

PREQUALIFICATION DOCUMENT (PQD)

**Pre-Qualification / Shortlisting of
Firms/ Companies,
FOR
“RETROFITTING OF GENERAL HOSPITAL LAHORE & UNIVERSITY OF
ENGINEERING & TECHNOLOGY (UET), LAHORE& KSK CAMPUS”**

Punjab Energy Efficiency & Conservation Agency
Energy Department,
Government of the Punjab



November 01, 2019

Table of Contents

1	SCOPE OF APPLICATION	1
1.1	SOURCES OF FUNDS	2
1.2	FRAUD AND CORRUPTION.....	2
1.3	ELIGIBLE APPLICANTS	4
2	INSTRUCTIONS TO APPLICANTS.....	5
2.1	SUBMISSION OF APPLICATIONS	5
3	QUALIFICATION CRITERIA	6
3.1	GENERAL	6
3.2	BASIC ELIGIBILITY	7
3.3	PRE-QUALIFICATION CRITERIA.....	8
4	JOINT VENTURE (JV)	10
4.1	Joint Venture must comply with the following requirements:	10
5	CONFLICT OF INTEREST	11
6	UPDATING PREQUALIFICATION INFORMATION.....	11
7	OTHER FACTORS.....	11
	APPENDIX-A: APPLICATION FORMAT	14
	APPENDIX - B :	16
	SUBMISSION OF APPLICATIONS.....	16
	APPENDIX-C:	19
	FORMS OF PREQUALIFICATION.....	19
	APPLICATIONS.....	19

EXPRESSION OF INTEREST (EOI) FOR PRE QUALIFICATION FOR RETROFITTING OF GENERAL HOSPITAL LAHORE & UET LAHORE & KSK CAMPUS

Punjab Energy Efficiency & Conservation Agency (PEECA) intends to retrofit lights and fans in General Hospital, Lahore & University of Engineering & Technology (UET) Lahore & KSK campus and seeks to pre-qualify firms/companies/JV.

Firms/Companies/JVs/ legal entities or interested parties, having relevant experience may apply along with all the documents as required in PQD. A complete set of PQD (in English) may be purchased by the interested applicants on submission of a written application and upon payment of a non-refundable fee of PKR 1,000/- through a bank draft/pay-order/bankers cheque in favour of MD PEECA during office working hours at the address given below.

Interested eligible firms and joint ventures may inspect the PQD from websites of Energy Department (www.energy.punjab.gov.pk) & PPRA (www.ppra.gov.pk) and not for prequalification application submission. The applications of only those bidders shall be acceptable who have purchased PQD from the office of PEECA. Applications for prequalification shall be submitted in sealed envelopes, clearly marked, “Application to prequalify for Retrofitting of lights and fans in General Hospital Lahore and UET, Lahore & KSK Campus, Lahore” and deliver to the address given below by (20th November, 2019) up to 1100 hours PST as per rule 14 (3) of PPRA rules 2014 and will be opened on the same day at 1130 hours PST.

Written queries related to PQD received from prospective applicants up to two (2) days before the closing date shall be responded.

For further information, / queries, please contact

Manager Legal

Punjab Energy Efficiency & Conservation Agency (PEECA)

Email: peeca.qu@energy.punjab.gov.pk

Contact No.: 042-99268362-63

1 SCOPE OF APPLICATION

I. Introduction

Government of the Punjab has established an Agency called Punjab Energy Efficiency & Conservation Agency (PEECA) that aims to enforce policies/standards on provincial level to meet the objectives that are in synchrony with the Federal Energy Efficiency & Conservation (EE&C) objectives.

Energy efficiency is widely recognized as the most fundamental short-run imperative for rapid, ambitious and cost-effective climate change mitigation. As a matter of fact, improved efficiency is the most cost-effective, least-polluting and readily-available energy resource. The recent energy crisis being faced by Pakistan necessitates efficient management of both the supply and the demand side.

Demand Side Management (DSM) is relatively new to Pakistan and Punjab. With consumption up to 50% of electricity in public buildings, replacement of electric fans and lights present a good opportunity for the introduction of DSM concepts and interventions that can help promote market acceptance of the recently launched Energy Efficient (EE) fans and other EE products and technologies.

II. Objective

Retrofitting will promote efficient use of energy, which will be critical in reducing the demand and stress on expansion of energy supplies and on the environment. It will help make buildings more energy efficient and will reduce the demand supply gap through demand side management and help achieve Sustainable Development Goal of doubling the rate of energy efficiency improvement.

This will reduce the burden on provincial exchequer through reduction in electricity bill of public institutes and will also help to promote use of energy efficient lights and Pakistan Energy Label (PEL) fans.

The retrofitting of the public institute involves replacement of inefficient lights with LEDs and replacement of inefficient fans with Pakistan Energy Label (PEL) fans.

