STANDARD GUIDELINES
FOR
PRE-QUALIFICATION
OF
CONSULTANTS

(First Edition)

MAY, 2002

PAKISTAN ENGINEERING COUNCIL
ISLAMABAD

Transparency International Pakistan has incorporated the procedures prescribed in the PIA Procurement Manual and is in conformity with the Public Procurement Rules 2004 and National Anticorruption Strategy NACS 2002. Authority means PPRA and Procuring Agency means PIA

June 2005
ACKNOWLEDGMENT

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PREFACE

Pakistan Engineering Council the Statutory Regulatory body entrusted to regulate the engineering profession in Pakistan has undertaken, inter alia, the standardization of country specific documents to regulate and streamline the procurement of engineering consultancy services. Standard Guidelines for Pre-qualification of Consultants is one such document prepared by a team of experts drawn from the Employer (Client formations), Constructors and Consultants. The document has been drafted keeping in view the guidelines of the two major multilateral funding agencies i.e. the World Bank and the Asian Development Bank; the instructions and prevalent practices in WAPDA but conforming to the respective PEC Bye-Laws. It is expected that use of this document will provide an equitable and just basis for pre-qualification of consultants in line with the international practice and relevant PEC Bye-Laws thus minimizing ambiguities discretionary practices and likely contractual disputes.

Pakistan Engineering Council wishes to place on record its deep appreciation for the tremendous work done by the Standards and Quality Committee and M/s National Development Consultants (NDC) in finalizing this document. Various engineering organizations and departments in need of procurement of consultants’ services are requested to use this document for prequalification/short-listing of Engineering Consultancy Firms.

Any suggestions to improve this document are welcome which may please be addressed to:

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INSTRUCTIONS TO USERS OF THIS DOCUMENT

1. General

The Client formations are responsible to finalize the Prequalification Document providing therein a clean and clear basis for evaluation of Prequalification applications using a fair and transparent evaluation criteria based on realistic needs of the Project to ensure that grading of the Applicants is done justifiably to finalize the shortlist of required number of firms which are considered capable of providing quality services for the specific project.

This document contains term Procuring Agency and Authority which means PIA and Public Procurement Regulatory Authority PPRA respectively.

2. Importance & Philosophy of Prequalification

Prequalification of Consultants is an important step in the selection process to ensure high quality proposals for a meaningful proposal evaluation in shorter time for grading of firms for ultimate selection of suitable consultants. It may be remembered that registration of firms in general terms is not a substitute for Prequalification before inclusion in the shortlist. The qualifications and experience of the qualifying consultant should be such as to reflect its previous association with such project(s) and capability to handle the project with dexterity.

3. Advertisement -Amendment- Public Procurement Rules 2004

Rule 20. Principal method of procurement.- Save as otherwise provided hereinafter, the procuring agencies shall use open competitive bidding as the principal method of procurement for the procurement of goods, services and works.

Rule 21. Open competitive bidding.- Subject to the provisions of Public Procurement Rules-2004, 22 to 37 the procuring agencies shall engage in open competitive bidding if the cost of the object to be procured is more than forty thousand rupees.

Rule 2 (c) “Contractor” means a person, consultant, firm, company or an organization who undertakes to supply goods, services or works;

Rule 12 Methods of advertisement.- (1) Procurements over forty thousand rupees and up to the limit of one million rupees shall be advertised on the Authority’s website in the manner and format specified by regulation by the Authority from time to time. These procurement opportunities may also be advertised in print media, if deemed necessary by the procuring agency.

(2) All procurement opportunities over one million rupees should be advertised on the Authority’s website as well as in other print media or newspapers having wide circulation. The advertisement in the newspapers shall principally appear in at least two national dailies, one in English and the other in Urdu.

(3) In cases where the procuring agency has its own website it may also post all advertisements concerning procurement on that website as well.

(4) A procuring agency utilizing electronic media shall ensure that the information posted on the website is complete for the purposes for which it has been posted, and such information shall remain available on that website until the closing date for the submission of bids.
Cost of Documents- The procuring agency shall provide a set of bidding documents to any supplier or contractor, on request and subject to payment of price, if any.

