

,PREFACE

The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the securities markets, corporate sector, insurance industry and non-banking financial sector etc.

The EOI Documents are aimed to procure the Contractor for Renovation, Providing Furnitures and Construction of the floors of SECP's CRO, Karachi, Lahore and Islamabad- Business Facilitation Center offices respectively. Express of Interests are invited on Request for Proposals (RFP) basis.

These Pre-Qualification documents are harmonized with the guidelines of Pakistan Engineering Council (PEC) and with Pakistan Procurement Regulatory Authority (PPRA) rules. The SECP intends to provide an equitable and just basis of contract to all interested parties.

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1. GENERAL:

In connection with the Invitation for Pre-Qualification, the Employer as defined in the Pre-qualification Document (PQD), issues this PQD to applicants interested in bidding for the works described in Scope of Works. The name of Project, number of contracts and the name and identification of each contract, corresponding to this pre-qualification, are provided in the PQD.

1.1. Source of Funds

- a. Sponsoring: Securities and Exchange Commission of Pakistan (SECP)
- b. Execution: Securities and Exchange Commission of Pakistan (SECP)

1.2. Scope of Work

The project “**Renovation of Company Registration Offices at “3rd & 4th Floor, Associated House, 7-Egerton Road, Lahore having Covered Area Approx. 10,442 sft” , “State Life Building No 2, 4th Floor, Wallace Road, I.I. Chundrigarh Road, Karachi having Covered Area of Approx. 7,677 sft” and 63-NIC Buiding, Jinnah Aveune, Blue Area of Approx. 800 – 1200 sq.ft approx..** The scope is to furnish the interior spaces with wood works, furniture, blinds, interior signage and miscellaneous items.

1.3. Fraud and Corruption:

The Employer requires that Applicants, and Bidders, under these contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Employer:

- a. Defines, for the purposes of this provision, the terms set forth below as follows:
 - 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 of arrangement between two or more bidders, with or without the knowledge of the Employer, designed to establish bid prices at artificial, non competitive 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 a contract;
- b. 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;
- c. 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; and
- d. will have the right to require that provision be included in Bidding Documents and requiring bidder, suppliers, contractors and consultants to permit the Employer to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by the Employer.

2. ELIGIBLE BIDDERS

2.1. Eligible Bidders

The firms registered (VALID REGISTRATION FOR THE YEAR 2020) with Pakistan Engineering Council in Category C3 or above and meeting the qualification criteria shall be considered eligible bidders.

2.2. Qualification Criteria

- a. Pre-qualification will be based on applicant's meeting all the following criteria regarding their general and particular furnishing experience, financial position, personnel and equipment capabilities and other relevant information as demonstrated by the applicant's responses in the prescribed Pre-qualification Forms as attached to the Letter of Application. Additional requirements for joint ventures are given in Section 5 which shall be fulfilled by joint ventures parties.

In general:

- b. An Applicant shall be a private, public or government owned legal entity, firms or sole proprietors or any combination of them in the form of association(s) including Joint Ventures (JV) with the formal intent, as evidenced by a letter of intent, to enter into an agreement or under an existing agreement. In the case of a JV, unless otherwise specified in the PQD;
- i. all parties shall be jointly and severally liable, and
- ii. there shall be no limit on the number of partners.
- c. The eligibility criteria listed in this document shall apply to the Applicant, including the parties constituting the Applicant, i.e. its proposed partners, subcontractors or suppliers for any part of the Contract including related services.
- d. An Applicant participating as a sole proprietor or a Lead partner in a JV or Association constituting the application must be registered with Pakistan Engineering Council (PEC) and shall have a valid Registration Certificate in Category as mentioned in PQD.
- e. 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 prequalification. 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.
- f. An Applicant shall submit only one application in the same Pre-qualification process, either individually or as a partner of a joint venture. No Applicant can be a subcontractor while submitting an application individually or as partner of a joint venture in the same Prequalification process.
- g. A Sub-contractor in any application may participate in more than one application, but only in that capacity.
- h. 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.
- i. Pre-qualification evaluation criteria is as follows:

Ser	Category	Weightage/Marks
i.	Experience Record	35
ii.	Personnel Capabilities	15

iii.	Equipment Capabilities	20
iv.	Financial Soundness	30
	Total:	100

Note: *Prequalification status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 60% score in each category.*

- j. The further detailed criteria for each category will be as given under the each head as follows:

2.3. Interior Furnishing / Renovation Experience:

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

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
a.	Projects of similar nature and complexity Completed in last ten years. (Each of min. 6,000 Sft of interior area or worth of Rs. 40 million) No Marks are awarded for works less than specified limits.	15	<ul style="list-style-type: none"> 10 Marks are given if the contractor has completed at least 3 projects of similar nature in last ten years. For less than 3 projects completed following weightage shall be used. = $10 \times (A/3)$ For more than 3 projects but less than 6 projects completed following weightage shall be used. = $10 + (A/6) \times 3$ A = No of projects of similar nature Completed in last ten years Full Marks are given in case of 6 projects or more.
b.	Projects of similar nature and complexity in-hand. (Each of min. 6,000 Sft of interior area or worth of Rs. 40 million) No Marks are awarded for works less than specified limits.	5	<ul style="list-style-type: none"> Full Marks are given if the contractor has 1 project of similar nature in-hand. The project shall be satisfactorily progressing which shall witnessed by the Employer/Client of Project. For more than 1 project and less than 4 projects in-hand use the following weightage. The Projects shall be progressing smoothly which shall be witnessed by employer/Client of Project. = $10 - (A \times 2)$ A = No of projects of similar nature in-hand. Zero (0) Marks are given in case of 4 projects or more.
c.	Experience of Works related to Project but not basic parts.	5	<ul style="list-style-type: none"> 4 Marks are given if the contractor has completed at least 3 projects of similar nature in last five years. For less than 3 projects completed use the following weight age. = $4 \times (A/3)$ For more than 3 projects but less than 6 projects completed use the following weightage. = $4 + (A/6) \times 1$ A = No of projects of similar nature Completed in last five

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
			years <ul style="list-style-type: none"> Full Marks are given in case of 6 projects or more.
d.	Enlistment record with Government Organizations & other agencies	5	<ul style="list-style-type: none"> 1 Mark for each enlistment up to maximum of five enlistments.
e.	Geographical Location of the Contractor: Must have office located in Lahore, Karachi and Islamabad	5	<ul style="list-style-type: none"> Offices at all location 5 Marks will be given. Offices less than 3 location, 1.5 Mark will be given for one location each.
Total Marks Allocated			35

2.4. Personnel Capabilities

Credit Marks shall be awarded under this category using the following criteria:

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
a.	Graduate Engineers and Landscape Designer. <ul style="list-style-type: none"> a) Number of Engineers (6 Marks) b) Experience of Engineers in number of years (3 Marks) 	9	<p><u>Experience (3-Marks):</u></p> <ul style="list-style-type: none"> 3 Marks will be given if the individual experience of at least one B.Sc Engineers and one Landscape Designer (professional) is 10 years or above. For less than 2 no of B.Sc Engineers and Landscape Designer having individual experience of 10 years, marks will be given as per following formulas: $= (A/2) * 3$ A = No. of Engineers having individual experience of 10 years or above. <p><u>Strength of Engineers (6 Marks)</u></p> <ul style="list-style-type: none"> 6 Marks will be given if the total no. of Engineers and Landscape Designer are 2 nos. or above. For less than 2 no of B.Sc Engineers and Landscape Designer marks will be given as per following formulas: $= (A/2) * 6$ A = No. of Engineers
b.	Number of Diploma Engineers in Employment of the Firm. <ul style="list-style-type: none"> a) Number of DAEs (4 Marks). b) Experience of DAEs in the number of years. 	6	<p><u>Experience (2-Marks) :</u></p> <ul style="list-style-type: none"> 2 Marks will be given if the individual experience of at least 2 no. of Associates Engineers (DAE) is equal to 10 years or above. For less than 2 no of Associates Engineers (DAE) having individual experience of 10 years, marks will be given as per following formulas: $= (A/2) * 2$ A = No. of DAE Engineers. <p><u>Strength of Associate Engineers (4 Marks)</u></p> <ul style="list-style-type: none"> 4 Marks will be given if the total no. of Associate Engineers (DAE) are 4 nos.

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
			or above. • For less than 4 no of Associate Engineers marks will be given as per following formulas: $=(A/4) * 4$ A = No. of Associate Engineers
Total Marks Allocated			15

2.5. Equipment Capabilities

Credit Marks shall be granted on the basis of the following criteria for various kinds of equipment relevant for the Project:

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
a.	Seasoning Plant -1 No.	12	• 8 Marks for each equipment are given if the Contractor meets the minimum requirements given in the prequalification document for each item. • If the available quantity of each equipment is less than specified limit give weightage as. $8 \times (A / \text{Required Quantity})$ • 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/120) * 20
b.	CNC Machine- 1 No.	12	
c.	Edge Binder Machine 1 No.	10	
d.	Sander - 1 No.	10	
e.	In House Veneer Board Pressing Plant - 1 No.	10	
f.	Hot press Machine – 1 No	10	
g.	Saw Machine – 2 No.	05	
h.	Veneer Splicing Machine – 1 No	10	
i.	Cover Adom Machine – 2 No.	02	
j.	Sparay Polish and Paint machine – 2 No.	02	
k.	Drill Machines (Hilti Machines), 5 Nos.	02	
l.	Wood carving tools, Guage stapler tool, cutting discs and other tools	01	
m.	Scaffolding Pipe (300,000 Rft) with Scaffolding Coupler Joints (100,000 Nos.)	01	
n.	Chain Pulley 01 No.	02	
o.	Nursery for indoor plants – 1 No.	06	
p.	Manufacturing, assembling or fabrication facility of signages – 1 No.	08	
q.	Manufacturing, fabrication and assembling facility / work shop for cradle & traversing trolley – 1 No	12	
Total Marks Allocated			20

2.6. Financial Position

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

Sr. No.	Description	Marks Assigned	Criteria for Marks Obtained
a.	Available Bank Credit Line	5	<ul style="list-style-type: none"> 3 Marks are given if the available bank credit line limit is equal to 50 Million. For limit less than 50 Million, use following weightage $3 \times (A/50)$ For the limit more than 50 million but less than 150 million use following weightage $3 + (A/150) \times 2$ $A =$ Available Bank Credit Line Limit Full Marks are given in case of limit is 150 million or more.
b.	Working Capital in last 3 years.	5	<ul style="list-style-type: none"> 3 Marks are given if the available average working capital for last three years is equal to 200 Million. For the capital less than 200 million use following weightage $3 \times (A/200)$ For the capital more than 200 million but less than 500 million use following weightage $3 + (200/A) \times 2$ $A =$ Average working capital in last three years. Full Marks are given in case of limit is 200 million or more.
c.	Registration with income tax department.	5	<ul style="list-style-type: none"> No points will be given if income tax certificate is not attached and 5 points will be added in case of valid certificate.
d.	Copy of Valid license from the related items of work.	5	<ul style="list-style-type: none"> No points will be given if license is not attached and 5 points will be added in case of valid license.
e.	Litigation History in which Decision has been given against the firm(s)	5	<ul style="list-style-type: none"> In case the firm is involved in any litigation, no marks will be given and 5 points will be added in case affidavit of no litigation is attached.
f.	Affidavit Blacklisting from any agency Local & International	5	<ul style="list-style-type: none"> 5 points will be given in case affidavit by the company that it has not been black listed is attached.
Total Marks Allocated			30

Note: Read Article 6 & 7 in conjunction to Article 2.

3. EVALUATION CRITERIA

Applicants meeting the minimum requirements mentioned in Para 2.2(i) besides other factors shall be considered for pre-qualification. No waiver shall be given on minimum requirements of 60% score in each category.

4. **LETTER OF APPLICATION**

Attached as Annexure 'B'

5. **PREQUALIFICATION DOCUMENT**

5.1. **Clarification of Pre-Qualification Document**

A prospective Applicant requiring any clarification of the Prequalification Document shall contact the Employer in writing at the Employer's address indicated in the PQD. The Employer will respond in writing to any request for clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The Employer shall forward copies of its response to all applicants who have acquired the prequalification document directly from the Employer including a description of the inquiry but without identifying its source. The Employer reserves the right to amend the prequalification document as a result of a clarification as per departmental procedures and communicate to all applicants in writing.

- a. A clarification meeting will be held on 5 days before the closing date **at** State Life Building # 2, 4th floor Admin. Dept. Wallace Road, I.I.Chundrigar, Karachi in the meeting room at 1100 hrs at which prospective applicants may request clarification of the pre-qualification documents requirements and the criteria for the qualification. Attendance to the meeting is not mandatory.

5.2. **Amendment of Prequalification Document**

At any time prior to the deadline for submission of applications, the Employer may amend the Prequalification Document by issuing addenda. Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document.

- 5.3. **Cost of Applications** The Applicant shall bear all costs associated with the preparation and submission of its application. The Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process from Employer.

5.4. **Language of Application**

The application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Employer, shall be written in the language specified in the PQD. Supporting documents and printed literature that are part of the application shall also in same language.

All information should be properly tagged in response to evaluation criteria.

