

# SPPRA PREQUALIFICATION DOCUMENT



## GOVERNMENT OF SINDH

*Name of Department:* \_\_\_\_\_

*Name of Project/Scheme:* \_\_\_\_\_

*Name of Procuring Agency:* \_\_\_\_\_

Document issued to: \_\_\_\_\_

## **1.0 Introduction**

The basic aim of the pre-qualification is intended to eliminate, early in procurement proceedings, constructors that are not suitably qualified to perform the contract. The pre-qualification specifically means selection of competent bidders prior to issuance of the invitations to bid. It is required for large and complex civil works contracts, turnkey contracts, and contracts for the fabrication of expensive and technically complex plant and equipment. This is to ensure that only firms with appropriate experience, a proven track record, and necessary annual turnover and that, can provide all the equipment required in a timely manner and will be only invited to submit bids. Thus assessment by an implementing agency of the suitability of firms to carry out a particular contract **prior** to being invited to submit a bid is a process called **prequalification**.

## **2.0 Sindh Public Procurement Rules 2010**

When and how to engage in the pre-qualification process, is clearly explained in SPP Rules 27 & 28, 2010 and same may be referred for further guidance.

## **3.0 The Prequalification Process**

### **3.1 Advertisement and Notification**

The Invitation for Prequalification (IFP)/Pre-qualification notice shall be advertised in the manner explained in the SPP Rules 15, 17 & 18 of 2010.

### **3.2 Preparing and Issuing of Prequalification Document**

The Procuring Agency is responsible for preparing and issuing the Prequalification Document to all interested bidders. All information and data particular to each individual prequalification process must be provided by the agency in the following sections of the Prequalification Document:

**4.0 Section I. Instructions to Bidders (ITB);**

**5.0 Section II. Eligibility & Evaluation/Qualification Criteria;**

**6.0 Section III. Application Forms;**

**7.0 Section IV. Scope of Contract**

**NOTICE INVITING TENDER FOR PRE-QUALIFICATION OF CONTRACTORS**

*(Name of the Project/Scheme)*

➤ *(Name of Procuring Agency)* has received funds from *Province/Federal/Loan/Grant /Self* for the Project/Scheme cited above with Scope, Estimated Cost and other details are as under:-

- (i) **Scope:** *(Insert the Scope)*.
- (ii) **Estimated Cost:** *(Insert the Cost)*.
- (iii) **Project Period:** *(Insert the Period)*.

➤ **Eligibility:** Valid Registration with relevant tax authorities and Pakistan Engineering Council in relevant category and discipline is mandatory *(procuring agency must mention relevant category and discipline)*;

➤ **Pre-qualification documents:** Interested firms/contractors can obtain the pre-qualification documents from the address mentioned below on payment of non-refundable fee of \_\_\_\_\_ *(Amount should not exceed the cost of preparation and printing)*.

Documents can be dispatched by Courier service on the written request for which cost of mail i.e. \_\_\_\_\_ will be borne by the Applicant, however, under no circumstances the Procuring Agency will be responsible for late delivery or loss of the documents so mailed.

➤ **Dead line of Issuance of Documents:** Documents will be issued to interested firms up to *(Insert date & time)*.

➤ **Dead line of Submissions:** Documents duly filled and attached with relevant certificates must reach on the address mentioned herein below on or before *(Insert date & time)*.

Interested firms should submit their inquires/applications/documents to the following:-

Address :  
Telephone No : E-mail Address :  
Fax No. : Focal Person :

➤ *Procuring Agency* may reject any or all applications subject to the relevant provisions of Sindh Public Procurement Rules 2010.

➤ Applicants will be informed, in due course, of the result of the evaluation of applications. Only the firms or contractors prequalified under this process will be invited to bid.

**4.0 Section I. Instructions to Bidders/Applicants (ITB).**

**Clause 1** The firm/contractor shall enclose the (one original and ----- copies) of the documents in a sealed envelope which shall:-

- (a) bear the name and address of the Applicant;
- (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 \_\_\_\_\_” (*mention the name of contract/project*).

