

Expression of Interest

Notice Inviting Consultancy Services (Consultancy Services)

National

Single Stage-One Envelope



September 25, 2026

*Workers Welfare Board (Worker Welfare Board (WWB)), Director General
Plot No.2, Sector A-3, Phase-V, Hayatabad, Peshawar City, Peshawar (District), Peshawar Division (Division),
Khyber Pakhtunkhwa (KP) (Province).
Phone: +92-310-871-1851, Email: directorgeneralworks@gmail.com*

Table of Contents

Instructions to Applicants	3
Pre-qualification Data Sheet	17
Prequalification Data Sheet (PDS)	18
Eligibility & Qualification Criteria	21
Evaluation Criteria	21
Annexure	24
Consultancy Services RFPs	25
Procurement Forms	26
Past Construction Experiences	1
Contractor's Key Personnel Representative and Their Schedules	1
Financial Resources	1
Past Experience and Completed Contracts	1
Historical Contract Non-Performance, and Pending Litigation and Litigation History	1
Financial Capacity and Net Worth Evaluation Form	1
Additional Forms and Documents	29

INVITATION FOR PRE-QUALIFICATION

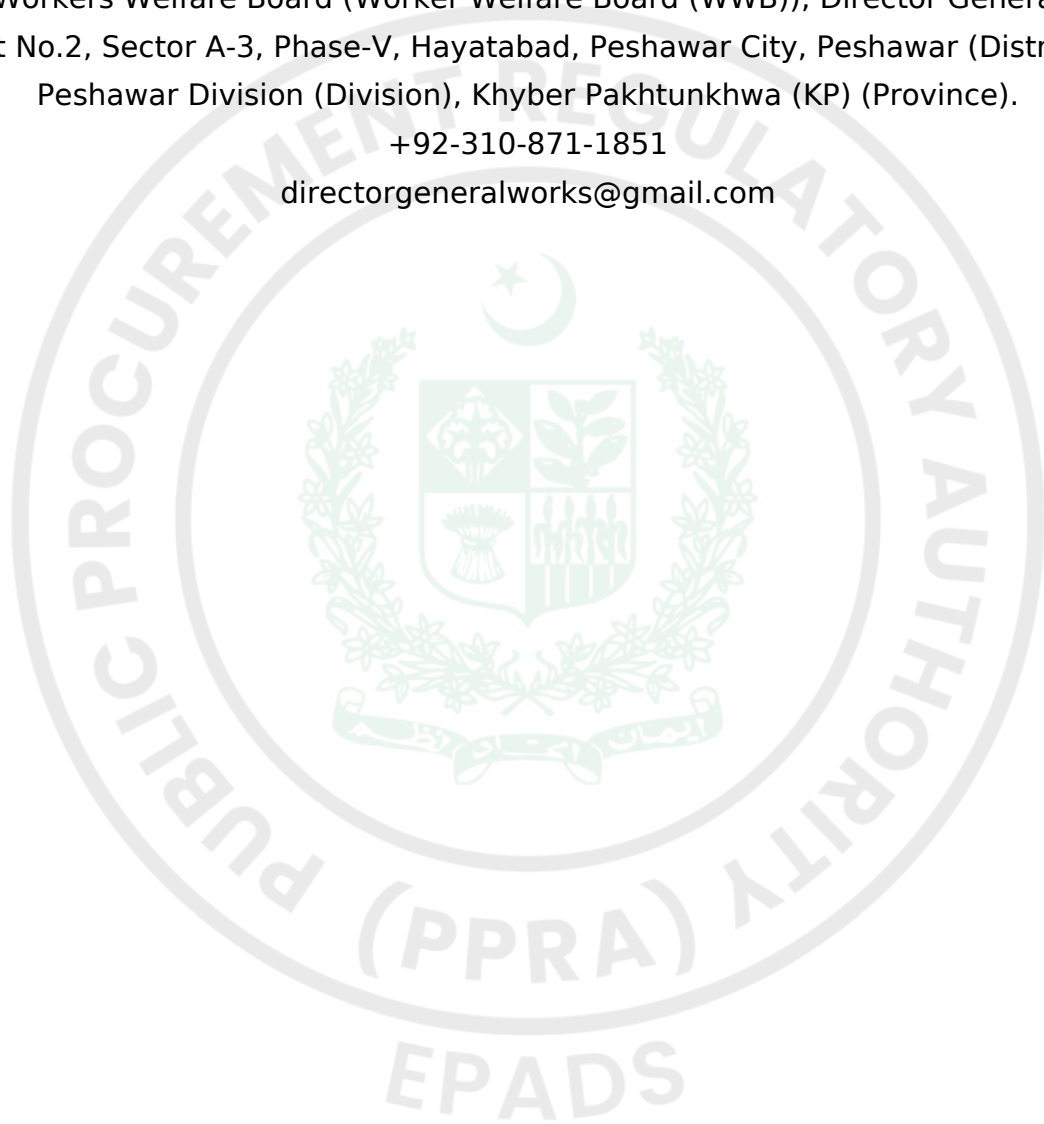
PROCUREMENT OF CONSULTANCY SERVICES

1. The **Workers Welfare Board (Worker Welfare Board (WWB))** has reserved Funds for the procurement planned for FY **2026-27**. The **Workers Welfare Board (Worker Welfare Board (WWB))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Notice Inviting Consultancy Services**" with the reference of "**P123553**"
2. The **Workers Welfare Board (Worker Welfare Board (WWB))** intends to pre-qualify consulting firms / consultants for subsequent issuance of Request for Proposals (RFP), and sign the contract agreement(s) with the selected consultant(s) following the selection process.
3. The objective of the intended pre-qualification is the provision of "**Notice Inviting Consultancy Services**" through engagement of qualified consultants, and the purpose of this Pre-qualification Notice is to provide basic information to enable potential applicants to decide whether or not to respond to this Pre-qualification Notice.
4. Only the pre-qualified applicants shall be invited to participate in the Request for Proposals (RFP) process, and it is expected that the RFP will be issued to the Pre-qualified Applicants.
5. The pre-qualification process is open to all **National** Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the Workers Welfare Board (Worker Welfare Board (WWB)) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/procurements/123553>**.
6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Tuesday, October 13, 2026 10:56 AM**. E-applications will be opened using **EPADS v2.0** on the same day at **Tuesday, October 13, 2026 01:00 PM**. Manual submission of applications shall not be entertained. Applicants who have not yet registered on the new version of **EPADS v2.0** may register

themselves at <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>.

In terms of Rule 48 of Public Procurement Rules, 2004, a Grievance Redressal Committee (GRC) is notified for the subject procurement and the notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalification Documents

1. **Scope of Application**

1.1. In connection with the “**Invitation for Prequalification**”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Pre-qualification.

3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Secondary Procurement process, and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of

communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

4. Eligible Applicants

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the Contract conditions that apply.

The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.

All Bids submitted in violation of this provision will be rejected.

4.4. 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 or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Contract Agreement. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. Eligibility (in terms of Nationality)

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. Sections of Prequalification Documents

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures PART 2 Supply Requirements

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

6.8. Section VII – Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7. Clarification of Pre-qualification Documents and Pre-Application Meeting

7.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective

Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / **EPADS v2.0** as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Pre-qualification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. Amendment of Prequalification Documents

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**.

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and **EPADS v2.0**.

Provided that an Applicant who had already submitted their Applications

prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **EPADS v2.0**.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:

Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. Cost of Applications

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Pre-qualification process.

10. Language of Application

10.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. 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 in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. Documents Comprising the Application

11.1. The Application shall comprise the following:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

11.2. **Application Submission Letter**

11.2.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

11.3. **Documents Establishing the Eligibility of the Applicant**

11.3.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

11.4. **Documents Establishing the Qualifications of the Applicant**

11.4.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

11.4.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

11.4.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

11.4.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

11.4.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

11.4.4. The documentary evidence of the Applicant's qualifications to conclude a contract Agreement, shall establish to the Procuring Agency's satisfaction:

11.4.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

11.4.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. Submission of the Applications through EPADS v2.0

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally

authorized signatories.

16. **Deadline for Submission of Applications**

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. **Confidentiality**

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through **EPADS v2.0**.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **EPADS v2.0**

19. **Clarification of Applications**

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through **EPADS v2.0**

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. Responsiveness of Applications

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. Margin of Preference

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification.

22. Sub-contractors

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. Evaluation of Applications

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

24. Procuring Agency's Right to Accept or Reject Applications

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

25. Pre-qualification of Applicants

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring

Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. Notification of Prequalification

26.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **EPADS v2.0**.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

27. Request for Bids

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through **EPADS v2.0**.

28. Changes in Qualifications of Applicants

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of "Invitation to Bids".

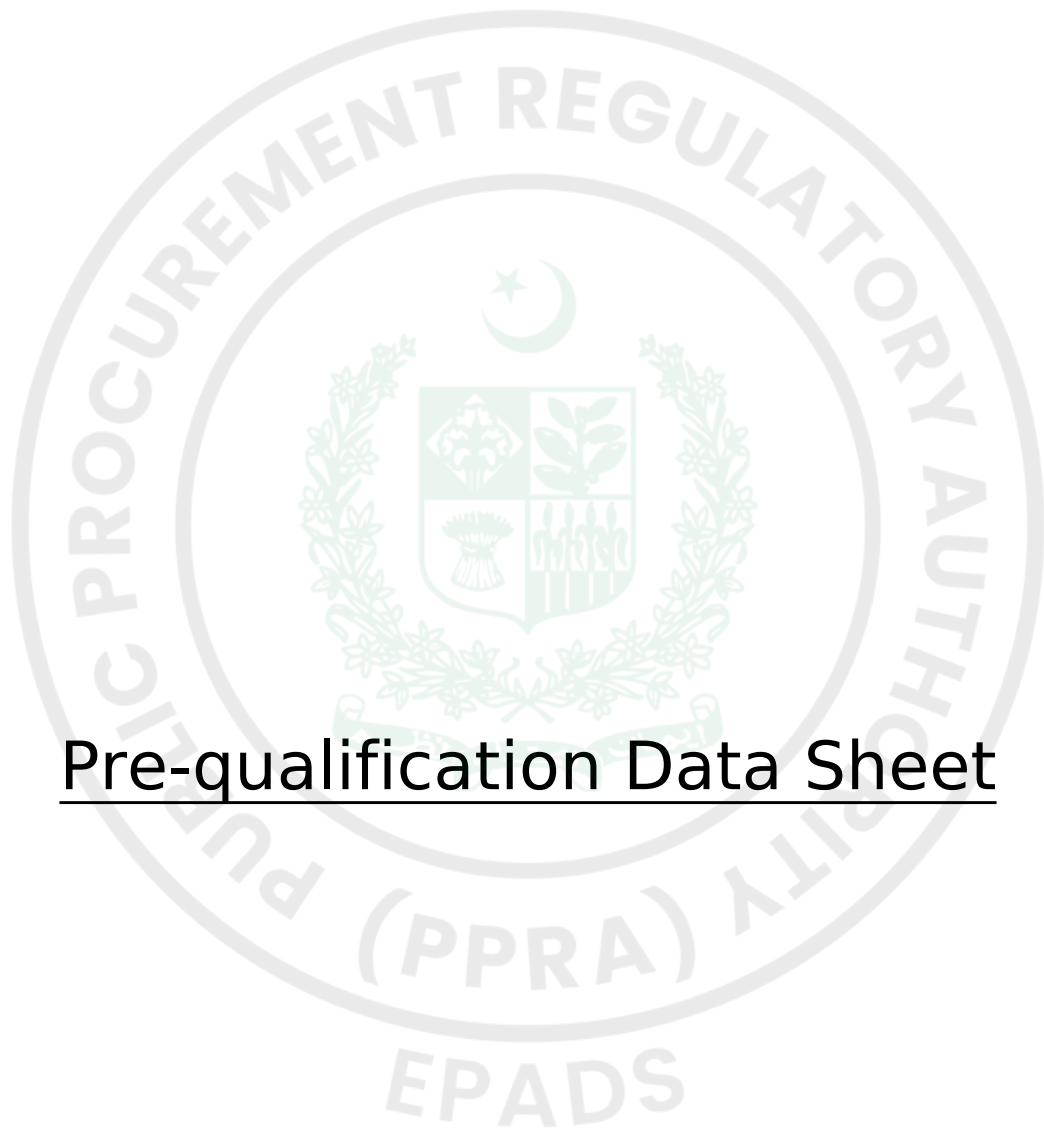
29. Redressal of Grievances

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-48 of Public Procurement Rules, 2004.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. Mechanism of Blacklisting

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-19 of Public Procurement Rules, 2004 read with "Mechanism for Blacklisting Regulations, 2024".



Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS Clause Number

ITA Number

Amendments of, and Supplements to, Clauses in the Instructions to Applicants

A. General

PDS Clause Number 1

ITA Number 1.1

Identification Number of the Invitation for Prequalification: **P123553**

The Procuring Agency is: **Workers Welfare Board (Worker Welfare Board (WWB))**

List of Service Contracts:

See section services and Lots

PDS Clause Number 2

ITA Number 2.1

The name of Procuring Agency is: **Workers Welfare Board (Worker Welfare Board (WWB))**

The name of Project / Procurement is: **Notice Inviting Consultancy Services**

PDS Clause Number 3

ITA Number 4.2

Maximum number of members in a Joint Venture (JV): **Nil**

PDS Clause Number 4

ITA Number 4.5

A list of debarred firms and individuals is available on PPRA website: **<https://ppra.gov.pk>**

B. Contents of the Prequalification Document

PDS Clause Number 5

ITA Number 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

PDS Clause Number 6

ITA Number 7.1 & 8.2

Information related to Prequalification shall be published on: **EPADS v2.0**

PDS Clause Number 7

ITA Number 7.2

Pre-Application Meeting: **Clarification Date:**

C. Preparation of Applications

PDS Clause Number 8

ITA Number 10.1

This Prequalification Document has been issued in the language: **English**

PDS Clause Number 9

ITA Number 11.1(d)

Additional documents to be submitted through EPADS v2.0:

No

PDS Clause Number 10

ITA Number 14.2

Source for determining exchange rates: **Not Applicable**

D. Submission of Applications

PDS Clause Number 11

ITA Number 16.1

Deadline for Application Submission:

Day: **Tuesday**

Date: **Tuesday, October 13, 2026**

Time: **10:56 AM**

PDS Clause Number 12

ITA Number 17.1

Opening of Applications shall be conducted through: **EPADS v2.0**

Day: **Tuesday**

Date: **Tuesday, October 13, 2026**

Time: **01:00 PM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

E. Procedures for Evaluation of Applications

PDS Clause Number 13

ITA Number 21.1

Margin of Domestic Preference: **Not Applicable**

(Applicable only if authorized in Procurement Plan)

PDS Clause Number 14

ITA Number 29.1

Prequalification-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency's decision not to prequalify an Applicant

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	PEC
Company (Public Limited)	KPK (KPRA)
Company (Holding Company)	Registrar of Firms
Company (Limited by Guarantee)	

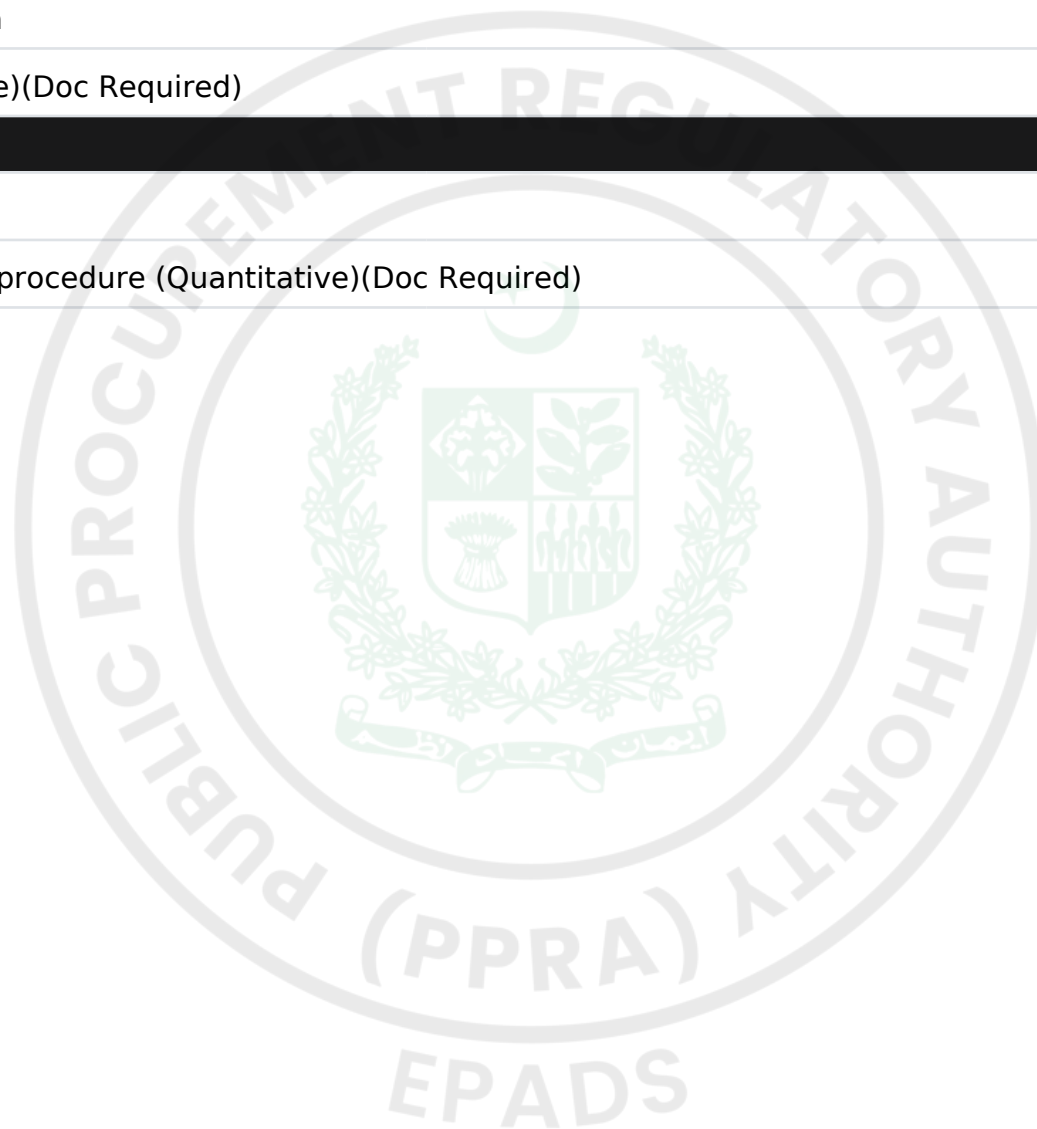
Evaluation Criteria

Quality Based Selection (QBS)

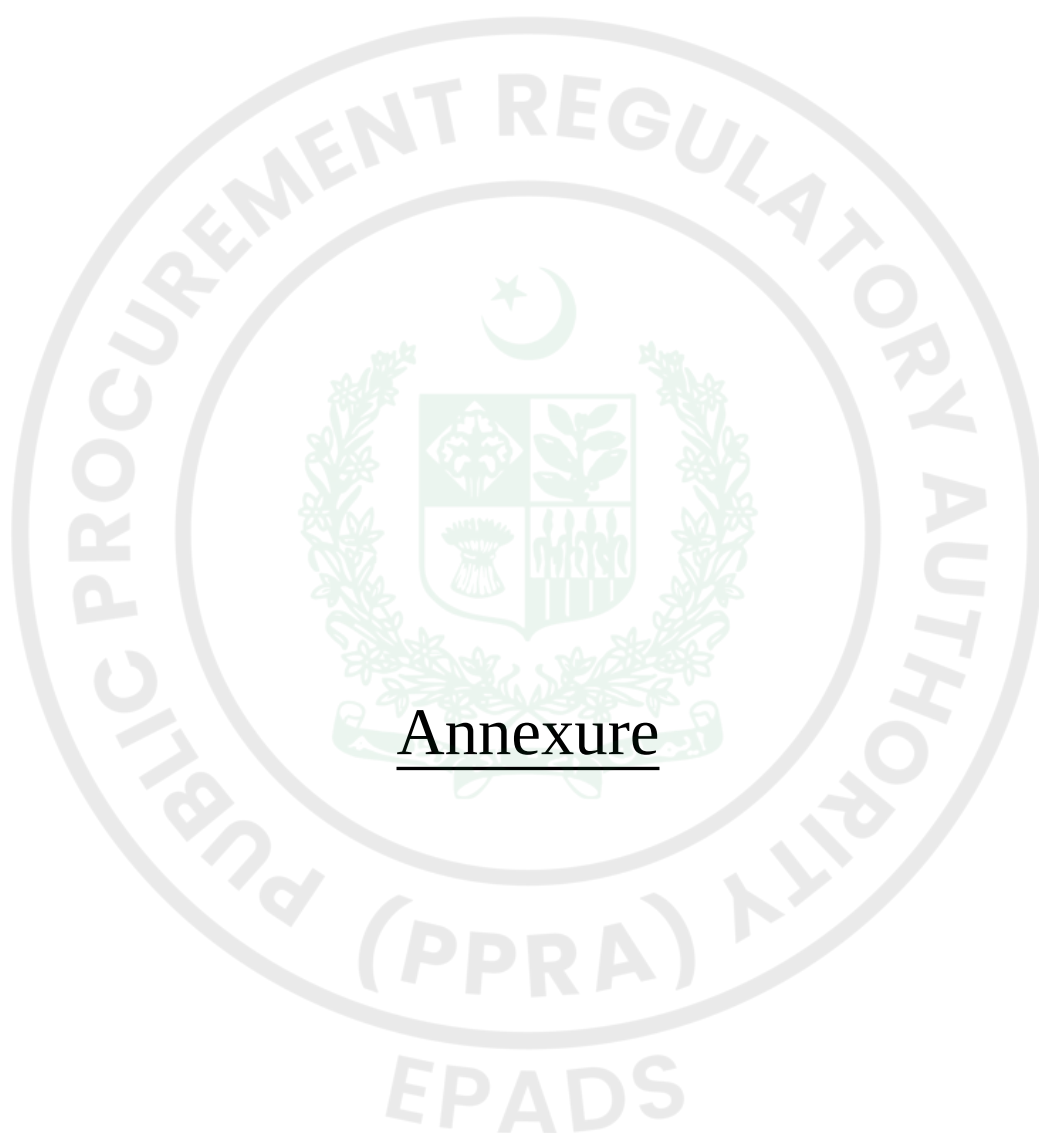
Weightage (With Financial Criteria)

Technical Evaluation %	Financial Evaluation %
70	30

Technical Marks	15
Passing Marks	11
Technical Evaluation Criteria	
PEC Registered (Quantitative)(Doc Required)	15
Financial Marks	100
Financial Evaluation Criteria	
Single stage- One envelope procedure (Quantitative)(Doc Required)	100







Annexure

Consultancy Services RFPs

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Consultancy Services RFPs** (page number: 30)





Procurement Forms

Past Construction Experiences

See Form Under Additional Forms and Documents: **Past Construction Experiences** (page number: 67)

