



2.0 INVITATION FOR PRE-QUALIFICATION

Date: _____

LARKANA DRAINAGE DIVISION LARKANA

1. The Irrigation Department Government of Sindh has been entrusted through ADP 2014-15 namely "**Drainage Schemes for 2014-15 in Drainage Division Larkana**" & provided funds to Finance the cost of Drainage Division Schemes in Larkana Drainage Division Larkana to eligible payments under the contract(s) for which this Invitation for Pre-qualification is issued.
2. The Chief Engineer Development Sindh through Executive Engineer Larkana Drainage Division Larkana intends to pre-qualify Local Contractors for National Competitive Bidding (NCB) of contract Drainage Scheme for 2014-15 in Drainage Division Larkana. The following main item of works will be executed under this contract.

ADP Drainage Schemes in Drainage Division Larkana

- i) Installation of Tubewells / Pumps of different Capacity.
 - ii) Construction of VRB, W/C X-ing, aqueducts, Under Pass, Inlets etc.
 - iii) R/S of the Banks & Desilting Works.
 - iv) Construction of Retaining Walls.
 - v) Electrical & Mechanical Works.
 - vi) Stone Pitching Works.
3. It is expected that Invitation to Bid will be issued by 29-01-2015
 4. Pre-qualification is open to constructors / joint ventures of constructors who are registered with PEC in **Category C-IV (150 Millions)** for construction and operation of Engineering Works, described in para 2 mentioned hereinabove. Applications may be submitted for pre-qualification for the above works.
 5. Appropriate category PEC registered constructors may obtain the pre-qualification documents from the following address, at any working day from date of advertisement to 15-03-2015.

The Executive Engineer Larkana Drainage Division Larkana
Phone No: 074-9410081
Fax No: 074-9410081

Standard procedure for Pre-Qualification of Contractors

6. The request must clearly state "Request for Pre-qualification Documents" Drainage Division Larkana. The documents are available for a non-refundable fee of **Rs: 3000/-** from 10.00 A.M onward during Office hours. The document if requested by mail will be promptly dispatched by registered mail for which cost of mail **Rs: 300/-** will be borne by the Applicant, however no circumstances the Employer will be responsible for late delivery or loss of the documents so mailed.
7. A minimum requirement for pre-qualification will be to have successfully completed as prime constructors, the execution of at least one project of a nature and complexity comparable to the proposed contract within the last five years, this experience should include.

(a) Capabilities of Executing following major items of Engineering Works.
ADP Drainage Schemes in Drainage Division Larkana

- i) Installation of Tubewells / Pumps of different Capacity.
- ii) Construction of VRB, W/C X-ing, aqueducts, Under Pass, Inlets etc.
- iii) R/S of the Banks & Desilting Works.
- iv) Construction of Retaining Walls.
- v) Electrical & Mechanical Works.
- vi) Stone Pitching Works.

Construction is expected to be completed in 2014-15 & 2015-16.

(b) For Key Positions.

- ▶ The experience of personnel on two similar projects shall be 05 years and total experience 10 years.
- ▶ B.Sc Engineering in Civil & Mechanical Engineering or equivalent qualification approved by PEC as an academic qualification shall be essential for execution / supervision of Engineering Works / Projects.
- ▶ B.Sc Engineering in Civil & Mechanical Engineering or equivalent approved by PEC as an academic qualification shall be essential for Engineering Works / Projects.
- ▶ Experience on similar project for 3years and total experience 05 years.

8. Applications for Pre-qualification must be delivered in sealed envelopes by hand or through registered mail, to.

The Executive Engineer Larkana Drainage Division Larkana

Phone No: 074-9410081

Fax No: 074-9410081

Not later than 15th March 2015, at 1.00 P.M

And be clearly marked application for pre-qualification for "**Drainage Schemes for 2014-15 in Drainage Division Larkana**".

(3)

9. **The Chief Engineer Irrigation Development in Sindh Hyderabad** reserves the right to accept or reject applications.
- 10 Applicants will be informed in due course, of the result of the evaluation of applications. Only the firms of constructors and joint ventures pre-qualified under this process will be invited to bid.

3.0 INSTRUCTIONS TO APPLICANTS

3.1 Submission of Applications.

- 3.1.1 Application for pre-qualification (one original & two copies) must be received in sealed envelopes to be delivered by hand or through registered mail to:

The Executive Engineer Larkana Drainage Division Larkana

Phone No: 074-9410081

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And be clearly marked application for prequalification for “**Drainage Schemes for 2014-15 in Drainage Division Larkana**”. The Employer reserves the right to accept or reject application.

