

# **Quaid-e-Azam Thermal Power (Pvt) Limited**

## **EXPRESSION OF INTEREST (EOI)**

### **IFP NO.: 11-RLNG-POWER PLANT-EXTERNAL AUDIT**

### **HIRING OF EXTERNAL AUDIT SERVICES**

**PREQUALIFICATION 2019-20**

**JULY 2020**



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

Phone: +92 (42) 35750936-8

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# 1. INVITATION FOR PREQUALIFICATION

## 1.1. Introduction:

Quaid-e-Azam Thermal Power (Private) Limited (QATPL) ("**the Employer**") is a Private Company Limited by Shares incorporated under the aegis of Companies Act, 2017 (formerly 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 1180 MW Re-Gasified Liquefied Natural Gas (RLNG) based Thermal Power Plants in Punjab.

## 1.2. Scope:

- i. QATPL invites expression of interest from the Audit Firms through National Competitive Bidding (NCB) for a period of three years ending on June 30, 2021, June 30, 2022 and June 30, 2023 to provide the following services:
  - annual statutory audit i.e audit of annual financial statements
  - review of half yearly financial statements
  - review of compliance with Code of Corporate Governance
- ii. External audit team need be mobilized within 1-2 weeks of period end for which audit / review is to be conducted.
- iii. Immediately after mobilization, external audit team would be required to share data requirements relating to audit / review.
- iv. External auditor appointment would be subject to approval of Finance and Audit Committee (FAC), Board of Directors (BOD) and shareholders in Annual General Meeting (AGM).

## 1.3 Tenor:

**The audit, review and assurance engagement would be for a term of three years subject to satisfactory performance review by Finance and Audit Committee and Board of Directors, at end of each year. It would also be subject to appointment by shareholders each year in Annual General Meeting as per Companies Act, 2017.**

## 2. INSTRUCTIONS FOR APPLICANTS

*This Section specifies the procedures to be followed by Applicants in the preparation and submission of their Applications for Prequalification (AFP). Information is also provided on opening and evaluation of AFPs.*

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- 2.1. Scope of Application In connection with the Invitation for Prequalification/Advertisement the procuring agency issues this Prequalification Document to Applicants interested in bidding for the tasks described in Terms of References (TORs) Section of this document.
- 2.2. The Employer will follow Punjab Procurement Regulatory Authority Law / Rules i.e. PPRA Rules, 2014 (Amended), as applicable, while conducting this procurement.
- 2.3. Interested applicants should provide information with all supporting documents indicating that they are qualified to perform the services on the prescribed forms given in the EOI documents.
- 2.4. Applications shall be submitted using Application Forms annexed with this document.
- 2.5. The name and mailing address of the applicant shall be clearly marked on the envelope.
- 2.6. The Application, as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Employer, shall be written in the English language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages into the English language, in which case, for purposes of interpretation of the Application, the translation shall govern. 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.
- 2.7. Applicants must respond to all questions and provide complete information as advised in this document Failure or omission to provide the aforementioned essential information may result in disqualification of the applicant.
- 2.8. Prequalification is open to all entities duly incorporated under the laws of Pakistan.
- 2.9. Prequalified Applicants may participate only in one application for the project. If a Prequalified Applicant submits more than one application for the project, all applications that include that applicant shall be rejected. This rule does not apply in respect of application that include sub-contractors who are used by more than one applicant.