Contractor's Key Personnel Representative and Their Schedules

See Form Under Additional Forms and Documents: **Contractor's Key Personnel Representative and Their Schedules** (page number: 73)

Financial Resources

See Form Under Additional Forms and Documents: **Financial Resources** (page number: 77)

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 78)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 79)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 81)





Additional Forms and Documents



WORKERS WELFARE BOARD
REQUEST FOR PROPOSAL (RFP)

FOR
**CONSULTANCY SERVICES FOR DETAILED
DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR ESTABLISHMENT
OF I.T LABS, SMART CLASSROOMS AND
INTERACTIVE BOARDS AND RENOVATION OF 20
NO SCHOOLS OF WORKERS WELFARE BOARD
ESTABLISHED ACROSS VARIOUS DISTRICTS OF
KHYBER PAKHTUNKHWA**

**OFFICE OF THE DIRECTOR (WORKS)
KP, WORKERS WELFARE BOARD
PESHAWAR (PH.091-9217950)**

**CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR ESTABLISHMENT OF I.T LABS, SMART CLASSROOMS
AND INTERACTIVE BOARDS AND RENOVATION OF 20 NO SCHOOLS OF WORKERS
WELFARE BOARD ESTABLISHED ACROSS VARIOUS DISTRICTS OF KHYBER
PAKHTUNKHWA**

01. **NAME OF THE PROJECT:**

CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND DETAIL COST ESTIMATE FOR ESTABLISHMENT OF I.T LABS, SMART CLASSROOMS AND INTERACTIVE BOARDS AND RENOVATION OF 20 NO SCHOOLS OF WORKERS WELFARE BOARD ESTABLISHED ACROSS VARIOUS DISTRICTS OF KHYBER PAKHTUNKHWA.

02. **NAME OF CLIENT**

Khyber Pakhtunkhwa, Workers Welfare Board.

03. **SCOPE OF WORK & TORS**

Scope of work covers Detailed Design, Drawings, Preparation of Detail cost estimates/PC-I, Bidding Documents, BOQ, Assistance of Client in bidding of Contractor/Firms, Bid Evaluation, Supervision Contractor's IPC's scrutinizing/checking and submission to Client, periodic visits during defect liability period and Handing/taking of Schemes.

NOTE

Annex-I (Terms of References)

Annex-II (Location of Sites)

04. **TENTATIVE COST:** RS.385.00 Million

05. **SUBMITAL**

The interested firms shall submit of Rs.3,000/- through Demand Draft or pay order in the name of Secretary Khyber Pakhtunkhwa, Workers Welfare Board . The prospective/complete bidders shall submit a scan copy of the Demand draft/pay order on Epads. Original Pay order/O.D must be submitted to the Procuring Agency on or before the closing time of bid submission, failing which the bid shall be rejected.

Consultant must submit Electronic bid through Epads by the date and time mentioned in NIT.

06. **LIST OF STAFF TO BE DEPLOYED**

List of staff along with CV's on prescribed format as given in this RFP shall be provided for all the key staff to be deployed on this project.

TORS FOR CONSULTANCY SERVICES

Terms of Reference for Consultancy Services for Design/Review and Construction Supervision of the Project “Establishment of I.T Labs, Smart Classrooms and Interactive Boards and Renovation of 20 No of Schools of Workers Welfare Board Established Across Various Districts of Khyber Pakhtunkhwa.

01. **DESCRIPTION**

The KP, Workers Welfare Board Peshawar intends to launch a project for the **“ESTABLISHMENT OF I.T LABS, SMART CLASSROOMS AND INTERACTIVE BOARDS AND RENOVATION OF 20 NO SCHOOLS OF WORKERS WELFARE BOARD ESTABLISHED ACROSS VARIOUS DISTRICTS OF KHYBER PAKHTUNKHWA”**. The scheme envisages provision of the modern education computer based practical learning, updated curriculum enable excess to the latest tools and technologies relevant to various subjects will facilitate team work and digital collaboration platform improved academic performance tech savvy students efficient teaching with excess to vast digital resources in WFG Schools of KP, WWB.

02. **ASSIGNMENT AND PLANNING**

- i. Develop a baseline knowledge of the work and make a power point presentation to the Client on Consultants approach, methodology, work plan and organization & staffing pertaining to this project.
- ii. Site engineering assessment.
- iii. Conduct site visit to assess the current condition of the schools
- iv. Identify requirement of IT Labs, Smart Classrooms and Interactive Boards
- v. Develop detail project plan including timelines and milestone
- vi. Site preparation engineering.
- vii. IT equipment selection and system design criteria.
- viii. Determine No and size of the system, conceptual design elements, and specification.
- ix. IT system size options.
- x. IT equipment and interactive Panel Boards specifications.
- xi. Prepare the cost estimates of the proposed project based on latest KP schedule of Rates MRS-2025.

03. **LOCATION & TECHNICAL PARAMETERS:**

IT system, Computer Lab equipments/smart Classroom equipments and interactive Panel Board will be installed in WFG Schools of KP, WWB along with renovation and beautification of the schools etc.

04. **SCOPE & DURATION OF SERVICES:**

- i. **02-Months** (Feasibility study, Detail design, Preparation and submission of PC-I etc.),
- ii. **01- Month** after approval of PC-I preparation of Tender documents, assistance of client in prequalification of firms and Bid evaluation.
- iii. **05-Months** (Supervision of Installation work, Testing & Commissioning and Operationalization of IT Labs, Smart Classrooms, interactive Boards and Renovation/beautification of WFG Schools as per scope).

- iv. **12-Months** from the date of installation (Services during Defect Liability Period of Contractor).

05. **DESIGN AND SPECIFICATION**

- I. Prepare architectural design and engineering designs for renovation.
- ii. Develop technical specifications for IT infrastructure, Smart Classrooms and Interactive Boards.
- iii. Ensure designs and specifications comply with relevant building codes and standard.
- iv. Develop Preparation and Submission of Inspection Report.
- v. Preparation and Submission of reports related to IT system Design, complete technical details/specifications.
- vi. Preparation/Submission of reports of Detailed working drawings and modification (If required).
- vii. Preparation/Submission of reports of cable schedules and routing plan.
- viii. Preparation/Submission of Tender/bidding documents of project.
- ix. Preparation and Submission of bid evaluation report.
- x. Preparation and Submission of Contract Agreement.

06. **SUPERVISION STAGE:**

- i. The quality and quantity assurance shall be the sole responsibility of the consultants being the Engineer in charge of the project.
- ii. Supervision of the scheme since start of the work till final satisfactory completion of all components as mentioned in the scope of the work.
- iii. Developing and ensuring Quality Assurance mechanism as per standards.
- iv. Expediting progress at the site as per work plan for timely completion of the project.
- v. Preparation and Submission of monthly periodic progress report or any other review/report requested by the client of the project.
- vi. Taking measurements of work carried out by the Contractors, preparations, submission and verification of Interim Payment Certificate (IPCs) including final bill with all supporting documents, security and any other advances extended to the Contractors/Subcontractor (if any) as per Government Rules.
- vii. Supervise/check setting out of all structure/Equipment's and general layout of the system.
- viii. Arrange & supervise necessary testing of all Equipment/material from Government approved Laboratories according to protocols to ensure quality products before and after installation of IT/Smart Classrooms System and related accessories.
- ix. Approve those items/material fulfilling the specification spelled out in the tender documents/Contract Agreement.
- x. Supervise implementation of the project in the capacity of Engineer to ensure that the project is being implemented satisfactorily in accordance with approved drawings & specifications.
- xi. Approval of program/schedule of work submitted by the Contractor.
- xii. Consultants will coordinate with all stakeholders for efficient, quality and timely completion.
- xiii. Provide adequate consultation and advice to the Employer in matters that crop up during implementation stage.
- xiv. Prepare and submit fortnightly reports of work done, PC-III and presentation on Monthly progress to Client.

- xv. Participate in coordination and progress review meetings convened at site and Peshawar as and when required by Client.
- xvi. Prepare variation order for approval of the Employer, if required as per site requirement as well as revised PC-I required (If any).
- xvii. The detail installation supervision shall include planning, guidance, programming, inspection, monitoring of construction activities, contractor's performance, quality/quantity control, implementation of work plans, drawings, design and specifications, preparation and verification of variation orders including drawing, correspondence with the Contractor in capacity of the Engineer Incharge and to maintain a good liaison with the client office including all other duties pertinent to the construction phase of the project with the prime objective to complete the work in the best Govt. interest, including PC-IV Performa and Handing over, Taking Over Certificate duly signed by the Client Department.

07. **POST COMPLETION STAGE:**

- i. Submission of as-built drawings/inventories/project completion report/PC-IV after successful completion of the project and handover the facility to the Client Department thereafter.
- ii. The Consultants will periodically visit completed projects during Defect Liability Period for prompt & efficient maintenance work through the concerned Contractors.
- iii. Processing and recommendation of Contractor's retention money after successful completion of Defect Liability Period.
- iv. The Consultant will be responsible for overall financial responsibilities of the project including availability at the time of external audit and clearance of audit matters with the Audit if any.
- v. The Consultants will be accountable for any defect of losses or damages as a result of proven faults, errors or omissions on the part of the Consultants during or after the completion of the work being the Engineer Incharge.
- vi. Evaluate the user manuals both in Urdu & English languages prepared by the Contractor for handing over to the beneficiary.
- vii. Monitor awareness training to be delivered by the Contractor to the local staff/end users.
- viii. Assist the Employer in Liaison with the Contractor.
- ix. Provide & submit PC-IV, PC-V of the project after its completion.
- x. Prepare & submit post evaluation report on presentation.
- xi. Consultant will also arrange training sessions at local level to train the end users for Operation & Maintenance of all IT equipments after completion of Defect Liability Period of Contractors.

08. **IMPLEMENTATION PERIOD**

- i. Upto 06-Months after Award of Contract.

09. **TENDER DOCUMENTS**

- a. Preparing specifications and such particulars as may be necessary for the preparation of bill of quantities.
- b. Preparing detailed bill of quantities and conditions of contract as per standard bidding contract documents of Pakistan Engineering Council (Latest amended).
- c. Preparing final cost estimates
- d. Preparing Tender documents in respect of the Project.

- e. Rendering all necessary assistance to the Client in pre-qualification of contractors, the invitation, evaluation and scrutiny of the bids.
- f. Advising and assisting the Client in evaluation of bids and award of work.
- g. Preparation of PC-I based on latest MRS-2025 and providing assistance in getting its approval.
- h. The PC-I is required to be submitted as per scope and duration of services (4)(i) positively for onward placement before WWB Technical Committee (DWP).

10. The Financial Proposals should include the following:

FINANCIAL PROPOSALS

- a. Consultancy fee should be quoted separately for designing and Supervision phase of the Project in percentage.
- b. All the required tests and survey will be done by consultant and cost to his effect will be reimbursed by the Board to the consultant on submission of original receipt against concerned head of PC-I. However, the consultant will formulate the requirements for the survey and fields investigation and supervise the same.
- c. Payment for the design phase will be made after approval of PC-I from the Competent Forum.

11. SUBMISSION OF FINANCIAL BIDS

- a. Single stage- One envelope procedure will be adopted. Each Consultant can be eligible for any package if declared the lowest.
- b. The envelopes shall be marked as "FINANCIAL PROPOSAL" in bold and legible letters.
- c. The Khyber Pakhtunkhwa Workers Welfare Board shall evaluate the financial proposal and reject any or all proposals which do not confirm to the specified requirement.
- d. The Financial Proposal of bids shall be opened publicly at a time, date and venue mentioned in advertisement.
- e. No Cost shall be paid on account of expenses incurred on preparation of Financial Proposals.
- f. Incomplete conditional offers shall not be entertained.
- g. The Consultant of the scheme shall be bound to the decisions/directions of the KP Workers Welfare Board taken from time to time.

