

Pre-Qualification Document (PQD)

For

**Pre-qualification of Consultants/Consulting Firms/Companies having
expertise in the area of
*“Public Private Partnership”***

GOVERNMENT OF PUNJAB



PUNJAB PUBLIC PRIVATE PARTNERSHIP AUTHORITY

February, 2021

Postal Address:

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Assignment

DEVELOPMENT OF HOTEL AT NISHTAR PARK SPORTS COMPLEX, LAHORE

Table of Contents

1. Introduction	4
2. Objectives	4
3. Scope of Work	4
4. Eligibility Criteria or Pre-requisite to Evaluation	5
i. Firm Experience.....	6
ii. Human Resource Capacity	6
iii. Financial Capability.....	7
5. Instruction for Submission of E.O.I Application	11
6. EOI Deadline	12
Firms Information.....	13
Annex-A Firm Experience (General)	14
Annex-B Firm Experience (Relevant)	15
Annex-C (List of Key Personnel)	16
Annex-D (CVs of Key Personnel)	17
Annex-E (Financial Capabilities)	18
Annex-F (Firm Detail)	19
Annex-G (Check List)	20

1. Introduction

In emerging areas to achieve development targets in an efficient and effective manner at a faster pace, Government Departments need capacity building by engaging various Consultants / Consulting Firms / Companies.

This Prequalification Document (PQD) enlists the criteria for Consultants / Consulting firms / Companies to be shortlisted in below given area/sector:

Public Private Partnership

2. Objective

Transaction Advisory Services.

3. Scope of Work

This scope of work is tentative for prequalification only. The actual scope of work will be provided to the Consultants/Consulting Firms/Companies at the time of issuing RFP as per actual scope of work. However this prequalification does not guarantee award of work by the procuring agency. The tentative scope of work includes two phases such as the **Project Development** and **Transaction Execution**:

Phase – I: Project Development:

As per Punjab PPP Act 2019, a project proposal shall consist of, amongst other things, an analysis of feasibility and sustainability of the project including detailed business case, financial model, risk analysis, initial environmental impact assessment, need for government support, determination of PPP modality and bid documents including a draft PPP agreement.

After legal, technical, operational, environmental & financial due diligence including market assessment. Transaction advisor will develop feasibility study which may include the followings:

- Business Plan
- PPP Modality / Transaction structure
- Financial Model and Analysis of project financials (Project's financial and economic viability over the expected duration of the project)
- Risk Allocation matrix
- Role of Government and Private Party
- Asset Stock-take

- Monitoring Mechanism
- Key Performance Indicator (KPIs)
- Legal feasibility analysis
- Assessment of high-level technical, legal and financial aspects of PPP projects according to market demand;
- Preparation of financial models and business cases of PPP Projects;
- Identification of the potential PPP options for the particular projects;
- Legal, economic and financial cost benefit analysis of various PPP Projects identified by Government;
- Legal, Financial and Technical analysis of PPP proposals submitted by private investors;
- Transaction structuring and design of PPP Projects;
- Risk analysis and mitigation of PPP Projects;
- Preparation of Request for Qualification (RFQ), Request for Proposal (RFP), pre-qualification of bidders and Concession Agreements etc.
- Evaluation of solicited bids;
- Launching of transaction;
- Facilitating government/regulatory bodies approvals;

Phase – II: Transaction Execution:

- Procurement process
- Deal Closure and signing of Concession Agreement
- Financial close
- Any other related task assigned by the client.

4. Eligibility Criteria

All firms that have not submitted the following items / documents shall be removed from the list, remaining firms will be evaluated accordingly:

Pre-Requisites	
1	Valid Registration with the relevant professional body i.e. (e.g. PEC, PCATP, ICAP, ICMA or any professional body etc.)
2	Registration with SECP, Registrar of Firms
3	Registered with Federal/Provincial Tax/Revenue Authorities with Active Tax Payer's status
4	Power of Attorney for Representatives

5	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: <ul style="list-style-type: none"> i. is not in bankruptcy or liquidation proceedings; ii. has never been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons iii. is not making any misrepresentations or concealing any material fact and detail; iv. has not been convicted of, fraud, corruption, collusion or money laundering; v. 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 vi. does not fall within any of the circumstances for ineligibility or disqualifications.
6	Affidavit for Correctness of Information
7	Litigation History

i. Firm's Experience

Firms should provide information regarding:

- a.** General experience by submitting the details of 05 number of projects / assignments completed as per **Annex – A**.
- b.** Relevant experience in the subject field (PPP) by submitting the details of 02 number of PPP Projects completed as per **Annex – B**.
- c.** Detailed description of the Firm Profile by providing its organizational structure (organogram), list of permanent staff and quality management system.

ii. Human Resource Capacity

- a.** List of key personnel having expertise in the area of **Public Private Partnership** as per **Annex – C**.
- b.** CVs of key personnel as per **Annex – D**.

