



Expression of Interest - Pre-Qualification

1. Introduction- Rural Community Development Society - RCDS

Rural Community Development Society (RCDS), is non-governmental and non-profitable organization, registered with Joint Stock Companies Registrar Office Punjab, Pakistan on July 3, 1998 under the Societies Registration Act 1860. RCDS was established by group of like-minded professionals for the socio-economic development in 1995. The energetic group under the envisioned an organization that would help the ultra-poor households to organize and work collectively for breaking the poverty cycle through provision of opportunities in Human & Institutional Development, Social Mobilization, Livelihood & Employment and Physical Infrastructure Development. The collective efforts started with the support of local philanthropists and initial years spent by the founding members for carrying out planning activities including community organization, area profiling, multi-dimensional social & development study and poverty assessment.

2. Prequalification Process

Rural Community Development Society(RCDS) intends to pre-qualify reputable firms/companies/contractors/service providers and manufactures for the delivery of efficient humanitarian assistance during emergencies/routine businesses.

All interested/eligible firms/companies/contractors/service providers and manufactures are invited to submit the filled "Application Form" for pre-qualification in the following categories for a period of Two year.

Geographic Areas for Pre-Qualification	Categories of Supplies/Services for Pre-Qualification
	Goods Categories: -
Throughout Pakistan	Category 1 – Tents/Canvas – Details in Section 7 below
	Category 2 – Non-Food Items (NFIs) (ration packs, tool kits, kitchen sets etc.) – Details in Section 7 below
	Category – 3 Office supplies (Consumable items) - Details in Section 7 below
	Category – 4 Food Pack (Ration) - Details in Section 7 below
	Category – 5 Office Furniture - Details in Section 7 below
	Category 6 – Solar System Materials and Installation – Details in Section 7 below
	Category 7 – Printing & Visibility Materials (banners, brochures, reports, branding materials, etc.) – Details in Section 7 below
	Category 8 – Livelihood Support Items (seeds, fertilizers, agricultural tools, Livestock Fodder Feeds etc.) – Details in Section 7 below
	Category 9 – Office Stationery – Details in Section 7 below
	Category 10 – Computers, Laptops, Printers, Toners, DSLR Camera, CCTV Camera, Accessories – Details in Section 7 below
	Category 11 – Electrical Appliances (Home appliances) – Details in Section 7 below
	Category 12 – Medical & Pharmaceutical Supplies (medicines, medical kits, first aid items, PPE kits, etc.) – Details in Section 7 below
	Category 13 – Category 12- Fire & Safety Equipment – Details in Section 7 below
	Category 14 – Vehicles, Spare Parts – Details in Section 7 below
	Category 15 - Animal for Qurbani with Slaughtering – Details in Section 7 below
	Services Categories: -
	Category 1 – Construction & Civil Works (Schools, Shelter, Water schemes, Latrines, Materials & Construction/Installation) – Details in Section 7 below
	Category 2 – Water pumps (Deep Hand Pump, Normal Hand Pump, Solar Powered Wells)
	Category 3 – Electrical & Mechanical Works (wiring, plumbing, repair & maintenance, etc.) – Details in Section 7 below
	Category 4 – IT & Networking Services (software development, website hosting, server maintenance, etc.) – Details in Section 7 below
	Category 5 – Consultancy Services - Details in Section 7 below
	Category 6 – Services of Air Travel Agents - Details in Section 7 below



	Category 7 - Catering Services & Decoration Services – Details in Section 7 below
	Category 8 - Hotels, Restaurant & Guest Houses – Details in Section 7 below
	Category 9 – Rented Vehicle Services – Details in Section 7 below
	Category 10 - Security Companies – Details in Section 7 below
	Category 11 - Motor Mechanics – Details in Section 7 below

After the deadline for submission of the “Application Form”, a bid committee will conduct an extensive review of the documents submitted by each applicant. After initial shortlisting, team members from RCDS will conduct a physical capacity assessment of the shortlisted applicant. A maximum of 10 best evaluated applicants may be pre-qualified for each category and a letter will be issued to successful applicants for the selected category(s).

