

SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN



PRE-QUALIFICATION DOCUMENT FOR CONSTRUCTION OF SECP HEAD OFFICE BUILDING MAUVE AREA, G-11 ISLAMABAD. (PACKAGE-1)

Name of Department	Project Management Unit
Name of Procuring Agency	SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN NIC Building, 63 Jinnah Avenue Blue Area Islamabad Phones: +92-51-9195551

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1.0 INVITATION FOR PRE-QUALIFICATION

	<p style="text-align: center;">SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN</p>
<p><u>T#36/23-24</u></p> <p style="text-align: center;"><u>PRE-QUALIFICATION OF CONSTRUCTORS</u></p> <p>Securities and Exchange Commission of Pakistan intends to pre-qualify well reputed Constructors for its project namely “Construction of SECP Head Office Building Mauve Area, G-11 Islamabad. (Package-1)” in accordance with the Pre-qualification document ONLY through PPRA’s e-Pak Acquisition & Disposal System (EPADS) i.e. https://eprocure.gov.pk/ from firms registered with Pakistan Engineering Council in category C-B or above, Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority.</p> <p>Pre-qualification document containing detailed terms and conditions, evaluation criteria, clarification/rejection etc. against above requirement are available for the interested bidders from the undersigned free of cost and can also be downloaded from https://www.secp.gov.pk/procurement/ OR https://eprocure.gov.pk/</p> <p>Applications prepared in accordance with the instructions, should be submitted ONLY through EPADS on or before May 03, 2024 by 1100Hrs and will be opened on the same day at 1130Hrs.</p> <p><i>In case of any technical difficulty in using EPADS prospective bidders may contact PPRA at https://www.ppra.org.pk/</i></p> <p><i>Applicants will be informed, in due course, of the result of the evaluation of applications. Only the firms of constructors prequalified under this process will be invited to bid.</i></p> <p>In case of any query, Admin Department may be contacted on Telephone No. 051-9195551/051-9195437 during office hours (Monday to Friday excluding Public Holidays)</p> <p style="text-align: center;">Engr. Anwar Ghani Project Manager/Head Project Management Unit NICL Building, 63 Jinnah Avenue, Blue Area Islamabad 051-9195551/051-9195437 anwar.ghani@secp.gov.pk</p>	

2.0 INSTRUCTIONS TO APPLICANTS

2.1 Project Introduction

Securities and Exchange Commission of Pakistan (SECP) is Country’s apex regulator for Capital Markets, Corporate Sector, and Insurance, non-banking financial sector, private pensions and Islamic finance.

The SECP intends to construct its Head Office Building (Corporate use) on plot measuring 5,000 sq. yards (45,000 sq. ft) located in the G-11/1 Mauve Area Islamabad with 4 Basements, Ground and 24 Floors having a total covered area around 432,000 sq. ft. The primary reason for constructing this building is to house the SECP’s Head office, Company Registration Office (CRO) Islamabad, business center and archive

facility. Proposed building shall be representative of SECP's standing as Pakistan's regulator of capital markets and corporate sector.

In the first phase, complete Frame Structure Work only will be executed as Package-I followed by other specialized Packages for namely Architectural finishing, HVAC and MEP Work respectively.

Interested firms shall submit their following documents for the purpose of evaluation and Pre-qualification by SECP: -

- Company Profile/Brochure.
- Experience certificates (Completion certificate along with copy of Contract Agreement) from Government and private entities for completed project. Proof and detail of on-going similar works. Copy of Contract Agreement shall be required.
- Details of Technical staff
- Affidavit on legal paper that the applicant firm has never been blacklisted by Government/ Autonomous/ Private Bodies, and, if applicable, details of any litigation instituted by the firm or against it and present status of any pending litigation.
- Income Tax and Sales Tax clearance certificate for the last 3 years.
- Any other supporting document as required shall also be submitted.

