



**THE URBAN UNIT**

Urban Sector Planning & Management Services Unit (Pvt) Ltd.

A Public Sector Company.

# EXPRESSION OF INTEREST

## Consultancy Firm

### For

# Mapping, Survey and Conditional Assessment of Rural Water Supply Schemes of HUD & PHED Department, Punjab

(Procurement is done by Urban Unit in line with PPRA Rules 2014)

**July 2017**



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**Urban Sector Planning and Management Services Unit (Pvt) Limited**

DRAFT	
Review I	
Review II	
Approved	

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### Disclaimer

1. The information contained in this Pre-Qualification Document (PQD) document or subsequently provided to Applicant(s), whether verbally or in written form by or on behalf of the Urban Sector Planning and Management Services Unit (Pvt) Limited (the Client) or any of their employees or advisors, shall be subject to the terms and conditions set out in this PQD document and any other terms and conditions subject to which such information is provided.
2. The Client, its representatives, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the PQD document.
3. The Client may, in their absolute discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this PQD document or cancel the present Expression of Interest (EOI) and call for fresh Invitations. Such changes would be intimated to all Applicants through its website.
4. The issuance of this PQD does not imply that the Client is bound to select and short- list pre-qualified Applications for Bid Stage or to appoint the selected Applicant, as the case may be, for the project.
5. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client or any other costs incurred in connection with or relating to its Application.
6. All such costs and expenses will remain with the Applicant and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the process.
7. Neither the Client nor their employees or representative will have any liability in case of non-receipt of any correspondence from them to the Applicants due to the postal delays.
8. Mere submission of Application / EOI or issuance of RFP does not vest any right in the Applicant for being selected for the project.

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## TABLE OF CONTENTS

Section I: Project Information .....	5
A. Project Introduction .....	5
B. Role of Urban Unit.....	5
C. Brief Objective of the Project.....	5
Section II: Instruction to Applicants .....	6
A.Scope of Application .....	6
B. Eligible Applicants .....	6
C. Changes in Consortium Composition .....	7
D. Number of EOIs.....	8
E.EOI Preparation Cost .....	8
F. Examination of PQD .....	8
G.Right to Accept or Reject all Applications .....	8
H. Contents of PQD .....	8
I. Clarifications .....	9
J.Amendment of PQD.....	9
K. Language .....	9
L. Currency.....	9
M.Format and Signing of EOI Application .....	9
N. Sealing and Marking of EOI Applications.....	10
O.EOI Application Due Date .....	10
P.Late EOI Applications .....	10
Q. Modifications/ Substitution/ Withdrawal of EOIs .....	10
R. Evaluation of Application .....	11
S. Evaluation of EOI – Criteria .....	11
T. Evaluation of EOI - Supporting Documents.....	11
U.Confidentiality .....	11
V. Tests of Responsiveness.....	11
W. Qualification and Notification .....	12
Section III: Selection and Eligibility .....	12
A. Eligibility Criteria .....	12
B. Evaluation Criteria.....	12
Break up of Evaluation Criteria .....	12

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# THE URBAN UNIT

Urban Sector Planning & Management Services Unit (Pvt.) Ltd.

A Public Sector Company.

B: Personnel Capabilities (Annex B) .....	13
C: Financial Soundness (Annex D) .....	14
C. Documentary Requirements .....	<u>15</u> 14
SURVEY OF WATER SUPPLY SCHEME .....	16
ENGINEERING ASSESSMENT OF WATER SUPPLY SCHEMES AND WATER QUALITY PROJECTS .....	17
PERSONNEL CAPACITY .....	18
FORMAT OF RESUME .....	19
FINANCIAL SOUNDNESS .....	20

27

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### SECTION I: PROJECT INFORMATION

#### A. Project Introduction

The HUD & PHE Department of Government of the Punjab is mandate to supply safe drinking water to un-served and underserved population residing in rural and pre-urban areas of the Punjab. The primary objective of the project is mapping and survey / updating / verification of rural water supply schemes of HUD & PHE Department in 36 districts of the Punjab.

#### B. Role of Urban Unit

The Urban Unit was established in 2006, as a Project Management Unit of the Planning and Development Department under the Government of the Punjab. In 2012, it went under significant transformation into an independent public sector company. The registered office of the Company is situated at 503-Shaheen Complex, Egerton Road, Lahore.

The Client is a multi-disciplinary organization centred upon sustainable development of urban areas through shared data repository, and international and local collaboration with research centres and international donor agencies and this has made a significant contribution to the urban development sector in Pakistan, especially Punjab.

The principal activity of the Client is to implement projects in the field of Urban Planning, Urban Transport, Solid Waste Management, Urban Water and Sanitation, Geographic Information Systems, Urban Property Tax, and Land Records and Municipal Finance.

