# PREQUALIFICATION OF SUPPLIERS & SERVICE PROVIDERS (GOODS & SERVICES)

## (National Competitive Bidding)

Islamabad Club

**DOCUMENT NO:** IC/PD/2026-27/PQ-005 RE

**Date of Issue:** August 21, 2026

**ISLAMABAD CLUB**
Murree Road, Islamabad
Phone: 051-9046000, Ext. 158/176
Email: info@islamabadclub.org.pk

## INVITATION FOR PREQUALIFICATION

Islamabad Club invites applications from reputable manufacturers, authorized distributors, dealers, importers, suppliers and service providers for prequalification to establish a panel of qualified suppliers & service providers for procurement of goods and services required by various departments of the Club preferably through **Open/Close Framework Agreements** in accordance with the **Public Procurement Regulatory Authority (PPRA) Rules, 2004 (as amended)**.

The prequalification process is intended to develop a database of reliable vendors for future procurements. Registration under this prequalification does not guarantee the award of any contract or purchase order. Only the prequalified applicants shall be entitled to participate in the subsequent procurement proceedings.

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## 1. INTRODUCTION

Islamabad Club, a premier institutional establishment, intends to prequalify suppliers and service providers for the provision of various goods and services preferably through Open/Close Framework Agreements. The Club seeks to establish a panel of qualified and reliable vendors and service contractors for its operational requirements across multiple categories.

This Prequalification Document (PQD) enlists the criteria for Suppliers, Authorized Distributors, Manufacturer General Order Suppliers, and Companies to be placed on Islamabad Club's panel preferably through Open/ Close Framework Agreement(s). The shortlisted suppliers will be required to sign framework agreements (Where Required) with the Club subsequent to the prequalification process.

The Prequalification shall be valid for a period of **one (1) year** from the date of issuance of the Letter of Consent, extendable up to **three (3) years** in accordance with PPRA Rules.

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## 2. SCOPE OF PREQUALIFICATION

Applications are invited for the following categories. Applicants may apply for one or more categories:

### 2.1 Engineering & Technical Supplies (Good & Services)

| Category Code | Description |
|---|---|
| E-01 | Electrical Items (Switches, Wiring, Cables, Lighting, Circuit Breakers, etc.) |
| E-02 | Plumbing & Sanitary Items (Pipes, Fittings, Taps, Commodes, Bathroom Accessories, etc.) |
| E-03 | HVAC Materials (Heating, Ventilation, Air Conditioning Equipment, Filters, etc.) |
| E-04 | Civil & Hardware Items (Cement, Steel, Paint, Hardware Fittings, Tools, etc.) |
| E-05 | Building Materials (Tiles, Marble, Wood, Glass, Aluminum, etc.) |
| E-06 | All other related Good & Services |

### 2.2 Housekeeping Supplies (Good & Services)

| Category Code | Description |
|---|---|
| H-01 | Cleaning Chemicals (Floor Cleaners, Disinfectants, Detergents, etc.) |
| H-02 | Cleaning Equipment (Vacuum Cleaners, Floor Polishers, Scrubbers, etc.) |
| H-03 | Tissue & Disposable Products (Toilet Paper, Paper Towels, Napkins, etc.) |
| H-04 | Laundry Supplies (Detergents, Softeners, Stain Removers, etc.) |
| H-05 | All other related Good & Services |

### 2.3 Kitchen & Food Service Supplies (Good & Services)

| Category Code | Description |
|---|---|
| K-01 | Kitchen Equipment (Ovens, Ranges, Refrigerators, Dishwashers, etc.) |
| K-02 | Kitchen Utensils (Pots, Pans, Knives, Cutting Boards, etc.) |
| K-03 | Crockery (Plates, Bowls, Cups, Saucers, Serving Dishes, etc.) |
| K-04 | Cutlery (Spoons, Forks, Knives, Serving Spoons, etc.) |
| K-05 | Glassware (Glasses, Tumblers, Decanters, etc.) |
| K-06 | All other related Good & Services |

