PREQUALIFICATION DOCUMENT

PREQUALIFICATION FOR THE PROCUREMENT OF FURNITURE (COMPUTER TABLE & CHAIR) FOR THE PROJECT OF CM INITIATIVE FOR ESTABLISHMENT OF IT LABS IN COLLEGES PHASE – II

(All across Punjab on more than 280 different locations)

Deadline for Submission: 30th November, 2026

INFORMATION TECHNOLOGY UNIVERSITY OF THE PUNJAB

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IMPORTANT NOTE:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without undertakings, valid documentary evidence, supporting documents, and the manner for the various requirements mentioned in the Bidding Documents are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidence for the critical components as detailed hereinafter, should be submitted by the Bidder for scrutiny.

1. INVITATION TO BID

As per Rule 12(2), this Tender is being placed online at PPRA's website. The bidding document carrying all details can be downloaded from ITU's website www.itu.edu.pk and from PPRA's website www.ppra.punjab.gov.pk.

The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:

Primary Contact
Project Director
Email: pd@itu.edu.pk

6th Floor, Arfa Software Technology Park,
346-B, Ferozepur Road, Lahore, Pakistan.
4 KM, Barki Road, Lahore, Pakistan.

Contractors / Vendors should note that during the period from the receipt of the EOI (Expression of Interest) and until further notice from the Primary Contact, all queries should be communicated via the Primary Contact and in writing (e-mail) only.

Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Purchaser will not be responsible for any costs or expenses incurred by contractors in connection with the preparation or delivery of EOIs.

2. INTRODUCTION

The Information Technology University of the Punjab is a public sector University located in Lahore, Punjab, Pakistan. The University intends to procure (Computer Tables & Chairs), for the Project titled "CM Initiative for Establishment of IT Labs in Colleges Phase – II" across the public sector colleges of the Punjab Province. The Project is spread all across Punjab and vendors shall have to provide the said furniture at around 280 different locations as directed by the Project Director.

For this purpose, ITU has plans to carry out an assessment of the capacity of firms/vendors prior to being invited to participate in bidding for the above procurement. The evaluation will be done based on the four components. Applicant firms shall be evaluated for a related package depending on their experience, professional staff/facility, types of equipment and financial backgrounds.

2.1. General

2.1.1. Scope of Work:

The Scope of Work includes Furniture (Computer Tables and Chairs), for the above-mentioned Project at 280 different locations all across Punjab province.

2.1.2. Fraud and Corruption:

1. The Client that Applicant under this Procurement process, observes the highest standard of ethics during the procurement, award of work through an open competitive bidding process, execution of contract agreement(s) and execution of works/services in the provision of Contract document till Defect liability period.

2. In pursuit of this policy, the Client set forth terms herein, below:
   i. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;

   ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

iii. "collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Client, designed to establish bid prices at artificial, noncompetitive levels; and

iv. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution a contract.

3. Client will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question; and

4. Client will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract.

2.2. INSTRUCTIONS

The document includes the following:

i. Introduction to Pre-qualification
ii. Instruction to applicants.
iii. Evaluation Criteria

Instructions to users to use the document and to evaluate the pre-qualification application are given below:

2.2.1. Introduction to Pre-qualification:

The basic aim of pre-qualification is the selection of capable firms/companies/vendors for supply of the required Equipment and installation.

2.2.2. Instructions to Applicants

Submission of Applications.

Applications for pre-qualification must be received not later than the Last date and time set for submission, on E-Procurement. After the completion of prequalification process is concluded, the Pre-qualified firms/companies will be required to submit financial bids as per the issued Specifications of the Furniture.

