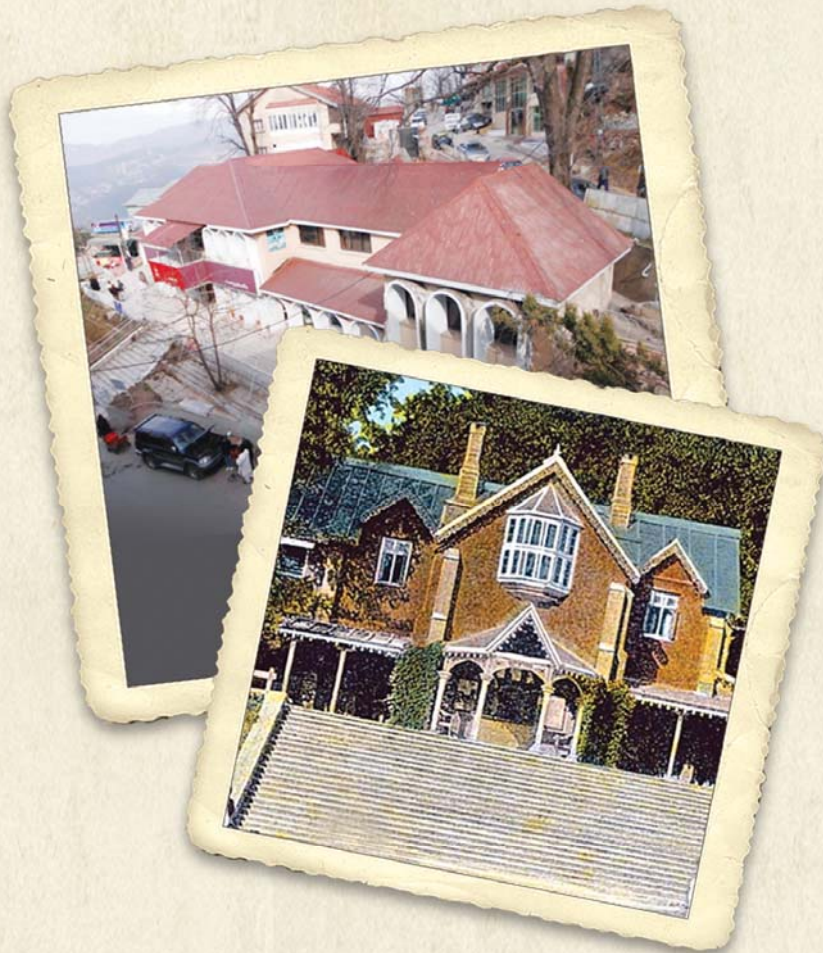


Request and Criteria for

# PRE-QUALIFICATION OF CONTRACTORS



## RESTORATION OF GPO BUILDING, MUREE



**THE URBAN UNIT**  
Urban Service Planning & Management Services Ltd (Pvt.) Ltd.  
Government of the Punjab



**Government  
of the Punjab**



**National  
College  
of Arts**



**Pakistan  
Post Office**



## Section 1: Invitation For Pre-Qualification

Date: March 5, 2014

Ref. No.: USP&MSU/PROC-2014

1. The Urban Unit (Urban Sector Planning & Management Services Unit (Pvt) Limited has been entrusted by the Government and assured funds to finance the cost of the project **“Restoration of GPO Building, Murree”** to eligible payments under the contract(s) for which this Invitation for Pre-qualification is issued.
2. The Urban Unit (Urban Sector Planning & Management Services Unit (Pvt) Limited hereinafter “the Employer” intends to prequalify contractor for the Works mentioned in the Concept Note of the project which form an integral part of this document as well as in the subsequent RFP to be issued under this project.
3. It is expected that Invitation to Bid will be issued in March 2014 tentatively.
4. Pre-qualification is open to contractors/joint ventures of contractor who are registered with PEC in Category **“C-5 (Upto Rs 50 m) or higher”** for Construction of Engineering Works, described in para 2 mentioned hereinabove. Applications may be submitted for pre- qualification for the Works as required under the project.
5. Appropriate category PEC registered constructors may obtain the prequalification documents from the office of the Employer, at Office # 503, 5<sup>th</sup> Floor, Shaheen Complex, Egerton Road, Lahore or may download the Employer’s website [www.urbanunit.gov.pk](http://www.urbanunit.gov.pk) where the documents are available.
6. The request must clearly state “Request for Pre-qualification Documents” for **“Restoration of GPO Building, Murree”**. The documents are available free of cost.
7. A minimum requirement for pre-qualification will be as prescribed in the Instructions to Applicants, and this document.
8. Applications for Pre-qualification must be delivered in sealed envelopes by hand or through registered mail, to:- Office # 503, 5<sup>th</sup> Floor, Shaheen Complex, Egerton Road, Lahore not later than: **20<sup>th</sup> March 2014** before 3:00pm PST and be clearly marked **“Application for Pre-qualification for: “Restoration of GPO Building, Murree”**
9. The Employer reserves the right to accept or reject late applications.
10. Applicants will be informed, in due course, of the result of the evaluation of applications. Only the firms of contractor and joint ventures prequalified under this process will be invited to bid.

