



PRE-QUALIFICATION DOCUMENT OF CONSULTANTS

**Consultancy Services for the Detail Design, Construction and
Supervision of the WSSP Head Office Building, Peshawar**

ADP# 2055 (170434) (2021-22)

Ref # :WSSP/Proj/40-11/2021

Water and Sanitation Service Peshawar

**Government Complex, Plot No 33, Street 13, Sector E-8, Phase-VII,
Hayatabad, Peshawar. Phone: 091-5890560.**

CONTENTS

1. INTRODUCTION	1
2. DESCRIPTION OF PROPOSED BUILDINGS	1
3. SCOPE OF SERVICES	2
4. FRAUD AND CORRUPTION:	2
5. ELIGIBLE BIDDERS	3
a. Eligibility Criteria	3
b. Qualification Criteria:	3
c. Personnel Capabilities:	8
7. EVALUATION CRITERIA	9
8. LETTER OF APPLICATION	9
9. PREQUALIFICATION DOCUMENT	9
a. Clarification of Pre-Qualification Document	9
b. Amendment of Prequalification Document.....	10
c. Cost of Applications.....	10
d. Language of Application.....	10
e. Submission of Application Form	10
f. Signing of Application & Number of Copies	10
g. Pre-proposal Meeting.....	10
h. Deadline of Submission of Application	10
i. Opening of Application.....	11
j. Right of Waiver.....	11
10. EMPLOYER'S RIGHT	11
11. JOINT VENTURES / ASSOCIATIONS	11
a. Lead Partner	11
b. Member Limitation	11
c. Joint and Several Liability.....	11
d. Essential Requirements for JV	11
e. Joint Venture / Association Agreement.....	12
f. Dissolution of Joint Venture / Association	12
12. INSTRUCTIONS TO APPLICANTS	12
a. Submission& Opening of Pre-qualification Application.....	12
b. Late Submission of Pre-Qualification Applications:.....	12
c. Lack of Information	13
d. Material Changes	13
13. EMPLOYER'S NOTIFICATION AND BIDDING PROCESS	13
a. Conditional Pre-qualification	13
b. Changes after Pre-qualification.....	13
c. Employer's Right	13
d. General information	13
Letter of Application.....	14
PRE-QUALIFICATION.....	17

Disclaimer

Though adequate care has been taken while preparing this document and information provided therein, but it is advised that the bidder must satisfy himself for the corrections and sufficiency of the Data. Information on any discrepancy should be intimated to this office immediately. If no information is received from any of the bidders within the time of submission date, it shall be presumed that this document is correct and complete in all respects. If considered necessary in the interest of work / public, Water & Sanitation Services Peshawar (WSSP) reserves the rights to modify, amend or supplement this document.

1. INTRODUCTION

Water and Sanitation Services Peshawar (WSSP) is an urban utility company in Peshawar established in 2014 as a public company, incorporated with the securities and exchange commission of Pakistan (SECP), under section 42 of the companies Ordinance, 1984. Its objective is to improve service delivery in the three sectors of utility services viz. (1) water supply; (2) sewerage/drainage and (3) solid waste management. Based on its exemplary performance, provincial cabinet of Khyber Pukhtunkhwa (KP) in its 61st meeting has approved the expansion of WSSP services to 65 urban Union Councils of Peshawar.

WSSP is the first of its kind water and sanitation company in Pakistan with integrated approach for delivery of water, sanitation, and solid waste management services in the urban area under a corporate structure. With its head office located in Hayatabad, Peshawar, WSSP has four Zonal offices appropriately located to be conveniently accessible to the public.

Currently, the head office of WSSP is located at Hayatabad, Peshawar in a rented space. With expansion in its service area and increasing requirements and responsibilities, WSSP plans to construct its own head office building at Phase 5 of Hayatabad. The allocation for office building was kept in the initial PC-I of WSSP but due to non-availability of land and other resources, the proposal could not mature.

