

Application Form- Pre-Qualification

1. Introduction- Concern Worldwide

Concern Worldwide is a non-governmental, international, humanitarian organization dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries. Concern Worldwide is working in Pakistan since 2001, implementing relief, recovery, and development programmes with a geographical focus on extremely poor and vulnerable areas.

2. Prequalification Process

Concern Worldwide intends to pre-qualify reputable firms/companies/contractors and manufactures for the delivery of efficient humanitarian assistance during emergencies.

All interested/eligible firms/companies/contractors and manufactures are invited to submit the filled "Application Form" for pre-qualification in the following categories for a period of one year.

Geographic Areas for Pre-Qualification	Categories of Supplies for Pre-Qualification
Throughout Pakistan	Category 1 – Tents/Canvas – Details in Section 7 below
	Category 2 – Non Food Items (NFI) – Details in Section 7 below
	Category 3 – Shelter Construction (Materials and Construction/Installation) – Details in Section 7 below
	Category 4 – Hand Pumps/Pressure Pumps, PVC pipes (Materials and Installation) – Details in Section 7 below
	Category 5 – Latrines Construction (Materials & Construction/Installation)– Details in Section 7 below
	Category 6 – Solar System Materials and Installation – Details in Section 7 below
	Category 7 – Livestock Fodder and Feed – Details in Section 7 below
	Category 8 – Livestock (Animals) – Details in Section 7 below
	Category 9 – Medical Equipment – Details in Section 7 below
	Category 10 – Seeds & Plants – Details in Section 7 below

After the deadline for submission of the "Application Form", a bid committee will conduct an extensive review of the documents submitted by each applicant. After initial shortlisting, team members from Concern will conduct a physical capacity assessment of the shortlisted applicant. A maximum of 10 best evaluated applicants may be pre-qualified for each category and a letter will be issued to successful applicants for the selected category(s).

Concern Worldwide implements projects through I/NGO partners. Under this pre-qualification process, Concern may select/register eligible firms/companies/organizations for its emergency response. During the Emergency relief phase, Concern Worldwide may provide the list of pre-qualified firms/companies/organizations (selected through this process) for required category (s) of items/supplies to the selected NGO partners. Concern or its partners may contact the pre-qualified suppliers for provision of quotes and samples through a "Request For Quotation (RFQ)" process and the supplier may be selected by Concern or its partners in close monitoring and support by Concern Worldwide.

3. Instructions to Applicant/Terms and Conditions

1. The "Application Form" can be downloaded from our website link; https://www.concern.net/where-we-work/asia/pakistan/contact-us?quicks tabs_4=1#quicks tabs-4=&quicks tabs-pakistan=1 Monday to Friday **May 22, 2024 to June 25, 2024**
2. The sealed "Application Form" along with required documents should reach Concern Worldwide Office Plot 144, Street 30, G-9/1, Islamabad on or before **15:00 Hrs June 25, 2024** and should be clearly marked "Application for Pre-Qualification"- not to be opened before **15:00 Hrs June 25, 2024**
3. More than one "Application Form" from same organization is not acceptable. All interested applicants must submit one "Application Form" for their firm/company/organization. Even if the applicant is

