

REQUEST FOR PROPOSAL

FOR

**HIRING A CONSULTANCY FIRM FOR THIRD-PARTY
VALIDATION FOR
GUEST HOUSE CONSTRUCTION AT 100MWp QA SOLAR PLANT
SITE IN BAHAWALPUR**

Under Rule 46A of PP Rules

25th September, 2023



Quaid e Azam Solar Power (pvt) Ltd

Quaid-e-Azam Solar Power Pvt Ltd

DISCLAIMER

1. The information contained in this Request for Proposal (RFP) document or subsequently provided to applicants, whether verbally or in written form by or on behalf of Quaid-e-Azam Solar Power Pvt Ltd (QASPL) or any of their employees or advisors, shall be subject to the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided.
2. This RFP document does not purport to contain all the information each applicant may require. This RFP document may not be appropriate for all persons, and it is not possible for the QASPL their employees or advisors to consider the investment objectives, financial situation and particular needs of each applicant who reads or uses this RFP document. Certain applicants may have better knowledge of the proposed Project than others. Each applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. QASPL, its Representatives, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.
3. QASPL may, in their absolute discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this RFP document or cancel the present invitation and call for fresh invitations. Such changes would be intimated to all applicants using this RFP Document.
4. QASPL reserves the right to reject any or all of Request for Quotation (RFPs) submitted in response to this RFP Invitation at any stage according Punjab Procurement Rules (PPR) 2014. QASPL also reserves the right to hold or withdraw from or cancel the process at any stage up to the final shortlisting.
5. Neither QASPL nor their employees or representative will have any liability in case of non-receipt of any correspondence from them to the applicant due to the postal delays.
6. Mere submission of this RFPs or shortlisting or issue of RFP does not vest any right in the applicant for being selected for the project.
7. In case there is contradiction between Instruction to Applicant and Invitation for RFP the condition of later will prevail.

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REQUEST FOR PROPOSAL

CONSULTANCY FIRM

FOR

THIRD-PARTY VALIDATION

1. Quaid-e-Azam Solar Power Pvt Ltd intends to hire a consultancy firm for third-party validation.
2. Details on the services are provided in the Terms of Reference.
3. Consultant will be selected on Least Cost Basis after the taking at least 65% in technical evaluation.
4. The shortlisting of Consultancy Firms shall be carried out under Rule 46A of Punjab Procurement Regulatory Authority Rules 2014. Firms are eligible to apply in a joint venture.
5. Interested firms must deliver their quotations in sealed envelopes (Financial) and technical documents (Technical) by hand or through registered mail to **the address given below** not later than **03.00 PM on or before 11th October,2023**.

Chief Executive Officer

Quaid-e-Azam Solar Power (Pvt.) Ltd.

3rd Floor, 83 A E/1, Main Boulevard, Gulberg III, Lahore.

Phone No. 042-99332261-65

Fax No. 042-35790366

Email: gmplant@qasolar, projectmanagement@qasolar.com, pm@qasolar.com

Web Address: www.qasolar.com

SECTION 1

TERMS OF REFERENCE

PROJECT NAME: Third Party Validation of the Guest House Construction

Location:

QASPL Plant Site in Bahawalpur.

SCOPE OF WORK

Following are the terms of reference/Scope of work for TPV of construction of Guest House at QA Solar Plant Site in Bahawalpur:

1. Verification of the building that work is being done as per approved drawings.
2. Verification of the consultant reports and payment certificates.
3. Verification that payment is being done in accordance with the milestones mentioned in the contract document.
4. Verification of all the furniture, Kitchen accessories and miscellaneous items provided by the contractor.
5. To verify that specifications of all the material provided by the contractor is in line with the contract.

Team of Experts:

1. Civil Engineer with minimum 08 years of Experience Building Construction supervision.
2. Quality Control Engineer with minimum 04 years of Civil/Building works.