III. Scope of Work

University of Engineering and Technology Lahore which is one of the oldest and well reputed public sector institute of Pakistan. The University is located in suburban area of Lahore, at Grand Trunk (GT road), Begum Pura Lahore (31° 34' 42.34" North, 74° 21' 31.90" East). University was first established in 1921 with two main Faculties of Electrical and Mechanical Engineering and until now, University has reached up to 07 Main Faculties and 24 Departments offering Engineering and various other program degrees.

Annual energy consumption of UET is approximately 6,629,320 kWh per year. (including all sources). Major sources of energy for UET are utility grid, gas turbines and diesel generators.

Lahore General Hospital is located in Lahore, Punjab, Pakistan. It is 1600 bedded tertiary care hospital. It is 2nd busiest & 2nd largest hospital of Lahore. A piece of land measuring one square and seven acre i.e. (256 kanals) situated on Ferozpur, Road, Lahore about 17 kilometers from Lahore.

Annual energy consumption of General Hospital, Lahore is approximately 15,522,600 kWh per year.

The tentative requirements for the firm are as under:

- I.** The firm will be responsible for the retrofitting of 29,790 lights and 12,041 fans with energy efficient lights and fans including all material required for installation.
- II.** The firm will be responsible for providing detailed methodology, work plan and for execution for the safe disposal of inefficient appliances.
- III.** Ensuring routine maintenance, services and replacement of the energy appliances during the warranty period.

1.1 SOURCES OF FUNDS

Source of funding for the Project implementation will be defined in RFP.

1.2 FRAUD AND CORRUPTION

Anticorruption policy prevailing in Pakistan requires that applicants/bidders, suppliers and contractors observe the highest standard of ethics during the procurement and execution of contracts. In pursuance of the afore-mentioned policy, the Employer:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
- (i) “corrupt and fraudulent practice” means the offering, giving, receiving, or soliciting, of anything of value to influence the action of a public official or the contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among applicants/bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty;
 - (ii) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to achieve a wrongful gain or to cause a wrongful loss to another party;
 - (iii) “collusive practice” means by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, non-competitive levels for any wrongful gain;
 - (iv) “integrity violation” means any act which violates the anticorruption policy including corrupt, fraudulent, coercive, or collusive practice, abuse, and obstructive practice;
 - (v) “obstructive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence, material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or

threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights.

- (vi) will reject a proposal for award if it determines that the bidder recommended for award of Project has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for the Project; and
- (b) will sanction/impose remedial actions on a firm or an individual, at any time in accordance with applicable laws and anticorruption policy including declaring ineligible, either indefinitely or for a stated period of time, to participate as a contractor, nominated subcontractor, consultant, manufacturer or supplier, or service provider; or in any other capacity, if it at any time determines that the firm or individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices or other integrity violations.

1.3 ELIGIBLE APPLICANTS

1.3.1 An Applicant shall be an entity or any combination of entities in the form of a JV/consortium with a formal intent to enter into an agreement or under an existing agreement in the form of a JV/consortium who submits the Pre-Qualification 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 pre-qualification 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.

(c) The pre-qualified parties or any of their members cannot join other pre-qualified parties at the time of submission of technical & financial proposals.

1.3.2 An Applicant, and all partners constituting the Applicant, shall have the nationality of an eligible country, in accordance with sub-Clause 1.3.5 (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.

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

1.3.4 A firm that is under a declaration of ineligibility/blacklisting by any of its previous employers in accordance with sub-Clause 1.2 (Fraud and Corruption) above, at the date of submission of the Application or thereafter, shall not be considered.

1.3.5 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.

2 INSTRUCTIONS TO APPLICANTS

2.1 SUBMISSION OF APPLICATIONS

2.1.1 Applications for pre-qualification (one original, two (02) hard copies must be received in sealed envelopes and to be delivered by hand or through registered mail to:

**Manager Legal
PEECA, Lahore**

Not later than **(20th November, 2019)** at 1100 hours (PST), clearly marked;

**“PREQUALIFICATION APPLICATION FOR RETROFITTING OF
GENERAL HOSPITAL LAHORE & UET LAHORE & KSK CAMPUS.”**

2.1.2 The Applicant shall enclose the original (signed and stamped) and the copies of the Application in a sealed envelope which shall:

(a) bear the name and address of the Applicant;

- (b) be addressed to the Employer; and
 - (c) bear the specific identification of this pre-qualification process indicated in the PQD.
- 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 the 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 requirement 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 before not later than two (02) days before the deadline for submission but no document will be received/ considered after the due date as indicated in the Invitation.

