



GOVERNMENT OF SINDH

PREQUALIFICATION DOCUMENT
FOR
NGOs OR JOINT VENTURE WITH NGOs

Project Management Unit
Solar Home System (SHS) Off-Grid
Energy Department

3rd Floor, State Life Building No. 3, Dr. Ziauddin Ahmed Road, Opp. CM House, Karachi.

1.0 Introduction

The objective of this pre-qualification is to eliminate, early in the procurement proceedings, the NGOs or Joint Venture (JV) that are not suitably qualified to perform the assignment of installation of Solar Home System Kits division wise in Sindh. The pre-qualification specifically means selection of competent applicants (NGOs or JV) prior to issuance of the invitations to bid. This is to ensure that only applicants with appropriate experience, a proven track record, and necessary annual turnover and that, can provide all the allied installation services required in a timely manner and will be only invited to submit bids. Thus, assessment by an implementing agency of the suitability of applicants to carry out a particular contract **prior** to being invited to submit a bid is a process called **prequalification**.

2.0 Sindh Public Procurement Rules 2010

When and how to engage in the pre-qualification process, is clearly explained in SPP Rules 27 & 28, 2010 and same may be referred for further guidance.

3.0 The Prequalification Process

3.1 Advertisement and Notification

The Invitation for Prequalification (IFP)/Pre-qualification notice shall be advertised in the manner explained in the SPP Rules 15, 17 & 18 of 2010.

3.2 Preparing and Issuing of Prequalification Document

The Procuring Agency is responsible for preparing and issuing the Prequalification Document to all interested bidders. All information and data particular to each individual prequalification process must be provided by the agency in the following sections of the Prequalification Document:

4.0 Section I. Instructions to Bidders (ITB);

5.0 Section II. Eligibility & Evaluation/Qualification Criteria;

6.0 Section III. Application Forms;

7.0 Section IV. Scope of Contract

NOTICE INVITING TENDER FOR PRE-QUALIFICATION OF NGOs or JV



GOVERNMENT OF SINDH
Project Management Unit
Solar Home System (SHS) Off- grid
ENERGY DEPARTMENT

NO. PMU/SHS(OFF-GRID)/SHS/06/2025

Dated: 9th September, 2025 2025**NOTICE INVITING TENDER**

The Project Management Unit, Solar Home System (SHS) Off-grid, Energy Department, Government of Sindh invites sealed bids from interested bidders for Pre-Qualification of NGOs or Joint Ventures (JV) with NGOs for Installation of Solar Home System Kits in Off-grid areas in Sindh under a project titled “Solar Home System (SHS) for Poor Families (Off-grid) In Sindh Under Special Initiative”.

Scope of Work:

Project Management Unit Solar Home System (Off-grid)) has received funds for this assignment from Annual Development Program (ADP) of Sindh for the Scheme titled “Solar Home System for Poor Families (Off-Grid) in Sindh under Special Initiative” with Scope, Estimated Cost and other details are as under:-

- (i) **Scope:** Services of NGOs or JV with NGOs (applicant) as Last Mile Distributor (LMD) which includes but not limited to transportation, storage, distribution, installation, monitoring, and maintaining record of Solar Home System Kits which will be distributed among the beneficiaries in off-grid areas in Sindh (division wise). It will also include Recording GPS Coordinates, Post Installation pictures of beneficiary with working kits, written proof of handing over / taking over certificate duly countersigned by the local representatives and commissioning & installation of SHS kits. Moreover, the firm will pick the Solar Home System Kits from warehouse located in city of Karachi, transport it to the doorsteps of the beneficiaries and install it at suitable location within the premises of beneficiary.
- (ii) **Estimated Cost:** 720 Million for all 6 divisions.
- (iii) **Project Period:** Six (6) months.

Eligibility:

- (a) Registration with relevant entities like; SECP, Social Welfare Department, Registrar of Firms etc...
- (b) Valid Registration with relevant tax authorities i.e. FBR for income Tax & Sales Tax and, SRB for Sindh Sales Tax on Services.
- (c) Valid Registration With Pakistan Engineering Council in relevant categories and discipline(s) which is mandatory for Solar Installation

- (d) At least 05-years General Experience and 03-years of specific experience of distribution, installation, monitoring, operation and maintenance of equipment of Solar PV System installation
- (e) Must have undertaken at least 3 – projects of Solar PV System installation having accumulative quantum of Rs. 150 M in last 5 – years
- (f) Must have operational office(s) in Sindh
- (g) Must have minimum turn-over of Rs.360 Million during last financial year and averaging Rs.150 million during last three (3) years.
- (h) Availability of Qualified and experienced professional and skilled staff for execution of large assignment (preferably similar one)

Pre-qualification documents: Interested applicants can obtain the pre-qualification documents online at EPADs or from Energy Department's website i.e. www.sindhenergy.gov.pk.

