



# LAHORE WASTE MANAGEMENT COMPANY

Company Established under Section 42 of Companies Ordinance 1984

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## OUTSOURCING OF SECONDARY WASTE COLLECTION IN KASUR, NANKANA SAHAB AND SHEIKHUPURA DISTRICTS



### PRE-QUALIFICATION DOCUMENT

*For*

## OUTSOURCING OF SECONDARY WASTE COLLECTION IN KASUR, NANKANA SAHAB AND SHEIKHUPURA DISTRICTS

April, 2017

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### Lahore Waste Management Company

4<sup>th</sup> Floor, Shaheen Complex, Egerton Road, Lahore, Pakistan

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## 1. INTRODUCTION

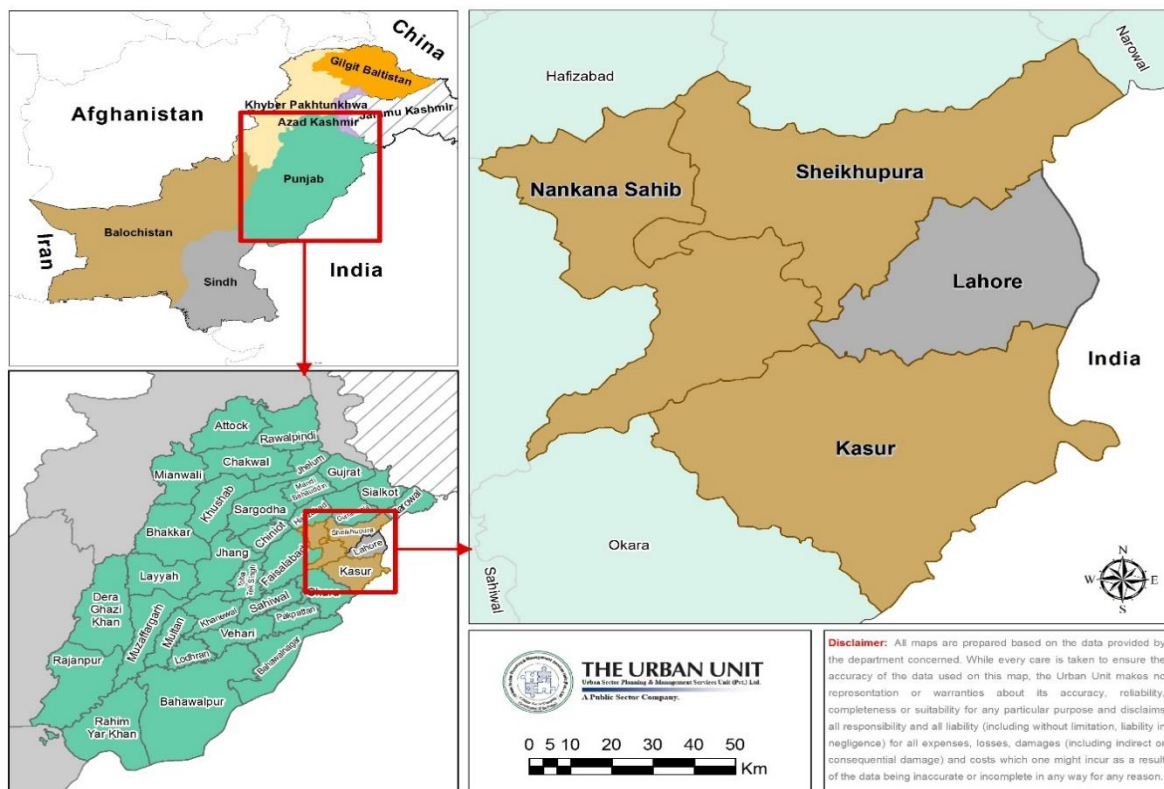
### 1.1 Project Background

Rapid urbanization coupled with increasing economic activity in the Punjab Province has resulted in generation of high volumes of solid waste, which brings solid waste management at the forefront of environmental concerns. Worsening conditions of our cities and insufficient and obsolete SWM infrastructure underline a greater than ever need for effective measures to be taken in this regard.

