



**PRE-QUALIFICATION DOCUMENT (PQD)**

**FOR**

**PRE-QUALIFICATION OF CONSULTING FIRMS / COMPANIES**

**HAVING EXPERTISE FOR**

**SOLARIZATION OF PUBLIC INSTITUTES ON ENERGY SERVICES**

**COMPANIES (ESCO) MODEL**

Punjab Energy Efficiency & Conservation Agency

Energy Department,

Government of the Punjab



**OCTOBER 06, 2020**



## Table of Contents

<b>1) Introduction-----</b>	<b>3</b>
<b>2) Objective-----</b>	<b>3</b>
<b>3) Scope of Work-----</b>	<b>3</b>
<b>4) Eligibility Criteria-----</b>	<b>5</b>
<b>(i) Pre-Requisite-----</b>	<b>5</b>
<b>(ii) Firms/ Companies Experience-----</b>	<b>6</b>
<b>(iii) Human Resource Capacity-----</b>	<b>6</b>
<b>(iv) Financial Capabilities-----</b>	<b>7</b>
<b>5) Joint Venture (JV)-----</b>	<b>8</b>
<b>6) Conflict of Interest-----</b>	<b>9</b>
<b>7) Firms Detail-----</b>	<b>10</b>
<b>8) Client Detail-----</b>	<b>10</b>
<b>9) EOI Deadline-----</b>	<b>10</b>
<b>Annex-A Firm Experience (Relevant) -----</b>	<b>11</b>
<b>Annex- B (List of Key Personnel) -----</b>	<b>12</b>
<b>Annex-C (CVs of Key Personnel-----</b>	<b>13</b>
<b>Annex-D (Financial Capabilities) -----</b>	<b>15</b>
<b>Annex-E (Firm Detail) -----</b>	<b>16</b>



## 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.

## 2. Objective

There are more than 89,000 electrical connections in Punjab which has an estimated solar potential of around 1200 MW. The Government of the Punjab through PEECA intends to solarize public institutes of Punjab under the Energy Services Companies (ESCOs) Model (“Project(s)”). In this phase, 10 public institutes will be solarized.

## 3. Scope of Work

PEECA intends to acquire Financial, Legal and Technical services to advise on Solarization of Public Institutes under the ESCO Model. The specific tasks to be performed include as follows:

### 3.1 Technical Advisory Services

Assistance to PEECA on technical aspects of the Projects which include:

- 1) Carryout Site Survey of project sites as identified by PEECA.
- 2) Asses the existing power systems (transformers, gen sets etc.) and its distribution / utilization keeping in view the power requirement of the public institutes.
- 3) Draft the technical specifications for the equipment to be installed including certifications to be provided by the ESCOs.
- 4) Prepare technical solutions for each project site along with possible technical outputs including but not limited to (a) most efficient solar solution / design, (b) expected energy yield, (c) capital cost of the solar solution (d) design including related civil works etc.



including assessment of load bearing capacity of the related building in case of roof top solar solutions, expected to be performed by ESCOs during implementation phase.

- 5) Advice PEECA and public institute(s) in obtaining required regulatory approvals from municipal / development authority (like design, structure etc.) as per applicable building by-laws for implementing each Project.
- 6) Technical review of Prequalification Documents (PQ) and Request for Proposals (RFPs) including definitive agreements (say a Power Purchase Agreement (PPAs)) for the selection of the contractors for solarization of public institutes on ESCO model through competitive bidding.
- 7) Assist in selection of ESCOs / contractors under the given technical criteria of the RFP.
- 8) Assist in smooth execution of the bidding and procurement process with regard to technical parameters of the energy solution.
- 9) Attend meetings regarding the solarization of Public institutes in Punjab wherever and whenever required as per the instructions of the client; and
- 10) Submission of detailed monthly reports regarding the status of the ongoing projects.

### **3.2 Financial Advisory Services**

Assistance to PEECA on commercial and financial matters relating to:

- a. Participation in discussions and brainstorming sessions for finalizing the strategy to solarize Projects at a fast pace.
- b. Review and finalization of capital expenditure for each Project.
- c. Development of integrated financial models under different funding arrangements in order to analyze cost and benefit for each Project;
- d. Development of transaction structure for implementing each Project.
- e. Advice on options for implementation of the Project(s) to PEECA and other public sector stakeholders for obtaining required approvals.
- f. Development of Financial Feasibility of each Project.
- g. Review of Project(s) agreements from commercial and financial perspective and provide inputs to PEECA.
- h. Commercial and financial review of PQs and RFPs including PPAs for selection of contractors through competitive bidding for solarization of various institutes on ESCO model.



