



## **EXPRESSION OF INTEREST (EOI)** **EOI-DAIKPG-ISB-18-0204**

### **PRE-QUALIFICATION OF VENDORS/FIRM/SERVICE PROVIDERS**

DAI Khyber Pakhtunkhwa Governance (KPG) Project (the USAID Funded Project) located at Islamabad is issuing this Expression of Interest (EOI) for pre-qualification of vendors/firms/service providers to identify a pool of qualified vendors, suppliers, services providers and consulting firms to acquire required goods and technical services for the project, as well as for the Government of Khyber Pakhtunkhwa (KPK) province, over the period of next (01) one year. The purpose of this Expression of Interest (EOI) is to pre-qualify specialized vendors who have experience providing goods or services in the following specialized areas:

1. Car Rental Services
2. Generator / Power Backup (Products / Services)
3. Furniture / Fixtures
4. Insurance Companies
5. IT Hardware/Software/Networking (Products / Services)
6. Mobiles and Electronics Products / Services
7. Printing, Designing and Advertisement Services
8. Website Designing / Hosting services
9. Stationery & General Order Supplies
10. Security & Safety (Products / Services)
11. Internet and Intranet Services
12. Event Management Companies
13. Repair and Maintenance Services
14. Media Houses / Firms

The Project has two offices located in Islamabad and Peshawar while its grantees are in Khyber Pakhtunkhwa Province.

This document presents the requirements that interested vendors must provide to be invited to submit, within the next (01) one year, their detailed quotations or technical/cost proposals for procurement opportunities anticipated by DAI. Pre-qualified vendors may be invited to respond to a solicitation, and/or multiple solicitations. Vendors must be licensed and legally organized businesses, organizations, or firms. Individual consultants will not be considered for this EOI.

The firm/organization must have extensive experience in doing similar nature of work, and have management capacity to fulfil the requirements.

### **RESPONSE SUBMISSION DEADLINE AND COMMUNICATION PROTOCOL**

The deadline for responding to this EOI is **February 16, 2018 by 17:00 hrs. Pakistan Standard Time (PST)**. Responses received after the deadline will not be reviewed and will be discarded by DAI, subject to the discretion of the project's management. Responses may be emailed to [KPGProcurement@dai.com](mailto:KPGProcurement@dai.com) or

delivered in a sealed envelope to project address: DAI KPG, Building B of 1-E, Ali Plaza, 1st Floor, Jinnah Avenue, Blue Area, Islamabad, Pakistan. Please address the subject of the email "Expression of Interest – EOI-DAIKPG-ISB-18-0204" (Category Name). If delivered in a sealed envelope to project address, please mention "Expression of Interest – EOI-DAIKPG-ISB-18-0204" (Category Name), on top-right corner of the envelope.

DAI KPG Project will only respond to written questions regarding this EOI through the email address: [KPGQueries@dai.com](mailto:KPGQueries@dai.com) and any ***questions must be submitted by 17:00 hrs. Pakistan Standard Time (PST) on February 09, 2018.***

Technical or cost proposals are not required at this stage, DAI KPG will issue proper solicitation document requesting technical / cost proposals in next stage to successful vendors of pre-qualification stage.

All information provided by vendors in response to this EOI will be treated confidentially. DAI will not use the information in any other context or setting and we will not reveal details to other parties.

## **TERMS OF REFERENCE**

### **1. Car Rental Service**

- Car rental service providers should be able to provide vehicles (Toyota Corolla GLI, Model 2016-2017) in Islamabad and Peshawar, both on monthly basis as well as on daily basis - Annual contracts.
- Vehicles (White/Silver Color) shall be equipped with Fire Safety, First AID Box, Insurance, Back View Camera and Anti-Theft System.
- Hold a good fleet of maintained vehicles (chauffer driven) at above stations for day to day basis also.
- Preference will be given to company that provides vehicle tracking system
- Car rental service provider should have at a minimum his own fleet of at least 10 cars

### **2. Generator/ Power backup**

- Authorized dealer for 80KVA Diesel Generator for Peshawar Office (rental generator services)
- Authorized dealers for the import and sale of Diesel Generators.
- Complete Maintenance and regular check-up
- Hold highly qualified technical team to provide UPS and its maintenance
- Ensures shortest response time for break downs and replacement
- Vendor must not be a General Order Supplier

