

Pre-Qualification Document (PQD)

For

Pre-qualification / Shortlisting of Consulting Firms/Companies having expertise in Power, Energy, and Renewable Energy (Bio Mass Projects)

Under the Concept of

“Capacity Building of Government Departments”

GOVERNMENT OF PUNJAB



PLANNING & DEVELOPMENT DEPARTMENT



August, 2017

Table of Contents

1. Introduction	1
2. Objective	2
3. Scope of Work	2
4. Eligibility Criteria	3
i. Pre-Requisite	3
ii. Firm Experience	3
iii. Human Resource Capacity	3
iv. Financial Capabilities	4
5. Firm Detail	5
6. Client Detail	5
7. EOI Deadline	6
Annex-A Firm Experience (General)	7
Annex-B Firm Experience (Relevant)	8
Annex-C (List of Key Personnel)	9
Annex-D (CVs of Key Personnel)	10
Annex-E (Financial Capabilities)	11
Annex-F (Firm Detail)	12

1. Introduction

According to the vision of Chief Minister Punjab, Government Departments need Capacity Building by engaging various Consulting Firms/Companies in emerging areas to achieve development targets in an efficient and effective manner at a faster pace. Necessary amendments have been made in Punjab PPRA rules 2014 which enable Planning and Development Department (P&DD) to short-list/pre-qualify Consulting Firms/Companies on yearly basis. In accordance to the instant amendments in PPRA rules, 2014, all departments of Government of Punjab may issue Request for Proposal (RFP) directly (without advertisement) to the Consulting Firms/Companies shortlisted by P&D Department to hire services under certain terms and conditions mentioned in Sub-rules 6-10 of Rule No. 16 of PPRA 2014.

- i. **Power, Energy & Renewable Energy (Solar, Bio, and Wind etc.)**
 - a. *Hydro Energy*
 - b. *Solar Energy*
 - c. **Bio Mass**
 - d. *Wind Energy*
 - e. *Thermal Power*
- ii. Ground water, Hydrology and Integrated Water Management
- iii. Transportation Planning and Management
- iv. Legal, Techno-legal & Contract Management
 - a. *Legal*
 - b. *Techno-Legal and Contract Management*
- v. Public Private Partnership
- vi. Financial & Economic Analysis
- vii. Information Technology
- viii. Agriculture, Livestock and Forestry, Wildlife and Fisheries
 - a. *Agriculture*
 - b. *Livestock*
 - c. *Forestry, Wildlife and Fisheries*
- ix. Infrastructure and Structural Engineering
 - a. *Canals & Barrages*
 - b. *Small & Mini Dams*
 - c. *Roads & Bridges*
 - d. *Buildings*
- x. Water supply, Sanitation and Public Health Engineering
- xi. Urban Planning & Development
- xii. Environment Sector
- xiii. Monitoring and Evaluation

- a. *Monitoring, IT / Web based Monitoring System of Projects*
 - b. *Output, Outcome and Impact Evaluation and M&E Frameworks*
- xiv. **Health Sector**
 - a. *Planning, designing, operations of hospitals and other public sector health facilities*
 - b. *Planning, need assessment, designing, specification of medical equipment used for public sector hospitals and other public sector health facilities*
 - c. *Planning, designing and operationalization of hospital waste management system.*
 - d. *TPV of planning, designing of medical equipment and operations of hospitals and other public sector health facilities.*
- xv. **Services Sector.**
 - a. *Testing Services.*

2. Objective

To support the bio mass projects through providing services of design, feasibility studies, surveys, geotechnical and land investigations, third party analysis, appraisal and vetting of project concept /third party validation.

3. Scope of Work

- Conduct survey to collect site information for use in the feasibility studies and design of residential or commercial bio mass plants / projects.
- Preparation of detailed feasibility reports.
- To develop engineering design including all process, mechanical, electrical and control engineering aspects and to prepare design specifications and functional requirements for residential, commercial, or industrial bio mass project or components.
- Performance & Impact Evaluation of the biofuel / biogas plant projects
- To investigate the environmental / social / socio-economic issues with respect to project implementation of bio mass project;
- Provide technical support to install, start-up, testing, commissioning, and operations of bio mass plants or projects.
- Resident supervision and construction supervision at execution stage and after the completion of the project;
- Having expertise in supply chain of bio mass projects.
- Any other tasks assigned by the client / executing agency or department.

4. Eligibility Criteria

Following are the details on the basis of which Firm will be shortlisted:

i. Pre-Requisite

- a. Registration with the professional body (PEC, PCATP etc.)
- b. Registration with SECP, Registrar of Firms, etc.
- c. National Tax Registration Number (NTN)
- d. Minimum Rs.50 million and 5.0 million USD annual turnover for National and International Firms / Companies respectively
- e. Undertaking by the firm on a legal format, that it has not been blacklisted by any Government Agency/Authority nor is under any litigation.

ii. Firm Experience

Firms should provide information regarding;

- a. General experience by providing the list of total number of projects/assignments performed so far as per **Annex - A**
- b. Relevant experience in the subject field by submitting the detail of (5 Nos.) most relevant projects undertaken in the past (10 years) as per **Annex - B.**
- c. Detailed description of the Firm Profile by providing its organizational structure, list of permanent staff, quality management system and list of testing equipment/machinery.

iii. Human Resource Capacity

- a. List of key personnel proposed having expertise in **Bio Mass Projects** as per **Annex - C.**
- b. CVs of key personnel proposed as per **Annex - D.**

However, the required qualification and experience is as follows;

