



# LAHORE WASTE MANAGEMENT COMPANY

Company Established under Section 42 of Companies  
Ordinance 1984

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## LAHORE WASTE MANAGEMENT COMPANY

### PRE-QUALIFICATION OF FIRMS

*for*

### FABRICATION WORK

**October, 2017**



# LAHORE WASTE MANAGEMENT COMPANY

Company Established under Section 42 of Companies  
Ordinance 1984

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## INTRODUCTION

### 1.1 Background

M/s Lahore Waste Management Company (LWMC) is a Public Sector Company, which has been established under section 42 of the Companies Ordinance 1984. After the formation of company, LWMC and City District Government Lahore have signed Services and Asset Management Agreement (SAMA). According to this agreement, all the functions and assets of SWM department of CDGL currently Metropolitan Corporation Lahore (MCL) and the TMAs has been entrusted to LWMC.

M/s Lahore Waste Management Company has a huge vehicle fleet which are being used for solid waste operations in the city of Lahore.

For “**Fabrication Work** (Material for Fabrication of Vehicles, Containers, Handcarts, Koorgans, Waste Bins, LitterTraps, Motorcycle Garbage Trolleys and Other Similar Nature Works etc.)”.

LWMC has to fabricate Vehicles, Containers, Handcarts, Koorgans, Waste Bins, LitterTraps, Motorcycle Garbage Trolleys and Other Similar Nature Works etc. frequently during the year. For this purpose, LWMC intends to prequalify well reputed firms / contractors who are eligible under the given criteria, for the calendar year 2018.



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## INVITATION FOR PRE-QUALIFICATION

### PREQUALIFICATION OF FIRMS FOR LWMC WORKSHOP FOR THE CALENDAR YEAR 2018

Lahore Waste Management Company (LWMC) intends to pre-qualify well reputed Firms / Companies registered with Tax Department for “**Prequalification of Firms for LWMC Workshop for the Calendar Year 2018**”.

Firms shall be prequalified separately for each category as mentioned in prequalification document. Interested Firms / Companies may participate in one or more than one category depending upon evaluation criteria. Only those firms who will qualify under this process will be allowed to participate in the tenders / bids during the calendar year 2017. This prequalification shall remain valid till December 31, 2018.

Prequalification Document for each category, in the English language, may be purchased by the interested bidders on the submission of a written application to the address given below and upon payment of a nonrefundable fee of PKR 2,000/- which should be deposited in LWMC Bank Account No. 3531-1, Liberty Branch, Bank of Punjab, Lahore. A pre-bid meeting will be held on **November 01, 2017 at 1200 hours**.

Interested Firms / Companies submit their documents in sealed envelopes at the address below at or before **November 10, 2017 on 1100 hours which shall be opened at 1130 hours** in the presence of the Bidders’ representatives who choose to attend at the address given below.

Prequalification Documents are immediately available after date of publication. In case of official holiday on the day of submission, next day will be treated as closing date. Prequalification notice has also been posted on LWMC website ([www.lwmc.com.pk](http://www.lwmc.com.pk)) & PPRA website ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)).

#### **General Manager (P & C)**

Office No. 4&5, 4<sup>th</sup> Floor, Shaheen Complex, Edgerton Road, Lahore

Ph: 092-42- 99205153-55, Fax: +92-42-99205156

Email: [procurement@lwmc.com.pk](mailto:procurement@lwmc.com.pk)



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## INSTRUCTIONS TO APPLICANTS

### 3.1 Submission of Applications

3.1.1 Applications for pre-qualification in original must be received in sealed envelope to be delivered by hand or through registered mail to:-

Managing Director  
M/s. Lahore Waste Management Company  
Office No 4, 4<sup>th</sup> Floor, Shaheen Complex,  
Egerton Road, Lahore, Pakistan  
Ph: +92-42-992053-5, Fax: +92-42-99205156,  
Email: [procurement@lwmc.com.pk](mailto:procurement@lwmc.com.pk)

not later than **November 10, 2017** and be clearly marked Application for Pre-qualification for “Fabrication Work (Material for Fabrication of Vehicles, Containers, Handcarts, Koorgans, Waste Bins, LitterTraps, Motorcycle Garbage Trolleys and Other Similar Nature Works etc.)”.

Late applications shall be rejected.

