



**FAISALABAD INDUSTRIAL ESTATE
DEVELOPMENT & MANAGEMENT
COMPANY**



Pre-Qualification Document (PQD)

**Pre-qualification of Consulting Firms/Companies having
expertise in Infrastructure Development Projects**

For

**Resident Construction Supervision and
tendering of balance/on-going Works**

**at M-3 INDUSTRIAL CITY (SEZ), Near Sahianwala Interchange of
M-4 Motorway, FAISALABAD**

(02 Year + 01 Year of DLP)

**National Competitive Bidding
(Procurement No. Consult-22)**

APRIL-2024

**CHIEF EXECUTIVE OFFICER FAISALABAD
INDUSTRIAL ESTATE DEVELOPMENT &
MANAGEMENT COMPANY**

**Main Gate, M-3 Industrial City, Sahianwala, Faisalabad,
Tel: 041-8900201-7, e-mail: arshad@fiedmc.com.pk**

DISCLAIMER

1. The information contained in this Request for Expression of Interest (EOI) document or subsequently provided to applicants, whether verbally or in written form by or on behalf of FIEMDC shall be subject to the terms and conditions set out in this EOI document and any other terms and conditions subject to which such information is provided. The interpretation of all contents of this EOI is as per FIEMDC understanding.
2. The procurement process will be governed under the Punjab Procurement Rules, 2014 as amended from time to time.
3. This EOI document does not purport to contain all the information each applicant may require. This EOI document may not be appropriate for all persons, and it is not possible for FIEMDC to consider the investment objectives, financial situation and particular needs of each applicant who reads or uses this EOI document. Certain applicants may have better knowledge of the proposed Project than others. Each applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI document and obtain independent advice from appropriate sources. FIEMDC makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the EOI document.
4. FIEMDC may, in their absolute discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this EOI document or cancel the present invitation and call for fresh invitations. Such changes would be intimated to all applicants using this EOI Document.
5. FIEMDC reserves the right to reject all Expression of interests (EOI) submitted in response to this EOI Invitation prior to the acceptance of an EOI according Punjab Procurement Rules (PPR) 2014. FIEMDC also reserves the right to hold or withdraw from or cancel the process at any stage up to the final pre-qualification / shortlisting.
6. FIEMDC will have no liability in case of non-receipt of any correspondence from them to the applicant due to the postal delays.
7. Mere submission of this EOIs or Pre-qualification or issue of RFP does not guarantee that the applicant will be selected for the project.

Table of Contents

Disclaimer	1
Invitation	2
1. Introduction	3
2. Objective	3
3. Scope of Work (Tentative)	3
4. Instructions to Consultant	4
5. Evaluation Criteria	8
Templates Forms Letter of Application	12
Template for Affidavit	15
Template for Undertaking for Authorization of Lead JV Partner / Representative	16
Template for Affidavit of Correctness of Information	17
Litigation History	18
Annex-A Firm Experience (General)	19
Annex-B Information for Evaluation of Firm Experience (Relevant)	20
Annex-C (List of Key Personnel)	21
Annex-D (CVs of Key Personnel)	22
Annex-E Information for Evaluation of Financial Capabilities	23
Annex-F (Firm Detail)	24

1. Introduction

The Client “Faisalabad Industrial Estate Development & Management Company” (FIEDMC) has been established by Government of Punjab, with the main objective to develop a chain of new industrial estates along with upgrading the existing ones in a dynamic and innovative manner, making ancillary arrangements related to the development of infrastructure, meeting the new challenges of WTO regime and providing solutions to the problems of prospective entrepreneurs.

Background and Rationale: Faisalabad Industrial Estate Development and Management Company (FIEDMC) is a company wholly owned by the Government of the Punjab and tasked to develop and manage industrial estates/parks or economic zones. FIEDMC functions through a board of directors, which are a mix of private industrialists and government officials.

