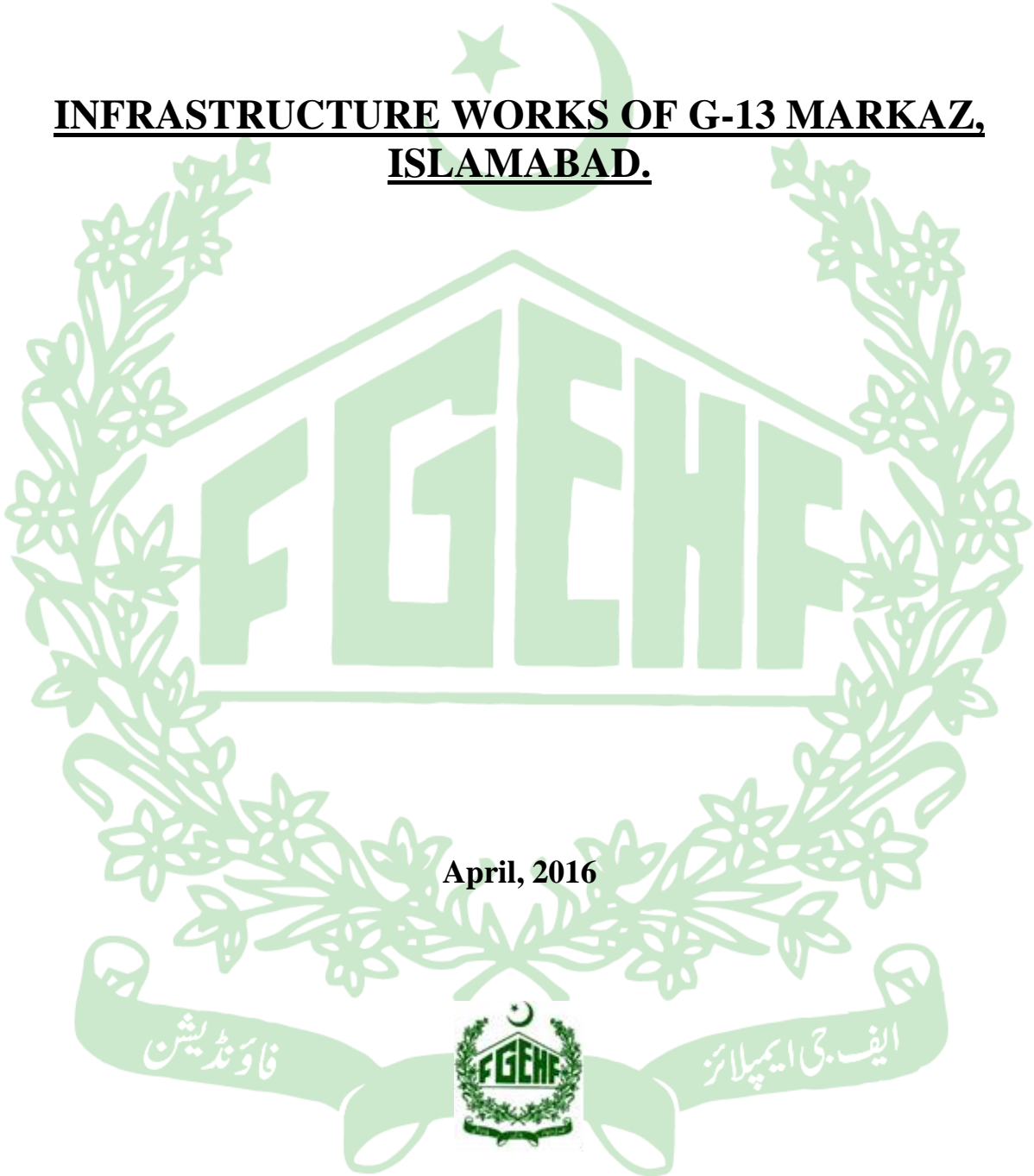


**PRE-QUALIFICATION
OF
CONTRACTORS
FOR**

**INFRASTRUCTURE WORKS OF G-13 MARKAZ,
ISLAMABAD.**



April, 2016

**FEDERAL GOVERNMENT EMPLOYEES HOUSING FOUNDATION
10-MAUVE AREA, G-10/4
ISLAMABAD.**

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1.0 INVITATION FOR PRE-QUALIFICATION

