



# Railway Estate Development and Marketing Company (Pvt) Limited (REDAMCO)

## EXPRESSION OF INTEREST FOR PREQUALIFICATION OF CONSULTANTS

### **Transaction Advisory & Transaction Support Services for Licensing/Leasing i.e. Establish, Operate & Manage Sites for Petrol Pumps and Allied Facilities on Pakistan Railways Land**

Ministry of Railways (MoR) has envisaged a strategic plan to revamp Pakistan Railways (PR) operations. In line with that vision, Railway Estate Development and Marketing Company (Pvt) Limited (REDAMCO), a wholly owned subsidiary of Ministry of Railways has been mandated to undertake real estate projects through public sector participation, contemplating rail transportation sector requirements.

In pursuit of that vision, REDAMCO intends to Prequalify “Transaction Advisor & Transaction Support Firm/Consortia” for REDAMCO Licensing/Leasing i.e., Establish, Operate & Manage 100 Sites for Petrol Pumps and Allied Facilities on medium term leasing/licensing on Pakistan Railways Land”. These services would be required for one hundred sites (100) to be identified over PR network, in a phased manner.

The interested Firms or Joint Ventures can obtain Prequalification Documents from under mentioned office during office hours upon submission of written request and cash payment of Rs. 2000/- (non-refundable). Prequalification documents can also be downloaded from web site, [www.redamco.com](http://www.redamco.com) or PPRA’s website [www.ppra.org.pk](http://www.ppra.org.pk) for study purpose, however, for submission of Prequalification request purchase of Prequalification Documents is necessary.

The prospective firms are required to submit their Prequalification Application, only on prescribed format, at the undermentioned address on or **before 04, December 2023 up to 11:00 Hrs.** Prequalification Applications will be opened on the same date and venue at **11:30 Hrs** in the presence of representative of firms, who choose to witness.

Any further information can be obtained from the under signed during office hours.

**(Jawad Khan)**  
**Manager North**

1<sup>ST</sup> Floor, Corporate Office, Service Road (South), Sector I-11/1, Islamabad  
Telephone: 051-9278717-19  
Email: [men@redamco.com](mailto:men@redamco.com)

**GOVERNMENT OF PAKISTAN  
MINISTRY OF RAILWAYS**



Government of Pakistan

**Railway Estate Development and  
Marketing Company (Pvt) Limited (REDAMCO)**

**Expression of Interest (EOI)**

**FOR PREQUALIFICATION OF CONSULTANTS**

**FOR**

**Transaction Advisory & Transaction Support Services for  
Licensing/Leasing i.e. Establish, Operate & Manage Sites for Petrol  
Pumps and Allied Facilities on Pakistan Railways Land**

**04,December 2023**

**Manager North**

1<sup>ST</sup> Floor, Corporate Office, Service Road (South), Sector I-11/1, Islamabad

Telephone: 051-9278717-19

Email: [men@redamco.com](mailto:men@redamco.com)

