



Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY
www.pta.gov.pk

REQUEST FOR EXPRESSION OF INTEREST (CONSULTING SERVICES)

Tender No. 2/II/2020

HIRING OF CONSULTANT FOR DESIGN & DETAILED
(RESIDENT) SUPERVISION OF RESIDENTIAL APARTMENTS,
ISLAMABAD

Pakistan Telecommunication Authority, a Government organization invites Expression of Interest (EOI) from the consultant firms, who are on Active Taxpayers List of the Federal Board of Revenue for the services of consultant for Design & Detailed (Resident) Supervision of residential Apartments, Islamabad. The consultants shall be hired under Quality and Cost Based Selection process of Procurement of Consultancy Services Regulations, 2010 of Public Procurement Regulatory Authority.

Expression of Interest documents, containing detailed terms and conditions, etc. are available from the office of undersigned during office hours up to **9:00am to 5:00pm**. Price of the EOI documents is Rs,1000/- (cash non-refundable). EOI documents can also be downloaded from PTA website i.e. www.pta.gov.pk free of cost.

The expression of interest, prepared in accordance with the instructions in the EOI documents, must reach the office of undersigned on or before **14TH September, 2020 by 1100 hours**. The expression will be opened on the same day at **1130 hours** in the presence of bidders. This advertisement is also available on PPRA website at www.ppra.org.pk.

Asif Saeed, Director (Civil Works)
PTA Head Quarters, F-5/1, Islamabad.
Phone: 051-2878114, 051-9225352
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Pakistan Telecommunication Authority

Headquarters, Sector F-5/1, Islamabad

(EOI DOCUMENT)

FOR

**Hiring of Consultants
for**

**Design and Detailed Supervision of
Residential apartments at F-10/4,
Islamabad**

1.0 INVITATION FOR EXPRESSION OF INTEREST

Consultants registered with PEC/PCATP & CDA are invited to show their expression of interest for design and detailed supervision of PTA Multi-Storey (G+ 9 + 2 Basements) residential flats at F-10/4, Islamabad. The size of plot is (225' x 225') 5625 square yards and residential apartments/flats shall be constructed as per requirement of PTA and strictly in accordance with CDA bye laws:-

1. The major components of the consultancy include the following:-
 - a. Architectural and Structural Design (Building elevation, typical floor plan , apartments on each floor, Common areas at ground floor etc.), Electrical Design, HVAC design, Public health Design etc. and according to requirements to be indicated by PTA.
 - b. Preparation of PC-I of the project and getting approval from Development Working Party (DWP).
 - c. Architectural & structural design of the building.
 - d. Design of services like electrical, sui gas, public health utilities, HVAC, standby generator, Internal network connections for telephone, internet, cable, service & cargo lifts, garbage disposal system, auditorium/multipurpose hall along with cooking facility, gymnasium/rest & recreation area, day care ,Swimming pool, Internal telephone exchange, emergency exits, fire protection and CCTV surveillance, security protection, furnishing etc.
 - e. Assistance to PTA in getting approvals from CDA & PEPA (Pakistan Environmental Protection Agency) and any other controlling agency for construction by submitting necessary documents and drawings.
 - f. Preparation of bidding documents and assistance/recommendation to PTA in selection of contractor for construction of flats.
 - g. Resident supervision (round the clock during the construction phase) of the project.

2. Interested consulting firms are invited to apply for short listing for the project by sending following information as per specified format included in this document:-
- a. Name, Address, Phone, Fax numbers, Web and E-mail address of the firm.
 - b. Valid Certificate of registration as consultant with PEC/PCATP & CDA along with the latest renewal letter up to current year i.e 2020.
 - c. Copy of Registration with Securities & Exchange Commission of companies/Registrar of Firm.
 - d. Copy of Registration with Income Tax Authorities/ FBR and income tax returns for the last 3 years (ATL Status).
 - e. Organization of the firm, list of permanent professional staff along with signed C.Vs mentioning their qualifications, experience, address and experience for each project. **Annex A-4** of EOI Document).
 - f. General experience of the firm in the last ten years (only) and the list of ongoing projects in this respect including name of the client, project synopsis and value of the assignment to be provided separately.
 - g. Relevant/Specific experience of Architectural, Structural & other facilities design and supervision of consultancy projects of similar nature in the last ten years (only) mentioning name of the client, project synopsis and value of the assignment. **Annex A-3** of EOI Document.
 - h. Current commitments/projects of the firm.
 - i. Facilities available with the consultant to perform their function effectively (proper office premises, software, hardware, list of equipment owned by company, record keeping etc.)
 - j. Project completion/Client satisfaction certificates for the last three similar experience jobs from the respective clients.
 - k. An affidavit on stamp paper properly attested by oath commissioner to the effect that the firm has neither been blacklisted by any Government / Public Sector/ Autonomous Body nor any contract rescinded in the past for non-fulfillment of contractual obligations.

- l. Audited financial statements for the last three years.
 - m. Bank statements of last 03 years & bank certificate.
 - n. Equipment Software Capabilities
 - o. Partnership agreement with Pakistani Consulting Firm(s) (in case of a Foreign Consulting Firm).
 - p. Proof of association of firms/JV on judicial paper, if any
- 3. The deadline for issuance of prescribed EOI documents on cash payment of Rs. 1,000/- is _____, **2020** and the deadline for all consultancy services applications submission at PTA, HQs is _____, **2020**. A meeting to address any queries in this regard would be held **10th Spetmber, 2020 at 11:00 A.M** at PTA, HQs (If required).
- 4. PTA reserves the right to verify the documentation submitted by Consultants and shall disqualify a consulting firm if it finds, at any time, that the information submitted by the company/firm concerning its short listing as consultant was false and inaccurate or deliberately left incomplete.
- 5. Consultants will be informed, in due course, of the result of short listing process. Only short listed firms would be issued RFP and would be asked to submit their technical and financial proposals later. Once selected as consultant, the firm or any of its partners/affiliates would not be eligible to participate as contractor in construction phase of the project.
- 6. PTA reserves the right to accept or reject any or all applications as per PPRA Consultancy Regulations 2010.

