

PREQUALIFICATION DOCUMENT  
OF  
CONSULTANT  
FOR

ENGINEERING THIRD PARTY VALIDATION OF (TPV) KHADIM-E-  
PUNJAB SCHOOL PROGRAM (KPSP) – ADDITIONAL CLASS  
ROOMS PROJECT PHASE-I,  
PUNJAB, PAKISTAN

SCHOOL EDUCATION DEPARTMENT  
GOVERNMENT OF PUNJAB, PAKISTAN

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## SECTION-I

### 1. Introduction

School Education Department, Government of the Punjab, Pakistan plans to construct 6,500 new class rooms to be constructed at 3,421 distinct sites in various schools of Punjab, Pakistan in Phase-I of the Program during the current financial year 2016-2017(ending on June 30, 2017). For this purpose, Construction contractors are being hired to execute the Project and Resident Construction Supervision Consultants are being hired to supervise the Project. However, School Education Department, Government of the Punjab, Pakistan intends to hire services of a Engineering Consultant for the Third Party Validation (TPV) during execution of the project to provide second tier of check & control to ensure the quality of civil works. Khadim-E-Punjab School Program (KPSP) – Additional Class Rooms Project, Punjab, Pakistan is a flagship project of the Government of Punjab in the Education Sector and therefore School Education Department intends to hire services of renowned International & National Consulting firms for the TPV of Civil/MEP works on International Competitive Bidding Process.

### 2. Scope of Work

The duties and responsibility of consultant will include but is not limited to the following:

- The consultant will prepare a comprehensive / detailed action plan and present it to the Employer for approval.
- The consultant will carry out physical inspections of no less than twenty-five percent (25%) of the total number of project sites, at stages as specified below. The consultant also verify / certify the work at remaining 75% sites through evaluation of documents / reports submitted by Resident Construction Supervision.
- For sub-packages of the Phase-I in case more than 10% of the TPV reports reflect sub-standard work, the TPV Consultant shall increase the sample pool from 25% to 40% to the extent of that sub-package.
- The consultant will verify the executed work according to the approved design, drawings, standards/specifications and technically sanctioned estimates.
- The consultant will carry out physical inspections and tests at each of the randomly selected 25 % project sites at following stages.

Sr. #	Inspection Stages	Test Requirements/Required Documentation
a)	Laying of foundations up to DPC level and before backfilling	Plumb Test of all corners - Crushing strength, water absorption, efflorescence test and dimensions of at least five (5) randomly picked bricks samples.
b)	At conclusion of steel fixing of the roof and just before pouring of concrete.	Tension Test of no less than three (3) steel samples and bend test of no less than two (2) steel samples, as per ASTM standards. - Slump Test of at least three (3) different batches of concrete and compressive strength test of at least three (3) concrete cylinders, each from a different batch of wet concrete. - Crushing strength, water absorption, efflorescence test and dimensions of at least five (5) random brick samples.
c)	At conclusion of all construction activity, including external development and finishes.	Final report containing assessment of overall quality of work and performance of the resident construction supervision team as well as the contractor.

- The consultant will verify that the approvals of all samples & sources of materials / equipment were granted by resident construction supervisor and are as per standards/specifications.
- Consultant shall ensure that material / equipment is installed as per samples that have been approved by the resident construction supervision team.
- The consultant will record their observations & findings and submit their report directly to Employer.
- The consultant will review and compile a pictorial report containing digital photographs submitted by the resident construction supervisor for each project site.
- The consultant will review all technical documents, submitted by the resident construction supervisor, for each of the 25% randomly selected project sites, and submit his report highlighting any omissions and non-conformances to Employer.

Employer:  
School Education  
Department, Government of  
Punjab, Pakistan

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- 
- The consultant will verify the qualification and experience of Resident Construction Supervisors and submit report to Employer.
  - The consultant will evaluate the performance of the Resident Construction Supervisor team

## SECTION-II

### INFORMATION / INSTRUCTIONS TO THE APPLICANT

#### 1. Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the information required in the Prequalification Document and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. The Applicant shall submit two (02) copies of the signed application in addition to the original application and clearly mark them as "COPY". In the event of any discrepancy between the original and the copy, the original shall prevail.

