



PRE-QUALIFICATION DOCUMENT OF CONSULTANTS

Consultancy Services for Feasibility Study, Detail Design, Conveyance System and Construction Supervision of Sewerage Treatment Plant at Site-H Faqir Kalay Peshawar

ADP # 2074/210137

WSSP/Proj/57-02/2022

Issued To: _____

Issued On: _____

Sign of Issuing Officer

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

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1. INTRODUCTION

The government of Khyber Pakhtunkhwa established the Water and Sanitation Services Peshawar (WSSP), an urban utility as a public sector company, registered with the Securities and Exchange Commission of Pakistan (SECP), under section 42 of the companies Ordinance, 1984 in September 2014 for efficient delivery of water and sanitation services to the people of Peshawar in the territorial jurisdiction of defunct Municipal Corporation Peshawar. On basis of the progressive improvement in the services, the Government extended the model to the divisional head quarter urban cities; thus 6 Water & Sanitation Services Companies (WSSCs) were established at Swat, Mardan, Abbottabad, Kohat, Bannu and DI Khan. 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. Its head office is located in the Hayatabad and four zonal offices are appropriately located within the Peshawar city and conveniently accessible to the public.

Peshawar is the largest city of Khyber Pukhtunkhwa, with population of about 1.8 Million. It is an historic city situated in Northern Pakistan. Presently, no sewage treatment facility exists in Peshawar and the raw sewage is being disposed-off without any treatment into different rivers and/or Canals and may be used for irrigation purpose. This practice is causing environmental hazards. In short, large number of Canals and water bodies have become unfit for human consumption, livestock, and aquatic life. Furthermore, the canals and other water bodies have completely lost their economic and social place within the Peshawar community.

The primary objective of construction of a wastewater treatment facility is to restore the canals', rivers' and other natural water bodies' initial water quality, and to overcome the devastating health and economic consequences of relentless sewage dumping. Provision of sewage treatment facility is also an obligation as per Pakistan Environmental Protections Laws and Regulations and the international treaties for discharge of effluents. The sewage to be disposed-off into recipient bodies or used for irrigation should be treated as per National Environmental Quality Standards (NEQS) or Irrigation Standards respectively.

The Sanitation Master Plan 2019 for Peshawar has proposed 6 sites for Construction of STPs. One of these is a new site H located in the north of the city at Faqr Kalay within jurisdiction of Zone A of WSSP. This proposed STP will receive the sewerage from the upstream catchment

area of 11 Union Councils of Zone A, C and D. It is planned that this STP will treat about 32 MGD of drainage of district IV of Peshawar (Fig. 1).

