



# PUNJAB Education Foundation



## CORRIGENDUM

This is in reference to our EOI/Prequalification under title "**EOI/PREQUALIFICATION OF FIRMS / COMPANIES / CONTRACTORS FOR SOLARIZATION OF PUNJAB EDUCATION FOUNDATION BUILDING, LAHORE**" dated 15-07-2025 published on websites of PPRA, E-Pads and PEF.

The clause 9.1 (6) of EOI/Prequalification document may be read as under:-

"Lead firm and their joint ventures/consortium shall submit an affidavit on stamp paper that they (and their Parent companies (if any)) have not been blacklisted / defaulted by Procuring Agency and PPRA".

Time for submission of bids to ensure widest possible competition in accordance with Rule 29 of PPR-14 is hereby **extended** for submission of EOI till **August 18, 2025 (2:00 p.m.)**.

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# **Punjab Education Foundation (PEF)**



## **PREQUALIFICATION DOCUMENT (PQD)**

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**PREQUALIFICATION OF FIRMS/COMPANIES/CONTRACTORS**

**FOR**

**“SOLARIZATION OF PUNJAB EDUCATION FOUNDATION  
BUILDING, LAHORE”**

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**JULY 2025**



# Punjab Education Foundation (PEF)



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Prequalification Documents Invitation  
for Prequalification of Contractors

## **INVITATION (EOI) PREQUALIFICATION OF FIRMS / COMPANIES / CONTRACTORS FOR SOLARIZATION OF PUNJAB EDUCATION FOUNDATION BUILDING, LAHORE**

Punjab Education Foundation (PEF) intends to Solarize the PEF Building, Lahore through a contractor. For this purpose, PEF intends to prequalify Firms/Companies/Contractors/JVs (Interested Parties) for Design, Supply and Installation as well as Operation and Maintenance (O&M) as per Punjab Procurement Rules, 2014 (as amended) (PPRA 2014).

All contractors who are registered with Pakistan Engineering Council (PEC) in relevant category of PEC C-1 with relevant code EE-11 (Solar) can participate in Open E-Tendering through EPADS. Procurement procedure is strictly adopted in accordance with PPRA Rules 2014 (amended up to date). Firms/Companies/Contractors can participate in E-Tendering after fulfilling the following terms & conditions mentioned in Pre-Qualification Document (PQD).

Firms/companies/JVs/legal entities (Interested Parties), having relevant experience may apply along with all the documents as required in Prequalification Document (PQD). A complete set of PQD (In English) is available (immediately after the publication of this advertisement) on the websites of PPRA, EPADS & PEF.

- i) Contractor (s) shall get registered his firm on website [www.punjab.eprocure.gov.pk](http://www.punjab.eprocure.gov.pk) by submitting the requisite information.
- ii) After registration on E-Pad website [www.punjab.eprocure.gov.pk](http://www.punjab.eprocure.gov.pk) the contractor of eligible categories may participate in the E-Tendering.
- iii) The Procuring Agency shall upon request communicate to any bidder the grounds for rejection of any / all prequalification proposals but shall not be required to justify.

Interested eligible firms and joint ventures may inspect the PQD from websites of PEF <https://www.pef.edu.pk/> and PPRA ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) for information and may be used for participation free of cost. Applications for prequalification should be submitted, clearly marked as “**APPLICATION FOR PRE-QUALIFICATION OF CONTRACTORS FOR SOLARIZATION OF PUNJAB EDUCATION FOUNDATION BUILDING, LAHORE**” through EPADS **till 18<sup>th</sup> August, 2025 up to 02:00 PM** as per PPRA Rules, 2014 (amended up to date).

Applications for prequalification will be opened on the same day at 02:30PM. Written queries relating to PQD received from prospective applicants up to 07 days before the closing date would be responded on website of EPADS.

Deputy Director  
Punjab Education Foundation (PEF)  
Address: Lahore, Pakistan  
Phone: +92-42-99232781  
Email:



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## 1. SCOPE OF APPLICATION

Punjab Education Foundation (PEF) intends to undertake procurement for **“SOLARIZATION OF PUNJAB EDUCATION FOUNDATION BUILDING, LAHORE.”**

For this purpose, PEF intends to prequalify Firms/Contractors for Design, Supply and Installation as well as Operation and Maintenance (O&M) under the Punjab Procurement Rules, 2014 (amended up to date) (PPRA 2014).

