

**Local Government & Community
Development Department**



(DRAFT/PROPOSED)

Pre-Qualification Document

for

**Construction of Roads, Parks and Street Lights
& other civil works in _____ City**

Municipal Committee -----

January, 2022

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1.0 INTRODUCTION

1.1 Advantages of Prequalification

Pre-qualification is an assessment made by the Procuring Agency, of the appropriate level of experience and capacity of Contractors expressing interest in undertaking a particular contract, before inviting them to bid.

Pre-qualification of Contractors is very useful for the Procuring Agency (also to the Contractors) to carry out selection of Contractors for award of contracts. The basic aim of the pre-qualification is intended to eliminate, early in procurement proceedings, Contractors that are not suitably qualified to perform the Contract. Also, sometimes Contractors are reluctant to participate in procurement proceedings for high value Contracts, if the competitive field is too large and where they run the risk of having to compete with unrealistic tenders submitted by unqualified or disreputable Contractors. Furthermore, the Prequalification is the basic tool to:

- (i) Encourage realistic bids by the Bidders because they know that they are competing against qualified bidders who have cleared the minimum competence criteria;
- (ii) Assess the interest of the prospective bidders in the bidding process;
- (iii) Make any adjustments/modifications in the bidding documents if a pointer is available from the lack of interest by the prospective bidders applying for pre-qualification;
- (iv) Reduce the effort and so the time in evaluation of bids from un-qualified bidders;
- (v) Help the bidders to evaluate and take stock of their capability and consequently to form joint ventures with other Contractors;
- (vi) Reduce the problems associated with low priced bids from bidders of doubtful capability and;
- (vii) Help the bidders who are insufficiently qualified to avoid the expense of bidding.

1.2 Recapitulation

To recapitulate the afore-given, the pre-qualification specifically means selection of competent bidders prior to issuance of the invitations to bid. It is required for large or complex works, in certain cases for custom designed equipment and specialized services. Pre-qualification is also helpful for providing a chance for selection of smaller Contractors under “Slice and Package” system of tendering. Pre-qualification is also useful in saving the Procuring Agencies from numerous un-necessary problems.

2.0 INVITATION FOR PRE-QUALIFICATION

Logo	MUNICIPAL COMMITTEE/Corporation _____
------	---------------------------------------

Pre-Qualification of Contractors for

Construction of Roads, Parks / Supply & Street Lights in _____ City

The word “**Construction**” in this document, wherever written, means the Rehabilitation, Improvement, Extension, and Development of the existing infrastructure or construction /development of new infrastructure.

1. Government of Pakistan has received a loan (Credit No. 6243-PK) from the International Development Association (IDA) for funding of Punjab Cities Program (PCP) and intends to use part of the funds to cover eligible payments under the contract for sub-projects comprising of **Construction of Roads, Parks, Street Lights or other civil works except Water supply, Sewerage & Waste Water Treatment Plants in _____ City**” The Program will be implemented under the control of Punjab Municipal Development Fund Company (PMDFC).
2. Municipal Committee _____ intends to invite Contractors who have expertise for construction of projects in the above mentioned sectors. Interested Contractors having relevant experience, expertise and qualifications to perform the services, are requested to send the applications for their pre-qualification which should include the following information:
 - (i) Name and brief introduction of the Contractor.
 - (ii) Date of establishment and registration with the relevant professional institutions.
 - (iii) Managerial and technical expertise of Contractor including list of permanent professional staff along with the CVs of the core relevant staff.
 - (iv) List of similar projects / assignments executed during the last 5 years, providing names of client, value of contracts, start and completion date of the Projects, along with documentary proof.
 - (v) List of similar projects / assignments with cost in hand and expected dates of completion.
 - (vi) Income tax and sales tax registration certificate.
 - (vii) Affidavit of no litigation with any Government Department/Government affiliated organization.

