



PRE-QUALIFICATION DOCUMENT FOR HIRING SERVICES

(FOR ARRANGING GROUND HANDLING FOR CHARTER AND VVIP FLIGHTS)

(ESPECIALLY IN AFRICA, CENTRAL ASIA & CHINA)

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PRE-QUALIFICATION DOCUMENT FOR HIRING SERVICES

(FOR ARRANGING GROUND HANDLING FOR CHARTER AND VVIP FLIGHTS)

(ON AS AND WHEN REQUIRED BASIS)

1-Prequalification of Agencies Request Form

Name of Agency: _____

Advertisement Serial No. _____

Service Area: _____

Address _____

Contact No. _____

Email Address _____

PAKISTAN INTERNATIONAL AIRLINES CORPORATION

Phone: + (92-21) 9904-4403, 4697 **Fax:** + (92-21) 9924-2511,

E-mail: khiwopk@piac.aero, khinzpk@piac.aero

Address: Room No 37 Handling Agreements,
PIA Head office, Karachi.

2-Brief Introduction of the Participating Agency

Sr.	Factors Description	
1	Name of the Bidder/Organization :	
2	Date of Establishment :	
3	Corporate Status (Proprietor/ Partnership / Pvt. Ltd. / Ltd.)	
4	Owner/ Proprietor/ MD / CEO Name/	
6	Mailing Address :	
5	Country of Origin:	
7	Contact / Cell No(s).	
8	Fax No(s).	
9	Email Address :	
10	National Tax No.	
11	Bank Name & Account No:	

Company's Stamp

Signature

3-Introduction of PIA:

Ground handling at an airport is amongst the most complex and time-critical processes in the aviation industry. Even moments of delay in a single activity can cause major problems, leading to a substantial waste of resources and delays to the entire system. Backed by decades of operational experience, PIA offers premium ground handling services to customers.

- PIA's ground handling services include:
- Passenger Handling
- Ramp Handling
- Cargo Handling
- Flight Operations
- Catering Services
- Technical Handling
- Executive Jets Handling
- Line Maintenance
- Charters Handling

PIA is the largest provider of ground handling services in Pakistan, with a first-class record of reliability. Our engineering base provides a comprehensive set of facilities for the, B777, B747, A310, B737 and ATR-42, backed by hundreds of qualified aircraft and flight engineers. If your ground handling requirements fall within the domain of IATA SGHA, you can rely on PIA to take care of your needs.

PIAC is intending to pre-qualify Third Party Vendors for smooth functioning of its Charter & VVIP Flights especially in Africa, Central Asia and in China in accordance with the provisions of Public Procurement Rules.

4- Mandatory Requirements:

- a) Covering Letter
- b) Complete Profile / Introduction of Organization (including name of Chief Executive, Partners, Professionals, etc.);
- c) Copy of Registration from Registrar of Firms/ undertaking of establishment in case of sole proprietor /partnership deed (if required);
- d) Copy of valid National Tax Certificate;
- e) Experience Certificate / letters of satisfaction from any two clients.
- f) Documents required on prescribed format:
- g) List of Clients (regular and occasional)
- h) List of major and services rendered during last 2 years Details of available staff (if applicable)
- i) List of Representatives in different countries with Contact Person
- j) Any other formality/documents that may be required by PIA.

Only those bidders will be considered further who fulfill all mandatory requirements

I / we hereby confirm that required documents are provided with the pre-qualification / proposal.

Company's Stamp

Signature

5-Evaluation Criteria

Marks Allocated: 100

Qualifying Marks: 75

S No.	Requirements	Max Score	Score Attained
1	Company's Experience:	Marks Allocated 10	
	I. 10 and above years of Experience	10	
	II. 9-05 years of experience	9-5	
	III. 4-01 years of experience	4-1	
2	Clientele Detail:	Marks Allocated 10	
	I. 10 or more major clients	10	
	II. 9-5 Major Clients	9-5	
	III. 4-1 Major Clients	4-1	
3	Company Representation In Different Countries Including Africa, Central Asia & China	Marks Allocated 30	
	I. Presence in 15 and above countries	30	
	II. Presence in 14-10 countries	28-20	
	III. 9-1 countries	18-2	
4	Participating organization capable of arranging Basic Ground Handling Services as per IATA SGHA	Marks Allocated 10	
		10	
5	Participating organization Can Depute Dedicated coordinator who is bilingual (Local language & English) and well conversant for coordination with PIA Representative.	Marks Allocated 10	
		10	
6	Participating organization capable of arranging Basic Ground Handling Services for both Narrow and wide Bodied aircrafts	Marks Allocated 10	
		10	
7	Participating organization capable of arranging Complete required Services and all mandatory permissions from Airport Authority	Marks Allocated 10	
		10	
8	Rates Quoted should always be inclusive of all taxes	Marks Allocated 10	
		10	
	TOTAL	100	

Please Provide Documentary evidence where required in support of your response, without documentary support section will be marked as zero.

