

**STANDARD PROCEDURE
FOR
PRE-QUALIFICATION
OF
VENDORS, MANUFACTURERS,
DISTRIBUTORS AND SERVICE PROVIDERS**

**PROCUREMENT DEPARTMENT
PAK GULF Construction (Pvt) Ltd
ISLAMABAD**

TABLE OF CONTENTS

DESCRIPTION	PAGE NO.
1.0 INVITATION FOR PREQUALIFICATION.....	1
2.0 INSTRUCTIONS TO APPLICANTS.....	2
2.1 Submission of Applications	2
2.2 Qualification Criteria	2
2.2.1 General	2
2.2.2 General Experience	3
2.2.3 Personnel Capabilities.....	3
2.2.4 Product & Services.....	4
2.2.5 Financial Position.....	4
2.3 Joint Venture (JV).....	4
2.4 Conflict of Interest	5
2.5 Updating Prequalification Information	5
2.6 Other Factors.....	6
3.0 EVALUATION CRITERIA.....	7
ANNEXURES	
A. Letter of Application.....	8
Forms	
Application Form A-1. General Information	12
Application Form A-2. Joint Venture Summary.....	13
Application Form A-3. Particular Experience Record.....	14
Application Form A-4. Details of Contracts of Similar Nature and Complexity Completed	15
Application Form A-4a. Summary Sheet: Current Contract Commitments/ Works in Progress	16
Application Form A-5. Enlistment with Government Organizations and Agencies ..	17

DESCRIPTION	PAGE NO.
Application Form A-6. Personnel Capabilities	18
Application Form A-6a Relevant Experience	19
Application Form A-7. Financial Capability	20
Application Form A-7a. Registration with Income Tax Department	21
Application Form A-7b. Blacklisting From any Agency	22
Application Form A-7c. Valid license for other related work	23
Application Form A-8. Vendor/Distributor's registration with manufacturer for prequalification.....	24
Application Form A-9. Disclosure Regarding Conflict of Interest.....	25

1.0 INVITATION FOR PRE-QUALIFICATION

1. Pak Gulf Construction (Pvt.) Limited engaged in the construction of mixed-use development project in Islamabad, Pakistan intends to refresh the process of Pre-Qualification of all vendors, manufacturers, distributors and service providers in order to streamline its Procurement procedures.
2. Pre-qualification is open to ventures of vendors, manufacturers, distributors and service providers in below Categories.
3. Established firms having experience of high rises (ground plus 15 floors) are invited to apply for the participation in the Pre-qualification Process on the following requirements and categories:

MEP		CIVIL WORKS/FINISHES/OTHERS	
ELECTRICAL	PUBLIC HEALTH	FLOOR & CEILING FINISHES	SWIMMING POOL, SUANA, JACUZZI, GYMNASIUM
ACMV	FIRE FIGHTING	PAINT	KITCHEN WARE & HOME APPLIANCES
TELECOM & BMS	SECURITY & SURVILLENCE	DOORS & FURNITURE	OTHERS

4. Applicants should download the Pre-qualification documents from website (www.pakgulf.com) or fill the documents attached below. Further information can be obtained from the email address, info.procurement@mail.pakgulf.com
5. A transparent evaluation method for the purpose of Pre-Qualification of the applicant's capabilities in the respect of vital elements of applicant's organization and capacity to perform shall be established in order to participate in the tenders.
6. Prequalification documents must be submitted/emailed in plain sealed envelopes clearly marked "Prequalification Documents" addressed to:
"Manager Procurement"
Pak Gulf Construction (Pvt.) Limited
Mezzanine Floor, Procurement Office,
Plot No.1, F-8/4, Nazimuddin Road,
Islamabad
Tele: 051-8735301-8
Email: info.procurement@mail.pakgulf.com
Also please send scan version of Pre-Qualification documents on e-mail info.procurement@mail.pakgulf.com
9. Pak Gulf Construction (Pvt.) limited reserves the right to accept or reject any applications without assigning any reason whatsoever.
10. Any cost incurred in the preparation of pre-qualification document shall be solely borne by the applicant.

