

PREQUALIFICATION DOCUMENT

Automation of LDA through Development and Implementation of SAP ERP Solution



October, 2015

467, D-II, Khiyabaan-e-Firdoosi,
Johar Town, Lahore-Pakistan

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Website: www.lda.gop.pk

1. INVITATION FOR PREQUALIFICATION

- 1.1. Lahore Development Authority (“**the Employer**”) is an authority established under the LDA Act 1975 with jurisdiction over Lahore Division (Lahore, Kasur, Nankana, and Sheikhupura) as per LDA Act 2013 amendment. It has the mandate to:
- a. establish a comprehensive system of metropolitan planning and development in order to improve the quality of life in its subject are;
 - b. establish an integrated metropolitan and regional development approach and a continuing process of planning and development
 - c. ensure optimum utilization of resources, economical and effective utilization of land; and
 - d. evolve policies and programmes relating to the improvement of the environment of housing, industrial development, traffic, transportation, health, education, water supply, sewerage, drainage, and solid waste disposal.
- 1.2. The Employer intends to invite applications from selected entities (firms/companies/joint ventures/consortia, as the case may be) that meet the Prequalification Criteria (set out below in Section 3 of this document) for this project known as **Automation of LDA through Development and Implementation of SAP ERP Solution**
- 1.3. Evaluation of Prequalification Applications:
- a. An applicant whose Prequalification Application is determined by the Employer to be responsive and as meeting the Prequalification Criteria specified in Section3 below shall be designated as a "Prequalified Bidder".
 - b. An applicant whose Prequalification Application is determined by the Employer to be non-responsive or as not meeting the Prequalification Criteria shall be disqualified from the bidding process.
- 1.4. Requests for Proposal shall be issued only to Prequalified Bidders. The tentative expected schedule is as follows:

Activity	Target Date
Requests for Proposal	Dec 10, 2015
Submission of bids	End Dec, 2015
Award of contract	Mid Feb, 2016

- 1.5. Data/information about the project shall be regularly updated at LDA’s website (www.lda.gop.pk)

2. INSTRUCTIONS TO APPLICANTS

- 2.1. Applications for pre-qualification (one original and five [5] hard copies along with soft copy) must be received in sealed envelopes to be delivered by hand or through registered mail to:

Director (C&I)

3rd Floor, New Building,
Lahore Development Authority
467, D-II, Khyabaan-e-Firdoosi,
Johar Town, Lahore-Pakistan
Phone: +92 (42) 92262346

- 2.2. Applications should be delivered no later than 1500 hours on November 05, 2015 and be clearly marked “**Application for Prequalification of Implementation of SAP ERP Solution**”.
- 2.3. Applications shall be submitted using Application Forms (A-1 to A-5) annexed with this document.
- 2.4. The name and mailing address of the applicant shall be clearly marked on the envelope.
- 2.5. Applications shall be prepared in English language and all relevant forms shall be filled out in English. Information in any other language shall be accompanied by its certified translation in English. Non-compliance of the above requirement could result in disqualification of relevant Applicants.
- 2.6. Applicants must respond to all questions and provide complete information as advised in this document (Application Forms A-1 to A-5 annexed with this document). Failure or omission to provide the aforementioned essential information may result in disqualification of the applicant.
- 2.7. Prequalification is open to all entities duly incorporated under the laws of Pakistan.
- 2.8. The Employer reserves the right to cancel the prequalification process and reject all applications without liability or obligation to inform Applicants.
- 2.9. Prequalified Bidders may participate only in one bid for the project. If a Prequalified Bidder submits more than one bid for the project, singly or as part of a joint venture, all bids that include that bidder shall be rejected. This rule does not apply in respect of bids that include sub-contractors who are used by more than one bidder.

