

**GOVERNMENT OF THE PUNJAB PROJECT  
MANAGEMENT UNIT (PMU) ENERGY  
DEPARTMENT**



**PREQUALIFICATION DOCUMENT (PQD)**

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**PREQUALIFICATION OF PROJECT MANAGEMENT CONSULTANTS FOR  
“DESIGN AND CONSTRUCTION SUPERVISION OF NET ZERO ENERGY  
BUILDING”**

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**April 2021**

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## INVITATION FOR EXPRESSION OF INTEREST (EOI)

### PREQUALIFICATION OF PROJECT MANAGEMENT CONSULTANTS FOR THE “DESIGN AND CONSTRUCTION SUPERVISION OF NET ZERO ENERGY BUILDING”

The Project Management Unit (PMU), Energy Department intends to hire a Consulting Firm/Joint Venture/Consortium through National Competitive Bidding (NCB) to act as Project Management and Supervision Consultant for the Design and Construction Supervision of Net Zero Energy Building. The Consulting firm will assist in implementation of the project to the specified standards, to be completed on schedule, ensure proper monitoring of the results and with no cost overrun. The Consultant will also provide services for the Design, Design Review, Procurement, Project Implementation, Construction Supervision and Defect Liability Period stages of the complete project in addition to advisory and capacity development. The detailed Scope of Works and Eligibility Criteria of the Consulting firm are given in the Prequalification Document (PQD).

Firms/Companies/JVs (Interested Parties), having relevant registration as per laws of Pakistan, having expertise in the Design and Construction Supervision of buildings may apply along with all the documents as required in PQD. A complete set of PQD (In English) may be purchased (immediately after the publication of this advertisement) by the interested applicants on submission of a written application and upon payment of non-refundable fee of PKR 3000 during office working hours at the address given below.

Interested Eligible Firms/Joint Ventures/Consortium may inspect the PQD from websites of PMU, Energy Department ([www.pmu.punjabcleanenergy.com](http://www.pmu.punjabcleanenergy.com)) and PPRA ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) for information and shall not be used for Prequalification application submission. The Applications of only those bidders shall be acceptable who have purchased PQD from the Procuring Agency after submission of the prescribed fee. Applications for Prequalification should be submitted in sealed envelopes, clearly marked as “APPLICATION TO PREQUALIFY PROJECT MANAGEMENT CONSULTANT FOR THE DESIGN AND CONSTRUCTION SUPERVISION OF NET ZERO ENERGY BUILDING” and delivered to the address given below by 30-04-2021 up to 1030 Hrs PST as per Rule 14 (3) of PPRA Rules, 2014. Written queries relating to PQD received from prospective applicants up to 03 days before the closing date would be responded.

Project Director  
Project Management Unit (PMU), Energy Department  
House No. 10-11, Block –H-III, Johar Town, Lahore, Pakistan  
Phone: 0092-42-99333203, +92-332-4227154, +92-333-4143375  
Email: [pmu.amprocurement@energy.punjab.gov.pk](mailto:pmu.amprocurement@energy.punjab.gov.pk)

## 1 SCOPE OF APPLICATION

Energy Department Punjab (EDP), through its Project Management Unit, intends to Design and Construct Net Zero Energy Building (henceforth referred to as “Project”) in Lahore. The building will be 62% Energy Efficient following latest sustainable practices and technological solutions. This Project will be LEED v4 Platinum Certified wherein the guidelines of US Green Building Council for this certification in the design of the building will be followed.

For this purpose, PMU intends to prequalify firms/JV/Consortium for Design and Construction Supervision of Net Zero Energy Building including for the period of Defect Liability Period of the Project through National Competitive Bidding (NCB) process under the Punjab Procurement Rules, 2014 (as amended from time to time) (PPRA 2014).

Prequalification Document will be issued to prospective applicants (“Applicants”) interested in submitting applications (“Applications”) for prequalification of Consultancy Services for Design and Construction Supervision as well as Defect Liability Period of the Project.

### 1.1 SOURCES OF FUNDS

The Project is financed by Government of the Punjab (GoPb).

### 1.2 ELIGIBLE APPLICANTS

1.2.1 An Applicant shall be an entity or any combination of entities in the form of a JV/consortium under an existing agreement as per PEC rules who submits the Application for the Project.

