**PRE-QUALIFICATION OF CONTRACTORS**

*(neither documents are issued nor is technical score assigned)*

*(NAME OF THE PROJECT/SCHEME)*

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

**(i) Scope:** *(Insert the Scope).*

**(ii) Estimate Cost:** (*Insert the Cost*).

**(iii) Project Period:** (*Insert the Period).*

**2. Dead line of Submissions:** Applications are invited from interested firms/contactors for pre-qualification. The application along with following documents must reach on the address mentioned herein below on or before (*Insert Time)* on (*Insert Date****).*** The prequalified contractors/firms only will be invited to bid.

**3. Eligibility.**

Valid Registration with Pakistan Engineering Council in relevant category and discipline (*procuring agency must mention relevant category, discipline);*

**4.** **Required Documents:** It must include following details/documents:-

**(A) Profile of Firm/contractor:**

(i) Name, address, telephone, fax numbers and e-mail address of firm/individual;

(ii) Ownership and Organizational Structure of the firm;

(iii) Year of establishment;

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

(i) List of similar assignments with cost, under-taken in the last\_\_\_ years (*mention minimum number of assignments/projects for qualification;.*

(ii) List of assignments executed in similar geographical condition (*mention minimum number of* assignments*/projects for qualification);*

(Attach performance certificates of completed projects).

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

*Requirement will vary from assignment to assignment. However following factors should be given due consideration*:

1. Academic qualification: *Minimum qualification be mention;*
2. Experience: *Number of similar assignments with length of*

*experience be mentioned;*

Brief CVs of three key personnel be attached.

**(E) Equipments:** Equipment Proposed for the Project.

(i) Details ofrelevantequipments, machineries and transport owned by firm/contractor;

(ii) Details of equipments, machineries and transport to be hired/leased by firm/contractor;

**(F) Financial.**

**(i)** Documentary evidence of financial position, bank statement or audited accounts of the last *(mention number)* years.

(ii) Annual turnover of the last *(mention number)* years.

*(Minimum annual turnover be mentioned).*

(iii) Income tax return for the last *(mention number)* years.

**(G) Any other information**. -

(i) Details of disputes/litigation or arbitration with client.

(ii) Affidavit that firm has never been black listed.

*(iii) Any other document/information desired by procuring agency.*

**5. Evaluation Criteria:**

(i) Applications with required documents attached shall be evaluated on Pass /Fail or /Yes/No basis (check list).

(ii) Applications of black listed firms shall not be considered;

(iii) Procuring agency shall disqualify the applicant if, at any stage finds that the information submitted for qualification was either significantly inaccurate or incomplete.

6. Interested firms/contractors should address their inquiries and submit their applications to the following:-

Address :

Telephone No :

E-mail Address :

Fax No. :

**7.** Procuring Agencymay reject all or any bid as per relevant provisions of Sindh Public Procurement Rules 2010.