



PRE-QUALIFICATION DOCUMENT

INVITATION FOR PRE-QUALIFICATION OF CIVIL WORK
CONTRACTORS / FIRMS

PAKISTAN
INSTITUTE OF
FASHION AND
DESIGN

Tender Fee: Rs. 10,000/-

TENDER NO: PIFD/TENDER/2024-25/050

Projector Director, Pakistan Institute of Fashion and Design, 51-J/III, Johar Town, Lahore



INVITATION FOR PRE-QUALIFICATION

PRE-QUALIFICATION OF CIVIL WORK CONTRACTORS/FIRMS

(PIFD/TENDER/2024-25/050)

Pakistan Institute of Fashion and Design (PIFD), Lahore, invites applications from well-reputed and experienced contractors/firms registered with Income Tax, Sales Tax, and PST organizations. Applicants must be on the Active Taxpayers List of the Federal Board of Revenue and registered with the Pakistan Engineering Council (PEC) in Category C-1 or higher. This pre-qualification is for the construction of a multi-story girls' hostel building (approximately 47,000 sq. ft.) at the Pakistan Institute of Fashion and Design, Johar Town, Lahore, under a PSDP-funded program

- Pre-qualification documents containing the detailed terms and conditions and procedure for submission of applications can be downloaded from the PIFD official Website (www.pifd.edu.pk) or from the official website of **PPRA** (www.ppra.org.pk).
- Tender Fee Rs. 10,000/- may be deposited online in the Bank Account, Account Title: PIFD, Account/IBAN #: PK36HABB0050397000268851, Bank Name: Habib Bank Limited (HBL), evidence should be enclosed with Pre-Qualification Proposal.
- Bidders are required to submit their original proposals & copy(s) prepared according to the instructions in the Pre-Qualification Documents to the address mentioned below by **March 26th, 2025** at 11:00 AM. Late submissions will be rejected.
- Proposals will be opened on the same day at 11:30 AM.
- Late submissions will not be considered.
- In the event of a holiday, the tender proceedings will be conducted on the next working day.
- Companies that are blacklisted or involved in litigation will not be considered.
- Only the Firms / Constructors pre-qualified under this process will be invited to bid.
- PIFD reserves the right to reject any or all bids in accordance with PPRA rules.

PROJECT DIRECTOR (GIRLS HOSTEL)
PAKISTAN INSTITUTE OF FASHION AND DESIGN (PIFD)
51 J/III BLOCK, JOHAR TOWN, LAHORE
Tel: +92 42 99232951 - 57

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1. INTRODUCTION:

The Pakistan Institute of Fashion and Design (PIFD), Lahore is a public sector institution chartered by the Government of Pakistan. The Institute is growing fast while its infrastructure and allied facilities are not keeping pace with it. At present, the Institute has no purpose-built hostel building. In view of the urgent need for a hostel building, the government of Pakistan has awarded a PSDP project to the Institution through Higher Education Commission (HEC), Islamabad for the construction of Girls Hostel building.

2. GENERAL:

The Project Director, PIFD, Lahore issues this Pre-Qualification Document to the applicants interested in bidding for the work as described in Scope of Work. We are specifically looking for the companies which have the requisite experience in execution of such building work of up-to-date standards in stipulated time having high quality and within the provided budget.

a) SOURCE OF FUNDS:

The Client, Pakistan Institute of Fashion and Design, Johar Town Lahore shall arrange the funds.

b) SCOPE OF WORK:

The scope of Work to be performed shall be Construction of a Multistoried Girls Hostel Building approximately 47000 Sq. Ft. For execution of the work, deployment of all necessary materials, labor(s), formwork, tools & machinery including specified materials for accomplishing the works covered under tender for the Construction of Multistoried Girls Hostel Building at Pakistan Institute of Fashion and Design, Johar Town Lahore to be completed within a construction period of 550 Calendar days (Eighteen Months).

c) FRAUD AND CORRUPTION:

1. The Client that Applicant under this Procurement process, observe the highest standard of ethics during the procurement, award of work through open competitive bidding process, execution of contract agreement(s) and execution of works/services in provision of Contract document till Defect liability period. In pursuit of this policy, the Client set forth terms herein, below:

- i) "**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 procurement process or in contract execution;
- ii) "**fraudulent practice**" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- iii) "**collusive practice**" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Client, designed to establish bid prices at artificial, noncompetitive levels; and
- iv) "**coercive practice**" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

2. Client will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question; and
3. Client will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract.