S. No.	Proposed Position	Required Qualification	Experience
1	Renewable Energy Specialist	MSc or BSc Chemical /Electrical/Mechanical Engineering/ MSc in Biotechnology /BSc in Agriculture Sciences or Engineering	Minimum 10 years of relevant experience in the conjunctive use of managing biofuel energy system / projects

2	Socio Economic Specialist	Master degree in Social Science or Agricultural Economics	Minimum 5 years of relevant experience in renewable energy resources especially bio fuel, gas production or project.
3	Environment Specialist	Master degree in Environmental Engineering/Environmental Sciences	Minimum 5 years of relevant experience in the Environmental Impact Assessment of renewable energy resources projects.
4	Design Engineer	MSc or BSc Chemical/Electrical Engineering/ MSc in Biotechnology /BSc in Agriculture Sciences or Engineering	Minimum 08 years' experience of design of bio gas or bio fuel plants.
5	Resident Engineer	MSc or BSc Chemical/ Electrical Engineering/ MSc in Biotechnology /BSc in Agriculture Sciences or Engineering	Minimum 5-7 years of experience in construction, testing, commissioning and operations of biofuel / biogas energy system or plants

iv. Financial Capabilities

Detail of financial capabilities to be provided as per **Annex- E**.

****All documents should be in English.***

*****Any misinformation, false and forged statement will lead to disqualification from being shortlisted/pre-qualified and any other action as per applicable laws.***

******Firms/Companies which may be applying under a joint venture/consortium should submit their documents under a single login.***

Criteria, sub-criteria, and point system for the evaluation of Expression of Interest (EOIs) is as follows:

A1	Firm Experience	Points
a)	Number of Assignments (General)	10
b)	Number of Assignments (Relevant)*	70

	i. Number of Similar Assignments	40
	ii. Value of Similar Assignment	30
c)	Firm Profile	20
	i. Organizational Structure	5
	ii. List of Permanent Staff	5
	iii. Quality Management System	5
	iv. List of Testing Equipment/Machinery	5
Total A1		100
A2	Human Resource Capacity	Points
a)	Renewable Energy Specialist	20
b)	Socio Economic Specialist	20
c)	Environment Specialist	20
d)	Design Engineer	20
e)	Resident Engineer	20
Total A2		100
A3	Financial Capacity	Points
a)	Annual Turn Over	35
b)	Current Ratio	35
c)	Net Worth	30
Total A3		100
Score = A1[40%] + A2[30%] + A3[30%]		
The minimum score required to be shortlisted is: 75 Points		
* Maximum number of 5 relevant assignments to be provided. Assignments provided beyond the limit of 5 will be given no weightage.		

5. Firm Detail

Firm should provide its detail as per **Annex-F**. In this PQD the word Firm has been used for both Firm and Company.

6. Client Detail

➔ **Directorate General of Monitoring & Evaluation,
Planning and Development Department
Government of Punjab.
72-Garden Block, New Garden Town Lahore.**

Contact No. 042-99233178.

7. EOI Deadline

The Expression of Interest EOI may be submitted on the Web Based Pre-qualification System (WBPS) developed on the website of Directorate General M&E i.e., <http://www.dgmepunjab.gov.pk>

Deadline for submission of the EOIs is 20th September, 2017 till 04:00 pm.

However, for Clarification/Coordination Firm/Company may contact to:



Research Associate

Directorate General (M&E), P&D Department

Government of Punjab.

72-Garden Block, New Garden Town Lahore.

Contact No. 042-99233178.

Annex-A Firm Experience (General)

General¹									
S. No	Name of Project	Location (Country/Province/Division)	Client	Project Description	Implementation		Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Services Provided by the Consultant
					Start	Completion			
1									
2									
3									
4									
5									

1. Provide list of total number of projects/assignments performed so far

Annex-B Firm Experience (Relevant)

Relevant¹									
S. No²	Name of Project³	Location (Country/Province/Division)	Client	Project Description	Implementation		Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Services Provided by the Consultant
					Start	Completion			
1									
2									
3									
4									
5									

1. Maximum number of (5) most relevant assignments to be submitted.
2. Assignments provided beyond the limit of 5 will be given no weightage.
3. Project/Assignment provided must be supported with the completion certificate issued by the procuring agency/executing agency of that particular project.

Annex-C (List of Key Personnel)

S. No	Name	Qualification	Total Experience in Years	Position Proposed	Current Responsibilities

Annex-D (CVs of Key Personnel)**CURRICULUM VITAE (CV)**

1. **Name of Personnel:** _____
2. **Current Position in the Firm :** _____
3. **Date of Birth:** _____
4. **Nationality** _____
5. **CNIC No (if Pakistani):** _____ **or Passport No:** _____
6. **Education :**

Degree	Major/Minor	Institution	Date (MM/YYYY)

7. **Membership of Professional Associations:** ____
8. **Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]:
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)*]:

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

11. Detail of Work Undertaken

Name of assignment or project: _____

Cost of Project _____ Location: _____

Date of Start: _____ Date of Completion: _____

Client: _____ Main project features: _____

Positions held: _____ Activities performed: _____

Actual time spent on the project: _____ in months.

12. 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 the proposed staff] Day/Month/Year

Date: _____

[Counter Signature of authorized signatory] Day/Month/Year

Annex-E (Financial Capabilities)

Year¹	Annual turnover	Current Ratio	Net Worth
2014-2015			
2015-2016			
2016-2017			

1. Data provided under the head of financial capabilities must be supported by the Audited Annual Financial Statements

Annex-F (Firm Detail)

Name of Firm	Address	Contact No.	Authorized Personnel Name	Authorized Personnel Contact No.
Lead Firm				
Joint Venture Firm(s)				
Associate Firm(s)				