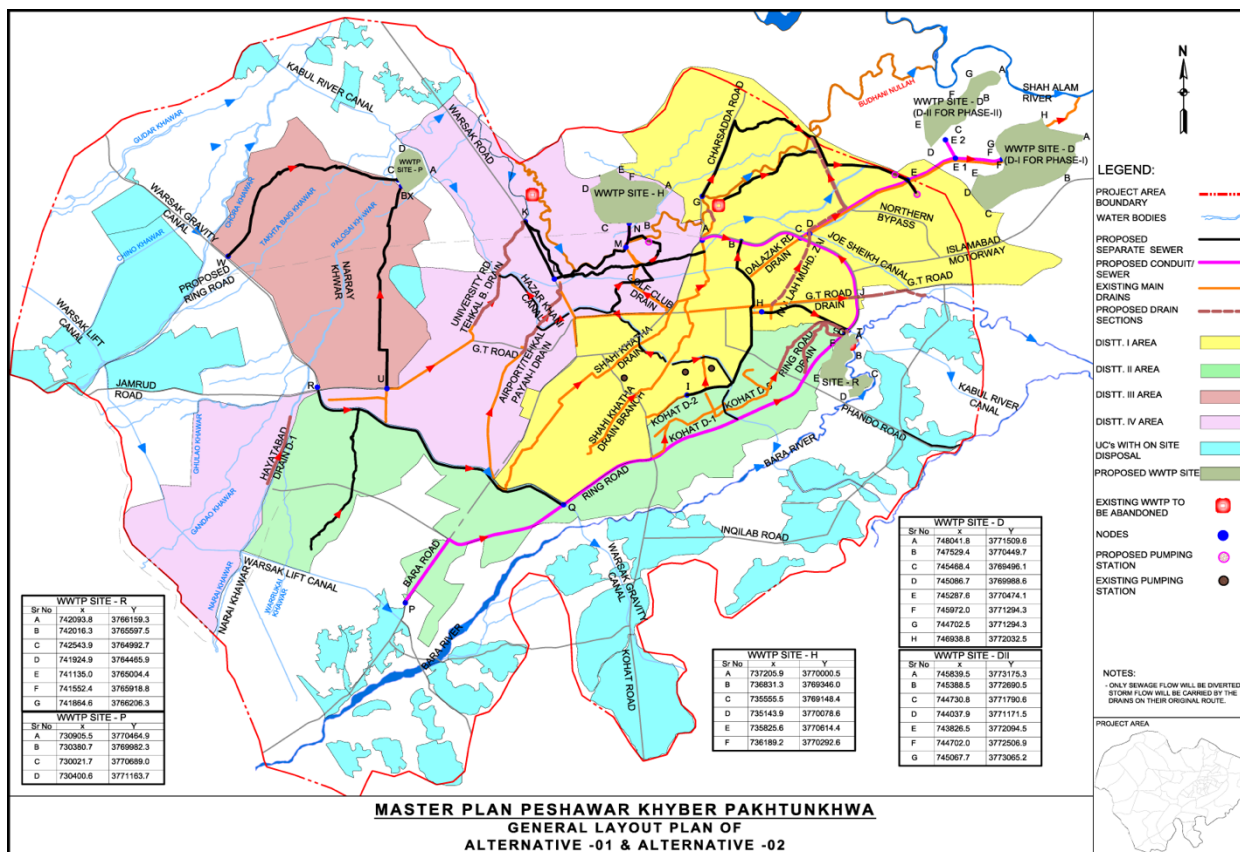


Fig. 1. Location of Proposed STP at Faqr Kallay (Site H)

Site H – is located between the villages “Haji Town” and “Faqr Kalay” in UC Hassan Ghari-I across the Budhni Nallah. The treated sewage of this would be discharged in Budhni Nallah.

The specific objective of this EOI is to prepare the detail feasibility and engineering design of the new proposed STP at site-H Faqr Kalay Peshawar. Engineering design (including technical, financial assessments and preparation of BOQs) for the construction of new Wastewater Treatment Plant along with the conveyance system. The same consultant will supervise construction work once kicked off on the ground.

Govt. of Khyber Pukhtunkhwa through planning and development department has committed to financial funding for proposed study through approval of PC-II. The cost of the consultancy services will be met out by this approval. The "Employer" will be the WSSP, Govt. of Khyber Pukhtunkhwa.

2. DESCRIPTION OF PROPOSED SEWERAGE TREATMENT PLANT AT FAQIR KALLY PESHAWAR

The objective of this study is to achieve broader goal of providing piped sewerage collection system from household to treatment facility and disposal of sewage as per national environmental quality standards (NEQS).

The Consultant shall be responsible to prepare the detail feasibility of the new proposed STP at site H Faqir Kalay Peshawar, if found feasible both socially and environmentally then detailed Engineering Documents for the construction of new Wastewater Treatment Plant at site H along with the conveyance system will be carried out. In case site/sites were not found feasible/viable than alternate site, land requirement, detail design along with conveyance system be carried out against the site H “Faqir Kalay” Peshawar.

The Consultant shall be responsible to design the most economical, suitable, sustainable structure/technology of the Sewerage treatment plant keeping in view the optimum CAPEX / OPEX availability of land, availability of land, availability of spare parts inland, power consumption and chemical consumption.

The consultant shall also be responsible to assist the PMU/Client to deal the process of land acquisition with the Revenue Department and other all stakeholders.

The Consultants shall also be responsible to prepare the Construction Drawings for the Bidding Documents and will conduct the process of Contractors Procurement according to the approved rules & regulations of KPPRA. The Consultants will prepare detailed specifications of the project and its components. The Consultants will also be responsible for the detail construction supervision to ensure the quality and quantity control/assurance according to the approved specification of the PC-1 and will process the financial invoices for the compliant work done on site(s).

