کورونا وائرس: گھبرائیں نہیں، احتیاطی تدابیر اپنائیں! | ماسک کا استعمال صرف کھانسی یا فلو میں مبتلا افراد ڈاکٹر کی ہدایت پر کریں

Expression of Interest (EOI) & Pre-Qualification

Establishment of Co-Working Centers Across 36 Districts of Punjab under the Project titled "E-Earn Co-Working Spaces Across Punjab"

Punjab Information Technology Board (PITB), Government of the Punjab, invites proposals for Expression of Interest & Pre-Qualification from valid registered, reputable, well-experienced and established Companies / Parties / Firms etc. for "Establishment of Co-Working Centers Across 36 Districts of Punjab under the Project titled "E-Earn Co-Working Spaces Across Punjab".

2. The objective of this Expression of Interest (EOI) & Pre-Qualification (PQ) is to invite proposals for Establishment of Co-Working Centers across 36 Districts of Punjab under the Project titled "E-Earn Co-Working Spaces across Punjab" and to Pre-Qualify Companies / Parties / Firms 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 No.1 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. **24th June, 2020** 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 & Pre-Qualification 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.

Director (Development & Procurement)
IPL-4556 **Punjab Information Technology Board**
13th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore.
Ph: (042) 35880062, Fax (042) 99232123 Web: www.pitb.gov.pk

209062020-1

EXPRESSION OF INTEREST (EOI) & PRE-QUALIFICATION DOCUMENT (PQ) FOR

ESTABLISHMENT OF CO-WORKING CENTERS ACROSS 36 DISTRICTS OF PUNJAB UNDER THE PROJECT TITLED "E-EARN CO-WORKING SPACES ACROSS PUNJAB"

Punjab Information Technology Board (PITB)

11th Floor, Arfa Software Technology Park (ASTP),

346-B, Ferozepur Road, Lahore, Pakistan

Phone: (+ 92) (42) (35880062), Fax: (+92) (42) (99232123)

URL: www.pitb.gov.pk

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1. GENERAL

Punjab Information Technology Board (PITB) intends to invite Expression of Interest (EOI) & Pre-Qualification (PQ) proposals from Interested Parties/Firms for **Establishment of 36 Co-Working Centers across Punjab**. All reputable, registered and established Companies / Parties / Firms, in public & private sector, are invited to apply for the participation in Prequalification Process and to submit proposals.

A transparent evaluation method given in this document shall be adopted for the purpose of Prequalification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity to perform so that eligible Interested Parties/Firms may be invited to get involved in further Procurement Procedures.

Accordingly, well reputed and established Parties/Firms having requisite technical, financial and managerial capabilities are invited to participate in the prequalification process for the above mentioned Project through submission of their requisite/required Prequalification Documents.

2. PURPOSE OF THIS DOCUMENT

The purposes of this document is to shortlist/prequalify eligible Local and Foreign Firms/Joint Ventures (JVs) capable of meeting all the pre-requisites, establishing, operating, maintaining and designing the and support. The applicants are required to provide profiles of the firms comprising experience, personnel, financial strength and operational solutions/capabilities including but not limited to the firm's concept for establishing of proposed project components and resultant operations.

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, acting singly or on behalf of a Joint Venture, 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" 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. "EOI-PQ Document" means the Expression of Interest-Pre-qualification Document in consideration.

VIII. 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.

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

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

Disclaimer

This EOI-PQ Document for "Establishment of 36 Co-Working Centers across Punjab" ('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/ Contractors 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. Punjab Information Technology Board (PITB) 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 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 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 & OBJECTIVES

The government of Punjab, under the leadership of its Chief Minister, has the vision to provide state of the art facilities by making co-working spaces for freelancers across Punjab. Co-Working spaces in Punjab will help freelancers formalizing their business activities but also connect with other freelance professionals to combine strengths in growing a bigger business. This can be done by equipping freelancers with a professional working environment that they can leverage to enhance productivity and efficiency in a globally competitive market. Moreover, proposed project design aims to support institution (Public or Private) who want to expand, branch out to co-working business. Proposed project design including government help and support will ensure cost effectiveness and economies of scales for interested parties to grow, operate and expand business across Punjab. The main objectives of this program are as follows:

Empower approximately 8,000 freelancers with professional work environment and giving them an opportunity to not only work on their own but also to contribute positively to country.

Creating indirect impact with 40,000 IT trainings to local youth that would keep them up to date with current trends in IT sector.

Providing basic facilities to 8,000 housed freelancers in order to ensure their continuity in on-line business with indirect impact on their families.