Rural Community Development Society - RCDS implements projects with the support donor institutions and I/NGO partners. Under this pre-qualification process, RCDS may select/register eligible firms/companies/organizations for its emergency response. During the Emergency relief phase, Rural Community Development Society - RCDS may provide the list of pre-qualified firms/companies/organizations (selected through this process) for required category (s) of items/supplies to their donor/partners. RCDS or its partners may contact the pre-qualified suppliers for provision of quotes and samples through a “Request for Quotation (RFQ)” process and the supplier may be selected by RCDS or its partners in close monitoring and support by Rural Community Development Society - RCDS.

3. Instructions to Applicant/Terms and Conditions

1. The “Application Form” can be downloaded from our website link; <https://rcdspk.org/Tenders.php> or from NGO’s Tenders Portal link; <https://www.ngostenders.com/> Monday to Saturday **July 17, 2025 to July 31, 2025**
2. The sealed “Application Form” along with required documents should reach RCDS Head Office at House No 4-D Al Rehman Garden Phase 2 Near Faizpur Interchange Lahore, on or before **03:00 PM July 31, 2025** and should be clearly marked “Application for Pre-Qualification”- not to be opened before **03:00 PM July 31, 2025**
3. More than one “Application Form” from same organization is not acceptable. All interested applicants must submit one “Application Form” for their firm/company/organization. Even if the applicant is eligible /capable /interested for more than one category, must submit one “Application Form” for all interested categories (Choosing appropriate category in section 7 of the Application Form).
4. Carefully read all the sections of the “Application Form” and provide accurate information as required under each section (follow the instructions given under each section). Providing false information, inappropriate filling/over writing/cutting, may lead to rejection of the application.
5. The “Application Form” must be filled in English.
6. The applicant **cannot** change/alter any section of application form. Such changes/alteration may lead to rejection of the application.
7. The previous work experience must encompass relevant work for the **last three years**. The experience information/certificate/work contract prior to these years may not be considered during review of the documents.
8. Apply for, only the category(s) for which your firm/company has a valid profile. The previous work experience information/certificate/contract must be related to the category(s) for which your firm/company is interested to register.
9. Incomplete Applications may be rejected during initial screening. If any section of the form is not applicable to your firm/company, fill it accordingly as “Not Applicable”
10. The filled “Application Form” signed/stamped (on each page) along with required documents (see checklist at the end) must be submitted in person or by courier. Submission of the “Application Form” through email will not be considered. The form could be submitted through either courier/post or in person and should reach at the specified location, within the specified deadline and in the appropriate format.
11. The shortlisted “Applicants” must agree to facilitate the visit of RCDS’s team members in their office location for the physical capacity assessment. During the assessment, the applicant will provide original documents for review and evaluation. RCDS may not conduct the assessment of the supplier (s), for those we already conducted assessment during our previous procurement/pre-qualification process.
12. Any information in the pre-qualification form that reveals any intended or unintended collusion, cartel or any other misappropriation may lead to disqualification of the applicant in all RCDS’s future procurements.
13. All applicants will be informed about the decision through email or letter using the contact details provided in the relevant section of the “Application Form”.



14. Being a successful applicant/pre-qualified supplier/service provider should not be construed as a commitment of any kind between RCDS and the pre-qualified applicant.
15. RCDS may sign a Memorandum of Understanding (MoU) with the pre-qualified firm or issue a successful letter for a duration not exceeding one year.
16. Applicants must apply for the complete category including item(s)/supplies under each category.
17. The criteria for the pre-qualification include, but are not limited to; previous working experience in the related category(s), financial strength, and valid registration. RCDS's committee's decision on pre-qualification will be final and RCDS is not obliged to give any further explanation in regards to the decision made.
18. A maximum of 10 best evaluated firms/companies may be qualified for each category.
19. RCDS reserves the right to reject any application or cancel the whole process without any obligation/liability to the applicant(s).



Section 1: About Company

Name of Company <i>Completed name as per registration/NTN</i>	
Company Address (Main Office)	
Telephone (landline) of the company/firm	
Fax Number of the company/firm	
Email address company/firm	
Parent Company (if applicable)	Name
	Address
Legal Status Please tick “✓” the appropriate box	Private Limited ☐ Sole Proprietorship ☐
	Joint venture ☐ Partnership ☐ Public Limited ☐
	Other ☐ Please specify:
Nature of Business Please tick “✓” the appropriate box	Manufacturer ☐ Authorized Distributors ☐
	Retailer ☐ Wholesaler ☐
	General Order Supplier ☐ Other ☐ Please specify
Years in Operation	



Taxation	National Tax Number	Tick "✓" Filer ☐ Non-Filer ☐
	Sale Tax Registration Number	Tick "✓" Filer ☐ Non-Filer ☐
Registration with Pakistan Engineering Council (PEC) <i>(For construction firm/company)</i>	License Number	
	Category	

Section 2: Owner/Contact Person

The contact information must be clear/readable/correct and up to date. The information in the table below will be used for future correspondence (if any).