Government of the Punjab has a vision of "litter free Punjab" and In order to facilitate the communities for better solid waste management, Lahore waste management company intends to improve the services delivery and management practices in district Kasur, Nankana Sahab and Sheikhupura.

### 1.2 Project Location

The outsourcing of secondary waste collection in kasur, nankana sahib and sheikhupura districts will be done in all MCs



**Figure 1-1: Map of the Project Area**

Lahore Waste Management Company will takeover, the entire area of districts of Sheikhupura, Kasur and Nankana Sahab. Number of Municipal Committees in each district are as follows;

Sr #	Districts	No. of MCs
1	Sheikhupura	10
2	Kasur	10
3	Nankana Sahib	4
<b>Total Number of MCs</b>		<b>24</b>

### 1.3 Contract

The application for Pre Qualifications invited are for all Districts of Lahore Divisions i.e., Kasur, Nankana Sahab and Sheikhupura. However, the tender document shall be issued to the prequalified bidders for the District(s) they intend to bid for. The Contract shall be signed with the Lahore Waste Management Company.

### 1.4 Duration of the Contract

The duration of the contract for will be seven (07) years.

### 1.5 Brief Scope of Services

The brief scope of services under this Project is as follows :

- Lifting of the filled waste containers placed at various locations within boundaries of Districts
- Transportation of waste collected to a waste disposal/ transfer site; which may vary from city to city.
- Total Waste Generated and Min Waste Guaranteed will be as per below table;

Sr. no.	Districts	Waste Generated Tons/Day	Min. Waste Guarantee Tons/Day
1	Sheikhupura,	609.34	426.538
2	Kasur	463.96	324.772
3	Nankana	123.89	86.66

### 1.6 Responsibilities of the Lahore Waste Management Company

Lahore Waste Management Company Shall be Responsible for :

- Installation of weigh bridge at the waste transfer station for weighing of the waste transported by the Contractor.

- Operation and Maintenance of the Weigh Bridge(s).
- Monitoring of the Contractor against the agreed Key Performance Indicators (KPIs) of waste collection and transportation.
- Imposition of the penalties in case of non-compliance of the KPIs.
- Monitoring of vehicles through fleet monitoring system such as Vehicle Trip Count System (VTCS) and Vehicle Tracking and Management System (VTMS).
- Monthly payment to the Contractor on per ton basis on agreed rates.
- Provision of Land for establishment of waste transfer station and dumpsite.
- Provision of land for establishment of parking yard for operational vehicles.

### **1.7 Responsibilities of the Contractor**

The Contractor shall be responsible for:

- Establishment of the waste transfer station and its operation and maintenance.
- Provision of the vehicles in required quantities and specification for each District/MC.
- Lifting of waste from containers through their collection vehicles and transfer and transport of the collected waste to designated dumping site/transfer station.
- Lifting of waste heaps (including green waste, cow dung and construction and demolition (C&D) waste from open plots through dump trucks and front end loaders and transferring it to the designated transfer station or disposal site.
- Operation and maintenance of the vehicles for the entire contract period.
- Provision of the drivers and helpers in required numbers.
- Provision of Personal Protective Equipment (PPEs) for drivers and helpers.
- Payment of the salaries to the drivers and helpers.

### **1.8 Other Terms and Conditions**

Other terms and conditions for the contract will be as follows:

- The successful bidder shall be paid per tons cost of waste collection and transportation including amortization cost of vehicle (straight amortization for 7 years) in relations with the distance of the final transfer location (kilometers).
- The successful bidder shall be paid upto 20% of the negotiated bid price as mobilization advance.
- The Contractor shall have to meet the minimum service level set in KPIs and in case of

non-compliance a penalty shall be imposed.

- The contractor shall be provided a minimum waste gurantee for each District in order to protect the contrcator's fixed investment.