6-Required List of Services:

- Airport Navigation, Landing & Parking
- Basic Ground Handling Services
- Passenger Service Charges
- Landing Permit
- Arrangement for Crew Transport and Hotel (If required)
- Fuelling/Refuelling
- Payments of Crew Allowance (in case of VIP Handling)
- Technical Handling (if required)

7-Terms & Conditions

Pre-Tender Terms & Conditions (for Participation)

- ❖ The participating organization should have expertise in their relevant field.
- ❖ The participating organisation should be highly established, well experienced (More than 03 years).
- ❖ The participating organisation should have Registration of Subcontracted Companies from airport authority to operate from airport.
- ❖ The participating organisation should arrange Basic Ground Handling Services as per IATA SGHA for narrow bodied and wide bodied aircraft (whichever aircraft is operated).
- ❖ The participation organisation must have Company Representation In Different Countries Including Africa, Central Asia & China
- ❖ The organization should have its own expertise in all respect
- ❖ The organization should at-least has one (1) year professional experience in respective categories for working with reputable clients
- ❖ The participants must submit valid CNIC, NTN certificate, Valid GST certificate (if applicable), if required Income Tax Return or annual audit report and list of representative with contact person especially in Africa and Central Asia (regular and occasional); If required, the selected / short-listed organizations will be informed in due course of time;
- ❖ The financial bids / quotations will be invited from pre-qualified Agencies as and when required desired PIA will be at liberty to extend the opening date, revise the requirement or annul the whole tender proceedings at any stage prior to opening of Bids; no change will be done after the bids are opened.
- ❖ Closing date time which is the last date for submission of proposals will be on 1100 HRS GMT 06/AUGUST/2020 at below address:

❖

Handling Agreements
Room No. 37
PIA Head Office Karachi
Telephone:+92 9904 4403/4697
Email:Khiwopk@piac.aero

- ❖ Proposals will be opened on the same day at 1130 hrs GMT in the presence of all participating agents who wish to attend at the Handling Agreement's Office at PIA Head Office Karachi.
- ❖ Notice of the rejection of all bids or proposals shall be given promptly to all Participants that submitted proposals.
- ❖ Pakistan International Airlines reserves the right to reject any proposal in part or with assigning a reason but will not be required to justify the grounds of rejection.
- ❖ Interested parties who can provide these services should submit documents directly with PIAC, no sub-agents will be entertained.
- ❖ No Document will be entertained after expiry of aforesaid date & time. PIAC will not be responsible for postal delays or any other reason.

8- Terms & Conditions for Selected / Pre Qualified Service Providers

- ❖ Prequalification status will be awarded for the period of one year further two terms extendable subject to satisfactory performance.
- ❖ The registered / pre-qualified organizations will be preferred for inviting sealed financial bids/ quotations
- ❖ The rates should be inclusive of all applicable taxes whenever financial bid will be quoted
- ❖ Dedicated coordinator who is bilingual (Local language & English) and well conversant must be deputed for coordination with PIA Representative.
- ❖ As and when desired depending on services may be required on inviting financial bids / quotations;
- ❖ The invoice will be processed after completion of services and its satisfaction email by Manager Handling Agreement PIA (if required)
- ❖ payment will be made within thirty (30) days after submission of invoice and receiving satisfaction email by the Manager Handling Agreements
- ❖ The task will be undertaken on the receipt of Email by KHIWOPK and according to the specification provided or finally agreed
- ❖ In case of any change in the specification due to which prices are affected, the same must be informed to handling Agreement Section in Advance;
- ❖ Incomplete documents or those received after deadline date and time will not be entertained;
- ❖ In case of Tax exemption, tax exemption certificate will be required along with Invoice.