Engr Asif Saeed,
Director (Civil Works)
PTA HQs, F-5/1,
Islamabad.

2.0 Instructions to Consultants

2.1 Submission of Applications

- 2.1.1. Applications for short listing must be received in sealed envelopes to be delivered by hand or through registered mail under due acknowledgement to:-

Engr Asif Saeed,
Director (Civil Works)
PTA HQs, F-5/1,
Islamabad.

Not later than 14th September, 2020

- 2.1.2 The name & mailing address of the applicant shall be clearly marked on the back of the envelope.
- 2.1.3 All information to be provided in English Language.
- 2.1.4 The Consultants must respond to all questions & provide complete information as advised in this document. Any lapses to provide essential information or failure to comply with specified format of the document may result in disqualification of the applicant.
- 2.1.5 Clarification if required may be asked in writing by post/other communication means.
- 2.1.6 Sealed financial & technical bids from the short listed firms/consultants will be asked after EOI process for which the RFP will be issued to short listed consultants afterwards.

2.2 Qualification Criteria

2.2.1 General

Short listing will be based on the criteria given in succeeding paras 2.2.2 to 2.2.7 regarding the Consultants general & specific experience & skilled capabilities as demonstrated by the Applicant's responses in the forms attached to this document. Experience as JV/ Consortium or Association of firms will also be considered, with applicant as the lead firm/consultant. The Consultants meeting mandatory requirements would have to obtain at least 75% passing marks out of evaluation criteria to be successfully shortlisted.

2.2.2 Minimum/Mandatory Requirements (to be provided as per specified format)

- a. Letter of Application to PTA **Annex A-2**.
- b. Valid Certificate of registration as consultant with PEC/PCATP & CDA along with the latest renewal letter up to current year i.e 2020.
- c. Copy of Registration with Securities & Exchange Commission of companies/Registrar of Firm.
- d. Copy of Registration with Income Tax Authorities/ FBR with NTN certificate and income tax returns for the last 3 years and proof of active tax payer.
- e. An affidavit on judicial paper of Rs. 100/- properly attested by oath commissioner to the effect that the firm has neither been blacklisted by any Government / Public Sector/ Autonomous Body nor any contract rescinded in the past for non-fulfillment of contractual obligations.
- f. Audited financial statements for the last three years to justify financial soundness and strength.
- g. Bank statements of last 03 years and bank certificate.
- h. Partnership agreement with Pakistani Consulting Firm(s) (in case of a Foreign Consulting Firm).
- i. Proof of association of firms/JV on judicial paper, if any.
- j. Minimum experience of 10 years of architectural and structural designing and supervision of building projects and at least two (2) buildings of completed of similar nature.
- k. Minimum requirement of manpower mentioned at **Annex A-10**.
- l. Litigation history of last 05 years, if any.
- m. Project Completion/Client satisfaction certificates for relevant experience jobs from the respective clients.

Note : Please attach documentary evidence for the above mentioned requirements.

2.2.3 Personnel Capabilities

The Consultants must have in their employment suitably qualified professional(s) who will take part in the design & supervision. The applicant will supply the information of its skilled staff, which will be a key factor for short listing as per **Annex A-4**.

2.2.4 Equipment/Software Capabilities.

The applicant should have /own the technical equipment/software for the proper design/analysis of the building. The applicant will provide the information of its technical software and equipment as per **Annex A-5**.

2.2.5 Projects Completed

The applicant shall provide the full details i.e. name of the project, name of employer with contact details, value of the work, date of award, date of completion, duration, completion certificates issued by client etc. of maximum 05 projects of similar nature and 10 projects of general nature completed in last 10 years as per **Annex A-3**.

2.2.6 Financial Strength

The Applicant should provide sufficient information about financial soundness and strength by providing information in the shape of audited financial statements and bank statements/certificates for the last 3 years. Proof of the tax paid to the Government should be provided in support of financial statements.

2.2.7 Litigation History

The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under execution over the last five year. A history of award against the Applicant or any partner of a JV/AoF may result in rejection of the application as per **Annex A-6**. In addition an affidavit by the firm that it is not blacklisted by any Government/ Public Sector Autonomous body.

2.3 Updating EOI Information

Bidder shall be also required to update all given information like skilled staff, equipment's/software etc. used for short listing at the time of submitting their financial proposal. A proposal shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

2.4 Other Factors

2.4.1 Only Consultants that have been short listed under this procedure shall be invited to submit technical and financial proposals. A firm/consultant whether alone or in legal association with of other firms may participate only in one bid for the consultancy. If a firm submits/participates in more than one bid, singly or in association then all its bids will be rejected.

2.4.2 The employer reserves the right to reject or accept any application as per PPRA rules and to cancel the short listing process at any stage.

3.0 Evaluation Criteria (Annex A-8 to Annex A-10)

Consultants meeting the minimum requirements mentioned in Para 2.2.2 will be evaluated according to the responses given in the forms attached at the end of this document for short listing.

History of excessive contract arbitrations and litigation resulting in decision against firm may be considered sufficient grounds for disqualification.

Main elements along with the weight age for judging the capability of firm for short listing are as follows:-

i. Expertise of the firm (60)

- a. Specific experience of the firm/consultant in providing architectural and structural design and supervisory services to similar projects each of at least 5 storied building & not less than project cost of Rs. 100 million up to a total of 05 projects (70% of the expertise i.e. 42)
- b. General experience of the firm/consultant in providing supervision/services to other projects up to a maximum of 10 projects each not less than Rs. 100 million (30% of the expertise i.e. 18)

ii. Quality of personnel employed (70)

- a. Academic & Professional Qualification of the persons (30% of the Quality of Personnel employed i.e. 21)
- b. Professional experience of projects related to building of persons (70% of the Quality of Personnel employed i.e. 49).

iii. **Office in Rawalpindi/Islamabad (05)**

iv. **Similar Project in Hand (15).**

4.0 Initial Scope of services/TOR of the provision of Consultancy services
Board description of the Project

PTA intends to construct a Multi-Storey PTA Office building at its plot in F-10/4, Islamabad. It requires consultancy services in the first phase to design the building, assist in approval of this design from various approval forums like CDA, DWP, and EPA by preparing proper documentation like PC-I and EIA report. The consultant on the basis of approvals received, is required to assist in second phase in selection of a building contractor by preparing cost estimates, tender documents, assistance in evaluation of received bids and selection of a building contractor and to provide detailed supervision of the construction of the building.