2.2 Submission of Applications

- 2.2.1 Applications for pre-qualification must clearly mention "**Application for Pre-qualification for Construction of SECP Head Office Building Mauve Area, G-11 Islamabad (Package-1)**" must be submitted ONLY through PPRA's e-Pak Acquisition & Disposal System (EPADS) i.e. <https://eprocure.gov.pk/>
- 2.2.2 Applications for pre-qualification must be submitted as per deadline and procedure mentioned in "**Invitation for Pre-qualification**".
- 2.2.3 The Applicants must respond to all questions and provide complete information as stipulated in this document. Any omission to provide essential information may result in dis-qualification of the Applicant. Provision of false information may also result in dis-qualification.

2.3 Language of Application

- 2.3.1 The applications shall be prepared in English language only. Information in any other language shall be accompanied by its translation in English.

2.4 Updating of Information

- 2.4.1 Applicants who prequalify and participate in the subsequent tenders shall be required to update the Personnel, Equipment and Financial information provided for pre-qualification at the time of submitting their bids to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of pre-qualification. A

bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

2.5 Only Required & Complete Information

- 2.5.1 Only the required information is to be provided exactly in accordance with the format given in this document. The Procurement Agency will not be responsible for disadvantage, if any, caused to the Applicant due to unwanted, unclear, incomplete or inaccurate information provided in the Application Forms.

3.0 Pre-Qualification Criteria

3.1 General

Pre-qualification will be based on all the criteria given in succeeding paras regarding the Applicant's Financial Soundness, Experience Record, Personnel Capabilities and Equipment Capabilities as demonstrated by the Applicant's responses in the forms attached to this letter. The Employer reserves the right to waive minor deviations, if these do not materially affect the capability of an applicant to perform the contract. Sub-contractor's experience and resources shall not be considered in determining the Applicant's compliance with the qualifying criteria. Details of the Mandatory and Other Prequalification requirements with weightages are tabulated below:

MANDATORY PREQUALIFICATION REQUIREMENT	
PEC Registration Certificate	<ol style="list-style-type: none"> 1. C-B or above Category 2. Specialized Codes: <ol style="list-style-type: none"> a. CE-02 (ii, x), b. CE10, c. CE11 (vi, ix), d. EE 11 & e. BC 03 (i)
Audited Financial Statements	Last 5 years
Bank Statements	Last 3 Years
Tax Returns of Company	Last 3 Years
Tax Returns of Owner	Last 3 Years
Litigation History and Blacklisting from any Agency	Affidavit on Rs.100 Stamp Paper
Declaration of Ultimate Beneficial Owners Information	Format attached

Note: If any of the above mandatory requirements is not attended by the prospective firm then they will not be considered for prequalification.

OTHER PREQUALIFICATION REQUIREMENT	
CATEGORY	WEIGHTAGE /MARKS
GENERAL QUALIFICATION	10
GENERAL EXPERIENCE	45
PERSONNEL CAPABILITIES	10
EQUIPMENT CAPABILITIES	15
FINANCIAL SOUNDNESS	20
TOTAL:	100

Note: For the purpose of prequalification, the applicant must score at least 50% in each category. The overall score must be 70% to be considered as prequalified.

3.1.1 General Qualification

General Qualification signifies the years of establishment of the firm. Documentary evidence (like Memorandum of Association) must be provided for this purpose. Marks for years of establishment shall be awarded on the basis of the following:

S. No.	Category	Weightage / Marks
1	If the firm is more than 20 Years old	10
2	If the firm is more than 15 Years old	7
3	If the firm is more than 10 Years old	5
4	If the firm is less than 10 Years old	0
SUB-TOTAL:		10

3.1.2 General Experience

Credit Marks for experience shall be awarded on the basis of the following qualifications. Projects executed or in-hand within Pakistan will be considered for evaluation.

