

National Business Development Program for SMEs (NBDP)



**Pre-Qualification
of
Vendors for Membership Card Services**

Bid Reference No: NBDP/BSDU/PQC/2021

**Proposals for Pre-Qualification
of
Vendors for Membership Card Services**

Small & Medium Enterprise Development Authority, under National Business Development Program for SME's (hereinafter called NBDP) a PSDP funded project of SMEDA, Ministry of Industries and Production, Government of Pakistan invites sealed Applications for pre-qualification of Vendor firms / organizations registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue, to provide Membership Card Services.

A complete set of pre-qualification documents may be purchased by an interested firm / organization on submission of a written application to the below mentioned office and upon payment of a non-refundable fee of Rs. 500/-. Pre-qualification documents can also be downloaded from www.nbdp.org.pk free of cost.

The pre-qualification application, prepared in accordance with the instructions provided in the pre-qualification documents, must reach at the below mentioned address on or before November 15, 2021 at 2:00 PM. The applications shall be opened on the same day at 3:00 PM. This advertisement is also available on PPRA website at www.ppra.org.pk.

Project Director

National Business Development Program for SMEs (NBDP)
3rd Floor, Building # 03, Aiwan-e-Iqbal Complex, Egerton Road, Lahore
Tel: 042-111-111-456
Fax: 042-3634926
Email: pd@nbdp.org.pk

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Part-1

TERMS OF REFERENCE

“National Business Development Program for SMEs” (NBDP) is a public-sector development project of SMEDA, Ministry of Industries and Production, Government of Pakistan with a mandate to provide handholding, advice and business development support to new and existing SMEs of the country.

1. Introduction and Objectives

SMEDA has developed a portal for registering SMEs. Businesses registered on the portal will have access to Government Incentives and Services as and when announced. Through this document, eligible firms are intended to be pre-qualified for service, including but not limited to the following:

#	Category	Scope of Services
1	Category - A	Membership Card design, artwork printing, variable data printing, packaging, & Dispatch.
2	Category - B	a) Membership Card design, artwork printing, variable data printing, packaging, & Dispatch. b) Merchant network for loyalty program and allied services such as security features, Integration with payment systems 24/7 customer support system etc.

This document provides general information and basic eligibility requirements for provision of Membership Card Services. Information to assess the capacity of interested Vendors for the purpose of pre-qualification. Interested Vendors who meet the eligibility requirements are invited to submit properly filled Pre-qualification Document along with all the supporting documents on the address given below.

Project Director

National Business Development Program for SMEs (NBDP)
3rd Floor, Building # 3, Aiwan-e-Iqbal Complex, Egerton Road, Lahore
Tel. 042-111-111-456

Part – 2

SECTION – 1:

INVITATION FOR PRE-QUALIFICATION

Subject: PROPOSALS FOR PRE-QUALIFICATION OF VENDORS FOR MEMBERSHIP CARD SERVICES

1. SMEDA under its National Business Development Program for SMEs (NBDP) wishes to pre-qualify and engage services of Vendor for membership card services.
2. Vendor shall be pre-qualified as per Evaluation Criteria specified in this pre-qualification document.
3. Applications for pre-qualification must be submitted on prescribed format as provided in this document. Any Application not prepared according to the prescribed format may be rejected.
4. Vendor should submit details of their most relevant assignments of similar projects for technical evaluation using the prescribed format.
5. Pre-qualification is open to the Vendors that have not been blacklisted or debarred by any Government / Semi-Government / Autonomous organizations in Pakistan.
6. The Applications for Pre-qualification must be delivered, in sealed envelopes, through registered mail / courier service at undermentioned address not later than November 15, 2021 before 2:00 PM and the envelopes be clearly marked as **“Pre-Qualification of Vendors For Membership Card Services”**.

