

UNIVERSITY OF TURBAT

Tradition Innovation Excellence

**TURBAT, KECH
(BALOCHISTAN)**



P & D Section, UoT

PREQUALIFICATION DOCUMENT (PQD)

**EXPRESSION OF INTEREST FOR SHORTLISTING OF CONSULTING FIRMS
REGARDING CONSULTANCY SERVICES FOR THE PROEJCT "SOLARIZATION
OF UNIVERSITY MAIN CAMPUS"**

November, 2021

EXPRESSION OF INTEREST FOR SHORTLISTING OF CONSULTING FIRMS REGARDING CONSULTANCY SERVICES FOR THE PROJECT "SOLARIZATION OF UNIVERSITY MAIN CAMPUS"

No. PD/Solar/UoT Campus/_____/2021

Dated: ____/____/2021

The University of Turbat (UoT) (the "Employer") has received a development grant from the HEC/Government of Pakistan, as a component of UoT's project (Phase-II), towards the cost of "Installation of Solar Plant" at UoT Campus. For this purpose, the services of a Consulting Firm having relevant experience are required to provide support to University of Turbat, P & D Section for designing, construction and installation supervision of the EPC Contractor and supervision of O & M of the project for a period of two years months.

The Consulting firm will be hired for the said purpose as per provisions of Public Procurement Regulatory Authority (PPRA) Rules 2004 amended 28th July 2021.

A: Basic Requirements

The interested firms should fulfill the following Criteria as well as submit the following required documents with their proposals:

- i. Certificate of registration with concerned professional body from their country of origin.
- ii. A foreign bidder is entitled to bid only in a joint venture with a Pakistani contractor in accordance with the provisions of PEC regulations.
- iii. Copy of registration with Security Exchange Commission of Pakistan (SECP).
- iv. Copy of registration with Balochistan Revenue Authority (BRA).
- v. Copy of Registration with FBR / NTN / Sales Tax Number.
- vi. List of permanent professional staff along with CVs or relevant core staff showing project wise experience with exact time duration for each project. CVs of maximum 5 core staff members who will be made responsible to plan and implement the project. Maximum size of each CV should be 4 pages.
- vii. At least three (03) similar works completed by the firm during last ten (10) years indicating total cost of such works and cost of consultancy services received against those works along with date of start and completion.
- viii. Audited statements of accounts for the last three (03) years.
- ix. Annual turnover of Rs. 12.00 Million and above.
- x. A certificate / affidavit that the firm is not blacklisted by any public sector organization and has not been or involved in litigation during the last 10 years with any public sector organization in & outside Pakistan.

B: Purchase of PQD

Expressions of Interests (EOIs) are invited from eligible Consulting firms, Companies or Consortiums or Joint Ventures having relevant expertise in the said field. The RFP can be obtained from the office of the Project Director UoT located at Main Campus of University of Turbat at University town, Turbat, after payment of Rs.2,000 (Not refundable) for EOIs/Bids, being the documentation charges. The payment can be made through bank draft, banker's cheque or by depositing in UoT's Account No. 1040-7900525001 being maintained at HBL Turbat branch. Copy of un-signed PQD is also available on the websites of University of Turbat(www.uot.edu.pk/tenders) as well as at PPRA website(www.ppra.gov.pk). The EOIs of those firms shall only be acceptable who shall purchase PQD from the Procuring Agency. The written queries related to PQD, received from the firms' minimum 3 days before the closing date, would be responded.

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C: Acceptance or Rejection of the EOIS/Bids

The University of Turbat reserves the right to accept or reject any or all the EOIs/Bids, for which reasons will be recorded in writing as per PPRA rules.

D: Submission deadline for the EOIs

The interested firms may submit their EOIs (One Original & Two Copies) in sealed envelope by Courier or in person at the address given below. Last date for submission of EOIs is **15-12-2021 at 12:00 PM (PST)**. The EOIs shall be opened by the Departmental Tender Committee (DTC) on the closing date at **12:30 PM (PST)** in the meeting hall of administration block of UoT campus in the presence of representatives of the firms who may wish to attend the EOI opening meeting.

