Pre-Qualification Document (PQD)

For

Pre-qualification of Consulting Firms/Companies having *expertise in the Transaction Advisory Services of Development Projects executed under Joint Venture / Public Private Partnership*

Federal Government Employees Housing Authority (FGEHA)

Ministry of Housing and Works

March-April 2025

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1. Introduction

Federal Government Employees Housing Authority (FGEHA) is an autonomous body of Ministry of Housing and Works. The Authority intends to pre-qualify the Consulting Firms/Companies having expertise in the Financial, Legal and Technical Transaction Advisory Services. Transaction Advisor will prepare commercial feasibility, evaluate technical and financial bids of prospective bidders for development projects of housing schemes (apartments/developed plots), mixed-use/commercial projects, apartment complex, IT tower, Hospitals, Hotels, Offices / Business Complex, and schools etc. These projects will be launched independently and/or in collaboration with private sector through Joint Venture or Public Private Partnership subject to the approval from Executive Board of the Authority.

To set out basic parameters and guidelines for joint venture and Public Private Partnership, the Executive Board of the Authority has approved FGEHA (Joint Venture and Public Private Partnership) Rules 2025.

2. Objective

The primary objective is to provide Transaction Advisory Services.

3. Scope of Work

This scope of work is tentative for prequalification only. The actual scope of work will be provided by FGEHA at the time of issuing RFP as per actual scope of work for specific projects. However this prequalification does not guarantee award of work by FGEHA. The tentative scope of work includes the providing transaction advisory services covering all aspects including Financial, Technical, and Legal etc. for various development projects as mentioned in Introduction..

The transaction advisor will develop/prepare the feasibility report of the specific project which may include the following:

- Land Valuation
- Business Plan
- Setting assumption for Assessment of financial and economic feasibilities of a particular project;
- Determine the Shares of Residential and Commercial Area for both Parties based on project feasibility
- Transaction structure for PPP/JV Projects

- To conduct the Alternate analysis of development projects
- Financial Model and Analysis of project financials (Project's financial and economic viability over the expected duration of the project)
- Risk Allocation matrix
- Role of Government and Private Party as per FGEHA JV and PPP Rules 2025
- To find Benefit Cost Ratio, Internal Rate of Return (IRR), External Rate of Return (ERR), Net Present Worth (NPV) and Payback period of specific projects
- Asset Stock-take
- Key Performance Indicator (KPIs)
- Legal feasibility analysis
- Market price analysis based on regression and input values;
- Detail about the inputs to be made and the results/outputs that may be achieved from a project from financial and economic point of view, which may include the pricing of projects input and/or output and identification of projects cost and benefit;
- Assessment of high-level technical, legal and financial aspects of projects according to market demand;
- Preparation of financial models and business cases of development Projects;
- Legal, economic and financial cost benefit analysis of various development Projects
- Preparation of sound financial and economic planned implementation mechanism;
- Conduct feasibility study of a proposed idea and molding of such an idea in a shape of a proposed project
- Legal, Financial and Technical analysis of JV/PPP proposals submitted by private investors;
- Drafting /Vetting of Consortium Agreements
- Drafting / vetting of JV and PPP Agreement to be executed between both Parties
- To validate the Benefit Cost Ratio, Internal Rate of Return (IRR), External Rate of Return (ERR), Net Present Value (NPV) and Payback period of projects of various sectors, once they are completed.
- Any other relevant task as per RFP issued for specific Project

4. Eligibility Criteria

Following are the details on the basis of which Firm will be shortlisted:

i. Pre-Requisite

a. Valid Registration with the relevant professional body (PEC, PCATP, ICAP, ICMA, Membership with Provincial/National Bar Council etc.)

b. Registration with SECP, Registrar of Firms, Chamber of Commerce, or any other body depicting legal status of Firm, Company or organization.

c. National Tax Registration Number with active taxpayer status.