**2.4 Food Supplies (FMCG)**

| Category Code | Description |
|---|---|
| F-01 | Dry Grocery (Flour, Rice, Pulses, Spices, Cooking Oil, etc.) |
| F-02 | Dairy Products (Milk, Yogurt, Cheese, Butter, Cream, etc.) |
| F-04 | Bakery Items (Bread, Pastries, Cakes, Biscuits, etc.) |
| F-05 | Frozen Foods (Vegetables, Meals, Ice Cream, etc.) |
| F-06 | Beverages (Juices, Soft Drinks, Tea, Coffee, Mineral Water, etc.) |
| F-07 | All other related FMCG |

**2.5 Seafood**

| Category Code | Description |
|---|---|
| S-01 | Fish (Fresh/Chilled/Frozen) |
| S-02 | Seafood (Prawns, Crab, Lobster, etc.) |
| S-03 | All other related items |

**2.6 Sports Supplies (Good & Services)**

| Category Code | Description |
|---|---|
| S-01 | Sports Equipment (Cricket, Football, Tennis, Badminton, etc.) |
| S-02 | Gym Equipment (Treadmills, Weights, Exercise Machines, etc.) |
| S-03 | Swimming Pool Equipment (Chemicals, Pumps, Filters, Accessories, etc.) |
| S-04 | All other related Good & Services |

**2.7 Information Technology (Good & Services)**

| Category Code | Description |
|---|---|
| IT-01 | Computers & Laptops (Desktops, Laptops, Tablets, etc.) |
| IT-02 | Printers (Laser, Inkjet, Multifunction, etc.) |
| IT-03 | Networking Equipment (Routers, Switches, Cables, Access Points, etc.) |
| IT-04 | CCTV Equipment (Cameras, Recorders, Monitors, Cables, etc.) |
| IT-05 | UPS (Uninterrupted Power Supply Systems, Batteries, etc.) |
| IT-06 | Accessories (Keyboards, Mice, Monitors, Storage Devices, etc.) |
| IT-07 | All types of ERPs |
| IT-08 | All other related Good & Services |

**2.8 Security Supplies (Good & Services)**

| Category Code | Description |
|---|---|
| SC-01 | Security Equipment (Metal Detectors, Access Control Systems, etc.) |
| SC-02 | Fire Fighting Equipment (Extinguishers, Alarms, Sprinklers, etc.) |
| SC-03 | Safety Equipment (PPE, Helmets, Gloves, Safety Shoes, etc.) |
| SC-04 | All other related Good & Services |

### 2.9 Miscellaneous Good & Services

| Category Code | Description |
|---|---|
| G-01 | Office Stationery (Paper, Pens, Files, Envelopes, etc.) |
| G-02 | Office Equipment (Photocopiers, Fax Machines, Shredders, etc.) |
| G-03 | Furniture (Office, Residential, Outdoor Furniture, etc.) |
| G-04 | Uniforms (Staff Uniforms, Chef Coats, Aprons, etc.) |
| G-05 | Printing Material (Brochures, Menus, Invitations, etc.) |
| G-06 | Medical Supplies (First Aid Kits, Medicines, Equipment, etc.) |
| G-07 | Chemicals (Industrial, Laboratory, Water Treatment, etc.) |
| G-08 | Horticulture Supplies (Plants, Seeds, Fertilizers, Garden Tools, etc.) |
| G-09 | All other related Good & Services |

### 2.10 Equine & Polo Supplies (Good & Services)

| Category Code | Description |
|---|---|
| EP-01 | Horse Feed & Supplements (Concentrates, Grains, Chaff, Mixtures, etc.) |
| EP-02 | Horse Medicines & Health Supplies (Vaccines, Dewormers, Anti-inflammatories, Wound Care, etc.) |
| EP-03 | Riding & Polo Items (Saddles, Bridles, Reins, Polo Sticks, Mallets, Boots, Protective Gear, etc.) |
| EP-04 | All other related Good & Services |

### 2.11 Services

| Category Code | Description |
|---|---|
| SR-01 | Fumigation & Pest Control Services (Whole Club, Buildings, Kitchens, Lawns, etc.) |
| SR-02 | Courier & Parcel Services (Local, National/International) |
| SR-03 | Transportation Services (Employee Transport) |
| SR-04 | Catering & Allied Services (Event-based Food & Beverage Services) |
| SR-05 | Garbage/Scrap/Horse Dung Pickup & Drainage Cleaning Services |
| SR-06 | Event Management & Allied Services (Planning, Decoration, Logistics, etc.) |
| SR-07 | All other related Services |