## Section 2: Instructions to Applicant

### A. Submission of Applications

1. Applications for pre-qualification (one original and one copy) must be received in sealed envelopes to be delivered by hand or through registered mail to:-

Office # 503, 5<sup>th</sup> Floor, Shaheen Complex, Egerton Road, Lahore

not later than:

**20<sup>th</sup> March 2014** before 3:00pm PST

2. The name and mailing address of the Applicant shall be clearly marked left hand on the envelope.
3. The applications shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English. Employer reserves the rights for Pre-qualification in case of non-compliance of the above requirement.
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.
5. The clarification meeting will not be held. Clarification, if required, may be asked by post, telephone or other communication means.
6. The Applicant is required to submit its application package by filling the Application forms given in this document, duly signed & stamped on every page of the document.
7. The Applicant may provide other information, in addition to required in this document, to help determine its capability including company profile & client list etc.

## B. Qualification Criteria

### 1. General

Pre-qualification will be based on all the criteria given in succeeding paras 2 to 6 regarding the Applicant's Financial Soundness, Experience Record, Personnel Capabilities and Equipment Capabilities as demonstrated by the Applicant's responses in the forms attached to this letter. The Employer 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 firms will be considered for similar treatment as in case of Joint Venture. An overall criteria is provided hereunder for reference of the applicants and is as follows:

Sr.No	Category	Weight/Marks
1	Financial Soundness	30
2	Experience Record	35
3	Personnel Capabilities	25
4	Restoration Tools/ Equipments capabilities	10
	<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 50% score in each category.*

#### Mandatory Checklist:

Sr.No	Check List	Tick/Fill
1	PEC Registration No & Date	
2	No Black listing of firm	
3	Income Tax Number	
4	GST Registration Number	

*(Please attach the required documentary evidence/certificates)*

#### Detailed Criteria for Prequalification

The further detailed criteria for each category given under the each head as follows:

### 2. General Experience

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

Sr.No	Description	Maximum Points
i)	Projects of similar nature and complexity completed over latest 10 years	20
ii)	Projects of similar nature and complexity completed in hand	10
iii)	Experience of Works related to project but not basic part	5
	<b>Sub-Total:</b>	<b>35</b>

### 3. Personnel Capabilities

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

Sr.No	Description	Maximum Points
i)	Graduate Engineers Registered With PEC	
	a) Number of Engineers	6
	b) Experience of Engineers in number of years	4
ii)	Number of Diploma Engineers, Carpenters & Masons in Employment of the firm	
	a) Number of Engineers, Carpenters & Masons	8
	b) Experience of Engineers, Carpenters & Masons in number of years	7
	<b>Sub-Total:</b>	<b>25</b>

### 4. Restoration Tools/ 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	Restoration Tools/ Equipment Type and Characteristics	Maximum Points
1.	Relevant Machinery & equipment (please attached list)	10
	<b>Sub-Total:</b>	<b>10</b>

### 5. Financial Position

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

Sr.No	Description	Maximum Points
i)	Avg. working capital in last 3 years over Rs.5 m	10
ii)	Annual turner over is up toRs.10 m	5
iii)	Annual turner over is Rs.11-20 m	15
iv)	Annual turner over is more than Rs.20 m	20
	<b>Aggregate Points:</b>	<b>30</b>

### C. Joint Venture (JV)

#### 1. Joint Venture must comply with the following requirements:-

##### a) Following are minimum qualification requirements:-

- (i) The lead partner shall meet not less than 40% of all qualifying criteria given in paras B and E heretofore.

- (ii) Each of the partners shall meet not less than 25 percent of all the qualifying criteria given in paras B and E heretofore.
  - (iii) The joint venture must collectively satisfy the criteria of paras B, C and D, for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total capacity. Individual members must satisfy each of the requirements of paras E and F heretofore.
- 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.
- d) 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 firms 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.

#### **D. Conflict of Interest**

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.

#### **E. Updating Prequalification Information**

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

#### **F. Other Factors**

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. This rule will not apply in respect of bids, which include specialist sub-contractors who are used by more than one bidder.

