## Punjab Information Technology Board (PITB),
## Government of the Punjab, Pakistan
### Expression of Interest (EOI) & Pre-Qualification

**HIRING OF CONSULTANCY FIRM FOR FEASIBILITY STUDY OF SPECIAL TECHNOLOGY ZONE IN A DIVISIONAL HEADQUARTER OF PUNJAB FOR PUNJAB INFORMATION TECHNOLOGY BOARD, GOVERNMENT OF THE PUNJAB UNDER THE PROJECT TITLED "TECHPURA – SPECIAL TECHNOLOGY ZONE IN PUNJAB (FEASIBILITY)"**

1. Punjab Information Technology Board (PITB), Government of the Punjab, invites proposals for Expression of Interest & Pre-Qualification from valid registered, reputable and well-experienced firms / companies etc. for Provisioning of subject Consultancy Services.
2. The objective of this Expression of Interest (EOI) & Pre-Qualification (PQ) is to invite proposals for subject assignment and to Pre-Qualify firms / companies etc. for RFP Stage. Complete scope of services and requirements are given in the EOI & PQ Document. The EOI & PQ Document carrying all details is available at **www.pitb.gov.pk** and **www.ppra.punjab.gov.pk**.
3. A single package containing EOI & Pre-Qualification Proposals, duly completed, signed, stamped, sealed and in complete conformity with EOI & PQ Document should be dropped, in the Tender Box, placed at Reception of the PITB office, 13th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore, no later than **1200** Hours on last date of submission of EOI & Pre-Qualification Proposals i.e. **22nd March, 2022** and the proposals shall be opened at **1230** hours on the same date, as per PPRA Rules, 2014.
4. Income / Sales tax registration certificate and other documents as mentioned in EOI & PQ Document must accompany the proposals.

PITB management may reject all proposals at any time prior to the acceptance of a proposal, as provided under Rule-35 of Punjab Procurement Rules, 2014.

**(IPL-1598)**

Director (Development & Procurement), Punjab Information Technology Board
13th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore, Pakistan.
Ph: +92-042-99000000, Fax: +92-042-99232123, Web: www.pitb.gov.pk

# EXPRESSION OF INTEREST &
# PRE-QUALIFICATION DOCUMENT
# No. 115022022-1

# FOR

# HIRING OF CONSULTANCY FIRM FOR FEASIBILITY STUDY OF SPECIALTECHNOLOGY ZONE IN DIVISIONAL HEADQUARTER OF PUNJAB FOR PUNJAB INFORMATION TECHNOLOGY BOARD, GOVERNMENT OF THE PUNJAB UNDER THE PROJECT TITLED "TECHPURA – SPECIAL TECHNOLOGY ZONE IN PUNJAB (FEASIBILITY)"

**Punjab Information Technology Board (PITB)**
13th Floor, Arfa Software Technology Park (ASTP),
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## *Abbreviations*

| Term | Definition |
|---|---|
| **EOI-PQ** | Expression of Interest – Pre-qualification |
| **STZ** | Special Technology Zone |
| **PITB** | Punjab Information Technology Board |
| **JV** | Joint Venture |

## *1. GENERAL*

Punjab Information Technology Board (PITB) intends to invite EOI-Prequalification (EOI-PQ) proposals from interested applicant(s) for conducting feasibility study for establishing a special technology zone in a divisional headquarter of Punjab as well as to prepare tender documents for development of special technology zone in Punjab under the Project titled: “TechPura - Special Technology Zone in Punjab (Feasibility)”. All well-reputed, registered and established Consulting Firms (including international and JVs) having requisite technical, financial and managerial capabilities are invited to participate in the EOI-PQ process for the above said Project through submission of their proposals.

## 2. *PURPOSE OF THIS DOCUMENT*

The purpose of this document is to have understanding of the available solutions, tools and best practices to develop the STZ in the national / international market and to shortlist / prequalify eligible applicant(s), capable of accomplishing the tasks outlined in this document. The applicants are required to provide profiles of their firm comprising experience, personnel and financial strength along with proposed technical solutions including but not limited to the firm’s concept and methodology for conducting the feasibility for establishment of special technology zone in a divisional headquarter of Punjab called TechPura.

