



## Checklist for Bidders

Enquiry #: 14230

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

Time: \_\_\_\_\_

M/s, \_\_\_\_\_

Please ensure before submitting the bid, that following information/ Documents have been submitted / providing along the bid. Kindly Check ( ) appropriate box.

| Sr No. | Checklist Item  | Action Required   | Yes/No |
|--------|---|---|--------|
| 1      | Tender Document Availability on SSGC website & EPADS                    | Ensure the bidder participates via EPADS.   |        |
|        |   | Download the tender document from EPADS.  |        |
|        |   | Fill the BOQ/ Bid Form/ Schedule of Requirement correctly.  |        |
|        |   | Submit the bid on EPADS before the deadline; otherwise, bid will be rejected.   |        |
| 2      | Physical Bid Bond Submission  | Submit the physical bid bond to the Tender Room (SSGC HO) before the bid submission. And upload Scanned copy of Bid bond on EPADS.        |        |
|        |   | If Bid Bond in original not submitted, the bid will be rejected.  |        |
| 3      | Bid Submission Deadline   | Confirm all documents (electronic and bid bond in original) are submitted before the specified bid submission deadline.                   |        |
| 4      | Signature and Stamp   | Ensure all documents are signed and stamped as required and uploaded on EPADS or else bid will be rejected                                |        |
| 5      | Additional Documents (if any)   | Verify if any other documents specified in Tender document are included in the bid on EPADS   |        |
| 6      | Tender Fees   | Rs. 0 (Free)  |        |
| 7      | Technical literature  | Original Technical literature is enclosed, if any duly signed & stamped   |        |
| 8      | Any change in your current address, Phone Fax no & Email etc. intimated | Bidders are required to intimate Procurement dept. for any change in Current address, email, contact information etc. in tender documents |        |
| 9      | Bid validity  | Bid Validity as specified is mentioned  |        |
| 10     | Delivery / Completion period  | Delivery / Completion period has been specified as per tender terms   |        |
| 11     | Corrections/Cutting/Overwriting   | All corrections/cutting/overwriting are signed & stamped  |        |
| 12     | Sample  | Sample (if necessary) is enclosed as per form attached in Tender Document   |        |
| 13     | Form-X  | Form- X Duly Signed & Stamped   |        |

Note:

Non-Availability of the above information/documents, or incomplete/incorrect statement on this checklist may result in rejection of the bid at / after the bid opening.

As per SRO296(1)/2023 dated 08th March 2023 "E-Pak Procurement Regulations, 2023" all bidders are advised to register in e-Pak Acquisition and Disposal System (EPADS)



Bidders Authorized Representative



M/S \_\_\_\_\_  
\_\_\_\_\_

## ***Prequalification of Air Freight Forwarders***

**Under Single Stage One Envelope Bidding Procedure**

**Supplier must be active in FBR Active Taxpayer List (ATL)**

**Tender Enquiry No. SSGC/SC/PT/PQ/14230**

### **INVITATION TO BID** **Section I**

Sui Southern Gas Company Limited (SSGC) is Pakistan's leading integrated gas Company. The company is engaged in the business of transmission and distribution of natural gas in franchise area of Sindh & Balochistan.

Sui Southern Gas Company Limited (SSGC) intends to carry out the services related to Prequalification for Air Freight Forwarders to Handle Air Transportation of SSGCL's Goods (Having membership certificate from PIFFA for last 03 preceding years, the current one should be valid) (Having registration certificate from IATA for handling of International Air Cargo transportation for last 03 preceding years, the current one should be valid)

The tender documents comprise the following:

- |                      |  |
|----------------------|--|
| <b>Section - I</b>   | Invitation to bid                                      |
| <b>Section - II</b>  | Instructions to bidders                                |
| <b>Section - III</b> | Scope of Services/Special Terms & Conditions           |
| <b>Section - IV</b>  | Form X   |
| <b>Section - V</b>   | Pre-Qualification Criteria With Forms I to X/Checklist |
| <b>Section - VI</b>  | IMS Manual/Blacklisting Mechanism                      |



Bids will be submitted online on EPADS Portal on or before 25-03-2026 at 1100 hours. The bids will be publicly opened at 1130 hours on same day online on EPADS in the presence of bidders and / or their authorized agents who may wish to attend.

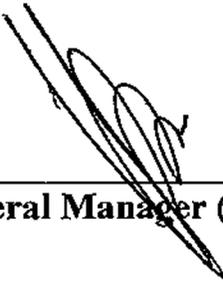
Bids not conforming to the conditions stipulated in the tender documents may be rejected.

The Company reserves the right to add, delete or amend any part of the tender documents during the bidding period and bidders shall be informed of the same.

The Company reserves the right to reject any or all offers without assigning any reason.

The Company will appreciate confirmation by fax, addressed to General Manager (Procurement), Fax No. 99231583 of your intention to submit the bid.