The Prequalification Document is being issued to prospective applicants (“Applicants”) interested in submitting applications (“Applications”) for prequalification to bid for **“SOLARIZATION OF PUNJAB EDUCATION FOUNDATION BUILDING, LAHORE”**

### 1.1. SOURCES OF FUNDS

The Project is financed by the Punjab Education Foundation (PEF).

### 1.2. FRAUD AND CORRUPTION

Anticorruption policy prevailing in Pakistan requires that applicants/bidders, suppliers and contractors observe the highest standard of ethics during the procurement and execution of contracts. In pursuance of the afore-mentioned policy, the Employer (PEF):

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) “corrupt and fraudulent practice” means the offering, giving, receiving, or soliciting, of anything of value to influence the action of a public official or the contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among applicants/bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty;
- (ii) “Coercive practice” means impairing or harming, or threatening to impair or



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harm, directly or indirectly, any party or the property of the party to achieve a wrongful gain or to cause a wrongful loss to another party.

- (iii) “Collusive practice” means by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain.
  - (iv) “Integrity violation” means any act which violates the anticorruption policy including corrupt, fraudulent, coercive, or collusive practice, abuse, and obstructive practice;
  - (v) “obstructive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence, material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights.
- (b) will reject a proposal for award if it determines that the bidder recommended for award of Project has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for the Project; and
- (c) will sanction/impose remedial actions on a firm or an individual, at any time in accordance with applicable laws and anticorruption policy including declaring ineligible, either indefinitely or for a stated period of time, to participate as a contractor, nominated subcontractor, consultant, manufacturer or supplier, or service provider; or in any other capacity, if it at any time determines that the firm or individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices or other integrity violations.

### 1.3. ELIGIBLE APPLICANTS

An Applicant shall be an entity or any combination of entities in the form of a



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JV/consortium with a formal intent to enter into an agreement or under an existing agreement in the form of a JV/Consortium who submits the Application for the Project.

In the case of a JV/consortium.

- (a) all partners to the JV/consortium shall be jointly and severally liable; and
- (b) a JV/consortium shall nominate a representative to act as the lead partner who shall have the authority to conduct all business for and on behalf of any and all the partners of the JV/consortium during the pre-qualification process and, in the event the JV/consortium is prequalified, during the bidding process, and in the event the JV/consortium is awarded the Project, during Project execution.

An Applicant, and all partners constituting the Applicant, shall have the nationality of an eligible country. An Applicant shall be deemed to have the nationality of a country if the Applicant is a national of that country; or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

The above requirement shall apply to the determination of the nationality of Applicants as a single entity as well as all JV/consortium partners.

Eligible countries shall be all the countries of the world with whom Islamic Republic of Pakistan has commercial/trade relations and those who are not subject to sanctions imposed by the United Nations Security Council.

## 2. INSTRUCTIONS TO APPLICANTS

### 2.1. SUBMISSION OF APPLICATIONS

Applications for pre-qualification must be submitted through EPADS:

Not later than **18-08-2025** at **14:00 hours** (PST), clearly marked;

**“APPLICATION FOR PRE-QUALIFICATION OF CONTRACTORS FOR SOLARIZATION  
OF PUNJAB EDUCATION FOUNDATION BUILDING, LAHORE”**

2.1.2 The Applicant shall upload the Original Scanned which shall:

- (a) bear the name and address of the Applicant.
- (b) be addressed to the Employer; and
- (c) bear the specific identification of this pre-qualification process indicated in the PQD.

2.1.3 Employer will assume no responsibility for the misplacement of the Application, or any documents forming a part thereof.

2.1.4 The name and mailing address of the Applicant shall be clearly marked left hand on the Application.



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- 2.1.5 The applications shall be prepared in the English language according to the guidelines provided in Appendix-A “Application Format” and Appendix-B “Submission of Applications”. Information in any other language shall be accompanied by its translation in English. Non-compliance of the above requirement may result in the rejection of the Applicant.
- 2.1.6 The Employer shall not consider any application that arrives after the deadline for submission of applications. Any Application or any document received by the Employer after the deadline for submission of applications shall be declared late, rejected, and returned unopened to the Applicant
- 2.1.7 Applicants may request the office of the Employer, at above mentioned address, for clarification about the Project or the PQD during office hours before not later than four (04) days before the deadline for submission but no document will be received/ considered after the due date as indicated in the Invitation.