- (viii) Undertaking that the Contractor has not been blacklisted by any Government Agency / Authority or Donor Agencies.
- (ix) Bank Account statement showing cash balance and the proof of credit line with any scheduled bank of Pakistan with limit of the credit
3. Only Shortlisted Contractors shall be issued Bidding Documents for submission of Technical & Financial Bids.
4. Pre-Qualification Documents will be available immediately after publication of this notice and can be purchased from Office of Chief Officer, Municipal Committee/Corporation _____ for a non-refundable fee of Rs. _____ for each set. Interested bidders may obtain further information from the same address.
5. Last date of collecting prequalification documents is -----.
6. The Pre-Qualification documents duly completed/filled in may be submitted on the address mentioned below on or before ----- up to -----.
7. The applicant will be disqualified, if at any stage it is found that the information submitted in the application for Pre-Qualification was either significantly misleading or incomplete.
8. Municipal Committee _____ reserves the right to reject all offers, as per Punjab Procurement Regulatory Authority (PPRA) Rules (2014).

(Name)

CHIEF OFFICER

Municipal Committee _____

Ph: _____ Fax: _____ email-----

3.0 INSTRUCTIONS TO APPLICANTS

3.1 Submission of Applications

- 3.1.1 Applications for pre-qualification (one original and one-copy) must be received in sealed envelopes to be delivered by hand at following address:

-

Address: Chief Officer

Municipal Committee _____,

Telephone: -----: Fax: -----

E-mail: -----

not later than -----

- 3.1.2 The name and mailing address of the Applicant shall be clearly marked at bottom left of the envelope.
- 3.1.3 The applications shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English. Procuring Agency reserves the rights for rejection of the application for Pre-qualification in case of non-compliance of the above requirement.
- 3.1.4 The Applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the Applicant.
- 3.1.5 The clarification meeting will not be held.

4.0 QUALIFICATION CRITERIA

All the Applicants to please note that as per PPRA Rules and Regulations, all the documents/statements submitted by a Supplier/Company for its Qualification are under Oath.

Any document/statement provided if proved false, mis-stated, concocted, or incorrect at any time during or after Evaluation will result into permanent disqualification and black listing of the Contractor/Supplier/Company/Partners with their names displayed on PPRA website.

PASS MARKS: Qualification shall be decided on the basis of Pass/Fail basis. The applicant must secure at **least 75%** score in overall.

The Contractors/Contractors who have duly complied with the Qualification and Evaluation Criteria against each item will be eligible for further processing.

The Evaluation shall be done in the light of following evaluation criteria:

A. MANDATORY DOCUMENTS

Category	Description	Requirement/Points
Legal (Mandatory)	Certificate of Company/Contractor Registration/Incorporation under the laws of Pakistan	Mandatory
	Valid Income Tax Registration	Mandatory
	Valid Sales Tax Registration	Mandatory
	Submission of undertaking on legal valid and attested stamp paper that the Contractor is not blacklisted and not involved in litigation with any of Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan. In case involved in any litigation process, proof of dispute resolution is required.	Mandatory

B. QUALIFICATION CRITERIA FOR TECHNICAL SCORES

Technical Evaluation will be based on the criteria given in succeeding paras regarding the Applicant's General Experience, Specific Experience, Personnel Capabilities and Equipment Capabilities as demonstrated by the Applicant's responses in the forms attached to this letter. The Procuring Agency reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria. However, Joint Venture experience & resources shall be considered. Consortium or Association of

Contractors will be considered for similar treatment as in case of Joint Venture. The detailed qualification criteria for Technical Evaluation is provided as follows:

Sr. No.	Category	Weightage/Marks
1.	General & Relevant Experience	40
2.	Personnel Capabilities	10
3.	Manufacturing plant and Equipment Capabilities	20
4.	Financial Soundness	30
	Total:	100

Further detailed criteria for each category listed above is given below:

B.1 General & Relevant Experience

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

Sr. No.	Description	Maximum
i)	Projects of similar nature and complexity with Min Cost Rs 100 million each completed over last 05 years. (Max 4-projects for Road, 4-projects for Park & 2-projects for Street Light)	20
ii)	Projects of similar nature and complexity with Min Cost Rs 100 million in hand. (Max 2-projects for Road, 2-projects for Park & 1-project for Street Light)	15
iii)	Projects of similar nature and complexity with Min Cost Rs 100 million funded by International Donor (Max 2-projects)	5
	Sub-total:	40