E: Evaluation of EOIs/Bids

The EOIs shall be evaluated as per evaluation criteria mentioned in this PQD as per Public Procurement Rules, 2004, amended on 28th July 2021. The Interested firms will be informed, in due course of time about the result of the evaluation of EOIs. The firms scoring an aggregate of 70% marks & above in evaluation of EOIs shall only be prequalified / shortlisted for the said consultancy services.

F: Request for Proposals (RFP)

The RFP shall only be issued to shortlisted Consulting firms.

PROJECT DIRECTOR

University of Turbat (Kech) University Town, adjacent to M-8 Highway,

Ginna, Turbat Kech, Balochistan

(Ph:0852-400511 or Cell # +923003939081)

(E.Mail: pd.uotkech@gmail.pk.)

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PART A: SCOPE OF WORK

The selected firm will be required to conduct the following activities but not limited to during this assignment in support/Consent of the Employer (University of Turbat).

- i) Review of Design / Drawings, Quality Assurance/Post Shipment Inspection**
- ii) Installation Supervision**
- iii) Post Installation Supervision**

PART B: EXPERTS TEAM FOR THE PROJECT

The expert team for the proposed Consultancy services would be as under:

All Engineers hired locally must be registered with the Pakistan Engineering Council (PEC).

- **Project Manager/ Team Leader**
 - Must have Bachelor's Degree in Electrical Engineering.
 - Masters will be preferred.
 - Experienced in large-scale installation of Solar Plants.
 - Background in project planning, designing and implementation of Solar Plants.
 - Experienced in appraisal, monitoring and evaluation of EPC contracts.
 - More than 10 years of experience of supervising execution of solar projects.
 - Experienced in development / preparation of BOQ documents for execution of solar projects and evaluation of BOQ estimates.
 - Must have the ability to review the design/drawings and conduct post installation testing & commissioning of the solar systems.
 - Experience in parameters of photovoltaic systems and components.
 - Having expertise in optimizing execution and operational costs and implementation phasing of the project.

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- Having expertise in conducting post-shipment inspection of the solar equipment
- Familiar with application of quality assurance/ control protocols and regimes.
- **Electrical Engineer**
 - Must have a Bachelor degree in Electrical Engineering.
 - More than 5 years of experience in preparation of Feasibility studies and design documents for solar energy development.
 - Experience in parameters of photovoltaic systems and components.
 - Having expertise in optimizing execution and operational costs and implementation phasing of the project.
 - Having expertise in preparation of bidding documents & evaluation of bids.
 - Having expertise in conducting post-shipment inspection of the solar equipment
- **Civil Engineer**
 - Must have a Bachelor degree in Civil Engineering.
 - More than 5 years of experience in Structure Design assignments
- **Mechanical Engineer**
 - Must have a Bachelor degree in Mechanical Engineering.
 - More than 5 years of experience in optimization execution and operational costs and implementation phase of the project.
- **Procurement / contract management specialist**
 - Must have degree in relevant field.
 - More than 5 years of experience in contract management, contract evaluation, conflict resolution and assessments for contract specifications and variations etc.

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PART C: ELIGIBILITY REQUIREMENTS OF FIRMS

Please provide information about the eligibility of your organization, as per criteria defined by Employer, using the following form. Attach relevant documents where required.

