

**Invitation for  
Pre- Qualification of Firms  
For**

- 1. Supply of Office Furniture**
- 2. Repair & Maintenance Services**
- 3. Glass/Wood Partitioning Services**

**Terms of Reference (TOR)  
Period Fiscal Year 2011-12 (extendable)**

**Mandatory Eligibility Criteria**

Interested firms must fulfill following mandatory criteria to be eligible for evaluation.

1. The firm possesses National Tax and Sales Tax Registration Number
2. Presence of offices in Islamabad/ Rawalpindi

**Prescribed Format for Submission of Applications**

| <b>S#</b> | <b>Particulars</b>  |
|-----------|---|
| 1         | Category of Application (kindly tick relevant category)<br><br>1. Supply of Office Furniture<br>2. Repair & Maintenance Services<br>3. Glass/Wood Partitioning Services |
| 2         | Name of Firm (attach profile)   |
| 3         | Address (Telephone, Fax & E-mail)   |
| 4         | Year of Establishment   |
| 5         | Core Business Area  |
| 6         | General Experience of Firm  |
| 7         | Contact Details of Focal Persons  |

**Evaluation Criteria**

|   |   |
|---|---|
| 1 | National Tax & Sales Tax Nos.(attach copy)                                |
| 2 | Details of presence of offices in Islamabad/Rawalpindi (Complete address) |
| 3 | Core Business Area  |
| 4 | Years of Experience in Core Business Area                                 |
| 5 | General Experience of Firm  |

|   |   |
|---|---|
| 6 | Experience related to the Similar Assignments |
| 7 | List of Clients                               |

Name & Designation: -----

Authorized Signature & Stamp: -----

Date: -----

### **General Instructions**

Interested firms are required to submit their Applications in sealed envelope, not later than 11:00 am on 23<sup>rd</sup> January, 2012 at the address mentioned below:

Nelofar Arshad  
Manager Administration  
National ICT R&D Fund  
6th Floor, HBL Tower  
Jinnah Avenue, Blue Area  
Islamabad  
Ph: +92-51-9215360-5 Ext: 104  
Fax: +92-51-9215366  
E-mail: [nelofar.arshad@ictrdf.org.pk](mailto:nelofar.arshad@ictrdf.org.pk)