Dead line of Issuance of Documents: (29th September, 2025 ,till 11:00 AM).

Dead line of Submissions: Documents duly filled and attached with relevant certificates must submitted online at EPADs. However, copy of the same may also reach on the address mentioned below on or before **(29th September, 2025 3:00 PM)**. *Interested NGOs or JVs must also pay Pre-Qualification document fee of Rs. 5000/- (Cash) to the address given below.*

Interested firms should submit their inquires/applications/documents to the following:-

Place of Submission, Inquiries & Opening:

Address: Project Management Unit, Solar Home System (SHS) Off-grid, located at Energy Department, 3rd Floor, State Life, Building No. 3, Opp. CM House, Karachi.

Telephone Number: 02199206448, **Fax:** 02199206276

Terms & Conditions:

Under the following conditions bid will be rejected:

- i. Conditional and telegraphic bids/tenders;
 - ii. Bids not accompanied by bid security of required amount and form;
 - iii. Bids received after specified date and time;
 - iv. Bids submitted by black listed firms; and
 - v. Incomplete bids as per instructions given in bidding document
- Procuring Agency may reject any or all applications subject to the relevant provisions of Sindh Public Procurement Rules 2010 (Amended from time to time).
 - Applicants will be informed, in due course, of the result of the evaluation of applications. Only the firms or contractors prequalified under this process will be invited to bid.

**PROJECT MANAGEMETN UNIT
SOLAR HOME SYSTEMS (SHS) OFF-GRID**

4.0 Section I. Instructions to Bidders/Applicants (ITB).

Clause 1 The applicant shall submit (one original at online portal and 4 copies) of the documents in a sealed envelope which shall:-

- (a) bear the name and address of the Applicant;
- (b) be delivered by hand or through courier/registered mail to address mentioned in advertisement for pre-qualification or in document; and
- (c) be clearly marked “Application for Pre-qualification for Installation of Solar Home System Kits in Off-Grid Areas”

Clause 2 If the envelope is not sealed and marked as required, the procuring agency will assume no responsibility for the misplacement or pre-maturing opening of the document.

Clause 3 Document shall be prepared in the English language. In case of ICB, the information provided in any other language shall be accompanied by English translation also.

Clause 4 Applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the applicant.

Clause 5 Clarification and Modification of Documents (SPP Rule 23).

Applicant, who has obtained documents, may request for clarification of contents of the bidding document in writing, and respond to such queries shall be made in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

Clause 6 Addendum: At any time prior to the deadline for submission of documents, the agency may amend the Prequalification Document by issuing addenda. Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document.

Clause 7 Deadline for submission of Documents (SPP Rule 22 & 24): Documents shall be received by the agency at the address (*mention the address & telephone & fax numbers*), not later than the (*mention the date & time*). The procuring agency may, at its discretion, extend the deadline for the submission of documents by amending the Prequalification Document, and in which case all rights and obligations of the Agency and the firms/contractors subject to the previous deadline shall thereafter be subject to the deadline as extended.

Clause 8 Evaluation (Rule 27 (2)): Applicant’s general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the Applicant’s responses in the prescribed forms will be evaluated as per evaluation criteria given in the document. The Procuring Agency

reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-contractor's experience and resources shall not be taken into account in determining the firm/contractor compliance with the qualifying criteria. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture.

Clause 9 Clarification of Prequalification Information (Rule 43): To assist in the evaluation of information, the agency may, at its discretion, ask any firm/contractor for a clarification of any information which shall be submitted within a stated reasonable period of time. Any request for clarification shall be in writing. If any firm/contractor does not provide clarifications of the information requested by the date and time set in the agency's request for clarification then application of the firm/contractor may be rejected.

Clause 10 Verification of Prequalification Information (Rule 28 (1d)): Verification of the information provided by the pre-qualified/shortlisted firms/contractors in the submissions for prequalification may be made. In case the information is found to be wrong or incorrect in any material way or firm/contractor is found to be lacking in the capability or resources to successfully perform the contract, then it shall not be pre-qualified.

