



## Expression of Interest (EOI)

### PRE-QUALIFICATION OF CONTRACTORS FOR RENTAL VEHICLES

1. STZA, an autonomous body established under the Special Technology Zones Authority Ordinance 2020 invites PRE-QUALIFICATION OF **contractors for provision of vehicles on rental basis from tax registered and experienced rental vehicle providers** who are on the Active Taxpayers List of the Federal Board of Revenue to provide rental services to STZA. 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 free of cost. All applicants who intend to participate must send an email to [info@stza.gov.pk](mailto:info@stza.gov.pk) with their contact details for any clarifications prior to the submission. Submission will be in hardcopy only.

3. The expression of interest, prepared in accordance with the instructions in the EOI documents, must reach at STZA, Prime Minister's Office, Constitution Avenue, G-5, Islamabad by **1100 hrs on 30 November 2021. The RFP will be opened on same day on 30 November 2021 at 1130 hrs.** This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

Director (Special Projects),  
STZA, Prime Minister's Officer,  
Constitution Avenue, G-5, Islamabad  
[info@stza.gov.pk](mailto:info@stza.gov.pk)



**REQUEST FOR EXPRESSION OF INTEREST**

**FOR**

**PRE-QUALIFICATION OF CONTRACTORS FOR RENTAL VEHICLES TO STZA**

## **INSTRUCTIONS TO BIDDERS**

### **1. BACKGROUND**

- 1.1. Special Technology Zones Authority (“**STZA**”) is an autonomous body established under Special Technology Zones Authority Ordinance, 2020. 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 contractors for provision of vehicles on rental basis** 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 SUBMITT AN EXPRESSION OF INTEREST**

- 2.1. Eligible **rental vehicle providers** are invited to submit a proposal to participate in STZA’s pre-qualification process for **provision of vehicles** to provide rental services to STZA. **Rental Vehicle Providers** 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 rejections.

- 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 law firm 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 info@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 30 November 2021, all proposals must reach the STZA Office and proposals will be opened at 1130 hrs on 30 November 2021 at the STZA Office located at:

STZA, Prime Minister's Office, G-5, Constitution 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 under section 6 and must be clearly marked:

**“EOI TO PRE-QUALIFY CONTRACTORS FOR RENTAL VEHICLES”**

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

- 5.1. The rental vehicles provided to STZA must be in excellent condition and not older than 2019 model. The rental vehicles will be required on need basis. The vehicle provided shall be registered in the same province/area for which it is being hired. The complete toolkit, including but not limited to spare wheel, wheel change kit, battery jumper cable, vehicle tow cable etc. In case of visit to remote area must carry the jerry can for extra fuel.
- 5.2. All vehicles provided to STZA must have a real time online vehicle tracking system installed (Please include any proof to this with your proposal)
- 5.3. The vehicle rental company will be responsible to ensure that the vehicles provided to STZA are fully maintained and are physically in absolute perfect condition for travelling. However, in an event that a vehicle breaks down, the vehicle rental company will arrange for its immediate replacement without delays. In case of remote site/area, reasonable travel time (not more than 12

- hours) will be allowed to the vehicle rental company to send the replacement failure to which may lead to imposition of liquidated damages.
- 5.4. The vehicle rental company will ensure that whenever, STZA requires a vehicle it should be handed over with a full tank of fuel.
- 5.5. All vehicles must be comprehensively insured and also have a third-party insurance.
- 5.6. The bidders must be registered with tax authorities. The company must attach a copy of NTN and PST registration. Tokens and related taxes of vehicles must be paid up to date. All the payments will be subject to the deduction of all the applicable taxes.
- 5.7. When vehicle is rented, the following should be observed about the driver (*In the scenario if the vehicle with driver is requested*)
1. Must have a valid license
  2. Minimum 05 years of relevant experience.
  3. Familiar with the local routes and traditions/customs /language of area of travel.
  4. Maximum age limit: 55 years
  5. No off days/holidays will be allowed in case of weekly and monthly hiring for the field.
  6. The firm will be responsible for the behaviour/actions of the drivers and will be responsible to provide the immediate replacement in case of complaints/misconduct.
  7. Company must ensure the physically fitness of the driver.
- 5.8. STZA will not provide any travel related allowance, accommodation or boarding and lodging arrangements to any driver. This will be the sole responsibility of the Vehicle rental firm. The self-arranged accommodation of drivers should be within 15 kilometres of the stay of the STZA employees.
- 5.9. The areas of service include entire Pakistan. If the rates of the vehicles for different areas are not same, firms must quote its rates for each area separately.
- 5.10. The firm providing services shall be responsible for the security of the driver, vehicle or any items coming along with the rented vehicle. STZA will not be responsible for any loss whatsoever due to security risks, negligence of driver or otherwise.
- 5.11. STZA may also request a vehicle without driver for certain staff if required.

