

# **BOARD OF INVESTMENT (BOI)**

## **PRE-QUALIFICATION DOCUMENT (PQD)**

**Pre - qualification of Consulting Firms having expertise in Industrial  
Infrastructure Development Projects**

**For**

**Preparation of Feasibility Studies, Master Plan and Land Acquisition  
Management Plan of Islamabad Model Special Economic Zone (IM-SEZ)  
at Islamabad Islamic Republic of Pakistan**



**National / International Competitive Bidding  
(Procurement No. PQD/BOI/IMSEZ/2024)**

**Lt. Col (R) Shakeel Ahmed Shah  
Project Director (IM-SEZ)  
Board of Investment (BOI)**

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**April, 2024**

## **DISCLAIMER**

1. The information contained in this Request for Expression of Interest (EOI) document or subsequently provided documents to applicants, whether verbally or in written form by or on behalf of BOI shall be subject to the terms and conditions set out in this EOI document and any other terms and conditions subject to which such information is provided. The interpretation of all contents of this EOI is as per BOI understanding.
2. The procurement process will be governed under the Public Procurement Rules (PPRA), 2004 as amended from time to time.
3. This EOI document does not purport to contain all the information each applicant may require. This EOI document may not be appropriate for all persons, and it is not possible for BOI to consider the financial situation and particular needs of each applicant who reads or uses this EOI document. Certain applicants may have better knowledge of the proposed Project than others. Each applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI document and obtain independent advice from appropriate sources. BOI makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this EOI document.
4. BOI may, in their absolute discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this EOI document or cancel the present invitation and call for fresh invitations. Such changes would be intimated to all applicants using this EOI Document.
5. BOI reserves the right to reject all Expression of interests (EOIs) submitted in response to this EOI Invitation prior to the acceptance of an EOI according to Public Procurement Rules (PPRA) 2004. BOI also reserves the right to hold or withdraw from or cancel the process at any stage till the final pre-qualification /shortlisting.
6. BOI will have no liability in case of non-receipt of any correspondence from them to the applicant due to the postal delays.

7. Mere submission of this EOIs or Pre-qualification or issue of RFP does not guarantee that the applicant will be selected for the project.

Board of Investment

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**EXPRESSION OF INTEREST****PREQUALIFICATION/SHORTLISTING OF CONSULTING FIRMS****PREPARATION OF FEASIBILITY STUDIES, MASTER PLAN AND  
LAND ACQUISITION MANAGEMENT PLAN OF ISLAMABAD  
MODEL SPECIAL ECONOMIC ZONE (IM-SEZ) AT ISLAMABAD,  
ISLAMIC REPUBLIC OF PAKISTAN**

Board of Investment Pakistan wants to develop Special Economic Zones under the framework of CPEC in Islamabad Capital Territory (ICT) and intends to hire services of experienced and reputed National/International consulting firm/ Joint Venture/Consortium for:

1. Land survey of identified site in ICT, preparation of detailed feasibility study and recommending its suitability for IM-SEZ.
2. Detailed Engineering Studies, Survey and Land Acquisition Management Plan.
3. Master Planning, Preliminary Engineering Designs and Estimates for infrastructure development.
4. Development/Management Options Analysis, with financial models and detailed model of most viable option.
5. Preparation of documents including PC-I etc. as per requirements of Planning Commission of Pakistan.
6. Preparation of Pre-Feasibility Study and Land Surveys for establishment of another Large Scale Special Economic Zone (LS-SEZ) in ICT or its adjoining districts and recommend at least 2x suitable sites.

Interested firms having extensive relevant experience are requested to send the Expression of Interest (EOI) for Prequalification. EOI documents with detailed scope of work, eligibility and evaluation criteria can be downloaded from <https://invest.gov.pk> or <https://www.ppra.org.pk> or hard copy can be obtained from the address given below by submitting application along with Pay Order/Demand Draft of **Rs. 2,000/-** in favor of “DDO IM-SEZ Board of Investment”.

Hard copies of EOI Documents along with all required documents must reach this office on or before **May 20, 2024, 12:00 PKT**. Agenda points/queries must reach at below mentioned address at least seven (7) days before pre-bid meeting scheduled on **May 06, 2024, 11:00 PKT**.



**Lt. Col. Shakeel Ahmed Shah (R)**  
**Project Director (IM-SEZ)**  
**Board of Investment (BOI)**



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## SECTION – I

### INTRODUCTION

#### 1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Prequalification Document have the following meanings:

- a) **“Affiliate (s)”** means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant(s).
- b) **“Applicable Law”** means the laws and any other instruments having the force of law in Pakistan, or in such other country as may be specified in this Document, as they may be issued and in force from time to time.
- c) **“Applicant”** means consultant who wish or intend to apply for prequalification under this document.
- d) **“Consultant”** means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Procuring Agency under the Contract.
- e) **“Contract”** means a legally binding written agreement signed between the Procuring Agency and the Consultant and includes all the attached documents (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices etc.).
- f) **“Day”** means a calendar day.
- g) **“Experts”** means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).
- h) **“Joint Venture (JV)”** means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Agency for the performance of the Contract.
- i) **“Key Expert(s)”** means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant’s proposal.
- j) **“Non-Key Expert(s)”** means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually

- k) **“RFP”** means the Request for Proposals to be prepared by the Procuring Agency for the selection of consultants, based on the Standard Forms.
- l) **“Services”** means the work to be performed by the Consultant pursuant to the Contract.
- m) **“Sub-consultant”** means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Procuring Agency during the performance of the Contract.

## 1.2 Introduction of Board of Investment

The Board of Investment (BOI) (herein after referred as “*Procuring Agency*”) has broad based responsibilities of investment promotion in all sectors of economy, facilitation of local and foreign investors for speedy materialization of their projects, enhancement of Pakistan's international competitiveness and contribution to economic and social development. BOI assists companies and investors who are investing or intend to invest in Pakistan as well as facilitates the implementation and operation of their projects. The wide range of services provided by BOI also include providing information on the opportunities for investment and facilitating companies that are looking for joint ventures. BOI acts as a focal point of contact for existing and prospective investors, both domestic and foreign, to provide them with all necessary information and assistance in coordination with other Government Departments/ Agencies at Federal and Provincial level.

## 1.3 Introduction of the Assignment

BOI intends to establish Model Special Economic Zones on the identified sites in Islamabad and /or its vicinity. The establishment of these Model SEZs is aimed at providing the industrial infrastructure to promote local and foreign investment accelerating manufacturing activities for export promotion, import substitution and job creation. Another objective of the SEZs is to provide suitable location for relocation of industries from China.

Consultancy services are solicited from reputable International / National Consultants for undertaking and preparing, amongst other, the Land Acquisition Management Plan, Feasibility Studies, Master Plan and Development & Financial models for the site identified in Rawat, Islamabad for establishment of Islamabad Model SEZ (IM-SEZ) and prefeasibility studies of the site(s) identified for establishing a Large Scale SEZ (LS-SEZ) in Islamabad or its adjoining districts.



Suitable applicants will at least have demonstrable experience of similar undertakings with satisfactory delivery. They should have adequately qualified and well-trained human resource required for this assignment, requiring complex set of expertise including engineering, financial, and other related fields.

#### **1.4 Objective of the Assignment**

The ultimate objective of the Assignment is to establish model SEZs on suitable development model and conduct pre-feasibility for a Large Scale Special Economic Zone. To achieve this, the Consultants shall carry out the following among others:

- 1.4.1 Land survey of identified sites.
- 1.4.2 Pre-Feasibility Study to determine commercial and economic viability as well as bankability of the project addressing economic, environmental, legal, technical and financial aspects as well as other aspects of establishing SEZs, along with the suitable development model for establishment.
- 1.4.3 Land Acquisition Management Plan (LAMP) to assist BOI in undertaking land acquisition of the identified site(s) at lowest possible rates, in the shortest possible time, with least legal and transaction cost.
- 1.4.4 Assist BOI in seeking relevant approvals from relevant government agencies/departments, in accordance with the applicable laws, and timely fulfilment of all requirements for such approvals.
- 1.4.5 Assist BOI in getting funds from Public Sector Development Programme (PSDP) for land acquisition and provision of utilities, by completing all documents including PC-1s / PC-2s etc. required to the satisfaction of Planning Commission.
- 1.4.6 Assist BOI in determining suitability based on the Pre-Feasibility, in rank order, for establishment of Large Scale Special Economic Zone.

## SECTION –II

### SCOPE OF WORK/SERVICES

The Consultants shall be required to carry-out the following tasks against the six Deliverables of the Assignment listed as below:

#### **2.1 Deliverable: 1 – Preliminary Land Survey for identified site for Islamabad Model Economic Zone (IM-SEZ)**

The consultants shall, including but not limited to,

2.1.1 Conduct preliminary surveys of identified site and collect necessary data related to characteristics of the land, facilities available, existing government structures, existing establishments (private or otherwise), population, ownership, trees, forest etc.

2.1.2 Conduct analytical survey to arrive at reasonable and fair market value of identified site. These cost estimates would provide the baseline data and estimate to determine the cost of land acquisition. However, final value of Land will be determined as per Land Acquisition Act 1894.

2.1.3 Determine geographical characteristics and categorization of identified site (Baseline Data). The Geographic information shall be categorized in terms of type of land, types of built-up structures to provide basis for land acquisition including Federal/Provincial Government/private belongings, Agricultural, residential and commercial built-up structures, trees/forests/crops, business type, livestock etc.

2.1.4 Determine suitability of identified site for establishment of IM-SEZ along with recommended size or propose alternate suitable site for project with detailed reasoning for approval by BOI.

2.1.5 Provide ***Land Acquisition Management Plan***, entailing-

##### **2.1.5.1 Legal Framework for Land Acquisition and Compensation.**

The consultants will describe the legal procedures to be adopted for the Land Acquisition under which the BOI is required to take actions for Land Acquisition and determination of compensation to effected persons. Land Acquisition Act

1894, being a legal document for Land Acquisition, shall be detailed in the Land Acquisition Management Plan (LAMP) including timelines for Land Acquisition in accordance with the project implementation schedule.

#### **2.1.5.2 Ownership of Land**

Consultants shall identify the ownerships of the assets being acquired by the Procuring Agency and prepare a comprehensive database of the owners. In this regard BOI will coordinate with relevant departments for accurate and updated ownership details.

#### **2.1.5.3 Institutional Arrangements**

Adequate institutional arrangements shall be defined in LAMP to implement the whole process of Land Acquisition and establishing the roles and responsibilities of the procuring agency and all other concerned departments throughout planning, managing and internal/ external monitoring etc. of Land Acquisition process. Consultants shall characterize necessary arrangements and steps to be taken to seek various governmental approvals at various levels of Land Acquisition process.

#### **2.1.5.4 Financing Arrangements**

Consultants shall define in LAMP how the sources to finance the Land Acquisition are to be arranged, approved and released from the Government and spared on the disposal of the collector for further payment of compensation to the Affected Persons.

#### **2.1.5.5 Entitlements & Compensation Mechanism**

Relevant government agency shall define the entitlement and eligibility criteria of affected persons and develop compensation mechanism and parameters to be adopted for determining the compensation of the Affected Persons being deprived of their belongings and assets.