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

**Clause 3** Document shall be prepared in the English language. In case of ICB, the information provided in any other language shall be accompanied by English translation also.

**Clause 4** Firm/Contractor 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 firm/contractor.

**Clause 5 Clarification and Modification of Documents (SPP Rule 23).**

Firm/Contractor, who has obtained documents, may request for clarification of contents of the bidding document in writing, and respond to such queries shall be made in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

**Clause 6 Addendum:** At any time prior to the deadline for submission of documents, the agency 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.

**Clause 7 Deadline for submission of Documents (SPP Rule 22 & 24):** Documents shall be received by the agency at the address (*mention the address & telephone & fax numbers*), not later than the (*mention the date & time*).The procuring agency 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 Agency and the firms/contractors subject to the previous deadline shall thereafter be subject to the deadline as extended.

**Clause 8 Evaluation (Rule 27 (2)):** Firm's/Contractor'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 Procuring Agency reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-contractor's experience and resources shall not be taken into account in determining the firm/contractor 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 (Rule 43):** To assist in the evaluation of information, the agency may, at its discretion, ask any firm/contractor 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 firm/contractor does not provide clarifications of the information requested by the date and time set in the agency's request for clarification then application of the firm/contractor may be rejected.

**Clause 10 Verification of Prequalification Information (Rule 28 (1d)):** Verification of the information provided by the pre-qualified/shortlisted firms/contractors in the submissions for prequalification may be made. In case the information is found to be wrong or incorrect in any material way or firm/contractor is found to be lacking in the capability or resources to successfully perform the contract, then it shall not be pre-qualified.

**5.0 Section II: Evaluation/Qualification Criteria.**

*In this section two evaluation criteria are being given for the benefit of the procuring agency. One is based on marks/score and the other is based on pass/fail criteria. Procuring agency may adopt any one of these selection methods while prequalifying the contractors/firms.*

**1. Criteria based on Marks/Score.**

**Mandatory Provisions/Eligibility:** Firms/Contractors must possess (i) valid registration certificate of PEC in the category \_\_\_\_\_ or above and in \_\_\_\_\_ discipline for \_\_\_\_\_ year; (ii) valid registration certificate from income tax authority (NTN); and (iii) is not black listed. *(Attach all certificates and affidavit of not black listing).*

Aggregate Qualifying Score is 60%, but it is mandatory to obtain at least 30% in each of the following sections.

**(A) Company Profile.**

- |            |  |                 |
|------------|--|-----------------|
| <b>i.</b>  | Period since Firm/Contractor is in construction business | <b>10 Marks</b> |
|            | Up to 5 years  | 02 Marks        |
|            | Up to 10 years   | 05 Marks        |
|            | Above 10 years   | 10 Marks        |
|            | <i>(Attach PEC license for each year)</i>                |                 |
| <b>ii.</b> | Office facilities  | <b>05 Marks</b> |
|            | In Sindh province  | 03 Marks        |
|            | In any other province/Islamabad                          | 01 Marks        |
|            | Outside Country  | 01 Marks        |

**(B) General Experience Record 35 Marks**

- |            |  |                 |
|------------|--|-----------------|
| <b>i.</b>  | Projects of similar nature and complexity completed over last 05 years.<br>(4 Marks for each project)              | <b>20 Marks</b> |
|            | <i>(Attach satisfactory completion certificates)</i>   |                 |
| <b>ii.</b> | Projects of similar nature and complexity in hand.<br>(5 Marks for each project having cost ___ Million or above). | <b>15 Marks</b> |
|            | <i>(Attach copies of work orders)</i>  |                 |

**(C) Personnel Capabilities required for this project 20 Marks**

*Requirement of persons will vary from Project to Project.*

*Following factors may be used as a guideline:*

<b>Sr. No.</b>	<b>Description/Position with qualification &amp; experience</b>	<b>Number Required</b>	<b>Marks assigned</b>	<b>Remarks</b>
1.	BSc (Civil Engg.) /BE(Civil) Engineers registered with Pakistan Engineering Council (PEC) with experience of 5 years or above.	2 Nos.	10	03 Marks for experience of 5 to 10 years. 05 Marks for above 10 years. (Attach Tax payment challans showing at least 1 year continuous employment with firm. 1 additional Mark for MSc (Civil Engg:)/M.E.(Civil)
2.	Diploma in Civil Engineering, with experience of 2years or above.	04	10	02 Marks for 02 years experience, 03 Marks for above 02 years.