3. ELIGIBLE BIDDERS:

a) ELIGIBILITY CRITERIA:

The applicants (Civil Work Contractors) fulfilling the following basic eligibility criteria shall only be considered for further evaluation (relevant documents to be attached):

- i) Registration with **Pakistan Engineering Council (PEC) in Category "C-1"** and higher;
- ii) Certificate of registration with **Income Tax, sales tax, PST** etc. and must be on **Active Taxpayer List** of the Federal Board of Revenue at the time of submission of its Documents;
- iii) **Affidavit on non-judicial stamp paper** that **non-performance** of a contract did not occur within the last ten years based on information on all settled disputes or litigation;
- iv) **Judicial Affidavit**, declaring no current **Blacklisting**;
- v) **Annual Audit Reports** for the last three years ending on 30-06-2024;
- vi) **PQ # 01** shall be filled to provide General Information relating to all participated bidders;
- vii) **PQ # 16** shall also be provided to give authentication to the information provided in the Questionnaires

b) QUALIFICATION CRITERIA:

- i) Pre-qualification will be based on applicant's meeting all the following qualification criteria regarding their general and particular construction experience, financial soundness, personnel capability, equipment holding and other relevant information as demonstrated by the applicant's responses in the Pre-Qualification Questionnaire Forms attached to the Letter of Application.

In general: An Applicant may be a private, public, government or proprietorship owned legal entity.

- ii) The eligibility criteria listed in this document shall apply to all the Applicants.
- iii) Applicants and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications of the Works that are the subject of this pre-qualification. Where a firm, or a firm from the same economic or financial group, in addition to consulting, also has the capability to manufacture or supply goods or to construct works, that firm, or a firm

from the same economic or financial group, cannot normally be a supplier of goods or works, if it provided consulting services for the contract corresponding to this pre-qualification, unless it can be demonstrated that there is not a significant degree of common ownership, influence or control;

- iv) An Applicant shall submit only one application in the same Pre-qualification process. No Applicant can be a sub-contractor while applying individually in the same Pre-qualification process;
- v) An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified;
- vi) Pre-qualification Evaluation Criteria as mentioned in following table is applicable for the Applicants;

S#	Category	Weightage/Marks
1.	Financial Soundness	30
2.	Experience Record	40
3.	Personnel Capabilities	15
4.	Equipment	15
Total Marks		100

- vii) Marks shall be given if the questionnaires are filled by the Applicant as per instructions given in the Forms at the end of the document;
- viii) The Evaluation Criteria for Qualification pertaining to Financial Soundness, Experience Record, Personnel Capabilities and Equipment have been divided into following qualifications:
- ix) In the Qualification Criteria, Financial Soundness, Experience Record, Personnel Capabilities and Equipment are subject to the following evaluation criteria with their descriptions and marking criteria.

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

S#	Description	Marks	Criteria for Marks Obtained
a)	<p>Available Bank Credit Line Limit. *A= (in Millions) Available Bank Credit Line Limit. (Letters from banks shall be provided as proof of credit line)</p>	15	<ul style="list-style-type: none"> • Full marks will be given if "*A" is Rs. 500 Million or above. • 75% marks will be given if "*A" is less than Rs. 500 Million but equal to or greater than Rs. 400 Million. • 50% marks will be given if "*A" is less than Rs. 400 Million but equal to or greater than Rs. 250 Million. • Zero marks will be given if "*A" less than Rs. 250 Million.

S#	Description	Marks	Criteria for Marks Obtained
			<ul style="list-style-type: none"> No Marks if Bank credit line certificate is not attached.
b)	<p>Average Annual working capital in last 3 years, financial year ended on 30-06-2024</p> <p>*A= (In Millions) Average annual working capital in last three years. (Questionnaire PQ Form # 9 shall be filled for support)</p>	15	<ul style="list-style-type: none"> Full marks will be given if "*A" is Rs. 500 Million or above. 75% marks will be given if "*A" is less than Rs. 500 Million but equal to or greater than Rs. 400 Million. 50% marks will be given if "*A" is less than Rs. 500 Million but equal to or greater than Rs. 250 Million. Zero marks will be given if "*A" is less than Rs. 250 Million. No Marks if authenticated audit report not attached.
Total Allocated Marks		30	

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

Questionnaire PQ Form # 3, 5, 6, 7, 7(A), 8, 8(A) shall be filled to provide complete experience record. No marks shall be assigned, if the Questionnaires are not filled accordingly.