3. TECHNICAL EVALUATION CRITERIA

MANDATORY REQUIREMENTS:

The applicants (General Contractor(s)/ Vendor fulfilling the following basic eligibility criteria shall only be considered for further evaluation (relevant documents to be attached):

Sr. No.	Description	Yes/No
1	Covering letter on the contractor/firm's letterhead, addressed to the Project Director (ITU), along with a complete portfolio of the Company/Firm	
2	CNIC & Valid NTN of the Contractor/ Firm	
3	Registration with the PRA Tax Department and the Federal Board of Revenue (Must be included in the Active Tax Payer List)	
4	Partnership Deed in case of Association of Persons/Firm	
5	Registration with the Securities & Exchange Commission of Pakistan (SECP).	
6	Affidavit duly attested by an Oath Commissioner to the effect that the contractor/firm/company is neither blacklisted nor involved in disputes/ litigations with the University of Information Technology Lahore or any other departments.	
7	Bank Details, Name and account number being operated by the firm, along with details of the credit lines from each bank.	
8	Statements of accounts of the company for the last 3 years.	
9	Application Submission Forms (*to be printed on company letterhead, signed, dated and stamped*) attached.	
10	Relevant experience documents, i.e. Purchase Orders / Contracts for the specified period as required in the Evaluation Criteria, and other details as required in the tables below.	

Qualification Criteria:

i) Pre-qualification will be based on the applicant's meeting all the following qualification criteria regarding their general and particular experience, financial soundness, personnel and other relevant information as demonstrated by the applicant's responses in the Pre-Qualification Questionnaire Forms attached to the Letter of Application.
In general:

An Applicant may be a private, public, government or proprietorship-owned legal entity.

ii) JVs are not allowed.

iii) The eligibility criteria listed in this document shall apply to all the Applicants, including the parties constituting the Applicant, i.e. its proposed members/partners, sub-contractors or suppliers, for any part of the Contract, including related services in the Scope of Work.

iv) Applicants and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if they participated as a consultant in the preparation of the design or technical specifications that are the subject of this pre-qualification. Where a firm, or a firm from the same economic or financial group, in addition to consulting, also has the capability to manufacture or supply goods or to construct works, that firm, or a firm from the same economic or financial group, cannot normally be a supplier of goods or works, if it provided consulting services for the contract corresponding to this pre-qualification, unless it can be demonstrated that there is not a significant degree of common ownership, influence or control;

v) An Applicant shall submit only one application in one category in the same Pre-qualification process, either individually as an Applicant or as a member of a Firm. No Applicant can be a sub-contractor while applying individually or as a member in the same Pre-qualification process.

vi) An Applicant who submits, or participates in, more than one application in the same category will cause all the applications in which the Applicant has participated to be disqualified;

vii) Pre-qualification Evaluation Criteria, as mentioned in the following table, apply to the Applicants.

Serial #	Category	Weightage/Marks
1.	Financial Soundness	Details given in each category
2.	Experience	
3.	Capabilities	
Total:		

viii) Marks shall be given if the questionnaires are filled by the Applicant as per instructions given in the Forms at the end of the document and are verified through evidence/proofs of documentation and physical visits, if any.

ix) To qualify for the next stage, a bidder must secure at least 50% marks in each category and overall 70% marks. No marks will be given in case of missing/incomplete information. (Applicable on all packages)

x) The Evaluation Criteria for Qualification pertaining to Financial Soundness, Experience Record, Personnel Capabilities and Equipment have been divided into the following qualifications:

The Committee reserves the right to invite the shortlisted or all the applicants for detailed presentations about their firms/companies. Invitation for presentation shall by no means be considered as selection.

5. SUMMARY OF FIRM

FURNITURE (COMPUTER TABLE & CHAIR)

Serial #	Category	Weightage/Marks
1.	Financial Soundness	25
2.	Experience Record & Spread	50
3.	Personnel / Space Capabilities	25
Total:		**100**

Financial Soundness:

Credit Marks shall be awarded on the basis of the following criteria:

Relevant Questionnaire PQ Forms shall be filled to provide a complete record.