- eligible/capable/interested for more than one category, must submit one "Application Form" for all interested categories (Choosing appropriate category in section 7 of the Application Form).
4. Carefully read all the sections of the "Application Form" and provide accurate information as required under each section (follow the instructions given under each section). Providing false information, inappropriate filling/over writing/cutting, may lead to rejection of the application.
 5. The "Application Form" must be filled in English.
 6. The applicant **cannot** change/alter any section of application form. Such changes/alteration may lead to rejection of the application.
 7. The previous work experience must encompass relevant work for the **last three years**. The experience information/certificate/work contract prior to these years may not be considered during review of the documents.
 8. Apply for, only the category(s) for which your firm/company has a valid profile. The previous work experience information/certificate/contract must be related to the category(s) for which your firm/company is interested to register.
 9. Incomplete Applications may be rejected during initial screening. If any section of the form is not applicable to your firm/company, fill it accordingly as "Not Applicable"
 10. The filled "Application Form" signed/stamped (on each page) along with required documents (see checklist at the end) must be submitted in person or by courier. Submission of the "Application Form" through email will not be considered. The form could be submitted through either courier/post or in person and should reach at the specified location, within the specified deadline and in the appropriate format.
 11. The shortlisted "Applicants" must agree to facilitate the visit of Concern's team members in their office location for the physical capacity assessment. During the assessment, the applicant will provide original documents for review and evaluation. Concern may not conduct the assessment of the supplier (s), for those we already conducted assessment during our previous procurement/pre-qualification process.
 12. Any information in the pre-qualification form that reveals any intended or unintended collusion, cartel or any other misappropriation may lead to disqualification of the applicant in all Concern's future procurements.
 13. All applicants will be informed about the decision through email or letter using the contact details provided in the relevant section of the "Application Form".
 14. Being a successful applicant/pre-qualified supplier should not be construed as a commitment of any kind between Concern and the pre-qualified applicant.
 15. Concern may sign a Memorandum of Understanding (MoU) with the pre-qualified firm or issue a successful letter for a duration not exceeding one year.
 16. Applicants must apply for the complete category including item(s)/supplies under each category.
 17. The criteria for the pre-qualification include, but are not limited to; previous working experience in the related category(s), financial strength, and valid registration. Concern's committee's decision on pre-qualification will be final and Concern is not obliged to give any further explanation in regards to the decision made.
 18. A maximum of 10 best evaluated firms/companies may be qualified for each category.
 19. Concern reserves the right to reject any application or cancel the whole process without any obligation/liability to the applicant(s).

Section 1: About Company

Name of Company <i>Completed name as per registration/NTN</i>	
Company Address (Main Office)	
Telephone (landline) of the company/firm	
Fax Number of the company/firm	
Email address company/firm	
Parent Company (if applicable)	Name
	Address
Legal Status Please tick "✓" the appropriate box	Private Limited <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/>
	Joint venture <input type="checkbox"/> Partnership <input type="checkbox"/> Public Limited <input type="checkbox"/>
	Other <input type="checkbox"/> Please specify:
Nature of Business Please tick "✓" the appropriate box	Manufacturer <input type="checkbox"/> Authorized Distributors <input type="checkbox"/>
	Retailer <input type="checkbox"/> Wholesaler <input type="checkbox"/>
	General Order Supplier <input type="checkbox"/> Other <input type="checkbox"/> Please specify
Years in Operation	

Taxation	National Tax Number	Tick "✓" Filer <input type="checkbox"/> Non Filer <input type="checkbox"/>
	Sale Tax Registration Number	Tick "✓" Filer <input type="checkbox"/> Non Filer <input type="checkbox"/>
Registration with Pakistan Engineering Council (PEC) <i>(For construction firm/company)</i>	License Number	
	Category	

Section 2: Owner/Contact Person

The contact information must be clear/readable/correct and up to date. The information in the table below will be used for future correspondence (if any).

Owner/Head of Organization	Name	
	Nationality	
	Contact Number	
	Email address	
Contact Person Detail (If different from above)	Name	
	Contact Number	
	Email address	

Section 3: Operational Sites/Offices

Provide offices/branches in different provinces or cities.

Head office Address			
Contact Person		Contact Number	

Branch/ Regional Office Address			
Contact Person		Contact Number	

Branch/ Regional Office Address			
Contact Person		Contact Number	

Branch/ Regional Office Address			
Contact Person		Contact Number	

Factory Address			
Contact Person		Contact Number	

Section 4: Warehouse

Please provide details of warehouses located in different cities/provinces, with not more than one warehouse for the same city/province.

