

APPLICATION FOR REGISTRATION

GENERAL INFORMATION AND INSTRUCTIONS FOR PREPARING CONTRACTOR'S PREQUALIFICATION STATEMENT

1. General Requirements.

Contractors desiring to bid on various construction projects over Rs:1000,000 must be prequalified by the PS) P&S Department in order to be eligible to submit specific bids, according to different projects under requisitions at various locations of the country.

- a. Application to prequalify for bidding is made by completing PSO prescribed Form “**Contractor’s Prequalification Statement,**” and submitting one copy to:

Procurement & Services Department
Pakistan State Oil Company Limited
Khayaban-E-Iqbal , Main Clifton Road,
Karachi-75600

The applicant may submit the STATEMENT on this form that conforms in all respects to generate Comprehensive information of the Future bidder of the PSO and state correct information in the form and all content.

- b. The STATEMENT must be received either in hard copy duly filled in all respects or may be uploaded file on given email address in soft copy within stipulated time prior to the date of the scheduled letting, counting the day of the letting. Upon approval of the STATEMENT, prequalification will be in force according to specified criteria. However, the PSO reserve the right to approve or reject any form if information found to be false, inaccurate.
- c. All numbers should be shown in whole PKR (Pakistan Rupee) amounts.
- d. The STATEMENT must be completed in ink or computer typed, and be submitted in ORIGINAL FORM. The STATEMENT may be submitted by facsimile transmission /E-mail received within the time limits set forth. If submitted by facsimile transmission, the original STATEMENT must be mailed within two (2) days of the facsimile transmission, as evidenced by postmark.

2. Details of Organization and Experience.

All questions on Pages of the STATEMENT are mandatory to be answered. Separate schedules may be attached provided all required information is included. Attachments must be provided on letter size papers not exceeding 3-6 in numbers , like PEC License or other certificates necessary to prove worth of the contractor .

3. Work Classifications.

An, applicant shall mark the type(s) of work for which prequalification is sought.

4. Equipment Ownership.

The STATEMENT, list construction equipment/plant owned by applicant; list must include item description, age or purchase date, purchase price, annual depreciation, total accumulated depreciation, and book value. Book value is defined as the purchase price minus total accumulated depreciation. A separate schedule may be attached, provided all required information has been included. Construction equipment must be clearly segregated on the schedule from other types of fixed assets.

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5. Financial Statement.

The applicant for prequalification may choose to furnish financial details in accordance with either paragraph a or b as described below:

Contractor's Statement of Financial Position.

The applicant may submit a separate statement of financial position audited by an independent certified by Chartered accountant licensed to practice in Pakistan. The opinion page of the audited statement shall include the audit firm's name, address, telephone number, original signature of a member of the firm, and license or certificate number of the signer. Under this option, prequalification will expire 18 months from the date of the audited statement of financial position. However PSO reserve the right to terminate it prior given time or further extend to certain period under the circumstances.

6. Affidavit.

The affidavit must be signed and notarized. Corporations must affix their corporate seal or indicate "NO SEAL" on the form.

7. Maximum Bidding Capacity.

The PSO will rate the applicant for prequalification on the basis of the information supplied, and their capacity shall be determined in accordance with PEC license category or Previous jobs undertaken. The contractor will be designated the types of work the applicant is prequalified to bid, and the maximum bidding capacity assigned to the applicant. Maximum bidding capacity will be determined as follows:

Contractor's Statement of Financial Position.

Contractor will mention his financial strength by providing last six month bank Transactions and Valid bank certificate of their account holding in particular bank any where in Pakistan.

The Department may reduce or revoke the contractor's prequalification rating, based on the contractor's performance record with regard to quality of work, timely completion, payment of claims, disbarment by other agencies, or other pertinent factors.

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INSTRUCTIONS

1. Use Capital Letters
2. Cross the applicable boxes
3. Use extra sheet, where necessary
4. Elaborate the entries, if marked "OTHER"
5. Attach photocopies of all relevant testimonials

PSO SAP Vendor Code (if any) : -----

I. BUSINESS INFORMATION

Title of the Vendor	<input type="checkbox"/> M/s <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms <input type="checkbox"/> Company <input type="checkbox"/> Dr. <input type="checkbox"/> Advocate		
Name of the Firm (Max 40 digits)			
Company Address (Max 125 digits)			
City, Province		Country	
PO Box		Postal Code	
Telephone Number(s)		Fax Number	
Office Premises	<input type="checkbox"/> Commercial Area <input type="checkbox"/> Residential Area		
Date & Year of Company Establishment			
Business Type	<input type="checkbox"/> Broker	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Supplier <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Distributor
National Tax ID Number (NTN)		Sales Tax (GST Number)	
Business Registration / PEC Registration	PEC Number	Year of Registration	Category

Status of the Firm	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Private Limited
Name(s) of Proprietor, Partners OR Directors	<div style="border-bottom: 1px solid black; height: 20px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div>		

II. CONTACT PERSON INFORMATION

CONTACT NAME	
Mr./Mrs./Miss	
Contact Telephone (Ext.) Number/Cell No.	
Contact Email Address	
Contact NIC Number	

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The signatory of this questionnaire guarantees the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.

