

## Expression of Interest (EOI) for Civil Works

PU/UNDP/EOI/2014/007

Date: 19 March 2014

### Subject: **Expression of Interest (EOI) for Civil Works**

UNDP Office in Pakistan invites potential and experienced construction firms/companies to express their interest for providing civil works activities for a period of next three years as and when required by UNDP. Upon completion of the evaluation of the prequalification, UNDP will include the selected organizations in a roster of prequalified vendors. Following are some of the major construction activities but are not limited to:

1. Rehabilitation and Reconstruction of Community based infrastructure schemes that include Culverts, roads, pavement of streets and Drainage Channels in Swat, KPK Construction and Refurbishment of 4 District Prosecution Offices in KPK;
2. Construction and Refurbishment of Forensic Science Laboratory in KPK;
3. Refurbishment of Regional Training Centre, KPK;
4. Renovation of Home Department in KPK;
5. Continue to Strengthen of P&D Cell of Peshawar High Court, KPK;
6. Renovation and Refurbishment of new proposed UNDP Office in Islamabad? along with security enhancement work;
7. Construction and rehabilitation activities including KPK, Punjab, Sindh and Baluchistan.

### **Prequalification application process**

1. Interested Companies and/or associations/joint ventures must fill in the UNDP Prequalification Application Document and submit relevant documentation/information as to demonstrate that they are eligible and qualified to perform construction services/works as and when required by UNDP. In principle, UNDP intends to use the outcome of this exercise for shortlisting purposes in the context of procurement exercises to be conducted for the next three years starting from 2014 – 2016.
2. Completed applications in original as per the requirements stated in the Bid Data Sheet (BDS) should be submitted in a sealed envelope latest by **17:00 hours on 9<sup>th</sup> April 2014** to the following address:

#### **UNDP Registry, Quotation/Bids/Proposals**

United Nations Development Programme,  
Serena Business Complex, 2nd Floor, Khayaban e Suharwardy,  
Islamabad, Pakistan. (Ph: +92-51-8355600) Fax (+92-51-2600254 & 55)

Applications received after the above deadline will not be considered. Documents sent by e-mail or facsimile will not be accepted.

3. At any time prior to the deadline for submission of Prequalification Application Document, UNDP may, for any reason, whether at its own initiative or in response to a clarification

requested by Applicants, modify the Prequalification Application Document and its attachments by amendment, including through provision of supplementary information. The amendment will be also be posted on the UNDP website.

4. If you request additional information, please write to [procurement.info@undp.org](mailto:procurement.info@undp.org). The team will provide necessary information within due date. However, any delay in providing such information will not be considered a reason for extending the submission date of your quotation. All/any query regarding the submission of the quotation may be sent prior to the deadline at the e-mail/address mentioned above.
5. Any requests for clarification about the contents of the Prequalification Application Document shall be sent no later than **1<sup>st</sup> April 2014**. No phone calls will be accepted. Answers to questions/inquiries will be posted on UNDP web pages, and other web pages, on which this EOI is posted.
6. Completion of the Prequalification Application Document and submission of relevant documentation is compulsory as indicated in the Bid Data Sheet. Applications with incomplete submissions shall be disregarded.

#### **Invitation to Bid**

7. All applications will be screened, and only the applicants that are considered technically qualified and obtain 70% threshold will be invited to bid for the construction activities. The deadline for invited companies to submit their bids will also be specified in the invitation letter.
8. The submission for this EOI does not entail any commitment on the part of UNDP Pakistan, either financial or otherwise. UNDP reserves the right to accept or reject any or all EOI for civil works without incurring any obligation to inform the affected applicant/s of the grounds.

Sincerely yours,



**Marc-André Franche**  
Country Director

United Nations Development Programme

# Annex I - Instructions to Applicants (ITA)

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In addition to the essential guidance/instruction (provided through the cover letter) vis-à-vis application for the EOI, the followings are also to be considered during the submission.

