

GOVERNMENT OF SINDH



PROVINCIAL DISASTER MANAGEMENT AUTHORITY

Establishment of Regional Offices of PDMA Sindh at
Larkana, Shaheed Benazirabad & Mirpurkhas



Prequalification Documents of Contractors / Companies

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

CONSTRUCTION OF PDMA REGIONAL OFFICES

Prequalification of Contractors / Firms

Provincial Disaster Management Authority intends to Pre-qualify Contractors / Firms, registered with the Pakistan Engineering Council (PEC) for following works;

Package-1

Construction of PDMA Regional Offices at Larkana,

Package-2

Construction of PDMA Regional Offices at Shaheed Benazirabad

Package-3

Construction of PDMA Regional Offices at Mirpurkhas

The Scope of each package consists of combination of works of following nature: Construction of residential and non-residential building(civil, electrical & drainage works)

Estimated cost: Estimated cost of each package ranges between PKR 200 Million to PKR 300 Million

Project period:

Details of the Project can be obtained from the Prequalification Documents. Interested firms duly registered with the Pakistan Engineering Council (PEC) having specialization in CE-01, CE-09 and CE-10 and valid registration in Category C-3 and above may apply, giving particulars in the following format as per SPPRA rule laid down.

Documents may be purchased by interested Contractors / Firms from 23-01-2018 to 08-02-2018, on submission of a written application on company's letter head addressing to the undersigned, upon payment of non-refundable fee of Rs. 1,000/- in shape of bank draft / pay order from any scheduled bank of Pakistan in favour of the Director General PDMA Sindh. Duly filled in Prequalification Documents along with relevant documents / information must be delivered in the office of Director General, PDMA Sindh on or before 08-02-2018 at 02:00 PM which will be opened on the same day at 03:00 PM in the presence of bidders or their representatives who wish to attend. Late bids shall be rejected.

PDMA reserves the right in its sole discretion to reject any or all Pre-Qualification Documents as per provision of SPPRA Rules.

In case of any unforeseen situation resulting in closure of Office or Govt. Holiday on the date of opening, the prequalification documents shall be submitted / opened on the next working day at the same time and venue i.e. Bungalow No.82, 10th Lane, Khayaban-e-Hilal, DHA Phase-6, Karachi, Tel: 021-39933701-02.

Deputy Director (Technical)
Provincial Disaster Management Authority

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

Clause 1 The firm/contractor shall enclose the (one original and two 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;
- (c) and be clearly marked "Application for Pre-qualification for Establishment of Regional Office of PDMA Sindh"

Package-1

Construction of PDMA Regional Offices at Larkana,

Package-2

Construction of PDMA Regional Offices at Shaheed Benazirabad

Package-3

Construction of PDMA Regional Offices at Mirpurkhas

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 disqualification 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 evaluation criteria are based on marks / score criteria for selection methods for prequalifying of the contractors / firms.

1. Evaluation / Qualification Criteria is as under.

Mandatory Provisions/Eligibility: Firms/Contractors must possess

- (i) Valid registration certificate of PEC in the category C-3 or above and in discipline CE09 & CE10 valid up to 31st December 2017 along with CV of Engineer, PEC registration employed with the company.
- (ii) Registration certificates from Income Tax (FRB), Sales Tax and Sindh Revenue Board along with Tax Returns of last three years
- (iii) Affidavit of the Contractors / firms on non-judicial stamp paper that they are not blacklisted and not involved in any litigation, departmental rift or abandoned or unnecessary delayed completion of any work in the Government and as well as in private organization.

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

- (A) Firm/Contractor having 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) year experience
 - (ii) **Surveyors:** Qualification: Diploma in Civil, Number: Two (2).
Experience: One (1) similar assignment,

Three (3) year experience

(iii) Quantity Surveyor:

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

(Brief CVs of personnel to be attached)

(D) Equipment's:

(a) *Please 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:

Please attach any other related additional information / documents which shall not discriminate among contractors/firms.

Requirements for Joint Venture / Consortium Agreement (Contractor must meet the following mentioned requirements as following)

- i. This documents should be signed by all Partners or Lead Partners should have valid Power of Attorney duly signed by all members of the Consortium
- ii. Joint Venture consortium should have legal valid agreement on prescribed format of Pakistan Engineering Council.
- iii. One of the Joint Venture Partner should meet the PEC requisite Category limit.
- iv. The lead member should obtain at least 50% marks.
- v. Both firm participating as JV should submit affidavit on non-judicial Stamp Paper separately / individually that their firms have not been involved in any litigation nor blacklisted from any organization, government, semi government and autonomous bodies etc.

- vi. Joint Venture Power of Attorney should be as per PEC prescribed Performa.