The advertisement is also published in PPRA ( [www.ppra.org.net](http://www.ppra.org.net) ) & SSGC ( [www.ssgc.com.pk](http://www.ssgc.com.pk) ) websites respectively.

  
For **General Manager (Procurement)**





**SECTION - II**

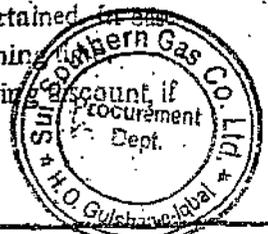
**INSTRUCTIONS TO BIDDERS**



## SECTION - II

### Instructions to Bidders

1. All rates quoted in the prescribed SOR / BOQ shall be firm, irrevocable and not subject to change or escalation on any account whatsoever. No modification, alteration or deletion in the bid will be accepted after the bid opening time.
2. Sealed Bids shall be received at Company's Head Office, ST-4/B, Block - 14, Str Shah Suleman Road, Gulshan-e-Iqbal, Karachi, up to specified time & date and will be opened publicly at specified time & date, in the presence of Bidders or their authorized representative who choose to attend. In case the bid opening date falls on a holiday or due to some unavoidable circumstances, it is not possible to open on scheduled date, it will be opened on next working day at the same time.
3. All original bid documents accompanied with the bid bond shall be submitted by the Bidder in the envelope provided with tender documents. The sealed Bids must be submitted at the address stated above in person or by courier or by any other means but it shall be the Bidder's responsibility to ensure that Bids so submitted are delivered to the above address before the specified Bid opening date and time. The Company shall not be held responsible in any way for late receipt of Bids or their confidentiality. Bids received after the Bid closing time shall not be considered, and will be returned to the Bidder unopened.
4. In Case of single stage two envelop bidding system (if mentioned in press advertisement & Tender document), sealed technical offer & sealed bid shall be submitted in separate envelopes (bid bond will be enclosed with "Financial" bid unless and until specified separately in tender terms). "Technical" and "Financial" is to be mentioned on the top of the envelop. Technical offers will be opened and evaluated first. Financial offer of only technically complaint bidders will be opened at a later intimated date in presence of bidder's representative. Financial offers of technically non-complaint bidders will be returned un-opened along with their bid bond.
5. The Bid should be signed by a person having the authority for this purpose. In case of a bid submitted by a corporate entity, the same shall bear its seal and be duly signed by its secretary.
6. Bids shall be submitted strictly in accordance with the requirements of the Tender Documents and as per specifications.
7. Bid shall remain valid for acceptance for a period of (120) days from the date of public opening of the bids.
8. The Company shall not reimburse any expenses incurred in preparation of Bids.
9. The Bid and all subsequent correspondence shall be in the English language.
10. Payment for the Contracted Work / Services will be made in Pakistani Rupees only. The rates quoted by the Bidder shall therefore, be in Pakistani Rupees.
11. In case of any queries / clarification with regard to this Tender, the same may be forwarded to Procurement Department upto 5 days before the bid opening date, thereafter the request will not be considered.
12. The Company reserves the right to reject any or all Bids without assigning any reason and cancel the bidding process. Company also reserves the right to accept the whole or a part of Bid and does not bind itself to accept the lowest or any particular Bid.
13. In case of any conflict between the Special Terms & Conditions and elsewhere in the tender documents the Special Term & Conditions, will supersede & prevail.
14. Each and every page of the bid documents being submitted by the bidders shall be signed and stamped failing which the bid may be liable for rejection.
15. All documentary evidence required for evaluation of bid should be submitted along with the bid in absence of any documentary evidence no marks will be awarded in accordance to the evaluation criteria.
16. In order to maintain cordial business relation and as per ethical business approach, please provide the justification in case of your non participation on our Fax # 99231583 & Email. [mmte@ssec.com.pk](mailto:mmte@ssec.com.pk)
17. Conditional Bid will not be accepted and liable to be rejected.
18. The quoted unit price and corresponding total amount shall be inclusive of all duties and Taxes and excluding provincial Sales Tax as per provincial laws.
19. Sealed bids shall be mailed/submitted/dropped in tender box placed at Tender Room, CRD Building, SSGC Head Office. Bids are to be delivered on or before closing time after which bid will not be entertained. If bid is sent through courier, the same shall be delivered at least half an hour before scheduled opening time.
20. Price given in the Bid Form/BOQ is firm which shall take into account all relevant factors including discount if any. Discount / escalation given separately at the time of bid opening will not be considered.
21. The bidders are required to fill form SSTW-05 (if deemed required) and submit with the bid.