Provide Freelancers with basic utilities, i.e., unlimited high-speed Internet, uninterrupted electricity, personal workstation, and peaceful environment.

Providing training sessions to Freelancers from IT professionals, Top rated Freelancers from across the province.

To reduce entry barrier for private sector with requisite governmental support to expand co-working environment across the province.

Providing female freelancers of Punjab an equal opportunity to vouch for such services provided in a professional environment and uplifting their financial status.

Co-working space, as we know it today involving a physical space, started in 2005 from San Francisco, California. There are currently 14,411 co-working spaces in the world today. There are multi-billion companies like WeWork and Regus who are in the business of building co-working spaces around the globe, not for only freelancers but also for startups and SMEs.

Globally, Co-working spaces have gained tremendous growth due to its advantages of supporting individuals and small teams, so often, the backbone of economic & social activity.

According to recent estimates, by end 2020, in the US alone, more than 40 percent of the workforce will be freelancing in some form. We're quickly moving toward a GiG economy, which means that Freelancers of today are going to act as trendsetters. They're helping to develop a community – one that is going to impact the local economy. Co-working spaces have increased massively over the past few years because they offer what forward-thinking entrepreneurs & Freelancers are looking for – community and collaboration.

Freelancing offers a huge opportunity for increasing foreign exchange. We lag behind India in terms of the total services (software) export that takes place. India's software export stands at around $160 Billion, whereas Pakistan's software export is at $1 Billion. By promoting Freelancing, we can increase this number tremendously – And this is what the Co-Working space sets out to do. Pakistan's freelance programmers already account for $850 Million of the country's software exports

Since it's an initial success, the idea of co-working spaces has really kicked off. If we take WeWork, a multi-billion-dollar company that was founded in 2010 with just one co-working space in the beginning and now it stands at 538 offices in 96 cities across the world going beyond $2.8 billion in terms of revenue. Such swift growth indicates the demand of the co-working space concept. Another such example IWG plc, formally known as Regus, was founded in 1989 in Belgium, with the vision of building co-working and office spaces for enterprises, startups, and freelancers. It now has around 3000 co-working spaces across 900 cities and 120 countries globally.

This project will be supporting the community as;

- **Supporting Freelancers and IT professionals**

  Provide physical space for Freelancers to work online. This notion of an office allows them to create a physical barrier between their work & private life, ultimately helping them to discipline themselves and increase productivity. The environment of collaboration, knowledge sharing that gives

Freelancers the opportunity to grow both professionally & personally. Government will also support enrolled students financially by offering subsidized fee rates to them.

- **Growing Technological Infrastructure:**

  IT sector exports in Pakistan have grown 30% YOY in the last 5 years. To meet such rapid growth our IT industry needs proper infrastructure to accommodate freelancers through co-working spaces. E-earn Program will provide co-working space with a suitable environment to increase earnings of freelancers and boost IT ecosystem of Punjab about latest technologies.

- **Economy boost:**

  According to SBP's estimates, the share of freelancers providing IT and IT-enabled services to their international clients is about 20 percent of the overall IT exports, which stand at $2.5 billion through the formal channels alone.

  As e-Earn Co-Working Space across Punjab will promote and aware local people about technological advancements and international trends will enable freelancers to generate sizable income and a wave of freelancing and entrepreneurship leading to boost in the local economic situation.

- **Foreign Exchange Inflow**

  Through this project, once the skill sets of the community are according to the technological need, our IT industry starts growing. This will result in rapid growth of Foreign exchange in Pakistan through freelancing.

- **Getting Ahead of the IT wave**

  Local youth of the target area is not fully aware of the IT advancements that are taking place around the globe. Through proper mentoring and community-based IT eco-system, the local freelancer will get up to speed on the latest technologies that are in demand worldwide.

- **Women Empowerment**

  In a country like Pakistan where more than 50 percent of the total population (women) do not actively contribute directly to the economy, e-Earn Co-Working Space across Punjab will work

towards encouraging the female population to start actively participating financially to their household through freelancing.

- **Support Industry Growth**
  e-Earn Co-Working Space across Punjab will support public & private firms, institutes etc. in market by reducing their exposure to operational as well as financial risk. Many investors in market hesitate to enter in new trade like freelancing due to lack of expertise, less governmental support and unforeseen operational and financial issues. e-Earn Co-Working Space across Punjab will support these stakeholders as well.

- **Partnerships**
  "e-Earn Co-Working Space across Punjab" will provide a professional / reliable space to Freelancers to help them cut down their operational cost and boost productivity. It will help them portray a positive image of the country hence attracting partners with like-minded programs and brands from the private sector (like WeWork, Regus etc.) to enhance potential of freelancers and promote the wave of digitization.

