

STEPS / PROCEDURES FOR PROSPECTIVE SUPPLIERS

Central Purchase (CP)

1. Central purchases for the PAF is done either directly by Directorate General Defence Procurement (DGDP) or through Directorate of Procurement Air (DP (Air)).
2. The firms, which are desirous to do business with DGDP and its subordinate procurement agencies, must get themselves registered / indexed with Registration Section of DGDP. The contact with the Registration Section can be made on following address.

“DD Registration (DGDP), Ministry of Defence, Pakistan Secretariat No 2
Adamjee Road, Rawalpindi Cantt.”

Local Purchase (LP)

3. Different PAF Bases / Units at field level resort to local purchase to meet their urgent requirements. Guidelines for firms desirous to do business with PAF under LP are given below.
4. **Eligibility.** A firm meeting following criteria will be eligible to do the business with the Bases / Units.
 - (a) Not black listed by DGDP or any other Government organization.
 - (b) Registration with Sales Tax Department.
 - (c) Proprietor of the firm should be a Pakistani National.
5. **Quotations.** Quotations for purchases valuing Rs 50,000 or more are advertised through national newspapers and under “Tenders” link on home page. Following is explained with regard to these quotations: -
 - (a) Quotations are to be submitted on PAF Form-528 downloadable form “Tenders” page.
 - (b) All quotations are to be submitted well in time and for the items meeting standards specified in each Tender Inquiry.
 - (c) All the Government taxes (if applicable) are to be mentioned separately on the quotations

(d) All the warranties / guaranties associated with items / services being offered should be explicitly marked on quotations

(e) Officer Commanding of the concerned Base / Unit can accept / reject any quotation without assigning any reason.

6. **Acceptance of Quotations / Delivery of Stores.** Guidelines are enumerated below: -

(a) A verbal / formal purchase order will be communicated to the successful bidders.

(a) Goods / Services will only be accepted from the successful bidders.

(b) Inspection of the stores to conformity to agreed upon standards / specifications will be a pre-requisite before acceptance of stores / services.

(c) Failure of delivery within specified time period, may automatically lead to the cancellation of the purchase order.

7. **Submission / Payment of Bills.** For payment of goods / services supplied / rendered following procedure will be adopted: -

(a) No advance payments will be made.

(b) Firm is to present a Sales Tax invoice (where applicable) / numbered bill for the amount agreed upon for the goods / services provided.

(c) Income Tax on the amount of bill will be deducted at source.

(d) Crossed cheques of remaining amount (in the favour of the respective firm) will be issued from Accounts Squadron of the respective Base / Unit.