12. OTHER TERMS AND CONDITIONS

- a. To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference/meeting scheduled on **22.09.2026 at 13:00 hrs**. Your representative shall meet the officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.

- b. The Client shall provide the inputs on request, and will assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- c. Please note that:
 - i. The cost of preparing the proposal, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and
 - ii. The Client is not bound to accept any of the proposals submitted.
- d. We wish to remind you that in order to avoid conflicts of interest:
 - i. Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and
 - ii. Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the Client before preparing the proposal.
- e. All the government taxes (Federal, Provincial and any other) will be deducted as per the prevailing Government policy.
- f. Consultants shall appear in Project meetings and site visits and shall also make presentation if so directed by the department for which no TA/DA, boarding, lodging and claim for incidental charges etc, shall be entertained.
- g. The consultant except with prior approval of the department shall not sublet the study or any part thereof.
- h. Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than Ten (10) days before the proposal submission date. Any request for clarification in writing, shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond to such requests and copies of the response shall be sent to all invited Consultants.
- i. At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment shall be sent in writing to all invited consulting firms and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

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WORKERS WELFARE BOARD
REQUEST FOR PROPOSAL (RFP)

FOR

**CONSULTANCY SERVICES FOR DETAILED
DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR THE
INSTALLATION OF 02 NO LIFTS IN
MAIN OFFICE BUILDING
KHYBER PAKHTUNKHWA
WORKERS WELFARE BOARD
PESHAWAR**

**OFFICE OF THE DIRECTOR (WORKS)
KP, WORKERS WELFARE BOARD
PESHAWAR (PH.091-9217950)**

**CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR INSTALLATION OF 02 NO LIFTS IN MAIN OFFICE
BUILDING KHYBER PAKHTUNKHWA WORKERS WELFARE BOARD PESHAWAR**

01. **NAME OF THE PROJECT:**

CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND DETAIL COST ESTIMATE FOR INSTALLATION OF 02 NO LIFTS IN MAIN OFFICE BUILDING KHYBER PAKHTUNKHWA WORKERS WELFARE BOARD, PESHAWAR.

02. **NAME OF CLIENT**

Khyber Pakhtunkhwa, Workers Welfare Board.

Scope of work covers Detailed Design, Drawings, Preparation of Detail cost estimates/PC-I, Bidding Documents, BOQ, Assistance of Client in bidding of Contractor/Firms, Bid Evaluation, Supervision Contractor's IPC's scrutinizing/checking and submission to Client, periodic visits during defect liability period and Handing/taking of Schemes.

NOTE

Annex-I (Terms of References)

Annex-II (Location of Sites)

04. **TENTATIVE COST:** RS.30.00 Million

05. **SUBMITAL**

The interested firms shall submit of Rs.3,000/- through Demand Draft or pay order in the name of Secretary Khyber Pakhtunkhwa, Workers Welfare Board . The prospective/complete bidders shall submit a scan copy of the Demand draft/pay order on Epads. Original Pay order/O.D must be submitted to the Procuring Agency on or before the closing time of bid submission, failing which the bid shall be rejected.

Consultant must submit Electronic bid through Epads by the date and time mentioned in NIT.

06. **LIST OF STAFF TO BE DEPLOYED**

List of staff along with CV's on prescribed format as given in this RFP shall be provided for all the key staff to be deployed on this project.

TORS FOR CONSULTANCY SERVICES”

Terms of Reference for Consultancy Services for Design/Review and Construction Supervision of the Project “Installation of 02 No Lifts in Main Office Building Khyber Pakhtunkhwa Workers Welfare Board, Peshawar.

01. DESCRIPTION

The KP, Workers Welfare Board Peshawar intends to launch a project for the “**INSTALLATION OF 02 NO LIFTS IN MAIN OFFICE BUILDING KHYBER PAKHTUNKHWA WORKERS WELFARE BOARD, PESHAWAR**”. The scheme envisages the Installation of 02 No Lifts will make convenience in movement of the staff and public.

02. SURVEY & FEASIBILITY STUDY

The Consultant shall work for carrying out the survey and feasibility study of the project “Installation of 02 No Lifts in Main Office Building Khyber Pakhtunkhwa Workers Welfare Board, Peshawar” as per terms of reference not limited to the following:

- i. Develop a baseline knowledge of the work and make a power point presentation to the Client on Consultants approach, methodology, work plan and organization & staffing pertaining to this project.
- ii. Site engineering assessment.
- iii. Site preparation engineering.
- iv. Prepare the cost estimates of the proposed solar project based on latest KP schedule of Rates MRS-2025.

03. LOCATION & TECHNICAL PARAMETERS:

Supply of 02 No. Lifts will be installed in Main Office Building KP, WWB and its allied works.

04. SCOPE & DURATION OF SERVICES:

- i. **02-Months** (Feasibility study, Detail design, Preparation and submission of PC-I etc.),
- ii. **01- Month** after approval of PC-I preparation of Tender documents, assistance of client in prequalification of firms and Bid evaluation.
- iii. **05-Months** (Supervision of Installation work, Testing & Commissioning and Operationalization of 02 No Lifts as per scope in Main Office Building).
- iv. **12-Months** from the date of installation (Services during Defect Liability Period of Contractor).

05. DESIGN PHASE

- i. Preparation of PC-I according to the survey report of the concerned sites, covering all the aspect of technical and financial parameters.
- ii. Preparation and Submission of Inspection Report and Energy Audit Report.
- iii. Preparation/Submission of reports of Detailed working drawings and modification (If required).
- iv. Preparation/Submission of reports of cable schedules and routing plan.
- v. Preparation/Submission of Tender/bidding documents of project.
- vi. Preparation and Submission of bid evaluation report.

vii. Preparation and Submission of Contract Agreement.

06. SUPERVISION STAGE:

- i. The quality and quantity assurance shall be the sole responsibility of the consultants being the Engineer in charge of the project.
- ii. Supervision of the scheme since start of the work till final satisfactory completion of all components as mentioned in the scope of the work.
- iii. Developing and ensuring Quality Assurance mechanism as per standards.
- iv. Expediting progress at the site as per work plan for timely completion of the project.
- v. Preparation and Submission of monthly periodic progress report or any other review/report requested by the client of the project.
- vi. Taking measurements of work carried out by the Contractors, preparations, submission and verification of Interim Payment Certificate (IPCs) including final bill with all supporting documents, security and any other advances extended to the Contractors/Subcontractor (if any) as per Government Rules.
- vii. Arrange & supervise necessary testing of all Equipment/material from Government approved Laboratories according to protocols to ensure quality products before and after installation of Solar System and related accessories.
- viii. Approve those items/material fulfilling the specification spelled out in the tender documents/Contract Agreement.
- ix. Supervise implementation of the project in the capacity of Engineer to ensure that the project is being implemented satisfactorily in accordance with approved drawings & specifications.
- x. Approval of program/schedule of work submitted by the Contractor.
- xi. Consultants will coordinate with all stakeholders for efficient, quality and timely completion.
- xii. Provide adequate consultation and advice to the Employer in matters that crop up during implementation stage.
- xiii. Prepare and submit fortnightly reports of work done, PC-III and presentation on Monthly progress to Client.
- xiv. Participate in coordination and progress review meetings convened at site and Peshawar as and when required by Client.
- xv. Prepare variation order for approval of the Employer, if required as per site requirement as well as revised PC-I required (If any).
- xvi. The detail installation supervision shall include planning, guidance, programming, inspection, monitoring of construction activities, contractor's performance, quality/quantity control, implementation of work plans, drawings, design and specifications, preparation and verification of variation orders including drawing, correspondence with the Contractor in capacity of the Engineer Incharge and to maintain a good liaison with the client office including all other duties pertinent to the construction phase of the project with the prime objective to complete the work in the best Govt. interest, including PC-IV Performa and Handing over, Taking Over Certificate duly signed by the Client Department.

07. POST COMPLETION STAGE:

- i. Submission of as-built drawings/inventories/project completion report/PC-IV after successful completion of the project and handover the facility to the Client Department thereafter.
- ii. The Consultants will periodically visit completed projects during Defect Liability Period for prompt & efficient maintenance work through the concerned Contractors.

- iii. Processing and recommendation of Contractor's retention money after successful completion of Defect Liability Period.
- iv. The Consultant will be responsible for overall financial responsibilities of the project including availability at the time of external audit and clearance of audit matters with the Audit if any.
- v. The Consultants will be accountable for any defect of losses or damages as a result of proven faults, errors or omissions on the part of the Consultants during or after the completion of the work being the Engineer Incharge.
- vi. Evaluate the user manuals both in Urdu & English languages prepared by the Contractor for handing over to the beneficiary.
- vii. Monitor awareness training to be delivered by the Contractor to the local staff/end users.
- viii. Assist the Employer in Liaison with the Contractor.
- ix. Provide & submit PC-IV, PC-V of the project after its completion.
- x. Prepare & submit post evaluation report on presentation.
- xi. Consultant will also arrange training sessions at local level to train the end users for Operation & Maintenance of the installed lifts after completion of Defect Liability Period of Contractors.

08. IMPLEMENTATION PERIOD

- i. Upto 06-Months after Award of Contract.

09. TENDER DOCUMENTS

- a. Preparing specifications and such particulars as may be necessary for the preparation of bill of quantities.
- b. Preparing detailed bill of quantities and conditions of contract as per standard bidding contract documents of Pakistan Engineering Council (Latest amended).
- c. Preparing final cost estimates
- d. Preparing Tender documents in respect of the Project.
- e. Rendering all necessary assistance to the Client in pre-qualification of contractors, the invitation, evaluation and scrutiny of the bids.
- f. Advising and assisting the Client in evaluation of bids and award of work.
- g. Preparation of PC-I based on latest MRS-2025 and providing assistance in getting its approval.
- h. The PC-I is required to be submitted as per scope and duration of services (4)(i) positively for onward placement before WWB Technical Committee (DWP).