B.2 Personnel Capabilities

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

Sr. No.	Description	Maximum Points
i)	Graduate Engineers in employment of the contractor & Registered with PEC	4
	a) Number of Engineers (Max 2-Nos)	2
	b) Experience of Engineers in number	

	Number of Diploma Engineers in Employment of the Contractor	
	a) Number of Engineers (Max 2-Nos)	2
	b) Experience of Engineers in number of Years (Max 8 -years)	2
	Sub-total:	10

B.3 Equipment Capabilities

Credit Marks shall be granted on the basis of the following criteria for various kinds of equipment relevant for the Project:

Sr. No	Equipment Type and Characteristics	Maximum Marks
a	Maximum 20 relevant tools, plants and machines used for execution of project 1 2 3	20
	Sub-total:	20

B.4 Financial Position

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

Sr. No.	Description	Maximum Marks
i)	Average Annual Sales for last three (3) years (Max 200 million PKR)	10
ii)	Working Capital of last three (3) years (Max 300 million PKR)	10
iii)	Net Income of last three (3) years (100 million PKR)	10
	Sub-total:	30

Note: Provision of verifiable documentary proof for all above requirements and criteria points are mandatory and marks will be awarded on the basis of these verifiable proofs.

4.2 Joint Venture (JV)

3.3.1 Joint Venture must comply with the following requirements: -

- a) Minimum qualification requirements: -
 - i) The lead partner shall meet not less than 75 percent of all qualifying criteria given in paras B-1 to B-4 heretofore.
 - ii) Each of the partners shall meet not less than 50 percent of all the qualifying criteria given in paras B-1 to B-4 heretofore.
 - iii) The joint venture must collectively satisfy the criteria of paras B-1 to B-4, for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total capacity.
- b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Employer prior to the deadline for submission of bids. Such approval may be denied if:-
 - i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partners to a JV are not qualified individually or as another JV; or
 - iii) In the opinion of the Employer, a substantial reduction in competition would result.
- c) Bid shall be signed by all members in the JV so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.

3.3.2 The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV, each one of the constituent Contractors may prequalify if they meet all the prequalification requirements and any partner of J.V has requested/shall request for the same and then his prequalification shall be subject to the written approval of the Employer.

4.3 Conflict of Interest

3.4.1 The Applicant (including all members of a 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 prequalification and bidding documents for the project, or was proposed as Engineer for the

contract, over the last five years. Any such association may result in disqualification of the Applicant.

4.4 Updating Prequalification Information

- 3.5.1 Bidders shall be required to update the financial, personnel and equipment information used for prequalification at the time of submitting their bids, for 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.

4.5 Other Factors

- 3.6.1 Only Contractors and JVs that have been prequalified under this procedure shall be invited to bid. A qualified Contractor or a member of a qualified JV will submit only one bid for the contract. If a Contractor submits more than one bid, singly or as a JV, all bids including that bidder will be rejected. This rule will not apply in respect of bids which include specialist sub-contractors who are used by more than one bidder.

- 3.6.2 The Employer reserves the right to: -

- a) Amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only bid among those prequalified bidders who meet the requirements of the contract(s) as amended. However, the Employer has to review the disqualified bids who originally do not meet the specified criteria for Pre-qualification.
- b) Cancel the prequalification process and reject all applications.

The Employer shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection, however, may be debriefed if solicited.

4.0 EVALUATION CRITERIA

Applicants meeting the minimum requirements mentioned in Para-B besides other factors shall be considered for pre-qualification. No compromise shall be made on minimum requirements of 75% score in overall.

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 Procuring Agency]

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 projects of Construction of Roads, Parks and Street Light as defined in section-2 of the Prequalification Document.

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 in Committee (for applicants who are Committees); or
 the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned Contractors).
3. Your Agency and its authorized representatives are hereby authorized to conduct 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 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, if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

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.

