

**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

S#	Particulars
1	Category of Application (kindly tick relevant category) 1. Supply of Office Furniture 2. Repair & Maintenance Services 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 23rd 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