- 2.10. Applicants must meet the *Mandatory Criteria* listed below in Section 3 to be considered for further evaluation based on *Evaluation Criteria* as listed in EOI document. Applicants that meet the minimum Evaluation Criteria set out in this document and attain minimum passing marks shall stand prequalified. Request for Proposal (RFP) shall be issued only to Prequalified Applicants.
- 2.11. Sub-contractor's experience and resources will not be added / taken into account in determining the Applicant's compliance with the qualifying criteria.
- 2.12. The Applicant shall attach original affidavit on non-judicial stamp paper (with a value of Rs. 100) and declaring on oath that the Applicant:
- a. is not in bankruptcy or liquidation proceedings;
  - b. has *never* been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer
  - c. till date due to the any reasons
  - d. is not making any misrepresentations or concealing any material fact and detail;
  - e. has not been convicted of, fraud, corruption, collusion or money laundering;
  - f. 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
  - g. does not fall within any of the circumstances for ineligibility or disqualifications
- 2.13. To assist in the evaluation of Applications, the Employer may, at any stage during the course of the prequalification process, ask any Applicant for clarification in respect of any matter associated with the documentation submitted by the Applicant in its Application. If an Applicant does not provide clarifications of the information requested by the date and time set in the Employer's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.
- 2.14. Applicants may be required to update the information submitted for prequalification at the time of submission of their applications to confirm continued compliance with the Prequalification Criteria. Applicants shall provide such evidence of their continued eligibility satisfactory to the Employer, as and when required by the employer. An application shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.
- 2.15. The applicant must declare and undertake that the application and statements made along with the information provided are duly complete, true and correct in

every detail. The Employer may verify information provided in prequalification documents through any means necessary and reserves the right to disqualify a application at any stage of the bidding process if the Applicant is found to have willfully misrepresented information.

- 2.16. The applicant must declare that declare and undertake that all the information, warranties, statements and representations provided within this application are true and correct; and applicant also understand that in case any of the aforesaid are found to be false/incorrect then applicant is liable to be disqualified, without prejudice to its other rights and actions the Employer may exercise under the applicable laws.

### **Eligible Applicants**

- 2.17. An Applicant may be a private entity, foreign entity, government-owned entity.
- 2.18. An Applicant, shall have the nationality of an eligible country, excluding India and Israel.
- 2.19. During the prequalification process and at the time of bidding, Applicants shall not have a conflict of interest. All Applicants found to have a conflict of interest shall be disqualified. Applicants may be considered to be in a conflict of interest with one or more parties in the bidding process if any of, including but not limited to, the following apply:
- (a) they have controlling shareholders in common; or
  - (b) they receive or have received any direct or indirect subsidy from any of them; or
  - (c) they have the same legal representative for purposes of this prequalification; or
  - (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to material information about or improperly influence the application of another Applicant, or influence the decisions of the Employer regarding this prequalification / bidding process; or
  - (e) an Applicant participates in more than one application in this prequalification process, either individually or as a partner in a joint venture, except for alternative offers permitted under Instruction To Applicants of the bidding document. This will result in the disqualification of all applications in which it is involved. However, subject to any finding of a conflict of interest in terms of 2.19 (a) to (d) above, this does not limit the participation of a specialist subcontractor in another application or of a firm as a specialist subcontractor in more than one application; or

(f) an Applicant or any affiliated entity, participated as a consultant in the preparation of the design or technical specifications of the works, plant and services that are the subject of the application; or

(g) an Applicant was affiliated with a firm or entity that has been hired (or is proposed to be hired) by the Employer as an engineer or consultant for the subject contract.

- 2.20. Government-owned enterprises in the Employer's country shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and that they (iii) are not in any way dependent agencies of the Employer/procuring agency.
- 2.21. Applicants shall be excluded if by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the *Charter of the United Nations, Pakistan* prohibits any import of goods or contracting of works or services from that county or any payments to persons or entities in that country.
- 2.22. The Invitation for Prequalification / Advertisement for Prequalification issued by the Employer is part of the Prequalification Document.
- 2.23. The Employer is not responsible for the completeness of the Prequalification Document and its Addenda, if they were not obtained directly from the source stated by the Employer in the Invitation for Prequalification / Notice of Prequalification.
- 2.24. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or documentation required by the Prequalification Document. The information or documentation shall be complete, accurate, current, and verifiable. The Employer shall have the right to conduct independent checks to determine the completeness and accuracy of the information or documentation provided by the Applicant, and to take remedial actions, including rejection of the Applicant, as appropriate.
- 2.25. A prospective Applicant requiring any clarification of the Prequalification Document shall contact the Employer in writing at the Employer's address or by email indicated in the ADS. The Employer will respond in writing or by email to any request for clarification provided that such request is received no later than 14 days prior to the deadline for submission of Applications. The Employer shall forward copies of its response to all Applicants who have acquired the Prequalification Document directly from the Employer including a description of the inquiry but without identifying its source. The Employer will also post copies of its response in its website.
- 2.26. At any time prior to the deadline for submission of Applications, the Employer may amend the Prequalification Document by issuing addenda. Any addendum issued shall be part of the Prequalification Document and shall be communicated in accordance with PPRA Rules, 2014 (amended). It is sole discretion of the employer to extend or not the deadline for the submission of Applications.