Salient features of the building are as under:

- a. Building will be consisting Maximum of 12 Floor (Ground + 9 + 2 Basement)
- b. Existing plot will be covered with CDA bye laws.
- c. Building will be framed structure i.e. RCC columns and beams.
- d. Being a multistoried building design, it should be well ventilated and airy.
- e. Quality of service.
- f. Value for money.

The overall TORs for provision of Consultancy services are as would be issued later to short listed firms. However the following salient points would be included in the detailed TOR:

Phase – I of Consultancy (Construction)

- Preliminary Design & Planning
- Topographic survey (if required)
- Sub-Soil Investigation
- Design of Infrastructure and Building Works
- Preparation of PC-1
- Preparation of Bidding Documents for hiring of contractor as per PEC by laws
- Evaluation of the Consultants and assistance/recommendation to PTA for award of contract
- Development of Forms & Construction Schedule

Phase –II of Consultancy (Construction)

- Services for construction supervision (Resident Supervision round the clock) of the contractor and work as per design
- Verification of the physical work
- Verification of payment to the contractor
- Final Inspection of the Work
- Preparation of punch List of the executed work
- Preparation of as built drawings.
- Design changes if required as per site
- Recommendation for VOs/ Dos
- Preparation of completion drawings and documents for getting completion certificate from CDA.
- Final inspection of after expiry of defect liability period.

Document Checklist

(To be checked and marked by applicant and must be complete in all aspects and as per checklist sequence upon submission of documents)

Sr. No	Documents Required	Check Mark (Yes/No)	Submitted document page number
1	Letter of Application to PTA dully filled as per format provided in <u>Annex A-2</u> .		
2	Valid Certificate of registration as consultant with PEC or PCATP along with the latest renewal letter up to 2020.		
3	Valid Certificate of registration as consultant with CDA along with the latest renewal letter up to current year.		
4	Copy of Company Registration with Securities & Exchange Commission of Pakistan or Registrar of Firm.		
5	Copy of Registration with Income Tax Authorities/ FBR.		
6	Copy of income tax returns for the last 3 years and proof of active tax payer.		
7	An affidavit on judicial paper of Rs. 100/- properly attested by oath commissioner to the effect that the firm has neither been blacklisted by any Government / Public Sector/ Autonomous Body nor any contract rescinded in the past for non-fulfillment of contractual obligations.		
8	Audited financial statements for the last three years.		

9	Bank statements of last 03 years & Bank certificate.		
10	Partnership agreement with Pakistani Consulting Firm(s) (in case of a Foreign Consulting Firm).		
11	Proof of association of firms/JV on judicial paper, if any.		
12	Copy of NTN certificate.		
13	Experience of the Consultant/Details of Completed Specific and a general projects dully filled as per format provided in <u>Annex A-3</u> .		
14	Professional qualifications and professional experience of staff dully filled as per format provided in <u>Annex A-4</u> .		
15	Current commitments/projects of the firm (Attach Sheet)		
16	Equipment Software Capabilities dully filled as per format provided in <u>Annex-A-5</u> .		
17	Litigation history dully filled as per format provided in <u>Annex A-6</u> or Company Certificate		
18	Client satisfaction certificates for the last three relevant experience jobs from the respective clients.		
19	Details of Office in Rawalpindi/Islamabad (Attach Sheet)		

***Note:** Each page of the EOI proposal submitted by the company must be properly numbered and must bear company official seal along with signatures of company representative. Failure to comply may result in disqualification.

Letter for Application

[Letter head paper of the applicant, or the lead partner,
Responsible for joint venture/association of firms, including full details
Of postal address, telephone no., fax no., email, website etc.]

To:-

Deputy Director,
PTA HQs, F-5/1, Islamabad.

Sir,

1. Being duly authorized to represent and act on behalf of(hereinafter “the Applicant”), and having reviewed and fully understood all the short listing criteria as a consultant for provision of Consultancy services for the design and detailed supervision of **Construction of residential apartments at F-10/4, Islamabad**
2. Attached to this letter are copies of original documents defining:
 - a. The applicant’s legal status.
 - b. The principal place of business.
 - c. Minimum/Mandatory requirements as per PTA EOI Document
3. Your department and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from clients.
4. Your department and its authorized representatives may conduct the following persons for further information, if required.
 - a. Mr.....Tele No.....
 - b. Mr.....Tele No.....

This application is made with full understanding that:-

- a) Application will be subjected to verification of all information submitted for the short listing.
- b) PTA reserves the right to accept or reject any application, cancel the short listing process as per PPRA rules.
- c) We confirm that we are enclosing all required documents as per format provided in EOI document of PTA along with valid photocopies of all other required documents as mentioned in document checklist: **Annex A-1**.
- d) The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

<u>Signed</u>	<u>Signed</u>
<u>Signed</u>	<u>Signed</u>
<u>For and on behalf of</u> <u>(name of applicant or lead partner</u> <u>of a JV)</u>	<u>For and on behalf of</u> <u>(name of applicant or lead partner</u> <u>of a JV)</u>

AnnexA-3

	To be filled in by Applicant
Name of Applicant Firm	

Experience of the Consultant/Details of Completed Projects

Note:- The followings forms are to be filled in by each applicant for Specific and General Projects as per evaluation criteria **Annex A-7**. Please fill in all requirements and write N.A where not Applicable.

Specific Project # 1.