## 2. INVITATION FOR PRE-QUALIFICATION

### FOR OUTSOURCING OF SECONDARY WASTE COLLECTION IN KASUR, NANKANA SAHAB AND SHEIKHUPURA DISTRICTS

The Lahore Waste Management Company invites applications from prospective investors/ transporters for the outsourcing of secondary waste collection in Kasur, Nankana Sahab and Sheikhupura districts.

Prequalification is open to all Firms/ Companies and their Joint Ventures having required experience. Interested participants may also obtain the pre-qualification documents on the submission of a written application to the address below and from the website [www.lwmc.com.pk](http://www.lwmc.com.pk). Prequalification documents are immediately available after date of publication of the notice.

The request must clearly state “*PREQUALIFICATION FOR OUTSOURCING OF SECONDARY WASTE COLLECTION IN KASUR, NANKANA SAHAB AND SHEIKHUPURA DISTRICTS*”. All documents constituting the application for Prequalification must be submitted in English Language.

A clarification meeting is scheduled on **April 26, 2017** at 1100 Hours at the office of the undersigned.

Applications for Prequalification in original must be delivered in sealed envelope by hand or through registered mail / courier, to:-

**General Manager (Procurement & Contracts)**

Lahore Waste Management Company  
4<sup>th</sup> Floor, Shaheen Complex, Egerton Road, Lahore, Pakistan.  
Ph: +92-42-99205153-5, Fax; +92-42-99205156,  
Email: [procurement@lwmc.com.pk](mailto:procurement@lwmc.com.pk)

not later than **May 08, 2017 at 1500 Hours** and be clearly marked “*OUTSOURCING OF SECONDARY WASTE COLLECTION IN KASUR, NANKANA SAHAB AND SHEIKHUPURA DISTRICTS*”

Late applications shall be rejected.

**General Manager (P & C)**

Office No. 4&5, 4<sup>th</sup> Floor, Shaheen Complex, Egerton Road, Lahore  
Ph: 092-42- 99205153-55, Fax: +92-42-99205156  
Email: [procurement@lwmc.com.pk](mailto:procurement@lwmc.com.pk)

- 2.1.2. Amendments made by the Client, pursuant to the relevant provisions of these specifications and written statements made upon written request of Applicants shall form binding part of the Pre Qualification document.
- 2.1.2. Pre Qualification document must be read and understood by the Applicants carefully. In case any Applicant fails to fulfill the conditions for filing of application, the entire responsibility lies with the Applicant. Applications which are not in compliance with the criteria and procedure set forth in Pre Qualification document shall be deemed as not received for consideration and declared as non responsive.

## **2.2 Announcements and Notifications**

- 2.1.1. Announcements and notifications shall be made through registered mail or may be delivered by hand against signature. The Client may make announcements through electronic mail or fax, provided that the electronic mail addresses and fax number is given on the form. Announcements with reference to Pre Qualification document and proposal letter made through this electronic address or fax number shall be accepted.
- 2.1.2. For the notifications made through registered mail, the date of notification shall be seventh day following the deposit of letter to the postal service for local Applicants and fourteenth day for the foreign Applicants. In case Applicants receive the notification before such date, actual notification date shall be taken as basis.
- 2.1.3. For the announcements made through electronic mail or fax, the date of announcement shall be taken as the notification date. Notification made in such a way must be confirmed by the Client on the same day. Notifications which are not confirmed on the same day shall be considered as not realized. In order to ensure the confirmation as realized, it will be enough to make the notification through registered mail. Notifications made through electronic mail or fax will be documented in such a way to contain the date of notification and its content.
- 2.1.4. Notifications through electronic mail will be made by using the official electronic mail address of the Client.
- 2.1.5. Notifications and announcements to the Joint ventures or Partnership will be made to the Lead Partner or Pilot Partner or Coordinator associate.

