



PRE-QUALIFICATION DOCUMENT (PQD)
FOR
PRE-QUALIFICATION OF CONSULTING FIRMS / COMPANIES / CONSULTANT
HAVING EXPERTISE FOR
MONITORING & EVALUATION OF THE PROJECT RETROFITTING AND
SOLARIZATION OF CIVIL SECRETARIAT, CM SECRETARIAT AND GENERAL
HOSPITAL, LAHORE

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



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1. 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.

In pursuance of the objectives of the Program, the Government of the Punjab (GoPb) through PEECA intends solarize and retrofit Civil Secretariat, CM Secretariat and General Hospital, Lahore. In this regard, PEECA requires services of consultant firm for monitoring and evaluation of the project regarding Solarization and Retrofitting of Civil Secretariat, CM Secretariat and General Hospital, Lahore in Lahore. The detailed list for Monitoring & Evaluation is as under:

S.No	Institute	Solar Capacity up to (MWp)	Type	Retrofitting
1.	Civil Secretariat	1.9	On-Grid	Yes
2.	CM Secretariat (7 and 8 club)	0.12	On-Grid	Yes
3.	Lahore General Hospital	1.005	On-Grid	No

2. OBJECTIVE

The main objective of Monitoring & Evaluation is given as below:

- To take an objective view through an independent professional team of experts.
- To achieve transparency through monitoring & Evaluation. Efficient/Professional analysis, appraisal, examination, vetting of the project concept/design implementation and other technical aspects as per the scope of work.
- Physical verification of the solar and retrofitted equipment and civil/mechanical/electrical works of the project.
- Ensure that the civil, mechanical and electrical works/activities are strictly in accordance with specifications and terms of the contract agreement.
- Monitor and review of quantity and quality of the solar and retrofitted equipment and civil/mechanical/allied works of the project.
- To certify that all contractual obligations and procedural formalities have been completed in all respects for the implementation of the project as per the scope of work.
- Review the operation and commissioning scope of the project.

- Verification of invoices submitted by the contractors/firms after the successful completion.

3. SCOPE OF WORK

The duties and responsibilities of Consultant shall include but not limited to the following: -

- Prepare a comprehensive and logical work plan as inception report within 10 days from accord of the contract, for approval.
- Ensure that all documents as per tender requirement have been fulfilled and received by the client.
- Evaluate and validate the quality of construction/civil/mechanical/electrical works as per prevailing/approved standards/codes of quality set out in contract documents.
- Validate the solar and retrofitting equipment as per bill of quantities.
- Certify that all procedural/codal formalities have been completed in all respects for extension in time and release of payments.
- Prepare a detailed evaluation, validation cum verification report on assessed quality and measured quantities of all material/equipment and works of the project.
- Evaluation of operation and commissioning plan of the project.
- The physical verification shall be carried out in the presence of representatives of Employer (PEECA), Focal Person (Public Institute) and contractor.
- Verification of invoices related to all works for solarization and retrofitting of the project.
- The consultant shall thoroughly access/analyze and prepare a draft report which will be discussed, and accordingly based on the comments of the PEECA, final report will be submitted against each deliverable.

The tentative deliverables regarding the monitoring and evaluation includes but not limited to

Sr. No.	Deliverables of the Consultant to be hired
1	Inception Report
2	Inspection, verification and validation of detailed Design and Plan for the setup of the solar system submitted by the contractor
3	Civil Work Completion Report
4	Verification of Solar Equipment at site as per tender specification
5	Report on Verification of Installation, Commissioning, Training, Net Metering as per Tender Specifications.
6	Submission of Draft Final Report.
7	Presentation and approval of Final Project Completion Report.

Any other aspect for validation given by the client during the contract agreement.

4. ELIGIBILITY CRITERIA

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

(i) **Pre-Requisite/ Mandatory**

- Registration with the professional body (if any).
- Registration with PEC in an appropriate category.
- Registration with SECP, Registrar of Firms, etc.
- National Tax Number (NTN) & PRA Certificate.
- Undertaking by the Firm / Company / Institution on a legal format, that it has not been blacklisted by any Government Agency/ Authority nor is any under litigation.

(ii) **Firm / Company Experience**

Firms / Company should provide information regarding;

- Relevant experience in related field by submitting the detail of relevant projects undertaken in the past as per **Annex-A**.

(iii) **Human Resource Capacity**

- List of Key personnel proposed having expertise in **Monitoring & Evaluation** as per **Annex-B**.
- CVs of key personnel proposed as per **Annex-C**.