5.5. **Application Submission Form**

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

5.6. **Signing of Application & Number of Copies**

The Applicant shall prepare the documents comprising the application as described in PQD 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 copies of the signed original application, in the number specified in the PQD, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

- 5.7. **Deadline of Submission of Application** Applications shall be received by the Employer at the address and no later than the deadline indicated in the PQD. A receipt will be given for an application submitted. Applicants may always submit their applications by mail or by hand. When so specified in the PQD. Applicants shall also submit an electronic copy of their applications as specified in PQD. The Employer may, at its discretion, extend the deadline for the submission of applications by amending the Prequalification Document, in which case all rights and obligations of the Employer and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

5.8. Opening of Application

Employer 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.

6. BIDDER'S EXPERIENCE & CAPABILITIES

6.1. General Construction Experience

The applicant shall provide evidence that:

- a. It has been actively engaged in the Interior furnishing for at least ten (10) years immediately prior to the date of submission of application, in the role of prime contractor, partner in a joint venture and;
- b. That the applicant has generated an average annual construction turnover during last three (03) years period greater than Rs 80 Million.

6.2. Particular Construction Experience

The applicant shall list and provide evidence of the contracts that;

it has successfully completed or substantially completed of a nature, complexity and requiring construction technology similar to the proposed contract of Building and its allied works within the last ten (10) years. The works may have been executed by the applicant as a prime contractor or proportionally as member of a joint venture with reference being submitted to confirm satisfactory performance. The applicant shall have completed successfully at least 6,000 Sft area or more of furnishing in the last ten (10) years.

In addition to the information asked for in Pre-qualification forms, contractors shall also submit a good performance certificate for each project completed duly signed by the Client. The client may visit the completed and in hand projects mentioned in PQD.

6.3. Financial Capabilities

To be qualified, the applicants should have the minimum Net Worth equal to Rs 80 Million or more.

The Applicant should demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means sufficient to meet the construction cash flow during the currency of the Project in the sum of Rs. 50 Million net of the Applicant's commitments for other contracts.

In the relevant Pre-qualification Form the applicant shall also demonstrate to the satisfaction of the Employer, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

The audited balance sheet or if not available, other financial statements acceptable to the Employer for the last five (05) years shall be submitted and must demonstrate the current soundness of the applicant's financial position and indicate its prospective long-term profitability. If deemed necessary, the Employer shall have the authority to make inquiries with the applicant's bankers.

6.4. Personnel Capabilities

The applicant shall supply general information on the management structure of the firm and shall make provision for suitably qualified personnel to fill the key positions as required during contract implementation.

6.5. Equipment Capabilities

The equipment listed in sub-clause 2.5, shall be in full working order in accordance with the requirement of project or the detailed schedule of project and available for timely use in the SECP Registration Offices project at CRO, KHI, LHR and ISB Business Facilitation Center in accordance with the approved schedule of SECP Registration Offices Project. The client has the right to visit the equipment and facilities mentioned in the PQD.

6.6. Litigation History

The applicant shall provide accurate information on the related Pre-qualification Form about any

litigation or arbitration resulting from contracts completed or on-going under its execution over the last ten (10) years. The client has the right to visit the facilities mentioned in PQD.

6.7. **Right of Waive**

The Employer 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.

6.8. **Employer Right**

Contractors wishing to pre-qualify shall complete the Pre-qualification Questionnaire in duplicate and return them to the address given in a sealed envelope. Questionnaire will be treated as confidential and will not be returned.

7. **JOINT VENTURES**

7.1. **Eligibility**

If the applicant comprises a number of firms combining their resources in a joint venture, the legal entity constituting the joint ventures and the individual partners in the joint venture shall conform to the governing laws and procedures.

Joint venture of not more than 2 (two) companies will be given preference.

7.2. **Qualification Criteria**

The joint venture must satisfy the criteria of Clause – 6 as per the share of each member in the joint venture. For this purpose the following data (maximum as per the share) of each member of the joint venture may be added together to meet the collective qualifying criteria:

- a. Average annual turnover
- b. Construction cash flow
- c. Personnel capabilities and
- d. Equipment capabilities

Each partner must satisfy the following criteria individually;

- a. General construction experience of ten (10) years.
- b. Adequate sources to meet financial commitments on other contracts.
- c. Financial soundness.
- d. The particular construction experience of similar building project of Rs 40 Million or more.
- e. Litigation history

The lead Partner must satisfy the criteria for Particular Construction experience laid down in Clause – 6 individually besides the other conditions laid down herein above.

In accordance with the above, the application shall include all related information as required in Section 6 for individual partners in the Joint Venture.

7.3. **Partner In charge**

One of the partners who is responsible for performing a key function in contract management or is executing a major component of the proposed contract shall be nominated as being in charge during the Pre-qualification and bidding periods and in the event of a successful bid, during contract execution. The partner in charge shall be authorized 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.