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## 3. ELIGIBILITY REQUIREMENTS

Applicants shall meet the following eligibility requirements:

### 3.1 Mandatory Eligibility Criteria

i. Be legally registered in Pakistan with valid registration certificate.
ii. Be on the Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR).
iii. Not be blacklisted by any Government, Semi-Government, or Autonomous Organization. (Form C)

### 3.2 Disqualification Criteria

The Procuring Agency shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification was false and materially inaccurate or incomplete. Submission of false information may result in rejection, cancellation of registration, or blacklisting.

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## 4. TERMS OF REFERENCE (TORs)

The prequalified supplier shall:

i. Supply goods or provide services strictly according to Islamabad Club specifications and quality standards.
ii. Deliver supplies within the agreed delivery schedule as per call-off contracts.
iii. Replace any rejected or defective goods, or remedy any defective or non-conforming services, at no additional cost to the Club.
iv. Ensure that all supplied products are genuine, new, and of the required quality.
v. Comply with PPRA Rules and all applicable Government regulations.
vi. Maintain confidentiality of procurement information.
vii. Notify Islamabad Club of any change in ownership, address, or legal status.
viii. Avoid any conflict of interest or unethical business practices.
ix. Not offer gifts, commissions, or inducements to Islamabad Club employees.
x. Permit inspection of supplied goods as per the requirement of the procuring agencies.
xi. Understand that registration does not guarantee any purchase order or contract.
xii. Participate in subsequent bidding processes as and when invited.

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## 5. ADDITIONAL DOCUMENTS REQUIRED

Applicants shall attach the following documents with their application:

| Sr. No. | Document | Attached |
|---|---|---|
| 1 | Application Submission Form& Vendor Registration Form (duly filled and signed & stamped) (Form A& B) | ✓ |
| 2 | Owner CNIC | ✓ |
| 3 | Manufacturer/Distributor Authorization Letter (Where applicable) | ✓ |
| 4 | Account Maintenance Certificate | ✓ |
| 5 | Scanned copy of original bank receipt of Rs. 10,000/- (non-refundable processing fee) | ✓ |
| 6 | List of major clients | ✓ |
| 7 | Blacklisting & Anti-Corruption Undertaking (Form C&D) | ✓ |

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## 6. PREQUALIFICATION FEE

A non-refundable prequalification/processing fee of **Rs. 10,000/- (Rupees Ten Thousand only)** must be deposited in the account of Islamabad Club at **Faysal Bank**:

| Particulars | Details |
|---|---|
| **Bank Name** | Faysal Bank |
| **Account Title** | Islamabad Club |
| **Account Number** | PK81FAYS0001132031116145 |
| **Amount** | Rs. 10,000/- (Rupees Ten Thousand only) |

The bank receipt must be attached with the prequalification application. Applications without proof of fee payment shall be rejected.

## 7. SUBMISSION PROCEDURE

### 7.1 Mode of Submission (Mandatory)

Applications shall be submitted through
Email (procurement@islamabadclub.org.pk)

**Subject: prequalification of suppliers & service providers (goods & services)**

**A. Physical Submission (Manual)**

Applicants shall submit the **original** complete prequalification application in a **sealed envelope**, duly marked as:

**"PREQUALIFICATION APPLICATION - ISLAMABAD CLUB - [CATEGORY CODE]"**

The sealed envelope shall be submitted at the following address:

**The Procurement Department**
**Islamabad Club**
**Main Murree Road, Islamabad**

Islamabad Club

**7.2 Submission Deadline (Mandatory)**

The deadline for submission of applications

**Submission Deadline , 2026 11:00 HRS**

Applications received after the due date/time shall not be entertained.

**"PREQUALIFICATION APPLICATION - ISLAMABAD CLUB - [CATEGORY CODE]"**

The sealed envelope shall be submitted at the following address:

**The Procurement Department**
**Islamabad Club**
**Main Murree Road, Islamabad**

Islamabad Club

## 8. EVALUATION CRITERIA

### 8.1 Preliminary Scrutiny (Mandatory Requirements)

Applications shall be checked for completeness of all mandatory documents

### 8.2 Eligibility Evaluation

Applicants meeting the mandatory eligibility requirements (Section 3) shall proceed to the technical evaluation.