## *TERMS AND CONDITIONS OF THE PRE-QUALIFICATION*

### Definitions

In this document, unless there is anything repugnant in the subject or context:

I. Applicant means the party which submits a proposal in response to this EOI-PQ Document.

IV. "Authorized Representative" means any representative appointed, from time to time, by the Applicant, Purchaser or Client.

V. "Purchaser" and “Client” means the Punjab Information Technology Board (PITB), or any other entity for the time being or from time to time duly appointed in writing by the Government to act as Purchaser for the purpose.

VI. "Day" means calendar day.

VII. “Employer” means Purchaser and/or Client.

VIII. “EOI-PQ Document” means the Expression of Interest-Pre-qualification Document in consideration.

IX. Joint Venture: A legal entity formed under the laws of Pakistan to submit a proposal and participate in subsequent tendering processes in response to this EOI-PQ Document. The Joint Venture shall comprise more than one but not more than four companies: at least

one of the constituent firms must be registered and operating in Pakistan and shall be referred to hereinafter as the Lead Partner of the Joint Venture.

X. "Person" includes an individual, an association of persons, firm, company, corporation, institution and organization, etc.

XI. "Prescribed" means prescribed in the EOI-PQ Document.

## *Disclaimer*

This EOI-PQ document for "TechPura – Special Technology Zone" ('the Project') contains brief information about the Project and qualification process for short listing and pre-qualification of applicants for RFP stage. The purpose of the Document is to provide the applicants with information to assist the formulation of their EOI-PQ proposal and to pre-qualify Interested Parties / Consultants for the RFP Stage.

While all efforts have been made to ensure the accuracy of information contained in this EOI-PQ Document, this document may not contain all the information required by the Applicants. The Applicants should conduct their own independent assessment, investigations and analysis and may prepare their proposals in the light of relevant experience and international best practices. PITB, Government of the Punjab, or any of its employees or advisors/consultants, shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the EOI-PQ Document.

PITB reserves the right to change any or all conditions / information set in this EOI-PQ Document by way of revision, deletion, updation or annulment through issuance of appropriate advertisement as the Client may deem fit in accordance with the PPRA Rules 2014. Participation in the EOI-PQ process does not qualify any applicant for the next stage of the procurement process.

PITB, and any other Government Department will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the EOI-PQ proposal to be submitted in terms of this Document.

## *3. Project Background*

In Pakistan, IT industry is flourishing at an unprecedented rate as IT and IT-enabled Services (ITeS) exports are growing at a compound annual growth rate (CAGR) of 18.85% over the past 5 years. This reflects the highest growth rate in comparison with all other industries and the highest in the region. Moreover, the revenue size of the IT industry has reached over 4 Billion USD including both exports and local revenues. Pakistan in general and Punjab in particular is now gaining traction from across the world for the potential with regards to IT and ITeS. To

facilitate the IT sector, Special Technology Zones (STZs) are widely established in many developing and developed economies to facilitate economic activity through fiscal and regulatory incentives and infrastructure support including fiscal incentives, relief from customs duties and tariffs, business-friendly regulations, permits and licenses or employment rules, and administrative streamlining and facilitation. Understanding the importance of such facilities, the Honorable Prime Minister of the country has also announced the establishment of a special technology zone in the federal capital. Moreover, other countries, such as USA and India, have relied heavily on STZs to boost their respective IT industries.

There is a need to develop tech-driven cluster-based verticals for facilitation of technology companies (especially multinational companies), startups, chip design industry and freelancers in Punjab as the province can greatly benefit from STZs. In this regard, establishment of TechPura - Special Technology Zone (STZ) in a divisional headquarter will attract Multinational Companies (MNCs) to open their head/regional offices in the province. This will further lead to gains in terms of export revenue and will prove to be useful in job creation. To do so, it is imperative that a STZ is established in the province.

