



GOVERNMENT OF SINDH



PRE-QUALIFICATION DOCUMENT FOR CONSTRUCTION COMPANIES/FIRMS

**“Integrated Municipal Solid Waste Management Project Larkana
Municipal Corporation”, Larkana District (Phase1).**

Work

4. Community Awareness & Social Mobilization (Media Consultant).

Client:

Sindh Solid Waste Management Board
D-47, Block-2 Clifton, Karachi
Ph# 02135372982-4
Fax # 02135863029
E-mail: info@sswmb.gos.pk

SINDH SOLID WASTE MANAGEMENT BOARD

BRIEF

Sindh Solid Waste Management Board has been established by an act of the Provincial Assembly for effective Integrated Solid Waste Management in Sindh and use the solid waste for power generation composting, recycling and providing proper disposal of the same in sanitary engineered landfill sites. SSWMB is embarking in garbage collection from door to door and construction of garbage transfer stations, material recovery facilities, construction of composting facilities and energy generation etc. SSWMB has arranged necessary funds from Govt. of Sindh to start the project.

Reputable and well-established construction companies/ Firms registered with Pakistan Engineering Council are invited to apply for participation in the prequalification process and submit the prequalification documents.

Sindh Solid Waste Management Board intends to prequalify companies/ Firms for execution of following work;

Required work:

4. Community Awareness & Social Mobilization (Media Consultant).

The Companies/Firms, who desire to participate, may Contact the following address:

Sindh Solid Waste Management Board
D-47, Block-2 Clifton, Karachi
Ph # 02135372982-4
Fax # 02135863029
E-mail: info@sswmb.gos.pk

IN GENERAL

1. The Company's / Firm shall furnish all details including their experience in the Application Format, only and if the space provided is not sufficient, particulars shall be furnished in Annexure and such details shall be mentioned in the respective columns of the Application Format. The authorized person of the companies / Firms shall sign in all the pages of the application with seal of the company / firm.
2. Companies / Firm should submit Application along with company profile / Brochure as mentioned in Advertisement.
3. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions or site visits will be reimbursed.
4. The Companies / Firm shall provide documentary proof with respect to the prequalification criteria along with the application form.
5. Incomplete application without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
6. The evaluation shall be based mainly on the eligibility criteria, other factors like timely completion, resources of the applicant, pre-qualification with other institutions/ works etc, manpower & logistical support of the applicant, their financial capabilities, quality consciousness, works of similar nature completed or in hand etc. If found necessary, the contractor shall make arrangements for inspection by the client or the consultant of any of the works undertaken by them.
7. Applications received after the due date and time shall be rejected.
8. Sindh Solid Waste Management Board expects that Construction companies / Firms should furnish all the required documents to ensure a transparent and genuine evaluation, so it is necessary to fill in the Pre-Qualification documents meticulously and sign & stamp each and every page.
9. Fill in the Pre-Qualification Documents in writing in ink or type.
10. Pre-qualification documents can be obtained from the office of Board on any working day up to **9th September, 2015** during office hours. Last date for submission of documents is **10th September, 2015** up to 2:00 PM. These shall be publically opened on same day at 3:00 PM.

11. As the pre-qualification process is completed, it would be informed to all the participants about the status of evaluation and afterwards tenders will be invited from pre-qualified firms / contractors.

12. The Prequalification document can be obtained on payment of **Rs: 5,000/- (Five thousands)** in shape of Demand draft / Pay order in favour of the Sindh Solid Waste Management Board.

For any query, please contact the Executive Director (OPS), Larkana Sindh Solid Waste Management Board.

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ELIGIBILITY CRITERIA
For S.No.4 Community Awareness & Social Mobilization
(Media Consultant).

1. The Firm / company may be an individual or Consortium Firm.
2. SSWMB believes that in order to achieve the objective of this Board (i.e.) a clean Sindh, the community has to be educated and trained.

This requires multi-dimensional approach to educate kids who are the future of the province, train the women and educate the adults.

In order to train the kids, the media consultant in association with the Director of Schools has to design study material of various pages to be distributed among students of various ages in schools and go for visual and audio presentation of the solid waste management along with its merits and demerits when it is not implemented or improperly managed.

Some of the NGOs who are community based will have to be educated and trained. Their course material has to be designed and at the same time they have to be imparted training in the training centers of SSWMBs office.

In addition to the above teaching cum training sessions, help of modern media in shape of T.V, Smart Phone, Mobile Phones, Radio and Newspaper have to be taken for rapid community awareness. This may require T.V advertisements, in shape of full monitor version and slides in the TV monitor, T.V talk shows, T.V Seminar with experts and members of the community, seminars by requesting for papers by different experts and then open discussion with attending public. Taking these seminars to community levels in shape of TV shows presented on multi-media in an open ground with a cup of tea or coffee and biscuit for the participants and filming those and showing to public added with right approach and showing them the right direction of managing of waste.

Requesting authors of views published in newspapers to write on the issue of solid waste management both directly and indirectly.

Writing for radios and broadcasting.

Writing advertisement both for T.V and Radio and regularly posting on TV & Radio for one year.

SSWMB now requires to hire media consultants for the above job who have experience, knowledge and education in this field with proven records and sample of planning done for their old works.

