

SPPRA PREQUALIFICATION DOCUMENTS

GOVERNMENT OF SINDH

Name of Department:

**Local Government Department
Government of Sindh.**

Name of Project/Scheme:

**Special Packages/Special Projects of
District Larkano.**

Name of Procuring Agency:

**Deputy Commissioner Larkano through
Works & Services Group of offices & Public
Health Engineering Division Larkano**

Document issued to:

1.0 Introduction

The basic aim of the pre-qualification is intended to eliminate, early in procurement proceedings, constructors that are not suitably qualified to perform the contract. The pre-qualification specifically means selection of competent bidders prior to issuance of the invitations to bid. It is required for large and complex civil works contracts, turnkey contracts, and contracts for the fabrication of expensive and technically complex plant and equipment. This is to ensure that only firms with appropriate experience, a proven track record, and necessary annual turnover and that, can provide all the equipment required in a timely manner and will be only invited to submit bids. Thus assessment by an implementing agency of the suitability of firms to carry out a particular contract **prior** to being invited to submit a bid is a process called **prequalification**.

2.0 Sindh Public Procurement Rules 2010

When and how to engage in the pre-qualification process, is clearly explained in SPP Rules 27 & 28, 2010 and same may be referred for further guidance.

3.0 The Pre-qualification process

3.1 Advertisement and Notification

The Invitation for Prequalification (IFP)/Pre-qualification notice shall be advertised in the manner explained in the SPP Rules 15, 17 & 18 of 2010.

3.2 Preparing and Issuing of Prequalification Document

The Procuring Agency is responsible for preparing and issuing the Prequalification Documents to all interested bidders.

4.0 Section I. Instructions to Bidders (ITB);

5.0 Section II. Eligibility & Evaluation/Qualification Criteria;

6.0 Section III. Application forms;

7.0 Section IV. Scope of Contract

NOTICE INVITING TENDERS
FOR PRE-QUALIFICATION OF CONTRACTORS

Name of the Project/Scheme: **Special Packages / Special Projects of District Larkano.**

- District Administration Larkano has received funds from Provincial Government for the Package/Project cited above with Scope, Estimated Cost and others details are as under:-
 - i. **Scope:** Construction of Buildings/ Roads/Bridges/Drains etc.
 - ii. **Estimated Cost:** 2000.000 Million
 - iii. **Project Period:** Two (2) Years
- **Eligibility:** Valid Registration with relevant tax authorities and Pakistan Engineering Council in relevant category (C-V) up to Rs. 50.000 million.
- **Pre-qualification documents:** Interested firms/contractors can obtain the pre-qualification documents from the address mentioned below on payment of non-refundable fee of Rs. 3000/-.
Documents can be dispatched by Courier service on the written request for which cost of mail i.e. _____ will be borne by the Applicant, however, under no circumstances the Procuring Agency will be responsible for late delivery or loss of the documents so mailed.
- **Dead line of Issuance of Documents:** Documents will be issued to interested firms up to 20-01-2014 up to 5:00 pm.
- **Dead line of Submissions:** Documents duly filled and attached with relevant certificates must reach on the address mentioned herein below on or before 21-01-2014 before 2:00 pm.
Interested firms should submit their inquiries/applications/documents to the following
Address : VIP road, old Collectorate Building Deputy Commissioner Office
Larkano.
Telephone : 074-9410337-338 E-mail Address:
Fax No. : 074-9410336-334 Focal Person: A.D. Dev.
- **Procuring Agency** may reject any or all applications subject to the relevant provisions of Sindh Public Procurement Rules 2010.
- **Applicants** will be informed, in due course, of the result of the evaluation of applications. Only the firms or contractors pre-qualified under this process will be invited to bid.