3. BRIEF SCOPE OF WORK

e-Earn Punjab Program's strategic operations will be run by PITB. Under the program total 36 centers will be established across Punjab with capacity of at least 50 students each. Punjab government will allocate funds to PITB for execution of strategic operations i.e. Marketing & Advertisement expense for program in order to observe central control on all co-work spaces across Punjab. These CO-Work spaces will be paid for enrolled candidates in order to make program self-sustainable in future. Head office team will provide fee mechanism for enrolled students across Pakistan to ensure profitability of Co-Work Space for partner institution. In this program Government will also support Partner institution by sharing financial risk of partner till certain level. Partner will spread this contribution on fee of all enrolled students in order to observe equitable approach for all enrolled students. All enrolled students will be entitled to have seat in co-work space by paying subsidized fee to partner. Partner will be responsible to develop, maintain and manage all operations of site with guidance and help of head office team. The partner may propose additional features to the solution based on the business model and best industry practices.

This following items include role and support of PITB:

- Assessing the overall suitability of Partner institution

- Selection of Partners as per SOPs
- Identification of Sites
- Operational Design/Model of co-working center
- Enrollment of minimum 50 freelancers per batch per center
- Running 3 batches yearly per center (4 months each)
- Building a close-knit community of freelancers
- Regular Trainings of Freelancers
- Engaging media and branding partner for any added resources (financial & technical)
- Providing free of cost ERP for 50 freelancers per batch for project duration
- Providing furniture as a part of initial investment in establishing the centers
- Regular monitoring and evaluating the progress of each center

Timeline

Years	No. of Centers	Total Centers	No. of Batches	No. of Students
Year 1	9	9	27	1,350
Year 2	9+16	25	75	3,750
Year 3	9+16+11	36	108	5,400
Total (indicative)		36	210	10,500

Partner after selection will upgrade the space in to Co-Work Space, operations will start after successful up gradation of co-work space. PITB will provide furniture for enrolled students. PITB will transfer financial aid to partner after every cohort if Co-Work space has achieved set of Key Performance Indicators decided by Project steering committee. Moreover:

- 10% advance payment of fee on behalf of enrolled students will be made to partner by PITB and 40% after 2 months and remaining 50% on completion
- Reimbursement of financial aid (i.e. fee on behalf of enrolled students) will be contingent on meeting Certain quality standards
- Moreover, management (i.e. Project Steering Committee) has right to change/amend strategy of program with consent of Partner Institution.

Note: The applicants are required to propose their own solution based on the information presented in the preceding paragraphs and their experience, local and international best practices. The applicant may propose additional features to the solution based on the understanding and best practices. The applicant needs to specify implementation and operational methodology of the solution in all respects. The Scope of this work includes but is not necessarily limited to the above-mentioned activities and tasks.

4. INSTRUCTIONS TO APPLICANTS

4.1 Submission of Proposal

Applications for pre-qualification containing one original and two (02) copies should be submitted in separately sealed envelopes to be delivered into the Tender Box, placed at reception of Punjab Information Technology Board, Lahore on or before 1200 hours on **24th June, 2020**. The proposals shall be publicly opened in the Committee Room of Punjab Information Technology Board, 11th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore, at 1230 hours on **24th June, 2020**, 2020. 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

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 misstatement (s)/ false information by any applicant will result into his disqualification at any stage.

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

Primary Contact

Wishal Naveed
Assistant Programme Manager (Public Relation/Marketing), PITB
Email: wishal.naveed@pitb.gov.pk
Room #1, 9th Floor, Arfa Software Technology Park, 346-B,
Ferozepur Road, Lahore, Pakistan.
Ph: +92 42 35880062, **Ext** -1203

Muhammad Usman Ateeq
Assistant Programme Manager (Operations), PITB
Email: usman.ateeq@pitb.gov.pk
Room #1, 9th Floor, Arfa Software Technology Park, 346-B,
Ferozepur Road, Lahore, Pakistan.
Ph: +92 42 35880062, **Ext** -1203

Secondary Contact
Salman Amin
Director (Entrepreneurship), PITB
Email: salman.amin@pitb.gov.pk
9th Floor, Arfa Software Technology Park, 346-B,
Ferozepur Road, Lahore, Pakistan.

M. Jahanzaib Khan
Assistant Director (Development & Procurement), PITB
Punjab Information Technology Board, Government of Punjab
13th Floor Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore.
Email: jahanzaib.khan@pitb.gov.pk

Interested Parties/Firms 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 and in writing or e-mail only. In the case of an urgent situation where the Primary Contact cannot be contacted, the Interested Parties/Contractors may alternatively direct their enquiries through the Secondary Contact.