²

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

Technical Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 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:
 - (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) hereabove.
 - (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) hereabove.

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)

Application Form A-1

Page ____ of ____ Pages

General Information

All individual Contractors 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.

Where the Applicant proposes to use below named subcontractors for critical components of the works, or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractor(s).

1.	Name of Contractor	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	Telex
5.	Place of In Committee/Registration	Year of in Committee/registration

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

Application Form A-2
Page _____ of _____ Pages-----

General Experience Record

Name of Applicant or partner of a joint venture

All individual Contractors 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 five years.

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

Annual Turnover (Construction only)		
Year	Turnover (in actual	Equivalent Rupees in
1.		
2.		
3.		
4.		
5.		

Application Form A-3
Page -----of Pages-----

Joint Venture Summary

Names of all Partners of a Joint Venture
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,

Annual Turnover Data (Construction only; Equivalent in Million Rupees)						
Partner	Form A-2 Page No.	Year 1	Year 2	Year 3	Year 4	Year 5
1. Lead Partner						
2. Partner						
3. Partner						
4. Partner						
5. Partner						
6. Partner						
Total:						

Application Form A-4

Page_-----of Pages-----

Particular Experience Record

Name of Applicant or partner of a joint venture

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

On a separate page, using the format of Application Form A-5, each applicant or partner of a Joint Venture is required to list all contracts of a value equivalent to Pak Rs.100 million , of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last five years¹. The information is to be summarized, using Application Form A-5, for each contract completed or under execution by the Applicant or by each partner of a Joint Venture.

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

1

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

Application Form A-5
Page-----of _Pages-----

Details of Contracts of Similar Nature and Complexity

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1.	Name of Contract
	Country
2.	Name of Procuring Agency
3.	Procuring Agency 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.....
7.	Equivalent in Pak/Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months) _____Years _____Months
11.	Specified Requirements ¹

1

Insert any specific criteria required for particular operations, such as annual volume of earthmoving, underground excavation, or placing concrete etc.

Application Form A-6

Page-----of Pages-----

Summary Sheet: Current Contract Commitments/Works in Progress

Name of Applicant or partner of a joint venture

Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.

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

Application Form A-7
Page -----of Pages-----

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 A-8).

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

Application Form A-8
Page _____ of Pages _____

Candidate Summary

Name of Applicant		
Position		Candidate [Tick appropriate one] ... Prime ... Alternate
Candidate information	1. Name of Candidate	2. Date of Birth
	3. Professional Qualification	
Present employment	4. Name of Procuring Agency	
	Address of Procuring Agency	
	Telephone	Contact (manager/personnel
	Fax	Telex
	Job title of candidate	Years with present Procuring

Summarize professional experience over the last 20 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	

Application Form A-9

Page_----- of Pages-----

Equipment Capabilities

Name of Applicant

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

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 ... Owned ... Rented ... 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	Telex
Agreement	Details of rental/lease specific to the Project.	

Application Form A-10
Page_-----of Pages-----

Financial Capability

Name of Applicant or Partner of a Joint Venture

Applicants, including each partner of a joint venture, should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Each applicant or partner of a joint venture must fill-in this form. If necessary, use separate sheets to provide complete banker information. A copy of the audited balance sheets 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 at the current rate of exchange at the end of each year) for the previous five years, based upon known commitments, projected assets and liabilities in Pak Rupees equivalent for the next two years.

Financial information in Pak Rs. or equivalent	Actual: previous five year					Projected: next two years	
	1	2	3	4	5	6	7
1. Total assets							
2. Current assets							
3. Total liabilities							
4. Current liabilities							
5. Profits before taxes							
6. Profits after taxes							

Standard Procedure for Pre-Qualification of Contractors

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

Source of financing	Amount (Pak Rs. or equivalent)
1.	
2.	
3.	
4.	

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

Contractors 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 Contractors.

Application Form A-11

Page ----- of Pages-----

Litigation History

Name of Applicant or Partner of a Joint Venture

Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para 3.2.6). A separate sheet should be used for each partner of joint venture.

[illegible]