3 QUALIFICATION CRITERIA

3.1 GENERAL

Pre-qualification will be based on the criteria given hereunder regarding the Applicant’s Experience Record, Financial Soundness, and Local Registration/Affiliation Requirements as demonstrated by the Applicant’s responses in the forms given in this PQD and necessary evidences provided along with the Application. Sub-contractor’s experience and resources shall not

be taken into account in determining the Applicant's compliance with the qualifying criteria. However, JV experience and resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of JV.

Failure of an Applicant to provide essential information may result in disqualification.

3.2 BASIC ELIGIBILITY

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

- (a) The Applicant may participate in this process if it is registered with the Securities and Exchange Commission of Pakistan (SECP) and Pakistan Engineering Council (PEC) in appropriate category;
- (b) The Applicant (and members of a JV/consortium) shall provide a judicial affidavit declaring no blacklisting from any government agency or an international financial institution;
- (c) Litigation history (No consistent history court/arbitral award decisions against the Applicant) for last ten (10) years, if any pending, as per form Form-12 in Appendix- C.
- (d) All Applicants (including the members/partners of a JV/consortium) have to fulfil the requirements mentioned in this sub-clause.

3.3 PRE-QUALIFICATION CRITERIA

Following are the details on the basis of which Firm / Company will be shortlisted:

Firm / Company Experience

Firms / Company should provide information regarding;

- a) Relevant experience in related field by submitting the detail of relevant projects undertaken with evidence (Pay Order/Work Order/Completion Certificates/Contract Agreement)
- b) Detailed description of the Firm / Company Profile by providing its organizational structure, list of permanent staff with CV's.

Human Resource Capacity

- a) List of Key personnel proposed having expertise in related field as per.
- b) CVs of key personnel proposed.

However, the required qualification and experience of the personnel to be evaluated in pre-qualification process is as follows;

S. No.	Proposed Position	Required Qualification	Experience
1.	BSc Engineer In relevant discipline (04) With at least (02) Electrical Engineers	Bachelors in Engineering having PEC Registration	5 years of experience in related field
2.	DAEs (08)	Diploma in Associate Engineering or related field	3 years of experience in related field

Financial Capabilities

Firm have average annual turnover of Rs. 125.00 Million over the previous last three financial years and Equity Capital of Rs. 50 Million. Details of financial capabilities to be provided by furnishing audited statements.

- **The aforementioned documents must be submitted with;**
- a) Covering Letter, which should contain the detail of power of attorney for signing the PQD.
 - b) Name, address and firm registration details (including the year of incorporation and the number of years of relevant experience). Please also attach copy of certificates of registration / incorporation / commencement.
 - c) Copy of registration certificate being issued from professional body (if any)
 - d) Copy of National Tax Number (NTN)

- e) Projects/ assignments to be submitted by the Firm must be supported with the copies of completion certificates issued by the procuring / executing agency.
 - f) CV of the proposed professional staff / key personnel must be signed by him/her and counter signed by the authorized signatory as proposed in the covering letter.
 - g) Audited annual financial statements for the previous three (03) financial years.
 - h) All documents should be signed by the authorized signatory as proposed in the covering letter.
 - i) All documents should be in English.
 - j) All the above mentioned documents must be furnished with proper tagging.
-
- **Any misinformation, false and forged statement will lead to disqualification from being shortlisted / pre-qualified and any other action as per applicable laws.**

Criteria, sub-criteria, and point system for the evaluation of Pre-Qualification Document (PQD) are as follows:

Sr. No.	Sub-Criteria for Evaluation	Marks
1	Firm Experience	30
	Relevant Assignments (3 projects of similar nature executed by firm/company/contractor/JV) (Firm Experience regarding projects must be cumulative of atleast 25 Million)	30 (Each Project carry 10 Marks) Note: Marks will be given on the basis of supporting certificate from employer/ owner of project/ work order/ purchase order/contract agreement.
2	Human Resource Capacity	40
a)	B.Sc. Engineers (04) with atleast 02 Electrical Engineers	24 (Each Engineer carries 06 marks). Note: Qualification & Experience carries 50% marks each)
b)	DAE (08)	16 (Each DAE carries 2 marks. Note: Qualification & Experience carries 50% marks each)
3	Financial Capacity	30
a)	Annual Turnover	20 Below PKR 25 Million (0 marks) Above PKR 25 Million Upto PKR 50 Million (5 marks) Above PKR 50 Million Upto PKR 75 Million (10 Marks) Above PKR 75 Million Upto PKR 125 Million (15 Marks) Over PKR 125 Million (20 Marks)
b)	Equity Capital	10 Below PKR 10 Million (0 marks) Above PKR 10 Million Upto PKR 25 Million (3 Marks) Above PKR 25 Million Upto PKR 50 Million (7 Marks) Over PKR 50 Million (10 Marks)
Total		100

The minimum score required to be shortlisted is: **65 Marks**.

All the documents must be properly tagged regarding the evaluation criteria.