Explanation.- For the purpose of this sub-rule price means the cost of printing and providing the documents only.

Rule 7 Integrity pact.- Procurements exceeding the prescribed limit shall be subject to an integrity pact, as specified by regulation with approval of the Federal Government, between the procuring agency and the suppliers or contractors. Consent of applicants to sign the Integrity Pact (Annexure) shall be sought.

Rule 13 Response time.- (1) The procuring agency may decide the response time for receipt of bids or proposals (including proposals for pre-qualification) from the date of publication of an advertisement or notice, keeping in view the individual procurement’s complexity, availability and urgency. However, under no circumstances the response time shall be less than fifteen working days for national competitive bidding and thirty working days for international competitive bidding from the date of publication of advertisement or notice. All advertisements or notices shall expressly mention the response time allowed for that particular procurement along with the information for collection of bid documents which shall be issued till a given date, allowing sufficient time to complete and submit the bid by the closing date:

Provided that no time limit shall be applicable in case of emergency.

(2) The response time shall be calculated from the date of first publication of the advertisement in a newspaper or posting on the web site, as the case may be.

(3) In situations where publication of such advertisements or notices has occurred in both electronic and print media, the response time shall be calculated from the day of its first publication in the newspapers.

Rule 14 Exceptions.- It shall be mandatory for all procuring agencies to advertise all procurement requirements exceeding forty thousand rupees. However under following circumstances deviation from the requirement is permissible with the prior approval of the Authority,-

(a) the proposed procurement is related to national security and its publication could jeopardize national security objectives; and
(b) the proposed procurement advertisement or notice or publication of it, in any manner, relates to disclosure of information, which is proprietary in nature or falls within the definition of intellectual property which is available from a single source.

Rule 29. Evaluation criteria.- Procuring agencies shall formulate an appropriate evaluation criterion listing all the relevant information against which a bid is to be evaluated. Such evaluation criteria shall form an integral part of the bidding documents. Failure to provide for an unambiguous evaluation criteria in the bidding documents shall amount to mis-procurement.

4. Prequalification Criteria

A general weightage shall be provided for the experience of the firm and its staff to assess the capability of the firms. To make the process more transparent it would be appropriate to give further details of the criteria for obtaining suitably prepared applications.
Amendment-Public Procurement Rules 2004

Rule 15. Pre-qualification of suppliers and contractors.- (1) A procuring agency, prior to the floating of tenders, invitation to proposals or offers in procurement proceedings, may engage in pre-qualification of bidders in case of services, civil works, turnkey projects and in case of procurement of expensive and technically complex equipment to ensure that only technically and financially capable firms having adequate managerial capability are invited to submit bids. Such pre-qualification shall solely be based upon the ability of the interested parties to perform that particular work satisfactorily.

(2) A procuring agency while engaging in pre-qualification may take into consideration the following factors, namely:-

(a) relevant experience and past performance;
(b) capabilities with respect to personnel, equipment, and plant;
(c) financial position;
(d) appropriate managerial capability; and
(e) any other factor that a procuring agency may deem relevant, not inconsistent with these rules.

Rule 16. Pre-qualification process.- (1) The procuring agency engaging in pre-qualification shall announce, in the pre-qualification documents, all information required for pre-qualification including instructions for preparation and submission of the pre-qualification documents, evaluation criteria, list of documentary evidence required by suppliers or contractors to demonstrate their respective qualifications and any other information that the procuring agency deems necessary for pre-qualification.

(2) The procuring agency shall provide a set of pre-qualification documents to any supplier or contractor, on request and subject to payment of price, if any.

Explanation.- For the purposes of this sub-rule price means the cost of printing and providing the documents only.

(3) The procuring agency shall promptly notify each supplier or contractor submitting an application to pre-qualify whether or not it has been pre-qualified and shall make available to any person directly involved in the pre-qualification process, upon request, the names of all suppliers or contractors who have been pre-qualified. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings.

