

Expression of Interest for Pre-qualification for



**Establishing Schools on Educational sites
available among Public Utility Sites owned by
Lahore Development Authority in Private Housing
Schemes approved by LDA.**

**467-DII Johar Town Lahore, Pakistan
Tele: + 92 42-99262328**

3 September 2014

LETTER OF EOI FOR PRE-QUALIFICATION

Dear Sir/Madam,

This is with reference to the notice inviting Expression of Interest for Pre-qualification of School Systems. The purpose is to establish schools on educational sites available among public utility sites owned by LDA in Private Housing schemes approved By LDA. The sites are mentioned on (Appendex-10). The project shall be executed on Joint Venture basis under “The Management and Transfer of Properties by Development Authorities Ordinance, 2014” (available at Punjab Portal; <http://punjablaws.punjab.gov.pk/>). Open competition will be held between prequalified competitors using single stage two envelope process.

Directorate of Estate Management (Private Housing Scheme), Lahore Development Authority now issues this Pre-qualification Document (PQD) in order to shortlist the school system, which has the *necessary experience, financial strength and competence* to undertake the development of schools under this project.

Interested parties are requested to provide required information in the prescribed forms attached with this document to enable the Directorate of Estate Management (Private Housing schemes), Lahore Development Authority, to shortlist the interested parties. Only the pre-qualified parties shall be issued RFP documents for submission of bids for the project.

Pre-qualification forms duly signed and sealed on each page should reach the office of the undersigned latest by 20th September, 2014.

Director Estate Management (Private Housing schemes),
Lahore Development Authority
467-D II, Johar Town, Lahore, Pakistan
Tele: + 92 42-99262328
Fax: + 92 42 99262310
www.lda.gop.pk

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1. Project Background

The Lahore Development Authority is desirous of establishing school on sites available in Private Housing Schemes on the basis of joint venture. In this regard the renowned school systems shall be required to develop educational institutions that impart free and quality education to a certain per cent age of talented students (preferably minimum 20%) selected on the basis of admission test (preferably conducted by PEF) instead of making any payment against the use of land. The objective is to give opportunity to the children of low income group (including children of employees of Government and Autonomous bodies up to BS-16) to study in renowned schools system and acquire quality education.

2. Basic Information

A “Concession Agreement” valid up to 25 years shall be signed between the Lahore Development Authority and Concessionaire (the highest Bidder) for implementation of this project on the terms and conditions agreed upon. By concession we mean the exclusive right, authority and authorization to concessionaire to use the **project site to design, build, construct, finance, manage, operate and maintain the institute.** The land will be provided for a period of 25 years during which concessionaire shall provide free education to a certain percentage of students which shall be determined through competitive bidding.

3. PROCEDURE OF PREQUALIFICATION

3.1 Numbers of EOIs

Each bidder shall submit only one (01) EOI in response to this RFQ. Any Bidder, which submits or participates in more than one EOI Application will be disqualified and will also cause the disqualification of the consortiums of which it is a member as the case may be.

3.2 EOI Preparation Cost

The Bidder shall be responsible for all of the costs associated with the preparation of its EOI and its participation in the Pre-qualification process. The LDA will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the pre-qualification process.

3.3 Right to accept or Reject all Application

- 1) Notwithstanding anything contained in this RFQ, the LDA reserves the right to accept or reject EOI and to annul the pre-qualification process and reject all EOIs/proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.
- 2) The LDA reserves the right to reject EOI application if;
 - a) At any time, material misrepresentations is made or uncovered, or
 - b) The bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the EOI.

3.4 Clarifications

Interested parties may address their queries relating to the RFQ to the office of the Director Estate Management (PHS), LDA., Ph: +92-42-99262328 fax: + Fax: + 92 42 99262310, Email: demphsoffice@gmail.com. The LDA would endeavor to respond to the queries. The responses will be sent by fax/email.

3.5 Amendment of RFQ

1. At any time prior to the deadline for submission of EOI application, the LDA may, for any reason, whether at its own initiative or in response to clarifications requested by any bidder, modify the RFQ document by the issuance of an Addendum.
2. Any addendum thus issued will be sent in writing to all those who have sent queries to the RFQ Document, and shall also be uploaded on www.lda.gop.pk.

3.6 Validity of EOIs

EOIs shall remain valid for a period not less than 90 days from the EOI application due date.