S#	Description	Marks	Criteria for Marks Obtained
a)	<p>Projects of similar nature and complexity completed in last five (05) years.</p> <p>No Marks if Completion Certificate of respective project with date of commencement and completion date is not attached.</p>	24	<ul style="list-style-type: none"> 3 Projects of Building Works completed in last 5 years (8 points for each project of Min. Rs. 500 million or greater of building works) (8+8+8) 3 Projects of Building Works completed in last 5 years (6 points for each project of less than Rs. 500 million but equal to or greater than Rs. 400 million of building works) (6+6+6) 3 Projects of Building Works completed in last 5 years (4 points for each project of less than Rs. 400 million but equal to or greater than Rs. 250 million of building works) (4+4+4) Zero marks will be given for works less than Rs. 250 Million.

S#	Description	Marks	Criteria for Marks Obtained
b)	Projects of similar nature and complexity in-hand.	16	<ul style="list-style-type: none"> • 2 Projects of Building Works in hand (8 points for each project of Min. Rs. 500 million or greater of building works) (8+8) • 2 Projects of Building Works in hand (6 points for each project of less than Rs. 500 million but equal to or greater than Rs. 400 million of building works) (6+6) • 2 Projects of Building Works in hand (4 points for each project of less than Rs. 400 million but equal to or greater than Rs. 250 million of building works) (4+4) • Zero marks will be given for works less than Rs. 250 Million.
Total Marks Allocated		40	

PERSONNEL CAPABILITIES: Credit Marks shall be awarded under this category using the following criteria. No marks if affidavit of employment of personnel with the applicant is not attached.

S#	Description	Marks	Criteria for Marks Obtained
a)	<p>B.Sc. Engineers registered with Pakistan Engineering Council (PEC) under employment of the Applicant.</p> <p>Questionnaire PQ Form # 10 & 11 shall be filled to provide experience record.</p> <p>No marks if above forms are not filled</p>	11	<ul style="list-style-type: none"> • 1 x B.Sc. Civil Engineer who possesses experience equal to 10 years or above (5 Marks). • 2 x B.Sc. Civil Engineer who possess experience equal to 05 years or above as a Planning and Material Engineer (3+3=6 Marks).
b)	<p>Associate Engineers (DAE) under employment of the Applicant</p> <p>Questionnaire PQ Form # 10 & 11 shall be filled to provide experience record.</p> <p>No marks if above forms are not filled</p>	04	<ul style="list-style-type: none"> • 4 x Site Supervisors DAE - Civil with minimum 5 years of relevant experience (2 Marks). • 2 x Surveyor DAE- with minimum 5 years relevant experience (1 Mark). • 1x Quantity Surveyor DAE- with minimum 8 years relevant experience (1 Mark).

S#	Description	Marks	Criteria for Marks Obtained
Total Marks Allocated		15	

The verification of Engineers will be confirmed from Pakistan Engineering Council online website or verified through PEC acknowledgement receipts. No marks will be given if the Employment Status didn't show employed with the firm at online verification of PEC website.

The applicant will provide short CVs showing details of experts are desired by highlighting the name of expert, qualification, year of graduation or other degree(s), general experience, specific experience, designation, time of association with this firm, PEC supported with evidences.

EQUIPMENT HOLDING: Credit Marks shall be awarded under this category using the following criteria. No marks if proof of ownership (Affidavit)/ Rental/ Lease Agreement is not attached. Questionnaire PQ Form # 17 shall also be filled to provide complete equipment record.

S#	Description	Minimum Requirement	Marks	Criteria for Marks Obtained
1	Concrete batching machine (2 bags & 1 bag capacity)	02 No.	1	<ul style="list-style-type: none"> 1 Mark for the equipment will be given if the Contractor meets the minimum requirements given in the pre-qualification document for each item. If the available quantity of each equipment is less than specified limit, weightage will be given as 1 x (A / Required Quantity) If the available quantity of each equipment is more than the minimum equipment requirement, full marks will be given. A = Available quantity of each equipment of each item. Total Marks = (Marks Obtained)
2	Earth Moving Machinery (Grader, Excavator, Loader, backhoe)	01 No. each	2	
3	Tractor with trolley	01 No.	1	
4	Auto Level	02 No.	1	
5	Surveying Eqpt. (Total Station)	02 No.	1	
6	Hoist Machine 40 feet Tower	02 No.	1	
7	Dewatering Pump	01 No.	1	
8	Steel Form Work (Shuttering)	20,000 sft	1	
9	Scaffolding (steel pipes and accessories)	25,000 Rft	1	
10	Mechanical Compactor	02 No.	1	
11	Water Browser (500 Gallons)	01 No.	0.5	
12	Steel Cutting & Bending Machine	02 No.	1	
13	Concrete Vibrators	02 No.	0.5	