## A. General

1. **Scope of Application:** UNDP Pakistan Procuring entity (The Employer) issues this EOI to applicants interested in bidding for Construction activities for the next three years (2014-2016).
2. **Eligible Applicants:**
  - (a) An applicant shall be a Joint Venture or legally established firms/companies. Real persons are not eligible to apply in their individual capacities.
3. **Contents of EOI:** The document for the Expression of Interest consist of the annexes indicated below, and should be read in conjunction with any Addendum that may be issued by the Procuring UNDP entity.
  - Application Submission Form(plus JV Declaration)
  - Form 1: Experience Project Completed Locally
  - Form 2: Key Personnel Form
  - Form 3: Equipment Form
  - Form 4: Litigation History
  - Form 5: Financial situation
  - Form 6: Financial Resources
  - Form 7: Evaluation Criteria/ Scoring Grid
4. **Amendment of EOI:**
  - (a) At any time prior to the deadline for submission of applications, the Employer may amend the Expression of Interest by issuing addenda.
  - (b) Any addendum issued shall be part of the EOI and shall be communicated in writing by posting the addendum to the web page(s) on which the prequalification document is posted.
  - (c) To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Employer may, at its discretion, extend the deadline for the submission of applications.

## B. Preparation of Applications

5. **Cost of Applications:** The Applicant shall bear all costs associated with the preparation and submission of its application. The Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
6. **Language of Application:** The Application prepared by the Applicant and all correspondence and documents relating to the Application exchanged by the Application and the procuring UNDP entity shall be in the **English** Language.,

## C. Submission of Applications

7. **Sealing and Identification of Applications:** The Applicant shall enclose the original application in a sealed envelope that shall.

- (a) bear the name and address of the Applicant;
- (b) be addressed to the Employer; and
- (c) bear the specific identification of this prequalification process indicated in the Prequalification Data Sheet

The Employer will accept no responsibility for not processing any envelope that was not identified as required. The preferred method for sealing and identifying the outer envelope is provided below.

<b>FROM:</b> Applicant's Name and Address:	
<b>TO:</b>	<b>UNDP Registry, Quotation/Bids/Proposals</b> United Nations Development Programme Serena Business Complex, 2 <sup>nd</sup> Floor, Khayaban e Suharwardy, Islamabad, Pakistan Tel: 051-8355600 Fax: 051-2600254-5
<b>REF:</b>	<b>PU/EOI/2014/007</b>
<b>SUB:</b>	Expression of Interest (EOI) for Civil Works
<b>Deadline for Submission of Bids:</b>	<b>9<sup>th</sup> April 1700 hours</b>
<b>DO NOT OPEN BEFORE OPENING DATE AND TIME!</b>	

8. **Late Applications:** Late applications shall be rejected.

#### **D. Procedures for Evaluation of Applications**

##### **9. Clarification of Applications**

- (a) To assist in the evaluation of applications, the Employer may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
- (b) If an Applicant does not provide clarifications of the information requested by the date and time set in the Employer's request for clarification, its application may be rejected.

10. **Responsiveness of the Application:** The Employer may reject any application which is not responsive to the requirements of the Expression of Interest.

#### **E. Evaluation of Applications and Prequalification of Applicants**

11. **Evaluation of Applications:** The Employer shall use the factors, methods, criteria, and requirements defined in The Bid Data Sheet (BDS), Sections 7 and 8 as well as Form-8, (Evaluation Criteria/Scoring Grid) to evaluate the qualifications of the Applicants.

12. **Employer's Right to Accept or Reject Applications:** All completed and responsive applications meeting the eligibility and minimum qualification requirements, that have obtained 70% or higher score in application of the evaluation criteria outlined in Form-8.

##### **13. Invitation to Bid**

- (a) After the notification of the results of the Express of Interest for successful bidders for three years (2014 & 2016) the Employer shall invite bids from the Applicants that have been considered qualified to undertake construction activities as and when required by UNDP.
- (b) Bidders may be required to provide a Bid Security or a Bank Guarantee acceptable to the Employer in the form and an amount to be specified in the Bidding Documents, and the successful Bidder shall be required to provide a Performance Security to be specified in the Bidding Documents.

## **F. Other**

The procuring entity also reserves the right to secure/request independent Financial Rating/Statements such as D&B rating as needed/required from the prequalified construction firms/companies.