Owner/Head of Organization	Name	
	Nationality	
	Contact Number	
	Email address	
Contact Person Detail (If different from above)	Name	
	Contact Number	
	Email address	



Section 3: Operational Sites/Offices

Provide offices/branches in different provinces or cities.

Head office Address			
Contact Person		Contact Number	

Branch/ Regional Office Address			
Contact Person		Contact Number	

Branch/ Regional Office Address			
Contact Person		Contact Number	

Branch/ Regional Office Address			
Contact Person		Contact Number	

Factory Address			
Contact Person		Contact Number	



Section 4: Warehouse

Please provide details of warehouses located in different cities/provinces, with not more than one warehouse for the same city/province.

Warehouse Address-1	
Warehouse Address-2	
Warehouse Address-3	
Warehouse Address-4	

Section 5: Human Resource

Number of Employees Nationally	
Approximate Percentage of Female Employees	
What is the youngest age at which, someone can be employed by your organization?	
Does the Organization have any codes of conduct for the employees? If Yes- Please specify	

Section 6: Financial Strength

Business Net worth in PKR		
Organization Turnover for last 3 Years	Year	Organization Turn Over/Sales (PKR)
	2022	
	2023	
	2024	



Section 7: Area of Specialization - Category for Prequalification

Please tick “✓” the relevant category(s). **Only apply for the category(s) for which your organization has relevant proven experience and the capacity to deliver.** Applicants must apply for the complete category including item(s)/supplies under each category. Selecting only one item(s)/supplies under a category may lead to disqualification for that specific category.

Please note that the list of items under each category and their specifications is for illustrative purposes, which may vary during procurements as per need.

Categories for enlisting/registering/pre-qualification	Tick the appropriate category (s) with “✓”
Supplies Category 1- Tents/Canvas	
Tent /Canvas Tent: Family Tents Double Ply Double Fold/Winterized, Double ply Single Fold in sizes 4mX4m & 4mX6m OR any other size in cotton canvas both water and rot proof, provided with complete set of accessories etc.	
Plastic Tarpaulin Sheet: Plastic Tarpaulin Sheet, HDPE fabric with LDPE lamination on both sides, required in different sizes and weights (160, 180, 200 Grams Per Square Meter GPSM)	
Supplies Category-2– Non-Food Items (NFI)/Relief Items)	
Winter Kits Includes; Fuel Efficient Stove, Caps, Quilts (Razai), Local Mattress (Tulai), Boys Winter Jacket, Girls Winter Jacket, Ladies Winter Shawls, Men’s Winter Shawls, Socks, Gloves and Packing Bags etc.	
NFI Kit Includes; Water Cooler, Jerry Can, Hand Fan, Torch with batteries, Mattress (Local Tulai), and Floor Mat, etc.	
Kitchen Set Includes; Cooking Pots, Plates, Glasses, Thall (Dish) Parat, Water Jug, Spoon, Tawa, Jerry Cans, Stainless Steel Tea Cups etc.	
Bedding Kit Includes: Quilts (Razai), Local Mattress (Tulai), Floor Mat (Chatai) etc.	
Clean Delivery Kit Includes; Baby Cord Clamp, Surgical Blade, Cotton Roll, Ray Band Gauze, Methylated Spirits, Bath Soap, Sanitary Pads, Surgical Gloves, Delivery Sheet, Towel and Packing Bag etc.	
Tool Kits Includes: Wheel Barrow, Hammer, Shovel (Belcha), Pick Hoe (Kasi/Kodal), Pick Axe (Gentri), Pans (Taghari), Compactor (Dhurmat), Measuring Tape etc.	



