

# **Pre-Qualification Document**

## **Gun and Country Club, Islamabad**

Issued To: \_\_\_\_\_

Issued By:

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

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

Gun and Country Club, Islamabad  
Pakistan Sports Complex, P.O Box No. 3017, Islamabad  
Phone: 051- 8466532-33  
[www.gcclub.or.pk](http://www.gcclub.or.pk)  
July, 2024

## INTRODUCTION

The Gun and Country Club, Islamabad (GCC) intends to prequalify the reputable firms/companies/suppliers/manufacturers/distributors etc for the following categories of goods/services/works etc:

***(An interested bidder may apply in more than one categories or in as many categories/ sub-categories as may be deemed appropriate subject to the explicit condition that he has the requisite capabilities as specified in this documents and is registered/deals in the relevant business of goods/services/supplies/works etc as required).***

<b>CAT-1: Food and Beverages Department</b>		
Sub-Cat	Item	Eligible Firm/company/supplier
a.	Fresh Meat (Chicken, Beef, Mutton and Fish)	i. Cash and Carry Stores ii. General Stores iii. Manufacturers/Suppliers/Distributors iv. Any other firm/company/organization dealing in the relevant goods/supplies as required.
b.	Fresh Fruit, Vegetables, Milk, Yogurt etc etc.	
c.	Grocery items for Kitchen	
d.	Tin packed food items	
e.	Equipment for Kitchen	
f.	Crockery and Cutlery	
g.	Furniture (supply and repair/maintenance)	Firms/companies engaged/registered in the relevant business with requisite expertise/technical capability.
h.	Catering services	Firms/companies engaged/registered in the relevant business with requisite expertise/technical capability.
<b>CAT-2 Health Studio</b>		
a.	Swimming Pool( maintenance, chemicals, equipment and accessories)	Firms/companies/dealers/distributors exclusively engaged/registered in the relevant business with requisite expertise/technical capability and required certifications (where applicable) as per prevalent laws/policies of the Government.
b.	Gym (supply of equipment including exercise equipment/machines, parts, repair and maintenance etc)	
c.	Steam, Sauna, Jacuzzi (maintenance, parts, equipment etc)	
d.	Sports Items (Lawn Tennis, Table Tennis, Snooker, sand volley ball etc)	
<b>CAT-3: Sports Shooting</b>		
a.	Printing of Target Papers	Firms/companies/authorized dealers/distributors etc exclusively engaged/ registered in the relevant business with requisite expertise/technical capability and authorization by the relevant Government departments for the purpose.
b.	Sports Shooting Weapons (supply, service, parts, equipment)	
c.	Sports Shooting Ammunition (12 Bore Skeet NO.7, 9, 9mm, 022, Air pellets, clays etc etc)	
d.	Sports Shooting Accessories	

<b>CAT-4: General (Administration+ repair/ Maintenance of electrical, civil etc)</b>		
a.	Stationery items for office and printing (Pena flex Printing, Printer/Machines, Tonners, Papers, Files etc etc)	i. Firms/companies engaged/registered in the relevant business with requisite expertise/technical capability. ii. General Order Suppliers
b.	Computer Hardware and IT Equipment	Firms/companies/manufacturers/distributors/ authorized dealers engaged/registered in relevant business with requisite expertise/technical capability.
c.	Office Furniture and Fixture	Firms/companies engaged/registered in the relevant business with requisite expertise/technical capability.
d.	Vehicle Maintenance (Repair, parts, lubricants, accessories etc)	Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.
e.	Publication and Advertisement Agencies	Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.
f.	Newspaper agencies	Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.
g.	Janitorial Services (supply of equipment, tools and accessories)	i. Firms/companies engaged/registered in the relevant business with requisite expertise/technical capability. ii. General Order Suppliers.
h.	Laundry Services	Firms/companies engaged/registered in the relevant business with requisite expertise/technical capability.
i.	Gardening (Seeds, Plants, Soil, equipment etc etc)	Firms/companies/Nurseries etc engaged/registered in the relevant business with requisite expertise/technical capability.
j.	Other General Use Items	General Order Suppliers
<b>General (Repair and Maintenance/Electrical)</b>		
k.	Electrical and Electronics (Parts, services, equipment, accessories etc)	Firms/companies/dealers/distributors engaged/registered in relevant business with requisite expertise/technical capability.
l.	Plumbing (service, parts, equipment, accessories etc)	Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.
m.	AC and Cold Chain (Repair services, new items, parts, equipment, accessories etc)	Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.
n.	Hardware (Paints, accessories, lockers etc)	Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.
o.	Civil Work (sand, cement, bricks etc etc)	Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.

