

# SPPRA POST QUALIFICATION DOCUMENT\*



## GOVERNMENT OF SINDH

*Name of Department: Health Department, Government of Sindh.*

*Name of Project/Scheme: Expansion & Improvement of DHQ Hospitals in Sindh (3 Nos.) ADP No. 427-A (2015-16)*

*Name of Procuring Agency: Project Director, Rehabilitation of DHQ / THQ Hospitals in Sindh.*

*Document issued to: M/s.*

**\*N.B:-**

This document is a guideline for technical proposal Contractor should make his technical proposal according to the guideline given, in this document.

# POST QUALIFICATION DOCUMENT

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## **1.0 Introduction**

The basic aim of the post qualification is intended to eliminate, early in procurement proceedings, constructors that are not suitably qualified to perform the contract. The post qualification specifically means selection of competent bidders. 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 for opening of bid. 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 **post qualification**.

## **2.0 Sindh Public Procurement Rules 2010**

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

## **3.0 The Post qualification Process**

### **3.1 Advertisement and Notification**

The invitation for post qualification notice shall be advertised in the manner explained in the SPP Rules 15, 17 & 18 of 2010.

### **3.2 Preparing and Issuing of Bidding Document**

The Procuring Agency is responsible for preparing and issuing the Post qualification Document to all interested bidders. All information and data particular to each individual post qualification process must be provided by the agency in the following sections of the Post qualification 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**

# POST QUALIFICATION DOCUMENT

## NOTICE INVITING TENDER FOR POST QUALIFICATION OF CONTRACTORS

### **Expansion & Improvement of DHQ Hospitals in Sindh (4 Nos) ADP No. 670(2014-15)**

- (Project Director, Rehabilitation of DHQ / THQ Hospitals in Sindh has received funds from Province/ Federal/ Loan/ Grant / Self for the Project/Scheme cited above with Scope, Estimated Cost and other details are as under:-

- (i) **Scope:** Construction of Allied Building, At D.H.O. Hospitals, Badin.
- (ii) **Estimated Cost:** Rs. 97.590 Millions (As PC-1)
- (iii) **Project Period:** 03 Months for Allied Buildings &  
05 Months for Two Bed Doctor's Acacd.

- **Eligibility:** Valid Registration with relevant tax authorities and Pakistan Engineering Council in Category C-4 or Above is mandatory.

- **Post qualification documents:** Interested firms/contractors can obtain the bidding documents from to 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. Rs. \_\_\_\_\_ 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 \_\_\_\_\_.

- **Dead line of Submissions:** Documents duly filled and attached with relevant certificates must reach on the address mentioned herein below on or before \_\_\_\_\_ at \_\_\_\_\_ Noon.

Interested firms should submit their inquires/applications/documents to the following:-

Address: Project Director, Rehabilitation of DHQ / THQ Hospitals in Sindh. Office: Bungalow No: B-62/1, Block - 9, KDA Scheme No. 5, Punjab Chowrangi, Near Kausar Medicos, Clifton Karachi.

Telephone No: **021-34982561**

E-mail Address: **info@atifnazarassociates.com**

Fax No: **021-34820497**

Focal Person: **Mr. Atif Nazar (Director, M/s Atif Nazar Associates)**

- 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 whose technical proposal scored **70** or more marks under this process have their bid opened in front of tenderer.

# POST QUALIFICATION DOCUMENT

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

- Clause 1** The firm/contractor shall enclose the (**one original and one 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 bidding or in document; and
  - (c) Be clearly marked **“Single Stage, One Envelope Procedure for”** (mention the name of contract/project).
  - (d) “Proposal” will be sealed in an envelope with the required company profile which shall cover all information or details required from interested bidders as mentioned in advertisement/notice inviting tender and bidding document. Non serious bidders will be screened out from bidding.  
All bids received will be opened.
- 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. 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 rejection of technical proposal 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 Post qualification Document by issuing addenda. Any addendum issued shall be part of the Post qualification Document and shall be communicated in writing to all who have obtained the post qualification document.

# POST QUALIFICATION DOCUMENT

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

Documents shall be received by the agency at the address (mention the address & telephone & fax numbers), not later than the (mention the date & time). The procuring agency may, at its discretion, extend the deadline for the submission of documents by amending the Bidding Document, and in which case all rights and obligations of the Agency and the firms/contractors subject to the previous dead line shall thereafter be subject to the deadline as extended.