2.27. The Application shall comprise the following:

- (a) An Application, in accordance with standard attached template
- (b) Power to Attorney as confirmation of authorizing the signatory of the Application to commit the Applicant;
- (c) documentary evidence establishing the Applicant's eligibility to prequalify, in accordance with prequalification document;
- (d) documentary evidence establishing the Applicant's qualifications, in accordance with evaluation criteria;
- (e) any other document required as specified in this document.

2.28. The Applicant shall prepare an Application using the forms furnished/annexed to prequalification document. The application should be prepared in accordance with standard 'Application form' and all forms must be completed without any alteration to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

**2.29. The Applicant shall prepare one original of the documents comprising the Application as described in prequalification document and clearly mark it "ORIGINAL". The Applicant shall submit 02 copies of the signed original Application, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.**

2.30. The Applicant shall enclose the original and the copies of the Application in a sealed envelope which shall:

- (a) bear the name and address of the Applicant;
- (b) be addressed to the Employer and
- (c) bear the specific identification i.e. Procurement Number of this prequalification process

If the envelope is not sealed and marked as required, the Employer will assume no responsibility for the misplacement of the Application.

2.31. The requirements regarding the legal instruments evidencing the authorization to represent and sign on behalf of the Applicant. The name and position held by each person signing the authorization must be typed or printed below the signature. Failure to provide an acceptable authorization with the prescribed period may cause the rejection of the Application.

2.32. Applications or any document relating to the Application submitted after the deadline for submission of Applications, shall be rejected by the Employer.

- 2.33. Opening of Applications will be done in the presence of the Applicants who wish to be present at the time of opening of Applications.
- 2.34. The Employer may reject any Application which is not responsive to the requirements of the Prequalification Document.
- 2.35. Applicants cannot state in the Application Submission Sheet that they intend to subcontract parts or elements of the Works as sub-contracting is not allowed.
- 2.36. The Employer reserves the right to annul the prequalification process and reject all Applications at any time as per PPRA 2014 without thereby incurring any liability to Applicants.
- 2.37. The Employer, if desired, may recall Prequalification without annulling the already qualified firms with a view to increase the competition. In this case, already Prequalified firms shall not be required to apply again as these firms shall stand Prequalified.
- 2.38. Foreign Applicant shall submit a proof of their affiliation/registration from their respective country's legal and professional body (Engineering Services Accreditation Body). Foreign firms' registration with PEC will not be mandatory at the time of Prequalification however, before the time of signing of contract they have to fulfil the requirement of registration with PEC in compliance with PEC Bye-Laws (Construction and Operation of Engineering Works Bye-laws, 1987).
- 2.39. Procuring agency shall be under no obligation to return any EOI or supporting materials submitted by the Applicants.
- 2.40. No application will be considered responsive if it:
- a. is received after the date and time fixed for its receipt.
  - b. is unsigned
  - c. is conditional
  - d. is given by the firm black listed, suspended or removed from the approved list of the any department/organization of Government
  - e. is received with validity period shorter than that required in the tender
  - f. does not confirm to the general conditions of this document
- 2.41. QATPL shall employ single stage two envelope method for procurement of External Audit services.
- 2.42. Applications for pre-qualification (**one original** in hard copy form and **two [2] copies** along with **soft copy**) must be received in sealed envelopes to be delivered by hand or through registered mail to:

**Manager Administration**  
**Quaid-e-Azam Thermal Power (Pvt.) Limited.**  
1st Floor, 7 C-1, Gulberg-III,  
Lahore-Pakistan