Code	Requirements	Response	
		Name of Organization	Name of Registration Authority
A.1	Please mention the name of Registration / Affiliation Authority / Authorities and provide Proof of Registration of your organization with any Government authority.		
	In case of consortium partners please also provide name of Registration / Affiliation Authority / Authorities and provide copy / copies of registration or Certificate / Proof of Registration with any Government authority of each partner, if available.		
A.2	Does your organization have valid National Tax Number (NTN) or Free Tax Number (FTN)? Attach Proof.	<input type="checkbox"/> Have NTN in the name of Organization <input type="checkbox"/> Have FTN in the name of Organization <input type="checkbox"/> Have applied for NTN or FTN. <input type="checkbox"/> Do not have NTN or FTN	
A.3	Does your organization have valid registration with Balochistan Revenue Authority (BRA)? Attach Proof.	<input type="checkbox"/> Have registration <input type="checkbox"/> Have not registration <input type="checkbox"/> Have applied for registration <input type="checkbox"/> Have not applied for registration	
A.4	Please check the appropriate box. Attach copies of audited financial statements of last three years issued by a licensed Chartered Accountant.	<input type="checkbox"/> Accounts of last three financial years audited by a licensed Chartered Accountant <input type="checkbox"/> Accounts of last three financial years not audited (Public sector organizations / institutions have exemption of this condition)	
A.5	Is your organization or any member of consortium has ever been black listed by any organization? Provide affidavit	<input type="checkbox"/> We solemnly declare that our organization or any member of consortium has never been blacklisted. <input type="checkbox"/> Our organization or any member of consortium has been blacklisted once or more than once.	

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A.6	Is your organization or any member of consortium has ever been involved in litigation with any public sector organization in & outside Pakistan? Provide Affidavit	<input type="checkbox"/> We solemnly declare that our organization or any member of consortium has never been involved in litigation with any public sector organization in & outside Pakistan. <input type="checkbox"/> Our organization or any member of consortium has been involved in litigation with any public sector organization in & outside Pakistan once or more than once.
A.7	Is your organization or consortium or Joint Venture partner completed three (3) similar assignments during the last ten (10) Years? Provide evidence.	<input type="checkbox"/> Yes <input type="checkbox"/> No
A.8	Is your organization have annual turnover of Rs. 12.00 Million and above? Provide documentary evidence.	<input type="checkbox"/> Yes <input type="checkbox"/> No
A.9	If you have previously worked with DOPP, has your contract been cancelled (in part or in full)? Or was the payment withheld for non-fulfillment of contract	<input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICANT DECLARATION

I, (Name of authorized person), hereby certify that:

- The information provided in this document is factually correct in all material respects.
- I am duly authorized to submit this application on behalf of **(Name of Organization)**

Name and Designation:	
Date and Place:	
Mobile & E-Mail:	
Signature:	

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Annex-A

EOI CHECK LIST

Sr. No	Required Documents	Checkbox
1	Copy / Copies of Registration(s) / Affiliation certificates attached	<input type="checkbox"/>
2	National Tax Number / Free Tax Number Certificates in the name of organization mentioned and certificate attached	<input type="checkbox"/>
3	Copy of registration with PRA attached	<input type="checkbox"/>
4	Audited Financial Statements/Accounts Statements showing Financial Position of Last Three Years; (Public organizations have exemption of this condition)	<input type="checkbox"/>
5	Letter of Association / Consortium, if applicable attached.	<input type="checkbox"/>
6	Declaration by authorized person to submit the EOI signed & attached.	<input type="checkbox"/>
7	CVs of Maximum Five (05) Core Staff Members attached	<input type="checkbox"/>
8	Certificate/Affidavit that the firm is not blacklisted by any public sector organization and has not been or involved in litigation during the last ten (10) years with any public sector organization in & outside Pakistan attached.	<input type="checkbox"/>
9	Proof/ Evidence of similar assignments.	<input type="checkbox"/>
10	Any other document attached, please specify.	<input type="checkbox"/>

Annex B

Curriculum Vitae (CV) for Proposed Professional Staff

1. Proposed Position: _____

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2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____

4. **Date of Birth**: _____ **Nationality**: _____

5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. **Membership of Professional Associations**: _____

7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

8. **Countries of Work Experience**: [*List countries where staff has worked in the last ten years*]: _____

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

11. Detailed Tasks Assigned

[*List all tasks to be performed under this assignment*]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

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[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 tasks listed under point 11.]