## *4. BRIEF SCOPE OF WORK*

The Feasibility Study must cover the following aspects:

**Background Research**

The Consultant should determine the number of established special technology zones (STZs) in the country and their impact on socioeconomic development. In this regard, the Consultant must identify the impact of absence of STZs on Pakistan's and Punjab's economy. The Consultant is also required to conduct a need-benefit analysis of establishing the STZ in a divisional headquarter of Punjab and identify potential impact on economic growth. This task also involves identifying potential tenants from various sectors that can benefit from locating their businesses in the proposed TechPura. The Consultant is also required to conduct a detailed benchmarking exercise, study local/regional/international STZs and identify critical success/failure factors. The Consultant must be aware of the Government's relevant legislation(s), science, technology and industry policy initiatives, instruments and incentives, as well as Governmental public budget finance and project analysis. This task shall entail conducting relevant surveys.

**Need Analysis**

The Consultant is required to carry out a need analysis study that includes and is not limited to the following; any additional areas which are considered essential may also be included:

- Evaluate the resources at hand for development/implementation of the TechPura, and determine Client's present and future needs.
- Conduct a detailed assessment of the Client's institutional capacity to provide the services that the TechPura will need to offer to its potential clients and to propose the optimal arrangement and structure to ensure the seamless provision of such services.
- In this context, the Consultant shall be required to assess the onground situation and hold in-depth interviews/discussions with key stakeholders at PITB.
- The Need Analysis should also include identification of;

- Significant Government assets which will be used for the Program (such as land and equipment).
- How the Program will complement other developments taking place in the area through review of sector master plans/studies.
- Review existing land use plans

**Identification of Critical Prerequisites**

The Consultant is required to carry out a detailed assessment of all the critical prerequisites that need to be in place to ensure Program viability. This includes, but is not limited to, identifying essential technological, legal and policy framework. Legal aspects include applicable/relevant legislations, tax laws, etc. The Consultant must ensure that legal aspects pertaining to development and implementation of the Program are identified, studied and addressed. The Consultant has to analyze site ownership and availability issues in order to determine whether the land designated for the construction of the TechPura is clear of all legal, institutional, technical and other issues pertaining to its availability. The Consultant should also assess energy and water supply requirements, as well as other physical infrastructure requirements pertaining to the TechPura.

**Phase-Wise Development Plan**

The overall development of TechPura is envisioned to be carried out in phases spanning over a period of 2-4 years. This phase-wise construction is envisaged to involve consolidation of existing facilities in the identified area and construction of new infrastructure to accommodate all IT verticals.

The Consultant shall be required to prepare a complete Phase-Wise Development Plan as per the stipulated timeframe along with a detailed Program Implementation and Execution Plan for the TechPura.

**Market Analysis and Identification of Potential Tenants**

The Consultant shall be required to carry out a detailed market analysis including survey of local Industry in different sectors (including list and size of industrial sector/sub-sectors, the number of private/public/mixed companies per Sector). This survey should include current trends and technologies, R&D (applied and basic research), education programs, innovations, and future trends and developments in the area. Based on this survey, the Consultant shall be required to give a detailed analysis of the proposed sectors to be included in the initial as well as subsequent phases of the Program. The survey should also assess the possibility of establishing linkages between enterprises located in the TechPura with other businesses and institutes of learning in the area. The market analysis should help determine the kind of potential clients/tenants that could be housed in TechPura, what kind of products and services shall be provided by these firms and the potential markets for such products and services; This analysis should also estimate likely scenarios of occupancy/tenancy by clients, thereby estimating the likely operating income stream to be used in preparing financial model.

**TechPura-Space Allocation, Design and Architecture**

The proposed land allocation for TechPura is approx. 100 acres (tentative to be finalized based on study findings).

- The Consultant is required to incorporate in the Feasibility Report, a detailed analysis of the adequacy of the allocated land, keeping in view its phase-wise expansion.

- The Consultant is required to perform soil analysis of the proposed land to ensure that the land is suitable for establishment of TechPura.
- The Consultant should develop specifications regarding the architecture and design of the TechPura and resultantly furnish a conceptual design of the infrastructure in the Feasibility Report.
- The Consultant should identify critical ICT infrastructure and equipment requirements, resulting capital expenditure and operating costs.
- Indoor furnishings and basic amenities. The Consultant should identify requirements of furniture and other basic amenities for these facilities, and should also provide cost details of the same.

**Desired Outputs, Outcomes, Success Indicators & Risk Factors**

The Consultant is required to identify desired Outputs; Outcomes, Success Indicators & Risk Factors and suggest/identify suitable strategy to make TechPura self-sustaining. The Consultant shall be required to propose management structure and resultantly prepare a detailed Organizational/Management Structure.