## **Clause 8      Evaluation (Rule 27 (2)):**

Firms/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 of technical proposal. 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 Post qualification and 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 Post qualification and Information (Rule 28 (1d)):**

Verification of the information provided by the pre-qualified/shortlisted firms/contractors in the submissions for post qualification 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 prequalified. Information regarding post qualification will be the basis of evaluation of technical proposal. Hence some Rule 28 (1d) will be applicable for technical proposal. Verification of information provided by the firm/contractor in submission of technical proposal may be made. In case of information is found, incorrect or wrong the bid can be treated as rejected.

# POST QUALIFICATION DOCUMENT

## 5.0 Section II: Evaluation /Qualification Criteria.

Evaluation criteria are being given for the benefit of the procuring agency. One is based on marks/score is adopted as these selection method while prequalifying the contractors/firms.

Evaluation criteria as set forth in this proposal are based on mandatory score. Information regarding contractor will be given in forms and marks will be given for each information maximum marks for passing of technical proposal will be 70.

### 1. Criteria based on Marks/Score.

**Mandatory Provisions/Eligibility:** Firms/Contractors must possess (i) valid registration certificate of PEC in the category **C-4** or above and in Civil discipline for **2016** 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 on a stamp paper of 100 Rs. only. Not doing so will result in rejection of tender*).

Aggregate Qualifying Score is **70%**, but it is mandatory to obtain at least **30%** in each of the following sections.

<b>(A) Company Profile.</b>	<b>15 Marks</b>
<b>i.</b> Period since Firm/Contractor is in construction business Up to 5 years Up to 10 years Above 10 years ( <i>Attach first PEC license and latest PEC renewed license of 2013</i> )	10 Marks 02 Marks 05 Marks 10 Marks
<b>ii.</b> Office facilities In Sindh province In any other province/Islamabad Outside Country	05 Marks 03 Marks 01 Marks 01 Marks
<b>(B) General Experience Record</b>	<b>35 Marks</b>
<b>i.</b> General Projects of similar cost completed over last <b>05</b> years. (3 Marks for each project) ( <i>Attach satisfactory completion certificates from employer, with date of start, date of completion, cost of project.</i> )	15 Marks
<b>ii.</b> Projects of similar nature such as Allied / Residential Buildings (G+2) and complexity in hand or completed. (5 Marks for each project having cost <b>150 Millions</b> or above). ( <i>Attach copies of work orders and completion certificate Whichever is applicable</i> ) with date of start, date of completion and cost of project.	20 Marks

## POST QUALIFICATION DOCUMENT

### (C) Personnel Capabilities required for this project

20 Marks

The following technical personnel will be required at site.

Requirement of persons will vary from Project to Project.

Following factors may be used as a guideline:

S.No	Description/Position with qualification & experience	Number Required	Marks Assigned	Remarks
1.	BSc (Civil Engg.) /BE(Civil) Engineers registered with Pakistan Engineering Council (PEC) with experience of 20 years or above.	1 Nos.	08	02 Marks for experience of 10 to 15 years. 04 Marks for above 20 years. 04 Marks for completion of project similar nature 10 projects of such nature.
2.	BE (Civil) having experience of 15 year with PEC license.	2 Nos.	07	02 Marks for experience of 10 to 15 years. 03 Marks for above 20 years. 03.5 Marks for completion of project similar nature 10 projects of such nature.
3.	B.E (Civil) Engineers 05 years experience with PEC license.	1 Nos.	02	01 marks for 5 year experience & 02 marks for experience for more such projects.
4.	Diploma in Civil Engineering, with experience of 10 years or above.	03 Nos.	03	03 Marks for 10 years & 10 projects of such nature.

### (D) Equipment Capability

20 Marks

- Critical equipment and number required for the Project shall be specified by the Procuring Agency.
- High value equipment should be an option to own, lease or hire.
- 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)  
With documentary proof of ownership or, rent (if rented) is mandatory, failure to do so can result in rejection of tender).

## POST QUALIFICATION DOCUMENT

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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 five years 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).