## TABLE OF CONTENTS

<b>1.</b>	<b>INTRODUCTION</b>	<b>2</b>
	<i>1.1. Background / Context</i>	2
	<i>1.2. Objective of the Assignment</i>	2
	<i>1.3. Broad Scope of Consultancy Services</i>	3
<b>2.</b>	<b>DEFINITIONS</b>	<b>6</b>
	<i>2.1. Applicant</i>	6
	<i>2.2. Employer</i>	6
	<i>2.3. Project / Assignment</i>	6
	<i>2.4. Application</i>	6
	<i>2.5. Request for Proposal (RFP) / Financial Proposal</i>	6
	<i>2.6. Contract Agreement</i>	6
	<i>2.7. Similar Assignment</i>	6
<b>3.</b>	<b>INVITATION FOR PRE-QUALIFICATION</b>	<b>7</b>
<b>4.</b>	<b>INSTRUCTIONS TO THE APPLICANTS</b>	<b>8</b>
	<i>4.1. Submission of Applications</i>	8
	<i>4.2. Pre-Qualification Criteria</i>	9
	<i>4.3. Updating Prequalification Information</i>	12
	<i>4.4. Participation in the Request for Proposal (RFP)</i>	12
	<i>4.5. Ownership of Prequalification Document</i>	12
	<i>4.6. Misconduct</i>	12
	<i>4.7. Debarment Status</i>	12
	<i>4.8. Full Compliance</i>	12
	<i>4.9. Amendment in Pre-Qualification Documents</i>	13
	<i>4.10. Annulment of Pre-qualifications and Recalling of Application</i>	13
	<b>ANNEX-A: LETTER OF APPLICATION</b>	<b>14</b>
	<b>APPLICATION FORM A-1: GENERAL INFORMATION</b>	<b>17</b>
	<b>APPLICATION FORM A-2: JOINT VENTURE SUMMARY (IF APPLICABLE)</b>	<b>18</b>
	<b>APPLICATION FORM A-3: CONSULTANT'S ORGANIZATION</b>	<b>19</b>
	<b>APPLICATION FORM A-4: CONSULTANT'S EXPERIENCE</b>	<b>20</b>
	<b>APPLICATION FORM A-5: CV / BIO DATA OF PROFESSIONALS</b>	<b>21</b>
	<b>APPLICATION FORM A-6 – FINANCIAL INFORMATION</b>	<b>23</b>

## **1. INTRODUCTION**

### **1.1. Background / Context**

Ministry of Railways (MoR) has envisaged a strategic plan to revamp Pakistan Railways (PR) operations. In line with that vision, Railway Estate Development and Marketing Company (Pvt) Limited (REDAMCO), a wholly owned subsidiary of Ministry of Railways has been mandated to undertake real estate projects through public sector participation, contemplating rail transportation sector requirements.

To promote business of advertisement, marketing and real estate development, Railway Estate Development and Marketing Company (REDAMCO) was established on 12th of March 2012. It is registered in the Securities and Exchange Commission Pakistan under Companies Ordinance Act 1984. REDAMCO is currently serving clients in major cities of Pakistan, such as Quetta, Karachi, Sukkur, Faisalabad, Lahore, Rawalpindi, and Peshawar.

REDAMCO seeks to generate substantial revenue by leveraging certain lands through leasing its' land via medium-term leasing and long-term leasing. For short term leasing (Exclusive Selling Rights + Branding) REDAMCO facilitates the provision of exclusive selling rights to selected companies for the marketing and sale of agreed their products and other related items. These exclusive operating / selling rights are allocated through a competitive auction process.

Initially, 100 sites shall be identified, which are scattered throughout Pakistan Railways network, for establishment of Petrol Pumps and Allied Facilities on medium-term leasing

### **1.2. Objective of the Assignment**

The objectives of the assignment in the context of licensing/leasing of 100 sites for designing, establishing, building, and operating petrol pumps and allied facilities is to engage a professionally sound and well-versed consulting firm/Consortia as “Transaction Advisor and Transaction Support” with requisite domain knowledge and execution experience. The ownership of the real estate (land) shall always remain with REDAMCO/PR. However, its development, operational and management rights will be given to the eligible party(ies) for a prescribed period. The external consulting firm/Consortia - selected through a competitive bidding process shall act as “Transaction Advisor & Transaction Support Firm/Consortia” – shall provide a comprehensive framework in order to assess, plan, structure, solicit and execute the establishment and operation of petrol pumps and allied facilities at the 100 sites, as identified for medium term licensing/leasing by REDAMCO.

EOI for Prequalification

### **1.3. Broad Scope of Consultancy Services**

#### **1.3.1 Site Evaluation and Selection:**

Assess the suitability of the 100 sites for establishing petrol pumps and allied facilities in a phased manner, considering factors such as location, accessibility, local demand, zoning regulations, and environmental impact.

