

# Pre-Qualification Document (PQD)

For

Hiring of Consultants for

Citizen Facilitation Service Centers in Punjab

Government of Punjab



Punjab Public Private Partnership Authority

February 2022



## **Assignment**

**ESTABLISHMENT OF CITIZEN FACILITATION & SERVICE CENTRES IN PUNJAB**



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### 1. Introduction

There are a number of departments in the public sector which are involved in the provision



of services to citizens. Each department is providing one or more service using different set of processes which may be automated or manual. In order to facilitate the public interphase with various government departments / agencies; the Chief Minister Punjab has issued directions / orders to establish public facilitation and service centers. The concept is to integrate all such services under one roof from where citizens could avail unhindered and easy access to governmental services. E-Khidmat Markaz concepts to integrate seventeen governmental services under one roof for citizens, easing Citizens vs. Governmental interphase. These services include issuance of Birth Certificate, Marriage Certificate, Death Certificate, Divorce Certificate, Character Certificate, Motor Vehicle Registration, Token Tax Collection, Vehicle Transfer of Ownership, FARD, Learners Driving License, Traffic Fine Collection, Domicile Certificate, Issuance of CNIC, NADRA E-Sahulat, and Route Permit.

There are total 36 districts out of which 9 are already operational and remaining 22 districts are to be established under PPP Mode with the same vision and mandate. The chart below provides for the remaining districts to be considered under PPP mode:

### DISTRICT WISE LAND ALLOCATION DETAILS

| Sr. No. | District     | Village / Moza location | Land Area (Kanals - Marlas)     | Current Status |
|---------|--------------|-------------------------|---------------------------------|----------------|
| 1.      | Attock       | Camelpur Syedan         | 5 Kanals - 16 Marlas            | Land Allocated |
| 2.      | Jhelum       | Civil Station           | 5 Kanals                        | Land Allocated |
| 3.      | Bahawalnagar | Rojhanwali              | 6 Kanals                        | Land Allocated |
| 4.      | Bhakkar      | Chak No.34/B/TDA        | 8 Kanals                        | Land Allocated |
| 5.      | Khushab      | Joharabad               | 7 Kanals - 6 Marlas - 8 Sarsahi | Land Allocated |
| 6.      | Mianwali     | Mahal Mianwali          | 6 Kanals                        | Land Allocated |
| 7.      | Layyah       | District Complex        | 8 Kanals                        | Land Allocated |
| 8.      | Rajanpur     | Rajanpur-1              | 5 Kanals - 17 Marlas            | Land Allocated |
| 9.      | Jhang        | Chak Gumans             | 6 Kanals                        | Land Allocated |
| 10.     | Narowal      | District Complex        | 5 Kanals                        | Land Allocated |
| 11.     | Hafiz Abad   | -                       | 8 Kanals                        | Land Allocated |
| 12.     | Kasur        | District Complex        | 2 Kanals - 1 Marla              | Land Allocated |
| 13.     | Sheikhupura  | Sheikhupura (Urban)     | 7 Kanals - 7 Marlas             | Land Allocated |



| Sr. No. | District       | Village / Moza location | Land Area (Kanals - Marlas) | Current Status  |
|---------|----------------|-------------------------|-----------------------------|-----------------|
| 14.     | Khanewal       | Chak No.89/10-R (Urban) | 7 Kanals                    | Land Allocated  |
| 15.     | Vehari         | 43/WB Vehari City-      | 7 Kanals                    | Land Allocated  |
| 16.     | Okara          | -                       | 9 Kanals                    | Land Allocated  |
| 17.     | Pak Pattan     | -                       | 6 Kanals                    | Land Allocated  |
| 18.     | Mandi Bahuddin | -                       | 6 Kanals                    | Land Allocated  |
| 19.     | Muzafar Garh   | -                       | -                           | To Be Allocated |
| 20.     | Chiniot        | -                       | -                           | To Be Allocated |
| 21.     | Gujrat         | -                       | -                           | To Be Allocated |
| 22.     | Nankana Sahib  | -                       | -                           | To Be Allocated |

## 2. Objective

For the Project to be undertaken in PPP mode, Punjab PPP Authority intends to appoint team of consultants to provide transaction advisory services.

