



**PRE-QUALIFICATION/ ENLISTMENT
OF
PRINTERS/ SERVICE PROVIDERS /
GENERAL ORDER
SUPPLIERS/VENDORS/FIRMS**

Name of Printer/Supplier/company _____

Category Serial No: _____

Supply / Service Area : _____

Address : _____

Contact No. : _____

**Procurement Division
The Bank of Khyber**
29-A, The Mall, Peshawar Cantt .
Tel: (92-91) 5261117, 5275352
www.bok.com.pk

Introduction:

The Bank of Khyber was established in 1991 through an Act passed by the Provincial Legislative Assembly. It was awarded status of a scheduled bank in September 1994. The Bank enjoys a unique position and stands out amidst other banks operating within Pakistan and has the privilege of being bracketed amongst the only four government banks in the country.

The bank has long been associated with business and commercial circles and has been actively engaged in catering to the financial needs of all sectors. It has successfully been involved in extending funded and non-funded facilities to its customers for various business needs.

Today, BOK is an “A-1” rated commercial bank, operating across the country with a network of 168 branches and still expanding. The provincial government is the major stakeholder and during our 27 years history, the Bank has always played a vital role in the development of Khyber Pakhtunkhwa in particular and participated in the economic development of Pakistan in general.

Service providers/ Printers currently working with Bank and wish to be considered **need to apply afresh.**

One application form can be used to apply for one category only. Use separate form for multiple applications (Please note that failure to indicate the category no. and item description will lead to AUTOMATIC DISQUALIFICATION)

Please read through this document carefully and provide the requested information together with ALL required support documents.

INVITATION

The Bank of Khyber invites applications from across Pakistan for pre-qualification/Enlistment in the following listed categories;

Category no	Type
MKT-0001	Branding services
MKT-0002	Digital Marketing
MKT-0003	Promotional Items
MKT-0004	Printing/supplies
MKT-0005	Event Management
MKT-0006	Professional Photographer

The Bank of Khyber reserves the right to accept or reject applications made pursuant to the prequalification/enlistment as per the policy of the bank in line with KPPRA rules 2014. Any subsequent appointment made pursuant to the prequalification is subject to invitation to tender for specific jobs/services.

Complete prequalification/enlistment documents enclosed in plain sealed envelopes, marked with the Category Number & Description shall be addressed to:

Procurement Division
The Bank of Khyber
29-A, The Mall, Peshawar Cantt .
Tel: (92-91) 5261117, 5275352
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IMPORTANT NOTES TO THE APPLICANTS

1. The purpose of this document is to assist Bank in the identification and evaluation of potential marketing items and services suppliers who may subsequently be given work order after enlistment and asked for quotations for items within the specified category.
2. The application form is to be fully and comprehensively filled / completed in all respects.
3. All documents must be submitted in English Language.
4. Provide supporting documents requested in the application form.
5. You may also be asked to clarify your answers or provide more details.
6. Documents will be examined to determine completeness, general orderliness and sufficiency of response. Failure to complete the application form and/or to provide written answers to any further questions or requested additional information for clarification will result in the applicant's elimination from further consideration.
7. Any information given and later found to be incorrect shall lead to disqualification of the Applicant.
8. Information given by the applicant shall be treated in strict confidence.
9. If insufficient space has been provided on the application form separate supplementary sheets may be used.
10. The application along with completed document shall be signed off and initialed by the owner/ Director of the form/ company and stamped on each page and signed on the last page in the space provided.
11. Applicants will meet all cost associated with preparation and submission of their applications.
12. Canvassing will lead to automatic disqualification of the applicant.

Late submission will not be acceptable. Any application(s) received after the date of closure will be considered as late and disqualified.

MANDATORY:

1. Submission of company/supplier's profile.
2. Registration with KPRA (Khyber Pakhtunkhwa Revenue Authority)/FBR for sales tax.
3. Attachment of Affidavit (specimen attached as Annexure "A") on stamp paper from the owner of the company.
4. Writing of category reference, no as given in the Prequalification/enlistment Document on the envelope.
5. Signing off each page of application form set along with company stamp.

PREQUALIFICATION FORM

PART A : GENERAL INFORMATION

1	Name of applicant	
2	Postal Address	P.O Box.....Code.....
3	Principal Contact Person	Name:..... Position:.....
4	Contacts:	Telephone/Mobile: Fax No: Email :
5	Physical Location of Business Premises (Note that a visit to your office may be made to confirm information provided as part of the prequalification/enlistment evaluation)	Town..... Street..... Building Name Floor.....
6	Nature of Business (e.g. sole proprietorship, Public Limited Company, Partnership etc)	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 10px; text-align: center;"> Limited Liability Company (1) </div> <div style="border: 1px solid black; padding: 10px; text-align: center;"> Partnership (2) </div> <div style="border: 1px solid black; padding: 10px; text-align: center;"> Sole Proprietor (3) </div> </div>

Scope of Work:

Category no	Type	Details
MKT-0001	Branding	Provision of branding services i.e branch signage, one-way vision sticker pasting, billboards, banners and outdoor branding materials.
MKT-0002	Digital Marketing	Third Party services required for setting up official account on various social Media platforms i.e Facebook, Twitter etc.
MKT-0003	Promotional Items	Supply of promotional materials and corporate gifts e.g. key chains, wall & table clock, Badges, Executive Pen, Pen holders, Executive Diaries, Table calendars, T-Shirts, Caps, umbrellas, wallets, mugs, tissue box and notepads etc.
MKT-0004	Printing/supplies	Provision of printing services i.e. Printing of Business Cards, Official publications i.e Financial reports, brochures, flyers, Brochures, Standees, Banners, booklets, Table and wall calendars, File covers, Diaries and other printed stationery etc
MKT-0005	Event Management	Provision of event management services e.g. renting of stage equipment set up and decoration, event coverage, Audio visual equipment, food catering and event production etc.
MKT-0006	Professional Photographer	To capture high resolution images of various events /program activities in various parts of the country.

PART C: ELIGIBILITY

Pre-Qualification/Enlistment criteria (Mark sheet) for enlistment of service provider/ Marketing item suppliers are as under:-

S.NO	Descriptions	Total Marks	Marks Obtained	Remarks	Remarks (Attachment of relevant evidence in each case is mandatory)	Attached Evidence as
1	Years in relevant business experience	20		05 Years or more	KPRA/FBR Registration Certificate/ Company Registration Letter is required to be enclosed	Ann “A”
		15		02 Years or more		
		10		01 Year or more		
2	Banks & Financial Institutions (FI) handled in last 3 years	15		3 Banks/FI	Attach client list and documentary evidence	Ann “B”
		10		2 Banks/FI		
		05		1 Bank/FI		
4	Quality of work i.e portfolio of sample work provided with application	40			Attach copies of confirmation or letters of appreciation by the clients	Ann “C”
*5	*Operational soundness/ Turn Over i.e Bank account statement and staff details	15		10 Mn or above	Attach details of Different work orders during past three years	Ann “F”
		10		5 – 9.9 Mn		
		05		2- 4.9 Mn		
6	Number of Offices in major cities i.e (Peshawar/Islam abad and Lahore)	10		3 and above	Attach list of complete address along with their landline numbers & email address	Ann “H”
		07		2 and above		
		05		1		
Total Marks		100		Qualified/Disqualified		

Note: i). Marks at serial no 4 and 5 will be evaluated by the banks nominated committee.

ii). Minimum 60 marks are required for qualification.

iii). Operational soundness for General order suppliers and Photographer to range from (0.5 Mn to 5 Mn)

DISQUALIFICATION:

The bidder will be considered disqualified prior/during technical evaluation process or after award contract if:

1. Blacklisted by any regulatory body or client.
2. Attached affidavit that supplier/ vendor has never been blacklisted by any organization.

PART D CLIENT REFERENCES:

Provide contact details for 3 referees for previous/current work that is similar or the same to the one now applied for. Note that the referees may be contacted without further references to you. (Attach documentary evidence of existence of the contract)					
	How many references are you indicating? (Tick one)	0	1	2	3
A	Have you previously been contracted by BOK ? Tick one	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
		Describe the contract and nature of supplies..... When.....and for how long.....			
B	Client Details Organization Name, Contact Name and Position, Telephone No. E-Mail, Address and details of Service provided				

PART F EXPERIENCE

- a) How many years has your firm been engaged in the **Activations/ Events/Printing/Branding/Promotional Items** supplies business?
.....
- b) Describe nature of **Activations/ Events/Printing/Branding/Promotional Items** supplied by your firm.....
.....
- c) How many years of experience have you had in the type of work described in (b).....

above (provide evidence)

.....

d) Do you have an in house designer? (For print marketing items)

.....

PART G: CERTIFICATION

I/We do hereby certify that the above information is correct in all respects. Full

Name:

Designation/Position

Signature:

Stamp:

Date:

(Ann “ A ”)

To be typed on Rs.50/- Stamp Paper

AFFIDAVIT / DECLARATION

I, _____ S/o _____, Proprietor/Authorized
Representative/Partner/Director of M/s _____, having NTN # _____,
holding CNIC # _____, do hereby state on solemn affirmation as under:-

1. That the above named firm/company has not been adjudged an insolvent from any Court of law.
2. That no execution of decree or order of any Court remains unsatisfied against the firm/company.
3. That the above named firm/company has not been compounded with its creditors.
4. That my/our firm/company has not been convicted of a financial crime.

That whatever stated above is true and correct as to the best of my knowledge and belief.

City: _____

Dated. _____

DEPONENT
(PROPRIETOR / REPRESENTATIVE)/DIRECTOR

Solemnly affirmed and stated by the above named deponent, personally, before me, on this
_____ day of _____ 201 , who has been identified as per his CNIC.

COMMISSIONER FOR TAKING AFFIDAVIT
