

REF: GMCM/Qualification/AOs/IOSA/2022/01

M/S: _____

SUB: **Qualification of Audit Organizations (AOs) for the upcoming IOSA Registration Renewal Audit Project of PIACL.**

Dear Sir / Madam,

We are pleased to invite your sealed tenders for the items /services mentioned above . In case of more than one schedule, a separate tender for each schedule should be furnished. The terms and conditions of the tender / services are given below;

A) SUBMISSION OF TENDER

1. You are required to send your tenders addressed to General Manager Contract Management, PIA Supply Chain Management, JIAP Karachi latest by **30th March, 2022 (10:30 Hrs PST)**. The tender may e dropped in the tender box marked as "**Tender Box Commercial Purchases**" placed at the entrance of the PIACL Supply Chain Management Building latest by **10:30 hours (PST)** on the specified date. You may also send your tender through registered A/D mail addressed to General Manager Contract Management, which must reach before the closing date and time mentioned above. Tenders will be opened at **11:00 hours (PST)** the same day in the presence of tenders.

2. Proposals received after stipulated date and time shall not be considered. The Corporation will not be responsible for postal delays. The decision of GM Contract Management in this respect shall be final and binding.

3. Bidders are required to submit a Pay Order of Rs. 10,000/- (Non-Refundable) as tender fees along with Technical Proposal (Applicable to Local Bidders only).

4. Tenders / Proposals received shall be evaluated in accordance with the given criteria/ requirements.

Yours truly,

Iftikhar M. Usmani
GM Contract Management
Supply Chain Management
PIA Head Office, Karachi.
Ph: 021 9904 3081, 9904 4101
Email: gm.cm@piac.aero,
contract.tech@piac.aero

REQUEST FOR PROPOSALS FOR AUDIT SERVICES

Pakistan International Airlines Corporation Limited (PIACL), the National Flag Carrier of Pakistan, intends to renew its **IATA Operational Safety Audit (IOSA) Registration** for the next two **(02)** years (2022-2024). The current IOSA Registration is valid until **11th September 2022**. For this purpose audit services are required from the IATA accredited Audit Organizations (AOs) for the upcoming IOSA Registration Renewal Audit Project of PIACL.

The audit services will cover all PIACL's operations in general and specially with respect to its IATA Operational Safety Audit (IOSA) Registration as per Air Operator Certificate (AOC) of PIACL.

For this purpose "sealed proposals" are invited from the internationally acclaimed, accredited and reputable IATA Audit Organizations. The selected Audit Organization shall have to conduct the IOSA Registration Renewal Audit (consisting of 5 audit-man-days) of PIACL during the period of **16th to 20th May 2022 or 23rd May to 27th May 2022**.

The proposals are required to be submitted on **Single Stage Single Envelope basis** containing technical and financial proposals. The Proposal should consist of and provide the following minimum details:-

- a. Company Profile, Company Registration Certificate (Brief History, Financial Background/Health/Turnover and Contact Details along with addresses of registered Head Office and Regional Offices, if any)
- b. Approval/Accreditation/Recognition/Authorization from IATA for conducting IOSA audit. (please attach copy of Accreditation)
- c. Audit Organization (AO)'s IOSA Auditing Experience (provide some documentary evidence in the support of this requirement).
- d. Profile of IATA approved IOSA Auditors along with Auditor's Qualification Matrix & Experience (please attach profiles of those auditors** who may be deputed for PIACL's IOSA audit 2022).
- e. For AOs who also have approval/accreditation from IATA as an Endorsed Training Organization (ETO) (attach copy).
- f. **Auditor's base stations (from where they shall travel to Pakistan & back).
- g. Total Fee/Cost of IOSA Registration Renewal Audit of PIACL.
- h. Any other additional/complimentary services which may be offered on-line/on-site (i.e. IOSA Airline Auditor/Aviation Internal Auditor, Root Cause Analysis Training, etc.).

Note: Any missing information from the above requirements, (item e as applicable) shall disqualify your submitted proposal.

Others Terms & Conditions

- All air travel, boarding & lodging; local transportation and security related expenses of the IOSA auditors shall be borne by PIACL as per the agreed terms & conditions laid down in the IATA-AO-Operator agreement.

IOSA Registration Renewal Audit Project-2022 of PIACL

(Terms of Reference)

1. Scope of the Bid

The audit services will cover all PIACL's operations in general and especially with respect to its IATA Operational Safety Audit (IOSA) Registration as per Air Operator Certificate (AOC) of PIACL; PIACL Head Office is in Karachi.

2. Duration of the Contract

The selected Audit Organization (AO) shall be contracted to conduct one (01) IOSA Registration Renewal Audit, during the period of 16th to 20th May 2022 or 23rd May to 27th May 2022 (Covering Registration cycle 2022-2024), of PIACL as per IATA's standard agreement for IOSA Audit.