Date: 11-04-2016

1. **The Federal Government Employees Housing Foundation, 10-Mauve Area, G-10/4, Islamabad** intends to finance the cost of **Infrastructure Works (Roads, Drainage, Water Supply, Sewerage, Electrical, Fire Fighting) of G-13 Markaz, Islamabad** to eligible payments under the contract(s) for which this Invitation for Pre-qualification is issued.
2. **The Federal Government Employees Housing Foundation, 10-Mauve Area, G-10/4, Islamabad** hereinafter the Employer intends to prequalify constructors for **Infrastructure Works (Roads, Drainage, Water Supply, Sewerage, Electrical, Fire Fighting) of G-13 Markaz, Islamabad**.
3. It is expected that Invitation to Bid will be issued by May-June, 2016.
4. Pre-qualification is open to constructors/joint ventures of constructors who are registered with PEC in Category *C-3 and above* for Construction and Operation of Engineering Works, described in para 2 mentioned hereinabove. Applications may be submitted for pre-qualification for the above Works.
5. Appropriate category PEC registered constructors may obtain the prequalification documents from the office of the Employer, at **Deputy Director (Technical-II), Federal Government Employees Housing Foundation, 10-Mauve Area, G-10/4, Islamabad**.
6. The request must clearly state "*Request for Pre-qualification Documents*" for **Infrastructure Works (Roads, Drainage, Water Supply, Sewerage, Electrical, Fire Fighting) of G-13 Markaz, Islamabad**. The documents are available for a non-refundable fee of Rs.1000/- (Non-Refundable).
7. A minimum requirement for Pre-qualification will be to have successfully completed minimum criteria as mentioned in this document hereinafter.
8. Applications for Pre-qualification must be delivered in sealed envelopes by hand or through registered mail, to:-
Deputy Director (Technical-II), Federal Government Employees Housing Foundation, 10-Mauve Area, G-10/4, Islamabad not later than 02-05-2016, and be clearly marked "Application for Pre-qualification for:
Infrastructure Works of G-13 Markaz, Islamabad.
9. **The Federal Government Employees Housing Foundation** reserves the right to accept or reject any/all and late applications.
10. Applicants will be informed, in due course, of the result of the evaluation of applications. Only the firms of constructors and joint ventures prequalified under this process will be invited to bid.

2.0 INSTRUCTIONS TO APPLICANTS

2.1 Submission of Applications

2.1.1 Applications for pre-qualification must be received in sealed envelopes to be delivered by hand or through registered mail to:-

Deputy Director (Technical-II), Federal Government Employees Housing Foundation, 10-Mauve Area, G-10/4, Islamabad

not later than

02-05-2016

and be clearly marked "Application for Pre-qualification" **Infrastructure Works (Roads, Drainage, Water Supply, Sewerage, Electrical, Fire Fighting) of G-13 Markaz, Islamabad.** The Employer reserves the right to accept or reject any/all or the late applications.

2.1.2 The name and mailing address of the Applicant shall be clearly marked left hand on the envelope.

2.1.3 The applications shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English. Employer reserves the rights for Pre-qualification in case of non-compliance of the requirements. The entire qualification document submitted by the firms shall be properly numbered, stamped and duly signed by their authorized representative.

2.1.4 Submission of applications should be in the attached formats and in the sequence as prescribed in the pre-qualification Documents only. The Applicants 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 Applicant.

2.1.5 The clarification meeting will be held. The time, date and place of the meeting is as follows, where all prospective Applicants may request clarification about the project and the evaluation criteria.

Location: **Committee Room, Federal Government Employees Housing Foundation, 10-Mauve Area, G-10/4, Islamabad.**
Time: 12:00 Hours
Date: 25-04-2016.

