**Center for Communication Programs Pakistan**

**Application Form for Prequalification of Travel Agents**

Center for Communication Programs Pakistan invites interested parties to submit their expression of interests for prequalification for provision of travel services, international and national, as per the following requirements and criteria.

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| --- | --- | --- | --- |
| 1. | Legal Name of the organization |  | Marks (95 Max) |
| 2. | Name and Designation of the head of the Organization |  |  |
| 3. | Name and Designation of the Focal Person |  |  |
| 4. | Complete Physical Address |  |  |
| 4.1 | Addresses of Sub Offices/Branches |  | 5 |
| 5. | Telephone Numbers |  |  |
| 6. | Email Address |  |  |
| 7. | Website Address |  |  |
| 8. | Complete List of Managing Partners / Directors of the Firm |  |  |
| 9. | Sales Tax Number (attach copy) |  |  |
| 9.1 | National Tax Number (attach copy) |  |  |
| 9.2 | Volume of services rendered, last year (in Pak Rupees) |  | 5 |
| 9.3 | Company Net Worth |  | 5 |
| 10. | Number of Staff | Fulltime:Part-time: | 5 |
| 11. | Age of the Company |  | 10 |
| 12. | Registration Date and Number (attach copy) |  |  |
| 13. | Have you provided services to any of the UN agencies, donor organizations or international organizations? | Yes/No (Please attach at least two recent references) | 10 |
| 14. | You have membership of or registration from:(attach copies) | 1. IATA2. Department of Tourism and Services | 10 |
| 15. | What is the amount and duration of credit you are willing to officer for this prequalification? |  | 10 |
| 16. | Would you be able to provide travel related services for visits abroad? | (Please specify if you can provide visa processing services or other logistical services for travel abroad) | 10 |
| 17. | Please confirm if you can provide 24/7 services, and in what form, i.e. help desk, phone call, dispatch rider, etc.? |  | 10 |
| 18. | Please list all value added services that you may be able to provide. |  | 10 |
| 19. | You confirm on your letterhead that the firm is not blacklisted by government or any of its department or by any UN or donor agency? | Yes/No(Please enclose undertaking on Company’s letterhead) | 5 |
| 20. | Signature, Date and Official Stamp |  |  |

***\*Note: Only registered firms having National Tax Number will be considered for this prequalification. Kindly attach relevant certification.***

Applications must be submitted in sealed envelopes titled Pre-Qualification Application.

Your application must reach by December 20, 2017 close-of-business by postal mail or by-hand at the following address:

Admin Section

Center for Communication Programs Pakistan

BIAFO House, Plot # 23, Street 39, G-10/4,

I&T Center, Islamabad, Pakistan