



**WATER AND SANITATION AGENCY**  
**FAISALABAD**

**EXPRESSION OF INTEREST**

**HIRING OF CONSULTANCY FIRM FOR  
ANDROID BASED CONSUMER SURVEY  
OF WASA**

## **DISCLAIMER**

The Water and Sanitation Agency Faisalabad, Faisalabad Development Authority (The WASA Faisalabad) has prepared this Expression of Interest (EOI) Document to provide information regarding the relevant procurement of “Hiring of Consultancy Firm for the Consumer Survey of WASA Faisalabad”. Maximum efforts have been made to incorporate available information relevant to the assignment but however; this EOI Document does not claim to contain all the information related to this assignment. The WASA Faisalabad does not make any representations or warranties, express or implied as to the adequacy, accuracy, completeness or reasonability of the information contained in this EOI Document. No decision should be based solely on the basis of the information provided in this EOI Document. The WASA Faisalabad has no liability for any statements, opinions, information provided in this memorandum. The WASA Faisalabad shall have no liability for any statements, opinions, information or matters (expressed or implied) arising out of, contained in or derived from, or for any omission in, this EOI Document. Furthermore, the WASA Faisalabad will not be liable for any written or oral communication transmitted to third parties in relation to this EOI Document.

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## 1. INTRODUCTION

The Water and Sanitation Agency Faisalabad, Faisalabad Development Authority (hereinafter referred to as "WASA Faisalabad") has advertised the Expression of Interest (EOI) for the "Hiring of Consultancy Firm for Android Based Consumer Survey" to invite application from prospective bidders (herein after referred to as "Applicant") to conduct the detailed Android Based Consumer Survey all the consumers (domestic, commercial, industrial, housing societies and other) in the controlled/service area of WASA Faisalabad\_ (herein after referred to as "Assignment") under the technical oversight of M/s Urban Sector Planning and Management Service Unit (herein after referred to as "Technical Advisor"). The underlying EOI Document is in accordance with Punjab Procurement Rules 2014. The short-listed applicants will only be issued the "Request for Proposal" regarding this assignment. The draft Terms of Reference of the assignment are attached as *Annex I* for the understanding of the assignment by the Applicant and the final Terms of Reference will be provided in the "Request for Proposal"

## 2. RATIONALE

WASA Faisalabad\_ is operating in the area with around (249000) registered consumers. The Water Tariff has not be revised since lone time despite major increases in salaries and power costs. Presently, the operating costs of WASA cannot be recovered through WSS revenues due to (i) low tariff unable to recover even operating costs (without accounting for depreciation or considering the replacement cost); (ii) non-revision of tariff for a long time; (iii) billing not based on actual water consumption; (iv) high non-revenue water due to illegal connections; (v) poor billing and collection system and practice; (vi) apparent losses like illegal connections and charging lower tariff to the consumer

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### **3. KEY OBJECTIVES**

The major objectives of the assignment is to:

- a) Conduct a comprehensive consumer survey to detect illegal connections and check whether correct tariff is being applied to consumers to enhance Own Source Revenue.
- b) Plan, coordinate and organize all related activities of consumer survey to ensure timely completion of the assignment.
- c) Verification and updation of consumer survey data already done.
- d) Ensure quality of data (both already surveyed area and new surveyed area) so that WASA Faisalabad can generate bill.

### **4. APPLICANT**

A Prospective Bidder may be a single entity or may take the form of a consortium comprise of companies, firms, corporate bodies or other legal entities.

- 4.1 Applicants shall not have a conflict of interest. Applicants may be considered to have a conflict of interest if he has direct or Indirect relation of the competing organization with any officer, member of a committee involved in this transaction, who may influence the process or disclose the information relating to this process shall be considered a conflict of interest and it is responsibility of the bidding firm, including its consortium partners, to inform the employer about this relationship.
- 4.2 Applicants have an obligation to disclose any situation of actual or potential conflict that impact their capacity to serve the best interest of the Employer, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to rejection of the Application, Bid, or eventual termination of the Contract
- 4.3 An Applicant shall submit only one application in the same Prequalification process, either individually as an Applicant or as a partner of a consortium. No Applicant can be a subcontractor while submitting an application individually or as a partner of a consortium in the same Prequalification process. 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.