Hygiene Kits Includes: 02 combs, 02 Anti-lice comb, 02 mug with handle, 18 Bathing soap, 02 Washing Soap/detergent, 01 Nail cutter, 05 Toothpaste, 07 Toothbrush with cap/miswaak, 02 Jerrycan, 01 Plastic bucket, 01 Plastic bucket for washing.	
Dignity kits Includes: 10 cotton cloth, 10 Re-usable pads, 12 Underwear, Girls menstruation Pads, Wipes, 8 Bathing soap, 08 Laundry soap, 01 Parachute dori bag, 1 Plastic tup, 1 Bucket, 1 lota, 1 Rope/Nylon string, 2 Towel, 1 Solar Torch, 1 Whistle.	
Supplies Category – 3 Office supplies (Consumable items)	
Office Supplies/Cleaning Items Broom (Jharu), Dustpan, Dustbin shoppers/garbage bags, Mop (Pocha), Plastic Bucket, Trash Bags, Dust towels, cleaning towels for general surface cleaning, Glass cleaner, Phenyl for floor cleaning, Air fresheners, Tissue box, Toilet tissue roll, Hand wash, Dettol, Sugar, Tea, Coffee, Green tea etc.	
Supplies Category – 4 Food Pack (Ration)	
Food/Ration pack Includes; Flour 20/40 kg (as per requirement), Cooking oil (refine quality), Lentils/Daal (Chana, Mong, Mash), Rice (Good quality basmati), Tea (Good quality Danedar/Family mixture), Spices/Masala (Red chili powder/Mix garam masal packet) (as per requirement), Iodized salt (good quality), Packing Bags etc.	
Supplies Category – 5 Office Furniture	
Furniture and Fixtures Includes: All Type of Office Furniture Medium to High Quality Furniture (Portable)	
Supplies Category 6 – Solar System (Materials and Installation)	
Includes: Provision of solar generator/solar pumps, Solar Panels with A-Grade solar modules and complete installation for pressure pumps/tube wells. Installation of back up supported solar generator complete systems for school/hospital etc. All imported materials.	
Supplies Category 7 – Printing & Visibility (banners, brochures, reports, branding materials, etc.)	
Banners Star-media sheet with 04 color printing as per given design.	
Brochures Art paper 113 gram 04 color dual side printing as per given design and sizes.	
Booklet Title 250- or 300-gram card, inner page Art/mate paper 04 color printing with center pin binding with lamination.	
Sticker High Glossy Sticker Paper 125 or 135 gram with 04 colour printing as per given design with lamination (different sizes)	
Polo Shirt	



Cotton polo shirt, ribbed collar with button with DTF transfer printing as per given design.	
T-Shirt Cotton/polyester fabric round neck T-shirt with DTF transfer printing as per given design.	
Laptop Bags Polyester/Parachute fabric, Compatibility up to 15.6" laptop, Laptop, Compartment Dimensions 38.7 x 2.5 x 26.5 cm, Exterior Dimensions 36 x 22 x 51.5 cm, with DTF logo printing.	
Water Bottles Premium steel flask water bottle with capacity of 750 to 1000ml. Matt finish steel water bottles, 304 food grade material, Hot & Cold temperature control. Portable for all office purposes with printing as per given design.	
Caps Good quality fabric, 05 panel with adjustable buckle with DTF transfer printing as per given design.	
Supplies Category 8 – Livelihood Support Items (seeds, fertilizers, agricultural tools, Livestock Fodder Feeds etc.)	
Wheat Seeds Certified and disease-free, Minimum germination rate 85%, Packaging 50 kg bags, Variety Drought-resistant/high-yield (as per local agriculture dept.)	
Vegetable Seeds (e.g, Okra, Tomato, Spinach e.t.c) Certified hybrid or open-pollinated, Packaging 250g to 1kg (as per crop), Germination rate Minimum 80%, Suitable for the local climate zone	
Fertilizer Urea (46% N) Granular, Moisture content < 1%, Packaging 50 kg bag, Compliant with national standards	
Fertilizer DAP (Di-Ammonium Phosphate) Content 18% N and 46% P ₂ O ₅ , Moisture content ≤2%, Packaging 50 kg bag, Free from lumps and contaminants	
Livestock Fodder Feeds Includes: Wheat straw, wheat husk, wheat bran, cotton seed oil cake, Wanda, mustard seed oil cake for etc livestock's	
Supplies Category 9 – Stationery	
Includes: All Office Stationery used in daily routine in offices.	
Supplies Category 10 – Computers, Laptops, Printers, Toners, DSLR Camera, CCTV Camera, Accessories etc	
Includes: Procurement of computers, Laptops its accessories, Telephone Exchange, DSLR Camera its accessories, CCTV camera with complete accessories etc	
Supplies Category 11 – Electrical Appliances (Home appliances)	
Includes: Water Dispenser, Refrigerator, Microwave Oven, Air Conditions, UPS, Batteries, Water Motor, and Other Household equipment.	