S. No.	Category	Weightage / Marks
i)	<p>Completed Building Works Experience (Current value of Project 2 Billion or Above).</p> <p>Four Projects of similar nature and complexity (<i>Minimum 3B+G+15 Storey or 18 storey Building</i>) substantially completed over last 7 years. As documentary evidence completion certificates must be provided for public sector project. For private sector project, documentary proof including completion certificate, physical verification and banking transactions will be required. In absence of proof, no marks shall be awarded</p> <ul style="list-style-type: none"> 1 project = 5 marks Maximum Marks = 20 <p>In case of project less than 18 storey building following formula will be applicable; 15 to 17 Storey = 4 marks per project 12 to 14 storey = 3 marks per project No mark for less than 12 storey building</p>	20
ii)	<p>In-Hand Building Works Experience (2 Billion or Above)</p> <p>Four Projects of similar nature and complexity (<i>Minimum 3B+G+15 Storey or 18 storey Building</i>) in hand awarded in the last 3 years. As documentary evidence contract agreement must be provided for public sector project. For Private</p>	8

	<p>sector project, physical verification and banking transactions will be required. In absence of proof, no marks shall be awarded</p> <ul style="list-style-type: none"> 1 project = 2 marks Maximum Marks = 8 <p>In case of project less than 18 storey building following formula will be applicable; 15 to 17 Storey = 1 marks per project 12 to 14 storey = 0.75 marks per project No mark for less than 12 storey building</p>	
iii)	<p>General Building Projects</p> <p>Four Building Project completed (<i>Minimum covered area of 300,000 sq. ft</i>) substantially completed over last 7 years. As documentary evidence completion certificates must be provided for public sector project. For private sector project, documentary proof including completion certificate, physical verification and banking transactions will be required. In absence of proof, no marks shall be awarded</p> <ul style="list-style-type: none"> 1 project = 3 marks Maximum Marks = 12 <p>Individual Building Project will be evaluated i.e no more than one project will be added to get minimum requirements.</p> <p>In case of project with covered area less than 300,000 sq. ft building following formula will be applicable; 250,000 to 299,999 sq.ft = 2 marks per project 200,000 to 249,999 sq.ft = 1 mark per project No mark for less than 200,000 sq.ft</p>	12
iv)	<p>Local Experience i.e. Completed/In-Progress Project in Islamabad/Rawalpindi region.</p> <ul style="list-style-type: none"> 1 project = 1 mark on the basis of Project location as per Agreement or completion certificate Maximum Marks = 5 	5
SUB-TOTAL:		45

Note: Value of project completed 7 years ago will be converted to current value by using formula of planning commission (6.5% per annum) and/or USD equivalency.

3.1.3 Personnel Capabilities

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

S. No.	Description	Maximum Marks
i)	<p>Graduate Engineers Registered with PEC currently on permanent payroll of the firm</p> <ul style="list-style-type: none"> • Professional Engineers (Max. 4 No.): <ul style="list-style-type: none"> ➤ Professional Engineer with 10 years or above relevant experience (1 PE = 0.75 marks) ➤ Professional Engineer with more than 5 and less than 10 years relevant experience (1 PE = 0.5 marks) ➤ Maximum Marks = 3 • Registered Engineers (Max. 6 No.) <ul style="list-style-type: none"> ➤ Registered Engineer with 8 years or above experience (1 RE = 0.5 marks) ➤ Registered Engineer with more than 5 and less than 8 years experience (1 RE = 0.25 marks) ➤ Maximum Marks = 3 	6
ii)	<p>Diploma Engineers currently on permanent payroll of the firm</p> <ul style="list-style-type: none"> ➤ Associate Engineer (DAE) with 15 years or above experience (Max. 5 No.): 1 DAE = 0.5 marks ➤ Maximum Marks = 2.5 ➤ Associate Engineers (DAE) with 10 years or above experience (Max. 6 No.) ➤ 1 DAE = 0.25 marks ➤ Maximum Marks = 1.5 <p><u>In case of experience less than 10 years and more than 6 years, 0.125 marks will be allocated per Associate Engineer. No marks for less than 6 years experience.</u></p>	4
SUB-TOTAL:		10

3.1.4 Equipment Capabilities

Marks shall be given based on the following:

S. No.	Equipment Type & Characteristics	Min. No. Required	Maximum Marks
1	Surveying Equipment (Including Total Station)	2	1
2	Earth Moving Machinery (Excavator, Loader) (2 No. each)	4	1
3	Steel Cutting & Bending Machine Electrical (02 No. each)	4	1
4	Transit mixer	2	1
5	Dumper 2-ton capacity	3	1
6	Steel Shuttering including Scaffolding	80,000 Sq. ft.	2
7	Mixture machine	4	2
8	Generator (100KVA)	2	1
9	Crane (Capacity 18 tons, Height 300 feet)	1	3
10	Batching Plant (1 m ³)	1	2
SUB-TOTAL:			15

3.1.5 Financial Soundness

Marks shall be awarded based on the following criteria:

S. No.	Category	Weightage / Marks
i)	<ul style="list-style-type: none"> ➤ Available Bank Credit Line (500 Million or Above) ➤ For limit less than 500 Million, marks will be given as per = Available Credit Line / 500 x 5 	5
ii)	<ul style="list-style-type: none"> ➤ Average Working Capital in last 3 years (500 Million or above) ➤ For the Capital less than 500 Million, marks will be given as per = Average Capital / 500 x 7.5 	7.5
iii)	<ul style="list-style-type: none"> ➤ Average Annual Turnover in last 5 years (5 Billion or above) ➤ For the Annual Turnover less than 5 Billion, marks will be given as per = Annual Turnover / 5 x 7.5 	7.5
SUB-TOTAL:		20

3.2 Conflict of Interest

The Applicant must not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or was proposed as Engineer for the contract, over the last five years. Any such association may result in disqualification of the Applicant.

Application Form A-1

General Information

All individual firms applying for prequalification are requested to complete the information in this form.

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	Telex
5.	Place of Incorporation/Registration	Year of incorporation/registration

NATIONALITY OF OWNERS		
NAME		NATIONALITY
1.		
2.		
3.		

Application Form A-2

General Experience Record

Name of Applicant

All individual firms are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant in terms of the amounts billed to clients for each year for work in progress or completed over the past seven years.

Annual Turnover (Construction only)		
Year	Turnover (in actual currency)	Equivalent Rupees in Millions.
1.		
2.		
3.		
4.		
5.		

Application Form A-3

Details of Contracts of Similar Nature and Complexity

Name of Applicant

Use a separate sheet for each contract.

1.	Name of Contract
	Country
2.	Name of Procurement Agency
3.	Procurement Agency Address
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify
5.	Contract Role (Tick One) (a) Sole Contractor (b) Sub- Contractor
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency..... Currency..... Currency.....
7.	Equivalent in Pak/Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months) _____ Years _____ Months

Application Form A-4

Summary Sheet: Current Contract Commitments/Works in Progress

Name of Applicant

Applicants are required to provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.

Name of Contract	Value of Outstanding work (Equivalent Pak Rs. Millions)	Estimated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		

Attach Work Orders.

Application Form A-5

Personnel Capabilities

Name of Applicant

For specific positions essential to contract implementation, Applicants are required to provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form for each candidate (Application Form A-7).

1.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
2.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
3.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
4.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate

Application Form A-6

Candidate Summary

Name of Applicant

Position		Candidate [Tick appropriate one] <input type="checkbox"/> Prime <input type="checkbox"/> Alternate
Candidate information	1. Name of Candidate	2. Date of Birth
	3. Professional Qualification	
Present employment	4. Name of Procurement Agency	
	Address of Procurement Agency	
	Telephone	Contact (manager/personnel officer)
	Fax	Telex
	Job title of candidate	Years with present Procurement Agency

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

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

Attach Signed and Stamped CV of Personal.

Application Form A-7

Equipment Capabilities

Name of Applicant

The Applicant shall provide adequate information to demonstrate clearly that he has the capability to meet the requirements for each and all items of equipment listed in the Instructions to Applicants. A separate Form shall be prepared for each item of equipment listed in para 3.1.4 of the Instructions to Applicants, or for alternative equipment proposed by the Applicant.