5.0 Section II: Evaluation/Qualification Criteria.

1. Criteria based on Marks/Score.

Mandatory provisions/Eligibility: Applicant must possess (i) valid registration with Social Welfare Department; (ii) valid registration with PEC in the category C-4 or above and in Solar discipline; (iii) valid and active registration with FBR for income tax & sales tax and SRB for Sindh Sales Tax on Services; and (iv) must not be blacklisted. (*attach all certificates and affidavit of non blacklisting on a non judicial stamp paper*).

Aggregate Qualifying Score is 70%, but it is mandatory to obtain at least 70% in each of the following sections.

Sr. No.	Category	Marks
A.	Company Profile.	<u>10 Marks</u>
	I. Period since applicant is in solar energy business Up to 3 years (1.75 Marks) Up to 5 years (3.5 Marks) Above 5 years (5 Marks) (<i>Attach documentary evidences</i>)	<u>5 Marks</u>
	II. Office Facilities Office in 1 division in Sindh (1.5 Marks) Offices in Two divisions in Sindh (3 Marks) Offices in 3 or more divisions in Sindh 4.5 Marks)	4.5 Marks
	III. ISO Certification 9001 and 2700.	<u>0.5 Marks</u>
B.	Experience	<u>40 Marks</u>
	I. Applicant's General Experience 1 Year (1 Mark) 2 Years (2 Marks) 3 Years (3 Marks) 4 Years (4 Marks) 5 Years and more (5 Marks)	<u>5 Marks</u>
	II. Projects of Similar nature undertaken during last 5 years i.e. distribution, installation, monitoring, operation & maintenance, of Solar PV equipment. 1 Project of Rs.150 Million (3 Marks) 2 Project of accumulatively of Rs.150 Million (5 Marks) 3 Projects of accumulatively 150 Million (7 Marks) More than 3 projects of accumulatively above Rs.150 Million (10 Marks)	<u>10 Marks</u>
	III. Social Mobilization/Community Engagement during last 5 years 1 Assignment (2 Mark) 2 Assignments (4 Marks) 3 Assignments (7 Marks) More than 3 Assignments (10 Marks)	<u>10 Marks</u>
	IV. IT Knowledge of Projects in which the large amount of data comprehensively compiled, managed, sorted and reported in the form of detailed and comprehensive	<u>15 Marks</u>

	<p>database (For e.g. Excel sheet).</p> <p>1 Assignment (3 Mark)</p> <p>2 Assignments (6 Marks)</p> <p>3 Assignments (10 Marks)</p> <p>More than 3 Assignments (15 Marks)</p> <p>(Attach copies of work orders)</p>	
C.	<p>Equipment Capability</p> <p>Tablet or smartphone-based recording using Computer Assisted Personal Interviewing (CAPI), Multi-meters (Voltage, Current), Internet, Computers, Laptops, Printers, transportation vehicles etc.</p> <p>High value equipment should be an option to own, lease or hire.</p> <p>Total equipment available with the applicant is to be listed along with its current mobilization on on-going projects.</p> <p><i>(Details are to be provided in the attached form)</i></p>	<u>10 Marks</u>
D.	<p>Financial Soundness</p> <p>For Financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other document which verifies their Financial Status. Where necessary, the Procuring Agency will make enquiries with the firm's/contractor's bankers.</p> <p>Last FY Turnover half of estimated cost of this Work (2 Marks)</p> <p>Last FY Turnover equal to estimated cost of this work (4 Marks)</p> <p>Last FY Turnover equal to 1.5 times estimated cost of this work (7 Marks)</p> <p>Last FY Turnover more than 1.5 times estimated cost of this work (10 Marks)</p>	<u>10 Marks</u>
E.	<p>Methodology</p> <p>Provide detailed methodology for performing the assignment.</p>	<u>30 Marks</u>
	Total	<u>100 Marks</u>

6.0 Section III. Application Forms;

A-I Application Submission Form *(The covering letter is to be submitted by the interested firm/contract or partner responsible for a joint venture, on appropriate company letterhead)*

Date: _____

To

[Name and address of the Procuring Agency]

Dear Sir,

Subject: Pre-qualification of -----

I the undersigned, being duly authorized to represent and act on behalf of..... applies to be prequalified for the project cited above and enclose one (1) original *(together with -----copies)* of pre-qualification documents and declare the following:

PREQUALIFICATION DOCUMENT

- (a) I have examined and have no reservations to the Prequalification Document, including
Addenda No(s)....., issued in accordance with ITB Clause 6.
- (b) I understand that Procuring Agency may cancel the prequalification process at any time and that Procuring Agency is not bound either to accept any application that it may receive or to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.
- (c) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
- (d) Agency reserves the right to amend the scope and value of any contract under this project; in
such event bids will only be called from prequalified bidders who meet the revised
requirements;

2. The Procuring Agency and its authorized representative(s) may contact the following person(s) for further information, if needed;

Person to be contacted:

Telephone:

3. The undersigned declares that the statements and the information provided are complete, true, and correct in every detail.