Compensation mechanism should be transparent such that each and every Affected Person gets the reasonable and fair market value of his or her assets being acquired by the government.

#### **2.1.5.6 Timelines for Acquiring land**

Consultants shall propose the timelines for acquisition in consultation with the concerned departments, to be engaged for Land Acquisition, so that the project is

executed swiftly in accordance with the project implementation schedule.

#### **2.1.5.7 Resettlement Action Plan (RAP)**

Resettlement effects whether physical or economic shall be mapped by the consultants. Resettlement Action Plan shall be prepared to provide a time-bound plan with budgetary indicators specifying the procedures to be followed and the actions (resettlement strategy, objectives, options, entitlements, actions approvals, responsibilities, monitoring and evaluation) to be taken to mitigate adverse effects, compensate losses, and provide development benefits to persons and communities affected by the project.

#### **2.1.5.8 Required Government Approvals**

Consultants shall make necessary arrangements to seek all approvals required for land acquisition process

## **2.2 Deliverable: 2 – Detailed Feasibility Study of IM-SEZ**

The consultants shall, including but not limited to, undertake the following tasks under this deliverable:

### **2.2.1 Collection and review of available data:**

Collect, analyze and interpret available data, scientific and otherwise, to assess the economic, financial and technical/infrastructural, operational, legal feasibility and viability of the identified site for establishment of IM-SEZ in Islamabad.

### **2.2.2 Survey of the identified site to determine locational and economic feasibility:**

Detailed survey of the area, shall be conducted to determine its locational feasibility and provide the information with regard to amongst others demographics, natural resources, labor force, connectivity with utilities and road, infrastructure availability and other economic activities.

### **2.2.3 Survey of the identified site to identify the industrial mix:**

The feasibility study shall include identification of the industrial mix to be targeted by the SEZ, based on the market demand and suitability of the local area.

#### 2.2.4 **Topographical and site survey:**

The Consultants shall carry out detailed topographical surveys of identified site, including aerial surveys. The topographical surveys shall be submitted at an appropriate scale covering all on-ground features and shall provide detailed recommendations along with cost of preparing land for establishing SEZ on the identified site.

#### 2.2.5 **Hydrological Studies**

The Consultant shall carry out hydrological studies, including but not limited to following:

- 2.2.5.1 Catchment analysis
- 2.2.5.2 Catchment flows
- 2.2.5.3 Rainfall analysis
- 2.2.5.4 Hydrogeology
- 2.2.5.5 Overland Flow/ Runoff assessment
- 2.2.5.6 Water Course Hydraulics
- 2.2.5.7 Flood risk assessment
- 2.2.5.8 Drainage impact assessment

#### 2.2.6 **Ground Water Studies:**

The Consultants shall carry out groundwater studies to investigate the location and yields of fresh groundwater, pollution sources in the vicinity, recharge potential, results of physical and chemical analysis of water. The report should also include inventory of existing water supply sources, Electrical Resistivity Survey (ERS), and preliminary design of tube wells for each identified water source.

#### 2.2.7 **Soil studies and Geotechnical Investigations:**

Consultants shall carry out subsoil investigations and Geo-technical study to determine feasibility of the site for establishment of an SEZ, for which the consultant shall, including but not limited to,

- 2.2.7.1 Determine general soil condition, bearing capacity, moisture content, water- table and types of soils etc.
- 2.2.7.2 Pay particular attention and emphasis to the alignment of the roads and

location of structures (Overhead Tanks, Disposal Stations and allied buildings etc.)

- 2.2.7.3 Undertake investigation using sufficient bores at appropriate depth.
- 2.2.7.4 Study and analyze seismic conditions and recommend remedial measures, if required
- 2.2.7.5 Preparation of sub-soil investigation recommendations comprising details about bore logs, test pits, test results, safe bearing capacities and California Bearing Ratio etc. for foundations and design parameters for roads and other works.

## 2.2.8 **Environmental Impact Assessment (EIA):**

Environmental impact assessment report is required to be prepared in line with the relevant laws and regulations. Standard Environmental Impact Assessment (EIA) shall be carried out by the Consultants in the light of guidelines/ rules/ regulations issued by the Government of Pakistan, emanating from Pakistan Environmental Protection Act, 1997 as amended from time to time. The Consultants shall discharge the following obligations to meet with statutory requirements of Environment Protection Agency (EPA).

2.2.8.1 Consultants shall examine essential base line conditions, foreseeable disturbance or impacts to the prevailing conditions and suggest mitigation measures.

2.2.8.2 All the data collection/ surveys questionnaires/ interviews should be well coordinated for the proper assessment of baseline conditions and providing the foundation for further studies and recommendations.

2.2.8.3 Identify/ investigate and prepare a comprehensive profile of the likely project impacts on the physical (water, soil, air, noise etc.), and biological (flora and fauna) features and suggest solutions to minimize the impact.

2.2.8.4 Any other requirement deemed necessary by EPA

2.2.8.5 Acquisition of NOC from EPA.

## 2.2.9 **Traffic Impact assessment:**

The Consultants shall prepare Traffic Impact Assessment (TIA) report that shall include amongst other-

- 2.2.9.1 Estimation of future traffic generation with and without the SEZ.
- 2.2.9.2 Estimation of traffic volumes at approach routes and critical intersections with and without the SEZ.
- 2.2.9.3 Identification of locations of potential traffic congestion due to the SEZ
- 2.2.9.4 Estimation of Equivalent Single Axle Load (ESAL).
- 2.2.9.5 Estimate peak hour and Annual Daily Traffic volumes.
- 2.2.9.6 Alternate route plan.
- 2.2.9.7 Traffic forecast for next 20 years.

## **2.3 Deliverable: 3 – Master Planning and Preliminary Engineering Designs**

### **2.3.1 Land Use Master Planning:**

In the light of surveys/ analysis, discussions with procuring agency, local planning regulations/ parameters, availability of utilities and other infrastructure, industrial mix, and SEZ law, the Consultants shall propose a set of at least three (3) Preliminary Land Use and corresponding Master Plans. These Master Plans will have land distribution use like industrial, commercial areas and amenities, with at least 70% of the land for industrial use.

Firming up of all the above stated ideas and after incorporating the comments and reviews made by BOI and responses of various stakeholders, Preliminary Land Use shall be finalized. Consultants shall take up preliminary engineering design of infrastructure works based on the corresponding Master Plan. These designs are aimed to arrive at estimated costs for development of infrastructure inside and outside the SEZ based on minimum requirements for the same as prescribed under the SEZ Law. The Consultants shall also provide for the following common facilities to industrial undertakings in the zone including:

- a) Administrative Block/complex to house One-Stop Service (OSS) center and other common public service facilities.
- b) Power Grid
- c) Warehousing
- d) Exhibition/display center
- e) Vocational training institution
- f) Medical Center
- g) Firefighting infrastructure

- h) Combine Effluent Treatment Plant
- i) Any other facility required for effective functioning of the SEZ

### 2.3.2 Design Criteria:

2.3.2.1 The Consultants shall, based upon the surveys and investigations, first prepare design criteria for each infrastructure facility to be designed. The criteria should give options to the Procuring Agency about types of material/ equipment, specifications, cost-benefit analysis recommended material/ equipment, etc.

2.3.2.2 The Consultants shall also recommend design speeds for the major and arterial roads and also calculate water demand and quantity of effluents/ runoff etc. The Consultants shall undertake preliminary engineering design of the infrastructure components on the basis of approved design criteria.

### 2.3.3 Preliminary Infrastructure Design and estimates:

The Consultants shall plan and prepare preliminary design of infrastructure facilities as are required for establishment of an SEZ under the SEZ law, including but not limited to:

#### 2.3.3.1 Internal Roads:

The Consultants shall prepare preliminary geometric design of the roads as per American Association of State Highway and Transportation Officials (AASHTO) standards using the studies and design speeds approved in the design criteria. The design will include horizontal, vertical and typical road cross sections.

Design of pavement using AASHTO and other internationally recognized and practiced codes for a minimum design life of 20 years.

Underground Electricity Distribution System and Street Lighting:

The Consultants shall, amongst other:

- i. Estimate total load requirements (based on the land use and industrial mix).
- ii. Design appropriate KV distribution network based upon the ultimate load



- iii. Design the system that complies with applicable local and international codes, standards and specifications.
- iv. Design the street lighting system using solar /renewable solutions.
- v. Estimate cost of provision of electricity to the zone enterprises.

#### 2.3.3.2 **Underground Gas Distribution System:**

The Consultants shall, amongst other:

- i. Estimate total load requirements (based on the land use and industrial mix)
- ii. Design appropriate pipeline network based upon the ultimate load.
- iii. Design the system that complies with applicable local and international codes, standards and specifications.
- iv. Estimate cost of provision of gas to the zone enterprises.

#### 2.3.3.3 **Water Supply distribution network (including water source and storage):**

The Consultants shall, amongst other:

- i. Calculate the total daily requirement of water (Industries, commercial and amenities etc.) for the complete project using national/ provincial or international standards (UNIDO, AWWA, CPP etc.).
- ii. Calculate requirement of water for firefighting.
- iii. Design sourcing (like number and size of tube wells etc.).
- iv. Calculate storage requirements and design number and size of overhead/underground water reservoirs and their costs.
- v. Design water transmission and distribution network.

#### 2.3.3.4 **Wastewater collection and disposal:**

The Consultants shall, amongst other:

- i. Calculate quantity of wastewater.
- ii. Design collection system/ network.

- iii. Design disposal system to the ultimate disposal point, including outfall system etc.

#### 2.3.3.5 **Storm water collection and disposal:**

The Consultants shall, amongst other:

- i. Discuss options with the Procuring Agency about the most economical/suitable design
- ii. Design the system in line with international best practices.
- iii. Design water harvesting system if feasible.

#### 2.3.3.6 **Landscaping of green spaces**

The Consultant shall provide a plan for landscaping of green spaces.

#### 2.3.3.7 **Boundary wall along the perimeter of site:**

The Consultants, amongst others, design boundary wall of the project area.