**INSTRUCTIONS TO APPLICANTS****1 SUBMISSION OF APPLICATION**

- 1.1 All the information shall be filled-in / submitted strictly as per "Forms" enclosed. If necessary, additional photocopies of the "Forms" may be made. Each page of each form should be clearly marked in the right top corner as follows:

*Page 1 of Form 1*

*Page 2 of Form 1.....; etc.*

- 1.2 Supporting attachments (documentary evidence, etc.) will require for almost all of the Forms. Such attachments should be clearly marked as follows:

*Attachment 1 of Form 1*

*Attachment 2 of Form 1.....; etc.*

*In case the attachments where required, are not enclosed with the proposal, no credit / points will be given for that particular item.*

- 1.3 Each sheet shall be duly stamped & signed by the applicant or a person or persons duly authorized to sign on behalf of the applicant.
- 1.4 All documents submitted by the applicants shall be treated as confidential and will not be returned.
- 1.5 SSGCL shall evaluate the proposals based on information, data & evidences submitted by the applicant according to marking criteria set out. During the process of evaluation, no amendments shall be permitted except clarification sought by SSGCL.
- 1.6 Documents/proposals received after the due date will not be considered and will be returned unopened. The name and mailing address of applicants shall also be indicated on the envelope so that the submission can be returned unopened.



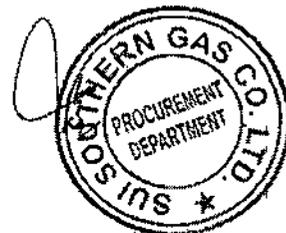
## Sui Southern Gas Company Limited

Attachment - II**SCOPE OF SERVICES / SPECIAL TERMS & CONDITIONS**

The word "Company" wherever it appears below means Sui Southern Gas Company Ltd, Karachi.

The word "Contractor" wherever it appears means Freight Forwarder.

1. Air Transport services are required; in case of import, from shipper's facility/airport of country of export to Karachi-airport; and for export, from Karachi airport to importer's facility/airport of country of import (as per requirement) through reputable contractor.
2. Contractor is bound to sought approval on AWBs from company.
3. Contractor will be pre-qualified for a period of 03 years.
4. Payment to the contractor will be made on an actual basis, calculated on either dimensional weight or gross weight (chargeable weight), whichever is higher as per IATA Rule. Payments will be processed using the prevailing open market foreign exchange rate.
5. Contractor is bound to arrange/provide the Delivery Orders anywhere in Karachi (as per company's requirement).
6. Inland freight/trucking/foreign port custom clearance; in case of import, from shipper's facility to airport of country of export; and in case of export, from airport of country of import to importer's facility may include in the scope of work (as per requirement).
7. Company shall disqualify contractor if it finds, at any time, that the information submitted by him concerning his qualification as contractor was false and materially inaccurate or incomplete.
8. Company reserves the right to disqualify the contractor, if the contractor fails to provide satisfactory performances in any 03 shipments or are found to be indulging in corrupt or fraudulent practices.

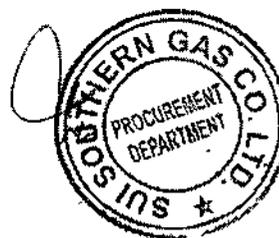


**Sui Southern Gas Company Limited****BRIEF PARTICULARS OF TYPES OF GOODS TO BE CLEARED**

1. Heavy Compressor Packaged Units.
2. Construction Machinery & Equipment.
3. Gas Valves, Pipe Fittings, Assorted Pipe.
4. Gas Purification & Separation Equipment.
5. Measuring Instrument/Equipments.
6. Welding Electrodes.
7. Power Generation Equipment & Ancillaries.
8. Spare Parts.
9. Special Tools & Installation Test Equipments.
10. Process Equipments.
11. Pumps.
12. Filters.
13. Steel Structures.
14. Explosion Proof/Flame Proof Fittings.
15. Pipes and Pipe fittings
16. Pigging Equipments.
17. Coating & Wrapping Materials e.g. Enamel, Primer, Tape etc.
18. Metering Equipments.
19. Chemicals.
20. Telecommunication Equipments & Spares
21. Others as per requirement

**Note:**

The above list of items is for reference only & may vary in accordance with company's requirements of imported goods.



Supplier code: \_\_\_\_\_

**FORM-X****Bank account details form for all Beneficiaries**  
**(Mandatory requirement for Digital Online Banking)**

As per FBR Regulations ref # C.No.4 (24) IT-Budget/2021-142150-R dated 23<sup>rd</sup> Sept'2021 to make the payment online w.e.f. 01-11-2021. All beneficiaries are required to fill in the below details, which is mandatory:

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_  
\_\_\_\_\_

CNIC #: \_\_\_\_\_

NTN #: \_\_\_\_\_

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

Bank A/C Title name: \_\_\_\_\_

Branch code: \_\_\_\_\_

Bank A/c #: \_\_\_\_\_ (16 Digits)

Bank IBAN #: \_\_\_\_\_ (24 Digits)

 Information already submitted.**Note: Please be attached copy of Cheque / Account Maintenance Certificate.(Mandatory)**\_\_\_\_\_  
Authorized Sign & Stamp

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

**Note: All payments transactions will be made on above mentioned Account details. This is only a one time information to be provided by the all beneficiaries. In case if the above detail has already submitted, please tick the box above "Information already submitted" and also ensure Form-X is duly signed & stamped.**

## ANNEXURE: I

## Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts.

