



**GOVERNMENT OF THE PUNJAB
PROJECT MANAGEMENT UNIT(PMU)
PUNJAB SEED CORPORATION(PSC)**



**REQUEST FOR EXPRESSION OF INTEREST (REOI)
HIRING OF CONSULTANCY FIRM
PROJECT IMPLEMENTATION SUPERVISION CONSULTANTS (PISC)
UNDER
PROGRAM FOR QUALITY SEED PRODUCTION AND DISSEMINATION**

1. Project Management Unit (PMU)), Punjab Seed Corporation (PSC), invites Expression of Interest under PPRA Rules 2014 from valid registered, reputable and well-experienced national firms/ companies are invited for submission of expression for services as, Project Implementation Supervision consultant.
2. The objective of the Request Expression of Interest (REOI) is to Shortlist / Pre-Qualify suitable consultancy firms for the subject assignment.
3. The information required for Pre-Qualification including instructions for preparation and submission of the prequalification documents, Brief Scope of Services, evaluation criteria, List of required documentary evidences are given in the Prequalification Documents.
4. The PQ Documents can be obtained from the office of under signed on payment of Rs. 1000 per set (Non Refundable). The same can be downloaded from the website www.psc.agripunjab.gov.pk & www.ppra.punjab.gov.pk. The EOI however of only those consultants shall be acceptable who shall purchase the PQ documents from the procuring agency.
5. The Deadline for receipt of EOI is **10.01.2023** by **2:00 PM**. The EOI received after this date & time shall not be entertained. EOI complete in all respects may be delivered by hand or through registered mail at the address given below as per submission deadline. PQ Documents shall be opened at **2:30 PM** on the same date in the presence of the Applicants' representatives who choose to attend, as per PPRA Rules 2014.
6. The procuring agency reserves the right to reject all EOI at any time prior to the acceptance as provided under Rule-35 of PPRA Rules, 2014
7. Only shortlisted firms will subsequently be issued RFP for submission of Technical & Financial Proposals.

**Chief Procurement Officer
Project Management Unit (PMU)
Punjab Seed Corporation (PSC)
4-Lytton Road, Lahore
Contact:03193376097
Email: pmupunjabseed@gmail.com**

SHORT LISTING/PRE-QUALIFICATION DOCUMENT

FOR

HIRING OF CONSULTANCY FIRM
PROJECT IMPLEMENTATION SUPERVISION CONSULTANTS (PISC)
UNDER
PROGRAMME FOR QUALITY SEED PRODUCTION AND DISSEMINATION



PROJECT MANAGEMENT UNIT(PMU)
PUNJAB SEED CORPORATION(PSC)



Abbreviations

Term	Definition
EOI-PQ	Expression of Interest – Pre-qualification
PISC	Project Implementation Supervision Consultants
PSC	Punjab Seed Corporation
PMU	Project Management Unit
JV	Joint Venture

1. GENERAL

Project Management Unit, Punjab Seed Corporation intends to invite expressions to Prequalification (PQ)/Shortlist interested applicant(s) for providing services as Project Implementation Supervision Consultants (PISC), under the Project named "Program for Quality Seed Production and Dissemination". All well-reputed, registered and established national firms/ companies with or without an option of JV having requisite technical, financial, and managerial capabilities are invited to participate in the PQ/shortlisting process for the above said Project through submission of their expressions.

2. PURPOSE OF THIS DOCUMENT

The purpose of this document is to shortlist/prequalify the eligible applicant(s)/firms, capable of accomplishing the tasks outlined in this document. The applicants/firms are required to provide profiles of their firm comprising experience, personnel and financial strength along with proposed plan but not limited to the firm's concept and methodology for conducting the assignment.