3. PREQUALIFICATION CRITERIA

- 3.1. Applicants that meet the minimum eligibility criteria set out below regarding financial soundness and technical strength (as demonstrated by the Applicant's responses in the Application Letter (A-1) and Application Forms A-2 to A-5 annexed with this document) shall stand prequalified:

Financial Soundness	
<i>F1.</i> Net worth ¹ in <i>last year</i> (FY 2013-14)	PKR 15 million
<i>F2.</i> Average annual turnover in <i>last three financial years</i> (FYs 2011-12, 2012-13, 2013-14)	PKR 150 million

Technical Strength	
<i>T1.</i> Time since commencing operations	3 years
<i>T2.</i> Number of permanent technical resource persons relevant to this project	10
<i>T3.</i> Development and deployment of SAP ERP Solution (FI, CO & HCM Module) in <i>last three years</i>	5 projects of at least PKR 5 million each
<i>T4.</i> SAP certification	SAP Authorized Partner

- 3.2. Applicants shall submit, with appropriate referencing in Application Form where required, the following documents as proof of its eligibility:

Documentary Evidence	
<i>D1.</i> Certificate of Incorporation or registration	
<i>D2.</i> Memorandum and Articles of Association (if applicable)	
<i>D3.</i> Audited financial statements by ICAP certified Chartered Accountant firms.	
	<ul style="list-style-type: none">▪ FY 2011-12▪ FY 2012-13▪ FY 2013-14
<i>D4.</i> National Tax Number (NTN) certificate	
<i>D5.</i> Income tax returns	
	<ul style="list-style-type: none">▪ FY 2011-12▪ FY 2012-13▪ FY 2013-14
<i>D6.</i> Sales Tax Registration certificate	

¹ Total assets less total liabilities

D7. Reference letters from *two clients* confirming successful completion of the projects

D8. SAP ERP partner certificate

- 3.3. Sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria.
- 3.4. Applicants shall also be required to submit an affidavit affirming and declaring on oath that the Applicant:
- a. is not in bankruptcy or liquidation proceedings;
 - b. is not making any misrepresentations or concealing any material fact and detail;
 - c. has not been convicted of, fraud, corruption, collusion or money laundering;
 - d. is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
 - e. does not fall within any of the circumstances for ineligibility or disqualifications
 - f. has not been black listed by Government / Semi-Government / Agency or Authority
- 3.5. The Employer reserves the right to waive minor deviations, if these do not materially affect the capability of an Applicant to perform the contract. In such case, similar relaxation shall be extended to all Applicants similarly affected.
- 3.6. The Employer reserves the right to seek additional information, missing information, and/or clarification of submitted information, from any Applicant. In such case, opportunity shall be provided to all Applicants similarly affected.
- 3.7. Applicants shall be required to update the financial and technical information used for prequalification at the time of submission of their bids to confirm continued compliance with the Prequalification Criteria. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.
- 3.8. The Employer may verify information provided in prequalification documents through any means necessary, and reserves the right to disqualify a bid at any stage of the bidding process if the Applicant is found to have willfully misrepresented information.

4. JOINT VENTURES

- 4.1. Any collaboration between different legal entities (by whichever name, not limited to joint-venture, partnership, consortium, etc.) shall be considered as a JV for the purposes of this section.
- 4.2. Lead partner of a JV shall be required to meet the financial criteria provided in Section 3 in order for the JV to prequalify. However, technical criteria may be met individually by any of the partners, or collectively as a JV.
- 4.3. Any change in the corporate structure or constituent documents of a prequalified JV after prequalification, shall be subject to the written approval of the Employer prior to the deadline for submission of bids. Such approval may be denied if:
 - a. partner(s) withdraw from a JV and none of the remaining partners meet the qualifying technical criteria; or
 - b. substantial reduction in competition occurs.
- 4.4. The prequalification of a JV shall not necessarily prequalify any of its partners/stakeholders individually or as a partner in any other JV. In case of dissolution of a JV, any individual member may prequalify if it meets the criteria specified in Section 3.
- 4.5. Prequalification application submitted by a JV must be signed by an authorized signatory on behalf of all members in a JV so as to legally bind all partners, jointly and severally.
- 4.6. Affidavit referred under section 3.3 must be provided individually by each partner of the JV.
- 4.7. The application shall be submitted with a copy of a legally enforceable JV agreement providing joint and several liability with respect to the contract.

