



THE URBAN UNIT
Government of the Punjab



**THE URBAN SECTOR PLANNING &
MANAGEMENT SERVICES UNIT (PVT)
LIMITED**



EOI DOCUMENT
for Cafe Services for GPO Murree

(Note: Procurement is done by Urban Unit in line with PPRA Rules 2014)

Pre-qualification Notice # UU/2015-16/

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DISCLAIMER

The Urban Sector Planning and Management Services Unit (Pvt.) Limited (The Urban Unit) has prepared this EOI/Prequalification Document to provide information regarding the provision of “Café Catering Services” for GPO Murree. Maximum efforts have been made to incorporate available information relevant to the assignment but however; this EOI/Prequalification Document does not claim to contain all the information related to this assignment. No decision should be based solely on the basis of the information provided in this Prequalification Document. The Urban Unit has no liability for any statements, opinions, information provided in this document. The Urban Unit shall have no liability for any statements, opinions, information or matters (expressed or implied) arising out of, contained in or derived from, or for any omission in, this EOI/ Prequalification Document. Furthermore, the Urban Unit will not be liable for any written or oral communication transmitted to third parties in relation to this EOI/ Prequalification Document.

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1. Introduction

The Urban Sector Planning and Management Services Unit (Pvt) Limited (hereinafter called "The Urban Unit or "the Company") on behalf of Pakistan Post invites prequalification applications from prospective firms (herein after called "Prospective Firm") for the provision of "Café Catering Services" at GPO Murree. The underlying Prequalification Document is in accordance with Punjab Procurement Rules 2014.

Scope of Services

The Company requires the Prospective Firm to provide the following services:

1. The Prospective Firm is required to provide necessary equipment including coffee percolators, blenders, toasters, microwave ovens, refrigeration units, food warmers, plates, bowls, utensils, etc.
2. The Prospective Firm is required to cater and provide diverse menus of hot meals, cold meals, snacks and salads.
3. The Prospective Firm is required to provide in-house catering services within the GPO Murree premises during the GPO's hours of operations.
4. The Prospective Firm is required to source and provide its own raw materials for the preparation and provision of services at GPO Murree.
5. The Prospective Firm is required to have a facility located away from but near the GPO premises for the preparation of food.
6. The Prospective Firm will only provide pre-cooked food as no live cooking / frying / roasting / grilling / baking will be allowed on the premises of GPO Murree due to its status as a heritage site.
7. The Prospective Firm will be required to manufacture / facilitate / provide furniture [tables – chairs – seats] based on SOPs shared by The Urban Unit.

2. Pre-Qualification Evaluation Requirements

The criteria for evaluation of prequalification are based on the firm's experience, capabilities and financial soundness. Detail of the selection criteria for each category is mentioned in Section 7.

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3. Ineligibility of a Prospective Firm

If the Prospective Firm has been barred from participating in any project by the Federal, Provincial or Local Government or Government instrumentality in Pakistan or in any other jurisdiction to which the Prospective Firm belongs or in which the Prospective Firm conducts its business, whereas the bar subsists as on the Pre-qualification Application Submission Deadline, such entity shall not be eligible to submit the Pre-qualification Application.

3.1 Pre-qualification Preparation Costs

The Prospective Firms shall bear all costs associated with the preparation and submission of this Pre-qualification Application, all costs and expenses related to the Prospective Firms' preparation of responses to questions or requests for clarification.

4. Invitation for Pre-Qualification

The Urban Unit invites applications for Pre-Qualification from well reputed experienced firms for the provision of "Café Catering Services" at GPO Murree.

The Pre-Qualified firm will be asked to submit their technical & financial proposals against RFP document provided to them.

4.1 Requirements of pre-qualification documents

The Pre-qualification Applications to be submitted by the Prospective firms shall comprise all the required documents according to the format provided in Section 7. The Pre-qualification Applications must not contain any fee or fee schedules or any other reference to rates for undertaking the project. All the Pre-qualification Applications containing such fee related information will be rejected.

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4.2 Language

The Pre-qualification Application and all related correspondence and documents must be written in English. Supporting documents and printed literature furnished by Prospective Firm with the Pre-qualification Application may be in any other language provided they are accompanied by appropriate translations of the submitted documents in English and are duly certified. Supporting materials, which are not translated into English, will not be considered for pre-qualification purpose.

4.3 Clarifications

A Prospective Firm requiring any clarification on the Instructions to Prospective Firms, Pre-qualification Criteria or any of the requirements set out herein, may send a request for clarification to the Urban Unit at 503-Shaheen Complex, Egerton Road, Lahore. Copies of the response, including an explanation of the query but no identification of its source (the "Response to Questions Document"), will be sent to all Prospective firms who have requested the EOI/ Pre-qualification Document and will form part of the Pre-qualification Document. If similar or repeated queries are made by Prospective Firms, those queries may be listed as one query and responded once.

