



**GOVERNMENT OF SINDH
CULTURE, TOURISM & ANTIQUITIES
DEPARTMENT**

**PRE-QUALIFICATION
OF CONSULTANT**

Documents issued to

.....

Dated August 2015



The Arabic word, *Bismillah*, 'In the name of God', created in the shape of an ostrich by Sudanese artist Hassan Musa. Courtesy of Grandir Editions.

1.0 Introduction

The basic aim of the pre-qualification is intended to eliminate, early in procurement proceedings, consultants and 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 planning, designing, consultancy services, 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 and 58-80, 2010 and same may be referred for further guidance.

3.0 The Prequalification 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 Document to all interested bidders. All information and data particular to each individual prequalification process must be provided by the agency in the following sections of the Prequalification Document:

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 TENDER FOR PRE-QUALIFICATION OF CONSULTANTS

Culture, Tourism & Antiquities Department, Government of Sindh has received funds from the Government for the Projects with scope of work and other details are as under:

Sr. No.	Name of work	Cost in (M)
1	Establishment of Sindh Cultural Heritage Institute and Up-gradation of National Museum of Pakistan Karachi	285.106
2	Construction of Culture, Tourism & Antiquities Complex, Karachi	450.000

Scope of Work: To make work plan, strategy, draft & design the architectural and structural drawings and elevations of the project(s); to prepare detail estimates, PC-I, bill of quantities and tender documents of the project(s).

Eligibility: Interested Firms and Companies registered with PCATP/PEC and tax authorities.

Pre-qualification documents: Interested firms and companies can obtain the pre-qualification documents from the address below on payment of non-refundable fee of Rs. 2000/= only.

Dead line of Issuance of Documents: Documents will be issued to firms and companies up to **July 31, 2015 @ 1100 hrs.**

Dead line of Submissions: Documents duly filled and attached with relevant certificates must reach on the address mentioned herein below on or before **August 17, 2015 @ 1500 hrs.** Interested firms should submit their inquires/applications/documents to the following address:

DIRECTOR PDMI&E CELL

Directorate General of Culture Sindh

Block-76-A, Sindh Secretariat, Opposite MPA Hostel

Ph & Fax: 021-99204120

- The Procuring Agency may reject any tender subject to relevant provisions of SPP Rules, 2010 and may cancel the bidding process at any time prior to acceptance of bid or proposal as per 25(1) of said rules.
- Applicants will be informed, in due course, of the result of the evaluation of applications.
- Only the firms prequalified under this process will be invited to bid.

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

- Clause 1** The Professional/Firm/Consultant shall enclose the (01 original and 01 copy) 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 **Consultants**"
- Clause 2** If the envelope is not sealed and marked as required, the procuring agency will assume no responsibility for the misplacement or pre-maturing 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** Professional/Firm/Consultant 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 Individual professional/Firm/Consultant.
- Clause 5 Clarification and Modification of Documents (SPP Rule 23):**
Professional/Firm/Consultant, 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 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: **DIRECTOR PDMI&E CELL**, Directorate General of Culture Sindh, Block-76-A, Sindh Secretariat, Opposite MPA Hostel, Phone & Fax: 021-99204120, not later than **August 17, 2015 @ 1500 hrs**. 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 Professional/Firm/Consultant subject to the previous deadline shall thereafter be subject to the deadline as extended.
- Clause 8 Evaluation (Rule 76):** Professional's/Firm's/Consultant'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 Professional/Firm/Consultant 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 professional/Firm/Consultant 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 professional/ Firm/ Consultant 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 Professional/ Firm/ Consultant may be rejected.

Clause 10 Verification of Prequalification Information (Rule 28 (1d)): Verification of the information provided by the pre-qualified/shortlisted Professional/Firm/Consultant in the submissions for prequalification may be made. In case the information is found to be wrong or incorrect in any material way or Professional/Firm/Consultant 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.

1. Evaluation/Qualification Criteria: Based on Yes/No or Pass/Fail system.

Mandatory Provisions/Eligibility: Individual/Professional/Firm/Consultant must possess (i) valid registration certificate of PCATP / PEC in architecture design and structure Engineering discipline; (ii) valid registration certificate(s) from tax authorities; 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/Consultant has been in business of consultancy services and supervision at least for 5 years.

(B) Experience and past performance:

(i) Have completed Five (5) similar assignments having cost of each at least 50% of the project in the last five (5) years.

(ii) Have executed at least Five (5) projects in similar geographical condition in last five (5) years.

(iii) Have implemented Five (5) similar assignments in last five (5) years.
(Attach performance certificates of completed projects).

(C) Key Personnel Qualification & Experience:

(i) **Architect:** Qualification: B. Arch./M. Arch.,
Number: Two (2),
Experience: Two (2) similar assignments,
Ten (10) years experience

(ii) **Structure Engineer:** Qualification: ME (Civil/Structure),
Number: One (1),
Experience: Two (2) similar assignments,
Ten (10) years experience

(iii) **Site Engineer:** Qualification: BE (Civil),
Number: Two (2),
Experience: Two (2) similar assignments,
Ten (5) years experience

(iv) **Draftsman:** Diploma/Certificate Course in Drafting,
Number: Two (2),
Experience: Two (2) similar assignments,
Three (3) years experience

(Brief CVs of personnel be attached).

PREQUALIFICATION DOCUMENT OF CONSULTANTS

(D) Equipments:

- (a) *Critical equipment and number required for the Project shall be specified by the Procuring Agency.*
- (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:

- (i) Documentary evidence of financial position, bank statement OR audited accounts of the last Three (3) years.
- (ii) Average Annual turnover of the last three years should not be less than the cost of work/ Consultancy Services.

(F) Any other information:

- (G)** Individual/Professional/Firm/Consultant who fails to qualify **“In any of the Above Sections shall be Disqualified”** from the prequalification process.

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6.0 Section III. Application Forms;

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

Date: _____

To

[Name and address of the Procuring Agency]

Dear Sir,

Subject: Pre-qualification for the work(s).....

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

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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.	<u>NATIONALITY OF OWNERS.</u>	
	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 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 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.**

Professionals/Firms/ Consultants 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 Rs. Millions)	Estimated Completion Date
1.				
2.				
3.				

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(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 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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4 (A) Personnel Capabilities

Professional/Firm/Consultant 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		
6		

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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 creative, planning, technical and managerial experience relevant to the project.

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

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5. Professional/Firm/Consultant 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 professional/consultant/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						

PREQUALIFICATION DOCUMENT OF CONSULTANTS

B. Equipment Capabilities (leased/ rented by the professional/consultant/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						

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A-VII

6. Financial Resources.

A. Banker's Information:

Sr. NO.	Name & Address of Bank	Contact 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 Revenues (TR)			
6.Profits Before Taxes (PBT)			
7. Profits After Taxes (PAT)			

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

Section IV. Scope of Contract: *(Description of works/consultancies and Period of completion)*