Supplies Category 12 – Medical & Pharmaceutical Supplies (medicines, medical kits, first aid items, PPE kits e.t.c)	
Medicine	
Includes: The supply of pharmaceutical products such as essential medicines, over-the-counter (OTC) drugs, antibiotics, analgesics, antiseptics, and first aid medications	
Medical Kit	
Includes: Sterile Gauze Pads, Adhesive Bandages, Antiseptic Wipes, Antiseptic Solution, Pain Relievers, Antibiotic Ointment, Scissors, Tweezers, Medical Gloves, CPR Face Shield / Mask, Medical Tape, Thermometer, Elastic Bandage, Burn Cream, Oral Rehydration Salts (ORS), Cotton Balls / Rolls e.t.c.	
PPE Kits	
Face Mask (3-ply/N95), Face Shield, Disposable Gloves, Gown / Coverall Suit, Head Cover / Bouffant, Shoe Covers, Hand Sanitizer, Safety Goggles, Disinfectant Spray, Waste Disposal Bag	
Supplies Category 13- Fire & Safety Equipment	
Includes: Fire Extinguisher (Liquid/Powder), Fire Blankets, Fire Hose Reel/pipes, Fire Emergency Kits, Flood Emergency Kits	
Supplies Category 14 – Vehicle Spare Parts	
Engine & Mechanical Components	
Includes: Engine oil filter, Fuel filter, Air filter, Spark plugs, Timing belt / Chain, Drive belts, Radiator, Water pump, Thermostat, Engine mounts etc.	
Transmission & Clutch	
Includes: Clutch plate, Pressure plate, Release bearing, Gear oil, Transmission mount, Shifter cable etc.	
Brake System	
Includes: Brake pads, Brake shoes, Brake discs (rotors), Brake drums, Brake calipers, Master cylinder, Brake fluid etc.	
Suspension & Steering	
Includes: Shock absorbers, Struts, Ball joints, Tie rods, Control arms, Steering rack, Leaf springs (for jeeps).	
Electrical & Lighting	
Includes: Car battery, Alternator, Starter motor, Fuses and relays, Headlights, Tail lights, Indicator lights, Horn, Wiring harness etc.	
Cooling System	
Includes: Radiator, Radiator fan, Fan clutch, Coolant reservoir, Hoses and clamps, Coolant (anti-freeze) etc.	
Body & Interior	
Includes: Side mirrors, Bumpers (front and rear), Door handles, Seat covers, Floor mats, Wipers and wiper motor, Window regulators etc.	
Tires & Wheels	
Includes: Tires, Rims, Wheel nuts, Tire tubes (for jeeps), Wheel bearings etc.	
Miscellaneous	



Includes: Engine oil, Gear oil, Grease, Windshield washer fluid, Rubber seals and bushings etc.	
Supplies Category 15 - Animal for Qurbani with Slaughtering	
Includes: Those Animals matured for the Qurbani like Cow, Bull, Goat, Sheep, Camel etc. with neat and clean slaughtering with packing as desired.	
Services Category 1 – Construction & Civil Works (Schools, Shelter, Solar Powered Water schemes, Latrines, Materials & Construction/Installation)	
Temporary Shelter Includes; Bamboos of different Diameter (Well-seasoned Chawairi/Bangali bans), Covering Plastic sheet (HDPE Sheet with LDPE lamination), Nylon Rope 8mm, Hand Saw, Digging Hoe, Claw Hammer and Wooden Pegs, Tarpaulin Sheet (blue and white colour), HDPE fabric with LDPE lamination of different sizes and weights (160, 180, 200 Grams Per Square Meter GPSM) etc.	
Transitional shelter Type-1 (Materials and Installation) Includes; Bamboos (well-seasoned Chawairi Special), poplar wood columns, plastic tarpaulin sheets, chick mate (chick), hay mate (Lokha Sheets), different types ropes and along with complete accessories etc.	
Transitional shelter Type-2 (Materials and Installation) Includes: Poplar/local wood, CGI & PGI sheets, Lasani sheets, foam sheet along with complete set of accessories etc. Iron sheet: Galvanized (not less than 40-Microns zinc coating) Iron sheet: (Corrugated/Plain CGI/PGI Sheet), Gauge 28, 26, 24SWG etc.	
Semi-Permanent Shelter: (Materials with construction/civil works as per requirements) Includes; Bricks, blocks, cement, sand, crush, bamboos, T-Irons, girders, brick tiles, wooden/iron doors, wooden windows, ventilators along with complete accessories etc.	
Schools: (Materials with construction/civil works as per requirements) Includes; Bricks, blocks, cement, sand, crush, T-Irons, girders, brick tiles, wooden/iron doors, wooden windows, ventilators along with complete accessories etc.	
Solar Powered Water Scheme: (Materials with construction/civil works as per requirements) Includes: Excavation work, Back filling, Cement OPC/SR, Crush, Sand, Coarse Aggregate, Bricks, Weather coat paint, Plumbing work, Submersible pump, solar panels, boring work with all accessories etc.	
Emergency Pit Latrines Includes: Pit excavation, squatting slab (fabricated pit latrine slab with removable cover), wooden structure of cabin, covering sheet along with all required accessories and complete installation etc.	
Pour Flush Latrine, Includes: Bricks/blocks, cement, sand, crush, WC, PVC pipes and fittings, door, roofing with all accessories etc. and complete civils works	
Services Category 2 – Water pumps (Deep Hand Pump, Normal Hand Pump)	
Cast Iron hand pump (Abyaar No. 4)	



