

# **Prequalification Document**

## **Preparation of Master Plan for Water Supply, Sewerage & Drainage System of Lahore**



**May 16, 2014**

**Dy. Managing Director (Engg)**  
Water & Sanitation Agency, Lahore  
Zahoor Elahi Road, Gulberg-II, Lahore

Phone: +92 (42) 35750946  
Email: [dhillonaftab@gmail.com](mailto:dhillonaftab@gmail.com)

Website: [wasa.punjab.gov.pk](http://wasa.punjab.gov.pk)

# 1. INVITATION FOR PREQUALIFICATION

- 1.1. Water and Sanitation Agency (WASA) (“**the Employer**”) was established by Lahore Development Authority in 1976 for planning, designing, developing and maintaining a water supply, sewerage and draining system in Lahore metropolitan area. Since the amendment of the Lahore Development Authority Act 1975 in 2013, WASA jurisdiction has expanded to Lahore Division, with power to collect rates, fees and charges for water supply, sewerage and drainage.
- 1.2. The Employer intends to develop a water and sanitation master plan for Lahore District that provides a 25-year roadmap for establishing physical infrastructure (with costing and institutional arrangement) for provision of water supply, sewerage, storm water drainage and wastewater treatment. The master plan shall be prepared on the basis of the following tasks:
  - a. Mapping and inventory of existing water, wastewater and storm water infrastructure
  - b. Assessment of surface water as alternate water supply source
  - c. Hydrological and hydro-geological study on groundwater
  - d. Identification of arsenic zones, and assessment of contamination
  - e. Re-organization of existing water supply network into manageable zones
  - f. Integration of sewerage and drainage of non-WASA served areas with existing network
  - g. Financial and institutional strategy for implementing master plan
- 1.3. The Employer intends to select entities (companies/joint ventures/consortia, as the case may be) that meet the Prequalification Criteria (set out below in Section 3 of this document) for this project known as **Preparation of Master Plan for Water Supply, Sewerage & Drainage System of Lahore**.
- 1.4. Evaluation of Prequalification Applications:
  - a. An applicant whose Prequalification Application is determined by the Employer to be responsive and as meeting the Prequalification Criteria specified in Section 3 shall be designated as a "Prequalified Bidder".
  - b. An Applicant whose Prequalification Application is determined by the Employer to be non-responsive or as not meeting the Prequalification Criteria specified in Section 3 shall be designated as a "Non-Prequalified Bidder".
- 1.5. Requests for Proposal shall be issued only to Prequalified Bidders. The expected schedule is as follows:

Activity	Target Date
Requests for Proposal	Jun23, 2014
Submission of bids	End July, 2014
Award of contract	August, 2014

- 1.6. Data/information about the project shall be regularly updated on the websites of WASA (wasa.punjab.gov.pk) and LDA (www.lda.gop.pk)

## 2. INSTRUCTIONS TO APPLICANTS

- 2.1. Applications for prequalification (one original and five [5] copies) must be received in sealed envelopes to be delivered by hand or through registered mail to:

**Dy. Managing Director (Engg)**

Water & Sanitation Agency, Lahore  
Zahoor Elahi Road, Gulberg-II, Lahore  
Phone: +92 (42) 35750946  
Email: dhillonaftab@gmail.com

- 2.2. Applications should be delivered no later than 1500 hours on June15, 2014 (“Prequalification Application Deadline Date”) and be clearly marked “Application for Prequalification of WASA Master Plan Study”.
- 2.3. Applications shall be submitted using Application Forms (A-1 to A-6) annexed with this document.
- 2.4. The name and mailing address of the Applicant shall be clearly marked on the envelope.
- 2.5. Applications shall be prepared in English language and all relevant forms shall be filled out in English. Information in any other language shall be accompanied by its certified translation in English. Non-compliance of the above requirement may result in disqualification of relevant Applicants.
- 2.6. Applicants must respond to all questions and provide complete information as advised in this document (Application Forms A-1 to A-6 annexed with this document). Failure or omission to provide the aforementioned essential information may result in disqualification of the Applicant.

