder has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc. (Bids from any bidder who is found or purported to be engaged in these offenses shall be rejected without assigning any reason).
3	M/s United Stationers	Yes	Found responsive as per prescribed criteria provided in Pre-qualification Documents and submitted all mandatory documents / information along with their applications.
4	M/s IM Stationers	Yes	i. Found responsive as per prescribed criteria provided in Pre-qualification Documents and submitted all mandatory documents / information along with their applications.


Recommendation

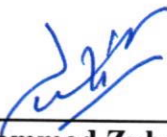
10. Since two participating firms found non-responsive, therefore the committee unanimously recommended two firms M/s United Stationers and M/s IM Stationers for further procurement process i.e to share the bidding documents with prequalified firms for Procurement of Stationery & Misc. Store Items through single stage single envelop bidding procedure with rate running contract (item based) to be signed with successful firms for One Year.


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 Program Officer (Admin & Coord)
 Member


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 Program Officer (IT)
 Member


Sahibzada Saeed
 M&E Specialist
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Mr. Altaf Hussain Kahoot
 Sr. Program Officer (Procurement)
 Member/Secretary


Mr. Muhammad Zubair
 Financial Management Specialist
 Chairman