Section 2

DURATION: 60 DAYS

ESTIMATED COST: 02 MILLION(INCLUSIVE OF ALL APPLICABLE TAXES)

PAYMENT MILESTONES:

Percentage	Milestone
10%	Inception Report
40%	Verification of building work as per drawings
20%	Verification of Payment Certificates and Consultant Reports.
30%	Submission of Furniture, Kitchen Accessories, Material and Miscellaneous Items provided by the contractor in line with the contract

SECTION 2

Instruction to Applicants

A. Scope of Application

1. QASPL wishes to receive RFPs from experienced and capable firms/JVs for the assignment.

B. Information Required

1. RFP (original and copy) shall contain:
 - a. Power of Attorney for the signing authority as per the format enclosed at Appendix 1A, alternatively, authorization letter issued by the CEO or suitably authorized person would suffice subject to the power of attorney;
 - b. Power of Attorney for the Lead member of the consortium/JV as per the format enclosed at Appendix 1B, in case of Consortium/JV;
 - c. Applicant details (Appendix 2);
 - d. RFP's Application in the prescribed format (Appendix 3) along with supporting documents;
 - e. Completed Format for Experience as in Appendix 4, along with supporting documents;
 - f. Completed Format for Financial Capability as in Appendix 5, along with supporting documents;
 - g. Format of Assignment Undertaking as in Appendix 6A;
 - h. Documentary evidence, if applicable, relating to experience of group companies/associates.

C. Changes in Consortium/JV Composition (Not Applicable)

D. Number of RFPs

Each Applicant shall submit only one (01) RFP Application in response to this RFP. Any Applicant, which submits more than one RFPs Application will be disqualified and will also cause the disqualification of the Consortiums/JV of which it is a member as the case may be.

E. RFP Preparation Cost

The Applicant shall be responsible for all of the costs associated with the preparation of its RFP and its participation in the process. QASPL will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the process.

F. Project Inspection and Site Visit

1. Each Applicant submits its RFP after due diligence; and ascertaining for itself the location, surroundings, access, transport, right of way or any other matter considered relevant by it.

Section 2

2. It would be deemed that by submitting the RFP, Applicant has:
 - a. Made a complete and careful examination of the RFP; and
 - b. Received all relevant information requested from QASPL.
3. The QASPL shall not be liable for any mistake or error on the part of the Applicant in respect of the above.

G. Right to Accept or Reject any or all Applications

1. Notwithstanding anything contained in this RFP, QASPL reserves the right to accept or reject any RFP and to annul the process and reject all RFPs / proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment.
2. The QASPL reserves the right to reject any RFP Application if:
 - a. At any time, a material misrepresentation is made or uncovered, or
 - b. The Applicant does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the RFP.

Such misrepresentation / improper response would lead to the disqualification of the Applicant. If the Applicant is a Consortium/JV, then the entire Consortium/JV would be disqualified / rejected.

H. Contents of RFP

The RFP Document comprises the contents as given in the Table of Contents and would additionally include any Addenda issued in accordance with the provisions of this Document.

I. Clarifications

Interested Applicant may address their queries relating to the RFP to the Offices of the Chief Executive Officer, QASPL..

The QASPL would endeavor to respond to the queries. The responses will be sent by fax/ email.

J. Amendment of RFP

1. At any time prior to the deadline for submission of RFP Application, QASPL may, for any reason, whether at its own initiative or in response to clarifications requested by any Applicant, modify the RFP Document by the issuance of an Addendum / modified copy.

K. Language

Section 2

The RFP and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Applicant with the RFPs/ Application may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language duly certified appropriately. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the RFP, the English language translation shall prevail.

L. Currency

The currency for the purpose of the RFPs Application shall be the Pak Rupee (PKR).

M. Validity of RFPs

RFPs shall remain valid for a period not less than 90 days from the RFP Application Due Date. QASPL reserves the right to reject any RFP Application, which does not meet this requirement.

N. Format and Signing of RFP Application

1. The Applicant would provide all the information as per this RFP.
2. The Applicant shall prepare one original of the documents comprising the RFP Application and clearly marked "ORIGINAL". In addition, the Applicant can make one copy of the RFP Application, clearly marked "COPY" and one soft copy. In the event of any discrepancy between the original and the copies, the original shall prevail.
3. The RFP Application and its copies shall be typed or written in indelible ink and each page shall be initialed and stamped by the Applicant. All the alterations, omissions, additions, or any other amendments made to the RFP Application shall be initialed by the person(s) signing the RPQ Application.