The Financial Proposals should include the following:

10. FINANCIAL PROPOSALS

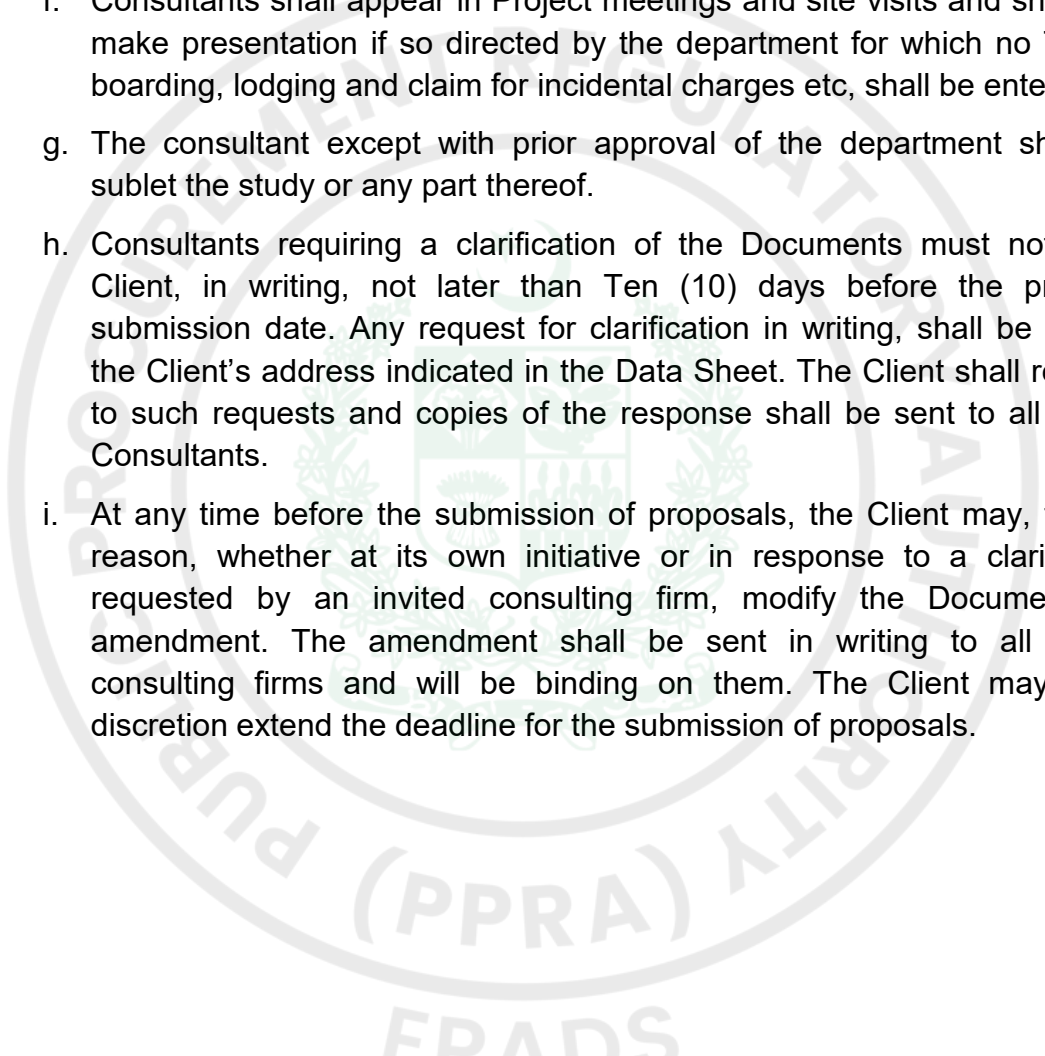
- a. Consultancy fee should be quoted separately for designing and Supervision phase of the Project in percentage.
- b. All the required tests and survey will be done by consultant and cost to his effect will be reimbursed by the Board to the consultant on submission of original receipt against concerned head of PC-I. However, the consultant will formulate the requirements for the survey and fields investigation and supervise the same.
- c. Payment for the design phase will be made after approval of PC-I from the Competent Forum.

11. SUBMISSION OF FINANCIAL BIDS

- a. Single stage- One envelope procedure will be adopted. Each Consultant can be eligible for any package if declared the lowest.
- b. The envelopes shall be marked as "FINANCIAL PROPOSAL" in bold and legible letters.
- c. The Khyber Pakhtunkhwa Workers Welfare Board shall evaluate the financial proposal and reject any or all proposals which do not confirm to the specified requirement.
- d. The Financial Proposal of bids shall be opened publicly at a time, date and venue mentioned in advertisement.
- e. No Cost shall be paid on account of expenses incurred on preparation of Financial Proposals.
- f. Incomplete conditional offers shall not be entertained.
- g. Preparation of PC-I based on latest MRS-2025 and providing assistance in getting its approval.

12. OTHER TERMS AND CONDITIONS

- a. To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference/meeting scheduled on **22.09.2026 at 13:00 hrs**. Your representative shall meet the officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.
- b. The Client shall provide the inputs on request, and will assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- c. Please note that:
 - i. The cost of preparing the proposal, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and
 - ii. The Client is not bound to accept any of the proposals submitted.
- d. We wish to remind you that in order to avoid conflicts of interest:
 - i. Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and

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- ii. Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the Client before preparing the proposal.
 - e. All the government taxes (Federal, Provincial and any other) will be deducted as per the prevailing Government policy.
 - f. Consultants shall appear in Project meetings and site visits and shall also make presentation if so directed by the department for which no TA/DA, boarding, lodging and claim for incidental charges etc, shall be entertained.
 - g. The consultant except with prior approval of the department shall not sublet the study or any part thereof.
 - h. Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than Ten (10) days before the proposal submission date. Any request for clarification in writing, shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond to such requests and copies of the response shall be sent to all invited Consultants.
 - i. At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment shall be sent in writing to all invited consulting firms and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.



WORKERS WELFARE BOARD
REQUEST FOR PROPOSAL (RFP)

FOR

**CONSULTANCY SERVICES FOR DETAILED
DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR THE SOLARIZATION
OF TUBE WELLS IN WORKERS WELFARE BOARD
LABOUR COLONIES ESTABLISHED
ACROSS VARIOUS DISTRICTS OF
KHYBER PAKHTUNKHWA**

**OFFICE OF THE DIRECTOR (WORKS)
KP, WORKERS WELFARE BOARD
PESHAWAR (PH.091-9217950)**

**CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR THE SOLARIZATION OF TUBE WELLS IN WORKERS
WELFARE BOARD LABOUR COLONIES ESTABLISHED ACROSS VARIOUS DISTRICTS
OF KHYBER PAKHTUNKHWA**

12. NAME OF THE PROJECT:

CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND DETAIL COST ESTIMATE FOR THE SOLARIZATION OF TUBE WELLS IN WORKERS WELFARE BOARD LABOUR COLONIES ESTABLISHED ACROSS VARIOUS DISTRICTS. OF KHYBER PAKHTUNKHWA.

02. NAME OF CLIENT

Khyber Pakhtunkhwa, Workers Welfare Board.

03. SCOPE OF WORK & TORS

Scope of work covers Detailed Design, Drawings, Preparation of Detail cost estimates/PC-I, Bidding Documents, BOQ, Assistance of Client in bidding of Contractor/Firms, Bid Evaluation, Supervision Contractor's IPC's scrutinizing/checking and submission to Client, periodic visits during defect liability period and Handing/taking of Schemes.

NOTE

Annex-I (Terms of References)

Annex-II (Location of Sites)

04. TENTATIVE COST: RS.260.00 Million

05. SUBMITAL

The interested firms shall submit of Rs.3,000/- through Demand Draft or pay order in the name of Secretary Khyber Pakhtunkhwa, Workers Welfare Board . The prospective/complete bidders shall submit a scan copy of the Demand draft/pay order on Epads. Original Pay order/O.D must be submitted to the Procuring Agency on or before the closing time of bid submission, failing which the bid shall be rejected.

Consultant must submit Electronic bid through Epads by the date and time mentioned in NIT.

06. LIST OF STAFF TO BE DEPLOYED

List of staff along with CV's on prescribed format as given in this RFP shall be provided for all the key staff to be deployed on this project.

TORS FOR CONSULTANCY SERVICES

Terms of References for Consultancy Services for Design/Review and Construction Supervision of the Project “Solarization of Tube Wells in Labour Colonies of Workers Welfare Board Established at Various Districts of Khyber Pakhtunkhwa”.

12. DESCRIPTION

The KP, Workers Welfare Board Peshawar intends to launch a project for the **“SOLARIZATION OF TUBE WELLS IN WORKERS WELFARE BOARD LABOUR COLONIES ESTABLISHED ACROSS VARIOUS DISTRICTS OF KHYBER PAKHTUNKHWA”**. The scheme envisages provision of the solar technology to Labour Colonies of KP, WWB which will ensure uninterrupted supply of water supply to the Labour Colonies “Solarization of Tube Wells in Workers Welfare Board Labour Colonies Established across Various Districts of Khyber Pakhtunkhwa” will lessen the burden on conventional expensive energy sources. The proposed project provides quick and cost-efficient alternate energy.

02. SURVEY & FEASIBILITY STUDY

The Consultant shall work for carrying out the survey and feasibility study of the project “Solarization of Tube Wells in WWB Labour Colonies Established across Various Districts of Khyber Pakhtunkhwa” as per terms of reference not limited to the following:

- i. Develop a baseline knowledge of the work and make a power point presentation to the Client on Consultants approach, methodology, work plan and organization & staffing pertaining to this project.
- ii. Site engineering assessment.
- iii. Site preparation engineering.
- iv. Photovoltaic equipment selection and system design criteria.
- v. Determine PV system size, conceptual design elements, and specification.
- vi. PV system size options.
- vii. PV equipment specifications.
- viii. Prepare the cost estimates of the proposed solar project based on latest KP Schedule of Rates MRS 2025.
- ix. Conduct economic analysis of the proposed solar project characteristics.

03. LOCATION & TECHNICAL PARAMETERS:

Solar PV System will be installed in Labour Colonies of KP, WWB. Solar Photo Voltaic Plant consists of the Solar Modules Array, Modules Mounting Structure, Pumping Machinery with allied equipments, Inverter, Batteries, Control & Protections, Interconnect cables, switches and proper earthing system etc.

04. SCOPE & DURATION OF SERVICES:

- i. **02-Months** (Feasibility study, Detail design, Preparation and submission of PC-I etc.),
- ii. **01- Month** after approval of PC-I preparation of Tender documents, assistance of client in prequalification of firms and Bid evaluation.
- iii. **05-Months** (Supervision of Installation work, Testing & Commissioning and Operationalization of Tube wells on Solar energy as per scope).

- iv. **12-Months** from the date of installation (Services during Defect Liability Period of Contractor).

05. DESIGN PHASE

- i. Preparation of PC-I according to the survey report of the concerned sites, covering all the aspect of technical and financial parameters.
- ii. Preparation and Submission of Inspection Report and Energy Audit Report.
- iii. Preparation and Submission of reports related to system PV system Design, complete technical details/specifications.
- iv. Preparation/Submission of reports of Detailed working drawings and modification (If required).
- v. Preparation/Submission of reports of cable schedules and routing plan.
- vi. Preparation/Submission of Tender/bidding documents of project.
- vii. Preparation and Submission of bid evaluation report.
- viii. Preparation and Submission of Contract Agreements.

06. SUPERVISION STAGE:

- i. The quality and quantity assurance shall be the sole responsibility of the consultants being the Engineer in charge of the project.
- ii. Supervision of the scheme since start of the work till final satisfactory completion of all components as mentioned in the scope of the work.
- iii. Developing and ensuring Quality Assurance mechanism as per standards.
- iv. Expediting progress at the site as per work plan for timely completion of the project.
- v. Preparation and submission of monthly periodic progress report or any other review/report requested by the client of the project.
- vi. Taking measurements of work carried out by the Contractors, preparations, submission and verification of Interim Payment Certificate (IPCs) including final bill with all supporting documents, security and any other advances extended to the Contractors/Subcontractor (if any) as per Government Rules.
- vii. Supervise/check setting out of all structure/Equipment's and general layout of the Solar Power System.

Design of the SPS with a brief detail of the following parameters:

- STC rating (Watts of PVPs (Photo Voltaic Panels).
 - Rated power output of the solar inverter(s).
 - Footprint (area required) for the total no of PVPs proposed.
 - The consultant on the expense of contractor/supplier shall verify Flash test reports with serial numbers from manufacture for each panel (at the time of supply).
- viii. Verification of components of the pumping machinery and motors as per specification.
 - ix. Checking of pump performance/acceptance test as per ISO 9906 standards
 - x. Arrange & supervise necessary testing of all Equipment/material from Government approved Laboratories according to protocols to ensure quality products before and after installation of Solar System and related accessories.
 - xi. Approve those items/material fulfilling the specification spelled out in the tender documents/Contract Agreement.