Warehouse Address - 1	
Warehouse Address- 2	
Warehouse Address-3	
Warehouse Address-4	

Section 5: Human Resource

Number of Employees Nationally	
Approximate Percentage of Female Employees	
What is the youngest age at which, someone can be employed by your organization?	
Does the Organization have any codes of conduct for the employees? If Yes- Please specify	

Section 6: Financial Strength

Business Net worth in PKR		
Organization Turnover for last 3 Years	Year	Organization Turn Over/Sales (PKR)
	2021	
	2022	
	2023	

Section 7: Area of Specialization - Category for Prequalification

Please tick “√” the relevant category(s). **Only apply for the category(s) for which your organization has relevant proven experience and the capacity to deliver.** Applicants must apply for the complete category including item(s)/supplies under each category. Selecting only one item(s)/supplies under a category may lead to disqualification for that specific category.

Please note that the list of items under each category and their specifications is for illustrative purposes, which may vary during procurements as per need.

Categories for enlisting/registering/pre-qualification	Tick the appropriate category (s) with “√”
Category 1- Tents/Canvas	
Tent /Canvas Tent: Family Tents Double ply Double Fold/Winterized, Double ply Single Fold in sizes 4mX4m & 4mX6m OR any other size in cotton canvas both water and rot proof, provided with complete set of accessories etc.	
Plastic Tarpaulin Sheet: Plastic Tarpaulin Sheet, HDPE fabric with LDPE lamination on both sides, required in different sizes and weights (160, 180, 200 Grams Per Square Meter GPSM)	
Category-2– Non Food Items (NFI)	
Winter Kits Includes; Fuel Efficient Stove, Caps, Quilts (Razai), Local Mattress (Tulai), Boys Winter Shawls, Girls Winter Shawls, Ladies Winter Shawls, Men’s Winter Shawls, Socks and Packing Bags etc.	
NFI Kit Includes; Water Cooler, Jerry Can, Hand Fan, Torch with batteries, Mattress (Local Tulai), and Floor Mat etc.	
Kitchen Set Includes; Cooking Pots, Plates, Glasses, Thall (Dish) Parat, Water Jug, Spoon, Tawa, Jerry Cans, Stainless Steel Tea Cups etc.	
Bedding Kit Includes: Quilts (Razai), Local Mattress (Tulai), Floor Mat (Chitai) etc.	
Clean Delivery Kit Includes; Baby Cord Clamp, Surgical Blade, Cotton Roll, Ray Band Gauze, Methylated Spirits, Bath Soap, Sanitary Pads, Surgical Gloves, Delivery Sheet, Towel and Packing Bag etc.	
Tool Kits Includes: Wheel Barrow, Hammer, Shovel (Belcha), Pick Hoe (Kasi/Kodal), Pick Axe (Gentri), Pans (Taghari), Compactor (Dhurmat), Measuring Tape etc.	
Hygiene Kits Includes; Sanitary Cloth, Laundry Soap, Anti-Bacterial Soap, Combs, Dish Washing Soap, Nail Cutter, Jerry Can, Water Cooler, Water Purification Tablets, Maswak, Tooth Paste & Tooth Brush, Spherical water Vessel (Lota) and Packing Bag etc.	
Water Tanks Includes; Plastic water Storage Tanks of different sizes with tap etc.	
Category 3 –Shelter Construction (Materials and Construction/Installation)	
Temporary Shelter Includes; Bamboos of different Diameter (Well-seasoned Chawairi/Bangali bans), Covering Plastic sheet (HDPE Sheet with LDPE lamination), Nylon	