Project Director

National Business Development Program for SMEs (NBDP)

3rd Floor, Building # 3, Aiwan-e-Iqbal Complex, Egerton Road, Lahore

Tel. 042-111-111-456

SECTION – 2:

INSTRUCTIONS TO APPLICANTS

2.1. Definitions:

- 2.1.1. "Government of Pakistan" means the Government of Pakistan and all its associated departments, agencies, autonomous / semi- autonomous bodies, boards, universities and similar other organizations.
- 2.1.2. "Client" means National Business Development Program for SMEs (NBDP), 3rd Floor, Building # 03, Aiwan-e-Iqbal Complex, Egerton Road, Lahore.
- 2.1.3. "Applicant means Vendor Firm / Organization / Company applying for the pre-qualification.
- 2.1.4. "Agreement" means the Contract Agreement signed by the Client and the pre-qualified Vendor and all the attached documents.
- 2.1.5. "Relevant Experience" means the services that have been stipulated in this document.

2.2. Preparation & Submission of Applications:

- 2.2.1. Applications for pre-qualification, original and a copy, must be received in sealed envelopes not later than November 15, 2021 before 2:00 PM.
- 2.2.2. Applications must be clearly marked "Pre-Qualification of Vendors For Membership Card Services".
- 2.2.3. The applicant may apply only for one of the categories and indicate the same in the technical proposal submission form (Annexure-A).
- 2.2.4. The name and mailing address of an Applicant shall be clearly marked at the left side on the envelope.
- 2.2.5. The applications shall be prepared in the English language and as per format prescribed in the pre-qualification document.
- 2.2.6. The Applicant must respond to all questions and provide complete information as indicated in this document. Any lapses to provide essential information may result in rejection of an Application.
- 2.2.7. Applicants shall bear all costs associated with the preparation and submission of their pre-qualification documents. The Client is not bound to accept any Application, and reserves the right to annul the selection process at any time prior to pre-qualification intimation, in accordance with the prescribed rules / regulations without thereby incurring any liability to the Applicants.

2.3. Over All Eligibility Criteria - Mandatory Requirements to Apply for Pre-qualification

- 2.3.1. Pre-qualification is open for Vendor that have not been blacklisted or debarred by any Government / Semi-Government / Autonomous organizations in Pakistan. Applicants must provide undertaking for the same on Rs. 100 stamp paper.
- 2.3.2. Must have minimum 05 years of experience following registration with any relevant Government authority or regulatory body.
- 2.3.3. Must have valid NTN / FTN and valid Sales Tax registration in the name of the Firm / Organisation, and on active taxpayers list.
- 2.3.4. Must provide Bank Statement, or tax returns, or latest audited financial statements for the last three years.
- 2.3.5. **Eligibility Criteria for Category – A**
- 2.3.6. Must have 03 years average annual revenue of PKR. 5 Million.
- 2.3.7. **Eligibility Criteria for Category – B**
- 2.3.8. Must fulfil all applicable regulatory / licencing requirements prescribed by the Government of Pakistan / SBP / Regulators. Applicants must provide undertaking for the same on Rs. 100 stamp paper.
- 2.3.9. Must have 03 years average annual revenue of PKR. 30 Million.
- 2.3.10. Must have 24/7 Customer Support Service.

2.4. Only one Application:

- 2.4.1. Applicants can submit only one Application under this pre-qualification notice. If an Applicant submits more than one Applications, such Applications shall be rejected.

2.5. Evaluation of Applications:

- 2.5.1. The Client will evaluate and pre-qualify the applicants in accordance with the evaluation criteria specified in the pre-qualification documents.
- 2.5.2. The Client will notify each Applicant whether or not it has been pre-qualified.

2.6. Updating Pre-qualification Information:

- 2.6.1. The Client at any stage of the selection proceedings, having credible reasons for or prima facie evidence of any defect in applicant's capacities, may require the Applicant to provide additional information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not.
- 2.6.2. Applicants shall be required to update the information concerning their professional, technical, financial, legal or managerial competence used for the pre-qualification at any subsequent stage as may be required by the client, to ensure their continued compliance with the pre-qualification criteria and verification of the information provided at the time of pre-qualification.

