

**PREQUALIFICATION OF FIRMS / CONSORTIUM/JV FOR THIRD PARTY VALIDATION
SERVICES FOR VEHICLE INSPECTION AND CERTIFICATION SYSTEM IN PUNJAB, PAKISTAN**



**TRANSPORT DEPARTMENT
GOVERNMENT OF PUNJAB
LAHORE, PAKISTAN**

January 2018

Disclaimer

The Transport Department is issuing this Pre-Qualification Document (PQD) solely for hiring the services of Third Party Validation Firm for Vehicle Inspection and Certification System in Punjab, Pakistan.

Please note that this PQD is strictly private and confidential to its recipients and should not be copied, distributed or reproduced in whole or in part or shared with any third party.

The PQD does not constitute a solicitation to invest, or otherwise participate, in the Project. None of the above entities, nor employees of Transport Department or consultants make any representation (expressed or implied) or warranties as to the accuracy or completeness of the information contained herein, in the project brief or other document made available to any person in connection with the tender process for the Project, and shall have no liability for this PQD or for any other written or oral communication with the recipients / Applicants in the course of the recipient's / Applicant's evaluation of the Project. Neither these entities nor their employees or consultants will be liable to reimburse or compensate the recipient / Applicant, for any costs or expenses incurred by the recipient / Applicant in evaluating or acting upon this PQD or otherwise in connection with the Project as contemplated herein.

Third Party Validation (TPV) Services for Vehicle Inspection and Certification System in Punjab, Pakistan

The Transport Department hereby invites Applications for Prequalification from interested Companies/ Firms or Consortium/JV to bid on a tender for the Third Party Validation (TPV) Services for Vehicle Inspection and Certification System in Punjab. The Contract will be awarded through a competitive bidding process under Punjab Procurement Rules, 2014 and is open to both local and international Applicants.

The following procedure will be adopted for the purposes of shortlisting of the Prequalified Applicants:

1. This PQD is provided with a project brief (which gives Applicants an overview of the Project).
2. Each Applicant whose Application for Prequalification is determined to be substantially responsive to the Evaluation Criteria shall be designated as the Prequalified Applicants.
3. The Prequalified Applicants shall be issued Request for Proposal and invited to participate in the Bidding Process for the Project.

The Applications for Prequalification must be delivered no later than 1200 hours on **Tuesday, January 30th, 2018** at the address mentioned in this PQD.

Sincerely,

Deputy Secretary (Development)

Transport House, 11-A Egerton Road, Lahore, Pakistan

Phone #: +92-42-99201159

Email: dstechnical.td@gmail.com

Fax: +92-42-99200497

1 DEFINITIONS AND RULES OF INTERPRETATION

1.1 All capitalized terms used herein shall have the following meaning:

“Applicant” means the legal entity who has submitted an Application for Prequalification to participate in the prequalification process in terms of this PQD and includes a Consortium and, if applicable, any Parent Company.

“Parent Company” means a company incorporated in or outside of Pakistan, which exercises control (directly or indirectly), in the Applicant or a Consortium Member (as the case may be), whose technical and/or financial strength has been relied upon by such Applicant or a Consortium Member (as the case may be) to satisfy the Evaluation Criteria.

“Applications for Prequalification” means the application for prequalification prepared in accordance with the provisions of this PQD.

“Bidding Process” means the competitive bidding process to be carried out for the selection of a firm/company for the Project under the Punjab Procurement Rules 2014, in accordance with the requirements, conditions and criteria mentioned in the RFP.

“Contract Period” shall be three (3) years from date of signing of contract, which may be extended upon satisfactory performance for another period.

“Consortium” means an association of two or a group of individuals/ consulting firm/ company participating in the prequalification process and meeting the requirements set out in this PQD. The Lead Firm shall represent and bind all Individuals/ Firms of the Consortium in all matters connected with the Project, including submission of EOI on behalf of the Consortium.

“Consortium Member” means an applicant participating in this pre-qualification process in the form a consortium comprised of companies, firms, corporate bodies or other legal entities, each of which shall constitute members of the Consortium

“Evaluation Criteria” means the legal, technical and financial criteria and other conditions and requirements specified in the PQD, as may be amended from time to time.

“GoPb” means the Government of Punjab.

“JV” means business arrangement through MOU / Agreement in which two or more parties agree through a legal arrangement to pool their resources for the purpose of accomplishing a specific task.

“Lead Member” shall be authorized person to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture; this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.

“Letter of Pre-qualification Application” means the instrument to be submitted as part of the Application for Prequalification in the form attached as Appendix D.

“Notification” means official information to applicants / participants of pre-qualification process regarding decisions / amendments / corrigendum etc. of this assignment / project.

“Pakistan” means the Islamic Republic of Pakistan.

“Project” means the Third Party Validation (TPV) Services for Vehicle inspection and Certification system (VICS) in Punjab

“Prequalified Applicants” means the Applicants whose Application for Prequalification are declared substantially responsive in accordance with the Evaluation Criteria.