### **3. Furniture/ Fixtures**

- Office Desk/ workstations (Complete range)
- Branded office chairs (Revolving and Fixed)
- Glass Boards, Soft Boards, Light weight Conference boards,
- Wooden file cabinets, Almirah
- Sofa sets, 3-5 seating etc.
- Poshish work, Polish work, repairs etc.
- Vendor must not be a General Order Supplier

### **4. Insurance Companies**

- A+ rating insurance companies with Islamic insurance options
- Able to offer Share and Care plans for staff
- Provides Insurance for staff Life/ Health
- Travel insurances
- Have reputed panel hospitals across Pakistan for staff health facilities
- Able to provide over the counter OPD facility
- Provides Insurance of equipment and office supplies

**5. IT Hardware / Software / Networking (Products & Services)**

- Desktop Computers (DELL / HP or Equivalent)
- Laptop Computers (DELL/ HP or Equivalent)
- Smart Projectors (TOSHIBA/ PANASONIC / DELL/OPTOMA or Equivalent)
- PABX Sales/ Repair/ Maintenance (Siemens/ Panasonic or Equivalent)
- Wi-Fi equipment, Routers, cables, adapters, etc.
- Servers, Parts and Accessories
- Multi-Functional network Photocopiers
- Network Scanners and Printers (with toners and cartridges)
- Vendor must not be a General Order Supplier and must have his own business set up for the above mentioned items.

**6. Mobiles and Electronics Products / Services**

- LED TVs, Displays, Monitors
- Refrigerators, Dispensers, Cooking equipment
- Air Conditioners, Air Curtains, Heaters
- Tablets, Mobile Phone etc.
- Authorized Cell Phone dealers, repair, accessories etc.
- Lightening, electronic fitting services/ maintenance etc.
- Solar System and installation (Turnkey basis)
- Vendor must not be a General Order Supplier and must have his own business set up for the above mentioned items.

**7. Printing Service/ Print Media / Newspaper agencies**

- Newspaper agencies for placement of nationwide, local advertisement (online & print media)
- Have good in-house setup for free-hand designing of brochures, leaflets, books, etc
- Able to carry out off-set/ Pana-flex printing in shortest time.
- Have in-house printing and designing services in Islamabad and KPK
- Able to provide services for media publications

**8. Website/ Hosting Services**

- Highly competent team for designing websites, and illustrations
- Have its own domain/ hosting facility
- Must take annual maintenance contract for highly secure services to prevent hacking etc

**9. Stationery and General Order Suppliers**

- Sales tax registered whole sellers for all type of stationery products/ general order
- Able to deliver on short notice within market prices

- Offer excellent prices on 15 days payment terms
- Crockery products, Kitchen items, Janitorial cleaning items etc.
- Routine kitchen items i.e Tea/Coffee, Dry Milk, Sugar, Biscuits etc.
- Able to keep prices locked for one year Blanket purchase agreement (BPA)

#### **10. Safety and Security (Products / Services)**

- Ministry of Interior registered, NTN Holder, Active Tax payer Security Services Company
- Provide experienced professional security trained personnel with experience in USAD, UN, INGO etc.
- Must possess perfectly maintained weapon and security system
- Able to provide Personal Protective Equipment (PPE)
- Excellent surveillance of office, and Guards on duty inspection system
- Must have technical team to provide security alarm system and provide other safety instruments i.e Fire Extinguishers, Fire Blankets, etc.
- First AID Kits, Fire Alarms, Trespass detector, Anti-Shatter Films, Barbed Wire etc.
- Have experienced team to providing CCTV setup and maintenance

#### **11. Internet and Intranet services**

- Six (06) Mbps CIR Internet over Optical Fiber 6Mbps (annual services as well as need basis for grantee),
- Unlimited volume per month with Static IP address services.
- Must have technical team to provide technical support.
- Services may be required for Projects offices at Islamabad, Peshawar and Grantees may be spread in KPK Province.