5. The entities using this document should start the process well in time and carry out the process through a committee manned by staff well versed in carrying out such assignments.

6. All the users of this document are suggested to institute periodic suitably designed training programs based on relevant PEC documentation for handling the consultant selection process in their departments.
<table>
<thead>
<tr>
<th>NO.</th>
<th>DESCRIPTION</th>
<th>PAGE NO.</th>
</tr>
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<tbody>
<tr>
<td>1.0</td>
<td>Introduction ............................................................................................</td>
<td>1</td>
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<td>2.0</td>
<td>Why Prequalify Consultants? .....................................................................</td>
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<tr>
<td>3.0</td>
<td>Notice For Prequalification ..................................................................</td>
<td>2</td>
</tr>
<tr>
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<td>Application From Long-listed Consultants ..............................................</td>
<td>3</td>
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<tr>
<td>5.0</td>
<td>Evaluation of Applications ......................................................................</td>
<td>4</td>
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<td>6.0</td>
<td>Finalization of Short-List .....................................................................</td>
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1.0 INTRODUCTION

1.1 The Pakistan Engineering Council (PEC), a statutorily created entity under the PEC Act, 1975 by the Government of Pakistan for regulation of Engineering operations in Pakistan, inter alia, finalized and issued the PEC (Conduct and Practice of Consulting Engineers) Bye-Laws, 1986 and its subsequent amendments. These Bye-Laws cover the basic (legal) issues and regulations to provide a general guidance for conducting and practising the profession of Consulting Engineers. However it does not provide detailed instructions/guidelines for handling the selection process for prequalification (short-listing) of consultants who are considered qualified to participate in the final selection process. Accordingly, in the absence of proper defining of the key activities/sub-activities to select and employ consultants, the departments/clients in public and private sector as users of consulting services are handicapped to finalize the selection of the best possible consultants in an efficient, effective, economic and transparent manner.

1.2 For guidance of the Implementing agencies/entities mandated to select the best technically qualified firm, Standards and Quality Committee (S&QC) of the PEC has decided to finalize detailed instructions/procedures and compile these in the form of an independent document. It is expected that these guidelines will facilitate selection of appropriate number of consulting firms to participate in the final competitive process leading to award of the assignment.

1.3 The basic aim of this document is to evolve a “good practice” for selection of a limited number of firms for the short-list of consultants leading to final selection of the best and adequately qualified firm to procure services from. Wherever relevant, the PEC Bye-Laws have been referred, which infact is the basis for this document and govern the provisions in this document. To make this document as complete as possible for carrying out its intended functions, some standard forms etc. have been appended which can be amended to suit to the specific requirements of the project for which services are to be procured. The document is envisioned to cover and offer assistance to the client formations in the following areas:-

a) Drafting and Issuance of Notice for expression of interest (EOI) in the Press.
b) Finalization of the Long-list of Consultants.
c) Finalization of format for seeking applications from the Long-listed consultants for prequalification.
d) Evaluation of applications received from the applicant Consultants.
e) Grading and finalization of the list of consultants to be prequalified

1.4 The proposals/instructions contained in this document, if employed sagaciously and honestly will help the client formations select adequate number of consulting firms for inviting them to submit detailed technical/financial proposals.
2.0 WHY PREQUALIFY CONSULTANTS?

2.1 Prequalification and short-listing of Consulting Firms from the long-list has following inherent benefits not only for the client formations but also for the consulting profession and the consultants themselves:

- Encourages consultants to prepare high quality proposals.
- Increases the possibility of selecting most suitable consultants.
- Facilitates a closer and meaningful evaluation of Technical Proposals.
- Reduces time for evaluation of proposals.
- Reduces the chances for extraneous influences.
- Reduces the cost of business development of consulting houses which is part of consultants’ overhead costs and ultimately chargeable to the clients.