- 2.7. Prequalification is open to both Pakistan-based entities as well as those based abroad, provided they are duly incorporated under the laws of their country. Pakistan-based entities have to be registered with Pakistan Engineering Council (PEC).
- 2.8. The Employer reserves the right to cancel the prequalification process and reject all applications without liability or obligation to inform Applicants.
- 2.9. Prequalified Bidders may participate only in one bid for the project. If a Prequalified Bidder submits more than one bid for the project, singly or as part of a joint venture, all bids that include that bidder shall be rejected. This rule does not apply to bids that include sub-contractors who are used by more than one bidder.

### 3. PREQUALIFICATION CRITERIA

- 3.1. Applicants shall be evaluated on the following eligibility criteria set out below regarding financial soundness, experience and technical strength (as demonstrated by the Applicant's responses in the Application Letter (A-1) and Application Forms A-2 to A-6 annexed with this document).

	Max score	Positive score mandatory
<b>Financial Soundness (25 points)</b>		
<p><i>F1.</i> Average annual turnover in <b><i>last three financial years</i></b> (FYs 2010-11, 2011-12, 2012-13)</p> <p>&lt;=PKR 200m = 0 points, &gt;=PKR 1000m = 15 points, values in-between shall be prorated.</p>	15	<input type="checkbox"/>
<p><i>F2.</i> Average net profit in <b><i>last three financial years</i></b> (FYs 2010-11, 2011-12, 2012-13)</p> <p>&lt;=0% = 0 points, &gt;=10% = 10 points, values in-between shall be prorated.</p>	10	

**Experience (50 points)**

<p><i>E1.</i> Time since commencing operations</p> <p>&lt;=5 years = 0 points, &gt;=10 years = 5 points, values in-between shall be prorated.</p>	5	<input type="checkbox"/>
<p><i>E2.</i> Water and sanitation planning of populous city</p> <p>&lt;=2m population = 0 points, &gt;=12m population = 10 points, values in-between shall be prorated.</p>	10	<input type="checkbox"/>
<p><i>E3.</i> Water and sanitation planning of large metropolitan area</p> <p>&lt;=500sq. km = 0 points, &gt;=1500 sq. km = 10 points, values in-between shall be prorated.</p>	10	<input type="checkbox"/>
<p><i>E4.</i> Water and sanitation planning of old city (&gt;200 years)</p>	5	
<p><i>E5.</i> Water and sanitation planning of city with comparable social, economic, and political environment as Lahore</p>	5	
<p><i>E6.</i> Water and sanitation planning of city dependent on groundwater abstraction for water supply</p>	5	
<p><i>E7.</i> Water and sanitation planning of riverine city</p>	5	
<p><i>E8.</i> Water and sanitation planning of foreign cities (other than country of origin of entity)</p> <p>No foreign city = 0 points, 5 cities in different countries = 10 points, values in-between shall be prorated.</p>	5	

<b>Technical Strength (25 points)</b>		
<p><i>T1.</i> Offices in foreign countries (other than place of origin)</p> <p>No foreign office = 0 points,            &gt;=5 offices in different countries = 10 points,            values in-between shall be prorated.</p>	5	
<p><i>T2.</i> Number of permanent employees</p> <p>&lt;=50 people = 0 points,            &gt;=250 people = 10 points,            values in-between shall be prorated.</p>	5	<input type="checkbox"/>
<p><i>T3.</i> Available technical expertise (under permanent employment) specific to this project</p> <p>Water supply (groundwater) = 1 point,            Water supply (surface water) = 1 point,            Civil engineering(water supply) = 1 point,            Electrical engineering = 1 point,            Mechanical engineering = 1 point,            Civil engineering (sanitation) = 1 point,            Hydrology = 1 point,            Hydrogeology = 1 point,            Wastewater treatment = 1 point,            Sociology = 1 point,            Urban Economics = 1 point,            GIS = 1 point,            Finances = 1 point,            Institutions = 1 point,            Environmental = 1 point.</p>	15	<input type="checkbox"/>

3.2. A short-list of seven (7) highest ranked Applicants or less scoring more than a minimum of 60 points (in addition to meeting the minimum criteria) shall be established. Prequalified Bidders will be invited to submit a technical and financial proposal. Non-Prequalified Bidders will be informed accordingly.