	To be filled in by Applicant
1	Name of the Project
2	Name of Client & Address
3	Project Address
4	Value of the Project in Millions PKR (construction cost)
5	Total Number of floors in Project
6	Value of the Consultancy Services Provided in Millions PKR
7	Nature of the Consultancy provided i.e. design, detailed supervision, top supervision, soil investigation, infrastructure design etc.*
8	Role of the Consultant i.e. as lead, senior partner, junior partner etc
9	Date of Award to the Consultant
10	Name of the Project Contractor
11	Date of Award to the Contractor
12	No of Staff provided
13	Name of JV firms, if any
14	Date of completion/expected date of completion of the project.
15	If there are any delays in project? What were the reasons and project cost over runs?*
16	Any other detail/information*

*Attach Additional Sheet for each project

Annex A-3**Specific Project**

		To be filled in by Applicant
1	Name of the Project	
2	Name of Client & Address	
3	Project Address	
4	Value of the Project in Millions PKR (construction cost)	
5	Total Number of floors in Project	
6	Value of the Consultancy Services Provided in Millions PKR	
7	Nature of the Consultancy provided i.e. design, detailed supervision, top supervision, soil investigation, infrastructure design etc.*	
8	Role of the Consultant i.e as lead, senior partner, junior partner etc	
9	Date of Award to the Consultant	
10	Name of the Project Contractor	
11	Date of Award to the Contractor	
12	No of Staff provided	
13	Name of JV firms, if any	
14	Date of completion/expected date of completion of the project.	
15	If there are any delays in project? What were the reasons and project cost over runs?*	
16	Any other detail/information*	

*Attach Additional Sheet if required

AnnexA-3**Specific Project # 3.**

		To be filled in by Applicant
1	Name of the Project	
2	Name of Client & Address	
3	Project Address	
4	Value of the Project in Millions PKR (construction cost)	
5	Total Number of floors in Project	
6	Value of the Consultancy Services Provided in Millions PKR	
7	Nature of the Consultancy provided i.e. design, detailed supervision, top supervision, soil investigation, infrastructure design etc.*	
8	Role of the Consultant i.e as lead, senior partner, junior partner etc	
9	Date of Award to the Consultant	
10	Name of the Project Contractor	
11	Date of Award to the Contractor	
12	No of Staff provided	
13	Name of JV firms, if any	
14	Date of completion/expected date of completion of the project.	
15	If there are any delays in project? What were the reasons and project cost over runs?*	
16	Any other detail/information*	

*Attach Additional Sheet if required

Annex A-3**Specific Project # 4.**

		To be filled in by Applicant
1	Name of the Project	
2	Name of Client & Address	
3	Project Address	
4	Value of the Project in Millions PKR (construction cost)	
5	Total Number of floors in Project	
6	Value of the Consultancy Services Provided in Millions PKR	
7	Nature of the Consultancy provided i.e. design, detailed supervision, top supervision, soil investigation, infrastructure design etc.*	
8	Role of the Consultant i.e as lead, senior partner, junior partner etc	
9	Date of Award to the Consultant	
10	Name of the Project Contractor	
11	Date of Award to the Contractor	
12	No of Staff provided	
13	Name of JV firms, if any	
14	Date of completion/expected date of completion of the project.	
15	If there are any delays in project? What were the reasons and project cost over runs?*	
16	Any other detail/information*	

*Attach Additional Sheet if required

Annex A-3**Specific Project # 5.**

		To be filled in by Applicant
1	Name of the Project	
2	Name of Client & Address	
3	Project Address	
4	Value of the Project in Millions PKR (construction cost)	
5	Total Number of floors in Project	
6	Value of the Consultancy Services Provided in Millions PKR	
7	Nature of the Consultancy provided i.e. design, detailed supervision, top supervision, soil investigation, infrastructure design etc.*	
8	Role of the Consultant i.e as lead, senior partner, junior partner etc	
9	Date of Award to the Consultant	
10	Name of the Project Contractor	
11	Date of Award to the Contractor	
12	No of Staff provided	
13	Name of JV firms, if any	
14	Date of completion/expected date of completion of the project.	
15	If there are any delays in project? What were the reasons and project cost over runs?*	
16	Any other detail/information*	

*Attach Additional Sheet if required

Annex A-3**General Project # 1.**

		To be filled in by Applicant
1	Name of the Project	
2	Name of Client & Address	
3	Project Address	
4	Value of the Project in Millions PKR (construction cost)	
5	Total Number of floors in Project or any other detail	
6	Value of the Consultancy Services Provided in Millions PKR	
7	Nature of the Consultancy provided i.e. design, detailed supervision, top supervision, soil investigation, infrastructure design etc.*	
8	Role of the Consultant i.e. as lead, senior partner, junior partner etc	
9	Date of Award to the Consultant	
10	Name of the Project Contractor	
11	Date of Award to the Contractor	
12	No of Staff provided	
13	Name of JV firms, if any	
14	Date of completion/expected date of completion of the project.	
15	If there are any delays in project? What were the reasons and project cost over runs?*	
16	Any other detail/information*	

*Attach Additional Sheet if required

Annex A-3**General Project # 2**

		To be filled in by Applicant
1	Name of the Project	
2	Name of Client & Address	
3	Project Address	
4	Value of the Project in Millions PKR (construction cost)	
5	Total Number of floors in Project or any other detail	
6	Value of the Consultancy Services Provided in Millions PKR	
7	Nature of the Consultancy provided i.e. design, detailed supervision, top supervision, soil investigation, infrastructure design etc.*	
8	Role of the Consultant i.e as lead, senior partner, junior partner etc	
9	Date of Award to the Consultant	
10	Name of the Project Contractor	
11	Date of Award to the Contractor	
12	No of Staff provided	
13	Name of JV firms, if any	
14	Date of completion/expected date of completion of the project.	
15	If there are any delays in project? What were the reasons and project cost over runs?*	
16	Any other detail/information*	

