

**THE WORLD BANK
ISLAMABAD OFFICE
REQUEST FOR EXPRESSIONS OF INTEREST**

The World Bank invites qualified parties to apply for registration as vendors for the categories of goods/services listed under Vendor Code in the below table.

Interested parties must comply with the requirements and selection criteria below and send an email at pakistanprocurement@worldbank.org stating the relevant Vendor Code in the subject.

All parties must fill out Form A and send all supporting documents (as required under “Evidence” in Table A) to the above mentioned email address.

TABLE A

Vendor Code & Description	Criteria	Description	Evidence
1. FM 1 – General order supplies (<i>general office consumables e.g. bottled water, tea, coffee, cleaning supplies used in janitorial tasks, etc.</i>). 2. FM2 – Stationery supplies (<i>supply of office stationery including pens, folders, note pads and staples</i>). 3. FM3– Printing (<i>printing services for office use including stationary printing, poster, reports, event back drops etc.</i>). 4. AD 1 – Development communication firms <ul style="list-style-type: none"> • Undertake formative research for designing communication strategies and action plans for implementation in consultation with stakeholders • Embed strategic communication in project design • Review projects to identify communication needs in keeping with World Bank's Access to Information and safeguards policies • Assess project implementation authorities' communication capacity and suggest ways of strengthening it • Carry out impact assessments, bench marking and stakeholder mapping surveys • Organize communication training for project authorities • Organize trainings for media on development issues • Unbundle complex and technical research reports into easy to understand findings and messages • Produce print and electronic communication products like results briefs, brochures, audio/video testimonials, documentaries and web and social media packages • Provide event management services • Arrange translation services • Provide writing and editing services 	Years of operation	Vendor must have been operational in the relevant line of business for the last 5 years.	Business certificate, certificate of operation, partnership deed etc.
	Financial stability	Annual net revenues should be in excess of amount specified against each category FM 1: PKR 10 Million FM 2: PKR 2.0 Million FM 3: PKR 2.0 Million AD 1: PKR 5.0 Million	Audited financial statements and/or original bank statements.
	Experience of successfully working with similar clients	Should currently have 2 similar contracts with international development organizations (one contract required for category AD 1), diplomatic missions or multinational companies (preferably in Islamabad) awarded after 2013.	List of major clients and at least one reference letter from an existing client (not more than one year old)
	Compliance	Provide evidence of compliance with local laws	National Tax Number (NTN) or Sales Tax Registration certificate.
	Insurance	Vendor must have General Liability & workplace Life/Injury insurance.	Valid insurance policies or conformation that such policies will be provided before contract mobilization.

FORM A

(This form must be filled and submitted with all supporting documents)

Information Required	Response	Evidence
Vendor Category Applied For (Mark 'X' against the relevant category).	1. FM 1 – General order supplies	<i>Not required</i>
	2. FM 2 – Stationery supplies (supply of office stationary).	
	3. FM 3 – Printing services (printing services for official use).	
	4. AD 1 – Development communication firms	
Company Name	_____	<i>Not required</i>
Contact Person & Title	_____	<i>Not required</i>
Postal Address	_____	<i>Not required</i>
Telephone Number	_____	<i>Not required</i>
Email Address	_____	<i>Not required</i>
Years of Operation	<i>Mention when your company was set up/incorporated.</i> _____	<i>Please mention which supporting documents you have attached e.g. business certificate, certificate of operation, partnership deed etc.</i> _____
Financial stability	<i>State your annual net revenues for the last financial year.</i> _____	<i>Please mention which supporting documents you have attached e.g. audited financial statements and/or original bank statements.</i> _____
Experience of successfully working with similar clients	<i>Name of client(s) Working since</i> _____ _____ _____	<i>Please mention which supporting documents you have attached e.g. list of major clients and at least one reference letter from an existing client (not more than one year old)</i> _____ _____
Insurance	<i>Provide details of General Liability & workplace Life/Injury insurance:</i> _____	<i>Attach copy of valid insurance policy or confirm that such policy will be taken out prior to contract mobilization. Insurance company must be rated A+ or higher.</i> _____
Compliance	<i>National Tax Number (NTN) or Sales Tax Registration Number.</i> NTN: _____ GSTN: _____	<i>Attach copy of relevant certificate.</i> _____

Important

- Parties that provide all requested information and who meet the above selection criteria may be invited to register as Bank vendors.
- Failure to provide the requested information may result in applications being delayed or rejected.
- Parties that have previously submitted their applications need not apply again.
- All submissions must be received latest by **15 December 2016**.