S#	Description	Minimum Requirement	Marks	Criteria for Marks Obtained
14	Dumper 2-ton capacity	02 No.	0.5	
15	Concrete Pump	02 No.	0.5	
16	Generators (Min 100 KVA)	01 No.	1	
Total Marks Allocated			15	

4. EVALUATION CRITERIA:

Applicant(s) meeting the minimum requirements mentioned in Para 3 b) besides other factors shall be considered for pre-qualification. No compromise shall be made on minimum requirements of 50% score in each category and an overall minimum of 60% marks shall be required to pre-qualify in the aforesaid scope of work.

5. LETTER OF APPLICATION:

Attached as Annexure 'A'

6. PRE-QUALIFICATION DOCUMENT:

a. CLARIFICATION OF PRE-QUALIFICATION DOCUMENT:

A prospective Applicant requiring any clarification of the pre-qualification Document shall contact the Client in writing at the Client's address indicated in the PQ, Instruction to Applicants. The Client will respond in writing to any request for clarification provided that such request is received not later than five (05) days prior to the deadline for submission of applications. The Client shall forward copies of its response to all applicants who have acquired the pre-qualification document directly from the Client including a description of the inquiry but without identifying its source. The Client reserves the right to amend the pre-qualification document as a result of a clarification as per departmental procedures and communicate to all applicants in writing.

b. AMENDMENT OF PRE-QUALIFICATION DOCUMENT:

At any time prior to the deadline for submission of applications, the Client may amend the pre-qualification Document by issuing addendum/Corrigendum. Any addendum / Corrigendum issued shall be part of the pre-qualification Document and shall be communicated in writing to all who have obtained the pre-qualification document.

c. COST OF APPLICATIONS:

The Applicant shall bear all costs associated with the preparation and submission of its application. The Client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the pre-qualification process from the Client.

d. LANGUAGE OF APPLICATION:

The application as well as all correspondence and documents relating to the pre-qualification exchanged by the Applicant

and the Client, shall be written in English language. Supporting documents and printed literature that are part of the application shall also in the same language.

e. SUBMISSION OF APPLICATION FORM:

The Applicant shall prepare an Application Submission Sheet using the form furnished in Annexure - A. This Form shall be completed without any alteration to its format.

f. SIGNING OF APPLICATION & NUMBER OF COPIES:

The Applicant shall prepare the document comprising the application as described in PQ and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. The Applicant shall submit **two (02) copies** of the signed original application and clearly mark them as "COPY". In the event of any discrepancy between the original and the copy, the original shall prevail.

g. DEADLINE OF SUBMISSION OF APPLICATION:

Applications shall be received by the Client at the address and not later than the deadline indicated in para 9 a. Applicants may always submit their applications by mail or by hand.

The Client may, at its discretion, extend the deadline for the submission of applications by amending the pre-qualification Document, in which case all rights and obligations of the Client and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

h. OPENING OF APPLICATION:

Client shall open the applications as per its standard procedures and shall prepare a record of the opening of applications that shall include, as a minimum, the name, signature of the representative (if they choose to attend).

i. RIGHT OF WAIVER:

The Client reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an applicant to perform the contract.

7. CLIENT RIGHT:

Bidders/Applicants wishing to pre-qualify shall complete the pre-qualification Questionnaires/Qualification Criteria and other relevant details solicited through pre-qualification documents including the qualification criteria in duplicate and return them to the address given in a sealed envelope. Pre-qualification applications shall be treated as confidential and will not be returned. The Client has right to obtain clarification from the applicants regarding pre-qualification applications.