Phone: +92 (42) 35750936-8

- 2.43. Applications should be delivered no later than **15:00 hours on August 12, 2020** and shall be opened on the same date at **15:30** hours in presence of representative who wish to attend. Applications shall be clearly marked as **“Expression of Interest for Hiring of External Audit Services for the period of three years ending June 30, 2021, June 30, 2022 and June 30, 2022.**
- 2.44. Applications shall be submitted using Application Forms (A-1 to A-7) annexed with this document.
- 2.45. The interested applicant may download the “not for bidding” version of EOI document from PPRA and QATPL websites i.e. [www. https://ppra.punjab.gov.pk/](https://ppra.punjab.gov.pk/) and [www.qathermal.com](http://www.qathermal.com). However, for the purpose of submission of EOI, applicant must purchase the ‘SIGNED’ EOI document against a non-refundable fee of Rs. 500/- from office of Manager Administration QATPL during office hours before last date of submission of EOI document.**
- 2.46. 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.
- 2.47. 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.
- 2.48. Procurement of external audit services would be made through National Competitive Bidding (NCB).
- 2.49. Applicants are prohibited to form Joint Venture for provision of External Audit services for the purpose of this assignment.
- 2.50. Applicants are prohibited to sub-contract External Audit services.

### 3. PREQUALIFICATION CRITERIA

#### 3.1. Mandatory Criteria;

	<b>Firm</b>
Legal Status of Firm and registration with Institute of Chartered Accountants of Pakistan (ICAP)	Must Meet Requirement
Registration with Federal Board of Revenue FBR (NTN Certificate) and with Punjab Revenue Authority PRA (PRA registration certificate)	Must Meet Requirement
Declaration on stamp paper regarding non-black listing / delisting of applicant and all of its sub- contractors, if any.	Must Meet Requirement
Minimum 5 years in practice in Pakistan	Must Meet Requirement
Satisfactory ICAP rating	Must Meet Requirement
The firm must be “A” ranking as per State Bank of Pakistan	Must Meet Requirement

3.2. Applicants that meet the minimum Evaluation Criteria set out below regarding their Financial Position, Qualifications and Managerial Capabilities (as demonstrated by the Applicant's responses in the Application Letter and Application Forms A-1 to A-7 annexed with this document) and attain sixty-five (65) percent marks shall stand prequalified:

<b>Sr. No.</b>	<b>Evaluation Criteria</b>	<b>Marks</b>
<b>1.</b>	<b>Financial Position:</b> <b>1.1</b> Average annual turnover of at least 20 Million in <i>last three financial years</i> (Supported by FYs 2016-17, 2017-18, 2018-19 annual audited financial statements) (form A-2)	<b>Total – 20</b>  <b>10 marks</b>
	Turnover from 20 Million to 40 Million	1
	Turnover from 41 Million to 60 Million	2
	Turnover from 61 Million to 100 Million	8

	More than 100 Million	10
	<b>1.2 Current Ratio</b> (Current Assets/Current Liabilities)	<b>10 marks</b>
	Current Ratio Less than 0.5	0
	Current Ratio greater than 0.5 but less than equal to 1	5
	Current Ratio greater than 1 but less than equal to 2	8
	Current Ratio greater than 2	10
	<b>Managerial:</b>	<b>Total – 50</b>
2	<b>2.1</b> List of Partners attached with ICAP Registration Numbers and date of admission.	10 marks
	- Upto 5 Partners	2
	- 6-10 Partners	5
	- more than 11 Partners	10
	<b>2.2</b> ICAP Qualified Chartered Accountants Employed by Firm in Pakistan, excluding partners. (Attached list with ICAP Registration Numbers, department and location)	10 marks
	- Upto 20 ICAP Qualified CAs	6
	- 21-50 ICAP Qualified CAs	8
	- More than 51 ICAP Qualified CAs	10
	<b>Personnel criteria:</b>	30 marks
	(i) <b>Engagement Partner</b> <b>Qualification:</b> CA/ACCA/ACMA/CFA or equivalent ( <b>3 marks</b> ) (ii) <b>Experience:</b> At least 2 Assignments in Power sector and at least 2 Assignments in Thermal generation technology (3 marks for each assignment) ( <b>12 marks</b> )	15
	(i) <b>Director Audit</b> Qualification: CA/ACCA/ACMA/CFA or equivalent ( <b>2 marks</b> ) (ii) <b>Experience:</b> At least 2 Assignments in Power sector and at least 2 Assignments in Thermal generation technology (2 marks for each assignment) ( <b>8 marks</b> )	10
	<b>Manager Audit</b>	5