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) Reject or accept any application; and
  - c) 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.

3. Applicants will be informed in writing by fax or mail within 15 days of the date for submission of applications (*Invitation for Prequalification*) of the result of their applications and may be debriefed, if solicited

### **Section 3: Evaluation Criteria**

Applicants meeting the minimum requirements mentioned in Section 2 besides other factors shall be considered for pre-qualification. No compromise shall be made on minimum requirements of 50% score in each category as above.

**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<sup>1</sup> 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:

Contract No	Description Of Contract

*{Note: The Applicant is to delete, any contract for which he does not wish to prequalify, and sign and date the deletion. If the prequalification refers to only one contract, delete this note and spaces for additional contract references}.*

---

<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.*



2. Attached to this letter are copies of original documents defining<sup>2</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 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.

General and Managerial Inquires	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel Inquires	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical Inquires	
Contact 1	Telephone 1
Contact 2	Telephone 2

---

<sup>2</sup>Application by joint ventures should provide information on a separate sheet information for each party to the application.

Financial Inquires	
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 relevant paras 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	For and on behalf of (name of signature of

lead partner of a joint venture)	other partners of the joint venture)
----------------------------------	--------------------------------------

## Application Form A-1

Page \_\_\_ of \_\_\_ Pages

### 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.*

*Where the Applicant proposes to use 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 Firm	
2	Head Office Address	
3	Telephone	Contact Person: Name: Title:
4	Fax	Telex
5	Place of incorporation / Registration	Year of incorporation / Registration

Nationality of owners		
	Name	Nationality
1		
2		
3		
4		
5		

**General Experience Record**

Name of Applicant or partner of a joint venture:

*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 five years.*

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

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

*(please provide information for last five years)*

Working Capital		
Year	Amount (in actual currency)	Equivalent Rupees in Millions
1		
2		
3		
Average of 3 years		

*(please provide information for last three years)*

**Joint venture Summary**

Sr. No.	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 Pak Rupees , Millions)							
Sr. No.	Partner	From 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:							

**Particular of 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.5.00 million or higher**, of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last five years<sup>3</sup>. 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.*

**Summary of Experience:***(Please provide year wise detail of Rs 5.00 million or higher similar contracts undertaken during last five years)*

Sr #	Year	Name of Project/Contract	Client Details	Contract Value (Rs.)
1				
2				
3				
4				
5				
6				
7				
8				
9				

\_\_\_\_\_  
Please attach separate sheet if required.

10				
11				
12				

**Application Form A-5**

**Page \_\_\_ of \_\_\_ Pages**

**Details of Contract 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 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 Pak /Rs.
8	Date of Award
9	Date of Completion
10	Contract Duration( years and months)  -----Years                    -----Months
11	Specified Requirements <sup>4</sup> ..... .....

<sup>4</sup>Insert any specific criteria required for particular operations, such as annual volume of earthmoving, underground excavation, or placing concrete etc.



**Summary Sheet: Current Contract Commitment/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.*

<b>Name of contract</b>	<b>Value of Outstanding work (Equivalent Pak Rs. Millions)</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 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

**Candidate Summary**

Name of Applicant:

Position		Candidate [Tick appropriate one] <ul style="list-style-type: none"> <li>▪ Prime</li> <li>▪ Alternate</li> </ul>	
Candidate information	1. Name of Candidate	2. Date of Birth	
	3. Professional qualification		
Present employment	4. Name of employer		
	Address of employer		
	Telephone	Contact (manager /personnel officer)	
	Fax	Telex	
	Job title of candidate	Years with present employer	

*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		

**Restoration Tools/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 restoration tools/equipment listed in the Instructions to Applicants. A separate Form shall be prepared for each item of restoration tools/equipment listed above of the Instructions to Applicants, or for alternative equipment proposed by the Applicant.*

Item of equipment		
Restoration Tools/Equipment information	1. Name Of Manufacturer	2. Model And Poer 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	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreement	Details of rental/ lease specific to the project	

**Financial Capabilities**

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	Telex

*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 three year					Projected : Next two years	
	1	2	3	4	5	6	7
Total Assets							
Current Assets							
Currents Liabilities							
Profit before Taxes							
Profit after Taxes							

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

<b>Source of financing</b>	<b>Amount (Pak Rs. Or equivalent )</b>
1	
2	
3	
4	

*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.*

**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). A separate sheet should be used for each partner of joint venture.*

Year	Award FOR or Against Applicant	Name of client ,cause of litigation ,and matter in dispute	Disputed amount (current value Pak Rs. Or equivalent)