**Center for Communication Programs Pakistan**

**Application Form for Prequalification of Stationers**

Center for Communication Programs Pakistan, under the Health Communication Component of the Maternal and Child Health Program invites interested parties to submit their expression of interests for prequalification for supply of stationary items, as per the following requirements and criteria.

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| --- | --- | --- | --- |
| 1. | Legal Name of the organization |  | Marks (90 Max) |
| 2. | Name and Designation of the head of the Organization |  |  |
| 3. | Name and Designation of the Focal Person |  |  |
| 4. | Complete Physical Address |  |  |
| 4.1 | Addresses of Sub Offices/Branches |  | 5 |
| 5. | Telephone Numbers |  |  |
| 6. | Email Address |  |  |
| 7. | Website Address |  |  |
| 8. | Complete List of Managing Partners / Directors of the Firm |  |  |
| 9. | Sales Tax Number (attach copy) |  |  |
| 9.1 | National Tax Number (attach copy) |  |  |
| 9.2 | Volume of services rendered, last year (in Pak Rupees) |  | 5 |
| 9.3 | Company Net Worth |  | 5 |
| 10. | Number of Staff | Fulltime:  Part-time: | 5 |
| 11. | Age of the Company |  | 10 |
| 12. | Registration Date and Number (attach copy) |  |  |
| 13. | Have you provided services to any of the UN agencies, donor organizations or international organizations? | Yes/No  (Please attach at least two recent references) | 10 |
| 17. | You confirm the availability of standard/usual stationary items in sufficient quantity? | Yes/No  (Provide list of stationary items available, just type, and the delivery time you may take supplying those in bulk quantity for a staff of 25.) | 20 |
| 18. | You agree to replace or redo items if found substandard, unsatisfactory or defective without any claim? | Yes/No | 5 |
| 19. | Please list all value added services that you may be able to provide if given a printing order. |  | 10 |
| 20. | What is the amount and duration of credit you are willing to officer for this prequalification? |  | 10 |
| 21. | You confirm on your letterhead that the firm is not blacklisted by government or any of its department or by any UN or donor agency? | Yes/No  (Please enclose undertaking on Company’s letterhead) | 5 |
| 22. | Signature, Date and Official Stamp |  |  |

***\*Note: Only registered firms having National Tax Number will be considered for this prequalification. Kindly attach relevant certification.***

Applications must be submitted in sealed envelopes titled Pre-Qualification Application.

Your application must reach by September 21, 2015 close-of-business by postal mail or by-hand at the following address:

Admin Section

Center for Communication Programs Pakistan

House 89B, Street 59, F-10/3, Islamabad