#### 2. Cost of Application

The Applicant shall bear all costs associated with the preparation and submission of its application. The Employer will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the prequalification process by the Employer.

#### 3. Language of Application

The application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Employer, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

#### 4. Clarification of Prequalification Document

An Applicant requiring any clarification of the Prequalification Document shall contact the Employer in writing or through email at the Employer's address indicated in the Advertisement and this document. The Employer will respond in writing or by Email to any request for clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The Employer shall forward copies of its response to all applicants who have acquired the prequalification document directly from the Employer including a description of the inquiry but without identifying its source. The Employer reserves the right to amend the prequalification document as a result of a clarification if deemed appropriate and communicate the same to all applicants in writing or by Email.

## 5. Amendment of Prequalification Document

At any time prior to the deadline for submission of applications, the Employer may amend the Prequalification Document by issuing addendum

/Corrigendum. Any addendum/ Corrigendum issued shall be part of the Prequalification Document and shall be communicated in writing or by Email to all who have obtained the prequalification document.

## 6. Letter of Application

The applicant shall submit Application form along with prequalification proposal as per Appendix-A. This form shall be completed without any alteration to its format.

## 7. Joint Venture/Consortium

### a. Joint Venture/Consortium Agreement

Firms may submit a Prequalification Application in a Joint Venture/Consortium of two or more firms. Prequalification Document shall be signed by authorized representative of Joint Venture/Consortium. Joint Venture/Consortium Agreement entered into by the members shall be submitted with the prequalification Document as per Appendix-B.

### b. Lead Member

One of the members who is responsible for performing the key function in executing major components of the proposed contract shall be nominated as Lead member during the Prequalification and bidding period and in the event of a successful bid, during contract execution. Overall responsibility of Contract execution rests with the Lead Member. The Lead Member shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of Joint Venture/Consortium. This authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the Joint Venture/Consortium as per Appendix-C.

### c. Joint and Several Liability

All members of the Joint Venture/Consortium shall be legally liable, jointly and severally, during the prequalification and bidding period, and in the event of a successful bid, during contract execution.

### d. Dissolution of Joint Venture/Consortium

The Prequalification of a Joint Venture/Consortium does not necessarily pre-qualify any of its members to bid individually or as a member in any

other Joint Venture/Consortium. In case of dissolution of a Joint Venture/Consortium after prequalification each one of the Members may prequalify if they meet all of the Prequalification requirements, subject to the written approval of the Employer. Any change in a prequalified JV/Consortium after prequalification, shall be subject to the written approval of the Employer prior to the deadline for submission of bids provided that the Lead Member in the said Joint Venture/Consortium shall remain the same.

8. Submission of Prequalification Application

Application for Prequalification (One original and two Copies) must be received in sealed envelopes to be delivered by hand or through registered mail on or before 28<sup>th</sup> February 2017 up to 3:00 pm Pakistan Standard Time (PST) at the following address:

School Education Department, Government of Punjab, Pakistan (Employer),  
Civil Secretariat, Old P&D Building, 2-Bank Road, Lahore

Envelope should be clearly marked "Application for Pre- Qualification of Consultant for Engineering Third Party Validation (TPV) of Khadim-E-Punjab School Program (KPSP) Project Phase-I, Punjab, Pakistan"

9. Opening of Prequalification Application

The Prequalification Applications shall be opened on the same day i.e. 28<sup>th</sup> February 2017 at 3:45 pm PST in presence of Applicants who choose to attend in the conference room of Employer, address as mentioned below;

Address of Employer: School Education Department, Government of Punjab, Pakistan, Civil Secretariat, Old P&D Building, 2-Bank Road, Lahore

Employer shall open the applications as per its standard procedures and shall prepare a record of the opening of applications that shall include, as a minimum, the name and signature of the representatives of the Applicants (if they choose to attend).

10. Late Submission of Prequalification Applications:

The Prequalification application which is received after the closing date and time as mentioned at Sr. # 8 of Section-II for submission of



applications shall not be entertained.

#### 11. Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Employer's evaluation of the applicant's prequalification or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and same shall be communicated in accordance with provisions of Punjab Procurement Rules, 2014 (as amended up to 2016).