## INSTRUCTIONS TO APPLICANTS

### Submission of Applications

- i. Applications for pre-qualification (prescribed format given in this document) must be received in sealed envelopes to be delivered by hand or through registered mail to Gun and Country Club, Pakistan Sports Complex, P.O Box No. 3017, Islamabad by **23<sup>rd</sup> July, 2024** and be clearly marked “Application for Pre-qualification”. The pre-qualification documents shall be opened on date and time to be communicated later on after deadline for submission of application.
- ii. An interested bidder may apply in more than one categories or in as many above mentioned categories/ sub-categories as he wishes, subject to the explicit condition that the bidder has the requisite capabilities as specified in this documents and is registered/deals in the relevant business of goods/services/supplies etc as required. The eligibility of the bidder shall be determined for each of the category/sub-category applied for, based on the criteria as mentioned above.
- iii. In case a bidder applies for pre-qualification in more than one categories or sub-categories as elaborated above, it must be specified in the application (format given in this documents) so that the evaluation may be done accordingly.
- iv. The name and mailing address of the Applicant shall be clearly marked left hand on the envelope.
- v. The applications on prescribed format (formats given in this document) shall be prepared in the English language.
- vi. The Applicants must provide complete information and documents where indicated in this pre-qualification document including the formats given in the document. Any lapses to provide essential information may result in dis-qualification of the Applicant.

### Qualification Criteria

#### MANDATORY REQUIREMENTS

- i. **Legal Status of Applicant:** Must be registered with the relevant Government authorities for carrying out the business, the supply of goods/services/works is related to. **(Valid documentary evidence must be attached)**
- ii. **Income Tax and General Sales Tax registration** with ACTIVE status on Active Taxpayers’ List (ATL) of Federal Board of Revenue (FBR) or provincial revenue authorities. **(Valid documentary evidence must be attached)**
- iii. Valid License / Permit / Entitlement to legally carry out the Business in Pakistan involved in current Supplies (if applicable). **(Valid documentary evidence must be attached)**

- iv. Manufacturer's/distribution Authorization documents (**Valid documentary evidence must be attached**)
- v. Undertaking on Judicial Paper that the firm fulfills eligibility requirements and is not blacklisted by any provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan (**Format given in this document**)
- vi. The application must be accompanied by a pay order/bank draft in favor of Gun and Country Club, Islamabad amounting to Rs. 5,000/- as non-refundable bid processing fee.
- vii. The applicants must ensure that they are eligible to apply for the above mentioned category(ies) based on their exclusivity in the business/goods/supplies as required. In case the information/documents provided by the bidder do not establish that the applicant is engaged in business related to the category/sub-category /goods/services/supplies as mentioned above, the bid shall be rejected.

#### **Qualification Score Distribution**

<b>Sr.No.</b>	<b>Qualification Score Distribution</b>	<b>Score</b>
1	Experience	20
2	Personnel Capabilities	20
3	Technical Capabilities	30
4	Relevance to the category/sub-category applied for	30
	<b>Total:</b>	100

***Note:** Prequalification status shall be decided on qualified / not qualified basis. The applicant must secure at least 50 aggregate score to qualify.*

The further detailed criterion for each category is as follow:

Experience/Company Profile

Score for experience shall be awarded on the basis of following qualifications:

<b>Sr. No.</b>	<b>Description</b>	<b>Maximum Score</b>
01	<p><b>Company Size</b> (Max. Marks 05)</p> <ul style="list-style-type: none"> <li>• Over 25 regular employee (05 marks)</li> <li>• 15 to 25 employees (03 mark)</li> <li>• 10 to 15 employees (1 mark)</li> </ul>	20

02	<b>Company has been in relevant experience since (years).</b> <b>(Max. Marks 10)</b> <ul style="list-style-type: none"> <li>• 10 years or more (10 marks)</li> <li>• 06 to 09 years (07 marks)</li> <li>• 03 to 05 years (04 marks)</li> </ul>	
03	<b>Cliental (public sector organizations/ reputed private organizations)</b> <b>(Max. Marks 05)</b> <ul style="list-style-type: none"> <li>• 10 or more (05 marks)</li> <li>• 06 to 09 (03 marks)</li> <li>• 03 to 05 (02 marks)</li> </ul>	
<b>Sub total</b>		<b>20</b>

**The above mentioned information may be provided on the plain paper duly signed by the authorized representative of the Company and attached with the pre-qualification application.**

#### **Personnel Capabilities**

Score shall be awarded under this category using the following criteria:

<b>Sr. No.</b>	<b>Description</b>	<b>Maximum Score</b>
01	<b>List of Technical Staff with CV</b> 2 marks for each CV of the employee having relevant expertise/certifications/ qualifications etc maximum up-to ten employees	20
<b>Sub total</b>		<b>20</b>

**The above mentioned information may be provided on the plain paper duly signed by the authorized representative of the Company and attached with the pre-qualification application.**

#### **Technical/Logistic/supply Capabilities**

Score shall be granted on the basis of the following criteria for various kinds of technical capabilities relevant for the Supply:

<b>Sr. No.</b>	<b>Description</b>	<b>Maximum Score</b>
01	<ul style="list-style-type: none"> <li>• List any of the ten related equipment/technical/logistic/ capabilities/supplies/goods etc as may be relevant ( 3 marks for each of the related one)</li> </ul>	30
<b>Sub total</b>		<b>30</b>

**The above mentioned information may be provided on the plain paper duly signed by the authorized representative of the Company and attached with the pre-qualification application.**

#### **Relevance to the Category/sub-category applied for:**

Score shall be awarded on the basis of the following criteria:

<b>Sr. No</b>	<b>Description</b>	<b>Maximum Score</b>
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01	Documents related to the details of the business may be attached.	30
<b>Sub total</b>		<b>30</b>

**The above mentioned information may be provided on the plain paper duly signed by the authorized representative of the Company and attached with the pre-qualification application.**

## Application Format

*[Letter head paper of the Applicant including full postal address, telephone no. ,fax no., telex no., cable and e-mail address]*

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

To:

The Gun and Country Club,  
Pakistan Sports Complex  
P.O Box. No. 3017, Islamabad

Sirs,

1. Being duly authorized to represent and act on behalf of ..... (Hereinafter “the Applicant”), and having reviewed and fully understood all the prequalification information and requirements provided, the undersigned hereby apply to be prequalified as a bidder for the following:

<b>CAT-1: Food and Beverages Department</b>		
Sub-Cat	Item	Applied for (encircle “YES “or ”NO”
a.	Fresh Meat (Chicken, Beef, Mutton and Fish)	YES                      NO
b.	Fresh Fruit, Vegetables, Milk, Yogurt etc etc.	YES                      NO
c.	Grocery items for Kitchen	YES                      NO
d.	Tin packed food items	YES                      NO
e.	Equipment for Kitchen	YES                      NO
f.	Crockery and Cutlery	YES                      NO
g.	Furniture (supply and repair/maintenance)	YES                      NO
h.	Catering services	YES                      NO
<b>CAT-2 Health Studio</b>		
a.	Swimming Pool( maintenance, chemicals, equipment and accessories)	YES                      NO
b.	Gym (supply of equipment including exercise equipment, parts and maintenance etc)	YES                      NO
c.	Steam, sauna, Jacuzzi (maintenance, parts, equipment etc)	YES                      NO
d.	Sports Items (Lawn Tennis, Table Tennis, Snooker, sand volley ball etc)	YES                      NO
<b>CAT-3: Sports Shooting</b>		
a.	Printing of Target Papers	YES                      NO
b.	Sports Shooting Weapons (supply, service, parts, equipment)	YES                      NO
c.	Sports Shooting Ammunition (12 Bore Skeet NO.7, 9, 9mm, 022, Air pellets, clays etc etc)	YES                      NO
d.	Sports Shooting Accessories	YES                      NO