Applications for Pre Qualification in original must be delivered in sealed envelope by hand or through registered mail / courier, to:-





## LAHORE WASTE MANAGEMENT COMPANY

Company Established under Section 42 of Companies Ordinance 1984

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### **General Manager (Procurement & Contracts)**

Lahore Waste Management Company

4<sup>th</sup> Floor, Shaheen Complex, Egerton Road, Lahore, Pakistan.

Ph: +92-42-99205153-5, Fax; +92-42-99205156,

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

not later than **May 08, 2017, 3:00 PM** and be clearly marked “*OUTSOURCING OF SECONDARY WASTE COLLECTION IN KASUR, NANKANA SAHAB AND SHEIKHUPURA DISTRICTS*” The Employer reserves the right to reject the late applications.

### 3. 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:-

**General Manager (Procurement & Contracts)**

Lahore Waste Management Company

4th Floor, Shaheen Complex, Egerton Road, Lahore, Pakistan.

Ph: +92-42-99205153-5, Fax; +92-42-99205156,

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

not later than **May 08, 2017, 1500 Hrs (PST)** and be clearly marked “*Outsourcing Of Secondary Waste Collection In Kasur, Nankana Sahab And Sheikhpura Districts*”.

The Employer reserves the right to reject the late applications.

- 3.1.2 Applicants will be informed, in due course of time, about the outcome of the evaluation of applications. Only the firms of bidders and joint ventures prequalified under this process will be invited to bid.
- 3.1.3 The name and mailing address of the Applicant should be clearly marked on the top left hand side of the envelope.
- 3.1.4 The applications shall be prepared in English language only.
- 3.1.5 The Applicants must respond to all questions and provide complete information thereof as advised in this document. Any lapses to provide essential information may result in dis-qualification of the Applicant.
- 3.1.6 The clarifications can be requested from the Employer by writing an email/ letter to the employer before one week of the submission of the pre qualification application.
- 3.1.7 In case Pre Qualification application time is extended with an addendum, all rights and obligations of the Client and Applicants depending on the last application date and time shall be extended till the new last date and time as determined.
- 3.1.8 Applicants are required to submit the following documents within the scope of Pre Qualification applications:

- a) For companies/Firms Documents proving the incorporation of the company/Firm as per the laws they are subject to,
- b) Registration document in case of registered institution,
- c) Name, title and signature of authorized representatives of the Company, Firm and Joint Venture as the case may be. Documents for such representation or their certified copies by the relevant authorities,
- d) Documentations regarding the qualification specified in article 3.2 of these specifications,
- e) Entering the Pre Qualification by proxy, the power of attorney duly certified by the notary issued in favor of the proxy and notary certified statement of signature of the proxy,
- f) In case of Joint Venture; the Joint Venture statement conforming to the Standard Form these specifications.

All the documents mentioned in article 'a' to 'e' shall be submitted separately for each partner of Joint Venture.

## 3.2 Qualification Criteria

### 3.2.1 General

Pre-qualification will be based on the criteria given in succeeding paras 3.2.2 to 3.2.5 regarding the Applicant's Experience Record, Personnel Capabilities, Equipment Capabilities and Financial Soundness as demonstrated by the Applicant's responses in the forms attached to this document. The Employer reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be similarly treated. The criteria for pre qualification for the contract are provided below:

**Table 3-1: Breakup of Shortlisting Criteria**

Sr. No.	Category	Weightage/Marks
1.	General Experience Record	150
2.	Personnel Capabilities	200
3.	Equipment Capabilities	350
4.	Financial Soundness	300
	<b>Total</b>	<b>1000</b>

*Note: The applicant must secure 65% Marks in each category.*

### 3.2.2 General Experience Record

**Table 3-2: Marking Criteria for General Experience Record**

Sr.No.	Description	Max. Points
<b>1</b>	<b>General Experience Record</b>	
	Three (03) projects of providing transportation logistics services to the corporates in each project during the last 5 years. <ul style="list-style-type: none"> <li>▪ 50 marks for each project</li> </ul>	150
	<b>Sub-total:</b>	<b>150</b>

### 3.2.3 Personnel Capabilities

Key personnel must have working experience in handling transportation logistics including trained drivers. Applicants have to provide the number, qualification and required experience of the personnel mentioned here under.