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Sign & Stamp of Applicant

- 4.4 Eligible Bidders may be a single company or a group of maximum 4 companies (hereinafter referred to as Consortium), coming together to sign the agreement. The term Bidder used hereinafter would therefore apply to a single entity and/or a Consortium or joint venture.
- 4.5 The application should contain the information required for each member of the Consortium;
- 4.6 Members of the Consortium shall nominate one member as the Lead Member. The nomination shall be supported by a Power of Attorney as per the format enclosed at Annex-10;
- 4.7 Members of the Consortium shall enter into a Memorandum of Understanding (MOU) as per the format enclosed at Annex-11 and duly notarized for the purpose of making the Qualification Application and submitting a Proposal. The MOU shall, inter alia:
- 4.8 In case of Consortium Clearly outline the proposed roles and responsibilities of each member at all stages on form Annex-12.
- 4.9 Notwithstanding anything stated elsewhere in this document, the employer shall have the right to seek updated information from the Bidder to ensure their continued eligibility. Bidder(s) shall provide evidence of their continued eligibility in a manner that is satisfactory to the WASA Faisalabad.
- 4.10 Applicant may be disqualified if it is determined by the Employer, at any stage of the process, that the Bidder will be unable to fulfil the requirements of the Project or fails to continue to satisfy the Eligibility Criteria. Supplementary information or documentations may be sought from Bidders at any time and must so be provided within a reasonable time frame as stipulated by the WASA-F.
- An applicant which has been barred or disqualified either by any Government or department/agencies would not be eligible to submit an Application, either individually or as member of a Consortium. Bidder to submit an affidavit to this effect
- 4.11 After short-listing, any change in the composition of the Consortium (except lead member) will be subject to approval from the WASA Faisalabad.

## **5. SHORTLISTING CRITERIA**

The short-listing criteria for the evaluation of applicants are based on the company / consortium's experience, technical ability and financial capability. Details of shortlisting criteria is attached as *Annex 3*.

## **6. INELIGIBILITY OF A PROSPECTIVE BIDDER**

If the Applicant or a Consortium member has been barred from participating in any project by the Federal , Provincial or local government or government instrumentality in Pakistan or in any other jurisdiction to which the Applicant or a Consortium member belongs or in which the Applicant or a Consortium member conducts its business, whereas the bar subsists as on the EOI Application Submission Deadline, such entity shall not be eligible to submit Application for EOI, either individually or as a Consortium member.

## **7. PREPARATION COSTS**

The Applicant shall bear all costs associated with the preparation and submission of this EOI Application, all costs and expenses related to the Applicant's preparation of responses to questions or requests for clarification.

## **8. LANGUAGE**

The EOI Application and all related correspondence and documents must be written in English. Supporting documents and printed literature furnished by Applicant with the EOI Application may be in any other language provided that they are accompanied by appropriate translations of the submitted documents in English and being duly certified. Supporting materials, which are not translated into English, will not be considered for shortlisting purpose.

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Sign & Stamp of Applicant

## 9. CLARIFICATIONS

The Applicant requiring any clarification on the EOI document, may send a request for clarification to WASA Faisalabad\_ at the address given below on or before seven (07) working days of application submission date:

**Deputy Managing Director (Engg)**

Water and Sanitation Agency,

Main Office Jail Road Faisalabad.

Phone # 041-9210058

The copies of the response, including an explanation of the query but no identification of its source (the "Response to Questions Document"), will be sent on or before four (04) working days of application submission date to all Applicant who has obtained the EOI Document and will form part of the EOI Document. If similar or repeated queries are made by Applicant, those queries may be listed as one query and responded once.