#### **1.3.2 Financial Feasibility Analysis:**

Conduct a comprehensive financial analysis to determine the feasibility of establishing and operating petrol pumps and allied facilities at each site.

Provide detailed financial projections, including initial investment requirements, operating costs, revenue forecasts, and return on investment.

#### **1.3.3 Regulatory Compliance:**

- a) Ensure that all necessary permits, licenses, and regulatory requirements are identified, and complete visibility is solicited to decision makers.
- b) Advise on legal and regulatory matters related to establishing and operating petrol pumps and allied facilities in specified locations.

#### **1.3.4 Business Model Development:**

Develop a viable business model for operating petrol pumps and allied facilities at each site, considering market demand, pricing strategies, customer engagement, and competitive analysis.

#### **1.3.5 Risk Assessment and Mitigation:**

- a) Identify potential risks associated with the establishment and operation of petrol pumps and allied facilities at each site.
- b) Develop risk mitigation strategies to address challenges related to market fluctuations, regulatory changes, and other external factors.

#### **1.3.6 Partnership and Vendor Management:**

- a) Identify potential partners, and vendors for essential services and supplies related to petrol pump operations and allied facilities.
- b) Evaluate and recommend suitable partners/vendors based on reliability, quality, and cost-effectiveness.

#### **1.3.7 Community Engagement and CSR Initiatives:**

- a) Develop strategies for community engagement and corporate social responsibility (CSR) initiatives related to petrol pump operations and allied facilities.

EOI for Prequalification

- b) Identify opportunities for positive community impact and sustainable business practices.

**1.3.8 Operational Planning:**

Provide detailed operational plans for each petrol pump site inclusive of allied facilities including staffing requirements, training programs, inventory management, and customer service protocols.

**1.3.9 Technology Integration:**

Recommend technology solutions for efficient petrol pump operations, including point-of-sale systems, inventory tracking software, and customer relationship management tools.

**1.3.10 Environmental Sustainability:**

Integrate environmentally sustainable practices into the design and operation of petrol pumps, including waste management, energy efficiency, and pollution control measures.

**1.3.11 Reporting and Monitoring:**

- a) Develop a robust reporting and monitoring system to track key performance indicators (KPIs) that has the capacity to give real time visibility to stakeholders.
- b) Ensure transparency and accountability in the project's progress and outcomes.

**1.3.12 Transaction Structuring:**

Keeping in view of the Suitability, Acceptability and Feasibility of each site, propose the transaction structure that is most appropriate with maximum benefits for REDAMCO and private sector third party(s).

**1.3.13 Transaction Solicitation:**

- a) The Advisor shall be responsible for devising the most suitable transaction marketing strategy and advise & support REDAMCO in marketing the transaction.
- b) Advise REDAMCO on every stage of transaction, especially conducting road shows, value proposition conferences and pre bid meetings etc.

**1.3.14 Transaction Support:**

The Advisor shall at every stage provide transaction support services to REDAMCO such as contract negotiations, contract effectiveness, program management, monitoring and evaluation, liaison, and coordination with stakeholders till the project gets operational as per the terms of the engagement with potential party(s).

**1.3.15 Facilitation to the Employer:**

- a) The consultant / TA will facilitate / assist the REDAMCO to draft further documentation i.e. Advertisement, Request for Proposal, Draft Contract etc. required for inviting / processing,

## EOI for Prequalification

negotiation of the planned venture of establishment, operations & management 100 sites for Petrol Pumps and allied facilities.

- b) Moreover, Consultant / TA will also assist in scrutiny / evaluation of technical & financial bids so received and finally award of the Contract (s) to the successful bidders thereof.

Note: Detailed Scope of Services and Deliverables will be provided in the Request for Proposal (RFP) / Financial Proposal to be issued only to successful Applicant.

## **2. DEFINITIONS**

### **2.1. Applicant**

The Firm or Joint Venture (JV) of firms applying for the Prequalification for “Transaction Advisory & Transaction Support Services for Licensing/Leasing i.e. Establish, Operate & Manage Sites for Petrol Pumps and Allied Facilities on Pakistan Railways Land”.