7.4. **Partner Limitation**

There shall be no limit on the number of partners in a JV; however, the attention of applicants is drawn to the provisions of Sub-clause 5.

7.5. **Joint and Several Liability**

All partners of the joint venture shall be legally liable, jointly and severally, during the bidding

process and for the execution of the contract in accordance with the contract terms and a statement to this effect shall be included in the authorization mentioned under Sub-Clause above.

7.6. **Joint Venture Agreement**

A copy of the Joint Venture Agreement (JVA) entered into by the partners shall be submitted with the application; alternatively, a Letter of Intent to execute a JVA in the event of a successful bid shall be signed by all partners and submitted with the application together with a copy of the proposed agreement. Pursuant to Sub-Clause above, the JVA shall include among other things; the JV's objectives; the proposed management structure; the contribution of each partner to the joint venture operations; the commitment of the partners to joint and several liability for due performance; recourse / sanctions within the JV in the event of default or withdrawal of any partner; and arrangements for providing the required indemnities.

7.7. **Dissolution of Joint Venture**

The Pre-qualification of a joint venture does not necessarily pre-qualify any of its partners to bid individually or as a partner in any other joint venture or association. In case of dissolution of a joint venture prior to the submission of bids any of the constituent firms may pre-qualify if they meet all of the prequalification requirements, subject to the written approval of the Employer.

8. **INSTRUCTIONS TO APPLICANTS**

8.1. **Submission**

Application for Prequalification (One original and One Copy) must be received in sealed envelopes to be delivered by hand or through registered mail to:-

Deputy Director (Admin)

SECP, State Life building # 2, 4th floor Admin. Dept. Wallace Road, I.I. Chundirgar, Karachi

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before May 20th, 2020 at 1100Hrs and will be opened on the same day at 1130Hrs..

And be clearly marked "Application for Pre-Qualification of Contractor" for "Renovation of Company Registration Offices at Karachi, Lahore and Islamabad- Business Facilitation Center".

8.2. **Late Information**

The pre-qualification application which will receive after the closing date and time for submission of applications shall not be entertained.

8.3. **Lack of Information**

Failure of an applicant to provide comprehensive and accurate information that is essential for the Employer'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 writing to PPRA & PEC offices for the further actions at their end.

The Applications shall be prepared in English only. Pre-qualification applications which are not in English shall not be entertained.

8.4. **Material Changes**

Applicants and those subsequently pre-qualified or conditionally pre-qualified shall inform the Employer of any material change in information that might affect their qualification status. Bidders 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. **EMPLOYER'S NOTIFICATION AND BIDDING PROCESS**

9.1. **Conditional Pre-qualification**

An applicant may be "conditionally pre-qualified" that is, qualified subject to certain specified nonmaterial deficiencies in the pre-qualification requirements being met by the applicant to the

satisfaction of the Employer before submitting a bid.

9.2. **Changes after Pre-qualification**

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

- a. An individual firm, or a joint ventures as a whole, or any individual member of the JV fails to meet any of the collective or individual qualifying requirements;
- b. The new partners to a joint venture were not pre-qualified in the first instance, either as individual firms or as another joint ventures;
- or**
- c. In the opinion of the Employer a substantial reduction in competition may result.

9.3. **Employer's Right**

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

- a. Amend the scope and cost of the contract to be bid under this project, in which event bids will be invited only from those applicants who meet the resulting amended pre-qualification requirements;
- b. Cancel the pre-qualification process and reject all applications.

9.4. **General Information**

The Pre-qualification Questionnaires consisting of the Pre-qualification Form 1 to 17 enclosed must be filled in all respect and duly signed by the authorized personnel of the firm.

10. **ADDRESS OF EMPLOYER**

10.1. **Address of Employer:**

By Mail: Deputy Director (Admin)
SECP, State Life building # 2, 4th floor Admin. Dept. Wallace Road,
I.I. Chundirgar, Karachi

Envelope containing completed Pre-qualification Forms and other relevant documents should be sealed and titled "Application for Pre-qualification of Contractor for "Renovation of Company Registration Offices at Karachi, Lahore and Islamabad- Business Facilitation Center" should be dispatched to the Director (Administration) on the address given above. All application should reach the above office during office hours before last submission date of application of pre-qualification documents i.e. **The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before May 20th, 2020 at 1100Hrs and will be opened on the same day at 1130Hrs.**

11. **PRE-QUALIFICATION FORMS**

11.1. **Particular Application**

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

11.2. **Notes to applicants:**

- a. Please provide all information asked in the Forms and do not write "See Brochure"
 - b. Supplementary information may be provided by applicants as deemed necessary.
 - c. Additional pages may be inserted, if required.
 - d. Please write "NOT APPLICABLE" where appropriate.
 - e. Please retain a copy of your completed Forms submitted.
-

- f. Information provided in the Pre-qualification documents will be verified. If found incorrect the contractor may be black listed.
- g. Please provide attested copy of valid Pakistan Engineering Council Registration Certificate.
- h. Application with incomplete documentary evidences shall not be considered for Pre-qualification.
- i. If a Joint Venture is proposed, all firms have to provide all information.