The Consultant will also be responsible to develop the PC-4 at the completion of the Project and will address the design issues during the Defect liability along with the construction supervision of that scope of work.

3. SCOPE OF WORK

Water and Sanitation Services Peshawar (WSSP), with the financial support of provincial government, intend to hire the services of local engineering consulting firm well-versed in the field of sanitation and wastewater management including the capability to study and recommend safe disposal of wastewater through rehabilitation of existing treatment plants and recommend best alternative based on technical, environmental, financial assessments and operational financial modelling. The firm should also have capability to carry out cost benefit analysis of proposed alternative/method/solution. TORs include but not limited to the following:

- a. The consulting firm will remain engaged primarily with WSSP / stake holders for designing of STP of appropriate capacity at Faqir Kalay for Drainage District IV of Peshawar along with conveyance system.
- b. Design of the STP will cater that outflowing water meets the NEQS for irrigation water / agricultural purpose.
- c. To validate the suitability of already identified land with respect to hazard analysis, flood plains and other technical criteria.
- d. Appropriate number of sewerage water samples will be tested for appropriate duration to obtain input data for designing the STP
- e. Revenue record of identified land like Khasra Numbers, Aks, Fard, Yak sala , Panj sala etc will be obtained.
- f. To give informed options for treatment of wastewater and recommend most suitable one for the city.
- g. Carryout EIA study on the format of EPA and as per the requirement of EPA Act 2014 (amended from time to time) KPK. EIA Report shall include but not limited to Geotechnical Investigation, Contouring of site, Air Quality Tests, Water quality tests, Choice of alternate site and Environmental Management Plan. Consultant will be responsible for preparation of EIA report, its presentation to EPA, Public hearing, respond to queries of EPA and obtain NOC for construction of STP.

- h. Mitigation measures suggested in Environmental mitigation plan will be incorporated in design report, drawing and BOQs.
- i. Detailed catchment area map will be prepared to quantify the discharge and validated the discharge given in preliminary study. System will be designed as combined sewerage and drainage system.
- j. Appropriate rainfall data will be obtained (or validate available data) for calculation storm water runoff flow.
- k. Detailed topographic survey will be carried out for mapping of existing land, streets, sewers, available conveyance system, proposed conveyance system and layout of STP on a contour map based on ground survey.
- l. Design a conveyance system from streets to the main trunk sewers which ultimately fall into STP. Hydraulic Model will be prepared.
- m. Existing drains (primary secondary or tertiary) will be analysed for their capacity and integrated in the designed conveyance system either as such or with recommended changes clearly mentioned for each section/ street.
- n. Layout, profile, cross sections, location of manholes, invert levels etc will be provided for designed conveyance system.
- o. Endeavour that conveyance system is designed to flow under the gravity. Wherever feasible pumping will be avoided.
- p. Suggest whether Hayatabad-I and II shall be included in the sewerage load of Faqr Kalay STP or a separate treatment plant will be designed for them.
- q. Suggest whether Drainage District III (4 UCs) can be diverted towards this STP or a separate STP be designed for them.
- r. Detailed construction drawings including structural drawing, mechanical drawing, electrical drawings, cross section, profiles, invert levels etc complete in all aspects will be provided.

- s. Financial cost, BOQs, PC-I , Tender Documents and evaluation of bid etc for the STPs and conveyance system will be prepared separately. KPPRA and PEC guidelines / rules will be considered. Presentation of PC-1 at various forums will be included in the scope of work of consultant.
- t. Detailed specs and appropriate vendors will be suggested for off the shelf items. Rate analysis will be carried out for Non Schedule Items.
- u. Latest MRS will be followed for Cost Estimation.
- v. The planning horizon of this study will be 2048 and cater for combined sewerage system.
- w. Population projection of WSSP Master Plan Updated 2019 will be utilized.
- x. Energy efficient options will be preferred to reduce O&M cost.
- y. Renewable energy options will also be explored.
- z. Sanitation Master plan of WSSP and designed intercept sewers in the project named “Diversion and handling of municipal wastewater from Irrigation Channels of Peshawar” will be given due consideration.
- aa. Operation and maintenance manual will be prepared suggesting periodic maintenance both for STP and conveyance system. Schedule, frequency, procedures and resources will be covered in detail.
- bb. Technical specifications will be prepared for construction supervision stage.
- cc. Supervisory Control and Data Acquisition System (SCADA) will be incorporated.
- dd. Soft copy of the drawings (Auto CAD files), Hydraulic Model (Water CAD file), Cost Estimates (Excel sheet), Design reports (MS Word) and Survey (Arc GIS) will be provided with each deliverable.
- ee. GIS mapping of all existing (streets, drains, sewers, manholes, outfalls) and proposed conveyance system along with STP will be done in Arc GIS

