

**GOVERNMENT OF THE PUNJAB  
PUNJAB ENERGY EFFICIENCY &  
CONSERVATION AGENCY (PEECA)  
ENERGY DEPARTMENT**



**PREQUALIFICATION DOCUMENT (PQD)**

---

**PREQUALIFICATION OF FIRMS / COMPANIES / CONTRACTORS  
FOR RETROFITTING AND SOLARIZATION OF  
PUBLIC INSTITUTES UNDER PGDP**

---

**27 August 2023**

## Table of Contents

1	SCOPE OF APPLICATION .....	1
1.1	Sources of Funds .....	1
1.2	Fraud and Corruption .....	1
1.3	Eligible Applicants.....	2
2	INSTRUCTIONS TO APPLICANTS .....	3
2.1	Submission of Applications .....	3
3	QUALIFICATION CRITERIA .....	4
3.1	General.....	4
3.2	Basic Eligibility .....	5
3.3	General Experience .....	5
3.4	Personnel Capabilities.....	6
3.5	Financial Position.....	6
3.6	Project Management Capacities.....	7
3.7	Equipment Capabilities .....	7
4	JOINT VENTURE (JV).....	8
5	CONFLICT OF INTEREST .....	9
6	UPDATING PREQUALIFICATION INFORMATION.....	9
7	OTHER FACTORS .....	9
	<b>APPENDIX-A “APPLICATION FORMAT”</b>	
	<b>APPENDIX-B “SUBMISSION OF APPLICATIONS”</b>	
	<b>APPENDIX-C “PREQUALIFICATION FORMS”</b>	



**INVITATION (EOI)**  
**PREQUALIFICATION OF FIRMS /**  
**COMPANIES / CONTRACTORS**  
**FOR RETROFITTING AND SOLARIZATION**  
**OF PUBLIC INSTITUTES UNDER PGDP**



Energy Department Punjab (EDP), through Punjab Energy Efficiency & Conservation Agency (PEECA) intends to retrofit & solarize public institutes under Punjab Green Development Program (PGDP) through a contractor. For this purpose, PEECA intends to prequalify firms/contractors for design, supply and installation as well as Operation and Maintenance (O&M) as per Punjab Procurement Rules, 2014 (as amended) (PPRA 2014).

Firms/Companies/Contractors/JVs (Interested Parties), having relevant experience may apply along with all the documents as required in Prequalification Document (PQD). A complete set of PQD (In English) may be purchased (immediately after the publication of this advertisement) by the interested applicants on submission of a written application and upon payment of non-refundable fee of PKR 1,000 through bank draft in name 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 PEECA, Energy Department ([www.peeca.punjab.gov.pk](http://www.peeca.punjab.gov.pk)) and PPRA ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) for information and shall not be used for Prequalification application submission. The Applications of only those bidders shall be acceptable who have purchased PQD from the Procuring Agency after submission of the prescribed fee. Applications for Prequalification should be submitted in sealed envelopes, clearly marked as **“APPLICATION TO PREQUALIFY FOR RETROFITTING AND SOLARIZATION OF PUBLIC INSTITUTES UNDER PGDP”** and delivered to the address given below by **11-09-2023** up to **1400** hrs PST and the proposals will be opened on the same day at **1430** hrs as per Rule 14 (3) of PPR Rules, 2014. Written queries relating to PQD received from prospective applicants up to 04 days before the closing date would be responded.

Manager Legal  
Punjab Energy Efficiency &  
Conservation Agency (PEECA), Energy  
Department,  
48-A, Block CII, Ghalib Road, Gulberg III, Lahore, Pakistan Phone:  
+92-42-99268362-3  
Email: [peeca.qu@energy.punjab.gov.pk](mailto:peeca.qu@energy.punjab.gov.pk)

## 1 SCOPE OF APPLICATION

Energy Department Punjab (EDP), through Punjab Energy Efficiency & Conservation Agency (PEECA) intends to solarize and retrofit Public Institutes through a contractor.

For this purpose, PEECA intends to prequalify firms / companies / contractors for design, supply and installation as well as Operation and Maintenance (O&M) under the Punjab Procurement Rules, 2014 (as amended from time to time) (PPRA 2014).

