



MINISTRY OF COMMERCE, GOVERNMENT OF PAKISTAN

**SUPPLY, INSTALLATION, TESTING &
COMMISSIONING OF HVAC WORKS AT OFFICE
BUILDING FOR PAKISTAN INSTITUTE OF TRADE
AND DEVELOPMENT, SECTOR H-8/4, ISLAMABAD**

**PRE-QUALIFICATION DOCUMENT
FOR FIRMS**

MARCH, 2016



**NATIONAL ENGINEERING SERVICES PAKISTAN (Pvt.)
LIMITED**

NESPAK HOUSE, SECTOR G-5/2, ISLAMABAD Tel: 051- 9221910-13, Fax: 051-9221914

PRE-QUALIFICATION DOCUMENT

FOR

**SUPPLY, INSTALLATION, TESTING &
COMMISSIONING
OF HVAC WORKS AT OFFICE BUILDING FOR
PAKISTAN INSTITUTE OF TRADE AND
DEVELOPMENT, SECTOR H-8/4, ISLAMABAD**

Issued to: M/s

(Name of Firm)

Mr./Ms./Mrs.

(Name/Designation of Firm Representative)

Ref. No.

(Ref. No. of Firm's request)

Issued By:

(Name/Designation)

(Signature)

(Date)

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Government of Pakistan
Ministry of Commerce



PAKISTAN INSTITUTE OF TRADE AND DEVELOPMENT (PITAD), ISLAMABAD

INVITATION FOR PRE-QUALIFICATION

1. PITAD, Ministry of Commerce, Government of Pakistan invites applications from the firms registered with Pakistan Engineering Council in category **C-5** or above having code of specialization **ME-01**, for pre-qualification of "Supply, Installation, Testing & Commissioning of HVAC Works at Office Building for PITAD, Sector H-8/4, Islamabad.
2. Pre-Qualification documents, containing detailed terms and conditions, procedure for submission of applications, evaluation criteria etc. are available for the interested firms at the office of Project Manager, National Engineering Services Pakistan (Pvt.) Limited, Sector G-5/2, Islamabad, Tel: 051-9221910-13, Fax:051-9221914 at a cost of Rs. 300/-. Documents can also be downloaded from the websites of PITAD www.pitad.org.pk and PPRA www.ppra.org.pk.
3. The applications for pre-qualification, prepared in accordance with the instructions given in the documents, must reach at Plot No. 82, Pitras Bukhari Road, H-8/4, Islamabad on or before 21-03-2016 at 1300 hours.
4. All applications will be opened on the same day at 1330 hours. Applications received after deadline will not be considered.

Project Director
Ph: 9269820, Fax: 9269828

INSTRUCTIONS TO APPLICANTS

1. Scope

- 1.1 Pakistan Institute of Trade and Development (PITAD), Ministry of Commerce, Government of Pakistan, intends to pre-qualify the firms for "Supply, Installation, Testing & Commissioning of HVAC Works at Office Building for Pakistan Institute of Trade and Development, Sector H-8/4, Islamabad" hereinafter referred as the "Employer".
- 1.2 The scope of works mainly comprises Supply, Installation, Testing & Commissioning of HVAC Works.
- 1.3 National Engineering Services Pakistan (Pvt.) Ltd. (NESPAK) has been engaged as Consultant for Design and Construction Supervision of the Works.
- 1.4 Prequalification is open to firms registered with Pakistan Engineering Council in Category C-5 or above having code of specialization ME-01 duly renewed for the year 2016, having adequate experience of similar works in accordance with international standards.

2. Submission of Applications

- 2.1. Applications for Prequalification must reach at the following address not later than March 21, 2016 at **1300 hrs** and shall be clearly marked "Application for Pre-qualification for Supply, Installation, Testing & Commissioning of HVAC Works at Office Building for Pakistan Institute of Trade and Development, Sector H-8/4, Islamabad."