*Attach Additional Sheet if required

Annex A-3**General Project # 3**

		To be filled in by Applicant
1	Name of the Project	
2	Name of Client & Address	
3	Project Address	
4	Value of the Project in Millions PKR (construction cost)	
5	Total Number of floors in Project or any other detail	
6	Value of the Consultancy Services Provided in Millions PKR	
7	Nature of the Consultancy provided i.e. design, detailed supervision, top supervision, soil investigation, infrastructure design etc.*	
8	Role of the Consultant i.e as lead, senior partner, junior partner etc	
9	Date of Award to the Consultant	
10	Name of the Project Contractor	
11	Date of Award to the Contractor	
12	No of Staff provided	
13	Name of JV firms, if any	
14	Date of completion/expected date of completion of the project.	
15	If there are any delays in project? What were the reasons and project cost over runs?*	
16	Any other detail/information*	

*Attach Additional Sheet if required

Annex A-3**General Project # 4**

		To be filled in by Applicant
1	Name of the Project	
2	Name of Client & Address	
3	Project Address	
4	Value of the Project in Millions PKR (construction cost)	
5	Total Number of floors in Project or any other detail	
6	Value of the Consultancy Services Provided in Millions PKR	
7	Nature of the Consultancy provided i.e. design, detailed supervision, top supervision, soil investigation, infrastructure design etc.*	
8	Role of the Consultant i.e as lead, senior partner, junior partner etc	
9	Date of Award to the Consultant	
10	Name of the Project Contractor	
11	Date of Award to the Contractor	
12	No of Staff provided	
13	Name of JV firms, if any	
14	Date of completion/expected date of completion of the project.	
15	If there are any delays in project? What were the reasons and project cost over runs?*	
16	Any other detail/information*	

*Attach Additional Sheet if required

Annex A-3**General Project # 5**

		To be filled in by Applicant
1	Name of the Project	
2	Name of Client & Address	
3	Project Address	
4	Value of the Project in Millions PKR (construction cost)	
5	Total Number of floors in Project or any other detail	
6	Value of the Consultancy Services Provided in Millions PKR	
7	Nature of the Consultancy provided i.e. design, detailed supervision, top supervision, soil investigation, infrastructure design etc.*	
8	Role of the Consultant i.e as lead, senior partner, junior partner etc	
9	Date of Award to the Consultant	
10	Name of the Project Contractor	
11	Date of Award to the Contractor	
12	No of Staff provided	
13	Name of JV firms, if any	
14	Date of completion/expected date of completion of the project.	
15	If there are any delays in project? What were the reasons and project cost over runs?*	
16	Any other detail/information*	

*Attach Additional Sheet if required

Annex A-3**General Project # 6**

		To be filled in by Applicant
1	Name of the Project	
2	Name of Client & Address	
3	Project Address	
4	Value of the Project in Millions PKR (construction cost)	
5	Total Number of floors in Project or any other detail	
6	Value of the Consultancy Services Provided in Millions PKR	
7	Nature of the Consultancy provided i.e. design, detailed supervision, top supervision, soil investigation, infrastructure design etc.*	
8	Role of the Consultant i.e as lead, senior partner, junior partner etc	
9	Date of Award to the Consultant	
10	Name of the Project Contractor	
11	Date of Award to the Contractor	
12	No of Staff provided	
13	Name of JV firms, if any	
14	Date of completion/expected date of completion of the project.	
15	If there are any delays in project? What were the reasons and project cost over runs?*	
16	Any other detail/information*	

*Attach Additional Sheet if required

Annex A-3**General Project # 7**

		To be filled in by Applicant
1	Name of the Project	
2	Name of Client & Address	
3	Project Address	
4	Value of the Project in Millions PKR (construction cost)	
5	Total Number of floors in Project or any other detail	
6	Value of the Consultancy Services Provided in Millions PKR	
7	Nature of the Consultancy provided i.e. design, detailed supervision, top supervision, soil investigation, infrastructure design etc.*	
8	Role of the Consultant i.e as lead, senior partner, junior partner etc	
9	Date of Award to the Consultant	
10	Name of the Project Contractor	
11	Date of Award to the Contractor	
12	No of Staff provided	
13	Name of JV firms, if any	
14	Date of completion/expected date of completion of the project.	
15	If there are any delays in project? What were the reasons and project cost over runs?*	
16	Any other detail/information*	

*Attach Additional Sheet if required

Annex A-3**General Project # 8**

		To be filled in by Applicant
1	Name of the Project	
2	Name of Client & Address	
3	Project Address	
4	Value of the Project in Millions PKR (construction cost)	
5	Total Number of floors in Project or any other detail	
6	Value of the Consultancy Services Provided in Millions PKR	
7	Nature of the Consultancy provided i.e. design, detailed supervision, top supervision, soil investigation, infrastructure design etc.*	
8	Role of the Consultant i.e as lead, senior partner, junior partner etc	
9	Date of Award to the Consultant	
10	Name of the Project Contractor	
11	Date of Award to the Contractor	
12	No of Staff provided	
13	Name of JV firms, if any	
14	Date of completion/expected date of completion of the project.	
15	If there are any delays in project? What were the reasons and project cost over runs?*	
16	Any other detail/information*	

*Attach Additional Sheet if required

Annex A-3**General Project # 9**

		To be filled in by Applicant
1	Name of the Project	
2	Name of Client & Address	
3	Project Address	
4	Value of the Project in Millions PKR (construction cost)	
5	Total Number of floors in Project or any other detail	
6	Value of the Consultancy Services Provided in Millions PKR	
7	Nature of the Consultancy provided i.e. design, detailed supervision, top supervision, soil investigation, infrastructure design etc.*	
8	Role of the Consultant i.e as lead, senior partner, junior partner etc	
9	Date of Award to the Consultant	
10	Name of the Project Contractor	
11	Date of Award to the Contractor	
12	No of Staff provided	
13	Name of JV firms, if any	
14	Date of completion/expected date of completion of the project.	
15	If there are any delays in project? What were the reasons and project cost over runs?*	
16	Any other detail/information*	