- xii. Supervise implementation of the project in the capacity of Engineer to ensure that the project is being implemented satisfactorily in accordance with approved drawings & specifications.
- xiii. Approval of program/schedule of work submitted by the Contractor.
- xiv. Consultants will coordinate with all stakeholders for efficient, quality and timely completion.
- xv. Provide adequate consultation and advice to the Employer in matters that crop up during implementation stage.
- xvi. Prepare and submit fortnightly reports of work done, PC-III and presentation on Monthly progress to Client.
- xvii. Participate in coordination and progress review meetings convened at site and Peshawar as and when required by Client.
- xviii. Prepare variation order for approval of the Employer, if required as per site requirement as well as Revised PC-I required if any.
- xix. The detail installation supervision shall include planning, guidance, programming, inspection, monitoring of construction activities, contractor's performance, quality/quantity control, implementation of work plans, drawings, design and specifications, preparation and verification of variation orders including drawing, correspondence with the Contractor in capacity of the Engineer Incharge and to maintain a good liaison with the client office including all other duties pertinent to the construction phase of the project with the prime objective to complete the work in the best Govt. interest, including PC-IV Performa and Handing over, Taking Over Certificate duly signed by the Client Department.

07. POST COMPLETION STAGE:

- i. Submission of as-built drawings/inventories/project completion report/PC-IV after successful completion of the project and handover the facility to the Client Department thereafter.
- ii. The Consultants will periodically visit completed projects during Defect Liability Period for prompt & efficient maintenance work through the concerned Contractors.
- iii. Processing and recommendation of Contractor's Retention Money after successful completion of Defect Liability Period.
- iv. The Consultant will be responsible for overall financial responsibilities of the project including availability at the time of external audit and clearance of audit matters with the Audit if any.
- v. The Consultants will be accountable for any defect of losses or damages as a result of proven faults, errors or omissions on the part of the Consultants during or after the completion of the work being the Engineer Incharge.
- vi. Evaluate the user manuals both in Urdu & English languages prepared by the Contractor for handing over to the beneficiary.
- vii. Monitor awareness training to be delivered by the Contractor to the local staff/end users.
- viii. Assist the Employer in Liaison with the Contractor.
- ix. Provide & submit PC-IV, PC-V of the project after its completion.
- x. Prepare & submit post evaluation report on presentation.
- xi. Consultant will also arrange training sessions at local level to train the end users for Operation & Maintenance of the Solar Power Plants after completion of Defect Liability Period of Contractors.

08. IMPLEMENTATION PERIOD

- i. Upto 06-Months after Award of Contract.

09. TENDER DOCUMENTS

- a. Preparing specifications and such particulars as may be necessary for the preparation of bill of quantities.
- b. Preparing detailed bill of quantities and conditions of contract as per standard bidding contract documents of Pakistan Engineering Council (Latest amended).
- c. Preparing final cost estimates
- d. Preparing Tender documents in respect of the Project.
- e. Rendering all necessary assistance to the Client in pre-qualification of contractors, the invitation, evaluation and scrutiny of the bids.
- f. Advising and assisting the Client in evaluation of bids and award of work.
- g. Preparation of PC-I based on latest MRS 2025 and providing assistance in getting its approval.
- h. The PC-I is required to be submitted as per scope and duration of services (4)(i) positively for onward placement before WWB Technical Committee (DWP).

The Financial Proposals should include the following:

10. FINANCIAL PROPOSALS

- a. Consultancy fee should be quoted separately for designing & supervision phase of the Project in percentage.
- b. All the required tests and survey will be done by consultant and cost to his effect will be reimbursed by the Board to the consultant on submission of original receipt against concerned head of PC-I. However, the consultant will formulate the requirements for the survey and fields investigation and supervise the same.
- c. Payment for the design phase will be made after approval of PC-I from the Competent Forum.

11. SUBMISSION OF FINANCIAL BIDS

- a. Single stage- One envelope procedure will be adopted. Each Consultant can be eligible for any package if declared the lowest.
- b. The envelopes shall be marked as "FINANCIAL PROPOSAL" in bold and legible letters.
- c. The Khyber Pakhtunkhwa Workers Welfare Board shall evaluate the financial proposal and reject any or all proposals which do not confirm to the specified requirement.
- d. The Financial Proposal of bids shall be opened publicly at a time, date and venue mentioned in advertisement.
- e. No Cost shall be paid on account of expenses incurred on preparation of Financial Proposals.
- f. Incomplete conditional offers shall not be entertained.
- g. The Consultant of the scheme shall be bound to the decisions/directions of the KP, Workers Welfare Board taken from time to time.

12.

OTHER TERMS AND CONDITIONS

- a. To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference/meeting scheduled on **22.09.2026 at 13:00 hrs**. Your representative shall meet the officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.
- b. The Client shall provide the inputs on request, and will assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- c. Please note that:
 - i. The cost of preparing the proposal, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and
 - ii. The Client is not bound to accept any of the proposals submitted.
- d. We wish to remind you that in order to avoid conflicts of interest:
 - i. Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and
 - ii. Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the Client before preparing the proposal.
- e. All the government taxes (Federal, Provincial and any other) will be deducted as per the prevailing Government policy.
- f. Consultants shall appear in Project meetings and site visits and shall also make presentation if so directed by the department for which no TA/DA, boarding, lodging and claim for incidental charges etc, shall be entertained.
- g. The consultant except with prior approval of the department shall not sublet the study or any part thereof.

- h. Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than Ten (10) days before the proposal submission date. Any request for clarification in writing, shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond to such requests and copies of the response shall be sent to all invited Consultants.
- i. At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment shall be sent in writing to all invited consulting firms and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.





WORKERS WELFARE BOARD
REQUEST FOR PROPOSAL (RFP)

FOR

**CONSULTANCY SERVICES FOR DETAILED
DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR THE SOLARIZATION
OF 20 NO WORKING FOLKS GRAMMAR SCHOOLS
ESTABLISHED ACROSS VARIOUS DISTRICTS OF
KHYBER PAKHTUNKHWA AND
WORKERS WELFARE BOARD
MAIN OFFICE BUILDING
HAYATABAD PESHAWAR**

**OFFICE OF THE DIRECTOR (WORKS)
KP, WORKERS WELFARE BOARD
PESHAWAR (PH.091-9217950)**

**CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR THE SOLARIZATION OF 20 NO WORKING FOLKS
GRAMMAR SCHOOLS ESTABLISHED ACROSS VARIOUS DISTRICTS OF
KHYBER PAKHTUNKHWA AND WORKERS WELFARE BOARD
MAIN OFFICE BUILDING HAYATABAD PESHAWAR**

01. NAME OF THE PROJECT:

CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND DETAIL COST ESTIMATE FOR THE SOLARIZATION OF 20 NO WORKING FOLKS GRAMMAR SCHOOLS ESTABLISHED ACROSS VARIOUS DISTRICTS OF KHYBER PAKHTUNKHWA AND WORKERS WELFARE BOARD MAIN OFFICE BUILDING HAYATABAD PESHAWAR.

02. NAME OF CLIENT

Khyber Pakhtunkhwa, Workers Welfare Board.

03. SCOPE OF WORK & TORS

Scope of work covers Detailed Design, Drawings, Preparation of Detail cost estimates/PC-I, Bidding Documents, BOQ, Assistance of Client in bidding of Contractor/Firms, Bid Evaluation, Supervision Contractor's IPC's scrutinizing/checking and submission to Client, periodic visits during defect liability period and Handing/taking of Schemes.

NOTE

Annex-I (Terms of References)

Annex-II (Location of Sites)

04. TENTATIVE COST: RS.220.00 Million

05. SUBMITAL

The interested firms shall submit of Rs.3,000/- through Demand Draft or pay order in the name of Secretary Khyber Pakhtunkhwa, Workers Welfare Board . The prospective/complete bidders shall submit a scan copy of the Demand draft/pay order on Epads. Original Pay order/O.D must be submitted to the Procuring Agency on or before the closing time of bid submission, failing which the bid shall be rejected.

Consultant must submit Electronic bid through Epads by the date and time mentioned in NIT.

06. LIST OF STAFF TO BE DEPLOYED

List of staff along with CV's on prescribed format as given in this RFP shall be provided for all the key staff to be deployed on this project.

TORS FOR CONSULTANCY SERVICES

Terms of Reference for Consultancy Services for Design/Review and Construction Supervision of the Project “Solarization of 20 No Working Folks Grammar Schools established across Various Districts of Khyber Pakhtunkhwa and Workers Welfare Board Main Office Building Hayatabad Peshawar.

01. DESCRIPTION

The KP, Workers Welfare Board Peshawar intends to launch a project for the **“SOLARIZATION OF ITS 20 NO WORKING FOLKS GRAMMAR SCHOOLS (BOYS AND GIRLS) ESTABLISHED ACROSS VARIOUS DISTRICTS OF KHYBER PAKHTUNKHWA AND WORKERS WELFARE BOARD MAIN OFFICE BUILDING HAYATABAD PESHAWAR”**. The scheme envisages provision of the solar technology to WFG Schools of KP, WWB and WWB Main Office Building which will ensure uninterrupted supply of electricity to the WFG Schools and Main Office Building. Solarization of WFG Schools of KP, WWB and WWB Main Office Building will lessen the burden on conventional expensive energy sources. The proposed project provides quick and cost-efficient alternate energy.

02. SURVEY & FEASIBILITY STUDY

The Consultant shall work for carrying out the survey and feasibility study of the project “Solarization of WFG Schools of KP, WWB and WWB Main Office Building” as per terms of reference not limited to the following:

- i. Develop a baseline knowledge of the work and make a power point presentation to the Client on Consultants approach, methodology, work plan and organization & staffing pertaining to this project.
- ii. Site engineering assessment.
- iii. Site preparation engineering.
- iv. Photovoltaic equipment selection and system design criteria.
- v. Determine PV system size, conceptual design elements, and specification.
- vi. PV system size options.
- vii. PV equipment specifications.
- viii. Prepare the cost estimates of the proposed solar project based on latest KP schedule of Rates MRS-2025.
- ix. Conduct economic analysis of the proposed solar project characteristics.
- x. The proposed solar system should be designed in such a way that the Tube Wells located in the school premises and in the Main Office Building must run on solar energy after school timings.

03. LOCATION & TECHNICAL PARAMETERS:

Solar PV System will be installed in WFG Schools of KP, WWB and WWB Main Office Building. Solar Photo Voltaic Plant consists of the Solar Modules Array, Modules Mounting Structure, Inverter, Batteries, Control & Protections, Interconnect cables, switches and earthing system etc.

04. SCOPE & DURATION OF SERVICES:

- i. **02-Months** (Feasibility study, Detail design, Preparation and submission of PC-I etc.),

- ii. **01- Month** after approval of PC-I preparation of Tender documents, assistance of client in prequalification of firms and Bid evaluation.
- iii. **05-Months** (Supervision of Installation work, Testing & Commissioning and Operationalization of WFG Schools and WWB Main Office Building on Solar energy as per scope).
- iv. **12-Months** from the date of installation (Services during Defect Liability Period of Contractor).

05. DESIGN PHASE

- I. Preparation of PC-I according to the survey report of the concerned sites, covering all the aspect of technical and financial parameters.
- ii. Preparation and Submission of Inspection Report and Energy Audit Report.
- iii. Preparation and Submission of reports related to system PV system Design, complete technical details/specifications.
- iv. Preparation/Submission of reports of Detailed working drawings and modification (If required).
- v. Preparation/Submission of reports of cable schedules and routing plan.
- vi. Preparation/Submission of Tender/bidding documents of project.
- vii. Preparation and Submission of bid evaluation report.
- viii. Preparation and Submission of Contract Agreement.