d. Undertaking by the firm / company on a legal paper/stamp paper of value minimum Rs. 100, that it is currently not blacklisted by any Federal, Provincial, State or Local Government department and/or by any Government owned Company/ Foundation / Authority.

ii. Firm Experience

Firms should provide information regarding;

a. General experience by submitting the detail of 03 number of projects/assignments performed in the past 07 years as per **Annex - A**

b. Relevant experience in the subject field by submitting the detail of 03 most relevant projects completed in the past 07 years as per **Annex - B.**

c. Detailed description of the Firm Profile by providing its organizational structure (organogram), list of permanent staff and quality management system.

iii. Human Resource Capacity

a. List of key personnel having expertise in the area of **Transaction Advisory of Joint Venture Projects** as per **Annex - C.**

b. CVs of key personnel as per **Annex - D.**

However, the availability of following staff will be mandatory and the required qualification and experience is as follows;

Sr. No	Proposed Position	Required Qualification	Experience
1	Team Lead	M.Sc. / MS / M. Phil. In Project Management / Business Administration	Min 10 years' experience in Project Management, PPP / JV Projects or related projects and able to, manage cross-sectional team.

2	Financial Expert	MPhil in Finance, ACCA, CA, CFA	Min 10 years' experience of developing projects in Joint Venture b/w Public and Private Sector or Public Private Partnership mode or related projects, due diligence of related financial implications & assurance, financial modelling, financial analysis, project risk profiling, value for money analysis and financial closure for projects
3	Legal Expert	LLB	Min 10 years' experience of dealing with business/ corporate laws, firms and Company laws/ordinances, other domestic and international laws, with expertise in understanding the Joint Venture Projects and Public Private Partnership Projects
4	Technical Expert(s)	B.Sc./BS/BE in Civil Engineering or BS/MS in Architecture or BSc City & Regional Planning Preferably M.Sc. / MS / M.Phil. in Construction Management	Min 10 years of experience in construction management, procurement, preparation of estimates with adequate knowledge of town planning parameters. site surveys, construction parameters and other skills required for infrastructure development

Note:

1. Only post-qualification relevant experience shall be considered.
2. 16 years of master shall be considered equivalent to B.Sc./BS/BE (Hons.)

iv. Financial Capabilities

Detail of financial capabilities to be provided as per **Annex- E**.

****All documents should be in English.***
*****Any misinformation, false and forged statement will lead to disqualification from being shortlisted/pre-qualified and any other action as per applicable laws.***

******Firms/Companies applying under a joint venture/consortium should submit their documents as a single EOI by clearly indicating the lead firm.***

Criteria, sub-criteria, and point system for the evaluation of Expression of Interest (EOIs) for prequalification of consulting firms are as follows:

A1	**Firms Experience**	**Points**
a)	Number of Assignments (General)* i. <u>Cost of Services provided by the firm in the general assignments (in PKR)</u> 1 Million to less than 10 Million 65% 10 Million to less than 50 Million 85% 50 Million and Above 100% ii. <u>Duration of Services provided by the firm in the general assignments (in PKR)</u> 3 to less than 06 Month 65% 6 to less than 12 Months 85% 12 Months and Above 100%	**10** 05 05
b)	Number of Assignments (Relevant)** i. <u>Scope of relevant Assignments</u> ii. <u>Cost of Services of relevant assignments (in PKR)</u> 1 Million to less than 10 Million 65% 10 Million to less than 50 Million 85% 50 Million and Above 100% iii. <u>Duration of Services provided by the firm in the Relevant assignments (in PKR)</u> 3 to less than 06 Month 65% 6 to less than 12 Million 85% 12 Months and Above 100%	**70** 40 15 15
c)	Firm Profile i. Organizational Structure ii. List of Permanent Staff iii. Quality Management System*** - In house Quality Control System 50% - Quality Control System certified by relevant body i.e. ISO 100%	**20** 10 5 5
	Total A1	**100**
A2	**Human Resource Capacity******	**Points**
a)	Team Leader	25

b)	Financial Expert	25
c)	Legal Expert	25
d)	Technical Expert	25
Total A2		**100**
A3	**Financial Capacity*****	**Points**
a)	Annual Tur Over (in PKR) 5 - 50 Million 65% Above 50 upto 100 Million 85% More than 100 Million 100%	100
Total A3		**100**