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### 3. QUALIFICATION CRITERIA

#### 3.1. GENERAL

Pre-qualification will be based on all the criteria given in succeeding paras 3.2 to 3.7 regarding the Applicant's Financial Soundness, Experience Record, Personnel Capabilities, Equipment Capabilities and Domestic Content Requirements as demonstrated by the Applicant's responses in the forms given in this PQD. Sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria. However, JV/ Consortium experience and resources shall be considered.

Failure of an Applicant to provide essential information may result in disqualification.

The criteria for the evaluation is given below:

Sr.No.	Category	Weightage/Marks
1.	General Experience	40
2.	Personnel Capabilities	20
3.	Equipment and Plant Capabilities	05
4.	Financial Soundness	30
5.	Logistics and Project Management Capacities	05
	<b>Total:</b>	<b>100</b>

**Note:** Prequalification status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 65% overall score and must secure at least 50 % in each individual category. All bids/prequalification proposals should be properly tagged and bound.



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### 3.2. BASIC ELIGIBILITY

Only the Firms/Companies/JV fulfilling the following basic requirements shall be considered for further evaluation (relevant documents to be attached):

- a) Local firms/ companies may participate in this process having valid registrations with the Securities and Exchange Commission of Pakistan (SECP), AEDB (Category - C-1), Income Tax Department / NTN / Sales Tax Number, Punjab Revenue Authority (PRA)/ relevant provincial revenue authority and Pakistan Engineering Council (PEC) Registration in C1 Category with relevant codes e.g.(EE04, EE06, EE11).

In the case of international firms seeking prequalification, they must provide proof of affiliation/registration from the legal and professional body of their respective country. Additionally, international firms must submit a JV/consortium agreement with a local partner(s) possessing a PEC license of C1 or higher category.

For JV/Consortium arrangements, at least one partner/lead from the JV/Consortium must possess a valid PEC registration in the C1 Category or above with appropriate codes (e.g., EE04, EE06, EE11). Copies of these certificates must be provided. All bidder documents/certificates must be translated into English and, for foreign firms, notarized by a Notary Public and attested by the Ministry of Foreign Affairs and the Pakistani Embassy in their country.

If an international firm, along with a local partner, qualifies, the international firm must be registered in Pakistan in accordance with PEC bylaws and hold a relevant PEC category. This registration must be submitted to the employer prior to participating in the bidding process.

- b) The interested firms/ companies must have completed at least two (02) solar projects and each of equal to or more than 500KW solar PV capacity during the last three (03) years in Pakistan or abroad. (Project Completion Certificate issued by Client must be attached along with Client contact numbers)
- c) The Applicant and members of a JV/consortium shall provide a Non-Judicial Affidavit declaring no blacklisting and no litigation by the procuring agency.
- d) Audit Report (s) duly certified by a Chartered Accountant Firm for the last three (03) years. Average turnover of Rs. 500 Million or above for the last three years (JV / Firm turnover collectively / jointly shall be calculated)



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(2021-2022, 2022-23, 2023-2024)

All applicants must fulfill the requirements mentioned in Sub-Clause 3.2 (a to d) and submit duly signed and stamped Forms 01 to 11 along with the relevant documents.

### 3.3. GENERAL EXPERIENCE

Credit Marks for experience shall be awarded on the basis of the following qualifications:

Sr. No.	Salient Feature	Maximum Marks
<b>1.</b>	<b>General Experience (Total Marks 40)</b> <b>Note:</b> Applicants must score at least 50 % in this Category.	
a)	Projects of similar nature completed over the last five (05) years (Work Order and Completion Certificate must be provided by the Client) <b>Marks distribution</b> 05 projects, <i>each equal to or more than 500 kW solar PV capacity</i> within Pakistan or abroad. <b>Note:</b> A project having a capacity of less than 500 kW will be awarded zero marks.	30
b)	Projects of similar nature in hand (Work Order/LOA / Contract Agreement evidence of work in hand must be provided) <b>Marks distribution</b> 02 projects <i>equal to or more than 300 kW solar PV capacity</i> within Pakistan or abroad. (5 marks for each project) <b>Note:</b> A project having a capacity of less than 300 kW will be awarded zero marks.	10
	<b>Sub-Total</b>	<b>40</b>