Keeping in view the significance of establishing new economic zones of this era, FIEDMC has been establishing M-3 Industrial City (M3IC) Special Economic Zone, since 2005 on area of about 4,500 Acres (1 Acre = 36,000 square feet) near Sahianwala Interchange of M-4 Motorway (South-Bound) in Faisalabad and intends to engage a reputable consulting firm for the Assignment, “Engineering Consultancy Services, Resident Construction Supervision and tendering of balance Works.”

2. Objective: The objective of this Assignment is to procure Engineering Consultancy Services for Resident Construction Supervision of Ongoing and Balance Infrastructure Development Works at M-3 Industrial City (M3IC) SEZ.

3. Scope of Work: The Assignment inter-alia includes the following:

- All services as per engineering practices; main headings are as follows:
 - *Tendering Process and Resident Construction Supervision Services for the balance Works of M-3 Industrial City and Resident Construction Supervision for the on-going Works at M-3 Industrial City;*
 - Site Handover and Preparation of shop/working drawings;
 - Review of Contractor(s)' Implementation Schedule;
 - Resident Supervision of Construction Works;
 - Issue of Instructions to the Contractor(s) in light of timelines of the projects
 - Advice to FIEDMC on Progress of Works;
 - Inspection and Testing of Works;
 - Verification and Certification of Payments in light of development works
 - All services envisaged in the Contract Documents for the Works under execution and envisaged in the Tender Documents for the new/balance Works ;

1. <https://www.nawaiwaqt.com.pk/E-Paper/lahore/2024-05-02/page-7>

**INVITATION
PRE-QUALIFICATION OF CONSULTANTS**

For

**Engineering Consultancy Services, Resident Construction Supervision and tendering of
balance Works**

**For On-Going and Balance Infrastructure Development Works at M-3 Industrial City
(SEZ), Near Sahianwala Interchange of M-4 Motorway, Faisalabad**

(Procurement No. Consult-22)

National Competitive Bidding

Faisalabad Industrial Estate Development and Management Company intends to hire Engineering Consultancy Services for Resident Construction Supervision and of Ongoing and Balance Infrastructure Development Works at M-3 INDUSTRIAL CITY (SEZ), near Sahianwala Interchange of M-4 Motorway, Faisalabad. Estimated cost of such consultancy is Rs. 93 Million

Interested Firms registered with Pakistan Engineering Council having enlistment with Project Profile Code Nos.1201, 1203, 1204, 1206, 1215(ii), having active tax payer status or JVs, formed in accordance with PEC Bylaws, meeting the requirement of PQD are hereby invited to submit EOI for prequalification. For an International firm in joint venture/consortia, it should have a local partner (to be as lead partner) registered with the relevant regulatory authority and should meet PEC Bylaws regarding JV/Consortia.

Bidders may obtain further information from FIEDMC office or through email to arshad@fiedmc.com.pk. The applicants should inspect the PQD from by downloading EOI document from PPRA Punjab and/or FIEDMC websites OR may get the EOI document by submitting a written application to the Office of the Chief Executive Officer, FIEDMC, Main Gate, M-3 Industrial City, Sahianwala, Faisalabad against a Non-refundable fee for PQD of Rs.5,000/- (Rupees Five Thousand only). In case applicant downloads EOI document, a demand draft of Rs. 5,000 must be attached with EOI application. Query, if any, shall be sent/asked through email to arshad@fiedmc.com.pk by 13.05.2024. Afterwards, no query shall be entertained.

Last date/time for submission of documents for pre-qualification is 21.05.2024/1500 Hrs. The EOI will be opened on same date at 1530 Hrs. Firms/Companies applying under a joint venture/consortium should submit their documents clearly indicating the lead firm.

EOI application should be in English. Any misinformation, false and forged statement will lead to disqualification from being shortlisted/pre-qualified and any other action as per applicable laws. EOI Applications submitted or received after the closing time shall be rejected. The procurement process will be governed under the Punjab Procurement Rules, 2014 as amended from time to time.

Chief Executive Officer

FAISALABAD INDUSTRIAL ESTATE DEVELOPMENT & MANAGEMENT COMPANY

M-3 Industrial City, near Sahianwala Interchange, M-4 Motorway, Faisalabad

Tel: 041-8900201-7, e-mail: arshad@fiedmc.com.pk

4. Instructions for Consultants

This Section specifies the procedures to be followed by Applicants in the preparation and submission of their Applications for Prequalification (AFP). Information is also provided on opening and evaluation of AFPs.