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

<u>SR NO</u>	<u>KEY STAFF</u>	<u>QUALIFICATION</u>	<u>EXPERIENCE</u>
1.	Team Leader/ Resident Engineer	Masters in Engineering Electrical / Electronics / Mechanical/ Mechatronics.	Minimum 05 years of Professional Experience
2.	Monitoring & Evaluation Officer	Bachelors in engineering Electrical / Electronics / Mechanical/ Mechatronics.	3 Years of Relevant Experience
3.	Quality Assurance Manager	Bachelors in engineering in relevant field i.e. Electrical / Electronics / Mechanical/ Mechatronics /Total Quality Management (TQM).	3 Years of Relevant Experience
4.	Research Assistant	Bachelors in engineering in relevant field i.e. Electrical / Electronics / Mechanical/ Mechatronics.	2 Years of Relevant Experience



(iv) Financial Capabilities

Details of Financial Capability to be provided as per **Annex-D and Audited Statements of last 3 years must be provided.**

➤ ***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) Copy of PRA certificate
 - f) Projects/ assignments to be submitted by the Firm must be supported with the copies of completion certificates issued by the procuring / executing agency.
 - g) 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.
 - h) Audited annual financial statements for the previous three (03) financial years.
 - i) Affidavit on the stamp paper that the Firm has neither been Blacklisted from any Government (Federal, Provincial, Districts and / or any other Government owned Authority) nor is under any litigation pertaining to conduct of test for Public Sector Organizations.
 - j) All documents should be signed by the authorized signatory as proposed in the covering letter.
 - k) All documents should be in English.
- **Any misinformation, false and forged statement will lead to disqualification from being shortlisted / pre-qualified and any other action as per applicable laws.**
 - **Firms / Companies applying under a joint venture/consortium should submit their documents as a single EOI by clearly indicating the lead firm.**

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

Sr No	Sub-Criteria for Evaluation	Marks
1	Firm Experience	30
	Relevant Assignments (02 projects of similar nature executed by consultant firm/company/JV)	30 (Each Project carry 15 Marks) Note: Experience will be established on the basis of supporting certificate from employer/ owner of project.
2	Human Resource Capacity	50
a)	Team Leader/ Resident Engineer	20
b)	Monitoring & Evaluation Officer	10
c)	Quality Assurance Manager	10
d)	Research Assistant	10
Note: Each individual from core team of expert should be evaluated on the basis of criteria Educational qualification 20% Number of Years working on similar assignment 50% 02 Number of projects on which similar tasks have been undertaken 30%		
3	Financial Capacity	20
a)	Annual Turnover	20 Upto 5 Million (7 Marks) Above 5 Million Upto 15 Million (14 Marks) Over PKR 15 Million (20 Marks)
Total		100

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

5. Joint Venture (JV)

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 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.

An Applicant, and all partners constituting the Applicant, shall have the nationality of an eligible country. 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.

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

A firm that is under a declaration of ineligibility/blacklisting by any of its previous employers shall not be considered.

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.

Joint Venture must comply with the following requirements:

- a. The JV/Consortium must collectively satisfy the eligibility criteria.
- 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 liability with respect to the contract.

6. Conflict of Interest

The applicant (including all the members of the JV) must not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications and other pre-qualification and bidding documents for the project in the past. Any such association may result in disqualification of the applicant.



7. Firm Detail

Firm should provide its details as per **Annex-E**. In this PQD the word Firm has been used for Firm & Company.

8. Client Detail

The Prequalification (PQD) may be submitted at the following address by post.

Managing Director

Punjab Energy Efficiency & Conservation Agency

Energy Department, Government of the Punjab

48-A, C-II, Ghalib Road, Gulberg-III

Lahore.

PEECA reserves the right to cancel any or all bids at any time. The employer shall neither be liable for any actions nor be under any obligation to inform the applicant of the grounds for rejection, however, may be debriefed if solicited.

9. EOI Deadline

Deadline for submission of the EOIs is May 06, 2020 till 11:00 AM and the proposals will be opened at 11:30 AM on the same day.

**Annex-A Firm Experience (Relevant)**

Relevant¹									
S. No.	Name of Project	Location (Country/Province/Division)	Client	Project Description	Implementation		Total Cost of Project	Cost of Services Provided by the Firm	Actual Services Provided
					Start	Completion			
1.									
2.									
3.									
4.									
5.									

1. Provide List of Two (02) no of Projects / Assignment performed in past which should include projects related to Monitoring & Evaluation.

2. Project/ Assignment provided must be supported with the completion certificate issued by the procuring agency/ executing agency of that particular project.



Annex-B (List of Key Personnel)

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

**Annex-C (CVs of Key Personnel)****CURRICULUM VITAE (CV)**

1. **Name of personnel** _____
2. **Current Position in the Firm** _____
3. **Date of Birth** _____
4. **Nationality** _____
5. **CNIC (if Pakistani) :** _____ **or Passport No.:** _____
6. **Education:**

Degree	Major/Minor	Institute	Date(MM/YYYY)

7. **Membership of Professional Associations:** _____
8. **Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]
9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:
10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below):*]

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

11. Detail of Work Undertaken

Name of assignment or project: _____

Cost of Project: _____ Location: _____

Date of Start: _____ Date of Completion: _____ Client: _____

_____ Main project features: _____ Positions held: _____ Activities performed: _____ Actual time spent on the project: _____ in months.



[Unroll the project details group and continue numbering (2, 3 ...) as many times as is required]

12. Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of the proposed s

Day/Month/Year

_____ Date: _____

[Counter Signature of authorized signatory]

Day/Month/Year



Annex-D (Financial Capabilities)

Year¹	Annual Turnover	Current Ratio	Net Worth
2016-2017			
2017-2018			
2018-2019			

1. Data provided under the head of financial capabilities must be supported by the Audited Annual Financial Statements of last 3 years.



Annex-E (Firm Detail)

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

In order to assess the annual turnover equal weightage will be given to both lead & partner firm (s) in case of joint venture.