



SUPPLIER PRE-QUALIFICATION DOCUMENT

REF: Sungi/HO/0050/2018

CATEGORY (Please indicate): _____

Sungi Development Foundation

Sungi Development Foundation (Sungi) was established in the year 1989 as a non-profit, non-governmental organization. Sungi's mission is to bring about policy and institutional changes by mobilizing deprived and marginalized communities with a view to creating an environment in which communities at the local level may be able to transform their lives through the equitable and sustainable use of resources.

Important Notes for Suppliers

- a) The purpose of this document is to assist Sungi in the identification and evaluation of potential suppliers who may subsequently be invited to tender or give quotations for the supply of goods and/ or services within the specified category.
- b) All documents must be submitted in English Language.
- c) In order to simplify this process, you need to provide copies of all supporting documents requested under the questionnaire.
- d) You may also be asked to clarify your answers or provide more details. Please answer all questions. If the question does not apply to you please write N/A.
- e) Sungi will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's elimination from further consideration.
- f) Sungi reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- g) The information provided in the prequalification document is strictly confidential and solely for use by Sungi.
- h) Participants to kindly note that this does not amount to any contractual obligation on the part of Sungi, and that Sungi is not obliged to invite tenders/quotation from any or all who express interest by responding to this prequalification process.
- i) Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
- j) The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initialed by the person or persons who sign(s) the document.
- k) The completed document shall be signed off and initiated by Owner/Director/Partner of the organization and stamped on each page, and signed on the last page in the space provided.
- l) Suppliers will bear all costs associated with preparation and submission of their applications.
- m) It is Sungi's policy to require that suppliers observe the highest standard of ethics during the selection and execution of such pre-qualifications.
- n) Sungi will disqualify a supplier where it is determined that the supplier has engaged in corrupt or fraudulent activities in competing for the pre-qualification in question;
- o) Sungi will disqualify a supplier who:
 - Use child labor.
 - Pollute the environment.
 - Use materials that may harm the health of the consumers.



- p) Sungi will have the right to examine all documents relating to the performance of such services or supply of such goods to determine capability.
- q) Sungi will have the right to inspect the business premises of the supplier.
- r) If you have any queries please send to shafeeq.sadiq@Sungi.org

The Completed questionnaire forms in plain sealed envelopes clearly marked "REF: **Sungi/HO/0001/2019** PRE-QUALIFICATION OF SUPPLIERS FOR CATEGORY (please indicate)....." Should be addressed to:

Dy. Manager Administration

Sungi Development Foundation

Office#1, 2nd Floor, Al-Asghar Plaza, Jinnah Avenue, Blue Area, Islamabad, Pakistan; Tel: +92 51 2271340~3

And submitted on or before **31 December 2018** at 04.00 p.m.

Any document received after the deadline time and date shall be rejected.

CATEGORIES:

A: OFFICE EQUIPMENT AND FURNITURE

Supply of Furniture, Photocopier Machine, Fax Machine, Generators, Solar System, UPS, Security Cameras, Multimedia etc

B: COMPUTERS AND COMPUTER ACCESSORIES

Supply of Laptop/Desktop Computers, Printers, Scanners, Laptop batteries and Other IT equipment and Cabling services etc

C: PRINTING OF MATERIAL

Composing and Printing of different material, Printed Stationery, Reports, Magazines etc

D: KITCHEN EQUIPMENTS / PROTECTIVE CLOTHING

Supply of Kitchen Equipments, Stoves Utensils, Uniforms, cloths, Protective clothing and Footwear etc

E: SUPPLY OF NFI's AND FOOD ITEMS

Supply of Hygiene Kits, Embroidery Kits, Agriculture Tool Kits, Pipes, Mosquito Net, Jerry Can, Tent, All Food items etc

F: SUPPLY OF SEEDS & PLANTS

Supply of Seed & Plants etc

G: SUPPLY OF SERVICES FOR HOTEL, THEATER, RADIO

Service for Accommodation & Foods, Community base Theater Performances, Radio Stations etc

H: SUPPLY OF AUTO PARTS.

Provision of Tyres, Different Auto Parts of TOYOTA, SUZUKI vehicles.

I: SUPPLY OF LIVESTOCK:

Supply of livestock i.e goat, cow, donkey, Poultry etc.

J: SERVICES CONTRACTS

Generator Maintenance, Building Maintenance, Vehicles Maintenance, etc.