Governing Law

- 1.1. The Employer will follow Punjab Procurement Regulatory Authority Law / Rules i.e. PPRA Rules, 2014 (Amended), as applicable, while conducting this procurement.

Eligible Entities

- 1.2. Prequalification is open to all entities duly incorporated under the laws of Pakistan.

Eligible Applicants

- 1.3. An Applicant may be a private entity, foreign entity, government-owned entity, or any combination of them with a formal MOU to enter into an agreement or under an existing agreement in the form of a Joint Venture (JV).
- 1.4. Government-owned enterprises in the Employer's country shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and that they (iii) are not in any way dependent agencies of the Employer/procuring agency.
- 1.5. Foreign Applicant shall submit a proof of their affiliation/registration from their respective country's legal and professional body (Engineering Services Accreditation Body). Foreign firms' registration with PEC will not be mandatory at the time of Prequalification however, before the time of signing of contract they have to fulfil the requirement of registration with PEC in compliance with PEC Bye-Laws (Construction and Operation of Engineering Works Bye-laws, 1987).

Language of Application

- 1.6. The Application, as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Employer, shall be written in the English language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages into the English language, in which case, for purposes of interpretation of the Application, the translation shall govern. Information in any other language shall be accompanied by its certified translation in English. Non-compliance of the above requirement could result in disqualification of relevant Applicants.

Nationality

- 1.7. An Applicant, and all partners constituting the Applicant, shall have the nationality of an eligible country as per Constitution of Islamic Republic of Pakistan. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This requirement shall also apply to the determination of the nationality of proposed Subcontractors or Suppliers.
- 1.8. Applicants shall be excluded if by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the *Charter of the United Nations, Pakistan* prohibits any import

of goods or contracting of works or services from that county or any payments to persons or entities in that country.

Complete Information

- 1.9. Applicants must respond to all questions and provide complete information as advised in this document Failure or omission to provide the aforementioned essential information may result in disqualification of the applicant.

One Bidder One Application

- 1.10. Prequalified Bidders may participate only in one bid for the project. If a Prequalified Bidder submits more than one bid for the project, all bids that include that bidder shall be rejected. This rule does not apply in respect of bids that include sub-contractors who are used by more than one bidder.

Subcontracting

- 1.11. Subcontracting is allowed subject to prior permission of the Client. However, it should not exceed by 25% in any case.

Subcontractor Experience

- 1.12. Sub-contractor's experience and resources will not be added / taken into account in determining the Applicant's compliance with the qualifying criteria.

Affidavit

- 1.13. The Applicant/Partner of the JV shall attach original affidavit on non-judicial stamp paper (with a value of Rs. 100) and declaring on oath that the Applicant:
- a. is not in *bankruptcy* or liquidation proceedings;
 - b. has *never* been declared *ineligible/blacklisted* by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
 - c. is not making any *misrepresentations* or concealing any material fact and detail;
 - d. has not been convicted of, fraud, *corruption*, collusion or money laundering;
 - e. is not aware of any conflict of interest or potential *conflict of interest* arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
 - f. does not fall within any of the circumstances for *ineligibility* or disqualifications

Clarification of Information in EOI Application

- 1.14. To assist in the evaluation of Applications, the Employer may, at any stage during the course of the prequalification process, ask any Applicant for clarification in respect of any matter associated with the documentation submitted by the Applicant in its Application. If an Applicant does not provide clarifications of the information requested by the date and time set in the Employer's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

Clarification of The Prequalification Document

- 1.15. A prospective Applicant requiring any clarification of the Prequalification Document shall contact the Employer in writing at the Employer's address or by email indicated in the ADS. The Employer will respond in writing or by email to any request for clarification provided that such request is

received no later than 7 days prior to the deadline for submission of Applications. The Employer shall forward copies of its response to all Applicants who have acquired the Prequalification Document directly from the Employer including a description of the inquiry but without identifying its source. The Employer will also post copies of its response in its website.