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## 10. PROPOSED TIMELINE FOR SHORTLISTING

The proposed timeline of assignment is as follows:

Activity	Proposed Timeline
Advertisement of EOI	(29-01-2016)
Clarification Requests Submission Deadline	(13-02-2016)
Communication of Response to Questions Clarification	(16-02-2016)
EOI Applications Submission Deadline	(20-02-2016)
Evaluation and Announcement of Shortlisted Applicant	12 working days

## 11. SUBMISSION OF EOI APPLICATION

### a) Format and Signing of the EOI Application

- i. Each Applicant shall prepare and submit one (1) printed original, two (2) printed copies and (1) electronic copy (on DVD, CD or USB drive) of its EOI Application, clearly marking each one as "Original", "Copy No. 1", "Copy No. 2", etc., as appropriate. In the event of any discrepancy between the copies and the original, the original shall govern.
- ii. The original and all printed copies of the EOI application shall be typed or written in indelible ink. The person or persons duly authorized shall sign the EOI application by:
  - a. Signing the original EOI Application; and
  - b. Initialing all the pages of the EOI document.
- iii. The relevant EOI application shall contain no alterations, omissions or additions, unless such corrections are signed by the person or persons duly authorized.
- iv. The information to be provided within the DVD/CD/USB shall contain non-compressed and un-protected files in printable formats. Furthermore, the DVD/CD/USB must be free from virus.

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Sign & Stamp of Applicant

## **b) Sealing and Marking of EOI Applications**

- i. The Applicant shall seal the original EOI Application and each copy in separate envelopes, each containing the documents specified in the EOI application. The envelope bearing original documents shall mark "EOI Application - Original" on the front. Likewise, the copies submitted must mark "EOI Application - Copies" (all duly marked as required herein). All the copies and original EOI Application sealed individually should be submitted to the WASA Faisalabad\_ enclosed in a single envelop bearing the words "HIRING OF CONSULTANCY FIRM FOR ANDROID BASED CONSUMER SURVEY".
- ii. The inner envelope shall each indicate the name and address of the Applicant (in case of a Consortium, the name and address of the Lead Member) to enable the relevant EOI Application to be returned unopened if it is declared "late".
- iii. The DVD/CD/USB requested shall be submitted with the printed EOI Application as provided in Annex 1 (Data Sheet). For the avoidance of doubt, it is expressly specified that the Prospective Bidders shall not be allowed to submit their EOI Applications by e-mail or fax.

## **c) Application Submission Date and Time**

EOI applications should be submitted via post or in person on or before (20-02-2016 11:30AM) at the office of the undersigned in the manner and form as detailed in this EOI document. The applications submitted electronically will not be considered for evaluation and short listing. However, WASA Faisalabad\_ reserves the right to extend the EOI application submission Date and Time, at any time prior to opening of EOI applications.

## **12.EVALUATION OF EOI APPLICATIONS**

The WASA Faisalabad\_ will open the applications for the shortlisting as per Punjab Procurement Rules 2014 and will subsequently examine and evaluate EOI Applications in accordance with the criteria mentioned in *Annex 3*.

## **13.ANNOUNCEMENT OF SHORTLISTED APPLICANT**

After the evaluation of EOI Applications, The WASA Faisalabad\_ will notify a list of "Shortlisted Applicants" Bidders who meet the evaluation criteria.

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#### **14. INVITATION TO BID**

Promptly after the notification of the results of the prequalification the Employer shall invite bids from all the Applicants that have been prequalified.

Bidders may be required to provide a Bid Security in the form and an amount to be specified in the Bidding Documents, and the successful Bidder shall be required to provide a Performance Security to be specified in the Bidding Documents.

#### **15. CHANGES IN PERSONNEL OR QUALIFICATIONS OF APPLICANTS**

Any change in the structure, formation, personnel or qualifications of an Applicant after being prequalified shall be subject to a written approval of the Employer prior to the deadline for submission of bids. Such approval shall be denied if as a consequence of the change the Applicant no longer substantially meets the qualification criteria set forth in annex-3, or if in the opinion of the Employer, a substantial reduction in competition may result. Any such changes shall be submitted to the Employer not later than 14 days after the date of the Invitation for Bids

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Sign & Stamp of Applicant

# ANNEXES

## **DRAFT TERMS OF REFERENCES**

*(Final Terms of Reference will be given in the RFP Document)*

The Applicant will be responsible to undertake all necessary activities for the successful completion of the assignment and to obtain the above stated objectives. The necessary details are given below:

### **a) Task 1: Survey Tools and Methodology**

- i. The applicant will hold meetings with the officials of WASA Faisalabad\_ and technical advisor to develop survey tools and methodology along with work breakdown structure, work schedule, proposed town-wise team deployed plan, logistics plan, and public awareness plan as per the requirements of the WASA Faisalabad\_.
- ii. The applicant will also prepare a first draft “Consumer Survey Form” based on the:
  - a. Attributes of Tariff Notification of WASA Faisalabad.
  - b. Attributes provided by the WASA Faisalabad.
- iii. The consumer survey form shall have all the attributes for the calculation of water and sewerage bills of all types of consumers of the WASA Faisalabad\_ as per tariff notification.
- iv. The consumer survey form will be submitted to the WASA Faisalabad for approval. Based on the approved consumer survey form the WASA Faisalabad will develop an “Android Based Consume Survey Form” for Pilot Survey.

### **b) Task 2: Public Awareness Campaign:**

- i. The applicant shall develop a comprehensive public awareness plan for the citizens of Faisalabad\_ suitable for detailed consumer survey including, but not limited to, the following:
  - a. Detailed plan to carry out “Public Awareness Campaign” with details of places for the placement of communication material for the assignment including streamer and banners and complete schedule for the radio announcement and cable TV ticker advertisement of the assignment for the period of the assignment.

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- viii. The WASA Faisalabad will provide the soft copies of survey sheets of Pilot area for printing purpose to the applicant.
- ix. The applicant will make all arrangement for one day training of the all field and office staff hired for consumer survey and the WASA Faisalabad will provide the trainers for the training.
- x. The Pilot survey will be conducted for two weeks and it is the responsibility of the applicant to uphold highest ethical behavior in the assignment
- xi. The results of pilot survey will be analyzed by the WASA Faisalabad keeping in mind the overall objective of the assignment
- xii. The WASA Faisalabad\_ will ensure that the consumer survey form developed by the applicant is complete in all respects and if any addition/deletion is required, the applicant will be asked to re-submit the amended consumer survey form with missing/deleted attributes.
- xiii. Verification of data of already surveyed area. Ensure quality of data (both already surveyed area and new surveyed area) so that WASA Faisalabad can generate bill.

**d) Task 4: Complete Consumer Survey**

- i. The consumer survey form will be finalized after the Pilot Survey for the development of amended android based consumer survey form (if any).
- ii. The WASA Faisalabad\_ will instruct the applicant to conduct full survey to complete the assignment.
- iii. The applicant will make all arrangement for two (02) day training of the all field and office staff hired for consumer survey and the WASA Faisalabad will provide the trainers for the training. The WASA Faisalabad will provide the soft copies of all the survey sheet to applicant for printing purpose.
- iv. The applicant shall be responsible for the arrangement of android based handset to carry out assignment which is compatible with the android based consumer survey form.
- v. The survey will be conducted by joint teams comprising of surveyors of consultancy firm and relevant officials of WASA Faisalabad to ensure that the illegal connections are detected on the spot and database of WASA Faisalabad is also updated.

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Sign & Stamp of Applicant

- vi. The applicant will provide complete database of field staff with their IMEI numbers for the monitoring purpose.
- vii. After successful training, the applicant will engage all the field and office staff on the assignment.
- viii. The monitoring officers and GIS officers will be placed in the office of the WASA Faisalabad\_ and will work under the direct supervision of WASA Faisalabad.
- ix. It is the responsibility of the applicant to uphold highest ethical behavior during the assignment.
- x. The approved brochures will be printed by the applicant and provided to the field staff for circulation during survey.
- xi. The applicant will liaison and coordinate with all the stakeholders of this assignment.
- xii. Verification of data of already surveyed area. Ensure quality of data (both already surveyed area and new surveyed area) so that WASA Faisalabad can generate bill .

**Note. Contract will also responsible to verify / validate the existing survey data that was already conducted by WASA / Urban Unit.**

**To**

**Deputy Managing Director (Eng.)**

Water and Sanitation Agency,

Main Office Jail Road,

Phone 041-9210058

**Subject: HIRING OF CONSULTANCY FIRM FOR ANDROID BASED  
CONSUMER SURVEY FOR WASA FAISALABAD**

**Dear Sir,**

Being duly authorized to represent and act on behalf of \_\_\_\_\_, and having reviewed and fully understood all of the terms and condition set forth in the EOI document and attached annexes.