Note: All documents to be furnished for evaluation criteria for prequalification of the said project must be compliant with the forms attached at the end of the document in Appendices.

4 JOINT VENTURE (JV)

4.1 Joint Venture must comply with the following requirements:

- a. Following are minimum qualification requirements for a JV:

- I. The applicant/JV/Consortium must collectively satisfy the criteria of section 3.3 for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total capacity.
 - II. Blacklisting of any of the consortium members, as provided in 3 (d) of section 3.3 above, will lead to disqualification of the consortium.
- 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, and any bid shall be submitted with a copy of the JV/Consortium agreement providing the joint and several liabilities with respect to the contract.

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, only on the request of client. At the Bidding Stage, the prequalifies Applicants shall be required to update the financial, personnel and other 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. If a firm submits more than one application, singly or as a JV, all applications for prequalification shall be rejected.

- 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.¹²
- 7.6 The power of attorney shall be duly notarized and attested (in case of foreign entity: notarized from Notary Public and attested from Ministry of Foreign Affairs and Pakistani Embassy), 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 subcontractors 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 client.

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, telephone and fax numbers, e-mail, and postal address.

Executive Summary (Maximum 01 pages)

Briefly describe the Applicant's strengths and capabilities for development of the project in efficient and effective manner (include past record of projects, financial strength, staff qualifications and experience etc.)

.

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 initialled 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 artwork, 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. Managing Director, PEECA, Lahore, 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 two (02) hard 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. International firms having local partners may also participate in this process subject to their registration with SECP and PEC (whichever is applicable) OR proof of their affiliation/ registration from their respective country's legal body. Applications of international firms who do not have not JVs with local partners shall not be considered.
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. Lead firm and their joint ventures/consortium partner should provide information on any history of litigation or arbitration resulting from contracts executed in the last five (05) Years or currently under execution with any public-sector organization in Pakistan. The details of litigation shall be evaluated in accordance with rules/policy on the subject for prequalification purpose. In case of no litigation, lead firms and their joint ventures/consortium partner should provide affidavit of no litigation.
12. Violation of any section/clause of this PQD by the Applicant shall result in disqualification of its Application.
13. Only those Applicants that have been prequalified under this prequalification procedure shall be invited to bid for the Project.
14. Page Numbering should be marked on each page of Original and copies of Prequalification Application

APPENDIX-C: FORMS OF PREQUALIFICATION APPLICATIONS

Form-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,

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 Project:

[name of the Project to be listed by the User/Employer]

Contract No.	Description of Contract
_____	Retrofitting of General Hospital Lhr & UET, Lhr & KSK Campus

2. Attached to this letter are copies of original documents defining¹:
 - (a) the Applicant's legal status;
 - (b) the principal place of business; and
 - (c) the place of incorporation (for applicants who are corporations); or

The place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms).

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

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.

institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

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

General and Managerial Inquiries	
Contact 1	Telephone 1 E-mail 1
Contact 2	Telephone 2 E-mail 2

Personnel Inquiries	
Contact 1	Telephone 1 E-mail 1
Contact 2	Telephone 2 E-mail 2

Technical Inquiries	
Contact 1	Telephone 1 E-mail 1
Contact 2	Telephone 2 E-mail 2

Financial Inquiries	
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:

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

- (i) amend the scope and value of any contract under this project; in such event bids will only be called from prequalified bidders who meet the revised requirements; and
- (ii) reject or accept any application, cancel the prequalification process, and reject applications; and
- (c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) 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 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)

Form -2: 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 Byelaws 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

NATIONALITY OF OWNERS		
	NAME	NATIONALITY
1.		
2.		
3.		
4.		
5.		

Form-3: General Experience Record

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 ten (10) years.

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

Annual Turnover

Year	Turnover (in actual currency)	Equivalent Rupees in Millions.
1.		
2.		
3.		
4.		
5.		

Form-4: Joint Venture Summary

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

Names of all Partners of a Joint Venture				
Lead Partner				
Partner				
Partner				
Total value of annual construction turnover, in terms of work billed to clients,				
Partner	Form A-2 Page #	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Total				

Form-5: Particular Experience Record

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 PKR User/Employer to provide the amount) million, of almost similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last five (5) 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.

Form-6: 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) 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 PKR
8.	Capacity in kW
9.	Date of Award
10.	Date of Completion
11.	Contract Duration (Years and Months) _____ Years _____ Months
12.	Specified Requirements

Form-7: Summary Sheet: Current Commitments / Works in Progress with Evidence

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.		

Form-8: Personnel Capabilities

Name of Applicant

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 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

Form-9: Summary of Personnel

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 03 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

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

Form-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. 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)

Banker	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Email

Summarize actual assets and liabilities in Pak Rupees (Equivalent of 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 years				
	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 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.