Includes: Complete hand pumps set with required construction material and installation including digging for filter, filter installation, lead pipe installation/fitting and covering and civil works (Note: Specifications as per need) etc.	
Pressure Pump Includes complete set of pumps, PVC pipes & fittings, with required construction materials and installation including boring, lowering & fixing, shrouding, de-watering and complete civil works etc.	
PVC pipes and fittings: Includes different diameters PVC/UPVC pipes, HDPE (PN-10, PN 12.5, PN 18 etc.), PPRC pipes with fitting materials etc.	
Services Category 3 – Electrical & Mechanical Works (wiring, plumbing, repair & maintenance)	
Electrical Works Includes: Internal wiring, Electrical panel installation & repair, Circuit breakers, Ceiling & wall fan installation, Light fittings (LED, Tube lights, Floodlights, Power socket/outlet installation, UPS/Inverter wiring setup, Earthing system installation, Electrical fault repair etc.	
Mechanical Works Includes: Generator servicing & repair, Pump (water/fuel) installation & maintenance, AC/Compressor maintenance, Mechanical ventilation system installation, Welding and fabrication works, Installation of mechanical components (pulleys, belts, fans)	
Plumbing Works Includes: Pipe installation (PVC, GI, PPR), Sanitary fitting installation (toilets, sinks, taps), Water tank installation (plastic/steel), Drainage system repair & installation, Leak detection & repair, Installation of geysers/water heaters, Water filtration system installation	
Services Category 4 – IT & Networking Services (software development, website hosting, server maintenance, etc.) – Details in Section 7 below	
IT Support & Maintenance Includes: Annual maintenance contracts (AMC), Hardware troubleshooting and repairs, Software installation and upgrades, IT Helpdesk/technical support services etc	
Services Category 5 – Consultancy Services – Details in Section 7 below	
Legal Advisory, Registration & Regulatory Filings Includes: Providing expert legal advice on organizational operations, donor compliance, and national regulations, Guidance on taxation, and regulatory compliance, Facilitating compliance with SECP, FBR, EAD, and other regulatory bodies.	
Engineering & Technical Consultancy Includes: Civil, mechanical, or electrical engineering advisory, Infrastructure design and supervision, Water and sanitation system consultancy etc	
Environmental & Climate Change Consultancy Includes: Environmental impact assessments (EIA), Climate risk and adaptation planning, Waste management systems, Sustainable development strategy etc.	