Updation of Information in EOI Application

1.16. Applicants may be required to update the information submitted for prequalification at the time of submission of their bids to confirm continued compliance with the Prequalification Criteria. Applicants shall provide such evidence of their continued eligibility satisfactory to the Employer, as and when required by the employer. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

Misrepresentation of information

1.17. The applicant must declare and undertake that all the information, warranties, statements and representations provided within this application are true and correct; and applicant also understand that in case any of the aforesaid are found to be false/incorrect then applicant is liable to be disqualified, without prejudice to its other rights and actions the Employer may exercise under the applicable laws.

Instructions for Joint Venture Applicants

1.18. In case of JV, the JV applicant must nominate a Lead Partner (as Representative of JV) to act as Lead Partner who shall have the authority to conduct all businesses for and on behalf of any and/or all the partners/ Applicant during the prequalification process and, in the event of prequalification, during the procurement process, and in the event the Contract is awarded to the Applicant then during the term of contract.

1.19. The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in another JV or association. In case of dissolution of a JV, the Individual firms forming JV shall be deemed to be disqualified.

Nomination of Lead Partner

1.20. In the case of a JV all partners shall be jointly and severally liable and JV shall nominate a Lead Partner, who shall have the authority to conduct all business for and on behalf of any and all the partners of the JV during the prequalification process; in the event the JV is prequalified, during the bidding process; and in the event the JV is awarded the contract execution.

Conflict of Interest

1.21. During the prequalification process and at the time of bidding, Applicants/Bidders shall not have a conflict of interest. All Applicants/Bidders found to have a conflict of interest shall be disqualified. Applicants/Bidders may be considered to be in a conflict of interest with one or more parties in the bidding process if any of, including but not limited to, the following apply:

- (a) they have controlling shareholders in common; or
- (b) they receive or have received any direct or indirect subsidy from any of them; or
- (c) they have the same legal representative for purposes of this prequalification / bid; or
- (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to material information about or improperly influence the bid of another Applicant / Bidder, or influence the decisions of the Employer regarding this prequalification / bidding process; or
- (e) an Applicant / Bidder participates in more than one bid in this prequalification / bidding process, either individually or as a partner in a joint venture, except for alternative offers permitted under Instruction To Bidders of the bidding document. This will result in the

disqualification of all Bids in which it is involved. However, subject to any finding of a conflict of interest in terms of 4.4 (a) to (d) above, this does not limit the participation of a specialist subcontractor in another bid or of a firm as a specialist subcontractor in more than one bid; or (f) an Applicant / Bidder or any affiliated entity, participated as a consultant in the preparation of the design or technical specifications of the works, plant and services that are the subject of the bid; or

(g) an Applicant / Bidder was affiliated with a firm or entity that has been hired (or is proposed to be hired) by the Employer as an engineer or consultant for the subject contract.

Amendment in Prequalification Document

1.22. At any time prior to the deadline for submission of Applications, the Employer may amend the Prequalification Document by issuing addenda. Any addendum issued shall be part of the Prequalification Document and shall be communicated in accordance with PPRA Rules, 2014 (amended). It is sole discretion of the employer to extend or not the deadline for the submission of Applications.

Instructions for Preparations of EOI Application

1.23. The Applicant shall prepare an Application using the forms furnished/annexed to prequalification document. The application should be prepared in accordance with standard ' Application form' and all forms must be completed without any alteration to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

1.24. The Application shall comprise the following:

- (a) An Application, in accordance with standard attached template
- (b) Power to Attorney as confirmation of authorizing the signatory of the Application to commit the Applicant;
- (c) documentary evidence establishing the Applicant's eligibility to prequalify, in accordance with prequalification document;
- (d) documentary evidence establishing the Applicant's qualifications, in accordance with evaluation criteria;
- (e) any other document required as specified in this document.