However, the required qualification and experience are as follows;

Sr. No.	Proposed Position	Required Qualification	Experience
1.	Team Leader	M.Sc. / MS/M.Phil. in Project Management / Engineering Management / Civil Engineering / Architecture / Business Administration	Min 15 years' experience in Infrastructure including 05 years' experience in leading role, and have successfully completed transaction of at least one (01) Public Private Partnership project and able to manage cross-sectoral team.

2.	Financial Expert	MBA (Finance) / Master's / M.Phil. in Finance, CA, ACCA, ACMA, CFA	Min 10 years' experience of developing projects in PPP mode, due diligence of related financial implications & assurance, financial modelling, financial analysis, project risk profiling, value for money analysis and financial closure for PPP Projects.
3.	Technical Expert	B.Sc. / BS/BE in Civil Engineering / Architecture / M.Sc. / MS / M.Phil. in Construction Management	Min 10 years of experience in construction management, structural designs, site surveys, construction parameters and other skills required for infrastructure related PPP projects.
4.	Legal Expert	LLB or Higher Degree in Law	Min 10 years' experience of dealing with business / corporate laws, firms and company laws / ordinances, thorough knowledge of PPP Act 2019, as amended, contract management, and other domestic and international laws, with demonstrating expertise in drafting and negotiating PPP / Concession agreements.
5.	Architect	Graduate or higher degree in relevant discipline	Min 10 years of experience in relevant field.

Note: 1. Only post-qualification relevant experience shall be considered.
2. 16 years of master shall be considered equivalent to B.Sc./BS/BE (Hons.)

iii. Financial Capabilities

Details of financial capabilities to be provided as per **Annex – E**.

****All documents should be provided 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.***

******Firms/Companies applying under a Joint Venture / Consortium should submit their documents as a single EOI by clearly indicating the lead firm.***

Criteria, sub-criteria, and point system for the evaluation of Expression of Interest (EOIs) are as follows:

A1	Firm's Experience	Points
a)	05 Number of Assignments (General)*	20
	i. Costs of projects to which consultancy services have been provided by the firm in the general assignments (in PKR): upto 10 Million 0% 10 Million to 20 Million 50% 21 to 50 Million 75% 50 Million & above 100%	10
	ii. Duration of services provided by the firm in the general assignments: 3 to 6 Months 50% 7 to 12 Months 75% 12 Months & above 100%	10
b)	02 Number of Assignments Relevant (PPP) **	60
	i. Scope of relevant / similar Assignments	20
	ii. Cost of relevant / similar Assignments (in PKR): upto 10 Million 0% 10 Million to 20 Million 50% 21 to 50 Million 75% 50 Million & above 100%	20
	iii. Duration of relevant Assignments 3 to 6 Months 50% 7 to 12 Months 75% 12 Months & above 100%	20
c)	Firm's Profile	20
	i. Organizational Structure	5
	ii. List of Permanent Staff	10
	iii. Quality Management System*** In-house Quality Control System 50% Quality control system certified by relevant body i.e. ISO 100%	5
	Total A1	100
A2	Human Resource Capacity****	Points
a)	Team Leader	25
b)	Financial Expert	25
c)	Architect	20
d)	Technical Expert	15
e)	Legal expert	15
	Total A2	100

A3	Financial Capacity*****		Points
a)	Annual Turn Over (in PKR)		100
	Average Annual Turnover (Last 3 Years) in PKR Million	Maximum Marks-100	
	Below 50 Million	20 Marks	
	More than 50 to 75 Million	40 Marks	
	More than 75 to 100 Million	70 Marks	
	More than 100 Million	100 Marks	
Total A3			100

Score = A1[30%] + A2[60%] + A3[10%]

The minimum score required to be shortlisted is: **65 Points**

* 05 number of general assignments completed is to be provided. Assignments provided beyond the limit of 05 will be given no weightage. Project / Assignment provided must be supported with the completion certificate issued by the procuring agency / executing agency of that particular project. Cost of general assignments shall be calculated by aggregating 95% of cost of consultancy services and 5% of project cost to assign weightage.

** 02 number of assignments (PPP) completed is to be provided. Project / Assignment provided must be supported with the completion certificate issued by the procuring agency / executing agency of that particular project.