O. Sealing and Marking of RFP Applications

1. The Applicant shall seal the original and copy duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope super scribing 'RFP for THIRD PARTY VALIDATION' and also the name(s) of firm / consortium/JV. Please clearly mark and enclosed the Technical and Financial Envelope Separately.
2. Each RFP (original and copy) shall contain:
 - a. Power of Attorney for the signing authority as per the format enclosed at Appendix 1A, alternatively, authorization letter issued by the CEO or suitably authorized person would suffice subject to the power of attorney;
 - b. Power of Attorney for the Lead member of the consortium/JV as per the format enclosed at Appendix 1B, in case of Consortium/JV;
 - c. Applicant details (Appendix 2);
 - d. RFP's Application in the prescribed format (Appendix 3) along with supporting documents;

Section 2

- e. Completed Format for Experience as in Appendix 4, along with supporting documents;
 - f. Completed Format for Financial Capability as in Appendix 5, along with supporting documents;
 - g. Format of Assignment Undertaking as in Appendix 6A;
 - h. Documentary evidence, if applicable, relating to experience of group companies/associates.
3. The envelope shall be addressed to:

Chief Executive Officer

Quaid-e-Azam Solar Power (Pvt.) Ltd.

3rd Floor, 83 A E/1, Main Boulevard, Gulberg III, Lahore

4. If the envelope is not sealed and marked as instructed above, QASPL assumes no responsibility for the misplacement or premature opening of the contents of the RFP Application submitted.

P. RFP Application Due Date

RFP Applications should be submitted on the RFP Application Due Date and time, at the address provided above in the manner and form as detailed in this RFP. RFP Applications submitted by either facsimile transmission, telex or e-mail would not be considered for evaluation and shortlisting. However QASPL reserves the right to extend the RFP Application Due Date and Time, at any time prior to receiving of RFPs in response to this RFP.

Q. Late RFP Applications

RFP Applications received after the Due Date & Time shall not be considered.

R. Modifications/ Substitution/ Withdrawal of RFPs

The Applicant may modify, substitute or withdraw its RFPs after submission, provided that written notice of the modification; substitution or withdrawal is received by QASPL before the RFPs Due Date and time. No RFP shall be modified or substituted or withdrawn by the Applicant after the RFP Due Date and time.

S. Evaluation of Application - Due Date

The QASPL would open the Applications for RFPs after receiving of RFPs for the purpose of evaluation in the presence of bidders.

T. Evaluation of RFP - Criteria

The QASPL would subsequently examine and evaluate RFPs in accordance with the criteria set out in Section 3.

U. Evaluation of RFP - Supporting Documents

The QASPL reserves the right to call for supporting documentation to verify the data provided by Applicant, at any time during the evaluation. The Applicant in such cases would need to provide the requested clarification / documents promptly and within the stipulated time failing which the Applicant is liable to be disqualified at any stage of the shortlisting process.

V. Evaluation of RFP - Right to Reject

The QASPL reserves the right to reject any RFP Application if:

1. At any time, a material misrepresentation is made or uncovered; or
2. The Applicant does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the RFP.

W. Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the Applicants shall not be disclosed to any person not officially concerned with the process. The QASPL will treat all information submitted as part of RFP Application in confidence and would require all those who have access to such material to treat the same in confidence. The PSPC will not divulge any such information unless it is ordered to do so by any authority that has the power under law to require its disclosure.

X. Clarifications

To facilitate evaluation of RFPs, QASPL may at its sole discretion, seek clarifications in writing from any Applicant regarding its RFP.

Y. Qualification and Notification

After the evaluation of RFPs, QASPL would announce a Applicants who meet the Criteria.

SECTION 3

Z. Technical Evaluation Criteria

Criteria, sub-criteria, and point system for the qualification of the Technical Proposals:

- (i) Registered as Company/Firm/Sole Proprietorship with relevant authority.
- (ii) Registered with FBR and PRA for Income tax and Sales Tax respectively and have active taxpayer status (Copy of registration and taxpayer status to be attached)
- (iii) Qualified staff to execute the project as per the TORs provided in the RFP
- (iv) The firm is not blacklisted by any public sector organization and has not been involved in litigation during the last ten years with any public sector organization in & outside Pakistan

The consulting firms meeting the above-mentioned criteria shall only be qualified and firms not meeting the criteria shall stand rejected

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:

(i) Company Profile:

Points [100]