3.0 NOTICE FOR PREQUALIFICATION

3.1 The PEC Bye-Laws require the client formations to ensure equal and unbiased opportunity to all the eligible firms i.e. the ones registered/licenced by the PEC to practice engineering profession in Pakistan. The Notice (Standard Form at Annex-A) must be publicly notified alongwith scope of work of the project for which the services of a consultant are required. In addition to the foregoing, the client formations may also seek their Expression of Interest (EOI) from the following:

- Firms which have previously satisfactorily performed similar services for the client on a similar project.
- Firms having already applied to the client and communicated their EOI prior to issuance of public notification.
- Firms which have been involved in an earlier activity on the project e.g. feasibility studies before services are to be procured for detailed design and other activities that follow.
- Firms selected on the basis of data on consultants obtained from the PEC’s Data base.

3.2 PEC has computer based data on consulting firms and individuals available on the PEC Web Site on special request by the client entities. This data has been arranged in the form of separate sub-lists for all disciplines/sub-disciplines of engineering and specialized expertise for all types of engineering projects and project components so that firms with appropriate expertise in every field of specialization could be identified and picked for inclusion in the long-list/short-list.
4.3 **Evaluation Criteria**

4.3.1 There are two essential elements for judging the capability of any firm to perform credibly on a given project. These are its previous experience on similar projects and its professional staff having the specific expertise to meet its obligations during the assignment. It is essential that appropriate importance/weightage is assigned to each item. It is recommended that it should be assigned in the following ratio:-

(i) Experience of the firm 30 percent points
(ii) Quality of its Personnel’s expertise 70 percent points

4.3.2 The committee constituted to compile the shortlist should also decide about the threshold minimum score for the firms below which limit they would not be considered for prequalification and inclusion in the shortlist. The qualifying marks should preferably be fixed between 70-75% of the total points.

**Associations between Consultants**

Consultants may associate with each other. Such an association may be for the long term (independent of any particular assignment) or for a specific assignment. The “association” may take the form of a joint venture or of a sub-consultancy. In case if the association is in the form of a joint venture, the association should appoint one of the firms to represent the association. All members of the joint venture shall sign the contract and shall be jointly and severally liable for the entire assignment. Any association in the form of joint venture or sub-consultancy among short-listed firms shall be permissible only with the approval of PIA.

**Fraud and Corruption**

It is the policy of the PIA to require its staff and its Vendor / consultants to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, PIA:

(a) Defines, for the purposes of this provision, the terms set forth below:

(i) “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of any thing of value to influence the action of a public official in the selection process or in contract execution; and

(ii) “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;

(iii) “Collusive practices” means a scheme or arrangement between two or more consultants with or without the knowledge of PIA, designed to establish prices at artificial, noncompetitive levels and to deprive PIA of the benefits of free and open competition;

(iv) “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.
(b) will reject a proposal for award if it determines that the consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question;

(c) will sanction a consultant, including declaring the consultant ineligible, either indefinitely or for a stated period of time, to be awarded a PIA contract if it at any time determines that the consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices.

5.0 EVALUATION OF APPLICATIONS

5.1 Evaluation of the Experience

5.1.1 As a general guide it is proposed that the experience should be considered under two heads i.e. specific experience and general experience. Weightage for specific experience should be 70%. For specific experience which is similar in magnitude and complexity, even one previous project is considered enough to inspire confidence in the firm’s capability. However, for the purpose of ranking of the firms for inclusion in the shortlist, a maximum of 3 to 5 projects should fetch full marks for the firm under specific experience. The experience for the first project should be nearly as much as the threshold score and the remaining projects should be awarded points in descending order, e.g.:-

<table>
<thead>
<tr>
<th>No. of Projects</th>
<th>For Max. 5 Projects</th>
<th>For Max. 3 Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Project</td>
<td>50 Percent</td>
<td>70 Percent</td>
</tr>
<tr>
<td>2nd Project</td>
<td>75 Percent</td>
<td>90 Percent</td>
</tr>
<tr>
<td>3rd Project</td>
<td>85 Percent</td>
<td>100 Percent</td>
</tr>
<tr>
<td>4th Project</td>
<td>95 Percent</td>
<td>-</td>
</tr>
<tr>
<td>5th Project</td>
<td>100 Percent</td>
<td>-</td>
</tr>
</tbody>
</table>