**(D) Equipment Capability 20 Marks**

- (a) *Critical equipment and number required for the Project shall be specified by the Procuring Agency.*
- (b) High value equipment should be an option to own, lease or hire.
- (c) Total equipment available with the applicant is to be listed along with its current mobilization on on-going projects.

*(Details are to be provided in the attached form)*

**(E) Financial Soundness /Status 10 Marks**

For Financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other document which verifies their Financial Status. Where necessary, the Procuring Agency will make enquiries with the firm's/contractor's bankers.

Working Capital in hand for this project/work (Attach proof of Bank Statement/Credit Facilities)

- i. Less than 15% of Estimated Cost of this Work 02 Marks
- ii. 16 - 25% of Estimated Cost of this Work 04 Marks
- iii. 26 - 40% of Estimated Cost of this Work 08 Marks
- iv. More than 40% of Estimated Cost of this Work 10 Marks

**2. Evaluation/Qualification Criteria: Based on Yes/No or Pass/Fail system.**

**Mandatory Provisions/Eligibility:** Firms/Contractors must possess (i) valid registration certificate of PEC in the category \_\_\_\_\_ or above and in \_\_\_\_\_ discipline for \_\_\_\_\_ year; (ii) valid registration certificate from income tax authority (NTN); and (iii) is not black listed. (*Attach all certificates and affidavit of not black listing*)

**Required Documents:** It must include following information/documents:-

(A) Firm/Contractor have been in business of construction at least for 5 years.

**(B) Experience and past performance.**

(i) Have completed Two (2) similar assignments having cost of each at least 50% of the project in the last five (5) years.

(ii) Have executed at least one (1) project in similar geographical condition in last five (5) years.

(Attach performance certificates of completed projects).

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

(Requirement will vary from assignment to assignment).

(i) **Site Engineers.** Qualification: BE (Civil), Number: Two (2).

Experience: Two (2) similar assignments,  
Seven (7) years experience.

(ii) **Surveyors:** Qualification: Diploma in Civil, Number: Four (4).

Experience: One (1) similar assignment,  
Three (3) years experience.

(iii) **Quantity Surveyor:**

Diploma/Certificate Course in Drafting, One (1)  
Experience: Two (2) years

(Brief CVs of personnel be attached).

**(D) Equipments:**

(a) *Critical equipment and number required for the Project shall be specified by the Procuring Agency. For guidance procuring agency may refer to annexure-I.*

(b) High value equipment should be an option to own, lease or hire.

(c) Total equipment available with the applicant is to be listed along with its current mobilization on on-going projects.

(Details are to be provided in the attached form)



**(E) Financial:**

- (i) Documentary evidence of financial position, bank statement or audited accounts of the last Three (3) years.
- (ii) Average Annual turnover of the last three years should not be less than Thrice the cost of work.

**(F) Any other information:**

*Any other document/information desired by procuring agency which shall not discriminate among contractors/firms.*

Contractors/firms who fail to qualify in any of the above sections shall be disqualified from the prequalification process.

**6.0 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 Procuring Agency]*

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 ITB Clause 6.
- (b) I understand that Procuring Agency may cancel the prequalification process at any time and that Procuring Agency 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) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
- (d) Agency reserves the right to 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;

2. The Procuring Agency 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:

**A-II**

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

**A-III**

**2. General Experience Record**

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

Sr. No.	1	2	3	4	5
<b>Name of Contract:</b>					
<b>Country:</b>					
<b>Name of Procuring Agency 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 Contactor 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>					

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

Firms/ Contractors 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.