3. TERMS AND CONDITIONS OF THE PRE-QUALIFICATION

3.1 Definitions

In this document, unless there is anything repugnant in the subject or context:

1. Applicant means the party which submits a expression in response to this EOI-PQ Document.
2. "Authorized Representative" means any representative appointed, from time to time, by the Applicant, Purchaser or Client.
3. "Purchaser" and "Client" means the Project Management Unit, Punjab Seed Corporation PMU-PSC, or any other entity for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purpose.
4. "Day" means calendar day.
5. "Employer" means Purchaser and/or Client.
6. "EOI-PQ Document" means the Expression of Interest-Pre-Qualification Document in consideration.
7. Joint Venture: A legal entity formed under the laws of Pakistan to submit a expression and participate in subsequent tendering processes in response to this EOI-PQ Document. The Joint Venture may comprise not more than two companies: the constituent firms must be registered and operating in Pakistan.

8. "Person" includes an individual, an association of persons, firm, company, corporation, institution and organization, etc.
9. "Prescribed" means prescribed in the EOI-PQ Document.

4. Disclaimer

This EOI-PQ document for "Project Implementation Supervision Consultants (PISC), under program for quality seed production and dissemination contains brief information about the Project and qualification process for short listing and pre-qualification of applicants for RFP stage. The purpose of the Document is to provide the applicants with information to assist the formulation of their EOI-PQ and to pre-qualify Interested Parties/ Consultants for the RFP Stage.

While all efforts have been made to ensure the accuracy of information contained in this EOI-PQ Document, this document may not contain all the information required by the Applicants. The Applicants should conduct their own independent assessment, investigations and analysis and may prepare their expressions in the light of relevant experience and international best practices.

Project Management Unit, Punjab Seed Corporation, Government of the Punjab, or any of its employees or advisors/consultants, shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the EOI-PQ Document.

PMU-PSC, reserves the right to change any or all conditions/ information set in this EOI-PQ Document by way of revision, deletion, updation or annulment through issuance of appropriate advertisement as the Client may deem fit in accordance with the PPRA Rules 2014. Participation in the EOI-PQ process does not qualify any applicant for the next stage of the procurement process.

The PMU-PSC reserves the right to reject the EOIs submitted in response to this shortlisting document at any stage under PPRA 2014. The Client also reserves the right to hold or withdraw or cancel the process at any stage up to the final shortlisting under PPRA, 2014.

The PMU-PSC, Government of the Punjab will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the EOI-PQ to be submitted in terms of this Document.

5. Project Background

Seed is the best farm input and by using good quality seed the yield per acre can be increased from 15% to 20%. Enhancing the existing Annual Seed Replacement Rate (ASRR) from 20% to 40% can significantly increase the crop production of Punjab Province. Through this project, PSC can fill the gap of Early Generation basic seed demand for Punjab. The seed cycle starts from the farmers' field

and ends at the field. The progeny of the seed from BNS to Pre-Basic then Basic to the certified level needs a complete record and data to complete the life cycle of seed supply chain and traceability concept of certified seed.

In this project, concept of contract farming has been introduced and production of Early Generation Seeds (Basic Seeds) – a missing link in supply chain of quality seed- will be made at selected growers under a formal agreement with premium. To accomplish this goal, PSC envisaged a production plan of 05 years for early generation seeds (basic seeds)-an obligatory requirement for production of certified seed from basic seed under Seed Act, 1976 & Seed Amendment Bill, 2015.

The value addition of certified seed through proper cleaning, grading, treatment and final packing will be carried out at the PSC Processing Plants. The rehabilitation of the processing plants and addition of latest seed technology is key value addition of certified seed to improve the quality. In addition, by improvement and increase in storage capacity and capability, PSC will be in a better position to store and deliver quality seed to the farmers. As the existing plants have lived their lives and are not in a condition to work at optimum efficiency and deliver quality product. The project also emphasizes on reducing energy utilization by designing and implementing load reduction techniques and enhancing productivity by using lesser electricity and gas. Automation and computerization are an important component of this project. This will improve quality and efficiency of machines by reducing human errors which in turn reduce processing losses. The installation of solar power generation system will enable PSC to reduce production cost. PSC has a strong need of information, communication and technology adaptation, induction of Enterprise Resource Planning (ERP) system will digitally transform the organization. Beside this, PSC intends to set up a new processing unit at Bhalwal. This intervention will cater for a command area of estimated 2 million acres of fertile agricultural land of Sargodha & Rawalpindi Divisions.