1. Nama
2. Father's Name/Spouse's Name
3. CNIC / NICOP/Passport No.
4. Nationality
5. Residential address
6. Email address
7. Date on which shareholding, control or interest acquired in the business.
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entities or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

| 1    | 2   | 3                                    | 4                             | 5                | 6       | 7             | 8  | 9  | 10   |
|------|---|--------------------------------------|-------------------------------|------------------|---------|---------------|--|--|--|
| Name | Legal form<br>(Company/Limited<br>Liability Partnership<br>/Association of<br>Persons/Single<br>Member<br>Company/Partnership<br>Firm/Trusted/Any other<br>Individual, Body<br>Corporate (to be<br>Specified) | Date of Incorporation / Registration | Name of Registering Authority | Business Address | Country | Email Address | Percentage of<br>shareholding<br>control or<br>interest of BO<br>in the Legal<br>Person or<br>Legal<br>Arrangement | Percentage of<br>shareholding,<br>Control or<br>Interest of<br>Legal Person<br>or Legal<br>Arrangement in<br>the Company | Identity of<br>Natural Person<br>who Ultimately<br>owns or<br>Controls the<br>Legal Person or<br>Arrangement |
|      |   |                                      |                               |                  |         |               |  |  |  |

9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective namee).



| 1                                    | 2  | 3                                 | 4  | 5                           | 6          | 7  | 8   |
|--------------------------------------|--|-----------------------------------|--|-----------------------------|------------|--|---|
| Name and surname (in block Letter's) | CNIC no (in case of foreigner Passport No) | Father's / Husband's Name in Full | Current Nationality                                  | Any other Nationality lies) | Occupation | Residenti ally address in full of the registered / principle office address for a subscribe rs other than natural Person | Numbers of shares taken by cash subscribers (in figures and words |
|                                      |  |                                   |  |                             |            |  |   |
|                                      |  |                                   |  |                             |            |  |   |
|                                      |  |                                   |  |                             |            |  |   |
|                                      |  |                                   | Total numbers of shares taken (in figures and words) |                             |            |  |   |

10. Any other information incidental to or relevant to beneficial owner(s).

Name and signature  
(Person authorized to issue notice on behalf of the company)



## Sui Southern Gas Company Limited

**Pre-Qualification Criteria for Air Freight Forwarders to handle Air transportation of SSGCL's goods.****MANDATORY REQUIREMENTS:**

- A) Having membership certificates from Pakistan International Freight Forwarder Association (PIFFA) for last 03 preceding years, the current one should be valid. Copy of certificates should be enclosed with the profile.
- B) Having registration certificate from International Air Transport Association (IATA) for handling of international air cargo transportation for last 03 preceding years, the current one should be valid. Copy of certificates should be enclosed with the profile.
- C) Income Tax return for last 03 preceding years should be enclosed with the profile.
- D) Declaration of non-involvement in litigation/arbitration/black listing with any Company - Certificate to this effect on Rs.100/=Non-judicial stamp paper should be provided along with the profile.
- E) NTN, SST, Professional Tax Certificates- Copy of certificates should be provided with the profile.

**Note: In case any of the above mandatory requirement is not furnished by the bidder, he will not be eligible for further evaluation/pre-qualification as per below mentioned Evaluation Criteria.**