1.25. The Applicant shall prepare one original of the documents comprising the Application as described in prequalification document and clearly mark it "ORIGINAL". The Applicant shall submit 03 copies of the signed original Application, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

1.26. The Applicant shall enclose the original and the copies of the Application in a sealed envelope which shall:

- (a) bear the name and address of the Applicant;
 - (b) be addressed to the Employer and
 - (c) bear the specific identification i.e. Procurement Number of this prequalification process
- If the envelope is not sealed and marked as required, the Employer will assume no responsibility for the misplacement of the Application.

1.27. The name and mailing address of the applicant shall be clearly marked on the envelope.

1.28. Applications shall be submitted using Application Forms annexed with this document.

1.29. The requirements regarding the legal instruments evidencing the authorization to represent and sign on behalf of the Applicant. The name and position held by each person signing the authorization must

be typed or printed below the signature. Failure to provide an acceptable authorization with the prescribed period may cause the rejection of the Application.

Opening of EOI Applications

- 1.30. Applications or any document relating to the Application submitted after the deadline for submission of Applications, shall be rejected by the Employer.
- 1.31. Opening of Applications will be done in the presence of the Applicants who wish to be present at the time of opening of Applications.
- 1.32. The Employer may reject any Application which is not responsive to the requirements of the Prequalification Document.
- 1.33. The Employer reserves the right to annul the prequalification process and reject all Applications at any time as per PPRA 2014 without thereby incurring any liability to Applicants.
- 1.34. Procuring agency shall be under no obligation to return any EOI or supporting materials submitted by the Applicants.
- 1.35 Consultancy Time Frame:
Services are likely to be started in June/July 2024 for a period of two years (2 year Supervision + 1 year DLC) and will continue until completion of Services or June/July 2026 plus one year DLC
- 1.36 Method of Selection
QCBC (Under National Competitive Bidding and Single Stage Two Envelope Bidding Procedure)
- 1.37 Subcontracting
Subcontracting is allowed subject to prior permission of the Client. However, it should not exceed by 25% in any case;
- 1.38 No application will be considered responsive if it:
 - a. is received after the date and time fixed for its receipt.
 - b. is unsigned
 - c. is conditional
 - d. is given by the firm black listed, suspended or removed from the approved list of the any department/organization of Government
 - e. is received with validity period (90 days) shorter than that required in the tender
 - f. does not confirm to the general conditions of this document
- 1.39 Estimated Cost for the Consultancy Services – 81 Million Rupees as per Invitation for Pre-Qualification. This cost includes Human Resources, Overheads etc. including all taxes. This cost will be lump sum cost for the envisaged services and envisaged time of two years plus one year of DLC.

5. Evaluation Criteria:

EOI evaluation shall be based on the following criteria given in succeeding paras in line with PPRA Rules, 2014 (amended) and level of compliance demonstrated by the Applicant's responses in the forms given in this document.

- Prequalification/EOI Application Responsiveness
- Mandatory Requirements (to establish eligibility)
- Prequalification Criteria (Based on Rule 16 of PPRA Rules, 2014)

Prequalification/EOI Application Responsiveness: Responsiveness of EOI application will be established based on compliance of all instruction delineated in this document.

Mandatory Requirements. After establishment/confirmation of responsiveness of the applicant/application shall be evaluated based on mandatory requirements.

Mandatory Requirements	Lead Firm	Associate Firm
Legal Status of Firm (Registered with either of the following) <ul style="list-style-type: none"> • SECP • Registrar of Firms • Recognized by Govt. of Pakistan • Relevant registration forum (In case of international firms) 	Must Meet	Must Meet
Profile Code Nos.1201, 1203, 1204, 1206, 1215(ii),	The firm not in JV must meet the requirement. The JV (all partners collectively as a one unit)	
Nationality in confirmation of EOI document.	Must Meet	Must Meet
NTN/ FTN (In case of International Firm local Partner should be registered with Federal Tax Authority in Pakistan)	Must Meet	Must Meet
Active Tax payer	Must Meet	Must Meet
Registration certificate from Punjab Revenue Authority	Must Meet	Must Meet
Audited Financial Statements of the firm duly audited by the Chartered Accountant Firm for the last 3 years.	Must Meet	Must Meet
Affidavit for Litigation History as per template	Must Meet	Must Meet
Minimum years in Business	10 years	03years
Power of Attorney for Authorized Representative as per template	Must Meet	Must Meet
Undertaking for authorization of lead JV partner / representative as per template	Must Meet	Must Meet
Letter of intent signed for subject project should be submitted with EOI Application along with proposed role of each JV partner in the project.	Must Meet by JV	
Affidavit for Correctness of Information as per template	Must Meet for lead firm Must Meet for JV collectively	
Affidavit for Non-Blacklisting & Eligibility as per template	Must Meet for lead firm Must Meet for JV collectively	