3.1.2 The name and mailing address of the Applicant should be clearly marked on the top left hand side of the envelope.

3.1.3 The applications shall be prepared in the English language. Information in any other language shall be accompanied by its translation in English. The Employer reserves the right to cancel Pre-qualification of firm in case of non-compliance of the required requirement.

3.1.4 The Applicants must respond to all questions and provide complete information thereof as advised in this document. Any lapse to provide essential information may result in dis-qualification of the Applicant.

### 3.5 Updating Prequalification Information

3.5.1 Bidders shall be required to update the financial, personnel and equipment information used for prequalification at the time of submitting their bids, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of prequalification. A bid



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shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

## 3.6 Other Factors

**3.6.1** Only firms that have been prequalified under this procedure shall be invited to bid. A qualified firm or a member of a qualified JV may participate only in one bid for the contract. If a firm submits more than one bid, singly or as a JV, all bids including that bidder will be rejected. This rule will not apply in respect of bids which include specialist sub-contractors who are used by more than one bidder.

**3.6.2** The Employer reserves the right to:-

- a) Amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only bid among those prequalified bidders who meet the requirements of the contract(s) as amended. However the Employer has to review the disqualified bids who originally do not meet the specified criteria for Pre-qualification.
- b) Reject or accept any application; and
- c) Cancel the prequalification process and reject all applications.

The Employer shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection, however, may be debriefed if solicited.

**3.6.3** Applicants will be informed in writing by fax or mail within 42 days of the date for submission of applications (Invitation for Prequalification) about the result of their applications and they may be debriefed if solicited.

## 3.7 Disqualification for prequalification

**3.7.1** Those listed below cannot participate in prequalification in any manner directly or indirectly or as sub Contractors, in their name or in the name of any other person or company or firm.



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- i. Those who are prohibited to participate in prequalification by any government institution or authority and those who are prohibited by law having any criminal record or convictions,
- ii. Those who have been declared bankrupt by the authorities or have filed for bankruptcy,
- iii. Those who have been declared or announced as an insolvent by any court of law or tribunal or any other authority or institution,
- iv. Those who are under liquidation,
- v. Those whose affairs are run by any tribunals,
- vi. Those who are under any settlement with any financial institution or creditors,
- vii. Those who have suspended their affairs or those who are in the similar positions as per the law of their country,
- viii. Those who have been declared defaulter of social security contribution or premium payments under the law of Pakistan or as per the law of their country,
- ix. Those who have been declared, defaulter of taxation or revenue departments for nonpayment of income tax, sales tax, customs or duties or any other tax levied from time to time in Pakistan or as per the law of their country,
- x. Those who have been condemned by the decision of any court or law or tribunal because of their non-professional or unethical activities or professional malpractices within the last 5 years before the date of the prequalification,
- xi. Those who have been terminated by any institution or organization or authority or agency for adopting or performing non-professional attitude or unethical or immoral activities or professional malpractices, and such determination has been resulted from administering them during their jobs which they have concluded during last 5 years,
- xii. Those who does not provide the required information or provided misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document and certificates. And those who will be terminated thereafter that they have provided the wrong information or false certificates or fake documents,



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- xiii. Those who has been prohibited from professional activity by the chamber of commerce in Pakistan or by any other equivalent body established for same purposes in any country, where they are registered before the date of the prequalification,
- xiv. The Applicants who are blacklisted by Federal Government, Provincial Government, Autonomous Bodies and State Bank of Pakistan,
- xv. LWMC employees (Officials/Officers) as well as their blood relations are not eligible to participate in the departmental bidding procedure during his/her service,

### 3.7.2

The following acts and attitudes are forbidden in the prequalification:

- i. Fraud, threat, influence, interest, agreement, extortion, bribery to rig an auction by way of slush fund or by any other ways to win this prequalification.
- ii. To render the activities of other participants doubtful, to obscure them from participation in prequalification, or to offer an agreement to the participants or to influence them to act in a manner, which will affect the other participants or prequalification process.
- iii. To issue and use false document or false information or to attempt to do so,

### 3.7.3

The Applicants who are participating, in spite of these disqualification, prohibitions and exclusions shall stand excluded.



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## EVALUATION CRITERIA

No compromise shall be made on minimum requirements in each of the following evaluation criteria. Disqualification in any sub criteria shall stand over all disqualification of applicant. Please provide documentary proof for each criteria.