### 8.3 Technical Evaluation Criteria

The evaluation shall be based on the following criteria:

| Evaluation Parameter | Marks |
|---|---|
| Bank Statement of last 3 year with accumulated Sales/Credit Turnover<br>• 30 Million or above (45 Marks)<br>• 20 Million or above (30 marks)<br>• 10 Million or above (15 marks) | 45 |
| Relevant Experience (Minimum 3 years)<br>• 3 Competition Certificates/Performance Certificates<br>• (Work order will not considered)<br>15 Marks for each Competition/Performance Certificate | 45 |
| Company Profile | 10 |
| **Total** | **100** |

**Total Marks: 100**
**Passing Marks: 60**

### 8.4 Prequalification Decision

Only the applicants meeting the minimum qualifying score shall be prequalified and included in the panel of suppliers.

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## 9. FRAMEWORK AGREEMENT

### 9.1 Nature of Framework Agreement

The prequalified suppliers shall enter into a Preferable **Open/Close Framework Agreement** with Islamabad Club. The framework agreement shall be for a period of **one (1) year**, extendable up to **three (3) years**.

### 9.2 Call-off Contracts

Subsequent to prequalification, Islamabad Club shall invite bids/quotes from the prequalified suppliers for specific requirements through call-off contracts. The contracts shall be awarded to the most responsive bidder(s).

### 9.3 Contract Award Period

The relevant contracts shall be awarded to the prequalified eligible vendors/suppliers **quarterly, bi-annually, or annually** as per the discretion of the Procuring Agency.

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## 10. GENERAL TERMS AND CONDITIONS

i. **No Guarantee of Work**: Prequalification does not guarantee the award of any contract or purchase order.

ii. **Right to Accept/Reject**: Islamabad Club reserves the right to accept or reject any application without assigning any reason.

iii. **Cancellation of Process**: Islamabad Club reserves the right to cancel the prequalification process at any stage under PPRA Rules.

iv. **False Information**: Submission of false information may result in rejection, cancellation of registration, or blacklisting.

v. **Cost of Application**: All expenses related to participating in this prequalification shall be borne by the applicants.

vi. **Confidentiality**: All data submitted by applicants shall be treated as confidential.

vii. **Verification**: Islamabad Club reserves the right to verify any information submitted by applicants.

viii. **Amendment**: Islamabad Club reserves the right to amend the prequalification document through issuance of addenda.

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## 11. PREQUALIFICATION FORMS

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Islamabad Club

**FORM-A: APPLICATION SUBMISSION FORM**
**(To be submitted on applicant's letterhead)**

**Date:** _____

**To,**
**The Procurement Department**
**Islamabad Club**
**Islamabad**

**Subject: APPLICATION FOR PREQUALIFICATION OF SUPPLIERS**

Dear Sir,

We, the undersigned, hereby submit our application for prequalification as a supplier for the following category/categories:

| Sr. No. | Category Code | Category Description |
|---|---|---|
| 1 | _____ | _____ |
| 2 | _____ | _____ |
| 3 | _____ | _____ |
| 4 | _____ | _____ |

We confirm that:

i. We have read, understood, and accept all the terms and conditions contained in the Prequalification Document.
ii. All information provided in this application is true, complete, and accurate to the best of our knowledge.
iii. We are not blacklisted by any Government, Semi-Government, or Autonomous Organization.
iv. We have deposited the non-refundable prequalification fee of Rs. 10,000/- as required.
v. We have submitted our application through Email as well as in physical form.
vi. We agree to comply with PPRA Rules and Islamabad Club procurement procedures.