#### 12. Updating Prequalification Information

Pre-qualified Applicants shall inform the Employer of any material change in information that might affect their qualification status. Applicants shall be required to update key pre-qualification information at the time of bidding. Prior to award of contract, the lowest evaluated bidder will be required to confirm its continued qualified status in a post qualification review process as deemed appropriate by the Employer.

#### 13. Only one Application

An Applicant shall submit only one application in the same Pre-qualification process, either individually as an Applicant or as a member of a Joint Venture/Consortium. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

KPSP Phase-I construction work is divided into six (06) Packages for Contractors. However, the employer reserves the right to divide the six (06) construction Packages in two (02) TPV consultancy contracts and not award more than one contract to the same TPV Consultant. This prequalification is for both TPV consultancy contracts.

#### 14. Compliance

The Successful Consultant/Joint Venture/Consortium shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the Services. Each Prospective Consultant/Joint Venture/ Consortium shall indemnify the Company, its Affiliates and their advisors fully in respect of any direct or indirect losses, damages, costs, penalties or expenses of any kind incurred

by such person arising from a Prospective Consultant/ Joint Venture/Consortium's breach of the obligations referred to above.

#### 15. Fraud & Corruption:

The Applicants shall observe the highest standards of ethics during this prequalification and further processing.

The Employer defines for the purposes of this provision, the terms set forth below:

- i. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the prequalification process or in contract execution;
- ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence the prequalification;
- iii. "collusive practice" means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Employer, designed to establish artificial data/ information; and
- iv. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the prequalification process;

Employer will reject an application for prequalification if it determines that the Applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices.; and

Employer will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time for prequalification if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices.

#### 16. No Conflict

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if,

- i. such applicant and any other applicant have common controlling shareholders or other ownership interest; or
- ii. a constituent of such applicant is also a constituent of another applicant; or

- iii. such applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Prequalification of either or each of the other applicant; or
- iv. such applicant has participated as a consultant to the Client in the preparation of any documents, design or technical specifications of the Project.

#### 17. Employer's Right

The Employer reserves the right to take the following actions, and shall not be liable for any such actions:

- i. Amend the scope of the work, if required while adhering to the Principals of Procurement as per Rule 4 of the Punjab Procurement Rules, 2014 during the prequalification process.
- ii. Cancel the Prequalification process and reject all applications as per provisions of Punjab Procurement Rules, 2014.

#### 18. Employer's Representative

DEPUTY SECRETARY (BUDGET & PLANNING), SCHOOL EDUCATION DEPARTMENT, GOVERNMENT OF PUNJAB, 2-BANK ROAD, OLD P&D BUILDING, CIVIL SECRETARIAT, LAHORE, PAKISTAN. +924299210136 Email address: dsbudget.planning@gmail.com

### SECTION-III

#### Eligibility & Evaluation Criteria

##### 1. Eligibility Criteria

The applicants (Firm/ Joint Venture/Consortium) fulfilling the following basic eligibility criteria shall only be considered for further evaluation. All the members have to meet the mentioned eligibility criteria in case of Joint Venture/Consortium (relevant documents to be attached):

- i. Registration of firm with Pakistan Engineering Council (PEC)/Pakistan Council of Architects & Town Planners (PCATP). Foreign firms must attach similar certificate of registration from the respective registration body of their home country.
- ii. Valid legal entity of the firm e.g. Certificate of registration from Securities & Exchange Commission of Pakistan (SECP) or Registrar of Firms. Foreign firms must attach similar certificate of registration from the respective registration body of their home country.

- iii. Certificate of registration with Income Tax and Sales Tax under Punjab Revenue Authority or relevant Authority (as applicable). Foreign firms must attach similar certificate of registration from the Tax Authority of their home country.
- iv. Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- v. Judicial Affidavit declaring "Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been blacklisted/ defaulted by any government agency/ department/organization".
- vi. Provide separate undertaking that the information supplied by the firm is correct. (Form PQ-14)

Note: For Local Firms: To be Eligible for Prequalification either The Individual Firm or at Least one Member of JV/Consortium should possess Pakistan Engineering Council (PEC) Registration.

Any Consultant already engaged in this Project in any capacity is ineligible for this assignment.

## 2. Qualification Criteria

Prequalification will be based on applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel and other relevant information as demonstrated by the applicant's response in the Prequalification Forms attached to the Letter of Application.