8. INSTRUCTIONS TO APPLICANTS:

a) SUBMISSION AND OPENING OF PRE-QUALIFICATION APPLICATION

Application for pre-qualification (One original and two Copies) shall be received in sealed envelopes (properly mentioned on the Envelop in clear visible writing) to be delivered by hand or through registered mail **on or before 1100 Hours March 26th, 2025.**

The Pre-Qualification Applications shall be opened on 1130 Hours March 26th, 2025 in presence of Applicants who chose to attend at the address as mentioned below by PIFD;

"Project Director (Girls Hostel) Office, PIFD, 51-J / III, Johar Town Lahore, Pakistan"

And be clearly marked **"Application for Pre-Qualification" for "Construction of Girls Hostel Building at PIFD, Lahore"** In case it is not marked, the Client is not liable if the Pre-Qualification application is by mistake opened before date of submission.

b) LATE SUBMISSION OF PRE-QUALIFICATION APPLICATIONS:

The pre-qualification application which will be received after the closing date and time as mentioned above for submission of applications, shall not be entertained.

c) LACK OF INFORMATION:

Failure of an applicant to provide comprehensive and accurate information that is essential for the Client's evaluation of the applicant's qualification or to provide timely clarification or substantiation of the information supplies may result in disqualification of the applicant and same shall be communicated in accordance with provisions of PPRA Rules.

d) MATERIAL CHANGES:

Applicants and those subsequently pre-qualified or conditionally pre-qualified shall inform the Client of any material change in information that might affect their qualification status. Applicants shall be required to update key pre-qualification information at the time of bidding. Prior to award of contract, the lowest evaluated bidder will be required to confirm its continued qualified status in a post qualification review process.

9. CLIENT'S NOTIFICATION AND BIDDING PROCESS:

a) CONDITIONAL PRE-QUALIFICATION:

An applicant may be "conditionally pre-qualified" that is, qualified subject to certain specified non-material deficiencies in the pre-qualification requirements being met by the applicant to the satisfaction of the Client before submission of bid.

b) CHANGES AFTER PRE-QUALIFICATION:

Any change in the structure or formation of an applicant after being pre-qualified shall be subject to written approval of the Client prior to the deadline for submission of bids. Such approval may be denied if as a consequence of any following changes:

Civil Work Contractor as a whole which has conditionally pre-qualified & later on fails to meet any of the qualifying requirements;

c) CLIENT'S RIGHT:

The Client reserves the right to take the following actions, and shall not be liable for any such actions:

1. Amend the scope of the work to be bid under this process, in which event bids will be invited only from those applicants

who meet the resulting amended pre-qualification requirements;

2. Cancel the pre-qualification process and reject all applications in provisions with PPRA rules.

d) GENERAL INFORMATION:

The pre-qualification Questionnaires consisting of the pre-qualification Form (Total 18 Questionnaire) shall be filled in all respects by Civil Work Contractor. Pre-Qualification Questionnaire shall be duly signed and stamped by the authorized personnel of the firm.

10. ADDRESS OF CLIENT:

By Mail : Project Director, PIFD, 51 J-III, Johar Town
Lahore
By Telephone : +92-4299232951-7 Ext. 317
By Fax : NA
By Email : abdullah.khan@pifd.edu.pk
: shahbaz.hussain@pifd.edu.pk
By Visit : Project Director (Girls Hostel), PIFD Lahore
: Civil Engineer, PIFD Lahore

Envelope containing completed pre-qualification application with complete questionnaire forms and other relevant documents should be sealed and titled "**Application for Pre-qualification for the Construction of Girls Hostel Building at PIFD, Johar Town Lahore**" may be dispatched to the PIFD, Lahore on the address given above. All applications shall reach the above office during office hours before or on last submission date and time of application of pre-qualification document.

11. PRE-QUALIFICATION FORMS

a. PARTICULAR APPLICATION:

Supplementary information may be provided by the applicants as deemed necessary.

b. NOTES TO APPLICANT(S) & REQUIRED RELEVANT INFORMATION BY APPLICANT(S):

- i)** Please provide all information asked in the Questionnaires Forms and do not write "See Brochure";
- ii)** Please provide all information in accordance with the qualification criteria;
- iii)** Supplementary information may be provided by applicants as deemed necessary;
- iv)** Additional pages may be inserted, if required;
- v)** Please write "NOT APPLICABLE" where appropriate;
- vi)** Please retain a copy of your completed Forms submitted;
- vii)** Information provided in the Pre-qualification document will be verified. If found incorrect the contractor may be black listed;
- viii)** Please provide attested copy of valid license from Pakistan Engineering Council (if applicable);