### **2.2. Employer**

Railway Estate Development and Marketing Company (Pvt) Limited (REDAMCO)

### **2.3. Project / Assignment**

Transaction Advisory & Transaction Support Services for Licensing/Leasing i.e. Establish, Operate & Manage Sites for Petrol Pumps and Allied Facilities on Pakistan Railways Land.

### **2.4. Application**

The Expression of Interest (EOI) / Prequalification Documents as submitted by the Applicant.

### **2.5. Request for Proposal (RFP) / Financial Proposal**

RFP / Financial Proposal refers to the Technical and Financial Proposals that shall be issued to the Applicant(s), which shall be declared prequalified through this EOI to participate in the selection process.

### **2.6. Contract Agreement**

Contract Agreement refers to the agreement, which shall be signed with successful Applicant(s), based on the RFP.

### **2.7. Similar Assignment**

Similar Project means Transaction Advisory Services in Infrastructure / Real Estate Sectors.



### **3. INVITATION FOR PRE-QUALIFICATION**

- (1) Chief Executive Officer (CEO), Railway Estate Development and Marketing Company (Pvt) Limited (REDAMCO), Islamabad invites Expression of Interest (EOI) for pre-qualification of Consultancy Firms / Joint Ventures (JV) for providing consultancy services for the assignment of Transaction Advisory & Transaction Support Services for Licensing/Leasing i.e. Establish, Operate & Manage Sites for Petrol Pumps and Allied Facilities on Pakistan Railways Land.
- (2) Pre-qualification is open to local (Pakistani) consulting Firms or Joint Ventures of firms who are registered with Securities and Exchange Commission of Pakistan (SECP) having requisite technical and managerial experience of providing such consultancy services.
- (3) The interested Firms or Joint Ventures can obtain Prequalification Documents from under mentioned office during office hours upon submission of written request and cash payment of Rs. 2000/- (non-refundable). Prequalification documents can also be downloaded from web site, [www.redamco.com](http://www.redamco.com) or PPRA's website [www.ppra.org.pk](http://www.ppra.org.pk) for study purpose, however, for submission of Prequalification request purchase of Prequalification Documents is necessary.
- (4) Pre-qualification documents duly filled in and attached with required documents must be submitted in sealed envelope by hand or through courier at under mentioned address not later than 04 December 2023 till 11:00 Hrs and be clearly marked 'Transaction Advisory & Transaction Support Services for Licensing/Leasing i.e. Establish, Operate & Manage Sites for Petrol Pumps and Allied Facilities on Pakistan Railways Land'.
- (5) Applications received late shall not be entertained.

**(Jawad Khan)**

**Manager North**

**1<sup>ST</sup> Floor, Corporate Office, Service Road (South), Sector I-11/1, Islamabad**

**Telephone: 051-9278717-19**

**Email: men@redamco.com**

## 4. INSTRUCTIONS TO THE APPLICANTS

### 4.1. Submission of Applications

- (1) Applications for pre-qualification (one original and one copy) must be received in sealed envelope to be delivered either by hand or through courier service to: -

**Jawad Khan**

**Manager North**

1<sup>ST</sup> Floor, Corporate Office, Service Road (South), Sector I-11/1, Islamabad