2.7. Client's Right:

- 2.7.1. The Client can cancel the pre-qualification process and reject all Applications, in the event that the Client does not wish to proceed with the assignment. In such an eventuality, no expense and / or cost whatsoever incurred by any Applicant in the preparation of an Application shall be payable by the Client.
- 2.7.2. The Client shall disqualify an Applicant if it finds, at any time, that the information submitted by the Applicant was false and materially inaccurate or incomplete.

2.8. Ownership of Pre-qualification Document:

- 2.8.1. All documents submitted by an Applicant in response to this invitation to pre-qualification shall become the property of the Client. However, intellectual property in the information contained in the application submitted by the Applicant shall remain vested in the applicant.

2.9. Alteration, Erasures or illegibility:

- 2.9.1. Except for amendments to the entries made by an Applicant which are initialled by the Applicant, Applications bearing any other alterations, erasures or illegibility are liable to rejection.

2.10. Applicable Laws:

- 2.10.1. All applications submitted pursuant to this invitation and the formation of any resulting contract, shall be governed by the laws of Pakistan. Any amendment or a further legal requirement issued by Govt. of Pakistan even after issuance and receipt of Applications shall be applicable without any financial repercussion.

2.11. Misconduct:

- 2.11.1. If an Applicant or any person on its behalf makes any attempt to canvass, solicit or approach any official of the Client or any of its officials in any matter relating to or arising out of this Application, its Application will be liable to rejection and the Applicant liable to debarment for a period to be fixed at the discretion of the Client.

2.12. Full Compliance:

- 2.12.1. The Applicants shall comply fully with the instructions to Applicants, Forms, and Appendices etc. Non-compliance of any item may render an Applicant not eligible for pre-qualification.

2.13. Amendment in Pre-qualification Documents:

- 2.13.1. At any time prior to deadline for submission of Applications, the Client may amend the pre-qualification documents by issuing an addendum.
- 2.13.2. Any addendum issued shall be part of the Pre-qualification Documents and shall be communicated in writing to all those who have obtained the pre-qualification documents.
- 2.13.3. To give prospective Applicants reasonable time to take an addendum into

account in preparing their applications, the Client may, at its discretion, extend the deadline for the submission of Applications.

2.14. Pre-qualification Validity

- 2.14.1. The Applicants declared pre-qualified as a result of the pre-qualification. Proceedings, their pre-qualified status will remain valid for Four (04) years from the date of announcement of results of pre-qualification. However, if deemed necessary the Client may extend the validity of pre-qualification of all pre-qualified consultants by issuing an extension notice.
- 2.14.2. The Client, if considers necessary, may call fresh applications for pre-qualification at any time during the currency of validity by cancelling the pre-qualification already done.

2.15. Clarification of Pre-qualification Documents:

- 2.15.1. Applicants may request a clarification of any provision of the pre-qualification documents, seven (07) days before the Application submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Documents.

SECTION – 3:

OVERALL EVALUATION CRITERIA

3.1. General

- 3.1.1. Pre-qualification will be based on an Applicant's Profile, Experience, Capability and Financial Position, as demonstrated by the Applicant's responses in the forms attached to pre-qualification document.
- 3.1.2. If an Applicant fails to fulfil the Mandatory Requirements, such application shall not be considered for further processing and shall be rejected.
- 3.1.3. **Qualifying Marks:**
 - 3.1.3.1. Applicant scoring at least 70% marks shall be pre-qualified.

