



PREQUALIFICATION DOCUMENT

FOR

**PROCUREMENT OF IT AND ENGINEERING SERVICES &
SUPPLIES FOR THE PAKISTAN CRICKET BOARD (PCB)**

FROM 1ST AUGUST 2023 TO 30TH JULY 2024

PCB-07-2023

July-2023

BY

PAKISTAN CRICKET BOARD

1. **INTRODUCTION AND PURPOSE**

1.1 The Pakistan Cricket Board (“**PCB**”) is a statutory body established under the Sports (Development and Control) Ordinance, 1962 with the mandate for the development and management of cricket in Pakistan. The PCB is pleased to issue this Pre-Qualification Document (“**PQD**”) to invite entities (“**Applications**”) from prospective Applicants for the provision of **IT and Engineering Services & Supplies**, throughout the country to the PCB for a period of one year i.e. from **August 2023 to July 2024** (the “Items”) in the following categories:

An Applicant may choose to submit his application for one or more of the categories specified in this document.

1.2 The pre-qualified parties will be invited to participate in the Bidding Process(es) for the award of the contract for the procurement of **IT and Engineering Services & Supplies** to the PCB. It is anticipated that separate Bidding Processes be undertaken for various laptops, mobile phones, IT accessories, grocery, and electrical items components.

1.3 This PQD invites applications from entities interested in the provision of **IT and Engineering Services & Supplies**, from **August 2023 to July 2024** from parties who have the relevant experience and technical expertise set out herein below to be able to provide the quality services/supplies that the PCB requires.

1.4 Whichever component that the PCB requires for, shall be communicated to the prequalified parties, who shall then have the option to participate in the Bidding Process in relation to that particular process(es).

1.5 Notwithstanding the foregoing, PCB is not obliged to hold any Bidding Processes and reserves the right to modify or cancel the pre-qualification process(es) at any time (prior to acceptance) without assigning any reasons.

2. **PROCESS AND SCHEDULE**

2.1 The sequence of activities to be performed during the Prequalification Process(es) is provided below, which may be changed at the discretion of PCB with advance notice to those parties who have acquired the PQD:

<i>Prequalification Process</i>
Issuance of Prequalification Document (PQD)
Submission of documents
Submission of electronic documents with password
Evaluation of documents
Prequalification of Applicants

2.2 Those parties who submit their Applications will be guided further as to the bidding process to be adopted through the issuance of a Request

for Proposal documents for the second stage of the tendering process(es).

The second stage of the Bidding Process(es) shall take place depending on when particular services/supplies are required by the PCB during the prequalification period. A schedule shall be intimated in advance to all pre-qualified Applicants in relation to such Bidding Process(es).

3. **MINIMUM REQUIREMENTS AND SCOPE OF WORK**

The successful bidder(s) shall be required to provide Services and Supplies in accordance with the terms and conditions specified in the respective Agreement(s) that will be attached with the RFPs that will be issued to the Applicants that have pre-qualified successfully under this PQD.

The detailed scope of work is set out in Schedule 2, which the successful Bidder(s) will provide to the PCB once qualified under the respective RFPs; however, the essential services/supplies to be provided by the Entities pursuant to the Agreement include, but are not be limited to, the manufacture and/or supply of the items listed for each category detailed in the table below (as mentioned in Schedule 2).

4. **SUBMISSION OF APPLICATIONS**

4.1 **Preparation**

Interested parties are invited to submit applications for pre-qualification. Each application must comprise:

- (i) details of the Applicant as required by Schedule 1 (responding in full to all the requests and in the same sequence as set out in Schedule 1);
- (ii) Supporting and other documents requested in Schedule 1 or separately by PCB so as to enable evaluation of the application of the Applicant.
- (iii) Applicants are expected to make a proposal in their Application to PCB, for provision of **“IT and Engineering Services & Supplies”**

4.2 **Language**

The application and any related information should be written in English language for the ease of comprehension and comparability. Additionally, any original or pre-printed information (e.g. brochures) furnished by the Applicant may be written in its native language, provided that it is accompanied by a certified translation of its pertinent passages in English.

4.3 Eligibility

If an Applicant has been barred by any Federal, Provincial or local government or government authority or agency in Pakistan or in any other jurisdiction to which the Applicant belongs or in which the Applicant conducts its business, from participating in any project, and the bar subsists as on the application Submission Date (as defined in Clause 4.5 herein below), such entity shall not be eligible to apply. Moreover, the Applicant should be not a defaulter of PCB or with whom PCB has a previous or current unsettled dispute or an unresolved claim or outstanding balance and any such entity shall not be eligible to apply.

4.4 Delivery

The application shall be submitted in one original and placed in a sealed envelope clearly marked "Application – **IT and Engineering Services & Supplies**". The application shall be signed by a duly authorized representative of the Applicant.