Pre-qualification Forms that have not been completed as per instructions given above may lead to rejection of application.

ANNEXURES

DATA SHEET

Data Sheet Reference No.	
	Name of Client: Securities and Exchange Commission of Pakistan (SECP) Method of selection of Constrator: Single Stage, Single Envelopes
	Name of assignment is: Renovation of Company Registration Offices at Karachi, Lahore and Islamabad-Business Facilitation Center
	A pre-proposal conference will be held: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Pre-proposal Conference date and place: 08th May 2020 at 11:00 a.m.
	The Client's representative is: Director (Administration) Address: SECP, 3rd & 4th Floor, Associated House, 7-Egerton Road, Lahore
	Telephone: 92-42-99201470, Email: waseem.irshad@secp.gov.pk
	Clarification may be requested not later than 05 days before the submission date.
	The address for requesting clarification is Deputy Director (Admin), SECP, State Life Building # 2, 4th floor Admin. Dept. Wallace Road, I.I.Chundrigar, Karachi Telephone: 92-021-99213424, Email: deepak.jewani@secp.gov.pk
	Proposals shall be submitted in English language:
	Prime Contractors may form the joint venture with other contractors: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	The format of the Technical Proposal to be submitted is: Full Prequalification Document with all relevant documents
	Training is a specific component of this assignment; Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Amounts payable by the Client to the Contractor under the contract to be subject to local taxation: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Contractor must submit the Original of the Full Pre Qualification Document
	The Proposal submission address is: Deputy Director (Admin) SECP, State Life building # 2, 4th floor Admin. Dept. Wallace Road, I.I. Chundirgar, Karachi
	Pre Qualification Document must be submitted not later than the following date and time: The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before May 20th, 2020 at 1100Hrs and will be opened on the same day at 1130Hrs.

Letter of Application

[Letterhead paper of the Applicant, or partner responsible for a joint venture, including full Postal address, telephone no., fax no., telex no., cable and email address]

Date:

To:
Deputy Director (Admin)
SECP, State Life Building # 2,
4th Floor Admin. Dept. Wallace Road,
I.I. Chundirgar, Karachi
Sir,

1. Being duly authorized to represent and act on behalf of (the name of

organization), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a bidder for the Renovation of Company Registration Offices at Karachi, Lahore and Islamabad- Business Facilitation Center

2. Attached to this letter are copies of original documents defining¹:
 - (a) the Applicant's legal status;
 - (b) the principal place of business; and
 - (c) the place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. 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 information², if needed.

General and Managerial Inquiries	

Technical Inquiries	

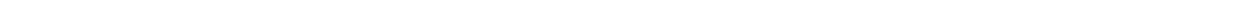
5. This application is made with the full understanding that:
 - (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - (b) your Agency reserves the right to:
 - (i) amend the scope and value of any contract under 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 should delete para 6&7 and initial the deletions.]

6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract .
 7. We confirm that in the event that we bid, that bid as well as any resulting contract will be.
 - (a) signed so as to legally bind all partners, jointly and severally; and
 - (b) submitted with a Joint Venture agreement providing the joint and several liability 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.
-

PRE-QUALIFICATION (PQ)
QUESTIONNAIRE FORMS

A – INTERIOR FURNISHING / RENOVATION CONTRACTING FORMS



PRE-QUALIFICATION(PQ) QUESTIONNAIRE

P.Q.FORM # 1

General Information about the Firm / Applicant

All individual firms and each partner of a joint venture applying, for Pre-Qualification(PQ) 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:

Detail of Owners / Directors

Ser	Name	Designation	Nationality
1			
2			
3			
4			
5			
6			
7			

PRE-QUALIFICATION QUESTIONNAIRE

P.Q.FORM # 2

General Experience Record

Name of Applicant: _____

(Applicant or Partner of a Joint Venture)

All individual firms and all partners of a joint venture are requested to complete the information in this form with regard to the management of Works contracts generally. The information supplied should be the annual turnover of the applicant (or each member of a joint venture 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.

Use a separate sheet for each partner of a Joint Venture.