K: CONSTRUCTION WORK:

Construction of houses, Latrines, Handpumps, Construction Materials etc



PRE-QUALIFICATION QUESTIONNAIRE

Corporate Information

No.	PARTICULARS	RESPONSE	
1	Full name of organization:		
2	Is your organization(Please tick one)		
	i) Public limited company? If yes then please attach copies of the Registration.		
	ii) Private limited company? If yes then please attach copies of the Registration.		
	iii) Partnership? If yes then please attach partnership deed		
	iv) Sole Proprietorship? If yes then attach business certificate		
	v) other (please specify) date of registration		
3	Full physical address of principal place of business:		
	Full postal address of the principal place of business:		
	Telephone number:		
	Fax number:		
	E-mail address:		
	Website address (if any):		
4	Contact Person within the organization	Name:	
		Title:	
		Phone:	
		Fax:	
		E-Mail:	
5	Company NTN No.: (Kindly provide a copy of the NTN Certificate)		
6	Company STN No.: (Kindly provide a copy of the STN Certificate)		
7	Names of the Shareholders, Directors and Partners		
8	Associated companied(if any)		



Business Activities

No.	PARTICULARS	
1	What are the main business activities of your organization? i.e Manufacturer, Assembler, Distributor, service center, retailer & General Order Supplier etc (please specify).	
2	How many staff does your organization have? Indicate the number under each category	
	i. Technical (Permanent....., Temporary.....)	
	ii. Semiskilled (Permanent....., Temporary.....)	
3	Please generally describe the experience and expertise your organization possesses that will enable you to effectively and efficiently undertake the work you are bidding for required by Sungi. • Attach your company profile with emphasis on the job you are bidding for.	

Financial Information

No.	PARTICULARS		
1	What was your turnover in the last two years? for year ended --/--/---- for year ended --/--/----
2	Has your organization met all its obligations to pay its creditors and staff during the past year?		Yes / No
3	If No, please give details		
4	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?		Yes /No
	If yes, please give details:		
5	Bank Account Number:		
	Title of Account:		
	Bank & Branch:		
6	What is the name and branch of your bankers (who could provide a reference)?		
	Name:		
	Branch:		
	Telephone Number:		
	Postal Address:		



Trade References

Please provide in the table below details of projects you have undertaken relevant to the job you are bidding for performed over the last three (3) years, or that are relevant to this pre-qualification document.

No.	Customer Organization (name)	Customer contact name and phone number	Date contract awarded	Value of businesses transacted: (PK RS.)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Certifications, Accreditations and Approvals

Detail any relevant certifications and accreditations by principals or accreditation bodies and attach copies of such certification. Such certifications may be for your company or for your individual staff as relevant to the work they do and the key skills for the service or goods you propose to supply.

Agencies and Partnerships

- Detail any agencies and partnerships that you have that are relevant to the categories of goods and/or services you are interested in supplying.
- List your primary sources of supply for goods that you propose to supply.

Business Probity and Litigation Management

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential Sungi's supplier

No.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors or any suspended business activities?	
2	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Anti-Corruption Authority or similar authority?	



EVALUATION

(a) Mandatory Requirements for Pre-Qualification

You shall be required to attach the following mandatory documents where applicable

- i. Certificate of Incorporation/Partnership deed etc
- ii. TAX NTN and STN Certificates.
- iii. Certificate from relevant authorities where applicable
- iv. List of Directors, telephone and their postal address
- v. Accounts Information
- vi. List of items for which you wish to be considered (attach separate sheet)

(b) General Requirements

- i. Sungi will examine the documents to determine completeness, general orderliness and sufficiency in responsiveness.
- ii. Suppliers shall not contact Sungi on the matter relating to the prequalification process from the time of submission to the official communication of the results.
- iii. Any attempts by the supplier to influence Sungi in the evaluation shall result in disqualification of their application as suppliers.
- iv. Pre-qualification will be based on Sungi's Procurement Committee meeting following the minimum criteria regarding the Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.
- v. Suppliers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required depending on continuous performance.

(c) Additional Requirements

- i. Agents/Distributors shall provide copies of Letters of appointment by the manufacturers to be dealers.
- ii. Attach catalogues and brochures for the items you wish to supply (if applicable).

Declaration

I declare that to the best of my knowledge the answers submitted in this pre qualification questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Sungi.

FORM COMPLETED BY

Name:		Position (Job Title):	
Date:		Telephone number:	
Email:		Signature:	
Stamp/Seal			