Prequalification evaluation criteria as mentioned below is applicable for applicants:

Sub Category	Category	Weightage/ Marks
A	Financial Soundness	10
B	Experience Record	45
C	Personnel Capabilities	45
	Total	100

Marks shall only be given if the Prequalification Forms are filled by the

Employer:  
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applicant as per instructions given in this Document.

No compromise shall be made on minimum requirements of 50% marks in each Sub-Category (A, B & C) and an overall total minimum of 70% marks required to prequalify in the aforesaid qualification criteria.

Criteria, sub-criteria and marking system for the evaluation of applicants shall be as under:

**SUB CATEGORY A: FINANCIAL SOUNDNESS**

For financial soundness, audited financial statements for last three financial years shall be submitted. No marks shall be given if audited financial statements of last three financial years are not attached.

In case of a Joint Venture/Consortium, only lead Member is required to meet the given criteria of financial soundness.

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

S. No	Category	Marks Assigned	Criteria for Marks
a)	Average Annual turnover for the last three financial years commencing from 1 <sup>st</sup> July and ending on 30 <sup>th</sup> June for each year. (In case of Joint Venture/Consortium the above information is required for Lead Member only) Form PQ-03 shall be filled	10	<ul style="list-style-type: none"> <li>• Full marks if average annual turnover of last three financial years is PKR 200 million (or of equivalent US \$ value) or above.</li> <li>• For average annual turnover of less than PKR 200 million (or of equivalent US \$ value), marks shall be awarded as per following formula: <math>(A / 200) \times 10</math> 'A' is average annual turnover</li> <li>• No marks if average annual turnover is less than PKR 100 million (or of</li> </ul>
	Sub-Category 'A' Total	10	

**SUB-CATEGORY B: EXPERIENCE RECORD**

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Firm/JV/ Consortium.

Sr. No	Description	Marks Assigned	Criteria for Marks Obtained
a)	<p>Projects of *similar nature of minimum **value PKR. 100 Million each (or of equivalent US \$ value on the submission date of prequalification application) or more <u>Completed</u> in last ten (10) years.</p> <p>*Similar nature projects include <u>Engineering Third Party Validation (TPV) of Building Projects</u> OR <u>Design &amp; Resident Construction Supervision of Building (G+2) Projects.</u> Applicant should clearly state all these services provided in the completed projects.</p> <p>** <u>Value means Total Cost of Consultancy Services.</u> (Form PQ-4 &amp; 5 shall be filled)</p>	25	<ul style="list-style-type: none"> <li>• 19 marks will be given if Lead Member has completed at least Three Projects.</li> <li>• 13 marks will be given if Lead Member has completed two Projects.</li> <li>• 07 marks will be given if Lead Member has completed one Project.</li> <li>• No marks will be given if the Lead Member has not completed any project.</li> <li>• 06 Marks will be given to the applicant, if Lead Member has completed one or more Engineering Third Party Validation (TPV) of Building Projects of **Value PKR 70 Million or above. <u>For Completed Projects, Completion Certificate OR Contract Agreement of respective project is mandatory indicating Consultancy Cost. No marks shall be awarded if Completion Certificate or Contract Agreement indicating cost of Consultancy is Not attached along with Form PQ-4 &amp; 5.</u></li> </ul>