2.2 Qualification Criteria

2.2.1 General

Pre-qualification will be based on the criteria given in succeeding paras 2.2.2 to 2.2.5 regarding the Applicant's Financial Soundness, Experience Record, Personnel Capabilities and Equipment Capabilities as demonstrated by the Applicant's responses in the forms attached to this letter. The Employer 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 Applicant's 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. A general criteria is provided for reference of the prospective bidders as follows:

Sr. No.	Category	Weightage/Marks
1.	Financial Soundness	25
2.	Experience Record	35
3.	Personnel Capabilities	15
4.	Equipment Capabilities	25
	Total:	100

Note: *Prequalification status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 60% score in each category. Firms/constructors passing the minimum criteria of overall 60% shall be considered pre-qualified.*

In case, the firm is involved in any litigation, the details/updated status shall be provided. Any firm involved in litigation and in case majority of decisions went against that firm or if the firm is blacklisted by any Govt. / Semi-Govt. autonomous body, shall be disqualified.

In case any submission provided by the firm before bidding and thereafter are found to be incorrect, the contract awarded to it may be considered for termination. Affidavit on non-judicial stamp paper of Rs. 100/- duly notarized regarding non-black listing non-bankruptcy shall be provided. Provision listed in above and also in the advertisement Notice is mandatory to be complied with the prior to scrutiny of documents.

The further detailed criteria for each category is developed as given under the each head as follows:

2.2.2 General Experience

Credit Marks for experience shall be awarded on the basis of following qualifications:

Sr. No.	Description	Maximum Points
i)	Projects of specific nature and complexity completed over latest 05 years.	15
ii)	Projects of similar nature and complexity in hand.	10
iii)	Experience of Works related to project but not basic part.	5
iv)	Status of enlistment with Government Organizations and other agencies in relevant specialization(s)/category (ies).	5
Sub-total:		35

Note: Projects data on specified format for completed projects duly supported with the completion certificates and for projects in hand, duly supported with the letter(s) of Award/Acceptance by the concerned Employer will only be considered for marking.

2.2.3 **Personnel Capabilities**

Credit Marks shall be awarded under this category using the following criteria:

Sr. No.	Description	Maximum Points
i)	Graduate Engineers having valid Registration with PEC	
	a) Number of Engineers (Min. Req.=6)	6
	b) Experience of Engineers in number of years (Min. Req.=10+ Years)	3
ii)	Number of 3 Years' Diploma Engineers in Employment of the Firm	
	a) Number of Engineers (Min. Req.=8)	4
	b) Experience of Engineers in number of Years. (Min. Req.=15+ Years)	2
Sub-total:		15

2.2.4 **Equipment Capabilities**

Credit Marks shall be granted on the basis of the following criteria for various kinds of equipment relevant for the Project:

Sr. No.	Equipment Type and Characteristics	Minimum Requirement	Maximum Marks
1.	Excavator	02	01
2.	Dumper	04	02
3.	Bulldozer (200 HP)	02	01
4.	Loader	02	01
5.	Road Roller	02	01
6.	Grader	02	01

7.	Asphalt Plant	01	05
8.	Tar Boiler	01	01
9.	Tandom Roller	01	01
10.	PTR	01	01
11.	Paver	01	02
12.	Air Compressor (300 CFM)	01	01
13.	Brommer	01	01
14.	Diesel Generator (100 KVA)	02	01
15.	Welding Plant	01	01
16.	Crane	02	02
17.	Batching Plant	01	01
18.	Water Bozer (12000 LITRE)	03	01
	Sub-total:		25

2.2.5 *Financial Position*

Credit Marks shall be awarded on the basis of the following criteria:

Sr. No.	Description	Maximum Marks
i)	Available Bank Credit Line (Attested bank letter to be attached)	5
ii)	Working Capital in last 3 years.	5
iii)	Registration with Income Tax Department	5
iv)	Litigation History where decision went against the Firm.	5
v)	Blacklisting from any Agency	5
	Sub-total:	25

2.3 **Joint Venture (JV)**

2.3.1 Joint Venture must comply with the following requirements:-

a) Following are minimum qualification requirements:-

- i) The lead partner shall meet not less than 60 percent of all qualifying criteria given in paras 2.2 and 2.5 heretofore.
- ii) Each of the partners shall meet not less than 40 percent of all the qualifying criteria given in paras 2.2 and 2.5 heretofore.
- iii) The joint venture must collectively satisfy the criteria of paras 2.2, 2.3 and 2.4, for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total capacity. Individual members must satisfy each of the requirements of paras 2.5 and 2.6 heretofore.

