



Engineering & Maintenance Quality Control Division

EM/SD&D/GEN084 (R1)

VENDOR APPROVAL QUESTIONNAIRE

(Aircraft Components / Spares, Maintenance Services, Consumables, Tools & Test Equipments)

| | | | |
|---------------------------------------|--------------------------|-----------------------------|--------------------------|
| Company Name | | | |
| Abbreviated Name | | CAGE Code | |
| Please tick the appropriate Category | | | |
| Original Equipment Manufacturer (OEM) | <input type="checkbox"/> | IPC / OEM Authorized Vendor | <input type="checkbox"/> |
| Airline / Maintenance Organization | <input type="checkbox"/> | Distributor / Supplier | <input type="checkbox"/> |
| Surplus Vendor | <input type="checkbox"/> | | |

| | | | |
|---------------------|--|-----|--|
| CEO / Chairman Name | | | |
| Mailing Address | | | |
| Phone | | Fax | |
| Email | | | |

| | | | |
|-----------------------|--|------------------|--|
| Main Facility Address | | | |
| City / Town | | State / Province | |
| Country | | Postal Code: | |
| Phone | | Fax | |
| Email Address | | Website Address | |

| | | | |
|----------------------|--|-----------------|--|
| Quality Manager Name | | Position | |
| Mailing Address | | | |
| Phone | | Fax | |
| Email Address | | Website Address | |

| | | | |
|-----------------------|--|-----------------|--------------------------|
| AOG Desk Contact Name | | AOG 24/7 (Tick) | <input type="checkbox"/> |
| Phone | | Fax | |
| Email Address | | | |

| Aviation Regulatory Bodies Approvals (FAA, EASA, CAA etc.) | | | |
|--|-----------------|--------------------|----------------------|
| | Approval Number | Granting Authority | Expiry Date (if any) |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

Please fax or email copies of above-mentioned approvals for our records.

Other Approvals (ISO, ASA, OEM Authorization etc.)

| | Approval Number / Reference | Issuing Agency | Expiry Date (if any) |
|---|-----------------------------|----------------|----------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

Please fax or email copies of above-mentioned approvals for our records.

| | | |
|-------------------------|--|------------|
| Authorize Person : Name | | Signature: |
| Designation | | |



Procurement & Logistics Department
Technical Purchases Division

Supplemental Information

| | | | |
|---------------------------|--|-----------------------|--|
| Banking Details | | | |
| Account Number | | Bank Name | |
| Branch Code / Name | | City / Country | |

List of Board of Directors or Partners or Senior Management

| | Name | Position | Phone | e-mail |
|---|-------------|-----------------|--------------|---------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

Details of Local Agent in Pakistan

| | | | |
|--------------------------|--|--------------------------|--|
| Local Agent Name | | NTN Number | |
| Local Agency Name | | Sales Tax Reg. No | |
| Office Address | | | |
| City / Town | | State / Province | |
| Country | | Postal Code | |
| Phone | | Fax | |

List of Company / Supplier / Local Agent employees, who were formerly employed by PIA

| | Name | Current Position | PIA Staff Number | Department | Pay Group | Retired/ Resigned/ Terminated |
|---|-------------|-------------------------|-------------------------|-------------------|------------------|--------------------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

Financial Worth of the Company / Supplier / Vendor

| | | |
|--|-------------|----------------------|
| Company Net Worth | | |
| Company Turn over | | |
| Last 3 years of Company Profits | Year | Profit / Loss |
| | | |
| | | |

List of Current Customers (Companies / Organizations / Businesses)

| | Name of Company / Organization | Current Business / Scope of Work | No of Years | Annual Contract Volume | Approx Value of Business |
|---|---------------------------------------|---|--------------------|-------------------------------|---------------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

(Attach documentary proof with proper references in the companies / organizations mention above.)



Procurement & Logistics Department
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Company / Supplier Profile

| | | | |
|---|---|---|--|
| 1 | Primary Business Details | 1 | |
| | | 2 | |
| | | 3 | |
| | | 4 | |
| 2 | List of Items / Services | 1 | |
| | | 2 | |
| | | 3 | |
| | | 4 | |
| 3 | List of Authorizations from the Principals | 1 | |
| | | 2 | |
| | | 3 | |
| | | 4 | |
| 4 | After Sales Service | | |
| 5 | Warranties | | |
| 6 | Any Other Information that supplier may like to provide | 1 | |
| | | 2 | |
| | | 3 | |
| | | 4 | |

Quantum of Business with PIA During past five years

| | Type of Business / Contract | Year of Supplies / Contract | Annual Volume | Approx Value of Business | Performance |
|---|-----------------------------|-----------------------------|---------------|--------------------------|-------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

The information given above is true to the best of our knowledge; we undertake to inform PIA of any changes that may take place later in the status of the Company in Business / Agency or the Management.

The terms and conditions attached have also been read and certificate signed.

Authorized Signature: _____

Name: _____

Designation: _____

Date: _____

Note: In case of insufficient space against any column, please attach separate sheet (s) for details / information.