5.1.2 Similarly the general experience should also be considered after certain limitation in numbers because after certain number, more projects may not add much to differentiate between the competitors. Weightage of general experience shall be 30%. A maximum of 10 to 20 projects should be enough number to fetch full hundred percent points. A sample is proposed as follows:-
### Where Maximum Number of Projects is fixed as 20

<table>
<thead>
<tr>
<th>Numbers of Projects</th>
<th>Proposed Criteria</th>
<th>Number of Projects</th>
<th>Proposed Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min: 3</td>
<td>20%</td>
<td>Min: 2</td>
<td>25%</td>
</tr>
<tr>
<td>4-5</td>
<td>40%</td>
<td>3-5</td>
<td>60%</td>
</tr>
<tr>
<td>6-7</td>
<td>60%</td>
<td>6-7</td>
<td>85%</td>
</tr>
<tr>
<td>8-10</td>
<td>70%</td>
<td>8-9</td>
<td>95%</td>
</tr>
<tr>
<td>11-13</td>
<td>80%</td>
<td>10</td>
<td>100%</td>
</tr>
<tr>
<td>14-16</td>
<td>90%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17-20</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Where Maximum Number of Project is fixed as 10

<table>
<thead>
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<th>Numbers of Projects</th>
<th>Proposed Criteria</th>
<th>Number of Projects</th>
<th>Proposed Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min: 2</td>
<td>25%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-5</td>
<td>60%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-7</td>
<td>85%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8-9</td>
<td>95%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>100%</td>
<td></td>
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</tbody>
</table>

5.2 **Other Factors**

There are some other factors which do have a bearing on the overall proficiency of a firm in meeting its obligations later during the currency of the contract. For example, when training of Client’s staff is a requirement on the project, the firms having previous experience and resources could be better placed to perform that part of the assignment. Similarly experienced home office professional staff as well as availability of equipment/software and facilities are useful for timely handling of critical issues and in time availability of
5.3 **Evaluation of Quality of Staff**

5.3.1 For the sake of assigning weightage to judge capability of the firm on the basis of expertise of its staff, the following steps may be adopted:-

i) List the type of essential expertise required for the project.

ii) The number of discipline types included in the list should be the most important ones and be limited to a maximum of 5.

iii) Assess the relative importance of each expertise viz-a-viz the requirements of the project.

iv) Assign number of credit points to each expertise/the staff member nominated for that expertise.

5.3.2 Nominated experts should be evaluated on the basis of the following three items of qualification as demonstrated in their C.Vs:-

<table>
<thead>
<tr>
<th>Item</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Academic Qualification</td>
<td>20-30 Percent</td>
</tr>
<tr>
<td>ii) Professional Experience</td>
<td>60-70 Percent</td>
</tr>
<tr>
<td>· Specific</td>
<td>80%</td>
</tr>
<tr>
<td>· General</td>
<td>20%</td>
</tr>
<tr>
<td>iii) Experience of working environment</td>
<td>10 Percent</td>
</tr>
<tr>
<td>· Nationally</td>
<td>60%</td>
</tr>
<tr>
<td>· Internationally</td>
<td>20%</td>
</tr>
<tr>
<td>· Specific Area within the Country</td>
<td>20%</td>
</tr>
<tr>
<td>Which is based on:</td>
<td></td>
</tr>
<tr>
<td>Δ Specific Province</td>
<td>60%</td>
</tr>
<tr>
<td>Δ Regional Language</td>
<td>40%</td>
</tr>
</tbody>
</table>

5.4 Evaluation of applications should preferably be carried out individually by the committee members on forms jointly developed by the committee and using the pre-determined weightage award sub-criteria. Sample Forms for evaluation of experience and staff are placed at Annex-C, Forms C-1 and C-2 for the committee’s reference and guidance. After finalization of the evaluation, each member should compile the grading list containing a Summary of points and the Annex-C, Forms C-1 and C-2 a copy of which be submitted to the Convenor of the Committee before a formal meeting is convened by him.

Note: Evaluation criteria and sub-criteria on which the evaluation will be conducted shall be included in the prequalification documents.