- b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Employer prior to the deadline for submission of bids. Such approval may be denied if:-
- i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partners to a JV are not qualified individually or as another JV; or
 - iii) In the opinion of the Employer, a substantial reduction in competition would result.
- c) Bid shall be signed by all members in the JV so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.

2.3.2 The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV, each one of the constituent firms may prequalify if they meet all the prequalification requirements and any partner of J.V has requested/shall request for the same and then his prequalification shall be subject to the written approval of the Employer.

2.4 Conflict of Interest

2.4.1 The Applicant (including all members of a JV) must not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or was proposed as Engineer for the contract, over the last five years. Any such association may result in disqualification of the Applicant.

2.5 Updating Prequalification Information

2.5.1 Bidders shall be required to update the financial, personnel and equipment information used for prequalification at the time of submitting their bids, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of prequalification. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

2.6 Other Factors

2.6.1 Only firms and JVs that have been prequalified under this procedure shall be invited to bid. A qualified firm or a member of a qualified JV may participate only in one bid for the contract. If a firm submits more than one bid, singly or as a JV, all bids including that bidder will be rejected. This rule will not apply in respect of bids which include specialist sub-contractors who are used by more than one bidder.

2.6.2 The Employer reserves the right to:-

- a) Amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only bid among those prequalified bidders who meet the requirements of the contract(s) as amended. However the Employer may review the disqualified bids who originally do not meet the specified criteria for Pre-qualification.
- b) Reject or accept any application; and
- c) Cancel the prequalification process and reject all applications.

The Employer shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection, however, may be debriefed if solicited.

- 2.6.3** Applicants will be informed in writing by fax or mail within 30 days of the date for submission of applications (para 8 of Chapter 1.0, Invitation for Prequalification) of the result of their applications and may be debriefed if solicited.



3.0 EVALUATION CRITERIA

Applicants meeting the minimum requirements mentioned in Para 2.2 besides other factors shall be considered for pre-qualification. No compromise shall be made on minimum requirements of 60% score in each category.



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., cable and e-mail address]

Date:.....

To:

.....
[name and address of the Employer]

Sirs,

1. Being duly authorized to represent and act on behalf of (hereinafter “the Applicant”), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a bidder for the following contract(s) under the *[name of the Project]* project:

Contract No.	Description of Contract
1.	

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2. Attached to this letter are copies of original documents defining:
 - (a) the Applicant's legal status;
 - (b) the principal place of business; and
 - (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).
3. Your Agency 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 application, 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 yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. Your Agency 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 application is made with the full understanding that:

- (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
- (b) your Agency reserves the right to:
 - (i) 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; and
 - (ii) reject or accept any application, cancel the prequalification process, and reject applications; and
- (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) hereabove.
- (d) your Agency shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) hereabove.

Applicants who are not joint ventures should delete para 6&7 and initial the deletions.

- 6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract .
- 7. We confirm that in the event that we bid, that bid as well as any resulting contract will be.
 - (a) signed so as to legally bind all partners, jointly and severally; and
 - (b) submitted with a Joint Venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
- 8. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed فاؤنڈیشن	Signed ایف بی ایمپلائرز
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name and signature of other partners of the joint venture)

General Information

All individual firms and each partner of a joint venture applying for prequalification 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 as required under the PEC Bye-Laws as a Partnership/Joint Venture.

Where the Applicant proposes to use named subcontractors for critical components of the works, or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractor(s).

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

NATIONALITY OF OWNERS	
1.	
2.	
3.	
4.	
5.	

General Experience Record

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. The information supplied should be the annual turnover of the Applicant (or each member of a joint venture), in terms of the amounts billed to clients for each year for work in progress or completed over the past five years.

Use a separate sheet for each partner of a joint venture.

Annual Turnover (Construction only)		
Year	Turnover (in actual currency)	Equivalent Pakistani Rupees in Millions.
1.		
2.		
3.		
4.		
5.		

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Joint Venture Summary

Names of all Partners of a Joint Venture	
1. Lead Partner	
2. Partner	
3. Partner	
4. Partner	
5. Partner	
6. Partner	

Total value of annual construction turnover, in terms of work billed to clients,

Annual Turnover Data (Construction only; Equivalent in Pak. Rupees, Millions)						
Partner	Form A-2 Page No.	Year 1	Year 2	Year 3	Year 4	Year 5
1. Lead Partner						
2. Partner						
3. Partner						
4. Partner						
5. Partner						
6. Partner						
Total:						

Particular Experience Record

Name of Applicant or partner of a joint venture

To prequalify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the : Instructions to Applicants”.