A smart & dedicated Project Management Unit (PMU) has been proposed for three years for establishment & upgradation of the processing plants because of lack of relevant human resource in the corporation. The project by investing in its human resource aims to provide technical training to its workforce, improve the skills and make them more useful for the Corporation and the Country at large.

Vision of the management is to go for quality improvement, provide safe and healthy working conditions for its work force by going for ISO 9000 and ISO 14000 certifications. This will enable PSC to fulfill basic requirements of WTO regulations and move forward to reduce imports and plan

to start exporting processed seed as per international standard and requirements. By adopting parameters of supply chain and keeping complete record of traceability and Seed cycle, PSC will be in a position to meet WTO requirement

In addition, the focus on Research and development and increasing ability of tissue culture laboratory will make Pakistan self-sufficient in many seeds like potato, banana etc. This will decrease Pakistan import bill and save foreign exchange and by start of exports valuable addition will be possible in our foreign exchange reserve.

The marketing, propagation and transfer of sowing technology and information shall be done through Agriculture Information Department in coordination and collaboration with Project Management Unit. For the success of this project, growth of agriculture, strengthen and enforcement of Federal Seed Act 1976 is essential by improving the Governance mechanism in correlating Federal and Provincial responsibility.

6. BRIEF SCOPE OF WORK

Project Implementation Supervision Consultants (PISCs) would provide implementation assistance and supervision in implementation of the proposed project interventions. Their main responsibilities will, inter alia, include design review/approval, construction supervision, quality assurance, technical assistance, and overall coordination of project execution. The consultants' team shall primarily report to the Project Director (PMU) but its major responsibility is to prepare the procurement documents and design sheets and execution of all activities. All records and sites shall be open and available to the consultants to enable them to perform their functions. The selection of PISCs will largely depend on their technical expertise and experience in providing consultancy services under similar projects. The Consultant Selection Committee (CSC) would recruit the consultants in accordance with PPRA procedures and guidelines approved for the purpose. The PISCs scope of work would include but not limited to the following's tasks.

- i. Prepare standards, designs, drawings & specifications for civil works, seed equipment, machinery, solar Energy System etc.
- ii. Draft technical documents/agreements/formats for SSCs including contract conditions, specifications for design, materials and installation of equipment, itemized list of typical items etc.

- iii. Provide project management support services to PD (PMU).
- iv. Help in evaluation of the technical and financial proposals of SSCs.
- v. Facilitate in finalization of rates for various items and services.
- vi. Inspect and advise on standards, specifications, and criteria for the construction materials/equipment.
- vii. Review and approve plans, designs, cost estimates
- viii. Facilitate timely completion of works and recommend onsite design modifications.
- ix. Spot check for quality of works during construction of a minimum of one third by their number.
- x. Certify quantities and quality of completed works and delivered equipment for seed upgradation.
- xi. Notify the compliance / non-compliance of works with agreed criteria and standards.
- xii. Submit monthly, quarterly, and annual reports for proposed project activities besides other periodic reports as per requirements of project management.
- xiii. Provide technical support for training of PSC staff in all project interventions, particularly Technology transfer
- xiv. Deliver technical assistance for updation / upgradation of ERP database, development of IT technologies, and its management.
- xv. Liaise with provincial, regional, project management for smooth execution of field activities.
- xvi. Extend technical support to maintain a website/ERP containing information on facilities and services, applications, procedures database etc.

