

STANDARD PROCEDURE FOR PRE-QUALIFICATION OF CONSTRUCTORS

SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN



**PRE-QUALIFICATION DOCUMENT
FOR RENOVATION OF
NEW LOCATION OF SECP, KARACHI OFFICE AT
DAWOOD CENTRE- 02 FLOORS**

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1.0 INVITATION FOR PRE-QUALIFICATION

	<p>SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN</p>
<p><u>No. T# 03/23-24(KHD)</u></p> <p><u>PRE-QUALIFICATION OF CONSTRUCTORS</u></p> <p>The Securities and Exchange Commission of Pakistan intends to pre-qualify reputable constructors for its project “Renovation of the New Location of SECP, Karachi Office at Dawood Centre- 02 Floors” in accordance with the Pre-qualification document ONLY through PPRA’s e-PAK Acquisition & Disposal System EPADS i.e. https://eprocure.gov.pk/. Firms registered with Pakistan Engineering Council in category C-6 or above, Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and those who are on the Active Taxpayers List are eligible to apply.</p> <p>The Pre-qualification document, inclusive of detailed terms and conditions, evaluation criteria, clarification/rejection etc. is available for 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 21, 2024 by 1100Hrs and will be opened on the same day at 1130Hrs. Pre-bid meeting is scheduled for May 13, 2024 At 14:45 at the Dawood Centre.</p> <p>In the event of any technical difficulties encountered while using EPADS, prospective bidders may reach out to PPRA at https://www.ppra.org.pk/</p> <p>Applicants will be duly informed of the evaluation results in due course. Only firms of constructors prequalified under this process will be invited to bid. For any queries, Admin Department can be contacted at Telephone No. 021-99002068 during office hours (Monday to Friday excluding Public Holidays)</p> <p>Deepak Kumar Jewani, Additional Joint Director, Securities and Exchange Commission of Pakistan State Life Building # 2, Karachi 021-99002068 deepak.jewani@secp.gov.pk</p>	

2.0 INSTRUCTIONS TO APPLICANTS

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 renovate its New location Southern Regional Office on Dawood Centre 10th and Ground Floors 16,607 sq. ft located near PIDC.

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

- ✓ Profile/Brochure.
- ✓ Experience certificates (Completion certificate along with copy of Contract Agreement) with Government and private entities for completed project. Proof and detail of on-going similar works along with Copy of Contract Agreement.
- ✓ 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 as per Annex A, failing which the application shall be rejected.
- ✓ Income Tax and Sales Tax clearance certificate for the last 1 years.
- ✓ Any other supporting document as required shall also be submitted.
- ✓ Declaration of Ultimate Beneficial Owners Information as per Annex B MUST be submitted failing which the application shall be rejected.

Submission of Applications

Applications for pre-qualification must clearly mention “**Application for Prequalification for Renovation of New Location Of SECP, Karachi Office At Dawood Centre- 02 Floors**” must be submitted **ONLY** through PPRA's e-Pak Acquisition & Disposal System (EPADS) i.e.

<https://eprocure.gov.pk/>

- Applications for pre-qualification must be submitted as per deadline and procedure mentioned in “Invitation for Pre-qualification for renovation work (tiles, wooden work, IT/network work) and furniture items.
- The applications shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English. Employer reserves the rights for Pre-qualification in case of non-compliance of the above requirement.
- The Applicants must respond to all questions and provide essential information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the Applicant.

Standard Procedure for Pre-Qualification of Constructors

- 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.

Qualification Criteria

General

Pre-qualification will be based on all the criteria given in succeeding paras regarding the Applicant's Financial Soundness, Experience Record, and Personnel 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 Prequalification requirements with weightages are tabulated below:

Sr. No.	Category	Weightage/Marks
1.	Financial Soundness	35
2.	Experience Record	50
3.	Personnel Capabilities	15
	Total:	100

Note: *Prequalification status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 50% score in each category.*

The further detailed criteria for each category shall be developed as given under each head as follows:

2. Experience Record

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

Sr.No.	Description	Maximum Points
i)	Projects of similar nature and complexity completed over latest 05 years. (5 projects with financial value of Rs.40 Million or above).	30
ii)	Ongoing Projects of similar nature and complexity in hand. (4 Projects with financial value of Rs. 40 Million or above).	20
	Sub-total:	50

3. Personnel Capabilities

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

Sr.No.	Description	Maximum Points
i)	At least 01 Graduate Engineers Registered with PEC and having minimum of 5 years' experience	8
ii)	At least 01 Diploma Engineers in Employment of the Firm having minimum experience of 5 years.	7
Sub-total:		15

1. Financial Soundness

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

Sr.No.	Description	Maximum Marks
i)	Available Bank Credit Line Rs. 15 million	10
ii)	Working Capital in last 3 years Rs. 15 million or above	15
iii)	Registration with Income Tax Department and ATL. (Active Taxpayers List).	10
Sub-total:		35

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.