11. **Pre-Qualification Documents duly completed must reach the undersigned's office by 30st September 2018 till 1600 Hrs. Applications received after due date/time shall not be entertained.**

2.0 INSTRUCTIONS TO APPLICANTS

2.1 Submission of Applications

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

Attn. Mr. Naveed Ullah Jan

“Manager Procurement”

Pak Gulf Construction (Pvt.) Limited

Mezzanine Floor, Procurement Office,

Plot No.1, F-8/4, Nazimuddin Road,

Islamabad

Email: info.procurement@mail.pakgulf.com

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 incase of non-compliance of the above requirement.

2.1.4 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, if required* shall be communicated through post of other means of communication.

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 Product and Services as demonstrated by the Applicant's responses in the forms attached to this document. 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. The procuring agency shall evolve criteria keeping in view the complexity of the Project. A

general criteria merely as a model is provided for reference of the drafters of the Prequalification Document as follows:

Sr. No.	Category	Weightage/Marks
1.	General Experience	30
2.	Technical/Personnel Capabilities	25
3.	Financial Position	25
4.	Product & Services	20
	Total:	100

Note: Prequalification status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 50% score in each category.

The further detailed criteria for each category may be 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 similar nature and complexity completed over latest 3 years. (A-4)	10
ii)	Projects of similar nature and complexity in hand. (A-4a)	10
iii)	Experience of Works related to project but not basic part.	5
iv)	Status of enlistment with Government Organizations and other agencies. (A-5)	5
	Sub-total:	30

2.2.3 Technical / Personnel Capabilities

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

Sr.No.	Description	Maximum Points
i)	Number of Experienced Personnel in the Company (A-6)	15
iii)	No. of Experienced Personnel Related to our requirement (A-6a)	10
	Sub-total:	25

2.2.4 *Financial Position*

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

Sr.No.	Description	Maximum Marks
i)	Financial Information of last 3 years. (A-7)	5
ii)	Registration with Income Tax Department (A-7a)	5
iii)	Blacklisting from any Agency (A-7b)	5
iv)	Valid License for other related items of Work (A-7c)	10
	Sub-total:	25

2.2.5 *Product and Services*

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

Sr.No.	Description	Maximum Points
i)	Market reputation of brand/material/product and its manufacturer (A-8)	10
ii)	Manufacturing Capacity of product, stock capability and warehousing (A-8)	5
iii)	Product support (A-8)	5
	Sub-total:	20

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 40 percent of all qualifying criteria given in paras 2.2 and 2.5 heretofore.
 - ii) Each of the partners shall meet not less than 25 percent of all the qualifying criteria given in paras 2.2.2 and 2.2.5 heretofore.

- iii) The joint venture must collectively satisfy the criteria of paras 2.2.2, 2.2.3 and 2.2.4, 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 2.2.5 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 liabilities 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 has to 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.

3.0 EVALUATION CRITERIA

- 3.1 Applicants meeting the minimum requirements mentioned in Para 2.2 besides other factors shall be considered for pre-qualification.
- 3.2 No compromise shall be made on minimum requirements of 50% score in each category.
- 3.3 On the overall basis the following criteria shall be applicable:

Decision	Overall Score
Acceptable	66-100
Partially Acceptable	50-65
Not Acceptable	Below 50

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 supply(s) under the *[Name of the Project to be listed by the User/Employer]* project:

Sr. #	Supply No.	Description of Supply
1.		
2.		
3.		
4.		
5.		

{Note: The Applicant is to delete, any contract for which he does not wish to prequalify, and sign and date the deletion. If the prequalification refers to only one contract, delete this note and spaces for additional contract references}.

2. Attached to this letter are copies of original documents defining¹:
 - (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 information², if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

¹
For applications by joint ventures, all the information requested in the prequalification documents is to be provided for the joint venture, if it already exists and for each party to the joint venture separately. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter.