Telephone: 051-9278717-19

Emails\_men@redamco.com

**Not later than 04 December, 2023 till 11:00 Hrs**

- (2) Applications shall be clearly marked “Application for pre-qualification for Transaction Advisory & Transaction Support Services for Licensing/Leasing i.e. Establish, Operate & Manage Sites for Petrol Pumps and Allied Facilities on Pakistan Railways Land”.
- (3) The name and mailing address of the Applicant should be clearly marked on left hand side of the envelope.
- (4) The Applications should be in English language. Information in any other language shall be accompanied by its translation in English. Employer reserves the right for not qualifying any firm in case of non-compliance of this requirement.
- (5) Applicants must respond to all the questions and provide complete information as advised in this document. Lack of essential information may result in dis-qualification. However, the Employer may, at its discretion, request submission of any missing documents or additional documents.
- (6) In case of Joint Venture of two or more firms, please attach Joint Venture Agreement or Memorandum of Understanding (MOU) for forming the Joint Venture.
- (7) The Application should fully comply with the Instructions to Applicants, Forms, and Appendices etc. Non-compliance may lead to rejection of Applicant’s EOI for pre-qualification.
- (8) The Employer, if desired, may call specific pre-qualification of applicants for any other particular assignment. In this case, already pre-qualified firms shall be required to apply for pre-qualification again.

EOI for Prequalification

## **4.2. Pre-Qualification Criteria**

### **4.2.1. General**

Pre-qualification shall be based on the criterion given in succeeding paras regarding Applicant's experience, financial soundness and personnel capabilities as demonstrated by the Applicant's response in the Forms attached to this document. The Employer reserves the right to waive minor deviations, if these do not materially affect the capability of an Applicant to provide consultancy services. The experience and resources of any firm as sub-consultant shall not be taken into account in determining the Applicant's score as per qualifying criteria. However, experience of any applicant as Joint Venture partner or Consortium partner shall be considered. The broad criteria for pre-qualification shall be as under: -

Sr. No.	Category	Marks
1.	Financial Capabilities	10
2.	Experience of Similar Assignments	40
3.	Team Capabilities / Key professional staff	50
	Total	100

#### **4.2.1.1. Minimum Score required for pre-qualification**

Pre-qualification status shall be decided on the basis of Pass/Fail. The minimum overall score needed by an Applicant for prequalification is Seventy Five (75).

#### **4.2.2. Mandatory Requirements**

- i.** The Applicant (Lead partner in case of JV) must be registered with Securities and Exchange Commission of Pakistan (SECP). Proof of registration with SECP must be attached.
- ii.** The Applicant (All partner in case of JV) must be registered with Federal Board of Revenue (FBR) and must be on active tax payer list. Proof of registration with FBR and active tax payer status must be attached
- iii.** The Firm (All partner in case of JV) must have not been blacklisted or debarred by any Government / Semi-Government Department, Autonomous Body, Authority or any attached department. An affidavit stating that firm is not blacklisted or debarred must be attached.

## EOI for Prequalification

- iv. The overall experience of the Applicant (Lead Partner in case of JV) must be more than five years. (Documentary evidence must be attached).
- v. The Applicant (any of the partner in case of JV) must have successfully completed minimum two Similar Assignments (as defined in the definition).
- vi. Power of Attorney for Representative to sign the EOI Document.

### **4.2.3. Detailed Prequalification Criteria**

#### **4.2.3.1. Average Annual Turnover (Max Marks=10)**

(Average turnover of last three financial years shall be considered)

More than or equal to Rs.40 Million	=	100%
More than or equal to 20 but <40	=	80%
More than or equal to 10 but <20	=	60%
Less than Rs.10 Million	=	Zero

In case of JV, average of last three years of each partner will be summed up for evaluation.

*(Please fill Form A-6, Financial Information)*

#### **4.2.3.2. Experience of Similar Assignments (Max Marks=40)**

Maximum five (05) completed Similar Assignment shall be considered for awarding score.

Two Similar Assignments	=	50 %
Three Similar Assignments	=	75 %
Four Similar Assignments	=	90 %
Five Similar Assignments	=	100 %

The Applicant must provide completion certificate or any other documentary evidence as a proof of completion of Similar Assignment. In the absence of certificate / proof, such assignments shall not be considered for evaluation. Certificate of substantial completion shall also be acceptable.