We hereby express our interest and apply for the shortlisting of the “Hiring of Consultancy Firm” for WASA Faisalabad.

**Authorized Signature:** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Applicant's Official Seal:** \_\_\_\_\_

\_\_\_\_\_  
Sign & Stamp of Applicant

## EVALUATION CRITERIA

### 1- Mandatory Checklist

The applicant shall meet the following mandatory requirement in order to be considered for the evaluation purpose, failing to meet the below mentioned mandatory requirement will lead to dis-qualification and that applicant will not be considered for evaluation purpose:

Sr.No	Check List	Status		Document Provided	
		Yes	No	Yes	No
1	Registration with Taxation Authorities				
2	Non-Black Listing Certificate				
3	Registration status of applicant (Company, Partnership Firm, Sole Proprietor ship, NGO etc.)				

### 2- Evaluation Criteria

All applicants fulfilling the mandatory requirement will be eligible for evaluation purpose. The applicant will be shortlisted on the basis of the following criteria mentioned in the table below.

Sr No	Criteria	Requirement	Marks
1	Relevant Experience	Two (02) similar* assignment will be provided by the applicant of at least Rs 10 Million each. <i>* Similar nature means designing, planning conducting, management and reporting of surveys having financial cost of Rs. 10 Million per project. In case of financial cost of similar project is less than Rs. 20 Million, in that case the evaluation will be pro-rata reduction in score.</i>	<b>400 Marks</b> (200 Marks each for similar assignment)
2	Management*	Resume of proposed staff of the assignment: a) Project Manager (1 No) b) Surveyor Manager (2 No)	<b>350 Mark</b> 150 Marks (Project Manager) 100 Marks (each for Surveyor Manager)
3	Financial Capacity	Average Annual Turnover for last three (03) year: Above 20 Million 20 to 15 Million 15 to 10 Million 10 to 05 Million	250 Marks 150 Marks 100 Marks 50 Marks
<b>Total Marks</b>			<b>1000 Marks</b>

(Note: The minimum points required to be shortlisted is 650).

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*\*The Management evaluation criteria is further detailed as under:*

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

<b>Personal Requirement</b>	<b>No</b>	<b>Academic Education</b>	<b>Relevant Experience</b>	<b>Total Marks</b>
Project Manager Master's Degree with 10 years relevant experience	1	20%	80%	150
Survey Manager Master's Degree with 7 years relevant experience	2	20%	80%	200 (100 each)
<b>Sub-Total</b>				<b>350</b>

#### **ACADEMIC EDUCATION**

Credit Marks shall be granted on the basis of the following criteria for the Qualifications of 3 Key staff members of Consultant.

<b>Sr. No.</b>	<b>Qualification</b>	<b>Marks</b>
1.	16 years education from reputable educational institution.	75%
2.	18 years education from reputable educational institution	15%
3.	Project Management Certificate (PMP)	10%

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Sign & Stamp of Applicant

## LIST OF SUPPORTING DOCUMENT

The following documents shall be provided as evidence in addition to any other document requested for the shortlisting purpose:

Sr No	Details of Document	Document Submitted	
		Yes	No
1	Company Profile		
2	NTN Registration Certificate		
3	Three (03) year Audited Financial Statement		
4	Non-Blacklisting Certificate		
5	Contract/Assignment Completion Certificates from Client		
6	All Annexes of EOI document		

**Authorized Signature:** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Applicant's Official Seal:** \_\_\_\_\_

\_\_\_\_\_  
Sign & Stamp of Applicant

## SIMILAR ASSIGNMENT

*[Using the format below, provide information on each assignment for which you, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major members within an consortium, for carrying out project similar to the ones requested under this Assignment. Please provide Client’s certification and/or evidence of the contract agreement.]*

Project name:	Value of the project (in current PKR):
Country: Location within country:	Duration of project (months):
Name of Client:	Total No. of staff-months (by your company) on the project:
Start date (month/year):  Completion date (month/year):	In case of contractor or subcontractor: Value of part of the project provided by Bidder or subcontractor (in current PKR):
Name of associated members, if any:	No. of professional staff-months provided by associated members:
Name of senior professional staff of your company involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