“Prequalification” means this document setting out the terms and conditions for the prequalification process in respect of the Project.

“RFP” means the request for proposals to be issued to Prequalified Applicants by the Client, which will include, *inter alia*, the instructions to bidders and the draft Agreement,

“VICS” means Vehicle Inspection and Certification System in Punjab, Pakistan

1.2 RULES OF INTERPRETATION

The following rules shall be applied in the interpretation of the following provisions of the PQD:

- 1.2.1 The singular shall include the plural and vice versa, where appropriate.
- 1.2.2 The expressions section or appendix shall respectively mean a section or appendix of this PQD.
- 1.2.3 A reference to any legislation or legislative provision includes any statutory modification, amendment or re-enactment of or legislative provision substituted for, and any subordinate legislation/rules/regulations under that legislation or legislative provision.
- 1.2.4 The words “including” and “includes”, and any variants of those words, will be read as if followed by the words “without limitation”.

PRE-QUALIFICATION DOCUMENT

THIRD PARTY VALIDATION (TPV) OF VEHICLE INSPECTION AND CERTIFICATION SYSTEM (VICS) IN PUNJAB

Title of the Assignment	Third Party Validation (TPV) of Vehicle Inspection and Certification System (VICS) in Punjab
Implementing Agency	Transport Department, Government of the Punjab
Duration	3 Years
Location of Assignment	Punjab Province

BACKGROUND:

Transport Department, Government of Punjab has launched number of new initiatives to improve road safety. Vehicle Inspection and Certification System ‘VICS’ is a major step to ensure that safer vehicles ply on public roads. The Project aims that commercial vehicles plying on roads are inspected and certified with respect to road worthiness using modern equipment on international standards. According to the Excise & Taxation (E&T) records of 2015 there are more than 650,000 transport vehicles (public service and goods vehicles) vehicles plying in Punjab, which needs to have a valid fitness certificate under Section 39 of Motor Vehicle Ordinance, 1965. On the other hand, the unfit vehicles often result in road accidents and are considered one of the major sources of air pollution.

The GoPb aims to reduce air pollution and improve road safety by introducing state of the art vehicle inspection and certification facilities in Punjab. A Concession Agreement was signed with M/s OPUS Inspection (Pvt.) Limited on 3rd February 2015 for establishment of VICS Stations in Punjab. M/s Opus Inspection (Pvt) Ltd shall also manage operations of these VICS Stations for 20 years concession period under Public Private Partnership (PPP) arrangement. Two (02) state of the art VICS Stations located at Green Town Lahore and Kala Shah Kaku, Sheikhpura were made operational on 23rd July 2016 in Lahore and remaining 37 VICS stations are under construction. Most of the VICS Stations will be operational in the first quarter of 2018. Under this Concession Agreement, M/s OPUS Inspection (Pvt.) Limited shall perform various tests in accordance with the standards specified by the GoPb and in turn charge vehicle inspection-fee as per rate notified by the Government. An agreed portion of the fee

collected by Opus Inspection for vehicle inspection and certification services shall be paid to the GoPb in the form of percentage share on the Gross Revenues.

OBJECTIVE & PURPOSE OF ASSIGNMENT:

For smooth and uninterrupted operations of the VICS stations, GoPb seeks to hire the services of Third Party Validation (TPV) Firm for Vehicle Inspection and Certification System (VICS) in Punjab. The TPV firm shall assist Transport Department, GoPb for smooth implementation and achieving objectives & benefits of the VICS project. The key responsibility of the TPV firm is to evaluate the overall quality and monitor the operations of VICS stations including equipment calibrations, monitoring & validation vehicle inspection procedure / mechanism, implementation of key performance indicators and financial calculations for the contractual period.

The selected firm shall monitor the operational performance of VICS stations on monthly, quarterly, bi-annually and annual basis. The firm shall also oversee and report on all other contractual obligations of both parties under the Concession Agreement for establishment of Vehicle Inspection and Certification System (VICS). The Third Party shall fulfil its duties and obligations throughout the agreement period i.e. Three (03) Years from date of signing of agreement. The TPV Firm services may be extended for another term upon satisfactory performance with revised terms and conditions by the Transport Department.