7. INSTRUCTIONS TO APPLICANTS

7.1 Submission of Expression

Applications for EOI-PQ containing separate Expressions for Pre-qualification, one original and one (01) copy should be submitted in separately sealed envelopes to be delivered at office of Chief Procurement Officer, no later than **02.00 p.m** on last date of submission of expressions i.e. **10.01.2023**. Late expressions shall not be considered. Expressions shall be publicly opened in the PMU-PSC Office, on **02.30 p.m** on **10.01.2023**

All the interested firms/companies are required to submit an amount of Rs. 1000- in PMU-PSC, Bank Account. The deposit slip should accompany respective expression.

The expressions are to be prepared in English language. The applicants must provide complete information along with supporting documents. Any lapses to provide essential information may result in disqualification of the applicant.

All documents submitted by the firms should preferably be delivered in one Packet/parcel for ease of handling and to avoid loss of documents. Any misleading statement(s) or information by any applicant will result into disqualification at any stage.

The Applicants can seek any clarification regarding the project, pre-qualification documents or evaluation criteria from the following:

**Chief Procurement Officer
Project Management Unit.
Punjab Seed Corporation,
4-Lytton Road, Lahore,
Contact: 03193376097
Email: pmupunjabseed@gmail.com**

Interested Parties should note that during the period from the receipt of the expression and till further notice from the Contact given above, all queries should be communicated via that Contact in writing or e-mail only. Interested Parties/ are also required to state in their expressions the name, title, fax number and e-mail address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Employer will not be responsible for any costs or expenses incurred by Interested Parties in connection with the preparation or delivery of expressions.

7.2 Joint Venture (JV)

7.2.1 Following are minimum qualification requirements of JV:

- i. Only well-established firms (with an option of JV). In case of a expression from a Joint Venture, a legally valid and registered Agreement Deed to that effect, signed by all the partners to the Joint Venture shall be submitted with the expression.
- ii. One of the constituent partners of the participating Joint Venture shall be designated the Lead Partner. If awarded the contract, the Lead Partner would enter into legal agreement with the Client on behalf of the Joint Venture and would receive instructions and incur liabilities.
- iii. All partners shall be jointly and severally liable for the execution of the Contract in accordance with the agreed terms and conditions. In case of award of Contract, the Contract Agreement shall be signed by the Lead Partner. All the partners shall be jointly and severally liable for the execution of the project in accordance to government rules and regulations.

7.2.2 The pre-qualification of a JV does not necessarily prequalify any of its partners individually.

7.3 Qualification/Shortlisting Criteria

7.3.1 General

PQ will be based on all the criteria given in succeeding sections regarding the Applicant's financial soundness, experience, personnel and technical solution as indicated by the Applicant's responses in the forms given in this document.

7.3.2 Mandatory Basic Requirements

Only those applicants fulfilling the following basic requirements shall be considered for further evaluation (relevant documents to be attached):

1. Requirements to be Fulfilled by the Lead Partner

- i. Only well-established and reputed consultancy firms **(having local presence or with an option of JV)**, having consulting practices with governments, on assignments similar to the scope of work in this document, will be considered;
- ii. Certificate of Registration/Incorporation with SECP / Registrar of Firm or in the country of its origin
- iii. Registration of the firm with relevant professional body if any;
- iv. Valid active NTN & PRA Registration certificates;

- v. Submission of undertaking that the firm is not blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan.

2. Requirements to be fulfilled by Other JV Partners (If any)

- i. Certificate of Company/Firm Registration/Incorporation under applicable laws
- ii. Valid Tax(es) Registration as applicable and relevant
- iii. Submission of legal valid undertaking that the firm is not blacklisted by any government organization anywhere in the world (if applicable)

3. Requirements to be fulfilled by Applicant/ JV Partners

The Applicant must have relevant experience for implementation of the similar project(s). In case of a JV, this requirement may be fulfilled by any one of the JV partners.

7.3.3 Weightage /Marks

- i. List of similar works completed by the firm during past years indicating total cost of such works and cost of consultancy services received against those works along with date of start and completion date.
- ii. List of permanent professional staff along with C.V of relevant core staff showing project wise experience with exact time duration of each project.
- iii. Statement of accounts for the last three (3) years.