Project Director

Pakistan Institute of Trade and Development (PITAD),
Ministry of Commerce, Government of Pakistan,
Sector H-8/4, Islamabad.

- 2.2. The name and address of the Applicant shall be clearly marked on the envelope.
- 2.3. Each page of the Prequalification Documents of the Applicant be signed and stamped by the

duly authorized representative and in case of associated firms/sub-contractors, the documents will be signed and stamped by both the Applicant and the sub-contractor.

3. Prequalification Criteria

Pre-qualification shall be based on the criteria given in the succeeding paras regarding the applicant's Experience Record, Financial Soundness, Equipment Capabilities, Personnel Capabilities etc. as demonstrated by the applicants' responses in the forms attached to this document.

The Employer reserves the right to waive minor deviations, if they do not 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, experience of firms as consortium or Association of firms and Joint Venture shall be considered.

In addition to the fulfillment of below mentioned mandatory requirements, the applicant must secure at least **50% score in each category**, in order to qualify. Pre-qualification status shall be decided on the Pass/Fail basis. The mandatory requirements and other criteria is described hereunder:

3.1. Mandatory Requirements:

- i. Valid registration with PEC in Category **C-5** or above, having code of specialization ME-01.
- ii. Affidavit of "No-blacklisting" on judicial stamp paper prepared within the current month of submission of prequalification document.
- iii. In case of no litigation, the affidavit of "No-litigation" on judicial stamp paper prepared within the current month of submission of prequalification document.
- iv. Income Tax Registration Certificate.

3.2. Detailed Evaluation

The applicants meeting the above mentioned mandatory requirements will be selected for detailed evaluation. The detailed evaluation shall be carried out on the basis of the criteria for the different categories and minimum passing marks prescribed hereunder:

Sr. No.	Category	Weight age / Marks	Passing Marks
1.	Experience Record	35	17.5
2.	Personnel Capabilities	15	7.5
3.	Equipment Capabilities	20	10
4.	Financial Soundness	30	15
Total:		100	50

The applications for pre-qualifications shall be further evaluated as per following sub-criteria, if mandatory requirements are fulfilled:

3.2.1 Experience:

Marks for work experience will be given on the basis of following criteria:

Sr. No.	Description	Max. Marks	Marks Allocation
a)	Experience as Prime Constructor in execution of Projects of similar nature and complexity (i.e. Supply, Installation, Testing & Commissioning of HVAC Works) during last ten (10) years.	35	<ul style="list-style-type: none"> • 06 Marks will be awarded for each completed projects having cost of Rs. 10 million or above • Maximum 06 Marks will be awarded for currently in-hand project(s) having cost of Rs. 10 million or above.
Total Marks Allocated			35

Notes:

The applicants must provide verifiable documentary evidence (i.e. “Letter of Award” of in-hand projects and “Taking Over/Completion Certificate” of completed projects). No marks will be given to the projects for

which such documentary evidence is not provided.

3.2.2 Personnel capabilities.

Marks for Personnel will be given on the basis of following criteria:

Sr. No.	Position	Minimum Qualification	Minimum Experience	Marks Allocation
1	Project Manager.	B.Sc. Engineer/ DAE (Mech/ HVAC)	08	06
2	Site Supervisor	DAE/ Certificate Holder (Mech/ HVAC)	05	04
3	Installation Expert/ HVAC Technician	Certificate Holder (Mech/ HVAC)	08	02
4	Electrician	—	08	1.5
5	Mechanic	—	08	1.5
Total Marks Allocated				15

Notes:

The applicant must provide verifiable proof of employment of the staff and attach detailed CVs of proposed staff along with valid PEC Registration Certificates of the B.Sc. Engineers, Diploma/Certificates of DAEs/Certificate Holders.

