

Pre-Qualification Document (PQD)

For

Hiring of Consultants for

LAHORE WASTE RECYCLING PROJECT UNDER PPP MODE

Government of Punjab



Punjab Public Private Partnership Authority

February, 2024

PQD No. 125022024-1

Assignment

LAHORE WASTE RECYCLING PROJECT UNDER PPP MODE

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1. Introduction

The Lahore Waste Management Company (LWMC) was established by the City District Government Lahore (CDGL) under Section 42 of the Companies Ordinance 1984 with a mission to modernize and enhance solid waste management (SWM) services in Lahore. LWMC's primary objective is to develop an integrated SWM system that efficiently collects, transports, recovers, treats, and disposes of waste generated in Lahore. Currently, LWMC handles the daily collection of approximately 6,000 tons of waste from various parts of the city, aided by a robust waste collection infrastructure. However, as Lahore has expanded, the conventional waste disposal methods, particularly open dumping, have become an environmental concern.

Open dumping practices, such as those at Mehmood Booti, had serious environmental and health implications. Soil and groundwater contamination, as well as greenhouse gas emissions, particularly methane, posed significant challenges. To address these issues, LWMC sought to establish a sanitary landfill site at Lakhodair, acquiring 52 hectares of land. Open dumpsites not only threaten the environment but also public health, causing respiratory and waterborne diseases. Recognizing the need for innovative solutions, LWMC proposed a public-private partnership (PPP) to convert solid waste into valuable products like biogas, electricity, compost, refuse-derived fuel (RDF), and plastic. This initiative aims to mitigate environmental issues, create energy, and offer cost-effective waste management solutions.

2. Objective of the Assignment:

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:

- a) Complete feasibility and sustainability of the project including detailed business case, financial model, risk analysis, need for government support, determination of PPP modality
- b) Complete Environmental Impact Assessment (IEE) and Social Impact Assessment Reports
- c) Bid documents including Request for Proposal (RFP) and a Draft Concession Agreement (DCA).

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:

Pre-Requisites	
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"> i. is not in bankruptcy or liquidation proceedings; ii. has never been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons iii. is not making any misrepresentations or concealing any material fact and detail; iv. has not been convicted of, fraud, corruption, collusion or money laundering; 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

	vi. does not fall within any of the circumstances for ineligibility or disqualifications.
6	Affidavit for Correctness of Information
7	Litigation History (If any)

****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:

	CRITERIA	%
1	Experience of firm (s)	50
	<p>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 (05) years. The consultancy firm / consortium members shall present at least (03 public sector / private sector Waste Management Related Projects 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 number of successfully completed relevant projects related to consultancy services:</p> <ol style="list-style-type: none"> 1. Solid Waste Management (on the basis successfully executed project) – 10 2. Mechanical – 8 3. Structural – 8 4. Environmental – 6 5. Social – 6 6. Finance Advisory – 6 7. Legal Advisory – 6 <p>*In case of less than 5 year experience any consortium member in relevant category is consider “0” marks</p>	
2	Team composition	30
	<p>The consultancy firm or the consortium needs to constitute a team of professionals in the following fields/disciplines, each having requisite minimum qualification and at least 10 years of relevant experience.</p> <ol style="list-style-type: none"> 1. Solid Waste Management Expert – 6 2. Mechanical Engineer – 4 3. Structural Engineer – 4 4. Environmental Expert– 4 5. Social Safeguard Expert – 4 6. Financial Expert – 4 7. Legal Expert – 4 <p>*In case of less than 10 year of prescribed experience and qualification is consider “0”marks</p>	
3	Financial Capability	
	<p>Minimum last 3 years average annual turnover of lead member of Rs. 200 million</p> <p>* If turnover of last 3 year is less than 200 million is consider “0”</p>	20

	marks	
		Total
		100

Score = 1[50%] + 2[30%] + 3[20%]

The minimum score required to be shortlisted is: **65 Points**

It is mandatory to achieve at least 50% score under each category of eligibility criteria.

Human Resource Capacity

List of key personnel having expertise in the relevant profession as per **Annex – A.**

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

Sr. No.	Proposed Position	Required Qualification	Experience
1.	Solid Waste Management Expert	16 years education in Environmental/Chemical Engineering or Sciences / Solid Waste Management	Minimum of 10 years' experience in relevant Waste Management projects at Planning or Operational level.
2.	Mechanical Engineer	16 years education in Mechanical Engineering (preferably Masters)	Minimum of 10 years' experience in Industrial machine design.
3.	Structural Engineer	16 years education in Civil Engineering (preferably Masters in Structural Engineering)	Minimum of 10 years' relevant experience in Industrial design.
4.	Financial Expert	CA/CFA/ICMA/ACCA/MBA-Finance	Min 10 years' experience of infrastructure advisory and project finance
5.	Environmental Expert	16 years of education in Environmental Engineering or allied Environmental Sciences/Management	Min 10 years' experience in conducting environmental studies for infrastructure projects.
6.	Social safeguard Expert	16 years of education in Social Sciences	Min 10 years' experience in relevant field - s
7.	Legal Expert	LLB or Higher Degree in law	Min 10 years' experience of legal advisory on infrastructure projects and contract management (preferably.....)

*****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 – C.**

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. All applicant firms and consortium members must maintain the expertise level presented during prequalification throughout the project implementation period. Deviations may lead to cost re-negotiation by the procuring agency.

3. Firm Detail

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

4. Client Details

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

5. EOI Deadline

Deadline for submission of EOIs is **12th March, 2024** till 11:00 a.m. (each page duly signed and stamped by competent authority of firm/company).

Focal Person for Clarification / Coordination:

Name: Muhammad Mansoor Sarwar

Designation: Deputy Director General Projects (Social Sector)

Punjab Public Private Partnership Authority,

Government of Punjab.

Address: 2nd 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 **11:00 A.M** Dated: **12th March, 2024** 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

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:	
Starting Date:	
Completion Date:	
Client:	
Main Project Features:	
Position Held:	
Activities Performed:	
Actual Time Spent on the Project:	

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 ¹	Annual turnover
2020-2021	
2021-2022	
2022-2023	

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.

Firm Details

Annex-D

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.

Summary List of Successfully Completed Projects / Assignments

Name of successful assignments or projects:	
Location (Country, Province, Division):	
Employer (Contractor / Consultant / Client etc.):	
Main Project Description:	
Project Duration: (Start Date to Completion Date):	
Total Cost of Project or Cost of Consultancy (in PKR):	
Period of Services provided by the applicant (Start Date to Completion Date):	
Position in Said Project:	
Scope of Services provided by the applicant:	

Note: An applicant can add or submit information/experience of multiple projects

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 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

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