WSSP has now acquired the possession of land equal to 40 Marlas. The land is situated at Plot No.25, Sector B-1, Phase-5, Hayatabad, Peshawar. WSSP plans to hire a consultant for design, construction and supervision of state of the art, multi-story, energy efficient and sustainable building to act as head office for its present and future needs.

The site is a rectangular flat corner plot serviced by 50 feet wide road on two sides. Currently the plot has an abandoned structure (Basement, Ground Floor, First Floor) of approximately 10,200 sq.ft. covered area which is to be demolished. The consultant will provide the demolition plan of the existing structure and provide consulting services for the new office building envisaged to have approximately 46,000 Sq ft of covered area. This invitation to prequalification intends to shortlist the consultant firms/JV with background experience in planning, concept design, detailed design, construction, and supervision of multistory modern office building. The qualified shortlisted Firms/JVs shall be eligible to participate in bidding process for design and construction supervision of Civil, Electrical and Mechanical Works and testing & commissioning of above-mentioned structure/facilities. The firm will certify quality of work and payments for the Work Contract(s).

2. DESCRIPTION OF PROPOSED BUILDINGS

Sr. No.	Buildings	Tentative Covered Area
1	Head office, Water and Sanitation Services Peshawar (WSSP)	45,700 Sq ft

The above associated buildings should be graceful & modern, elegant yet simple and not lavish, with green and sustainable design. It is desired to achieve a Silver LEED Certification.

The above buildings are planned to be designed & constructed using modular/phase wise construction approach.

3. SCOPE OF SERVICES

The Consultant shall provide professional and technical personnel necessary for the proper execution of the services as requested in the scope of services. The Consultant's team shall liaise and coordinate with all concerned Authorities and shall be familiar with all provincial and federal government laws and regulations.

The Scope of Services is to be performed and successfully completed by the Consultant to the full satisfaction of the client and in accordance with the Contract.

4. FRAUD AND CORRUPTION:

The Employer requires that Applicant(s)/Consultant(s) /JV/Association under this Prequalification process, observe the highest standard of ethics during this prequalification and further processing.

1. In pursuit of this policy, the Employer: Defines, for the purposes of this provision, the terms set forth below as follows:
 - 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;
 - 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 Applicant's, 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;
2. 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
3. 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.

5. ELIGIBLE BIDDERS

a. Eligibility Criteria

The applicants (Consultants/ JV/ Association) fulfilling the following basic eligibility criteria shall only be considered for further evaluation (relevant documents to be attached):

- i. Valid Registration with PEC/PCATP in relevant fields of specialization.
- ii. Valid legal entity of the firm e.g. Certificate of registration from SECP or registrar of firms.
- iii. Certificate of registration with Income Tax, Sales Tax under Khyber Pakhtunkhwa Revenue Authority. Foreign firms must attach similar certificate from 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”. **PQ Form # 9**
- vi. Provide separate undertaking that the information supplied by the firm is correct as per **PQ Form # 10**.

Note: In case of joint venture, all the members must meet in full the aforementioned Basic Eligibility criteria. Foreign applicants must form a JV with local firms as required under the PEC bye laws as per **PQ Form # 3**. In case of foreign firms, registration with PEC will not be mandatory at the time of Prequalification. However, they will have to produce license in relevant fields from PEC prior to award of contract.

b. Qualification Criteria:

1. Pre-qualification will be based on applicant’s meeting the following qualification criteria regarding their corporate profile, financial capability, firm’s experience and quality of its personnel expertise and other relevant information as demonstrated by the applicant’s response in the Pre-Qualification Forms attached to the Letter of Application.

In general:

An Applicant may be a private, public, government or proprietorship owned legal entity, or any combination of them in the form of Joint Ventures (JV), association(s), with the formal agreement.

2. In the case of a JV/ Association, additional requirement shall be as follow:
 - i. All parties shall be jointly and severally liable, and
 - ii. There will be no limitation on number of firms in a JV/ association.