3.2.3 Equipment Capabilities:

Marks for Equipment capabilities will be given on the basis of the following criteria:

Sr. No.	Description	Minimum Required	Maximum Marks
1	Welding Plant	2 Nos.	04
2	Drill Machine	3 Nos.	03
3	Working Platform	2 Nos.	02
4	Generator (5KVA)	1 No.	02
5	Fork Lifter	1 No.	02
6	Die machine	02 Nos.	02

7	Total Set	2 Nos.	02
8	Velocity Meter	2 Nos.	01
9	Sound absorber Testing Tool	02 Nos.	01
10	Avometer	02 Nos.	01
Total Marks Allocated			20

Notes:

- i. Proportionate marks will be awarded if minimum number of corresponding equipment is less than minimum required.
- ii. No marks will be awarded if proof/affidavit of Ownership/ Rental/Lease Agreement is not attached.

3.2.4 Financial Position:

- a. The Applicant firms shall submit copies of annual account/audit reports for the last three years duly certified by the Chartered Accounts/ Bank, line(s) of credits and must indicate the soundness of the Applicants financial position.
- b. The minimum annual volume of construction work (Annual Turn-Over) shall be **Rs. 10 million** during any of the last three years.

Annual Turn Over		Marks
i.	Rs. 10 million	7.5
ii.	Above Rs. 10 million	15
Maximum Marks		15

- c. The minimum amount of liquid assets shall be **Rs. 20 million** during the current year. Firms shall submit copies of latest Bank Statement and Bank Credit Line Facility.

Liquid Assets		Marks
i.	Rs. 10 million	7.5
ii.	Above Rs. 10 million	15
Maximum Marks		15

Proportionate marks will be awarded if minimum amount of Annual Turn Over and Liquid Assets is less than specified above.

3.3. Litigation History:

The Applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under execution by the firm over the last five years.

3.4. Conflict of Interest.

The Applicant 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.

3.5 Joint Venture

Not applicable

3.6 Updating Pre-Qualification Information

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.

3.7 Other Factors

3.7.1 Only firms that have been pre-qualified under this procedure shall be invited to bid. A qualified firm may participate only in one bid for the contract. If a firm submits more than one bid, 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.

3.7.2 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 pre-qualified 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.

4. Evaluation Criteria

Applicants meeting the mandatory requirements and minimum 50% Marks in each Category as described in Para-3 above shall be considered for pre-qualification.

Letter of Application

[Letterhead paper of the Applicant including full postal address, telephone no., fax no e-mail address etc.]

Date:.....

To: Project Director
Pakistan Institute of Trade and Development (PITAD),
Ministry of Commerce, Government of Pakistan,
Sector H-8/4, Islamabad.

Sir,

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 pre-qualified as a bidder for the works of " **Supply, Installation, Testing & Commissioning of HVAC Works at Office Building for Pakistan Institute of Trade and Development, Sector H-8/4, Islamabad** ".
2. Attached to this letter are copies of original documents defining:
 - a) Full name of the Applicant firm, Permanent Address, Telephone/Fax number, Principal place of business and detail of Office in Islamabad.
 - b) the legal status, date of establishment, the place of incorporation/registration, Memorandum & Article of Association, Joint Venture Agreement/ Partnership deed (where applicable).
 - c) Copy of valid registration certificate with PEC
 - d) Duly filled-in Application Forms along with required supporting documents.
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.
3. Your Agency and its authorized representatives may contact the following persons for further information, if needed.

General and Managerial Inquiries	
Contact 1	Tel:

Prequalification Document

Contact 2	Tel:
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Technical Inquiries	
Contact 1	Tel:
Contact 2	Tel:

Financial Inquiries	
Contact 1	Tel:
Contact 2	Tel:

5. This application is made with the full understanding that:
- (a) Bids by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification 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 pre-qualified 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) herein above.
 - (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) herein above.

Applicant's who are not Joint Venture or if Joint Venture is not applicable, should delete para-6 below and initial the deletion.