Aggregate Qualifying Score is 70%, but it is mandatory to obtain at least 35% in each of the following sections. Contractors/firms who fail to qualify in any of the above sections shall be disqualified from the prequalification process.

(A) Company Profile.

- | | | |
|-----|---|-----------------|
| i. | Period since Firm/Contractor is in construction business | 10 Marks |
| | Up to 5 years | 05 Marks |
| | Up to 10 years | 08 Marks |
| | Above 10 years | 10 Marks |
| ii. | Office facilities | 05 Marks |
| | In Sindh province | 03 Marks |
| | In any other province/Islamabad | 01 Mark |
| | Outside Country | 01 Mark |

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

- | | | |
|-----|--|----------|
| i. | Projects of similar nature and complexity completed over last 05 years.
(4 Marks for each project)
<i>(Attach work order & satisfactory completion certificates)</i> | 20 Marks |
| ii. | Projects of similar nature and complexity in hand.
(05 marks for each project)
<i>(Attach copies of work orders)</i> | 15 Marks |

(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:

<i>Sr. No.</i>	<i>Description/Position with qualification & experience</i>	<i>Number Required</i>	<i>Marks assigned</i>	<i>Remarks</i>
1.	<i>BSc (Civil Engg.) /BE(Civil) Engineers registered with Pakistan Engineering Council (PEC) with experience of 5 years or above.</i>	<i>2 Nos.</i>	<i>10</i>	<i>03 Marks for experience of 5 to 10 years. 04 Marks for above 10 years. 1 additional Mark for MSc (Civil Engg;)/M.E.(Civil)</i>
2.	<i>Diploma in Civil Engineering, with experience of 2 years or above.</i>	<i>04</i>	<i>10</i>	<i>1.5 Mark for 02 years experience, 2.5 Marks for above 02 years.</i>

(D) Equipment Capability

20 Marks

(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 3 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 |

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)*

Dated: _____

To The Deputy Director (Tech), Rehabilitation Deptt.
Provincial Disaster Management Authority,
Bungalow No. 82, 10th Lane, Khayaban-e-Hilal,
DHA Phase IV, Karachi

Dear Sir,

Subject: Pre-qualification of Establishment of Regional Offices of PDMA Sindh at Larkana, Shaheed Benazirabad & Mirpurkhas

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) Client reserves the right to amend the scope and value of any contract under this project with intimation to bidders; 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
Name of Contract:					
Country:					
Name of Procuring Agency With Address, Tele, Fax.					
Nature of works and special features relevant to the contract for which applied:					
Contractor's Role (Mention: Sole, Sub Contactor or Partner in a Joint Venture).					
Value of the total contract in Pak/Rs:					
Date of Award:					
Date of Completion					

(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
Name of Contract:					
Country & location					
Name of Procuring Agency With Address, Tele, Fax.					
Nature of works and special features relevant to the contract for which applied:					
Contractor's Role (Mention: Sole, Sub Contactor or Partner in a Joint Venture).					
Value of the total contract in Pak/Rs					
Date of Award:					
Date of Completion					

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).

Sr. No.	Title of Position	Name
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: _____

Current Residential Address: _____

Telephone No: _____ Fax No: _____

E-Mail Address: _____

4. Date of Birth: _____ Citizenship: _____

5. Qualification: _____

6. 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)

Sr. No.	Name of Equipment	Mention whether leased or rented	Name of owner	Address of owner	Contact name and title with Telephone Fax & E Mail of the owner	Agreements Details of rental / lease / manufacture agreements specific to the project
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)*

To make necessary arrangement to meet with the challenges of any incident of disaster in the Province to safe guard the human lives and their properties.

The works involves construction of new buildings in the premises of different regions of Sindh in accordance with the Design, Drawings, Technical Specifications, Bill of Quantities and instructions of the Client / Consultant with special emphasis on Quantity and Quality control ethics.

Annexure - I

Equipment's Capability

The Contractor should ensure that following equipment are in in full working order and must demonstrate that based on known commitments, there will be available for deployment on the proposed contract or works.

S.NO	EQUIPMENT TYPE & CHARACTERISTICS	REQUIRED (NOS.)	POINTS
1	Dump Trucks min 5m ³ cap	2	2
2	Loaders	2	2
3	Excavators	2	2
4	Rollers	1	1
5	Plate Compactor	2	1
6	Vibrator	1	1
7	Crane 20 Ton Cap	1	1
8	Water Bowser	1	1
9	Welding Plant	1	1
10	Compressor	1	1
11	Generator	1	1
12	Survey Equipment	1	1
13	Concrete Mixture Machine	1	1
14	Form Work / Shuttering		
	(a) Wooden Formwork	(20,000) Sft	2
	(b) Steel Formwork with and Scaffolding Pipes	(50,000) Sft	2
	Total Points		20