06. SUPERVISION STAGE:

- i. The quality and quantity assurance shall be the sole responsibility of the consultants being the Engineer in charge of the project.
- ii. Supervision of the scheme since start of the work till final satisfactory completion of all components as mentioned in the scope of the work.
- iii. Developing and ensuring Quality Assurance mechanism as per standards.
- iv. Expediting progress at the site as per work plan for timely completion of the project.
- v. Preparation and Submission of monthly periodic progress report or any other review/report requested by the client of the project.
- vi. Taking measurements of work carried out by the Contractors, preparations, submission and verification of Interim Payment Certificate (IPCs) including final bill with all supporting documents, security and any other advances extended to the Contractors/Subcontractor (if any) as per Government Rules.
- vii. Supervise/check setting out of all structure/Equipment's and general layout of the Solar Power System.
- viii. Arrange & supervise necessary testing of all Equipment/material from Government approved Laboratories according to protocols to ensure quality products before and after installation of Solar System and related accessories.
- ix. Approve those items/material fulfilling the specification spelled out in the tender documents/Contract Agreement.
- x. Supervise implementation of the project in the capacity of Engineer to ensure that the project is being implemented satisfactorily in accordance with approved drawings & specifications.
- xi. Approval of program/schedule of work submitted by the Contractor.
- xii. Consultants will coordinate with all stakeholders for efficient, quality and timely completion.

- xiii. Provide adequate consultation and advice to the Employer in matters that crop up during implementation stage.
- xiv. Prepare and submit fortnightly reports of work done, PC-III and presentation on Monthly progress to Client.
- xv. Participate in coordination and progress review meetings convened at site and Peshawar as and when required by Client.
- xvi. Prepare variation order for approval of the Employer, if required as per site requirement as well as revised PC-I required (If any).
- xvii. The detail installation supervision shall include planning, guidance, programming, inspection, monitoring of construction activities, contractor's performance, quality/quantity control, implementation of work plans, drawings, design and specifications, preparation and verification of variation orders including drawing, correspondence with the Contractor in capacity of the Engineer Incharge and to maintain a good liaison with the client office including all other duties pertinent to the construction phase of the project with the prime objective to complete the work in the best Govt. interest, including PC-IV Performa and Handing over, Taking Over Certificate duly signed by the Client Department.

07. POST COMPLETION STAGE:

- i. Submission of as-built drawings/inventories/project completion report/PC-IV after successful completion of the project and handover the facility to the Client Department thereafter.
- ii. The Consultants will periodically visit completed projects during Defect Liability Period for prompt & efficient maintenance work through the concerned Contractors.
- iii. Processing and recommendation of Contractor's retention money after successful completion of Defect Liability Period.
- iv. The Consultant will be responsible for overall financial responsibilities of the project including availability at the time of external audit and clearance of audit matters with the Audit if any.
- v. The Consultants will be accountable for any defect of losses or damages as a result of proven faults, errors or omissions on the part of the Consultants during or after the completion of the work being the Engineer Incharge.
- vi. Evaluate the user manuals both in Urdu & English languages prepared by the Contractor for handing over to the beneficiary.
- vii. Monitor awareness training to be delivered by the Contractor to the local staff/end users.
- viii. Assist the Employer in Liaison with the Contractor.
- ix. Provide & submit PC-IV, PC-V of the project after its completion.
- x. Prepare & submit post evaluation report on presentation.
- xi. Consultant will also arrange training sessions at local level to train the end users for Operation & Maintenance of the Solar Power Plants after completion of Defect Liability Period of Contractors.

08. IMPLEMENTATION PERIOD

- i. Up to 06-Months after Award of Contract.

09. TENDER DOCUMENTS

- a. Preparing specifications and such particulars as may be necessary for the preparation of bill of quantities.

- b. Preparing detailed bill of quantities and conditions of contract as per standard bidding contract documents of Pakistan Engineering Council (Latest amended).
- c. Preparing final cost estimates
- d. Preparing Tender documents in respect of the Project.
- e. Rendering all necessary assistance to the Client in pre-qualification of contractors, the invitation, evaluation and scrutiny of the bids.
- f. Advising and assisting the Client in evaluation of bids and award of work.
- g. Preparation of PC-I based on latest MRS-2025 and providing assistance in getting its approval.
- h. The PC-I is required to be submitted as per scope and duration of services (4)(i) positively for onward placement before WWB Technical Committee (DWP).

10. The Financial Proposals should include the following:

FINANCIAL PROPOSALS

- a. Consultancy fee should be quoted separately for designing and Supervision phase of the Project in percentage.
- b. All the required tests and survey will be done by consultant and cost to his effect will be reimbursed by the Board to the consultant on submission of original receipt against concerned head of PC-I. However, the consultant will formulate the requirements for the survey and fields investigation and supervise the same.
- c. Payment for the design phase will be made after approval of PC-I from the Competent Forum.

11. SUBMISSION OF FINANCIAL BIDS

- a. Single stage- One envelope procedure will be adopted. Each Consultant can be eligible for any package if declared the lowest.
- b. The envelopes shall be marked as "FINANCIAL PROPOSAL" in bold and legible letters.
- c. The Khyber Pakhtunkhwa Workers Welfare Board shall evaluate the financial proposal and reject any or all proposals which do not confirm to the specified requirement.
- d. The Financial Proposal of bids shall be opened publicly at a time, date and venue mentioned in advertisement.
- e. No Cost shall be paid on account of expenses incurred on preparation of Financial Proposals.
- f. Incomplete conditional offers shall not be entertained.
- g. The Consultant of the scheme shall be bound to the decisions/directions of the KP, Workers Welfare Board taken from time to time.

12. OTHER TERMS AND CONDITIONS

- a. To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference/meeting scheduled on **22.09.2026 at 13:00 hrs**. Your representative shall meet the

officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.

- b. The Client shall provide the inputs on request, and will assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- c. Please note that:
 - i. The cost of preparing the proposal, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and
 - ii. The Client is not bound to accept any of the proposals submitted.
- d. We wish to remind you that in order to avoid conflicts of interest:
 - i. Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and
 - ii. Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the Client before preparing the proposal.
- e. All the government taxes (Federal, Provincial and any other) will be deducted as per the prevailing Government policy.
- f. Consultants shall appear in Project meetings and site visits and shall also make presentation if so directed by the department for which no TA/DA, boarding, lodging and claim for incidental charges etc, shall be entertained.
- g. The consultant except with prior approval of the department shall not sublet the study or any part thereof.
- h. Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than Ten (10) days before the proposal submission date. Any request for clarification in writing, shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond to such requests and copies of the response shall be sent to all invited Consultants.
- i. At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by

amendment. The amendment shall be sent in writing to all invited consulting firms and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

**DETAILS OF TUBE WELLS IN WORKING FOLKS GRAMMAR SCHOOLS
UNDER KHYBER PAKHTUNKHWA WORKERS WELFARE BOARD**

S.NO	NAME OF SCHOOL	NO. OF SCHOOLS
01.	WFG School (Boys & Girls), Peshawar-I	01
02.	WFG School (Boys & Girls), Peshawar-II (LC 224 & Regilalma)	01
03.	WFG School (Boys & Girls), Amangarh	01
04.	WFG School (Boys & Girls), Ziarat Kaka Sahib	01
05.	WFG School (Boys & Girls), Akora Khattak	01
06.	WFG School (Boys & Girls), Charsadda	01
07.	WFG School (Boys & Girls), Mardan	01
08.	WFG School (Boys & Girls), Takhtbhai	01
09.	WFG School (Boys & Girls), Gadoon Amazai	01
10.	WFG School (Boys & Girls), Swat	01
11.	WFG School (Boys & Girls), Hattar	01
12.	WFG School (Boys & Girls), Haripur-I	01
13.	WFG School (Boys & Girls), Haripur-II	01
14.	WFG School (Boys & Girls), Kohat-I	01
15.	WFG School (Boys & Girls), Kohat-II	01
16.	WFG School (Boys & Girls), Karak	01
17.	WFG School (Boys & Girls), Shahbaz Azmat Khel Bannu	01
18.	WFG School (Boys & Girls), Sarai Naurang	01
19.	WFG School (Boys & Girls), Ghazni Khel	01
20.	WFG School (Boys & Girls), D.I.Khan	01
	TOTAL	20



WORKERS WELFARE BOARD
REQUEST FOR PROPOSAL (RFP)

FOR

**CONSULTANCY SERVICES FOR DETAILED
DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR
REHABILITATION/RENOVATION OF
50 FAMILY QUARTERS
LABOUR COLONY
MARDAN**

**OFFICE OF THE DIRECTOR (WORKS)
KP, WORKERS WELFARE BOARD
PESHAWAR (PH.091-9217950)**

**CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR REHABILITATION/RENOVATION OF
50 FAMILYQUARTERS LABOUR COLONY MARDAN**

01. NAME OF THE PROJECT:

CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND DETAIL COST ESTIMATE FOR REHABILITATION/RENOVATION OF 50 FAMILY QUARTERS LABOUR COLONY MARDAN.

02. NAME OF CLIENT

Khyber Pakhtunkhwa, Workers Welfare Board.

03. SCOPE OF WORK & TORS

Scope of work covers Detailed Design, Drawings, Preparation of Detail cost estimates/PC-I, Bidding Documents, BOQ, Assistance of Client in bidding of Contractor/Firms, Bid Evaluation, Supervision Contractor's IPC's scrutinizing/checking and submission to Client, periodic visits during defect liability period and Handing/taking of Schemes.

NOTE

Annex-I (Terms of References)

Annex-II (Location of Sites)

04. TENTATIVE COST: RS.100.00 Million

05. SUBMITAL

The interested firms shall submit of Rs.3,000/- through Demand Draft or pay order in the name of Secretary Khyber Pakhtunkhwa, Workers Welfare Board . The prospective/complete bidders shall submit a scan copy of the Demand draft/pay order on Epads. Original Pay order/O.D must be submitted to the Procuring Agency on or before the closing time of bid submission, failing which the bid shall be rejected.

Consultant must submit Electronic bid through Epads by the date and time mentioned in NIT.

06. LIST OF STAFF TO BE DEPLOYED

List of staff along with CV's on prescribed format as given in this RFP shall be provided for all the key staff to be deployed on this project.

TORS FOR CONSULTANCY SERVICES”

Terms of Reference for Consultancy Services for Design/Review and Construction Supervision of the Project “REHABILITATION/RENOVATION OF 50 FAMILY QUARTERS LABOUR COLONY MARDAN”.

01. DESCRIPTION

The KP, Workers Welfare Board Peshawar intends to launch a project for the “REHABILITATION/RENOVATION OF 50 FAMILY QUARTERS LABOUR COLONY MARDAN”. The scheme envisages to provide a good environment and extend better residential facilities to the labour class of the area. Moreover, the colony will be in position to full fill the requirements of the residents of the colony and will safeguard the building from environmental effects.

02. ASSIGNMENT AND PLANNING

- i. Develop a baseline knowledge of the work and make a power point presentation to the Client on Consultants approach, methodology, work plan and organization & staffing pertaining to this project.
- ii. Site engineering assessment.
- iii. Conduct site visit to assess the current condition of the quarters.
- iv. Identify renovation requirements and prioritize repairs.
- v. Preparing of BOQ based estimation of each activity required.
- vi. Develop detail project plan including timelines and milestone
- vii. Site preparation engineering.
- viii. Prepare the cost estimates of the proposed project based on latest KP schedule of Rates MRS-2025.

03. SCOPE & DURATION OF SERVICES:

- i. **02-Months** (Feasibility study, Detail design, Preparation and submission of PC-I etc.),
- ii. **01- Month** after approval of PC-I preparation of Tender documents, assistance of client in prequalification of firms and Bid evaluation.
- iii. **05-Months** (Supervision of Rehabilitation/renovation of 50 Family Quarters as per scope).
- iv. **12-Months** from the date of installation (Services during Defect Liability Period of Contractor).