6. We confirm that in the event we bid, that the bid as well as any resulting agreement will be signed so as to legally bind all members/partners, jointly & severally, and
7. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

For and on behalf of
Applicant of Lead Member/Partner of J.V

For and on behalf of
Other Members/Partners of J.V

Signature

Signature

Name

Name

Application Form (1)

General Information

All firm/Constructors applying for prequalification are requested to complete the information in this form.

1.	Name of Firm	
2.	Head Office Address	
	Islamabad Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	Telex
5.	Place of Incorporation/Registration	Year of incorporation/registration
6*.	PEC Registration #	PEC Registration Validity
7	PEC Code for Specialization	NTN #

NOTE:

- i. Attach copy of valid PEC Certificate*
- ii. Attach copy of Memorandum/Article of Association of firm*
- iii. Copy of NTN Certificate*

Application Form (2)

General Experience Record

Name of Applicant

All applicant firms are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant, in terms of the amounts billed to clients for each year for work in progress or completed over the past three years.

Year		Annual Turnover (Construction Only)
1.	2014-2015	
2.	2013-2014	
3.	2012-2013	

**Figures duly verified by auditing chartered accountant/firm of at least last 3-years.*

Application Form (3)

Joint Venture Summary

Names of all Partners of a Joint Venture						
1. Lead Partner						
2. Partner						
Total value of annual construction turnover, in terms of work billed to clients,						
(Construction of)			Annual Turnover Data (Equivalent in Pak Rupees, Millions)			
Partner	Form A-2 Page No.	Year	Year 2	Year 3	Year 4	Year 5
1. Lead Partner						
2. Partner						
Total:						

NOT APPLICABLE

Application Form (4)

Details of Contracts of Similar Nature and Complexity

- *Attach Taking Over Certificate / Completion Certificate*
- *Use separate sheet for each project*

1	Name of Project	
2	Name/Address of Employer	
3	Location of Project	
4	Nature & Description of works	
5	Project Cost	
6	Date of Award	
7	Stipulated Date of Completion	
8	Actual Date Of Completion Duration/In Case Of Delayed Completion, Reason For Delay	
9	Contract Role	(i.e. Sole Contractor/Sub-Contractor/Joint Venture)
10	Additional Information	

Application Form (5)

Ongoing Contracts/Commitments/Work in Progress

Applicants 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 Project	Contract Price	Value of outstanding Work	Estimated Completion Date	Description of Works

- *Attach copies of Award Letter issued by the Client.*

Application Form (6)

Personnel Capabilities (Professional and Para Professional)

- Only personnel whom the applicant firm intends to employ on the Project.
- Attach detailed CVs, PEC registration certificate of B.Sc. Engineers.
- Attach detailed CVs and DAE Certificate of Associate Engineers.

1.	Title of Position		
	Name of Candidate	Signature of Candidate	Verification of the Employer (Applicant Firm)
	Contact No.		
	PEC #.		
2.	Title of Position		
	Name of Candidate	Signature of Candidate	Verification of the Employer (Applicant Firm)
	Contact No.		
	PEC #		
3.	Title of Position		
	Name of Candidate	Signature of Candidate	Verification of the Employer (Applicant Firm)
	Contact No.		
	PEC #		

*Use Additional Sheet where required

Application Form (7)

One form is to be submitted for each candidate named in Application Form (5) duly signed by the candidate and verified by the Employer (Applicant Firm).

Candidate Summary

Position		
<u>Candidate Information</u>	Name of Candidate	Date of Birth
	PEC Registration #	
	Professional qualifications	National/International Professional Certifications
<u>Present Employment</u>	Name of Employer	
	Address of Employer	
	Telephone	Contact (Manager/Personnel Officer)
	Fax	Email
	Job Title	Years with Present Employer
<u>Overall Experience</u>		

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

Application Form (8)

Equipment Capabilities

List of equipment which will be available for use on the Project.