A	(A stamp paper duly attested by an oath commissioner to the effect that the below information provided by the contractor is correct and can be verified by the committee at any stage.)		
Sr. No.	**Description**	**Marks Assigned**	**Criteria for Marks Obtained**
a)	Available Bank Credit Line Limit or Balance or Fixed Assets *A= (in Millions) Available Bank Credit Line Limit or Account Balance or fixed assets (of all accounts). Fixed assets other than current liabilities will be considered.	10	• Full marks will be given if "*A" is Rs. 600 Million or above. • 75% marks will be given if "*A" is less than Rs. 600 Million but equal to or greater than Rs. 400 Million. • 50 % marks will be given if "*A" is less than Rs. 400 Million but equal to or greater than Rs.300 Million. • Zero marks will be given if "*A" is less than Rs.300 Million. • No Marks if Bank credit line certificate or Bank Balance Statements or Income Tax Returns are not attached.

b)	Average Turn Over in last 3 years, financial year ended on 30-06-2026 (For Lead Partner only) *A= (In Millions) Total turnover in last three years. (Questionnaire PQ shall be filled for support) No mark if the above form is not filled	15	• Full marks will be given if "*A" is Rs. 1,000 Million or above. • 75% marks will be given if "*A" is less than Rs. 1,000 Million but equal to or greater than Rs. 800 Million. • 50% marks will be given if "*A" is less than Rs. 800 Million but equal to or greater than Rs.600 Million. Zero marks will be given if "*A" is less than Rs. 600 Million. No Marks if an authenticated audit report from a registered firm or tax return for 2024-25-26 are not attached.
Total Marks Allocated			**25**

Experience Record:

Credit Marks for experience shall be awarded on the basis of following qualifications:

Relevant questionnaire PQ Forms shall be filled to provide complete experience record.

Sr. No.	Description	Marks	Criteria for Marks Obtained
a)	**Projects of similar nature**	30	• 2 Projects of delivery of furniture completed (15 points for each project of Min. Rs. 200 million or greater). • 2 Projects of delivery of furniture completed (13 points for each project of less than Rs. 200 million but equal to or greater than Rs. 150 million). • 2 Projects of delivery of furniture completed (10 points for each project of less than Rs. 150 million but equal to or greater than Rs. 100 million) • 2 Projects of delivery of furniture completed (08 points for each project of less than Rs. 100 million but equal to or greater than Rs. 75 million) • Zero marks will be given for delivery of furniture less than Rs. 75 Million. • No Marks if documentary evidence is not provided (copies of signed contracts, purchase orders or delivery challans) specifying the value of the Project.

b)	**Experience of providing Furniture Items**	05	• Full Marks for Experience of more than 15 years. • 2.5 Marks for experience of less than 15 years but more than 10 years • No Marks for experience of less than 10 years.
c)	**Experience of similar spread of projects**	10	• 10 Marks if Furniture is provided at more than 150 different locations under 1 project. • 7.5 Marks if Furniture is provided at more than 125 different locations under 1 project. • 05 Marks if Furniture is provided at more than 100 different locations under 1 project. • Zero marks for less than 100 locations under 1 project • No Marks if documentary evidence is not provided (copies of signed contracts, purchase orders or delivery challans) specifying the spread of the Project.
d)	**Dealership / Network / Presence Across Punjab**	05	• 05 Marks for presence / dealership / network in 25 cities or above. • 2.5 Marks for presence / dealership / network in 20 cities or above. • Zero marks for presence in less than 20 cities
Total Marks Allocated			**50**

C	**PERSONNEL CAPABILITIES / SPACE FACILITY** (A stamp paper duly attested by an oath commissioner to the effect that the below information provided by the contractor is correct and can be verified by the committee at any stage.)		
Sr. No.	**Description**	**Marks Assigned**	**Explanation for marks to be awarded**