Prequalification Document is being issued to prospective applicants (“Applicants”) interested in submitting applications (“Applications”) for prequalification to bid for Solarization and Retrofitting of Public Institutes under PGDP.

### 1.1 SOURCES OF FUNDS

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

### 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, noncompetitive 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.
- (b) 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
- (c) 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 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.

- 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

Applications for pre-qualification (one original, one hard copy along with one USB drive containing soft copies) must be received in sealed envelopes and must be delivered by hand to:

**Manager Legal,  
Punjab Energy Efficiency & Conservation Agency,  
Energy Department,  
48-A, Block CII, Ghalib Road, Gulberg III, Lahore.  
Phone No: 0092-42-99268362-3**

Not later than **11-09-2023** at **1400** hours (PST), clearly marked;

**“APPLICATION TO PREQUALIFY FOR RETROFITTING  
AND SOLARIZATION OF PUBLIC INSTITUTES UNDER  
PGDP”**

- 2.1.2 The Applicant shall enclose the original and the copies of the Application in a sealed envelope which shall:
- (a) bear the name and address of the Applicant;
  - (b) be addressed to the Employer; 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 four (04) 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 all the criteria given in succeeding paras 3.2 to 3.7 regarding the Applicant’s Financial Soundness, Experience Record, Personnel Capabilities, Equipment Capabilities and Domestic Content Requirements as demonstrated by the Applicant’s responses in the forms given in this PQD. Sub-contractor’s experience and resources shall not be taken into account in determining the Applicant’s compliance with the qualifying criteria. However, JV/ Consortium experience and resources shall be considered.

Failure of an Applicant to provide to provide essential information may result in dis - qualification.

The criteria for the evaluation is given below:

Sr.	Category	Weightage/Marks
1.	General Experience	40
2.	Personnel Capabilities	20
3.	Financial Soundness	30
4.	Project Management Capacities	05
5.	Equipment Capabilities	05
<b>Total:</b>		<b>100</b>

**Note:** Prequalification status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 65% overall score and must secure at least 50 % in each individual aforementioned category. All bids/prequalification proposals should be properly tagged and bound.

*All bids/prequalification proposals should be properly tagged.*

### 3.2 BASIC ELIGIBILITY

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

- (a) Local firms/ companies may participate in this process having valid registrations with the Securities and Exchange Commission of Pakistan (SECP), Income Tax Department / NTN / Sales Tax Number, Punjab Revenue Authority (PRA)/ relevant provincial revenue authority and Pakistan Engineering Council (PEC) Registration in C3 Category with relevant codes e.g.(EE04, EE06, EE11) If an international firm is desirous of getting prequalified then proof of their affiliation/registration from their respective country’s legal and professional body shall have to be provided. However, the international firm shall submit JV / Consortium agreement with local partner(s) having a PEC license of C3 category (a copy of the certificates must be attached). The JV Agreement must be provided on a Stamp Paper.
- (b) The interested firms/ companies must have completed at least two (02) solar projects and each of equal to or more than 500KW solar PV capacity during the last three (03) years in Pakistan or abroad. (Project Completion Certificate issued by Client must be attached along with Client contact numbers)
- (c) The Applicant and members of a JV/consortium shall provide a Non-Judicial Affidavit declaring no blacklisting and no litigation from any government agency or an international financial institution.
- (d) Audit Report (s) duly certified by a Chartered Accountant Firm for the last three (03) years. Average turnover of Rs. 500 Million or above for the last three years (2020-2021, 2021-2022, 2022-23)

(JV / Firm turnover collectively / jointly shall be calculated)

All the Applicants have to fulfill the requirements mentioned in this sub-Clause 3.2 (a to d).