| Sr.  | Description  | Pts. Allocated | Max. Pts.  | Pts. scored |
|--|--|----------------|------------|-------------|
| 1  | <b>Company Status</b>  |                |            |             |
|  | • Private Limited.   | 5 points       | 5          |             |
|  | • Partnership.   | 3 points       |            |             |
| • Sole Proprietor.   | 1 point  |                |            |             |
| 2  | <b>Experience</b>  |                |            |             |
|  | 2.1 No. of consignments of chargeable weight 1000kg or above air-shipped (imported) during the last 3 years.<br><i>For each consignment up to maximum 10 consignments.</i>   | 1 point        | 10         |             |
|  | 2.2 No. of consignments of chargeable weight 500kg or above (other than 10 consignments of 2.1) air-shipped (imported) during the last 3 years.<br><i>For each consignment up to maximum 30 consignments.</i>                        | 0.5 point      | 15         |             |
|  | 2.3 No. of consignments of chargeable weight 1000kg or above air-shipped (exported) during the last 3 years.<br><i>For each consignment up to maximum 5 consignments.</i>  | 1 point        | 5          |             |
|  | 2.4 No. of consignments of chargeable weight 500kg or above (other than 5 consignments of 2.3) air-shipped (exported) during the last 3 years.<br><i>For each consignment up to maximum 10 consignments.</i>                         | 1 point        | 10         |             |
|  | 2.5 No. of consignments of chargeable weight less than 500kg air-shipped (imported) during the last 3 years.<br><i>For each consignment up to maximum 30 consignments.</i>   | 0.5 point      | 15         |             |
|  | 2.6 Experience with oil & gas sector companies.<br><i>For each year up to maximum 3 years.</i>   | 2 point        | 6          |             |
| 3  | <b>Staff Details</b>   |                |            |             |
|  | 3.1 Manager(s) at least graduate with at least 5 years of experience in Freight Forwarding.<br><i>For each Manager up to 2 managers</i>  | 2 points       | 4          |             |
|  | 3.2 Supervisor at least Intermediate with at least 3 years of experience in Freight Forwarding<br><i>For each supervisors up to 3 supervisors</i>  | 2 points       | 6          |             |
| 4  | <b>Financial Stability</b>   |                |            |             |
|  | 4.1 Financial audited reports for last 3 financial years should be provided with profile -<br><i>Revenue/turnover will be considered only for air freight forwarding business of last financial year.</i>                            |                | 12         |             |
|  | • Revenue/turnover PKR 25 Mn or above  | 12 points      |            |             |
|  | • Revenue/turnover PKR 15 Mn or above but less than PKR 25 Mn  | 10 points      |            |             |
|  | • Revenue/turnover PKR 05 Mn or above but less than PKR 15 Mn  | 6 points       |            |             |
|  | • Revenue/turnover less than PKR 05 Mn   | 2 points       |            |             |
|  | 4.2 Financial audited reports for last 3 years should be provided with profile -<br><i>Liquidity in terms of Cash or Overdraft (OD) facility will be considered only for air freight forwarding business of last financial year.</i> |                | 12         |             |
| • Liquidity in terms of Cash or OD facility<br>PKR 03 Mn or above                          | 12 points  |                |            |             |
| • Liquidity in terms of Cash or OD facility<br>PKR 02 Mn or above but less than PKR 03 Mn  | 10 points  |                |            |             |
| • Liquidity in terms of Cash or OD facility<br>PKR 01 Mn or above but less than PKR 02 Mn  | 6 points   |                |            |             |
| • Liquidity in terms of Cash or OD facility<br>PKR 0.5 Mn or above but less than PKR 01 Mn | 2 points   |                |            |             |
| <b>Total:</b>  |  |                | <b>100</b> |             |



DGM (Procurement)

DGM (Finance)

DGM (Procurement)

CIA (Internal Audit)

8/25/16  
MAB

## Sui Southern Gas Company Limited

Note:

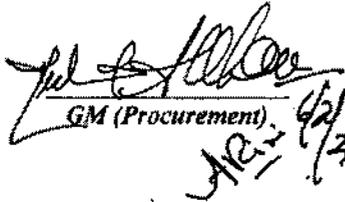
1. Minimum requirement of marks to Pre-Qualification 65 Marks.
2. In pursuance to clause 18 of PPRA rules if any applicant provides false information he will be subject to disqualification. Hence all documentary evidence submitted by applicants must be correct and genuine. Furthermore in absence of documentary evidence, no marks will be awarded.
3. The successful pre-qualified contractor shall not be in position to transfer the Pre-Qualification. Hence Pre-qualification is neither transferable nor assignable.
4. The pre-qualification profile submitted by contractor will be valid for 120 days.
5. The Pre-Qualification period is three years; The requirement will be floated to the successful pre-qualified bidder through an open framework agreement, in accordance with Clause 16-A of the PPRA Rules, which states: "The Procuring Agency shall arrange the procurement through framework agreements of recurrent or common use items, services including maintenance services, and those commodities whose market prices fluctuate during the term of the agreement, for a maximum period of three years".
6. Any bidder not fulfilling mandatory requirement and does not submit the mandatory documents at the time of submission of profile, the profile will not be considered for pre-qualification and be rejected.
7. SSGC reserves the right to cancel the pre-qualification at any time during the tenure of pre-qualification without assigning any reason.
8. In absence of any document of mandatory requirement the profiler will not be considered and will not be evaluated further for pre-qualification process

Special Notes:

1. In order to assess the performance and past quality standard of the supplier/ vendor with SSGC, and if the supplier/ vendor is served with letter/ email pertaining to "non-performance/late delivery/ supply of substandard material" during last three years, two (02) marks for each letter/ email served (maximum up to ten (10) marks) will be deducted from overall score obtained by the supplier/ vendor.
2. In the event supplier/ vendor qualify SSGC pre-qualification as per pre-defined evaluation criteria, but served with letter/ email pertaining to "non-performance/late delivery/ supply of substandard material" 3 times/ "non-participation for consecutive 3 times" during pre-qualification tenure, on the fourth default/ non participation their Pre-Qualification will be cancelled and will not be allowed to further participate in the company's requirement.

  
 \_\_\_\_\_  
 DG (Procurement)

  
 \_\_\_\_\_  
 DG (Finance)

  
 \_\_\_\_\_  
 GM (Procurement)

  
 \_\_\_\_\_  
 Internal Audit



Attachment - IV**2 Pre-qualification Forms****2.1 The Pre-qualification contains forms as follows:**

Form I - Letter of Applications

Form II - General Information

Form III - No. of consignments of chargeable wt. 1000kg or above imported during the last 3 years.