- 3.1.2 The name & mailing address of the Applicant shall be clearly marked at left hand on the envelope.
- 3.1.3 The applications shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English. Employer reserves the right for prequalification of the applicants in case of non-compliance of the above requirements.
- 3.1.4 The applicants 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 Applicant.
- 3.1.5 The time, date and place of clarification meeting to be held is as follows, where all prospective Applicants may request clarification about the project and the evaluation criteria.

Location

Office of the Executive Engineer Larkana Drainage Division Larkana

Phone No: 074-9410081

Fax No: 074-9410081

Time 1.00 P.M

Date 16th March 2015.

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1.0 INTRODUCTION

1.1 Advantages of Prequalification

Pre-qualification is an assessment made by the Employer, of the appropriate level of experience and capacity of firms expressing interest in undertaking a particular contract, before inviting them to bid.

Pre-qualification of Contractors is very useful for the employer (also to the constructors) to carry out selection of firms for award of contracts. 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. Also some Constructors are reluctant to participate in procurement proceedings for high value contracts, if the comparative field is too large and where they run the risk of having to compete with unrealistic tenders submitted by unqualified or disreputable Constructors. Furthermore, the prequalification is the basic tool to:

- (i) Encourage realistic bids by the Bidders because they know that they are competing against qualified bidders who have cleared the minimum competence criteria.
- (ii) Assess the interest of the prospective bidders in the bidding process.
- (iii) Make any adjustments / modification in the bidding documents if a pointer is available from the lack of interest by the prospective bidders applying for pre-qualification.
- (iv) Reduce the effort and so the time in evaluation of bids from un-qualified bidders.
- (v) Help the bidders to evaluate and take stock of their capability and consequently to form joint ventures with other firms.
- (vi) Reduce the problems associated with low priced bids from bidders of doubtful capability and.
- (vii) Help the bidders who are insufficiently qualified to avoid the expense bidding.

1.2 Recapitulation

To recapitulate the afore-given, the pre-qualification specifically means selection of competent bidders prior to issuance of the invitations to bid. It is required for large or complex works, in certain cases for custom designed equipment and specialized services. Pre-qualification is also helpful for providing a chance for selection of smaller constructors under "Slice and Package" System of tendering. Pre-qualification is also useful in saving the employers from numerous un-necessary problems.

2.0 INVITATION FOR PRE-QUALIFICATION

Date: _____

LARKANA DRAINAGE DIVISION LARKANA

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Phone No: 074-9410081
Fax No: 074-9410081

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The Executive Engineer Larkana Drainage Division Larkana

Phone No: 074-9410081

Fax No: 074-9410081

Not later than 12th February 2015, at 11.00 A.M

And be clearly marked application for pre-qualification for "Drainage Schemes for 2014-15 in Drainage Division Larkana".

9. The Chief Engineer Irrigation Development in Sindh Hyderabad reserves the right to accept or reject applications.
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Location

Office of the Executive Engineer Larkana Drainage Division Larkana

Phone No: 074-9410081

Fax No: 074-9410081

Time 4.00 P.M

Date 12th February 2015.

3.2 Qualification Criteria

3.2.1 General

Pre-qualification will be based on all the criteria given in succeeding paras 3.2.2 to 3.2.6 regarding the Applicant's Financial Soundness, Experience Record, Personnel Capabilities and Equipment Capabilities as demonstrated by the Applicant's responses in the forms attached to this letter. The Employer 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 Applicant's 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. The procuring agency shall evolve a criteria keeping in view the complexity of the Project. A general criteria merely as a model is provided for reference of the drafters of the Prequalification Document as follows:

Sr. No.	Category	Weightage/Marks
1.	Financial Soundness	30
2.	Experience Record	35
3.	Personnel Capabilities	15
4.	Equipment Capabilities	20
Total:		100

Note: Prequalification status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 50% score in each category.