#### 2.3.3.8 **Preliminary Design of following common facilities**

- i. Administrative Block/complex to house One-Stop Service (OSS) center and other common public service facilities.
- ii. Power Grid
- iii. Warehousing
- iv. Exhibition/display center
- v. Vocational training institution
- vi. Medical Center
- vii. Firefighting infrastructure
- viii. Common Effluent Treatment Plant
- ix. Any other facility required for effective functioning of the SEZ

2.3.3.9 In addition to above, the Consultants shall leave a provision for the following in the plan/ utility corridor for detailed design by the concerned department/ agency/ developer:

- i. Gas distribution network
- ii. Telecommunication network
- iii. Electricity network

## **2.4 Deliverable: 4 – Financial Modelling and Development Options Analysis for IM-SEZ**

The consultants shall, including but not limited to, undertake the following tasks under this deliverable:

### **2.4.1 Development Options Analysis:**

The Consultants shall carryout Option Analysis, Benefit to Cost analysis and Value for Money analysis for development of IM-SEZ through various modes of development including but not limited to the following:

- a) Public mode
- b) PPP mode [including all modes of private participation e.g. BOT, BOOT, BOLT etc.]
- c) G2G mode

### **2.4.2 Financial Modelling against development options:**

Consultants shall develop financial models corresponding to each model of development, covering, amongst others, the following aspects:

- a) Identification of suitable plot size vis-a-vis identified industries to be housed in the IM-SEZ as well as commercial undertakings as per land use plan.
- b) Estimation of project costs, based on engineer and market estimates, including all costs to be incurred on development, management and operations of the IM-SEZ for at least 20 years.
- c) Proposed development phasing to colonize the industrial and commercial plots on plug & play basis.
- d) Estimate financing requirements, through government funds or otherwise, and estimate related costs to finance the same. Provide debt schedules and funding sheets highlighting sources and utilization of funds.
- e) Identification and estimation of lease rates/ pricing models for plots (industrial & commercial) and develop revenue models for the project.
- f) Projected financial statements against each development option.
- g) Sensitivity analysis for critical financial variables of the Project.
- h) Analysis of projected cost and revenue for each development option using methods including but not limited to NPV, IRR, Payback Period (Simple and Discounted) etc. and key indicators to determine financial viability of each

development model.

i) Comparative analysis of the development options based on the financial models/forecasts and key indicators.

j) Detailed Cost Estimates for roads, water supply, sewerage, storm water drainage, electrification, street lighting, boundary wall, entrance gates, soft and hard landscaping and other infrastructure facilities and buildings to provide baseline data for PC-1s.

#### **2.4.3 Economic Appraisal and Impact Assessment against Development Options:**

For each development option, based on the financial models, the consultants shall undertake an economic appraisal and impact assessment that shall, include, among other the following:

a) Forecast of future fiscal costs and revenues such as taxes, levies etc. to estimate Economic NPV of the SEZ under various development modes.

b) Short Term and Long-Term economic benefits of the project and economic viability of the project.

#### **2.4.4 Risk & Sensitivity Analysis:**

For each development option, Consultants will identify major risk factors that could impact the project's implementation, operation, and financial sustainability and suggest ways to mitigate these risks. Under this deliverable Key Success Factors (KSFs), risk factors, and mitigants will be identified. The consultants shall provide financial projections that are accompanied by sensitivity analysis for major risks that could impact sustainability or project operations.

#### **2.4.5 Zone Application.**

Against the finalized development option, the consultant shall develop Zone Application for the IM-SEZ as per SEZ law, with amongst other requirements, detailed SEZ plan to undertake establishment of the IM-SEZ as per SEZ law.

The SEZ Plan shall amongst other things comprise of the following:

a) Business Model

b) Development Plan, including execution plan and detailed timelines

c) Financial Plan for the proposed financial model

d) Marketing Plan

e) Management Plan

## **2.5 Deliverable: 5 – Preparation and presentation of documents including PC-1 and estimates as per requirements of Planning Commission**

The Consultants shall prepare necessary documents during the assignment and give Presentations on the project and its deliverables to the forums, wherever required and assist BOI in getting approvals and arranging funding/finances for the establishment of IM-SEZ.

The major components to be addressed in this Deliverable are:

### **2.5.1 Preparation of documents for the selected Development Option:**

The consultant shall prepare, present and finalize all documents for the selected development option.

### **2.5.2 Preparation of documents for creation of a Special Purpose Vehicle/ Company under Companies Act 2017**

The consultants shall prepare all documents required for creation of a Special Purpose Vehicle/ Company under Companies Act 2017 for execution of development projects by Federal Government through BOI, whether by itself or in PPP mode.

### **2.5.3 Preparation of PC-1s**

The consultants shall prepare the PC-1s to get funding from PSDP for the following and present the same at relevant forums for approval:

- a) Land Acquisition
- b) Provision of Electricity till zero point of the IM-SEZ
- c) Provision of Gas till zero point of the IM-SEZ
- d) Provision of Water till zero point of the IM-SEZ
- e) Provision of Road infrastructure till zero point of the IM-SEZ to connect with the available road network, if required

### **2.5.4 Tender Documents:**

The Consultants shall prepare prequalification, selection criteria & RFP documents for developer according to approved development option for selection of developer through International Competitive bidding. The technical specifications should be compatible with the modern engineering and construction practices as well as those provided under the SEZ Act 2012 and SEZ Rules 2013.

## **2.6 Deliverable: 6 – Pre-Feasibility Study for establishment of Large Scale Special Economic Zone**

The consultants shall carry out Pre-Feasibility Study of Three (3) areas identified by the Procuring Agency in vicinity of Islamabad, to determine their technical and financial viability and suitability, and recommend at least two suitable sites in order of priority for establishment of Large-Scale SEZ. For each identified site, the Pre-Feasibility Study shall, cover among others the following:

- 2.6.1 Preliminary surveys, including topographical survey, of the identified sites to collect the necessary data related to the characteristics of the land, facilities available, existing government structures, existing establishments (private or otherwise), population, ownership, trees, forest etc.
- 2.6.2 Analytical survey to arrive at reasonable and fair market value of the identified sites. These cost estimates would provide the baseline data and estimate to determine the cost of land acquisition. However, the final value of Land will be determined as per Land Acquisition Act 1894.
- 2.6.3 Geographical characteristics and categorization of identified sites (Baseline Data).
- 2.6.4 Economic impact assessment of establishing SEZ in the identified areas.
- 2.6.5 Based on the findings, determine suitability of the identified sites, in rank order, for establishing large scale SEZ and propose phased out development plan for the most suitable site
- 2.6.6 For the most suitable site provide Land Acquisition Management Plan, entailing Legal Framework for Land Acquisition and Compensation, Ownership of Land, Institutional Arrangements, Financing Arrangements, Entitlements & Compensation Mechanism, Timelines for Acquiring land, Resettlement Action Plan (RAP).

Overall, the consultants will conduct surveys, studies, and assessments to identify suitable sites, evaluate their feasibility, assess environmental and social impacts, and design infrastructure for Islamabad Model Special Economic Zone and the large-scale SEZ.

## **2.7 Inception Report:**

Inception report will be prepared by consultant to set out conceptual framework, Detailed Methodology indicating phases of study, timings, and key deliverables and submit for approval of BOI.

## **2.8 Set of Final documents for IM-SEZ (Deliverable 1-5)**

Final feasibility report shall be supported by at least following documents including 1x Original, 1x True Copy and 1x Soft Copy.

- 2.8.1 Inception Report
- 2.8.2 Preliminary Land Survey Report
- 2.8.3 Land Price Analysis and Pricing Strategy Options
- 2.8.4 Pre-Feasibility of Selected/recommended Site along with size/area
- 2.8.5 Topographic Survey Report along with GIS Maps
- 2.8.6 Survey Report for Census of Land and Economic activities
- 2.8.7 Land Acquisition and Management Plan
- 2.8.8 Ground water Study Report
- 2.8.9 Soil Studies and Geotechnical Investigation Report
- 2.8.10 Environmental Impact Studies
- 2.8.11 Traffic Impact Assessment Studies
- 2.8.12 Land Use Master Plan with minimum three options
- 2.8.13 Design Criteria for Infrastructure and common facilities
- 2.8.14 Preliminary Design of Infrastructure Comprising Roads, Walkways Underground/Overhead Electric Distribution Network, underground Gas distribution network, Water supply distribution network, Storm water collection and disposal, wastewater collection and disposal, landscaping, boundary wall etc.
- 2.8.15 Preliminary design of common facilities Development Options Analysis Report

2.8.16 Financial Models and sensitivity analysis

2.8.17 Economic Appraisal and Impact Assessment Report

2.8.18 Consolidated Feasibility Report

2.8.19 Zone Application as per SEZ Law

2.8.20 Engineer Estimates

2.8.21 All PC-1s as mentioned above

2.8.22 Tender Documents

## **2.9 Set of Final documents for LS-SEZ (Deliverable 6)**

Feasibility Reports for Large Scale SEZs (Deliverable No 6) shall be supported by at least following documents including 1x Original and 1x True Copy and 1x Soft Copy.

2.9.1 Preliminary Survey Report of identified Sites

2.9.2 Topographic Survey reports along with GIS Maps of identified Sites

2.9.3 Analytical Survey for Fair Market Value of Land

2.9.4 Baseline Data for Geographic characteristics and its categorization

2.9.5 Economic impact assessment Report of establishing SEZ in identified areas.

2.9.6 Development Plan with phased out options of Recommended Site

2.9.7 Land acquisition and Management Plan

## **2.10 Time Period**

Maximum Time period is 8x Months, however shortest possible period to complete the service is desirable.



## **SECTION-III**

### **INSTRUCTIONS FOR APPLICANTS**

This Section specifies the procedures to be followed by Applicants in the preparation and submission of their Applications for Prequalification (AFP). Information is also provided on the opening and evaluation of AFPs.

#### **3.1 Governing Rules**

The Procuring Agency will follow Public Procurement Regulatory Authority i.e., PPRA Rules, 2004 as amended from time to time.

#### **3.2 Eligible Entities**

Prequalification is open to all entities (i.e., national and international) duly incorporated under relevant laws.

#### **3.3 Basic Eligibility Criteria**

The applicant(s) fulfilling the following basic eligibility criteria shall be considered for further evaluation (relevant documents to be attached).

- 3.3.1 Applicant(s) may be a private entity, government-owned entity, or any combination of local, foreign and government owned entity with a formal MOU to enter into an agreement or under an existing agreement in the form of a Joint Venture (JV) / Consortium.
- 3.3.2 Applicant must be in business for last 15 years. In case of JV, lead partner must be in business for last 15 years and associate firm for at least 10 years.
- 3.3.3 Government-owned enterprises in the Procuring country shall be eligible only if they can establish that they are legally and financially autonomous, and operate under commercial law, whereas they are not in any way dependent on the procuring agency.
- 3.3.4 Valid legal entity of the firm e.g. Certificate of registration from SECP or registrar of firms.
- 3.3.5 Foreign Applicant shall submit a proof of their affiliation/registration from their respective country's legal and professional body (Engineering Services Accreditation Body).

- 3.3.6 Valid Registration with PEC with project Profile codes of 1201, 1202, 1203, 1204, 1206, 1208 (ii), 1210, 1215(ii), 1220, 1222, 1233(ii), 1235.
- 3.3.7 Valid registration with PCATP. In case of Joint Venture / Association valid registration of PCATP of only Lead Partner is mandatory.
- 3.3.8 NTN & Sales / Services Tax Registration in case of local firms (must be an active taxpayer). Foreign firms must attach similar certificate from their home country.
- 3.3.9 Judicial Affidavit declaring “Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been blacklisted/ defaulted by any government agency/ department/organization” as per **PQ FORM-1**.
- 3.3.10 Undertaking for authorization of Lead Joint Venture Partner/Representative Joint Venture /Consortium– As per **PQ FORM- 2** (In Case of Joint Venture/ Consortium)
- 3.3.11 Provide separate undertaking that the information supplied by the firm is correct as per format attached as per **PQ FORM-3**.
- 3.3.12 Consultants should have completed Minimum 1 (One) Project for Feasibility study, Financial Modelling, Master planning, and Preliminary designing of industrial park/estate/city/zone on at least 500 acres of land or total cost of Consultancy service of minimum PKR 80 million.
- 3.3.13 Consultants should have completed at least one project of design of infrastructure development of at least 500 acres or total cost of consultancy services of minimum 80 million.
- 3.3.14 Financial Statements of the firm duly audited by the Chartered Accountant Firm for the last 3 years. Average annual turnover of the firm as per audited accounts of last 3 years, should be at least 500 million PKR for individual consultant/ JV and 100 million PKR for each associate/ partner firm in a Joint Venture / Consortium.
- 3.3.15 Foreign applicants have to form a JV with local Consultants as required under PEC bye laws, since foreign firm’s registration with PEC will be mandatory as per PEC bye laws.
- 3.3.16 Affidavit should be submitted to the effect that the firm / company (if) involved in

litigation with any department with no adverse decision against the firm/ company during last Ten (10) years as per **PQ FORM- 4**

3.3.17 Power of Attorney/Resolution (in case of a company), as confirmation of authorizing the signatory of the Application to commit the Applicant

3.3.18 In case of JV, all the members have to meet the aforementioned Basic Eligibility Criteria except where exception has been specifically provided.