Form IV - No. of consignments of chargeable wt. 500kg or above imported during the last 3 years.

Form V - No. of consignments of chargeable wt. 1000kg or above exported during the last 3 years.

Form VI - No. of consignments of chargeable wt. 500kg or above exported during the last 3 years.

Form VII - No. of consignments of chargeable wt. less than 500kg imported during the last 3 years.

Form VIII - Experience with oil & gas sector companies.

Form IX - Staff Details

Form X - Financial Data

**2.2 All the information shall be submitted strictly in accordance with the above formats / forms. Company brochure, etc could be forwarded as supplementary but will not be entertained in lieu of the prescribed formats.**



## Sui Southern Gas Company Limited

FORM I - LETTER OF APPLICATION

Registered Business Name: \_\_\_\_\_

Registered Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

To: A/General Manager (Procurement),  
Sui Southern Gas Company Limited,  
ST-4/B, Block-14, Gulshan-e-Iqbal, Sir Shah Suleman Road,  
Karachi.

## Sui Southern Gas Company Limited

Dear Sir,

Pre-Qualification for Air Freight Forwarders to handle air transportation of SSGCL's goods.Tender Enquiry No. \_\_\_\_\_

1. We hereby apply to be qualified with Sui Southern Gas Company Ltd. as Air Freight Forwarders to handle air transportation of SSGCL's goods.
2. We authorize SSGC or its authorized representatives to conduct any investigations and to verify the statements, documents, information & evidences submitted and to clarify the financial and technical aspects of this application from any person, bank, department, agency or firm.
3. The names, positions and contact of persons who may be contacted for further information, if required are as follows:
  - (a) Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Ph #: \_\_\_\_\_ Email: \_\_\_\_\_
  - (b) Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Ph #: \_\_\_\_\_ Email: \_\_\_\_\_
  - (c) Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Ph #: \_\_\_\_\_ Email: \_\_\_\_\_
4. We declare that
  - (i) The Statements made and the information provided in the application/bid are complete, true and correct in every detail.
  - (ii) Declaration that this firm has never been involved in litigation/arbitration/black listing with any Company (Certificate to this effect on Rs.100/=Non-judicial stamp paper to be provided).

Note:

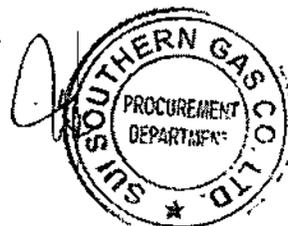
- Prospective Freight Forwarding company's name should be appearing in Active Tax payer list as per FBR and SRB database at the time of collection of pre-qualification documents. Otherwise, pre-qualification documents will not be provided.

Respectfully,

(Seal of the firm &amp; Signature of applicant)

Dated:

All the information provided shall be supported with documentary evidence and to be submitted with the profile, otherwise no credit/points will not be given.



Form II - General Information

Company Name \_\_\_\_\_

1. Head Office Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

2. Other Office Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

Computer Facility (Yes / No): \_\_\_\_\_ Year Incorporated: \_\_\_\_\_

3. Status of the Company (Proprietorship / Partnership / Private Limited) - *Provide supporting document*  
\_\_\_\_\_

4. Income Tax Reg. no. \_\_\_\_\_

5. General/Provincial Sales Tax Reg. no. \_\_\_\_\_

6. Bankers Details \_\_\_\_\_

(Seal of the firm &amp; Signature of applicant)





## Sui Southern Gas Company Limited

Page \_\_\_\_\_ of Form IV

**Form IV – No. of consignments of chargeable weight 500kg or above (other than 10 consignments of Form III) air-shipped (imported) during the last 3 years\*.**

*Note: 0.5 point for each consignment up to maximum 30 consignments*

| S. No. | Name of importer company | Export country | Material | Chargeable Wt. | Arrival Date |
|--------|--------------------------|----------------|----------|----------------|--------------|
|        |                          |                |          |                |              |
|        |                          |                |          |                |              |

*\*All the information provided shall be supported with documentary evidence such as MAWB/HAWB/Airline Manifest.*



(Seal of the firm & Signature of applicant)

All the information provided shall be supported with documentary evidence and to be submitted with the profile, otherwise no credit/points will not be given.

## Sui Southern Gas Company Limited

Page \_\_\_\_\_ of Form V

**Form V – No. of consignments of chargeable weight 1000kg or above air-shipped (exported) during the last 3 year\*.***Note: 1 point for each consignment up to maximum 5 consignments*

| S. No. | Name of exporter company | Import country | Material | Chargeable Wt. | Arrival Date |
|--------|--------------------------|----------------|----------|----------------|--------------|
|        |                          |                |          |                |              |

*\*All the information provided shall be supported with documentary evidence such as MAWB/HAWB/Airline Manifest.*



(Seal of the firm & Signature of applicant)

All the information provided shall be supported with documentary evidence and to be submitted with the profile, otherwise no credit/points will not be given.