## 3. Scope of Work

This scope of work is explained tentatively in this document. The actual scope of work will be provided to the Consultants at the time of issuing RFP. However this prequalification does not guarantee award of work by the procuring agency. The tentative scope of work includes two phases such as the **Project Development** and **Transaction Execution**:

### Phase – I: Project Development:

As per Punjab PPP Act 2019, a project proposal shall consist of, amongst other things, an analysis of feasibility and sustainability of the project including detailed business case, financial model, risk analysis, initial environmental impact assessment, need for government support, determination of PPP modality and bid documents including a draft PPP agreement.

### Phase – II: Transaction Execution:



- Procurement process
- Deal Closure and signing of Concession Agreement
- Financial close
- Any other related task assigned by the client.

#### 4. Eligibility Criteria

All firms that have not submitted the following items / documents shall be removed from the list, remaining firms will be evaluated accordingly:

| <b>Pre-Requisites</b> |   |
|-----------------------|---|
| 1                     | Valid Registration with the relevant professional body i.e. (e.g. PEC, PCATP, ICAP, ICMA or any professional body etc.), where applicable   |
| 2                     | Registration with SECP, Registrar of Firms, where applicable  |
| 3                     | Registered with Federal/Provincial Tax/Revenue Authorities with Active Tax Payer's status, , where applicable   |
| 4                     | Power of Attorney for Representatives   |
| 5                     | The Applicant/ Consortium partners shall attach original affidavit on non-judicial stamp paper and declaring on oath that the Applicant: <ol style="list-style-type: none"> <li>i. is not in bankruptcy or liquidation proceedings;</li> <li>ii. has never been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons</li> <li>iii. is not making any misrepresentations or concealing any material fact and detail;</li> <li>iv. has not been convicted of, fraud, corruption, collusion or money laundering;</li> <li>v. is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and</li> <li>vi. does not fall within any of the circumstances for ineligibility or disqualifications.</li> </ol> |
| 6                     | Affidavit for Correctness of Information  |
| 7                     | Litigation History  |

***\*All documents should be provided in English.***

***\*\*Any misinformation, false and forged statement will lead to disqualification from being shortlisted/pre-qualified and any other action as per applicable laws.***

***\*\*\*Firms/Companies applying under a Consortium should submit their documents as a single EOI by clearly indicating the lead firm.***





Criteria, sub-criteria, and point system for the evaluation of Expression of Interest (EOIs) are as follows:

|   | <b>CRITERIA</b>  | <b>%</b>   |
|---|--|------------|
| <b>1</b>  | <b>Experience of firm (s)</b>  | <b>50</b>  |
|   | <p>Existence of the consultancy firm / consortium members since last 5 years. The consultancy firm or each member of the consortium needs to present experience of providing consultancy services (technical, environmental, financial and legal advisory) for more than five years. The consultancy firm / consortium members shall present at least one public sector infrastructure project on which it has provided consultancy services.</p> <p>Constituent documents shall be presented in the EOI by the consultancy firm or each member of the consortium.</p> <p>Score will be awarded on the basis of following experience of consultancy services:</p> <ol style="list-style-type: none"> <li>1. Civil Engineering / Technical – 20%</li> <li>2. Architectural – 5%</li> <li>3. Environmental – 5%</li> <li>4. Financial advisory – 10%</li> <li>5. Legal advisory – 10%</li> </ol> |            |
| <b>2</b>  | <b>Team composition</b>  | <b>30</b>  |
|   | <p>The consultancy firm or the consortium needs to present the following proposed team, each having minimum qualification and at least 10 years relevant experience.</p> <ol style="list-style-type: none"> <li>1. Technical / Civil Engineering expert – 10%</li> <li>2. Architect – 5%</li> <li>3. Environmental expert – 3%</li> <li>4. Finance Expert – 6%</li> <li>5. Legal Expert – 6%</li> </ol>  |            |
| <b>3</b>  | <b>Financial Capability</b>  |            |
|   | Minimum last 3 years average annual turnover of lead member of Rs. 200 million   | <b>20</b>  |
|   | <b>Total</b>   | <b>100</b> |
| <p><b>Score = 1[50%] + 2[30%] + 3[20%]</b><br/>                     The minimum score required to be shortlisted is: <b>65 Points</b></p>                 |  |            |
| <p><b>Human Resource Capacity</b><br/>                     List of key personnel having expertise in the relevant profession as per <b>Annex – C.</b></p> |  |            |