Criteria for Selection/Range of Procurement Budget	Financial Limit		
	From 0.1 Million to 2 Million	From 2.01 Million to 10 Million	From 10.01 Million to 20 Million
Registration with Income Tax Authorities	R	R	R
Taxpayer Status for the last 'X' Years	1	2	3
Income Tax Returns for Duration Corresponding with Taxpayer Status	NR	R	R
Registration with Sales Tax Authorities (If Applicable)	R (PRA)	R (PRA)	R (PRA)
Registration with Registrar of Firms (Certified copy of Partnership Deed, along with Form C/D) OR SECP along with latest certified copy of Form 29 and A*	NR	R	R
Affidavit on Legal Paper that firm is not blacklisted by any Govt. Agency / Firm	R	R	R
Experience of 'X' Relevant Projects/Assignments (Copy of evidence e.g. Experience Letter, Letter of Appointment etc.)	1	2	2
Audited Financial Statements for the Last 'X' Years	NR	1	2
Bank Statement showing Financial Soundness	NR	R	R

R= Required, NR = Not Required,

- Applicants are required to submit the detailed profile of the applicant/firm/company.





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**Annexure-A**

## 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:
2. Attached to this letter are copies of original documents defining<sup>1</sup>:
  - (a) the Applicant's legal status;
  - (b) the principal place of business; and

<sup>1</sup>

*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.*



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- (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).
3. 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 any stage.
- (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 is taken.
4. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

a) \_\_\_\_\_  
Signature

b) \_\_\_\_\_  
Name (For and on behalf of)

c) \_\_\_\_\_  
Designation

d) \_\_\_\_\_  
Seal

**Note:** In case of joint venture/ other partners, also give their particulars mentioned under 4 (a-d) above.



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Application Form A-1

Page \_\_\_ of \_\_\_ Pages

## Personal Information

*All individual firms and each partner of a joint venture applying for prequalification are requested to complete the personal information being employed in government / semi government/ private organization in this form. False and Fabricated information will lead to disqualified from the prequalification process.*

Name of Person (In case of Individual)	
Names of Partners (In case of AOP/Joint Ventures)	
Personal Address with Contact	
Government / Semi Government Employee (If yes give complete detail of Government / Semi Government Department where employee)	
Private Organization Employee (Give brief detail)	
Designation as employee	
Office Address with Contact	



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## General Information

*All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures.*

*Where the Applicant proposes to use named subcontractors for critical components of the works, or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractor(s).*

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	Telex
5.	Place of Incorporation/Registration	Year of incorporation/registration
<b><i>NATIONALITY OF OWNERS</i></b>		
	<b><i>NAME</i></b>	<b><i>NATIONALITY</i></b>
1.		
2.		
3.		
4.		
5.		



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Application Form A-2

Page \_\_\_ of \_\_\_ Pages

## Details of Contracts of Similar Nature and Complexity

*Name of Applicant or partner of a joint venture*

Use a separate sheet for each contract.

1.	Name of Contract
	Country
2.	Name of Employer
3.	Employer Address .....
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify ..... .....
5.	Contract Role (Tick One) (a) Sole Contractor      (b) Sub- Contractor      (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency.....      Currency.....      Currency.....
7.	Equivalent in Pak/Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months) _____ Years      _____ Months
11.	Specified Requirements1 ..... ..... .....



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Application Form A-3

Page \_\_\_ of \_\_\_ Pages

## Litigation History

*Name of Applicant or Partner of a Joint Venture*

*Applicants, 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 five years or currently under execution (Instructions to Applicants, para 3.2.6). A separate sheet should be used for each partner of joint venture.*

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



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## **LAHORE WASTE MANAGEMENT COMPANY**

### **PRE-QUALIFICATION OF FIRMS**

*for*

### **REPAIR AND MAINTENANCE OF FLEET**

**October, 2017**



# LAHORE WASTE MANAGEMENT COMPANY

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## INTRODUCTION

### 1.1 Background

M/s Lahore Waste Management Company (LWMC) is a public sector company, which has been established under section 42 of the Companies Ordinance 1984. After the formation of company, LWMC and City District Government Lahore have signed Services and Asset Management Agreement (SAMA). According to this agreement, all the functions and assets of SWM department of CDGL and the TMAs has been entrusted to LWMC.

M/s Lahore Waste Management Company has a huge vehicle fleet which are being used for solid waste operations in the city of Lahore.

For “**Repair and Maintenance of Fleet and Equipment** (Light Duty Vehicles, Heavy Duty Vehicles, Motorcycles and Equipment etc.)”.