TERMS OF REFERENCE:

The Terms of Reference of the third party, though not limited, are as follow;

a) Design, Installation and Commissioning of VICS stations

The Third Party Validation Firm shall review and validate that all 39 VICS stations have been constructed in accordance with the approved design and drawings. The TPV firm shall also review, validate and report on the all equipment/ machinery (including hardware & software) installed at all 39 VICS stations are as per required standards and specifications. The Firm shall also report on calibration of the equipment installed at fixed and mobile stations.

b) Operation and Maintenance of VICS Stations

The Third Party Validation Firm shall visit each VICS Station at least once a month to monitor the vehicle inspection process, working hours of VICS stations, up and down time of IT

system, IT Tools (i.e. website & servers etc.), operational performance/ accuracy of equipment installed at each VICS station. The TPV Firm on the request of the Competent Authority shall perform surprise inspections of VICS stations in addition to monthly scheduled visit. TPV firm shall also validate and report on the conformity and adherence by the M/s OPUS Inspection (Pvt.) Limited regarding vehicle inspection procedures, tests performed, RFID based certification, printing of fitness certificates as per approved format and accurate data generation/ integration with Transport Department and other relevant government agencies.

c) Customer Care and Quality Review

The Third Party Validation Firm shall review and report on the conformity and adherence by the M/s OPUS Inspection (Pvt.) Limited regarding customer care areas, waiting areas, staffing plan and trainings requirements etc. TPV firm shall also report on the conformity and adherence regarding vehicle reservation system, online booking mechanism, ISO certification, complaints registered & redressed, procedural irregularities, bribe & unfair means of practice by inspectors or any other staff deployed at VICS Stations and health & safety issues.

d) Financial, Legal and Contractual Compliance

The Third Party Validation Firm shall monitor, calculate & validate the overall project financials including fee collection mechanism and report to the Authority on revenue generated & government share, achieved level of compliance rate and other related financial matters such as monthly rent payments to Transport Department against land provided for VICS stations, annual increase in rents and vehicle inspection fee etc. The TPV firm shall also assist Transport Department regarding legal matters such as vehicle compliance rate, implementation of KPIs and fines to be imposed, termination of agreement, compensations to be given in case of event of default, insurance requirements, act as an independent mediator/ evaluator/ arbitrator in case of any dispute arises between Client and Concessionaire etc.

DESIRED EXPERIENCE:

The firm/company interested to provide the Third Party Validation (TPV) services, must have hands-on experience and expertise in project management, equipment/ instrument calibration, audit and finance, quality assurance/control, and monitoring of large scale engineering / mechanical / electrical projects. Ideally, the company/ firm must have credentials in project

implementation and operations, equipment/ instrument calibration and testing; quality assurance processes and can perform engineering and financial reviews /audits, and monitoring. Experience within the motor vehicle and heavy-duty vehicle certification, safety and testing industry is preferred.

The proposer should be able to demonstrate expertise & experience in:

- Building design reviews & validations of stations constructed.
- Equipment installation and calibration procedures
- Providing periodic on-site inspections of buildings and equipment to ensure compliance with the details mentioned in Concession Agreement.
- Experience in heavy duty and light duty vehicle maintenance, testing, or safety projects
- Experience in implementation / validation / monitoring of IT system installed, database integration etc.
- Experience in preparing, managing, implementing and monitoring customer care programs of large scale projects.
- Experience in handling project financials, calculations and performing financial audits.

MANDATORY/ ELIGIBILITY REQUIREMENTS:

The interested firms must **attach** the following **documents** with their applications:

- Profile of the applicant firm / JV / consortium (in case of JV / consortium, copies of the MOU indicating the nature of association to be furnished) with an organogram, experience of the Firm, summary of qualifications & experience of designated staff.
- In case of JV / Consortium, declaration (in writing) of the Lead Firm along with a statement of carrying overall responsibility of the submitted documents.
- Name and Address of applicant's firm / JV /Consortium, including detail of Registration (including the year of incorporation and number of years of relevant experience. In case of foreign firm, registration detail with relevant authorities in their home country).
- Proof of Firm registration, NTN, registration with Punjab Revenue Authority and Sales Tax for local/ Pakistani firms (attached Certificates). Proof of registration with relevant Authorities in Home Country in case of foreign Firm (attach Certificates).
- In case of foreign firm applying in individual capacity without forming JV/ Consortium with local Firm, registration of the foreign Firm with Security and Exchange Commission of Pakistan (SECP), Federal Board of Revenue (FBR), Sale Tax

Registration, Punjab Revenue Authority (PRA) or any other relevant organization in Pakistan **is mandatory** before signing of the agreement.

- Audited Financial Statements of the Firm(s) for last 3 years;
- Undertaking that the firm(s) has not been blacklisted or debarred by any government, semi-government and/or autonomous body in Pakistan and anywhere in world;
- List of key professional staff including detailed CVs of core team for the assignment, showing qualification and experience demonstrating the projects on which they have worked, their role in the project and duration of their engagement with the project;
- Certificate that the firm or any member of its JV / consortium has not been engaged directly/ indirectly in business, relationship/partnership/JV with M/s OPUS Inspection Sweden and/ or its subsidiaries in the past and/or present.

Note: Prospective bidder must fill and attached all the Appendices and Tech forms attached with this Pre-qualification document. The documents submitted for evaluation purposes must be in English language. In case, the document is translated into English language, then it must be certified and verified by relevant department / agency.