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4.4 Schedule of Pre-qualification/shortlisting Process

The schedule of Pre-qualification process is as follows:

Activity	Target Date
Invitation for Pre-qualification/Shortlisting	September 22, 2015
Clarification Requests Submission Deadline	September 30, 2015
Communication of Response to Questions Document to Prospective Firms	October 05, 2015
Pre-qualification Applications Submission Deadline	October 10, 2015
Announcement of Successful Pre-qualified Firms	7 working days

5 Pre-qualification Application Submission

5.1 Format and Signing of the Pre-qualification Application

1. Each Prospective Firm shall prepare and submit one (1) printed original, two (2) printed copies and (1) electronic copy (on DVD, CD or USB drive) of its relevant Shortlisting/ Pre-qualification Application, clearly marking each one as "Original", "Copy No. 1", "Copy No. 2", etc., as appropriate. In the event of any discrepancy between the copies and the original, the original shall govern.
2. The original and all printed copies of the Pre-qualification Application shall be typed or written in indelible ink. The person or persons duly authorized to bind the Prospective Firm shall sign the Pre-qualification Application by:
 - (i) Signing the original Pre-qualification Application; and
 - (ii) Initialing all pages of the original Pre-qualification Application.

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3. The relevant Pre-qualification Application shall contain no alterations, omissions or additions, unless such corrections are signed by the person or persons required to sign the Pre-qualification Application.
4. The information to be provided in the DVD/CD/USB shall contain non-compressed and un-protected files in printable formats. Furthermore, the DVD/CD/USB must be free from virus.

5.2 Sealing and Marking of Pre-qualification Applications

1. The Prospective Firm shall seal the original Pre-qualification Application and each copy in separate envelopes, each containing the documents specified in the Pre-qualification Application. The envelope bearing original documents shall be marked "Pre-qualification Application - Original" on the front. Likewise, the copies submitted must be marked "Pre-qualification Application - Copies" (all duly marked as required herein). All the copies and original Pre-qualification Application sealed individually should be submitted to the Urban Unit enclosed in a single envelope bearing the words "EOI Document for Cafe Services for GPO Murree".
2. The inner envelopes shall each indicate the name and address of the Prospective Firm to enable the relevant Pre-qualification Application to be returned unopened if it is declared "late". If the outer envelope is not sealed and marked as required, the Urban Unit will assume no responsibility for any Pre-qualification Application's misplacement or premature opening. If the outer envelope discloses the Prospective Firm's identity, the Urban Unit will not guarantee the anonymity of the submission, but this disclosure will not constitute grounds for rejection.
3. The DVD/CD/USB requested shall be submitted with the printed Pre-qualification Application. For the avoidance of doubt, it is expressly specified that the

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Prospective Firms shall not be allowed to submit their Pre-qualification Applications by e-mail or fax.

5.3 Pre-qualification Application Due Date

Pre-qualification applications should be submitted via post or in person on or before October 10, 2015 till 06:00 pm Pakistan Standard Time (PST), at the address 503 – Shaheen Complex, Egerton Road, Lahore, in the manner and form as detailed in this Pre-qualification. The applications submitted electronically will not be considered for evaluation and short listing. However, Urban Unit reserves the right to extend the Pre-qualification Application submission Date and Time, at any time prior to opening of Pre-qualification Applications in response to this Pre-qualification.

5.4 Late Pre-qualification Applications

Pre-qualification Applications received after the Due Date and time mentioned in section 5.3 shall not be considered.

5.5 Modifications/ Substitution/ Withdrawal of Pre-qualification

No PRE-QUALIFICATION shall be modified or substituted or withdrawn by the Firm after the Due Date and time.

6. Evaluation of Pre-qualification Applications - Criteria

The Urban Unit will open the Applications for Pre-qualification as per Punjab Procurement Rules 2014 and will subsequently examine and evaluate Pre-qualification Applications in Accordance with the criteria mentioned in Section 7.

6.1 Evidence of Supporting Documents

The Urban Unit reserves the right to call for supporting documentation as per Rule 18 of Punjab Procurement Rule 2014 to verify the data provided by Firm, at any time during the evaluation process. The Firm in such cases will need to provide the

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requested clarification / documents promptly and within the stipulated time. In case the firm fails to provide the requested documents, the proposal is liable to be rejected

6.2 Right to Reject or Accept All Applications

Notwithstanding anything contained in this Pre-qualification document, the Urban Unit reserves the right to accept or reject Pre-qualification Applications on the basis of evaluation criteria.

6.3 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the short-listed Firms shall not be disclosed to any person not officially concerned with the process. The Urban Unit will treat all information submitted as part of Pre-qualification Application in confidence and will require all those who have access to such material to treat the same in confidence. The Urban Unit will not divulge any such information unless it is ordered to do so by any authority that has the power under law to require said disclosure.

6.4 Qualification and Notification

After the evaluation of Pre-qualification Applications, Urban Unit will announce a list of shortlisted Firms who meet the Pre-qualification Criteria. RFP documents will be issued only to the shortlisted firms.

7. Criteria for Evaluation

The prospective firms shall be pre-qualified on the basis of the following criteria mentioned in the table below. Explanation of the evaluation criteria is stated in the subsequent sections.