3. The eligibility criteria listed in this document shall apply to all the Applicants, including the parties constituting the Applicant, i.e., its proposed members/partners, associates, JV partner(s) or suppliers for any part of the Contract including related services in the Scope of Work.

4. An Applicant shall submit only one application in the same Pre- qualification process, either individually as an Applicant or as a member of a Firm / Joint venture / Association. No Applicant can be a sub-consultant while submitting an application individually or as member of a joint venture or member of association in the same Prequalification process.
5. 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.
6. Pre-qualification evaluation criteria as mentioned in below table is applicable for Applicants:

S. No	Category	Weightage/ Marks
1	Company Establishment/ Financial capability	10
2	Experience of the firm/JV	45
3	Personnel Capabilities	45
	Total	100

7. Marks shall be given if the questionnaires are filled by the Applicant as per instructions given in the forms at the end of the document.
8. The minimum aggregate qualifying marks shall be 70 %

Criteria, sub-criteria and scoring system for the evaluation of prequalification shall be:

a. Company Establishment/ Financial capability

The applicant shall submit company profile in the form of printed booklet or provide the information on applicant's letterhead duly signed by authorized signatory. No marks shall be given if information is not provided in the above stated requisite format.

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

S. No	Category	Marks Assigned	Criteria for Marks
1	Establishment of Firm	5	
i	Under 3 Years		0 Marks
ii	From 3 to 5 Years		3 Marks
iii	From 6 to 10 Years		4 Marks
iv	Above ten Years		5 Marks
2	Financial capability	5	
i	Average Annual turnover for the last three years commencing from 1 st July and ending on 30th June for each year. (In case of Joint Venture the above information is required for Lead Partner only)		<ul style="list-style-type: none"> • Full marks if average annual turnover of last three years is PKR 75 million or above. • For average annual turnover of less than PKR 75 million, marks shall be awarded as per following formula: $A / 75 \times 5$ 'A' is average annual turnover • No marks if average annual turnover is less than PKR 35 million.
	Sub-Category 'A' Total	10	

b. Experience of the Firm/JV:

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

S.No	Description	Marks Assigned	Criteria for Marks Obtained
a)	<p>Projects of *similar nature of minimum value PKR. one (1) Billion (or of equivalent US \$ value on the submission date of prequalification application) or more Completed in last ten (10) years.</p> <p>*Similar nature projects include planning, design & Office construction supervision of multistorey residential/ office buildings or mixed-use commercial buildings including Mechanical, Electrical & Plumbing works. Applicant should clearly state all these services provided in the completed projects. Absence of any of these services would NOT constitute services for “similar nature” of the project.</p>	20	<ul style="list-style-type: none"> • Full marks shall be given if the Lead Firm has completed at least Two (2) projects. • Ten marks shall be given if the Lead firm has completed one project. • Ten marks shall be given if JV Partner has completed one or more projects (in Lead Role). • No marks shall be given if the Lead Firm or the JV Partner has not executed any project. <p><u>For Completed Projects Completion Certificate OR Contract Agreement of respective project is mandatory. No marks shall be awarded if Completion Certificate or Contract Agreement of respective project is Not attached.</u></p>