Name of Contract	Value of Contract	Name of Procuring Agency	Value of Outstanding work (Equivalent Pak Rs. Millions)	Estimated Completion Date
1.				
2.				
3.				

**(iii) Projects executed in similar geographical conditions in last five (5) years.**

Sr. No.	1	2	3	4	5
<b>Name of Contract:</b>					
<b>Country &amp; location</b>					
<b>Name of Procuring Agency 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 Contactor 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>					

**A-IV**

**4 (A) Personnel Capabilities**

Firm/Contractor 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>
1		
2		
3		
4		
5		

**A-V**

The data regarding experience of the personnel mentioned at A-IV should be supplied separately using the Form below.

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

---

1. **Proposed Position:** \_\_\_\_\_
  
2. **Name of Expert:** \_\_\_\_\_
  
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.

From	To	Company / Project / Position / Relevant technical and management experience



**A-VI**

5. Firm/Contractor shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment whether owned/ leased/ rented listed in Section 3 (Evaluation and Qualification Criteria).

**A. Equipment Capabilities (owned by the contractor/firm)**

Sr. No.	Name of Equipment	Name of manufacturer	Model and power rating	Capacity	Year of manufacture	Current location
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**B. Equipment Capabilities (leased/ rented by the contractor/firm)**

<b>Sr. No.</b>	<b>Name of Equipment</b>	<b>Mention whether leased or rented</b>	<b>Name of owner</b>	<b>Address of owner</b>	<b>Contact name and title with Telephone Fax &amp; E Mail of the owner</b>	<b>Agreements Details of rental / lease / manufacture agreements specific to the project</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**A-VII**

**6. Financial Resources.**

**A. Banker's Information:**

Sr. NO.	Name & Address of Bank	Contact name and title	Telephone, Fax & E- Mail Address

**B. Financial Status:** Summarize actual assets and liabilities in Pak Rupees for the previous three years.

Information from Balance Sheet/ Income Statement	Year 1:	Year 2:	Year 3:
1.Total Assets (TA)			
2.Total Liabilities (TL)			
3. Current Assets (CA)			
4. Current Liabilities (CL)			
5.Total Revenues (TR)			
6.Profits Before Taxes (PBT)			
7. Profits After Taxes (PAT)			

- C. **Source of Financing:** Contractor/ Firm shall provide documentary evidence for funding the project for which prequalification is being undertaken.

**Section IV. Scope of Contract:** *(Description of works and Period of completion)*

**Annexure - I**

*(Procuring agency may opt types of equipments and their number as per requirement of project. It may also add any equipment as per requirement.)*

- (i) Asphalt Dumpers.
- (ii) Asphalt Paving Machinery & Rollers (PTRs, Asphalt Paver Tandem Roller etc.)
- (iii) Earth Moving Machinery (Grader, Bulldozer, Excavator, Roller etc.)
- (iv) Concrete Batching Plant (30cuM/hr Cap.)
- (v) Shuttering (form work) --- sq ft
- (vi) Concrete Pumps
- (vii) Vibrator
- (viii) Crane Mobile (30 Ton Cap.)
- (ix) Crane Tower (30 M Boom)
- (x) Dumper Trucks
- (xi) Shower/ Loader/ Backhoe
- (xii) Steel cutting & Bending Machine
- (xiii) Concrete Transit Mixer (6 cu M/hr)
- (xiv) Cabin Hoist (1500 Kg Cap.)
- (xv) Air Compressor (15 HP Cap.)
- (xvi) Scaffolding Pipe

*Note: The following formula is applicable to evaluation criteria based on marks/score only.*

- a. *If the available quantity of each equipment is less than specified limit, give weightage as under:*

$$T = M \times (A / \text{Required Quantity})$$

- b. *If the available quantity of each equipment is more than the minimum equipment requirement full marks will be given.*

*A = Available quantity of each equipment of each Item.*

*T = Marks obtained*

*M = Marks assigned*