### 3.3 GENERAL EXPERIENCE

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

Sr.	Salient Feature	Maximum Marks
<b>1.</b>	<b>General Experience – Solarization (Total Marks 30)</b> <b>Note: Applicants must score at least 50 % in this Category.</b>	
a)	Projects of similar nature completed over the last five (05) years (Work Order and Completion Certificate must be provided by the Client)  <b>Marks distribution</b> 05 projects, <i>each equal to or more than</i> 500 kW solar PV capacity within Pakistan or abroad.  <b>Note:</b> A project having a capacity of less than 500 kW will be awarded zero marks.	25



b)	<p>Projects of similar nature in hand (Work Order/LOA / Contract Agreement evidence of work in hand must be provided)</p> <p><b>Marks distribution</b></p> <p>02 projects <i>equal to or more than</i> 300 kW solar PV capacity within Pakistan or abroad.</p> <p>(2.5 marks for each project)</p> <p><b>Note:</b> A project having a capacity of less than 300 kW will be awarded zero marks.</p>	05
<b>Sub-Total</b>		<b>30</b>

<b>2.</b>	<b>General Experience – Retrofitting (Total Marks 10)</b>	
	<b>Note: Applicants must score at least 50 % in this Category.</b>	
a)	<p>Projects of similar nature completed (Work order and Project completion certificate should be provided)</p> <p><b>Marks distribution</b></p> <p>02 projects, ( 04 marks for each project)</p>	08
b)	<p>Projects of similar nature in hand (Work order and Performance certificate should be provided)</p> <p><b>Marks distribution</b></p> <p>02 projects, (01 marks for each project)</p>	02
<b>Sub-Total</b>		<b>10</b>

### 3.4 PERSONNEL CAPABILITIES

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

Sr. No.	Salient Feature	Maximum Marks
<b>1.</b>	<b>Personnel Capabilities (Total Marks 20)</b> ( <i>Attach copies of CVs along with the affidavit stating the availability of Engineers for the project</i> )	
	<b>Note: Applicants must score at least 50 % in this Category.</b>	
i)	Qualified Graduate Engineers	

(a)	<p><b>Number of Engineers</b></p> <p><b>Marks distribution</b></p> <ul style="list-style-type: none"> <li>• 5 marks will be given if the total No. of Engineers are 10 Nos. or above.</li> <li>• For less than 10 Nos. of Engineers, marks will be given as per following formulas: = (A/10) × 5</li> </ul> <p>A = No. of Engineers BSc Engineer (PEC Registration/ equivalent for foreign qualified) with min One (01) Year Experience</p>	05
(b)	<p><b>Experience of Engineers in number of years</b></p> <p><b>Marks distribution</b></p> <ul style="list-style-type: none"> <li>• 5 marks will be given if the Applicant has at least five (5) Engineers graduates having at least 05 years' relevant experience.</li> <li>• For less than 5 No. of Engineers having at least 05 years relevant experience, marks will be given as per following formulas: = (A/5) × 5</li> </ul> <p>A = No. of Engineers having at least 05 years relevant experience.</p>	05
ii)	<b>Number of diploma engineers/ technicians in employment of the firm</b>	
(a)	<p><b>Number of diploma engineers/technicians</b></p> <p><b>Marks distribution</b></p> <ul style="list-style-type: none"> <li>• 5 marks will be given if the total No. of Associate Engineers (B Tech /DAE) are 10 nos. or above.</li> <li>• For less than 10 No. of Diploma of Associate Engineers, marks will be given as per following formulas: = (A/10) × 5</li> </ul> <p>A = No. of DAEs/B-Tech</p>	05
(b)	<p><b>Experience of diploma engineers/ technicians in number of years.</b></p> <p><b>Marks distribution</b></p> <ul style="list-style-type: none"> <li>• 5 marks will be given if the individual experience of at least 05 No. of DAEs/B Tech is equal to 2 years or above relevant experience.</li> <li>• For less than 10 No. of DAEs/B Tech having individual experience of 2 years, marks will be given as per following formula: = (A/10) × 5</li> </ul> <p>A = No. of DAEs/B Tech having individual experience of 2 years or above relevant experience</p>	05
<b>Sub-Total</b>		<b>20</b>