*Attach Additional Sheet if required

Annex A-3**General Project # 10**

		To be filled in by Applicant
1	Name of the Project	
2	Name of Client & Address	
3	Project Address	
4	Value of the Project in Millions PKR (construction cost)	
5	Total Number of floors in Project or any other detail	
6	Value of the Consultancy Services Provided in Millions PKR	
7	Nature of the Consultancy provided i.e. design, detailed supervision, top supervision, soil investigation, infrastructure design etc.*	
8	Role of the Consultant i.e as lead, senior partner, junior partner etc	
9	Date of Award to the Consultant	
10	Name of the Project Contractor	
11	Date of Award to the Contractor	
12	No of Staff provided	
13	Name of JV firms, if any	
14	Date of completion/expected date of completion of the project.	
15	If there are any delays in project? What were the reasons and project cost over runs?*	
16	Any other detail/information*	

*Attach Additional Sheet if required

Academic and General Qualifications of Staff held with Principal Applicant/Partner(s)/JV
(To be filled in by Applicant)

1. Graduates: BA/B.sc/BE/BS etc (Civil/Arch/Struct./Elect/Mech./Env.)

Sr #	Name	Designation	Date of Birth	Degree Held	University /Institute	Year of Passing	PEC/PCATP Registration Number	Name of Current Employee	Total Experience
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Annex A-4**2. Masters: MA/M.sc (Civil/Arch/Struct/Elect/Mech)**

Sr #	Name	Designation	Date of Birth	Degree Held	University /Institute	Year of Passing	PEC/PCATP Registration Number	Name of Current Employee	Total Experience
1									
2									
3									
4									
5									
6									
7									

3. Ph.D (Civil/Arch/Structure/Elect/Mech)

Sr #	Name	Designation	Date of Birth	Degree Held	University /Institute	Year of Passing	PEC/PCATP Registration Number	Name of Current Employee	Total Experience
1									
2									

i. Associate Engineers (Civil/Arch/Struct/Elect/Mech)

Sr #	Name	Designation	Date of Birth	Degree Held	University /Institute	Year of Passing	Name of Current Employee	Total Experience
1								
2								
3								
4								
5								

Annex A-4

Details of Professionals held with Principal Applicant/Partner(s)/JV
(To be filled in by Applicant)

1. 1x Principal Architect**a. General Details:**

Proposed for PTA Project	Name	Qualification	Date of Birth	Name of Current Employee	Position in Firm	Experience with current Employer	Total Experience	Availability for PTA consultancy (Full time/Part time)
Prime								
Alternate (if any)								

b. Experience Details:

Summarize professional experience of Prime Principal Architect in reverse chronological order indicate particular technical and managerial experience relevant to the projects undertaken.

Sr. #	DD/MM/YY From To	Company Name	Project Name	Cost in PKR	Position Held	Total Relevant Experience

*attach additional sheet on same format if required.

Undertaking: Undersign certify that to the best of my knowledge and belief, these bio- data correctly describes myself, my qualification and my experience.

Signature _____
Date:- _____

Annex A-4**2. 2x Architects (A)****a. General Details:**

Proposed for PTA Project	Name	Qualification	Date of Birth	Name of Current Employee	Position in Firm	Experience with current Employer	Total Experience	Availability for PTA consultancy (Full time/Part time)
Prime								
Alternate (if any)								

b. Experience Details:

Summarize professional experience of Prime Principal Architect in reverse chronological order indicate particular technical and managerial experience relevant to the projects undertaken.

Sr #	DD/MM/YY From To	Company Name	Project Name	Cost in PKR	Position Held	Total Relevant Experience

*attach additional sheet on same format if required.

Undertaking: Undersign certify that to the best of my knowledge and belief, these bio- data correctly describes myself, my qualification and my experience.

Signature _____
Date:- _____

Annex A-4**2x Architects (B)****a. General Details:**

Proposed for PTA Project	Name	Qualification	Date of Birth	Name of Current Employee	Position in Firm	Experience with current Employer	Total Experience	Availability for PTA consultancy (Full time/Part time)
Prime								
Alternate (if any)								

b. Experience Details:

Summarize professional experience of Prime Principal Architect in reverse chronological order indicate particular technical and managerial experience relevant to the projects undertaken.

Sr #	DD/MM/YY From To	Company Name	Project Name	Cost in PKR	Position Held	Total Relevant Experience

*attach additional sheet on same format if required.

Undertaking: Undersign certify that to the best of my knowledge and belief, these bio- data correctly describes myself, my qualification and my experience.

Signature _____
Date:- _____

Annex A-4**3. 2x Structural Engineer (A)****a. General Details:**

Sr.#	Name	Qualification	Date of Birth	Name of Current Employee	Position in Firm	Experience with current Employer	Total Experience	Availability for PTA consultancy (Full time/Part time)

b. Experience Details:

Summarize professional experience of Prime Principal Architect in reverse chronological order indicate particular technical and managerial experience relevant to the projects undertaken.

Sr #	DD/MM/YY From To	Company Name	Project Name	Cost in PKR	Position Held	Total Relevant Experience

*attach additional sheet on same format if required.

Undertaking: Undersign certify that to the best of my knowledge and belief, these bio- data correctly describes myself, my qualification and my experience.

Signature _____
Date:- _____

Annex A-4**2x Structural Engineer (B)****a. General Details:**

Sr.#	Name	Qualification	Date of Birth	Name of Current Employee	Position in Firm	Experience with current Employer	Total Experience	Availability for PTA consultancy (Full time/Part time)

b. Experience Details:

Sr #	DD/MM/YY From To	Company Name	Project Name	Cost in PKR	Position Held	Total Relevant Experience

Summarize professional experience of Prime Principal Architect in reverse chronological order indicate particular technical and managerial experience relevant to the projects undertaken.

*attach additional sheet on same format if required.

Undertaking: Undersign certify that to the best of my knowledge and belief, these bio- data correctly describes myself, my qualification and my experience.

