

National Testing Service - Pakistan



Pre-Qualification Document (Multiple Categories)

March 12, 2017

1-E, Street # 46, Sector I-8/2, Islamabad

Tel: 051- 9101108 (Ext. 876)

Email: procurement@nts.org.pk

INVITATION TO PRE-QUALIFICATION

Subject of the Pre-qualification

- i. The DD Procurement, National Testing Service - Pakistan herein after called the “**client**” wishes to receive applications for Pre-Qualification from reputed, well established suppliers/companies/manufacturers which are active Tax Payers in the following categories for a period of one year.
 - A. Computer & IT Equipment
 - B. Stationery Items
 - C. Office Equipment
 - D. Electrical Appliances
 - E. General Store & Cleanliness Items
- ii. Deliveries for all the items would be received separately at NTS Head Office Islamabad and NTS Regional Offices (Lahore, Karachi, Peshawar, Quetta, and Abbottabad).
- iii. Applicant can choose to apply for single as well as multiple cities. Applicants can apply for multiple categories as well. However, application for each category must be submitted separately. Category name (and the cities list for that particular category) must be clearly mentioned on each envelope.
- iv. The successful applicants (pre-qualified) will be eligible to submit the tenders/ bids for provision of respective category of services (i.e. Computer & IT Equipment).

Application Procedure

Please download two files in MS Excel format (i.e. “Company Information” & “Product List (by category)”) available with this prequalification document on our website (www.nts.org.pk) in “News Feed Corner”. Fill the two excel files as instructed in each file (without making any changes in prescribed format). Email the soft copies of the filled files to procurement@nts.org.pk and forward the hard copies of the same (with company stamp on each page) along with your application through courier service on following address:

Manager Procurement
National Testing Service - Pakistan
NTS, 1-E, Street # 46, Sector I-8/2, Islamabad
Ph: 051- 910108 (Ext. 876)

The applications completed in all respect should be enclosed in an official printed envelope and properly sealed. Separate emails and relevant couriers should be sent for each category with full set of documents (i.e. repeat similar documents). Along the top left hand corner above the address as aforesaid bear the wording “**Pre-Qualification for the Computer & IT Equipment**” or “**Pre-Qualification for the Stationery Items**” or “**Pre-Qualification for the Office Equipment**” or “**Pre-Qualification for the Electrical Appliances**” or “**Pre-Qualification for the General Store & Cleanliness Items**” respectively.

All Annexures must be provided as directed in MS Excel files. In case the applicant wishes to include any additional information, it must be arranged under separate annexures. A list of all additional annexures must be separately formed in MS Excel and attached with the application.

Application Deadline

Deadlines for applications in various categories are as follows:

Category	Deadline	Opening Time
Stationary Items	April 3, 2017 till 11:30 AM	2 PM (same day)
General Store & Cleanliness Items	April 4, 2017 till 11:30 AM	2 PM (same day)
Office Equipment	April 5, 2017 till 11:30 AM	2 PM (same day)
Electrical Appliances	April 6, 2017 till 11:30 AM	2 PM (same day)
General Store & Cleanliness Items	April 7, 2017 till 11:30 AM	2 PM (same day)
Computer & IT Equipment	April 10, 2017 till 11:30 AM	2 PM (same day)

Award of Contract

The client will notify the successful applicants (pre-qualified) in writing that application has been accepted. Govt. Taxes will be applicable on all goods.

Clarification & Questions

Only written queries would be entertained which should be directed to: procurement@nts.org.pk