

ICMA Pakistan invites competent **SUPPLIERS / SERVICE PROVIDERS** for registration and pre-qualification to provide various types of goods and render diversified services on as and when requested basis for its Head Office and other campuses located at **Faisalabad, Hyderabad, Islamabad, Quetta, Karachi, Lahore, Multan** and **Peshawar**. The Suppliers, Vendors, Service Providers Contractors etc. are required in the following areas:

SUPPLIERS

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| 1. Stationery Items and Office Supplies; | 5. Electrical and Electronics Items; |
| 2. Computer Hardware & Accessories, Network and Communication Tools; | 6. Plaques, Mementos, Souvenirs, Corporate Giveaways Suppliers; |
| 3. Printing Paper and Art Card Suppliers; | 7. Security Equipment, Cameras, CCTV, etc.; |
| 4. Furniture & Fixtures, Chairs, Tables, etc.; | 8. Booksellers; |

SERVICE PROVIDERS

a. Contractual Services

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| 1. Travel Agents and Ticketing Services; | 5. A/Cs Repair & Maintenance; |
| 2. In-house Cafeteria / Canteen Services; | 6. IT Hardware Repair and Maintenance; |
| 3. Security Guard Services; | 7. General Services for Repair and Maintenance; |
| 4. Janitorial Services; | 8. Fumigation (Pest) Services; |

b. Specialized Services

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| 1. Graphics Designing / Composing Services; | 7. Services of Diesel Generators, Photocopiers, Laser I other Printers, PABX, etc.; |
| 2. Book Binding, Compiling, etc.; | 8. UPS, Dry Battery, Stabilizer, etc. Repair & Maintenance; |
| 3. Digital and Ordinary Identification Card Making; | 9. Electrical Wiring, Plumbing, etc.; |
| 4. Networking and Data Cables Repair & Maintenance; | 10. Advertising Agency/Firm; |
| 5. Agencies for managing and coordinating the digital and social media pages/handles and implementing social media strategies; | 11. Internet, Communication and Broadband Services; |
| 6. Printing and Publications including Off-set, Panaflex, Banner, etc.; | 12. Insurance (General, Health, Life) and Takaful Services; |
| | 13. Fire Fighting Equipments & Accessories; |

c. Rental Services

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| 1. Rent-a-Car / Van / Bus Rental Services; | 3. Photocopying Services; |
| 2. Security Equipment; | |

d. Miscellaneous Services

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| 1. Guest / Hotel Rooms Services; | 6. Motor Vehicle Repair and Maintenance; |
| 2. Interior Designer / Architect / Constructions & Civil works; | 7. Sanitary and Hardware Items; |
| 3. Engineering Consultants; | 8. Contractors to provide Carpenter, Painter, Sewage Cleaner, Plumber, Electrician, Mason, and other skilled labor; |
| 4. Catering Services; | |
| 5. Curtain, Blinds, Repair & Maintenance; | |

The interested suppliers / contractors may register / pre-qualify their firm by providing their business details on a prescribed Pre-Qualification / Registration document. If required, the selected / short-listed suppliers / contractors will be informed in due course of time as and when required. Registered / pre-qualified suppliers/contractors will be invited for the financial EOIs / quotes to compete with other bidders. The document may be obtained from the email: procurement@icmap.com.pk.

The interested parties may submit all their documents within 15 days from the date of advertisement through courier / post. ICMA Pakistan reserves the rights to accept or reject any or all firms applied for registration / pre-qualification on the basis of technical or any other grounds without informing to them.

For Information, Issuance and Submission of TOR, please contact as follows:

Head of Administration Department

Institute of Cost and Management Accountants of Pakistan

ICMA Pakistan's Building, ST-18/C, ICMAP Avenue, Block 6, Gulshan-e-Iqbal, Karachi-75300.

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