## Annex II: Bid Data Sheet (BDS)

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Introduction		
1	Employer:	United Nations Development Programme
2	Application Process:	Expression of Interest (EOI) for Civil Works
3	Reference No.	<b>PU/UNDP/EOI/2014/007</b>
4	Address:	<b>UNDP Registry, Quotation/Bids/Proposals</b> United Nations Development Programme Serena Business Complex, 2 <sup>nd</sup> Floor, Khayaban e Suharwardy, Islamabad, Pakistan Tel: 051-8355600 Fax: 051-2600254-5
5	Clarification Requests	Requests for clarification should be received by the Employer no later than <b>7 (seven) days</b> prior to the deadline for submission of quotations to the fax number given above or through email on <a href="mailto:procurement.info@undp.org">procurement.info@undp.org</a>
6	Language:	The language of the bid is <b>English</b>

Introduction		
7	Minimum Qualifying Criteria	<p><input checked="" type="checkbox"/> Certificate of Registration of the business with authorized government body;</p> <p><input checked="" type="checkbox"/> Company Profile, along with Organogram and CVs of the Technical personnel currently with the firm/company</p> <p><input checked="" type="checkbox"/> Minimum 5 years of relevant experience in the civil works;</p> <p><input checked="" type="checkbox"/> Handled 5 similar construction projects in the past three years;</p> <p><input checked="" type="checkbox"/> minimum requirements of key personnel:</p> <ol style="list-style-type: none"> <li>1. one Team Leader</li> <li>2. two Civil Engineer</li> <li>3. three Quantity Surveyor</li> </ol> <p><input checked="" type="checkbox"/> Minimum Equipment Required:</p> <ol style="list-style-type: none"> <li>1. two Concrete Mixer</li> <li>2. two Dump Truck</li> <li>3. two Water Tank</li> </ol> <p><input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country;</p> <p><input checked="" type="checkbox"/> Latest certified Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past Two years (2011-2013)</p> <p><input checked="" type="checkbox"/> Minimum annual turnover of US\$150,000 for the past two years];</p> <p><input checked="" type="checkbox"/> Current ratio of not less than 1.0 (will be obtained from the Audit Reports)</p> <p><input checked="" type="checkbox"/> List of Bank References (Name of Bank, Location, Contact Person and Contact Details)</p> <p><input checked="" type="checkbox"/> Satisfactory performance certificates from three clients</p> <p><input checked="" type="checkbox"/> All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded (Form -4)</p>

Introduction		
8	Evaluation Criteria	<p><b><u>Bid Evaluation Criteria</u></b></p> <p><input checked="" type="checkbox"/> Years of experience in similar civil works activities</p> <p><input checked="" type="checkbox"/> Previous experience providing services for major multilateral, bilateral or UN agencies, as well as collaboration with government institutions; (Refer to Form 1)</p> <p><input checked="" type="checkbox"/> Minimum no. of similar projects undertaken over the past 5 years (5 similar projects); (Refer to Form 1)</p> <p><input checked="" type="checkbox"/> Qualification of the Team Leader, Engineer/s, Quantity Surveyor/s and other personnel <i>currently employed by the firm/company; refer to form 2</i></p> <p><input checked="" type="checkbox"/> (Provide list of all equipment that is with the firm/company), (Refer to Equipment Form-3);</p> <p>Annual cumulative turnover for the last two years (2012-13) ; (refer to form 5) (Form-7 Scoring Grid/Criteria 6a)</p> <p>Note: The firms will be categorized into the following three bands based on the following:</p> <p>(1) Year of Experience (Form-7 criteria 1)</p> <p>(2) The Financial Capacity (Form-7 Criteria – 6a)</p> <ol style="list-style-type: none"> <li>1. (US\$100,000 – 300,000)</li> <li>2. ((US\$300,000 – 700,000)</li> <li>3. (US\$700,000 – 1,000,000)</li> </ol>



**Application Submission Form** (to be printed on company letterhead, signed, dated and stamped)

Date: [insert day, month, year]

To: The Country Director, UNDP

We, the undersigned, apply to be prequalified for the referenced EOI and declare that:

- (a) We have examined and have no reservations to the Prequalification Documents, including any Addendum (or Addenda to same effect), issued by the procuring UNDP entity in accordance with Instructions to Applicants (Clause 5).
- (b) We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.
- (c) We are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Employer to provide consulting services for the preparation of the design specifications, and other documents to be used for the construction services to be procured.
- (d) *All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;*
- (e) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- (f) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and we do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

- (d) The following information shall be used by UNDP to notify us:

Name
Title
Address:
Tel:
Fax:

Best regards,

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name *[insert full name of person signing the application]*

In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's Name *[insert full name of Applicant]* Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*

## JOINT VENTURE DECLARATION

We have entered into a private joint venture in order to submit joint application for this Expression of Interest by **United Nations Development Programme (UNDP) Pakistan**. If we are awarded the contract, the joint venture agreement shall be notarized and submitted to the Contracting Entity before the contract is concluded. Lead (pilot) partner of our joint venture shall be .....[*indicate name of the lead partner*]..... until the completion of work.

If we are awarded the contract as a result of the joint tender that we submit, we hereby declare, accept and guarantee that the contract shall be signed by all partners and our partner indicated as the lead partner shall have the full power to act for and on behalf of our joint venture in respect of all issues concerning the contract.

No	Name of the Partner in the JV	Percentage Share*
1		
2		
3		

	Lead Partner	Partner	Partner
Name			
Date			
Signature			
Stamp			

\* Lead partner's share cannot be less than 50%  
Share of the remaining partner(s) shall not be less than 20%

Company Name: \_\_\_\_\_

**Form – 1: Experience: Projects Completed/Ongoing**

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***Please attach Updated Reference letters/completion certificates and (or projects' contracts/ acceptance letters for ongoing projects) for each and every project the company had completed***

1. Complete information about the projects completed throughout Pakistan

No	Name of the Employer / Client (Address and contact details)	Name and location of project	Project start and completion Dates	Project type: Building, Sewage, Water, Roads, etc	Project Amount or Contract Price (US\$)	Attached Certificate/ Contract/POs

## Form -2 : Key Personnel Form

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Guidance note: The key personnel form should be printed on company letterhead, signed by the authorized representative(s) of the bidder, dated and stamped. The form should be supplemented by the CVs of the proposed key personnel, copies of their diplomas, and other supporting documents (certifications, membership to professional bodies etc.) as applicable.

To: UNDP

### KEY PERSONNEL FORM

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We, the undersigned, confirm that the following key personnel whose names and qualifications have been summarized below are our employees and will be assigned to any projects based on requirements. Attached are the signed CVs of the proposed key personnel, along with copies of their diplomas and other supporting documents as applicable.

#	Key Personnel	Name and Last Name	Designation	Education (Degree)	Years of Professional Experience	Years of Similar Work Experience
1						
2						
3						
4						
5						
6						

Best regards,

[Signature of the Authorized Representative(s) of the Bidder]

Name: [Insert name(s) of the Authorized Representative(s) of the Bidder]

In the Capacity of [insert capacity of person signing the application]

Duly authorized to sign the application for and on behalf of: [insert full name of Applicant]

Address [insert street number/town or city/country address]

Dated on [insert the date: DD/MM/YYYY]

## CV Template

Guidance note: The following CV template should be used by the applicants for all of the proposed key personnel. Note that the CV should be signed and dated by the proposed key personnel. At the minimum the copies of the diplomas of the proposed key personnel should be attached.

<b>Position*:</b>		
<b>Personnel Information</b>	Name	Date of Birth:
	University Degree*:	
	Professional Qualifications:	
<b>Present Employment</b>	Name of the Employer	
	Address of the Employer	
	Telephone	Contact Person:
	Fax	Email:
	Job Title	Years with present Employer:

*Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project. Add/delete rows as applicable.*

From *	To*	Company, Project , Position, and Technical and Management Experience*

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describes me, my qualifications and my experience. I confirm my intention to serve within the proposed capacity and my availability to perform the duties as per the requirements.

Signature and Date: \_\_\_\_ [signature of the proposed personnel and the date of signature] \_\_\_\_.

Attachments: Copy of diploma(s), etc.