I	Past Experience Evaluation (80 Marks)	80
A	Number of similar assignments (Renewables) in last 5 years. 10 Marks for each assignment (Maximum 4 assignments shall be considered)	40
B	Value of Similar Assignments 01 million and less than 02 million = 5 points for each 02 million and less than 03 million = 7.5 points for each 03 million or above = 10 points for each (Maximum 4 Assignments Shall be Considered)	40
Note:		
<ul style="list-style-type: none"> • Copy of Project Completion Certificate/LOA/Contract/Letter of Commencement from the client to be attached. • Ongoing Assignments or Assignments without Project Completion Certificate shall not be considered 		
II	Financial Capability (10 Marks)	10
Annual Audited statements for last 03 years i.e. 2020-21, 2019-20, 2018-19 to be provided		
a	Average Annual Turnover (Last 3 Years) in PKR Million Minimum 10 Million to 20 Million 1 Marks	5

	More than 20 to 30 Million	2 Marks	
	More than 30 to 40 Million	3 Marks	
	More than 40 to 50 Million	4 Marks	
	More than 50 Million	5 Marks	
B	Current Ratio less than 0.5 = zero marks		5
	Current Ratio Greater than 0.5 but less than and equal to 01 = 2.5 Marks		
	Current Ratio Greater than 01 but less than 02 = 04 marks		
	Marks Current Ratio More than 02 = 05 Marks		
III	Organizational Structure		10

Total = A₁

(ii)Project Team: (To be evaluated as per Details Qualifications and Experience given in TOR Points [100])

Sr. No.	Designation	Marks
1	Civil Engineer	50
2	Quality Control Engineer	50

Evaluation committee may take interviews of proposed staff of consultant.

Project Manager/Team Lead (50 Marks)	
Mandatory Criteria	
<ul style="list-style-type: none"> B.Sc. Engineering Degree (16 Years) in Civil 8 Years of Overall Experience 	
Education and Qualification	18 Marks
<ul style="list-style-type: none"> B.Sc. Engineering Degree (16 Years) in Civil or Structural Engineering. 	10 Marks
Masters's Degree in Project Management/MBA	05 Marks
International Certification in Project Management	03 Marks
Experience	32 Marks
4 Mark of Each Year of Relevant Experience (Maximum Marks 32)	32 Marks
Total Marks	50 Marks
Quality Control Engineer (50 Marks)	
Mandatory Criteria	

<ul style="list-style-type: none"> Professional Degree (16 Years) in Civil Engineering 4 Years of Overall Experience 	
Education and Qualification	34 Marks
Professional Degree (16 Years) in Civil Engineering	20 Marks
M.Sc. / PhD (18 + Years Education) in relevant Field	08 Marks
International Certification in Quality Control	06 Marks
Experience	16 Marks
Number of Years of Relevant Experience. (4 Marks for each year of experience. Maximum Marks 4)	16 Marks
Total Marks	50 Marks

$$\text{Total} = A_2$$

$$\text{Technical Score}^* = \frac{A_1[W_1]}{100} + \frac{A_2[W_2]}{100}$$

The approach & methodology shall be presented to the evaluation committee.

$$W_1=30\%, W_2=70\%$$

The minimum technical score required to pass is: **65** Points

1. Special Conditions for a Consortium/JV

In case the Applicant is a Consortium / JV, average annual turnover, net worth, average current ratio and average working capital would be taken as an arithmetic sum of net worth, turnover, current ratio and working capital of each member of the Consortium / JV. The consortium / JV would be required to meet the threshold criteria on the basis of aggregate figures.

APPENDIX 1A

FORMAT FOR POWER OF ATTORNEY FOR SIGNING PROPOSAL POWER OF ATTORNEY

Know all men by these presents, we _____ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. _____ (name and address of residence) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for the [insert name of project/assignment in the Pakistan] including signing and submission of all documents and providing information/ responses to Quaid-e-Azam Solar Power Pvt Ltd (QASPL), representing us in all matters before QASPL, and generally dealing with QASPL in all matters in connection with our proposal for the said Consultancy Assignment.

We hereby agree to ratify all such acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all such acts, deeds and things awfully done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For -----

(Signature)
(Name, Title and Address)

Accepted

(Signature)
(Name, Title and Address of the Attorney)

Applicant seal & stamp

Notes:

1. To be executed by the sole applicant or the Lead Member in case of a Consortium duly supported .by a Board Resolution
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
3. Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.

APPENDIX 1B
FORMAT FOR POWER OF ATTORNEY FOR LEAD MEMBER OF
CONSORTIUM/JV
POWER OF ATTORNEY

Quaid-e-Azam Solar Power Pvt Ltd (QASPL) has invited Proposals from interested Applicants for the [insert name of Consultancy Assignment].