3.2. EVALUATION METHOD – CATEGORY - A

3.2.1. Distribution of Total Score

Sr. #	Components	Maximum Score
1.	Organizational Profile	20
2.	Organizational Relevant Experience	50
3.	Management Staff Capability	10
4.	Financial Capacity	20
Total Score		100

3.2.2. Organizational Profile (Max Score 20)

a) Experience Since Incorporation / Establishment - Max Score 20

Use Annexure-B for provision of relevant information

Sr. #	Components	Score
1.	Maximum Marks for post registration experience of 10 years or more, relative marking for others	20
Total		20

3.2.3. Organizational Relevant Experience

a) Relevant Experience (Max Score 50)

Use Annexure-C, C (a), & C-1 for provision of relevant information

Sr. #	Components	Score
	Organizational Relevant Experience during last 05 years	
1.	Maximum marks for 50 or more Clients from corporate sector, relative marking for others.	30
2.	Maximum marks for 3 or more Clients from Public Sector.	20
Total		50

- Corporate sector clients may include Retail Brands, FMCGs, Food Chain, Clubs / Hospitality sector, Health sector, Airlines etc.
- Public Sector Clients may include federal / provincial departments / organizations.

3.2.4. Capabilities of Management Staff (Max Score 10)

Use Annexure-D for provision of relevant information

Sr. #	Components	Score
Staff Experience		
1.	Maximum marks for two (02) members with relevant experience of 10 Years or more, relative marking for others	10
Total		10

3.2.5. Financial Capacity (Max Score 20)

Use Annexure-E for provision of relevant information

Sr. #	Components	Score
	Average Annual Turnover - Last 03 years (PKR)	20
1.	Maximum marks for average turnover of PKR 10 Million or above relative marking for others	
Total		20

3.3. EVALUATION PROCEDURE – CATEGORY - B

3.3.1. Distribution of Total Score

Sr. #	Components	Maximum Score
1.	Organizational Profile	15
2.	Organizational Relevant Experience	60
3.	Management Staff Capability	10
4.	Financial Capacity	15
Total Score		100

3.3.2. Organizational Profile (Max Score 15)

b) Experience Since Incorporation / Establishment - Max Score 15

Use Annexure-B & Annexure B-1 for provision of relevant information

Sr. #	Components	Score
1.	Maximum Marks for post registration experience of 10 years or more, relative marking for others	10
2.	Maximum marks for at-least 1 certification, no marks for others.	5
Total		15

3.3.3. Organizational Relevant Experience

b) Relevant Experience

(Max Score 60)

Use Annexure-C, C (a), C(b), C-2, C-3, C-3(a), C-4 for provision of relevant information

Sr. #	Components	Score
Organizational Relevant Experience during last 05 years		
1.	Maximum marks for 50 or more Clients from corporate sector, relative marking for others.	10
2.	Maximum marks for 5 or more Clients from Financial Sector Banks, Insurance Sector, relative marking for others.	05
3.	Maximum Marks for 50 Brands signed up for loyalty program for cards acceptance, relative Marking for others.	20
4.	Maximum marks for network of 2,000 sales points accepting loyalty cards, relative marking for others.	10
5.	Maximum Marks for Point of Sale Terminals, presence in 7 provinces / Regions, relative marking for others. (Punjab, Sindh, Baluchistan, KPK, ICT, GB & AJK)	15
Total		60

- Corporate sector clients may include Retail brands, FMCGs, Food Chain, Clubs / Hospitality sector, Health sector, Airlines etc.
- Financial Sector Clients may include Banks, Insurance companies etc. or clients using financial transactions by using the card.

3.3.4. Capabilities of Management Staff

(Max Score 10)

Use Annexure-D for provision of relevant information

Sr. #	Components	Score
Staff Experience		
1.	Maximum marks for five (05) members with relevant experience of 10 Years or more, relative marking for others	10
Total		10

3.3.5. Financial Capacity

(Max Score 15)

Use Annexure-E for provision of relevant information

Sr. #	Components	Score
	Average Annual Turnover - Last 03 years (PKR)	15
1.	Maximum marks for average turnover of PKR 50 Million or above relative marking for others	
Total		15