04. DESIGN AND SPECIFICATION

- i. Prepare architectural design and engineering designs for renovation.
- ii, Ensure designs and specifications comply with relevant building codes and standard.
- iii. Develop Preparation and Submission of Inspection Report.
- iv. Preparation and Submission of reports related to construction activities Design, complete technical details/specifications.
- v. Preparation/Submission of reports of Detailed working drawings and modification (If required).
- vi. Preparation/Submission of Tender/bidding documents of project.
- vii. Preparation and Submission of bid evaluation report.
- viii. Preparation and Submission of Contract Agreement.

05. SUPERVISION STAGE:

- i. The quality and quantity assurance shall be the sole responsibility of the consultants being the Engineer in charge of the project.
- ii. Supervision of the rehabilitation/renovation project ensuring quality safety and timeline from start of the work till final satisfactory completion of all components as mentioned in the scope of the work.
- iii. Developing and ensuring Quality Assurance conduct testing and inspection as per mechanism and standards.
- iv. Expediting progress at the site as per work plan for timely completion of the project.
- v. Preparation and Submission of monthly periodic progress report or any other review/report requested by the client of the project.
- vi. Taking measurements of work carried out by the Contractors, preparations, submission and verification of Interim Payment Certificate (IPCs) including final bill with all supporting documents, security and any other advances extended to the Contractors/Subcontractor (if any) as per Government Rules.
- vii. Supervise/check setting out of all structure/Equipment's and general layout of the system.
- viii. Approve those items/material fulfilling the specification spelled out in the tender documents/Contract Agreement.
- ix. Supervise implementation of the project in the capacity of Engineer to ensure that the project is being implemented satisfactorily in accordance with approved drawings & specifications.
- x. Approval of program/schedule of work submitted by the Contractor.
- xi. Consultants will coordinate with all stakeholders for efficient, quality and timely completion.
- xii. Provide adequate consultation and advice to the Employer in matters that crop up during implementation stage.
- xiii. Prepare and submit fortnightly reports of work done, PC-III and presentation on Monthly progress to Client.
- xiv. Participate in coordination and progress review meetings convened at site and Peshawar as and when required by Client.
- xv. Prepare variation order for approval of the Employer, if required as per site requirement as well as revised PC-I required (If any).
- xvi. The detail installation supervision shall include planning, guidance, programming, inspection, monitoring of construction activities, contractor's performance, quality/quantity control, implementation of work plans, drawings, design and specifications, preparation and verification of variation orders including drawing, correspondence with the Contractor in capacity of the Engineer Incharge and to maintain a good liaison with the client office including all other duties pertinent to the construction phase of the project with the prime objective to complete the work in the best Govt. interest, including PC-IV Performa and Handing over, Taking Over Certificate duly signed by the Client Department.

06. POST COMPLETION STAGE:

- i. Submission of as-built drawings/inventories/project completion report/PC-IV after successful completion of the project and handover the facility to the Client Department thereafter.
- ii. The Consultants will periodically visit completed projects during Defect Liability Period for prompt & efficient maintenance work through the concerned Contractors.

- iii. Processing and recommendation of Contractor's retention money after successful completion of Defect Liability Period.
- iv. The Consultant will be responsible for overall financial responsibilities of the project including availability at the time of external audit and clearance of audit matters with the Audit if any.
- v. The Consultants will be accountable for any defect of losses or damages as a result of proven faults, errors or omissions on the part of the Consultants during or after the completion of the work being the Engineer Incharge.
- vi. Evaluate the user manuals both in Urdu & English languages prepared by the Contractor for handing over to the beneficiary.
- vii. Monitor awareness training to be delivered by the Contractor to the local staff/end users.
- viii. Assist the Employer in Liaison with the Contractor.
- ix. Provide & submit PC-IV, PC-V of the project after its completion.
- x. Prepare & submit post evaluation report on presentation.
- xi. Consultant will also arrange training sessions at local level to train the end users for Operation & Maintenance of all IT equipments after completion of Defect Liability Period of Contractors.

07. IMPLEMENTATION PERIOD

- i. Upto 06-Months after Award of Contract.

08. TENDER DOCUMENTS

- a. Preparing specifications and such particulars as may be necessary for the preparation of bill of quantities.
- b. Preparing detailed bill of quantities and conditions of contract as per standard bidding contract documents of Pakistan Engineering Council (Latest amended).
- c. Preparing final cost estimates
- d. Preparing Tender documents in respect of the Project.
- e. Rendering all necessary assistance to the Client in pre-qualification of contractors, the invitation, evaluation and scrutiny of the bids.
- f. Advising and assisting the Client in evaluation of bids and award of work.
- g. Preparation of PC-I based on latest MRS-2025 and providing assistance in getting its approval.
- h. The PC-I is required to be submitted as per scope and duration of services (4)(i) positively for onward placement before WWB Technical Committee (DWP).

The Financial Proposals should include the following:

09. FINANCIAL PROPOSALS

- a. Consultancy fee should be quoted separately for designing and Supervision phase of the Project in percentage.
- b. All the required tests and survey will be done by consultant and cost to his effect will be reimbursed by the Board to the consultant on submission of original receipt against concerned head of PC-I. However, the consultant will formulate the requirements for the survey and fields investigation and supervise the same.
- c. Payment for the design phase will be made after approval of PC-I from the Competent Forum.

10. SUBMISSION OF FINANCIAL BIDS

- a. Single stage- One envelope procedure will be adopted. Each Consultant can be eligible for any package if declared the lowest.
- b. The envelopes shall be marked as “FINANCIAL PROPOSAL” in bold and legible letters.
- c. The Khyber Pakhtunkhwa Workers Welfare Board shall evaluate the financial proposal and reject any or all proposals which do not confirm to the specified requirement.
- d. The Financial Proposal of bids shall be opened publicly at a time, date and venue mentioned in advertisement.
- e. No Cost shall be paid on account of expenses incurred on preparation of Financial Proposals.
- f. Incomplete conditional offers shall not be entertained.
- g. The Consultant of the scheme shall be bound to the decisions/directions of the KP Workers Welfare Board taken from time to time.

11. OTHER TERMS AND CONDITIONS

- a. To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference/meeting scheduled on **22.09.2026 at 13:00 hrs**. Your representative shall meet the officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.
- b. The Client shall provide the inputs on request, and will assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- c. Please note that:
 - i. The cost of preparing the proposal, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and
 - ii. The Client is not bound to accept any of the proposals submitted.
- d. We wish to remind you that in order to avoid conflicts of interest:
 - i. Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and

- ii. Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the Client before preparing the proposal.
- e. All the government taxes (Federal, Provincial and any other) will be deducted as per the prevailing Government policy.
- f. Consultants shall appear in Project meetings and site visits and shall also make presentation if so directed by the department for which no TA/DA, boarding, lodging and claim for incidental charges etc, shall be entertained.
- g. The consultant except with prior approval of the department shall not sublet the study or any part thereof.
- h. Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than Ten (10) days before the proposal submission date. Any request for clarification in writing, shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond to such requests and copies of the response shall be sent to all invited Consultants.
- i. At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment shall be sent in writing to all invited consulting firms and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

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CONSTRUCTION EXPERIENCE

Form EXP - 4.1 General Construction Experience

Bidder's Name: _____

Date: _____

JV Member's Name _____

Bid Reference No. (if any) and title: _____

Page _____ of _____ pages

Starting Year	Ending Year	Contract Identification	Role of Bidder
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	

Form EXP - 4.2(a)
Specific Construction and Contract Management Experience

Bidder's Name: _____

Date: _____

JV Member's Name _____

Bid Reference No. (if any) and title: _____

Page _____ of _____ pages

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Sub-contractor ☐
Total Contract Amount	PKR equivalent			
If member in a JV or sub-contractor, specify participation in total Contract amount				
EMPLOYER's Name:				
Address:				
Telephone/fax number				
E-mail:				

Form EXP - 4.2(a) (cont.)
Specific Construction and Contract Management Experience (cont.)

Similar Contract No.	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Construction rate for key activities	
6. Other Characteristics	

Form EXP - 4.2(b)
Construction Experience in Key Activities

Bidder's Name: _____

Date: _____

Bidder's JV Member Name: _____

Sub-contractor's Name (if any): _____

Bid Reference No. (if any) and title: _____

Page _____ of _____ pages

All Sub-contractors for key activities must complete the information and Qualification Criteria and Requirements, Sub-Factor 4.2.

1. Key Activity No One: _____

Information				
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Sub-contractor ☐
Total Contract Amount	PKR equivalent			
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)	Actual Quantity Performed (i) x (ii)	
Year 1				
Year 2				
Year 3				
Year 4				
EMPLOYER's Name:				
Address:				
Telephone/fax number				

	Information
E-mail:	

2. Activity No. Two

3.

	Information
Description of the key activities in accordance with Section III:	

Form EXP - 4.2 (c)
Specific Experience in Managing ES aspects

[The following table shall be filled in for contracts performed by the Bidder, and each member of a Joint Venture]

Bidder's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

Bid Reference No. (if any) and title: *[insert ICB/NCB number and title]*

Page *[insert page number]* of *[insert total number]* pages

1. Key Requirement no 1 in accordance with 4.2 (c): _____

Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Subcontractor ☐
Total Contract Amount			PKR	
Details of relevant experience				

2. Key Requirement no 2 in accordance with 4.2 (c): _____
3. Key Requirement no 3 in accordance with 4.2 (c): _____
4. [PA define key requirements]

Contractor's Representative and Key Personnel Schedule

Bidders should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

Contractor' Representative and Key Personnel

1.	Title of position:	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
2.	Title of position:	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
3.	Title of position:	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
4.	Title of position:	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>

	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
5.	Title of position:	
	Name of candidate	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
6.	Title of position: <i>[insert title]</i>	
	Name of candidate	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

**Form PER-2:
Resume and Declaration
Contractor's Representative and Key Personnel**

Name of Bidder

Position [#1]: <i>[title of position from Form PER-1]</i>		
Personnel information	Name:	Date of birth:
	Address:	E-mail:
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency: <i>[language and levels of speaking, reading and writing skills]</i>	
details		
	Address of Employer:	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Job title:	Years with present Employer:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of involvement	Relevant experience
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[describe the experience relevant to this position]</i>

Declaration

I, the undersigned [insert either “Contractor’s Representative” or “Key Personnel” as applicable] , certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Bid:

Commitment	Details
Commitment to duration of contract:	[insert period (start and end dates) for which this Contractor’s Representative orKey Personnel is available to work on this contract]
Time commitment:	[insert period (start and end dates) for which this Contractor’s Representative orKey Personnel is available to work on this contract]

I understand that any misrepresentation or omission in this Form may:

- (a) be taken into consideration during Bid evaluation;
- (b) result in my disqualification from participating in the Bid;
- (c) result in my dismissal from the contract.

Name of Contractor’s Representative or Key Personnel: [insert name]

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Bidder:

Signature: _____

Date: (day/month/year): _____

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Eligibility and Qualification Criteria.

No.	Source of financing	Amount (Eq. PKR)
1		
2		
3		

Past Experience / Contracts

Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

☐ Not debarred due to deviation from commitment of Bid Securing Declaration- ☐ Not debarred due to non-performance			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), US\$ PKR Equivalent (exchange rate)

<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>
☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. ☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i>	<i>[insert amount]</i>

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: [insert full name]

Date: [insert day, month, year]

Joint Venture Member Name: [insert full name]

IFP No. and title: [insert IFP number and title]

Page [insert page number] of [insert total number] pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous [insert number] years, [insert in words] (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for [number] years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- ☐ Attached are copies of financial statements¹ for the [number] years required above; and complying with the requirements.

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.