- i. Assistance in conducting competitive bidding for selection of contractors / ESCOs for solarization and / or for O&M services for operational period.
- j. Assistance in undertaking financial and commercial evaluations during bidding process of each Project(s).
- k. Negotiation support to PEECA in finalizing Project(s) related agreements with selected contractors / ESCOs.
- l. Advice PEECA and public institute(s) in obtaining required regulatory approvals for implementing each Project.
- m. Assistance in developing requirements for related regulatory approvals to be obtained by ESCOs under the related PPAs including net metering, generation licenses, municipal approvals etc. as may be applicable for construction and supply of electricity by ESCO.
- n. Assistance and advice to PEECA and public sector stakeholders in achievement of “Financial Close” of the Project(s) that will involve signing of definitive agreements with selected contractors / ESCOs.

### 3.3 Legal Advisory Services

Assistance to PEECA on legal matters relating to:

- 1) Review and legal vetting of the transaction structure as devised for the Projects.
- 2) Drafting of PQs and RFPs Packages PPAs, for selection of contractors for solarization of public institutes on ESCO model through competitive bidding.
- 3) Assistance to PEECA in negotiation and execution of PPAs with selected ESCOs.
- 4) Assistance to PEECA in achievement of Deal Closure including assistance in satisfactory completion of conditions precedents by ESCOs.
- 5) Assistance in developing requirements for related regulatory approvals to be obtained by ESCOs under the related PPAs including net metering, generation licenses, municipal approvals etc. as may be applicable for construction and supply of electricity by ESCO.

### 4. Eligibility Criteria

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

#### i) Pre-Requisite/ Mandatory

- a) Registration with the professional body (if any).
- b) Registration with SECP or Registrar of Firms.



- c) National Tax Number (NTN) & PRA Certificate / relevant.
- d) 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**

The bidder shall give comprehensive explanation of its experience of undertaking similar assignments and their respective values; the propositions which turned into success stories; and the value for money that was achieved out of those success stories.

Bidders shall submit details of relevant projects undertaken in the past as per **Annex-A** along with documentary evidence of providing the services under each project.

**iii) Human Resource Capacity**

The Bidder shall be show-casing its team of experts capable of undertaking and timely completing the Scope of Work and shall briefly mention their roles and qualifications. The bidders must:

- a) Provide a List of Key Personnel (as per **Annex-B**) proposed having the following qualification and expertise.

<b><u>SR NO</u></b>	<b><u>KEY STAFF</u></b>	<b><u>QUALIFICATION</u></b>	<b><u>EXPERIENCE</u></b>
1.	Lead Project Manager	Master's degree in a relevant discipline and / or MBA or Chartered Accountant	15 years of Professional Experience
2.	Senior Financial Advisor	Masters in Finance / Economics / FCA/ACCA/MBA	10 years of Professional Experience
3.	Senior Technical Advisor	Masters in Engineering in relevant field i.e. Electrical / Electronics / Mechanical/ Mechatronics etc.	10 years of Professional Experience
4.	Senior Legal Advisor	Bachelors in Law	10 years of Professional Experience

- b) Provide detailed CVs of key personnel proposed as per the format included in **Annex-C**.



#### **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 / relevant.
  - 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
<b>1</b>	<b>Firm Experience</b>	<b>30</b>
	Relevant Assignments (02 projects of similar nature executed by consultant firm / company / consultant /JV)	30 (Each Project carry 15 Marks) Note: Experience will be established on the basis of supporting certificate from employer/ owner of project.
<b>2</b>	<b>Human Resource Capacity</b>	<b>50</b>
a)	Lead Project Manager	20
b)	Senior Financial Advisor	10
c)	Senior Technical Advisor	10
d)	Senior Legal Advisor	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%		
<b>3</b>	<b>Financial Capacity</b>	<b>20</b>
a)	Annual Turnover	20 Upto 10 Million (7 Marks) Above 10 Million Upto 20 Million (14 Marks) Over PKR 20 Million (20 Marks)
<b>Total</b>		<b>100</b>

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) must be tagged related to information to be submitted and 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 **October 21, 2020 till 11:00 AM** and the proposals will be opened at 11:30 AM on the same day.

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

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

1. Provide List of Two (02) no of Projects / Assignment performed in past which should include projects related to the subject assignment.

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)

<b>S. No.</b>	<b>Name</b>	<b>Qualification</b>	<b>Total Experience in Years</b>	<b>Position</b>	<b>Current Responsibilities</b>

**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)**

<b>Year<sup>1</sup></b>	<b>Annual Turnover</b>	<b>Current Ratio</b>	<b>Net Worth</b>
<b>2016-2017</b>			
<b>2017-2018</b>			
<b>2018-2019</b>			

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)**

<b>Name of Firm</b>	<b>Address</b>	<b>Contact No.</b>	<b>Authorized Personnel Name</b>	<b>Authorized Contact No.</b>
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.