<p>b)</p>	<p>Projects of *similar nature of minimum value PKR. one (1) Billion each (or of equivalent US \$ value on the submission date of prequalification application) or more in-hand.</p> <p>*Similar nature projects include <u>planning, design & resident construction supervision</u> of multistorey residential/ office buildings or mixed-use commercial buildings including <u>Mechanical, Electrical & Plumbing</u> works. Applicant should clearly state all these services provided in the completed projects. Absence of any of these services would <u>NOT</u> constitute services for “similar nature” of the project.</p>	<p>15</p>	<ul style="list-style-type: none"> • Full marks shall be given if the Lead Firm or JV Partner (in Lead Role) has two projects in hand. • Ten marks shall be given if the Lead Firm or JV Partner (in Lead role) has one project in hand. • No marks shall be given if the Lead Firm or JV Partner have no project in hand. <p><u>For in hand Projects Letter of Award OR Agreement of respective project is mandatory. No marks shall be awarded if Letter of Award or Agreement of respective project is Not attached.</u></p>
<p>c)</p>	<p>Civil works Consultancy & Resident Construction Supervision Projects of general nature of minimum value PKR. one (1) Billion each (or of equivalent US \$ value on the submission date of prequalification application) or more <u>Completed</u> in Last 10 Years.</p>	<p>10</p>	<ul style="list-style-type: none"> • Full marks shall be given if the Lead Firm or JV Partner (in Lead Role) has completed two projects. • Six marks shall be given if the Lead Firm or JV Partner (in Lead Role) has completed one project. • No marks shall be given if the Lead Firm or JV Partner (in Lead Role) has not completed any project. <p><u>For Completed Projects Completion Certificate OR Contract Agreement of respective project is mandatory. No marks shall be awarded if Completion Certificate or Contract Agreement of respective project is Not attached.</u></p>
<p style="text-align: center;">Sub-Category B Total</p>		<p style="text-align: center;">45</p>	

c. Personnel Capabilities:

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

No marks shall be awarded if declaration of Professional Staff availability (Form PQ- 11) duly signed by authorized signatory is not attached. All Engineers must be registered with PEC, Technologists with NTC and Architects with PCATP.

S. No	Description	No of Professional	Marks Assigned	Education & Experience
C1	Key Persons (Design)			
i)	Structural Engineer	01	5	M.Sc. Structural Engineer 15 Years' Experience
ii)	Geotechnical Engineer	01	3	M.Sc Geotechnical Engineering 10 Years' Experience
iii)	Architect	01	5	B.Sc. Architecture/ Prefer. M.Sc 07 Years Experience
iv)	HVAC Engineer	01	3	B.Sc. Mechanical Engineering/Prefer MSc 05 Years Experience
v)	Electrical Engineer	01	3	B.Sc. Electrical Engineering 05 Years
vi)	Surveyor	01	3	BSc Civil Engineering or DAE 05 Years or 10 years Respectively

vii)	Site Supervisor (Civil)	01	1	Diploma in Associate civil Engineering 05 Years
viii)	Site Supervisor (Electrical)	01	1	Diploma in Associate Electrical Engineering 05 Years
ix)	Lab Technician	01	1	Diploma in Associate Civil Engineering 05 Years
	Sub-Category C1 Total		25	

C2	Key Personnel – Construction			Education & Experience
i)	Structure Engineer	01	5	M.Sc. Structure Engineer 15 Years
ii)	Surveyor	01	4	BSc. Civil Engineering or DAE (Civil Tech.) 05 Years or 10 years Respectively
iii)	Lab technician	01	4	Diploma in Associate Civil Engineering 05 Years
v)	Supervisor (Civil)	01	4	BSc Civil Engineering with minimum 10 years' experience in construction supervision of High Rise Buildings
vi)	Supervisor (Electrical)	01	3	BSc Electrical Engineering with minimum 10 years experience in electrical supervision of High Rise Buildings
	Sub-Category C2 Total		20	
	Sub category C Total		45	

7. EVALUATION CRITERIA

Applicant(s) meeting the minimum requirements mentioned in **Para5 (b)** shall be considered for pre-qualification. No compromise shall be made on minimum requirements of **50% score** in each Sub-Category (A, B, C1, C2) and an overall minimum of **70% marks** required to prequalify in the aforesaid qualification criteria.

8. LETTER OF APPLICATION

Attached as **Annexure**.