Signature _____
Date:- _____

Annex A-4**4. 1x Principal Structure Engineer****a. General Details:**

Sr.#	Name	Qualification	Date of Birth	Name of Current Employee	Position in Firm	Experience with current Employer	Total Experience	Availability for PTA consultancy (Full time/Part time)

b. Experience Details:

Summarize professional experience of Prime Principal Architect in reverse chronological order indicate particular technical and managerial experience relevant to the projects undertaken.

Sr #	DD/MM/YY From To	Company Name	Project Name	Cost in PKR	Position Held	Total Relevant Experience

*attach additional sheet on same format if required.

Undertaking: Undersign certify that to the best of my knowledge and belief, these bio- data correctly describes myself, my qualification and my experience.

Signature_____

Date:- _____

Annex A-4**5. 1x Resident Engineer**

Proposed for PTA Project	Name	Qualification	Date of Birth	Name of Current Employee	Position in Firm	Experience with current Employer	Total Experience	Availability for PTA consultancy (Full time/Part time)
Prime								
Alternate (if any)								

a. General Details:**b. Experience Details:**

Summarize professional experience of Prime Principal Architect in reverse chronological order indicate particular technical and managerial experience relevant to the projects undertaken.

Sr #	DD/MM/YY From To	Company Name	Project Name	Cost in PKR	Position Held	Total Relevant Experience

[illegible]

*attach additional sheet on same format if required.

Undertaking: Undersign certify that to the best of my knowledge and belief, these bio- data correctly describes myself, my qualification and my experience.

Signature _____
Date:- _____

Annex A-4**6. 1x Assistant Resident Engineer**

Proposed for PTA Project	Name	Qualification	Date of Birth	Name of Current Employee	Position in Firm	Experience with current Employer	Total Experience	Availability for PTA consultancy (Full time/Part time)
Prime								
Alternate (if any)								

a. General Details:**b. Experience Details:**

Summarize professional experience of Prime Principal Architect in reverse chronological order indicate particular technical and managerial experience relevant to the projects undertaken.

Sr #	DD/MM/YY From To	Company Name	Project Name	Cost in PKR	Position Held	Total Relevant Experience

*attach additional sheet on same format if required.

Undertaking: Undersign certify that to the best of my knowledge and belief, these bio- data correctly describes myself, my qualification and my experience.

Signature _____
Date:- _____

Annex A-4**7. 3x Graduate Engineer (A)****a. General Details:**

Sr.#	Name	Qualification	Date of Birth	Name of Current Employee	Position in Firm	Experience with current Employer	Total Experience	Availability for PTA consultancy (Full time/Part time)
1.								
2.								
3.								

b. Experience Details:

Summarize professional experience of Prime Principal Architect in reverse chronological order indicate particular technical and managerial experience relevant to the projects undertaken.

Sr #	DD/MM/YY From To	Company Name	Project Name	Cost in PKR	Position Held	Total Relevant Experience

*attach additional sheet on same format if required.

Undertaking: Undersign certify that to the best of my knowledge and belief, these bio- data correctly describes myself, my qualification and my experience.

Signature_____

Date:- _____

Annex A-4**3x Graduate Engineer (B)****a. General Details:**

Sr.#	Name	Qualification	Date of Birth	Name of Current Employee	Position in Firm	Experience with current Employer	Total Experience	Availability for PTA consultancy (Full time/Part time)
1.								
2.								
3.								

b. Experience Details:

Summarize professional experience of Prime Principal Architect in reverse chronological order indicate particular technical and managerial experience relevant to the projects undertaken.

Sr #	DD/MM/YY From To	Company Name	Project Name	Cost in PKR	Position Held	Total Relevant Experience

Annex A-4**3x Graduate Engineer (C)****a. General Details:**

Sr.#	Name	Qualification	Date of Birth	Name of Current Employee	Position in Firm	Experience with current Employer	Total Experience	Availability for PTA consultancy (Full time/Part time)
1.								
2.								
3.								

b. Experience Details:

Summarize professional experience of Prime Principal Architect in reverse chronological order indicate particular technical and managerial experience relevant to the projects undertaken.

Sr #	DD/MM/YY From To	Company Name	Project Name	Cost in PKR	Position Held	Total Relevant Experience

*attach additional sheet on same format if required.

Undertaking: Undersign certify that to the best of my knowledge and belief, these bio- data correctly describes myself, my qualification and my experience.

Signature _____
Date:- _____

Annex A-4**8. 1x HVAC Engineer**

Proposed for PTA Project	Name	Qualification	Date of Birth	Name of Current Employee	Position in Firm	Experience with current Employer	Total Experience	Availability for PTA consultancy (Full time/Part time)
Prime								
Alternate (if any)								

a. General Details:**b. Experience Details:**

Summarize professional experience of Prime Principal Architect in reverse chronological order indicate particular technical and managerial experience relevant to the projects undertaken.

Sr #	DD/MM/YY From To	Company Name	Project Name	Cost in PKR	Position Held	Total Relevant Experience

*attach additional sheet on same format if required.

Undertaking: Undersign certify that to the best of my knowledge and belief, these bio- data correctly describes myself, my qualification and my experience.

Signature _____
Date:- _____

Annex A-4**9. 1x Electrical Engineer**

Proposed for PTA Project	Name	Qualification	Date of Birth	Name of Current Employee	Position in Firm	Experience with current Employer	Total Experience	Availability for PTA consultancy (Full time/Part time)
Prime								
Alternate (if any)								

a. General Details:**b. Experience Details:**

Summarize professional experience of Prime Principal Architect in reverse chronological order indicate particular technical and managerial experience relevant to the projects undertaken.

Sr #	DD/MM/YY From To	Company Name	Project Name	Cost in PKR	Position Held	Total Relevant Experience

*attach additional sheet on same format if required.

Undertaking: Undersign certify that to the best of my knowledge and belief, these bio- data correctly describes myself, my qualification and my experience.