A technical proposal by media consultants is required as a requirement for pre-qualification with proof of everything so that the pre-qualification is transparent.

The pre-qualification proposal shall comprise of the following information which will be evaluated on full marks mentioned within brackets against each item:-

- i. Company Profile; (10)
- ii. Detail of relevant Projects (Successfully completed and ongoing projects); (15)

- iii. Complete CVs / list of employees, including (25)
- iv. Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan;
- v. Audited financial statements for the last three (03) years, supported by audit letters, 2) certified financial statements for the last three (03) years (5)
- vi. Covering letter duly signed and stamped by authorized representative.
- vii. Financial Capacity as per evaluation criteria; Bank statement and credit facilities (10)
- viii. Valid Registration Certificate for Income Tax & Sales Tax; (5)
- ix. Concept proposal which will give an idea about the understanding by the applicant and how he / they want to handle the project.(30)

COMPANY'S LETTER HEAD

APPLICATION FORM

To
Executive Director (OPS)-IV
Sindh Solid Waste Management Board
D-47, Block-2 Clifton, Karachi.

Dated _____ the _____ 2015

Subject: Pre-qualification of Companies/ Firms for Community Awareness & Social Mobilization (Media Consultant).

Dear Sir,

Kindly find herewith the documents as required in the advertisement published in daily _____, Dated: _____, 2015 for subject work.

1. We accept that if we are prequalified only then we shall be asked to participate in the tender.
2. We understand that the client has a right to reject any or all tenders as per PPRA rules.

With regards

Yours faithfully
For _____

Authorized Signature

Seal:

NAME OF WORK: PREQUALIFICATION OF FIRMS /CONTRACTORS

1. Name of the Applicant :

Address :

Office Telephone No :

Residence Telephone No :

Mobile No :

Fax No :

E-Mail :

2. Details of the applicant

a. Status of the Firm:

(Whether Company / Partnership / proprietary):

b. Name of the Proprietor/ Partners / Directors with professional: Qualifications, if any):

I)

II)

c. Year of establishment :

3. Whether registered with PEC :

If Yes, No. & Date :

(Attach Certificate)

4. Registration with Tax Authorities:

(Furnish copies of resent Income-tax returns)

a) Income-tax :

b) GST :

5. Standing of Firm:

Registration of Firm since last: _____ Years

6. Principal Technical personnel, their qualification & Experience

S.N	Name	Qualification	Experience	Particulars of similar nature Work done	Employed in your Firm since	Any other

8. List of relevant tools & equipment's

The applicant shall furnish list of various plant, machinery and equipment, tools, tackles, facilities etc, including testing lab equipment's in possession of contractors.

S.N.	Type of tools / equipment	Make	Capacity	Quantity

**Attach extra sheet if needed.*

9. Details of similar works executed during last 5 (five years) (please mention only such works which qualifies for the required work, for which you have applied)

SN	Name & location of Work	Work executed for (name of the organization with address, concerned office & telephone no)	Estimated value of work	Nature of work in brief	Actual Value of the works	Stipulated time for completion	Actual time for completion	If work left Incomplete or terminated (furnish reasons)

Note: Copies of satisfactory completion certificate obtained from the client shall be attached.

10. Details of similar work in hand:

Note: Copies of work order obtained from the client shall be attached.

SN	Name & location of Work	Work executed for (name of the Organization with address concerned office & telephone no)	Estimated value of work	Nature of work in brief	Work start Date	Stipulated time for completion	Present status of work / Progress

11. Turnover of the Company / firm (Please attach copy of audited balance sheet, profit and loss account for five years).

S.N.	Year	Turn-over
	2013-14	
	2012-13	
	2011-12	
	2010-11	
	2009-10	
	Average	

12. Registration / Enlistment with Government, Public Sector / Private organization for similar work

S.N	Name of the Organization	Nature of Works	Value of Works	Date of Registration / Enlistment

What are your fields of core competence? Mention the fields on preference basis

i) _____

ii) _____

iii) _____

13. Furnish the names of three clients / persons (minimum) to whom the major works carried out in the last five year by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

SN	Name of the Official	Organization & Address	Contact Numbers

DECLARATION

1. It is confirmed that all the information furnished by me/us in this application is correct to the best of knowledge & belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / we agree that the decision of committee in selection will be final and binding to me / us.
4. I / we have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the committee is at liberty to act in a manner it feels deemed fit.

Place: SIGNATURE OF THE APPLICANT, NAME & DESIGNATION.

Date:

SEAL OF ORGANISATION

TOTAL NO OF PAGES ENCLOSED:
(PLEASE NUMBER ALL THE PAGES):

Checklist (To be filled by Applicants)

1.	Have you signed in all the sheets?	Yes / No
2.	Whether copy to other text is enclosed?	Yes / No
3.	Whether enclosed proof for year of establishment?	Yes / No
4.	Whether proof or average annual financial turn over enclosed?	Yes / No
5.	Whether documentary proof for having undertaken the qualifying works is enclosed?	Yes / No
6.	Whether enclosed proof for valid PEC registration certificate in C-II?	Yes / No
7.	Whether documentary proof for having completed the works of similar nature is enclosed?	Yes / No
8.	If yes, Number of certificates enclosed	