6.0 **FINALIZATION OF SHORT-LIST**

6.1 The selection committee should hold a meeting to review the evaluation/grading carried out by the individual committee members. The basic aim is to review the capabilities of consultants securing above qualifying marks in the individual grading on each list. Since the members have evaluated the firms on the basis of an agreed criteria hence it has considerable advantage of organized discussion and consideration of those firms only which are not unanimous choice. The discussion will yield a more balanced grading of firms and
finalization of the short-list. Additionally, discussions in this meeting shall reduce the likelihood of unsupported personal bias.

All the applicants scoring qualifying marks shall be shortlisted.

6.2 The PEC Bye Laws under “General Regulations” require that the status of the Partners, Directors, Owners for the sake of conflict of interest must also be verified before its inclusion in the short-list.

For this purpose, the applicants should be required to provide this information in specific terms and any misrepresentation should be made a ground for rejection. Firms may also be forewarned that in case of their selection, any such links, if detected during the currency of their contract, would be reported to the PEC for cancellation of their registration/licence leading to their blacklisting.
ANNEX-A

SAMPLE ADVERTISEMENT FOR
EXPRESSION OF INTEREST (EOI) FOR PREQUALIFICATION

NAME OF THE PROJECT/ASSIGNMENT

➢ Invitation to consultants registered with PEC to apply for Prequalification (Short-listing)

by (Name of Government of Province/Federal Division/Department) has been entrusted the responsibility for execution of the (Name of the Project). The major project components include ____________________________________________

__________________________________________

A part of the approved estimated amount of Rs. __________ million is to be expended on the procurement of engineering consultants’ services. Application forms are available with the afore-listed entity at the following Address:-

__________________________________________

__________________________________________

➢ Interested consultants are invited to register their interest for participation in the project implementation by sending the following information in quadruplicate:-

. Name, address, telephone, fax numbers and e-mail address of consultants.
. Ownership and Organizational Structure of the consultant.
. Financial Statement Summary for the past three years.
. List of major (similar) assignments under-taken over the past 10 years.
. Names and Short CVs of Principal Staff.

➢ The deadline for receipt of EOI/Applications is (day/month/year). EOI/Applications received after this date shall not be entertained. A long-list/shortlist shall be finalized from the afore-given submission. Only the firms with demonstrated experience in similar assignments will be considered and notified for further participation in the selection process.

➢ Interested firms should address their inquires and submit their applications to the following Address:-

Name : 
Position : 
Address : 
Telephone No : 
E-mail Address : 
Fax No. : 

(8)
(NAME OF THE PROJECT)  
SUMMARY LIST OF PROJECTS HANDLED BY THE FIRM  

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Project</th>
<th>Location Province/ Country</th>
<th>Client</th>
<th>Cost of the Project</th>
<th>Implementation Start</th>
<th>Completion</th>
<th>Handled as:</th>
<th>Total Cost of Services</th>
<th>Cost of Services provided by the Firm</th>
<th>Scope of Services</th>
<th>Scope of Project Components /Volume of Work etc.</th>
</tr>
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<td>Joint Venture: J Partner</td>
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(9)
ANNEX-A
Form A-2

FORMAT OF SHORT CV OF PRINCIPAL STAFF

1. Name :  
2. Profession/Expertise :  
3. Date of Birth :  
4. Years with the Firm :  
5. Nature of experience in this farm and others :  
6. Membership of Professional Societies :  
7. Education :  
8. Other Training :  
9. Knowledge of Languages :  
10. Key Qualifications (Maximum ¾ of a page) :  

(10)
## COMPARATIVE OVERVIEW OF FIRMS

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description/Items of Comparison</th>
<th>Firms/Groups</th>
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<td>Name of Firm/ Group</td>
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</tbody>
</table>

### A. Experience of Firm

- Relevant Work Experience
  Maximum 5 projects for 100% Points)

  - Feasibility Studies : F
  - Survey & Investigation : S
  - Detailed Engg. Design : D
  - Procurement Services : P
  - Construction Supervision : C
  - Quality Control : Q
  - O&M : O
  - Project Monitoring & Benefit Evaluation : M