1	**Human resource**	10	• Full Marks for more than 75 resources on board. • 05 Marks for 50 resources on board • Attach details on the letter head along with designation, contact numbers and appointment date on company letter head (No marks will be awarded if required documents are not attached)
2	**Project Lead / Focal Person**	05	• Bachelor's or equivalent qualification having experience of more than 5 years of managing similar projects. Attach detailed CV, appointment letter (No marks will be awarded if required documents are not attached)
3	**1) Storage / Warehouse.** **2) Manufacturing Unit for Wooden Furniture** **3)Manufacturing/Molding Unit for Iron Frames.** Evidence must be provided with accurate address & telephone number for verification. (Physical verification may be carried out by the Committee or representative of the University)	10	4 Marks for Storage / Warehouse Area (Total at-least 3 Kanal Covered Area) 4 Marks for FMU (Furniture manufacturing unit) 2 Marks for IFMU (Iron Frame manufacturing / molding unit)
Total Marks Allocated:			**25**

4. EVALUATION CRITERIA

Applicant(s) meeting the minimum requirements mentioned in Para 3 b) ix) besides other factors shall be considered for pre-qualification. No compromise shall be made on minimum requirements of 60% score in each category and an overall minimum of 70% marks shall be required to pre-qualify in the aforesaid scope of work.

4.1. Letter of Application

Attached as Annexure 'A'

4.2. Pre-qualification Document

4.2.1. Clarification of Pre-Qualification Document

A prospective Applicant requiring any clarification of the pre-qualification Document shall contact the Client in writing at the Client's address indicated in the PQ, Instruction to Applicants. The Client will respond in writing to any request for clarification provided that such request is received no later than five (05) days prior to the deadline for submission of applications. The Client shall forward copies of its response to all applicants who have acquired the pre-qualification document directly from the Client including a description of the inquiry but without identifying its source. The Client reserves the right to amend the pre-qualification document as a result of a clarification as per departmental procedures and communicate to all applicants in writing.

4.2.2. Amendment of Pre-Qualification Document

At any time prior to the deadline for submission of applications, the Client may amend the pre-qualification Document by issuing addendum/Corrigendum. Any addendum/Corrigendum issued shall be part of the pre-qualification Document and shall be communicated in writing to all who have obtained the pre-qualification document.

4.2.3. Cost of Applications

The Applicant shall bear all costs associated with the preparation and submission of its application. The Client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the pre-qualification process from the Client.

4.2.4. Language of Application

The application as well as all correspondence and documents relating to the pre-qualification exchanged by the Applicant and the Client, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

4.2.5. Submission of Application Form

The Applicant shall prepare an Application Submission Sheet using the form furnished in Annexure - A. This Form shall be completed without any alteration to its format.

4.2.6. Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the application as described in PQ and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. **The Applicant shall submit on the E Procurement portal accordingly.**

4.2.7. Opening of Application

Client shall open the applications as per its standard procedures and shall prepare a record of the opening of applications that shall include, as a minimum, the name, signature of the representative (if they choose to attend).

4.2.8. Right of Waiver

The Client reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an applicant to perform the contract.

4.3. Client Right

Bidders/Applicants wishing to pre-qualify shall complete the pre-qualification Questionnaires/Qualification Criteria and other relevant details solicited through pre-qualification documents including the qualification criteria in duplicate and return them to the address given in a sealed envelope. Pre-qualification applications shall be treated as confidential and will not be returned. The Client has right to obtain clarification from the applicants regarding pre-qualification applications.

4.4. Joint Ventures

Not Allowed.

4.5. Instructions to Applicants

4.5.1. Submission and Opening of Pre-Qualification Application

4.5.2. Late Submission of Pre-Qualification Applications:

The pre-qualification application which will receive after the closing date and time as mentioned above for submission of applications shall not be entertained.

4.5.3. Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Client's evaluation of the applicant's qualification or to provide timely clarification or substantiation of the information supplies may result in disqualification of the applicant and same shall be communicated in accordance with provisions of PPRA Rules.

4.5.4. Material Changes

Applicants and those subsequently pre-qualified or conditionally pre-qualified shall inform the Client of any material change in information that might affect their qualification status. Applicants shall be required to update key pre- qualification information at the time of bidding. Prior to award of contract, the lowest evaluated

bidder will be required to confirm its continued qualified status in a post qualification review process.