Procurement & Logistics Department
Technical Purchases Division

1. INTEGRITY PACT / DISCLOSURE CLAUSE

Declaration Of Fees, Commissions And Brokerage Etc. Payable By The Suppliers, Vendors, Distributors, Manufacturers, Contractor & Service Providers Of Goods, Services & Works

_____ the Seller / Supplier / Contractor hereby declares its intention not to obtain the procurement of any Contract, right, interest, privilege or other obligation or benefit from Pakistan International Airlines or any administrative sub-division or agency thereof or any other entity owned or controlled by it through any corrupt business practice.

Without limiting the generality of the forgoing the Seller / Supplier / Contractor represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including it affiliate, agent, associate, broker, consultant, director, promoter, shareholder sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Pakistan International Airlines except that which has been expressly declared pursuant hereto.

The Seller / Supplier / Contractor certifies that it has made and will make full disclosure of all agreements an arrangements with all persons in respect of or related to the transaction with Pakistan International Airlines and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The Seller / Supplier / Contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall without prejudice to any other right and remedies available to Pakistan International Airlines under any law, contract or other instrument, be void-able at the option of Pakistan International Airlines.

Notwithstanding any rights and remedies exercised by Pakistan International Airlines in this regard, the Seller / Supplier / Contractor agrees to indemnify Pakistan International Airlines for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Pakistan International Airlines in any amount equivalent to ten time the sum of any commission, gratification, brief, finder’s fee or kickback given by the Seller / Supplier / Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from Pakistan International Airlines.

Authorized Signature: _____

Name: _____

Designation: _____

Date: _____



Procurement & Logistics Department Technical Purchases Division

2. CONDITIONS OF PURCHASE

Pakistan International Airlines Corporation is hereinafter termed as "the Corporation". The person, firm or Company supplying the goods is hereinafter termed as "Supplier".

1. **Acceptance of the Purchase Order:** The supplier will confirm the Acceptance / Acknowledgment of its receipt by email, electronic message, and fax or by return post soon after the receipt of the Purchase Order from the Corporation.
2. **Delivery:** The period of delivery will commence from the date of the receipt of the Purchase Order by the suppliers or as specified on the Order.
3. **Delivery Date:** This Order is liable to cancellation if the Delivery shall not be affected within the time specified on the Order. In instances where Delivery Date is not specified, same must be advised when confirming acceptance of this Order.
4. **Inspection:**
 - a. The Corporation reserves the right to inspect any goods after or before dispatch from the supplier's premises but such inspection shall not relieve the suppliers from responsibility or liability nor be interpreted so as in any way to imply acceptance.
 - b. Goods delivered have to meet the entire satisfaction and approval of the Corporation's Authorized Officer on delivery at its main Stores, Karachi Airport or as stated on the Order.
 - c. Goods have to be inspected and released by the suppliers subject to General Conditions of Competent Civil Aeronautical Authority of the Country in so far as such conditions are applicable to Aircraft and Material to be used on the Aircraft.
5. No quantity over and above that requested, by this Order will be received or paid for without prior written authority obtained from the Corporation's Authorized Officer. Supply of any unauthorized and unaccepted quantity over and above the Order
6. When required by the Corporation, the suppliers shall mark the goods and materials ordered in accordance with reasonable instructions of the Corporation's Authorized Officer.
7. **Delivery of Goods:** Goods supplied must correspond in all respects, with, this Order and must conform in every respect to sample specification. In the absence of sample, goods supplied must be the best and of first class workmanship.
8. **Condition of Goods:** All items must meet in all respects with the specifications and conditions of the Order, and must be in good condition on receipt, otherwise they will be liable to rejection.
9. **Delivery of goods to Authorized Person:** The suppliers will deliver the goods ordered to the authorized representative of the Corporation who will sign with his staff number on each delivery note, otherwise the Corporation will not be held responsible for the goods delivered contrary to this instruction.



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10. **Rejected Goods:** In case of rejection of goods or items, it will be at suppliers risk and expense. Any item receive damaged will not be accepted and will be removed by the suppliers for replacement at their expense.
11. All Bills, Advice Notes, Challans and Correspondence must show the number of the Order and the address at which the goods have been delivered.
12. **Sub Contracting:** The suppliers will not transfer or assign directly or indirectly to any person or persons what-soever any portion of the Order without prior written consent of the Corporation. Sub-letting is prohibited.
13. **Disclosure of Confidential Material:** Any plans, drawings or designs supplied by the Corporation to the Supplier in pursuance of any Enquiry for quotations shall remain the property of Corporation and any information derived there from or otherwise communicated to the supplier in connection with any such enquiry shall be regarded by the supplier as secret and confidential and shall not without the consent in writing of the corporation, be published or disclosed to any third party or made use by the suppliers except for the purpose of implementing this order.
14. **Advertising:** The suppliers will not, without the prior written consent of the Corporation, advertise or announce or allow be advertising or announcing that goods have been supplied in pursuance of this Order.
15. **Termination:** If the suppliers fail to comply with any of the above conditions, this Order may be terminated by the Corporation's Authorized Officer without any notice and at supplier's expense.
16. **Arbitration:** In case of any dispute arising between the Corporation and the supplier, the decision of the Chairman of the Corporation or his nominee shall be final and binding on both the parties. The supplier cannot sue the Corporation in the Court of Law.