**Table 3-3: Personnel Capabilities**

Sr.No.	Description	Max. Points
<b>1</b>	<b>1 Project Manager.</b> <i>University Graduate with minimum of 5 years experience in transportation and logistics Management .</i> <ul style="list-style-type: none"> <li>▪ 25 Marks for qualification</li> <li>▪ 25 Marks for Experience</li> </ul>	50
<b>2</b>	<b>Supervisory Staff</b> <i>5 personnel with at least 12 years education and 5 years experience in related field.</i> <ul style="list-style-type: none"> <li>▪ Each position has 20 Marks</li> <li>▪ 50% Marks for qualification of each personnel</li> <li>▪ 50 % Marks for experience of each personnel</li> </ul>	100
<b>2</b>	<b>Drivers</b> 10 drivers with valid HTV driving license and at least 5 years experience <ul style="list-style-type: none"> <li>▪ Each position has 5 marks</li> </ul>	50
	<b>Sub-total:</b>	<b>200</b>

### 3.2.4 Equipment & Machinery Capabilities

The vehicles which are expected to be used for waste collection are mentioned hereunder.

For the purposes of assessment of applicant's working capacity, the Applicants shall specify whether or not they own/ have rented/ leased such number and types of vehicles as mentioned in e **Table 3.4**. The list of equipment to be provided with details is mentioned below.

**Table 3-4: Equipment & Machinery Capabilities**

Sr.No.	Description	Max. Points
1.	10 Trucks with carrying capacity of 10 Tons	100
2.	5 Trucks with carrying capacity of 5 Tons	50
3.	10 Pick ups with	50
<b>Sub-total:</b>		<b>200</b>

### 3.2.5 Financial Soundness

*(i) Bank Reference Letter*

The Applicants shall obtain bank reference letter which indicate and certify the financial position of Applicant. It is mandatory that such bank reference letter is issued after the initial announcement date of notice of invitation of Pre Qualification. The Applicants shall submit **Bank Reference Letters/ working capital facility letters confirming free/utilized cash balance or working capital credit facility of at least PKR 50 Million or equivalent as of the date of Pre Qualification.**

In Joint Venture or Partnership, one or more or all of the partners can confirm on behalf of the JV/Association this qualification criterion regardless of their shareholding ratio.

*(ii) Documents Showing the Turnover*

Financial capabilities of the firms shall be as follows :

**Table 3-5: Financial Soundness**

Sr.No.	Description	Max. Points
1	Available Bank Credit Line $\geq$ PKR 50 Million.	150
2	Annual turnover in last 3 years $\geq$ PKR 5 Million or equivalent	150
<b>Sub-total:</b>		<b>300</b>

*Note : All expenses related to preparation and submission of Pre Qualification applications shall be borne by the Applicants. Applicants are not entitled to claim any such expense from the Client.*

### **3.3 Joint Venture (JV) / Association**

3.3.1. In case of Joint Venture, all partners must comply with the following requirements:

- a. Following are minimum shortlisting requirements:
  - i. All the partners shall meet not less than 65 % of all shortlisting criteria given in section 3.2.3 and 3.2.4 heretofore.
  - ii. The joint venture must collectively satisfy the criteria mentioned above, for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total capacity.
- b. Any change in a shortlisted JV after shortlisting, shall be subject to written approval of the Employer prior to the deadline for submission of bids. Such approval may be denied if:-
  - iii. Any partner(s) withdraw from the JV and remaining partners do not meet the shortlisting requirements;
  - iv. The new partner joins the JV but were not qualified individually or as another JV;  
or
  - v. In the opinion of the Employer, a substantial reduction in capability would occur
- c. Bid shall be signed by all members in the JV so as to legally bind all partners, jointly and severally, and the bid shall be submitted with a copy of the JV agreement providing the joint and several liabilities with respect to the contract.