3. Qualification of the Bidders

- The Bidder must have an Approval/Accreditation/Recognition/Authorization from IATA for conducting IOSA audits.
- The Bidder must not be linked/associated with any commercial aviation concern/business.
- The Bidder must fulfill qualification requirements of the AO to conduct IOSA audit of the Operator as specified in IPM 7.5.3 of IOSA Program Manual (last IOSA Registration Early Renewal Audit of PIACL was conducted during the period of 07th to 11th September, 2021).

4. Cost of the Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid/proposal and PIACL will, in no case, be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.

5. Technical Proposal

The Technical Proposal should consist of and provide the following details:-

- a. Company Profile & Company Registration Certificate (Brief Company History, Financial Background/Health/Turnover and Contact Details along with addresses of registered Head Office and Regional Offices, if any)
- b. Approval/Accreditation/Recognition/Authorization from IATA for conducting IOSA audit. (please attach copy of Accreditation)
- c. Audit Organization (AO)'s IOSA Auditing Experience (provide some documentary evidence in the support of this requirement).
- d. Profile of IATA approved IOSA Auditors along with Auditor's Qualification Matrix & Experience (please attach profiles of those auditors** who may be deputed for PIACL's IOSA audit 2022).

- e. For AOs who have approval/accreditation from IATA as an Endorsed Training Organization (ETO) (attach copy of ETO approval).
- f. **Auditor's base stations (from where they shall travel to Pakistan & back).
- g. Total Fee/Cost of IOSA Registration Renewal Audit of PIACL.
- h. Any other additional/complimentary services which may be offered on-line/on-site i.e. IOSA Airline Auditor/Aviation Internal Auditor, Root Cause Analysis Training etc.).

6. Technical Evaluation Criteria

Sr. No.	Evaluation Criteria	Max. Points	Weight-age																					
01	Audit Organization's Approval/Accreditation/Recognition/ Authorization from IATA for conducting IOSA audit.	05	40																					
02	Audit Organization's Operational (IOSA) Auditing Experience	05	10																					
03	Auditors' Profile/Qualification Matrix& Experience For 10 & above years = 5 Points For 8 to 9 years = 4 Points For 6 to 7 years =3 Points For 4 to 5 years = 2 Points For 1 to 3 years = 1 Points & Base Stations (for travel/visa cost estimation purposes)	05	20																					
04	Approval/Accreditation from IATA as an Endorsed Training Organization (ETO)	05	10																					
05	Other additional/complimentary services offered (on FOC basis) if any.	05	20																					
	<table border="1"> <thead> <tr> <th colspan="2">On-Site Training</th> <th colspan="2">Off-Site Training</th> </tr> <tr> <th>No. of Seats Offered</th> <th>Points</th> <th>No. of Seats Offered</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>40-50</td> <td>5</td> <td>20</td> <td>5</td> </tr> <tr> <td>30-40</td> <td>4</td> <td>10</td> <td>4</td> </tr> <tr> <td>=<20</td> <td>3</td> <td>=<5</td> <td>3</td> </tr> </tbody> </table>			On-Site Training		Off-Site Training		No. of Seats Offered	Points	No. of Seats Offered	Points	40-50	5	20	5	30-40	4	10	4	=<20	3	=<5	3	
	On-Site Training			Off-Site Training																				
	No. of Seats Offered			Points	No. of Seats Offered	Points																		
	40-50			5	20	5																		
30-40	4	10	4																					
=<20	3	=<5	3																					
Total Marks / Weight-age		25	100																					

7. AO Selection Criteria

During Technical Evaluation of the bids preference will be given to the Audit Organization on achieving highest points mentioned in technical evaluation criteria. Final selection of the AO shall be made by considering the variable costs/expenses impact (air travel, lodging, local transportation, auditor meal/messing, security etc. expenses) and cost saving element (w.r.t. additional/complimentary services offered on FOC basis).

8. Tender Proceedings

The Bidders are required to submit the bidding proposal on "**Single Stage Single Envelope**" basis containing technical and financial details for PIACL-IOSA Project-2022.

After agreement between the procuring agency and the bidder on the technical requirements, bidders who are willing to conform to the revised technical specifications or whose bids have not already been rejected will submit a revised technical proposal according to the technical requirements.

The revised technical proposal shall be opened at a date, time and venue announced in advance by the procuring agency.

The procuring agency shall evaluate the whole proposal in accordance with the technical evaluation criteria and the bid found to meet the above technical criteria shall be accepted.

9. Submission of Tender

You are required to send your financial quotes/ rates through password protected email on following e-mail address latest by **30th March, 2022** at **10:30 hrs (PST)** which will be opened at **11:00 hrs (PST) on same day**.

Email Address: dgmppm@piac.aero

CC: gm.cm@piac.aero
athar.shaikh@piac.aero
contract.tech@piac.aero

Any offer received after this date & time will not be accepted.

All the quotations will be kept confidential and in order to maintain transparency, you must send the password protected file. The Password needs to be sent separately **only at dgmppm@piac.aero** on the date and time mentioned above.

Quotation validity is for 120 days.

Note: Password must be sent to: dgmppm@piac.aero only.

For Coordination and further details, if required on the scope of work, please contact General Manager Corporate Quality & Safety Assurance at Phone No. +922199044707 or email pkquality@piac.aero.