CVs of key personnel shall be presented as per **Annex – D**.

| Sr. No. | Proposed Position                    | Required Q ualification   | Experience  |
|---------|--------------------------------------|---|---|
| 1.      | Technical / Civil Engineering Expert | Masters in Civil and/or Structural Engineering<br>(PEC registration is mandatory) | Min 10 years' experience in Infrastructure  |
| 2.      | Financial Expert                     | CA/CFA/ICMA/ACCA/MBA  | Min 10 years' experience in infrastructure advisory                                       |
| 3.      | Environmental Expert                 | Masters in Environmental Engineering or allied Environmental Sciences/Management  | Min 10 years' experience in conducting environmental studies for infrastructure projects. |
| 4.      | Legal Expert                         | LLB or Higher Degree in law   | Min 10 years' experience in legal advisory on infrastructure projects                     |

5. Architect Masters in Civil Engineering or Architecture or relevant

(Registration with PCATP or equivalent is mandatory)

Min 10 years of experience in relevant field.

\*\*\*\*\*Financial capacity should be supported by Authenticated Audit Financial Statement. In case of a Consortium, financial capability of only the Lead Member will be considered. Annual turnover shall be calculated from the Average annual turnover of last 03 years as per **Annex – E**.

**Note:**

1. For a consortium, pre-requisites must be fulfilled by the lead as well as partner firms separately. However, in case of a firm outside Pakistan, registration with relevant professional body and exchange commission will be required of their country of origin.

**2. Firm Detail**

Firm should provide its detail as per **Annex – F**. In this PQD the word Firm has been used for both Firm and Company.

**3. Client Details**

Punjab Public Private Partnership Authority,  
Planning and Development Board,  
Government of Punjab.  
Address: 2<sup>nd</sup> Floor Cricket House, 20-A Shadman Colony, Jail Road, Lahore  
Contact No. 042-99206428

**4. EOI Deadline**

Deadline for submission of EOIs is 7<sup>th</sup> **March, 2022** till 01:30 p.m. (each page duly signed



and stamped by competent authority of firm/company).

Focal Person for Clarification / Coordination:

**Ms. Nimra Sabahat**

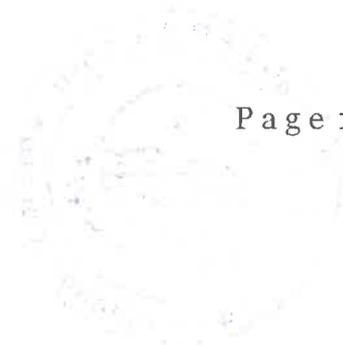
Assistant Manager (Legal)

Punjab Public Private Partnership Authority,

Government of Punjab.

Address: 2<sup>nd</sup> Floor Cricket House, 20-A Shadman Colony, Jail Road, Lahore.

Contact No. 042-99206428



## 5. INSTRUCTIONS FOR SUBMISSION OF EOI APPLICATION

### a. Format and Signing of the EOI Application

- b. Each Applicant shall prepare and submit one printed original, two printed copies and one electronic copy (on DVD, CD or USB drive) of its EOI Application, clearly marking each one as "Original", "Copy No. 1", "Copy No. 2", etc., as appropriate. In the event of any discrepancy between the copies and the original, the original shall govern.
- c. The original and all printed copies of the EOI application shall be typed or written in indelible ink. The person or persons duly authorized shall sign the EOI application by:
  - EOI application shall be hardbound. Loose paper/ring binding or paper in file will not be acceptable and shall be liable to ineligible.
  - Chain marking / numbering of pages of complete EOI.
  - Signing/initialing and stamp the all pages of original EOI Application along with appendices.
  - The relevant EOI application shall contain no alterations, omissions or additions, unless such corrections are signed by the person or persons duly authorized.
  - The information to be provided within the DVD/CD/USB shall contain non-compressed and un-protected files in printable formats. Furthermore, the DVD/CD/USB must be free from virus.