<p>b)</p>	<p>Projects of *similar nature of minimum **value PKR. 100 Million each (or of equivalent US \$ value on the submission date of prequalification application) or more in-hand.</p> <p>*Similar nature projects include <u>Engineering Third Party Validation (TPV) of Building Projects</u> OR <u>Design &amp; Resident Construction Supervision of Building (G+2) Projects</u>. Applicant should clearly state all these services provided in the in-hand Projects.</p> <p><u>** Value means Total Cost of Consultancy Services.</u> (Form PQ-6 &amp; 7 shall be filed)</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• 09 marks will be given if the Lead Member or JV/Consortium Member (in Lead Role) has at least two projects in hand.</li> <li>• 06 marks will be given if the Lead Member or JV/Consortium Member (in Lead role) has One project in hand.</li> <li>• No marks shall be given if the Lead Member or JV/Consortium Member have no project in hand.</li> <li>• 03 Marks will be given to the applicant, if either lead or JV/Consortium Member has currently in hand one or more Engineering Third Party Validation (TPV) of Building Projects of **Value PKR 70 Million or above. <u>For in hand Projects Letter of Award OR Agreement of respective project indicating Consultancy Cost is mandatory. No marks shall be awarded if Letter of Award or Agreement indicating cost of Consultancy is Not attached</u></li> </ul>
<p>c)</p>	<p><u>Design Consultancy &amp; Resident Construction Supervision for general nature Civil works Projects of</u> OR <u>Engineering Third Party Validation (TPV) of general nature Civil Works Projects</u> of minimum **value PKR. 150 million each (or of equivalent US \$ value on the submission date of prequalification application) or more Completed in Last 10 Years.</p> <p><u>** Value means Total Cost of Consultancy Services.</u> (Form PQ-8 &amp; 9 shall be filled)</p>	<p>08</p>	<ul style="list-style-type: none"> <li>• Full marks will be given if the Lead Member or JV/Consortium Member (in Lead Role) has completed at least two Projects.</li> <li>• 05 marks will be given if the Lead Member or JV/Consortium Member (in Lead Role) has completed One Project.</li> <li>• No Marks will be given if Lead Member or JV/Consortium Member has not completed any Project. <u>For _____ Completed _____ Projects, Completion Certificate OR Contract Agreement of respective project is mandatory indicating Consultancy Cost. No marks shall be awarded if Completion Certificate or Contract Agreement indicating cost of Consultancy is Not attached along</u></li> </ul>
<p>Sub-Category B Total</p>		<p>45</p>	

**SUB-CATEGORY C1 & C2: PERSONNEL CAPABILITIES**

Marks shall be awarded on the basis of qualification and experience of the staff. The following key experts shall be evaluated:

No marks shall be awarded if declaration of Professional Staff Employment & availability of said staff for this Project (Form PQ- 12) duly signed by authorized signatory is not attached. Form PQ-10 & 11 shall be filled.

S. No	Description	No of Professionals	Marks Assigned	Education & Experience (Mandatory Requirement)
i)	Team Leader (Will be provided by Lead Member in case of JV/Consortium)	01	02	M.Sc. Civil Engineering with minimum 10 years of relevant experience or B.Sc. Civil Engineering With minimum 15 years of relevant experience (PEC Registered) *
ii)	Deputy Team Leader (Will be provided by Lead Member in case of JV/Consortium)	01	02	M.Sc. Civil Engineering with minimum 08 years of relevant experience or B.Sc. Civil Engineering With minimum 10 years of relevant experience (PEC Registered) *
iii)	Electrical Expert (Will be provided by Lead Member)	01	02	M.Sc. Electrical Engineering with minimum 05 years of relevant experience or B.Sc. Electrical Engineering With minimum 07 years of relevant experience (PEC Registered) *
iv)	Quality Control Engineer (Will be provided by Lead Member or JV/Consortium Member in case of JV/CONSORTIUM)	06	10 (1.66 for Each Professional)	BSc Civil Engineering with minimum 05 years of relevant experience (PEC Registered) *



v)	Junior Engineer-Civil (Will be provided by Lead Member or JV/Consortium Member in case of JV/Consortium)	12	12 (01 for Each Professional)	BSc Civil Engineering with minimum 03 years of relevant experience (PEC Registered) *
vi)	Inspector-Civil (Will be provided by Lead Member or JV/Consortium Member in case of JV/Consortium)	12	06 (0.5 for Each Professional)	DAE Civil with minimum 05 years of relevant experience
vii)	Inspector- Electrical (Will be provided by Lead Member or JV/Consortium Member in case of JV/Consortium)	06	03 (0.5 for Each Professional)	DAE Electrical with minimum 05 years of relevant experience
viii)	Lab Technician (Will be provided by Lead Member or JV/Consortium Member in case of JV/Consortium)	12	06 (0.5 for Each Professional)	DAE Civil with minimum 05 years of relevant experience
ix)	Quantity Surveyor (Will be provided by Lead Member or JV/Consortium Member in case of JV/Consortium))	02	01 (0.5 Mark for Each Personnel)	DAE Civil with minimum 05 years of relevant experience
xi)	Surveyor (Will be provided by Lead Member or JV/Consortium Member in case of JV/Consortium)	02	01 (0.5 Mark for Each Personnel)	DAE Civil with minimum 05 years of relevant experience
Sub-Category C Total			45	

\*Foreign firm has to provide registration of their staff from respective professional body of home Country.

