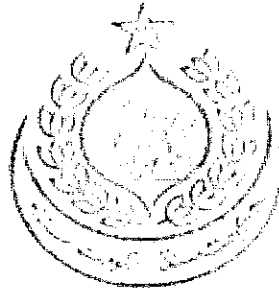


Standard Procedure for Pre-Qualification of Type-A Contract Works



GOVERNMENT OF SINDH

Name of Department: Program Management Unit
(PMU), Sindh MSDP, P&D
Department, GoS

Name of Project/Scheme: Municipal Services Delivery
Program for Jacobabad City
Water Supply, Sewerage
System & Solid Waste
Management

Name of Procuring Agency: PMU, MSDP

Document issued to: _____

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1.0 INTRODUCTION

The Program Management (PMU), P&D Department, GoS, has received funds from USAID for Improvement of Municipal Services of Jacobabad City which comprises of Improvement in Water Supply System, Sewage System, Solid Waste Management & Construction / Renovation of Sewage Treatment Plant. For expeditious and quality work, it is planned to Award work to qualified Contractors.

This prequalification document is meant to prequalify / short list qualified Contractors for carrying out **Type-A Water Supply and Allied Works** based on the information collected from the response of the applicants pursuant to following sections.

Section-I	Instructions to Applicants (ITA)
Section-II	Eligibility & Evaluation/Qualification Criteria
Section-III	Application Form
Section-IV	Scope of works

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2.0 Section I. Instructions to Applicants (ITA)

Clause 1:

The firm/contractor shall enclose the (one original and Two 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 Municipal Services Program Water Sewage System & Solid waste Management for Jacobabad City Type-A "Water Supply and Allied Works".

Clause 2:

If the envelope is not sealed and marked as required, the procuring agency will assume no responsibility for the misplacement or pre-mature opening of the document.

Clause 3:

Document shall be prepared in the English language.

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 dis-qualification 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.

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Clause 6 Addendum:

At any time prior to the deadline for submission of documents, the agency may amend the Prequalification Document by issuing addenda. Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document.

Clause 7 Deadline for submission of Documents (SPP Rule 22 & 24):

Documents shall be received by the agency at the address (*The Program Management Unit, PMU, USAID Sindh MSDP, D-18, Block-2, Kehkashan Clifton, Karachi. Telephone No.021-35810016-18 & Fax No.021-35810019*, not later than 1600 hrs 05/02/2014. (Hereinafter called "The Procuring Agency"). The procuring agency may, at its discretion, extend the deadline for the submission of documents by amending the Prequalification 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 forms 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 Prequalification 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

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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 Prequalification Information (Rule 28 (1d)): Verification of the information provided by the pre-qualified/short listed 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.

For Complains

Call : 0800-84700

Email: complaints@anti-fraudhotmail.com

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3.0 Section II: Evaluation/Qualification Criteria.

1. Criteria based on Marks/Score.

Mandatory Provisions/Eligibility: Firms/Contractors must possess (i) valid registration certificate of PEC in the category C-2 or above in Civil discipline with specialization in CE-09 and CE-10 for the year 2013; however, firms/contractors in the category C-3 with above qualifications may be considered for some of the packages of Type A works (ii) valid registration certificate from income tax authority (NTN); (iii) is not black listed and history of litigation. (*Attach all certificates and affidavit of not black listing*).

Aggregate Qualifying Score is 60%, but it is mandatory to obtain at least 30% in each of the following sections.

(A) Company Profile. 15 Marks

- | | | |
|-----|--|----------|
| i. | Period since Firm/Contractor is in construction business | 10 Marks |
| | Up to 5 years | 02 Marks |
| | Up to 10 years | 05 Marks |
| | Above 10 years | 10 Marks |
| | <i>(Attach PEC license for each year)</i> | |
| ii. | Office facilities | 05 Marks |
| | In Sindh province | 03 Marks |
| | In any other province/Islamabad | 02 Marks |