### 3.4. PERSONNEL CAPABILITIES

Credit Marks shall be awarded under this category using the following criteria:

Sr. No.	Salient Feature	Maximum Marks
<b>1.</b>	<b>Personnel Capabilities (Total Marks 20)</b> ( <i>Attach copies of CVs along with Non-Judicial affidavit stating the availability of Engineers for the project</i> ) <b>Note:</b> Applicants must score at least 50 % in this Category.	
i)	Qualified Graduate Engineers	



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(a)	Number of Engineers <b>Marks distribution</b> <ul style="list-style-type: none"><li>5 marks will be given if the total No. of Engineers is ten (10) or above.</li><li>For less than ten (10) Engineers, marks will be given as per the following formula: <math>= (A/10) \times 5</math> A = No. of Engineers BSc Engineer (PEC Registration with minimum One (01) Year Experience)</li></ul>	05
(b)	Experience of Engineers in a number of years <b>Marks distribution</b> <ul style="list-style-type: none"><li>5 marks will be given if the Applicant has at least five (5) Engineering graduates having at least five (05) years of relevant experience.</li><li>For less than 5 No. of Engineers having at least five (05) years of relevant experience, marks will be given as per the following formulas: <math>= (A/5) \times 5</math> A = No. of Engineers having at least five (05) years of relevant experience.</li></ul> <b>Note:</b> Salary Slips of Engineers for the last three (03) months are to be provided.	05
ii)	Number of Diploma Engineers/ Technicians in the employment of the Firm	
(a)	Number of diploma engineers/technicians <b>Marks distribution</b> <ul style="list-style-type: none"><li>5 marks will be given if the total number of Diploma of Associate Engineers (DAE)/ B Tech are ten (10) or above.</li><li>For less than ten (10) Diploma of Associate Engineers, marks will be given as per the following formula: <math>= (A/10) \times 5</math> A = No. of DAEs/B-Tech</li></ul> <b>Note:</b> Salary Slips of DAE's for the last three (03) months are to be provided.	05
(b)	Experience of diploma engineers/ technicians in number of years. <b>Marks distribution</b> <ul style="list-style-type: none"><li>5 marks will be given if the individual experience of at least five (05) No. of DAEs/ B Tech is equal to 4 years or above relevant experience.</li><li>For less than five (05) No. of DAEs/ B Tech having individual experience of four (4) years, marks will be given as per the following formula: <math>= (A/05) \times 5</math> A = No. of DAEs/ B Tech having individual experience of four (04) years or above relevant experience.</li></ul>	05
	<b>Sub-Total</b>	<b>20</b>



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### 3.5. EQUIPMENT AND PLANT CAPABILITIES

Credit Marks shall be granted on the basis of the following criteria for various kinds of equipment relevant for the Project:

**Note: Evidence of the equipment's and workshop facility to be provided. Physical verification shall be arranged by the contractors. (if required)**

Sr. No.	Salient Feature	Maximum Marks
<b>1.</b>	<b>Equipment Capability (Total Marks 05)</b> <b>Note: Applicants must score at least 50 % in this Category.</b>	
a)	PV Analyzer	01
b)	GPS Meter	01
c)	Megger / Earth Resistance Tester	01
d)	AC/DC Clamp Meter	01
e)	Irradiance Meter	0.5
	Repair / Work Shop Facility	0.5
	<b>Sub-Total</b>	<b>05</b>

### 3.6. FINANCIAL POSITION

Credit Marks shall be awarded on the basis of the following criteria:

Sr. No.	Salient Feature	Maximum Marks
<b>1.</b>	<b>Financial Position (Total Marks 30)</b> <b>Note: Applicants must score at least 50 % in this Category.</b>	
i)	Working Capital = Current Assets – Current Liabilities (Average of Certified Audit Reports of Last 3 years)	
	<b>Marks distribution</b> <ul style="list-style-type: none"><li>15 marks will be given if the available average working capital for the last three years or available bank credit line limit is equal to 200 Million PKR or above</li></ul> For a limit less than 200 Million PKR, the following weightage will be applied: $15 \times (A/200)$ <ul style="list-style-type: none"><li>A= Average Working Capital for the last three years OR Available Bank Credit Line Limit</li></ul>	15