SECTION – 4:**STANDARD ANNEXURES**

Sr. No.	Documents
1.	Annexure A-Technical Proposal Submission Form
2.	Annexure B- Organizational Profile
3.	Annexure B-1-Details of Certification
4.	Annexure C-Organizations Relevant Experience-Corporate Sector (Top Ten Assignments)
5.	Annexure C (a)- Organizations Relevant Experience-Corporate Sector
6.	Annexure C(1)- Organizations Relevant Experience-Public Sector
7.	Annexure C(2)- Organizations Relevant Experience-Financial Sector
8.	Annexure C(3)- Organizations Relevant Experience-Brands Signed Up for Loyalty Program (Top Ten Assignments)
9.	Annexure C(3) (a)- Organizations Relevant Experience- Brands Signed Up for Loyalty Program
10.	Annexure C-4-Organizations Relevant Experience- Geographical Presence & Point of Sale Terminal Network
11.	Annexure D- Curriculum Vitae for the Management Staff
12.	Annexure E-Financial Capacity
13.	Annexure F- Litigation History
14.	Annexure G- Undertaking Regarding Not Being Blacklisted
15.	Annexure H- Eligibility Response Checklist- Category A
16.	Annexure H (1)- Eligibility Response Checklist- Category B

Annexure – A
Technical Proposal Submission Form

Date: MM-DD-YYYY.

To:

Subject: PROPOSALS FOR PRE-QUALIFICATION OF VENDORS FOR
MEMBERSHIP CARD SERVICES

Dear Sir,

I, the undersigned, offer to provide the required information / documents for the above-mentioned subject in accordance with pre-qualification documents. We offer to provide services in below listed category.

#	Selected Category
1.	

I, hereby declare that all the information and statements made in this document are true and accept that any misleading information contained in it may lead to rejection of proposal.

We hereby appoint and authorize Mr./Ms. **[INSERT Name & CNIC]** presently employed with **[INSERT Name of the Organization]** holding the position of **[INSERT Designation]** as our authorized representative, to act in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our pre-qualification application submission and further process.

We understand you are not bound to accept any application you receive.

Yours Sincerely,

[Authorized Signature [In full and initials
Name of the Organization, Address]

Annexure – B

“Organizational Profile”

S #	Required Information	Response
1	Legal Name of the Firm	
2	Year of Registration / Incorporation	
3	NTN / FTN	
4	Sales Tax Number	
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy / Copies of Registration Certificate(s) where required	Public Sector Organization <input type="checkbox"/>
		Section 42 Company <input type="checkbox"/>
		Public Ltd. Company <input type="checkbox"/>
		Private Ltd. Company. <input type="checkbox"/>
		Partnership Firm. <input type="checkbox"/>
		Others Please specify _____ <input type="checkbox"/>
6	Name and designation of ‘Head of Organization’	
7	Mobile:	
	Phone:	
	Email:	
	Address of organization:	
8	Geographical Presence of the Applicant [Please tick relevant]	Islamabad Capital Territory <input type="checkbox"/>
		Punjab <input type="checkbox"/>
		Sindh <input type="checkbox"/>
		Khyber Pakhtunkhwa <input type="checkbox"/>
		Balochistan <input type="checkbox"/>
		AJK <input type="checkbox"/> GB <input type="checkbox"/>
9	Name and designation of ‘Authorized Contact Person’:	
	Phone:	
	Mobile:	
	Email:	
	Fax:	

Annexure – B-1
“Details of Certification”

Sr.#	Title of Certification	Name of Issuing Authority	Issuing Date	Expiry Date	Copy of Certificate Attached
1.					

*It is mandatory to attach a copy of the certificate.

Annexure - C
“Organization’s Relevant Experience”
Corporate Sector

[Provide Documentary Evidence Award of contract / Completion Certificates etc. for top ten (10) assignments/projects on this format, for all others please share the data as per Annexure C(a)]

Relevant Experience (Project Sheet 1 [*])		
Sr. #	Required Information	Response
1	Name of the Organization and duration of the assignment/project (The project title means name of the project, as mentioned in award of contract)	Title: Duration (Days):
2	Contract Signing Date	
3	Year of Completion:	
4	Please elaborate Applicant’s role in this assignment	Attach separate Page and provide reference / page number here.
5	Contact details of client:	Name: Address (City): Tel: Email:
6	Total value of the project / assignment (PKR)	
7	Share of the applicant in case of joint projects (PKR)	

* Copy the above table for another response.