SHORTLISTING CRITERIA

Sr. No	Criteria	Maximum Marks	Description	%age in Overall Marks
1	<p>Years of Incorporation/ existence of the Firm</p> <p>Date of existence of the firm means the registration date of the firm with SECP or other relevant authority</p>	5	<ul style="list-style-type: none"> ➤ 5 Marks for existence of firm for 10 years or above ➤ 3 Marks for existence of firm between 6 - 10 years ➤ 1 Mark for existence of firm between 2 - 5 years ➤ 0 Mark in case firm is registered less than 2 years 	5%
2	<p>Experience in Third Party Inspection and Validation Services in last 15 years (Completed & on-going projects) (minimum worth of each project PKR 10 M) (Minimum 1 Project in last 15 years)</p>	20	<ul style="list-style-type: none"> ➤ 5 Marks for one project ➤ 10 Marks for two projects ➤ 15 Marks for three projects ➤ 20 Marks for four or more projects 	20%
3	<p>Experience in Financial Advisory & Management Services including Financial Audits (preferably international projects) (completed /in progress)</p> <p>(Minimum 1 Project in last 15 years)</p>	20	<ul style="list-style-type: none"> ➤ 5 Marks for one project ➤ 10 Marks for two projects ➤ 15 Marks for three projects ➤ 20 Marks for four or more projects 	20%
4	<p>Availability of Technical Expertise</p> <p>Minimum 5 years of experience with BSc in relevant subject from HEC recognized university or Minimum 3 years of experience with MSc in relevant subject from HEC recognized university. MSc Finance or CA or ACCA for Financial Expert (Preferably foreign accredited qualification with international experience)</p>	30	<ul style="list-style-type: none"> ➤ Instrumentation / Electrical Engineer (Team Leader) (7 Marks) ➤ Financial Expert (6 Marks) ➤ IT Expert (6 Marks) ➤ Legal Expert (6 Marks) ➤ Civil Engineer (5 Marks) 	30%

5	<p>Average Annual Gross Turnover of Firm for Last Three (03) Years (minimum average annual gross turnover is PKR 20 Million)</p> <p>In case of JV / Consortium, the average annual gross turnover of the Lead Firm & other JV partners/ Consortium members will be considered</p>	25	<ul style="list-style-type: none"> ➤ Average Annual Gross Turnover of Firm/JV is Greater or equal to PKR 50 million (25 Marks) ➤ Average Annual Gross Turnover of Firm/JV is Greater or equal to PKR 40 million but less than PKR 50 (20 Marks) ➤ Average Annual Gross Turnover of Firm/JV is Greater or equal to PKR 30 million but less than PKR 40 million (15 Marks) ➤ Average Annual Gross Turnover of Firm/JV is Greater or equal to PKR 20 million but less than PKR 30 million (10 Marks) ➤ Average Annual Gross Turnover of Firm/JV is Less than PKR 20 Million (0 Mark) 	25%
Total			100 Marks	100%
Note: The prospective firm must obtain 65% (i.e. 65 marks) or more to qualify for issuance of Request For Proposal (RFP).				

Note:

- i. *Please provide documentary evidence (copy of contract / agreement, completion certificate, letter of award etc.) to support your claim.*
- ii. *Only shortlisted firms will be called for issuance of Request for Proposal (RFP).*

Incomplete, unsigned and/or late applications will not be entertained.

Submission Date:

- The Pre-qualification application must reach the office on the address mentioned below in sealed packet **Tuesday, January 30th, 2018** before 1200 hours PST. The received applications will be opened on Tuesday, January 30th, 2018 at 1230 hours sharp at the Transport Department, in the presence of bidders' representatives.

Deputy Secretary (Development)
Transport Department, Government of Punjab

Transport House, 11-A Egerton Road, Lahore.

Tel: +92-42-99201159

Email: dstechnical.td@gmail.com

Fax: +92-42-99200497

APPENDIX – A SHORTLISTING CRITERIA- CHECKLIST

(Please tick the relevant box)

Sr. No	Eligibility Information	Relevant Form & Appendix	Response/Elaboration
1	Name and profile of firm / JV / Consortium	Tech Form 1 & 2	Yes
			No
2	Mention the name of Registration Authority/(s) under which organization/firm is registered and provide a copy of proof of registration to prove legal identity of your firm/organization	Tech Form 1	Yes
			No
3	Please provide audited financial statements for the last three (03) years	Appendix F1 or F2	Yes
			No
4	Mention National Tax Number (NTN), Sales Tax Number and PRA Number in the name of organization and provide a copy of registration (in case of foreign firm provide relevant documents)	National Tax Number (NTN): Sales Tax Number: PRA: Proof Attached	
5	Was your firm ever blacklisted by any government, semi-government, autonomous body or any bilateral/multi-lateral and/or financial institution? (MUST attach an undertaking by your firm's authorized person with this Pre-qualification document)	Appendix J	We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.
			Our organization has been suspended/debarred or blacklisted once or more than once
6	Qualifications and experience of designated staff	Tech Form 3 & 6 and CVs	Yes
			No
			CV Attached
8	Proof of Third Party Inspection and Validation Services projects (copy of letter of awards, completion certificates, contracts, agreements etc.)	Tech Form 5	Yes
			No
			Proof Attached
9	Proof of experience in financial advisory & management services including financial audits (copy of letter of awards, completion certificates, contracts, agreements etc.)	Tech Form 4	Yes
			No
			Proof Attached
10	Average Annual Gross Turnover	Tech Form 7	Yes
			No