### **3.4 Language of Application**

Application, as well as all correspondence and documents relating to the prequalification exchanged by the Applicant(s) and the Procuring Agency, shall be written in the English language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by its certified translation in English language, in which case, for purposes of interpretation of the Application, the translation shall prevail. Non-compliance of the above requirement could result in disqualification of relevant Applicants.

### **3.5 Complete Information**

Applicants must respond to all questions and provide complete information as advised in this document. Failure or omission to provide the aforementioned essential information may result in disqualification of the applicant.

### **3.6 One Bidder One Application**

Prequalified Bidders may participate only in one bid for the scope of work requested at that time. If a Prequalified Bidder submits more than one bid for the work, all bids that include that bidder shall be rejected.

### **3.7 Affidavit**

The Applicant / Partner(s) of the JV/Consortium shall attach an original affidavit on non-judicial stamp paper with a value of Rs. 100 at least (**PQ FORM-1**), declaring on oath that the Applicant:

3.7.1 non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation;

3.7.2 is not in bankruptcy or liquidation proceedings;

3.7.3 has never been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any Procuring Agency till date due to any reason

3.7.4 is not making any misrepresentations or concealing any material fact and detail;

3.7.5 has not been convicted of, fraud, corruption, collusion or money laundering;

3.7.6 is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and

3.7.7 Does not fall within any of the circumstances for ineligibility or disqualifications

### **3.8 Clarification of Information in EOI Application**

To assist in the evaluation of Applications, the Procuring Agency may, at any stage during the course of the prequalification process, ask any Applicant for clarification in respect of any matter associated with the documentation submitted by the Applicant in its Application. If an Applicant does not provide clarifications of the information requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

### **3.9 Clarification of the Prequalification Document**

A prospective Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Agency in writing at the Procuring Agency's address or by email indicated in the advertisement. The Procuring Agency will respond in writing or by email or in pre-bid meeting to any request for clarification, provided that such request is received no later than 07 days prior to the deadline for submission of Applications. The Procuring Agency shall forward copies of its response to all Applicants who have acquired the Prequalification Document directly from the Procuring Agency including a description of the inquiry but without identifying its source.

### **3.10 Updating of Information in EOI Application**

Applicants may be required to update the information submitted for prequalification at the time of submission of their bids to confirm continued compliance with the Prequalification Criteria. Applicants shall provide such evidence of their continued eligibility satisfactory

to the Procuring Agency, as and when required by the Procuring Agency. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

### **3.11 Misrepresentation of Information**

The applicant must declare and undertake that all the information, warranties, statements and representations provided within their application are true and correct; and applicant also understand that in case any of the aforesaid are found to be false/incorrect then applicant is liable to be disqualified, without prejudice to its other rights and actions the Procuring Agency may exercise under the applicable laws.

### **3.12 Instructions for Joint Venture/Consortium Applicants**

3.12.1 In case of Joint Venture/consortium, the applicant must nominate a Lead Partner (as Representative of Joint Venture/Consortium) to act as Lead Partner who shall have the authority to conduct all businesses for and on behalf of any and/or all the partners/ Applicant during the prequalification process and, in the event of prequalification, during the procurement process, and in the event, the Contract is awarded to the Applicant then during the term of contract.

3.12.2 The prequalification of a Joint Venture / Consortium does not necessarily prequalify any of its partners individually or as a partner in another Joint Venture or Consortium. In case of dissolution of a Joint Venture/Consortium, the Individual firms forming Joint Venture / Consortium shall be deemed to be disqualified.

3.12.3 Bid shall be signed by all members in the Joint Venture so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the Joint Venture agreement providing the joint and several liabilities with respect to the contract.

### **3.13 Conflict of Interest**

During the prequalification process and at the time of bidding, Applicants / Bidders shall not have a conflict of interest. All Applicants / Bidders found to have a conflict of interest shall be disqualified. Applicants / Bidders may be considered to be in a conflict of interest with one or more parties in the bidding process if any of, including but not limited to, the following apply:

3.13.1 They have controlling shareholders in common; or

- 3.13.2 They receive or have received any direct or indirect subsidy from any of them;  
or
- 3.13.3 They have the same legal representative for purposes of this prequalification/bid; or
- 3.13.4 They have a relationship with each other, directly or through common third parties, that puts them in a position to have access to material information about or improperly influence the bid of another Applicant/Bidder, or influence the decisions of the Procuring Agency regarding this prequalification/bidding process; or
- 3.13.5 If an Applicant / Bidder submits more than one application/bid in in this prequalification / bidding process, either individually or as a partner in a joint venture / Consortium, procuring agency will reject all such applications/bids.
- 3.13.6 An Applicant/Bidder or any affiliated entity, participated as a consultant in the preparation of the design or technical specifications of the works, plant and services that are the subject of the bid; or
- 3.13.7 An Applicant/Bidder was affiliated with a firm or entity that has been hired (or is proposed to be hired) by the Procuring Agency as an engineer or consultant for the subject contract.

### **3.14 Fraud and corruption:**

The Procuring Agency requires that Applicant(s) / Consultant(s) / Joint Venture / Consortium under this Prequalification process, observe the highest standard of ethics during this prequalification and further processing. For the purposes of this provision, the Procuring Agency defines the terms as set forth below:

- 3.14.1 “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the prequalification process;
- 3.14.2 “Fraudulent practice” means a misrepresentation or omission of facts in order to influence the prequalification;
- 3.14.3 “Collusive practice” means a scheme or arrangement between two or more Applicant’s, with or without the knowledge of the Procuring Agency, designed

to establish artificial data/ information;

3.14.4 “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the prequalification process.

3.14.5 Procuring Agency will reject an application for prequalification if it determines that the Applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices.; and

3.14.6 Procuring Agency will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time for prequalification if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices.

### **3.15 Amendment in Prequalification Document**

At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Document by issuing addenda. Any addendum issued shall be part of the Prequalification Document and shall be communicated in accordance with PPRA Rules, 2004 (as amended from time to time).

### **3.16 Instructions for Preparations of EOI Application**

3.16.1 The Applicant shall prepare an Application using the forms furnished / annexed to prequalification document. The application should be prepared in accordance with ‘Application form’ as per attached format and all forms must be completed without any alteration to the text, and no substitutes shall be accepted. All blank spaces shall be filled with the information requested.

The Application shall comprise the following:

3.16.1.1 An application, in accordance with standard attached template

3.16.1.2 Power of Attorney/Resolution (in case of a company), as confirmation of authorizing the signatory of the Application to commit the Applicant;

3.16.1.3 documentary evidence establishing the Applicant’s eligibility to prequalify, in accordance with prequalification document;

3.16.1.4 documentary evidence establishing the Applicant’s qualifications, in accordance with evaluation criteria;

3.16.1.5 Any other document required as specified in this document.

- 3.16.2 The Applicant shall prepare one original set of documents comprising the Application as described in prequalification document and clearly mark it “ORIGINAL”. The Applicant shall submit 01 (one) copy of the Application (signed in original), and clearly mark it “TRUE COPY”. In addition, 1x soft copy shall also be submitted. In the event of any discrepancy between the original and the copy, the original shall prevail.
- 3.16.3 The Applicant shall enclose the original, the true copy and soft copy of the Application in a sealed envelope which shall:
- 3.16.3.1 bear the name and address of the Applicant;
  - 3.16.3.2 be addressed to the Procuring Agency and
  - 3.16.3.3 bear the specific identification i.e., Procurement Number of this prequalification process
- 3.16.4 if the envelope is not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement of the Application.
- 3.16.5 the requirements regarding the legal instruments evidencing the authorization to represent and sign on behalf of the Applicant. The name and position held by each person signing the authorization must be typed or printed below the signature. Failure to provide an acceptable authorization within the prescribed period may cause the rejection of the Application.

### **3.17 Opening of EOI Applications**

- 3.17.1 Applications or any document relating to the Application submitted after the deadline for submission of Applications, shall be rejected by the Procuring Agency.
- 3.17.2 Opening of Applications will be done in the presence of the Applicants who wish to be present at the time of opening of Applications.
- 3.17.3 The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Document.
- 3.17.4 The Procuring Agency reserves the right to annul the pre-qualification process and reject all Applications at any time as per PPRAs Rules 2004 as amended from time to time without thereby incurring any liability to Applicants.



- 3.17.5 Procuring Agency shall be under no obligation to return any EOI or supporting materials submitted by the Applicants.
- 3.17.6 Consultant(s) will remain pre-qualified for one (01) year (extendable) from the date of issuing a prequalification intimation by Procuring Agency and will be requested later to submit their proposals through RFP document against the part of the works requested in RFP documents as per ‘Scope of Work’.
- 3.17.7 No application will be considered responsive if it:
- 3.17.7.1 Is received after the date and time fixed for its receipt; or
  - 3.17.7.2 Is unsigned; or
  - 3.17.7.3 Is conditional; or
  - 3.17.7.4 Is given by the firm blacklisted, suspended or removed from the approved list of any department/organization of Government.

### **3.18 Cost of Pre-Qualification**

The Applicant shall bear all costs associated with the preparation and submission of Application for Pre-Qualification. Procuring Agency shall under no circumstances be responsible for such costs regardless of the outcome of the application process.

### **3.19 Order of Submission of Prequalification Documents**

Consultant(s) shall submit Prequalification application along with all required documents as per this prequalification document in following order. Each Section Shall be separated by a Separator. All other documents required as per this prequalification document but not listed below shall be placed at the end of appropriate section.