4.6. Client's Notification and Bidding Process

4.6.1. Conditional Pre-qualification

An applicant may be "conditionally pre-qualified" that is, qualified subject to certain specified non-material deficiencies in the pre-qualification requirements being met by the applicant to the satisfaction of the Client before submission of bid.

4.6.2. Changes after Pre-qualification

Any change in the structure or formation of an applicant after being pre-qualified shall be subject to written approval of the Client prior to the deadline for submission of bids. Such approval may be denied if as a consequence of any following changes:

General Contractor as a whole which has conditionally pre-qualified & later on fails to meet any of the qualifying requirements;

4.6.3. Client's Right

The Client reserves the right to take the following actions, and shall not be liable for any such actions:

1. Amend the scope of the work to be bid under this process, in which event bids will be invited only from those applicants who meet the resulting amended pre-qualification requirements;

2. Cancel the pre-qualification process and reject all applications in provisions with PPRA rules.

4.6.4. General Information

The pre-qualification Questionnaires consisting of the pre-qualification Form (All Questionnaire) shall be filled in all respect by General Contractor. Pre-Qualification Questionnaire shall be duly signed and stamped by the authorized personnel of the firm.

4.7. Address of Client

By Mail	: Office of the Project Director Information Technology University
By Telephone	: 042-99046003
By Fax	: NA
By Email	: pd@itu.edu.pk
By Visit	: Project Directorate, ITU City Campus Arfa Tower, Ferozepur Road, Lahore, and ITU Main Campus Barki Road Lahore.

5. PRE-QUALIFICATION FORMS

5.1. Particular of Application

Supplementary information may be provided by the applicants as deemed necessary.

a) Notes to Applicant(s) & required relevant information by Applicant(s):

i) Please provide all information asked in the Questionnaires Forms and do not write "See Brochure";
ii) Please provide all information's in accordance with the qualification criteria;
iii) Supplementary information may be provided by applicants as deemed necessary;
iv) Additional pages may be inserted, if required;
v) Please write "NOT APPLICABLE" where appropriate;
vi) Please retain a copy of your completed Forms submitted;
vii) Information provided in the Pre-qualification documents will be verified. If found incorrect the contractor may be black listed;
viii) Application with incomplete documentary evidences shall not be considered for pre-qualification;

ix) Bidders shall provide information pertaining to scope of work in their application of pre-qualification in provisions of the eligibility criteria & respective qualification criteria;

x) Pre-qualification Questionnaires Forms that have not been completed as per instructions given above may lead to rejection of application.

Annexure

Annexure 'A'

6. LETTER OF APPLICATION

[Letterhead paper of the Applicant, including full Postal address, telephone no., fax no., telex no., cable and email address]

Date: _____

To: **Project Director**

ITU, Lahore

Sir,

1. Being duly authorized to represent and act on behalf of..... (the name of organization), and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be pre-qualify as a bidder for the **Category**_____

2. Attached to this letter are copies of original documents defining[i]:

   (a) The Applicant's legal status;

   (b) The principal place of business; and

   (c) The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who have partnerships or individually-owned firms);

3. The Client and 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;

4. **The Client** and its authorized representatives may contact the following persons for further information[ii], if needed.

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

Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:

   a) Bids by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding;
   b) The Client reserves the right to:
      i) Amend the scope and value of any contract under this project; in such event bids will only be called from pre-qualified bidders who meet the revised requirements; and
      ii) Reject or accept any application, cancel the pre-qualification process, and reject applications;
   c) The Client shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) herein, above.
   d) The Client shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) here above.

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

7. PRE-QUALIFICATION QUESTIONNAIRE FORMS

PRE-QUALIFICATION

QUESTIONNAIRE

P.Q. FORM # 1

General Information about the Firm/Applicant

All individual firms and each member of a Firm applying, for Pre-Qualification are requested to complete the information in this form.