**Human Resource Requirement and Induction Plan**

The Consultant is required to prepare a Human Resource Requirement and Induction Plan in line with the operational model approved by the Client for the TechPura. This Human Resource Requirement and Induction Plan should include but is not limited to;

- Phased HR Induction Plan based on TechPura occupancy rate/growth.
- Define respective roles & relationships of the personnel to the Government, or tenants.
- Qualification of required HR.
- Remuneration packages.

**TechPura-A Green Initiative**

The TechPura is envisaged as a green initiative. The Consultant should suggest in the Feasibility Report energy efficiency measures in the TechPura architecture, alternate/ renewable means of energy provision.

**Environmental Impact Assessment**

The Consultant will be required to conduct an Environmental Impact Assessment of the Project and compatibility with both local regulations and the requirements of potential donor agencies and potential tenants. The Consultant needs to evaluate as to how any potential significant negative impacts can be minimized, identify stakeholders' expectations, priorities, opportunities, and trends.

**Financing/Investment Options for TechPura**

The Consultant shall be required to prepare and present different financing/investment options for the TechPura. These options can include, but are not limited to investment based on a PPP-BOT modality, JV/land leasing options with developers/qualifying companies; combination of loan/grant from national/international financial institutions, grant from Government of the Punjab etc. The Consultant shall recommend to the Client, the most optimal method of financing the project based on a sustainable business model and supported by a detailed financial model.

## Financial Study

The Consultant is required to propose and recommend a Business Model for the Project. The model must be designed with the objective of ensuring financial soundness and sustainability of the STZ. In developing the business model, the consultant is expected to review the successful business models of the existing STZs in the world especially in countries similar to Pakistan as well as similar or related initiatives within Pakistan. Based on the business model, the consultant is required to prepare a detailed financial model of the program. The consultant is also required to identify the viability gap funding, if required, to make this program commercially viable and also show the relevant financial indicators for the investors under PPP. The Business Model to be developed by consultant should be aligned with policies of Government of Pakistan and Government of Punjab as well as with the existing laws/rules.

The financial model shall include but is not limited to the following:

- Revenues of the STZ including all direct and other revenues.
- All costs of the STZ differentiating between fixed and variable costs and direct and indirect costs.
- Assumptions of the model.
- Option function in the model (scenario analysis).
- The Consultant is required to construct a risk matrix so it can be integrated with the construction of the financial model. It involves the following inter-related stages:
    - Identifying risks involved in the Program.
    - Assessing the impact of these risks.
    - Assessing the likelihood of these risks.
    - Calculating the impact of risk (and ranges of possible outcomes).
    - Allocating risks to party best able to manage risk.
    - Identifying strategies for mitigating/managing risk.

- The cost estimates & comprehensive financial plan shall be prepared keeping in view the phase-wise development of the TechPura. The financial model shall include but is not limited to the following financial indicators:
    - Return on Investment (financial, economic & social returns),
    - Net Present Value,
    - Internal Rate of Return,
    - Break-Even Analysis,
    - Payback Period
    - Economic rate of return

## Economic Assessment

The Consultant is required to assess the possible benefits and costs of TechPura to the society as a whole based on “with” and “without” Program. The Consultant is required to:

- Determine the economic costs of the project (investment cost and operating cost) derived from the financial costs.
- Undertake calculation of Economic Internal Rate of Return (EIRR) and Economic Net Present Value (ENPV).
- Determine major assumptions to be applied to the economic analysis and estimate expected economic benefits to be generated from the project such as increase in employment generation, etc.

**Governance Structure**

Options for governance depend on the current ownership of the TechPura site and how the project is finally funded. Once the Client has approved appropriate mode of funding, the Consultant shall accordingly prepare an optimized and performance-based governance structure for TechPura.

**Demonstrate Program Viability**

Based on the above, the Consultant is required to assess Program viability taking into account if the Program is:

- Technically deliverable.
- Affordable to users.
- Economically viable.
- Financially viable to the Client and potential investors.
- Socially and environmentally sustainable.

