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TENDER FOR APPOINTMENT OF PIA CARGO HANDLING AGENT AT UK (LHR, MAN & BHX)

GENERAL GUIDELINES

The RFP should be submitted on the following guidelines:

All proposals should be drawn on IATA SGHA 2008 format, quoting separate rates for the following services:

- ❖ Basic cargo handling rates for handling PIA cargo at handling agent facility at LHR, MAN & BHX.
- ❖ Trucking of transit shipments within UK.

Rates needed for following aircraft type:

A-300 / A310 / A-330 / A-320 / B-737/ B-777

Handling

❖ This contract will be for three years, with a standard 60 days exit clause, with no condition of termination.

Besides the proposals, following information should also be submitted:

- ❖ List of current clientele, along with the type of aircraft & handling provided to them.
- ❖ Letter of recommendations from 02 existing clients.
- ❖ Authorization from airport authority to operate from terminal/airport.
- ❖ Financial information of the company on a set format.

- ❖ A detailed list of ground support inventory, quantity, date of acquisition & specification.
- ❖ Acceptance of our Service Level Agreement & flight schedule.
- ❖ Proof of IOSA or ISAGO certification
- ❖ List of Safety Management System (SMS) trained personnel
- ❖ Hazard Log

Tender should be submitted on or before due date at following address:

****General Manager Cargo****

****Cargo Division, 3rd floor, PIA booking office****

****Blue area, Islamabad – Pakistan****

****Phone: +92 51-9209947****

A soft copy of the technical proposal should also be sent on the email address khiftpk@piac.aero under copy to khikspk@piac.aero

Important:

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1- Tender will be opened on "One Stage Two envelopes bidding procedure" basis. All bidders must submit one sealed package containing two separated envelopes, containing separately the Financial proposal and the Technical proposal. The envelope should be marked as ****Financial proposal and Technical proposal****. Initially the technical proposal will be opened and will be discussed with the bidders (if necessary). Those bidders who are willing to meet the requirements of PIA shall be allowed to revise their Technical proposals following these discussions. Bidders not willing to confirm to their technical proposals to the revised requirements of PIA shall be allowed to withdraw their respective bids.

2- Bidders who are willing to confirm to the revised technical specifications and whose bids have not already been rejected shall submit revised technical proposals and supplementary financial proposals, according to the technical requirements. The bidders will have 15 days to submit their revised technical and supplementary financial proposals. The revised technical proposal along with the original financial proposal and supplementary financial proposal shall be opened at a date, time and venue announced in advance by the procuring agency.

3- ****Closing date and time**** which is the last date for submission of initial tender is XX-XX-XXXX, 12:00 hrs (PST) and opening date and time of bids is XX-XX-XXXX, 12:30 hrs (PST).

4- Pakistan International Airlines reserves the right to reject any tender in part or full after assigning a reason, however PIA will not be required to justify the grounds of rejection.

5- Interested parties who can provide these services should submit tenders directly with PIA, no sub-agents will be entertained.

6- No tender will be entertained after expiry of aforesaid date & time. PIA will not be responsible for postal delays or any other reason.

Required List of Services

| Section 5 - Cargo and Mail Services | General | 5.1.1 (a), (1)(2)(3)(4), (c)(d) |

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| | | 5.1.2 (a), (1)(2)(3)(4) |

| | | 5.1.3 (a), (1)(2)(3)(4)(5)(6)(7) |

| | | 5.1.4 (a)(b) |

| | | 5.1.5 |

| Customs Control | 5.2.1 (a)(b)(c) | 5.1.6 |

| | | 5.2.2 (a)(b)(c) |

| | | 5.2.3 (a)(b)(c) |

| Irregularities Handling | 5.3.1 | 5.3.2 |

| | | 5.3.3 |

| | | 5.3.4(a) |

| | | 5.3.5 |

| Document Handling | 5.4.1 (b)(c)(d)(e)(f) | 5.4.2 (a)(b) |

| | | 5.4.3 (a), (1)(2)(3) |

| Physical Handlingout/inbound | 5.5.1(a)(b)(c)(d) (volume checks as mutually agreed) (e) |

| 5.5.2 | 5.5.3 (a)(b) |

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| | Transfer/Transit Cargo | 5.5.4 (a)(b) |

|---|---|---|

| | | 5.5.5 (a)(b)(c) |

| | | 5.5.6 |

| | | 5.6.1 |

| | | 5.6.2 |

| | Post Office Mail | 5.7.1 |

Section 6 - Support Services

Automation/Computer System

Unit Load Device (ULD) Control

Section 7 – Security

Cargo and Post Office Mail 7.2.1 (a), (1)(2)(3)(4)(5)