3.7 Schedule for Pre-Qualification

Last date for submission of EOIs in response to This RFQ	September 20, 2014 At the Director Estate Management (Private Housing schemes), Lahore Development Authority 467-D II, Johar Town, Lahore, Pakistan.
Date and time of opening of EOIs in response to this RFQ	September 24, 2014, 11:00 am In the committee room, LDA office 467-D-II Johar Town Lahore. Pakistan

4. Pre-qualification Documentation Package

The following documents and information shall be provided by each applicant to be considered for prequalification for the project. The authority reserves the right to ask for any missing information/document not mentioned below, any additional information or clarification at any stage. Please refer to the Evaluation Criteria for further information. The Passing marks for pre qualification are 60.

School System Profile

1. School System Profile. (Appendix 2)
2. Authorization to submit RFPQ on behalf of School System. (Appendix 3)
3. Power of Attorney for signing of Application on behalf of School System. (Appendix 4)
4. Certificate of Applicant not being barred to Participate in Any Project. (Appendix 5)
5. Financial Strength of the Applicant (School System). (Appendix 6)
6. Banker's certificate regarding credit worthiness and available credit lines to the School System if any.

Experience

1. Total experience of running Schools. (Appendix 7)
2. Details of existing and previously run Schools. (Appendix 8)
3. Legal status of the School system, through certificate of registration and affiliation with the education board or any other authorized body
4. Any other information in support of capability and experience of Running schools

Preference

1. Preference for Schools sites available for this project. (Appendix 9)
2. Location and sites offered under this project with maps. (Appendix 10)

Evaluation criteria calculated by school system (Appendix 11)

5. Evaluation Criteria

The evaluation criterion is principally based on the factors considered of critical importance to the project by Lahore Development Authority. Evaluation will be done on a scale up to one hundred (100) points. The applicant securing a minimum of 60 marks will qualify for issuance of request for proposal. The evaluation factors and allocated marks are narrated hereunder:

Evaluation Criteria

Description	Marks Allocated	Total Marks
1. Applicant's (School Systems) Credentials / Profile		70
a. Total Years of experience in running schools* (< 3 years = 0 marks , 3 – 5 years = 3 marks ,6 – 8 years = 6 marks, 9- 10 yrs= 9 marks , 11 - 12 = 12 marks, above 12 yrs = 15 marks)	15	
b. Total number of schools currently in operation* (<10 = 0 marks, 10 – 20 = 5 marks, 21 – 30 = 10 marks, 31 – 40 = 15 marks, >40 = 20 marks)	20	
c. Average number of teachers per branch (<20 = 0 marks, 20-25 = 2.5 marks, 26-30 = 5 marks, 31-35 = 7.5 marks, above 35 = 10 marks)	10	
d. Average number of students per class* (>30 = 0 marks, 25-30 = 5 marks, <25 = 10 marks)	10	
e. Percentage of students (non-related to employees) being provided free education (<1% = 2.5 marks, 1 – 2 % = 5 marks, 3 – 5 % = 7.5, >5 % = 10 marks)	10	
f. Average number of non-teaching staff per branch (<15= 0 marks, 15-20 = 2.5 marks, >20 = 5 marks)	5	
2. Financial Standing		30
a. Average income of last 3 years * (<30m = 0 marks, 30 m – 50 m = 2.5 marks, 51m – 70m = 5 marks, 71m – 100m = 7.5 marks, >100 m = 10 marks)	10	
b. Average profit (income- expenditure) of last 3 years (<5% = 0 marks, 5-10% = 5 marks, >10% = 10 marks)	10	
c. Net worth (total assets – liabilities) of last year (<100m = 0 marks, 100m – 150 m = 3 marks, 151m – 200m = 6 marks, above 200m = 10 marks)	10	
Total		100

► *Note: The clauses mentioned with * are compulsory, every applicant must get a positive score in the above referred clauses in order to pre qualify.*

► *Minimum passing marks for pre qualification are 60.*

FORMAT OF APPLICATION FOR PRE QUALIFICATION

Date: _____

Director Estate Management (Private Housing scheme),
Lahore Development Authority
467-DII Johar Town Lahore, Pakistan

Dear Sir / Madam,

Being duly authorized to represent and act on behalf of _____
(hereinafter referred to as "the interested Party"), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for establishing Schools on educational sites available among Public Utility sites owned by LDA in Private Housing Schemes under Joint Venture, Lahore project.

We are enclosing our Pre-qualification document, in one Original and three Copies, with the details as per the requirements of the RFPQ, for your evaluation.

The undersigned hereby also declares that the statements made and the information provided in the Pre-qualification is complete, true and correct in every respect.