(11)
### COMPARATIVE OVERVIEW OF FIRMS

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<th>Sr. No.</th>
<th>Description/Items of Comparison</th>
<th>Firms/Groups</th>
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<td>Name of Firm/Group</td>
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</table>

#### B. Quality of Principal Staff
(Maximum of 7 preferably 5)

1. Education
   - i) Basic Degree
   - ii) Additional

2. Professional Experience
   (No. of years)
   - i) Total
   - ii) Relevant
   - iii) General

(12)
SAMPLE LETTER FOR
SEEKING APPLICATIONS FOR SHORT-LISTING

Dear Sir,

1. Letters of Interest/Applications are invited from firms registered by the PEC which are experienced consultants and who wish to be considered to undertake ____________________________

   (Name of Assignment)

   The _________________________________________________________________

   (Name of the Implementing Agency)

   has been entrusted with execution of the subject project for which the ____________________________

   (Name of the approving office like ECNEC, P&D Board etc.)

   has approved the funding for the project to be implemented over a ____________ year period starting from _______________ (date). A portion of the approved cost of the project is intended to be applied to finance the cost of the consultant’s services.

2. The objectives of the Project [which shall be carried out jointly with the clients staff (Name of the department/entity)] are:-

   (List the objectives)

3. The major components of the Project are:-

   (List the major components)

4. The expected results/benefits of the project are envisioned as follows:-

   (List the results/benefits)

5. The duration of the assignment will be ________________ years and it is expected to
start from (day / month / year). The estimated cost of the project / assignment is Rs. ______________________.

6. PEC registered consultants or association of consultants who are interested to be considered for the assignment should submit information in the format indicated in the attachment to this letter. Firms are required to support their experience in __________________________ specifically.

(Objectives of the Project)
Firms should also indicate their experience as specific/general and experience of their requisite nominated staff in the following disciplines in the CV Forms attached with this letter:-

(List the disciplines/fields of expertise limited between 3 and 5)

7. Applications alongwith accompanying material including consent to sign the Integrity Pact (Annexure-D) for consideration should be submitted to

_______________________________________________________________________________
(Head of the Committee/Nominated person with complete address,
 telephone, fax & e-mail address)

of the __________________________.

(Name of the department/entity)

8. Please restrict yourself to the essential information only and do not make your application cumbersome. On the basis of information received in these applications from applicants, the __________________________
>Title of the officer who is entrusted the short-listing responsibility)

will prequalify and finalize a shortlist of 4 to 7 consultants who will be invited to submit their Technical/Financial Proposals.

Sincerely Yours

[ Name ]
[ Position ]

Attachments:

Form B-1 Information Form
Form B-2 Experience of Consultant
Form B-3 Format of Curriculum Vitae of Proposed Experts
INFORMATION FORM

1. Name of consultant [Lead partner if association]
   
   - Address
   - Telephone No(s)
   - Fax Number
   - E-mail Address
   - Registration No. with PEC alongwith Registered Office Address.

2. Description of consulting firm (ownership/organization)

3. Experience (Number of Years)
   
   - Local/national
   - International
   - Regional (within the country-details)

4. Name(s) and Address(es) of Associates, if a JV; their short description and description of their role in the JV/Association.

5. Experience of the Consultants (on appended forms) during the past 10 years:
   
   - Specific (3-5 Projects of similar magnitude and complexity)
· General (10-20 Projects)
  (in all Fields but not completely relevant)

6. Organization chart showing consultant’s structure.

7. Capital of consultant (Financial Statements for the latest three years).
   · Subsidiaries and associates.
   · Annual fees in the last five years in current index.
   · Financial reference [name/address of bank(s)]

8. Professional staff available for the assignment on the appended format.
   (The client entity should provide the essential disciplines
   between 3 to 5 in number)

9. Additional information.

Yours truly,

Name of Authorized Representative
Position : 
Date : 

(16)
EXPERIENCE OF CONSULTANT

Relevant services carried out in the Last 7-10 years which best illustrate qualification.