**Verify Information and Sign-Off**

The Consultant must ensure that all information used in the Feasibility study is as accurate and verified as possible. This will include:

- A statement from all stakeholders on the reasonableness of the information collected and the process by which the information was collected.
- A description of how the assumptions used in constructing the financial model are realistic and appropriate, taking into account past practice, performance, current practice and anticipated future developments. In this context, the financial model prepared by the Consultant shall be required to be audited independently through a third party which shall be hired by the purchaser.
- A record of the methodologies used for valuing various costs, including the costs of key risks.
- Ensuring that all the inputs into the feasibility study are signed off as accurate and verified by the Consultant.
- Once this information verification and sign off has been completed the approval process must be completed in accordance with applicable law.

The consultant is also required to prepare tender documents for development of special technology zone in a divisional headquarter under the Project titled: “TechPura - Special Technology Zone in Punjab (Feasibility)” based on the feasibility study.

**Note:**

1. **The applicants are required to submit their expression of interest (EOI) and propose their own solution based on the information presented in the preceding paragraphs and their experience and international best practices. The applicant may propose additional features based on the understanding and best practices. The applicant needs to specify implementation and operational methodology for feasibility study in all respects, and with clear timelines and milestones.**
2. **This component of the project entails consultancy work outlined as per the scope of work. In order to avoid conflict of interest, the qualified bidder selected for this**

**assignment as per eligibility criteria and scope of work published in this document, will not be eligible for participation in the development of STZ component of the project.**

## *5. INSTRUCTIONS TO APPLICANTS*

### 5.1 Submission of Proposal

Applications for EOI-PQ containing separate EOI & Pre-Qualification Proposals, one original and one (01) copy should be submitted in separately sealed envelopes to be delivered into the Tender Box, placed at reception of Punjab Information Technology Board, no later than 1200 hours on last date of submission of proposals i.e. **22nd March, 2022.** Late proposals shall not be considered. Proposals shall be publicly opened in the Committee Room of Punjab Information Technology Board, 13th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore on 1230 hours on **22nd March, 2022.** In case the last date of proposal submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the proposals shall be the next working day

All the interested firms/companies are required to collect a Challan Form from the Procurement Assistant, PITB at above given address; to submit an amount of Rs. 1,000/- in PITB's account. The deposit slip should accompany respective proposal.

The proposals are to be prepared in English language. The applicants must provide complete information along with supporting documents. Any lapses to provide essential information may result in disqualification of the applicant.

All documents submitted by the firms should preferably be delivered in one packet/parcel for ease of handling and to avoid loss of documents. Any misleading statement(s) or information by any applicant will result into disqualification at any stage.

The Applicants can seek any clarification regarding the project, pre-qualification documents or evaluation criteria from the following:

**Primary Contact**

**Sajid Latif**
Director General (e-Governance)
Email: latif.sajid@pitb.gov.pk
13th Floor, Arfa Software Technology Park, 346-B,
Ferozepur Road, Lahore, Pakistan.
Ph: 042-99000000

**Secondary Contact**

**Jahanzaib Khan**
Joint Director (e-Procurement)
Punjab Information Technology Board, Government of Punjab
13th Floor Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore.
Email: jahanzaib.khan@pitb.gov.pk
Office Phone: 042-99000000

**M. Afzan Munir**
Senior Program Manager
Punjab Information Technology Board, Government of Punjab
13th Floor Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore.
Email: afzan.munir@pitb.gov.pk
Office Phone: 042-99000000

Interested Parties should note that during the period from the receipt of the proposal and till further notice from the Primary Contact, all queries should be communicated via the Primary Contact in writing or e-mail only. In the case of an urgent situation where the Primary Contact cannot be contacted, the Interested Parties may alternatively direct their enquiries through the Secondary Contact.

Interested Parties/ are also required to state in their proposals the name, title, fax number and e-mail address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Employer will not be responsible for any costs or expenses incurred by Interested Parties in connection with the preparation or delivery of proposals.