Yours faithfully,

(Signature of Authorized Signatory*)
(Name, Title and Address of the Party)

Seal & Stamp

(*Authorized representative should enclose the authority letter)

FORMAT OF SCHOOL SYSTEM PROFILE

1.
 - (a) Name of School System:
 - (b) Place of incorporation/registration:
 - (c) Address of the headquarters and its branch office(s), if any:
 - (d) Date of incorporation or registration and commencement of its activities:

2. Brief description of the School System including details of its main lines of activities and proposed role and responsibilities in this Project:

3. Details of individual(s) who will serve as the point of contact/ communication for the Authority:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Telephone Number:
 - (e) E-Mail Address:
 - (f) Fax Number:

4. Particulars of the Authorized Signatory of the Applicant:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Phone Number:
 - (e) Fax Number:

**FORMAT OF AUTHORIZATION TO SUBMIT RFPQ ON BEHALF
OF SCHOOL SYSTEM**

(To be forwarded on the letter head of the Applicant)

Ref. Date:

To,

DIRECTOR ESTATE MANAGEMENT (PHS)

LDA BUILDING, 467-D/II

M.A JOHAR TOWN, LAHORE

PH # 99262328

Dear Madam,

We hereby confirm that we satisfy the terms and conditions laid out in the RFPQ document.

We have agreed that (Insert individual's name) will act as our representative on its behalf and has been duly authorized to submit the RFPQ. Further, the authorized signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of.....

Appendix-4

**POWER OF ATTORNEY FOR SIGNING OF APPLICATION ON
BEHALF OF SCHOOL SYSTEM**

Know all men by these presents, We.....
(name of the school system address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorized Mr/ Ms (name),son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for pre-qualification and submission of our bid for Establishing School Under Joint Venture proposed by Lahore Development Authority. But not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Concession Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and the entering into of the Concession Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

In witness whereof we,....., the above named principal have executed this power of attorney on this day of

For
.....

(Signature, name, designation and address)

Witnesses:

1.

.....
(Signature)

CERTIFICATE OF APPLICANT NOT BEING BARRED TO PARTICIPATE IN ANY PROJECT

Name of Applicant: _____

School System: _____

No.	Criteria	Yes	No
1.	Has the Applicant been barred by the Government, or any entity controlled by it, from participating in any project		
2.	If the answer to 1 is yes, does the bar subsist as on the date of Application?		
3.	Has the Applicant been penalized due to any other reason in relation to execution of a contract, in the last three years?		

A statement/explanation by the Applicant or any of its disclosing material Non-performance or contractual non-compliance in past projects, contractual disputes and litigation/ arbitration in the recent past.

Appendix 6

**FINANCIAL STRENGTH OF THE APPLICANT
(SCHOOL SYSTEM)**

Name of Applicant: _____

Number of schools run in past three years	
Total income in past three years	
Total assets	

Instruction:

- 1. The applicant shall attach copies of balance sheet, financial statement and annual reports for past 3 years preceding application due date*
- 2. Audit report of last 3 years*
- 3. Name & address of the bank having transaction with*

Appendix 7

**FORMAT OF TOTAL EXPERIENCE OF RUNNING SCHOOLS BY
THE APPLICANT**

Name of Applicant: _____

School System: _____

Sr.No	Name Of School & Location	Board of affiliation	Experience	
			Number of years in operation	No of batches which passed qualifying exam
		2	3	4

Signature of Applicant

**DETAIL OF EACH SCHOOL (EXISTING AND PREVIOUSLY RUN
 BY THE SCHOOL SYSTEM)**

Item (1)	Particulars (2)
Name of the School and address	
Date of establishment	
Name of the affiliating Board	
Board's registration no. with date	
Total numbers of students	
Total numbers of Teaching staff	
Total number of Managerial staff	
Extracurricular activities undertaken	
School system (O-level/ Metric/etc)	
Details of batches that have passed out	

Instructions:

1. *Applicants are expected to provide information in respect of each School mentioned in Appendix-7. Applicable certificates for each existing School must be furnished as per formats below.*
2. *It may be noted that in the absence of any detail in the aforementioned certificates, the information would be considered inadequate and could lead to exclusion of the relevant school or Educational Institution in computation of experience of the Applicant.*

Certificate from the Affiliating/accrediting organization	
<p>Based on published information authenticated by it, this is to certify that (Name of the Applicant) is operating and managing (Title of the institution) from (date) And (number) batches of students have passed outexamination.</p>	
Name and Designation of the certifying authority [@] : Seal of the officer: Date:	(Signature, name and designation of the authorized signatory)

This certificate may be given by the authorized signatory of the affiliating/accrediting organization.

Appendix 9

**PREFERENCE FOR SCHOOLS SITES AVILABLE FOR
THIS PROJECT**

Sr. No	Name of Housing Scheme	Area	Block
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total numbers of sites interested in			

With Reference to list attached on Appendix 10, I have specified the aforesaid Schools for which we intend to submit Bids for setting up school(s), if pre-qualified in the Qualification Process.