9. PREQUALIFICATION DOCUMENT

a. Clarification of Pre-Qualification Document

A prospective Applicant requiring any clarification of the Prequalification Document shall contact the Employer in writing at the Employer's address indicated in the Advertisement. The Employer will respond in writing 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 as per departmental procedures and communicate to all applicants in writing.

b. 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 to all who have obtained the prequalification document.

c. Cost of Applications

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 those costs, regardless of the conduct or outcome of the prequalification process by the Employer.

d. 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 in the same language

e. Submission of Application Form

The Applicant shall prepare an Application Submission Sheet using the form furnished in **Annexure - A**. This Form shall be completed without any alteration to its format.

f. Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the application as described in PQ 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 original application and clearly mark them as "COPY"**. In the event of any discrepancy between the original and the copy, the original shall prevail.

g. Pre-proposal Meeting

One Pre-proposal meeting shall be held on **02nd December 2021, 30:00 pm** at the venue mentioned below:

Conference Room
Water & Sanitation Services Peshawar,
Plot # 33, Street No. 13, Sector E-8, Phase-VII, Hayatabad,

h. Deadline of Submission of Application

Applications shall be received by the Employer at the given address and no later than the deadline **8th December 2021 up to 2:30 pm**. Applicants may submit their applications by mail / courier services.

The Employer may, at its discretion, extend the deadline for the submission of applications by amending the Prequalification Document, in which case all rights and obligations of the Employer and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

i. Opening of Application

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, signature of the representative (if they choose to attend).

j. Right of Waiver

The Employer reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an applicant for the purpose of prequalification.

10. EMPLOYER'S RIGHT

Applicants wishing to pre-qualify shall complete the Pre-qualification Questionnaires / Qualification Criteria and other relevant details solicited through pre-qualification documents including the qualification criteria accordance with item 9f and return them to the Employers address given in a sealed envelope. Prequalification applications shall be treated as confidential and will not be returned. The Employer has right to obtain clarification from the applicants regarding prequalification applications.

11. JOINT VENTURES / ASSOCIATIONS

a. Lead Partner

One of the members who is responsible for performing a key function in executing a major component of the proposed contract shall be nominated as being in charge during the Prequalification and bidding period and in the event of a successful bid, during contract execution. The member in charge shall be authorized to incur liabilities and receive instructions for and on behalf of all members of the Firms/ Joint venture/ Association; this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members.

b. Member Limitation

There will be no limitation on the number of firms in a JV/Association.

c. Joint and Several Liability

All members of the Joint venture / Association shall be legally liable, jointly and severally, during the prequalification process terms and a statement to this effect shall be included in the authorization.

d. Essential Requirements for JV

Any change in a prequalification 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:

- Partner(s) withdraw from JV and remaining partners do not meet the qualifying requirements
- The new partners to a JV are not qualified individually or as another JV; or

- In the opinion of the Employer, a substantial reduction in competition would result.

e. Joint Venture / Association Agreement

A copy of the Joint Venture / Association Agreement entered into by the members shall be submitted with the pre-qualification and in the event of a successful bid shall be signed by all members and submitted with the application together with a copy of the agreement they will not be issued contract documents until they provide the formal JV agreement within three days of prequalification of their firm. The agreement shall include among other things; the JV/Associations objectives; the proposed management structure; the contribution of each member to the joint venture/ Association operations; the commitment of the members to joint and several liability for due performance; recourse / sanctions within the JV / Association in the event of default or withdrawal of any member; and arrangements for providing the required indemnities.

f. Dissolution of Joint Venture / Association

The Pre-qualification of a joint venture/ Association do not necessarily pre- qualify any of its members to bid individually or as a member in any other joint venture or association. In case of dissolution of a joint venture / Association **at least 7 days** prior to prequalification of Consultants any of the constituent firms may pre-qualify if they meet all of the prequalification requirements, subject to the written approval of the Employer.