### 5.2 Joint Venture (JV)

**5.2.1** Following are minimum qualification requirements of JV:

i. Only well-established international/foreign firms (having local presence/JV with local firm) or local firms (having international presence / JV with international firm) with consulting practices in multiple countries and with governments, on assignments similar to the scope of work in this document, will be considered. Therefore, international/foreign firms are required to form Joint Ventures with the appropriate local firms. In case of a proposal from a Joint Venture, a legally valid and registered Agreement Deed to that effect, signed by all the partners to the Joint Venture shall be submitted with the proposal.

ii. One of the local partners of the participating Joint Venture shall be designated the Lead Partner. If awarded the contract, the Lead Partner on behalf of the Joint Venture would receive instructions and incur liabilities.

iii. All partners shall be jointly and severally liable for the execution of the Contract in accordance with the agreed terms and conditions. In case of award of Contract, the Contract Agreement shall be signed by all partners of JV. All the partners shall be jointly

and severally liable for the execution of the project in accordance government rules and regulations.

**5.2.2** The pre-qualification of a JV does not necessarily prequalify any of its partners individually.

**5.3 Qualification Criteria**

**5.3.1 General**

EOI-PQ will be based on all the criteria given in succeeding sections regarding the Applicant's financial soundness, experience, personnel and technical solution as indicated by the Applicant's responses in the forms given in this document.

**5.3.2 Mandatory Basic Requirements**

Only those applicants fulfilling the following basic requirements shall be considered for further evaluation (relevant documents to be attached):

1. **Requirements to be Fulfilled by the Applicant / Lead Partner**

   i. Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan

   ii. Valid Income Tax Registration

   iii. Valid Sales Tax Registration (Status should be active with the relevant authority, if applicable)

   iv. Submission of undertaking that the firm is not blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan.

   v. Registration of relevant professional body in the country of registration (if applicable).

   vi. In case of a proposal from a Joint Venture, a legally valid and registered Agreement Deed to that effect, signed by all the partners to the Joint Venture shall be submitted with the proposal. However, if awarded the contract a formal registration of Joint Venture would be required.

2. **Requirements to be fulfilled by Other JV Partners (If any)**

   i. Certificate of Company/Firm Registration/Incorporation under applicable laws
   ii. Valid Tax(es) Registration as applicable and relevant
   iii. Submission of legal valid undertaking that the firm is not blacklisted by any government organization anywhere in the world (if applicable)

3. **Requirements to be fulfilled by Applicant/ JV Partners**

The Applicant must have relevant experience for implementation of the similar project(s). In case of a JV, this requirement may be fulfilled by any one of the JV partners.

### 5.3.3 Weightage /Marks

Distribution of Weightage/Marks shall be as under:

| Sr. No. | Category | Weightage/Marks |
|---|---|---|
| 1. | Experience | 40 |
| 2. | Personnel Capabilities | 50 |
| 3. | Financial Strength | 10 |
| | **Total:** | **100** |

***Note:*** *To qualify for Request for Proposal (RFP), the firm must obtain overall* ***65 marks out of a possible 100 marks***

The applicants who have duly complied with the pre-qualification criteria will be eligible for further processing.

The proposals which do not conform to the pre-qualification criteria will be rejected.

Detailed Prequalification criteria is given below:

| Sr. No | Evaluation Factor | Evaluation Aspects | Marks | Max Marks |
|---|---|---|---|---|
| **1** | **Technical Capabilities**<br>• Complete Technical Profile with Clientele<br>• Verifiable experience documents (past contracts) | **Similar Experience**<br>Experience of 2 consulting projects of similar nature, as mentioned under clause-4 (Brief scope of work) | 20 marks for each project | **40 marks** |
| **2** | **Personnel Capabilities:**<br>• CVs of proposed resources, Key Personnel and | Number of Consultants with experience conducting feasibility studies for STZs at an international level.<br>The applicants must have in their employment suitably qualified personnel with relevant experience to fill the key management and specialist positions mentioned below. The applicant will supply information on nominated candidates for each relevant area/domain in accordance with the relevant form provided in this document. | | **50 marks** |