	(iii) Qualification: CA/ACCA/ACMA/CFA or equivalent <b>(1 mark)</b> Experience: At least 2 Assignments in Power sector and at least 2 Assignments in Thermal generation technology (1 mark for each assignment) <b>(4 marks)</b>	
	<b>Firm Experience:</b>	<b>Total – 30</b>
<b>3</b>	3.1 Experience of at least 5 Govt. / Semi Govt. Organization's as Auditor in last 5 years	<b>10 marks</b>
	5-10	5
	More than 10	10
	3.2 Experience of Audits of Power Sector Companies in last 5 years	<b>10 marks</b>
	1-5	5
	Above 5	10
	3.3 Experience of Audits of Thermal Companies in last 5 years	<b>10 marks</b>
	1-5	5
	Above 5	10

**Terms of Reference:**

**1. Company Background:**

Quaid-e-Azam Thermal Power (Private) Limited (QATPL) was incorporated on March 25, 2015 under the Companies Act, 2017 (formerly Companies Ordinance, 1984). It is a wholly owned company of Government of Punjab (GoPb). The company has established a 1,180 MW Combined Cycle Gas Turbine (CCGT) power plant at Bhikki, District Sheikhpura, Punjab under Power Generation Policy 2015 where the plant achieved its Commercial Operations Date (COD) on May 20, 2018 and generating and supplying electricity to National Grid.

As per requirement of section 233 and 246 of Companies Act, 2017, the financial statements shall be audited by the auditor of the company, in the manner thereafter provided, and the auditor's report shall be attached and subsequent auditors shall be appointed by the company in the annual general meeting on the recommendation of the board after obtaining consent of the proposed auditors.

**2. Scope/TORs of Consultancy Services:**

External audit services would cover the following:

- annual statutory audit
- review of half yearly financial statements
- review of compliance with Code of Corporate Governance

External audit team need be mobilized within 1-2 weeks of period end for which audit / review is to be conducted.

Immediately after mobilization, external audit team would be required to share data requirements relating to audit / review.

External auditor appointment would be subject to approval of Finance and Audit Committee (FAC), Board of Directors (BOD) and shareholders in Annual General Meeting (AGM).

**3. Goals:**

To audit the financial statements of the Company, to provide review report on Compliance with Code of Corporate Governance and to provide assurance report on licensing conditions as mentioned in Generation License.

**4. Scope of the assignment:**

The assignment covers statutory audit of annual and half yearly financial statements and review of Code of Corporate Governance requirements.

**5. Time frame:**

The audit, review and assurance engagement would be for a term of three years subject to satisfactory performance review by Finance and Audit Committee and Board of Directors, at end of each year. It would also be subject to appointment by shareholders each year in Annual General Meeting as per Companies Act, 2017.

**6. Core team of required experts:**

Audit firm should deploy following, but not limited to, team for completion of subject assignment.

Sr#	Designation	Qualification	Experience
1	Engagement Partner	CA	10 years of relevant experience with at least 2 Assignments in Power sector and at least 2 Assignments in Thermal generation technology
2	Director Audit	CA	8 years of relevant experience with at least 2 Assignments in Power sector and at least 2 Assignments in Thermal generation technology
3	Manager	CA	5 years of relevant experience with at least 2 Assignments in Power sector and at least 2 Assignments in Thermal generation technology

**7. Expected deliverables with timelines:**

Audit opinion on audit of annual financial statements (within 3 months of year-end)

Review report on review of half yearly financial statements (within 1 month of half year end)

Review report on Code of Corporate Governance compliance (within 3 months of year-end)

**8. Professional liability of bidders:**

An auditor is liable to perform work such as examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An auditor would also includes assessing the accounting policies and significant estimates made by management, as well as, evaluating the overall presentation of the above said statements.

