



Tender Fee: Free of Cost

## **Bidding Document**

### **Prequalification of Travel Agencies**

**Bid No. HBFC/HOK/GSD/2022/1832**



Bid No. HBFC/HOK/GSD/2022/1832

September 26, 2022

## Prequalification of Travel Agencies

HBFC invites proposals from renowned travel agencies for prequalification for a period of five (05) years.

Proposals will be evaluated in according to the selection criteria prescribed in the pre-qualification document which may be downloaded free of cost from the [www.hbfc.com.pk](http://www.hbfc.com.pk). This advertisement is also available at PPRA website [www.ppra.org.pk](http://www.ppra.org.pk).

Proposals prepared in accordance with the instructions in the pre-qualification documents must reach at the address given below on or before **October 12, 2022 at 11:00 am**. Proposals will be opened on same day at **11:30 am** in the presence of bidders, representatives (who choose to attend) at the address given below. Agencies will be required to submit **Rs.10,000/-** as Bid Security along with their Proposals in shape of Pay Order / Demand Draft in favor of HBFC. Late/ incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all proposals in accordance with relevant clause of Public Procurement Rules (PPR-2004).

**Head - General Services Department**  
House Building Finance Company Limited  
3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi  
Tel: 021-35641752/39



## General

### 1. Scope of Bid

HBFC invites proposals from renowned travel agencies for prequalification for a period of five (05) years as per Scope of Work mentioned in **Annexure - A**.

Agency, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.

### 2. Cost of Bidding

The Agencies will bear all costs associated with the preparation and submission of proposals and HBFC will in no case be responsible or liable for those costs.

## Bidding Documents

### 3. Amendment of Bidding Documents

i. At any time prior to the deadline for submission of proposals, HBFC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective agency, amend the Prequalification Documents. Later amendments on the same subject modify or replace earlier ones.

ii. Amendments will be provided in the form of Addenda to the Prequalification Document, which will be sent in writing to all prospective Agencies that received the documents from the Company. Addenda will be binding on agencies. Agencies are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the Agencies in its bid will have taken the amendments contained in such Addenda into account.

iii. In order to offer prospective Agencies reasonable time in which to consider the amendment in preparing their proposals, HBFC may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPRA-2004.

## Submission of Bids

### 4. Deadline for Submission of Proposal

i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.

ii. HBFC may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders previously subject to the original deadline will then be subject to the new deadline.

### 5. Late Submission

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

## Bids Opening and Evaluation

### 6. Proposal Opening

HBFC will open all bids in public, in the presence of bidders' representatives who choose to attend at the time, date and place specified in the Bid Data Sheet. Bidders' representatives will sign an attendance sheet as proof of their attendance.

## 7. Bid Security

Participating agencies are required to submit **Rs.10,000/-** as **Bid Security** with their proposal in the form of bank draft/ pay order in favor of HBFC. No proposal will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of prequalification process.

## Award Criteria

### 8. Selection Criteria

All submitted proposals will be evaluated at per the prescribed Selection Criteria given in **Annexure – B**. Top 02 (two) agencies having maximum marks will be pre-qualified

### 9. Company's Right to Reject All the Bids

The Company reserves the right to annul the bidding process and reject bids at any time prior to award of contract as per PPRA Rules.

### 10. Payment

Payments will be made after completion of assigned tasks to the prequalified travel agency and upon HBFC satisfaction on monthly basis.

### 11. Code of Conduct

It is the HBFC's policy to require that suppliers observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPRA-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA.

### 12. Overriding Effect of PPRA-2004

Wherever, in conflict with these documents the stipulation of PPRA-2004 will prevail.

**Bid Data Sheet**

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein will be prevail over ITB.