*(Please fill Form A-4, Consultant's Experience, separately for each assignment)*

#### **4.2.3.3. Team Capabilities /Key Professional Staff (Max Marks=50)**

- (1) The Applicant must have in his employment, suitably qualified personnel to fill the key management and specialist positions which shall meet the specified criteria of experience provided in the relevant tables given below:

## EOI for Prequalification

<b>Sr. No.</b>	<b>Description</b>	<b>Max Marks</b>	<b>Qualification &amp; Experience</b>
1.	Team Leader / Advisory Expert	10	Qualification: MBA (FINANCE), CA, ACCA or equivalent, Minimum 20 years' experience of relevant projects including Transaction Advisory, PPP Transactions, Financial Feasibility Analysis, Management Consulting, Regulatory Compliance Business Model Development, Risk Assessment and Mitigation
2.	Financial Expert	7.5	Qualification: MBA, CA, ACCA, CFA or equivalent. Minimum 10 years' experience of relevant projects including Transaction Advisory, PPP Projects, Business Planning & Financial Modeling.
3.	Infrastructure / Engineering Expert	7.5	Qualification: Bachelor's in civil engineering or relevant engineering degree (Valid PEC Registration is mandatory) Minimum 10 years relevant experience in similar projects including Infrastructure Projects Design, Operational Planning & Technology Integration, PPP Projects, Knowledge of Contracts, Bidding Documents, BOQs, RFPs.
4.	Real Estate Expert	7.5	Qualification: Master's degree in business or equivalent with real estate experience of minimum 15 years involved in similar projects such as Leasing, Licensing, Marketing, Sales, Investment Sales, Transaction Management, Portfolio management, Property management (Facilities management), Commercial Leasing (All Asset Classes). Certifications in real estate shall be an added benefit.
5.	Legal Expert	7.5	Qualification: Master's degree in law / LLM, with minimum 15 years of experience of drafting procurement documents e.g. (EOIs, RFQ, RFP), Concession / PPP agreements / EPC contracts / agreement negotiations, Regulatory Compliance.
6.	Oil Marketing Expert	10	Qualification: Master's degree or equivalent with oil marketing experience of minimum 15 years. Strategic and/or executive management role of more than eight years is mandatory. The relevant experience shall be of retail planning, operations and management, brand development & management. Expert having experience of lubricant marketing shall be an added benefit.

*(Please fill Form A-5, CV of Professional, separately for each expert)*

#### **4.3. Updating Prequalification Information**

Applicant may be required to update the information of experience, personnel and any other information used for prequalification at the time of submitting their RFP, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of prequalification. RFP submitted by the Applicant shall be rejected, if the Applicant's qualification thresholds are no longer met at the time of bidding.

#### **4.4. Participation in the Request for Proposal (RFP)**

Firms / JV that have been prequalified under this procedure shall only be issued RFP to participate in the selection process.

#### **4.5. Ownership of Prequalification Document**

All documents submitted by the Applicant in response of this invitation to prequalification shall become the property of the Employer. However, intellectual proprietary rights of the information contained in the application shall remain vested to the Applicant.

#### **4.6. Misconduct**

If an Applicant or any person on its behalf makes any attempt to canvass, solicit or approach any of the officials of the Employer in any matter relating to or arising out of this Application, its Application shall be liable for rejection besides taking other action(s) including debarment of the Applicant in accordance with prevailing policies of Government of Pakistan and Pakistan Railways.

#### **4.7. Debarment Status**

As a prerequisite to participate in the prequalification process, the Applicant should not have been suspended or debarred by Government of Pakistan, Pakistan Engineering Council, Pakistan Procurement Regulatory Authority (PPRA), Pakistan Railways, any organization of Government of Pakistan or any agency in Pakistan or the country in which the Applicant's company is incorporated from participating in such public sector projects. A certificate to this effect shall be provided the Firms in case of single entity or all JV Partners in case of JV along with the pre-qualification Application.

#### **4.8. Full Compliance**

The Application shall comply fully in accordance with the 'Instructions to Applicants', Forms, Appendices etc. Non-compliance may render the Applicant disqualified.