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ii)	Annual Turnover (Certified Audit Reports of Last 3 years)	
	<b>Marks distribution</b> <ul style="list-style-type: none"><li>15 marks to be given if the available average annual turnover for the last three years is equal to 500 Million PKR or above.</li><li>For turnover less than 500 million PKR, the following weightage will be applied:  <math>15 \times (A/500)</math> A= Average Annual Turnover in last three (03) years</li></ul>	15
	<b>Sub-Total</b>	<b>30</b>

### 3.7. LOGISTICS AND PROJECT MANAGEMENT CAPACITIES

Credit Marks shall be awarded on the basis of the following criteria:

Sr. No.	Salient Feature	Maximum Marks
1.	<b>Logistics and Project Management Capacities (Total Marks 05)</b> <b>Note: Applicants must score at least 50 % in this Category.</b>	
a)	01 CV of Project Management Leader / Project Management (Master Degree in Engineering Electrical / Mechanical) with minimum experience of ten (10) years for implementing projects of similar nature (01 personnel) <ul style="list-style-type: none"><li>i. PEC Registration Certificate should be attached.</li><li>ii. Qualification and Experience carry 50% Marks each</li></ul>	05
	<b>Sub-Total</b>	<b>05</b>



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### 4. JOINT VENTURE (JV)

Joint Venture must comply with the following requirements:

- a. The following are the minimum qualification requirements for a JV:
  - i) Maximum number of JV/Consortium Partners shall be limited to three (03). The Lead Partner must hold at least 50% shares whereas other partners should hold not less than 15% shares.
  - ii) No compromise shall be made on the minimum requirements of meeting a 65% overall score.
  - iii) The JV/Consortium must collectively satisfy the criteria of Sub-Clauses 3.3 to 3.7 for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total capacity.
- b. At the time of submission of bid, the Bid shall be signed by the lead partner in the JV/Consortium so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the JV/Consortium agreement providing the joint and several liabilities with respect to the contract.

### 5. CONFLICT OF INTEREST

The Employer considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations. The Employer will take appropriate actions to manage such conflicts of interest which may include rejecting a proposal for award of the Project if it determines that a conflict of interest has affected the integrity of the procurement process.

### 6. UPDATING PREQUALIFICATION INFORMATION

- a. Applicants shall provide such evidence of their continued eligibility satisfactory to the Employer, as the Employer shall reasonably request.
- b. At the time of submission bids, the prequalifies Applicants shall be required to Submit the financial, personnel and equipment information used for prequalification to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of prequalification. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time



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of bidding.

### 7. OTHER FACTORS

- a. Only firms and JVs that have been prequalified under this procedure shall be invited to bid. A qualified firm or a member of a qualified JV may participate only in one bid for the contract. If a firm submits more than one bid, singly or as a JV, all bids including that bidder will be rejected.
- b. The Employer reserves the right to annul the pre-qualification process and reject all applications at any time, without thereby incurring any liability to the Applicants:
- c. Applicants will be informed, in due course, of the result of the evaluation of applications.
- d. All the forms must be completed without any alteration or modification to their format. Failure to provide complete information may result in disqualification of such Applicant.
- e. Each form shall be duly signed by the Applicant or by the duly authorized representative of the Applicant. Such authorization shall be supported/indicated by a written power of attorney which shall be attached with the Application.
- f. The power of attorney shall be duly notarized and attested (in case of foreign entity: notarized from Notary Public and attested from Ministry of Foreign Affairs and Pakistani Embassy), stamped, and signed by all partners, indicating that the person(s) signing the Application has(ve) the authority to sign the Application for prequalification.
- g. Information relating to the evaluation of Applications shall not be disclosed to the Applicants or any other persons not officially concerned with such process until the notification of pre-qualification is made to all Applicants.
- h. To assist in the evaluation of Applications, the Employer may, at any stage during the course of the pre-qualification process, ask any Applicant for additional information or supporting documentation in respect of any matter associated with the documentation submitted by the Applicant in its application.
- i. If an Applicant does not provide additional information or clarifications of the information requested by the date and time set in the Employer's request for clarification, its Application may be rejected.