Proposed shortlisting criteria for hiring of consultant firm is given below. Distribution of Weightage / Marks shall be as under:

Sr. No.	Category	Weightage/Marks
1.	Technical Capabilities / Experience	30
2.	Personnel Capabilities	50
3.	Financial Strength	20
	Total:	100

Note: To qualify for Request for Proposal (RFP), the firm must obtain overall 65 marks out of a possible 100 marks

The applicants who have duly complied with the shortlisting/pre-qualification criteria will be eligible for further processing. The expressions which do not conform to the shortlisting/pre-qualification criteria will be rejected.

Detailed Shortlisting/Prequalification criteria is given below:

Sr. No	Evaluation Factor	Evaluation Aspects	Marks	Max Marks
1	<u>Technical Capabilities / Experience</u> • Verifiable experience documents (past completed projects)	<u>Similar Experience</u> Experience of at least 3 consulting projects of similar nature (Brief scope of work as mentioned above)	10 marks for each project	30 marks
2	<u>Personnel Capabilities:</u> • CVs of proposed	The applicants must have in their employment suitably qualified personnel with relevant experience to fill the key management and specialist positions mentioned below. The applicant will supply information on nominated candidates for each relevant area/domain in accordance with the relevant form provided in this document.		50 marks

	resources, Key Personnel and Consultant • Proof of availability of the indicated personnel • Firm's organogram	<table> <tr> <th>S r. #</th><th>Key Personnel</th><th>Qualifica tion</th><th>Minimum Experience</th><th>Mark s</th></tr> <tr> <td>1</td><td>Team Leader</td><td>Minimum 16 years education in Economics, Engineering , Statistics, Business Administrat ion, or another relevant field</td><td> - At least Fifteen years of relevant experience in the field of monitoring and impact evaluation at the national and international level - Solid understanding of monitoring and evaluation tools and mechanisms and its implementation in the field as evidenced in the relevant experience - Good understanding of government functioning and protocols as evidenced in the past experience of the consultant. </td><td>10</td></tr> <tr> <td>2</td><td>Seed Industry Expert</td><td>Minimum 16 years education in Economics, Engineering , Statistics, Business Administrat ion, or another relevant field</td><td> - At least Ten years of relevant practical experience in Seed industry - Solid understanding of Seed cycle - Good understanding and updated information of developments and new technologies in machinery used in Seed industry </td><td>10</td></tr> <tr> <td>3</td><td>Procuremen t Expert</td><td>Minimum 16 years education in Engineering</td><td> - At least Ten years of relevant practical experience </td><td>10</td></tr> </table>	S r. #	Key Personnel	Qualifica tion	Minimum Experience	Mark s	1	Team Leader	Minimum 16 years education in Economics, Engineering , Statistics, Business Administrat ion, or another relevant field	- At least Fifteen years of relevant experience in the field of monitoring and impact evaluation at the national and international level - Solid understanding of monitoring and evaluation tools and mechanisms and its implementation in the field as evidenced in the relevant experience - Good understanding of government functioning and protocols as evidenced in the past experience of the consultant.	10	2	Seed Industry Expert	Minimum 16 years education in Economics, Engineering , Statistics, Business Administrat ion, or another relevant field	- At least Ten years of relevant practical experience in Seed industry - Solid understanding of Seed cycle - Good understanding and updated information of developments and new technologies in machinery used in Seed industry	10	3	Procuremen t Expert	Minimum 16 years education in Engineering	At least Ten years of relevant practical experience	10		
S r. #	Key Personnel	Qualifica tion	Minimum Experience	Mark s																				
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2	Seed Industry Expert	Minimum 16 years education in Economics, Engineering , Statistics, Business Administrat ion, or another relevant field	- At least Ten years of relevant practical experience in Seed industry - Solid understanding of Seed cycle - Good understanding and updated information of developments and new technologies in machinery used in Seed industry	10																				
3	Procuremen t Expert	Minimum 16 years education in Engineering	At least Ten years of relevant practical experience	10																				