## Sui Southern Gas Company Limited

Page \_\_\_\_\_ of Form VII

**Form VII – No. of consignments of chargeable weight less than 500kg air-shipped (imported) during the last 3 years \****Note: 0.5 point for each consignment up to maximum 30 consignments.*

| S. No. | Name of importer company | Export country | Material | Chargeable Wt. | Arrival Date |
|--------|--------------------------|----------------|----------|----------------|--------------|
|        |                          |                |          |                |              |

*\*All the information provided shall be supported with documentary evidence such as MAWB/HAWB/Airline Manifest.*



(Seal of the firm & Signature of applicant)

All the information provided shall be supported with documentary evidence and to be submitted with the profile, otherwise no credit/points will not be given.

## Sui Southern Gas Company Limited

Page \_\_\_\_\_ of Form VIII

**Form VIII – Experience with oil & gas sector companies\*.***Note: 2 point for each year up to maximum 3 years.*

| S. No. | Name of importer/exporter company(ies) - from oil and gas sector | Foreign country | Material | Chargeable Wt. | Arrival Date |
|--------|--|-----------------|----------|----------------|--------------|
|        |  |                 |          |                |              |

*\*All the information provided shall be supported with documentary evidence such as MAWB/HAWB/Airline Manifest.*



(Seal of the firm & Signature of applicant)

All the information provided shall be supported with documentary evidence and to be submitted with the profile, otherwise no credit points will not be given.

## Sui Southern Gas Company Limited

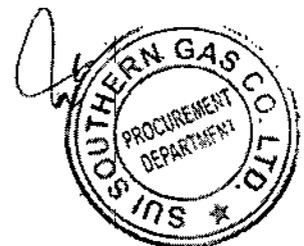
Page \_\_\_\_\_ of Form IX

**Form IX –Staff Details\*****Note:**

- *Manager(s) at least graduate with at least 5 years of experience in Freight Forwarding - 2 points for each Manager up to 2 managers.*
- *Supervisor at least intermediate with at least 3 years of experience in Freight Forwarding - 2 points for each supervisors up to 3 supervisors*

| Name | Designation | Academic Qualification | Years of Experience | Type of Experience |
|------|-------------|------------------------|---------------------|--------------------|
|      |             |                        |                     |                    |
|      |             |                        |                     |                    |
|      |             |                        |                     |                    |
|      |             |                        |                     |                    |
|      |             |                        |                     |                    |
|      |             |                        |                     |                    |
|      |             |                        |                     |                    |
|      |             |                        |                     |                    |
|      |             |                        |                     |                    |
|      |             |                        |                     |                    |

***\*Resume's should be enclosed.***



(Seal of the firm & Signature of applicant)

All the information provided shall be supported with documentary evidence and to be submitted with the profile, otherwise no credit/points will not be given.

## Sui Southern Gas Company Limited

Page \_\_\_\_\_ of Form X

**Form X – Financial Data\*****Note:**

- Revenue/turnover will be considered only for air freight forwarding business of last financial year.
- Financial audited reports for last 3 years to be enclosed and data to be filled in the table below:

| Year | Currency | Revenue / Turnover only for air freight forwarding business |
|------|----------|---|
|      |          |   |
|      |          |   |
|      |          |   |

- Liquidity in terms of Cash or Overdraft (OD) facility will be considered only for air freight forwarding business of last financial year.
- Financial audited reports for last 3 years to be enclosed and data to be filled in the table below:

| Year | Currency | Liquidity in terms of Cash or Overdraft (OD) facility only for air freight forwarding business |
|------|----------|--|
|      |          |  |
|      |          |  |
|      |          |  |



All the information provided shall be supported with documentary evidence and to be submitted with the profile, otherwise no credit/points will not be given.

## Sui Southern Gas Company Limited

Attachment - V

**Checklist (to be filled by applicant)****Pre-Qualification Criteria for Air Freight Forwarders to handle Air transportation of SSGCL's goods.**