#### C. Brief Objective of the Project

Mapping, Survey and conditional assessment of rural water supply schemes of HUD & PHE Department (3000+) in 36 districts of the Punjab which includes collection of primary data from the field through android application and includes the following:

- i. Assets Conditioning of Electrical Mechanical and Civil Works along with all equipment
- ii. Tube well Efficiency and discharge
- iii. OHR conditions and capacity
- iv. Status and assets condition of distribution system.
- v. Mapping of all above (i to iv) on GIS.
- vi. Tehsil wise Improvement Plan with rough cost estimates for next three years

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- vii. Onsite Water Quality including TDS,PH etc
- viii. Status of scheme (Operational or non-operational)
- ix. Assessment of the source of the Water / Water Yield

The final terms of reference shall be in provided in the RFP Document which shall be issued to the pre-qualified consultants.

### SECTION II: INSTRUCTION TO APPLICANTS

#### A. Scope of Application

1. The Client invites EOIs for pre-qualification to shortlist experienced and capable Applicants for the RFP stage.
2. Shortlisted Applicants would be subsequently invited to submit the proposal in respect of the Mapping, Survey and conditional assessment of rural water supply schemes of HUD & PHE Department in 36 districts of the Punjab.

#### B. Eligible Applicants

1. A single firm/entity/company or a group of maximum 3 firms/entity/companies (the Consortium), coming together to offer Services for Mapping and survey of settlement and survey / updating / verification of water supply public sector assets in 36 districts of the Punjab. The term Applicant used hereinafter would therefore apply to a single firm/entity and/or a Consortium.
2. The Applicant should submit a Power of Attorney authorizing the signatory of the EOI for submission.
3. EOIs submitted, in response to the PQD, by a Consortium should comply with the following additional requirements:
  - a. Number of members in a Consortium would be limited to maximum of three 3 firms;
  - b. Application should contain the information required for each member of the Consortium. Members of the Consortium shall nominate one member as the Lead Member, who shall have share of at least 55% (fifty five per cent). The nomination(s) shall be supported by a Power of Attorney signed by the second member of the Consortium.
  - c. The EOIs should contain the information required for each member of the Consortium;

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Urban Sector Planning & Management Services Unit (Pvt.) Ltd.

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- c. The EOIs should contain the information required for each member of the Consortium;
  - d. An individual Applicant cannot at the same time be member of another Consortium applying for this Project. Further, an undertaking towards this end needs to be submitted by all members;
  - e. Already included in point b.
  - f. Members of the Consortium shall undertake to enter into a Memorandum of Understanding (MOU) on a duly notarized for the purpose of making the EOI Application and submitting a Proposal. The MOU shall, inter alia, include following:
    - i. Convey the intent to enter into the Contract Agreements and subsequently carry out all the responsibilities specified in the Contract Agreement, in case the assignment is awarded to the Applicant; and
    - ii. Clearly outline the proposed roles and responsibilities of each member in case of Consortium at each stage.
4. Notwithstanding anything stated elsewhere in this document, the Client shall have the right to seek updated information from the Applicant to ensure their continued eligibility. Applicant(s) shall provide evidence of their continued eligibility in a manner that is satisfactory to the Client.
  5. Applicant may be disqualified if it is determined by the Client, at any stage of the process, that the Applicant will be unable to fulfil the requirements of the Project or fails to continue to satisfy the Eligibility Criteria.
  6. Supplementary information or documentations may be sought from Applicants at any time and must so be provided within a reasonable time frame as stipulated by the Client.
  7. A firm which has been barred or disqualified either by any department/agencies of the Government of Pakistan /Punjab or Government departments/agencies of their respective country, in case of International Applicant(s) would not be eligible to submit an EOI Application, either individually or as member of a Consortium. Applicants are required to submit an affidavit to this effect.

## C. Changes in Consortium Composition

After short listing, change in the composition of the Consortium will be subject to approval of the Client before the issuance of RFP Document. No changes shall be allowed for Lead Member in the Consortium.

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### D. Number of EOIs

Each Applicant shall submit only one (1) EOI Application, with two (2) copies, in response to this PQD. Any Applicant, which submits or participates in more than one EOI Application will be disqualified and will also cause disqualification of the Consortiums, as the case may be.

### E. EOI Preparation Cost

The Applicant shall be responsible for all of the costs associated with the preparation of its EOI and its participation in the pre-qualification process. The Client will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the prequalification process.

### F. Examination of PQD

1. It would be deemed that by submitting the EOI, Applicant has:
  - a. Made a complete and careful examination of the PQD; and
  - b. Received all relevant information requested from the Client.
2. The Client shall not be liable for any mistake or error on the part of the Applicant in respect of the above.