1. Does your firm qualify as a Disadvantaged Business Enterprise anywhere in Pakistan? _____ If yes, are you presently Certified as a Contractor? _____ Locations/Departments _____
(Province if applicable) _____
2. How many years experience in construction work has your firm had as a contractor or as a subcontractor: _____
In what types of work? _____
3. Have you or your organization, or any officers or partners thereof, failed to complete any work awarded to it?
If yes, describe details on attachment: _____
4. Have you or your organization, or any officers or partners thereof, been barred from bidding by any state or Government Agency within the last 10 years? _____

If yes, give name of agency, duration and details of disbarment on attachment. _____
5. If you have a financial interest in any other contracting firms presently prequalified with the PSO, list firm names:

6. What is the construction experience of your organization including project supervisory personnel, e.g. superintendent/foreman:

Individual's Name	Present position in your organization	Work Type as noted on Pg 5 - indicate years of experience														
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O

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(7) List all projects your organization completed in the past two years and any additional projects necessary to demonstrate experience for work classifications being requested, but not supported by projects completed in the last two years. For each project listed, check the work type corresponding to the work actually done by **your organization's own strength**.

Year	Class(es) of Work <small>(Circle those performed by your organization's own forces)</small>	Value of Work Performed	Location
	A B C D E F G H		
Project Description: _____ _____ _____ _____			
Owner's Name: _____ Address: _____ _____ Phone No.: _____ Engineer in Charge: _____ Phone No. _____			

Year	Class(es) of Work <small>(Circle those performed by your organization's own forces)</small>	Value of Work Performed	Location
	A B C D E F G H		
Project Description: _____ _____ _____ _____			
Owner's Name: _____ Address: _____ _____ Phone No.: _____ Engineer in Charge: _____ Phone No. _____			

NOTE: DUPLICATE THIS SHEET AS NECESSARY (Computer generated form may be used provided all requested information is provided.)

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Check Classifications Requested *	Work Type Classifications	Committee Use Only	
		Approved Classification	
		Previous	Current
	A Civil Engineering Works (Petrol Stations, Infrastructures)		
	B Mechanical Fabrication & Erection/Pipelines etc Including storage tanks etc		
	C Electrical Infrastructure, Instrumentations /Data Accusations, Automation.		
	D Equipment Supplies, Maintenances /Engineering works.		
	E Rehabilitation, Furnishing ,Interiors Works		
	F Minor Structures Including: Cast-in-Place Box Culverts Precast Multi-Beam Deck Bridges Retaining Walls		
	G Signage Works and allied infrastructures.		
	H Signing, Delineation and Pavement Marking		
	I Rest Area Buildings		
	J Underground/Utilities Including: Storm Sewer Drainage Pipe Sanitary Sewer Precast Box Culverts Waterline		
	K Incidental Construction Including: Fencing Guard Rail Erosion Control		
	L Miscellaneous Concrete Construction Including: Concrete Pavement Rehabilitation Pavement Grinding Pile Jacketing Sidewalk, Curb and Gutter		

FOR USE BY THE CLASSIFICATION AND RATING COMMITTEE

_____ Affidavit

PSO Approval

_____ Audited Financial Statement

_____ Bank Certificate/_____

_____ Date

MAXIMUM CAPACITY Rs. _____

_____ Date

EXPIRATION DATE _____

_____ Date

_____ Date

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E-BUSINESS READINESS

Do you have Internet Facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Your e-mail Address: _____		
Type of Internet Connection: ISDN <input type="checkbox"/> Dialup <input type="checkbox"/> Broadband <input type="checkbox"/>		
Power Backup Facility	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of Computer Equipment used in office		No. of Computer Literate Employees
Do you currently have a web site?(If yes) Please mention	<input type="checkbox"/> Yes	<input type="checkbox"/> No
- Smart Phone/PDA: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
- Push e-mail Facility: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
- Please specify your e-mail: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(In case Push e-mail): _____		

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CONTRACTOR'S STATEMENT OF FINANCIAL POSITION

NOTE: Complete this form only if you do not submit an audited statement OR Bank Certificate.

NAME _____

Condition at close of business (date): _____

ASSETS

Current Assets

1. Cash & cash equivalents	Rs _____
2. Cash Receivable	_____
3. Accounts Receivable	_____
4. Costs and estimated earnings in excess of billings on uncompleted contracts	_____
5. Inventories	_____
6. Other Current Assets (list)	_____
_____	_____
_____	_____
Total Current Assets	Rs _____

7. Fixed Assets-Net	_____
8. Other non-current assets (list)	_____
_____	_____
_____	_____
TOTAL ASSETS	Rs _____

LIABILITIES AND OWNER'S EQUITY

Current Liabilities

9. Loans	Rs _____
10. Accounts Payable	_____
11. Accrued Expenses	_____
12. Billings in excess of cost and estimated earnings on uncompleted contracts	_____
13. Other current liabilities (list)	_____
_____	_____
_____	_____
Total Current Liabilities	Rs _____

14. Cash Payable	Rs _____
15. Other non-current liabilities (list)	_____
_____	_____
_____	_____
16. Owner's Equity	Rs _____
TOTAL LIABILITIES AND OWNER'S EQUITY	Rs _____

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AFFIDAVIT (Notarized)

CITY OF: _____

PROVINCE OF: _____

The undersigned, being duly sworn, hereby declares: that all statements and answers to interrogatories in the Contractor's Prequalification Statement are true; that the financial statement accurately reflects the financial condition of the individual firm, partnership, or corporation herein named as of the date given.

It is understood that this statement is for the express purpose of obtaining prequalification to bid on work let to contract by the Pakistan State Oil Company limited and that any depository, vendor, or other agency herein named is hereby authorized to supply PSO with any information necessary to verify this statement.

Subscribed and sworn to before me

this ____ day of _____, _____
(month) (year)

Notary Public

Name of Firm

By:*

Title