Interested Parties/Firms 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 / Firms in connection with the preparation or delivery of proposals.

4.2. Qualification Criteria

4.2.1 General

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

4.2.2 Mandatory Basic Requirements

The firms fulfilling the following basic requirements shall only be considered for further evaluation (relevant documents to be attached):

1. Requirements to be Fulfilled by Lead Partner

- Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan
- Valid Income Tax Registration (Registered for at least last two (2) years)
- Valid Sales Tax Registration (Status should be active with relevant authority)
- Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department anywhere in Pakistan.
- The Applicant / JV partners (in case of JV), must have relevant experience of minimum 1 year for successfully establishing or supporting a co-working space or incubator.

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)

4.2.3 Weightage /Marks

Distribution of Weightage/Marks shall be as under:

Sr. No.	Category	Weightage/Marks
1.	Experience Record and Scale	30
2.	Personnel Capabilities	20
3.	Financial Soundness	35
4.	Applicant's Proposal and mandatory presentation	15
	Total:	**100**

Note: *Prequalification status shall be determined on the Point scoring criteria. The applicant must secure* ***overall 70 marks and at least 50% marks*** *in each category, to qualify.*

PROVISO: *Provided that if NONE or ONLY ONE (single) applicant obtains overall 70 marks, then the Purchaser SHALL decrease the Pass Mark limit to 60 marks. In other words, if TWO or more applicants obtain overall 70 marks, then the Pass Mark will NOT be decreased to 60 marks.*

If Pass Marks are decreased to 60 marks, then ALL applicants with scores greater than or equal to 60 marks shall be qualified.

Detailed Prequalification criteria is given below:

4.2.4 Experience Record & Scale

The applicant or in case of JV, the Lead / JV Partner should meet the following minimum criteria and the credit marks will be awarded on the basis of the qualifications listed below:

Description	Maximum Points	Remarks
Similar Work Experience		Marks will be assigned on the basis of valid documentary evidence
The Applicant or in case of JV, the Lead / JV Partner should have experience of operating a co-working space for upto 60 seats successfully with an average occupancy rate of 90% for a period of (01) year. 1 seat = 0.5 marks	30	
Sub-total:	**30**	

4.2.5 Personnel Capabilities

The applicant or in case of JV, the Lead / JV Partner 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.

Sr. No.	Domain	Marks	Remarks
1	Operational Manager (5 personnel)	5 (1 mark for each personnel)	Proof of availability of the indicated personnel.
2	Business Development Officers (BDO/BDM) (5 personnel)	5 (1 mark for each personnel)	
3	IT Support Staff / Technical Staff (5 personnel)	5 (1 mark for each personnel)	
4	Community / Event Manager (5 personnel)	5 (1 mark for each personnel)	
Sub-total:		20	

4.2.6 Financial Position

a) The applicant or in case of JV, the Lead / JV Partner should demonstrate general financial soundness through a variety of means which may include liquid assets. Furthermore, the applicant is obliged to meet the mandatory requirement of submission of proof of secured investment of upto Rs.30 million.

b) The Applicant must submit last audited financial statement duly signed and stamped by applicant and authorized representative.

c) The Applicant is required to furnish documentary proof of an average annual turnover of approximately Rs.10 million over the last one (01) year. The annual turnover shall be verified from audited financial statements.

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

Sr. No.	Description	Maximum Marks	Remarks
i)	Proof of access to capital of upto Rs.30 million or more justifying the cost of setup and running operations of one or more centers.	15 marks	1 million = 0.5 marks
ii)	Average Working Capital of upto Rs.5 million as per last audited financial statement.	10 marks	1 million = 2 marks
iii)	Average annual turnover of upto Rs.10 million as per last audited financial statement.	10 marks	1 million = 1 mark
	Sub-total:	**35**	

4.2.7 Proposed Model

Sr. No.	Description	Maximum Points	Remarks
1	Applicant's proposed framework model / solution including approach / methodology, design, and operational maintenance along with proposed project components (offer). The submitted written offer must be explained through a mandatory presentation.	15	• Free Training /event halls • Better facilities • Flexible Hours • Resting Area • HVAC • High Speed Internet • 24/7 Power backup • Maximum/Flexible working hours
	Sub-total:	**15**	

4.3 Joint Venture (JV)

4.3.1 Following are minimum qualification requirements:

1. Local firms, not complying with the above mentioned terms are encouraged to form JV with partners. In case a JV is in process, a signed & stamped MOU with an undertaking to complete the JV will be provided and legally execute the agreement before assigning the project.
2. One partner of the participating Joint Venture will be designated the Lead Partner. If awarded the Contract, the Lead Partner would enter into legal agreement with the Employer on behalf of the Joint Venture and would receive instructions, incur liabilities and receive payments for and on behalf of any or all partners.
3. All the 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 the Lead Partner.
4. Application shall be signed by all members in the JV so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the JV agreement providing the joint and several liabilities with respect to the contract.
5. The prequalification of a JV does not necessarily prequalify any of its partners individually.
6. Local partner will be lead partner in case of foreign JVs.