3.19.1 Table of Contents

#### **3.19.2 SECTION -I**

3.19.2.1 Brief Introduction / History of firm

3.19.2.2 Letter of Application as per format provided in this document

3.19.3 **SECTION-II.** All Documents pertaining to / in support of Mandatory

Requirements shall be attached in the same order as listed in section 4.3 of this prequalification Document

#### **3.19.4 SECTION-III**

3.19.4.1 PQ FORM-5 Firm Experience (General) – Completed (Local/Foreign) along with all relevant/supporting documents

- 3.19.4.2 PQ FORM-6 Firm Experience (Relevant/Similar) – Completed /Ongoing (Local/Foreign) along with all relevant documents
- 3.19.4.3 PQ FORM-7 General Information about the Consultant / Firm / Applicant / Joint Venture / Consortium along with all relevant documents
- 3.19.4.4 PQ FORM-8 Approved Organization Structure of Firm
- 3.19.4.5 PQ FORM-9 List of Public Sector Projects completed by Firm or in hand
- 3.19.4.6 PQ FORM-9 List of Private Sector Project completed by Firm or in hand
- 3.19.4.7 PQ FORM-9 List of International Projects completed by Firm or in hand
- 3.19.4.8 PQ FORM-10 Quality Policy of Firm duly approved by BOD/ Management
- 3.19.4.9 PQ FORM-11 Valid ISO Certificates
- 3.19.4.10 PQ FORM-12 List of Surveying Equipment held with Firm
- 3.19.4.11 PQ FORM-12 List of Laboratory Equipment/Machinery held with Firm
- 3.19.4.12 PQ FORM-12 List of Field-Testing Equipment/Machinery held with Firm
- 3.19.4.13 PQ FORM-12 List of Software's held with Firm
- 3.19.4.14 PQ FORM-12 List of Books/Codes/Standards held with Firm
- 3.19.5 SECTION –IV**
  - 3.19.5.1 PQ FORM-13 Human Resource Potential of Consultants meeting criteria as per Annexure B to Section IV along with relevant/supporting Documents
  - 3.19.5.2 PQ FORM -14 Project Specific Human Resource Potential of Consultants as per Annexure C to Section IV along with relevant/supporting Documents.
  - 3.19.5.3 PQ FORM-14A CVs of all personals as per PQ FORM-14A must be attached in the same order as given in PQ FORM-14
  - 3.19.5.4 PQ FORM-15
- 3.19.6 SECTION –V**
  - 3.19.6.1 PQ FORM-16 along with all supporting documents required in this PQD
- 3.19.7 SECTION –VI. Review of Scope of Work and Work Program / Staffing**
  - 3.19.7.1 PQ FORM-17 Comments/Suggested improvement in Scope of Work/ Services
  - 3.19.7.2 PQ FORM-17 Work Program
  - 3.19.7.3 PQ FORM-17 Staffing Schedule

## SECTION-IV

### EOI EVALUATION

#### 4.1 EOI Evaluation Criteria

EOI evaluation shall be based on the following criteria given in succeeding paras in line with PPRA Rules, 2004 (amended) and level of compliance demonstrated by the Applicant's responses in the forms given in this document.

- 4.1.1 Prequalification / EOI Application Responsiveness
- 4.1.2 Mandatory Requirements (to establish eligibility)
- 4.1.3 Prequalification Criteria

**4.2 Prequalification/ EOI Application Responsiveness:** Responsiveness of EOI application will be established based on compliance of all instruction delineated in this document.

**4.3 Mandatory Requirements:** After establishment / confirmation of responsiveness of the applicant, application shall be evaluated based on fulfillment of mandatory requirements.

	Mandatory Requirements	Individual Firm/ Lead Firm	If Associate/ Partner Firm(s)
4.3.1	Legal Status of Firm (Registered with either of the following) <ul style="list-style-type: none"> <li>• SECP</li> <li>• Registrar of Firms</li> <li>• Recognized by Law or Statutory body</li> <li>• Relevant registration (In case of foreign Applicant, a proof of affiliation/ registration with respective country's legal and professional body).</li> </ul>	Must Meet	Must Meet
4.3.2	Valid Registration with Pakistan Engineering Council (PEC) with Project Profile Codes 1201, 1202, 1203, 1204, 1206, 1208 (ii), 1210, 1215(ii), 1220, 1222, 1233(ii), 1235 and Valid Registration with PCATP	The firm not in Joint Venture /Consortium must meet all the requirements. In case of Joint Venture/Consortium, all partners collectively as one unit, must meet all requirements of PEC registration with relevant profile codes while Lead Partner must meet requirement of Valid PCATP registration.	

4.3.3	NTN & Sales / Services Tax Registration of local firms (must be an active taxpayer). Foreign firms must attach similar certificate from home country.	Must Meet	Must Meet
4.3.4	Audited Financial Statements of the Firm for the last 3 years having average annual turnover at least 500 million PKR from consultancy services. In case of Joint Venture/Consortium all partner collectively can meet the turnover threshold of 500 million however each partner in JV must have average turnover of at least 100 million PKR from consultancy services in last three years.	Must Meet	Must Meet
4.3.5	Completion/ Performance Certificate for Consultancy Services of: a. One (1) Similar/Relevant* Project of Feasibility, Financial modelling, Master Planning and Preliminary Designing of industrial park/estate/ city/zone for minimum 500 Acres land or total cost of consultancy services of minimum PKR 80 million and b. One (01) Project of design of infrastructure development over at least 500 acres of land or with total cost of consultancy service of minimum PKR 80 million	The firm not in Joint Venture /Consortium must meet all requirements. In case of Joint Venture/Consortium, JV as a whole must meet all requirements.	
4.3.6	Minimum years in Business	15 years	10 years
4.3.7	Power of Attorney/Board Resolution (in case of company) authorizing the representative	Must Meet	Must Meet
4.3.8	Affidavit should be submitted to the effect that firm / company has never been blacklisted <b>PQ FORM-1</b>	Must Meet	Must Meet
4.3.9	Undertaking for authorization of Lead Joint Venture / Consortium Partner/ Representative Joint Venture/Consortium – As per <b>PQ FORM-2</b>	Must Meet	Must Meet
4.3.10	Undertaking that the information supplied by the firm is correct as per <b>PQ FORM-3</b>	Must Meet	Must Meet
4.3.11	Affidavit should be submitted to the effect that the firm / company (if) involved in litigation with any department with no adverse decision against the firm/ company during last Ten (10) Years as per <b>PQ FORM-4</b>	Must Meet	Must Meet

\*A project shall qualify to be treated as relevant/ similar if the project obtains 65% marks based on criteria attached as an Annex “A” to Section IV. Scope of services of project must be listed and shall at least include services which are similar and relevant to this assignment and its similarity / relevancy must be established by consultant as per Annexure A to Section IV for the project and be attached

#### 4.4 Prequalification Criteria for evaluation

Prequalification Criteria for evaluation of application those are responsive and fulfill mandatory requirements, weightages are as follows for each category:

Sr. No.	Description	Weightage
W1	General and Relevant experience and Firm Profile	50%
W2	Personnel Capability	35%
W3	Financial Position	5%
W4	Review of Scope of Work and Work Program / Staffing Schedule	10%
Total		100%

*Note: Prequalification status shall be decided on the basis of Pass/Fail. It's desirable that applicant secure at least 50% marks in each category and it's mandatory that applicant secure 70% marks on aggregate.*

#### 4.5 Marking / Scoring Methodology

$$\text{Score} = W1 [50\%] + W2 [35\%] + W3 [5\%] + W4 [10\%]$$

##### 4.5.1 W1- General and Relevant experience and Firm Profile (Weightage 50%)

Firms experience will be evaluated based on following three (03) categories:

- General Experience
- Relevant Experience
- Firm Profile

##### 4.5.1.1 W1 (A)-General Experience: (Maximum 20 Marks)

General experience by submitting the detail of 05 number of consultancy works/ assignments performed in the past 15 years as per

**PQ FORM-5**

<b>W1(A)</b>	<b>General Experience</b>	<b>Marks</b>
	<b>05 Number of Consultancy Assignments for evaluation of Past General Experience (05 works/ assignments) *</b>	<b>20</b>
	Marks would be allocated based on Cost of the consultancy services / assignment provided by the firm(s) in the general works/ assignments (in PKR)	<b>Maximum 4 Marks for each work / assignment</b>
	Minimum cost of consultancy services/ assignment for Eligibility for evaluation purposes is Rs. 80 million Rupees	
	<u>0.02 Marks per million of</u> Cost of consultancy Services beyond minimum threshold of Rs 80 million up to maximum of 4 marks per project	

\* 05 general assignments performed in the past 15 Years to be provided. Assignments provided must be supported with the completion certificate issued and it is desirable if attested by the procuring/ executing agency of that particular project.

#### 4.5.1.2 W1 (B) - Relevant Experience: (Maximum 60 Marks)

Relevant experience by submitting the details of most relevant projects completed or in-hand (provided that project is not on hold), as per **PQ FORM-6**

<b>W1(B)</b>	<b>Relevant Experience</b>	<b>Maximum Marks</b>
	<b>Similar (relevant) nature of projects completed or in-hand *</b>	<b>60</b>
i.	Successful completion of at least 2 (Two) projects of Feasibility Study Financial Modeling, Master planning, and Preliminary designing for construction of industrial park/ city/ zone on minimum 500 acres land or total minimum cost of consultancy services of Rs. 80 million (Maximum 10 marks per project). (**)  0.10 Mark per Million of cost of consultancy services per project over and above minimum threshold of cost of consultancy services of a project of Rs 80 million up to maximum of 10 marks per project. OR 0.005 Mark per Acre over and above minimum threshold of 500 Acres up to maximum 10 marks per project Consultancy assignments provide beyond the limit of two will not be considered	<b>20</b>

ii.	Successful completion of at least 1 (One) international project of Feasibility, Financial Modelling, Master planning, and preliminary designing for minimum Cost of Consultancy Services of USD 1.0 Million/ equivalent for construction of industrial park/ city/zone (**) 1 (One) Mark per USD 0.25 Million of cost of consultancy services per project over and above minimum threshold of cost of consultancy services of project of USD 1 million / equivalent up to maximum of 5 marks	<b>05</b>
iii.	Successfully performing at least 1x project (in-hand) of Feasibility, Financial Modelling, Master planning, and designing for minimum 500 acres land or total minimum cost of consultancy services of Rs 25 million for construction of industrial park/city/zone (**) 0.2 Marks per millions of cost of consultancy services over and above minimum threshold of Rs 25 million up to maximum of 5 marks OR 0.005 Mark per Acre over and above minimum threshold of 500 Acres up to maximum 5 marks per project	<b>05</b>
iv.	Successfully completed/in hand at least 1x Project of Land Acquisition Management planning / public resettlement in public sector. (one) Mark per Million of Cost of Consultancy Services with Maximum marks of 10 (Ten) (***)	<b>10</b>
v.	Successful completion of at least 2 (Two) projects of infrastructure development with Minimum cost of Consultancy services of Rs 80 million. 0.05 mark per Million of Cost of consultancy services beyond minimum threshold of Rs 80 million up to maximum of 5 Marks per project with overall maximum 10 marks (****)	<b>10</b>
vi.	Successfully performing of at least 1 project (in-hand) of infrastructure development with total minimum cost of consultancy services of Rs 80 million. 0.1 Marks per million of cost of consultancy services beyond minimum threshold of Rs 80 million up to maximum of 10 Marks. (****)	<b>10</b>

\* Projects provided must be supported with the completion / performance certificate issued and it is desirable if attested by the procuring/ executing agency of that particular project.