				, Business Administration, Supply Chain Management or another relevant field.	of public procurement. • Hands on experience of using the Public Procurement rules. • Experience in drafting the estimates, technical requirements, bidding documents, REOIs, RFPs, RFBs, Bid Evaluation Reports and Contracts.			
		4	IT Expert	Minimum 16 years education in IT/Computer Engineering /Software Engineering or equivalent	• At least 5 years of relevant experience in the IT field and big data management at the national and international level. • Solid understanding of ERP solutions and implementation in the field as evidenced in the relevant experience. • Good understanding of government functioning and protocols as evidenced in the experience of the consultant.	5		
		5	M&E Expert	Minimum 16 years in Economics, Engineering , Statistics, Business	• At least five years of relevant experience in the field of monitoring and impact evaluation at the	5		

				Administration, or another relevant field national and international level. • Solid understanding of monitoring and evaluation tools and mechanisms and its implementation in the field as evidenced in the relevant experience. • Good understanding of government functioning and protocols as evidenced in the experience of the consultant. • Monitor and evaluate the implementation of project activities and their impacts • Propose recommendations about project modalities to ensure achievement of envisaged development objectives.			
		6	Marketing Expert	Minimum 16 years education Master's Degree in Economics, Public Administration, Business Administration, Social Sciences, or another relevant field • At least 5 years of relevant experience in market analysis and designing the market strategy to achieve the required targets. • Solid understanding of market penetration techniques and implementation in the field as evidenced in the	10		

		<table><tr><td></td><td></td><td></td><td>relevant experience. ● Good understanding of government functioning and protocols as evidenced in the experience of the consultant.</td><td></td></tr></table> • 30% weightage shall be given to qualification whereas 70% weightage shall be assigned to experience for each proposed resource given in above table. • Only one human resource can apply in one sector/sub-sector with single firm against each post. Similarly, one human resource can be quoted/entered by single firm and no other firm can quote/enter that human resource in any sector/sub-sector.				relevant experience. ● Good understanding of government functioning and protocols as evidenced in the experience of the consultant.			
			relevant experience. ● Good understanding of government functioning and protocols as evidenced in the experience of the consultant.						
3	<u>Financial Capacity:</u> Annual turnover Reports of last 3 years	Average Annual turnover of the firm for last three years			10 marks = PKR 25 million – PKR 50 million 20 marks = PKR 50+ million	20 marks			

8. Other Factors

8.1 Only firms and JVs that have been prequalified under this procedure shall be invited to bid. A firm can apply for pre-qualification either individually or as part of only one JV. If a firm submits more than one EOI-PQ expressions, all expressions involving such firm (individually or as JV) shall be rejected and stand disqualified.

8.2 The Purchaser may reject all expressions/proposals at any time prior to the acceptance of a proposal. The Purchaser shall upon request, communicate to any Applicant, the grounds for its rejection of all expressions/proposals, but shall not be required to justify those grounds. The Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the Applicants. However, Applicants shall be promptly informed about the rejection of the expressions/proposals, if any (As per Rule 35 of Punjab Procurement Rules, 2014).

8.3 The Applicant shall bear all costs / expenses associated with the preparation and submission of the expressions/proposals and the Employer shall in no case be responsible / liable for those costs / expenses.

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. and e-mail address]

Date:

To:

.....