LWMC has to repair its fleet during the whole year. For this purpose, LWMC intends to prequalify well reputed firms / contractors who are eligible under the given criteria, for the calendar year 2018.





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## INVITATION FOR PRE-QUALIFICATION

### PREQUALIFICATION OF FIRMS FOR LWMC WORKSHOP FOR THE CALENDAR YEAR 2018

Lahore Waste Management Company (LWMC) intends to pre-qualify well reputed Firms / Companies registered with Tax Department for “**Prequalification of Firms for LWMC Workshop for the Calendar Year 2018**”.

Firms shall be prequalified separately for each category as mentioned in prequalification document. Interested Firms / Companies may participate in one or more than one category depending upon evaluation criteria. Only those firms who will qualify under this process will be allowed to participate in the tenders / bids during the calendar year 2017. This prequalification shall remain valid till December 31, 2018.

Prequalification Document for each category, in the English language, may be purchased by the interested bidders on the submission of a written application to the address given below and upon payment of a nonrefundable fee of PKR 2,000/- which should be deposited in LWMC Bank Account No. 3531-1, Liberty Branch, Bank of Punjab, Lahore. A pre-bid meeting will be held on **November 01, 2017 at 1200 hours**.

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Prequalification Documents are immediately available after date of publication. In case of official holiday on the day of submission, next day will be treated as closing date. Prequalification notice has also been posted on LWMC website ([www.lwmc.com.pk](http://www.lwmc.com.pk)) & PPRA website ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)).

#### **General Manager (P & C)**

Office No. 4&5, 4<sup>th</sup> Floor, Shaheen Complex, Edgerton Road, Lahore

Ph: 092-42- 99205153-55, Fax: +92-42-99205156

Email: [procurement@lwmc.com.pk](mailto:procurement@lwmc.com.pk)



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## INSTRUCTIONS TO APPLICANTS

### 3.1 Submission of Applications

3.1.1 Applications for pre-qualification in original must be received in sealed envelope to be delivered by hand or through registered mail to:-

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M/s. Lahore Waste Management Company  
Office No 4, 4<sup>th</sup> Floor, Shaheen Complex,  
Egerton Road, Lahore, Pakistan  
Ph: +92-42-992053-5, Fax: +92-42-99205156,  
Email: [procurement@lwmc.com.pk](mailto:procurement@lwmc.com.pk)

not later than **November 10, 2017** and be clearly marked Application for Pre-qualification for "Repair and Maintenance of Fleet and Equipment (Light Duty Vehicles, Heavy Duty Vehicles, Motorcycles and Equipment etc.)".

Late applications shall be rejected.

3.1.2 The name and mailing address of the Applicant should be clearly marked on the top left hand side of the envelope.

3.1.3 The applications shall be prepared in the English language. Information in any other language shall be accompanied by its translation in English. The Employer reserves the right to cancel Pre-qualification of firm in case of non-compliance of the required requirement.

3.1.4 The Applicants must respond to all questions and provide complete information thereof as advised in this document. Any lapse to provide essential information may result in dis-qualification of the Applicant.

### 3.5 Updating Prequalification Information

3.5.1 Bidders shall be required to update the financial, personnel and equipment information used for prequalification at the time of submitting their bids, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of prequalification. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at



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the time of bidding.

## 3.6 Other Factors

**3.6.1** Only firms that have been prequalified under this procedure shall be invited to bid. A qualified firm or a member of a qualified JV may participate only in one bid for the contract. If a firm submits more than one bid, singly or as a JV, all bids including that bidder will be rejected. This rule will not apply in respect of bids which include specialist sub-contractors who are used by more than one bidder.

**3.6.2** The Employer reserves the right to:-

- a) Amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only bid among those prequalified bidders who meet the requirements of the contract(s) as amended. However the Employer has to review the disqualified bids who originally do not meet the specified criteria for Pre-qualification.
- b) Reject or accept any application; and
- c) Cancel the prequalification process and reject all applications.

The Employer shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection, however, may be debriefed if solicited.

**3.6.3** Applicants will be informed in writing by fax or mail within 42 days of the date for submission of applications (Invitation for Prequalification) about the result of their applications and they may be debriefed if solicited.

## 3.7 Disqualification for prequalification

**3.7.1** Those listed below cannot participate in prequalification in any manner directly or indirectly or as sub Contractors, in their name or in the name of any other person or company or firm.