Letter of Application

[Letterhead paper of the Applicant (or lead partner of a joint venture), including full postal address, telephone no., fax no. and e-mail address]

Date:.....

To: Director (C&I)
Lahore Development Authority

Dear Sir,

1. Being duly authorized to represent and act on behalf of (hereinafter “the Applicant”), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby applies to be prequalified as a bidder for the following contract(s) under the **Automation of LDA through Development and Implementation of SAP ERP Solution** project:
2. Lahore Development Authority or its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
3. Lahore Development Authority or its authorized representatives may contact the following persons for further information², if needed.

General, Financial and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

4. This Application is made with the full understanding that:

² Application by joint ventures should provide information for each party to the application on a separate sheet.

- (a) bids by Prequalified Applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
- (b) Lahore Development Authority reserves the right to cancel the prequalification process, and reject all applications; and
- (c) Lahore Development Authority shall not be liable for any such actions or consequence of, and shall be under no obligation to inform us of the grounds for actions at 5(b) hereabove.

[Applicants who are not joint ventures should delete paras 6 & 7]

- 5. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.
- 6. We confirm that in the event that we bid, that bid as well as any resulting contract will be
 - (a) signed so as to legally bind all partners, jointly and severally; and
 - (b) submitted with a Joint Venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
- 7. Appended to this application are the documents indicated by the checklist below. We accept that missing documents may result in our disqualification from the prequalification process.

Documents Checklist	
D1. Certificate of Incorporation ³ or registration	
D2. Memorandum and Articles of Association (if applicable)	
D3. Audited financial statements <ul style="list-style-type: none"> ▪ FY 2011-12 ▪ FY 2012-13 ▪ FY 2013-14 	
D4. National Tax Number certificate	
D5. Income tax returns <ul style="list-style-type: none"> ▪ FY 2011-12 ▪ FY 2012-13 ▪ FY 2013-14 	
D6. Sales Tax Registration certificate	
D7. Reference letters from <i>two clients</i> confirming successful completion of the projects	
D8. SAP ERP partner certificate	

- 8. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

³For applications by joint ventures, all the information requested in the prequalification documents is to be provided for the joint venture, if it already exists, and for each party to the joint venture separately. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name and signature of other partners of the joint venture)

General Information

[Applicant or each partner of a joint venture applying for prequalification is required to complete the information in this form.]

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	Telex
5.	Place of Incorporation/Registration	Year of incorporation/registration
6.	No. of permanent employees	No. of full-time technical resource persons

Joint Venture/Consortium Summary

Names of all Partners of a Joint Venture/Consortium
1. Lead Partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

Financial Information

Name of Applicant or partner of a joint venture

[The information supplied should be supported with audited financial statements of the Applicant or lead partner of a joint venture]

(PKR)	FY 2013-14	Reference
Total Assets		
Total Liabilities		
Net Worth		

Year	Annual Turnover (PKR)	Reference
FY 2011-12		
FY 2012-13		
FY 2013-14		

Year	Net Profit (PKR)	Reference
FY 2011-12		
FY 2012-13		
FY 2013-14		

Details of Contracts of Similar Experience

Name of Applicant or partner of a joint venture

[Use a separate sheet for each contract]

1.	Name of Contract
	Location
2.	Name of Employer
3.	Employer Address
4.	Nature of work and similarity to this project
5.	Contract Role (Tick One) (a) Sole Contractor (b) Sub- Contractor (c) Partner in a Joint Venture
6.	Value of the total contract (in PKR) at completion, or at date of award for current contract
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months) ___ Years ___ Months
11.	Contract Requirements

	<p>.....</p> <p>.....</p> <p>.....</p>
12.	Reference ⁴

⁴Each copy of form A-4 must be accompanied by a reference letter from respective employer

Permanent Technical Staff

Details of full-time employees serving as technical resource				
	Name	Designation	Qualification	Years since employed
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				