Prequalification Criteria for evaluation of application those are responsive and fulfill mandatory requirements, weightages are as follows for each category:

Sr. No.	Description	Marks
1	Relevant and past experience	30
2	Managerial Capability	20
3	Personnel Capability	30
4	Financial Position	20
Total		100

Note: * The company / JV securing more than 65% marks will qualify.

** The Client reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture.

1. Relevant Experience and Past Performance; - (In case of JV, Jointly Meet

Credit Marks for experience shall be awarded on submission of attested documents such as completion certificates, award of contracts, etc. and on the basis of following qualifications:

Sr. No.	Description	Maximum Marks
i)	05 projects of Construction/Resident Supervision of Infrastructure development works Completed during last 10 years. (04 marks for each completed project) supported by completion certificate.	20 Marks
ii)	02 projects of Construction/Resident Supervision of Infrastructure development works Completed with Relevant/ similar consultancy Assignment with "Duration of services more than 01 year" (05 marks for each completed project) supported by completion certificate.	10 Marks
	Sub-Total:	30 Marks
Similar nature Means consultancy/ Construction/Resident Supervision projects for Infrastructure development works.		

*Project/Assignment provided must be supported with the completion certificate issued and attested by the procuring agency/executing agency of that particular project.

Managerial Capabilities (In case of JV, Jointly Meet)

Sr. No.	Required Certificate/Document	Maximum Marks
1	Certificate for Quality Management System <u>Marks will be awarded based on level of Certification</u> In-House Quality System – 3 marks Quality control system certified by relevant body(ies) i.e. ISO 05 marks - Submit a verifiable QMS certificate	05 Marks
2	Approved Organization Structure (Organogram of Company of Lead Firm)	05 Marks
3	List of Testing Equipment/Machinery/Software's to assist in subject Consultancy (Add annexures with list of equipment on letter head of the lead firm).	10 Marks
	Sub-Total	20 Marks

3. Personnel Capabilities - (In case of JV, Jointly Meet)

Sr. No.	Name	Qualification	Total Experience in Discipline in Years	Experience with the Firm in years	Marks
1	General Manager Projects Must have valid PEC registration and relevant qualifications	Minimum B.Sc. Civil Engineering	Minimum 15 years	Min. 2 years	06 Marks
2	Electrical Engineer Must have valid PEC registration and relevant qualifications and relevant qualifications	Minimum B.Sc. Electrical Engineering	Minimum 10 years	Min. 2 years	06 Marks
3	Chief Resident Engineer Must have valid PEC registration and relevant qualifications	Minimum B.Sc. Civil Engineering	Minimum 10 years	Min. 2 years	06 Marks
4	Structural Engineer; Must have valid PEC registration and relevant qualifications	Minimum B.Sc. Civil Engineering	Minimum 10 years	Min. 2 years	06 Marks
5	Procurement Manager/Contract Specialist Must have valid PEC registration and relevant qualifications	Minimum B.Sc. Engineering/Project Management	Minimum 10 years	Min. 2 years	06 Marks
Sub-Total					30 Marks

Note: The team mentioned above is just for the purpose of evaluation personnel capacity of the bidder. The Personnel capability of required team for subject assignment will be evaluated at RFP stage. Experience with the firm should not be less than 2 years. No marks will be given if candidate does not meet minimum education, required experience and experience with the firm.