### 3.5 Financial Position

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

Sr.	Salient Feature	Maximum Marks
-----	-----------------	---------------

<b>1.</b>	<b>Financial Position (Total Marks 30)</b> <b>Note: Applicants must score at least 50 % in this Category.</b>	
i)	Working Capital = Current Assets – Current Liabilities (Average of Certified Audit Reports of Last 3 years)	
	<b>Marks distribution</b> <b>Marks distribution</b> <ul style="list-style-type: none"> <li>• 15 marks will be given if the available average working capital for the last three years or available bank credit line limit is equal to 200 Million PKR or above</li> </ul> <p>For a limit less than 200 Million PKR, the following weightage will be applied:</p> <p style="text-align: center;"><math>15 \times (A/200)</math></p> <ul style="list-style-type: none"> <li>• A= Average Working Capital for the last three years OR Available Bank Credit Line Limit</li> </ul>	15
ii)	Annual Turnover (Certified Audit Reports of Last 3 years)	
	<b>Marks distribution</b> <ul style="list-style-type: none"> <li>• 15 marks to be given if the available average annual turnover for the last three years is equal to 500 Million PKR or above.</li> <li>• For turnover less than 500 million PKR, the following weightage will be applied:</li> </ul> <p style="text-align: center;"><math>15 \times (A/500)</math></p> <p>A= Average Annual Turnover in last three (03) years</p>	15
<b>Sub-Total</b>		<b>30</b>

### 3.6 PROJECT MANAGEMENT CAPACITIES

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

Sr.	Salient Feature	Maximum Marks
<b>1.</b>	<b>Project Management Capacities (Total Marks 05)</b>	
a)	01 CV of Project Management Leader / Project Management (Master Degree in Engineering Electrical / Mechanical) with minimum experience of ten (10) years for implementing projects of similar nature (01 personnel) <ul style="list-style-type: none"> <li>i. PEC Registration Certificate should be attached.</li> <li>ii. Qualification and Experience carry 50% Marks each</li> </ul>	05
<b>Sub-Total</b>		<b>05</b>

### 3.7 Equipment CAPABILITIES

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

**Note: Purchase Orders or Invoices are to be enclosed as evidence.**

Sr.	Salient Feature	Maximum Marks
<b>1.</b>	<b>Equipment Capacities (Total Marks 05)</b> <b>Note: Applicants must score at least 50 % in this Category.</b>	
a)	i. PV Analyzer. (1 Mark) ii. GPS Meter. (1 Mark) iii. Megger / Earth Resistance Tester (1 Mark) iv. AC/DC Clamp Meter (1 Mark) v. Power Analyzer (1 Mark)	05
	<b>Sub-Total</b>	<b>05</b>

## 4 JOINT VENTURE (JV)

4.1 Joint Venture must comply with the following requirements:

- a. Following are minimum qualification requirements for a JV:
  - i) Maximum number of JV/Consortium Partners shall be limited to three (03). The Lead Partner must hold at least 50% share whereas other partners should hold not less than 15% shares.
  - ii) No compromise shall be made on the minimum requirements of meeting 65% overall score and 50% *marks in General Experience and Financial Soundness* category.
  - iii) The JV/Consortium must collectively satisfy the criteria of Sub-Clauses 3.3 to 3.7 for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total capacity.
- b. At the Bidding Stage, the Bid shall be signed by all members in the JV/Consortium so as to legally bind all partners, jointly and severally, 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.

## 5 CONFLICT OF INTEREST

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

## 6 UPDATING PREQUALIFICATION INFORMATION

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

6.2 At the Bidding Stage, the prequalifies Applicants shall be required to update the financial, personnel and equipment information used for prequalification to confirm

their continued compliance with the qualification criteria and verification of the information provided at the time of prequalification. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

## 7 OTHER FACTORS

- 7.1 Only firms and JVs that have been prequalified under this procedure shall be invited to bid. A qualified firm or a member of a qualified JV may participate only in one bid for the contract. If a firm submits more than one bid, singly or as a JV, all bids including that bidder will 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.
- 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 Employer.

# 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 3 pages)**

Briefly describe how the Applicant proposes to meet the design requirements, carry out the activity functions, and achieve the anticipated results. Indicate the technical and managerial resources of the Applicant's organization and describe how the overall Project will be managed.