| S # | Requirement  | Attached<br>(Yes / No) |
|-----|--|------------------------|
| 1.  | Having membership certificates from Pakistan International Freight Forwarder Association (PIFFA) for last 03 preceding years & the current one should be valid. Copy of certificates should be enclosed with the profile.  |                        |
| 2.  | Having registration certificate from International Air Transport Association (IATA) for handling of international air cargo transportation for last 03 preceding years, the current one should be valid. Copy of certificates should be enclosed with the profile. |                        |
| 3.  | Evidential document for Income Tax assessment/acknowledgement for last 03 preceding years.   |                        |
| 4.  | Declaration of non-involvement in litigation/arbitration/black listing with any Company - Certificate to this effect on Rs.100/=Non-judicial stamp paper should be enclosed with the profile.  |                        |
| 5.  | NTN Certificate - Copy of certificate should be enclosed with the profile.   |                        |
| 6.  | SST Certificate - Copy of certificate should be enclosed with the profile.   |                        |
| 7.  | Professional Tax Certificate - Copy of certificate should be enclosed with the profile. (if applicable)  |                        |
| 8.  | Evidential document for Company Status   |                        |
| 9.  | MAWB and HAWB (with Manifest) for min. 10 consignments of chargeable weight 1000kg or above air-shipped (imported) during the last 3 years.  |                        |
| 10. | MAWB and HAWB (with Manifest) for min. 30 consignments of chargeable weight 500kg or above (other than 10 consignments of Form III) air-shipped (imported) during the last 3 years.  |                        |
| 11. | MAWB and HAWB (with Manifest) for min. 5 consignments of chargeable weight 1000kg or above air-shipped (exported) during the last 3 years.   |                        |
| 12. | MAWB and HAWB (with Manifest) for min. 20 consignments of chargeable weight 500kg or above (other than 5 consignments of Form V) air-shipped (exported) during the last 3 years  |                        |
| 13. | MAWB and HAWB (with Manifest) for min. 60 consignments of chargeable weight less than 500kg air-shipped (imported) during the last 3 years.  |                        |
| 14. | Evidential document for min. 6 years' experience with oil & gas sector companies   |                        |
| 15. | Resume for min. 2 Manager(s) at least graduate with at least 5 years of experience in Freight Forwarding.  |                        |
| 16. | Resume for min. 3 Supervisor(s) at least intermediate with at least 3 years of experience in Freight Forwarding.   |                        |
| 17. | Financial audited reports for last 3 financial years - (Profit & Loss statement / Income statement)  |                        |
| 18. | Financial audited reports for last 3 financial years - (Balance Sheet and/or Statement of owner's equity, Cash flow statement)   |                        |
| 19. | All tender documents provided by SSGC should be submitted in original (signed and stamped on each page by the applicant) with the proposal.  |                        |
| 20. | All attachments included in the proposal by the applicant should be signed and stamped on each page.   |                        |
| 21. | All attachments should be in proper sequence and with corresponding FORM.  |                        |
| 22. | Proposal should be submitted in neat & clean condition and submitted in spiral binded form.  |                        |

**Note: Pre-Bid meeting will be part of this tendering process. All prospective applicants are requested to attend the same for further elaboration of SSGC's requirement regarding Bid submission.**

(Seal of the firm &amp; Signature of applicant)



**SUI SOUTHERN GAS COMPANY LIMITED**

**UNDERTAKING OF COMPLIANCE WITH INTEGRATED MANAGEMENT SYSTEM (IMS) MANUAL AND BLACKLISTING MECHANISM**

I, \_\_\_\_\_ [Supplier's Authorized Representative Full Name], of \_\_\_\_\_ [Supplier Company Name], with principal \_\_\_\_\_ office located \_\_\_\_\_ at \_\_\_\_\_ [Full Address], do hereby solemnly affirm and declare as follows:

1. That I am the duly authorized representative of \_\_\_\_\_ [Supplier Company Name], and have the legal authority to make this declaration on behalf of the company.
2. That I confirm having accessed, read, and fully understood the **Integrated Management System (IMS) Manual** provided by Sui Southern Gas Company Limited (SSGC), available at the official website:  
<https://www.ssgc.com.pk/web/wp-content/uploads/2025/06/IMS-Manual-1-1.pdf>
3. That \_\_\_\_\_ [Supplier Company Name] agrees to comply fully with all the policies, procedures, and responsibilities outlined in the IMS Manual, and will ensure that all relevant employees, contractors, and agents are made aware of and comply with the same.
4. That \_\_\_\_\_ [Supplier Company Name] acknowledges that failure to comply with the IMS Manual may result in corrective action, including but not limited to financial penalties as per SSGC policy and suspension or termination of business with Sui Southern Gas Company Limited (SSGC).
5. That the bidder has also read, understood, and accepted the **Blacklisting Mechanism of Sui Southern Gas Company Limited (SSGC)**, available at:  
[https://www.ssgc.com.pk/web/wp-content/uploads/2024/09/blacklisting\\_mechanism\\_2024.pdf](https://www.ssgc.com.pk/web/wp-content/uploads/2024/09/blacklisting_mechanism_2024.pdf)
6. Any type of violation of the tender terms and non-performance will result in the enforcement of the Blacklisting Mechanism, which will be dealt with in accordance with the Blacklisting Rules/Mechanism.
7. This affidavit is made in good faith and for the purpose of affirming our commitment to health, safety, environmental standards, and compliance with the **Integrated Management System (IMS) Manual** and the **Blacklisting Mechanism** of Sui Southern Gas Company Limited (SSGC), as well as all other applicable policies and procedures of SSGC.

Signed at \_\_\_\_\_ [City] on this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Details: \_\_\_\_\_

(Company Stamp / Seal Mandatory)

Witnessed by:

Signature of Witness: \_\_\_\_\_  
Name of Witness: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_  
Name of Witness: \_\_\_\_\_  
Date: \_\_\_\_\_