No.	Description	Unit	Quantity	Ownership		Remarks/Make/Available for the Project etc.
				Owned	Hired/Leased	
1	Welding Plant	Nos.	02			
2	Drill Machine	Nos.	03			
3	Working Platform	Nos.	02			
4	Generator (5KVA)	No.	01			
5	Fork Lifter	No.	01			
6	Die machine	Nos.	02.			
7	Total Set	Nos.	02			
8	Velocity Meter	Nos.	02.			
9	Sound absorber Testing Tool	Nos.	02.			
10	Avometer	Nos.	02.			

Note:- Further details regarding Description of Units (model, make and year of purchase), capacity, condition, etc. to be furnished by the applicant on separate sheets.

Application Form (9)

Financial Capability

Applicants should provide financial information to demonstrate that they meet the requirement stated in the instructions to the Applicants. Each Applicant must fill in this form. Use separate sheets if necessary. A copy of the audited balance sheets for last three years should be attached.

Name of banker	
Address of banker	
Telephone	Contact name and title
Fax	Email

*Use separate sheet for each account

Summarize actual assets and liabilities for the past at least 3 years.

Financial Information	For last previous 3 years		
	1	2	3
Total Assets (1)			
Current Assets (2)			
Total Liabilities (3)			
Current Liabilities (4)			
Net worth (1-3)			
Working Capital (2-4)			

Application Form (10)

Banks Line of Credit Letter *

To Whom It May Concern

This is certified that M/S (name and address of Applicant) are maintaining their account with us to our entire satisfaction. Upon award of the Contract for "Supply, Installation, Testing & Commissioning of HVAC Works at Office Building for Pakistan Institute of Trade and Development, Sector H-8/4, Islamabad" to (name of Applicant), we will provide credit facilities up to Rs. _____ Million for the execution of the works during the Contract period.

Authorized Signature
(Name: _____)
Stamp

Dated: _____

* Letter to be provided on the original letter head/stationary of the bank. It shall be dated, signed and stamped

Check List

<u>Yes</u>	<u>No.</u>	<u>Check list</u>
<input type="checkbox"/>	<input type="checkbox"/>	Valid PEC Registration Certificate(s)
<input type="checkbox"/>	<input type="checkbox"/>	Affidavit that the firm has not been black listed
<input type="checkbox"/>	<input type="checkbox"/>	Registration with income tax department (Valid NTN)
<input type="checkbox"/>	<input type="checkbox"/>	Application form (1), General Information
<input type="checkbox"/>	<input type="checkbox"/>	Application form (2), General Experience Record
<input type="checkbox"/>	<input type="checkbox"/>	Application form (3), Joint Venture Summary
<input type="checkbox"/>	<input type="checkbox"/>	Application form (4), Details of Contracts of similar nature and complexity
<input type="checkbox"/>	<input type="checkbox"/>	Application form (5), Ongoing contracts/commitments/work in progress
<input type="checkbox"/>	<input type="checkbox"/>	Application form (6), Personnel Capabilities
<input type="checkbox"/>	<input type="checkbox"/>	Application form (7), Candidate summary
<input type="checkbox"/>	<input type="checkbox"/>	Application form (8), Equipment Capabilities
<input type="checkbox"/>	<input type="checkbox"/>	Undertaking that all equipment listed in the prequalification document will be made available for the subject Project
<input type="checkbox"/>	<input type="checkbox"/>	Application form (9), Financial capability
<input type="checkbox"/>	<input type="checkbox"/>	Audited balance sheets for at least last three years and Bank statements
<input type="checkbox"/>	<input type="checkbox"/>	Application form (10), Bank line of credit letter/Reference letter plus Bank Statement
<input type="checkbox"/>	<input type="checkbox"/>	Application form (11), Litigation history or Affidavit that the firm has never involved in Litigation with any Government, Semi Government agency.
<input type="checkbox"/>	<input type="checkbox"/>	Applicants legal status
<input type="checkbox"/>	<input type="checkbox"/>	Principal Place of Business
<input type="checkbox"/>	<input type="checkbox"/>	Place of incorporation or registration
<input type="checkbox"/>	<input type="checkbox"/>	Other Information