Applications must be submitted by hand, by courier or by registered delivery and delivered to the following address marked prominently on the outer envelope "**IT and Engineering Services & Supplies**"

PROCUREMENT DEPARTMENT
PAKISTAN CRICKET BOARD
GADDAFI STADIUM, FEROPUR ROAD
LAHORE – Pakistan
Tel: 042-3571-7231-4, Fax: 042-3571-1860
E-mail: procurement@pcb.com.pk

Delivery of all Applications shall be at the Applicant's sole risk and it is the Applicant's responsibility to ensure that its Application is delivered as contemplated by this PQD by the Application Submission Date.

4.5 Deadline

Applications shall be submitted to PCB at the address specified above no later than **10:30 a.m.** Pakistan Standard Time on **–17 July 2023** (the "**Application Submission Date**") and will be opened at **11:00 am** on the same day. Any application submitted after the application Submission Date shall be rejected and shall be returned unopened to the Applicant. PCB, at its discretion, extends the application Submission Date by amending the PQD, and in such case, all rights and obligations of PCB and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

4.6 Queries

Following the issue of this PQD, prospective Applicants who have been issued this PQD make a request to PCB for further information or clarification in relation to the PQD. All queries and requests must be in writing under confidential cover submitted directly to PCB at the address set out in paragraph 4.4 above, by or email and all Applicants

should provide the name of a contact person, a phone number and e-mail address through which they be contacted.

Queries will not be accepted if received by PCB later than 11:00 a.m. 14 July 2023. PCB intends to respond only in writing, or by email at procurement@pcb.com.pk address provided by the prospective Applicant to the PCB by or before 11 a.m. (PST) on 14 July 2023.

PCB reserves the right to make its response to any queries from any prospective Applicant available to all recipients of this PQD but without revealing the identity of the enquirer, but PCB shall not be obliged to do so and if PCB omits to do so, or omits to respond to any such queries for any reason, PCB shall have no liability whatsoever to any Applicant or prospective Applicant in respect thereof.

4.7 **Addendum**

At any time prior to the application Submission Date of applications, PCB may amend the PQD by issuing addenda. Any addendum issued shall be part of the PQD and shall be communicated through e-mail or other suitable means as decided by PCB to all who have requested to obtain the PQD in pursuance to the Advertisement inviting applications.

5. **EVALUATION OF APPLICATION**

5.1 **Evaluation of Applications /Mandatory Documents**

PCB will carry out a detailed evaluation of the applications and will examine the information provided by the Applicant in the application for its prequalification to be done in accordance with the prequalification criteria specified below **(Minimum marks - 50)**;

- i. The Applicant must provide proof of registration with the Income and Sales Tax Departments must be in active tax payer list;
- ii. The applicant must provide a valid declaration that it is not a defaulter of PCB or someone with whom PCB has a previous or current unsettled dispute or an unresolved claim or outstanding balance;
- iii. The applicant has submitted an affidavit from a duly authorized representative of the bidder that the director(s) and chief executive officer of the applicant are not under trial or investigation by the accountability agencies of Pakistan and that the bidder itself is not blacklisted by the Government or any of its departments/institutions;
- iv. The applicant has submitted an affidavit signed by an executive director or partner or any other duly authorized official of the bidder certifying that all information supplied in the technical proposal is true and accurate;

- v. All attached documents and bidding documents must be signed and stamped by the company
- vi. Authorization from the Principal / Manufacturer / Authorized Dealer. In case of the dealer, the following two documents are required: 1. Authorization from principal to dealer, and 2. Certificate from the dealer to the Bidder (Where applicable)

Technical proposals shall be marked in accordance with the following grading criteria:

Grading	Maximum Marks	Documents Required
<p>Registration of Firm/Company/Sole properties must be registered in FBR (income tax/sale tax department) and Punjab Revenue Authority or in respective department (Sale tax department):</p> <p>a. Registered within last 1-2 years (03 Marks) b. Between 3–4 years (05 Marks) c. More than 4 years (10 Marks)</p>	10	FBR Registration Documents/SECP Registration
<p>Projects: (Attach copies of supporting documents of last three years) in respect of the following items:-</p> <p>Similar Projects of Less than Rs. 0.5 million (0 Marks) More than Rs. 0.5 million to Rs. 1 million - (10 Marks) Above Rs. 1 million to Rs. 3 million - (15 Marks) Above Rs. 3 million upto Rs. 4 million (20 Marks) More than Rs. 4 million -(35 marks)</p>	35	Copies of work orders/LOI/contract/ Invoices must be attached for all of the applied categories as per schedule II
<p>Financial Status of the Firm: (attach copies of last three year's audited accounts/Tax Returns)</p> <p>Less Than Rs. 1 million 0 marks Annual turnover from Rs.1 million to Rs. 2 million (5 Marks) Annual turnover more than Rs. 2 million to Rs 3 million (10 Marks) Annual turnover more than Rs. 3 million (15 Marks)</p>	15	Copies of last year's tax returns or Audited Accounts required (In Case of a difference between Audited accounts and Tax Return Numbers, PCB will consider Tax Return Numbers as Final)
<p>Availability of Items: (IT and Engineering Services & Supplies)</p> <p>Manufacturer (20 Marks)</p>	20	Attach Certificate