In the case of a JV/consortium;

- (a) all partners to the JV/consortium shall be jointly and severally liable; and
- (b) a JV/consortium shall nominate a representative to act as the lead partner who shall have the authority to conduct all business for and on behalf of any and all the partners of the JV/consortium during the prequalification process and, in the event the JV/consortium is prequalified, during the bidding process, and in the event the JV/consortium is awarded the Project, during Project execution. A foreign partner is entitled to participate only in a Joint Venture with a Pakistani firm in accordance with the provisions of PEC bye-laws.

1.2.2 An Applicant, and all partners constituting the Applicant, shall have the nationality of an eligible country, in accordance with Sub-Clause 1.2.5 (Eligible Countries). An Applicant shall be deemed to have the nationality of a country if the Applicant is a national of that country; or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

1.2.3 The above requirement shall apply to the determination of the nationality of Applicant as a single entity as well as all JV/consortium partners.

1.2.4 A firm that is under a declaration of ineligibility/blacklisting by any of its previous employers in accordance with Fraud and Corruption, at the date of submission of the Application or thereafter, shall not be considered.

1.2.5 Eligible countries shall be all the countries of the world with whom Islamic Republic of Pakistan has commercial/trade relations and those who are not subject to sanctions imposed by the United Nations Security Council. A country would be excluded if any sanctions against it are imposed by United Nations or if Pakistan prohibits any import of goods or contracting of works or services from that country or any payment to persons or entities in that country.

## 2 INSTRUCTIONS TO APPLICANTS

### 2.1 SUBMISSION OF APPLICATIONS

2.1.1 Applications for pre-qualification (one original, one (01) hard copy along with one (01) USB/DVD containing soft copies) must be received in sealed envelopes and to be delivered by hand or through registered mail to:

**Project Director,  
Project Management Unit,  
Energy Department,**

House No.10-11, Block H3, Johar Town, Lahore

Phone No: 0092-42-99333203

Not later than **30-04-2021** at **10:30** hours (PST), clearly marked;

**“APPLICATION TO PREQUALIFY PROJECT MANAGEMENT CONSULTANT  
FOR DESIGN AND CONSTRUCTION SUPERVISION OF NET ZERO ENERGY  
BUILDING”**

2.1.2 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

2.1.3 If the envelope is not sealed and marked as required, the Employer will assume no responsibility for the misplacement of the Application, or any documents forming a part thereof.

2.1.4 The name and mailing address of the Applicant shall be clearly marked left hand on the envelope.

2.1.5 The applications shall be prepared in English language according to the guidelines provided in Appendix-A “Application Format” and Appendix-B “Submission of Applications”. Information in any other language shall be accompanied by its translation in English. Non-compliance of the above requirements may result in the rejection of the Applicant.

2.1.6 The Employer shall not consider any application that arrives after the deadline for submission of applications. Any Application or any document received by the

Employer after the deadline for submission of applications shall be declared late, rejected, and returned unopened to the Applicant.

2.1.7 Applicants may request the office of the Employer, at above mentioned address, for the clarification about the Project or the PQD during office hours not later than three (03) business days, before the deadline for submission but no document will be received/ considered after the due date as indicated in the Invitation.

2.1.8 For the purpose of determining experience, only those assignments will be considered “Eligible Assignments” that involve similar scope/tasks as given in Relevant Experience of this EoI. Provided that an Applicant claiming credit for an Eligible Assignment shall have, prior to Proposal submission date, completed the relevant assignment.

### 3 QUALIFICATION CRITERIA

#### 3.1 GENERAL

Pre-qualification will be based on all the criteria given in succeeding paras 3.2 to 3.6 including but not limited to the Applicant’s Financial Soundness, Experience Record and Personnel Capabilities as demonstrated by the Applicant’s responses in the forms given in this PQD. Sub-Consultant’s experience and resources shall not be taken into account in determining the Applicant’s compliance with the qualifying criteria. However, JV/ Consortium experience and resources shall be considered.