12. INSTRUCTIONS TO APPLICANTS

a. Submission & Opening of Pre-qualification Application

Application for Prequalification (One original and two Copies) shall be received in sealed envelopes (properly mentioned on the Envelop in clear visible writing) to be delivered by registered mail on or before **8th December 2021 up to 2:30 pm, the submitted proposals will be opened on same day at 3:00 pm.**

The Pre-Qualification Applications shall be opened on the same day at 3:00 pm in presence of Applicants who chose to attend in the conference room of WSSP, address as mentioned below;

Water & Sanitation Services Peshawar,
Plot # 33, Street No. 13, Sector E-8, Phase-VII, Hayatabad,

And be clearly marked **“Application for Pre- Qualification” for Detail Design, Construction and Supervision of the WSSP Head Office Building, Peshawar**” In case it is not marked, the Employer is not liable if the Pre-Qualification application is by mistake opened before date of submission. n

b. Late Submission of Pre-Qualification Applications:

The pre-qualification application which will receive after the closing date and time as mentioned above for submission of applications shall not be entertained.

c. 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 qualification 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 KPRA Rules.

d. Material Changes

Applicants and those subsequently pre-qualified or conditionally pre-qualified 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.

13. EMPLOYER'S NOTIFICATION AND BIDDING PROCESS

a. Conditional Pre-qualification

An applicant may be "conditionally pre-qualified" that is, qualified subject to certain specified non-material deficiencies in the pre-qualification requirements being met by the applicant to the satisfaction of the Employer before submission of bid.

b. Changes after Pre-qualification

Any change in the structure or formation of an applicant after being pre-qualified shall be subject to written approval of the Employer prior to the deadline for submission of prequalification. Such approval may be denied if as a consequence of any following changes: Firms / Joint Venture/ Association as a whole which has conditionally pre-qualified & later on fails to meet any of the qualifying requirements.

c. Employer's Right

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

1. Amend the scope of the work, in which event bids will be invited only from those applicants who meet the resulting amended pre-qualification requirements.
2. Cancel the pre-qualification process and reject all applications in provisions with KPRA rules.

d. General information

The prequalification forms shall be filled in by the Applicant (s) duly signed and stamped by the Authorized person on behalf of the Firm.

Annexure Letter of Application

Letter of Application

[Letterhead paper of the Applicant, or member responsible for a joint venture /Association, including full Postal address, telephone no. , fax no., telex no., cable and email address]

Date: _____

To: General Manager HR Admin, and Procurement
Water and Sanitation Services Peshawar

Sir,

1. Being duly authorized to represent and act on behalf of..... (the name of organization), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a bidder for the Detail Design, Construction & Supervision of Head Office Buildings at Hayatabad Peshawar.
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. 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 informationⁱⁱ, if needed.

Manager Procurement	
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 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) 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.
 - (d) The Employer 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 / Associations 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 members, jointly and severally; and

- (b) submitted with a Joint Venture agreement providing the joint and several liability 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.

PRE-QUALIFICATION FORMS

(Total 14 Forms)

List of Prequalification Forms

1. General Information about the Firm/JV
2. Annual turnover
3. Joint Venture/Associate Agreement
4. Summary of Completed Similar Nature Projects
 - 4A. Detail of completed Similar Nature projects
5. Summary of current/ongoing Similar Nature Projects
 - 5A. Detail of ongoing Similar Nature Projects
6. Summary of Completed General Nature Projects
 - 6A. Detail of completed General Nature projects
7. Personnel Capabilities
8. Candidate Summary
9. Litigation History for last Ten (ten) years
10. Affidavit for correctness of information
11. Declaration of Professional Staff Availability

P.Q. FORM # 1

General Information about the Firm / Applicant / JV / Association

All individual firms and each members of a Firm / joint venture/ Associations applying, for Pre-Qualification are requested to complete the information in this form.