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- 
- xvi. Those who are prohibited to participate in prequalification by any government institution or authority and those who are prohibited by law having any criminal record or convictions,
  - xvii. Those who have been declared bankrupt by the authorities or have filed for bankruptcy,
  - xviii. Those who have been declared or announced as an insolvent by any court of law or tribunal or any other authority or institution,
  - xix. Those who are under liquidation,
  - xx. Those whose affairs are run by any tribunals,
  - xxi. Those who are under any settlement with any financial institution or creditors,
  - xxii. Those who have suspended their affairs or those who are in the similar positions as per the law of their country,
  - xxiii. Those who have been declared defaulter of social security contribution or premium payments under the law of Pakistan or as per the law of their country,
  - xxiv. Those who have been declared, defaulter of taxation or revenue departments for nonpayment of income tax, sales tax, customs or duties or any other tax levied from time to time in Pakistan or as per the law of their country,
  - xxv. Those who have been condemned by the decision of any court or law or tribunal because of their non-professional or unethical activities or professional malpractices within the last 5 years before the date of the prequalification,
  - xxvi. Those who have been terminated by any institution or organization or authority or agency for adopting or performing non-professional attitude or unethical or immoral activities or professional malpractices, and such determination has been resulted from administering them during their jobs which they have concluded during last 5 years,
  - xxvii. Those who does not provide the required information or provided misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document and certificates. And those who will be terminated thereafter that they have provided the wrong information or false certificates or fake documents,



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- xxviii. Those who has been prohibited from professional activity by the chamber of commerce in Pakistan or by any other equivalent body established for same purposes in any country, where they are registered before the date of the prequalification,
- xxix. The Applicants who are blacklisted by Federal Government, Provincial Government, Autonomous Bodies and State Bank of Pakistan,
- xxx. LWMC employees (Officials/Officers) as well as their blood relations are not eligible to participate in the departmental bidding procedure during his/her service,

**3.7.2** The following acts and attitudes are forbidden in the prequalification:

- iv. Fraud, threat, influence, interest, agreement, extortion, bribery to rig an auction by way of slush fund or by any other ways to win this prequalification.
- v. To render the activities of other participants doubtful, to obscure them from participation in prequalification, or to offer an agreement to the participants or to influence them to act in a manner, which will affect the other participants or prequalification process.
- vi. To issue and use false document or false information or to attempt to do so,

**3.7.3** The Applicants who are participating, in spite of these disqualification, prohibitions and exclusions shall stand excluded.



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## EVALUATION CRITERIA

No compromise shall be made on minimum requirements in each of the following evaluation criteria. Disqualification in any sub criteria shall stand over all disqualification of applicant. Please provide documentary proof for each criteria.

Criteria for Selection/Range of Procurement Budget	Financial Limit		
	From 0.1 Million to 2 Million	From 2.01 Million to 10 Million	From 10.01 Million to 20 Million
Registration with Income Tax Authorities	R	R	R
Taxpayer Status for the last 'X' Years	1	2	3
Income Tax Returns for Duration Corresponding with Taxpayer Status	NR	R	R
Registration with Sales Tax Authorities (If Applicable)	R (PRA)	R (PRA)	R (PRA)
Registration with Registrar of Firms (Certified copy of Partnership Deed, along with Form C/D) OR SECP along with latest certified copy of Form 29 and A	NR	R	R
Affidavit on Legal Paper that firm is not blacklisted by any Govt. Agency / Firm	R	R	R
Experience of 'X' Relevant Projects/Assignments (Copy of evidence e.g. Experience Letter, Letter of Appointment etc.)	1	2	2
Audited Financial Statements for the Last 'X' Years	NR	1	2
Bank Statement showing Financial Soundness	NR	R	R

R= Required, NR = Not Required,

- Applicants are required to submit the detailed profile of the applicant/firm/company.