### G. Right to Accept or Reject all Applications

1. Notwithstanding anything contained in this PQD, the Client reserves the right to accept or reject any EOI and to annul the pre-qualification process and reject all EOIs / proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, with assigning any reason(s).
2. The Client reserves the right to reject any EOI Application if:
  - a. At any time, a material misrepresentation is made or uncovered, or
  - b. The Applicant does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the EOI.
3. Such misrepresentation / improper response would lead to the disqualification of the Applicant. If the Applicant is a Consortium, then the entire Consortium would be disqualified / rejected.

### H. Contents of PQD

The PQD Document comprises the contents as given herein including Disclaimer and would additionally include any Addenda issued in accordance with the provisions of this Document.

Handwritten initials and a signature mark.

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Handwritten signature.





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## I. Clarifications

Interested parties may address their queries relating to the PQD to the Office of the Client mentioning email and fax number. The queries should reach the above within seven (7) working days publishing of this PQD. The Client would endeavour to respond to the queries. The responses will be sent by fax/ email. The delivery of clarifications to the Applicant shall not be responsibility of the Client. A communication of clarification is considered to be made by the Client if transmittal of fax or email has been made to the Applicant from the Client.

## J. Amendment of PQD

1. At any time prior to the deadline for submission of EOI Application, the Client may, for any reason, whether at its own initiative or in response to clarifications requested by any Applicant, modify the PQD Document by the issuance of an Addendum.
2. Any Addendum thus issued will be sent in writing to all those who have sent queries to the PQD Document, and shall also be uploaded on the website of Client and Punjab Procurement Regulatory Authority.

## K. Language

The EOI and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Applicant with the EOIs may be in any other language, provided that they are accompanied by appropriate translations of the pertinent passages in the English language duly certified appropriately. Supporting materials, which are not translated into English, shall not be considered. For the purpose of interpretation and evaluation of the EOI, the English language translation shall prevail.

## L. Currency

The currency for the purpose of the EOIs Application shall be the Pak Rupee (PKR). The conversion to Pak Rupees shall be clearly indicated.

## M. Format and Signing of EOI Application

1. The Applicant shall prepare one original of the documents comprising the EOI Application and clearly marked "ORIGINAL". In addition, the Applicant shall make two copies of the EOI Application, clearly marked "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.
2. The Applicant would provide all the information as per this PQD. The Client would evaluate only those EOIs that are received in the required format and are complete in all respects.

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3. The EOI Application and its copies shall be typed or written in indelible ink and each page shall be initialled and stamped by the Applicant. All the alterations, omissions, additions, or any other amendments made to the EOI Application shall be initialled by the person(s) signing the EOI Application.

### N. Sealing and Marking of EOI Applications

1. The Applicant shall seal the original and copy duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope super scribing 'Mapping, Survey and conditional assessment of rural water supply schemes of HUD & PHE Department, Punjab' and also the name(s) of Applicant / consortium.
2. The envelope shall be addressed to:

**Dr. Nasir Javed,**

**Chief Executive Officer**

**Urban Sector Planning & Management Services Unit (Pvt) Ltd**

**Office No. 3, 5th Floor, Shaheen Complex, Egerton Road, Lahore, Pakistan**

3. If the envelope is not sealed and marked as instructed above, the Client assumes no responsibility or the misplacement or premature opening of the contents of the EOI Application submitted.

### O. EOI Application Due Date

EOI Applications should be submitted before 11:00 am PST on the August 01, 2017, at the address provided above in the manner and form as detailed in this PQD. EOI Applications submitted by either facsimile transmission, telex or e-mail will not be considered for evaluation and short listing. However, the Client reserves the right to extend the EOI Application due date and time.

### P. Late EOI Applications

EOI Applications received after the Due Date shall not be considered and returned un-opened.

### Q. Modifications/ Substitution/ Withdrawal of EOIs

The Applicant may modify, substitute or withdraw its EOIs after submission, provided that written notice of the modification, substitution or withdrawal is received by the Client before the EOI's due date. No EOI shall be modified or substituted or withdrawn by the Applicant after the EOI due date and time.

*Dr. Nasir Javed*

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*[Signature]*



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### S. Evaluation of EOI – Criteria

The Client would subsequently examine and evaluate EOIs in accordance with the criteria set out herein.

### T. Evaluation of EOI - Supporting Documents

The Client reserves the right to call for supporting documentation to verify the data provided by Applicant, at any time during the pre-qualification process. The Applicant in such cases would need to provide the requested clarification / documents promptly and within the stipulated time failing which the Applicant is liable to be disqualified at any stage of the short listing process.

### U. Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the short-listed Applicants shall not be disclosed to any person not officially concerned with the process. The Client will treat all information submitted as part of EOI Application in confidence and would require all those who have access to such material to treat the same in confidence. The Client will not divulge any such information unless it is ordered to do so by competent authority that has the power under law to require its disclosure.