S#	Details
1.	Prequalification of Travel Agencies Ref No. HBFC/HOK/GSD/2022/1832
2.	<p><b><u>Contact Information and Communication</u></b> The contact detail for all correspondence in relation to this bid is as follows: Name: Asad Baber Khan Designation: Manager Procurement - GSD Email: <a href="mailto:asad.baber@hbfc.com.pk">asad.baber@hbfc.com.pk</a> Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance &amp; Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p><b><u>Technical Contact:</u></b> Name: Ms. Aasia Iqbal Designation: Assistant Manager – Facilities Management Email: <a href="mailto:aasia.iqbal@hbfc.com.pk">aasia.iqbal@hbfc.com.pk</a> Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance &amp; Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641711</p>
3.	Participating agency that is black listed by any government organization will not be eligible to participate in the bidding/procurement process.
4.	All interested agencies are required to submit Rs.10,000/= as bid security enclosed with their proposals in shape of a Bank Draft / Pay Order. Proposals received without Bid Security shall be rejected.
5.	<p>The Company's address for the purpose of bid submission is:</p> <p style="text-align: center;"><b>Head - General Services Department,</b> House Building Finance Company Limited, 3<sup>rd</sup> Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641752</p>
6.	<p>The deadline for submission of proposals will be October 12, 2022 at 11:00 am. Proposals will be opened on same day at 11:30 am at the following address:</p> <p style="text-align: center;">House Building Finance Company Limited, 3<sup>rd</sup>. Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi –Pakistan.</p>

**Scope of Work and Service**

The following shall form the Scope of Work and Service for the travel agent for a period of five (05) years:

- i. Travel agent will arrange air tickets for HBFC employees as and when needed, local and international travels.
- ii. Travel agent will be responsible to arrange hotel accommodation in 3, 4 and 5 Star hotels as per requirement by HBFC nationwide and international travels
- iii. Specific services for travel such as Train, Rent a Car, Bus etc. may also be required as and when required by HBFC.
- iv. Travel agent will also be responsible for international visa processing in case of international travel as and when required.

**Selection Criteria**

S. No.	Criteria	Maximum Marks	Score	Attach Documentary Evidences Marked as Below
1	The bidder must be a registered tax payer and must appear on the Active Taxpayer List. (Mandatory)	10	Compliance = 10 Marks No-compliance = 0 Marks	<b>Appendix - A</b>
2	The Bidder must have active clients	30	More than 10 clients = 30 marks From 05 to 10 clients = 15 marks Less than 05 clients = 08 marks	<b>Appendix - B</b>
3	Travel Agent must have IATA Membership.	20	Compliance = 20 Marks No-compliance = 0 Marks	<b>Appendix - C</b>
4	Travel Agent must be agreed to provide Credit Period	20	25 days to 01 Month = 20 Marks 20 days to 15 days = 10 Marks Less than 15 Days = 05 Marks	<b>Appendix - D</b>
5	Other specific Services	10	International travel and accommodation related services = 05 Marks Visa Processing Services = 05 Marks	<b>Appendix - E</b>
6	The bidder must submit an affidavit on a Stamp Paper of Rs.200/- duly notarized, that they have not been blacklisted or debarred by any public sector or private organization (Mandatory)	10	Compliance = 10 Marks No-compliance = 0 Marks	<b>Appendix - F</b>
<b>Total Marks</b>		<b>100 Marks</b>		

**Important Note:** Top 02 (two) agencies having maximum marks will be pre-qualified

**Note:**

- i. Bids will be evaluated in terms of Rule 36 (a) of PPRA Rules. i.e., Single stage – one envelope procedure.
- ii. If a bidder is unable to comply in any of the given field, the proposal will not be considered for further processing.
- iii. Bidders must place their provided evidences as Appendix (clearly marked).
- iv. Contract will be awarded to the successful bidder(s) whose bid has been technically compliant and financially lowest and emerged as the most advantageous bid.
- v. During the evaluation no amendments by the bidder in the proposal will be permitted; however, HBFC may seek clarification.
- vi. The bid security of bids of unsuccessful bidders will be returned once the Contract is awarded to the successful / most advantageous bidder.

**PREQUALIFICATION FORM**

General Information			
Name of Agency			
Abbreviated Name (if any)		Company's Date of Formation	
National Tax Number		Sales Tax Registration Number (STRN / SRB etc.)	

Management Details							
CEO / Chairman Name				CNIC No:			
Phone				Email			
Fax				Cell No.			
Number of Employees				Number of Registered Offices (provide details)			
<b>Legal Status</b>	Private Limited		Sole Proprietor		Joint Venture		Partnership
Head Office Address							
City				Phone			
Email Address				Website			
Regional Office Address (if any)							

*Note: all the fields are mandatory. Incomplete information may lead to rejection of proposal.*

**Prior experience of working with HBFC**

Yes  NO  (Attach details if TICKED Yes)

The undersigned declare that the statements made and the information provided is duly completed in all respect and is, true, and correct in every detail.

Signed: \_\_\_\_\_

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

Official Stamp: \_\_\_\_\_