

# PREQUALIFICATION DOCUMENT FOR CONSULTANTS

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## Section I. Instructions to Consultants

**Clause 1** The consultant shall enclose one original and two copies of the documents in a sealed envelope which shall:-

- (a) bear the name and address of the Consultant;
- (b) be delivered by hand or through courier/registered mail to address mentioned in advertisement for pre-qualification or in document; and
- (c) be clearly marked "Application for Pre-qualification for

**Time Based Consultancy for Feasibility Study, Design, Marketing and Construction Supervision of Engineering Projects of Stadiums, Hotels, Shops etc and allied infrastructure etc (the Client will hire the services of consultant for two years)**

**Clause 2** If the envelope is not sealed and marked as required, the Client will assume no responsibility for the misplacement or pre-maturing opening of the document.

**Clause 3** Document shall be prepared in the English language.

**Clause 4** Consultants 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 consultant

### **Clause 5 Clarification and Modification of Documents**

Consultant who has obtained documents, may request for clarification of contents of the Prequalification Document in writing, and respond to such queries shall be made in writing within five calendar days, provided they are received at least five calendar days prior to the date of submission of Prequalification Document.

**Clause 6 Addendum:** At any time prior to the deadline for submission of Prequalification Documents, the Client may amend the Prequalification Document by issuing addenda. Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document. It will also be placed on PCB website for information of all concerned.

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**Clause 7 Deadline for submission of Documents:**

Documents shall be received by the Client at the address mentioned in EOI, not later than the date and time mentioned in the EOI. The Client may, at its discretion, extend the deadline for the submission of documents by amending the Prequalification Document, and in which case all rights and obligations of the Client and consultant subject to the previous deadline shall thereafter be subject to the deadline as extended.

**Clause 8 Evaluation:** Consultant's general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the Applicant's responses in the prescribed forms will be evaluated as per evaluation criteria given in the document. The Client reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-consultant's experience and resources shall not be taken into account in determining the consultant'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.

**Clause 9 Clarification of Prequalification Information):** To assist in the evaluation of information, the Client may, at its discretion, ask any consultant for a clarification of any information which shall be submitted within a stated reasonable period of time. Any request for clarification shall be in writing. If any consultant does not provide clarifications of the information requested by the date and time set in the Client's request for clarification then application of the consultant may be rejected.

**Clause 10 Verification of Prequalification Information:** Verification of the information provided by the pre-qualified/ shortlisted consultant in the submissions for prequalification may be made. In case the information is found to be wrong or incorrect in any material way or consultant is found to be lacking in the capability or resources to successfully perform the contract, then it shall not be pre-qualified.

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### Section II: Evaluation/Qualification Criteria.

#### 1. Evaluation/Qualification Criteria: Based on Pass/Fail system.

**Mandatory Provisions/Eligibility:** Consultant must possess

- (i) valid registration certificate of PEC in relevant category (Attach valid PEC certificate);  
Single Entity: Must Meet  
Joint Venture: All members must meet
- (ii) valid registration certificate from income tax authority (NTN) (Attach NTN Certificate);  
Single Entity: Must Meet  
Joint Venture: All members must meet
- (iii) is not black listed. (Attach all required forms, certificates and affidavit of not black listing)  
Single Entity: Must Meet  
Joint Venture: All members must meet
- (iv) No conflict of interest (Attach all required forms, certificates and affidavit);  
Single Entity: Must Meet  
Joint Venture: All members must meet
- (v) Litigation History (Attach all required forms, certificates and affidavit);  
Single Entity: Must Meet  
Joint Venture: All members must meet
- (vi) IN house capability of Topographic Survey, Town Planning, Architecture, Structure design, MEP design, HVAC design, and infrastructure design. Sub-letting of these works is not allowed. (Attach Certificate on non-judicial paper of Rs. 100)  
Single Entity: Must Meet  
Joint Venture: Must meet collectively

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**2. Other Requirements:** It must include following information/documents:-

**(A) General Consultancy Experience**

Consultant has been in business of engineering consultancy at least for 10 years.

Single Entity: Must Meet

Joint Venture: All members must meet

(Attach Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity. In case of JV, letter of intent to form JV or JV agreement.)