### V. Tests of Responsiveness

Prior to evaluation of EOIs, the Client will determine whether each EOI Application is responsive to the requirements of the PQD. An EOI Application shall be considered responsive if the EOI Application:

1. Is received by the Due Date including any extension thereof;
2. Is accompanied by the letter of intent, if applicable, (to form a consortium and submission of MOU duly supported by Board resolution and charter documents before the RFP submission deadline); and
3. Contains information required as per Documentation Requirements Section.

The Client reserves the right to reject any EOI Application which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Client in respect of such EOI Applications.

### W. Qualification and Notification

After the evaluation of EOIs, the Client would announce a list of shortlisted Applicants who meet the Qualification Criteria. At the same time, the Client would notify other Applicants that their EOI

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Applications have been unsuccessful. The shortlisted Applicants would then be requested by the Client to submit a detailed Proposal in the form and manner to be set out in the RFP Document.

### SECTION III: SELECTION AND ELIGIBILITY

#### A. Eligibility Criteria

The Consultant Firm fulfilling the following basic eligibility criteria shall only be considered for further evaluation (relevant documents to be attached):

- i. Registration of firm/company with Pakistan Engineering Council (PEC).
- ii. Valid Certificate of Company's registration with SECP or Registrar of Firms.
- iii. Valid Certificate of registration with Income Tax and Sales Tax under Punjab Revenue Authority or relevant Authority (as applicable). Foreign firms must attach similar certificate from their home country.
- iv. Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation. No litigation is pending between the Consultant and a government department, body or agency.
- v. Judicial Affidavit declaring "Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been blacklisted/ defaulted by any government agency/ department/organization".

#### B. Evaluation Criteria

Prequalification will be based on applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel and other relevant information as demonstrated by the applicant's response in the Prequalification Forms attached.

#### Break up of Evaluation Criteria

Sub Category	Category	Marks
A	Relevant Experience	500
B	Personnel Capabilities	300
C	Financial Soundness	200
	<b>Total</b>	1000

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Marks shall only be given if the Prequalification Forms are filled by the applicant as per instructions given in this Document. An overall total minimum of 65% marks required to prequalify in the aforesaid qualification criteria.

## A: General & Relevant Experience (Annex A & B)

Description	Marks
a) Survey of water supply scheme/assignment of minimum value (cost of consultancy services) of PKR 10 Million each completed in last 10 years or in hand. The consultant should provide three (3) appropriate projects and maximum of 100 marks will be allocated to each project	300
b) Engineering assessment of rural water supply schemes/tube wells etc of minimum value (cost of consultancy services) of PKR 5 Million each completed in last 10 years or in hand. The consultant should provide one (1) appropriate project and maximum of 100 marks will be allocated.	100
c) Survey and assessments of drinkable water quality with combined value (cost of consultancy services) of at least PKR 5 Million of all contracts in last 5 years or in hand.	100
<i>In case, the consultancy cost of provided projects less, then pro-rated marks will be allocated.</i>	
<b>Sub-Total</b>	<b>500</b>
Evidence like Contract Agreement of respective project is mandatory indicating Consultancy Cost.	

## B: Personnel Capabilities (Annex B)

Credit Marks will be awarded under this category using the following criteria for relevant qualification and experience.

Personal Requirement	Total Marks
Engineers must be registered with Pakistan Engineering Council	200
<ul style="list-style-type: none"><li>• One (1) Civil Engineer (50 Marks)</li><li>• One (1) Electrical Engineer (40 Marks)</li><li>• One (1) Water Quality Expert (40 Marks)</li></ul>	

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<ul style="list-style-type: none"><li>• One (1) Mechanical Engineer (40 Marks)</li><li>• One (1) Cost Estimation Expert (30 Marks)</li></ul> Average length of experience above Engineers/Officials	<b>100</b>	
<ul style="list-style-type: none"><li>• Average 5 years or above (100 Marks)</li><li>• Average 4-5 years (75 Marks)</li><li>• Average 3-4 years (50 Marks)</li><li>• Average 2-3 years (20 Marks)</li></ul>		
<b>Sub-Total</b>		<b>300</b>

### C: Financial Soundness (Annex D)

For financial soundness, audited financial statements for last three financial years shall be submitted. No marks shall be given if audited financial statements of last three financial years are not attached.

Marks shall be awarded on the basis of the following criteria

Sr. No	Description	Marks
1.	a. Average Annual turnover for the last three financial years for each year is PKR 50 million or above.	100
	b. Annual Net Worth for the last financial year is PKR 75 million or above.	100
	<b>Sub Total</b>	<b>200</b>

Audited Financial statement of last three years should be attached.

### C. Documentary Requirements

The applicant will be required to fulfil the following documentary requirements for their application to be considered complete:

- a) Cover letter from the duly authorized executive of the Applicant.
- b) Documentary proof of valid legal entity of the Applicant.
- c) Profile of the Applicant including registrations with professional bodies.

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