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SECTION-IV  
APPENDICES & PREQUALIFICATION FORMS

Appendix A

Letter of Application

[Letterhead paper of the Applicant, or Lead Member of Joint Venture/Consortium, including full Postal address, telephone no., fax no and email address

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_

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 prequalified for Engineering Third Party Validation (TPV) of Khadim-E-Punjab School Program (KPSP) Project Phase-I, Punjab, Pakistan
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. The Employer 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. The Employer and its authorized representatives may contact the following persons for further information<sup>ii</sup>, if needed.

Employer:  
School Education  
Department, Government of  
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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) The Employer reserves the right to:
    - i. Amend the scope of work if required while adhering to the Principals of Procurement as per Rule-4 of the Punjab Procurement Rules, 2014 during the prequalification process; and
    - ii. Reject or accept all application, cancel the prequalification process.
  - (c) The Employer 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) here above.

[Applicants who are not Joint Venture/Consortiums 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/Consortium. 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 members, jointly and severally;  
and

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- b) submitted with a Joint Venture/Consortium agreement providing the joint and several liabilities of all members 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

Appendix B

Joint Venture/Consortium Agreement (Applicable to Joint  
Venture/Consortium Only)  
(Should be a Formal JV/Consortium agreement on a Stamp Paper of  
value PKR 1,000) To:

\_\_\_\_\_  
\_\_\_\_\_

[Name and address of the Leading Member firm] who for the purpose of this  
Agreement shall hereinafter called "Lead Member"

[Name and address of the Member firm]  
who for the purpose of this Agreement shall hereinafter called "Member".

They hereby declare:

1. That they will legalize a Joint Venture/Consortium in case that a  
Contract for the Consultancy Services of \_\_\_\_\_ is awarded to their  
JV.
2. That they have nominated \_\_\_\_\_ (name of  
the Lead member) as the Lead Member of the Joint  
Venture/Consortium.
3. That they authorized Mr. /Ms. \_\_\_\_\_ (name of  
the person who is authorized to act as the Representative on behalf of  
the Joint Venture/Consortium) to act as the JV/CONSORTIUM's  
Representative in the name and on the behalf of their Joint  
Venture/Consortium.
4. That all members of the Joint Venture/Consortium shall be liable jointly  
and severally for the execution of the Contract.
5. That this Joint Venture/Consortium is constituted for the purpose of the  
execution of the \_\_\_\_\_ under this contract.
6. That if the Employer accepts the Bid of this Joint Venture/Consortium it  
shall not be modified in its composition or constitution until the  
completion of Contract without the prior consent of the Employer.
7. That each member's share of the Work, stated as percentage of the  
total contract amount, shall be as follows.

\_\_\_\_\_  
\_\_\_\_\_

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1. Signed for and on behalf of  
[Name of the Lead Member]

Signature

Name:

Designation:

Date:

Seal

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2. Signed for and on behalf of  
[Name of the Member]

Signature

Name:

Designation:

Date:

Seal

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Appendix C

Power of Attorney for Lead Member of Joint Venture/Consortium

[To be printed on a PKR 100 stamp paper]

Whereas the School Education Department, Government of Punjab, Pakistan (EMPLOYER), Pakistan has invited Application for Prequalification for Engineering Third Party Validation (TPV) of Khadim-E-Punjab School Program (KPSP) Project Phase-I, Punjab, Pakistan.

Whereas, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ (collectively the "Joint Venture/Consortium" and individually as the "Member") being members of the Joint Venture/Consortium are interested in Prequalification in accordance with the terms and conditions of the Prequalification Document and:

Whereas, it is necessary for the JV/Consortium to designate one of the JV/Consortium Member as the Lead Member with all necessary power and authority to do for and on behalf of the JV/Consortium, all acts, deeds and things as may be necessary in connection with the JV/Consortium's Prequalification Application for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, \_\_\_\_\_ having our registered office at \_\_\_\_\_, M/s. \_\_\_\_\_, having our registered office at \_\_\_\_\_, and M/s. \_\_\_\_\_, having our registered office at \_\_\_\_\_, [the respective names and addresses of the registered office] (hereinafter collectively referred to as the "Principals") do hereby irrevocably designate, nominate, constitute, appoint and authorize M/s \_\_\_\_\_, having its registered office at \_\_\_\_\_, being one of the Member of the Joint Venture/Consortium, as the Lead Member and true and lawful attorney of the Joint Venture/Consortium (hereinafter referred to as the "Attorney") and hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the JV/Consortium and any one of us during the Prequalification process and, in the event the Joint Venture/Consortium is awarded the Contract, during the execution of the contract, and in this regard, to do on our behalf and on behalf of the Joint Venture/Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, Bids and other documents and writings, participate in bidders' and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the JV/Consortium and generally to represent the JV/Consortium in all its dealings with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts,



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deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ JV/Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\*\*.

For: \_\_\_\_\_

(Signature)

(Name, Title and Address)

For: \_\_\_\_\_

(Signature)

(Name, Title and Address)

For: \_\_\_\_\_

(Signature)

(Name, Title and Address)

Witnesses:

1.

2.

(Executants)

(To be executed by all the Members of the Joint

Venture/Consortium) Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract

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of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.

- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

## General Information

Applicant (or each Member of a Joint Venture/Consortium) applying for prequalification is required to complete the information in this form. Nationality information is also to be provided for foreign owners or Firms who are forming part of the Joint Venture/Consortium as required under the PEC Bye-Laws for Joint Venture/Consortium.

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	
4.	Fax	
5.	Type of Organization	
6.	Place of Incorporation/Registration	Year of incorporation/registration
7.	PEC/PCATP Registration No: (Foreign Firm have to provide Registration No. of Professional body of home country)	Validity:
8.	NTN#	
9.	Name, Designation and Mobile Number of Firm's Representative	

## Detail of Owners/ Directors

Name	Designation	Nationality
1.		
2.		
3.		
4.		
5.		

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Form PQ-2

Joint Venture/Consortium  
Summary

Names of all Members of a Joint Venture/Consortium
1. Lead Member
2. Member
3. Member
4. Member
5. Member
6. Member

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Form-PQ-3

Financial Soundness

Name of Applicant (Lead Member of a Joint Venture, in case of JV)

Applicant (Lead Member of a Joint Venture/Consortium, in case of JV/Consortium) applying for prequalification is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. A copy of the audited financial statements of the past three (3) financial years must be attached.

Year	Turnover (in Actual Currency)	Rupees in Million
2014 - 2015		
2013 - 2014		
2012 - 2013		
Average of above		

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Form PQ-4

Summary of Similar Nature Project Completed in Last Ten (10) Years

Name of Applicant or Member of a Joint Venture

Applicant and each Member of a Joint Venture/Consortium applying for prequalification is required to complete the information in this form.

Use a separate sheet for each Member of a Joint Venture/Consortium.

Project Name	Year of Completion	Location	Value in PKR (Million)

\*Each project provided in this form requires a corresponding Form PQ-5 and adequate documentary evidence in order to be eligible for consideration.

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Form PQ-5

Details of Similar Nature Projects Completed in Last Ten (10) Years

Name of Applicant or Member of a Joint Venture

A separate form with adequate documentary evidence (Completion Certificate/ Contract Agreement indicating Consultancy Cost) shall be provided for each project in Form PQ-4.

1.	Name of Contract
	Location
2.	Name of Employer
3.	Employer Address .....
4.	Nature of Works and special features of the consultancy Assignment ..... .....
5.	Contract Role (Tick One) (a) Sole Consultant    (b) Sub- Consultant    (c) Member in a
6.	Total Project Cost PKR_____                      USD_____
7.	Value of the total Consultancy contract PKR.....                      USD.....
8.	Date of Award
9.	Date of Completion

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Form PQ-6

Summary of Similar Nature Project in hand

Name of Applicant or Member of a Joint Venture

Applicant and each Member of a Joint Venture/Consortium applying for prequalification is required to complete the information in this form.

Use a separate sheet for each Member of a Joint Venture/Consortium.

Project Name	Date of Award	Expected Date of Completion	Location	Value in PKR (Million)

\*Each project provided in this form requires a corresponding Form PQ-7 and adequate documentary evidence in order to be eligible for consideration.