### **Technical Application**

Applicants should retain for their records one copy of the application and all enclosures that accompany their application. The person signing the Application must initial erasures or other changes.

The Technical Application format should have the following sections:

#### **i) Technical Approach:**

Applicants should describe how they propose to achieve the overall goal of this assignment. Applicants should offer indicators that will be used to track progress toward achieving results. The technical approach will be evaluated on the overall merit (creativity, clarity, analytical depth, state-of-the-art technical knowledge, and responsiveness), feasibility and strategies proposed to achieve the program's strategic objective and results.

#### **ii) Management Plan:**

The Applicants should fully describe the management structure, role and responsibilities of their staff. They should also identify those sub-cooperating agency (ies) to which they will partner under the Cooperative Agreement, describe how those agency (ies) were selected, and note what portion(s) of the Cooperative Agreement will be implemented by those agency (ies). Qualifications of this agency (ies) should be articulated to provide the assistance required, including technical and managerial resources and expertise. Applicants should state whether or not they have pre-existing relationships with these other agency (ies), where the relationship exists, and the nature of the relationship.

The Application should present:

- a.** Management and administrative arrangements for overall implementation of the project including organizational structure, logistic support, personnel management,



procurement arrangements for goods and services, and functions and responsibilities of key personnel.

- b. The degree to which management authority will devolve to the Project office from the home office of the Applicant.
- c. How the Project will manage a comprehensive set of activities?
- d. How each sub-cooperating agency will contribute to the overall strategy and implementation and how the technical pieces of the program will be integrated and coordinated?
- e. How the Project will work with local partners and other implementing organizations to achieve results?

**iii) Key Personnel and Staffing:**

Key personnel are those considered essential to the work being performed under this Agreement intimated to Program Manager, PEECA, Energy Department, Lahore at the time of award of contract.

The Applicant should provide:

- a. A full staffing plan including support staff, with underlying rationale, and an organizational chart demonstrating lines of authority and staff responsibility accompanied by position descriptions for each position proposed. Applicants are invited to propose and justify the configuration of key staff positions in addition to or in substitution to those described herein.
- b. The key staff should have complementary skills to ensure a balance of technical and management expertise.
- c. Resumes for all proposed key personnel should be included.

**iv) Equipment:**

The Applicant should provide configuration which should include optimum design, procurement, transport, installation, checking, training and post installation service for five years.

**v) Past Performance:**

The Applicant should describe and provide evidence of similar projects executed by him. The application should include documentation of current or recent agreements / contracts (or sub-agreements and sub-contracts) that are similar in matter, size, scope, and complexity to the technical description of this project. The information should include the procuring agency, dollar value, period of performance, brief description of the work performed, location of the activity, and references including points of contact with up-to-date telephone numbers and e-mail addresses. Punjab Energy Efficiency & Conservation Agency (PEECA), Energy Department, Lahore reserves the right to obtain past performance information from other sources including those not named in the Application.

**vi) Financial Status:**

Applicants should submit evidence of their capacity deemed necessary to make determination of responsibility. Joint Ventures / Consortium /Interested firm is required to provide documentary evidence showing sufficient bank balance or copy of agreement with any financial institution for allocation of resources if the contract is awarded to them.

Copies of the Applicant's financial audit reports for the previous three (03) years, which have been audited by a certified public accountant, should be attached.