### **3.4 Making Amendments in Pre Qualification Document**

- 3.4.1. No amendment shall be made in Pre Qualification document after the Pre-Qualification notice is issued. However, Pre-Qualification document can be amended if material or technical mistakes or omissions are found by the client or notified by the Applicants in writing, if such mistakes or omission are affecting the process of preparing of application or performing the work. Such amendments can be made by issuing an addendum. The addendum will be attached to the Pre-Qualification document as a part and parcel to the Pre-Qualification document.
- 3.4.2. The Client will send such addendum to all the bidders or deliver by hand against signature or email. The Client will make it sure that, all the bidders are informed at least 5 days before the last application submission date.
- 3.4.3. The Client may postpone the last date of application submission for ten days at most for once only with an addendum, if additional time required. During the postponement, processes of selling Pre-Qualification document and receiving applications will continue.
- 3.4.4. In case an addendum is made, the Applicants who have submitted their Pre Qualification applications before this arrangement will be allowed to re-apply by withdrawing their applications.
- 3.4.5. Upon complaint, if material or technical errors are found which may affect the applications and processes of preparing the applications or performing the work the Client will decide to make corrections in the Pre-Qualification document. The necessary correction may be made before the last application date and last application date may be postponed once more in accordance with the abovementioned procedure.
- 3.4.6. If material or technical errors or omissions are found in the Pre-Qualification notice and it is not possible to proceed with the Pre-Qualification process without making a correction notice. In such case Pre-Qualification will be cancelled if the time stipulated for the correction notice has lapsed.

### **3.5 Receiving and Opening of the Pre Qualification Applications**

- 3.5.1. The Pre Qualification committee will apply the following procedure in receiving and opening the Pre Qualification applications.
- 3.5.2. In case the Pre Qualification evaluation date is a holiday, the Pre Qualification evaluation will be held in the place and at the time indicated above on the first following business day and the Pre Qualification applications made by that time shall be accepted.

- 3.5.3 Pre Qualification committee will start the evaluation of the Pre Qualification application as per the last application submission date and time. The applications made till this time will be determined with an official report and announced to those who are present.

### **3.6 Evaluation of Incomplete Pre Qualification Applications**

- 3.6.1 Applications which are found to have missing documents during evaluation shall be excluded in the first session.
- 3.6.2. In case of missing information in the submitted documents, the Client shall request in writing that such missing information be completed within a period determined by the Client Provided that such information may not change the basis of the application. A reasonable time not less than two business days will be given by the Client for completion of such missing information, considering the nature of the document which contains the missing information. The applications of the Applicants who may not complete the information within the specified period will be excluded from the evaluation.
- 3.6.3. During the period given by the Client for completion of missing information, in case Applicant submit documents issued in a date which is later than the last application submission date, these documents must show that the Applicants meet the Pre Qualification participation condition as of the last application submission date.
- 3.6.4. After this process, it will be checked whether the Applicants, whose application documents are complete and in accordance with the procedure, meet the general compliance conditions or not. The Applicants who do not meet general compliance conditions and criteria shall be deemed not qualified and be left out of evaluation.

### **3.7 Finalizing the Pre Qualification Evaluation and Invitation to the Tender**

- 3.7.1. Applicants passing the criteria indicated in Pre Qualification specification shall be accepted as qualified.
- 3.7.2. Applicants who do not meet evaluation criteria will be informed of the reasons of not being qualified and the Pre Qualification decision within seven (7) days after such decision is made.
- 3.7.3. Applicants who are found qualified as result of Pre Qualification evaluation shall be sent an invitation to tender. Tender document shall also be attached with such letter.

### **3.8 Other Factors**



3.8.1 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.

### **3.9 Disqualification**

3.9.1 Those listed below cannot participate in Pre Qualification 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.

- i. Those who are prohibited to participate in Pre Qualification 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 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,
- v. 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 Pre Qualification ,
- vi. The Applicants who are blacklisted by Federal Government, Provincial Government, Autonomous Bodies and State Bank of Pakistan.