Monitoring, Evaluation, Accountability & Learning (MEAL) Consultancy Includes: Baseline, midline, and endline surveys, Impact evaluations, Data analysis and visualization, MEAL system development etc.	
Communication and Media Consultancy Includes: Branding and visibility, Content creation and graphic design, Media relations and digital strategy, IEC material development etc.	
Services Category 6 – Services of Air Travel Agents	
Includes: Booking of local and international air tickets for officials of the organization and provides services 24/7, suppliers must be registered with IATA	
Services Category 7 - Catering Services & Decoration Services	
Includes: Supply of Refreshment boxes, Food Packs, supply of other ready food like Briyani in Mutton, Chicken, Beef or in Vegetable, Sweet Dishes, Provide Decoration as per need/events in all operational areas of RCDS which includes District Lahore, Multan, Sheikhupura, Lahore, Kasur, Layyah, Rajanpur, Bahawalpur, Bahawalnagar, Rahim Yar Khan, Muzaffargarh, Multan, Nankana Sahib, Faisalabad, Patoki, Okarda, Gujranwala, Gujrat, Hafizabad, Mandi Bahauddin, Jhang, Mianwali, D.G Khan, Toba Tek Singh, Chiniot, Chakwal, Jhelum, Rawalpindi	
Services Category 8 - Hotels, Restaurant & Guest Houses	
Includes: Stay of the officials with food, event celebrations, Official Meetings, Workshops, Seminars etc. District Lahore, Multan, Sheikhupura, Lahore, Kasur, Layyah, Rajanpur, Bahawalpur, Bahawalnagar, Rahim Yar Khan, Muzaffargarh, Multan, Nankana Sahib, Faisalabad, Patoki, Okarda, Gujranwala, Gujrat, Hafizabad, Mandi Bahauddin, Jhang, Mianwali, D.G Khan, Toba Tek Singh, Chiniot, Chakwal, Jhelum, Rawalpindi	
Services Category 9 – Rented Vehicle Services	
Includes: saloon car 2x4, 4x4 Jeeps (Jimny, Long Chassis, Double Cabin), Shazore Trucks, Mazda, Grand Cabin (18-seater), Mini Coster (for monthly and need basis)	
Services Category 10 - Security Companies	
Includes: Security of the Office Premises of the organization, Warehouses, for Cash Transit, and in another emergency situation for (Lahore, Multan, Sheikhupura, Lahore, Kasur, Layyah, Rajanpur, Bahawalpur, Bahawalnagar, Rahim Yar Khan, Muzaffargarh, Multan, Nankana Sahib, Faisalabad, Patoki, Okarda, Gujranwala, Gujrat, Hafizabad, Mandi Bahauddin, Jhang, Mianwali, D.G Khan, Toba Tek Singh, Chiniot, Chakwal, Jhelum, Rawalpindi	
Services Category 11 - Motor Mechanics	
Includes: Repair & Maintenance of Vehicles from 1000cc to 2000cc and repair & Maintenance of Generator	



Section 8: Vendor Categorization Criteria

To ensure transparency and fair assessment, the following categories will be applied based on the financial capacity and relevant work experience of the service providers/suppliers submitting their Expression of Interest (EOI):

Category A

Vendors will be placed in Category A if they meet the following criteria:

- Annual Financial Statement showing a turnover of at least PKR 20 million from the previous year.
- A minimum of four (04) active Purchase Orders (POs) or contracts, each with a value of PKR 3 million or above.

Category B

Vendors will be placed in Category B if they meet the following criteria:

- Annual Financial Statement showing a turnover between PKR 15 million to PKR 20 million from the previous year.
- A minimum of three (03) active Purchase Orders (POs) or contracts, each with a value of PKR 2 million or above.

Category C

Vendors will be placed in Category C if they meet the following criteria:

- Annual Financial Statement showing a turnover of at least PKR 5 million from the previous year.
- A minimum of two (02) active Purchase Orders (POs) or contracts, each with a value of PKR 1 million or above.



Section 9: Details of Experience (preferably with I/NGOs other than RCDS)

Relevant to Category (s) Selected in Section 7. *(Experience with RCDS & its partners covered under section 9 below)*

The details should entail the last three years and the previous contracts must be maximum 10 in number. The detail below should be carefully selected from your previous contracts to demonstrate your experience in the **interested category**. The bid committee will only review the contract/purchase order/work order copies related to contracts noted below. Therefore, only submit the copies of contract/purchase order/work order noted below. You can tag the below contracts/previous experience documents in your profile for easy reference/ tracing.