[Name and address of the Employer]

Sir,

1. Being duly authorized to represent and act on behalf of..... (hereinafter “the Applicant”), and having reviewed and fully understood all the EOI-PQ information provided, the undersigned hereby applies to be pre-qualified for the “Project Implementation Supervision Consultants (PISC)” under “Program for Quality Seed Production And Dissemination” .
2. Attached to this letter are copies of original documents defining:
 - (a) The Applicant's legal status;
 - (b) The principal place of business;
 - (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);
2. The Client 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 expression, 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 the Employer or its authorized representative to verify statements and information provided in this expression, or with regard to the resources, experience, and competence of the Applicant.
3. The Employer 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
Technical Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This expression is made with the full understanding that:
- (a) Expressions by applicants will be subject to verification of all information submitted for pre-qualification.

Applicants who are not joint ventures should delete para 6 and initial the deletions.

6. We confirm that in the event that we bid, that bid as well as any resulting contract will be:

- (a) entered into and signed by the same JV which is submitting this expression.
- (b) signed so as to legally bind all partners, jointly and severally to execute contract; and
- (c) submitted with a Joint Venture agreement to bind all the partners to take liabilities in the event the contract is awarded to us.

7. The undersigned declare that the statements made and the information provided in the expression are complete, true, and correct in every detail.

Signature of the Applicant

Application Form A-1

General Information

All individual firms and each partner of a Joint Venture applying for pre-qualification 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.

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

Application Form A-2

General Experience

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.

JVs Lead Partner

Starting Month Year	Ending Month Year	Year	Contract Name, Name & Address of Employer Brief Description of Works Executed	Role of Applicant

Partner No. 2

Starting Month Year	Ending Month Year	Year	Contract Name, Name & Address of Employer Brief Description of Works Executed	Role of Applicant

Similar Experience

Name of Applicant or partner of a joint venture

On a separate page, using the format of Application Form A-4, each applicant or partner of a Joint Venture is required to list all contracts of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last three years. The information is to be summarized, using Application Form A-4, for each contract completed or under execution by the applicant or JV partners

Application Form A-4

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 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 Consultant (b) Sub- Consultant (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	Value in Pak/Rs.....
8	Date of Award.....
9	Date of Completion.....

10	Contract Duration (Years and Months) _____Years _____Months
11	Specified Requirements ----- ----- ----- -----

Application Form A-5

Personnel Capabilities

Name of Applicant

For specific positions essential to contract execution, Applicants should provide the names of candidates qualified to meet the specified requirements. The data on their experience should be supplied on separate sheets of CV's.

1	Title of Position
	Name of Prime Candidate

Application Form A-6

Financial Strength

Name of Applicant or Lead Partner of a Joint Venture
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Applicants, including Lead Partner of a joint venture, should provide financial information to demonstrate that they meet the specified requirements. A copy of the audited reports/balance-sheets should be attached.

All individual firms and Lead Partner of JV are requested to provide information related to annual turnover.

Annual Turnover		
Year	Turnover (in Pak Rupees)	Turnover in Millions.
1.		
2.		
3.		

Summarize actual assets and liabilities in Pak Rupees for the previous three years, based upon known commitments, projected assets and liabilities in Pak Rupees.

Financial information in Pak Rs.	Detail of Last three year		
	1	2	3
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Profits before taxes			
6. Profits after taxes			

Firms owned by individuals, and partnerships, may submit their audit reports / balance sheets certified by a registered accountant.

Joint Venture Summary

Names of all Partners of a Joint Venture
1. Lead Partner
2. Partner

CHECKLIST FOR DOCUMENTS

Sr. No.	Document	Checked
1.	Complete Application form with all annexures	
2.	Proof of registration with relevant Professional Body i.e. PEC / ICAP etc.	
3.	Proof of registration with FBR (NTN) and PRA (PST)	
4.	Proof of registration of firm with SECP/ Registrar of Firms etc.	
5.	Annual Turn Over supported by the Annual Financial Statements & reports duly certified.	
6.	List of relevant past experiences	
7.	List of Personnel alongwith CVs of key relevant staff mentioned in shortlisting criteria (Personnel / HR Capabilities)	
8.	Power of Attorney for Representative	
9.	Affidavit regarding Non-Blacklisting of Firm	
10.	Affidavit for Correctness of Information	