Pre-Qualification of vendors

If you have any reservation in submitting any information please inform us in writing with proper justification. Submission of incomplete information in response to this query or late submission of information may result in automatic disqualification.

INSTRUCTIONS:

1- Use capital letters
2- Cross ☑ the applicable boxes
3- Use extra sheet where necessary
4- Attach photocopies of all relevant testimonials

SECTION I- GENERAL INFORMATION

Name of the Company	
Type of the Company	☐ Private Ltd. ☐ Proprietorship ☐ Partnership ☐ Other, please specify _____
Name(s) of Proprietor, Partners OR Directors	1- _____ 2- _____ 3- _____
Category Applied for	☐ Office Furniture ☐ IT equipment (Server, Laptops, Desktops, Printers, Routers etc.) ☐ General office equipment
Withholding Tax Vendor? (Yes / No) **If Yes, Please indicate whether:**	☐ Seller of goods (3.5%) ☐ Provider of services (6%) ☐ Others, please specify _____
Tax identification numbers:	National Tax Number: _____ GST Registration Number: _____

Tax Jurisdiction	☐ **Large Taxpayers Unit** ☐ **Medium Sized Taxpayers Unit** ☐ **Small Taxpayers Unit**
Company's Representative to ASF ***(Contact Person)***	
Complete Address	
Phone Number ***(Including area code)***	
Fax Number ***(Including area code)***	
Mobile Number	
E-Mail / Web address	

SECTION II- COMPANY's BACKGROUND:

Industry / *Field of specialization*	
Branches Regional offices in Pakistan ***(Attach additional sheet)***	
Number of Years In Current Industry	☐ **More than 15 years** ☐ **10-15 years** ☐ **5 – 10 years** ☐ **1 – 5 years**
Major Clientele List with Names and Contact Numbers: ***(Attach Additional Sheet)***	**1-** _____ **2-** _____ **3-** _____
Plant and Machinery Installed ***(specify if needed and use additional sheet)***	
Average Annual Turnover in last 3 years ***(In PKR)***	☐ **More than 20 Million** ☐ **15 - 20 Million** ☐ **10 - 15 Million** ☐ **4 - 10 Million** ☐ **3 - 4 Million** ☐ **Less than 3 Million**

Quality assurance certificates ***(e.g. ISO, MOODY, BVQI and others)*** ***(Attach details)***	
Appreciation certificates from client ***(Attach details)***	
Three Highest Value Orders ***(Attach details)***	**1-** _____ **2-** _____ **3-** _____
Current No. of Jobs/orders In Hand ***(In PKR)***	☐ **2 - 4 Million** _____ ☐ **4 - 6 Million** _____ ☐ **6 - 8 Million** _____ ☐ **8 - 10 Million** _____ ☐ **10- 15 Million** _____ ☐ **More than 15 Million** _____

Number of staff	**1- Management Staff** _____ **2- Technical Staff** _____ **3- Other Staff** _____

SECTION III- BANK INFORMATION:

Bank Name	
Branch and City	
Account Title	
Bank Account Number	

SECTION IV- CONFLICT OF INTEREST:

Kindly inform us if you have any family member / relatives working within the Agribusiness Support Fund which may later create a conflict of interest. If so please mention names and designations in the below box:

1.	
2.	
3.	

SECTION V- REFERENCES:

COMPANY	NAME OF CONTACT PERSON	TELEPHONE / MOBILE NOS.	Email

SECTION VI- DECLARATION

I / We hereby confirm that all the information given in this form and in attached document are true and correct to the best of my/our knowledge. Any false information shall result in immediate disqualification.

If pre-qualified by ASF I / we shall strictly adhere to all the rules, regulations, terms and conditions as laid down by ASF.

Signature(s) of Proprietor /Partners/Directors

Name	_____	_____	_____
Designation	_____	_____	_____
CNIC No.	_____	_____	_____

Specimen Signature of Contact Person

Name _____

Designation _____

CNIC No. _____

Stamp of Vendor

IMPORTANT NOTE:

- *Submission of this Application does not guarantee that the applicant shall be registered with ASF.*
- *ASF may ask for any further details or may physically inspect the applicant's organizational setup / factory at any time without prior notice.*
- *Please ensure that you provide complete information asked for, in the absence of which your application will not be considered.*

SECTION VII- TESTIMONIALS

Please attach following documents and check the applicable box

☐ Company Profile on Company Letterhead containing full details regarding Branch Office(s), Telephone No., Mobile No., Fax No. and Email etc. (Please write the address which is same in NTN & GST Certificates as well as on letterhead.)

☐ Photocopies of National ID Cards of Proprietor / Partners / Directors.

☐ In case of partnership, attested copy of partnership deed.

☐ Attested copy of National Tax Registration Certificate.

☐ Attested copy of Sales Tax Registration Certificate.

☐ Audited financial report for last three (03) years.

☐ Attested copy of Memorandum and articles of association.

☐ In case of Manufacturers copies of relevant documents to prove that the factory / godown area is owned / leased by you and also that the machinery is owned by you.

☐ An undertaking on Non Judicial Stamp paper that you are not defaulters from any bank / any other institute / Company and that you are not blacklisted with any Govt. / Semi Govt. or any Firm / Organization / Company.

☐ Copies of Orders from major clients to reflect the volume of business you have done with them. Names, designation, telephone numbers of persons of your major clients who could be contacted for reference.

☐ **Payorder of Rs.2,000/** in favour of "**Agribusiness Support Fund**" (Non-Refundable) as Application Fees**.**

Any other details please specify:

_____

_____

VENDOR's Signature