[NAME OF THE FIRM/CONSULTANT]

1. Name of Assignment : 
2. Country : 
3. Name of Client : 
4. Address : 
5. Start Date : Month/Year
6. Completion Date : Month/Year
7. Professional Staff Provided : 
8. No. of Staff : 
9. No. of Staff Months : 
10. Approx: Value of Services : 
11. Name of Other JV Firms (If any) : 
12. No. of Staff/Staff Months Provided by the JV partner(s) : 
13. Name/Position of Key Staff : 
14. Description of Project : 
15. Description of Services Provided by the Firm : 

(17)
FORMAT OF CURRICULUM VITAE
OF PROPOSED EXPERTS

1. The Discipline/ Expertise : 

2. Name of the Firm : 

3. Name of Nominee : 

4. Date of Birth : 

5. Years with the Firm : 

6. Nationality : 

7. PEC Registration/ Membership No. : 

8. Key Qualifications : (Provide an outline of the nominee’s experience)

9. Academic Qualification : 

10. Employment Record : 

11. Languages and Degree of Proficiency : (In speaking, reading and writing as Excellent-Good-Fair-Poor)

12. Certification

I, the undersigned, certify that, to the best of my knowledge and belief, these bio-data correctly describes myself, my qualifications and my experience.

Signature: 

Dated: day/month/year
SAMPLE SUB-CRITERIA FORMS

(TITLE OF THE PROJECT)

EVALUATION OF PREQUALIFICATION APPLICATIONS

I. QUALIFICATION/EXPERIENCE OF FIRM:  

Name of the Firm: _________________________________

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<th>S Sr. No.</th>
<th>Project Components</th>
<th>Weightage</th>
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<th>C</th>
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<td>A.</td>
<td>SPECIFIC Experience (for 3-5 projects) on Similar Project of matching magnitude/ complexity</td>
<td>70% of 30</td>
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<td>B.</td>
<td>GENERAL Experience (for 5-7 projects) on Projects which are not similar but are important to judge capacity of the Firm</td>
<td>30% of 30</td>
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Maximum Points: 30

(19)
SAMPLE SUB-CRITERIA FORMS

(TITLE OF THE PROJECT)

EVALUATION OF PREQUALIFICATION APPLICATIONS

EVALUATION OF NOMINATED EXPERTISE

Name of the Firm: ____________________________

Position/Expertise: ____________________________

Name of Nominated Staff: ____________________________

Maximum Points: 70

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<th>Sr. No.</th>
<th>Description</th>
<th>Maximum Weightage</th>
<th>Percentage</th>
<th>Points</th>
<th>Status</th>
<th>Points Awarded</th>
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<td>ACADEMIC AND GENERAL QUALIFICATION</td>
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<td>80%</td>
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<td>b) M.Sc. Engg. (Specified Specialization)</td>
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<td>c) Ph.D. Engg.</td>
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<td>iv) Management (Degree/Diploma/Training)</td>
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<td>v) Professional Papers, Recognition by the</td>
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<td>Govt/Professional Institutions</td>
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<td>B.</td>
<td>PROFESSIONAL EXPERIENCE RELATED TO ASSIGNMENT</td>
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<td>a) Experience in Lead Position</td>
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<td>b) Experience as Senior Professional</td>
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<td>General Experience</td>
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<td>C.</td>
<td>EXPERIENCE / KNOWLEDGE OF LOCAL LANGUAGES</td>
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<td>i)</td>
<td>National Experience</td>
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<td>International Experience</td>
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<td>iii)</td>
<td>Specific Area within the Country</td>
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<td>- Specific Province Experience</td>
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Integrity Pact

DECLARATION OF FEES, COMMISSIONS AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS/CONTRACTORS OF GOODS, SERVICES & WORKS

___________________________ [the Seller/Supplier/Contractor] hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [the Seller/Supplier/Contractor] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[The Seller/Supplier/Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The Seller/Supplier/Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [the Seller/Supplier/Contractor] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder’s fee or kickback given by [the Seller/Supplier/Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.