Score = A1[40%] + A2[40%] + A3[20%]

The minimum score required to be shortlisted is: 65 Points

* 03 general assignments completed in the past 07 years to be provided, which will be proportionately graded. Assignments provided beyond the limit of 03 will be given no weightage. Project/Assignment provided must be supported with the completion certificate issued by the procuring agency/executing agency of that particular project.

** 03 most relevant assignments completed in the past 07 years to be provided, which will be proportionately graded. Assignments provided beyond the limit of 03 will be given no weightage. Project/Assignment provided must be supported with the completion certificate issued by the procuring agency/executing agency of that particular project.

*** Quality Management System has to be supported by Quality Management Certificates.

**** 50% weightage shall be given to qualification whereas 50% weightage shall be assigned to experience for each proposed resource given in above table. One resource can only be applied in one sub-sector with single firm.

*****Financial capacity should be supported by Authenticated Audit Financial Statement. Annual turnover shall be calculated from the Average annual turnover of last 03 years as per Annex – E.

Note:

1. For JV, pre-requisites must be fulfilled by the lead as well as partner firms separately. However, in case of a firm outside Pakistan, registration with relevant professional body and exchange commission will be required of their

country of origin. For evaluation, lead firm shall be assigned 60% weightage in each component such as (A1) firm experience and (A3) financial capacity and remaining 40% weightage shall be equally assigned to partner firms. While the lead firm and other partner firms will cumulatively fulfill the (A2) Human Resource Capacity.

2. Assignments mentioned under general assignments should not be repeated under relevant assignments. Similarly, assignments mentioned under relevant assignments shall not be considered for general assignments.

5. Firm Detail

Firm should provide its detail as per **Annex-F.** In this PQD the word Firm has been used for both Firm and Company having legal standing.

6. Client Detail

Federal Government Employees Housing Authority (FGEHA)
Ministry of Housing and Works
Government of Pakistan
10-Mauve Area Sector G-10/4, Islamabad
www.fgeha.gov.pk
+92-51-9106072

7. EOI Deadline

Interested Bidders may download the pre-qualification documents (PQD) from e-PADS (https://eprocure.gov.pk), PPRA Website (www.ppra.org.pk) and FGEHA Website (www.fgeha.gov.pk).

The prequalification documents prepared in accordance with the instructions provided in the PQD, must be submitted on e-PADS (https://eprocure.gov.pk) through electronic means on 28-04-2025 latest by 11:00 AM and will be opened on the same date at 11:30 AM in the presence of the bidders/authorized representatives, who may choose to attend.

Tender Notice is also available on PPRA website: www.ppra.org.pk and FGEHA website: www.fgeha.gov.pk.

Director JVP
FGEHA

Annex-A Firm Experience (General)

General											
S. No	**Name of Project**	**Location (Country/ Province/ Division)**	**Client**	**Project Description**	**Implementation of Project**		**Total Cost of Project**	**Period of services provided by the Consultant**		**Cost of Consultancy Services Provided by the Firm**	**Actual Scope of Services Provided by the Consultant**
					Start date	**Completion Date**		**Start date**	**Completion date**		
1											
2											
3											

Note: Above table (template) is just for reference / guidance.

1. Provide list of three (03) number of projects/assignments performed in the past 07 years.
2. Assignments mentioned under general assignments should not be repeated under relevant assignments. Similarly, assignments mentioned under relevant assignments shall not be considered for general assignments.
3. Project/Assignment provided must be supported with the completion certificate issued by the procuring agency/executing agency of that particular project.