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- j. The Employer may reject any Application which is not responsive to the requirements of the PQD.
- k. The Employer reserves the right to waive deviations/omissions, if these do not materially affect the capability of an Applicant to perform the contract for the Project. The experience of the subcontractors and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria provided in the PQD.
- l. At any time prior to the deadline for submission of applications, the Employer may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the PQD by issuing an addendum.
- m. Any addendum thus issued shall be part of the PQD and shall be communicated in writing to all the Applicants who have obtained the PQD from the Employer. Prospective Applicants shall acknowledge receipt of each addendum in writing to the Employer.



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## 8. APPENDIX-A: APPLICATION FORMAT

### 8.1. APPLICATION FORMAT

The Application should be prepared according to the structural format set forth below. The suggested format for the application is as follows:

#### COVER PAGE

Include the project title, name of organization (s) submitting the Application, contact person, telephone and fax numbers, e-mail, and postal address.

#### EXECUTIVE SUMMARY (MAXIMUM 3 PAGES)

Briefly describe how the Applicant proposes to meet the design requirements, carry out the activity functions, and achieve the anticipated results. Indicate the technical and managerial resources of the Applicant's organization and describe how the overall Project will be managed.

#### TECHNICAL APPLICATION

Applicants should retain for their records one copy of the application and all enclosures that accompany their application. The person signing the Application must initial erasures or other changes.

The Technical Application format should have the following sections:

##### i) TECHNICAL APPROACH

Applicants should describe how they propose to achieve the overall goal of this assignment. Applicants should offer indicators that will be used to track progress toward achieving results. The technical approach will be evaluated on the overall merit (creativity, clarity, analytical depth, state-of-the-art technical knowledge, and responsiveness), feasibility and strategies proposed to achieve the program's strategic objective and results.

##### ii) MANAGEMENT PLAN

The Applicants should fully describe the management structure, role and responsibilities of their staff. They should also identify those sub-cooperating agency (ies) to which they will partner under the Cooperative Agreement, describe how those agency (ies) were selected, and note what portion(s) of the Cooperative Agreement will be implemented by those agency (ies). Qualifications of this agency (ies) should be articulated to provide the assistance required, including technical and managerial resources and expertise. Applicants should state whether or not they have pre-existing relationships with these other agency



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(ies), where the relationship exists, and the nature of the relationship.

The Application should present:

- a. Management and administrative arrangements for overall implementation of the project including organizational structure, logistic support, personnel management, procurement arrangements for goods and services, and functions and responsibilities of key personnel.
- b. The degree to which management authority will devolve to the Project office from the home office of the Applicant.
- c. How will the Project manage a comprehensive set of activities?
- d. How each sub-cooperating agency will contribute to the overall strategy and implementation and how the technical pieces of the program will be integrated and coordinated?
- e. How will the Project work with local partners and other implementing organizations to achieve results?

### iii) KEY PERSONNEL AND STAFFING

Key personnel are those considered essential to the work being performed under this Agreement intimated to PEF, Lahore at the time of award of contract.

The Applicant should provide:

- a. A full staffing plan including support staff, with underlying rationale, and an organizational chart demonstrating lines of authority and staff responsibility accompanied by position descriptions for each position proposed. Applicants are invited to propose and justify the configuration of key staff positions in addition to or in substitution to those described herein.
- b. The key staff should have complementary skills to ensure a balance of technical and management expertise.
- c. Resumes for all proposed key personnel should be included.

### iv) EQUIPMENT

The Applicant should provide configuration which should include optimum design, procurement, transport, installation, checking, training and post installation service for five years.

### v) PAST PERFORMANCE

The Applicant should describe and provide evidence of similar projects executed by him. The application should include documentation of current or recent agreements / contracts



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(or sub-agreements and sub-contracts) that are similar in matter, size, scope, and complexity to the technical description of this project. The information should include the procuring agency, dollar value, period of performance, brief description of the work performed, location of the activity, and references including points of contact with up-to-date telephone numbers and e-mail addresses. PEF, Lahore reserves the right to obtain past performance information from other sources including those not named in the Application.

### vi) FINANCIAL STATUS

Applicants should submit evidence of their capacity deemed necessary to make a determination of responsibility. Joint Ventures / Consortium / Interested firm is required to provide documentary evidence showing sufficient bank balance or a copy of an agreement with any financial institution for the allocation of resources if the contract is awarded to them.

Copies of the Applicant's financial audit reports for the previous three (03) years, which have been audited by a certified Chartered Accountant Firm, should be attached.