Failure of an Applicant to provide essential information may result in disqualification. The criterion for the evaluation is given below:

Sr. No.	Category	Weightage/Marks
1.	Relevant Experience	30
2.	Personnel Capabilities	30
3.	Financial Soundness	30
4.	Project Management Capacity	10
	<b>Total:</b>	<b>100</b>

**Note:** Prequalification status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 75% overall score.

#### 3.2 BASIC ELIGIBILITY

The firms fulfilling the following basic requirements shall only be considered for further evaluation (relevant documents to be attached):

a) Valid Registration with Pakistan Engineering Council as Consultant in minimum 1201, 1210 and 1220 Project Profile Code or Pakistan Council of Architects and Town Planners, Pakistan (PCATP) if they fulfill the criteria mentioned in this EOI.

Joint Venture and Consortium are allowed to participate in line with PEC statutory regulations.

b) Registration with Security Exchange Commission of Pakistan (SECP) or Registrar of firms.

c) Copy of Registration with Income Tax Department & NTN / Sales Tax Number & PNTN.

d) At least Five (05) assignments of similar nature in the capacity of 1201,1210 and 1220 Project Profile Code completed by the Consultant / Pakistan Council of Architects and Town Planners, Pakistan (PCATP) during the last 10 years. The experience in case of JV/ Consortium will be considered jointly.

e) Annual average turnover of Rs. 200.00 Million or above for last three years.

f) Firm is not blacklisted by any public sector organization (Consultant firms individually or jointly in case of JV/ Consortium must provide undertaking of non-blacklisting)

All the Applicants have to fulfill the requirements mentioned in this Sub-Clause 3.2 (a to f) otherwise they shall be rejected.

### 3.3 RELEVANT EXPERIENCE/ KNOCKOUT TERM

Credit Marks for experience shall be awarded on the basis of following qualifications:

Sr. No.	Salient Feature	Maximum Marks
1.	<b>Relevant Experience (Total Marks 30)</b>	
a)	<p>The Consultant must have completed minimum of Five (05) assignments involving Design and Construction Supervision of commercial buildings of not less than 06 storey with at least Two (02) parking basements, during the last ten (10) years.</p> <p><i>Out of Five (05) assignments, at least one LEED Gold or Platinum certified building experience must be furnished. Failure to provide such experience will result in Zero (0) marks under this category.</i></p> <p><i>(Project Completion Certificates from the Employer must be furnished. In case of Joint Venture Experience, the JV agreement must be supplemented)</i></p>	30
	<b>Sub-Total</b>	30

### 3.4 PERSONNEL CAPABILITIES

Credit Marks shall be awarded under this category using the following criteria:

Sr. No.	Salient Feature	Maximum Marks
3.	<b>Personnel Capabilities (Total Marks 30)</b> <i>(Attach signed copies of CVs of the following Engineers/Diploma/Technicians along with the proof of company's pay roll for at least six (06) months)</i>	
i)	Qualified Graduate Engineers/Architects (CVs of at least one LEED Certified Personnel must be furnished from (a) through (d)	
(a)	<p>Number of Civil Engineers</p> <p><b>Marks distribution</b></p> <ul style="list-style-type: none"> <li>• 10 marks will be given if the total No. of Civil Engineers are 05 Nos. or above.</li> <li>• For less than 05 Nos. of Engineers, marks will be given as per following formulas:</li> </ul> $= (A/5) \times 10$ <p>A = No. of Engineers BSc Civil Engineer (PEC Registration/ equivalent for foreign qualified) with min three (03) Years' Experience.</p>	10
(b)	<p>Number of Electrical Engineers</p> <p><b>Marks distribution</b></p> <ul style="list-style-type: none"> <li>• 05 marks will be given if the total No. of Electrical Engineers are 05 Nos. or above.</li> <li>• For less than 05 Nos. of Engineers, marks will be given as per following formulas:</li> </ul> $= (A/5) \times 5$ <p>A = No. of Engineers BSc Electrical Engineer (PEC Registration/ equivalent for foreign qualified) with min three (03) Years' Experience</p>	05
(c)	<p>Number of Mechanical Engineers</p> <p><b>Marks distribution</b></p> <ul style="list-style-type: none"> <li>• 05 marks will be given if the total No. of Mechanical Engineers are 05 Nos. or above.</li> <li>• For less than 05 Nos. of Engineers, marks will be given as per following formulas:</li> </ul> $= (A/5) \times 5$ <p>A = No. of Engineers BSc Mechanical Engineer (PEC Registration/ equivalent for foreign qualified) with min three (03) Years' Experience</p>	05
(d)	<p>Number of Architecture Engineers/ Architects</p> <p><b>Marks distribution</b></p> <ul style="list-style-type: none"> <li>• 05 marks will be given if the total No. of Architecture Engineers/Architects are 05 Nos. or above.</li> <li>• For less than 05 Nos. of Engineers/Architects, marks will be given as per following formulas:</li> </ul> $= (A/5) \times 5$ <p>A = No. of Engineers BSc Architecture Engineers/Architecture (PEC Registration/ equivalent for foreign qualified or with PCATP registration) with min three (03) Years' Experience</p>	05