Annex-B Firm Experience (Relevant)

Relevant											
S. No	**Name of Project**	**Location (Country/Province /Division)**	**Client**	**Project Description**	**Implementation of Project**		**Total Cost of Project**	**Period of services provided by the Consultant**		**Cost of Consultancy Services Provided by the Firm**	**Actual Scope of Services Provided by the Consultant**
					Start date	**Completion date**		**Start date**	**Completion date**		
1											
2											
3											

Note:. Above table (template) is just for reference / guidance.

1. Maximum number of (03) most relevant assignments to be submitted
2. Assignments provided beyond the limit of 03 will be given no weightage.
3. Project/Assignment provided must be supported with the completion certificate issued by the procuring agency/executing agency of that particular project.
4. Projects completed in last 07 years will be given weightage.
5. Assignment mentioned under general assignment should not be repeated under relevant assignment. Similarly, assignment mentioned under relevant assignment shall not be considered for general assignment.
6. Project overheads including transportation cost, office rent, utilities and stationery expenses, cost of support / auxiliary staff for each project are also to be provided.

Annex-C (List of Key Personnel)

S. No.	Name	Qualification	Total Experience in Years	Position Proposed	Current Responsibilities

Note:. Above table (template) is just for reference / guidance.

1. The list of key personnel should be in accordance with proposed positions mentioned in Human Resource Capacity.
2. 50% weightage shall be given to qualification whereas 50% weightage shall be assigned to experience for each proposed resource given in above table.
3. Only one human resource can apply in one sector/sub-sector with single firm against each post. Similarly, one human resource can be quoted/entered by single firm and no other firm can quote/enter that human resource in any sector/sub-sector.
4. It is mandatory for each proposed resource to fulfill minimum eligibility criteria mentioned under section 4 of this PQD to be qualified for score assignment.
5. Monthly salary of each resource also to be provided.

CURRICULUM VITAE (CV)

1. **Name of Personnel**: _____
2. **Current Position in the Firm** : _____
3. **Date of Birth**: _____
4. **Nationality** _____
5. **CNIC No (**if Pakistani**):** _____ **or Passport No:** _____
6. **Education** :

Degree	Major/Minor	Institution	Date (MM/YYYY)

7. **Membership of Professional Associations**: ____
8. **Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]:
9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:
10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below):*

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

11. Detail of Work Undertaken

Name of assignment or project: _____

Cost of Project _____ Location: _____
Date of Start: _____ Date of Completion: _____
Client: _____ Main project features: _____
Positions held: _____ Activities performed: _____
Actual time spent on the project: _____ in months.

12. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of the proposed staff] *Day/Month/Year*

_____ Date: _____
[Counter Signature of authorized signatory] *Day/Month/Year*

Annex-E (Financial Capabilities)

Year[1]	Annual turnover
2021-2022	
2022-2023	
2023-2024	

Note: Above table (template) is just for reference / guidance.

1. Data provided under the head of financial capabilities must be supported by the Authenticated Audited Annual Financial Statements.
2. Annual turnover shall be calculated from the Average annual turnover of past 03 year

Annex-F (Firm Detail)

Legal Name of Firm	Address	Contact No.	Authorized Personnel Name	Authorized Personnel Contact No.
Lead Firm				
Joint Venture Firm(s)				

Note: Above table (template) is just for reference / guidance.

1. In order to assess JVs, pre-requisites must be fulfilled by the lead as well as partner firms separately.
2. In case of a firm outside Pakistan, registration with relevant professional body and exchange commission will be required of their country of origin.
3. For evaluation, lead firm shall be assigned 60% weightage in component such as (A1) firm experience and (A2) financial capacity and remaining 40% weightage shall be equally assigned to partner firms (if more than one(1) partner firm is involved). While the lead firm and other partner firms will cumulatively fulfill the (A2) Human Resource Capacity.