Consultant

- Proof of availability of the indicated personnel
- Firm's organogram

| Sr. # | Key Personnel | Qualification | Minimum Experience | Marks | |
|---|---|---|---|---|---|
| 1 | Team Leader/Project Manager | Master's degree in engineering, project management or relevant field | 12 years of relevant experience at an international level | 5 | |
| 2 | Technology Zone Expert | Master's degree in engineering/technology/planning or relevant field | 7 years of relevant experience at an international level | 7 | |
| 3 | Financial Expert | CA, ACCA, MBA (Finance) or masters in a relevant field | 7 years of relevant experience at an international level | 5 | |
| 4 | Electrical Engineer | Master's Degree in Electrical Engineering or equivalent. | 7 years of relevant experience at an international level | 5 | |
| 5 | Civil Engineer | Master's Degree in Civil Engineering or equivalent. | 7 years of relevant experience at an international level | 5 | |
| 6 | Architect | Master's degree in architecture or equivalent | 7 years of relevant experience at an international level | 5 | |
| 7 | HR Expert | Master's/MBA (HR) or equivalent | 7 years of relevant experience at an international level | 5 | |
| 8 | Environmental Expert | Master's Degree in Environmental Sciences/Engineering or equivalent | 7 years of relevant experience at an international level | 2 | |
| 9 | Planning Expert | Master's Degree in Project management or equivalent. | 7 years of relevant experience at an international level | 3 | |
| 10 | Legal Expert | LLM/Master's in Law in relevant field or equivalent | 7 years of relevant experience | 3 | |
| 11 | Auto CAD Expert | D.A.E Civil/mechanical with expertise in Auto CAD (2D + 3D) or equivalent, certification in autoCAD will be preferred | 5 years of relevant experience | 2 | |
| 12 | Market Survey Expert | Master's in Marketing/Economics/Statistics or relevant field | 7 years of relevant experience | 3 | |

| | | | | |
|---|---|---|---|---|
| **3** | **<u>Financial Capacity:</u>**<br><br>• Audit Reports of last 3 years | Average Annual turnover of the firm for last three years | **5 marks** = PKR 100 million – PKR 200 million<br><br>**10 marks** = PKR 200+ million | **10 marks** |

## *6. Other Factors*

6.1 Only firms and JVs that have been prequalified under this procedure shall be invited to bid. A firm can apply for pre-qualification either individually or as part of only one JV. If a firm submits more than one EOI-PQ proposals, all proposals involving such firm (individually or as JV) shall be rejected and stands disqualified.

6.2 The Purchaser may reject all proposals at any time prior to the acceptance of a proposal. The Purchaser shall upon request, communicate to any Applicant, the grounds for its rejection of all proposals, but shall not be required to justify those grounds. The Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the Applicants. However, Applicants shall be promptly informed about the rejection of the proposals, if any (As per Rule 35 of Punjab Procurement Rules, 2014).

6.3 The Applicant shall bear all costs / expenses associated with the preparation and submission of the Proposal(s) and the Employer shall in no case be responsible / liable for those costs / expenses.

***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. and e-mail address]*

Date: .....

To: ...……...

.....

*[Name and address of the Employer]*

Sir,

1. Being duly authorized to represent and act on behalf of..... (hereinafter "the Applicant"), and having reviewed and fully understood all the EOI-PQ information provided, the undersigned hereby applies to be pre-qualified for conducting the feasibility of TechPura (Special Technology Zone in a divisional headquarter of Punjab) under the project titled "TechPura – Special Technology Zone in Punjab (Feasibility)":

2. Attached to this letter are copies of original documents defining:

   (a) The Applicant's legal status;

   (b) The principal place of business;

   (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);

2. The Client and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this proposal, 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 the Employer or its authorized representative to verify statements and information provided in this proposal, or with regard to the resources, experience, and competence of the Applicant.

3. The Employer and its authorized representatives may contact the following persons for further information, if needed.

| | |
|---|---|
| **General and Managerial Inquiries** | |
| Contact 1 | Telephone 1 |
| Contact 2 | Telephone 2 |
| **Personnel Inquiries** | |
| Contact 1 | Telephone 1 |
| Contact 2 | Telephone 2 |
| **Technical Inquiries** | |
| Contact 1 | Telephone 1 |
| Contact 2 | Telephone 2 |
| **Financial Inquiries** | |
| Contact 1 | Telephone 1 |
| Contact 2 | Telephone 2 |

5. This proposal is made with the full understanding that:

(a) Proposals by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification.

**Applicants who are not joint ventures should delete para 6 and initial the deletions.**

6. We confirm that in the event that we bid, that bid as well as any resulting contract will be:

(a) entered into and signed by the same JV which is submitting this proposal.