## 9. APPENDIX-B: SUBMISSION OF APPLICATIONS

### 9.1. SUBMISSION OF APPLICATIONS

In addition to the aforementioned guidelines, the Applicant is requested to take note of the following:

1. The forms provided at **Appendix-C “Prequalification Forms”** shall be filled by the Applicant. Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Application.
2. **Unnecessarily Elaborated Applications:** Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this Invitation are not desired. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.
3. Faxed applications will not be considered.
4. Applications received after the deadline for submission of Applications, shall not be entertained and shall be returned unopened to the Applicant.
5. Local firms/ companies may participate in this process having valid registrations with the Securities and Exchange Commission of Pakistan (SECP), AEDB (Category - C-1), Income Tax Department / NTN / Sales Tax Number, Punjab Revenue Authority (PRA)/ relevant provincial revenue authority and Pakistan Engineering Council (PEC) Registration in C1 Category with relevant codes e.g.(EE04, EE06, EE11).

In the case of international firms seeking prequalification, they must provide proof of affiliation/registration from the legal and professional body of their respective country. Additionally, international firms must submit a JV/consortium agreement with a local partner(s) possessing a PEC license of C1 or higher category.

For JV/Consortium arrangements, at least one partner/lead from the JV/Consortium must possess a valid PEC registration in the C1 Category or above with appropriate codes (e.g., EE04, EE06, EE11). Copies of these certificates must be provided. All bidder documents/certificates must be translated into English and, for foreign firms, notarized by a Notary Public and attested by the Ministry of Foreign Affairs and the Pakistani Embassy in their country.

If an international firm, along with a local partner, qualifies, the international firm must be registered in Pakistan in accordance with PEC bylaws and hold a relevant PEC category. This registration must be submitted to the employer prior to participating in the bidding process.

6. Lead firm and their joint ventures/consortium shall submit an affidavit on stamp paper that they (and their Parent companies (if any)) have not been blacklisted / defaulted by



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Procuring Agency and PPRA.

7. Violation of any section/clause of this PQD by the Applicant shall result in disqualification of its Application.



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### 10. APPENDIX-C: FORMS PREQUALIFICATION APPLICATIONS Form-1: Letter of Application

*[Letterhead paper of the Applicant, or partner responsible for a joint venture, including full postal address, telephone no., fax no., telex no., cable and e-mail address]*

Date: .....

To:

Deputy Director (Procurement)  
Punjab Education Foundation, PEF  
lahore

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 apply to be prequalified as a bidder for the following contract(s) under the

**“APPLICATION TO PREQUALIFY FOR SOLARIZATION OF  
PUNJAB EDUCATION FOUNDATION BUILDING, LAHORE”**

project:

Contract No.	Description of Contract
	PREQUALIFY FOR SOLARIZATION OF PUNJAB EDUCATION FOUNDATION BUILDING, LAHORE

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 (for applicants who are corporations); or

the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms).

3. Your Agency 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 our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to

<sup>1</sup> For applications by joint ventures, all the information requested in the prequalification documents is to be provided for the joint venture if it already exists, and for each party to the joint venture separately. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter.



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provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information<sup>2</sup>, if needed.

<b>General and Managerial Inquiries</b>	
Contact 1	Telephone 1 E-mail 1
Contact 2	Telephone 2 E-mail 2

<b>Personnel Inquiries</b>	
Contact 1	Telephone 1 E-mail 1
Contact 2	Telephone 2 E-mail 2

<b>Technical Inquiries</b>	
Contact 1	Telephone 1 E-mail 1
Contact 2	Telephone 2 E-mail 2

<b>Financial Inquiries</b>	
Contact 1	Telephone 1 E-mail 1
Contact 2	Telephone 2 E-mail 2

5. This application is made with the full understanding that:
- bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
  - your Agency reserves the right to:

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<sup>2</sup> Application by joint ventures should provide information on a separate sheet information for each party to the application.



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- (i) amend the scope and value of any contract under this project; in such event bids will only be called from prequalified bidders who meet the revised requirements; and (ii) reject or accept any application, cancel the prequalification process, and reject applications; and
- (c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.
- (d) Your Agency shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) hereinabove.

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

- 6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.
- 7. We confirm that in the event that we bid, that bid as well as any resulting contract will be.
  - (a) signed so as to legally bind all partners, jointly and severally; and
  - (b) submitted with a Joint Venture agreement providing the joint and several liability 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 are complete, true, and correct in every detail.