			Proof Attached
11	Affidavit that your firm/organization or any member of JV / Consortium is not related to M/s OPUS Inspection (Pvt.) Limited or its subsidiaries in past and present		Yes
			No
			Affidavit Attached
12	Brief description of the project(s) completed/in progress (attach completion certificates, letter of awards, contract etc.)	Appendix E1, E2 & E3	Yes
			No
			Proof Attached
13	Copy of MOU / Agreement in case of JV / Consortium		Yes
			No
			Proof Attached

Firm/Organization Signature, seal & stamp

APPENDIX B1
FORMAT FOR POWER OF ATTORNEY FOR SIGNING PROPOSAL
(On a Stamp Paper of appropriate value)
POWER OF ATTORNEY

Know all men by these presents, we _____ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms _____ (name and address of residence) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for the [insert name of project] in the Pakistan including signing and submission of all documents and providing information/ responses to Third Party Validation (TPV) of Vehicle Inspection and Certification System (VICS), representing us in all matters before Transport Department, GoPb, and generally dealing with TPV of VICS in all matters in connection with our proposal for the said project. We hereby agree to ratify all such acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all such acts, deeds and things awfully done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For _____

(Signature)
(Name, Title and Address)

Accepted

_____ (Signature)
(Name, Title and Address of the Attorney)

Firm/Organization seal & stamp

Notes:

- 1. To be executed by the sole Bidder or the Lead Member in case of a Consortium duly supported .by a Board Resolution*
- 2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- 3. Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution /power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

APPENDIX B2
FORMAT FOR POWER OF ATTORNEY FOR LEAD MEMBER OF CONSORTIUM
/ JV POWER OF ATTORNEY

(On a Stamp Paper of appropriate value)

Transport Department, GoPb has invited applications from interested Bidders for the [insert name of project]. Whereas, the members of the JV / Consortium are interested in competing for the Project in accordance with the terms and conditions of the PQD and other connected documents in respect of the Project, and Whereas, it is necessary under the PQD for the members of the JV / Consortium to nominate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all such acts, deeds and things as may be necessary in connection with or incidental to the Consortium's proposal for the Project.

NOW THIS POWER OF ATTORNEY WITNESSETH THAT:

We, M/s. _____, and M/s. _____ (the respective names and addresses of the registered office) do hereby constitute, appoint and authorize M/s. _____ as the Lead Member of the JV / Consortium and as our attorney, to do on behalf of the JV / Consortium, all or any of such acts, deeds or things as may be necessary in connection with or incidental to the JV / Consortium's proposal for the Project, including submission of Pre-Qualification application/ proposal, participating in conferences, responding to queries, submission of information/ documents and generally to represent the JV / Consortium in all its dealings with Transport Department, GoPb or any other Government Agency or any person, in connection with the Project until culmination of the process of selection and thereafter till the Contract Agreement is entered into with Transport Department, GoPb.

We hereby agree to ratify all such acts, deeds and things lawfully done by Lead Member as our said attorney pursuant to this Power of Attorney and that all acts deeds and things lawfully done by our aforesaid attorney and shall always be deemed to have been done by us/Consortium/JV.

Dated this _____ Day of _____ 201_.

(To be executed by all the members of the Consortium)

Firm/Organization seal & stamp

Note:

- 1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- 2. The executants(s) should submit for verification the extract of the charter documents and documents such as Board Resolution and Power of Attorney in favor of the person executing this Power of Attorney in favor of the Lead Member.*

APPENDIX C

- (a) Name
- (b) Country of Incorporation
- (c) Address of the corporate headquarters and its branch office (s),
- (d) Date of incorporation and / or commencement of business

2. Brief description of the firm including details of its main lines of business and proposed roles and responsibilities in this Project.

3. Name, Designation, Address and Phone Nos. of Authorized Signatory of the Firm:

- (a) Name:
- (b) Designation:
- (c) Bidder's Company:
- (d) Address:
- (e) Telephone No:
- (f) E-mail Address:
- (g) Fax No:

4. Details of individual (s) who will serve as the point of contact / communication for TPV Services for VICS, within the firm's.

- (a) Name:
- (b) Designation:
- (c) Address:
- (d) Telephone No.
- (e) E-mail address:
- (f) Fax No.

