



**Special Technology Zones Authority**

Cabinet Division

Government of Pakistan

**Expression Of Interest (EOI)**

**For the Provision of Kitchen Items, Stationery, and General Items for STZA**

1. The Special Technology Zones Authority (STZA) an autonomous body established under the Special Technology Zones Authority Act, 2021 invites suppliers who are on the Active Taxpayers List of the Federal Board of Revenue with proven track record and relevant experience to apply the EOI for the provision of kitchen items, stationery, and general items which are required to be supplied at STZA office on demand basis. The method of selection will be Quality and Cost Basis.
2. Request for EOI documents, containing detailed terms and conditions, etc. are available on the STZA website ([www.stza.gov.pk](http://www.stza.gov.pk)). EOI documents can also be downloaded from PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) free of cost.
3. The expression of interest, prepared in accordance with the instructions in the EOI documents, must reach Special Technology Zones Authority, Plot # 61, 16<sup>th</sup> Floor, New State Life Tower, Jinnah Avenue, Islamabad by 1100 hrs. on 14 March 2022. The RFP will be opened on the same day on 14 March 2022 at 1130 hrs. Submission will be in hardcopy only.

**Mehwish Iqbal**

Manager Procurement

[mehwish.iqbal@stza.gov.pk](mailto:mehwish.iqbal@stza.gov.pk)

Phone No. 051- 2726660

Special Technology Zones Authority

16th Floor, New State Life Tower, Plot # 61, Jinnah Avenue, Islamabad



**REQUEST FOR EXPRESSION OF INTEREST**

**FOR**

**FOR THE PROVISION OF KITCHEN ITEMS, STATIONERY**

**AND**

**GENERAL ITEMS TO SPECIAL TECHNOLOGY ZONES AUTHORITY**

## **INSTRUCTIONS TO BIDDERS**

### **1. BACKGROUND**

- 1.1. Special Technology Zones Authority (“**STZA**”) is an autonomous body established under Special Technology Zones Authority Act, 2021. The Authority has been mandated to provide institutional and legislative support for the technology sector with internationally competitive and export- oriented structures and ecosystem, to attract FDI, to connect academia, research and technology industry, to increase the productivity and decrease the costs of production through high-tech interventions, intensive innovation and futuristic entrepreneurship, to enable job creation, to commercialize technological knowledge and more. This will be manifested through creation of Special Technology Zones (STZs) across the country bearing science and technology parks, incubation centers, R&D centers, technology production centers, universities, technical training centers etc. More details can be obtained from the Ordinance.
- 1.2. STZA intends to pre-qualify eligible suppliers through this request for an Expression of Interest (“**EOI**”).
  - 1.2.1. Those bidders who pre-qualify in this EOI will be invited to participate in a Request for Proposal process.

### **2. INVITATION TO SUBMIT AN EXPRESSION OF INTEREST**

- 2.1. Eligible suppliers are invited to submit a proposal to participate in STZA’s pre-qualification process for the provision of kitchen items, stationery, and general items which are required to be supplied at STZA office on demand basis. Suppliers should submit their proposals, detailing their experience and qualifications in the form provided in this document.

### **3. TERMS AND CONDITIONS**

- 3.1. This request for EOI will be subject to the Public Procurement Regulations 2004, and any other relevant rules.
- 3.2. STZA will ensure all data submitted by prospective applicants is treated as confidential.
  - 3.2.1. All bidders will be expected to keep any information received from STZA confidential.
- 3.3. All expenses related to participating in this request for EOI will be borne by the applicants.
- 3.4. STZA reserves the right to verify any information submitted by applicants.
- 3.5. Any information which is found by STZA to be false will be ground for rejection. Any misstatement or concealment will also be ground for rejection.

- 3.6. STZA reserves the right to cancel at any this procurement process without notice and disclaims all and any liability in that instance.
- 3.7. All queries must be in writing or through email.
- 3.8. In responding to this request for EOI, all bidders accept the responsibility fully to understand this EOI document in its entirety, and in detail, including making any inquiries to STZA as necessary to gain such understanding. STZA reserves the right to disqualify any supplier who demonstrates less than such understanding. Further, STZA reserves the right to determine, at its sole discretion, whether the firm has demonstrated such understanding. That right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to STZA.