ii)	Number of diploma engineers/quantity surveyors/technicians in employment of the firm	
(a)	Number of diploma engineers/technicians <b>Marks distribution</b> <ul style="list-style-type: none"> <li>05 marks will be given if the total No. of Diploma of Associate Engineers (DAE)/ B Tech are 10 nos. or above.</li> <li>For less than 10 Nos. of Diploma of Associate Engineers, marks will be given as per following formulas:  <math>= (A/10) \times 5</math>  <math>A =</math> No. of DAEs/B-Tech with min three (03) Years' Experience</li> </ul>	05
	<b>Sub-Total</b>	<b>30</b>

### 3.5 FINANCIAL SOUNDNESS

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

Sr. No.	Salient Feature	Maximum Marks
4.	<b>Financial Soundness (Total Marks 30)</b>	
i)	Working Capital = Current Assets – Current Liabilities (Average of Certified Audit Reports of Last 3 years) <i>(Audited Financial Statements for last three years to be attached)</i>	
	<b>Marks distribution</b> <ul style="list-style-type: none"> <li>10 marks will be given if the available average working capital for last three years or available bank credit line limit is equal to 50 Million PKR or above</li> <li>For less than 50 Million PKR, following weightage will be applied <math>10 \times (A/50)</math>  <math>A =</math> Average working capital for last three years OR Available Bank Credit Line Limit</li> </ul>	10
ii)	Annual Turnover (Certified Audited Reports of Last 3 years)	
	<b>Marks distribution</b> <ul style="list-style-type: none"> <li>20 marks will be given if the available average annual turnover for last three years is equal to 200 Million PKR or above.</li> </ul>	20
	<b>Sub-Total</b>	<b>30</b>

*(For the amounts mentioned in the Foreign Currency, equivalency to Pakistani Rupee will be made on the date of submission of EOI in accordance with National Bank of Pakistan FX Rates Sheet)*

### 3.6 Senior MANAGEMENT CAPACITIES

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

Sr. No.	Salient Feature	Maximum Marks
<b>A.</b>	<b>Senior Management Capacity/Key Personnel (Total Marks 10)</b>	
1)	<p>Strong Management Capacities must be depicted (CVs and company's pay roll proof be attached for one (01) year for the following)</p> <p><b>Project Manager/Team Leader</b>  He should have at least a Bachelor Degree in Civil/Electrical/Mechanical Engineering from a recognized University. He should have specific experience of working in senior Techno-managerial positions on similar projects. He should have minimum experience of 15 years with 10 years as Team Leader. In case of Masters in Engineering, the overall experience should be 10 years with 8 years as Team Leader. Project Manager must be on the company's pay roll for at least 01 year. He should have minimum 03 eligible assignments of such nature to his credit.</p>	05
2)	<p><b>Senior Financial Management Expert</b>  He should have a Master's degree or equivalent in finance from a recognized University with 15 years' experience in the field of accounting and financial management or equivalent from international or national, private or public institution. He should have sufficient experience with the bookkeeping system management, recording of financial information and preparation of financial reports of development projects. He must be on the company's pay roll for at least 01 year.</p>	05
	<b>Total</b>	<b>10</b>

## 4 JOINT VENTURE (JV)

4.1 Joint Venture must comply with the following requirements:

a. Following are minimum qualification requirements for a JV:

- i) Maximum number of JV/Consortium Partners shall be limited to three (03).

*(The Lead Partner must hold at least 55% share whereas other partners should hold not less than 15% shares.)*

- ii) The JV/Consortium must collectively satisfy the criteria of Sub-Clauses 3.3 to 3.6 for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total capacity.

b. At the Bidding Stage, the Bid shall be signed by all members in the JV/Consortium so as to legally bind all partners, jointly and severally, a bid shall be submitted with a copy of the JV/Consortium agreement encompassing joint and several liability of the partners.