### Form – 3: Equipment Form

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Guidance Note: The key equipment form should be printed on company letterhead, signed by the authorized representative(s) of the bidder, dated and stamped. The Bidder must demonstrate that it will have access, at the minimum, to the key equipment, listed hereafter. The list of equipment hereafter is will be used as minimum benchmark for assessment of application.

To: UNDP,

#### EQUIPMENT FORM

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Name of the Equipment	Quantity	Year of Manufacture	Current Location	Status/Condition of the equipment
Concrete Mixer -				
Dump Truck No				
Water Truck				

Note: please add all equipment that is with the firm/company

Best regards,

[Signature of the Authorized Representative(s) of the Bidder]

Name: [Insert name(s) of the Authorized Representative(s) of the Bidder]

Address [insert street number/town or city/country address]

Dated on [insert the date: DD/MM/YYYY]

## Form - 4: Litigation history

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**G. Company Name:** \_\_\_\_\_

1. Has your organization ever failed to complete any awarded work within the last 3 years?

*(If Yes, attach explanation)*

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2. Company's history of litigation or arbitration from contracts executed in the last three years or currently under execution. Please indicate for each case year, name of employer, cause of litigation, matter in dispute, disputed amount and whether the award was for or against company.

*(If applicable, attach explanation)*

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3. Has your organization filed any lawsuits or claims with regard to construction contracts within the last three years?

*(If Yes, attach explanation)*

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**Form - 5: Financial Situation** (to be printed on company letterhead, signed, dated and stamped)

Applicant's Legal Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/2014

Page \_\_\_\_ of \_\_\_\_

Financial information in US\$ equivalent Pak Rupees				
Information from Balance Sheet				
	2011	2012	2013	Average
Total Assets (TA)				
Total Liabilities (TL)				
TA/TL Ratio				
Net Worth (NW)				
Current Assets (CA)				
Current Liabilities (CL)				
CA/CL Ratio				
Information from Income Statement				
Total Revenue (TR)				
Profits Before Taxes (PBT)				

Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:

- \* Must reflect the financial situation of the Applicant
- \* Historical financial statements must be audited by a certified accountant
- \* Historical financial statements must be complete, including all notes to the financial statements
- \* Historical financial statements must correspond to accounting periods already completed and audited

**Note: Companies/Firms applying through Joint Venture are requested to please provide the Audited Account of Lead Partner.**

Name:

Company Name:



**Form 6: Financial Resources** (to be printed on company letterhead, signed, dated and stamped)

Cash and Credit position as of submission date in PKR				
Bank	Available Cash	Unused		
		Cash Credit	Credit Letter	
<b>Total</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>A+B+C</b>

S.No	Criteria	Measuring against	Documentary Source of input to the system	Form: 7 (Evaluation Criteria/Scoring Grid)				Total Marks
					Band-1	Band-2	Band-3	
1.	Years since establish	Age of company (years)	Registration certificate	Range	=>5 X<=7	7=<X<10	>=10	20
				Points	14	17	20	
2.	Experience with national/ multi-national	Money Value (USD)	certificates of completion as issued by the various UN Agencies	Range	=>50K - =<300K	=>300K - =<700K	=>700K - =>1 M	10
				Points	7	8	10	
3	Projects completed during the last five years with ongoing projects if any	Number of executed or under progress civil works contract	completion certificates and copy of ongoing contracts/POs by the various clients	Range	6 Certificates/ POs/ Contracts	9 Certificates/ POs/ Contracts	>10 Certificates/ POs/ Contracts	20
				Points	14	17	20	
4	Key staff / & Engineers (Team Leader, Civil Engineers	Team leader, Civil Engineer; and Surveyor	CVs of Key Staff and Form-3	Range	1 Team leader 2 Civil Engineer; 3 Quantity Surveyor	1 Team leader 3 Civil Engineer; 5 Quantity Surveyor	1 Team leader 5 Civil Engineer; 8 Quantity Surveyor	20
				Points	14	17	20	
5	Financial capability	(a) Turnover	Certified Audit Report for the last two years (2012-13) Note: The turnover will be calculated by taking an average of the last two years	Range	=>100K - =<300K	=>300K - =<700K	=>700K - =>1 M	30
				Points	18	25	30	
	Total:							100