Signed:

Name:

A-II

1. Company Profile

Date: -----

Contract: -----

All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form.

1.	Name of firm (legal): <i>(In case of Joint Venture (JV), legal name of each partner:</i>	
2.	Nature of Business: <i>(Whether the firm is a Corporation, Partnership, Trust etc.)</i> <i>(In case of Consortium; whether the Lead Consortium Member is a Corporation, Partnership, Trust etc.)</i>	
3.	Head Office Address:	
4.	Telephone Fax numbers: E-mail address:	
5.	Place of Incorporation/Registration: Year of incorporation/registration:	
6.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:	
7.	<u>NATIONALITY OF OWNERS.</u>	
	Name:	Country:

A-III**2. General Experience Record****(i) Details of Contracts of Similar Nature and Complexity completed over the last 05 years**

Sr. No.	1	2	3	4	5
Name of Contract:					
Country:					
Name of Procuring Agency with Address, Tele, Fax					
Nature of Works and special features relevant to the contract for which applied:					
Contract Role (Mention: Sole, Sub Contractor or Partner in a Joint Venture)					
Value of Total Contracts in PKR					
Date of Award:					
Date of Completion:					

(ii) Projects of similar nature and complexity in hand.

Firms/ Contractors and each partner of the joint venture should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, for which Completion Certificate has yet to be issued.

Name of Contract	Value of Contract	Name of Procuring Agency	Value of Outstanding work (Equivalent Pak Rs. Millions)	Estimated Completion Date
1				
2				
3				

(iii) Projects executed in similar geographical conditions in last five (5) years.

Sr. No.	1	2	3	4
Name of Contract				

PREQUALIFICATION DOCUMENT

Country & Location				
Name of Procuring Agency With Address, Tele, Fax.				
Nature of works and special features relevant to the contract for which applied				
Contract Role (Mention: Sole, Sub Contract or Partner in a Joint Venture).				
Value of the total contract in Pak/Rs.				
Date of Award:				

A-IV**4 (A) Personnel Capabilities**

Firm/Contractor should provide the names of suitably qualified personnel to meet the specified requirements stated in Section 3 (Evaluation and Qualification Criteria).

Sr. No.	Title Position	Name
1		
2		
3		
4		
5		

A-V

The data regarding experience of the personnel mentioned at A-IV should be supplied separately using the Form below.

4(B) Curriculum Vitae (CV) for Proposed Experts

1. Proposed Position:

2. Name of Expert:

3. Name of Firm:

4. Current Residential Address: _____

Telephone No: _____ **Fax No:** _____

E-Mail _____ **Address:** _____

5. Date of Birth: _____ **Citizenship:**

6. Qualification: _____

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

From	To	Company / Project / Position / Relevant technical and management experience

A-VI

5. Firm/Contractor shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment whether owned/ leased/ rented listed in Section 3 (Evaluation and Qualification Criteria).

A. Equipment Capabilities (owned by the contractor/firm)

Sr. No.	Name of Equipment	Name of Manufacturer	Model and power rating	Capacity	Year of manufacturing	Current Location

B. Equipment Capabilities (leased/ rented by the contractor/firm)

Sr. No.	Name of Equipment	Mention whether leased or rented	Name of owner	Address of owner	Contract name and title with Telephone, Fax & Email of the owner	Agreements details of rental/lease/ manufacture agreements specific to the project.

A-VII

6. Financial Resources.

A. Banker's Information:

Sr. No.	Name & Address of Bank	Contact name and title	Telephone, Fax & Email Address

B. Financial Status: Summarize actual assets and liabilities in Pak Rupees for the previous three years.

S/No.	Information from Balance Sheet/ Income Statement	Year 1:	Year 2:	Year 3:
1.	Total Assets (TA)			
2.	Total Liabilities (TL)			
3.	Current Assets (CA)			
4.	Current Liabilities (CL)			
5.	Total Revenues (TR)			
6.	Profits Before Taxes (PBT)			
7.	Profits After Taxes (PAT)			

Source of Financing: Contractor/ Firm shall provide documentary evidence for funding the project for which prequalification is being undertaken.