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**Annexure-A**

## 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:
2. Attached to this letter are copies of original documents defining:
  - (a) the Applicant's legal status;
  - (b) the principal place of business; and

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2

*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.*



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- 
- (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).
3. 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:
- (iii) 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
- (iv) 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 any stage.
- (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 is taken.
4. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

e) \_\_\_\_\_  
Signature

f) \_\_\_\_\_  
Name (For and on behalf of)

g) \_\_\_\_\_  
Designation

h) \_\_\_\_\_  
Seal

**Note:** In case of joint venture/ other partners, also give their particulars mentioned under 4 (a-d) above.





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## Personal Information

*All individual firms and each partner of a joint venture applying for prequalification are requested to complete the personal information being employed in government / semi government/ private organization in this form. False and Fabricated information will lead to disqualified from the prequalification process.*

Name of Person (In case of Individual)	
Names of Partners (In case of AOP/Joint Ventures)	
Personal Address with Contact	
Government / Semi Government Employee (If yes give complete detail of Government / Semi Government Department where employee)	
Private Organization Employee (Give brief detail)	
Designation as employee	
Office Address with Contact	



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## General Information

*All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures.*

*Where the Applicant proposes to use named subcontractors for critical components of the works, or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractor(s).*

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	Telex
5.	Place of Incorporation/Registration	Year of incorporation/registration
<b>NATIONALITY OF OWNERS</b>		
<b>NAME</b>		<b>NATIONALITY</b>
1.		
2.		
3.		
4.		
5.		



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## Details of Contracts of Similar Nature and Complexity

*Name of Applicant or partner of a joint venture*

Use a separate sheet for each contract.

1.	Name of Contract
	Country
2.	Name of Employer
3.	Employer Address .....
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify ..... .....
5.	Contract Role (Tick One) (a) Sole Contractor      (b) Sub- Contractor      (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency.....      Currency.....      Currency.....
7.	Equivalent in Pak/Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months) _____ Years      _____ Months
11.	Specified Requirements1 ..... ..... .....



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## Litigation History

*Name of Applicant or Partner of a Joint Venture*

*Applicants, 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 five years or currently under execution (Instructions to Applicants, para 3.2.6). A separate sheet should be used for each partner of joint venture.*

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



# **LAHORE WASTE MANAGEMENT COMPANY**

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## **LAHORE WASTE MANAGEMENT COMPANY**

### **PRE-QUALIFICATION OF FIRMS**

*for*

### **SUPPLY OF PARTS**

**October, 2017**



# LAHORE WASTE MANAGEMENT COMPANY

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## INTRODUCTION

### 1.1 Background

M/s Lahore Waste Management Company (LWMC) is a public sector company, which has been established under section 42 of the Companies Ordinance 1984. After the formation of company, LWMC and City District Government Lahore have signed Services and Asset Management Agreement (SAMA). According to this agreement, all the functions and assets of SWM department of CDGL and the TMAs has been entrusted to LWMC.

M/s Lahore Waste Management Company has a huge vehicle fleet which are being used for solid waste operations in the city of Lahore.

For “**Supply of Parts / Items** (For Vehicles, Motorcycles, Machinery, Electrical Equipment, Electrical Material, Iron Equipment and General Items etc.)”.

LWMC has to procure different kind of parts frequently used during the year. For this purpose, LWMC intends to prequalify well reputed firms / contractors who are eligible under the given criteria, for the calendar year 2018.



# LAHORE WASTE MANAGEMENT COMPANY

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## INVITATION FOR PRE-QUALIFICATION

### PREQUALIFICATION OF FIRMS FOR LWMC WORKSHOP FOR THE CALENDAR YEAR 2018

Lahore Waste Management Company (LWMC) intends to pre-qualify well reputed Firms / Companies registered with Tax Department for “**Prequalification of Firms for LWMC Workshop for the Calendar Year 2018**”.

Firms shall be prequalified separately for each category as mentioned in prequalification document. Interested Firms / Companies may participate in one or more than one category depending upon evaluation criteria. Only those firms who will qualify under this process will be allowed to participate in the tenders / bids during the calendar year 2017. This prequalification shall remain valid till December 31, 2018.

Prequalification Document for each category, in the English language, may be purchased by the interested bidders on the submission of a written application to the address given below and upon payment of a nonrefundable fee of PKR 2,000/- which should be deposited in LWMC Bank Account No. 3531-1, Liberty Branch, Bank of Punjab, Lahore. A pre-bid meeting will be held on **November 01, 2017 at 1200 hours**.

Interested Firms / Companies submit their documents in sealed envelopes at the address below at or before **November 10, 2017 on 1100 hours which shall be opened at 1130 hours** in the presence of the Bidders’ representatives who choose to attend at the address given below.

Prequalification Documents are immediately available after date of publication. In case of official holiday on the day of submission, next day will be treated as closing date. Prequalification notice has also been posted on LWMC website ([www.lwmc.com.pk](http://www.lwmc.com.pk)) & PPRA website ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)).