ff. Consultant will present each deliverable to Project implementation committee and competent

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	Experience of the firm/JV	40
2	Personnel Capabilities	60
	Total	100

Table 1: Eligibility Score Distribution

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:

1. Experience of the firm/JV (Total Marks = 40)

The experience of the firm/JV is divided into two components namely, its establishment (with brief financial capability) and experience in carrying out similar natured projects. Both are defined in below tables. 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.

a. Establishment and Financial capability (Total Marks = 10):

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		
i	Under 3 Years	5	0 Mark
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		
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)	5	<ul style="list-style-type: none"> • Full marks if average annual turnover of last three years is PKR 300 million or above. • For average annual turnover of less than PKR 300 million, marks shall be awarded as per following formula: $A / 300 \times 5$ 'A' is average annual turnover • No marks if average annual turnover is less than PKR 100 million.
	Sub-Category 'A' Total	10	

Table 2: Firm and Financial Score Distribution

b. Specific and General Experience of the Firm/JV (Total marks =30) :

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>The firm/JV will clearly mention its top 3 projects by numbering them from 1 to 3 (1 being the project that the firm/JV consider as its best). The assigned marks will be distributed as detailed in “Criteria for Marks Obtained” Column.</p> <p>*Similar nature projects include Feasibility, planning, design & construction supervision of Sewerage Treatment Plants. 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	<p>For the top 3 projects identified by the applicant firm/JV, the marks will be distributed as:</p> <ul style="list-style-type: none"> •2.0 marks for Survey/Investigation/Planning •6.0 marks for Design •4.0 marks for procurement •6.0 marks for Construction Supervision •2.0 marks for O&M <p>Obtained marks in each category will be averaged over three projects. All 5 averaged values will be added to assign marks to applicant firm/JV.</p> <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>

b)	<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 Feasibility, <u>planning, design & resident construction supervision</u> of Sewerage Treatment Plant. 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>	5	<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. • 3 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 has 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>
c)	<p>Feasibility and Consultancy works performed in the areas of water and sanitation projects of general nature of minimum value PKR. half (0.5) Billion each (or of equivalent US \$ value on the submission date of prequalification application) or more Completed in Last 10 Years.</p>	5	<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. • 3 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>
Sub-Category B Total		30	

Table 3: Firm’s Experience Score Distribution

2. Experience of the firm/JV

c. Personnel Capabilities (Total Marks = 60):

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)	Team Leader / Chief Designer	1	7	BE Civil Engineering with MS in Environmental Engineering/, Water Resources Engineering, PhD will be preferred, having at least 15 years relevant experience.
ii)	Environmental Design Engineer (STP Expert)	1	5	BE Civil, MS in Environmental Engineering with at least 10 years of relevant experience in designing similar type of works.
iii)	Assistant Environmental Engineer	1	3	BE Civil Engineering with MS in Environmental Engineering, will be preferred, having at least 5 years relevant experience.
iv)	Structure Design Engineer	1	2	MS Civil Engineering having at least 7 years relevant experience.
v)	Assistant Structure Engineer	2	2	BE Civil Engineering with MS in Civil Engineering, having at least 5 years relevant experience.
vi)	Assistant Hydraulic Engineer	3	3	BE Civil Engineering with MS in Hydraulics, Environmental or Water Resource Engineering having at least 5 years relevant experience.
vii)	Assistant Electrical Engineer	1	1	BE Electrical Engineering with MS in Electrical Engineering, having at least 5 years relevant experience.