(\*\*) A project shall qualify to be treated as relevant/ similar if the project obtains 65% marks based on criteria attached as Annexure “A” to this Section. Scope of services of project must be listed and shall at least include services which are similar and relevant to this assignment and its similarity/relevancy must be established by consultant as per Annexure A to this Section for each project and be attached with **PQ FORM-6**

(\*\*\*) Relevant / Similar Project means works involving Land Acquisition/ Land Management Planning/ Public resettlement in public sector. Absence of scope of services similar to it would not constitute services for “Similar Nature “of the project

(\*\*\*\*) Relevant / Similar Project means works involving Design and/or supervision of infrastructure development. Absence of said scope of services would not constitute “Similar Nature” of the Project

**4.5.1.3 W1 (C) - Firm Profile (Maximum 20 Marks)**

Detailed description of the Firm Profile by providing the details of experience of Firms, its organizational structure (organogram), List of Projects Completed in Last 20 Years (Public Sector, Private Sector and International) Narrative Description of Quality Policy of Firm, Valid ISO Certificates, List of Laboratory/Field Testing Equipment/Machinery, Softwares, Professional/Technical Reference Books/Codes/Standards

<b>W1(C)</b>	<b>Firm Profile</b>	<b>Max Marks</b>	
<b>I</b>	Experience of Firm from date of incorporation of business to last date of submission of Prequalification Documents 0.1 Mark per year (Rounded to nearest Year) beyond minimum threshold of 15x years. Details as per <b>PQ FORM -7</b> must be provided.	2	(In case of JV/Consortium, mark shall be awarded based on experience of lead partner)
<b>II</b>	Approved Organizational Structure - <b>PQ FORM - 8</b>	2	In case of JV/ Consortium all Firms shall provide approved organizational structure
<b>III</b>	List and Documentary proof of projects in hand or completed in Last 20 Years - <b>PQ FORM - 9</b>	3	<ul style="list-style-type: none"> <li>• Public Sector Projects– (0- 2 Marks)</li> <li>• Private Sector Projects – (0-0.5 Marks)</li> <li>International Projects – (0-0.5 Marks)</li> </ul>
<b>IV</b>	Narrative description of Quality policy of the of the firm duly approved by BOD/ Management - <b>PQ FORM - 10</b>	3	
<b>V</b>	Valid ISO Certification in relevant code - <b>PQ FORM - 11</b>	5	List of all ISO Certifications along with Copies of Such Certificates shall be provided
<b>VI</b>	List of Surveying, Lab and Field-Testing Equipment / Machinery / Softwares/ Professional/Technical Reference books/codes/standards (approved by BOD/ Management) - <b>PQ FORM - 12</b>	5	<p><b>Surveying</b> - List of all Surveying Equipment/machinery held with Firm shall be provided showing nomenclature, Purpose, Quantity etc. (0-1 Marks).</p> <p><b>Lab Testing equipment /machinery</b> - List of all Lab Testing Equipment/machinery shall be provided showing nomenclature, purpose and Quantity (0-1 Marks)</p> <p><b>Field testing equipment/machinery</b> – (0-1 Marks)</p> <p><b>Software</b> – List of all Professional/Technical Softwares must be provided showing nomenclature and Purpose (0-1 Marks)</p> <p><b>Professional/ Technical Reference Books/Codes/Standards</b> – List of all Professional/Technical Books/Codes/Standards shall be provided showing Name, Professional Category and Quantity (0-1 Marks)</p>
<b>Total:</b>		<b>20</b>	

Note: If past experience (General/Relevant) of a firm is in Joint Venture/Consortium, then as per Role in Joint Venture/Consortium with allocated percentage shall be the basis for calculating Value of Consultancy Services for this EOI i.e., Total Value of Consultancy Services X Allocated percentage in Joint Venture /Consortium = Value of Consultancy Services for evaluation under this EOI. Joint Venture /Consortium agreement & Completion certificate in support of such services shall be submitted.



#### 4.5.2 W2- Personnel Capability (Weightage 35%)

**4.5.2.1 W2 (A) Human Resource Potential of Consultants.** List of personnel meeting Criteria for Human Resource potential of consultants attached as Annexure B to this section must be provided as per **PQ FORM-13**

<b>W2</b>	<b>Personnel Capability</b>	<b>Marks</b>
<b>W2(A)</b>	Human Resource Potential of Consultants	30

**4.5.2.2 W2 (B) Project Specific Human Resource Potential of Consultants.** Criteria for Project Specific Human Resource potential of consultants shall be as per Annexure C to this section. List of personnel must be provided as per **PQ FORM-14** and CVs as per **PQ FORM-14A**. Declaration of Professional Staff Employment must be provided as per **PQ FROM-15**

<b>W2</b>	<b>Personnel Capability</b>	<b>Marks</b>
<b>W2(B)</b>	Project Specific Human Resource Potential of Consultant	70

#### 4.5.3 W3 - Financial Position (Weightage 5%)

Financial capabilities of the firms will be evaluated based on following criteria: (The information must be supported by documentary evidence) to be provided as per **PQ FROM-16**. Financial capacity should be supported by Audited Financials. Annual turnover shall be the Average annual turnover of consultancy services for last 03 years as per **PQ FROM-16**.

<b>W3</b>	<b>Financial Position</b>	<b>Marks</b>
I	Average Annual Turnover from Consultancy Services for last 3 Years in PKR Million 0.1 Marks per million beyond a minimum threshold of Rs 500 million up to maximum of 50 Marks (In case of JV/Consortium, combined turnover will be considered for award of marks)	Max. 50
II	Average Current Ratio for last 3 Years in PKR Million (Current Assets / Current Liabilities) <b>0 Marks</b> Avg. Current Ratio – less than 0.7 <b>10 Marks</b> Avg. Current Ratio – 0.7 but less than 1 <b>30 Marks</b> Avg. Current Ratio – 1 but less than 1.5 <b>50 Marks</b> Avg. Current Ratio – 1.5 or more (In case of JV / Consortium marks shall be awarded on pro rata basis as per percentage of each firm in JV)	Max. 50

**4.5.4 W4 – Review of Scope of Work and Work program / Staffing Schedule (Weightage 10%).**

Comments / suggested improvement in Scope of Services, Work Program and Staffing Schedule shall be provided as per **PQ FORM-17**

<b>Description</b>		<b>Marks</b>
1	Comments / Suggested improvement in Scope of work/Services	60
2	Work Program	20
3	Staffing Schedule	20

**Notes:**

In case of Joint Venture / Consortium/ Partners, all firms collectively as one unit have to fulfil the evaluation criteria unless stated otherwise.

Right of Waiver: the Procuring Agency reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an applicant for the purpose of prequalification.

**Annexure A to Section IV**

<b>Criteria for qualifying of Project under category of Relevant / Similar Project</b>			
<b>Sr. No</b>	<b>Scope of Services</b>	<b>Marks</b>	<b>Remarks</b>
1	<b>Surveys</b>	<b>15</b>	
	a. Topographic Surveys and GIS Maps	5	
	b. Analytical Surveys for land cost	5	
	c. Population Survey/Census	5	
2	<b>Engineering Studies</b>	<b>20</b>	
	a. Ground water study	4	
	b. Soil studies and geotechnical investigations	4	
	c. Environmental impact assessment (EIA)	4	
	d. Traffic impact assessment	4	
	e. Rainfall and Flood Study / Hydrology Study	4	
3	<b>Land Use Master planning of economic zone/industrial estate/zone/city</b>	<b>5</b>	
4	<b>Infrastructure Design</b>	<b>15</b>	
	a. Preparation of Design Criteria for infrastructure	2	
	b. Roads	1	
	c. Drainage / Storm Water Collection and disposal	1	
	d. Waste Water Collection and disposal	1	
	e. CETP	2	
	f. Grid Station	2	
	g. Water Supply Network including Storage	1	
	h. Underground/Overhead Electric Distribution Network	2	
	i. Gas Distribution Network	1	
	j. Horticulture / Land Scape plan	1	
	k. Boundary Wall	1	
	5	<b>Costing/Tendering</b>	<b>10</b>
a. Preparation of Engineer Estimates		5	
b. Preparation of Tender Documents		2	
c. Preparation of PC-1		3	
6	<b>Land Acquisition and Management Plan</b>	<b>10</b>	
	a. Legal Framework for Land Acquisition and Compensation	1	
	b. Institutional Arrangements	1	
	c. Financing Arrangements	1	
	d. Entitlements & Compensation Mechanism	2	
	e. Timelines for Acquiring land	1	

	f.	Required Government Approvals	1	
	e.	Ownership of Land	1	
	g.	Resettlement Action Plan (RAP)	2	
7		<b>Financial/economic/Legal Studies</b>	<b>25</b>	
	a.	Financial modelling analysis	4	
	b.	Development options analysis	3	
	c.	Financial and business plan	3	
	d.	Marketing Plan	3	
	e.	Economic Impact assessment	3	
	f.	Need and impact assessment of industries	3	
	g.	Risk & Sensitivity Analysis	3	
	h.	Development and validation of legal viability assessment of the project	3	
<b>Note:</b> A project must qualify for 65% Marks to be eligible for evaluation of Project under category of Relevant / Similar Experience				

**Annexure B to Section IV**

**Criteria for Human Resource Potential of Consultants W2 (A)**

<b>Sr No.</b>	<b>Category</b>	<b>Qualification</b>	<b>Min Post Qualification Experience</b>	<b>Min Experience within the Firm in years</b>	<b>Max Marks (30)</b>	<b>Marks Per Individual</b>
1	Structural Engineer	Masters in Relevant Discipline and having valid registration with PEC and Title of PE (Professional Engineer)	Min. 5 years	Min. 1 years	3	0.5 marks
2	Geotechnical Engineer	Masters in Relevant Discipline and having valid registration with PEC and Title of PE (Professional Engineer)	Min. 5 years	Min. 1 years	2	0.5 marks
3	Environmental Engineer	Masters in Relevant Discipline and having valid registration with PEC and Title of PE (Professional Engineer)	Min. 5 years	Min. 1 years	1	0.5 marks
4	Transportation Engineer	Masters in Relevant Discipline and having valid registration with PEC and Title of PE (Professional Engineer)	Min. 5 years	Min. 1 years	2	0.5 marks
5	Electrical Engineer	Bachelors in Relevant	Min. 5 years	Min. 1 years	1	0.5 marks

		Discipline and having valid registration with PEC and Title of PE (Professional Engineer)				
6	Mechanical Engineer	Bachelor in Relevant Discipline and having valid registration with PEC and Title of PE (Professional Engineer)	Min. 5 years	Min. 1 years	1	0.5 marks
7	Water Resource Engineer (Hydrology Expert)	Masters in Relevant Discipline and having valid registration with PEC and Title of PE (Professional Engineer)	Min. 5 years	Min. 1 years	2	0.5 marks
8	GIS Specialist	Bachelor in GIS/ Remote Sensing Or equivalent Qualification	Min. 5 years	Min. 1 years	1	0.5 marks
9	Architect	Bachelor in Architecture or equivalent qualification and having valid registration with PCATP	Min. 5 years	Min. 1 years	2	0.5 marks
10	Town Planner	Bachelor in Town Planning or equivalent Qualification and having valid registration with PCATP	Min. 5 years	Min. 1 years	1	0.5 Marks