**Company Name:** _____

**Authorized Representative:** _____

**Designation:** _____

**Signature:** _____

**Company Stamp**

## FORM-B: VENDOR REGISTRATION FORM

**A. Company Information**

**Company Name:** _____

**Business Address:** _____

_____

**City:** _____ **Province:** _____

**Postal Code:** _____ **Country:** Pakistan

**Telephone (Office):** _____ **Mobile:** _____

**Email:** _____

**Website:** _____

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**B. Contact Person**

**Name:** _____

**Designation:** _____

**Mobile:** _____

**Email:** _____

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**C. Legal Status**
**(Please tick ✓ the applicable box)**

☐ Sole Proprietorship

☐ Partnership

☐ Private Limited Company

☐ Public Limited Company

☐ Manufacturer

☐ Authorized Distributor

☐ Dealer

☐ Importer

☐ Other (Please specify): _____

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**D. Registration Details**

**Registration No. (SECP/Registrar of Firms):** _____

**NTN No.:** _____

**Sales Tax Registration No.:** _____

**Active Taxpayers List (ATL) Status:** ☐ Active ☐ Not Active

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**E. Categories Applied For**

**(Please tick ✓ the applicable box(es))**

**Engineering & Technical Supplies (Good & Services)**

☐ E-01 Electrical Items

☐ E-02 Plumbing & Sanitary Items

☐ E-03 HVAC Materials

☐ E-04 Civil & Hardware Items

☐ E-05 Building Materials

☐ E-06 All other related Items

**Housekeeping Supplies** (Good & Services)

☐ H-01 Cleaning Chemicals

☐ H-02 Cleaning Equipment

☐ H-03 Tissue & Disposable Products

☐ H-04 Laundry Supplies

☐ H-05 All other related Items

**Kitchen & Food Service Supplies** (Good & Services)

☐ K-01 Kitchen Equipment

☐ K-02 Kitchen Utensils

☐ K-03 Crockery

☐ K-04 Cutlery

☐ K-05 Glassware

☐ K-06 All other Related Items

**Food Supplies** (FMCG PRODUCT)

☐ F-01 Dry Grocery

☐ F-02 Dairy Products

☐ F-03 Bakery Items

☐ F-04 Frozen Foods

☐ F-05 Beverages

☐ F-06 All other Related Items

**Seafood** (Good)

☐ S-02 Fish

☐ S-03 Seafood

☐ S-04 All other Related Items

**Sports Supplies** (Good & Services)

☐ S-01 Sports Equipment

☐ S-02 Gym Equipment

☐ S-03 Swimming Pool Equipment

☐ S-04 All other Related Items

**Information Technology** (Good & Services)

☐ IT-01 Computers & Laptops

☐ IT-02 Printers

☐ IT-03 Networking Equipment

☐ IT-04 CCTV Equipment

☐ IT-05 UPS

☐ IT-06 Accessories

☐ IT-07 All Types of ERPs

☐ IT-08 All other Related Items

**Security Supplies** (Good & Services)

☐ SC-01 Security Equipment

☐ SC-02 Fire Fighting Equipment

☐ SC-03 Safety Equipment

☐ SC-04 All other Related Items

**Miscellaneous** (**Good & Services**)

☐ G-01 Office Stationery

☐ G-02 Office Equipment

☐ G-03 Furniture

☐ G-04 Uniforms

☐ G-05 Printing Material

☐ G-06 Medical Supplies

☐ G-07 Chemicals

☐ G-08 Horticulture Supplies

☐ G-09 All other Related Items

**Equine & Polo Supplies** (Good & Services)

☐ EP-01 Horse Feed & Supplements

☐ EP-02 Horse Medicines & Health Supplies

☐ EP-03 Riding & Polo Items

☐ EP-04 All other Related Items

**Services**

☐ SR-01 Fumigation & Pest Control Services

☐ SR-02 Courier & Parcel Services

☐ SR-03 Transportation Services (for employees)

☐ SR-04 Catering & Allied Services

☐ SR-05 Garbage/Scrap/Horse Dung Pickup & Drainage Cleaning Services

☐ SR-06 Event Management & Allied Services

☐ SR-07 All other Related Services

**Others (Please specify):**

_____

_____

_____

F. Documents Attached

| Sr. No. | Document | Yes/No |
|---|---|---|
| 1 | Company Profile / Brochure | ☐ Yes ☐ No |
| 2 | Registration Certificate | ☐ Yes ☐ No |
| 3 | NTN Certificate | ☐ Yes ☐ No |
| 4 | Sales Tax Registration (if applicable) | ☐ Yes ☐ No |
| 5 | Active Taxpayers List (ATL) Certificate | ☐ Yes ☐ No |
| 6 | Owner CNIC | ☐ Yes ☐ No |
| 7 | Account Maintenance Certificate | ☐ Yes ☐ No |
| 8 | Bank Receipt of Prequalification Fee (Rs. 10,000/-) | ☐ Yes ☐ No |
| 9 | Declaration of Not Being Blacklisted (FORM C) | ☐ Yes ☐ No |
| 10 | Anti-Corruption Undertaking (FORM D) | ☐ Yes ☐ No |

