

VENDOR ASSESSMENT PROFORMA

VALUATION COMPANIES

COMPANY'S NAME _____

ADDRESS _____

CONTACT PERSON _____ DESIGNATION _____

TEL. NO. _____ CELL NO. _____

FAX _____

E MAIL _____ WEBSITE _____

NOTE:

- The following factors have been considered as the basis of evaluation:

Section A: Mandatory Requirement

Section B: Category Based Requirements

1. Status of the firm & financials.
2. References & past experience

You have any reservation in submitting any information, please let us have it in writing with proper justification.

- **Submission of incomplete/false information in response to this query or late submission of information shall result in automatic disqualification.**
- **All parties who will be pre-qualified have to participate in tendering. Otherwise, PSO reserves the right not to consider their organization in future tendering and pre-qualification processes**

INSTRUCTIONS:

1. Tick mark on the correct option. Use the Details field to elaborate or give comments.
2. Sign and stamp each page of all the documents being submitted.
3. Attach copies of all relevant Certificates/Documents wherein required. Attachments must have corresponding section number clearly written on top.
4. Submission of incomplete/false information shall result in automatic disqualification
5. For photographic evidence (if any), please mention (on the back of the picture) the question number to which the picture corresponds to.
6. Each section should be answered according to the directions given and there should be no deviations from the given format. Any section left blank shall be rated as nil.
7. Further queries (if any) shall be communicated to you accordingly.
8. This is without any commitment on our part at this stage

VENDOR ASSESSMENT PROFORMA

VALUATION COMPANIES

SECTION -A

Mandatory Requirements

S. #	Description	Yes	No
1.	Has your firm been blacklisted with PSO or another entity?		
2.	NTN# _____ (Please attach copy of NTN Certificate and last 3 years income tax returns)		
3.	GST# _____ (Please attach copy of GST Certificate)		
4.	Enlistment/Registration with Pakistan Banks Association		

If the answer to point#1 is yes, please provide details that your firm is currently not black listed by any firm.

- For #1 please provide undertaking on Rs.50/- stamp paper that your firm is not currently blacklisted by any firm
- For #4 please provide copy of Registration Certificate from Pakistan Banks Association

Stamp & Signature of Applicant

VENDOR ASSESSMENT PROFORMA

VALUATION COMPANIES

SECTION B

1. STATUS OF THE FIRM & FINANCIALS

S.NO.	DESCRIPTION	DETAILS
1.1	Type of firm <input type="checkbox"/> Public Ltd / Private Ltd <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <i>(Please provide copy of NTN certificate)</i>	
1.2	Number of years since the firm was established <input type="checkbox"/> More than 15 years <input type="checkbox"/> 10 - 15 years <input type="checkbox"/> 5 – 9 years <input type="checkbox"/> Less than 5 years <i>(Please provide copy of certificate of incorporation)</i>	
1.3	Number of Offices with presence in Karachi <input type="checkbox"/> In 3 cities including Karachi <input type="checkbox"/> In 2 cities including Karachi <input type="checkbox"/> In Karachi only <i>(Please provide complete contact details of all offices across country)</i>	
1.4	Valuer ranking in Pakistan Banks Association <input type="checkbox"/> Panel 1,2 & 3 <input type="checkbox"/> Panel 1 (Land & Building only) <input type="checkbox"/> Panel 2 (Plant & Machinery) <input type="checkbox"/> Panel 3 (Current Assets/Inventory) <i>(Please provide copy of latest certificate as evidence)</i>	
1.5	Number of Engineers, surveyors working with the valuer <input type="checkbox"/> More than 25 <input type="checkbox"/> From 20-24 <input type="checkbox"/> From 11-19 <input type="checkbox"/> Less than 10 <i>(Please provide details regarding team structure, qualification, number of years experience in relevant field)</i>	

VALUATION COMPANIES

2. REFERENCES & PAST EXPERIENCE

S.NO.	DESCRIPTION	DETAILS
2.1	Appointment for valuation by Govt. of Pakistan / Ministries <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please provide relevant documents)</i>	
2.2	No. of firms for which assessment of insurance policies/risk inspection conducted in last 5 years (Jul 2006 – June 2011) <input type="checkbox"/> More than 20 <input type="checkbox"/> From 11-20 <input type="checkbox"/> Less than 10 <i>(Please provide complete list)</i>	
2.3	No. of listed limited companies in Oil & Gas sector (including Oil Marketing Companies, Refineries, Exploration and Production companies for which valuation of building, pipelines, plant and machinery has been carried out during last 5 years (Jul 2006 – June 2011) <input type="checkbox"/> More than 10 <input type="checkbox"/> From 5-10 <input type="checkbox"/> Less than 5 <i>(Please provide relevant documents)</i>	
2.4	Working experience with any foreign entity during last 5 years (Jul 2006 – June 2011) <input type="checkbox"/> More than 5 times <input type="checkbox"/> 1-3 times <input type="checkbox"/> No experience <i>(Please provide relevant documents)</i>	
2.5	Max amount of assets revalued in (Rs. Billion) from a single client in last 5 years (Jul 2006 – June 2011) <input type="checkbox"/> Greater than 20 billion <input type="checkbox"/> Between 11-19 billion <input type="checkbox"/> Less than 10 billion <i>(Please attach copies of documents as evidence)</i>	
2.6	Maximum number of locations (factories/offices) revalued of a single client <input type="checkbox"/> More than 10 locations <input type="checkbox"/> 6-10 locations <input type="checkbox"/> Less than 5	

VENDOR ASSESSMENT PROFORMA

VALUATION COMPANIES

S.NO.	DESCRIPTION	DETAILS
	<i>(Please attach copies of documents of each location)</i>	
2.7	<p>No. of public sector companies for which valuation of building, pipelines, plant and machinery has been carried out during last 5 years (Jul 2006 – June 2011)</p> <p><input type="checkbox"/> More than 20</p> <p><input type="checkbox"/> From 10-19</p> <p><input type="checkbox"/> From 5-9</p> <p><input type="checkbox"/> Less than 5</p> <p><i>(Please attach relevant documents)</i></p>	
2.8	<p>Working experience with Pakistan State Oil Company Ltd. (for insurance / risk inspection surveys) during last 5 years (Jul 2006 – June 2011)</p> <p><input type="checkbox"/> Yes - Direct Experience</p> <p><input type="checkbox"/> Yes- through third party</p> <p><input type="checkbox"/> No experience</p> <p><i>(Please attach relevant documents)</i></p>	