Annexure - C (a)
“Organization’s Relevant Experience”
Corporate Sector

Sr. #	Name of the Organization	Contract Signing Date	Year of Completion	Contact details of client	Total value of the project / assignment (PKR)
1					
2					
3					
4					
5					

* The client, if required, may request for documentary evidence of the assignments/projects mentioned in Annexure C(a)

Annexure – C-1
“Organization’s Relevant Experience”
Public Sector

(Provide Documentary Evidence: Award of contract / Completion Certificates etc.)

Relevant Experience (Project Sheet 1 [*])		
Sr. #	Required Information	Response
1	Name of the Organization and duration of the assignment/project (The project title means name of the project, as mentioned in award of contract)	Title: Duration (Days):
2	Contract Signing Date	
3	Year of Completion (YYYY):	
4	Please elaborate Applicant’s role in this assignment	Attach separate Page and provide reference / page number here.
5	Contact details of client:	Name: Address (City): Tel: Email:
6	Total value of the project / assignment (PKR)	
7	Share of the applicant in case of joint projects (PKR)	

* Copy the above table for another response.

Annexure – C-2
“Organization’s Relevant Experience”
Financial Sector

(Provide Documentary Evidence: Award of contract / Completion Certificates etc.)

Relevant Experience (Project Sheet 1[*])		
Sr. #	Required Information	Response
1	Name of the Organization/Institution and duration of the assignment/project (The project title means name of the project, as mentioned in award of contract)	Title: Duration (Days):
2	Contract Signing Date	
3	Year of Completion	
4	Please elaborate Applicant’s role in this assignment	Attach separate Page and provide reference / page number here.
5	Contact details of client:	Name: Address (City): Tel: Email:
6	Total value of the project / assignment (PKR)	
7	Share of the applicant in case of joint projects (PKR)	

^{*} Copy the above table for another response.

Annexure – C-3
“Organization’s Relevant Experience”
Brands Signed Up for Loyalty Program

[Provide Documentary Evidence of contract for top ten (10) brand partners on this format, for all others please share the data as per Annexure C-3(a)]

Relevant Experience (Project Sheet 1 [*])		
Sr. #	Required Information	Response
1	Brand Name	
2	Contract Signing Date	
3	Contract Expiry Date	
4	Contact details of client:	Name: Address (City): Tel: Email:
5	Total value of the project / assignment (PKR)	

* Copy the above table for another response.

Annexure – C-3 (a)

“Organization’s Relevant Experience” Brands Signed Up for Loyalty Program

Sr. #	Brand Name	Contract Signing Date	Contract Expiry Date	Contact details of client (Name, address, telephone, email)	Total value of the project / assignment (PKR)
1					
2					
3					
4					
5					

* The client, if required, may request for documentary evidence of the brands signed up for loyalty program mentioned in Annexure C-3(a)

Annexure – C-4
“Organization’s Relevant Experience”
Geographical Presence
Point of Sale Terminal Network

(Please provide an undertaking on the company letter confirming the number of POS terminal deployment in each province/region)

Relevant Experience (Project Sheet 1 [*])		
Sr. #	Region	Number of POS Terminals
1	Punjab	
2	Sindh	
3	Baluchistan	
4	Khyber Pakhtunkhwa	
5	Islamabad Capital Territory (ICT)	
6	Gilgit Baltistan (GB)	
7	Azad Jammu & Kashmir (AJ&K)	
8	Total	

Annexure-D
“Curriculum Vitae for the Management Staff”

Name of Expert:	(Insert full name)
Date of Birth:	(Day / Month / Year)
CNIC Number:	
Mobile Number:	
Email Address:	
Postal Address:	
Current Position Title	