Section IV. Scope of Contract (*Description of works and period of completion*)

. Supply, Installation, and Training

- The LMD will deliver and install the SHS kit securely at the beneficiary's premises.
- The LMD will provide basic training to the beneficiary on the installation of the SHS kit, explaining the product features, limitations, system performance, safety requirements, and warranty terms and conditions.
- The LMD will also provide the beneficiary with information about their nearest branch office and contact person details for aftersales services.
- After installation, the LMD will upload time-stamped and geo-tagged pictures of the beneficiary, their CNIC, and the nameplates of the solar panel, control unit, and DC fan into the SHS monitoring portal.
- The LMD will mark the status as 'completed' against the beneficiary details entered in the SHS monitoring portal.
- Record GPS Coordinates, Post Installation picture of beneficiary with working Kits, written proof of handing over / taking over certificate duly countersigned by the local Representatives and Commissioning & Installation of SHS kits.

Verification and Compliance

- Third Party Verification Firm (TPVF) hired by PMU shall pay physical visits to 75% of the installed systems to further validate the beneficiary and to verify that the installed SHS kit comply with the technical specifications and standards adopted by PMU for qualification of products.
- LMD shall facilitate (TPVF) visit in conducting on-site visits or follow-up visits related to the SHS verification.
- (TPVF) shall mark the system 'verified' upon successful verification or shall mark 'not verified' in SHS monitoring portal if any ambiguity is found with the eligibility of the beneficiary, or the provided system does not meet the technical specifications and standards.

a. Transportation of SHS kits

(i) Responsibilities

- Transport SHS kits from **Main Importer's warehouse** to **LMD's regional warehouses** using GPS-tracked vehicles.
- Deliver kits to beneficiaries' premises via rugged vehicles (e.g., 4x4 trucks) suitable for rural Sindh terrain.
- Ensure shock-proof packaging and climate-controlled transit to prevent damage.

(ii) Logistics Management

- Use real-time tracking systems (IoT/GPS) for inventory movement visibility.
- Maintain buffer stock (10% of monthly target) to avoid delays.
- Submit weekly logistics reports covering delivery timelines, damages, and fuel consumption.

(iii) Compliance

- Vehicles must comply with Sindh's freight regulations and safety standards.
- Drivers trained in handling solar equipment and emergency protocols.

d. Payment Management to LMDs

- LMDs shall send a written request on bi-monthly basis for release of payment against the systems delivered and installed at beneficiary's home.
- PMU shall validate the data shared by the LMD with.
 - the data entered by LMD in SHS monitoring portal;
 - the data entered by the (TPVF) in the SHS monitoring portal.
- PMU shall further verify the data by calling those beneficiaries who were not visited and verified by

(TPVF) and release the payment for verified installations only.

e. After-Sales Service

- PMU with the support of Main Importer shall train the LMD's staff on basic trouble shooting and installation of solar panel frame.
- LMDs shall provide aftersales services to beneficiaries against minor faults and defects.
- LMDs shall facilitate the replacement of any SHS kits found to be faulty/damaged during the warranty period with the support of main importer, if needed.

e. Inventory and Reporting

- For supply chain management and tracking stock levels and the movement of goods from the main importer's warehouse to warehouse of LMDs and beneficiary's premises, a tracking system will be developed to minimize the chances of shortage, out-of-stocks and over stock scenarios.

a. Monthly Reporting

- LMDs are required to submit monthly reports. These reports should provide detailed information on the number of systems installed, households served, matters related to Main Importer, product performance, aftersales issues, (TPVF) role and any other relevant data in both soft and hard copy.

Proposed Work Plan

S. No.	Phase	Activities	Timeline
1.	Mobilization	Team recruitment, warehouse setup, coordination with PMU/Main Importer/IT firm.	Month 1
2.	Beneficiary	Verify pre-identified beneficiaries; collect CNIC and location data.	Month 1 – 2
3.	Transportation and Installation	Distribute and install SHS kits; upload geo-tagged data into the portal.	Month 2 – 6
4.	(TPVF) Coordination	Facilitate (TPVF) visits; resolve "not verified" cases.	Month 3 – 7
5.	Payment & Reporting	Submit bi-monthly invoices and monthly progress reports.	Ongoing
6.	After-Sales Support	Submit bi-monthly invoices and monthly progress reports.	Month 6 – 12

Annexure - I

- (i) Tablet or smartphone-based recording using Computer Assisted Personal Interviewing (CAPI),
- (ii) Latest Multi-meters (Voltage, Current),
- (iii) Computers / Laptops (with Internet),
- (iv) Printers,
- (v) Transportation vehicles etc.