

## INSTRUCTIONS TO APPLICANTS

### 1) Submission of Applications:

Applications for pre-qualification (One original and Two copies) must be received in sealed envelopes to be delivered by hand or through registered mail to:-

Address: WASA Main Office Jail Road, opp. Allied Hospital, Faisalabad.

Not later than

15<sup>th</sup> March 2021 (02:00 PM)

and be clearly marked "Application for Pre-qualification" for \_\_\_\_\_  
\_\_\_\_\_ [ Name of the Project and contract(s) and number(s) of contract(s) ]. The Employer reserves the right to accept or reject the late applications.

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

The applications shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English. Employer reserves the rights for Pre-qualification in case of non-compliance of the above requirement.

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.

The clarification meeting (*will be*) held. The time, date and place of the meeting is as follows, where all prospective Applicants may request clarification about the project and the evaluation criteria  
(Delete if not applicable)

Location: Director (Planning & Design)

Time: 02:00 PM

Date: 2<sup>nd</sup> March 2021

\*Clarification is required may be asked by post/other communication means



2) Pre-qualification Criteria for Civil Works:

General:

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

Sr. No.	Category	Weightage/Marks
1	Financial Soundness	20
2	Experience Record	35
3	Personnel Capabilities	25
4	Equipment Capabilities	20
	<b>Total:</b>	<b>100</b>

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

General Experience: (35)

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 (sewerage and water supply systems) Completed in last ten years. (Each of min. 50 Million) No Marks are awarded for works less than specified limits. Completion Certificates dually signed by Engineer incharge and your Engineer as per PEC Performa.	30
ii	Enlistment record with Government Organizations & other agencies i.e. PEC, HUD & PHED, FBR, PRA etc.	5
	<b>Sub-total:</b>	<b>35</b>



**Personnel Capabilities: (25)**

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

Sr.No.	Description	Maximum Points
i	Graduate Engineers Registered with PEC	
	a) Number of Engineers	10
	b) Experience of Engineers in number of years	15
	<b>Sub-total:</b>	<b>25</b>

**Equipment Capabilities: (20)**

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

Sr.No.	Equipment Type and Characteristics	Maximum Marks
i	Concrete Mixer 4 nos each of capacity 15 cft	20
ii	Dewatering sets (2x4 cusec, 4x2 cusec)	
iii	Crane Mobile (30 Ton Cap.)	
iv	Excavator (2x 50 ft Boom, 2x 30 ft Boom)	
v	Dumper Trucks 8 Nos	
vi	Shower/ Loader/ Backhoe 2 Nos	
vii	Steel cutting & Bending Machine 2xnos	
viii	Portable flood lights with generator facility 4 nos	
ix	Concrete vibrators 4 nos	
x	Compactors 2x nos	
xi	Form Work / shuttering for excavation	
xii	Scaffolding Pipe	
xiii	Traffic management arrangements (Diversions, sign boards, cones etc.	
xiv	Health and safety equipment (HSE)	

**Financial Position: (20)**

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

Sr.No.	Description	Maximum Marks
i	Available Bank Credit Line	5
ii	Working Capital in last 3 years.	5
iii	Litigation History where decision went against the Firm.	5
iv)	Blacklisting from any Agency	5
	<b>Sub-total:</b>	<b>20</b>



## Pre-qualification Criteria of Electro-Mechanical Works

Pre-qualification will be carried out on the basis of following criteria Minimum Evaluation Points for Qualification are 50 Marks.

Sr. No 4 to Sr .No 5 are compulsory and noncompliance of any of these 5 points will straight away disqualify the bidder in technical bid.

Sr. No.	Documents / capabilities No. and compliance required	Marks
1	100% Compliance to the required specifications. Attach specific literature/ brochure of product with model number verifying all required specifications <b>(General brochure having partial coverage of the specifications will not be acceptable). Attach drawing and performance curve (of the said model) where applicable.</b>	10
2	Original letter (or attested copy as per Government standard) of authorization from Manufacturer at his proper letter pad with complete address, E. Mail phone numbers and fax number be attached (letter from dealer will not be acceptable. This will apply to both local and imported equipment/machinery)	10
3	In case of patent design of foreign manufacturer used by local manufacturer, the verifiable authorization letter issued by the Foreign manufacturer in favor of local. Manufacturer, valid for the period of tendering to the execution of contract, be attached (Attested copy by a Government officer will be acceptable. Unattested copy will be considered as un authentic.)	5
4	Documentary proof to the effect that they are the original Manufacturer of the required goods. Original certificate of the manufacturer be attached.	5
5	In case of imported equipment the bidder will provide Certificates issued by the International Organizations for conformity with international Standards for the particular model of the product offered by the bidder.	5
6	Mandatory warranty of product as per terms and conditions of the contract. Proof that the company is authorized to give warranty on behalf of the Principal to be provided. [ Product Warranty of at least 3 years]	10
7	An affidavit on stamp paper of Rs. 500 or above/- submitting following clauses i) That maintenance of goods and replacement of defective parts under warranty shall be done without extra cost. ii) That the Firm is never blacklisted on any grounds whatsoever.	5
8	Up to date and authentic contact details of both private and public sector organizations to which it has supplied the same product (same model and same capacity) over the last five years. <b>(Overall client list of the company is not required. Please attach only the client list of the same model offered by you.)</b> • Bidder shall also provide supply order details over last one (01) year with complete and up to date details of its distribution sub-offices or / and representatives.	5
9	In case of non-local manufacturers, the list of Countries in which the specific product is available and is in use.	5
10	Company profile including engineering and managerial capability. [No. of Assignment (25%) 3 in 5 years Value of Largest Similar Assignment (10%) 300 million Role in Similar Assignment (30%) Time Spent in Similar Assignment (30%) Time with Firm (5%)	10
11	Similar Nature of Assignment in Last 5 Years and Financial Quantum of the Assignment	10
12	Bank statement / Balance Sheet, Financial Soundness, National tax number and General Sale Tax number certificate (mention the time / year).	10