4- Financial Position (In case of JV, Lead Partner should meet this criteria)

Credit Marks shall be awarded on the basis of the following criteria:

Financial Position Evaluation Criteria:	
Average Annual Turnover (Last 3 Years) in PKR Million	Maximum Marks-10
Minimum 40 Million to 60 Million	3 Marks
More than 60 to 80 Million	6 Marks
More than 80 - 100 Million	10 Marks
Average Current Ratio (Last 3 Years) (Current Assets/ Current Liabilities)	Maximum Marks-10
	Current Ratio Greater than 0.5 but less than and equal to 01 = 5 Marks
	Current Ratio Greater than 01 = 10 marks
Sub-Total	20

**** Financial capacity should be supported by Authenticated Audited Financial Statement. Annual turnover and current ratio shall be calculated from the Average annual turnover of last 03 years as per Annex – E.

Letter of Application

[Letterhead paper of the Applicant, or partner responsible for a joint venture, including full postal address, telephone no., fax no., telex no., cable and e-mail address]

Date:.....

To:

.....
[name and address of the Employer]

Sirs,

1. Being duly authorized to represent and act on behalf of (hereinafter “the Applicant”), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a bidder for the following contract(s) under the*[name of the Project to be listed by the User/Employer]* project:

Contract No.	Description of Contract
1.	
2.	
3.	
4.	
5.	

{ Note: The Applicant is to delete, any contract for which he does not wish to prequalify, and sign and date the deletion. If the prequalification refers to only one contract, delete this note and spaces for additional contract references}.

Sr. No.	Name of Member / Partner	Lead Member / Associate Member	Short description of Role of Member
1			
2			
'n			

2. Attached to this letter are copies of original documents defining¹:

- (a) the Applicant's legal status;
- (b) the principal place of business; and
- (c) the place of incorporation (for applicants who are corporations); or

the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms). All other supporting documents required in this PQD or other documents those are necessary for prequalification purposes.

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information², if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

¹
For applications by joint ventures, all the information requested in the prequalification documents is to be provided for the joint venture, if it already exists, and for each party to the joint venture separately. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter.

²
Application by joint ventures should provide information on a separate sheet information for each party to the application.

5. This application is made with the full understanding that:
- (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - (b) your Agency reserves the right to:
 - (i) amend the scope and value of any contract under this project; in such event bids will only be called from prequalified bidders who meet the revised requirements; and
 - (ii) reject or accept any application, cancel the prequalification process, and reject applications; and
 - (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) hereabove.
 - (d) your Agency shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) hereabove.

Applicants who are not joint ventures should delete para 6&7 and initial the deletions.

6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract .
7. We confirm that in the event that we bid, that bid as well as any resulting contract will be.
- (a) signed so as to legally bind all partners, jointly and severally; and
 - (b) submitted with a Joint Venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
8. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name and signature of other partners of the joint venture)

Template for Affidavit

(on Stamp paper not less than Rs. 100)

The Applicant/Partner of the JV shall attach original affidavit on non-judicial stamp paper (with a value of Rs. 100) and declaring on oath that the Applicant:

- a. is not in bankruptcy or liquidation proceedings;
- b. has *never* been declared ineligible/blacklisted by Government / Semi- Government / Agency or Authority or any employer till date due to the any reasons
- c. is not making any misrepresentations or concealing any material fact and detail;
- d. has not been convicted of, fraud, corruption, collusion or money laundering;
- e. is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- f. does not fall within any of the circumstances for ineligibility or disqualifications.

Witness # 1:
Signature:
Signed By: _____
Designation:
Date:

Witness # 2:
Signature:
Signed By: _____
Designation:
Date:

**TEMPLATE FOR UNDERTAKING FOR AUTHORIZATION OF LEAD
JV PARTNER / REPRESENTATIVE**

(on Stamp paper not less than Rs. 100)

We, [JV Partner Names] (the "Applicant"), do hereby undertake as under:

1. That with respect to the Project the Applicant shall be jointly and severally liable, and
2. That we nominate [Lead Partner] as our Representative to act as Lead Partner who shall have the authority to conduct all businesses for and on behalf of any and/or all the partners/ Applicant during the prequalification process and, in the event that we are prequalified, during the procurement process, and in the event the Contract is awarded to the Applicant then during the term of contract.