Signature, Name and
Designation of the
Authorized Signatory

Lahore Development Authority (LDA)
Pre-Qualification of school systems for establishing schools on sites in Private Housing Schemes in
Lahore on Joint Venture Basis
Appendix 10

LOCATION AND MAPS OF SITES OFFERED UNDER THIS PROJECT

Sr. No	Name of Housing Scheme	Mouza /Location	Educational Site	Area	Block
1	Canal View Housing Scheme	Niazbaig	School	5K -9M -175 Sft	Nil
2	Tech Society	Niazbaig	School	5 K	B
3	PCSIR Ph-II (Employees)	Rakh Khamaba+Ghulam Ghous Ala	Boys School	5.44	B
4	PCSIR Ph-I,(Alfalah Aveneu)	Satukatla	School	5 K	Mahmood
5	Army Welfare Trust Housing Scheme Ph-I	Mouza Rakhpura	School	School,4.45K,	D
6	Beacon House	Taro Gill	School	4.10 K	Nil
7	KEMC Doctor's CHS	Haloki & Saddoki	School	4.6 K	A
8	Architects Engineers HS Ph-I,II & III	Rakh Khamba	School	4 K	B
9	Ittefaq Town	Niaz Baig	School	3.8 K	Iqbal
10	Abid Town Housing Scheme	Joginpura	School	3.4 K	Nil
11	PIA ECHS Ph-I	Niazbaig	School	3K -12M -00 Sft	Block-Civic Center
			School	3 K -13 M -75 Sft	A
12	Nawab Town	Rakh Khamba	School	3 K- 12M -00Sft	D
			School	3 K -12M- 00Sft	E
13	Campus view Town H/S	Sultanabad & Joginpura	School	3K -6M -00Sft	A
			School	3K -11M- 175 Sft	D
14	Sargodha Coop H. Society	Mouza Bhopatian	School	3K	Nil
15	PCSIR ECHS	Niazbaig	School	2K -3M- 90 Sft	A

Lahore Development Authority (LDA)
**Pre-Qualification of school systems for establishing schools on sites in Private Housing Schemes in
Lahore on Joint Venture Basis**

16	Gosha-e-Ahbab CHS	Niazbaig	School	1.58 K	A
17	Jaffar Town Housing Scheme	Rakh Khamba	School	1 K	Nil
18	I.E.P Town Sector- A	Mouza Halloki	School	7.6K	C2
			School	5.31K	C3
			High School	16.13K	C3
			School	5.67K	D2
			School	10.57K	E2
			College	20.37K	E1
19	I.E.P Town Sector- B		School	3.46K	

EVALUATION CRITERIA CALCULATED BY SCHOOL SYSTEM

Description	Marks Allocated	Total Marks
3. Applicant's (School Systems) Credentials / Profile		70
a. Total Years of experience in running schools* (< 3 years = 0 marks , 3 – 5 years = 3 marks ,6 – 8 years = 6 marks, 9- 10 yrs= 9 marks , 11 - 12 = 12 marks, above 12 yrs = 15 marks)	15	
b. Total number of schools currently in operation* (<10 = 0 marks, 10 – 20 = 5 marks, 21 – 30 = 10 marks, 31 – 40 = 15 marks, >40 = 20 marks)	20	
c. Average number of teachers per branch (<20 = 0 marks, 20-25 = 2.5 marks, 26-30 = 5 marks, 31-35 = 7.5 marks, above 35 = 10 marks)	10	
d. Average number of students per class* (>30 = 0 marks, 25-30 = 5 marks, <25 = 10 marks)	10	
e. Percentage of students (non-related to employees) being provided free education (<1% = 2.5 marks, 1 – 2 % = 5 marks, 3 – 5 % = 7.5, >5 % = 10 marks)	10	
f. Average number of non-teaching staff per branch (<15 = 0 marks, 15-20 = 2.5 marks, >20 = 5 marks)	5	
4. Financial Standing		30
a. Average income of last 3 years * (<30m = 0 marks, 30 m – 50 m = 2.5 marks, 51m – 70m = 5 marks, 71m – 100m = 7.5 marks, >100 m = 10 marks)	10	
b. Average profit (income- expenditure) of last 3 years (<5% = 0 marks, 5-10% = 5 marks, >10% = 10 marks)	10	
c. Net worth (total assets – liabilities) of last year (<100m = 0 marks, 100m – 150 m = 3 marks, 151m – 200m = 6 marks, above 200m = 10 marks)	10	
Total		100

▶ *Note: The clauses mentioned with * are compulsory, every applicant must pass the above referred clauses in order to pre qualify*

▶ *The school system has to submit its calculated evaluation with authorized signatures*

(Signature, name and designation of the authorized signatory)