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
2019		
2018		
2017		
2016		
2015		
Average of above		

PRE-QUALIFICATION QUESTIONNAIRE

P.Q.FORM # 3

Interior Furnishing / Renovation Experience of Firm / Applicant as Main Contractor/ Associate/ JV.

1. Years of Interior Furnishing / Renovation Experience as Prime Contractor/ Associate/JV

2. List of major Projects completed as Prime Contractor in Last 10 Years

Description of Project	Starting Year	Ending Year	Cost of Project	Client *
-				

* For Client give address and telephone / Fax / Email address

(Signature & Seal of Authorized Person)

PRE-QUALIFICATION QUESTIONNAIRE

Standard Procedure for Pre-Qualification of Contractors

P.Q.FORM # 4

Joint Venture Summary

Total value of annual (July-June) construction turnover in terms of work billed to client, in Rupees or in case of foreign firms in US\$ equivalent, converted at the rate of exchange, at the rate of exchange at the end of the period reported:

Annual Turnover Data

Partner	Year-1 2019	Year-2 2018	Year-3 2017	Year-4 2016	Year-5 2015
Partner In charge					
Partner					
Partner					
Partner					
Partner					
Partner					
Etc					
Total					

PRE-QUALIFICATION QUESTIONNAIRE

P.Q.FORM # 5

Joint Venture Agreement

To: _____

The undersigned of this declaration of cooperation are by means of attached Powers of Attorney legally authorized to act with regard to _____ and on behalf of their organizations.

They hereby declare:

1. That they will legalize a Joint Venture Agreement in case that a Contract for the Construction of _____ is awarded to their group.
2. That they have nominated _____ (name of the lead partner) as the Partner In charge of the JV for the purpose of Pre-Qualification and shall be responsible as stipulated in Clause 5.3.
3. That they authorized Mr./Ms. _____ (name of the person who is authorized to act as the Representative on behalf of the Joint Venture) to act as the Bidder's Representative in the name and on the behalf of their group.
4. That all partners of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5. That this Joint Venture is an association constituted for the purpose of the execution of the Construction of _____ under this Contract.
6. That if the Employer accepts the Bid of this Joint Venture, it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
7. That each partner's share of the Work, stated as percentage of the total contract amount, shall be a follows.

P.Q.FORM # 6

Particular Interior Furnishing / Renovation Experience Record

Name of Applicant:

(Applicant or Partner of a Joint Venture or named Sub-contractor)

Standard Procedure for Pre-Qualification of Contractos

On separate pages using the format of Form 5A, 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 partner of a 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 or in case of foreign firms be converted into U.S Dollars at the date of substantial completion or for ongoing contracts at the time of submission of Application. The information, is to be summarized using Form 5A for each contract completed or under execution, by the Applicant or by each partner of a joint venture.

PRE-QUALIFICATION QUESTIONNAIRE

P.Q.FORM # 6 (A)

Details of Contract of Similar Nature and Complexity

**Name of
Applicant:**

(Applicant or Partner of a Joint Venture or named Sub-contractor)

On separate pages using the format of Form 5A, 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 partner of a 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 or in case of foreign firms be converted into U.S Dollars at the date of substantial completion or for ongoing contracts at the time of submission of Application. The information, is to be summarized using Form 5A for each contract completed or under execution, by the Applicant or by each partner of a joint venture.

PRE-QUALIFICATION QUESTIONNAIRE

P.Q.FORM # 7

Work Performance: FOR ONGOING PROJECTS

INSTRUCTIONS: Use one Form for each Project

Name of Firm:

Name of Project:

PROJECT DATA

a. Building Size and Location

b. No. of Floors

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:

g. 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

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)

** 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). Also list minimum Ten (10) Projects of Furnishing / Renovation with each having a minimum cost of Rs 40 Million or more completed in last ten (10) years.

Name of Firm:

Name of Project:

PROJECT DATA

a. Building Size and Location

b. No. of Floors

c. Consultant

d. Covered Area

CONSTRUCTION DATA

a. Value of Contract:

(1)

b. Final Value:

c. Planned Completion Date:

e. Actual Completion Date:

f. Reason for delay (if any)

g. Amount of claims

(2)

h. Litigation

(4)

CLIENT DATA

Name

Contact Name

Designation

Address

Phone

Fax

Telex

Cable

Financing Agency

Email Address

Note:

1. Value for which applicant was responsible. Give exchange rate (if applicable)

2. Amount of claims made and amount of claims awarded.

3. The Form should be accompanied by a copy of completion certificate of each project

4. In case of litigation provide brief of case.

Standard Procedure for Pre-Qualification of Contractos

5. In case the Project was completed in Joint Venture with other firms, please mention the name of the Joint Venture Partner 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 of Rs 40.00 Million for Interior Furnishing / Renovation (similar nature) or more in last ten (10) years.