Distributor Supplier	(15 Marks) (10 Marks)		
Presence across Country:			
Site offices in capital of one province/Major cities (03 Marks)		10 Marks	Provide undertaking on letterhead with full addresses and numbers of offices
Site offices in capitals of 2 provinces/major cities (05 Marks)			
Site Office in capital of more than 2 Provinces/Major cities (10 Marks)			
Number of Personnel Technical Employed: (copies degrees of employees to be provided) (Only for services related works)		10 Marks	(copies of degrees of employees to be provided)
Between 1 to 10 (05 Marks)			
Between 10-20 (07 Marks)			
More than 20 (10 Marks)			
Number of Personnel Employed: (copies degrees of employees to be provided) (Only for supplies)			
Between 1 to 10 (05 Marks)			
Between 10-20 (07 Marks)			
More than 20 (10 Marks)			
TOTAL:		100	

The **minimum qualifying score will be 50** for an Applicant to qualify to take part in the Bidding Process(es).

Note:

- I. Shortage of any mandatory documents will lead to disqualification
- II. PCB will not entertain any bidder having no experience in the provision of IT and Engineering Services & Supplies.
- III. The Pakistan Cricket Board reserves the right to accept or reject any or all of the prospective applications in full or part thereof, and its decision on all matters in this regard shall be final and binding. Applicants whose application is determined by PCB, at its sole discretion, to be meeting the prequalification criteria specified shall be invited to participate in the next stage of the Bidding process. Applicants whose application is determined by PCB at its discretion, to be not meeting the prequalification criteria specified shall be disqualified from participating in the Bidding Processes.

5.2 Request for Proposals (RFP) and Financial Proposal

PCB will issue the relevant RFPs from time to time, to the prequalified Applicants for participating in the next stages of the bidding process.

Pre-qualified parties will also be required to submit a Financial Proposal to the PCB in the manner set forth in the RFP along with the required Bid Security specified in the RFP. Out of the prequalified parties, the Party with the lowest bid shall be awarded the Agreement.

The Bidding Process for the PCB Project shall generally take place in the following steps:

Issuance of Request for Proposals (RFP) to the Prequalified Applicants
Queries of Applicants
PCB Response to Queries
Submission of Financial Proposals
Opening and Evaluation of Financial Proposals of qualified parties

The Pakistan Cricket Board reserves the right to accept or reject (prior to acceptance) any or all of the prospective applications in full or part and its decision on all matters in this regard shall be final and binding.

5.3 Partnering between Applicants

Any prequalified Applicant shall be precluded from partnering (directly or indirectly) with another prequalified Applicant without the express written approval of PCB, who shall be free to accept or refuse at its discretion, and in all cases considering the likely effects of the proposed partnering on the competitiveness of the Bidding Process.

6. LEGAL PROVISIONS

6.1 Disclaimer

This PQD has been prepared by PCB and it constitutes no commitment on the part of PCB to enter into any arrangements with any person / entity. PCB reserves the right to withdraw from or cancel the process or any part thereof or to vary any of its terms at any time without giving any reason whatsoever. No financial or other obligation whatsoever shall accrue to PCB in such an event. The information contained in this PQD or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of PCB or any of its employees or advisors, is provided to them on the terms and conditions set out in this PQD and such other terms and conditions subject to

which such information is provided. This PQD does not constitute an agreement; its sole purpose is to provide interested parties with information that may be useful to them in submitting their applications pursuant to the issuance of this PQD. Any document and information submitted in response to this PQD becomes the property of PCB and PCB does not accept any responsibility for maintaining the confidentiality of the material including any trade secrets or proprietary data submitted to PCB. PCB shall not be responsible for non-receipt of correspondence sent by post/courier/email. No decision should be based solely on the basis of the information provided in this PQD. PCB has no liability for any statements, opinions or information provided in this PQD. In submitting an application in response to this PQD, each Applicant certifies that it understands, accepts and agrees to the disclaimers set forth above. Nothing contained in any other provision of this PQD nor any statements made orally or in writing by any person or party shall have the effect of negating or suspending any of the disclaimers set forth above.