**G. Bank Account Details (for payment purposes)**

**Bank Name:** _____

**Branch:** _____

**Account Title:** _____

**Account Number:** _____

**IBAN:** _____

**H. Declaration**

I/We hereby certify that the information provided in this application is true and correct. I/We agree to comply with the PPRA Rules, Islamabad Club procurement procedures, and all terms and conditions contained in this prequalification document. I/We understand that submission of false information may result in rejection or cancellation of registration.

**Company Name:** _____

**Authorized Representative:** _____

**Designation:** _____

**Signature:** _____

**Company Stamp:** _____ Date**:** _____

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Islamabad Club

**FORM-C: DECLARATION OF NOT BEING BLACKLISTED / DEBARRED**
**(To be submitted on Stamp paper worth 100 Rupees)**

**Date:** _____

**To,**
**The Procurement Department,**
**Islamabad Club,**
**Islamabad.**

**Subject: DECLARATION OF NOT BEING BLACKLISTED**

Dear Sir,

I, the undersigned, being the authorized representative of M/s. _____, hereby solemnly declare, on behalf of my company, that:

i. Our firm/company is **not blacklisted** by any Federal, Provincial, Semi-Government, or Autonomous Organization in Pakistan or abroad.
ii. No proceeding for blacklisting is pending against our firm/company with any procuring agency.
iii. Our firm/company has not been debarred from participating in any public procurement process by the Public Procurement Regulatory Authority (PPRA) or any other competent authority.
iv. We have not been convicted of any criminal offense relating to professional conduct or business ethics.
v. We are not insolvent, bankrupt, or subject to any winding-up proceedings.

We understand that if this declaration is found to be false at any stage, Islamabad Club reserves the right to reject our application, cancel our registration, and initiate legal proceedings against us, including blacklisting.

**Company Name:** _____

**Authorized Representative:** _____

**Designation:** _____

**Signature:** _____

**Company Stamp:**

**FORM-D: ANTI-CORRUPTION UNDERTAKING**
**(To be submitted on applicant's letterhead)**

**Date:** _____

**To,**

**The Procurement Department,**
**Islamabad Club,**
**Islamabad.**

**Subject: ANTI-CORRUPTION UNDERTAKING**

Dear Sir,

We, M/s. _____, hereby undertake that:

1. We shall not offer, give, or receive any gift, commission, bribe, kickback, or any other inducement to any employee, officer, or representative of Islamabad Club in connection with this prequalification application for goods/services or any subsequent procurement process.
2. We have not directly or indirectly engaged in any corrupt, fraudulent, collusive, or coercive practices in obtaining this prequalification.
3. We have not misrepresented any fact or document in this application.
4. We fully understand that any violation of this undertaking shall result in the immediate cancellation of our registration, forfeiture of any security deposit, and initiation of legal action under applicable laws.
5. We shall disclose any potential conflict of interest that may arise during the course of business with Islamabad Club.

We acknowledge that PPRA Rules strictly prohibit corrupt practices and we agree to abide by them.

**Company Name:** _____

**Authorized Representative:** _____

**Designation:** _____

**Signature:** _____

**Company Stamp:**

## 12. FRAMEWORK AGREEMENT TERMS AND CONDITIONS

The prequalified suppliers shall be required to sign a Framework Agreement with Islamabad Club incorporating, inter alia, the following terms:

### 12.1 Duration of Framework Agreement

The Framework Agreement shall be valid for a period of **one (1) year** from the date of issuance of the Letter of Consent. The agreement may be extended up to a maximum of **three (3) years** based on satisfactory performance, at the sole discretion of Islamabad Club.