1) Name of assignment or project & Location: _____

Cost of Project: _____

Date of Start: _____ Date of Completion: _____

Actual time spent on the project: _____ in months

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

Assignment's Time Period: _____

2) Name of assignment or project & Location: _____

Cost of Project: _____

Date of Start: _____ Date of Completion: _____

Actual time spent on the project: _____ in months

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

Assignment's Time Period: _____

3) Name of assignment or project & Location: _____

Cost of Project: _____

Date of Start: _____ Date of Completion: _____

Actual time spent on the project: _____ in months

Client: _____

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Main project features: _____

Positions held: _____

Activities performed: _____

Assignment's Time Period: _____

4) Name of assignment or project & Location: _____

Cost of Project: _____

Date of Start: _____ Date of Completion: _____

Actual time spent on the project: _____ in months

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

Assignment's Time Period: _____

5) Name of assignment or project & Location: _____

Cost of Project: _____

Date of Start: _____ Date of Completion: _____

Actual time spent on the project: _____ in months

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

Assignment's Time Period: _____

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PART-D

EVALUATION/SELECTION CRITERIA

Requirements

The interested firms should attach the following documents with their applications:

- i. Certificate of registration with concerned professional body from their country of origin.
- ii. Copy of registration with Security Exchange Commission of Pakistan (SECP).
- iii. Copy of registration with Punjab Revenue Authority (PRA).
- iv. Copy of Registration with Income Tax Department / NTN / Sales Tax Number.
- v. List of permanent professional staff along with CVs or relevant core staff showing project wise experience with exact time duration for each project. CVs of maximum 5 core staff members who will be made responsible to plan and implement the project. Maximum size of each CV should be 4 pages.
- vi. At least three (03) similar works completed by the firm during last ten (10) years indicating total cost of such works and cost of consultancy services received against those works along with date of start and completion.
- vii. Audited statements of accounts for the last three (03) years.
- viii. Annual turnover of Rs. 10.00 Million and above.
- ix. A certificate / affidavit that the firm is not blacklisted by any public sector organization and has not been or involved in litigation during the last 10 years with any public sector organization in & outside Pakistan.
- x. International firms having Joint Venture (JV) with local partner can also apply

The firms who have not submitted the above information required as in EOI advertisement, may be excluded and the remaining complying firms shall be evaluated according to the following criteria.

	<u>Marks</u>
(A) Experience and standing of firm	[50]
(B) Qualifications and competence of key professional staff of core team	[45]
(C) Financial Position of the firm	[05]
Total marks for criteria (A), (B) & (C)	[100]

A) Experience and standing of the Consultancy Firm [50 marks]

The firm's ability to undertake the assignment will be assessed as to whether it has executed a similar assignments with the same value in the past. For this, it is only important to evaluate the maximum three (03) major reference assignment conducted by your organization (or your consortium partner) in the proposed consultancy services during the last ten (10) years.

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The following weight should be selected for the most suitable assignment from the table below:

		Relative Size of Assignment		
Similarity		>80%	80% – 50%	<50%
	Strong	1	0.65	0.3
	Medium	0.65	0.5225	0.195
	Weak	0.3	0.195	0.09
Weight from table *50 (Max Score)				

B) Qualification and competence of key professional staff of core team [45 Marks]

1. Key professional staff and academic qualification of core team:

i) Education & Qualification

a) Academic Profile (10 marks)

b) Time with firm (05 marks)

ii) Relevant Experience (10 marks)

iii) Relevant Projects (20 marks)

Total marks for criteria (i), (ii) & (iii) [45]

C) Financial Position: [5 Marks]

The financial position of a firm will be evaluated by using Return on Total Assets (ROA) formula.

Note: Only firms scoring an aggregate of 70 % marks & above in evaluation of EOIs shall be pre-qualified / shortlisted for the Consultancy services for the project “Solarization of University Campus”.