#### **General Manager (P & C)**

Office No. 4&5, 4<sup>th</sup> Floor, Shaheen Complex, Edgerton Road, Lahore

Ph: 092-42- 99205153-55, Fax: +92-42-99205156

Email: [procurement@lwmc.com.pk](mailto:procurement@lwmc.com.pk)



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## INSTRUCTIONS TO APPLICANTS

### 3.1 Submission of Applications

3.1.1 Applications for pre-qualification in original must be received in sealed envelope to be delivered by hand or through registered mail to:-

Managing Director  
M/s. Lahore Waste Management Company  
Office No 4, 4<sup>th</sup> Floor, Shaheen Complex,  
Egerton Road, Lahore, Pakistan  
Ph: +92-42-992053-5, Fax; +92-42-99205156,  
Email: [procurement@lwmc.com.pk](mailto:procurement@lwmc.com.pk)

not later than **October 10, 2017** and be clearly marked Application for Pre-qualification for "Supply of Parts / Items (For Vehicles, Motorcycles, Machinery, Electrical Equipment, Electrical Material, Iron Equipment and General Items etc.)".

Late applications shall be rejected.

3.1.2 The name and mailing address of the Applicant should be clearly marked on the top left hand side of the envelope.

3.1.3 The applications shall be prepared in the English language. Information in any other language shall be accompanied by its translation in English. The Employer reserves the right to cancel Pre-qualification of firm in case of non-compliance of the required requirement.

3.1.4 The Applicants must respond to all questions and provide complete information thereof as advised in this document. Any lapse to provide essential information may result in dis-qualification of the Applicant.

### 3.5 Updating Prequalification Information

3.5.1 Bidders shall be required to update the financial, personnel and equipment information used for prequalification at the time of submitting their bids, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of prequalification. A bid





# LAHORE WASTE MANAGEMENT COMPANY

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shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

## 3.6 Other Factors

**3.6.1** Only firms that have been prequalified under this procedure shall be invited to bid. A qualified firm or a member of a qualified JV may participate only in one bid for the contract. If a firm submits more than one bid, singly or as a JV, all bids including that bidder will be rejected. This rule will not apply in respect of bids which include specialist sub-contractors who are used by more than one bidder.

**3.6.2** The Employer reserves the right to:-

- a) Amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only bid among those prequalified bidders who meet the requirements of the contract(s) as amended. However the Employer has to review the disqualified bids who originally do not meet the specified criteria for Pre-qualification.
- b) Reject or accept any application; and
- c) Cancel the prequalification process and reject all applications.

The Employer shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection, however, may be debriefed if solicited.

**3.6.3** Applicants will be informed in writing by fax or mail within 42 days of the date for submission of applications (Chapter 2.0, Invitation for Prequalification) about the result of their applications and they may be debriefed if solicited.

## 3.7 Disqualification for prequalification

**3.7.1** Those listed below cannot participate in prequalification in any manner directly or indirectly or as sub Contractors, in their name or in the name of any other person or company or firm.



# LAHORE WASTE MANAGEMENT COMPANY

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- xxxix. Those who are prohibited to participate in prequalification by any government institution or authority and those who are prohibited by law having any criminal record or convictions,
  - xxxii. Those who have been declared bankrupt by the authorities or have filed for bankruptcy,
  - xxxiii. Those who have been declared or announced as an insolvent by any court of law or tribunal or any other authority or institution,
  - xxxiv. Those who are under liquidation,
  - xxxv. Those whose affairs are run by any tribunals,
  - xxxvi. Those who are under any settlement with any financial institution or creditors,
  - xxxvii. Those who have suspended their affairs or those who are in the similar positions as per the law of their country,
  - xxxviii. Those who have been declared defaulter of social security contribution or premium payments under the law of Pakistan or as per the law of their country,
  - xxxix. Those who have been declared, defaulter of taxation or revenue departments for nonpayment of income tax, sales tax, customs or duties or any other tax levied from time to time in Pakistan or as per the law of their country,
  - xl. Those who have been condemned by the decision of any court or law or tribunal because of their non-professional or unethical activities or professional malpractices within the last 5 years before the date of the prequalification,
  - xli. Those who have been terminated by any institution or organization or authority or agency for adopting or performing non-professional attitude or unethical or immoral activities or professional malpractices, and such determination has been resulted from administering them during their jobs which they have concluded during last 5 years,
  - xlii. Those who does not provide the required information or provided misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document and certificates. And those who will be terminated thereafter that they have provided the wrong information or false certificates or fake documents,