**4.9. Amendment in Pre-Qualification Documents**

- (1) At any time, prior to deadline for submission of Applications, the Employer may amend the pre-qualification document by issuing addenda.
- (2) Any addendum issued shall be part of the prequalification documents and shall be uploaded on the websites (redamco.com, www.ppra.org.pk) to be downloaded by the prospective Applicants.
- (3) To give prospective Applicants reasonable time to take an addendum into account in preparing their Applications, the Employer may, at its discretion, extend the deadline for submission of Applications.

**4.10. Annulment of Pre-qualifications and Recalling of Application**

- (1) At any time during the pre-qualification process or after pre-qualification, the Employer can annul the pre-qualification and may recall the Applications. In such a case, the Employer shall not be liable for any expenses/claims of the Applicants who have submitted Applications for pre-qualifications or has been pre-qualified.
- (2) The Employer, if desired, may recall prequalification, without annulling the already qualified firms with a view to increase the competition. In such cases, already prequalified firms shall not be required to resubmit their Applications and shall stand prequalified.

EOI for Prequalification

**Annex-A: Letter of Application**

*[On Letterhead paper of the Applicant (Lead partner in case of JV) including full postal address, telephone no., fax no., and e-mail address]*

Date:.....

To:

**Manager North**

REDAMCO, 1<sup>ST</sup> Floor, Corporate Office,  
Service Road (South), Sector I-11/1, Islamabad  
Telephone: 051-9278717-19

Subject: **Consultancy Services for Transaction Advisory & Transaction Support Services for Licensing/Leasing i.e. Establish, Operate & Manage Sites for Petrol Pumps and Allied Facilities on Pakistan Railways Land.**

Dear Sir,

1. Being duly authorized to represent and act on behalf of..... (hereinafter “the Applicant”), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby applies to be considered to be prequalified as a Consultant for the subject assignment.
2. Attached to this letter are copies of original documents defining<sup>1</sup>:
  - (a) the Applicant's legal status;
  - (b) the principal place of business; and
  - (c) the place of incorporation
  - (d) J.V agreement or MOU (*if applicable*)
3. The Employer and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and all the information submitted in connection with this Application, and to seek clarification from our bankers and clients regarding any financial and technical aspects.
4. The Employer and its authorized representatives may contact the following focal persons for further information, if needed.

---

<sup>1</sup> For applications by Joint Venture, all the information requested in the prequalification documents is to be provided separately for each partner of the Joint Venture. The lead partner should be clearly identified. Each partner in the Joint Venture shall sign the letter of Application.



EOI for Prequalification

S.No	Name and Designation	Telephone (office & cell)	Email
1			
2			

5. This application is made with full understanding that:

(a) Issuance of RFP / Financial Proposal to prequalified Applicants may subject to verification of all the information submitted for prequalification.

(b) Employer reserves the right to:

- (i) amend the pre-qualification documents during pre-qualification process and these amendments shall be binding upon the Applicants;
- (ii) annul the process of pre-qualification for which no liability will be accrued on the part of the Employer

*Applicants who are not applying as joint venture should delete para 6&7 and initial the deletions.*

6. Appended to this Application, we give details of the participation of each party, including personnel / resource contribution and profit/loss agreements, to the Joint Venture or association. We also specify in terms of the percentage of the value of the contract, and the responsibilities for providing consultancy services.

7. We confirm that in the event that we submit RFP / Financial Proposal, that RFP / Financial Proposal as well as any resulting contract will be.

- (a) signed by all the partners in JV so as to legally bind all partners, jointly and severally; and
- (b) submitted with a Joint Venture agreement / MOU providing the joint and several liabilities of all partners in the event the contract is awarded to us.

8. The undersigned declare that the statements made and the information provided in the duly completed application is complete, true, and correct in all respect.