**(B) Specific Design/Planning Experience and past performance.**

Have successfully/substantially completed Two (2) similar projects (stadium/multi-story buildings) in the last five (5) years of value not less than Rs. 100million (Construction Cost) each.

Single Entity: Must Meet

Joint Venture: Lead member must meet, other members one project

**(C) Key Personnel Qualification & Experience.**

S.NO	POSITION	QUALIFICATION & EXPERIENCE
DESIGN TEAM		
1	Project Manager	PEC/PCATP valid registration with Bachelor or Master Degree in relevant field. Experience BSC 25 years and MSC 20 years
2	Principal Master Planner	PCATP Registration with Bachelor or Master Degree in relevant field. Experience BSC 25 years and MSC 20 years
3	Principal Architect	PCATP Registration with Bachelor or Master Degree in relevant field. Experience BSC 25 years and MSC 20 years
4	Principal MEP Engineer	PEC registration with Bachelor or Master Degree in relevant field. Experience BSC 25 years and MSC 20 years

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5	Principal Structural Engineer	PEC Registration with Bachelor or Master Degree in relevant field. Experience BSC 25 years and MSC 20 years
6	Principal HVAC Engineer	PEC Registration with Bachelor or Master Degree in relevant field. Experience BSC 25 years and MSC 20 years
All above key staff must be permanent employees of the Consultant and must have two years employment with the consultant		
7	Principal Horticulturist	Bachelor or Master Degree in relevant field. Experience BSC 25 years and MSC 20 years
7	Marketing Expert	MBA with 20 years experience
<b>CONSTRUCTION SUPERVISION TEAM</b>		
8	Resident Engineer	PEC Registration with Bachelor or Master Degree in Civil Engineering. Relevant Experience of 15 years
9	ARE (Buildings)	PEC Registration with Bachelor or Master Degree in Civil Engineering. Relevant Experience of 10 years
10	ARE (HVAC)	PEC Registration with Bachelor or Master Degree in Mechanical Engineering. Relevant Experience of 10 years
11	ARE (Elect.)	PEC Registration with Bachelor or Master Degree in Electrical Engineering. Relevant Experience of 10 years
11	ARE (MEP)	PEC Registration with Bachelor or Master Degree in Civil Engineering. Relevant Experience of 10 years

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12	ARE (Infrastructure)	PEC Registration with Bachelor or Master Degree in Civil Engineering. Relevant Experience of 10 years
13	Material Engineer	Bachelor or Master Degree in Geology. Relevant Experience of 15 years

Single Entity: Must Meet

Joint Venture: Must meet collectively

*(Brief CVs of personnel be attached).*

### **(D) Financial (Historical Financial Performance)**

**(i) Average Annual Consultancy Turnover:** PKR 250 million

Single Entity: Must Meet

Joint Venture: Lead Member must meet 75%, other members must meet 25% each member

(Attach Documentary evidence of financial position, bank statement and audited accounts of the last Three (3) years and fill the forms).

Consultants who fail to qualify in any of the above sections shall be disqualified from the prequalification process. The Employer reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of a Consultant to perform the contract.

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**Section III. Application Forms;**

**A-I Application Submission Form** (The covering letter is to be submitted by the interested firm/contract or partner responsible for a joint venture, on appropriate company letterhead)

Date: \_\_\_\_\_

To .....

[Name and address of the Client]

Dear Sir,

Subject: Pre-qualification of -----

I ..... the undersigned, being duly authorized to represent and act on behalf of..... applies to be prequalified for the project cited above and enclose one (1) original (together with -----copies) of pre-qualification documents and declare the following:

- (a) I have examined and have no reservations to the Prequalification Document, including Addenda No(s)....., issued in accordance with Clause 6.
- (b) I understand that the Client may cancel the prequalification process at any time and that the Client is not bound either to accept any application that it may receive or to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.
- (c) Technical & Financial Proposal by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
- (d) The Client and its authorized representative(s) may contact the following person(s) for further information, if needed;

Person to be contacted:

Telephone:

3. The undersigned declares that the statements and the information provided are complete, true, and correct in every detail.

Signed:

Name:

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***Each firm or member of a JV must fill in this form***

### **A-II Company Profile**

Date: -----

Contract: -----

All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form.