### 12.2 Call-Off Contracts

The Framework Agreement shall not constitute a commitment to purchase. Actual purchases shall be made through individual **Call-Off Contracts / Purchase Orders/Standing Purchase Order** issued by Islamabad Club against specific requirements. The Procuring Agency shall invite competitive quotations (Request for Quotations - RFQ) from the prequalified suppliers for each requirement, and the contract shall be awarded to the lowest evaluated responsive bidder, unless otherwise justified.

### 12.3 Price Variation

Prices quoted in the Framework Agreement shall remain fixed for a minimum period of six (6) months. Any subsequent price revision shall be subject to mutual written agreement, based on market fluctuations and justification provided by the supplier, subject to approval by the Competent Authority of Islamabad Club.

### 12.4 Delivery Terms

Supplies shall be delivered **Free On-Carriage (FOC)** at the stores / designated premises of Islamabad Club. The supplier shall bear all costs of transportation, insurance, and handling up to the point of delivery. The risk of loss or damage shall pass to Islamabad Club only upon formal acceptance of goods/services after inspection.

### 12.5 Inspection & Quality Assurance

All goods/services shall be subject to pre-dispatch and post-dispatch inspection by the designated representative of Islamabad Club. The supplier shall provide samples of the goods for testing, if required. Goods failing inspection shall be rejected, and the supplier shall replace them within **7 working days** at no additional cost to the Club.

### 12.6 Payment Terms

Payments shall be made within **30 days** of the satisfactory receipt and acceptance of goods/services, against submission of a valid invoice, delivery challan, and receiving report. Payment shall be made through crossed cheque / online transfer to the supplier's registered bank account.

### 12.7 Liquidated Damages

If the supplier fails to deliver the goods/provide services within the agreed time schedule, liquidated damages at the rate of **0.1% per day** of the contract value, subject to a maximum of **10%**, shall be deducted from the supplier's invoice. If the delay exceeds 30 days, Islamabad Club reserves the right to cancel the purchase order and procure the goods/services from an alternative source at the risk and cost of the defaulting supplier.

### 12.8 Warranty

The supplier shall warrant that all goods supplied are new, genuine, and free from defects in material and workmanship. The warranty period shall be a minimum of **12 months** from the date of acceptance, unless a longer warranty is specified in the manufacturer's terms.

**12.9 Termination**

Islamabad Club may terminate the Framework Agreement with immediate effect by giving written notice in case of:

- Default in delivery or supply of sub-standard goods/services.
- Violation of Anti-Corruption terms.
- Misrepresentation of facts.
- Insolvency or bankruptcy of the supplier.
- Non-compliance with PPRA Rules or tax laws.
- The supplier being blacklisted by any government agency.

**12.10 Dispute Resolution**

Any dispute arising out of or in connection with this Framework Agreement shall be resolved amicably through mutual consultation. Failing which, the matter shall be referred to a sole arbitrator appointed by the General Manager / President of Islamabad Club. The decision of the arbitrator shall be final and binding. The seat of arbitration shall be Islamabad.

**12.11 Applicable Law**

The Framework Agreement shall be governed by the laws of the Islamic Republic of Pakistan, including the PPRA Rules, 2004 (as amended).

## FOR OFFICIAL USE ONLY (Procurement Department)

**Application No.:** _____

**Date Received:** _____

**Evaluation Summary:**

| Evaluation Parameter | Marks Obtained | Max Marks |
|---|---|---|
| Bank Statement of last 3 year within accumulated Sales/Credit Turnover<br>• 30 million or above (45 Marks)<br>• 20 million or above (30 marks)<br>• 10 million or above (15 marks) | | 45 |
| Relevant Experience (Minimum 3 years)<br>• 3 Competition Certificates<br>10 Marks for each Competition Certificate | | 45 |
| Company Profile | | 10 |
| **Total** | | **100** |

**Documents Verified:**

☐ Complete ☐ Incomplete

**Recommendation:**

☐ Prequalified (Category: _____)

☐ Not Prequalified

**Remarks / Reason for Rejection (if any):**

_____

_____

_____

_____

_____

_____

**Verified By (Designation):** _____

**Signature:** _____ **Date:** _____

**Approved By:** _____

**(Chairman - Procurement Committee)**

**Signature: _____ Date: _____**

Islamabad Club