*** Quality Management System has to be supported by Quality Management Certificates.

**** 30% weightage shall be given to qualification whereas 70% weightage shall be assigned to experience for each proposed resource given in above table. One resource can only be applied in one sub-sector with single firm.

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

Note:

- For JV, pre-requisites must be fulfilled by the lead as well as partner firms separately. However, in case of a firm outside Pakistan, registration with relevant professional body and exchange commission will be required of their country of origin. For evaluation, lead firm shall be assigned 60% weightage in each component such as firm experience, human resource capacity and financial capacity and remaining 40% weightage shall be equally assigned to partner firms.
- Assignments mentioned under general assignments should not be repeated under relevant assignments. Similarly, assignments mentioned under relevant assignments shall not be considered for general assignments.

3. Firm Detail

Firm should provide its detail as per **Annex – F.** In this PQD the word Firm has been used for both Firm and Company.

4. Client Details

**Punjab Public Private Partnership Authority,
Planning and Development Board,
Government of Punjab.
Address: 11- Kashmir Road, PASSCO Building, Lahore.
Contact No. 042-99206009**

5. EOI Deadline

Deadline for submission of EOIs is **23rd February, 2021** till 01:30 p.m. (each page duly signed and stamped by competent authority of firm/company).

Focal Person for Clarification / Coordination:

**Mr. Muhammad Masood Akhtar
Director General (Projects)
Punjab Public Private Partnership Authority,
Government of Punjab.**

Address: 11- Kashmir Road, PASSCO Building, Lahore.

Contact No. 042-99206009

Email: muhammad.musood@gmail.com

5. INSTRUCTIONS FOR SUBMISSION OF EOI APPLICATION

a. Format and Signing of the EOI Application

- b.** Each Applicant shall prepare and submit one printed original, two printed copies and one electronic copy (on DVD, CD or USB drive) of its EOI Application, clearly marking each one as "Original", "Copy No. 1", "Copy No. 2", etc., as appropriate. In the event of any discrepancy between the copies and the original, the original shall govern.
- c.** The original and all printed copies of the EOI application shall be typed or written in indelible ink. The person or persons duly authorized shall sign the EOI application by:
 - EOI application shall be hardbound. Loose paper/ring binding or paper in file will not be acceptable and shall be liable to ineligible.
 - Chain marking / numbering of pages of complete EOI.
 - Signing/initialing and stamp the all pages of original EOI Application along with appendices.
- The relevant EOI application shall contain no alterations, omissions or additions, unless such corrections are signed by the person or persons duly authorized.
- The information to be provided within the DVD/CD/USB shall contain non-compressed and un-protected files in printable formats. Furthermore, the DVD/CD/USB must be free from virus.

d. Sealing and Marking of EOI Applications

- The Applicant shall seal the original EOI Application and each copy in separate envelopes, each containing the documents specified in the EOI application. The envelope bearing original documents shall mark "EOI Application – Original" on the front.
- Likewise, the copies submitted must mark "EOI Application – Copies" (all duly marked as required herein). All the copies and original EOI Application sealed individually should be submitted to the Client Representative enclosed in a single envelop bearing the words "HIRING OF TRANSACTION ADVISER".
- The inner envelope shall each indicate the name and address of the Applicant (in case of a Consortium, the name and address of the Lead Member) to enable the relevant EOI Application to be returned unopened if it is declared "late".
- The DVD/CD/USB requested shall be submitted with the printed EOI Application. For the avoidance of doubt, it is expressly specified that the Prospective Bidders shall not be allowed to submit their EOI Applications by e- mail or fax.

e. Application Submission and Opening of Proposals Date and Time:

EOI applications should be submitted in person on or before **01:30 P.M.** Dated: **23-02-2021** and the proposals shall be opened at **1400 hours** on the same date, as per Punjab Procurement Rules, 2014.

Firm's information

BASIC INFORMATION OF APPLICANT

Prospective Applicant

- (a) Name: _____
- (b) Country of Incorporation: _____
- (c) Address of the corporate headquarters and its branch office (s), Pakistan: _____
- (d) Date of incorporation and / or commencement of business: _____
- (e) Type (corporation, partnership, etc): _____
- (f) Telephone No: _____
- (g) Cell No: _____
- (h) Fax: _____
- (i) Email: _____
- (j) NTN Registration No. _____ and STN _____
- (k) Registration with professional body: _____

CONSORTIUM MEMBER'S INFORMATION

- (a) Name: _____
- (b) Designation: _____
- (c) Bidder's Company: _____
- (d) Address: _____
- (e) Telephone No: _____
- (f) Cell No: _____
- (g) Fax No: _____
- (h) E-mail Address: _____
- (i) Primary area of business: _____
- (j) NTN Registration No. _____ and STN _____
- (k) Registration with professional body: _____