3.9.2 The Applicants shall be excluded from participating in Pre Qualification under following circumstances:

- i. Individuals and sole proprietorships,
- ii. Those who are in charge to prepare, run, finalize and approve the Pre Qualification processes of all kind relating to the job and object of the Pre Qualification and the administration of such Pre Qualification ,
- iii. The associates and companies of those mentioned in the sub paragraph (i), and (ii) except the companies where these people are not in charge in the Board of Directors or they are not having more than 10 % of their capitals,

3.9.3 The Following are the prohibitions applicable to the Applicants:

The Applicants who are rendering the advisory or consultancy services in Pre Qualification shall not participate in job & object of Pre Qualification. The Applicants who are rendering the job for the purposes of the Pre Qualification shall not participate in any advisory or consultancy services in Pre Qualification. These prohibitions are also valid for the companies or firms in which they have association and partnership relations. It also include the companies or firms in which they have more than half of the capitals or the independent companies or firms who are working with them as Joint Venture or Partnership in any of the above said services,

3.9.4 The following acts and attitudes are forbidden in the Pre Qualification:

- i. Fraud, threat, influence, interest, agreement, extortion, bribery to rig an auction by way of slush fund or by any other way to win this Pre Qualification .
- ii. To render the activities of other participants doubtful, to obscure them from participation in Pre Qualification, or to offer an agreement to the participants or to influence them to act in a manner, which will affect the other participants or Pre Qualification process.
- iii. To issue and use false document or false information or to attempt to do so,
- iv. More than one offer in the Pre Qualification directly or indirectly in the name of themselves or in the name of the others, as in person or in mandate, except the cases of alternate proposals.

- 3.9.5 The Applicants who are participating, despite of these disqualification, prohibitions and exclusions shall stand excluded.

### **3.10 Cancellation of the Pre Qualification**

- 3.10.1. If no Applicant meets qualification conditions in the result of Pre Qualification evaluation, the Pre Qualification shall be considered as cancelled.
- 3.10.2 In case the Pre Qualification is cancelled, the same will be notified to all the Applicants.

## 4. ANNEXTURES

### Annex-A

#### 4.1 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 Pre Qualification 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;

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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 / association separately. The lead partner should be clearly identified. Each partner in the joint venture / association shall sign the letter.*

- (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 Employers regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. Your Agency and its authorized representatives may contact the following persons for further information<sup>2</sup>, if needed.

<b>General and Managerial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

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

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

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

<b>Financial Inquiries</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 Pre Qualification 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 Pre Qualification 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) here above.
  - (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) here above.

**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 /Association agreement providing the joint and several liabilities 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)

**Application Form A-1**

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

**4.2 General Information**

*All individual firms and each partner of a joint venture / association applying for Pre Qualification 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.*

*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





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<i>NATIONALITY OF OWNERS</i>		
<i>NAME</i>		<i>NATIONALITY</i>
1.		
2.		
3.		
4.		
5.		

**4.3 General Experience Record**

Name of Applicant or partner of a joint venture

*All individual firms and all partners of a joint venture /Association 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 Employers for each year for work in progress or completed over the past five years.*

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

<b>Year</b>	<b>Equivalent Rupees in Millions.</b>
1.	
2.	
3.	
4.	
5.	

**Application Form A-3**

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

**4.4 Joint Venture / Association Summary**

<b>Names of all Partners of a Joint Venture</b>
1. Lead Partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

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

<b>Annual Turnover Data (Equivalent in Pak Rupees, Millions)</b>				
<b>Partner</b>	<b>Form A-2 Page No.</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
1. Lead Partner				



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2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
<b>Total</b>				

---

**Application Form A-4**

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

**4.5 Particular Experience Record**

<i>Name of Applicant or partner of a joint venture</i>
--

*To prequalify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the: Instructions to Applicants”.*