- ix)** Application with incomplete documentary evidences shall not be considered for pre-qualification;
- x)** Bidders shall provide information pertaining to scope of work in their application of pre-qualification in provisions of the eligibility criteria & respective qualification criteria;
- xi)** Pre-qualification Questionnaires Forms that have not been completed as per instructions given above may lead to rejection of application



Date:-----/-----/2025

To: **The Project Director, PIFD
Lahore**

Sir,

1. Being duly authorized to represent and act on behalf of _____
(the name of the organization),
and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be pre-qualified as a bidder for the Construction of Multistoried Girls Hostel Building at PIFD, Lahore.
2. Attached to this letter are copies of original documents defining:
 - a) The Applicant's legal status;
 - b) The principal place of business; and
 - c) The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who have partnerships or individually-owned firms);
3. The Client and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant;
4. The Client and its authorized representatives may contact the following persons for further information, if needed.

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

Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:
- a) Bids by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding;
 - b) The Client reserves the right to:
 - c) Amend the scope and value of any contract under this project; in such event bids will only be called from pre-qualified bidders who meet the revised requirements; and
 - d) Reject or accept any application, cancel the pre-qualification process, and reject applications;
 - e) The Client shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) herein, above.
 - f) The Client shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) here above.
6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.



PAKISTAN
INSTITUTE OF
FASHION AND
DESIGN

PRE-QUALIFICATION QUESTIONNAIRE FORMS



PRE-QUALIFICATION QUESTIONNAIRE

P.Q. FORM # 1

General Information about the Firm/Applicant

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

1	Name of Firm	
2	Head Office Address	
3	Telephone Contact	
4	Fax	
5	Type of Organization	
6	Place of Incorporation / Registration:	Year of Incorporation/Registration:
7	PEC Registration Category	Validity:
8	NTN #	
9	Name, Designation and Mobile Number of Firm's Representative	

Detail of Owners / Directors

S#	Name	Designation	Nationality
1			
2			
3			
4			
5			
6			
7			

PRE-QUALIFICATION QUESTIONNAIRE

P.Q. FORM # 2

General Experience Record with Annual Turn over

Name of Applicant: _____

(Applicant)

All individual firms are requested to complete the information in this form with regard to the management of work contracts generally. The information supplied should be the annual turnover of the applicant in terms of the amounts billed to clients for each year for work in progress or completed in Rupees or in case of foreign firms converted to US dollars at the rate of exchange at the end of the period reported. The annual periods should be the financial years commencing from 1st July and ending on 30th June. A brief note on each contract should be appended, describing the nature of the work, duration and amount of contract, managerial arrangements, and other relevant details.

Applicants should not enclose testimonials, certificates and publicity material with their applications, they will not be taken to account in evaluation of qualification.

Year	Turnover (in Actual Currency)	Rupees in Million
2023-2024		
2022-2023		
2021-2022		
Average of above		

PRE-QUALIFICATION QUESTIONNAIRE

P.Q. FORM # 3

General Construction Experience of the Firm/Applicant

Applicable to General Contractor or any applicant(s).

1. Years of General Experience:-----

2. List of major Projects completed in Last 5 Years

Description of Project	Starting Year	Ending Year	Cost of Project	Client Name, Office Address, Telephone Number / Fax & Email Address

(Signature & Seal of Authorized Person)

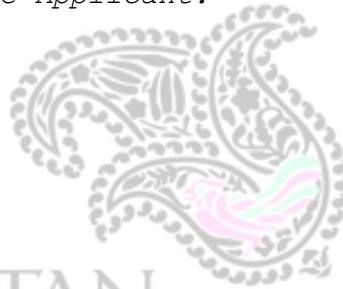
P.Q. FORM # 5

Particular Construction Experience Record

Name of Applicant: _____

(Applicant or member of a Firm)

On separate pages using the format of Form 8 and 8(A) for completed projects and Form 7 & 7(A) for in-hand / ongoing projects, The Applicant is requested to list contracts of a similar nature, complexity and requiring similar construction technology to their contract and which the Applicant has undertaken during the period and of the number. Each member of a Firm / Joint Venture should provide details of similar contracts on which they have had proportionate experience. The contract value should be based on the payment currencies of the contracts in Rupees. The information is to be summarized using Form 8 and 8(A) for each contract completed or under execution, by the Applicant.