The further detailed criteria for each category may be developed as given under the each head as follows:

3.2.2 General Experience

Credit Marks for experience shall be awarded on the basis of following qualifications:

Sr.No.	Description	Maximum Points
i)	Projects of similar nature and complexity completed over latest 10 years.	15
ii)	Projects of similar nature and complexity in hand.	10
iii)	Experience of Works) related to project but not basic part.	5
iv)	Status of enlistment with Government Organizations and other agencies.	5
Sub-total:		35

3.2.3 Personnel Capabilities

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

Sr.No.	Description	Maximum Points
i)	Graduate Engineers Registered with PEC	6
	a) Number of Engineers b) Experience of Engineers in number of years	3
ii)	Number of Diploma Engineers in Employment of the Firm	4
	a) Number of Engineers b) Experience of Engineers in number of Years.	2
Sub-total:		15

3.2.4 Equipment Capabilities

Credit Marks shall be granted on the basis of the following criteria for various kinds of equipment relevant for the Project:

Sr.No.	Equipment Type and Characteristics	Maximum Marks
1.	List relevant equipment and Assign Marks	
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Sub-total:		20

3.2.5 Financial Position

Credit Marks shall be awarded on the basis of the following criteria:

Sr.No.	Description	Maximum Marks
i)	Available Bank Credit Line	5

Standard Procedure for Pre-Qualification of Constructors

Sr.No.	Description	Maximum Marks
ii)	Working Capital in last 3 years.	5
iii)	Registration with Income Tax Department	5
iv)	Litigation History where decision went against the Firm.	5
v)	Blacklisting from any Agency	5
vi)	Valid Licence for other related items of Work	5
	Sub-total:	30

3.3 Joint Venture (JV)

3.3.1 Joint Venture must comply with the following requirements:-

- a) Following are minimum qualification requirements:-
- i) The lead partner shall meet not less than _____ / *Assess and insert a figure which is not less than 40 percent* percent of all qualifying criteria given in paras 3.2 and 3.5 heretofore.
 - ii) Each of the partners shall meet not less than _____ / *Assess and insert a figure which should not be less than 25 percent* percent of all the qualifying criteria given in paras 3.2 and 3.5 heretofore.
 - iii) The joint venture must collectively satisfy the criteria of paras 3.2, 3.3 and 3.4, for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total capacity. Individual members must satisfy each of the requirements of paras 3.5 and 3.6 heretofore.
- b) Any change in a prequalified 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:-
- i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partners to a JV are not qualified individually or as another JV; or
 - iii) In the opinion of the Employer, a substantial reduction in competition would result.
- c) Bid shall be signed by all members in the JV so as to legally bind all

Standard Procedure for Pre-Qualification of Constructors

partners, jointly and severally, and any bid shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.

- 3.3.2 The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV, each one of the constituent firms may prequalify if they meet all the prequalification requirements and any partner of JV has requested/shall request for the same and then his prequalification shall be subject to the written approval of the Employer.

3.4 Conflict of Interest

- 3.4.1 The Applicant (including all members of a JV) must not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or was proposed as Engineer for the contract, over the last five years. Any such association may result in disqualification of the Applicant.

3.5 Updating Prequalification Information

- 3.5.1 Bidders shall be required to update the financial, personnel and equipment information used for prequalification at the time of submitting their bids, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of prequalification. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

3.6 Other Factors

- 3.6.1 Only firms and JVs that have been prequalified under this procedure shall be invited to bid. A qualified firm or a member of a qualified JV may participate only in one bid for the contract. If a firm submits more than one bid, singly or as a JV, all bids including that bidder will be rejected. This rule will not apply in respect of bids which include specialist sub-contractors who are used by more than one bidder.

- 3.6.2 The Employer reserves the right to:-

- a) Amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only bid among those prequalified bidders who meet the requirements of the contract(s) as amended. However the Employer has to review the disqualified bids who originally do not meet the specified criteria for Pre-qualification.
- b) Reject or accept any application; and

Standard Procedure for Pre-Qualification of Constructors

c) Cancel the prequalification process and reject all applications.

The Employer shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection, however, may be debriefed if solicited.

3.6.3

Applicants will be informed in writing by fax or mail within _____ [Number of days to vary between 42-84 days i.e. the time required to complete prequalification process] days of the date for submission of applications (para 8 of Chapter 2.0, Invitation for Prequalification) of the result of their applications and may be debriefed if solicited.

4.0 EVALUATION CRITERIA

Applicants meeting the minimum requirements mentioned in Para 3.2 besides other factors shall be considered for pre-qualification. No compromise shall be made on minimum requirements of 50% score in each category.

Annex-A

Letter of Application

[Letterhead paper of the Applicant, or partner responsible for a joint venture, including full postal address, telephone no., fax no., telex no., cable and e-mail address]

Date:.....

To:

[name and address of the Employer]

Sirs,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a bidder for the following contract(s) under the *[name of the Project to be listed by the User/Employer]* project:

Contract No.	Description of Contract
1.	
2.	
3.	
4.	
5.	

{ Note: The Applicant is to delete, any contract for which he does not wish to prequalify, and sign and date the deletion. If the prequalification refers to only one contract, delete this note and spaces for additional contract references}.