1	Name of Firm	
2	Head Office Address	
3	Telephone Contact	
4	Fax	
5	Type of Organization	
6	Place of Incorporation / Registration:	Year of Incorporation/Registration:
7	PEC Registration Category	Validity:
8	NTN #	
9	Name, Designation and Mobile Number of Firm's Representative	

Detail of Owners / Directors

S. #	Name	Designation	Nationality
1			
2			
3			
4			
5			
6			
7			

P.Q. FORM # 2

Annual Turn over

Name of Applicant:

(Applicant / Lead partner)

All applicants are requested to complete the information in this form with regard to the management of works contracts generally. The information supplied should be the annual turnover of the applicant (only Lead member in case of joint venture/Associations) in terms of the amounts billed to clients for each year for work in progress or completed in Rupees or in case of foreign firms converted to US dollars at the rate of exchange at the end of the period reported. The annual periods should be the financial years commencing from 1st July and ending on 30th June. A brief note on each contract should be appended, describing the nature of the work, duration and amount of contract, managerial arrangements, and other relevant details.

Applicants should not enclose testimonials, certificates and publicity material with their applications, they will not be taken to account in evaluation of qualification.

Year	Turnover (in Actual Currency)	Rupees in Million
2020 – 2021		
2019 – 2020		
2018 – 2019		
Average of above		

P.Q. FORM # 3
Joint Venture/ Association Agreement
(Applicable to JV / Association)
Should be a Formal JV agreement on a Stamp Paper of value PKR 1,000

To: _____

The undersigned of this declaration of cooperation are by means of attached Powers of Attorney legally authorized to act with regard to _____ and on behalf of their organizations.

They hereby declare:

1. That they will legalize a Joint Venture/ Association Agreement in case that a Contract for the Consultancy Services _____ is awarded to their group.
2. That they have nominated _____ (name of the lead member) as the member Incharge of the JV / Association.
3. That they authorized Mr. /Ms. _____ (Name of the person who is authorized to act as the Representative on behalf of the Joint Venture/ Association) to act as the Bidder's Representative in the name and on the behalf of their JV / Association.
4. That all members of the Joint Venture/ Association shall be liable jointly and severally for the execution of the Contract.
5. That this Joint Venture/ Association is an association constituted for the purpose of the execution of the _____ under this Contract.
6. That if the Employer accepts the Bid of this Joint Venture/ Association, 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.

Signed for and on behalf of
[Name of the Lead Member]
Signature
Name:

Designation:
Date:
Signed for and on behalf of
[Name of Member]
Signature Name:
Designation: Date:

P.Q. FORM # 4
Summary of Completed
Similar Nature Projects
(in Last Ten Years)

Sr. #	Description of Project	Year of Completion	Cost of Project (Rs Million)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

P.Q. FORM # 4A

**DETAIL OF PROJECTS
SIMILAR NATURE WORKS COMPLETED IN LAST TEN YEARS**

Name of Consultant Firm or Member of a Joint Venture
--

A separate form shall be prepared for each project.

1.	Name of Consultancy Assignment: Location
2.	Name of procuring agency
3.	Procuring Agency Address Contact: _____ Fax: _____
4.	Nature of assignment and special features relevant to the consultancy (Survey & Investigation, Planning, Design, Procurement, Construction Supervision)
5.	Consultant Role (Tick One) (a) Sole Consultant (b) Sub- Consultant (c) Member in a Joint Venture
6.	Value of the total Consultancy Contract PKR..... USD.....
7.	Date of Award:
8.	Date of Completion (Attach Completion Certificate / Contract Agreement)

P.Q. FORM # 5

Summary of Current Contracts / Commitments of Similar Nature

Sr. No.	Description of Project	Year of Start	Cost of Project (Rs Million)

**PQ FORM # 5A
DETAIL OF PROJECTS
SIMILAR NATURE WORKS IN HAND**

Name of Consultant Firm or Member of a Joint Venture

A separate form shall be prepared for each project.

