

Quotation Requirement Check List & CHC Remarks for

NESPAK Café, Peshawar

Basic Requirements:

The firms/caterers/contractors/vendors fulfilling the following basic requirements shall only be considered for further evaluation of their Quotations (relevant documents to be attached):

Sr. No.	Basic Requirements	YES/NO	Remarks
1.	Company Profile.		
2.	Applicants must be owner/Director/CEO of the business.		
3.	Business should be active for at least 5 years.		
4.	Valid NTN & GST certificates.		
5.	Details of capacity/capability with respect to production, services, supervisory staff, equipment, storage and cooking facility.		
6.	The firm must have their own kitchen facility.		
7.	List of clients and letters of satisfaction from clients. (Banks/organizations/group of companies/institutions).		
8.	Detail of similar type of works completed in similar and other organizations/group of companies/institutions during last (3) years with documentary evidence.		
9.	Bank certificate not over 6 months old confirming annual credit turnover of at least Rs. 0.5 million.		
10.	Affidavit on stamp paper of Rs. 50/- duly attested by the oath commissioner that the firm is not black listed and is not a tax defaulter etc.		
11.	NESPAK Foundation cafe handling committee/ team will visit the production facility/office for hygiene, standards and meal inspection only of the top four prequalified firms.		
12.	Contractors/vendors/firms will be inspected on quality, standard based on the items included in the attached Menu dishes that are to be served in NESPAK.		
SITE INSPECTION REPORT			
	<ul style="list-style-type: none">• Kitchen/cooking facility• Washing Area• Storage• Production• Equipment		