²
Application by joint ventures should provide information on separate sheet information for each party to the application.

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 liabilities 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	Signed
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	Website:
4.	Fax	Telex
5	Contact Person: Name: Title:	Email: Cell No:
6.	Type of Business(Whole Seller, Manufacturer, Retailer, Contractor, Distributer)	Company Registration Number (attach a copy of Registration Certificate)

Joint Venture Summary (Fill if Applicable)

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

Particular Experience Record

<i>Name of Applicant or partner of a joint venture</i>
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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-4, each applicant or partner of a Joint Venture is required to list all contracts of a value equivalent to Pak Rs.-(User/Employer to provide the amount) million, of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last three years¹. The information is to be summarized, using Application Form A-4, for each:

- i. Project of Similar nature and complexity completed over latest 3 years*
- ii. Projects of similar nature and complexity in hand*
- iii. Experience of work related to project but not basic part*

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.

¹

Where applications are being invited for a number of contracts, suitable wording should be introduced, to allow applicants to apply for individual contracts or groups of contracts (slice and package contracts).

Details of Supply of Similar Nature and Complexity Completed

Name of Applicant or partner of a joint venture

Use a separate sheet for each supply.

1.	Name of Supply
2.	Name of Organization
3.	Organization Address Contact Person Phone No of Contact Person:
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify
5.	Role (Tick One) (a) Sole Supplier (b) Joint Supplier (c) Partner in a Joint Venture
6.	Date of start of supply
7.	Date of Completion

Summary Sheet: Current Supply 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.

Sr. #	Name of Supply	Value of Outstanding Supply (Equivalent Pak Rs. Millions)	Estimated Completion Date
1.			
2.			
3.			
4.			
5.			

In each of the contracts above provide the Name, Address, name of reference person and telephone number of reference person;

Enlistment with Government Organizations and Other Agencies

Please also attach the photocopy of related certificates

Sr. #	Organization	Type of Certificate	Validity
1.			
2.			
3.			
4.			
5.			

Personnel Capabilities

<i>Name of Applicant</i>

For specific positions essential to contract implementation, Applicants should provide the names of at least two candidates qualified to meet the specified requirements stated for each position.

1.	Title or Position
	Name
	Qualification
	Experience
2.	Title or Position
	Name
	Qualification
	Experience
3.	Title or Position
	Name
	Qualification
	Experience
4.	Title or Position
	Name
	Qualification
	Experience

Relevant Experience

Sr. #	Total Number of Experienced Personnel
1	

Financial Capability

(i) 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 (Audited Figures)		
	1	2	3
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Sales/Annual Turnover			

<i>(ii) Are you Capable to provide 30 days credit?</i>	Yes	No
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Registration with Income Tax Department

Please attach the photocopy of related certificates

Blacklisting from any agency

Please provide statement on company letterhead stating company is not blacklisted by any agency

Valid License for other related items of work

Sr. #	Organization	Type of Certificate	Validity
1.			
2.			
3.			
4.			
5.			

Vendor/Distributor’s Registration with Manufacturer for Prequalification

Vendor’s Registration Information	
Name of Manufacturer / Principal for the Product	
Address of Manufacturer/Principal	
Fax No., E-mail address & Telephone No.	
Registration No. & date with manufacturer/Principal (attach a copy of supplier registration.)	
Names if Brand(s)	

Supplier will provide above mentioned information regarding his representation of Manufacturer/Principal in local market.

Note:

- | |
|--|
| <i>1. Provide details of your product support policy and after sales service</i> |
| <i>2. Manufacturing Capacity of product</i> |
| <i>3. Stock capability and warehousing</i> |

Disclosure Regarding Conflict of Interest

The Applicant, key employees of the entity (including all members of a JV) must sign below that none of them is 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, and have no any association with personnel of the purchase department of the employer, over the last five years. Any such association may result in disqualification of the Applicant.

Sr. #	Name of Person	Designation	Signature
1			
2			
3			
4			
5			
6			