1.	Name of Consultancy Assignment:
	Location
2.	Name of procuring agency
3.	Procuring Agency Address
	Contact:..... Fax:
4.	Nature of assignment and special features relevant to the consultancy (Survey & Investigation, Planning, Design, Procurement, Construction Supervision)
5.	Consultant Role (Tick One) (a) Sole Consultant (b) Sub- Consultant (c) Member in a Joint Venture
6.	Value of the total Consultancy Contract PKR..... USD.....
7.	Date of Award
8.	Starting Date of Project: Expected Completion Date: (Attach Letter of Award / Contract Agreement)

P.Q. FORM # 6
Summary of Completed General Nature Projects
(in Last 10 years)

Sr. #	Description of Project	Year of Completion	Cost of Project (Rs Million)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

P.Q. FORM # 6A

**DETAIL OF PROJECTS
GENERAL NATURE WORKS COMPLETED IN LAST TEN YEARS**

Name of Consultant Firm or Member of a Joint Venture
--

A separate form shall be prepared for each project.

1.	Name of Consultancy Assignment:
	Location
2.	Name of procuring agency
3.	Procuring Agency Address Contact: _____ Fax: _____
4.	Nature of assignment and special features relevant to the consultancy (Survey & Investigation, Planning, Design, Procurement, Construction Supervision)
5.	Consultant Role (Tick One) (a) Sole Consultant (b) Sub- Consultant (c) Member in a Joint Venture
6.	Value of the total Consultancy Contract PKR..... USD.....
7.	Date of Award
8.	Date of Completion (Attach Completion Certificate / Contract Agreement)

P.Q. FORM # 7

**Personnel
Capabilities**

Name of Applicant:

*(Applicant or member of a Firm / Joint Venture or
Association)*

For specified positions essential to contract management and implementation, applicants should provide the names of candidates qualified to meet the specified requirements stated for each position.

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	

P.Q. FORM # 8
Candidate Summary

Name of Applicant:

(Applicant or member of a Firm / Joint Venture or Association)

Position	Candidate	
	Prime	Alternate
Candidate Information	Name of Candidate	Date of Birth
	Professional Qualification	
Present Employer	Name of Employer :	
	Address of Employer	Contract (Manager/Personnel Officer)
	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

P.Q. FORM # 9

Litigation History for the last Ten (10) Years

Name: _____

*(Applicant or member of a Firm / Joint Venture or
Association)*

Description of Contract	Year	Name of Client, Cause of litigation and matter in dispute	Disputed amount (Current value in Pakistani Rs. or US\$ equivalent)	Award FOR or AGAINST Applicant	Remarks by Applicant

P.Q. FORM # 10

AFFIDAVIT FOR CORRECTNESS OF INFORMATION

(On Stamp Paper)

Name:

(Applicant or member of a Firm / Joint Venture or Association)

I, the undersigned, do hereby certify that all the statements made in the Pre-Qualification Questionnaire 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 (s) and requests (s) the bank, person, firm or corporation to furnish any additional information requested by the chief Executive Officer, WSSP 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 Chief Executive Officer WSSP, Peshawar.

The Office of the Chief Executive Officer WSSP, Peshawar undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the firm

Title of Officer Name of _____

Firm _____

Date _____

P.Q. FORM # 11

DECLARATION OF PROFESSIONAL STAFF AVAILABILITY

[To be submitted on Company Letter Head]

TO WHOM IT MAY CONCERN

**PRE QUALIFICATION- CONSULTANCY SERVICES FOR THE DETAIL DESIGN,
CONSTRUCTION AND SUPERVISION OF THE WSSP HEAD OFFICE BUILDING,
PESHAWAR**

SUBJECT: DECLARATION OF PROFESSIONAL STAFF AVAILABILITY

We hereby certify that the personnel nominated in PQ Form # 07 are employed by our firm and are available for the above mentioned Assignment.

Yours Sincerely,

COMPANY NAME:

AUTHORIZED REPRESENTATIVE