S. NO	Client Name	Brief Description of Services/Supplies provided	Contract Duration	Location Service/Supplies Delivered (name of city/town only)	Amount of Contract in PKR
1					
2					
3					
4					



S. NO	Client Name	Brief Description of Services/Supplies provided	Contract Duration	Location Service/Supplies Delivered (name of city/town only)	Amount of Contract in PKR
5					
6					
7					
8					
9					
10					



Section 10: Capacity to supply and lead time

Per Single Order Volume (PKR)	Capacity to Supply (Yes or No)	Lead Time in Days <i>Time between the placement of an order and delivery</i>
Up to 2,000,000		
Up to 5,000,000		
Up to 8,000,000		
Up to 10,000,000		
Up to 15,000,000		
Above 15,000,000		



Section 11: List of relatives/friends working/worked with Rural Community Development Society – RCDS (if any)

S. No	Name	Currently Working in RCDS (Yes/No)	Relationship with your key personnel- please specify
1			
2			
3			



Section 12: Reference Check from Client (other than RCDS)

Preferably, the reference check details should be related to the work experience/contracts provided in Section 8 (not from Rural Community Development Society - RCDS). *It is the applicant's responsibility to ensure that the below contact information is accurate and up-to-date.*

Client Name (company/firm/INGO)	Contact Person Name	Email Address Contact Person	Phone Number of Contact Person	Brief Description of Supplies/Services provided



I (name) -----as owner/head of Organization----- here by confirm that ----- (Organization's name), clearly understands all the contents of the Application Form. All the information provided in the "Application Form" and the related documents submitted with the Application are accurate to the best of my knowledge. I understand that I may be held accountable to my organization for any action resulting from the non-authenticity of the provided information.



Section 13 - Declaration

In response to your invitation for pre-qualification, we, the undersigned, hereby declare that:

- 1 We have examined and accept in full the content of the dossier for invitation to prequalification (Including RCDS's Code of Conduct Policy) No. <.....> of <date----->

->. We hereby accept its provisions in their entirety, without reservation or restriction.
- 2 We will inform RCDS immediately if there is any change in the above circumstances at any stage. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
- 2 We note that RCDS is not bound to proceed with this invitation to pre-qualification and that it reserves the right to award only part of the category (s).
- 4 We agree to adhere to all of the terms and conditions of RCDS as provided in the application form.
- 5 We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, RCDS reserves the right to exclude us from the process and terminate the contract (signed as a result of pre-qualification) with immediate effect.
- 6 We are not bankrupt or being wound up, are having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- 7 We have not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata
- 8 We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify
- 9 We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed
- 10 We have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities financial interests
11. We adhere to respect the Rural Community Development Society - RCDS Code of Conduct as per the points listed below;
 - Employment is freely chosen.
 - The rights of staff to freedom of association and to collective bargaining are respected.
 - Working conditions are safe and hygienic.
 - No exploitation of children is tolerated.
 - Wages paid are adequate to cover the cost of a reasonable living.
 - Working hours are not excessive.
 - No discrimination is practiced.
 - Regular employment is provided.
 - No harsh or inhumane treatment of staff is tolerated.
 - Local labor laws are complied with.
 - Social rights are respected
12. Environmental Standards
Suppliers should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:
 - Waste Management.
 - Packaging and Paper
 - Conservation
 - Energy Use
 - Sustainability

Name _____

Job Title _____

Signature _____

Date _____



Section 14- Documents Checklist

Please check (✓) the applicable documents which are attached with pre-qualification form. Non-submission of applicable documents may result in disqualification.

Required Documents	Check "✓" or "N/A"
Copy of Firm/Company Registration	
Copy of NTN Certificate	
Copy of GST Certificate	
Copy of PEC Registration (for construction firm/company)	
Company Profile	
Current Bank Statement for Last One year	
Audited (External Audit) Financial Statement of Last 3 Fiscal Years	
Previous Experience – Purchase Orders/Contracts <i>Please provide clear/readable copies for the experience noted by the applicant in section 8 and 9 of the application form. If these letters/contracts/Purchase Orders are in the profile of your organization – please tag for easy reference</i>	
Copy of CNIC (Owner/Head of Organization)	
Singed/stamped RCDS's Code of Conduct and its Associated Policies	

Section 15- Section Submission of Application Form

1. Application Form (**signed/stamped on each page**) along with required documents (noted in Section 14) must reach RCDS Head Office, House # 4-D, Al Rehman Garden, Phase II, Sharaqpur Sharif Road, Lahore. Pakistan on or before **15:00 Hrs July 31, 2025**.
2. The application form and required documents must be in a sealed envelope clearly marked with "Application for Pre-Qualification- not to be opened before **15:00 Hrs July 31, 2025**"