*Sample “E”*

 **PRE-QUALIFICATION OF CONTRACTORS**

*(Where documents are not issued but technical score is 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 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;

*(One Mark for every\_\_ years - the bench marking is the prerogative of the procuring agency)*

*5 Marks*

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

(i) List of similar assignments with cost, under-taken in the last\_\_\_ years;

 (3 *for each assignment)**15 Marks.*

 (ii) List of assignments executed in similar geographical condition;

 (3 for each assignment) *15 Marks.*

 Performance certificates of assignments /projects completed are to be attached.

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

**Academic qualification** - *Minimum qualification be mentioned by the Procuring Agency. For additional qualification, additional weightage shall be given by the procuring agency keeping in view the assignment;*

*(Marks 05- for basic qualification, 3 for Master and 2 for PhD) 30 Marks .*

**Experience** *Number of similar assignments with length of experience be*

*mentioned;) 30 Marks*.

 Brief CVs of ––––– key personnel be attached;

  **(E) Equipment.**

Equipment Proposed for the Project.

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

*If relevant equipments are owned by contractor.**5 Marks*

(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; 5 Marks*

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

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

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

(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 the score obtained and firms obtaining 70 to 80% *(the range may be decided by the Procuring Agency)* shall be qualified.

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

(iii) Procuring agency shall disqualify the applicant if, at any time, it 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.