5. In case of Consortium:

- (a) The information above (1-4) should be provided for all the Members of the Consortium
- (b) Information regarding role of each Member should be provided as per table below:

Sr. No	Name of Member	Lead Member/Associate	Role of Member
1			
2			

Specify whether Lead Member, Associate Member

(Signature of Authorized Signatory)

Firm/Organization seal & stamp

APPENDIX D
FORMAT FOR LETTER OF PRE-QUALIFICATION APPLICATION
[On the Letter Head of the Applicant (in case of Single or Lead Member (in case of a Consortium))]

Date: _____

The Secretary Transport
Transport Department, GoPb,
[Insert name of Project]

Sir,
Being duly authorized to represent and act on behalf of _____ (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for pre-qualification for the [insert name of Project].

We are enclosing our Pre-Qualification Application, in one Original and two Copies, with the details as per the requirements of the PQD, for your evaluation.

The undersigned hereby also declares that the statements made and the information provided in the PQD are complete, true and correct in every detail.

We confirm that the PQD application is valid for a period of 120 days from the due date of submission of PQD application and is unconditional.

Yours faithfully,

(Signature of Authorized Signatory)
(Name, Title and Address of the Applicant)

Firm/Organization seal & stamp

APPENDIX E1:

INFORMATION RELATED TO FINANCIAL ADVISORY & MANAGEMENT SERVICES INCLUDING FINANCIAL AUDIT EXPERIENCE

[Using the format below, provide information on each project for which you, and each associate for this project, was legally contracted as a corporate entity or as one of the major members within a consortium, for carrying out project similar to the ones requested under this Project. Please provide Client's certification, completion certificate and/or evidence of the contract agreement.]

Project name:	Value of the agreement (in current PKR):
Country: Location within country:	Duration of project (months):
Name of Client:	Total No. of staff-months (by your company) on the project:
Start date (month/year): Completion date (month/year):	Value of total project provided under an agreement (in current PKR) In case of developer prime contractor or subcontractor: Value of part of the project provided by Bidder under the agreement (in current PKR):
Name of associated members, if any:	No. of professional staff-months provided by associated members:
Name of senior professional staff of your company involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Note:

- 1. Only the eligible projects that satisfy technical criteria shall be included*
- 2. All the Financial numbers are to be given in Pak Rupees*
- 3. The format shall be filled up for each member of the consortium and as a cumulative experience for the consortium*

Note: Attach separate sheets for different projects

(Signature of Authorized Signatory)

Firm/Organization seal & stamp

APPENDIX E2:

INFORMATION RELATED TO THIRD PARTY INSPECTION AND VALIDATION SERVICES

[Using the format below, provide information on each project for which you, and each associate for this project, was legally contracted as a corporate entity or as one of the major members within a consortium, for carrying out project similar to the ones requested under this Project. Please provide Client's certification, completion certificate and/or evidence of the contract agreement.]

Project name:	Value of the agreement (in current PKR):
Country: Location within country:	Duration of project (months):
Name of Client:	Total No. of staff-months (by your company) on the project:
Start date (month/year): Completion date (month/year):	Value of total project provided under an agreement (in current PKR) In case of developer prime contractor or subcontractor: Value of part of the project provided by Bidder under the agreement (in current PKR):
Name of associated members, if any:	No. of professional staff-months provided by associated members:
Name of senior professional staff of your company involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Note:

- 1. Only the eligible projects that satisfy technical criteria shall be included*
- 2. All the Financial numbers are to be given in Pak Rupees*
- 3. The format shall be filled up for each member of the consortium and as a cumulative experience for the consortium*

Note: Attach separate sheets for different projects

(Signature of Authorized Signatory)

Firm/Organization seal & stamp

**APPENDIX F1
FORMAT FOR ESTABLISHING FINANCIAL CAPABILITY
OF SINGLE ENTITY**

Annual Turnover (for individual firms)

Annual Turnover		
Year	Turnover (in actual currency)	Equivalent Rupees in Millions (PKR)
2016-17		
2015-16		
2014-15		

(Signature of Authorized Signatory)

Firm/Organization seal & stamp

Signature, Name, Address and Membership No. of Chartered Accountant

APPENDIX F2
FINANCIAL CAPABILITY OF JV / CONSORTIUM

Joint Venture / Consortium Summary (if applicable)

Names of all Partners of a Joint Venture
1. Lead Partner
2. Partner
3. Partner
4. Partner

Total value of annual turnover

Partner	2016-17	2015-16	2014-15
1. Lead Partner			
2. Partner			
3. Partner			
4. Partner			
Total			

Aggregate = Rs _____ millions

(Signature of Authorized Signatory)

Firm/Organization seal & stamp

Signature, Name, Address and Membership No. of Chartered Accountant

APPENDIX G
LETTER OF INTENT / MOU TO FORM A CONSORTIUM / JV
[On the Letter Head of the Bidder (in case of Single Entity) or Lead Member (in case of a Consortium / JV)]

Date:

The Secretary Transport
Transport Department, GoPb,
[Insert name of Project]

Sir,

We, _____ hereby convey our intent to form a consortium / JV with _____ and _____ for the successful execution of the captioned Project.