#### **12. Event Management Companies**

- Manage events like trainings, workshops, program events.
- Provide logistical support (Air-travel, road travel, hotel bookings and coordination with attendees) to training participants.
- Arrange venues for events.
- Must have capacity and technical team to provide multimedia, audio/video, Laptop and power backup equipment and support.
- Services may be required for Projects offices at Islamabad, Peshawar and Grantees may be spread in KPK Province.

#### **13. Repair and Maintenance Services**

- To perform routine repair and maintenance work i-e machines, equipment
- Office plumbing work
- General repair and maintenance supplies

#### **14. Media Houses/Firms**

- Digital and broadcast media services
- Content Development services
- Production house services, Pre and Post-production
- Media Handling and Implementation.
- Videography/Photography of events/conferences, seminar etc.
- Production of audio/video Public Service Messages, commercials etc. on short notice or pre-planned as required.

## **OBLIGATIONS**

DAI will not reimburse respondents for the costs incurred with preparing a response, nor does issuance of this EOI obligate DAI to award a subcontract or purchase order. If a Vendor is found to have made false or misleading claims or statements, obtains confidential information, or receives improper assistance, DAI reserves the right to reject an EOI submitted by or on behalf of a vendor.

## **CLARIFICATION OF SUBMISSIONS**

DAI may require a respondent to submit additional information in order to better judge a response.

## **FACTORS FOR CONSIDERATION**

Responders are expected to write an explanation about how they can address each of these areas of interest by DAI, which will be used as a way to determine if Vendors shall be pre-qualified.

1. Evidence of legal organization of business in the form of Registration Certificate / License, Registrations with Federal Board of Revenue (FBR, Filer) and Khyber Pakhtunkhwa Revenue Authority (KPRA). (mandatory)
2. Complete business profile of the organization.
3. Having more than 5 years of experience of similar nature of work preferably USAID funded projects
4. Evidence of assignment completion note (goods/ services) of similar nature assignments, preferably in Khyber Pakhtunkhwa (KP).
5. Provide information in support of organization's technical and management capability to provide goods or services listed above, which includes but not limited to organizational resources, skill-set, list of equipment, accounting and operational controls etc.
6. Provide information in support of organization's financial capability to deliver / perform the goods / services listed above OR the ability to obtain adequate financial resources, which includes but not limited to copies of last three year's submitted tax returns, Balance Sheets or bank statement etc.
7. General Order Suppliers are not permitted to submit their documentation under categories where it is specifically mentioned that vendor must not be a General Order Supplier.

## **RESPONSE FORMAT**

Vendors must complete their responses, in English, following the specifications outlined below. The response format consists of three sections

### ***Section 1: Vendor Information***

<b>Section Number</b>	<b>Description</b>
1.0	Cover Letter: Signed and stamped on business letterhead
1.1	Vendor Information: Complete business profile (As per attached Annex-A Vendor Profile Particulars)

**Section 2: Factors for Consideration**

2.0	Responses to each of the factors for consideration stated above
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**Section 3 Client Reference:**

3.0	Include three (03) Client References, each reference <u>must</u> include the following: -Client Name, address, Point of Contact Name, Telephone number, email -Similar work performed and period of performance
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**NOTIFICATION PROCESS**

Upon receipt and review of proposals, DAI will notify successful vendors, if any, who have been selected for pre-qualification.



## Annex-A

### Vendor Profile Particulars

Sr. No.	Description	Details
1	EOI Reference	
2	Business Name	
3	Complete Business Address	
4	National Tax No.	
5	Sales Tax Registration No.	
6	KP Registration No. (for services required in KPK)	
7	Form of Registration(s) (corporation, partnership, NGO, etc.)	
8	Type of Business	
9	General Order Supplier (Yes/No)	
10	Number in Years in Business	
11	Number of Employees (full and part-time)	
12	Name of Managing Director	
13	Category of Interest in EOI	
14	Authorize distributor/Partnerships	
15	Detail of other offices	
16	Point of Contact (Name, Designation, Work telephone No. email ID and postal address)	

**Certification:**

I, (name), do certify that the above provided information is true to the best of my knowledge. I also undertake to inform you of any changes that may take place later in the status of company in business or management.

Authorized Signature: \_\_\_\_\_

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

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

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