3.3. Applicants shall submit, with appropriate referencing in Application Form where required, the following documents as proof of its eligibility:

### Documentary Evidence

- D1. Certificate of Incorporation
- D2. Memorandum and Articles of Association (if applicable)
- D3. Audited financial statements
  - FY 2010-11
  - FY 2011-12
  - FY 2012-13
- D4. National Tax Number certificate (if Pakistan-based)
- D5. Income tax returns (if Pakistan-based)
  - FY 2010-11
  - FY 2011-12
  - FY 2012-13
- D6. Sales Tax Registration certificate (if Pakistan-based)
- D7. Certificate of Registration with the Pakistan Engineering Council (if Pakistan-based)
- D8. Reference letters from *two (2) clients*

3.4. Applicants shall also be required to submit an affidavit affirming and declaring on oath that the Applicant:

- a. is not in bankruptcy or liquidation proceedings;
- b. is not making any misrepresentations or concealing any material detail;
- c. has not been convicted of, fraud, corruption, collusion or money laundering;
- d. is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations;
- e. does not fall within any of the circumstances for ineligibility or disqualifications; and
- f. is not blacklisted by any public body of Pakistan.

- 3.5. The Employer reserves the right to waive minor deviations, if these do not materially affect the capability of the Applicant to perform the contract. In such case, similar relaxation shall be provided to all Applicants so affected. Sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria.
- 3.6. The Employer reserves the right to seek additional information, missing information, and/or clarification of submitted information, from any applicant. In such case, similar opportunity shall be provided to all Applicants so affected.
- 3.7. Prequalified Bidders shall be required to update the financial and technical information used for prequalification at the time of submission of their bids to confirm continued compliance with the Prequalification Criteria. A bid shall be rejected if the Applicant no longer meets the qualification thresholds at the time of bidding.
- 3.8. The Employer may verify information provided in prequalification documents through any means necessary, and reserves the right to disqualify a bid at any stage of the bidding process if the Applicant is found to have willfully misrepresented information.

## 4. JOINT VENTURES

- 4.1. Any collaboration between different legal entities (by whichever name, not limited to joint-venture, partnership, consortium, etc.) shall be considered as a JV for the purposes of this section.
- 4.2. Lead partner of a JV shall be required to meet the financial criteria provided in Section 3 in order for the JV to prequalify. However, technical criteria may be met individually by any of the partners, or collectively as a JV.
- 4.3. Any change in the corporate structure or constituent documents of a prequalified JV after prequalification, shall be subject to the written approval of the Employer prior to the deadline for submission of bids. Such approval may be denied if:
  - 4.4. partner(s) withdraw from a JV and none of the remaining partners meet the qualifying technical criteria; or
  - 4.5. Substantial reduction in competition occurs.
- 4.6. The prequalification of a JV shall not necessarily prequalify any of its partners/stakeholders individually or as a partner in any other JV. In case of dissolution of a JV, a member may prequalify if it meets the criteria specified in Section 3.
- 4.7. Prequalification application submitted by a JV must be signed by an authorized signatory on behalf of all members in a JV so as to legally bind all partners, jointly and severally.
- 4.8. Each partner of the JV must provide affidavit referred to in Sub-section 3.4 individually.



- 4.9. The application shall be submitted with a copy of a legally enforceable JV agreement providing joint and several liability with respect to the contract.

## Application Form A-1

# Letter of Application

*[Letterhead paper of the Applicant (or lead partner of a joint venture), including full postal address, telephone no., fax no. and e-mail address]*

Date:.....