The Lead member of the JV / Consortium will be _____

We commit to provide the following appendices and documents with the RFP submission, if short-listed:

1. The Power of Attorney for signing authority
2. The Power of Authority for Lead Member
3. Joint Venture / Consortium Agreement.
4. Documentary Evidence

The mode of execution of the Power of Attorney would be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the consortium members and when it is so required the same would be under common seal affixed in accordance with the required procedure.

The consortium members would submit for verification the extract of the charter documents and documents such as Board Resolution and Power of Attorney in favor of the person executing this Power of Attorney in favor of the Lead Member.

Yours faithfully,

(Signature of Authorized Signatory)

(Name, Title and Address of the Bidder)

Firm/Organization seal & stamp

APPENDIX H1
FORMAT FOR PROJECT UNDERTAKING
[To be submitted on the letter heads of the Bidder separately]

Date: _____

The Secretary Transport
Transport Department, GoPb,
[insert name of Project]

Sir,

We have read and understood the PQD Document in respect of the captioned Project provided to us on <https://www.punjab.gov.pk/transport> / www.ppra.punjab.gov.pk

We hereby agree and undertake as under:

(a) Notwithstanding any qualification or conditions, whether implied or otherwise, contained in our pre-qualification application we hereby represent and confirm that our pre-qualification application is unqualified and unconditional in all respects.

(b) We are not bared by the Government of Pakistan or any of its Departments or Agencies from participating in any project.

Dated this _____ Day of _____.

Name of the Bidder

Signature of the Authorized Person

Firm/Organization seal & stamp

APPENDIX H2
FORMAT FOR PROJECT UNDERTAKING

[In case of Consortium]

[To be submitted on the letter heads of the Bidder separately]

Date: _____

The Secretary Transport
Transport Department, GoPb,
[insert name of Project]

Sir,

We have read and understood the PQD in respect of the captioned Project provided to us on <https://www.punjab.gov.pk/transport> / www.ppra.punjab.gov.pk

We hereby agree and undertake as under:

We hereby agree and undertake to be an exclusive member of the consortium and not a member of any other consortium nor an independent applicant, applying for this Project and have submitted only one (1) PQD Application in response to this PQD.

Dated this _____ Day of _____.

Name of the Bidder

Signature of the Authorized Person

Firm/Organization seal & stamp

APPENDIX I
FORMAT FOR ANTI-COLLUSION CERTIFICATE
[To be submitted on the letter heads of the Bidder separately]
Anti-Collusion Certificate

Date:

The Secretary Transport
Transport Department, GoPb,
[insert name of Project]

Sir,

We hereby certify and confirm that in the preparation and submission of this PQD, we have not acted in concert or in collusion with any other applicants or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive, restrictive or monopolistic trade practice.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant PQD.

Dated this _____ Day of _____, 201__.

Name of the Applicant

Signature of the Authorized Person

Note:

To be submitted by each Member in case of Consortium.

Firm/Organization seal & stamp

APPENDIX J
AFFIDAVIT OF DECLARATION
(On a Stamp Paper of appropriate value)

Date:

The Secretary Transport
Transport Department, GoPb,
[insert name of Project]

We, [insert name of Applicant] hereby represent and warrant that, as of the date of this letter [Name of Applicant / Lead Member of Applicant], and each member of Applicant (if applicable):

1. Our firm is never debarred by any of Government, Semi Government and Autonomous Body in the world.
2. Our firm is never blacklisted by any of Government, Semi Government and Autonomous Body in the world.
3. I/our firm are not involved in any litigation with or against any of Government, Semi Government and Autonomous Body in the world.

Yours faithfully,

(Signature of Authorized Signatory)

(Name, Title and Address of the Bidder)

Firm/Organization seal & stamp

APPENDIX K
UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of Pre-Qualification and is liable to any punitive action for furnishing false information / documents.

Dated this _____ Day of _____, 201__.

Name of the Applicant

Signature of the Authorized Person

Firm/Organization seal & stamp

Appendix L
Affidavit

(applicant or any of its member of JV /Consortium is not related to M/S OPUS Inspection
(Pvt.) Ltd or its subsidiaries in past and present)

Name of the Applicant

Signature of the Authorized Person

Firm/Organization seal & stamp

Tech Form 1: General Information

All individual firms and each partner of a joint venture / consortium applying for prequalification are requested to complete the information in this form.

1.	Name of Firm/JV/Consortium	
2.	Head Office Address: Pakistan Office Address (If applicable):	
3.	Telephone Landline #: Mobile #:	Contact Person: Name: Title:
4.	Fax:	E-mail:
5.	Place of Incorporation/Registration	Year of incorporation/registration (Attach proof)

Signature : _____

CNIC # : _____

Name : _____

Designation : _____

Address : _____

Firm/Organization sign, seal & stamp

Tech Form 2: Profile

Provide a brief (maximum 5 pages) description of the background and organization of your firm/JV/Consortium and each partner for this assignment [Provide here description of the background and organization of your firm/entity and each associate for this assignment.]

