

Instructions to Applicants

1.0 Submission of Applications

- 1.1 Applications for pre-qualification (one original and one copy) must be received in sealed envelopes to be delivered by hand or through registered mail to:

Manager Support Services
Save the Children UK,
97, Main Double Road, F-10/1, Islamabad

not later than **4th March 2010 by 4:30 PM** and be clearly marked “Application for Pre-Qualification” for “Construction of Nine Schools in District Muzaffarabad, AJK”. The employer reserves the right to accept or reject the late application.

- 1.2 The name and mailing address of the Applicant shall be clearly marked on the left hand side of the envelope.
- 1.3 The applications shall be prepared in the English language; Information in any other language shall be accomplished by its translation in English. Employer reserves the rights for disqualification incase of non-compliance to the above requirements.
- 1.4 The Applicants must respond to all the questions and provide complete information as advised in this document. Any lapses to provide essential information may result in disqualification of the Applicant.

2.0 Qualification Criteria

- 2.1 Pre-qualification will be based on Applicant’s Financial Soundness, Experience Record, Personnel Capabilities and Equipment Capabilities as demonstrated by the Applicant’s responses in the forms attached to this letter. The Employer reserves the right to waive minor deviations, if these don’t materially affect the capability of an Applicant to perform the contract. Sub-contractor’s experience and resources shall not be taken into account in determining the Applicant’s compliance with the qualifying criteria. However, Joint Venture experience and

resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture.

3.0 Joint Venture (JV)

3.1 Joint Venture must comply with the following requirements:

- a) Following are minimum qualification requirements:
 - i) The lead partner shall meet not less than 50% of the qualifying criteria.
 - ii) Each of the partners shall meet not less than 50% of the qualifying criteria.
 - iii) The joint venture must collectively satisfy the criteria of paras 2.1, 3.1 & 4.0, for which purpose the relevant figures for each of the partners shall be added together to arrive at JV's total capacity. Individual members must satisfy each of the requirements of paras 5.0 & 6.0.
- b) Any change in 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:
 - i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partners to a JV are not qualified individually or as another JV; or
 - iii) In the opinion of the Employer, a substantial reduction in competition would result.
- c) Bid shall be signed by all the members in the JV so as to legally bind all the partners, jointly and severally, and any bid shall be submitted with a copy of the JV agreement providing the joint and several liabilities with respect to the contract.

3.2 The pre-qualification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association, In case of dissolution of a JV, each one of the constituent firms may prequalify if they meet all the prequalification requirements and any partner of J.V has requested/shall request for the same and then his prequalification shall be subject to the written approval from the Employer.

4.0 Conflict of Interest

4.1 The Applicant (including all the members of a JV) must not be associates, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications and other pre-qualification and bidding documents for the project, or was proposed as Engineer for the contract, over the last five years. Any such association may result in disqualification of the Applicant.

5.0 Updating Prequalification Information

5.1 Bidder shall be required to update the financial, personnel and equipment information used for pre-qualification at the time of submitting their bids, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of pre-qualification. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

6.0 Other Factors

6.1 Only firms and JVs that have been pre-qualified under this procedure shall be invited to bid. A qualified firm or a member of a qualified JV may participate only in one bid for the contract. If a firm submits more than one bid, singly or as a JV, all bids including the bidder will be rejected. This rule will not apply in respect of bids which include specialist sub-contractors who are used by more than one bidder.

6.2 The Employer reserves the right to:

- a) Amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only bid among those pr-qualified bidders who meet the requirements of the contract(s) as amended. However the Employer has to review the disqualified bids who originally do not meet the specified criteria for Pre-qualification.
- b) Reject or accept any application; and
- c) Cancel the pre-qualification process and reject all applications.

The Employer shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection, however, may be debriefed if solicited.