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- xliii. Those who has been prohibited from professional activity by the chamber of commerce in Pakistan or by any other equivalent body established for same purposes in any country, where they are registered before the date of the prequalification,
- xliv. The Applicants who are blacklisted by Federal Government, Provincial Government, Autonomous Bodies and State Bank of Pakistan,
- xlv. LWMC employees (Officials/Officers) as well as their blood relations are not eligible to participate in the departmental bidding procedure during his/her service,

**3.7.2** The following acts and attitudes are forbidden in the prequalification:

- vii. Fraud, threat, influence, interest, agreement, extortion, bribery to rig an auction by way of slush fund or by any other ways to win this prequalification.
- viii. To render the activities of other participants doubtful, to obscure them from participation in prequalification, or to offer an agreement to the participants or to influence them to act in a manner, which will affect the other participants or prequalification process.
- ix. To issue and use false document or false information or to attempt to do so,

**3.7.3** The Applicants who are participating, in spite of these disqualification, prohibitions and exclusions shall stand excluded.



# LAHORE WASTE MANAGEMENT COMPANY

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## EVALUATION CRITERIA

No compromise shall be made on minimum requirements in each of the following evaluation criteria. Disqualification in any sub criteria shall stand over all disqualification of applicant. Please provide documentary proof for each criteria.

Criteria for Selection/Range of Procurement Budget	Financial Limit		
	From 0.1 Million to 2 Million	From 2.01 Million to 10 Million	From 10.01 Million to 20 Million
Registration with Income Tax Authorities	R	R	R
Taxpayer Status for the last 'X' Years	1	2	3
Income Tax Returns for Duration Corresponding with Taxpayer Status	NR	R	R
Registration with Sales Tax Authorities (If Applicable)	R	R	R
Registration with Registrar of Firms (Certified copy of Partnership Deed, along with Form C/D) OR SECP along with latest certified copy of Form 29 and A	NR	NR	R
Affidavit on Legal Paper that firm is not blacklisted by any Govt. Agency / Firm	R	R	R
Experience of 'X' Relevant Projects/Assignments (Copy of evidence e.g. Experience Letter, Letter of Appointment etc.)	NR	NR	2
Audited Financial Statements for the Last 'X' Years	NR	NR	NR
Bank Statement showing Financial Soundness	NR	R	R

R= Required, NR = Not Required

- Applicants are required to submit the detailed profile of the applicant/firm/company.



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**Annexure-A**

## 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:
2. Attached to this letter are copies of original documents defining:
  - (a) the Applicant's legal status;
  - (b) the principal place of business; and

---

3

*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.*



# LAHORE WASTE MANAGEMENT COMPANY

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- 
- (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).
3. 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:
- (v) 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
- (vi) 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 any stage.
- (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 is taken.
4. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

i) \_\_\_\_\_  
Signature

j) \_\_\_\_\_  
Name (For and on behalf of)

k) \_\_\_\_\_  
Designation

l) \_\_\_\_\_  
Seal

**Note:** In case of joint venture/ other partners, also give their particulars mentioned under 4 (a-d) above.



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## Personal Information

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Name of Person (In case of Individual)	
Names of Partners (In case of AOP/Joint Ventures)	
Personal Address with Contact	
Government / Semi Government Employee (If yes give complete detail of Government / Semi Government Department where employee)	
Private Organization Employee (Give brief detail)	
Designation as employee	
Office Address with Contact	



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## General Information

*All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures.*

*Where the Applicant proposes to use named subcontractors for critical components of the works, or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractor(s).*

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	Telex
5.	Place of Incorporation/Registration	Year of incorporation/registration
<b><i>NATIONALITY OF OWNERS</i></b>		
<b><i>NAME</i></b>		<b><i>NATIONALITY</i></b>
1.		
2.		
3.		
4.		
5.		





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## Details of Contracts of Similar Nature and Complexity

*Name of Applicant or partner of a joint venture*

Use a separate sheet for each contract.

1.	Name of Contract
	Country
2.	Name of Employer
3.	Employer Address .....
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify ..... .....
5.	Contract Role (Tick One) (a) Sole Contractor      (b) Sub- Contractor      (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency.....      Currency.....      Currency.....
7.	Equivalent in Pak/Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months) _____ Years      _____ Months
11.	Specified Requirements1 ..... ..... .....