1. Firm/JV/Consortium Structure:
2. Firm/JV/Consortium Background:
3. Chief Executive Officer:
4. Board of Directors / Partners.

Signature : _____

CNIC # : _____

Name : _____

Designation : _____

Address : _____

Firm/Organization sign, seal & stamp

Tech Form 3: Human Resource (Team Composition and Task Assignments)

Human Resource					
Name	CNIC No. / Passport No.	Qualification	Area of Expertise	Experience	Task Assigned
			Instrumentation / Electrical Engineer (Team Leader)		
			Financial Expert		
			Legal Expert		
			IT Expert		
			Civil Engineer		

Note: All expert listed above must have minimum Five (05) years of experience in respective field with BSc in relevant field or minimum Three (03) years of experience in respective field with MSc in relevant field.

For Financial Expert minimum 5 years of experience with MSc Finance / CA / ACCA. No points will be awarded to an expert having experience/ qualification less than defined criteria. Please attach resume.

Signature : _____

CNIC # : _____

Name : _____

Designation : _____

Address : _____

Firm/Organization sign, seal & stamp

**Tech Form 4: Experience in Financial Advisory & Management Services
including Financial Audits**

Max: 20 Points

Select appropriate box, use tick in one box			
Five (05) marks for one project and maximum Twenty (20) marks for 4 or more projects related to financial advisory & management services including financial audits.			
No. of Projects or Consultancy Services	Allocated Points	Tick Relevant Box Below	Points Awarded (To be Filled By DoT)
One	5		
Two	10		
Three	15		
Four or above	20		
Total Points Scored (To be Filled By DoT)			

Note: Please attach proof (Agreement / Contract / Letter of Award) for completed / on-going projects / consultancy services mentioned above.

Signature : _____

CNIC # : _____

Name : _____

Designation : _____

Address : _____

Firm/Organization sign, seal & stamp

Tech Form 5: Experience in Third Party Inspection and Validation Services

Max: 20 Points

Select appropriate box, use tick in one box			
Five (05) marks for one project and maximum Twenty (20) marks for 4 or more projects related to Third Party Inspection and Validation Services (completed / on-going)			
No. of Projects	Allocated Points	Tick Relevant Box Below	Points Awarded <i>(To be Filled By DoT)</i>
One	5	<input type="checkbox"/>	
Two	10	<input type="checkbox"/>	
Three	15	<input type="checkbox"/>	
Four or above	20	<input type="checkbox"/>	
Total Points Scored <i>(To be Filled By DoT)</i>			

Note: Please attach proof (Agreement / Contract / Letter of Award) for completed / on-going projects / consultancy services mentioned above.

Signature : _____

CNIC # : _____

Name : _____

Designation : _____

Address : _____

Firm/Organization sign, seal & stamp

Tech Form 6: Availability of Technical Expertise

Max: 30 Points

Select appropriate box, use tick in one box				
Technical Expertise	Allocated Points	Qualification <i>(To be Filled By Bidder)</i>	Tick Relevant Box Below	Points Awarded <i>(To be Filled By DoT)</i>
Instrumentation / Electrical Engineer (Team Leader)	7			
Civil Engineer	5			
Financial Expert	6			
Legal Expert	6			
IT Expert	6			
Total Points Scored <i>(To be Filled By DoT)</i>				

Note: Please attach Resumes / CVs.

Signature : _____

CNIC # : _____

Name : _____

Designation : _____

Address : _____

Firm/Organization sign, seal & stamp

Tech Form 7: Average Annual Gross Turnover

Max: 25 Points

Select appropriate box, use tick in one box.			
Average Annual Gross Turnover of Firm/JV/Consortium for Last Three (03) Years			
Amount in PKR	Allocated Points	Tick Relevant Box Below	Points Awarded <i>(To be Filled By DoT)</i>
Average Annual Gross Turnover of Firm is Greater or equal to PKR 50 million	25	<input type="checkbox"/>	
Average Annual Gross Turnover of Firm is Greater or equal to PKR 40 million but less than PKR 50	20	<input type="checkbox"/>	
Average Annual Gross Turnover of Firm is Greater or equal to PKR 30 million but less than PKR 40 million	15	<input type="checkbox"/>	
Average Annual Gross Turnover of Firm is Greater or equal to PKR 20 million but less than PKR 30 million	10	<input type="checkbox"/>	
Average Annual Gross Turnover of Firm is less than PKR 20 million	0	<input type="checkbox"/>	
Total Points Scored <i>(To be Filled By DoT)</i>			

Note: Please provide Audited Financial Statements for last Three (03) Years.

Signature : _____

CNIC # : _____

Name : _____

Designation : _____

Address : _____

Firm/Organization sign, seal & stamp