4.0 **Section I. Instructions to Bidders/Applicants (ITB)**

- Clause 1** The firm/contractor shall enclose the (one original and 02 copies) of the documents in a sealed envelope which shall;-
- (a) bear the name and address of the Applicant;
 - (b) be delivered by hand or through courier/registered mail to address mentioned in advertisement for pre-qualification or in document; and
 - (c) be clearly marked "Application for Pre-qualification for **Special Packages / Special Projects of District Larkano.**
- Premature Clause 2** If the envelope is not sealed and marked as required, the procuring agency will assume no responsibility for the misplacement or premature opening of the document.
- Clause 3** Document shall be prepared in the English language. In case of ICB, the information provided in any other language shall be accompanied by English translation also.
- Clause 4** Firm/Contractor must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in disqualification of the firm/contractor.
- Clause 5** **Clarification and Modification of Documents SPP Rule 23)**
Firm/Contractor, who has obtained documents, may request for clarification of contents of the bidding document in writing, and respond to such queries shall be made in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.
- Clause 6** **Addendum:** At any time prior to the deadline for submission of documents, the agency may amend the Pre-qualification Document by issuing addenda. Any addendum issued shall be part of the Pre-qualification Document and shall be communicated in writing to all who have obtained the pre-qualification document.
- Clause 7** **Deadline for submission of Documents (SPP Rule 22 & 24):** Documents shall be received by the agency at the address **VIP Road, old Collectorate Building Deputy Commissioner Office Larkano, Telephone No. 941033-7-338 Fax No. 074-9410336-334, not later than the 21st January, 2014 before 2:00 pm.** The procuring agency may, at its discretion, extend the deadline for the submission of documents by amending the Pre-qualification Document, and in which case all rights and obligations of the Agency and the firms/contractors subject to the previous deadline shall thereafter be subject to the deadline as extended.
- Clause -8** **Evaluation (Rule 27 (2):** Firm's/Contractor's general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the Applicant's responses in the prescribed form will be evaluated as per evaluation criteria given in the document. The Procuring Agency reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-contractor's experience and resources shall not be taken into account in determining the firm/contractor compliance with the qualifying criteria. However Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture.

Clause 9 Clarification of Pre-qualification Information (Rule 43): To assist in the evaluation of information, the agency may, at its discretion, ask any firm/contractor for a clarification of any information which shall be submitted within a stated reasonable period of time. Any request for clarification shall be in writing. If any firm/contractor does not provide clarifications of the information requested by the date and time set in the agency's request for clarification then application of the firm/contractor may be rejected.

Clause 10 Verification of Pre-qualification Information (Rule-28 (1d)): Verification of the information provided by the pre-qualified /shortlisted firms/contractors in the submissions for prequalification may be made. In case the information is found to be wrong or incorrect in any material way or firm/contractor is found to be lacking in the capability or resources to successfully perform the contract, then it shall not be pre-qualified.

5.0 Section II: **Evaluation/Qualification Criteria.**

Criteria based on Yes/No or Pass/Fail system.

Mandatory Provisions/Eligibility: Firms/Contractors must possess(i) valid registration certificate of PEC in category **C-V** or above and in CEO1/CEE02/CE09/CE10 discipline for 2013 year; (ii) valid registration certificate from income tax authority (NTN); and (iii) is not black listed. *(Attach all certificates and affidavit of not black listing)*

Required Documents: It must include following information/documents:-

- (A) Firm/Contractor has been in business of construction at least for 5 years.
- (B) Experience and past performance.
 - (i) Have completed Two (2) similar assignments having cost of each at least 50% of the project in the last five (5) years.
 - (ii) Have executed at least one (1) project in similar geographical condition in last five (5) years.

(Attach performance certificate of completed projects)

- (C) Key Personnel Qualification & Experience.

(Requirement will vary from assignment to assignment).

- (i) Site Engineers. Qualification: BE(Civil), Number: Two (2)
Experience: Two (2) similar assignments,
Seven (7) years experience.
- (ii) Surveyors: Qualification: Diploma in Civil, Number: Four (4)
Experience: One (1) similar assignment,
Three (3) years experience.
- (iii) Quantity Surveyor: Diploma/Certificate Course in Drafting, One (1)
Experience: Two (2) years

(Brief CVs of personnel be attached)

- (D) Equipments:
 - (a) Details of relevant equipments, machineries and transport owned by firm/contractor.
 - (b) High value equipment should be an option to own, lease or hire.

- (c) Total equipment available with the applicant is to be listed along with its current mobilization on on-going projects.

(Details are to be provided in the attached form)

(E) Financial:

- (ii) Documentary evidence of financial position, bank statement or audited ac counts of the last three (3) years.
- (iii) Average Annual turnover of the last three years should not be less than Thrice the cost of work.

(F) Any other information:

- (i) Details of disputes litigation or arbitration with client.
- (ii) Affidavit that firm has never been black listed.

Contractors/firms who fail to qualify in any of the above sections shall be disqualified from the prequalification process.

6.0 **Section III. Application form;**

A-I Application Submission Form (*The covering letter is to be submitted by the interested firm / contractor or partner responsible for a joint venture, on appropriate company letterhead*).

Date: _____

To,

The Deputy Commissioner,
Larkano.

Subject: Pre-qualification of Special Packages / Special Projects of District Larkano.

Dear Sir,

I the undersigned, being authorized to represent and act on behalf of applies to be prequalified for the project cited above and enclose one (1) original (together withcopies) of pre-qualification documents and declare the following:

- (a) I have examined and have no reservations to the Prequalification Document, including Addenda (No(s))....., issued in accordance with ITB Clause 6.
 - (b) I understand that Procuring Agency may cancel the prequalification process at any time and that Procuring Agency is not bound either to accept any application that it may receive or to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.
 - (c) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
 - (d) Agency reserves the right to 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;
2. The procuring Agency and its authorized representative(s) may contact the following person(s) for further information, if needed.
- Person to be contacted: Telephone:
3. The undersigned declares that the statements and the information provided are complete, true, and correct in every detail.