For & on Behalf of the [JV Support Partners]
Partner]

For & on Behalf of the [JV Lead

Name:

Name:

Designation:

Designation: Date:

Date:

Witness # 1:

Signature:

Signed By:

Designation:

Date:

Witness # 2:

Signature:

Signed By:

Designation:

Date:

TEMPLATE FOR AFFIDAVIT OF CORRECTNESS OF INFORMATION

(on Stamp paper not less than Rs. 100)

We do hereby declare and undertake that all the information, warranties, statements and representations provided within this application are true and correct; and we also understand that in case any of the aforesaid are found to be false and malafied then we are liable to be disqualified, without prejudice to any other rights and actions the Employer may exercise under the applicable laws.

For & on Behalf of the Applicant [or Lead JV

Partner] Name:

Designation:

Date:

LITIGATION HISTORY

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF RS.100/-)

Name of Applicant or Partner of a Joint Venture

Applicant, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last ten years or currently under execution. A separate sheet should be used for each partner of joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Pak Rs. or equivalent)

ANNEX-A RELEVANT EXPERIENCE & PAST PERFROMANCE

Experience											
S. No	Name of Project	Location (Country/ Province/ Division)	Client	Project Description	Implementation of Project		Total Cost of Project	Period of services provided by the Consultant		Cost of Consultanc y Services Provided by the Firm	Actual Scope of Services Provide d by the Consultant
					Start date	Completi n date		Start date	Completion date		
1											
2											
3											
4											
5											

Annex-B Information for Evaluation of Firm Experience (Relevant)

Relevant											
Sr. No.	Name of Project	Location (Country/Province/Division)	Client	Project Description	Implementation of Project		Total Cost of the Project	Period of services provided by the Consultant		Cost of Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
					Start Date	Completion date		Start Date	Completion Date		
1											
2											

Annex-C (CVs of Team to evaluate personnel capacity of the bidder)

1.	Title of Position
	Name of Candidate
2.	Title of Position
	Name of Candidate
3.	Title of Position
	Name of Candidate
4.	Title of Position
	Name of Candidate
5.	Title of Position
	Name of Candidate

Annexure-D

CURRICULUM VITAE (CV)

1. **Name of Personnel:** _____
2. **Current Position in the Firm:** _____
3. **Date of Birth:** _____
4. **Nationality** _____
5. **CNIC No (if Pakistani):** _____ **or Passport No:** _____
6. **Education:**

Degree	Major/Minor	Institution	Date (MM/YYYY)

7. **Membership of Professional Associations:** _____
8. **Other Training** [Indicate significant training since degrees under 6 - Education were obtained]:
9. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below):

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

10. Detail of Work Undertaken

Name of assignment or project: _____

Cost of Project _____ Location: _____

Date of Start: _____ Date of Completion: _____

Client: _____ Main project features: _____

Positions held: _____ Activities performed: _____

Actual time spent on the project: _____ in months.

11. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

[Signature of the proposed staff] Day/Month/Year

Date: _____

[Counter Signature of authorized signatory] Day/Month/Year

Annex-E Information for Evaluation of Financial Capabilities

Name of Applicant

Year	Annual Turnover (PKR)	Current Ratio =(Current Assets/ Current Liabilities)	Reference/ Supporting Document
FY 2018-19			
FY 2019-20			
FY 2020-21			

1. Data provided under the head of financial capabilities must be supported by the **Authenticated Audited Annual Financial Statements**, otherwise no marks will be awarded.
2. Three years audited financial statements should be submitted by all JV partners.

Annex-F (Applicant’s Firm Detail)

Legal Name of Firm	Address	Contact No.	Authorized Personnel Name	Authorized Personnel Contact No.
Lead Firm				
Joint Venture Firm(s)				
Associate Firm(s)				

Note: Above table (template) is just for reference / guidance.

1. In case of a firm outside Pakistan, registration with relevant professional body and exchange commission will be required of their country of origin.