#### **4. DEADLINE FOR SUBMISSION AND PROCEDURE**

- 4.1. All prospective applicants must send an email to [mehwish.igbal@stza.gov.pk](mailto:mehwish.igbal@stza.gov.pk) with their contact details. STZA will not be liable for any missed communications due to a failure to provide this information.
- 4.2. By 1100 hrs. 14 March 2022, all proposals must reach the STZA Office, and proposals will be opened at 1130 hrs. on 14 March 2022 at the STZA Office located at:

STZA, Plot # 61, 16<sup>th</sup> Floor, New State Life Tower, Jinnah Avenue, Islamabad.

- 4.3. Submission cannot be through email.
- 4.4. STZA has the authority to reject any or all the proposals without assigning any reason.
- 4.5. All envelopes must be sealed, include all documents required and must be clearly marked:

**“EOI for the provision of kitchen items, stationery, and general items for STZA”**

#### **5. TERMS OF REFERENCE**

- 5.1. The supplies to STZA must be provided in excellent condition and edible items must not be near to expiry or expired.
- 5.2. At least one year warranty is to be provided by the suppliers for the electronics and mechanical items.
- 5.3. The bidders must be registered with tax authorities. The company must attach a copy of NTN. All the payments will be subject to the deduction of all the applicable taxes.

#### **6. DOCUMENTS**

- 6.1. All applicants **must** submit in a sealed envelope:
  - 6.1.1. An Expression of Interest in a sealed envelope (and labeled as “EXPRESSION OF INTEREST” and indicating the name of supplier) which includes:
    - 6.1.1.1. A letter of introduction briefly detailing the kitchen items, stationery,

and general items supplier's suitability for this assignment.

- 6.1.1.2. A profile of the supplier's company.
- 6.1.1.3. A detailed list of relevant experience satisfying the requirement in clause 8 below.
- 6.1.1.4. Original Affidavit (not more than 30 days old) on Stamp Paper of at least Rs 100 value that the Bidder is not insolvent, bankrupt, or blacklisted or debarred by any public agencies. Also stating that there are no pending criminal matters against the bidder.

## **7. EVALUATION CRITERIA AND PROCESS**

- 7.1. Must be working (currently) with at least 03 clients handling the same nature of the contractual job. (Attached are copies of purchase orders)
- 7.2. Must not be backlisted from any government/semi-government / autonomous body. (Affidavit on stamp paper)
- 7.3. Grocery / Kitchen Items / Stationery / General Items must reach STZA Office(s) within 24 hours once the order is requested.

Note: A bidder will be considered ineligible to participate in prequalification process in case of not meeting any of above-mentioned eligibility condition or STZA shall disqualify the bidder on the ground that he had provided false, fabricated or materially incorrect information.

- 7.4. Only those bidders who are found technically responsive and clear the minimum mark threshold laid out in section 8 will be invited to the request for the proposal process.**

## 8. PRE-QUALIFICATION EVALUATION CRITERIA

Table 1: Minimum Qualification Criteria

<b>Sr. No</b>	<b>Description</b>	<b>Maximum Marks</b>
1.	Certificate of incorporation	10
2.	Firms with Income Tax Certificate / GST Certificate (Documentary Proof Required)	20
3.	Location of Offices in Islamabad or Rawalpindi	10
4.	The company must be in operations from last one Year	10
5.	Proof of Financial stability (Bank Statement) Up to 1 million PKR =05 Above 1 million PKR =10	10
6.	Income Tax Returns for the last 1 year.	10
8.	Experience of the firm 1 to 3 year=10 Above 3 years=20	20
	Work order/Agreement by the Government/Semi-Government offices/ Private organizations 01- 03 no.=05 Above 03 no.=10	10
	<b>Total Marks</b>	<b>100</b>
	<b>Minimum Passing Marks</b>	<b>70</b>

- a. Applicants must meet all the above minimum required qualification criteria to qualify. Failure to meet any of the above criteria will disqualify a bidder.
- b. Points will only be awarded where the applicant has also attached documentary details to support points in that criterion (for example a firm profile/experience list listing the experience).
- c. Points for experience will be subject to the provision of references and verification of those references by STZA.

\*\*\*\*