Education: (List college / university or other specialized education)

#	Name of Degree / Diploma	Specialization	Year of Passing (YYYY)	Name of the Institution, Location

Total Experience of the Employee (Years): _____

Employment with Applicant

Period: <i>MM/YYYY to (MM/YYYY)</i>	
Job Title:	
Summary of activities performed:	

Other Employment record relevant to the assignment: [Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included, copy format provided below, for each of employment record]

Membership in professional Associations and Publications:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation describes herein may lead to my disqualification or dismissal by the client.

Name:	
Date:	
Signature	

Annexure – E
“Financial Capacity”

Annual Turnover for previous three (03) years as per audited statements / bank statements / tax returns (PKR in millions)			
2018-19 (A)	2019-20 (B)	2020-21 (C)	Average (A+B+C) / 3

Annexure – F
“Litigation History”

Sr.#	Party / Parties of the claim or dispute	Nature of claim or dispute	Amount of the claim or dispute	Date initiated	Status (Award for or against the Applicant)

Annexure – G

UNDERTAKING REGARDING NOT BEING BLACKLISTED

(Printed and signed on Rs 100 stamp paper)

Date: DD-MM-YYYY.

To,

Project Director
National Business Development Program for SMEs (NBDP)
3rd Floor, Building # 03, Aiwan-e-Iqbal, Egerton Road, Lahore
Tel/Fax: 042-111-111-456, 042-3634926
Email: pd@nbdp.org.pk

Dear Sir,

Subject: **UNDERTAKING REGARDING NOT BEING BLACKLISTED**

It is hereby declared that, **[Organization Name]** is/are not blacklisted by any Government authority, department or other relevant body in Pakistan. The **[Organization Name]** will immediately inform to “**National Business Development Program for SMEs**” in case of any change in the status.

Authorized Person

Name:

Designation:

Signature: _____

Organization / Company Seal:

Annexure – H
“Eligibility Response Checklist”
Category A

Sr. No	Category A - Eligibility Information	Response / Elaboration
1.	Proof of post-registration / incorporation experience with relevant Government Authority or Regulatory Body	[Name of Authority] [Date of Registration] [NTN for sole proprietor]
		• Copy Attached
2.	Proof of registration NTN / FTN	• Copy of Certificate Attached
3.	Proof of registration for Sales Tax	• Copy of Certificate Attached
4.	03 years Bank Statement / Audited Financial Statements / Income tax returns, Average annual revenue PKR. 5 Million	• Statements Attached
5.	Undertaking of no blacklisting (Annexure-G)	• Undertaking attached (Rs. 100 Stamp Paper)

Annexure – H-1
“Eligibility Response Checklist”
Category B

Sr. No	Category B - Eligibility Information	Response / Elaboration
1.	Proof of post-registration / incorporation experience with relevant Government Authority or Regulatory Body	<div data-bbox="820 306 1403 428"> [Name of Authority] [Date of Registration] [NTN for sole proprietor] </div> <ul style="list-style-type: none"> • Copy Attached
2.	Proof of registration NTN / FTN	<ul style="list-style-type: none"> • Copy of Certificate Attached
3.	Proof of registration for Sales Tax	<ul style="list-style-type: none"> • Copy of Certificate Attached
4.	03 years Bank Statement / Audited Financial Statements / Income tax returns. Average annual revenue PKR. 30 Million	<ul style="list-style-type: none"> • Statements Attached
5.	Undertaking of no blacklisting (Annexure-G)	<ul style="list-style-type: none"> • Undertaking attached (Rs. 100 Stamp Paper)
6.	Proof of meeting regulatory / licensing requirements	<ul style="list-style-type: none"> • Undertaking attached (Rs. 100 Stamp Paper)
7.	Proof of 24/7 Customer Support Service	<ul style="list-style-type: none"> • Undertaking on Company Letterhead mentioning the helpline number