To: Dy. Managing Director (Engg)  
Water and Sanitation Agency, Lahore

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 prequalified as a bidder for the following contract(s) under the **Preparation of Master Plan for Water Supply, Sewerage & Drainage System of Lahore** project:
2. WASA or 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 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.
3. WASA or its authorized representatives may contact the following persons for further information<sup>1</sup>, if needed.

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<sup>1</sup> Application by joint ventures should provide information for each party to the application on a separate sheet.

<b>General, Financial and Managerial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Technical Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

4. This application is made with the full understanding that:
- (a) bids by Prequalified Bidders will be subject to verification of all information submitted for prequalification at the time of bidding;
  - (b) WASA reserves the right to reject or accept any application, cancel the prequalification process, and reject applications; and
  - (c) WASA shall not be liable for any such actions or consequence of, and shall be under no obligation to inform us of the grounds for actions at 5(b) here above.

*[Applicants who are not joint ventures should delete paras 5&6]*

5. 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 contract, and the responsibilities for execution of the contract.
6. 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.
7. Appended to this application are the documents indicated by the checklist below. We accept that missing documents may result in our disqualification from the prequalification process.

<b>Documents Checklist</b>	
Certificate of Incorporation <sup>2</sup>	
Memorandum and Articles of Association (if applicable)	
Audited financial statements <ul style="list-style-type: none"> <li>▪ FY 2010-11</li> <li>▪ FY 2011-12</li> <li>▪ FY 2012-13</li> </ul>	
Nation Tax Number certificate (if Pakistan-based)	
Income tax returns (if Pakistan-based) <ul style="list-style-type: none"> <li>▪ FY 2010-11</li> <li>▪ FY 2011-12</li> <li>▪ FY 2012-13</li> </ul>	
Sales Tax Registration certificate (if Pakistan-based)	
Certificate of Registration with the Pakistan Engineering Council (if Pakistan-based)	
Reference letters from <i>two clients</i>	

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.

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<sup>2</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.

Signed	Signed
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)

## General Information

*[Applicant or each partner of a joint venture applying for prequalification is required to complete the information in this form.]*

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	
6.	No. of permanent employees	No. of permanent professional staff	
7.	Other offices		
	City	Country	Employees
	1.		
	2.		
	3.		
	4.		
	5.		

## Joint Venture/Consortium Summary

<b>Names of all Partners of a Joint Venture/Consortium</b>
1. Lead Partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

## Financial Information

Name of Applicant or partner of a joint venture
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*[The information supplied should be supported with audited financial statements of the Applicant or lead partner of a joint venture]*

<b>Year</b>	<b>Annual Turnover</b>	<b>Currency</b>	<b>Reference</b>
FY 2010-11			
FY 2011-12			
FY 2012-13			

<b>Year</b>	<b>Net Profit</b>	<b>Currency</b>	<b>Reference</b>
FY 2010-11			
FY 2011-12			
FY 2012-13			

**Application Form A-5**

**Water and Sanitation Experience<sup>3</sup>**

	<b>Location</b>	<b>Population</b>	<b>Area (km<sup>2</sup>)</b>	<b>Age</b>	<b>River (if any)</b>	<b>Water supply source</b>
1.						
2.						
3.						
4.						
5.						
6.						

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<sup>3</sup>Each experience listed in this form should be accompanied by details of the contract (Application Form A-6)



## Details of Contracts

*Name of Applicant or partner of a joint venture*

[Use a separate sheet for each contract]

1.	Name of Contract
	Location
2.	Name of Employer
3.	Employer Address .....
4.	Nature of work and similarity to this project ..... .....
5.	Contract Role (Tick One)  (a) Sole Contractor      (b) Sub- Contractor      (c) Partner in a Joint Venture
6.	Value of the total contract (in PKR) at completion, or at date of award for current contract .....
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months)

	_____Years          _____Months
11.	Contract Requirements  ..... ..... .....
12.	Reference <sup>4</sup>

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<sup>4</sup>Each copy of form A-6 must be accompanied by a reference letter from respective employer