Signed:

Name:

A-II

1. Company Profile

Date _____

Contract: _____

All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form.

1.	Name of firm (legal): <i>(In case of Joint Venture (JV), legal name of each partner):</i>
2.	Nature of Business: <i>(Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member is a Corporation, Partnership, Trust etc.)</i>
3.	Head Office Address:
4.	Telephone Fax numbers: E-mail address:
5.	Place of Incorporation/Registration: Year of incorporation/registration
6.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:
7.	<u>NATIONALITY OF OWNERS.</u>
	Name: _____ Country: _____

A-III**2. General Experience Record**

- (i) Details of Contracts of Similar Nature and Complexity completed over the last 05 years.

Sr. No.	1	2	3	4	5
Name of Contract					
Country					
Name of Procuring Agency with Address, Tele, Fax.					
Nature of works and special features relevant to the contract for which applied:					
Contract Role (Mention: Sole, Sub-Contractor or Partner in a Joint Venture)					
Value of the total contract in Pak/Rs:					
Date of Award:					
Date of Completion					

(ii) **Projects of similar nature and complexity in hand.**

Firms/Contractors and each partner of the joint venture should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, for which Completion Certificate has yet to be issued.

Name of Contract	Value of Contract	Name of Procuring Agency	Value of Outstanding work (Equivalent Pak Rs. Millions)	Estimated Completion Date
1.				
2.				
3.				

(iii) **Projects executed in similar geographical conditions in last five (5) years.**

Sr. No.	1	2	3	4	5
Name of Contract:					
Country & location					
Name of Procuring Agency with Address, Tele, Fax.					
Nature of works and special features relevant to the contract for which applied:					
Contract Role (Mention: Sole, Sub Contractor or Partner in a Joint Venture)					
Value of the total contract in Pak/Rs.					
Date of Award:					
Date of Completion					

4(A) **Personnel Capabilities**

Firm/Contractor should provide the names of suitably qualified personnel to meet the specified requirements stated in Section 3 (Evaluation and Qualification Criteria).

Sr. No.	Title of Position	Name
1		
2		
3		
4		
5		

A-VI

5. Firm/Contractor shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment whether owned/leased/rented listed in Section 3 (Evaluation and Qualification Criteria).

A Equipment Capabilities (owned by the contractor/firm)

Sr. No.	Name of Equipment	Name of manufacturer	Model and power rating	Capacity	Year of manufacture	Current location
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

B. Equipment Capabilities (leased / rented by the contractor / firm)

Sr. No.	Name of Equipment	Mention whether leased or rented	Name of owner	Address of owner	Contact name and title with Telephone Fax & E-Mail of the owner	Agreements Details of rental / lease / manufacture agreements specific to the project
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

A-VII**6. Financial Resources.****A. Banker's Information**

Sr. No.	Name & Address of Bank	Contract name and title	Telephone, Fax & E-Mail Address

B. Financial Status: Summarize actual assets and liabilities in Pak Rupees for the previous three years.

Information from Balance Sheet/ Income Statement	Year 1:	Year 2:	Year 3:
1. Total Assets (TA)			
2. Total Liabilities (TL)			
3. Current Assets (CA)			
4. Current Liabilities (CL)			
5. Total Revenue (TR)			
6. Profits Before Taxes (PBT)			
7. Profits After Taxes (PAT)			

- C. Source of Financing: Contractor/Firm shall provide documentary evidence for funding the project for which prequalification is being undertaken.

Section IV. Scope of Contract: (Construction of Roads, Buildings/Roads/Bridges/Drains etc.)

Types of equipments

- i. Asphalt Dumpers
- ii. Asphalt Paving Machinery & Rollers (PTRs. Asphalt Paver Tandem Roller etc.)
- iii. Earth Moving Machinery (Grader, Bulldozer, Excavator, Roller etc.)
- iv. Concrete Batching Plant (30cUM/hr Cap)
- v. Shuttering (from work) _____ sq ft.
- vi. Concrete Pumps.
- vii. Vibrator
- viii. Crane Mobile (30 Ton Cap.)
- ix. Crane Tower (30 M Boon)
- x. Dumper Trucks
- xi. Shower / Loader / Backhoe
- xii. Steel cutting & Bending Machine
- xiii. Concrete Transit Mixer (6 cu M/hr)
- xiv. Cabin Hoist (1500 kg Cap.)
- xv. Air Compressor (15 HP Cap.)
- xvi. Scaffolding Pipe