	Last Three Years Audit Report by recognized audit firm	
13	List of qualified (attested 12 degrees or certification) technical persons along with qualification and (including details of CNIC), payroll details of staff. <ol style="list-style-type: none"><li>1. Educational Qualification</li><li>2. No. of Similar Assignment</li><li>3. Largest Value of Work</li><li>4. Role in Similar Assignment</li><li>5. Time Spent with the firm (Last 12 months)</li></ol> List of main service, testing and calibration tools and supervisory staff working in the production and quality control departments in the manufacturing plants.	10



**Annex-A**

**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 email address]*

Date:.....

To: Director (Planning & Design)  
WASA, Faisalabad.  
*[name and address of the Employer]*

Sirs,

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

Contract No.	Description of Contract
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 defining<sup>1</sup>:
  - (a) the Applicant's legal status;
  - (b) the principal place of business; and
  - (c) the place of incorporation (for applicants who are corporations); or  
the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. Your Agency and its authorized representatives may contact the following persons for further information<sup>2</sup>, if needed.

<b>General and Managerial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Personnel Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<sup>1</sup> 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.

<sup>2</sup> Application by joint ventures should provide information on a 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) here 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) here above.

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

6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.





7. We confirm that in the event that we bid, that bid as well as any resulting contract will be.
- (a) signed so as to legally bind all partners, jointly and severally; and
  - (b) Submitted with a Joint Venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
8. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

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



## General Information

*All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures as required under the PEC Bye-Laws as a Partnership/Joint Venture.*

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

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	Telex
5.	Place of Incorporation/Registration	Year of incorporation/registration

<b>NATIONALITY OF OWNERS</b>		
	<b>NAME</b>	<b>NATIONALITY</b>
1.		
2.		
3.		
4.		
5.		

## General Experience Record

Name of Applicant or partner of a joint venture

*All individual firms and all partners of a joint venture are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant (or each member of a joint venture), in terms of the amounts billed to clients for each year for work in progress or completed over the past five years.*

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

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



## Joint Venture Summary

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

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

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



## Particular Experience Record

Name of Applicant or partner of a joint venture

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

*On a separate page, using the format of Application Form A-5, each applicant or partner of a Joint Venture is required to list 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 five years<sup>1</sup>. The information is to be summarized, using Application Form A-5, for each contract completed or under execution by the Applicant or by each partner of a Joint Venture.*

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

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<sup>1</sup> 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 Contracts of Similar Nature and Complexity

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1.	Name of Contract
	Country
2.	Name of Employer
3.	Employer Address .....
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify ..... .....
5.	Contract Role (Tick One)  (a) Sole Contractor      (b) Sub- Contractor      (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract  Currency.....      Currency.....      Currency.....
7.	Equivalent in Pak/Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months)  _____ Years      _____ Months
11.	Specified Requirements I  ..... ..... .....

1

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

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## Summary Sheet: Current Contract Commitments/Works in Progress

Name of Applicant or partner of a joint venture

*Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.*

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



# Personnel Capabilities

Name of Applicant \_\_\_\_\_

*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. The data on their experience should be supplied on separate sheets using one Form for each candidate (Application Form A-8).*

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





# Candidate Summary

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

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

Month/ Dates/Years		Company / Project / Position / Relevant technical and management experience
From	To	



# Equipment Capabilities

*Name of Applicant*

*The Applicant shall provide adequate information to demonstrate clearly that he has the capability to meet the requirements for each and all items of equipment listed in the Instructions to Applicants. A separate Form shall be prepared for each item of equipment listed in para 3.2.4 of the Instructions to Applicants, or for alternative equipment proposed by the Applicant.*

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

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

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

# Financial Capability

*Name of Applicant or Partner of a Joint Venture*

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

<b>Banker</b>	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Telex

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

Financial information in Pak Rs. or equivalent	Actual: previous five year					Projected: next two years	
	1	2	3	4	5	6	7
	1. Total assets						
2. Current assets							
3. Total liabilities							
4. Current liabilities							



5. Profits before taxes							
6. Profits after taxes							

*Specific proposed sources of financing to meet the cash flow of the Project, net of current commitments (Instructions to Applicants, para 3.2.5).*

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

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

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



## Litigation History

Name of Applicant or Partner of a Joint Venture

*Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para 3.2.6). A separate sheet should be used for each partner of joint venture.*

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Pak Rs. or equivalent)

D pec-standards guidelines for Prequalification of Constructors