1	Name of Firm	
2	Head Office Address	
3	Telephone Contact	
4	Fax	
5	Type of Organization	
6	Place of Incorporation / Registration:	Year of Incorporation/Registration:
7	NTN #	
8	Name, Designation and Mobile Number of Firm's Representative	

Detail of Owners / Directors

S. #	Name	Designation	Nationality
1			
2			
3			
4			

PRE-QUALFICATION

QUESTIONNAIRE

P.Q. FORM # 2
General Experience Record with Turn over

Name of Applicant: _____

(Applicant)

All individual firms are requested to complete the information in this form with regard to the management of work contracts generally. The information supplied should be the annual turnover of the applicant in terms of the amounts billed to clients for each year for work in progress or completed in Rupees or in case of foreign firms converted to US dollars at the rate of exchange at the end of the period reported. The annual periods should be the financial years commencing from 1st July and ending on 30th June. A brief note on each contract should be appended, describing the nature of the work, duration and amount of contract, managerial arrangements, and other relevant details.

Applicants should not enclose testimonials, certificates and publicity material with their applications, they will not be taken to account in evaluation of qualification.

Year	**Turnover** (in Actual Currency)	**Rupees in Million**
2025-2026		
2024-2025		
2023-2024		
Total of above		

PRE-QUALFICATION QUESTIONNAIRE

P.Q. FORM # 3

General Experience of the Firm/Applicant

Applicable to General Contractor

1. Years of General Experience
2. List of major Projects completed

Description of Project	**Starting Year**	**Ending Year**	**Cost of Project**	**Client Name, Office Address, telephone Number / Fax & Email Address**

PRE-QUALFICATION QUESTIONNAIRE

P.Q. FORM # 4

Work Performance: FOR COMPLETED PROJECTS

INSTRUCTIONS: Use one Form for each Project (use photocopies if more for the rest).

Name of Firm: Name of Project: _____

PROJECT DATA

_____

a. Address of Client _____

b. Scope of Delivery/Project _____

d. Total Cost of PO/Project _____

PO DATA

a. Value of Contract:

b. Commencement Date: _____

c. Contract Period: _____

d. Completion Date: _____

e. Value of Complete Project: _____

g. Present Status:- _____

i. Completed _____

ii. Incomplete _____

_____

CLIENT DATA

Name

Contact Name Designation _____

Address Phone _____

_____

Fax _____

_____

PRE-QUALFICATION QUESTIONNAIRE

P.Q. FORM # 4 (A)

Summary Sheet of Completed Projects

List of the Projects done in Pakistan for (similar nature) and for five (05) years for Furniture Items. Use the same form for experience outside of Pakistan labeled as International Experience.

Sr. #	Description of Project Client	Year of Completion	Cost of Project (Rs Million)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

***** *For client give address, telephone and Fax number for contact.*

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QUESTIONNAIRE

P.Q. FORM # 5

Financial Capabilities

_____

(Applicant)

Applicants shall provide financial information to demonstrate that they meet the requirements stated in the PQ. Each applicant shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheet shall be attached.

Banker	Name of Banker			
	Address			
	Telephone		Contract Name & Title	
	Fax		email	

Summarize actual assets and liabilities in Pakistani Rs/US$ equivalent (at exchange rate of each year)

for the previous three years.

Based upon known commitments, summarize projected and liabilities in Pak Rupees equivalent for the next two years.

Financial Information in Pak Rs. or Equivalent	**Actual For Previous Three (03) Years**		
	2023-2024	**2024-2025**	**2025-2026**
Information from Balance Sheet			
Total Assets			
Current Assets			
Total Liabilities			
Current Liabilities			
Net Worth			
Working Capital			
Total Revenue (TR)			
Profits Before Taxes			
Profits After Taxes			

Specify proposed sources of financing, such as liquid assets, lines of credit and other financial means, net of current commitments available to meet the total cash flow demands of the subject contract or contracts as indicated in above clauses

	Source of Financing	**Amount in Pak Rupees**
1		
2		
3		

Attach audited financial statements including, as a minimum, profit and loss account, balance sheet and explanatory notes for the last 3 years if audit reports are not available, partnerships and firms owned by individuals may submit their balance sheets certified by a registered accountant and supported by copies of tax returns.