Updating Prequalification Information

Bidders shall be required to update the financial, personnel and equipment information used for prequalification 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 prequalification. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

EVALUATION CRITERIA

Applicants meeting the minimum requirements mentioned above besides other factors shall be considered for pre-qualification. No compromise shall be made on minimum requirements of 50% score in each category.

Annex-A

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 e-mail address]

Date:.....

To:

.....
[name and address of the Employer]

Sirs,

1. Being duly authorized to represent and act on behalf of..... (hereinafter “the Applicant”), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a bidder for the following contract(s) under the*[name of the Project to be listed by the User/Employer]* project:

Contract No.	Description of Contract
1.	
2.	
3.	
4.	
5.	

{ Note: The Applicant is to delete, any contract for which he does not wish to prequalify, and sign and date the deletion. If the prequalification refers to only one contract, delete this note and spaces for additional contract references}.

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

Please contact for any Inquiries:	
Mr. Deepak Kumar Jewani, Additional Joint Director- Administration	021-99002068
	021-99002056
	051-9195302

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 a separate sheet information for each party to the application.

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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) hereabove.
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.

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8. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name and signature of other partners of the joint venture)

Application Form A-1

Page ____ of ____ Pages

General Information

All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures as required under the PEC Bye-Laws as a Partnership/Joint Venture.

Where the Applicant proposes to use named subcontractors for critical components of the works, or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractor(s).

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.		
4.		
5.		

Application Form A-2

Page ____ of ____ Pages

General Experience Record

Name of 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. 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 over the past five years.

Use a separate sheet for each partner of a joint venture.

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

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Total value of annual construction turnover, in terms of work billed to clients,

Annual Turnover Data (Construction only; Equivalent in Pak Rupees, Millions)						
Partner	Form A-2 Page No.	Year 1	Year 2	Year 3	Year 4	Year 5
1. Lead Partner						
2. Partner						
3. Partner						
4. Partner						
5. Partner						
6. Partner						
Total:						

Application Form A-4

Page ___ of ___ Pages

Particular Experience Record

<i>Name of Applicant or partner of a joint venture</i>

To prequalify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the : Instructions to Applicants”.

On a separate page, using the format of Application Form A-5, each applicant or partner of a Joint Venture is required to list all contracts of a value equivalent to Pak Rs.-(User/Employer to provide the amount) million, of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last five years¹. The information is to be summarized, using Application Form A-5, for each contract completed or under execution by the Applicant or by each partner of a Joint Venture.

Where the Applicant proposes to use named subcontractor(s) for critical components of the works, or for work contents in excess of 10 percent of the value of the whole works, the information in the afore-mentioned forms should also be supplied for each specialist subcontractor.

¹

Where applications are being invited for a number of contracts, suitable wording should be introduced, to allow applicants to apply for individual contracts or groups of contracts (slice and package contracts).

Application Form A-5

Page ____ of ____ Pages

Details of Contracts of Similar Nature and Complexity

<i>Name of Applicant or partner of a joint venture</i>

Use a separate sheet for each contract.

1.	Name of Contract
	Country
2.	Name of Employer
3.	Employer 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 (c) Partner in a Joint Venture
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
11.	Specified Requirements ¹

1

Insert any specific criteria required for particular operations, such as annual volume of earthmoving, underground excavation, or placing concrete etc.

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Application Form A-6

Page ___ of ___ Pages

Summary Sheet: Current Contract Commitments/Works in Progress

<i>Name of Applicant or partner of a joint venture</i>

Applicants and each partner to an application should 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.		

Application Form A-7

Page ____ of ____ Pages

Personnel Capabilities

<i>Name of Applicant</i>

For specific positions essential to contract implementation, Applicants should 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-8).

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-8

Page ___ of ___ Pages

Candidate Summary

<i>Name of Applicant</i>

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 employer	
	Address of employer	
	Telephone	Contact (manager/personnel officer)
	Fax	Telex
	Job title of candidate	Years with present employer

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	

Application Form A-10

Page ____ of ____ Pages

Financial Capability

<i>Name of Applicant or Partner of a Joint Venture</i>

Applicants, including each partner of a joint venture, should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Each applicant or partner of a joint venture must fill-in this form. 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 five year					Projected: next two years	
	1	2	3	4	5	6	7
1. Total assets							
2. Current assets							
3. Total liabilities							
4. Current liabilities							
5. Profits before taxes							
6. Profits after taxes							

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Specific proposed sources of financing to meet the cash flow of the Project, net of current commitments (Instructions to Applicants, para 3.2.5).

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

Attach audited financial statements for the last five years (for individual applicant or each partner of joint venture).

Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns, if audits are not required by the laws of their countries of origin in case of foreign firms.

Application Form A-11

Page ____ of ____ Pages

Litigation History

Name of Applicant or Partner of a Joint Venture

Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para 3.2.6). A separate sheet should be used for each partner of joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Pak Rs. or equivalent)

D:\pec-standards guidelines for Prequalification of Constructors

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: _____

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, 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)