**Note:**

1. Only the eligible projects that satisfy technical criteria shall be included.
2. All the Financial numbers are to be given in PKR

(Signature of Authorized Signatory)  
Bidder seal & stamp

\_\_\_\_\_  
Sign & Stamp of Applicant

## **BASIC INFORMATION OF APPLICANT**

### **Prospective Applicant**

- (a) Name:
- (b) Country of Incorporation:
- (c) Address of the corporate headquarters and its branch office (s), Pakistan:
- (d) Date of incorporation and / or commencement of business:
- (e) Type (corporation, partnership, etc):
- (f) Telephone No:
- (g) Cell No:
- (h) Fax:
- (i) Email:

### **Consortium Member's Information**

- (a) Name:
- (b) Designation:
- (c) Bidder's Company:
- (d) Address:
- (e) Telephone No:
- (f) Cell No
- (g) Fax No:
- (h) E-mail Address:
- (i) Primary area of business

### **Details of individual (s) who will serve as the point of contact / communication for the Bidder's company:**

- (a) Name:
- (b) Designation:
- (c) Address:
- (d) Telephone No.
- (e) E-mail address:
- (f) Fax No.

## FINANCIAL CAPACITY

### Turnover (Last 03 years)

Financial Year End (insert the date and year)

### Prospective Bidder

(or if the Prospective Bidder is a Consortium, the relevant Consortium Member)

(Rs in Million)

Year (Enter the Financial Year)	Annual Turnover
1	
2	
3	
<b>Total</b>	
<b>Average</b>	

**Authorized Signature:** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Applicant's Official Seal:** \_\_\_\_\_

\_\_\_\_\_  
Sign & Stamp of Applicant

**Non Blacklisting Certificate**  
*(On Stamp Paper)*

- We, [**Name and Address of the Applicant**], do hereby declare on solemn affirmation that:
  - I. We have not been black listed from any Government Department / Agency
  - II. We acknowledge that we have read, understood and accepted the EOI Document along with all terms and conditions specified above in the EOI document
  - III. We understand that the WASA Faisalabad shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the EOI, from any or all the Applicant(s)

Dated \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**APPLICANT**

Signature: \_\_\_\_\_  
CNIC # \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_

**WITNESSES**

Signature	_____	Signature	_____
CNIC #	_____	CNIC #	_____
Name	_____	Name	_____
Designation	_____	Designation	_____
Address	_____	Address	_____

\_\_\_\_\_  
Sign & Stamp of Applicant

## FORMAT OF SHORT CV OF PROJECT/SURVEY MANAGER

1. Name :
2. Profession/Expertise :
3. Date of Birth :
4. Years with the Firm :
5. Nature of experience in this firm and others :
6. Membership of Professional Societies :
6. Education :
8. Other Training :
9. Knowledge of Languages :
10. Key Qualifications (Maximum  $\frac{3}{4}$  of a page) :

## FORMAT FOR POWER OF ATTORNEY FOR SIGNING PROPOSAL

(On a Stamp Paper, value of PKR. 100)

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Title of assignment: *[insert title]*

### POWER OF ATTORNEY

Know all men by these presents, we \_\_\_\_\_ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. \_\_\_\_\_ (name and address of residence) who is presently employed with us and holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our application for the *[insert name of project, including signing and submission of all documents and providing information/ responses to WASA-F, representing us in all matters before WASA-F, and generally dealing with WASA-F in all matters in connection with our proposal for the said project.*

We hereby agree to ratify all such acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all such acts, deeds and things awfully done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For -----

(Signature)

(Name, Title and Address)

Accepted

\_\_\_\_\_  
(Signature)  
(Name, Title and Address of the Attorney)

**Bidder seal & stamp**

\_\_\_\_\_  
Sign & Stamp of Applicant

**FORMAT FOR POWER OF ATTORNEY FOR LEAD MEMBER OF CONSORTIUM**

*(On a Stamp Paper of appropriate value)*

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Title of assignment: *[insert title]*

Page *[insert page number]* of *[insert total number]* pages

**POWER OF ATTORNEY**

Whereas, the WASA-F has invited applications for qualification from interested Bidders for the *[insert name of project]*.