PRE-QUALFICATION

QUESTIONNAIRE

P.Q. FORM # 6

Personal Capabilities

Name of Applicant:

_____

(Applicant or member of a Firm)

For specified positions essential to contract management and implementation, applicants should provide the names of candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using Form 11 for each candidate.

1	Title of Position	
	Name of Candidate, Qualification & Experience	
2	Title of Position	
	Name of Candidate, Qualification & Experience	
3	Title of Position	
	Name of Candidate, Qualification & Experience	
4	Title of Position	
	Name of Candidate, Qualification & Experience	
5	Title of Position	
	Name of Candidate, Qualification & Experience	

PRE-QUALFICATION QUESTIONNAIRE

P.Q. FORM # 7

Candidate Summary

Name of

Applicant: _____

(Applicant or member of a Firm)

Position	Candidate	
	Prime	Alternate
Candidate Information	Name of Candidate	Date of Birth
	Professional Qualification	
Present Client	Name of Client :	
	Address of Client	Contract (Manager/Personnel Officer)
	Telephone:	Fax:
	Job Title of Candidate	Years with Present Client

Summarize professional experience over the last 10 years in reverse chronological order.

From	To	Company	Project	Position	Relevant Technical & Management Experience

PRE-QUALFICATION QUESTIONNAIRE P.Q. FORM # 8

Litigation History shall be provided for the last "10" Years (if any)

Name:

_____

(Applicant or member of a Firm)

Description of Contract	Year	Name of Client, Cause of litigation and matter in dispute	Disputed amount (Current value in Pakistani Rs. or US$ equivalent)	Award FOR or AGAINST Applicant	Remarks by Applicant

PRE-QUALFICATION
QUESTIONNAIRE

P.Q. FORM # 9

Structure and Organization including Organogram

Name: _____

(Applicant or member of a Firm)

Please attach an organization Chart showing, the company structure including, Organogram the positions of directors and key personnel, if relevant.

PRE-QUALFICATION

QUESTIONNAIRE

P.Q. FORM # 10

BRIEF PLAN FOR EXECUTION AND METHODOLOGY

Name: _____

(Applicant or member of a Firm)

Provide a brief plan for execution and methodology to execute the Project based on the general information of the project provided in the attachment.

PLAN FOR EXECUTION AND METHODOLOGY:

PRE-QUALFICATION
QUESTIONNAIRE

P.Q. FORM # 11

AFFIDAVIT

(On Stamp Paper)

_____

(Applicant or member of a Firm)

I, the undersigned, do hereby certify that the firm has never been black listed by any public or private sector institution across Pakistan. Provide information and reasons for blacklisting, if the firm has been blacklisted from any public or private sector institution ever.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Client, ITU.

The undersigned also understands that any concealment or misrepresentation of facts will lead to disqualification of the firm.

Signed by an authorized Officer of the firm

PRE-QUALFICATION
QUESTIONNAIRE

P.Q. FORM # 12

AFFIDAVIT

(On Stamp Paper)

_____
(Applicant or member of a Firm)

I, the undersigned, do hereby certify that all the statements made in the Pre- Qualification Questionnaire Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by Client if the Client, at any time, deems it necessary.

The undersigned hereby authorize (s) and requests (s) the bank, person, firm or corporation to furnish any additional information requested which deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Client, ITU

ITU, undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the firm

Title of Officer _____

Name of Firm _____

Date _____

PRE-QUALFICATION QUESTIONNAIRE P.Q. FORM # 13

Dealership / Network / Outlet / Presence in Cities

Name: _____

(Applicant or member of a Firm)

Sr. No.	Name of City	Outlet Location	Owned / Rented	Company Operated or Delegated

PRE-QUALFICATION QUESTIONNAIRE P.Q. FORM # 14

For Furniture Only

Details of Warehouse, FMU, IFMU

Warehouse Details: (Covered Area and Facilities)

FMU Details: Covered Area and Facilities / Machinery)

IFMU: (Covered Area and Facilities / Machinery)