<b>CAT-4: General (Administration+ repair/ Maintenance of electrical, civil etc)</b>			
a.	Stationery items for office and printing (Pena flex Printing, Printer/Machines, Tonners, Papers, Files etc etc)	YES	NO
b.	Computer Hardware and IT Equipment	YES	NO
c.	Office Furniture and Fixture	YES	NO
d.	Vehicle Maintenance (Repair, parts, lubricants, accessories etc)	YES	NO
e.	Publication and Advertisement Agencies	YES	NO
f.	Newspaper agencies	YES	NO
g.	Janitorial Services (supply of equipment, tools and accessories)	YES	NO
h.	Laundry Services	YES	NO
i.	Gardening (Seeds, Plants, Soil, equipment etc etc)	YES	NO
j.	Other General Use Items	YES	NO
<b>General (Repair and Maintenance/Electrical)</b>			
k.	Electrical and Electronics (Parts, services, equipment, accessories etc)	YES	NO
l.	Plumbing (service, parts, equipment, accessories etc)	YES	NO
m.	AC and Cold Chain (Repair services, new items, parts, equipment, accessories etc)	YES	NO
n.	Hardware (Paints, accessories, lockers etc)	YES	NO
o.	Civil Work (sand, cement, bricks etc etc)	YES	NO

2. Your Agency 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 Applicant.
3. Your Agency and its authorized representatives may contact the following persons for further information, if needed.

<b>General and Managerial Inquiries</b>			
Contact 1		Telephone 1	
Contact 2		Telephone 2	
<b>Personnel Inquiries</b>			

Contact 1		Telephone 1	
Contact 2		Telephone 2	
<b>Technical Inquiries</b>			
Contact 1		Telephone 1	
Contact 2		Telephone 2	
<b>Financial Inquiries</b>			
Contact 1		Telephone 1	
Contact 2		Telephone 2	

4. This application is made with the full understanding that:
  - a. bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
  - b. your Agency reserves the right to reject or accept any application as per evaluation criteria, cancel the prequalification process, and reject applications; and
  - c. Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions.
  - d. Your Agency shall not be liable for any such actions and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 4(b) here above.
  
5. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed:	
Name:	
For and on behalf of (name of Applicant)	

## Application Form

### General Information/Company Profile

Name of Firm / Company	
Head Office Address	
Telephone	Contact Person: _____ Name: _____ Title: _____
Fax	Telex
Place of Incorporation/Registration	Year of incorporation / registration
Business Details:	
<p><i>(please briefly indicate/mention the business details viz the goods/services/supplies the firm is engaged/registered to provide. Relevant Documents establishing the details must be attached with this Form.</i></p>	

## **Undertaking for Correctness of Information and Non-Blacklisting**

*[To be printed on a PKR 20 stamp paper]*

1. I, the undersigned, do hereby certify that all the statements made in this application / bid and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by Procuring Agency at any time, if deems it necessary.
2. That the undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the Procuring Agency deemed necessary to verify this statement regarding my (our) competence and general reputation.
3. That the undersigned understands and agrees that further qualifying information may be requested and I agree to furnish any such information at the request of the Procuring Agency.
4. That the undersigned / Applicant is not insolvent and not blacklisted by any of Provincial or Federal Government Department, Agency, Organization, NGO, INGO, IGO, or any other autonomous or corporate body anywhere in Pakistan.

Signed by an authorized representative

Name of the Bidder: \_\_\_\_\_

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