Signed	Signed
--------	--------

EOI for Prequalification

Name	Name
For and on behalf of (name of Applicant or Lead Partner of a Joint Venture)	For and on behalf of (name and signature of other partners of the Joint Venture)
Signed	Signed
Name	Name
For & on behalf of (Name & signature of other partners of Joint Venture)	For & on behalf of (Name & signature of other partners of Joint Venture)
Signed	Signed
Name	Name
Name	Name

EOI for Prequalification

**Application Form A-1: General Information**

All individual firms and each partner of a Joint Venture applying for prequalification are requested to complete the information in this form. Information regarding Nationality is also required to be provided for foreign owners or Applicants who are forming part of the Joint Ventures as required under the PEC Byelaws as a Partnership/Joint Venture.

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	Telex
5.	Place of Incorporation/Registration	Year of incorporation/registration
Nationality of Owners		
Name		Nationality
1.		
2.		
3.		
4.		

EOI for Prequalification

**Application Form A-2: Joint Venture Summary (if applicable)**

Names of all Partners of a Joint Venture	Percentage share (in terms of financial share) for this project	Broad specialization / area of services to be provided
1. Lead Partner		
2. Partner		
3. Partner		
4. Partner		

EOI for Prequalification

**Application Form A-3: Consultant's Organization**

Please provide the following information for your firm/entity and each JV partner for this project.

- 1. Firm's Background and Achievements (minimum two pages)**
- 2. Organogram.**
- 3. List of professional Staff with Qualification and Experience.**
- 4. List of Similar Assignments completed**
- 5. List of Similar Assignments in hand**

(In case of JV Please, provide above information for each JV partner)

EOI for Prequalification

**Application Form A-4: Consultant’s Experience**

(Completed Similar Assignments)

*[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out consulting services **similar to the ones requested under this Assignment.**] **Please fill separate Form for each Assignment***

Name of Firm who executed the assignment	
Assignment name:	Value of the Project (in Pak Rs):
Country: Location within country:	Duration of assignment (months):
Name of Client:	
Start date (month/year): Completion date (month/year):	Value of consultancy services provided by your firm under the agreement (in Pak Rs):
Name of associated Consultants, if any:	Percentage of input provided by associated Consultants:
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of the Assignment:	
Description of actual services provided by your staff within the assignment:	

Note: Completion / substantial completion certificate or any other documentary evidence must be attached. In the absence of said certificate, the project shall not be considered for evaluation.

EOI for Prequalification

**Application Form A-5: CV / Bio Data of Professionals**

1. **Name of Firm** [on which payroll said professional is]: \_\_\_\_\_

2. Name of Staff: \_\_\_\_\_

3. Title of field of expertise: \_\_\_\_\_

4. Date of Birth: \_Nationality: \_\_\_\_\_

5. Education:

Degree	Major/Minor	Institution	Date (MM/YYYY)

6. Membership of Professional Associations: \_\_\_\_\_

7. Other Training [*Indicate significant training only*]: \_\_\_\_\_

**8. 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): dates of employment, name of employing organization, positions held.]:

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

EOI for Prequalification

09. Assignments Undertaken that best illustrates relevant experience

*[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the assigned tasks]*

1) Name of Assignment: \_\_\_\_\_

Year: \_\_\_\_\_, Location: \_\_\_\_\_

Client: \_\_\_\_\_

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

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

2) Name of Assignment: \_\_\_\_\_

Year: \_\_\_\_\_, Location: \_\_\_\_\_

Client: \_\_\_\_\_

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

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

3) Name of Assignment: \_\_\_\_\_

Year: \_\_\_\_\_, Location: \_\_\_\_\_

Client: \_\_\_\_\_

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

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

10. 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 staff member or authorized representative]: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_



EOI for Prequalification

**Application Form A-6 – Financial Information**

**Annual Turnover (Million Pak Rs)**

	<b>Name</b>	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>	<b>3<sup>rd</sup> Year</b>
Lead Partner				
Partner No. 1				
Partner No. 2				
Partner No. 3				
Partner No. 4				
	<b>Total</b>			

Please attach Last Three years audited reports to verify the Turnover.