Description of Project Client	Year of Completion	Cost of Project (Rs Million)

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

PRE-QUALIFICATION QUESTIONNAIRE

P.Q.FORM # 9

Financial Capabilities

Name of Applicant:

(Applicant or Partner of a Joint Venture)

Applicants including, each partner of a joint venture shall provide financial information to demonstrate that they meet the requirements stated in the PQD. Each applicant or partner of a joint venture 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.

Autonomous construction sub-divisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the sub-division.

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

Summarize actual assets and liabilities in RS/US\$ equivalent (at the rates of exchange current at the end of each year) for the previous five calendar years.

Based upon known commitments, summarize projected assets and liabilities in US\$ equivalent for the next two calendar years.

Financial Information in US\$ Equivalent	Actual For Previous Three (03) Years 1st July - 30th June		
	2017	2018	2019
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			

Standard Procedure for Pre-Qualification of Contractos

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

<u>Source of Financing</u>	<u>Amount in Pak Rupees or equivalent US\$</u>
1	
2	
3	
4	
5	

Attach audited financial statements including, as a minimum, profit and loss account, balance sheet and explanatory notes for the period stated in clause 4.3 (for the individual applicant or each partner of a joint venture) 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 Partner of a Joint Venture)

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 experienced 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 # 10 (A)

List of Permanent Staff

Name of Applicant:

(Applicant or Partner of a Joint Venture)

S.No	Name	Designation	Qualification	Professional Experience in Year (with current employer / Total)

PRE-QUALIFICATION QUESTIONNAIRE

P.Q.FORM # 11

Candidate Summary

Name of Applicant:

(Applicant or Partner of a Joint Venture)

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

Summarize professional experience over the last 20 years in reverse chronological order.

From	To	Company	Project	Position	Relevant Technical & Management Experience

PRE-QUALIFICATION QUESTIONNAIRE

P.Q.FORM # 12

Equipment Capabilities

Name:

(Applicant or Partner of a Joint Venture)

The applicant shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for each and all items of equipment as per clauses mentioned above. A separate Form shall be prepared for each item of equipment proposed by the applicant

Equipment Capabilities

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 commitments <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured		

Omit the following information for equipment owned by the applicant or partner

Owner	Name of owner			
	Address of owner			
	Telephone		Contact Name and title	
	Fax		Telex	
Agreements	Details of rental/lease/manufacture agreements specific to the Project			

PRE-QUALIFICATION QUESTIONNAIRE

P.Q.FORM # 13

Litigation History

Name: _____

(Applicant or Partner of a Joint Venture)

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

PRE-QUALIFICATION QUESTIONNAIRE

P.Q.FORM # 14

Joint Venture

If the company intends to enter into a joint venture for the project, please give the following information otherwise state "Not Applicable"

1. **Joint Venture Partners**

<u>Ser</u>	<u>Name</u>	<u>Address</u>	<u>Bankers</u>
a.			
b.			
c.			
d.			

2. Name of company leading the Joint Venture

a.

PRE-QUALIFICATION QUESTIONNAIRE

P.Q.FORM # 15

Structure and Organization

Name:

(Applicant or Partner of a Joint Venture)

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

PRE-QUALIFICATION QUESTIONNAIRE

P.Q.FORM # 16

BRIEF INTERIOR FURNISHING / RENOVATION PLANNING, AND METHODOLOGY

Name:

(Applicant or Partner of a Joint Venture)

Provide a brief construction planning, and methodology to execute the Project based on the general information of the project provided in the attachment.

PLANNING AND METHODOLOGY:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

PRE-QUALIFICATION QUESTIONNAIRE

P.Q.FORM # 17

AFFIDAVIT
(On Stamp Paper)

Name:

(Applicant or Partner of a Joint Venture)

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 employer if the Employer if the Employer, 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 by the Director (Administration) referred above 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 Director (Admin), SECP, 3rd & 4th Floor, Associated House, 7-Egerton Road, Lahore

The Office of the Director (Admin), SECP, 3rd & 4th Floor, Associated House, 7-Egerton Road, Lahore undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the firm

Title of Officer

Name of Firm

Date

¹ For applications by joint ventures, all the information requested in the prequalification documents is to be provided for the joint venture, if it already exists, and for each party to the joint venture separately. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter.

² Application by joint ventures should provide information on separate sheet information for each party to the application.