11	Civil Engineer	BSc/ B.E. in Civil Engineering and have valid registration with PEC as RE	Min. 5 years	Min. 1 years	3	0.25 marks
12	Geologist/ Expert in Earth Sciences/ Seismology	BS in relevant Discipline	Min. 5 years	Min. 1 years	2	0.5 marks
13	Quantity Surveyor	DAE in Civil Engineering/ Quantity Surveying	Min. 5 years	Min. 1 years	2	0.5 marks
14	Law Expert	LLB with registration with relevant regulatory authority	Min. 5 years	Min. 1 years	1	0.5 marks
15	Financial Analyst/ Expert	CA / CFA/ CPA or equivalent	Min. 5 years	Min. 1 years	3	01 mark
16	Business/Accounting Specialist	MBA / M.com or equivalent	Min. 5 years	Min. 1 years	3	0.5 marks

## Annexure C to Section IV

### Criteria for Project Specific Human Resource Potential of Consultants W2 (B)

Sr. No	Name of Key Experts	Qualification	No	Min Post Qualification Experience	Min Experience within the Firm in years	Max Marks (70)	Qualification (Max Marks 26)	Experience with Firm (Max Marks 7)	General Experience (Max Marks 22)	Relevant Experience * (Max Marks 15)
1	Financial Analyst/Expert having extensive experience of project financial model, analysis, feasibility analysis etc.	CFA/CA/ FCA or any equivalent Qualification	01	Min. 7 years	Min.1 years	5	(Max marks 2) CA/ FCA / CFA - (max 2 marks)	(Max marks 0.5) 0.25 mark per year beyond minimum threshold for experience with Firm of one year.	(Max marks 1.5) 0.3 mark per year beyond minimum threshold of 7 years.	(Max Marks 1) 1 Mark per Project
2	Business Accounting Specialist having extensive experience of project financial model, analysis, feasibility analysis etc.	ACCA/ACMA/ MBA Finance/ MCOM/MB Econ / or any equivalent/higher degree in finance	01	Min. 8 years	Min. 1 years	5	(Max marks 2) MBA/MB Econ/M Com/ – (max 1 mark) ACCA/ACMA/ Higher- (max 2 marks)	(Max marks 0.5) 0.25 mark per year beyond minimum threshold of one year.	(Max marks 1.5) 0.3 mark per year beyond minimum threshold of 8 years.	(Max Marks 1) 1 Mark per Project
3	Electrical Design Engineer having minimum work experience of	Min. B.E. / B.Sc. Electrical Engineering or	01	Min. 15 years	Min. 1 years	5	(Max marks 2) BE/BSc- (max 1 mark)	(Max marks 0.5) 0.25 mark per year beyond	(Max marks 1.5) 0.3 mark per year beyond minimum	(Max Marks 1) 1 Mark per Project



	similar development projects. Must have valid PEC registration.	equivalent Qualification recognized by PEC					MSc/MS- (max 2 marks)	minimum threshold of one year.	threshold of 15 years.	
4	Law Expert minimum qualification of LLB having experience in areas of corporate, tax, and land revenue matters etc.	Min. LLB	01	Min. 15 years	Min. 1 years	5	(Max marks 2) LLB- (max 1 mark) LLM -(max 2 marks)	(Max marks 0.5) 0.25 mark per year beyond minimum threshold of one year	(Max marks 1.5) 0.3 mark per year beyond minimum threshold of 15 years.	(Max Marks 1) 1 Mark per Project
5	Environment Engineer having minimum experience of work of similar projects. Must have valid PEC registration.	Min. B.E. / B.Sc. Environmental Engineering or equivalent Qualification recognized by PEC	01	Min. 10 years	Min.1 years for each	5	(Max marks 2) BE/BSc- (max 1 mark) MSc/MS- (max 2 marks)	(Max marks 0.5) 0.25 mark per year beyond minimum threshold of one year.	(Max marks 1.5) 0.3 mark per year beyond minimum threshold of ten years.	(Max Marks 1) 1 Mark per Project
6	Structural Design Engineer having design experience of similar project. Must have valid registration with PEC and Title of PE (Professional Engineer)	Min. MS/ MSc in Structural Engineering or equivalent Qualification recognized by PEC	01	Min. 15 years	Min.1 years	5	(Max marks 2) MSc/MS- (max 1 mark) PhD- (max 2 marks)	(Max marks 0.5) 0.25 mark per year beyond minimum threshold of one year.	(Max marks 1.5) 0.3 mark per year beyond minimum threshold of 15 years.	(Max Marks 1) 1 Mark per Project

7	Geotech Design Engineer having design experience of similar project. Must have valid registration with PEC and Title of PE (Professional Engineer)	Min. MS/ MSc in Geotechnical Engineering or equivalent Qualification recognized by PEC	01	Min. 15 years	Min. 1 years	5	(Max marks 2) MSc/MS- (max 1 mark) PhD - (max 2 marks)	(Max marks 0.5) 0.25 mark per year beyond minimum threshold of one year.	(Max marks 1.5) 0.3 mark per year beyond minimum threshold of 15 years.	(Max Marks 1) 1 Mark per Project
8	Transportation Engineer having design experience of similar project. Must have valid registration with PEC and Title of PE (Professional Engineer)	Min. MS/ MSc in transportation Engineering or equivalent Qualification recognized by PEC	01	Min. 15 years	Min. 1 years	5	(Max marks 2) M.Sc./MS- (max 1 mark) PhD- (max 2 marks)	(Max marks 0.5) 0.25 mark per year beyond minimum threshold of one year.	(Max marks 1.5) 0.3 mark per year beyond minimum threshold of 15 years.	(Max Marks 1) 1 Mark per Project
9	Water Resource Engineer/ Hydrology Expert having design experience of similar project. Must have valid registration with PEC and Title of PE (Professional Engineer)	Min. MS/ MSc in Water Resource Engineering or equivalent Qualification recognized by PEC	01	Min. 10 years	Min. 1 years	5	(Max marks 2) M.Sc./MS- (max 1 mark) PhD- (max 2 marks)	(Max marks 0.5) 0.25 mark per year beyond minimum threshold of one year.	(Max marks 1.5) 0.3 mark per year beyond minimum threshold of 10 years.	(Max Marks 1) 1 Mark per Project

10	GIS Specialist having experience of similar project. Must have valid registration with PEC and Title of PE (Professional Engineer)	Bachelor or Master in GIS or equivalent Qualification recognized by PEC	01	Min. 10 years	Min.1 years for each	5	(Max marks 2) BE/BSc- (max 1 mark) M.Sc./MS- (max 2 marks)	(Max marks 0.5) 0.25 mark per year beyond minimum threshold of one year.	(Max marks 1.5) 0.3 mark per year beyond minimum threshold of 10 years.	(Max Marks 1) 1 Mark per Project
11	Project Manager having experience in Project Management of Development Works	Min BS/BE in relevant field Preferably PMP Certified	01	Min 10 Years	Min 1 Year	3	(Max marks 0.5) BE/BS- (max 0.25 mark) PMP- (max 0.5 marks)	(Max marks 0.25) 0.125 mark per year beyond minimum threshold of one year.	(Max marks 1.25) 0.25 mark per year beyond minimum threshold of 10 years.	(Max Marks 1) 1 Mark per Project
12	Material Engineer / Geologist	Min BS/BE in relevant field	01	Min 10 Years	Min 1 Year	3	(Max marks 0.5) BE/BS- (max 0.5 marks)	(Max marks 0.25) 0.125 mark per year beyond minimum threshold of one year.	(Max marks 1.25) 0.25 mark per year beyond minimum threshold of 10 years.	(Max Marks 1) 1 Mark per Project

13	MEP Design Engineer with experience in similar development projects. Must have valid PEC registration.	Min BE/BSc in Mechanical Engineering	01	Min 10 Years	Min 1 Year	5	(Max marks 2) BE/BSc- (max 1 mark) MSc/MS- (max 2 marks)	(Max marks 0.5) 0.25 mark per year beyond minimum threshold of one year.	(Max marks 1.5) 0.3 mark per year beyond minimum threshold of 10 years.	(Max Marks 1) 1 Mark per Project
14	Town Planner with experience in Industrial Estates / Cities, Housing Schemes etc. and having Valid registration with PCATP	Min. B.Sc. in Regional and Town Planning or equivalent Qualification recognized by PCATP	01	Min. 10 years	Min. 1 years	4	(Max marks 1) BE/BSc- (max 0.5 mark) MSc/MS- (max 1 marks)	(Max marks 0.5) 0.25 mark per year beyond minimum threshold of one year.	(Max marks 1.5) 0.3 mark per year beyond minimum threshold of 10 years.	(Max Marks 1) 1 Mark per Project
15	Architect (should be registered with PCATP and must have valid PCATP registration)	Bachelor in Architecture or equivalent Qualification recognized by PCATP	01	Min. 10 years	Min. 1 years	5	(Max marks 2) BE/BSc- (max 1 mark) MSc/MS- (max 2 marks)	(Max marks 0.5) 0.25 mark per year beyond minimum threshold of one year.	(Max marks 1.5) 0.3 mark per year beyond minimum threshold of 10 years.	(Max Marks 1) 1 Mark per Project

\*Project details with relevant/similar experience along with time spent must be reflected in CV of Key Expert. A minimum period of three months must be spent on project with relevant experience to be eligible for award of marks.

## Letter of Application

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

Date: .....

To:

.....

*[Name and address of the Procuring Agency]*

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 procurement under the [.....] project:

Procurement No.	Description of work
-----------------	---------------------

Sr. No.	Name of Member / Partner	Lead Member / Associate Member	Short description of Role of Member
1			
2			
n			

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
  - (d) The place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
  - (e) All other supporting documents required in this PQD or other documents that are necessary for prequalification purposes.
  
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 information, if needed.

<b>General and Managerial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

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

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

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

1. *For applications by joint ventures/Consortium, all the information requested in the prequalification documents is to be provided for the joint venture/Consortium, if it already exists, and for each party to the joint venture/Consortium separately. The lead partner should be clearly identified. Each partner in the joint venture/Consortium shall sign the letter.*
2. *Application by joint ventures/Consortium should provide information on a separate sheet information for each party to the application.*

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) here above.
  - (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) here above.

**Applicants who are not joint ventures/Consortium should delete para 6&7 and initial the**

- 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 consortium. 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 /Consortium 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 (Name & Signature of Applicant or lead partner of a Joint Venture/Consortium)	For and on behalf of (Name & Signature of other partners of the Joint Venture/Consortium)

**PQ FORM -1**

**Affidavit**

*(On Stamp paper not less than Rs. 100)*

The Applicant/Partner of the Joint Venture /Consortium shall attach original affidavit on non-judicial stamp paper (with a value of Rs. 100) and declaring on oath that the Applicant:

- (a) non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation;
- (b) is not in bankruptcy or liquidation proceedings;
- (c) has never been declared ineligible/blacklisted by Government / Semi- Government / Agency or Authority or any Procuring Agency till date due to the any reason
- (d) is not making any misrepresentations or concealing any material fact and detail;
- (e) has not been convicted of, fraud, corruption, collusion or money laundering;
- (f) is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- (g) does not fall within any of the circumstances for ineligibility or disqualifications

Name

\_\_\_\_\_

Designation

\_\_\_\_\_

Signature/ Stamp

\_\_\_\_\_

Date

\_\_\_\_\_



**PQ FORM-2**

**Template for Undertaking for Authorization of Lead Joint Venture/Consortium Partner / Representative**

*(On Stamp paper not less than Rs. 100)*

We, [Joint Venture/Consortium Partner Names] (the "Applicant"), do hereby undertake as under:

1. That with respect to the Project the Applicant shall be jointly and severally liable, and
2. That we nominate [Lead Partner] as our Representative to act as Lead Partner who shall have the authority to conduct all businesses for and on behalf of any and/or all the partners/Applicant during the prequalification process and, in the event that we are prequalified, during the procurement process, and in the event the Contract is awarded to the Applicant then during the term of contract.