Whereas, the members of the Consortium are interested in competing for the Consultancy Assignment in accordance with the terms and conditions of the RFP and other connected documents in respect of the Consultancy Assignment, and

Whereas, it is necessary under the RFP for the members of the Consortium/JV to nominate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium/JV, all such acts, deeds and things as may be necessary in connection with or incidental to the Consortium/JV's proposal for the Consultancy Assignment.

NOW THIS POWER OF ATTORNEY WITNESSETH THAT:

We, M/s. _____, and M/s. _____ (the respective names and addresses of the registered office) do hereby constitute, appoint and authorize M/s. _____ as the Lead Member of the Consortium/JV and as our attorney, to do on behalf of the Consortium/JV, all or any of such acts, deeds or things as may be necessary in connection with or incidental to the Consortium/JV's proposal for the Consultancy Assignment, including submission of RFP application/ proposal, participating in conferences, responding to queries, submission of information/ documents and generally to represent the Consortium/JV in all its dealings with Quaid-e-Azam Solar Power Pvt Ltd (QASPL) or any other Government Agency or any person, in connection with the Consultancy Assignment until culmination of the process of selection and thereafter till the Contract Agreement is entered into with Quaid-e-Azam Solar Power Pvt Ltd (QASPL).

We hereby agree to ratify all such acts, deeds and things lawfully done by Lead Member as our said attorney pursuant to this Power of Attorney and that all acts deeds and things lawfully done by our aforesaid attorney shall and shall always be deemed to have been done by us/Consortium/JV.

Dated this _____ Day of _____ 201_.

(Executants)

(To be executed by all the members of the Consortium/JV)

Applicant seal & stamp

Note:

1. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
2. *The executants(s) should submit for verification the extract of the charter documents and documents such as Board Resolution and Power of Attorney in favor of the person executing this Power of Attorney in favor of the Lead Member.*

APPENDIX 2

DETAILS OF APPLICANT

1. (a) Name
(b) Country of Incorporation
(c) Address of the corporate headquarters and its branch office (s), Pakistan
(d) Date of incorporation and / or commencement of business
2. Brief description of the applicant's firm including details of its main lines of business and proposed roles and responsibilities in this Consultancy Assignment.
3. Name, Designation, Address and Phone Nos. of Authorized Signatory of the Applicant:
 - (a) Name:
 - (b) Designation:
 - (c) Applicant's Firm:
 - (d) Address:
 - (e) Telephone No:
 - (f) E-mail Address:
 - (g) Fax No:
4. Details of individual (s) who will serve as the point of contact / communication for Quaid-e-Azam Solar Power Pvt Ltd (QASPL), within the applicant's firm.
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Telephone No.
 - (e) E-mail address:
 - (f) Fax No.
5. In case of Consortium/JV:
 - (a) The information above (1-4) should be provided for all the Members of the Consortium/JV
 - (b) Information regarding role of each Member should be provided as per table below:

Sr. No.	Name of Member	Lead Member / Associate	Role of the Member
1			
2			

Specify whether Lead Member, Associate Member

(Signature of Authorized Signatory)

Applicant seal & stamp

APPENDIX 3
FORMAT FOR LETTER OF RFP APPLICATION

[On the Letter Head of the Applicant (in case of Single or Lead Member (in case of a Consortium/JV)]

Date: -----

The Chief Executive Officer,
Quaid-e-Azam Solar Power Pvt Ltd (QASPL).

[Insert name of Consultancy Assignment]

Sir,

Being duly authorized to represent and act on behalf of _____ (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the shortlisting requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for the [insert name of Consultancy Assignment].

We are enclosing our Request for Quotation (RFPs), in one Original and two Copies, with the details as per the requirements of the RFP for your evaluation.

The undersigned hereby also declares that the statements made and the information provided in the RFPs are complete, true and correct in every detail.

We confirm that the RFP application is valid for a period of 90 days from the due date of submission of RFP application and is unconditional.