# APPENDIX-B: SUBMISSION OF APPLICATIONS

## **SUBMISSION OF APPLICATIONS**

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

1. The forms provided at **Appendix-C “Prequalification Forms”** shall be filled by the Applicant. Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Application.
2. **Un-necessarily Elaborated Applications:** Un-necessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this Invitation are not desired. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.
3. **Acknowledgement of Amendments to the PQD:** Applicants shall acknowledge receipt of any amendment to this PQD by signing and returning the amendment. Program Manager, PEECA, Energy Department, Lahore must receive the acknowledgement by the time specified for receipt of applications.
4. Applications and modifications thereof shall be submitted in sealed envelope or packages: (i) addressed to the office of the Employer specified in the PQD, and (ii) showing the time specified for receipt, the prequalification contract number, and the name and address of the Applicant.
5. **Receipt of Applications:** Applications must be received at the place designated and by the date and time specified in the Invitation.
6. Faxed applications will not be considered.
7. The Applicants shall prepare one (1) original of the Application clearly marked “ORIGINAL”. In addition, the Applicants shall submit one (01) hard copies along with one (01) soft copies, clearly marked as “COPIES.” In the event of discrepancy between them, the original shall prevail.
8. Applications received after the deadline for submission of Applications, shall not be entertained and shall be returned unopened to the Applicant.
9. Local firms/ companies may participate in this process having valid registrations with the Securities and Exchange Commission of Pakistan (SECP), Income Tax Department / NTN / Sales Tax Number and Pakistan Engineering Council (PEC) in C3 Category or above, if international firm is desirous of getting prequalified then proof of their affiliation/ registration from their respective country’s legal and professional body shall have to be provided. However, the international firm shall submit JV/ consortium agreement with local partner(s) having PEC license of C3 or above category.
10. Lead firm and their joint ventures/consortium shall submit an affidavit on stamp paper that they (and their Parent companies (if any)) have not been blacklisted / defaulted by any public-sector organization in Pakistan. Any company found blacklisted / defaulted by any public-sector organization in Pakistan shall not be considered for prequalification.
11. Violation of any section/clause of this PQD by the Applicant shall result in disqualification of its Application.

12. Only those Applicants that have been prequalified under this prequalification procedure shall be invited to bid for the Project.
13. Page Numbering should be marked on each page of Original and copies of Prequalification Application

APPENDIX-C: FORMS  
OF  
PREQUALIFICATION APPLICATIONS

---

## Letter of Application

*[Letterhead paper of the Applicant, or partner responsible for a joint venture, including full postal address, telephone no., fax no., telex no., cable and e-mail address]*

Date: .....

To: .....

.....

*[ name and address of the Employer]*

Sirs,

1. Being duly authorized to represent and act on behalf of .....  
(hereinafter “the Applicant”), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a bidder for the following contract(s) under the .....  
*[ name of the Project to be listed by the User/Employer]*  
project:

<b>Contract No.</b>	<b>Description of Project</b>

2. Attached to this letter are copies of original documents defining<sup>1</sup>:
  - (a) the Applicant's legal status;
  - (b) the principal place of business; and
  - (c) the place of incorporation (for applicants who are corporations); or  
the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to

<sup>1</sup> 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.

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 E-mail 1
Contact 2	Telephone 2 E-mail 2

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

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

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

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:

---

<sup>2</sup> Application by joint ventures should provide information on a 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 liability of all partners in the event the contract is awarded to us.
8. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name and signature of other partners of the joint venture)

## General Information

All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures as required under the PEC Bye-Laws as a Partnership/Joint Venture.

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	E-mail
5.	Place of Incorporation/Registration	Year of incorporation/registration

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

## General Experience Record

Name of Applicant or partner of a joint

*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.*

<b>Annual Turnover</b>		
<b>Year</b>	<b>Turnover (in actual currency)</b>	<b>Equivalent Rupees in Millions.</b>
1. 2019-2020		
2. 2020-2021		
3. 2021-2022		
4.		
5.		

## Joint Venture Summary

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

<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 clients,*

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

## 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 Pak Rs.-(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 ten (10) years. The information is to be summarized, using Application Form 6, for each contract completed or under execution by the Applicant or by each partner of a Joint Venture.*

## Details of Contracts of Similar Nature with Evidence

Name of Applicant or partner of a joint

Use a separate sheet for each contract and attach the relevant supporting documents of projects with this sheet.

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 ..... ..... ..... ..... .....

## Summary Sheet: Current Commitments / Works in Progress with Evidence

Name of Applicant or partner of a joint

*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 PKR Millions)</b>	<b>Capacity (KW)</b>	<b>Estimated Completion Date</b>
1.			
2.			
3.			
4.			
5.			
6.			

## 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



## Summary of Personal

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

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

*Summarize professional experience over the last 05 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.*

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

## 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.*

Item of Equipment		
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.*

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

## Financial Capability

**Name of Applicant or partner of a joint**

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

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

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

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

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

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