## 6. DOCUMENTS

- 6.1. All applicants **must** submit in a sealed envelope:
- 6.1.1. An Expression of Interest in a sealed envelope (and labelled as “EXPRESSION OF INTEREST” and indicating the name of rental vehicle provider) which includes:
    - 6.1.1.1. A letter of introduction briefly detailing the prospective rental vehicle provider’s suitability for this assignment;
    - 6.1.1.2. A profile of the rental company;

- 6.1.1.3. CV's of Drivers;
- 6.1.1.4. A detailed list of relevant experience satisfying the requirement in clause 8 below;
- 6.1.1.5. 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;
- 6.1.1.6. Copies of tax returns of previous five (05) years;

## 7. EVALUATION CRITERIA AND PROCESS

- 7.1. Must have minimum 03 years of experience of providing vehicles on rental basis business, preferably with government / semi government / autonomous bodies. (Experience letters or purchase orders should be attached which prove the tenure of working)
- 7.2. Must be working (currently) with at least 03 clients handling same nature of contractual job. (Attached copies of purchase orders)
- 7.3. Must have Income Tax and Punjab Sales Tax registered company. (Attach copies of certificates)
- 7.4. Must not blacklisted from any government / semi government / autonomous body. (Affidavit on stamp paper)
- 7.5. Should have its branch offices/working network at least in three major metropolitan cities of Pakistan, Karachi, Islamabad, and Lahore. (Company profile with addresses of offices in Lahore, Karachi and Islamabad should be attached)

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 as per PPRA Rule # 19. The rental vehicle providers can obtain details, terms & conditions, and advertisement as well from STZA website ([www.stza.gov.pk](http://www.stza.gov.pk)) and PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)).

- 7.6. **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 proposal process.**

## 8. PRE-QUALIFICATION EVALUATION CRITERIA

Table 1: Minimum Qualification Criteria

Sr. No.	Description	Category Points	Grand Total Points	Documents Required
1.	Offices of rental vehicle service provider in Islamabad, Lahore, Karachi, Quetta and Peshawar	05	05	Company profile with addresses of offices should be attached
2.	Owned Workshops in Islamabad and Karachi	10	10	Documentary evidence to be provided
3.	<b>Experience with Govt Organizations (Running/Current Contract)</b> <ul style="list-style-type: none"> <li>Atleast 25 vehicles for the last 08 Years with 03 Organizations each (5 No. for each Contract)</li> </ul>	15	15	Proof/Contract Copy to be attached
4.	<b>Experience with Private/MNCs and UN Agencies (Running/Current Contract)</b> <ul style="list-style-type: none"> <li>Atleast 25 vehicles for the last 05 years with 03 Organizations each (5 No. for each Contract)</li> </ul>	15	15	Proof/Contract Copy to be attached
5.	Atleast 100 Vehicles in Company Ownership (0.1 No for each vehicle)	10	10	Copies of Reg Books and Bank Letters (in case of lease from banks/Leasing Companies) to be provided
6.	Atleast 50 Vehicles of Model 2019 & Above in Company Ownership (0.2 No for each vehicle)	10	10	Copies of Reg Books and Bank Letters (in case of lease from banks/Leasing Companies) to be provided
7.	Atleast 100 Employees Registered with EOBI (mandatory)	10	10	Proof of Contribution For the last 01 Year to be provided
8.	Atleast 100 Employees Registered with Social Security (mandatory)	10	10	Proof of Contribution For the last 01 Year to be provided
9.	Sales Tax Registration in Islamabad, Punjab, KP, Sindh & Balochistan since 2016 (mandatory)	10	10	Sales Tax Return to be provided as proof
10.	Financial Statement For the Last 03 Years	05	05	Copy of Financial Statement to be provided
	<b>Note:</b> Absence of any required document will lead to zero marks in that specific area			

- 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 law firm's experience).
- c. Points for experience will be subject to the provision of references and verification of those references by STZA.