(B) General Experience Record 35 Marks

- | | | |
|-----|---|----------|
| i. | Projects of similar nature and complexity completed over last 10 years having cost 75 million or above.
(4 Marks for each project in Sindh and 3.5 Marks for other than Sindh) | 20 Marks |
| | <i>(Attach work orders & satisfactory completion certificates)</i> | |
| ii. | Projects of similar nature and complexity in hand.
having cost Rs.100 Million or above
(5 Marks for each project in Sindh and 4.5 Marks for other than Sindh). | 15 Marks |
| | <i>(Attach copies of work orders)</i> | |

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(C) Personnel Capabilities required for this project

20 Marks

Following factors may be used as a guideline:

S.No	Position	Minimum qualification	Number required	Marks assigned	Remarks
1	Project Manager	Graduate Engineer registered with PEC minimum 10 years experience	1	6	3 marks for 10 years experience. 1 mark for additional 5 years experience. 2 additional marks for MSc (Civil Engr) / ME (Civil)
2	Site Engineers	Graduate Engineer registered with PEC minimum 8 years experience	2	8 (4+4)	3 marks for 8 years experience 1 mark for more than 8 years experience
3	Chief Surveyor	Diploma Associate Engineer minimum experience 8 years	1	3	2 marks for 8 years experience 1 mark more than 8 years experience
4	Material Engineer	B.Sc Geology experience 8 years	1	3	2 marks for 8 years experience 1 mark for more than 8 years experience.

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(D) Equipment Capability

20 Marks

- (a) 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)(A-VI)
- (b) Critical number required for the project is given below:

S.No.	Equipment & Characteristic	Minimum number required	Ownership Points	Hiring Points
1	Excavators	2 No.	2	1
2	Dumpers	6 No.	2	1
3	Tractors	4 No.	2	1
4	Bowzers	2 No.	2	1
5	Transit Mixes	2 No.	2	1
6	Mobile Crane 10 Tons	2 No.	2	1
7	Dewatering Pumps 4" & 6" dia suction	10 No.	4	2
8	Concrete Batching Plant	1 No.	2	1
9	Concrete Pump	1 No.	2	1
			20	10

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(E) Financial Soundness /Status

10 Marks

For Financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last three (3) years (2010-11, 2011-12, 2012-13) or any other document which verifies their Financial Status. Where necessary, the Procuring Agency will make enquiries with the firm's/contractor's bankers.

Working Capital in hand for this project/work (Attach proof of Bank Statement/Credit Facilities) along with Form A-VII.

Note:

1. 5 x Net worth (Net worth = Total Assets minus Total liabilities)
2. 10 x working capital (Working Capital = Current Assets minus current liabilities)
3. Take Lower of 1 & 2
4. Value of remaining works (Current Commitments)
5. Bid Capacity = 3 minus 4
 - i. Less than 15% of Estimated Cost of this Work 02 Marks
 - ii. 16 - 25% of Estimated Cost of this Work 04 Marks
 - iii. 26 - 40% of Estimated Cost of this Work 08 Marks
 - iv. More than 40% of Estimated Cost of this Work 10 Marks

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4.0 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,

Program Director
The Program Management Unit (PMU)
MSDP Sindh-USAID,
D-18, Block-2, Kehkashan Clifton
Karachi.

Dear Sir,

**Subject: Pre-qualification of Municipal Services Delivery Program
Water Supply, Sewage System and Solid Waste Management
For Jacobabad City – Type-A Water Supply & allied Works**

I the undersigned, being duly authorized to represent and act on behalf of..... applies to be prequalified for the project cited above and enclose one (1) original (*together with two copies*) 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 ITA 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;

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- (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 applicants 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;
- _____
- _____
3. Person to be contacted: Director General (Works), PMU, MSDP Sindh, Karachi
Telephone: 021-35810016-18
4. The undersigned declares that the statements and the information provided are complete, true, and correct in every detail.

Signed:

Name:

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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.	NATIONALITY OF OWNERS. Name: _____ Country

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A-III

2. General Experience Record

(i) Details of Contracts of Similar Nature and Complexity completed over the last 10 years

Description	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 Contactor or Partner in a Joint Venture).					
Value of the total contract in Pak/Rs:					
Date of Award:					
Date of Completion					

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(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				

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(iii) Projects executed in similar geographical conditions in last ten (10) years.