On a separate page, using the format of Application Form A-5, each applicant or partner of a Joint Venture is required to list at least two contracts of a value (for each contract individually) equivalent to Pak Rs.400/- Million, of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last five years. The information is to be summarized, using Application Form A-5, for each contract completed or under execution by the Applicant or by each partner of a Joint Venture.

Where the Applicant proposes to use named subcontractor(s) for critical components of the works, or for work contents in excess of 10 percent of the value of the whole works, the information in the afore-mentioned forms should also be supplied for each specialist subcontractor.



Details of 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 and Contact No.
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 Contractor (b) Sub- Contractor (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.	Equivalent in Pak/Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months) _____ Years _____ Months
11.	Specified Requirements1

1

Insert any specific criteria required for particular operations, such as annual volume of earthmoving, underground excavation, or placing concrete etc.

Summary Sheet: Current Contract Commitments/Works in Progress

Name of Applicant or partner of a joint venture

Applicants and each partner to an application 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, but for which substantial Completion Certificate has yet to be issued.

Name of Contract	Value of Outstanding Work (Equivalent Pak. Rs. Millions)	Estimated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		

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Personnel Capabilities

Name of Applicant

For specific positions essential to contract implementation, Applicants should provide the names of at least four candidates (e.g. Project Manager, Resident Engineer/Construction Manager, Site Engineer, Quantity Surveyor, Supervisor, and Surveyor etc.) qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form for each candidate (Application Form A-8).

1.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
2.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
3.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
4.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate

Candidate Summary

<i>Name of Applicant</i>

Position		Candidate [Tick appropriate one]	
		<input type="checkbox"/> Prime	<input type="checkbox"/> Alternate
Candidate information	1. Name of Candidate	2. Date of Birth	
	3. Professional Qualification		
Present employment	4. Name of employer		
	Address of employer		
	Telephone	Contact (manager/personnel officer)	
	Fax	Telex	
	Job title of candidate	Years with present employer	

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

Month/ Dates/Years		Company / Project / Position / Relevant Technical and Management Experience
From	To	

Application Form A-9
Equipment Capabilities

Page ___ of ___ Pages

Name of Applicant

The Applicant shall provide adequate information to demonstrate clearly that he has the capability to meet the requirements for each and all items of equipment listed in the Instructions to Applicants. A separate Form shall be prepared for each item of equipment listed in para 2.2.4 of the Instructions to Applicants, or for alternative equipment proposed by the Applicant.

Item of Equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacture
Current status	5. Current location	
	6. Details of current commitments	
Source	7. Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased	

Omit the following information if it is owned by the Applicant or partner.

Owner	8. Name of owner	
	9. Address of owner	
	Telephone	Contact name and title
	Fax	Telex
	Agreement	
Details of rental/lease specific to the Project.		

Financial Capability

Name of Applicant or Partner of a Joint Venture

Applicants, including each partner of a joint venture, should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Each applicant or partner of a joint venture must fill-in this form. If necessary, use separate sheets to provide complete banker information. A copy of the audited balance sheets should be attached.

Banker	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Telex

Summarize actual assets and liabilities in Pak Rupees (Equivalent at the current rate of exchange at the end of each year) for the previous five years, based upon known commitments, projected assets and liabilities in Pak Rupees equivalent for the next two years.

Financial information in Pak Rs. or equivalent	Actual: Previous Five Year					Projected: Next Two Years	
	1	2	3	4	5	6	7
1. Total assets							
2. Current assets							
3. Total liabilities							
4. Current liabilities							
5. Profits before taxes							
6. Profits after taxes							

Specific proposed sources of financing to meet the cash flow of the Project, net of current commitments (Instructions to Applicants, para 2.2.5).

Source of financing	Amount (Pak Rs. or equivalent)
1.	
2.	
3.	
4.	

Attach audited financial statements for the last three years (for individual applicant or each partner of joint venture).

Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns, if audits are not required by the laws of their countries of origin in case of foreign firms.