## 5 CONFLICT OF INTEREST

5.1 The Employer considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations. The Employer will take appropriate actions to manage such conflicts of interest which may include rejecting a proposal for award of the Project if it determines that a conflict of interest has affected the integrity of the procurement process.

## 6 UPDATING PREQUALIFICATION INFORMATION

6.1 Applicants shall provide such evidence of their continued eligibility satisfactory to the Employer, as the Employer shall reasonably request.

6.2 At the Bidding Stage, the prequalified Applicants shall be required to update the financial, personnel and equipment information used for prequalification 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 the time of bidding.

## 7 OTHER FACTORS

7.1 Only firms and JVs that have been prequalified under this procedure shall be invited to bid against Request for Proposals (RFPs).

7.2 The Employer reserves the right to annul the pre-qualification process and reject all applications at any time, without thereby incurring any liability to the Applicants.

7.3 Applicants will be informed, in due course, of the result of the evaluation of applications.

7.4 All the forms must be completed without any alteration or modification to their format. Failure to provide complete information may result in disqualification of such Applicant.

7.5 Each form shall be duly signed by the Applicant or by the duly authorized representative of the Applicant. Such authorization shall be supported/indicated by a written power of attorney which shall be attached with the Application.

7.6 The power of attorney shall be duly notarized and attested, stamped, and signed by all partners, indicating that the person(s) signing the Application has(ve) the authority to sign the Application for prequalification.

7.7 Information relating to the evaluation of Applications shall not be disclosed to the Applicants or any other persons not officially concerned with such process until the notification of pre-qualification is made to all Applicants.

7.8 To assist in the evaluation of Applications, the Employer may, at any stage during the course of the pre-qualification process, ask any Applicant for additional information or supporting documentation in respect of any matter associated with the documentation submitted by the Applicant in its application.

If an Applicant does not provide additional information or clarifications of the information requested by the date and time set in the Employer's request for clarification, its Application may be rejected.

7.9 The Employer may reject any Application which is not responsive to the requirements of the PQD.

7.10 The Employer reserves the right to waive deviations/omissions, if these do not materially affect the capability of an Applicant to perform the contract for the Project. The experience of the subconsultants and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria provided in the PQD.

7.11 At any time prior to the deadline for submission of applications, the Employer may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the PQD by issuing addendum.

7.12 Any addendum thus issued shall be part of the PQD and shall be communicated in writing to all the Applicants who have obtained the PQD from the Employer. Prospective Applicants shall acknowledge receipt of each addendum in writing to the Employer.

## 8 SCOPE OF WORK

The Consultant will also provide advisory and capacity development for procurement stage, project implementation, design and construction supervision and for the defect liability period of the Net Zero Energy Building constructed. The Consultant's responsibilities include, but not limited to the following:

- I. perform procurement process, including but not limited to preparation of pre-qualification documents , evaluation of pre-qualification of bidders, preparation of bidding documents along with Employers Requirement whether technical or not technical or both, carrying out the bidding process, conducting pre-bid meeting(s) and issuance of pre and post bid clarifications, preparing addendum to the bidding documents, if necessary, communicating with bidders, reviewing bids, preparing bid evaluation reports, concluding contract negotiations and award of contract, preparation of contract , and on boarding of the contractor, grievance redressal etc.