*On a separate page, using the format of Application Form A-5, each applicant or partner of a Joint Venture / Association is required to list all contracts of a value equivalent to Pak Rs.- (User/Employer to provide the amount) million, of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last three years<sup>1</sup>. The information is to be summarized, using Application Form A-5, for each contract completed or under execution by the Applicant or by each partner of a Joint Venture.*

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

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<sup>1</sup>

*Where applications are being invited for a number of contracts, suitable wording should be introduced, to allow applicants to apply for individual contracts or groups of contracts (slice and package contracts).*

**Application Form A-5**

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

**4.6 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



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10.	Contract Duration (Years and Months)  _____Years                      _____Months
11.	Specified Requirements <sup>1</sup> ..... ..... .....

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<sup>1</sup>  
*Insert any specific criteria required for particular operations, such as annual volume of earthmoving, underground excavation, or placing concrete etc.*

**Application Form A-6**

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

**4.7 Summary Sheet: Current Contract Commitments/Works in Progress**

*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.*

<b>Name of Contract</b>	<b>Value of Outstanding work (Equivalent Pak Rs. Millions)</b>	<b>Estimated Completion Date</b>
1.		
2.		
3.		
4.		
5.		
6.		





**Application Form A-7**

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

**4.8 Personnel Capabilities**

<i>Name of Applicant</i>
--------------------------

*For specific positions essential to contract implementation, Applicants should provide the names of at least two 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 A-8).*

1.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
2.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
3.	Title of Position
	Name of Prime Candidate



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	Name of Alternate Candidate
4.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate

**Application Form A-8**

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

**4.9 Candidate Summary**

<i>Name of Applicant</i>
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<b>Position</b>		<b>Candidate</b> [Tick appropriate one]
		<input type="checkbox"/> Prime <span style="margin-left: 100px;"><input type="checkbox"/> Alternate</span>
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	Telex
	Job title of candidate	Years with present employer

*Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.*



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<b>Month/ Dates/Years</b>		<b>Company / Project / Position / Relevant technical and management experience</b>
<b>From</b>	<b>To</b>	

**4.10 Equipment Capabilities**

*Name of Applicant*

*The Applicant shall provide adequate information to demonstrate clearly that he has the capability to meet the requirements for each and all items of equipment listed in the Instructions to Applicants. A separate Form shall be prepared for each item of equipment listed in para 3.2.4 of the Instructions to Applicants, or for alternative equipment proposed by the Applicant.*

<b>Item of Equipment</b>		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacture
Current status	5. Current location	
	6. Details of current commitments	
Source	7. Indicate source of the equipment  <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased	

*Omit the following information if it is owned by the Applicant or partner.*



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Owner	8. Name of owner	
	9. Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreement	Details of rental/lease specific to the Project.	

**4.11 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 stated in the Instructions to Applicants. Each applicant or partner of a joint venture /Association must fill-in this form. If necessary, use separate sheets to provide complete banker information. A copy of the Audited Balance Sheets / Audited Financial Statement should be attached. Attach Commitment letter of the Bank giving details of financing amount, terms and tenor of facilities availability*

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

*Summarize actual assets and liabilities in Pak Rupees (Equivalent at the current rate of exchange at the end of each year) for the previous five years, based upon known commitments, projected assets and liabilities in pak Rupees equivalent for the next two years.*

Financial information in Pak Rs. or equivalent	Actual: previous five year			Projected For the next two years	
	1	2	3	1	2
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
5. Profits before taxes					
6. Profits after taxes					



---

*Specific proposed sources of financing to meet the cash flow of the Project, net of current commitments (Instructions to Applicants, para 3.2.5).*

<b>Source of Financing</b>	<b>Amount (Pak Rs. or equivalent)</b>
1.	
2.	
3.	
4.	

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

*Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns, if audits are not required by the laws of their countries of origin in case of foreign firms.*

**Application Form A-11**

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

**4.12 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>

## District for Which the Bidder is Interested in

<b>Sr.#</b>	<b>District</b>	<b>Interest</b>
1.	Sheikhupura	
2.	Kasur	
3.	Nankana Sahib	