



**KHYBER PAKHTUNKHWA ECONOMIC  
ZONES DEVELOPMENT AND  
MANAGEMENT COMPANY**

## **PRE-QUALIFICATION CRITERIA**

**TITLE: MASTER PLANNING, DETAILED  
ENGINEERING DESIGN, TECHNICAL  
STUDIES & RESIDENT SUPERVISION**

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## 1. INTRODUCTION

### 1.1. *Outline*

The Client “Khyber Pakhtunkhwa Economic Zones Development & Management Company (KPEZDMC)” company has been established to lead this on the model of public private partnership with the main objective to develop a chain of new industrial zones along with upgrading the existing ones in a dynamic and innovative manner, making ancillary arrangements related to the development of infrastructure, meeting the new challenges of WTO regime and providing solutions to the problems of prospective entrepreneurs. The company will be engaged in Management and Development of world-class infrastructure throughout industrial estates of the province of Khyber Pakhtunkhwa



## 2. INVITATION FOR PRE-QUALIFICATION

Date: .....

Contract No: .....

1. Khyber Pakhtunkhwa Economic Zones Development & Management Company (KPEZDMC) has been established by the Government of Khyber Pakhtunkhwa and initially was provided funds to finance the projects as such eligible for payments under the contract for which this Invitation for Pre-qualification is issued.
2. The Khyber Pakhtunkhwa Economic Zones Development & Management Company (KPEZDMC) hereinafter the Employer intends to appoint experienced and competent firms of architect & Town Planning firms for the planning, designing and supervision of infrastructure works of Industrial zones all over the Province
3. Pre-qualification is open to consultant firms/joint ventures who are registered with PCATP and PEC for the Designing and supervision of Development of Industrial Infrastructure, described in para 2 mentioned hereinabove. Applications may be submitted for pre- qualification for the above Project.
4. Enlistment with the PEC registered consultant firms may obtain the prequalification documents from the office of the Employer, i.e. Khyber Pakhtunkhwa Economic Zones Development & Management Company (KPEZDMC), Plot # 120, Hayatabad Industrial Estate, Jamrud Road, Hayatabad, Peshawar.
5. A minimum requirement for pre-qualification will be as follows:
  - Consultant firms valid registration with Pakistan Engineering Council and PCATP.
  - Detail of organization with office address and experience record.
  - List of Key Personnel/Staff available and capabilities.
  - Complete details of similar projects executed during the last 10 years.
  - Capabilities of the Applicant.
  - Enlistment certificate with the government departments.
  - Affidavit to the effect that the applicant is not involved in litigation with any department nor has ever been black listed by any department.
  - NTN registration certificate and clearance certificate for 3 years

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

General Manager-Infrastructure, Khyber Pakhtunkhwa Economic Zones Development & Management Company (KPEZDMC), Plot # 120, Hayatabad Industrial Estate, Jamrud Road, Hayatabad, Peshawar. Not later than: July 16<sup>th</sup>, 2018 and be clearly marked “Application for Pre-qualification for: Master Planning, Detailed Engineering Design, Technical Studies & Resident Supervision.

8. The Khyber Pakhtunkhwa Economic Zones Development & Management Company (KPEZDMC) reserves the right to accept or reject any or all applications as per KPPRA rules.

9. Applicants will be informed, in due course, of the result of the evaluation of applications.

Only the firms of consultant firms and joint ventures prequalified under this process will be invited to bid.



### 3. INSTRUCTIONS TO APPLICANTS

#### 3.1. *Submission of Applications*

- 3.1.1 Applications for pre-qualification one (01 No.) original and one (01 Nos.) copy must be received in sealed envelopes to be delivered by hand or through registered mail to: GM Infrastructure, Khyber Pakhtunkhwa Economic Zones Development & Management Company.
- 3.1.2 The name and mailing address of the Applicant shall be clearly marked 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 rights to reject the Pre-qualification in case of non-compliance of the above requirement.
- 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 dis-qualification of the Applicant.
- 3.1.5 The clarification meeting will be conducted upon request of firms.

#### 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 3.2.4 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-consultant firms 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 weightage/Marks for different categories will be

followed as per table given below:

Category	Maximum Marks
Experience	50
Personnel	45
Other Factors	05
Total	100

**Note:** Prequalification status shall be decided on Pass/Fail basis. Applicant to qualify must secure the minimum of 60% score.