- |  |          |
|--|----------|
| i. Less than 10% of Estimated Cost of this Work  | 02 Marks |
| ii. 10-20% of Estimated Cost of this Work        | 04 Marks |
| iii. 20-30% of Estimated Cost of this Work       | 08 Marks |
| iv. More than 30% of Estimated Cost of this Work | 10 Marks |



# POST QUALIFICATION DOCUMENT

## 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: Post qualification of -----**

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 -----copies) of post qualification documents and declare the following:

- (a) I have examined and have no reservations to the Post qualification Document, including Addenda No(s)....., issued in accordance with ITB Clause 6.
- (b) I understand that Procuring Agency may cancel the post qualification 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 post qualification, without incurring any liability to the Applicants.
- (c) Bids by prequalified applicants will be subject to verification of all information submitted for post qualification 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:

## POST QUALIFICATION DOCUMENT

### A-II

#### 1. Company Profile

Date: -----

Contract: -----

All individual firms and each partner of a joint venture applying for post qualification 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:

## POST QUALIFICATION DOCUMENT

### 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					

## POST QUALIFICATION DOCUMENT

**(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.				

## POST QUALIFICATION DOCUMENT

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

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

## POST QUALIFICATION DOCUMENT

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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 3 (Evaluation and Qualification Criteria).

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

## POST QUALIFICATION DOCUMENT

### 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 (Signature By Employ On Their CV Is Mandatory)**

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

## POST QUALIFICATION DOCUMENT

### 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						



## POST QUALIFICATION DOCUMENT

### 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						

## POST QUALIFICATION DOCUMENT

### 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 five years.

Information from Balance Sheet/ Income Statement	Year 1:	Year 2:	Year 3:	Year 4:	Year 5:
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 post qualification is being undertaken.

## POST QUALIFICATION DOCUMENT

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**Section IV. Scope of Contract:** *(Description of works and Period of completion) contractors opinion about work & duration given for work.*

**Description of Works:**

1. Construction of Allied Buildings including Civil, Electrical & Plumbing Works.
2. Construction of Two Bed Dr. Accd. Buildings including Civil, Electrical & Plumbing Works.

**Period of Completion:**

1. All works to be completed in 03 months for Allied Buildings.
2. All works to be completed in 05 months for Two Bed Dr. Accd. Buildings.

## POST QUALIFICATION DOCUMENT

### Annexure-I

(Procuring agency may opt types of equipments and their number as per requirement of project. It may also add any equipment as per requirement.)

Sr.	Description	Qty.	Unit	Marks
1	Excavator (Showel / Back Hoe).	1	Nos.	1
2	Earth Moving Machinery (Grader, Bulldozer, Loader).	1	Nos.	1.5
3	Bobcat Loader (Mini Loader).	1	Nos.	0.5
4	Dumper Truck.	2	Nos.	1.5
5	Tractor with Trolley.	1	Nos.	0.75
6	Asphalt Paving Machinery & Rollers (PTRs, Asphalt Paver Tandem Roller etc.)	1	Nos.	1
7	Vibratory Roller 1Ton.	1	Nos.	0.75
8	Plate Compactor & Frog Compactor.	4	Nos.	0.25
9	Vibrator (Large Shaft / Small Shaft).	4	Nos.	0.5
10	Air Compressor (15 HP Cap.).	1	Nos.	1
11	Generator 100KVA.	1	Nos.	2
12	Mobile Generator 50 KVA With Flood Light Set.	1	Nos.	1
13	Concrete Mixer Machine.	4	Nos.	2
14	Steel cutting & Bending Machine.	2	Nos.	0.25
15	Shuttering (Formwork) 60000 Sq.ft.	1	Set	2
16	Scaffolding Pipe 40000 R.ft.	1	Set	2
17	Theodolite / Total Station with Staff etc.	1	Set	0.25
18	Dewatering Pumps.	2	Sets	0.25
19	Allied Construction Tools & Plants.	5	Sets	1
20	Suzuki Van.	2	Nos.	0.5
Total Marks				20

Note: The following formula is applicable to evaluation criteria based on marks/score only.

- a. If the available quantity of each equipment is less than specified limit, give weightage as under:  

$$T = M \times (A / \text{Required Quantity}).$$
- b. If the available quantity of each equipment is more than the minimum equipment requirement full marks will be given.  

$$A = \text{Available quantity of each equipment of each Item.}$$

$$T = \text{Marks obtained.}$$

$$M = \text{Marks assigned.}$$