### d. Sealing and Marking of EOI Applications

- The Applicant shall seal the original EOI Application and each copy in separate envelopes, each containing the documents specified in the EOI application. The envelope bearing original documents shall mark "EOI Application – Original" on the front.
- Likewise, the copies submitted must mark "EOI Application – Copies" (all duly marked as required herein). All the copies and original EOI Application sealed individually should be submitted to the Client Representative enclosed in a single envelop bearing the words "HIRING OF TRANSACTION ADVISER".
- The inner envelope shall each indicate the name and address of the Applicant (in case of a Consortium, the name and address of the Lead Member) to enable the relevant EOI Application to be returned unopened if it is declared "late".
- The DVD/CD/USB requested shall be submitted with the printed EOI Application. For the avoidance of doubt, it is expressly specified that the Prospective Bidders shall not be allowed to submit their EOI Applications by e- mail or fax.

### e. Application Submission and Opening of Proposals Date and Time:

EOI applications should be submitted in person on or before **011:00 A.M Dated: 7-03-2022** and the proposals shall be opened at **11.30 A.M hours** on the same date, as per Punjab Procurement Rules, 2014.



**Firm's information**

**BASIC INFORMATION OF APPLICANT**

**Prospective Applicant**

- (a) Name: \_\_\_\_\_
- (b) Country of Incorporation: \_\_\_\_\_
- (c) Address of the corporate headquarters and its branch office (s), Pakistan: \_\_\_\_\_
- (d) Date of incorporation and / or commencement of business: \_\_\_\_\_
- (e) Type (corporation, partnership, etc): \_\_\_\_\_
- (f) Telephone No: \_\_\_\_\_
- (g) Cell No: \_\_\_\_\_
- (h) Fax: \_\_\_\_\_
- (i) Email: \_\_\_\_\_
- (j) NTN Registration No. \_\_\_\_\_ and STN \_\_\_\_\_
- (k) Registration with professional body: \_\_\_\_\_

**CONSORTIUM MEMBER'S INFORMATION**

- (a) Name: \_\_\_\_\_
- (b) Designation: \_\_\_\_\_
- (c) Bidder's Company: \_\_\_\_\_
- (d) Address: \_\_\_\_\_
- (e) Telephone No: \_\_\_\_\_
- (f) Cell No: \_\_\_\_\_
- (g) Fax No: \_\_\_\_\_
- (h) E-mail Address: \_\_\_\_\_
- (i) Primary area of business: \_\_\_\_\_
- (j) NTN Registration No. \_\_\_\_\_ and STN \_\_\_\_\_
- (k) Registration with professional body: \_\_\_\_\_

**Details of individual (s) who will serve as the point of contact / communication for the Bidder's company:**

- (a) Name: \_\_\_\_\_
- (b) Designation: \_\_\_\_\_
- (c) Address: \_\_\_\_\_
- (d) Telephone No. \_\_\_\_\_
- (e) Cell No. \_\_\_\_\_
- (f) E-mail address: \_\_\_\_\_
- (g) Fax No. \_\_\_\_\_



\_\_\_\_\_  
Signature & Seal of Authorize Representative







## Index of Key Personnel

## Annex-A

| S. No. | Name | Qualification | Total Experience in Years | Position Proposed | Current Responsibilities |
|--------|------|---------------|---------------------------|-------------------|--------------------------|
|        |      |               |                           |                   |                          |
|        |      |               |                           |                   |                          |
|        |      |               |                           |                   |                          |
|        |      |               |                           |                   |                          |

**Note:** The firm/company should submit above information through hard copies of the same duly signed along with required supporting documents as prescribed hereunder must be submitted to the office of Punjab PPP Authority for further evaluation. Above table (template) is just for reference / guidance.

1. The list of key personnel should be in accordance with proposed positions mentioned in Human Resource Capacity.
2. 30% weightage shall be given to qualification whereas 70% weightage shall be assigned to experience for each proposed resource given in above table.
3. Only one human resource can apply in one sector / sub-sector with single firm against each post. Similarly, one human resource can be quoted/entered by single firm and no other firm can quote/enter that human resource in any sector/sub-sector.
4. It is mandatory for each proposed resource to fulfill minimum eligibility criteria mentioned in this PQD to be qualified for score assignment.