- II. After on boarding of contractor, perform review of design, data, drawings and any other project document mentioned in the contract agreement between client and contractor.
- III. Ensure supply of project equipment and material is in line with contract requirements and approval granted, perform testing and inspection of material as and when required.
- IV. Supervision of project installation and commissioning activities at project site to ensure the project is being implemented in line with Employer's Requirement.
- V. Consultant will also review physical and financial milestones of the project and recommend payments to the client, reviewing and approving contractor risk management plan, project quality assurance and quality control plan, Health, Safety and Environment plan, transport management plan etc.;
- VI. certify all payments to the contractors;
- VII. control costs, quality and schedule of contractors' works and deliverables;
- VIII. on behalf of the Client, inspect and accept goods and services related to the project;
- IX. recommend appropriate mitigation actions (as defined in the executed contract) when quality of deliverables does not meet the specifications;
- X. define and ensure that implementation by the contractors of an installation safety process manual that follows local regulations, standards and best practices as per internationally acceptable standards (IEEE, IEC, ACI) etc.
- XI. Define and ensure the proper implementation by the contractor of the O&M manual
- XII. Define and ensure that all local technical, legal, regulatory and financial requirements are met in all aspects of the project including but not limited to procurement of goods, award of contract and payments to the contractors etc.;
- XIII. Assist the client in ensuring that all Social and Environmental provisions are met as per the local regulations in place.
- XIV. Preparation of IEE report of the project, submission to EPD Punjab and issuance of NOC for project construction.
- XV. The consultant will ensure that the building achieves energy efficiency target of 62% through measures taken by contractor.
- XVI. Consultant will ensure that the ERC building achieves LEED Platinum certification from U.S. Green Building Council (USGBC)
- XVII. Consultant will also supervise the Defect Liability Period activities till 12 months from the date of issuance of the contractors "Work's completion certificate".

*(The Scope of Works mentioned above is indicative. Detailed Scope of Works will be shared with pre-qualified Consultants)*

# APPENDIX-A: APPLICATION FORMAT

## **APPLICATION FORMAT**

The Application should be prepared according to the structural format set forth below. The suggested format for the application is as follows:

### **Cover Page**

Include project title, name of organization (s) submitting Application, contact person, Email address, telephone and fax numbers, e-mail, and postal address.

# APPENDIX-B: SUBMISSION OF APPLICATIONS



## **SUBMISSION OF APPLICATIONS**

In addition to the aforementioned guidelines, the Applicant is requested to take note of the following:

1. The forms provided at **Appendix-C “Prequalification Forms”** shall be filled by the Applicant. Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Application.
2. **Un-necessarily Elaborated Applications:** Un-necessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this Invitation are not desired. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.
3. **Acknowledgement of Amendments to the PQD:** Applicants shall acknowledge receipt of any amendment to this PQD by signing and returning the amendment. Project Director, Project Management Unit, Energy Department, Lahore must receive the acknowledgement by the time specified for receipt of applications.
4. Applications and modifications thereof shall be submitted in sealed envelope or packages: (i) addressed to the office of the Employer specified in the PQD, and (ii) showing the time specified for receipt, the prequalification contract number, and the name and address of the Applicant.
5. **Receipt of Applications:** Applications must be received at the place designated and by the date and time specified in the Invitation.
6. Faxed applications will not be considered.
7. The Applicants shall prepare one (1) original of the Application clearly marked “ORIGINAL”. In addition, the Applicants shall submit one (01) hard copies along with one (01) USB/DVD containing soft copies, clearly marked as “COPIES.” In the event of discrepancy between them, the original shall prevail.
8. Applications received after the deadline for submission of Applications, shall not be entertained and shall be returned unopened to the Applicant.
9. Local firms/ companies may participate in this process having valid registrations with the Securities and Exchange Commission of Pakistan (SECP), Income Tax Department / NTN / Sales Tax Number and Pakistan Engineering Council (PEC) in minimum 1201,1210 and 1220 Project Profile Code / Pakistan Council of Architects and Town Planners, Pakistan (PCATP) if they fulfill the Qualification Criteria. Joint Venture and Consortium are allowed to participate in line with PEC statutory regulations.
10. Lead firm and their joint ventures/consortium shall submit an affidavit on stamp paper that they (and their Parent companies (if any)) have not been blacklisted/defaulted by any public-sector organization in Pakistan. Any company found blacklisted / defaulted by any public-sector organization in Pakistan shall not be considered for prequalification.

11. Violation of any section/clause of this PQD by the Applicant shall result in disqualification of its Application.
12. Only those Applicants that have been prequalified under this prequalification procedure shall be invited to bid for the Project.
13. Page Numbering should be marked on each page of Original and copies of Prequalification Application

# APPENDIX-C: FORMS OF PREQUALIFICATION APPLICATIONS

## 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 Consultant for the following contract(s) under the .....*[name of the Project to be listed by the User]* 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  
(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. 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

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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.

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 information<sup>2</sup>, if needed.