4.4 Other Factors

4.4.1 Only firms and JVs that have been prequalified under this procedure shall be invited to bid. A firm can apply for prequalification either as an individual or as member of a JV. If a firm submits more than one prequalification proposal, all proposals involving such firm (singly or as member of a JV) shall be rejected.

4.4.2 The Employer reserves the right to:-

a) Amend the scope and value of any contract(s) to be bid, in which event only those prequalified applicants who meet the requirements of the contract(s) as amended, shall be eligible to bid.

b) Reject or accept any proposal for pre-qualification; and

c) Cancel the prequalification process and reject all proposals.

d) The Employer shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection.

e) The Employer shall inform the applicants about the prequalification results.

4.4.3 The applicants firms /JVs are submitting proposals at their own risk & cost and the Employer shall not, under any circumstances, be liable for any such acts in case of an unsuccessful applicant or in case the Employer exercise any of its powers under Section 4.4.2.

ANNEXURES

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]

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 Partnership in establishing and operating e-earn co-working spaces across Punjab.
2. Attached to this letter are copies of original documents defining:

    a) the Applicant's legal status;
    b) the principal place of business; and (principle need to be explained)
    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. The Project Director 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 Project Director or the authorized representative to verify statements and information provided in this proposal, or with regard to the resources, experience, and competence of the Applicant.

4. The Project Director and its authorized representatives may contact the following persons for further information1, 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

1

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

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

(a) bid by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;

(b) The Project Director reserves the right to:

(i) amend the scope and value of any contract under this project; in such events, bids will only be called from prequalified bidders who meet the revised requirements; and

(ii) reject or accept any proposal, cancel the prequalification process, and reject proposals; and

(c) The Project Director shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.

(d) The Project Director shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) here above (will be amended accordingly)

Applicants who are not joint ventures should delete para 6&7 and initial the deletions.

6. Appended to this proposal, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture. We also specify the financial commitment of the value of the (each) contract, and the responsibilities for execution of the (each) contract.

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

(a) signed so as to legally bind all partners, jointly and severally; and

(b) submitted with a Joint Venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

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

a) _____ a) _____

Signature	Signature
b) For and on behalf of	b) For and on behalf of
_____ (Name of Applicant or Lead Partner of a joint venture)	_____ (Name of Applicant or other Partner of a joint venture)
c) _____ Designation	c) _____ Designation
d) _____ Seal	d) _____ Seal

Note: In case of joint venture/ other partners, also give their particulars mentioned under 8 (a-d)

Forms

Application Form A-1

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.

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

Owner information required as it is

Nationality of Owners		
Name		**Nationality**
1		
2		
3		
4		
5		

Application Form A-2

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.

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, Name & Address of Employer Brief Description of Works Executed	Role of Applicant

Partner No. 4

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

Application Form A-3

Particular Experience Record

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 ---------- ----------
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	Value in Pak/Rs……
8	Date of Award……

9	Date of Completion……..
10	Contract Duration (Years and Months) _____Years _____Months
11	Specified Requirements --- --- --- ---

Application Form A-5

Personnel Capabilities

Name of Applicant

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

1	Title of Position
	Name of Prime Candidate
2	Title of Position
	Name of Prime Candidate
3	Title of Position
	Name of Prime Candidate
4	Title of Position
	Name of Prime Candidate
5	Title of Position
	Name of Prime Candidate
6	Title of Position
	Name of Prime Candidate

Application Form A-6

Experience Summary of the Key Personnel

Application Form A-7

Financial Capability

Name of Applicant or Partner of a Joint Venture

Applicants, or in case of JV (lead / JV partner), should provide financial information to demonstrate that they meet the requirements. 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

All individual firms, or in case of JV (lead / JV partner) are requested to provide information related to 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 two years. Use a separate sheet for each partner of a joint venture.

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

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

Financial information in Pak Rs.	**Detail of Last two years**	
	1	**2**
1. Total assets		
2. Current assets		
3. Total liabilities		
4. Current liabilities		
5. Profits before taxes		
6. Profits after taxes		

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

Firms owned by individuals, and partnerships, may submit their audit reports / 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.

Joint Venture Summary

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

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