(b) signed so as to legally bind all partners, jointly and severally to execute contract; and

(c) submitted with a Joint Venture agreement to bind all the partners to take liabilities in the event the contract is awarded to us.

7. The undersigned declare that the statements made and the information provided in the proposal are complete, true, and correct in every detail.

_____

Signature of the Applicant

## *Application Form A-1*

## General Information

All individual firms and each partner of a Joint Venture applying for pre-qualification 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.

| | | |
|---|---|---|
| 1 | Name of Firm | |
| 2 | Head Office Address | |
| 3 | Telephone | Contact Person:<br>Name:<br>Title: |
| 4 | Fax | Telex |
| 5 | Place of incorporation/Registration | Year of incorporation/registration |

*Application Form A-2*

## General Experience

| 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.

**JVs Lead Partner**

| Starting Month Year | Ending Month Year | Year | Contract Name, Name & Address of Employer Brief Description of Works Executed | Role of Applicant |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

**Partner No. 2**

| Starting Month Year | Ending Month Year | Year | Contract Name, Name & Address of Employer Brief Description of Works Executed | Role of Applicant |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

## Partner No. 3

| Starting Month Year | Ending Month Year | Year | Contract Name,<br>Name & Address of Employer<br>Brief Description of Works Executed | Role of Applicant |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

## Partner No. 4

| Starting Month Year | Ending Month Year | Year | Contract Name,<br>Name & Address of Employer<br>Brief Description of Works Executed | Role of Applicant |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

## *Application Form A-3*

## Similar Experience

| Name of Applicant or partner of a joint venture |
|---|

On a separate page, using the format of Application Form A-4, each applicant or partner of a Joint Venture is required to list all contracts of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last three years. The information is to be summarized, using Application Form A-4, for each contract completed or under execution by the applicant or JV partners

## *Application Form A-4*

## Contracts of Similar Nature and Complexity

| Name of Applicant or partner of a joint venture |
|---|

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<br>---<br>--- |
| 5 | Contract Role (Tick One)<br>(a) Sole Contractor<br>(b) Sub- Contractor<br>(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<br>Currency…… ….Currency…… Currency…… |
| 7 | Value in Pak/Rs…… |
| 8 | Date of Award…… |
| 9 | Date of Completion…….. |
| 10 | Contract Duration (Years and Months)<br>_____Years _____Months |

| | |
|---|---|
| 11 | Specified Requirements<br>---<br>---<br>---<br>--- |

## *Application Form A-5*

## Personnel Capabilities

| Name of Applicant |
|---|

For specific positions essential to contract execution, Applicants should provide the names of candidates qualified to meet the specified requirements. The data on their experience should be supplied on separate sheets of CV's.

| | |
|---|---|
| 1 | Title of Position |
| | Name of Prime Candidate |

## Financial Strength

| Name of Applicant or Lead Partner of a Joint Venture |
|---|

Applicants, including Lead Partner of a joint venture, should provide financial information to demonstrate that they meet the specified requirements. A copy of the audited reports/balance-sheets should be attached.

| | | |
|---|---|---|
| Bank | Name of bank | |
| | Address of bank | |
| | Telephone | Contact name and title |
| | Fax | Telex |

All individual firms and Lead Partner of JV are requested to provide information related to annual turnover.

| **Annual Turnover** | | |
|---|---|---|
| **Year** | **Turnover (in Pak Rupees)** | **Turnover in Millions.** |
| 1. | | |
| 2. | | |
| 3. | | |

Summarize actual assets and liabilities in Pak Rupees for the previous three years, based upon known commitments, projected assets and liabilities in Pak Rupees.

| **Financial information in Pak Rs.** | **Detail of Last three year** | | |
|---|---|---|---|
| | **1** | **2** | **3** |
| 1. Total assets | | | |
| 2. Current assets | | | |
| 3. Total liabilities | | | |

| | | | |
|---|---|---|---|
| 4. Current liabilities | | | |
| 5. Profits before taxes | | | |
| 6. Profits after taxes | | | |

Firms owned by individuals, and partnerships, may submit their audit reports / balance sheets certified by a registered accountant.

## *Joint Venture Summary*

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