**CURRICULUM VITAE (CV)**

1. **Name of Personnel:** \_\_\_\_\_
2. **Current Position in the Firm:** \_\_\_\_\_
3. **Date of Birth:** \_\_\_\_\_
4. **Nationality** \_\_\_\_\_
5. **CNIC No (if Pakistani):** \_\_\_\_\_ **or Passport No:** \_\_\_\_\_
6. **Education:**

| Degree | Major/Minor | Institution | Date (MM/YYYY) |
|--------|-------------|-------------|----------------|
|        |             |             |                |

7. **Membership of Professional Associations:** \_\_\_\_\_
8. **Other Training** [Indicate significant training since degrees under 6 - Education were obtained]:
9. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
10. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below):

| Employer | Position | From (MM/YYYY) | To (MM/YYYY) |
|----------|----------|----------------|--------------|
|          |          |                |              |

**11. Detail of Work Undertaken**

Name of assignment or project: \_\_\_\_\_

Cost of Project \_\_\_\_\_ Location: \_\_\_\_\_

Date of Start: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Client: \_\_\_\_\_ Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_ Activities performed: \_\_\_\_\_

Actual time spent on the project: \_\_\_\_\_ in months.

**12. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_

[Signature of the proposed staff] Day/Month/Year

\_\_\_\_\_ Date: \_\_\_\_\_

[Counter Signature of authorized signatory] Day/Month/Year

**Note:** The firm/company should submit above information through hard copies of the same duly signed along with required supporting documents must be submitted to the office of Punjab PPP Authority for further evaluation. Above table (template) is just for reference / guidance.



| Year <sup>1</sup> | Annual turnover |
|-------------------|-----------------|
| 2018-2019         |                 |
| 2019-2020         |                 |
| 2020-2021         |                 |

**Note:** The firm/company should submit above information through hard copies of the same duly signed along with required supporting documents as prescribed hereunder must be submitted to the office of Punjab PPP Authority for further evaluation. Above table (template) is just for reference / guidance.

1. Data provided under the head of financial capabilities must be supported by the Authenticated Audited Annual Financial Statements.
2. Annual turnover shall be calculated from the Average annual turnover of past 03 years.



| Legal Name of Firm | Address | Contact No. | Authorized Personnel Name | Authorized Personnel Contact No. |
|--------------------|---------|-------------|---------------------------|----------------------------------|
| Lead Firm          |         |             |                           |                                  |
| Consortium members |         |             |                           |                                  |

**Note:** The firm/company should submit above information through hard copies of the same duly signed along with required supporting documents as prescribed hereunder must be submitted to the office of Punjab PPP Authority for further evaluation. Above table (template) is just for reference / guidance.

1. In order to assess consortium, pre-requisites must be fulfilled by the lead as well as partner firms separately.
2. In case of a firm outside Pakistan, registration with relevant professional body and exchange commission will be required of their country of origin.



## Affidavit for Non-Blacklisting of Firm

**[PRINT ON STAMP PAPER]**  
Non-judicial stamp paper (with a value of Rs. 100)

Date: \_\_\_\_\_

### AFFIDAVIT

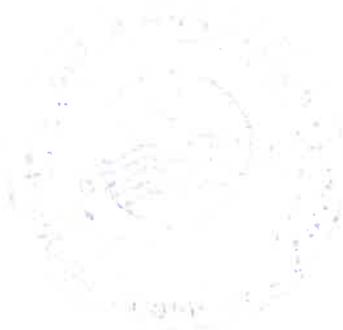
It is hereby solemnly confirmed and declared that M/s \_\_\_\_\_,  
is declaring on oath that the Applicant:

- is not in bankruptcy or liquidation proceedings;
- has *never* been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
- is not making any misrepresentations or concealing any material fact and detail;
- has not been convicted of, fraud, corruption, collusion or money laundering;
- is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- does not fall within any of the circumstances for ineligibility or disqualifications

(Stamp of Company)  
(Signatures of Authorized Rep)

\_\_\_\_\_  
Company Name

Attestation by Oath Commissioner and/or Notary Public



## Check list

I authorized representative of the firm / consortium undertake that the following documents / instructions / information's are mandatory, non-compliance of them will lead to ineligibility and shortlisting applications will be rejected without entering into evaluation process.