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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. Your Agency 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. Your Agency and its authorized representatives may contact the following persons for further information², if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

¹ For applications by joint ventures, all the information requested in the prequalification documents is to be provided for the joint venture, if it already exists, and for each party to the joint venture separately. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter.

² Application by joint ventures should provide information on a separate sheet information for each party to the application.

Standard Procedure for Pre-Qualification of Constructors

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) your Agency 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) your Agency 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) hereabove.
 - (d) your Agency 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) hereabove.

Applicants who are not joint ventures 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 partners, jointly and severally; and
 - (b) submitted with a Joint Venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

Standard Procedure for Pre-Qualification of Constructors

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.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name and signature of other partners of the joint venture)

Application Form A-1

Page ___ of ___ Pages

General Information

All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures as required under the PEC Bye-Laws as a Partnership/Joint Venture.

Where the Applicant proposes to use named subcontractors for critical components of the works, or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractor(s).

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	Telex
5.	Place of Incorporation/Registration	Year of incorporation/registration

NATIONALITY OF OWNERS	
NAME	NATIONALITY
1.	
2.	
3.	
4.	
5.	

Application Form A-2

Page ___ of ___ Pages

General Experience Record

Name of Applicant or partner of a joint venture

All individual firms and all partners of a joint venture are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant (or each member of a joint venture), in terms of the amounts billed to clients for each year for work in progress or completed over the past five years.

Use a separate sheet for each partner of a joint venture.

Annual Turnover (Construction only)		
Year	Turnover (in actual currency)	Equivalent Rupees in Millions.
1.		
2.		
3.		
4.		
5.		

Joint Venture Summary

Names of all Partners of a Joint Venture	
1. Lead Partner	
2. Partner	
3. Partner	
4. Partner	
5. Partner	
6. Partner	

Total value of annual construction turnover, in terms of work billed to clients,

Annual Turnover Data (Construction only; Equivalent in Pak Rupees, Millions)						
Partner	Form A-2 Page No.	Year 1	Year 2	Year 3	Year 4	Year 5
1. Lead Partner						
2. Partner						
3. Partner						
4. Partner						
5. Partner						
6. Partner						
Total:						

Application Form A-4

Page ___ of ___ Pages

Particular Experience Record

Name of Applicant or partner of a joint venture

To prequalify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the "Instructions to Applicants".

On a separate page, using the format of Application Form A-5, each applicant or partner of a Joint Venture is required to list all contracts of a value equivalent to Pak Rs.-(User/Employer to provide the amount) million, of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last five years¹. The information is to be summarized, using Application Form A-5, for each contract completed or under execution by the Applicant or by each partner of a Joint Venture.

Where the Applicant proposes to use named subcontractor(s) for critical components of the works, or for work contents in excess of 10 percent of the value of the whole works, the information in the afore-mentioned forms should also be supplied for each specialist subcontractor.

¹ *Where applications are being invited for a number of contracts, suitable wording should be introduced, to allow applicants to apply for individual contracts or groups of contracts (slice and package contracts).*

Application Form A-5

Page ___ of ___ Pages

Details of Contracts of Similar Nature and Complexity

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1.	Name of Contract
	Country
2.	Name of Employer
3.	Employer Address

4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify

5.	Contract Role (Tick One)
	(a) Sole Contractor (b) Sub- Contractor (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract
	Currency..... Currency..... Currency.....
7.	Equivalent in Pak/Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months)
	_____ Years _____ Months
11.	Specified Requirements ¹

¹ Insert any specific criteria required for particular operations, such as annual volume of earthmoving, underground excavation, or placing concrete etc.

Standard Procedure for Pre-Qualification of Constructors

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Application Form A-6

Page ___ of ___ Pages

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	Value of Outstanding work (Equivalent Pak Rs. Millions)	Estimated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		

Application Form A-7

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Personnel Capabilities

Name of Applicant

For specific positions essential to contract implementation, Applicants should provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form for each candidate (Application Form A-8).

1.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
2.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
3.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
4.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate

Application Form A-8

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Candidate Summary

Name of Applicant	
Position	
Candidate [Tick appropriate one] <input type="checkbox"/> Prime <input type="checkbox"/> Alternate	
Candidate information	1. Name of Candidate
	2. Date of Birth
	3. Professional Qualification
Present employment	4. Name of employer
	Address of employer
	Telephone
	Contact (manager/personnel officer)
	Fax
	Telex
Job title of candidate	Years with present employer

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

Month/ Dates/Years		Company / Project / Position / Relevant technical and management experience
From	To	