<b>Relevant Experience Inquiries</b>	
Contact 1	Telephone 1 E-mail 1
Contact 2	Telephone 2 E-mail 2

<b>Personnel Inquiries</b>	
Contact 1	Telephone 1 E-mail 1
Contact 2	Telephone 2 E-mail 2

<b>Technical Inquiries</b>	
Contact 1	Telephone 1 E-mail 1
Contact 2	Telephone 2 E-mail 2

<b>Financial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Project Management Capacity</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

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

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

(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.

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***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)

## 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 as required under the PEC Bye-Laws as a Partnership/Joint Venture.*

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	E-mail
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.		

## General Experience Record

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Name of Applicant or partner of a joint venture

*All individual firms and all partners of a joint venture are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant (or each member of a joint venture), in terms of the amounts billed to clients for each year for work in progress or completed over the past five (05) years.*

*Use a separate sheet for each partner of a joint venture.*

Annual Turnover		
Year	Turnover (in actual currency)	Equivalent Rupees in Millions.
1. 2019-2020		
2. 2018-2019		
3. 2017-2018		
4.2016-2017		
5.2015-2016		



## Joint Venture Summary

(In case of JV/Consortium, please attach copy of Agreement/JV Intent)

Names of all Partners of a Joint Venture	
1.	Lead Partner
2.	Partner
3.	Partner

*Total value of annual turnover, in terms of work billed to clients,*

Partner	Form A-2 Page No.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
<b>Total:</b>				

## Relevant Experience Record

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Name of Applicant or partner of a joint venture

*On a separate page, using the format of Application Form 6, each applicant or partner of a Joint Venture is required to list all contracts of a value equivalent to Pak Rs. -(User/Employer to provide the amount) million, of similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last ten (10) years. The information is to be summarized, using Application Form 6, for each contract completed or under execution by the Applicant or by each partner of a Joint Venture. Work Completion Certificate to be supplemented with EOI for each project.*

## Details of Contracts of Similar Nature with Evidence

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) Consultant      (b) Joint Venture      (c) Consortium
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 PKR
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months) ____ Years      ____ Months
11.	Specified Requirements ..... ..... ..... .....

## Summary Sheet: Current Commitments / Works in Progress of Similar Nature with Evidence(s)

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Name of Applicant or partner of a joint venture

*Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.*

Name of Contract	Value of Outstanding work (Equivalent PKR Millions)	Estimated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		

## Personnel Capabilities

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*Name of Applicant*

*For specific positions, essential to contract implementation, Applicants should provide the names of candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form for each candidate (Application Form 8)*

1.	Title of Position
	Name of Person
	Relevant Experience
2.	Title of Position
	Name of Person
	Relevant Experience
3.	Title of Position
	Name of Person
	Relevant Experience
4.	Title of Position
	Name of Person
	Relevant Experience

## Summary of Personal

*Name of Applicant*

Position		
Candidate information	1. Name of Candidate	2. Date of Birth
	3. Professional Qualification	
Present employment	4. Name of employer	
	Address of employer	
	Telephone	Contact (manager/personnel officer)
	Fax	E-mail
	Job title of candidate	Years with present employer

*Summarize professional experience over the last 05 years, in reverse chronological order.*

*Indicate particular technical and managerial experience relevant to the Project.*

Month/Dates/Ye		Company / Project / Position / Relevant technical and management experience
From	To	

## Financial Capability

Name of Applicant or partner of a joint venture

*Applicants, including each partner of a joint venture, should provide financial information to demonstrate that they meet the requirements. Each applicant or partner of a joint venture must fill-in this form. If necessary, use separate sheets to provide complete banker information. (A copy of the audited balance sheets for last three (03) years duly signed & stamped by certified Chartered Accountants should be attached)*

<b>Banker</b>	Name of banker		
	Address of banker		
	Telephone	Contact name and title	
	Fax	Email	

*Summarize actual assets and liabilities in Pak Rupees (Equivalent at the current rate of exchange at the end of each year) for the previous three years.*

Financial information in PKR or equivalent	Actual: Previous three year				
	1	2	3		
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
5. Profits before taxes					
6. Profits after taxes					

Source of Financing	Amount (PKR or equivalent)
1.	
2.	
3.	

*Attach audited financial statements for the last three years (for individual applicant or each partner of a joint venture).*