Description	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 Contactor or Partner in a Joint Venture).					
Value of the total contract in Pak/Rs:					
Date of Award:					
Date of Completion					

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A-IV

4 (A) Personnel Capabilities

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

S.No	Title of Position	Name

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A-V

The data regarding experience of the personnel mentioned at A-IV should be supplied separately using the Form below.

4(B) Curriculum Vitae (CV) for Proposed Experts

1. Proposed Position: _____

2. Name of Expert: _____

3. Name of Firm: _____

4. Current Residential Address: _____

Telephone No: _____ Fax No: _____

E-Mail Address: _____

5. Date of Birth: _____ Citizenship _____

6. Qualification: _____

7. Work Experience: Summarize professional experience in reverse chronological order.

Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

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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 III (Evaluation and Qualification Criteria).

A. Equipment Capabilities (owned by the contractor/firm)

S.Nr.	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						

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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	Contract name and title with Telephone Fax & 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						

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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	Year 1	Year 2	Year 3
Income Statement			
1. Total Assets (TA)			
2. Total Liabilities (TL)			
3. Current Assets (CA)			
4. Current Liabilities (CL)			
5. Total Revenues (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.

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Section IV. Scope of Contract:

The works for which this document is issued (Water Supply and Allied works) portion of project has further been divided into three packages. The Scope of Works for each package is detailed out below:

The Contractor may delete the package he does not want to prequalify sign and date the deletion.

Furthermore, it may be noted that not more than one bid for any one of the packages shall be entertained.

CONTRACT PACKAGE # 04 **Water Distribution Network Zone 1 & 2**

Description of Contract

- i) a) Increasing capacity of Water Distribution by laying, jointing, testing and commissioning of water distribution lines of 400 mm, 355 mm, 315 mm and 250 mm diameter of HDPE 10 bar pipe, and 200 mm, 160 mm, 110 mm and 75 mm diameter HDPE 8 bar pipe.
- b) Installation of house connections by providing HDPE 20mm dia. pipes
- c) Provision of gate valves
- ii) 1 No. 300,000 gallon overhead reservoir and boundary wall
- iii) 1 No. 150,000 gallon overhead reservoir and boundary wall
- iv) Road restoration 23,400 sqm

CONTRACT PACKAGE # 06 **Water Distribution Network Zone 5 & 6**

Description of Contract

- i) a) Increasing capacity of Water Distribution by laying, jointing, testing and commissioning of water distribution lines of 400 mm, 355 mm, 315 mm and 250 mm diameter of HDPE 10 bar pipe, and 200 mm, 160 mm, 110 mm and 75 mm diameter HDPE 8 bar pipe.
- b) Installation of house connections by providing HDPE 20mm dia. pipes
- c) Provision of gate valves
- ii) 1 No. 165,000 gallon overhead reservoir and boundary wall
- iii) 1 No. 250,000 gallon overhead reservoir and boundary wall
- iv) Road restoration 28,400 sqm

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CONTRACT PACKAGE # 15
Water Filtration Plant

Description of Contract

- i) Rehabilitation of existing and construction of new:
 - Rapid Sand Filter Beds
 - Filtered Water Collection Channel
 - Clariflocculator
- ii) Procurement and Installation of Alum Dosing Pumps
- iii) Installation of new Alum Dosing System in Tank
- iv) Procurement and Installation of Chlorine Dosing Pumps

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Annexure-I

Analysis of "Similar Nature" with Reference to Water Supply Works

- | S.No | Works Required for Type A |
|------|---|
| 1 | Excavation and backfill in high water table with dewatering. |
| 2 | Overhead RCC Water Reservoirs |
| 3 | Laying, jointing, testing & commissioning of Water Supply Distribution System including House connections |
| 4 | Water Filtration Plant. |

Note:

The Project involving any 2 activities from the above list shall be considered as "Similar Nature Project".

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Annexure-II

Litigation History

Name of Applicant or Partner of a Joint Venture

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

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

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Annexure-III

Summary Sheet: Current Contract Commitments / Works in Progress

Name of Applicant or partner of a joint venture

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

Name of Contract	Contract Price as on ----- -----	Value of Outstanding / remaining work (Equivalent Pak Rs. Millions)	Estimated Completion Date
1.			
2.			
3.			
4.			
5.			
6.			