viii)	Senior Mechanical Engineer	1	2	Relevant Design experience of 10 years).
ix)	Assistant Mechanical Engr	1	1	BE Mechanical Engineering with MS in Mechanical Engineering, having at least 5 years relevant experience.
x)	GIS Field officer	1	1	(BCS or BS GIS) with 3 years relevant experience.
xi)	CAD Operators	1	1	DAE/B.Tech Civil Technology and Certification in AutoCAD with 05 years CAD experience.
xii)	Chief Surveyor	1	2	BSc Civil Engineer, GIS Expert, with 10 years relevant Experience.
xiii)	Quantity Surveyor	1	1	DAE /B.Tech in Civil Technology with 10 years relevant experience.
xiv)	Digital Surveyor	1	1	(BCS or BS GIS) with 3 years relevant experience.
xv)	Surveyor	5	1	DAE/B.Tech in Civil Technology with 5 years relevant Experience.
xvi)	Surveyor Helper	5	1	As per Company's requirement
xvii)	Helpers	4	1	As per Company's requirement
	Sub-Category C1 Total		35	
C2	Key Personnel – QA/QC Consultants			Education & Experience
S. No	Description	No of Professional	Marks Assigned	Education & Experience
1	Resident Engineer	1	2	BSc Civil Engineering, MS in Civil Engineering of relevant field with 10 years relevant experience.
2	Assistant Resident Engineer	2	2	BSc Civil Engineering, MS in Civil Engineering of relevant field with 5 years relevant experience.

3	Site Engineer	4	2	BSc Civil Engineering with 5 years relevant experience or DAE/B.Tech Civil Technology with 10 years relevant experience.
4	Site Engineer	1	1	BSc Electrical/Mechanical Engineering with 5 years relevant experience or DAE /B.Tech Electrical/Mechanical Technology with 10 years relevant experience.
5	Office Engineer	1	1	DAE /B.Tech Civil Technology with 7 years relevant Experience
6	Site Inspectors: DAE Civil /B.Tech Technology with 7 years relevant experience.	4	2	DAE Civil /B.Tech Technology with 7 years relevant experience.
7	Material Engineer	1	1	Material Engineer: BSc Civil Engineer or MSc Geology with 10 years Relevant Experience.
8	Lab Technician	4	2	DAE /B.Tech Civil Technology with 5 years Relevant Experience.
9	Quantity Surveyor	1	2	BSc Civil Engineering with 5 years relevant experience or DAE /B.Tech Civil Technology with 10 years relevant experience.
10	Asst. Quantity Surveyor	2	2	DAE/B.Tech Civil Technology with 10 years relevant experience.
11	Chief Surveyor	1	2	DAE/B.Tech Civil Technology with 10-year Relevant Experience in digital Survey and GIS
12	Surveyor	4	4	DAE/B.Tech Civil Technology with 8 years Relevant Experience.
13	Survey Helper	4	2	
	Sub-Category C2 Total		25	
	Sub-Category C Total		60	

Table 4: Personnel Score Distribution

All information requested must be presented in neat booklet form with proper table of contents. Sequence of presented material must be attended to.

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 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 **07 March 2022, 03:00 pm PST** 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 **15th March 2022** up to **2:30 pm PST**. Applicants may submit their applications by mail or by hand.

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 in 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 hand or through registered mail **on or before 15 March 2022 up to 2:00 pm PST.**

The Pre-Qualification Applications shall be opened on the same day at 3:00 pm PST on 15th March 2022 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 **“Consultancy Services for Feasibility Study, Detail Design, Conveyance System and Construction Supervision of Sewerage Treatment Plant at Site-H Faqr Kalay 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.

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 KPPRA 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 KPPRA 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 Consultancy Services for Feasibility Study, Detail Design, Conveyance System and Construction Supervision of Sewerage Treatment Plant at Site-H Faqr Kalay Peshawar
2. Attached to this letter are copies of original documents defining:
 - (a) The Applicant's legal status;
 - (b) The principal place of business; and
 - (c) The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. The Employer and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. **The Employer** and its authorized representatives may contact the following persons for further 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: _____
	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)

**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 # 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 FEASIBILITY STUDY,
DETAIL DESIGN, CONVEYANCE SYSTEM AND CONSTRUCTION SUPERVISION OF
SEWERAGE TREATMENT PLANT AT SITE H FAQIR KALAY 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