Yours faithfully,

(Signature of Authorized Signatory)

(Name, Title and Address of the Applicant)

Applicant seal & stamp

APPENDIX 4
INFORMATION RELATED TO EXPERIENCE
FORM 1

Project /Assignment name:	Value of the agreement (in current PKR):
Country: Location within country:	Duration of project /assignment (months):
Name of Client:	Total No. of staff-months (by your firm) on the project/assignment:
Start date (month/year): Completion date (month/year):	Value of total project provided under an agreement (in current PKR) In case of developer prime contractor or subcontractor: Value of part of the project provided by applicant under the agreement (in current PKR):
Name of associated members, if any:	No. of professional staff-months provided by associated members:
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Project / Assignment:	
Description of actual services provided by your staff within the assignment:	

(Signature of Authorized Signatory)

Applicant seal & stamp

FORM 2-A
PERSONNAL CAPABILTIES

Key Professional Staff to be proposed for the Consultancy Assignment					
Name of Staff	CNIC No./Passport No.	Firm/ Member	Area of Expertise	Current Position	Task to be Assigned

FORM 2-B
CURRICULUM VITAE (CV) FOR PROFESSIONAL STAFF

1. **Current Position** [*only one candidate shall be nominated for each position*]: _____

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

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

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

5. **CNIC No (if Pakistani):** _____ **or Passport No:** _____

6. **Education :**

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Year</i>

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): dates of employment, name of employing organization, positions held.]:

<i>Client</i>	<i>Position</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

11. Detailed Tasks Assigned

[List all tasks to be performed under this Project / Assignment]

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

[Among the assignments in which the staff has been involved, indicate the following information for those projects/assignments that best illustrate staff capability to handle the tasks listed under point 11.]

1) Name of project/assignment: _____

Year: _____

Location: _____

<p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p> <p>2) Name of assignment or project/assignment: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project/assignment features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p> <p>3) Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project/assignment features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p> <p><i>[Unroll the project /assignment details group and continue numbering (4, 5, ...) as many times as is required]</i></p>
--

13. 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 wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff] Date: _____
Day/Month/Year

Full name of authorized representative: _____

APPENDIX 5
FORMAT FOR ESTABLISHING FINANCIAL CAPABILITY

FINANCIAL CAPABILITY OF SINGLE ENTITY

Turnover, Net Worth, Current Ratio and Working Capital

Turnover (PKR. Millions)			Net Worth (PKR. Millions)	Current Ratio			Working Capital (PKR. Millions)		
Year-1	Year-2	Year-3	As on close of last financial year	Year-1	Year-2	Year-3	Year-1	Year-2	Year-3

(Signature of Authorized Signatory)

Applicant seal & stamp

Signature, Name, Address and Membership No. of Chartered Accountant

Note: This information must be accompanied by the audited financial statements of the applicant (of each member in case of a consortium) for the last three (03) financial year not prior to 2017-18.

APPENDIX 6A
FORMAT FOR Assignment UNDERTAKING
[To be submitted on the letter heads of the Applicant separately]

Date: -----

The Chief Executive Officer,
Quaid-e-Azam Solar Power Pvt Ltd (QASPL).

[insert name of Consultancy Assignment]

Sir,

We have read and understood the RFP Document in respect of the captioned Consultancy Assignment provided to us.

We hereby agree and undertake as under:

- (a) Notwithstanding any qualification or conditions, whether implied or otherwise, contained in our RFPs we hereby represent and confirm that our RFPs is unqualified and unconditional in all respects.
- (b) We are not bared by the Government or any of its Department or Agency from participating in any project / assignment.

Dated this _____ Day of _____, .

Name of the Applicant

Signature of the Authorized Person

Applicant seal & stamp

APPENDIX 6B
FORMAT FOR ASSIGNMENT UNDERTAKING
[In case of Consortium/JV]
[To be submitted on the letter heads of the Applicant separately]

Date: -----

The Chief Executive Officer,
Quaid-e-Azam Solar Power Pvt Ltd (QASPL).

[insert name of Consultancy Assignment]

Sir,

We have read and understood the RFP Document in respect of the captioned Consultancy Assignment provided to us.

We hereby agree and undertake as under:

We hereby agree and undertake to be an exclusive member of the consortium and not a member of any other consortium /JV nor an independent applicant, applying for this Consultancy Assignment and have submitted only one (1) RFP Application in response to this RFP

Dated this _____ Day of _____, .

Name of the Applicant

Signature of the Authorized Person

Applicant seal & stamp

FORM FOR QUOTATIONS

Sr. No.	Description	Total Cost (Inclusive of All Taxes)
1		
2		