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

### 3.2.2. Experience of the Firm (Total: 50 Marks)

Experience is sub-divided into two categories:

- a) Specific Experience - (70% i.e. 35 Marks)
- b) General Experience - (30% i.e. 15 Marks)

#### a) Specific Experience: (35 Marks):

For evaluation, Specific Experience means projects of similar nature and complexity (like development schemes) involving,

- Topographic Survey
- EIA and Engineering studies
- Master Planning
- Detailed Engineering Design (Roads, Water Supply System, Sewerage System, Drainage System, Electrification etc.)
- Construction Supervision

Award of marks is subject to the provision of the details/explanation of the project with proof of work order and completion certificate in support from the relevant department. Non-provision of the required details/explanations will result in the deduction of marks. The deduction will be made from the marks obtained @ 5% (for each detail) of the total marks.

Marks for Specific Experience shall be awarded on the basis of following qualifications:

Sr. No.	Description	Max. Marks
i)	5 or More Projects of similar nature and complexity.	75%
ii)	4 Projects of similar nature and complexity.	60%
iii)	3 Projects of similar nature and complexity.	45%
iv)	2 Projects of similar nature and complexity.	30%
v)	1 Project of similar nature and complexity	15%

**Note:**

1. If the consulting firm presents at least one (1) specific project executed (complete in all respect) in Khyber Pakhtunkhwa, shall be awarded with an additional 25% marks.
2. Evaluation will be done on projects undertaken in last 10 years with date of commencement not before 2008. An ongoing project will be graded as half a project in marking according to the above tables of projects count.

**b) General Experience: (15 Marks) :**

‘General Experience’ project must have any two-infrastructure components.

Marks for General Experience shall be awarded, based on following qualifications:

Sr. No.	Number of Projects Completed	Maximum
i)	19– 20	90%
ii)	16 – 18	75%
iii)	13 – 15	60%
iv)	10 – 12	50%
v)	07 – 9	40%
vi)	04 – 06	30%
vii)	Min: 03	20%

Award of marks is subject to the provision of the details/explanation of the project with proof of work order and completion certificate in support from the relevant department. Non-provision of the required details/explanations will result in the deduction of marks. The deduction will be made from the marks obtained @ 5% (for each detail) of the total marks.

**Note:**

1. If the consulting firm presents at least three (3) general project executed (complete in all respect) in Khyber Pakhtunkhwa, shall be awarded with an additional 10% marks.
2. Evaluation will be done on projects undertaken in last 10 years with a date of commencement not before 2008. An ongoing project will be graded as half a project in marking according to the above tables of projects count.



### 3.2.3. Personnel Capabilities (Total: 45 Marks)

The following seven personnel have evaluated:

- |    |                         |   |                       |
|----|-------------------------|---|-----------------------|
| a. | Architect               | - | (15% i.e. 6.75 Marks) |
| b. | Town Planner            | - | (15% i.e. 6.75 Marks) |
| c. | Structural Engineer     | - | (14% i.e. 6.30 Marks) |
| d. | Infrastructure Engineer | - | (14% i.e. 6.30 Marks) |
| e. | Electrical Engineer     | - | (14% i.e. 6.30 Marks) |
| f. | Construction Manager    | - | (14% i.e. 6.30 Marks) |
| g. | Contract Manager        | - | (14% i.e. 6.30 Marks) |

Personnel Capabilities are sub-divided into following categories:

- |    |                                    |   |             |
|----|------------------------------------|---|-------------|
| a. | Academic and General Qualification | - | (25% Marks) |
| b. | Professional Experience            | - | (65% Marks) |
| c. | Experience of Working Environment  | - | (10% Marks) |

Marks for nominated experts shall be awarded on the basis of qualifications, after thoroughly reviewing their CVs/Resume. It is important to mention here that the average of 7 nominated experts of the Consulting Firm will be taken into account for the personnel capabilities of the Consulting Firm. Following breakdown of marks will be awarded to evaluate individual personnel:

Evaluation of Nominated Expertise

Sr. No.	Description	Maximum		
		%	Marks	
<b>A.</b>	<b>ACADEMIC AND GENERAL QUALIFICATION</b>	<b>25%</b>		
	a) B.Sc Engg. / B.E / B. Arch. (Specified Discipline)	80%		
	b) M.Sc Engg. / M.E / M.Arch. (Specified Specialization)	8%		
	c) Ph.D Engg.	8%		
<b>B.</b>	<b>PROFESSIONAL EXPERIENCE RELATED TO ASSIGNMENT</b>	<b>65%</b>		
	<b>B.1</b>	<b>SPECIFIC EXPERIENCE (Choose only one option from below description)</b>	<b>80%</b>	
	More than 25 year	100%		
	21 to 25 years	90%		
	16 to 20 years	80%		
	11 to 15 years	70%		
	06 to 10 years	60%		
	01 to 05 years	50%		
	<b>B.2</b>	<b>GENERAL EXPERIENCE (Choose only one option from below description)</b>	<b>20%</b>	
	More than 25 year	100%		
	21 to 25 years	90%		
	16 to 20 years	80%		
	11 to 15 years	70%		
	06 to 10 years	60%		
01 to 05 years	50%			
<b>C.</b>	<b>EXPERIENCE OF WORKING ENVIRONMENT</b>	<b>10%</b>		
	a) National Experience	70%		
	b) International Experience	30%		