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P.Q. FORM # 6

**Details of Contract of Similar Nature and Complexity in-hand /
ongoing and Completed Projects**

Name of Applicant: _____
(Applicant or member of a Firm)

On separate pages using the format of Form 8 and 8(A) for completed projects and Form 7

*& 7(A) for in-hand / ongoing projects, The Applicant is requested to list contracts of a similar nature, complexity and requiring similar construction technology to their contract and which the Applicant has undertaken during the period and of the number. Each member of a Firm / Joint Venture should provide details of similar contracts on which they have had proportionate experience. The contract value should be based on the payment currencies of the contracts **in PKR (Pakistan Rupees)**. The information, is to be summarized using Form 7A & 8A for each contract completed or under execution, by the Applicant or by each member of a Fir*

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PRE-QUALIFICATION QUESTIONNAIRE

P.Q. FORM # 7

Work Performance: FOR IN-HAND/ ONGOING PROJECTS

INSTRUCTIONS: Use one Form for each Project

Name of Firm: Name of Project	
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Project Data	
a. Plot Size and Location	
b. No. of Floors/scope	
c. Consultant	
d. Covered Area	

CONSTRUCTION DATA

a. Value of Contract	
b. Commencement Date	
c. Contract Period	
d. Planned Completion Date	
e. Value of Outstanding Works	
f. Average Monthly Invoicing Over Last Six Month:	
Present Status: -	
I. on Schedule	
II. Behind Schedule	
III. Ahead of Schedule	

CLIENT DATA

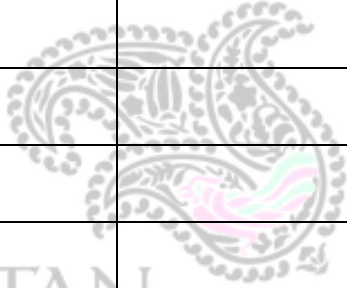
Name	
Contact Name	
Designation	
Address	
Phone	
Fax	
Telex Cable	
Cable	
Financing Agency	
Email Address	

PRE-QUALIFICATION QUESTIONNAIRE

P.Q. FORM # 7 (A)

Summary sheet for Current Contracts/Commitments for ongoing Projects

Description of Project Client	Year of Start	Cost of Project (Rs. Million)



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* For client give address, telephone and Fax number for contact.

PRE-QUALIFICATION QUESTIONNAIRE

P.Q. FORM # 8

Work Performance: FOR COMPLETED PROJECTS

INSTRUCTIONS: Use one Form for each Project (use photocopies if more for the rest).

Name of Firm:	
Name of Project:	

PROJECT DATA

Plot Size and Location	
No. of Floors/scope	
Consultant	
Covered Area	

CONSTRUCTION DATA

a. Value of Contract	
b. Commencement Date	
c. Contract Period	
d. Planned Completion Date	
e. Value of Outstanding Works	
f. Average Monthly Invoicing Over Last Six Month	
Present Status: -	
i. on Schedule	
ii. Behind Schedule	
iii. Ahead of Schedule	

CLIENT DATA

Name	
Contact Name	
Designation	
Address	
Phone	
Fax	
Telex Cable	
Financing Agency	
Email Address	

Note:

- Value for which applicant was responsible. Give exchange rate (if applicable)
- Amount of claims made and amount of claims awarded.
- The Form should be accompanied by a copy of completion certificate of each project
- In case of litigation provide brief of case.
- In case the Project was completed in Joint Venture with other firms, please mention the name of the Firm / Joint Venture member with address and percentage participation in to the Project.



PRE-QUALIFICATION QUESTIONNAIRE

P.Q. FORM # 8(A)

Summary Sheet of Completed Projects

List of the Projects done in Pakistan for Building Project (similar nature) in last five (05) years. Use the same form for experience outside of Pakistan labeled as International Experience.

S #	Description of Project Client	Year of Completion	Cost of Project (Rs Million)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

** For client give address, telephone and Fax number for contact.*

PRE-QUALIFICATION QUESTIONNAIRE

P.Q. FORM # 9

Financial Capabilities

Name of Applicant: _____

Applicants shall provide financial information to demonstrate that they meet the requirements stated in the PQ. Each applicant shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheet shall be attached.

Banker	Name of Banker			
	Address			
	Telephone		Contract Name & Title	
	Fax		email	

Summarize actual assets and liabilities in Pakistani Rs/US\$ equivalent (at exchange rate of each year) for the previous three calendar years. Based upon known commitments, summarize projected and liabilities in Pak Rupees equivalent for the next two calendar years.