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Form PQ-7

Details of Similar Nature Projects in hand

Name of Applicant or Member of a Joint Venture

A separate form with adequate documentary evidence (Letter of Award/ Agreement indicating Consultancy Cost) shall be provided for each project in Form PQ-6.

1.	Name of Contract
	Location
2.	Name of Employer
3.	Employer Address .....
4.	Nature of Works and special features of the consultancy Assignment ..... .....
5.	Contract Role (Tick One) (a) Sole Consultant    (b) Sub- Consultant    (c) Member in a
6.	Total Project Cost PKR_____                      USD_____
7.	Value of the total contract PKR.....                      USD.....
8.	Date of Award
9.	Planned Date of Completion

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Form PQ-8

Summary of Civil Works Consultancy & Resident Construction Supervision Projects  
Completed in last 10 Years

Name of Applicant or Member of a Joint Venture

Applicant and each Member of a Joint Venture/Consortium applying for prequalification is required to complete the information in this form.

Use a separate sheet for each Member of a Joint Venture/Consortium.

Project Name	Year of Completion	Location	Value in PKR (Million)

\*Each project provided in this form requires a corresponding Form PQ-9 and adequate documentary evidence in order to be eligible for consideration.

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Form PQ-9

Details of Civil Works Consultancy & Resident Construction Supervision Projects  
Completed in Last 10 years

Name of Applicant or Member of a Joint Venture

A separate form with adequate documentary evidence (Completion Certificate/  
Contract Agreement indicating Consultancy Cost) shall be provided for each  
project in Form PQ-8.

1.	Name of Contract
	Location
2.	Name of Employer
3.	Employer Address .....
4.	Nature of Works and special features of the consultancy Assignment ..... .....
5.	Contract Role (Tick One) (a) Sole Consultant    (b) Sub- Consultant    (c) Member in a
6.	Total Project Cost
	PKR _____                      USD _____
7.	Value of the total Consultancy contract
	PKR.....                      USD.....
8.	Date of Award
9.	Date of Completion

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Form PQ-10

Personnel Capabilities

Name of  
Applicant:  
Venture/Consortium)

(Applicant or Member of Joint

1	Title of Position	
	Name of Candidate	
2	Title of Position	
	Name of Candidate	
3	Title of Position	
	Name of Candidate	
4	Title of Position	
	Name of Candidate	
5	Title of Position	
	Name of Candidate	

Candidate Summary

Name of Applicant: \_\_\_\_\_  
(Applicant or Member of Joint  
Venture/Consortium)

Position	Candidate	
	Prime	Alternate
Candidate Information	Name of Candidate	Date of Birth
	Professional Qualification:	
PEC Registration No.	(Foreign staff have to provide Registration Number of Relevant body from Home Country)	
Present Employer	Name of Employer:	
	Address of Employer	
	Telephone:	Fax:
	Job Title of Candidate	Years with Present Employer

Summarize professional experience in reverse chronological order.

From	To	Company	Project	Position	Relevant Technical & Management Experience

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Form PQ-12

DECLARATION OF PROFESSIONAL STAFF EMPLOYMENT  
[To be submitted on Company Letterhead]

TO WHOM IT MAY CONCERN

PROJECT: Prequalification for Engineering Third Party Validation of (TPV) Khadim-E-Punjab School Program (KPSP) Project Phase-I, Punjab, Pakistan

SUBJECT: DECLARATION OF PROFESSIONAL STAFF EMPLOYMENT & AVAILABILITY

We hereby certify that the personnel nominated in PQ Form # 10 are employed by our firm and are available for the above mentioned Assignment.

Yours Sincerely,

COMPANY NAME:

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE



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Form PQ-14

AFFIDAVIT FOR CORRECTNESS OF INFORMATION  
(To be printed on PKR 100 Stamp Paper)

Name:

\_\_\_\_\_ (Applicant or member of Joint Venture/Consortium)

I, the undersigned, do hereby certify that all the statements made in the Pre-Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the Employer Pakistan deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Employer.

Employer undertakes to treat all information provided as confidential.

Signed by an authorized Officer  
of the firm

Title of Officer

\_\_\_\_\_

Name of Firm

\_\_\_\_\_

Date

\_\_\_\_\_