1.	Name of firm (legal): (In case of Joint Venture (JV), legal name of each member)	
2.	Nature of Business: (Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member is a Corporation, Partnership, Trust etc.)	
3.	Head Office address:	
4.	Telephone : Fax Number: E-mail address:	
5.	Place of Incorporation/Registration:  Year of Incorporation/Registration:	
6.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:	
7.	NATIONALITY OF OWNERS	
	Name:	Country:



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**A-III:**

(i) Black Listing

Black Listing
<input type="checkbox"/> <b>Bidder shall not be black listed by government/semi government/autonomous/private organizations (Affidavit to be provided)</b>

(ii) Litigation History

Pending Litigation			
<input type="checkbox"/> <b>No pending litigation</b> (A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted) <b>(Affidavit to be provided)</b>			
<input type="checkbox"/> <b>Pending litigation</b> (All pending litigation shall in total not represent more than <b>50%</b> of the Bidder's net worth and shall be treated as resolved against the Bidder)			
Year	Outcome as Percent of Total Assets	Outcome as Percent of Total Assets	Total Contract Amount (PKR)
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	

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### A-IV Experience

#### 1. Similar Experience Record

- (i) Details of Contracts of Similar Nature and Complexity completed over the last 05 years

<b>Sr. No.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Name of Consultant:</b>					
<b>Country:</b>					
<b>Name of client with Address, Tele, Fax.</b>					
<b>Nature of works and special features relevant to the contract for which applied:</b>					
<b>Contract Role (Mention: Sole, Sub Consultant or Partner in a Joint Venture).</b>					
<b>Value of the total contract in Pak/Rs:</b>					
<b>Date of Award:</b>					
<b>Date of Completion:</b>					

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- (ii) Projects of similar nature and complexity in hand.

Consultant and each partner of the joint venture 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, for which Completion Certificate has yet to be issued.

<b>Name of Contract</b>	<b>Value of Contract</b>	<b>Name of client</b>	<b>Value of Outstanding work (equivalent Pak Rs. Million)</b>	<b>Estimated Completion Date</b>
1.				
2.				
3.				

### **A-V Key Staff**

- (i) **Personnel Capabilities**

Consultant should provide the names of suitably qualified personnel to meet the specified requirements stated in Section 3 (Evaluation and Qualification Criteria).

<b>Sr. No.</b>	<b>Title of Position</b>	<b>Name</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

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**Curriculum Vitae (CV) for Proposed Experts**

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- 1. **Proposed Position:** \_\_\_\_\_
- 2. **Name of Expert:** \_\_\_\_\_ **PEC Reg. No** \_\_\_\_\_
- 3. **Name of Firm:** \_\_\_\_\_
- 4. **Current Residential address:** \_\_\_\_\_  
**Telephone No:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_  
**E-Mail Address:** \_\_\_\_\_
- 5. **Date of Birth:** \_\_\_\_\_ **Citizenship:** \_\_\_\_\_
- 6. **Qualification:** \_\_\_\_\_
- 7. **Work Experience:** Summarize professional experience in reverse chronological order.

Indicate particular technical and managerial experience relevant to the project.

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

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**A-VI Financial Soundness**

(i) Financial Resources

**Financial Data for Previous 3 Years**

**Information from Balance Sheet**

	Year 1	Year 2	Year 3
<b>Total Assets</b>			
<b>Total Liabilities</b>			
<b>Current Assets</b>			
<b>Current Liabilities</b>			

**Information from Income Statement**

<b>Total Revenues of Consultancy</b>			
<b>Profits Before Taxes</b>			
<b>Profits After Taxes</b>			

- Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.
- All such documents reflect the financial situation of the consultant or partner to a JV, and not sister or parent companies.
  - Historic financial statements must be audited by a certified accountant.
  - Historic financial statements must be complete, including all notes to the financial statements.
  - Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
  - NTN certificate must be attached

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(ii) Average Annual Consultancy Turnover

<b>Annual Turnover Data for the Last 3 Years (Engineering Consultancy Services only)</b>	
<b>Year</b>	<b>Amount (PKR)</b>
2015	
2014	
2013	

**Average Annual Construction Turnover**

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**The information supplied should be the Annual Turnover (Engineering Consultancy Services only) of the consultant or each member of a JV in terms of the amounts billed to clients for each year for work in progress or completed.**