



Institute of Business Administration (IBA)

Main Campus, University Road, Karachi 75270

PRE-QUALIFICATION FORM FOR TECHNOLOGY PARTNER

1. Particulars

Company Name			
Abbreviated Name			
National Tax No.		Sales Tax Registration No	
No. of Employees		Company's Date of Formation	

Please attach copies of NTN and GST Registration

Legal Status	Sole Proprietorship	<input type="checkbox"/>	Private Limited	<input type="checkbox"/>	Public Limited	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Type of Business	Business Partner	<input type="checkbox"/>	Authorized Distributor	<input type="checkbox"/>	Reseller	<input type="checkbox"/>	OEM	<input type="checkbox"/>
	Others	<input type="checkbox"/>						

Registered Office Address			
City/Town		Postal Code	
Phone Nos.		Fax No.	
Email Address		Website Address	

In case of Sole Proprietorship:

Name of Proprietor			
Mailing Address			
Phone No.		CNIC No.	
Email Address		Fax No.	

In case of a Partnership, Private or Public Limited Company; List Board of Directors/Partners or Management:

S. No	Name	Position	Phone No	Email Address
1				
2				
3				
4				

Please use a separate sheet if more space is required, and attach copies of the Partnership Deed or Articles & Memorandum of Association, and CNIC's of the partners/directors.

2. Company / Supplier Banking Details

Bank (s) Name			
Title of Account			
Account Number		Branch Code/Name	
Type of Account		City / Country	

3. Financial Status of the Company/Supplier

Company Net Worth (Rs.)	
Company Turn Over (Rs.)	

In case of Private Limited Company, attach Audited Balance Sheet for the last three years.

4. Litigation Cases

1.	Is there any litigation cases?	Yes	No
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If answer is "Yes" please attach summary report

5. Company / Supplier Profile

1	Primary Business Details	
2	List of Items / Supplies	1. 2. 3. 4. 5. 6. 7. 8.
3	Partnership status in product lines (DLAR/Gold/Silver/Special etc)	1. 2. 3. 4. 5. 6. 7. 8.
4	Any other Information that Company/Supplier may like to provide	

6. Company Office / Support Offices

Please list down the country wide office locations including after sales service and maintenance offices

S. No	Office Addresses
1	
2	
3	
4	
5	
6	
7	
	Please use additional sheet in case of additional requirement

7. Principal Relationship

Please provide the relationship with principal on provided “WAN Security” solution. e.g. Gold/DLAR/Special etc.

S. No	Principal Name	Relationship
1		

Please provide the proof of partnership status

8. Area of specialization in technology solution area with principal

Sr.	Technology Area	Specialization Status (e.g. Advance, registered etc)
1.	LAN security	
2.	WAN security	
3.	Anti spamming	
4.	WAN optimisation	
5.	General System Security	
6.	Password Security	
7.	Audit Security	
8.	Backup and Restoration Security	
9.	Desktop Services Security	
10.	Server Security	
11.	Application Security	
12.	Virus, Hostile, and Malicious Code Security	
13.	General Network Security	
14.	Encryption and Authentication Security	
15.	Inter-Site Security	
16.	External Network Security	
17.	Intranet Security	
18.	Internet Access/Firewall Security	
19.	Remote Access Security	

Please provide the proof of specialization status with principal

9. Educational Support Authorization with principal

Sr.	Name of Authorization with Principal
1.	
2.	
3.	

Please provide the proof of Authorization status with principal

10. Expert Level Engineering staff in Pakistan

Please list down the name and principal certification level of engineering staff based in Pakistan. e.g; CCIE/JNCIA /Equivalent.

Sr.	Name	Certification Level	City of Presence
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Note: The above mentioned Engineers must be present in Pakistan.

11. Certified Field Engineers

Please list down the name and expertise of engineering staff based in Pakistan. e.g; CCIE/JNCIA /Equivalent.

Sr.	Name	Certification Level/ Expertise	City of Presence
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
	Please attached additional	sheet in the prescribed format for	additional engineers

12. Project Managers

Please list down the project managers in your organization having experience of rolling out large scale projects. e.g; CCIE/JNCIA/Equivalent.

Sr.	Name	Certification Level/ Expertise	City of Presence
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

13. After sales support

Please attached reference document describing 24/7 after sales support infrastructure and procedures including weekends and public holidays. e.g; CCIE/JNCIA /Equivalent.

	Support	Support Level	Yes / No
1	After Sales Support	24/7	
2	After Sales Support	8/5	
3	Response time	2 Hours	
		4 Hours	
4	Resolution Time	4 Hours	
		8 Hours	

14. Call Center

Please attach reference documents describing 24/7 operational call center, along with the details of call agents.

15. List of Current Customers (Companies / Organizations / Businesses)

Name of Company/Organization	Current Business / Scope of work	No. of Years	Annual Contract Volume	Approximate Value of Business

(Attach documentary proof with proper reference for the companies / organizations mentioned above)

The last date of receipt of this application is within 15 days from published date of advertisement.

The information given above is true to the best of our knowledge; we undertake to inform IBA of any changes that may take place later in the status of company in business / agency or the management.

Authorized Signature: _____

Full Name: _____

CNIC No. _____

Designation: _____

Date: _____

Stamp of the Company: _____

Document Checklist

Sr.	Documents Checklist	Attached? (Y/N)
1	Copy of NTN Certificate	
2	Copy of GST Registration	
3	Copy of any tax exemption certificate	
4	Copy of the Partnership Deed or Articles & Memorandum of Association	
5	Copies of CNIC's of the partners/directors	
6	Audited Balance Sheet for the last three years	
7	In case of litigation cases; details provided	
8	Proof of partnership with principles of this project	
9	Proof of specialization status with principles of this project	
10	Proof of Educational Support Authorization with principals of this project	
11	Documentary evidence describing after sales infrastructure and procedures	
12	Documentary evidence describing 24/7 operational call center, along with the details of call agents.	