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Points Table

Sr. No.	Documents Required	Marks
1	Details of Retail Presence / Branch / Facility	Max Marks 10
	Branch in Lahore	05
	Branch in Islamabad	03
	Branch in Rawalpindi	02
2	Organization has been in Existence Since (years)	Max Marks 20
	10 years or more	20
	06 to 09 years	15
	05 years	08
BELOW 5 YEARS NOT ELIGIBLE		
3	List of Technical Staff with CV	Max Marks 20
	Minimum 5 serving staff members to be placed in Murree with minimum 3 years' experience in the food / beverage service industry Minimum of 1 qualified Chef with at least 5 years' experience in preparation of international cuisine	10 10
4	Innovative and flexible service delivery approach/options	Max Marks 10
	Highly Innovative	10
	Moderately Innovative	08
Traditional	05	
5	Diversity in menu offering	Max Marks 10
	More than 25 different menu offerings	20
	Between 10 – 25 menu offerings	12
	Between 5 – 9 menu offerings	07
BELOW 5 MENU OFFERINGS NOT ELIGIBLE		
6	Financial Soundness (PKR)	Max Marks 20
	Turnover: 10 Million or above	20
	5 to 9 Million	15
	1 to 4 Million	10
	Up to 1 Million	05
7	Brand recognition	Max Marks 10
	MNC brand	05
	Prominent local brand	03
	New market entrant	02

Note:- Minimum 65% marks are required for shortlisting.

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7.1 Supporting Documentation

The following documents shall be provided as evidence in addition to any other document requested for the pre-qualification evaluation:

1. Firm/Certificate of Registration (name of relevant registration entity where the firm/ consortium is legally registered)
2. A certificate / affidavit indicating that the Firm is not blacklisted by any Government / Autonomous Body.
3. Sample Menus and indicative retail prices.
4. Photos of company operations in Lahore
5. Photos of company operations in Murree facility
6. Copy of Food License
7. Copy of Halal Certification
8. Industry References – minimum 1 reference should be submitted
9. Any other relevant information

7.2 Notification of Evaluation Report

At the end of the evaluation, the Urban Unit will notify a list of Shortlisted firms that they have been declared shortlisted Firm and will be issued RFP Document.

8. Method for Selection of Consultant:

As per Punjab Procurement Rule 45(3), Quality & Cost Based Selection Method shall be adopted.

DR. NASIR JAVED
Chief Executive Officer
The Urban Unit Planning & Management
Services Unit (Pvt.) Limited

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PRE-QUALIFICATION APPLICATION FORM

Date: -----

Name of Item(s) -----

THE CHIEF EXECUTIVE OFFICER

Urban Sector Planning and Management Services Unit (Pvt.)
Limited 503- Shaheen Complex, Egerton Road, Lahore

[Insert name of Project]

Sir,

Being duly authorized to represent and act on behalf of _____
(hereinafter referred to as "the Firm"), and having reviewed and fully understood all
of the pre-qualification requirements and information provided, the undersigned for
hereby expresses interest and apply qualification for the provision of "Tax
Consultancy Services".

[Name of the prospective firm] hereby confirms that it:

- a) Agrees to obey with all the rules, laws and regulations governing the pre-qualification process as issued by the relevant authorities from time to time.
- b) Accepts the right of Urban Unit to
 - (I) request additional information reasonably required to assess the application,
 - (II) make clarifications thereof time by time, and
 - (III) extend or amend the time schedule of the pre-qualification and subsequent award; and

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- c) Accepts the exclusive application of the federal laws of Pakistan and provincial laws of Punjab, Pakistan with respect to these pre-qualification procedures.

[Name of the prospective firm] hereby represents and warrants that as of this letter:

- a) All the information submitted in this pre-qualification application, including the enclosed forms and documents is accurate in all respects.
- b) [name of the prospective firms], including all its partners, has(ve) not been subject to proceedings during the last five years; and
- c) [name of the prospective firms],[including all its partners] have paid all taxes due, except those which are being contested in good faith by appropriate proceedings and for which adequate results have been established.

[Name of the prospective firm] hereby designate [Name, CNIC of Nominee] as it is representative to receive the notices in the respect of the pre-qualification and any other document/correspondence connected thereto at the following address, telephone number.

[Representative's address, telephone]

[Signature]

In the capacity of [position]

Authorize to sign this prequalification for [Name of the prospective firm]

(Signature of Authorized Signatory)

(Title and Address of the Firm)

Firm seal & stamp

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BASIC INFORMATION FORM

Prospective Firm Information

- (a) Name:
- (b) Address of the corporate headquarters and its branch office (s), Pakistan:
- (c) Date of incorporation and / or commencement of business:
- (d) Type (corporation, partnership, etc):
- (e) Telephone No:
- (f) Cell No:
- (g) Fax:
- (h) Email:

Details of individual (s) who will serve as the point of contact / communication for the Firm's company:

- (a) Name:
- (b) Designation:
- (c) Address:
- (d) Telephone No.
- (e) E-mail address:
- (f) Fax No.

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FINANCIAL CAPABILITY

Net Worth and Turnover (Last 05 years)

Financial year end (insert the date and year)

Prospective Firm

Year (Enter the Financial Year)	Turnover (Rs. In Million)
1	
2	
3	
4	
5	
Total	
Average	

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