Rope 8mm, Hand Saw, Digging Hoe, Claw Hammer and Wooden Pegs, Tarpaulin Sheet (blue and white colour), HDPE fabric with LDPE lamination of different sizes and weights (160, 180, 200 Grams Per Square Meter GPMS) etc.	
Transitional shelter Type-1 (Materials and Installation) Includes; Bamboos (well-seasoned Chawairi Special), poplar wood columns, plastic tarpaulin sheets, chick mate (chick), hay mate (Lokha Sheets), different types ropes and along with complete accessories etc.	
Transitional shelter Type-2 (Materials and Installation) Includes: Poplar/local wood, CGI & PGI sheets, Lasani sheets, foam sheet along with complete set of accessories etc. Iron sheet: Galvanized (not less than 40 Microns zinc coating) Iron sheet (Corrugated/Plain CGI/PGI Sheet), Gauge 28, 26, 24SWG etc.	
Semi-Permanent Shelter: (Materials with construction/civil works as per requirements) Includes; Bricks, blocks, cement, sand, crush, bamboos, T-Irons, girders, brick tiles, wooden/iron doors, wooden windows, ventilators along with complete accessories etc.	
Category 4- Hand Pumps/Pressure Pumps, PVC pipes (Materials and Installation)	
AFFRIDEV-Hand Pumps and GI-Pipe-Hand Pump-3 inches Includes complete hand pumps set, PVC pipes & Fittings, with required construction material and installation including boring, lowering & Fixing, shrouding, de-watering and complete civil works etc.	
Cast Iron hand pump (Abyaar No. 4-) Includes: Complete hand pumps set with required construction material and installation including digging for filter, filter installation, lead pipe installation/fitting and covering and civil works (Note: Specifications as per need) etc.	
Pressure Pump Includes complete set of pump, PVC pipes & fittings, with required construction materials and installation including boring, lowering & fixing, shrouding, de-watering and complete civil works etc.	
PVC pipes and fittings: Includes different diameters PVC/UPVC pipes, HDPE (PN-10, PN 12.5, PN 18 etc.), PPRC pipes with fitting materials etc.	
Category 5- Latrines Construction (Materials & Construction/Installation)	
Emergency Pit Latrines Includes: Pit excavation, squatting slab (fabricated pit latrine slab with removable cover), wooden structure of cabin, covering sheet along with all required accessories and complete installation etc.	
Pour Flush Latrine, Includes: Bricks/blocks, cement, sand, crush, WC, PVC pipes and fittings, door, roofing with all accessories etc. and complete civils works	
Category 6- Solar System Materials and Installation	
Includes: Provision of solar generator/solar pumps with A-Grade solar modules and complete installation for pressure pumps/tube wells. Installation of back up supported solar generator complete systems for school/hospital etc. All imported materials	
Category 7- Livestock Fodder Feeds	
Includes: Wheat straw, wheat husk, wheat bran, cotton seed oil cake, Wanda, mustard seed oil cake for livestock's etc.	

Category 8 – Livestock (Animal)	
Includes: Goat, Sheep, Cow, Poultry etc.	
Category 9 – Medical Equipment	
Includes: Ultrasound machine, X-ray machine, Dental unit, Patient bed, Foot step, Autoclave, Oxygen cylinder, Baby warmer, BP Apparatus, Pulse oximeter, Glucometer, Delivery table etc.	
Category 10 – Seeds & Plants	
Includes: Seeds for kitchen gardening (Herbs, Vegetables, Fruits), Wheat seeds, Cotton seeds, Tree plantation (Neem, Lemon, Beeri, Chiko, Falsa etc.)	

Section 8: Details of Experience (preferably with I/NGOs other than Concern Worldwide or its Partners) Relevant to Category (s) Selected in Section 7. (Experience with Concern & its partners covered under section 9 below)

The details should entail the last three years and the previous contracts must be maximum 10 in number. The detail below should be carefully selected from your previous contracts to demonstrate your experience in the **interested category**. The bid committee will only review the contract/purchase order/work order copies related to contracts noted below. Therefore, only submit the copies of contract/purchase order/work order noted below. You can tag the below contracts/previous experience documents in your profile for easy reference/ tracing.

S. NO	Client Name	Brief Description of Services/Supplies provided	Contract Duration	Location Service/Supplies Delivered (name of city/town only)	Amount of Contract in PKR
1					
2					
3					
4					

5					
6					
7					
8					
9					
10					

Section 9: Details of Experience with Concern Worldwide or Its partners (For Partners-Concern funded projects of partners only)

Please provide details of the five latest contracts/Purchase Orders (with Concern or its partner's Concern funded projects) relevant to the selected/interested category (for which you want to register).