Item of Equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacture
Current status	5. Current location	
	6. Details of current commitments	
Source	7. Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased	

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

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

Application Form A-8

Financial Soundness

Name of Applicant

Applicants are required to provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. If necessary, use separate sheets to provide complete banker information. A copy of the audited balance sheets should be attached.

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

Summarize actual assets and liabilities in Pak Rupees (Equivalent at the current rate of exchange at the end of each year) for the previous five years, based upon known commitments, projected assets and liabilities in Pak Rupees equivalent for the next two years.

Financial information in Pak Rs. or equivalent	Actual: previous three years			Projected: next two years	
	2021	2022	2023	2024	2025
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
5. Profits before taxes					

6. Profits after taxes					

Source of Financing	Amount (Pak Rs. or equivalent)
1.	
2.	
3.	
4.	

Attach audited financial statements for the last three years (i.e. 2021, 2022 & 2023)

Format of Affidavit/Undertaking (DULY NOTARIZED)

Bidder must submit following undertaking (on stamp paper of Rs.100) duly notarized, failing which the bid shall be rejected

I, Mr. S/o..... holding CNIC #
from M/s Having Its business office at
do hereby solemnly affirm and declare as under;

- a) That M/s is not engaged, under investigation nor are any proceedings pending before FBR, Customs, NAB, any Judicial or quasi judicial forum, FIA or any other Govt. authority with respect to fraud, terror financing, money laundering etc.
- b) We also confirm that our firm has not been blacklisted by any National/International organization, financing agency or forum and is legally entitled to carry out its business activities in accordance with all applicable standard business ethics.
- c) That the Partner(s) / Officers of M/s..... have not been subject to financial crime. Nor have they compounded or entered into any restructuring arrangements with their creditors in any capacity.

No Litigation or Arbitration

- d) That our above named firm and/or its Directors/Partners have never got involved in litigation or
- e) arbitration with any Employer, Government / Semi-Government Department, Autonomous bodies, in Pakistan or by any Private Organization in Pakistan or any International Organization during execution of the work nor any case is pending before any Court of Law against us throughout Pakistan.

True & Correct Documents

- f) That I am solely and completely responsible for the authenticity of all the documents / particulars / information that have beenI furnished for the purpose of Pre-qualification and/or Tender Processes which to the best of my knowledge are true, correct and with nothing concealed. If any information is found incorrect or misleading during or after scrutiny, the Employer/Procuring Agency reserves the right to reject our Pre-qualification/Bid proposals.

Note: In case bidder is found in the list of “Blacklisted Firms-Pakistan” or related links at <https://www.ppra.org.pk/> then its pre-qualification request/bid shall be rejected.

Name: _____

Signature

Stamp:

Annex -B

Declaration of Ultimate Beneficial Owners Information

Bidders are required to submit the subject declaration as per following format.

1. Name
2. Father's Name/Spouse's Name
3. CNIC/NICOP/Passport No.
4. Nationality
5. Residential address
6. Email address
7. Date on which shareholding, control or interest acquired in the business.
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, e or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided.

	2.	3	4.				8.	9.	10.
Name	Legal form (company / Limited liability Partnership/ Association of Persons/Single Member Company/partnership Firm/Trust/Any other individual, body corporate (to be specified)	Date of Incorporation/Registration	Name of Registering Authority	Business Address	Country	Email Address	Percentage of Shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of Shareholding, control or interest of legal person or legal arrangement in the Company	Identity of natural person who ultimately owns or controls the legal person or arrangement

9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).

1.	2.	3.	4.	5.	6.	7.	8.
Name and Surname (in Block Letters)	CNIC No.(in case of foreigner, Passport No.	Father's/Husband's Name in Full	Current Nationality	Any other Nationality(ies)	Occupation	Residential address in full or the registered/principal office address for a subscribers other than natural person	Name of shares taken by cash subscribe(in figures and words)

			Total numbers of shares taken (in figures and words)				

10. Any other information incidental to or relevant to Beneficial Owner(s)

Name and Signature

(Person authorized to issue notice on behalf of the firm/company)