Details of individual (s) who will serve as the point of contact / communication for the Bidder's company:

- (a) Name: _____
- (b) Designation: _____
- (c) Address: _____
- (d) Telephone No. _____
- (e) Cell No. _____
- (f) E-mail address: _____
- (g) Fax No. _____

Signature & Seal of Authorize Representative

Index of Firm Experience (General)

Name of Consortium Members: _____, _____, _____, _____

General ¹											
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 Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
					Start date	Completion date		Start date	Completion date		
1											
2											
3											
4											
5											

Note: The firm/company should submit above information through hard copies of the same duly signed along with required supporting documents as prescribed hereunder must be submitted to the office of Punjab PPP Authority for further evaluation. Above table (template) is just for reference / guidance.

1. Provide list of five (05) number of projects/assignments completed.
2. Assignments mentioned under general assignments should not be repeated under relevant assignments. Similarly, assignments mentioned under relevant assignments shall not be considered for general assignments.
3. Project/Assignment provided must be supported with the **completion certificate** issued by the procuring agency/executing agency of that particular project.

Index of Firm Experience (Relevant)

Name of Consortium Members: _____, _____, _____, _____

Relevant ¹											
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 Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
					Start date	Completion date		Start date	Completi on date		
1											
2											

Note: The firm/company should submit above information through hard copies of the same duly signed along with required supporting documents as prescribed hereunder must be submitted to the office of Punjab PPP Authority for further evaluation. Above table (template) is just for reference / guidance.

1. Provide two (02) number of projects / assignments (PPP) completed.
2. Assignments provided beyond the limit of 02 will be given no weightage.
3. Project/Assignment provided must be supported with the **completion certificate** issued by the procuring agency/executing agency of that particular project.
4. Assignment mentioned under general assignment should not be repeated under relevant assignment. Similarly, assignment mentioned under relevant assignment shall not be considered for general assignment.

Index of Key Personnel

Annex-C

S. No.	Name	Qualification	Total Experience in Years	Position Proposed	Current Responsibilities

Note: The firm/company should submit above information through hard copies of the same duly signed along with required supporting documents as prescribed hereunder must be submitted to the office of Punjab PPP Authority for further evaluation. Above table (template) is just for reference / guidance.

1. The list of key personnel should be in accordance with proposed positions mentioned in Human Resource Capacity.
2. 30% weightage shall be given to qualification whereas 70% weightage shall be assigned to experience for each proposed resource given in above table.
3. Only one human resource can apply in one sector / sub-sector with single firm against each post. Similarly, one human resource can be quoted/entered by single firm and no other firm can quote/enter that human resource in any sector/sub-sector.
4. It is mandatory for each proposed resource to fulfill minimum eligibility criteria mentioned in this PQD to be qualified for score assignment.

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. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
10. **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)

11. 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.

12. 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

Note: The firm/company should submit above information through hard copies of the same duly signed along with required supporting documents must be submitted to the office of Punjab PPP Authority for further evaluation. Above table (template) is just for reference / guidance.

Year ¹	Annual turnover
2017-2018	
2018-2019	
2019-2020	

Note: The firm/company should submit above information through hard copies of the same duly signed along with required supporting documents as prescribed hereunder must be submitted to the office of Punjab PPP Authority for further evaluation. Above table (template) is just for reference / guidance.

1. Data provided under the head of financial capabilities must be supported by the Authenticated Audited Annual Financial Statements.
2. Annual turnover shall be calculated from the Average annual turnover of past 03 years.

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

Note: The firm/company should submit above information through hard copies of the same duly signed along with required supporting documents as prescribed hereunder must be submitted to the office of Punjab PPP Authority for further evaluation. Above table (template) is just for reference / guidance.

1. In order to assess JVs, pre-requisites must be fulfilled by the lead as well as partner firms separately.
2. In case of a firm outside Pakistan, registration with relevant professional body and exchange commission will be required of their country of origin.
3. For evaluation, lead firm shall be assigned 60% weightage in each component such as firm experience, human resource capacity and financial capacity and remaining 40% weightage shall be equally assigned to partner firms (if more than one (1) partner firm is involved).

Check list

I authorized representative of the firm / consortium undertake that the following documents / instructions / information's are mandatory, non-compliance of them will lead to ineligibility and shortlisting applications will be rejected without entering into evaluation process.