S.NO	Name of Client Concern Worldwide Or Partner Name	Brief Description of Services/Supplies provided	Contract Duration	Amount of Contract in PKR
1				
2				
3				
4				
5				

Section 10: Capacity to supply and lead time

Per Single Order Volume (PKR)	Capacity to Supply (Yes or No)	Lead Time in Days <i>Time between the placement of an order and delivery</i>
Up to 2,000,000		
Up to 5,000,000		
Up to 8,000,000		
Up to 10,000,000		
Up to 15,000,000		
Above 15,000,000		

Section 11: List of relatives/friends working/worked with Concern Worldwide (if any)

S. No	Name	Currently Working in Concern (Yes/No)	Relationship with your key personnel- please specify
1			
2			
3			

Section 12: Reference Check from Client (other than Concern or its partners)

Preferably, the reference check details should be related to the work experience/contracts provided in Section 8 (not from Concern Worldwide). *It is the applicant's responsibility to ensure that the below contact information is accurate and up-to-date.*

Client Name (company/firm/INGO)	Contact Person Name	Email Address Contact Person	Phone Number of Contact Person	Brief Description of Supplies/Services provided

I (name) -----as owner/head of Organization -----here by confirm that ----- (Organization's name), clearly understands all the contents of the Application Form. All the information provided in the "Application Form" and the related documents submitted with the Application are accurate to the best of my knowledge. I understand that I may be held accountable to my organization for any action resulting from the non-authenticity of the provided information.

Section 13- Declaration

In response to your invitation for pre-qualification, we, the undersigned, hereby declare that:

- 1 We have examined and accept in full the content of the dossier for invitation to prequalification (Including Concern's Programme Participant Protection Policy) No. <.....> of <date----->. We hereby accept its provisions in their entirety, without reservation or restriction.
- 2 We will inform Concern immediately if there is any change in the above circumstances at any stage. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
- 2 We note that Concern is not bound to proceed with this invitation to pre-qualification and that it reserves the right to award only part of the category (s).
- 4 We agree to adhere to all of the terms and conditions of Concern as provided in the application form.
- 5 We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, Concern reserves the right to exclude us from the process and terminate the contract (signed as a result of pre-qualification) with immediate effect.
- 6 We are not bankrupt or being wound up, are having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- 7 We have not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata
- 8 We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify
- 9 We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed
- 10 We have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities financial interests
11. We adhere to respect the Concern Worldwide Code of Conduct as per the points listed below;
 - Employment is freely chosen.
 - The rights of staff to freedom of association and to collective bargaining are respected.
 - Working conditions are safe and hygienic.
 - No exploitation of children is tolerated.
 - Wages paid are adequate to cover the cost of a reasonable living.
 - Working hours are not excessive.
 - No discrimination is practiced.
 - Regular employment is provided.
 - No harsh or inhumane treatment of staff is tolerated.
 - Local labor laws are complied with.
 - Social rights are respected

12. Environmental Standards

Suppliers should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

- Waste Management.
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Name _____

Job Title _____

Signature _____

Date _____

Section 14- Documents Checklist

Please check (✓) the applicable documents which are attached with pre-qualification form

Non-submission of applicable documents may result in disqualification.

Required Documents	Check "✓" or "N/A"
Copy of Firm/Company Registration	
Copy of NTN Certificate	
Copy of GST Certificate	
Copy of PEC Registration (for construction firm/company)	
Company Profile	
Current Bank Statement for Last One year	
Audited (External Audit) Financial Statement of Last 3 Fiscal Years	
Previous Experience – Purchase Orders/Contracts <i>Please provide clear/readable copies for the experience noted by the applicant in section 8 and 9 of the application form. If these letters/contracts/Purchase Orders are in the profile of your organization – please tag for easy reference</i>	
Copy of CNIC (Owner/Head of Organization)	
Singed/stamped Concern's Code of Conduct and its Associated Policies	

Section 15- Section Submission of Application Form

1. Application Form (**signed/stamped on each page**) along with required documents (noted in Section 14) must reach Concern Worldwide's Islamabad Office (Concern Office, Plot 144, Street 30, g-9/1, Islamabad) on or before **15:00 Hrs June 25, 2024**.
2. The application form and required documents must be in a sealed envelope clearly marked with "Application for Pre-Qualification- not to be opened before **15:00 Hrs June 25, 2014**"