**3.2.4. Other Factors (5 Marks)**

<b>Sr. No.</b>	<b>Description</b>	<b>Max. Marks</b>
1	Registration/Enlistment with Other Government Organizations	30%
2	Tax Clearance Certificate issued for last 3 years	30%
3	Creditworthiness Certificate Issued by a Schedule Bank	40%



### **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 51 percent of all qualifying criteria given in paras 3.2 and 3.5 heretofore.
  - ii) Each of the partners shall meet not less than 25 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 Engineer/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 partners, jointly and severally, and any bid shall be submitted with a copy of the JV agreement providing the joint and several liabilities 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 J.V 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 firms 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 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 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
- 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 60 days of the date for submission of applications.

#### 4. MANDATORY DOCUMENTS

- Registration with PEC and PCATP
- Affidavit to the effect that the firm / company is not involved in litigation with any department nor has ever been black listed by any department.
- NTN registration certificate and clearance certificate for 3 years
- Signed Joint Venture JV agreement on letter head of lead partner by all the partners.
- Khyber Pakhtunkhwa Revenue Authority (KPRA) Registration Certificate (Registration for sales tax purposes)



LETTER OF APPLICATION

Date: .....

Contract No: .....

To:

**Chief Executive Officer**

Khyber Pakhtunkhwa Economic Zones Development & Management Company (KPEZDMC), Plot # 120,  
Hayatabad Industrial Estate, Jamrud Road, Hayatabad, Peshawar.

Sir,

1. Being duly authorized to represent and act on behalf of ..... (“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 under the Design and Supervision of Industrial Zones Infrastructure work.


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. The Client 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. The Client and its authorized representatives may contact the following persons for further information, if needed.

<b>Technical Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Financial Inquiries</b>	
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. The Client reserves the right to: demand 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 project or accept any application, cancel the prequalification process, and reject applications; and
  - c. The Client 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) here above.
  - d. The Client 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) here above.



Annex – A

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**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 liabilities of all partners in the event the contract is awarded to us.
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

For and on behalf of

(name of Applicant or lead partner of a joint venture)

(name and signature of other partners of the joint venture)

Form A – 1

**GENERAL INFORMATION**

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		

Form A – 2

**GENERAL EXPERIENCE**

Name of Applicant or partner of a joint venture

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

Annual Turnover (Construction only)		
	Turnover	Equivalent Rupees

Form A – 3

**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						
Partner	Form A-2	Ye	Yea	Yea	Ye	Ye
1. Lead Partner						
2. Partner						
3. Partner						
4. Partner						
5. Partner						
6. Partner						
<b>Total:</b>						

Form A – 4

**PARTICULAR EXPERIENCE**

*Name of Applicant or partner of a joint venture*

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)
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)
11.	Specified Requirements  .....

Form A – 5

**DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY**

*Name of Applicant or partner of a joint venture*

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)
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract
7.	Equivalent in Pak/Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months)
11.	Specified Requirements I .....

Form A – 6

**CURRENT CONTRACT COMMITMENTS / PROJECTS IN PROGRESS**

*Name of Applicant or partner of a joint venture*

Name of Contract	Project Value	Estimated

Form A – 7

**PERSONNEL CAPABILITIES**

*Name of Applicant*

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



Form A – 8

**CANDIDATE SUMMARY**

*Name of Applicant*

Position		Candidate [Tick appropriate one] <input type="checkbox"/>	
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

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

Form A – 9

**SOFTWARE’S/ EQUIPMENT CAPABILITIES**

Name of Applicant

Item of Equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacture
Current status	5. Current location	
	6. Details of current commitments	
Source	7. Indicate source of the equipment	

Omit the following information if it is owned by the Applicant or partner.

Owner	8. Name of owner	
	9. Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreement	Details of rental/lease specific to the Project.	

Form A – 10

**FINANCIAL CAPABILITY**

*Name of Applicant or Partner of a Joint Venture*

Banker	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	

Financial information in Pak	Actual: previous three years			Projected: Next two	
	1	2	3	4	5
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
5. Profits before taxes					
6. Profits after taxes					

	Amount
1.	
2.	
3.	
4.	

*Attach audited financial statements for the last five years (for individual applicant or each partner of joint venture).*

Form A – 11

**LITIGATION HISTORY**

*Name of Applicant or Partner of a Joint Venture*

<b>Year</b>	<b>Award FOR or AGAI NST</b>	<b>Name of client, cause of litigation,</b>	<b>Disputed amount (current value Pak Rs. or</b>