- i.  Registration with the professional body (e.g. PEC, PCATP, ICAP, ICMA or any professional body etc.)
- ii.  Registration with SECP, Registrar of Firms.
- iii.  Registered with Federal/Provincial Tax/Revenue Authorities with Active Tax Payer's status.
- iv.  Undertaking by the firm on a legal format, that it has not been blacklisted by any Government Agency/Authority nor is under any litigation.
- v.  List / CVs of key relevant staff available with the firm.
- vi.  The person or persons duly authorized shall sign the EOI application.
- vii.  EOI application shall be hard bond. Loose paper or paper in file will not be acceptable and shall be liable to ineligible.
- viii.  Chain marking / numbering of pages of complete EOI
- ix.  Signing the all pages of original EOI Application; and
- x.  Initialing all the pages of the EOI document.
- xi.  In case of JV/Consortium, existing agreement / partnership deed or letter of intention to enter into an agreement.
- xii.  Undertaking for not having conflict of interest.
- xiii.  All Annexes of EOI document.
- xiv.  All Affidavits, Power of Attorney and Litigation History.

Signature & Seal of Authorized Representative





## Affidavit for Correctness of Information

[PRINT ON STAMP PAPER]

**AFFIDAVIT of MR.** \_\_\_\_\_ S/o Mr. \_\_\_\_\_, CNIC No. \_\_\_\_\_ Resident of \_\_\_\_\_, Pakistan and \_\_\_\_\_ authorized representative of XYZ company name, \_\_\_\_\_ (address) \_\_\_\_\_ ('Company').

I, the above named deponent, do hereby solemnly affirm and declare that:

1. I am the [Designation...] of the Company.
2. I am the authorized representative of the Company by virtue of [Board Resolution No., Letter No. etc.....] \_\_\_\_\_ dated \_\_\_\_\_.
3. The contents of accompanying [document....] dated along with the supporting documents are true and correct to the best of my knowledge and belief and nothing material or relevant thereto has been concealed or withheld therefrom.
4. I also affirm that all further documentation and information to be provided by me in connection with the aforesaid [document....] shall be true and correct to the best of my knowledge and belief.

DEPONENT

### VERIFICATION

It is hereby verified on solemn affirmation at \_\_\_\_\_, Pakistan on the [date...] that the contents of the above Affidavit are true and correct to the best of my knowledge and belief and that nothing, material or relevant thereto, has been concealed or withheld therefrom.

DEPONENT



# Power of Attorney

**[IMPORTANT NOTICE:** Power of Attorney to be printed on stamp paper signed and notarized. In the case of a Pakistani Attorney, a copy of his national identity card (“NIC”) should be attached with the Power of Attorney. In the case of a non-Pakistani Attorney, a copy of his passport should be attached. ]

## Instructions for Consultancy Firm/Company

If the Consultation Firms/Companies are a Consortium each firm/company of the Consortium (other than the Lead Consultant) shall furnish a Power of Attorney authorizing the Lead Consultant and on their behalf.

**KNOW BY ALL MEN THAT** by this Power of Attorney (“**Power of Attorney**”),  
\_\_\_\_\_ [Insert name of Consortium firm] having its  
registered office at \_\_\_\_\_  
], does hereby nominate, appoint and authorize \_\_\_\_\_ [the Lead Consultant]  
having its  
Registered Head Office at [ ] hereinafter referred to as the “**Attorney**”, to:

- i. sign and submit to **the -----**, or its authorized nominee the EOI and all other documents and instruments required to submit EOI for Consultancy service for the Assignment of **the -----**;
- ii. execute all such deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. do and carry out all other actions as may be required by **the -----** in connection with the Consultancy service for the Assignment of **the -----** ;
- iv. To immediately notify PIEDMC in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.

\_\_\_\_\_ [Insert name of Consortium Firm] does hereby ratify and confirm whatever the Attorney shall do by virtue of these present.

WITNESSES:

[INSERT NAME OF FIRM]

1. \_\_\_\_\_

For:

2. \_\_\_\_\_

NOTARY PUBLIC



