

# OIL AND GAS REGULATORY AUTHORITY

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## PRE-QUALIFICATION OF ADVERTISING AGENCIES

1. The Oil and Gas Regulatory Authority (OGRA) invites proposals for pre-qualification from well-reputed and financially sound Advertising Agencies based at Islamabad/Rawalpindi having minimum three (03) years relevant experience and registration with Income Tax and Sales Tax Departments, under enquiry No.10 of 2016 for a period of one (01) year starting from 1st July, 2016, extendable for another period of one year based on their performance.
2. The Pre-qualification proforma/documents containing detailed information, terms & conditions etc. is available on the websites of PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) and OGRA ([www.ogra.org.pk](http://www.ogra.org.pk)). The documents can also be obtained from the office of the undersigned on any working day.
3. The proposals will be received latest by June 15, 2016 at 11:00 a.m and will be opened on the same date at 11:30 a.m at OGRA Office.

(Taslim Khan)

Deputy Executive Director (PR)

**Oil and Gas Regulatory Authority**

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Ph: 051-9244395 Fax: 051-9244310

# OIL AND GAS REGULATORY AUTHORITY

54-B, Fazal-e-Haq Road, Blue Area (ZTE Plaza), Islamabad.

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## **PRE-QUALIFICATION OF ADVERTISING AGENCIES UNDER TENDER** **ENQUIRY NO. 10 OF 2016**

The Oil and Gas Regulatory Authority (OGRA) hereby invites proposals for pre-qualification from well-reputed and financially sound Advertising Agencies based at Islamabad/Rawalpindi having minimum three (03) years relevant experience for publishing advertisement in print & electronic media and provision of allied services, under enquiry No. 10 of 2016 for a period of one year starting from 1<sup>st</sup> July, 2016, extendable for another period of one year based on their performance as per **Annex-I**.

### **General Terms and Conditions:**

- 1) The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence should be attached).
- 2) The firm should have a minimum of three (03) years experience of similar assignment and should have proper setup and office at Islamabad/ Rawalpindi.
- 3) The firm should be registered with APNS along with year of APNS accreditation.
- 4) The pre-qualified firms would be required to submit Security Deposit in the shape of Pay Order of Rs.50,000/- (Rupees fifty thousand only) payable at Islamabad/ Rawalpindi, in favour of OGRA and in case of failure, the pre-qualification of the firm will be treated as cancelled. The security will be released to the firms within 30 days of expiry of the period of Pre-qualification. Cash/Cheque will not be accepted.
- 5) Payments of the bills will be subject to verification by PID and after deduction of all government taxes/levies.
- 6) The proposals are required to be delivered to the office of the undersigned by 11:00 a.m on June 15, 2016. The Committee will open the proposals for evaluation as per criteria given at **Annex-II** on the same date at 11:30 a.m. in the presence of the interested agencies/firms or their authorized representatives, who may like to be present.
- 7) OGRA, reserves the right to extend the opening date of the proposals, reject all or any proposal[s] at any time prior to the acceptance of proposals according to PPRA Rules.

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<b>Pre-Qualification Proposal Proforma</b>
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**PRE-QUALIFICATION OF ADVERTISING AGENCIES UNDER TENDER**  
**ENQUIRY NO. 10 OF 2016**

Name of the Firm	
Address (Telephone, Fax & E-mail)	
Year of Establishment (Attach documentary evidence)	
Sales Tax Registration No. (Attach documentary evidence)	
National Tax No. (Attach documentary evidence)	
Registration Certificate of APNS along-with year of APNS accreditation	
Annual Turnover supported by income tax return (For the FY 2012-13, 2013-14 & 2014-15)	
Past Experience. Also highlight experience during past two years	
Clientage (list of current client with detail of services provided to them) <i>Attach separate Annexure, if necessary</i>	
Banker's Name & Contact Details	
Managerial/Technical Capability (No. of permanent staff, their qualification & experience) Attach separate annexure, if necessary	
Profile documentation	Attach company's profile/brochure
Organizational Structure	Provide details of hierarchy/ Management System including Organogram
Enlistment Certificate (copy of certificate enlisted with Government/Semi Govt. Organizations, if any)	
Affidavit (that the firm has not been blacklisted by private, Government, Semi-Government and Autonomous Body)	Yes _____ No. _____
Contact Person Date: _____	<hr style="width: 20%; margin: 0 auto;"/> <i>Name &amp; Designation</i>  <hr style="width: 20%; margin: 0 auto;"/> <i>Authorized Signature &amp; Stamp</i>

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## **PRE-QUALIFICATION CRITERIA**

### **PRE-QUALIFICATION OF ADVERTISING AGENCIES UNDER TENDER ENQUIRY NO. 10 OF 2016**

The Pre-qualification proposals will be evaluated as per the following criteria;

<b>Grading</b>	<b>Marks</b>
Experience in PR /Advertising	20
Financial strength	20
Managerial /Technical Capability	20
PR Activities/Assignments executed during the last two years	20
Available facilities/Equipments	20
Total:	100

**Note:** Minimum score required to pass for Pre-qualification is 70.