Signed
Name
For and on behalf of



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### Form-2: General Information

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

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

<b><i>NATIONALITY OF OWNERS</i></b>		
	<b><i>NAME</i></b>	<b><i>NATIONALITY</i></b>
1.		
2.		
3.		
4.		
5.		





## Form-4: Joint Venture Summary

(In case of JV/Consortium, please attach a copy of the JV Agreement)

Names of all Partners of a Joint Venture	
1.	Lead Partner
2.	Partner
3.	Partner
4.	Partner
5.	Partner
6.	Partner

*Total value of annual construction turnover, in terms of work billed to clients,*

Partner	Form A-2 Page No.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
<b>Total:</b>				



## Form-5: Particular Experience Record

Name of Applicant or partner of a joint venture

*On a separate page, using the format of Application Form 6, each applicant or partner of a Joint Venture is required to list all contracts of a value equivalent to Pak Rs.-(User/Employer to provide the amount) million, of almost similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last ten(10) years. The information is to be summarized, using Application Form 6, for each contract completed or under execution by the Applicant or by each partner of a Joint Venture.*





## Form-7: Summary Sheet: Current Commitments/Works in Progress with Evidence

Name of Applicant or partner of a joint venture

*Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.*

<b>Name of Contract</b>	<b>Value of Outstanding work (Equivalent PKR Millions)</b>	<b>Capacity (KW)</b>	<b>Estimated Completion Date</b>
1.			
2.			
3.			
4.			
5.			
6.			



## Form-8: Personnel Capabilities

*Name of Applicant*

*For specific positions, essential to contract implementation, Applicants should provide the name so far least two candidates qualified to meet the specified requirements stated for each position. The data on their experiences should be supplied on separate sheets using one Form for each candidate (Application Form 8)*

1.	Title of Position
	Name of Person
	Relevant Experience
2.	Title of Position
	Name of Person
	Relevant Experience
3.	Title of Position
	Name of Person
	Relevant Experience
4.	Title of Position
	Name of Person
	Relevant Experience



## Form-9: Summary of Personal

<i>Name of Applicant</i>
--------------------------

<b>Position</b>		
Candidate information	1. Name of Candidate	2. Date of Birth
	3. Professional Qualification	
Present employment	4. Name of employer	
	Address of employer	
	Telephone	Contact officer (manager/personnel officer)
	Fax	E-mail
	Job title of candidate	Years with present employer

*Summarize professional experience over the last 05 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.*

<b>Month/Dates/Years</b>		<b>Company / Project / Position / Relevant technical and management experience</b>
<b>From</b>	<b>To</b>	



## Form-10: Equipment Capabilities

Name of Applicant

The Applicant shall provide adequate information to demonstrate clearly that he has the capability to meet the requirements for each and all items of equipment.

Item of Equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacture
Current status	5. Current location	
	6. Details of current commitments	
Source	7. Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased	

Omit the following information if it is owned by the Applicant or partner.

Owner	8. Name of owner	
	9. Address of owner	
	Telephone	Contact name and title
	Fax	Email
Agreement	Details of rental/lease specific to the Project.	



## Form-11: Financial Capability

Name of Applicant or partner of a joint venture

*Applicants, including each partner of a joint venture, should provide financial information to demonstrate that they meet the requirements. Each applicant or partner of a joint venture must fill-in this form. If necessary, use separate sheets to provide complete bank information. (A copy of the audited balance sheets for the last three (03) years duly signed & stamped by a certified Chartered Accountant Firm should be attached)*

<b>Banker</b>	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Email

*Summarize actual assets and liabilities in Pak Rupees (Equivalent at the current rate of exchange at the end of each year) for the previous three years.*

<b>Financial information in PKR or equivalent</b>	<b>Actual: Previous three year</b>				
	<b>1 2024</b>	<b>2 2023</b>	<b>3 2022</b>		
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
5. Profits before taxes					
6. Profits after taxes					

<b>Source of Financing</b>	<b>Amount (PKR or equivalent)</b>
1.	
2.	
3.	

*Attach audited financial statements for the last three years (for individual applicant or each partner of joint venture).*

*Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns, if audits are not required by the laws of their countries of origin in case of foreign firms.*