

PREQUALIFICATION DOCUMENT

Development and Implementation of ERP (Oracle / SAP or Equivalent)



June, 2016

First Floor 7 C-1, Gulberg-III,
Lahore-Pakistan

Phone: +92 (42) 35750936-8

Fax: +92 (42) 35750939

Website: www.qathermal.com

1. INVITATION FOR PREQUALIFICATION

- 1.1. Quaid-e-Azam Thermal Power (Private) Limited (QATPL) (“**the Employer**”) is a Company Limited by Shares incorporated under the aegis of Companies Ordinance, 1984. The QATPL is owned by the Government of Punjab through Energy Department. The objective of the Company is to establish and maintain a 1180 MW Re-Gasified Liquefied Natural Gas (RLNG) based Thermal Power Plant at Bhikki, Sheikhpura within the stipulated timeline keeping in view the sever power shortage.
- 1.2. The Employer intends to invite applications from selected entities (firms/companies, as the case may be) that meet the Prequalification Criteria (set out below in Section 3 of this document) for this project known as **Implementation of ERP (Oracle / SAP or Equivalent)**.
- 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 Section 3 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	July 25, 2016
Submission of bids	August 10, 2016
Award of contract	August 15, 2016

- 1.5. Data/information about the project shall be regularly updated at QATPL’s website (www.qathermal.com)

2. INSTRUCTIONS TO APPLICANTS

- 2.1. Applications for pre-qualification (one original and three [3] hard copies along with soft copy) must be received in sealed envelopes to be delivered by hand or through registered mail to:

General Manager (Admin & HR)
Quaid-e-Azam Thermal Power (Pvt.) Limited.
1st Floor, 7 C-1, Gulberg-III,
Lahore-Pakistan
Phone: +92 (42) 35750936-8

- 2.2. Applications should be delivered no later than 1500 hours on July 13, 2016 and be clearly marked “**Application for Prequalification of Implementation of ERP (Oracle / SAP or Equivalent)**”.
- 2.3. Applications shall be submitted using Application Forms (A-1 to A-4) 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-4 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, 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 and Application Forms A-1 to A-4 annexed with this document) shall stand prequalified:

Financial Soundness	
<i>F1.</i> Net worth in <i>last year</i> (FY 2014-15)	PKR 15 million
<i>F2.</i> Average annual turnover in <i>last three financial years</i> (FYs 2012-13, 2013-14, 2014-15)	PKR 150 million

Technical Strength	
<i>T1.</i> Minimum experience in Proposed ERP (Oracle / SAP / or Equivalent) implementation	5 years
<i>T2.</i> Number of permanent technical resource persons relevant to this project (having ERP (Oracle / SAP or Equivalent) certification)	5
<i>T3.</i> Implementation of ERP (Oracle / SAP or Equivalent) in <i>last three years</i>	5 projects of at least PKR 5 million each
<i>T4.</i> ERP (Oracle / SAP or Equivalent) authorized certification (authorized solution vendor)	Authorized Partner
<i>T5.</i> Proven track record of proposed ERP (Oracle / SAP or Equivalent) implementation	More than 25 clients
<i>T6.</i> Proven track record of ERP (Oracle / SAP or Equivalent) implementation in Government organizations having total assets of 3 Billion or more.	More than 3 clients
<i>T7.</i> Lahore based implementation setup.	

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

Documentary Evidence	
D1.	Certificate of Incorporation or registration
D2.	Memorandum and Articles of Association (if applicable)
D3.	Audited financial statements by ICAP certified Chartered Accountant firms. <ul style="list-style-type: none"> ▪ FY 2012-13 ▪ FY 2013-14 ▪ FY 2014-15
D4.	National Tax Number (NTN) certificate
D5.	Income tax returns <ul style="list-style-type: none"> ▪ FY 2012-13 ▪ FY 2013-14 ▪ FY 2014-15
D6.	Sales Tax Registration certificate
D7.	Reference Letter of 5 projects having atleast revenue earned of PKR 5 million each in the last three years .
D8.	Reference letters from three clients (having total assets of PKR 3 Billion or more) confirming successful completion of the projects
D9.	ERP (Oracle / SAP or Equivalent) partner certificate
D10.	List of clients (at least 25 or more)
D11.	Names and contact numbers of employees having proposed certification.
D12.	List of clients with respect to implementation of proposed solution.

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.

Letter of Application

*[Letterhead paper of the Applicant,
including full postal address, telephone no.,
fax no. and e-mail address]*

Date:.....

To: General Manager (Admin & HR)
Quaid-e-Azam Thermal Power (Pvt) Limited

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 **Development and Implementation of ERP (Oracle / SAP or Equivalent) for Quaid-e-Azam Thermal Power (Private) Limited (“QATPL”)**.
2. QATPL 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. QATPL or its authorized representatives may contact the following persons for further information, if needed.

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

4. This Application is made with the full understanding that:
 - (a) Bids by Prequalified Applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - (b) QATPL reserves the right to cancel the prequalification process, and reject all applications; and
 - (c) QATPL 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.

5. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements. 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.

Documents Checklist

- D1. Certificate of Incorporation or registration
- D2. Memorandum and Articles of Association (if applicable)
- D3. Audited financial statements by ICAP certified Chartered Accountants firms
 - FY 2012-13
 - FY 2013-14
 - FY 2014-15
- D4. National Tax Number certificate
- D5. Income tax returns
 - FY 2012-13
 - FY 2013-14
 - FY 2014-15
- D6. Sales Tax Registration certificate
- D7. Reference Letter of **5 projects** of having atleast revenue earned of **PKR 5 million** each in the **last three years**.
- D8. Reference letters from **three clients (having total assets of PKR 3 Billion or more)** confirming successful completion of the projects
- D9. ERP (Oracle / SAP or Equivalent) partner certificate
- D10. List of clients (at least 25 or more)
- D11. Names and contact numbers of employees having proposed certification.
- D12. List of clients with respect to implementation of proposed solution.

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.

Signed

For and on behalf of
(name of Applicant)

General Information

[Applicant 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

Financial Information

Name of Applicant

[The information supplied should be supported with audited financial statements of the Applicant]

(PKR)	FY 2014-15	Reference
Total Assets		
Total Liabilities		
Net Worth		

Year	Annual Turnover (PKR)	Reference
FY 2012-13		
FY 2013-14		
FY 2014-15		

Year	Net Profit (PKR)	Reference
FY 2012-13		
FY 2013-14		
FY 2014-15		

Details of Contracts of Experience *(refer to clause T3 and T6 on page No. 4)*

<i>Name of Applicant</i>

[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
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) <p style="text-align: center;">_____Years _____Months</p>
11.	Contract Requirements
12.	Reference ¹

¹Each 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.				