6.2 **Unfettered Right to Alter the PQD or Process**

PCB reserves the right in its absolute and unfettered discretion at any time without advance notice and without giving any reason to:

- (a) withdraw the PQD and annul or terminate the Prequalification Process or modify this PQD in whole or in part; and/or
- (b) launch an additional, different or modified tender process or re-commence the process; and/or
- (c) call for further information concerning any application.

PCB will have no liability to any Applicant in respect of any such action and, in particular, PCB will have no liability for any costs or expenses incurred by any Applicant.

6.3 **Costs**

Each Applicant shall be solely responsible for all costs, expenses, losses, and liabilities incurred by it or by any third party who assists the Applicant in the preparation and delivery of its application or in any subsequent stage of the Prequalification Process or bidding processes. PCB will not in any circumstances (including, without limitation, any departure by PCB from the provisions of this PQD) be liable or responsible for any such costs, expenses, losses or liabilities.

6.4 **Schedules**

References to "**Schedule(s)**" are to the schedules of this PQD. All Schedules form a part of and are incorporated within this PQD. Headings are for ease of reference only and shall not affect interpretation of this PQD.

6.5 **Governing Law**

This PQD and any related documentation or correspondence shall be governed by, and construed in accordance with, the laws of Pakistan.

SCHEDULE 1**QUESTIONNAIRE: DETAILS OF THE APPLICANT**

The following information must be provided by each Applicant (and in the case of an Applicant Consortium, each member thereof) in the general order and format set out below. All questions must be answered clearly and comprehensively.

1.	Name of the Business Entity:	
2.	Form of Business: (Please attach certificate) (Sales Tax Registration for individual, SECP certificate for Company and Form C for AOP/Firm.	
3.	Other Group companies/Affiliated Businesses: <i>Attach separate Annexure, if necessary</i>	
4.	Names of Directors/Partners/Shareholders: (Please attach copy of latest Form 29 in case of companies & Partnership Deed in case of firms etc.)	
5.	Registered Address and presence across country: (Telephone, Fax & E-mail, names of cities)	
6.	Support Staff Details: a. Total number of Permanent Technical Staff: b. Total number of contractual Technical Staff: <i>Attach separate Annexure, if necessary</i>	
7.	Profile documentation: Attach company's profile/brochure.	
8.	Contact Person: (Attached Authority Letter and his CNIC copy)	Authorized Signature & Stamp Name & Designation: Dated: _____

The PCB reserves the right to ask any Bidder for additional information.

Schedule 2**Scope of Work**

The successful bidder shall be required to provide the following **IT and Engineering Services & Supplies** as specified by PCB, throughout the country: -

Sr #	Description	Must be ticked column the against relevant item the in which firm participated
	<u>LOT-01</u> <u>IT Items (New and Refurbished both)</u>	
1	Laptops all brands	
2	Desktops all brands	
3	Printers all brands	
4	Toners all brands	
5	Wireless keyboard with mouse combo	
6	Wireless mouse	
7	Wireless keyboard	
8	VGA cables	
9	Mobile Phones all brands	
10	SSD	
11	Hard drive	
12	LED/LCD Monitors	
13	Scanner all brands	
14	Multimedia Projector	
15	Networking and Allied Equipments (Switches, Access Points, Internet Gateways)	
16	Hardware Accessories (Keyboard wire, Mouse wire, HDMI / D-port cables, USB Drives, Type-C converters, Power cables, Printer cables, etc)	
17	Supplies (UPS Batteries, CAT-6 Network cable roll, IOs, Network Cabinets, RJ-45 connectors, etc)	

	<u>LOT-02</u> <u>Electrical and Engineering Items</u>	
1	Genset annual maintenance agreement - Services/supplies	
2	Genset routine repair/maintenance – Supply of spare Parts and services/supplies	
3	Air Conditioners annual maintenance agreement – Services/supplies	
4	Air conditioners routine repair /maintenance – Supply of spare parts and services/supplies	
5	Lifts annual maintenance agreement - Services/supplies	
6	Lifts routine repair/maintenance – Supply of spare Parts and services/supplies	
7	Repair and maintenance of transformers	
8	Supply and services/supplies of earthing pit, earthing material, cables etc.	
9	Supply and operation of rental digital screen during events.	
10	Supply and maintenance of Flood lights for stadium poles.	
11	Supply of new LT and HT switchgear panels, ATS Panel, Power Factor improvement panels and parts	
12	Supply of new LT and HT Cables	
13	Supply of new batteries	
14	Supply of new Air conditioners	
15	Supply of new refrigerators	
16	Supply of new LED TVs	
17	Supply of new Flood Light Capacitors	
18	Supply of electrical new MCCB breakers, Magnetic contactors, Flood lights etc.	
19	Supply of electrical consumables e.g. LED lights, drives, sockets, buttons etc.	