For & on Behalf of the [Joint Venture / Consortium Support Partners] For & on Behalf of the [Joint Venture/ Consortium Lead Partner]

Name:

Name:

Designation:

Designation:

Date:

Date:

Witness#1:

Witness # 2:

Signature:

Signature:

Signed by:

Signed by:

Designation:

Designation:

Date:

Date:

### **PQ FORM-3**

#### **Template for Affidavit of Correctness of Information**

*(On Stamp paper not less than Rs. 100)*

We do hereby declare and undertake that all the information, warranties, statements and representations provided within this application are true and correct; and we also understand that in case any of the aforesaid are found to be false and malafide then we are liable to be disqualified, without prejudice to any other rights and actions the Procuring Agency may exercise under the applicable laws.

The undersigned hereby authorize (s) and requests (s) the bank, person, firm or corporation to furnish any additional information requested by the Procuring Agency or his nominated officer deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Procuring Agency or his nominated officer.

For & on Behalf of the Applicant [or lead Joint

Venture / Consortium Partner] Name:

Designation:

Date:



**PQ FORM-5**

**Firm Experience (General) – Completed (Local & Foreign)**

General														
S. No.	Name of Project/ Consultancy Assignment	Location (Country / Province/ Division)	Client  /Procuring Agency	Project Description	Implementation of Project		Total Cost of project		Period of services provided by the Consultant		Cost of Consultancy Services Provided by the Firm		@Status Single/JV with allocated percentage in JV	Actual Scope of Services Provided by the Consultant
					Start date	Completion date	PKR	USD	Start date	Completion date	PKR	USD		
1														
2														
3														
4														
5														

**Note:** Above table (template) is just for reference / guidance

1. Provide list of five (05) number of work/ assignments performed in the past 15 Years.
2. Work/ Assignment provided must be supported with the completion certificate issued and it's desirable if attested by the procuring agency/executing agency of that particular project.
3. @In Case of Project handled in Joint Venture/Consortium, Status of Firm (Lead Firm. Associate Firm etc. with allocated Percentage must be Specified)

## PQ FORM-6

### Firm Experience (Relevant) – Completed / ongoing (Local & Foreign)

Relevant														
S. No	Name of Project / Consultancy assignment	Location (Country / Province / Division)	Client / Procuring Agency	Project Description	Implementation of project		Total Cost of project		Period of services provided by the Consultant		Cost of Consultancy Services Provided by the Firm		@Status Single/JV with allocate percentage in JV	#Actual Scope of Services Provided by the Consultant
					Start date	Completion date	PKR	USD	Start Date	Completion date	PKR	USD		
1														
2														
3														
4														
5														

**Note:** Above table (template) is just for reference/guidance.

1. Projects provided must be supported with the completion certificate issued for completed projects and it's desirable if attested by the procuring agency/executing agency of that particular project.
2. Projects provided must be supported with the performance certificate for in-hand project, provided that a project is not on hold and it's desirable if performance certificate is attested by the procuring/ executing agency of that particular project.
3. Projects shall be listed as per evaluation criteria provided for projects of similar nature.
4. @In Case of Project handled in Joint Venture/Consortium, Status of Firm (Lead Firm. Associate Firm etc. with Percentage Share must be Specified)
5. # A project shall qualify to be treated as relevant/ similar if the project obtains 65% marks based on criteria attached as an Annex "A" to IV. Scope of services of project listed shall at least include services which are similar and relevant to this assignment and its similarity/relevancy must be established by consultant as per Annexure A to Section IV for each project and attached with PQ FORM-6

## PQ FORM-7

### General Information about the Consultant / Firm / Applicant / Joint Venture / Consortium

*All individual firms and each member of a Firm / joint venture/ Consortium applying, for Pre-Qualification are requested to complete the information in this form.*

1	Name of Firm	
2	Head Office Address	
3	Contact Details (Telephone/Fax/Cell/Email/URL	
4	Type of Organization	
5	Place of Incorporation / Registration:	Authority with Year of Incorporation/Registration:
6	PEC Registration No and Category	Validity:
7	PEC Project Codes	
8	PCATP Registration No	Validity
9	NTN #	
10	STRN #	
11	Name, Designation and Mobile Number of Firm's Representative	

### Detail of Owners / Directors

S. #	Name and National Identity Document Number	Current Designation	Nationality
1			
2			
3			
4			
5			
6			
7			

**PQ FORM-8**

**Approved Organization Structure**

Board of Investment

## PQ FORM-9

### 1. List of Projects Completed/in hand by Firm (Public Sector)

Sr. No	Name of Assignment/Project	Name of Client	Completion/Contract Cost of Consultancy Services	Status (Completed/In hand/On hold)	Remarks

### 2. List of Projects Completed/in hand by Firm (Private Sector)

S. No	Name of Assignment/Project	Name of Client	Completion/Contract Cost of Consultancy Services	Status (Completed/In hand/On hold)	Remarks

### 3. List of Projects Completed/in hand by Firm (International)

S. No	Name of Assignment/Project	Name of Client	Completion/Contract Cost of Consultancy Services	Status (Completed/In hand/On hold)	Remarks



**PQ FORM-10**

**Quality Policy of Firm**

*(Must be approved by BOD / Management)*

Board of Investment

**PQ FORM-11**

**List of Valid ISO Certificates**

S. No	Title of ISO Certificate	Date of Award/ Validity	Copy Attached as Annexure ____

Board of Investment

## PQ FORM-12

### List of Surveying and Lab / Field Equipment/Machinery/Software/Books/Codes/Standards

1. List of Surveying Equipment

S. No	Nomenclature /Description of Equipment	Purpose/usage	Quantity

2. List of Laboratory Equipment/Machinery

S. No	Nomenclature /Description of Equipment	Purpose/usage	Quantity

3. List of Field-Testing Equipment/Machinery

S. No	Nomenclature /Description of Equipment	Purpose/usage	Quantity

4. List of Softwares

S. No	Nomenclature /Description of Software (Technical /Professional)	Purpose

5. List of Professional/Technical Books /Codes/Standards

S. No	Name	Professional/Technical Category	Quantity

## PQ FORM-13

### Human Resource Potential of Consultants

Sr. No	Title of Position / Category	Name	Current Designation	Qualification along with date of acquisition of such qualification.	*Post Qualification General Experience (Years)	**Experience with Firm (Years) along with date of employment

**Note:**

\* Post qualification general experience shall be calculated as per actual experience related to Qualification from date of acquisition of minimum qualification as per criteria to last date of submission of prequalification documents. No of Years shall be rounded off to nearest whole number.

\*\*Experience with firm shall be calculated from date of employment by consultants to last date of submission of pre-qualification documents. Number of Years shall be rounded off to nearest whole number

## PQ FORM-14

### Project Specific Human Resource Potential of Consultants

S. No	Title of Position / Category	Name	Current Designation	Qualification along with date of acquisition of such qualification and CGPA/ Percentage	*Post Qualification General Experience (Years)	**Experience with Firm (Years) along with date of employment	Name of Similar / Relevant Project Performed with Duration	Scope of Work performed on Similar/ Relevant Project	***CV Attached as Annexure

**Note:**

\*Post qualification general experience shall be calculated as per actual experience related to Qualification from date of acquisition of minimum qualification as per criteria to last date of submission of prequalification documents. No of Years shall be rounded off to nearest whole number.

\*\*Experience with firm shall be calculated from date of employment by consultants to last date of submission of pre-qualification documents. Number of Years shall be rounded off to nearest whole number

\*\*\*CV of each individual shall be attached as annexures as per format of CV (PQ FORM-14A) as annexure with unique number **(in case of Project Specific Human Resource potential of consultants (W2 {B} only)**

**PQ FORM -14A**  
**CVs of Key Personnel**

**CURRICULUM VITAE (CV)**

Name of Personnel:

Current Position in Firm & Joining date of Firm:

Date of Birth:

Nationality:

CNIC No (if Pakistani) (Attach Copy) or Passport No: \_\_\_\_\_

Education:

Degree	Major/ Minor	Institution	Date (MM/YYYY)	CGPA / Percentage

1. **Membership of Professional Associations:** \_\_\_\_\_
2. **Other Training** [*Indicate significant training*):
3. **Employment Record** [*Starting with present position with date of employment, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below):*

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

**4. Detail of Work Undertaken**

Name of assignment or project: \_\_\_\_\_

Cost of Project: \_\_\_\_\_

Location: \_\_\_\_\_

Date of Start: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

Employer: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities / Scope of Work performed: \_\_\_\_\_

Actual time spent on the project: \_\_\_\_\_ in months.

**5. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
[Signature of the proposed staff]

Date: \_\_\_\_\_  
Day/Month/Year

\_\_\_\_\_  
[Counter Signature of the authorized signatory]

Date: \_\_\_\_\_  
Day/Month/Year

**PQ FORM-15**  
**Declaration of Professional Staff Employment**

[To be submitted on Company Letterhead]

TO WHOM IT MAY CONCERN

Pre-qualification for \_\_\_\_\_ *(Name of Project/Assignment)*

We hereby certify that the personnel nominated in PQ FORM-14 whose CVs are provided as per PQ FORM-14A are employed by our firm and are available for the above-mentioned Assignment.

Yours Sincerely,

COMPANY NAME:

AUTHORIZED REPRESENTATIVE

Board of Investment

**PQ FORM-16**

**Information for Evaluation of Financial Capabilities**

<b>Name of Applicant</b>				
<b>Year</b>	<b>Annual Turnover Consultancy Services</b>		<b>Current Ratio = (Current Assets / Current Liabilities)</b>	<b>Reference/ Supporting Document</b>
	<b>In Actual Currency</b>	<b>In PKR</b>		
FY 2020-21				
FY 2021-22				
FY 2022-23				
Average of Above				

Note: Data provided under the head of financial capabilities must be supported by Audited Financials.



## PQ FORM-17

### Review of Scope of Work and Work Program / Staffing Schedule

**1. Comments / Suggested improvement in Scope of Work/ Services**

*(Should comments covering all Deliverables, Inception Report, Set of Final Documents and Time period and suggest improvements if any)*

**2. Work Program**

*(Should at least cover envisaged scheduling of activities and corresponding resources (including Human Resource). Work Program formulated in reduced time frame from planned time of 8 x months is preferable / desirable)*

**3. Staffing Schedule**

*(Should Cover Staffing Schedule and comments on additional requirement of Key Experts from planned with detailed reasoning)*

**\*\*\* End of Document\*\*\***