Whereas, the members of the Consortium are interested in competing for the Project in accordance with the terms and conditions of the pre-qualification document and other connected documents in respect of the Project, and

Whereas, it is necessary under the pre-qualification document for the members of the Consortium to nominate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all such acts, deeds and things as may be necessary in connection with or incidental to the Consortium's proposal for the Project .

**NOW THIS POWER OF ATTORNEY WITNESSETH THAT:**

We, M/s. \_\_\_\_\_, and M/s. \_\_\_\_\_ (the respective names and addresses of the registered office) do hereby constitute, appoint and authorize M/s. \_\_\_\_\_ as the Lead Member of the Consortium and as our attorney, to do on behalf of the Consortium, all or any of such acts, deeds or things as may be necessary in connection with or incidental to the Consortium's proposal for the Project, including submission of application/ proposal, participating in conferences, responding to queries, submission of information/ documents and generally to represent the Consortium in all its dealings with WASA-F or any other Government Agency or any person, in connection with the Project until culmination of the process of selection and thereafter till the Contract Agreement is entered into with the WASA-F.

We hereby agree to ratify all such acts, deeds and things lawfully done by Lead Member as our said attorney pursuant to this Power of Attorney and that all acts deeds and things lawfully done by our aforesaid attorney shall and shall always be deemed to have been done by us/Consortium.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 2015\_.

(Executants)

(To be executed by all the members of the Consortium)

**Bidder seal & stamp**

**Note:**

- 1. 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 executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- 2. The executants(s) should submit for verification the extract of the charter documents and documents such as Board Resolution and Power of Attorney in favor of the person executing this Power of Attorney in favor of the Lead Member.*

\_\_\_\_\_  
Sign & Stamp of Applicant

**FORMAT FOR MEMORANDUM OF UNDERSTANDING (MOU)***(On Non – judicial stamp paper of appropriate value duly attested by notary public)*Applicant's Legal Name: *[insert full name]*Date: *[insert day, month, year]*Title of assignment: *[insert title]*Page *[insert page number]* of *[insert total number]* pages

This Memorandum of Understanding (MOU) entered into this \_\_\_\_ day of \_\_\_\_\_ 2016 at \_\_\_\_\_ Between \_\_\_\_\_ (hereinafter referred as" \_\_\_\_\_ ") and having office at \_\_\_\_\_, Pakistan. Party of the First Part  
And

\_\_\_\_\_ (hereinafter referred as" \_\_\_\_\_ ") and having office at \_\_\_\_\_, Pakistan Party of the Second Part. The member is individually referred to as Party and collectively as Parties.

WHEREAS the WASA-F has invited Request for Qualification (RFQ) from entities interested in *[insert name of Project]*.

AND WHEREAS the Parties have had discussions for formation of a Consortium for competing for the said project and have reached an understanding on the following points with respect to the Parties' rights and obligations towards each other and their working relationship.

IT IS HEREBY AS MUTUAL UNDERSTANDING OF THE PARTIES AGREED AND DECLARED AS FOLLOWS:

1. The parties undertake that there shall be no changes in respect of the lead member in case of a consortium till the execution of the contract agreement.
2. That the Parties shall carry out all responsibilities which will be specified in terms of the Contract Agreement.
3. That the roles and the responsibilities of each Party at each stage of the section shall be as follows:

Name of the Member	Type of Member	Roles and Responsibilities

4. That the Parties shall be jointly and severally liable for the execution of the Project in accordance with the terms of the Contract agreement to be executed on award of the Project.
5. That the Parties affirm that they shall execute the Project in good faith and shall take all necessary steps to see the Project through expeditiously. They shall not negotiate with any other party for this Project.
6. That this MOU shall be governed in accordance with the laws of Pakistan and courts in Punjab shall have exclusive jurisdiction to adjudicate disputes arising from the terms herein.

In witness whereof the Parties affirm that the information provided is accurate and true and have caused this MOU to be duly executed on the date and year above mentioned.

**Witness:**

1. First Party
2. Second Party

**Bidder seal & stamp**


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 Sign & Stamp of Applicant