Financial Information in Pak Rs. Or Equivalent	Actual For Previous Three (03) Years 1st July - 30th June		
	2021-2022	2022-2023	2023-2024
Information from Balance Sheet			
Total Assets			
Current Assets			
Total Liabilities			
Current Liabilities			
Net Worth			
Working Capital			
Total Revenue (TR)			
Profits Before Taxes			
Profits After Taxes			

Specify proposed sources of financing, such as liquid assets, lines of credit and other financial means, net of current commitments available to meet the total construction cash flow demands of the subject contract or contracts as indicated in above clauses

Source of Financing	Amount in Pak Rupees
1.	
2.	
3.	

Attach audited financial statements including, as a minimum, profit and loss account, balance sheet and explanatory notes for the last 3 years if audit reports are not available, partnerships and firms owned by individuals may submit their balance sheets certified by a registered accountant and supported by copies of tax returns.

PRE-QUALIFICATION QUESTIONNAIRE

P.Q. FORM # 10

Personal Capabilities

Name of Applicant: _____
(Applicant or member of a Firm / Joint Venture or named sub-contractor)

For specified positions essential to contract management and implementation, applicants should provide the names of candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using Form 11 for each candidate.

1	Title of Position	
	Name of Candidate	
2	Title of Position	
	Name of Candidate	
3	Title of Position	
	Name of Candidate	
4	Title of Position	
	Name of Candidate	
5	Title of Position	
	Name of Candidate	

PRE-QUALIFICATION QUESTIONNAIRE

P.Q. FORM # 11

Candidate Summary

Name of Applicant: _____
(Applicant or member of a Firm)

Position	Candidate	
	Prime	Alternate
Candidate Information	Name of Candidate	Date of Birth
	Professional Qualification	
Present Client	Name of Client:	
	Address of Client	Contract (Manager/Personnel Officer)
	Telephone:	Fax:
	Job Title of Candidate	Years with Present Client

Summarize professional experience over the last 10 years in reverse chronological order.

From	To	Company	Project	Position	Relevant Technical & Management Experience

PRE-QUALIFICATION QUESTIONNAIRE

P.Q. FORM # 12

Litigation History shall be provided for the last "10" Years

Name of Applicant: _____

(Applicant or member of a Firm)

Description of Contract	Year	Name of Client, Cause of litigation and matter in dispute	Disputed amount (Current value in Pakistani Rs. or US\$ equivalent)	Award FOR or AGAINST Applicant	Remarks by Applicant

PRE-QUALIFICATION QUESTIONNAIRE

P.Q. FORM # 14

Structure and Organization including Organogram

Name of Applicant: _____

(Applicant or member of a Firm/Joint Venture or named sub-contractor)

Please attach an organization Chart showing, the company structure including, Organogram the positions of directors and key personnel, if relevant.



PRE-QUALIFICATION QUESTIONNAIRE

P.Q. FORM # 16

AFFIDAVIT

(On Stamp Paper)

Name of Applicant: _____
(Applicant or member of a Firm)

I, the undersigned, do hereby certify that all the statements made in the Pre- Qualification Questionnaire Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by Client if the Client, at any time, deems it necessary.

The undersigned hereby authorize (s) and requests (s) the bank, person, firm or corporation to furnish any additional information requested which 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 Client, PIFD Lahore.

PIFD Lahore, undertakes to treat all information provided as confidential.

**Signed by an authorized
Officer of the firm** _____

Title of Officer Name of Firm _____

Date _____

PRE-QUALIFICATION QUESTIONNAIRE

P.Q. FORM # 17

Equipment Capabilities

Name of Applicant: _____

The Applicant shall provide adequate information to demonstrate clearly that he has the capability to meet the requirements for each and all items of equipment listed in the Qualification Criteria. A separate Form shall be prepared for each item of equipment listed in equipment section of qualification criteria, or for alternative equipment proposed by the Applicant.

Item of Equipment		
Equipment information	1.Name of Manufacturer	2.Model and power rating
	3.Capacity	4.Year of Manufacture
Current Status	5.Current Location	
	6.Details of Current Commitments	
Source	7.Indicate Source of the Equipment	
	<input type="checkbox"/> Owned	<input type="checkbox"/> Rented <input type="checkbox"/> Leased
<i>Omit the following information if it is owned by the Applicant or partner</i>		
Owner	8.Name of Owner	
	9.Address of owner	
	Telephone	Contact Name and Title
	Fax	Telex
Agreement	Details of rental/lease specific to the Project	

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