Auditor needs to comply with general principles of ISA 200 while conducting audit of financial statements.

An auditor is liable not to disclose information to any third party which has been acquired during conduct of audit, review and assurance engagement.

**9. List of services:**

Audit of annual financial statements

Review of half yearly financial statements

Review of Code of Corporate Governance compliance

**10. Statutory Auditors:**

The Company intends to appoint its Auditors to audit the Financial Statements of the Company for the period ending June 30, 2021, June 30, 2022 and June 30, 2023 as per the scope defined in the Companies Act, 2017 and International Standards on Auditing (ISA) 200.

The Auditors are also required to provide review report on Statement of Compliance with PSC (Corporate Governance) Rules, 2013.

**11. Covering Letters:**

Covering letter (if any) must be addressed to Manager Admin & HR, QATPL, 1<sup>st</sup> Floor, 7C1, Gulberg III, Lahore.

**12. Queries:**

For any queries or additional information, please contact Mr. Usman Saeed, Manager Admin, QATPL on (042) 35750936-8.

**13. Type of Contract**

The Company (QATPL) will enter into a lump sum contract with the successful bidder.

The duration of the Contract would be for a term of three years subject to satisfactory performance evaluated by the Finance and Audit Committee of Board of Directors of the Company, at end of each year.

The Company reserves the right to review the contract at end of each the term.

**14. Payment Mode**

The Company undertakes to pay valid invoice in full within thirty (30) days from receiving of invoice. Auditor shall ensure that Audited Accounts and Initialed Report has already been provided to the Company before raising of invoice.

## Letter of Application

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

Date: \_\_\_\_\_

To: Manager Administration  
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 applicant for the following contract(s) under the **Expression of Interest for Hiring of External Audit Services of three years June 30, 2021, June 30, 2022 and June 30, 2023.**
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.

<b>General, Financial and Managerial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

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



Expression of Interest document – External audit QATPL

- (a) Applications 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.
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.

Signed
For and on behalf of (name of Applicant)

## Application Form A-1

# General Information

*[Applicant applying for prequalification is required to complete the information in this form.]*

Name of Firm	
Head Office Address	
Firm registration number:	
Year of incorporation:	
National Tax Number (NTN) and Punjab Revenue Authority Number (PRA):	
Telephone	Contact Person: Name: Title:
Fax	Telex

## Application Form A-2

### Financial Information

Name of Applicant

<b>Year</b>	<b>Annual Turnover * (PKR)</b>	<b>Reference</b>	<b>Current ratio *</b>	<b>Reference</b>
FY 2016-17				
FY 2017-18				
FY 2018-19				

\*Supported by Annual Audited Financial Statements

**Application Form A-3**

**Details of Contracts of Experience**

*Name of Applicant*

*[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) ____ Years      ____ Months
11.	Contract Requirements .....
12.	Reference

## Application Form A-4

### AFFIDAVIT OF CORRECTNESS OF INFORMATION

The Applicant/Partner shall attach original affidavit on non-judicial stamp paper (with a value of Rs. 100) and declaring on oath, as follows:

We do hereby declare and undertake that all the information, warranties, statements and representations provided within this application are true and correct; and we also understand that in case any of the aforesaid are found to be false then we are liable to be disqualified, without prejudice to any other rights and actions the Employer may exercise under the applicable laws.

For & on Behalf of the Applicant

Name:

Designation:

Date:

Witness # 1:

Signature:  
Signed By:  
Designation:  
Date:

Witness # 2:

Signature:  
Signed By:  
Designation:  
Date:

## Application Form A-5

### Template for Affidavit for Non-Blacklisting

The Applicant/Partner shall attach original affidavit on non-judicial stamp paper (with a value of Rs. 100) and declaring on oath that the Applicant:

- a. is not in bankruptcy or liquidation proceedings;
- b. has *never* been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
- c. is not making any misrepresentations or concealing any material fact and detail;
- d. has not been convicted of, fraud, corruption, collusion or money laundering;
- e. 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
- f. does not fall within any of the circumstances for ineligibility or disqualifications

Witnessing Form:

Witness # 1:

Signature: \_\_\_\_\_

Signed by: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Seal: \_\_\_\_\_

Witness # 2:

Signature: \_\_\_\_\_

Signed by: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Seal: \_\_\_\_\_

**Application Form A-6**

TEMPLATE FOR AFFIDAVIT FOR LITIGATION HISTORY

<b>Year</b>	<b>Award FOR or AGAINST Applicant</b>	<b>Name of Client Cause of litigation and matter in dispute</b>	<b>Disputed amount (Current value in Pakistani Rs. or US\$ equivalent)</b>

## APPLICATION FORM A-7

### TEMPLATE FOR POWER OF ATTORNEY (FOR SIGNATORY OF APPLICATION)

[TO BE PRINTED ON A PKR 100 STAMP PAPER]

**KNOW ALL MEN BY THESE PRESENTS THAT** by this Power of Attorney(**“Power of Attorney”**), \_\_\_\_\_ [Insert name firm/Consortium] having its registered office at [----- ], does hereby nominate, appoint and authorize Mr. \_\_\_\_\_, having CNIC No. \_\_\_\_\_ hereinafter referred to as the **“Signatory of Application”**, to do in our name and on our behalf the following:

- i. Sign and submit to Project Coordinator or its authorized nominee, the EOI/Tender of Firm for “-----”, in response to the EOI advertisement dated [---] issued by The Procuring Agency and all other documents and instruments required to submit the EOI/Tender.
- ii. execute all such contracts, deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. do and carry out all other actions as may be required by the Procuring Agency in connection with the EOI/Tender/Bidding process/negotiations as a whole;
- iv. To immediately notify The Procuring Agency in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.
- v. To do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our EOI in response to the above referred tenders including signing and submission of all documents ,instruments and deeds (including correcting any deficiencies or mistakes therein), attending any meetings organized by the Procuring Agency (including pre-application conference meetings and application opening meetings)and providing information/responses to the Procuring Agency in all matters in connection with our application.

We, [Insert name of Firm/Consortium], do hereby ratify and confirm whatsoever the Signatory of Application shall do by virtue of these presents and further agree that whatever the Signatory of Application shall do or cause to be done pursuant to this Power of Attorney shall be binding on us.

Furthermore, each provision of this Power of Attorney is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Power of Attorney at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

**IN WITNESS WHEREOF**, we have executed this **POWER OF ATTORNEY** as of [Date].

**FOR: [INSERT NAME OF APPLICANT FIRM/ CONSORTIUM]**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

CNIC/Passport No. : \_\_\_\_\_



<b>Documentary Evidence</b>		
1	Letter of Application	
2	General information (form A-1)	
3	Financial information (form A-2)	
4	Detail of contracts of experience (form A-3)	
5	Affidavit of correctness of information (form A-4)	
6	Affidavit for non-blacklisting (form A-5)	
7	Affidavit for litigation history (form A-6)	
8	Power of attorney for authorized representative (form A-7)	
9	Evidence showing legal status of Firm and registration with Institute of Chartered Accountants of Pakistan (ICAP)	
10	NTN and PRA registration Certificate	
11	Evidence showing minimum 5 years in practice in Pakistan	
12	Evidence showing Satisfactory ICAP rating	
13	Evidence showing that the firm must be “A” ranking as per State Bank of Pakistan	
14	Annual audited accounts showing turnover (form A-2)	
15	Annual audited accounts showing current ratio (form A-2)	
16	List of Partners attached with ICAP Registration Numbers, location and date of admission of each partner	
17	ICAP Qualified Chartered Accountants (excluding partners) Employed by Firm in Pakistan enlisted with ICAP Registration Numbers, department and location	
18	Resumes of Engagement Partner, Director Audit and Manager audit showing qualification and experience in required assignments	
19	Names of Govt. / Semi Govt. Organization’s Auditor with reference letters, annual report extract, engagement letter etc. (form A-3)	
20	Names of Power Sector Companies who have the firm as Auditor with reference letters, annual report extract, engagement letter etc. (form A-3)	
21	Names of Thermal Sector Companies who have the firm as Auditor with reference letters, annual report extract, engagement letter etc. (form A-3)	