- i. ☐ Registration with the professional body (e.g. PEC, PCATP, ICAP, ICMA or any professional body etc.)
- ii. ☐ Registration with SECP, Registrar of Firms.
- iii. ☐ Registered with Federal/Provincial Tax/Revenue Authorities with Active Tax Payer's status.
- iv. ☐ Undertaking by the firm on a legal format, that it has not been blacklisted by any Government Agency/Authority nor is under any litigation.
- v. ☐ List / CVs of key relevant staff available with the firm.
- vi. ☐ The person or persons duly authorized shall sign the EOI application.
- vii. ☐ EOI application shall be hard bond. Loose paper or paper in file will not be acceptable and shall be liable to ineligible.
- viii. ☐ Chain marking / numbering of pages of complete EOI
- ix. ☐ Signing the all pages of original EOI Application; and
- x. ☐ Initialing all the pages of the EOI document.
- xi. ☐ In case of JV/Consortium, existing agreement / partnership deed or letter of intention to enter into an agreement.
- xii. ☐ Undertaking for not having conflict of interest.
- xiii. ☐ All Annexes of EOI document.
- xiv. ☐ All Affidavits, Power of Attorney and Litigation History.

Signature & Seal of Authorized Representative _____

Affidavit for Non-Blacklisting of Firm

[PRINT ON STAMP PAPER]
Non-judicial stamp paper (with a value of Rs. 100)

Date: _____

AFFIDAVIT

It is hereby solemnly confirmed and declared that M/s -----,
is declaring on oath that the Applicant:

- is not in bankruptcy or liquidation proceedings;
- has *never* been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
- is not making any misrepresentations or concealing any material fact and detail;
- has not been convicted of, fraud, corruption, collusion or money laundering;
- 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
- does not fall within any of the circumstances for ineligibility or disqualifications

(Stamp of Company)
(Signatures of Authorized Rep)

Company Name

Attestation by Oath Commissioner and/or Notary Public

Affidavit for Correctness of Information

[PRINT ON STAMP PAPER]

AFFIDAVIT of MR. _____ S/o Mr. _____, CNIC No. _____ Resident of _____, Pakistan and authorized representative of XYZ company name, _____ (address) _____ (**'Company'**).

I, the above named deponent, do hereby solemnly affirm and declare that:

1. I am the [Designation...] of the Company.
2. I am the authorized representative of the Company by virtue of [Board Resolution No., Letter No. etc.....] _____ dated _____.
3. The contents of accompanying [document...] dated along with the supporting documents are true and correct to the best of my knowledge and belief and nothing material or relevant thereto has been concealed or withheld therefrom.
4. I also affirm that all further documentation and information to be provided by me in connection with the aforesaid [document...] shall be true and correct to the best of my knowledge and belief.

DEPONENT

VERIFICATION

It is hereby verified on solemn affirmation at _____, Pakistan on the [date...] that the contents of the above Affidavit are true and correct to the best of my knowledge and belief and that nothing, material or relevant thereto, has been concealed or withheld therefrom.

DEPONENT

Power of Attorney

[IMPORTANT NOTICE: Power of Attorney to be printed on stamp paper signed and notarized. In the case of a Pakistani Attorney, a copy of his national identity card ("NIC") should be attached with the Power of Attorney. In the case of a non-Pakistani Attorney, a copy of his passport should be attached.]

Instructions for Consultancy Firm/Company

If the Consultation Firms/Companies are a Consortium each firm/company of the Consortium (other than the Lead Consultant) shall furnish a Power of Attorney authorizing the Lead Consultant and on their behalf.

KNOW BY ALL MEN THAT by this Power of Attorney ("**Power of Attorney**"),
_____ [Insert name of Consortium firm] having its
registered office at _____
], does hereby nominate, appoint and authorize _____ [the Lead Consultant]
having its
Registered Head Office at [] hereinafter referred to as the "**Attorney**", to:

- i. sign and submit to **the** -----, or its authorized nominee the EOI and all other documents and instruments required to submit EOI for Consultancy service for the Assignment of **the** -----;
- ii. execute all such deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. do and carry out all other actions as may be required by **the** ----- in connection with the Consultancy service for the Assignment of **the** ----- ;
- iv. To immediately notify PIEDMC in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.

_____ [Insert name of Consortium Firm] does hereby ratify and confirm
whatever the
Attorney shall do by virtue of these present.

WITNESSES:

[INSERT NAME OF FIRM]

1. _____

For:

2. _____

NOTARY PUBLIC

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. A separate sheet should be used for each partner of joint venture.

Year	Award for Or Against the Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value PAK Rs. or equivalent)