Signature _____
Date:- _____

Annex A-5**Equipment/Software Capabilities**

Name of Applicant

Sr. No	Equipment/Software	Name/Number
1.	No. of Computers	
2.	Software under Use for <ul style="list-style-type: none"> • Architecture • • Structure Design • • Electrical Design • • Qty Surveying • • Surveying • • HVAC Design • • Building Management • 	
3.	No of Printers	
4.	No. of Plotters	
5.	Survey Equipment	

Litigation History

Name of Applicant or Partner of a Joint venture

Applicants/Consultants, including each of the partners of JV, should provide information on any history of litigation or arbitration resulting from projects executed in the last 5 years or currently under execution.

Year	Award FOR or AGAINST Applicant	Name of the Client, cause of litigation, and matter in dispute	Disputed Amount in PKR

If no litigation history in last 5 years then provide a certificate whereby mentioning that the firm or any of its affiliates/partners are involved in any such proceeding either nationally or internationally.

Evaluation Criteria**SAMPLE SUB CRITERIA FORMS****EVALUATION OF PRE-QUALIFICATIONS OF CONSULTANTS**

Name of the Firm: _____

Minimum/Mandatory Requirements to be fulfilled before evaluation as per Annex A-8 to A-10.

Sr. No	Documents Required	Yes	No
1	Letter of Application to PTA <u>AnnexA-2</u>		
2	Valid Certificate of registration as consultant with PEC or PCATP along with the latest renewal letter up to 2020.		
3	Valid Certificate of registration as consultant with CDA along with the latest renewal letter up to current year.		
4	Copy of Company Registration with Securities & Exchange Commission of Pakistan or Registrar of Firm.		
5	Copy of Registration with Income Tax Authorities/ FBR and on ATL list of FBR.		
6	Copy of income tax returns for the last 3 years.		
7	An affidavit on judicial paper of Rs. 100/- properly attested by oath commissioner to the effect that the firm has neither been blacklisted by any Government / Public Sector/ Autonomous Body nor any contract rescinded in the past for non-fulfillment of contractual obligations.		
8	Audited financial statements for the last three years.		
9	Bank statements of last 03 years & bank certificate.		
10	Partnership agreement with Pakistani Consulting Firm(s) (in case of a Foreign Consulting Firm).		
11	Proof of association of firms/JV on judicial paper, if any.		
12	NTN No. along with certificate and proof of active tax payer.		
13	Minimum experience of 10 years of architectural/structural		

	designing and supervision of civil projects.		
14	Minimum experience of Architectural/structural design and supervision of at least two (2) buildings completed of similar nature.		
15	Minimum requirement of persons mentioned at <u>Annex A-10.</u>		
16	Equipment Software Capabilities <u>AnnexA-5</u>		
17	Litigation history <u>AnnexA-6</u>		
18	Client satisfaction certificates of relevant experience jobs from the respective clients		



AnnexA-8**Evaluation Criteria****SAMPLE SUB CRITERIA FORMS FOR SPACIFIC & GENERAL EXPERIENCE OF COMPANY**Max. Points 60

Name of the Firm: _____

Sr. No.	Project Components	Weight age	
		Percentage	Points
A	Specific		
	Experience up to 5 projects of similar nature of at least 7 storied buildings and each not less than Rs.100 million project cost ⁴ .	70% of 60	42
	1st Project	30 % of 42	12.6
	2nd Project	50 % of 42	21.0
	3rd Project	60 % of 42	25.2
	4th Project	80 % of 42	33.6
	5th Project	100% of 42	42
	Sub Total (A):-		
B	General		
	Experience up to max 10 projects which are not similar but are important to judge capacity of from each not less than Rs.100 million project cost	30% of 60	18
	Minimum 2 Projects	25 % of 18	4.5
	3-5 Projects	40 % of 18	7.2
	6-7 Projects	60 % of 18	10.8
	8-9 Projects	80 % of 18	14.4
	10 Projects	100 % of 18	18
	Sub Total (B):-		

SAMPLE SUB CRITERIA FORMS FOR ACADEMIC & GENERAL QUALIFICATION**Annex A-9****Total Marks 21**

Name of the Firm _____

Sr. No.	Description	Minimum Weight age		Marks Division	Points Awarded
		Percentage	Points		
C	Academic & General Qualification	30% of 70	21		
i	BA/B.sc (Civil/Arch/Elect/Mech)		7.0 (Max)	0.7/BA/B.sc	
ii	MA/M.sc (Civil/Arch/Struct/Elect/Mech)		7.0 (Max)	1.0/MA/M.sc	
iii	Ph.DEng(Civil/Arch/Elect/Mech)		3.0 (Max)	1.5 Ph.D	
iv	Associate Engineers (Civil/Arch/Struct/Elect/Mech)		4.0 (Max)	0.667/Associate	
				Total (C)	

Evaluation Criteria**SAMPLE SUB CRITERIA FORMS FOR PROFESSION RELATED EXPERIENCE****AnnexA-10****Maximum Points 49**

Name of the Firm _____

Sr. No	Qualification	Experience	Min. No. of Persons Req. ⁵	Points	Remarks
1	Principal Architect	10 Years	1	7	
2	Architects	3-9 Years	2	6	3.0/Arch
3	Principal Structural Engineer	10Years	1	7	
4	Structural Engineer	3-9 Years	2	6	3.0 Str Engr.
5	Resident Engineer	15 Years	1	5	
6	Assistant Resident Engineer	3-9 Years	1	2	
7	Graduate Engr.	3-9 Years	3	6	2.0/Engr.
8	HVAC Engineer/ Association of Firm	10 Years	1	5	-
9	Electrical Engineer/Associati on of Firm	10 Years	1	5	-

Yes

No

E	Office in Rawalpindi/Islamabad (05 Marks)		
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F	Projects in hand of similar Nature (15 Marks) 5 marks for each project		
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Note:-

- Passing marks for short listing of consulting firm/company is 75% which will be A+B+C+D+E+F out of 150.
- Attach documentary evidence along with Annex Sheets for claiming the points.
- PTA can verify the information from the respective organizations.
- Any false information shall lead to disqualification.
- On short listed consultants who had secured 75% marks shall be asked to submit their technical and financial bids for which RFP will be issued later on.

⁵Minimum number of person required is mandatory for short listing.