



LAHORE TRANSPORT COMPANY

Pre-Qualification of Survey Firms

November 18th ,2013

GOVERNMENT OF THE PUNJAB



INTRODUCTION

Lahore Transport Company (LTC) has been established under the provisions of Provincial Motor Vehicles Ordinance 1965 as an Urban Transport Company, registered under section 42 of Companies Ordinance 1984. LTC is primarily a regulatory body which has been tasked to ensure a smooth running transport system in Lahore which will provide the commuters a safe, efficient and affordable transport service.

LTC is managing the passenger services through a variety of transport vehicles covering High Occupancy Vehicles (HOV) such as Buses and Low Occupancy Vehicles (LOV) such as Vans, Coasters, Hi-Ace, as well as certain approved Rickshaw models.

The mission of Lahore Transport Company is to plan & facilitate a high quality, safe, efficient, environment friendly & affordable Urban Transport in Lahore City.

BACKGROUND

In 2006 University of Engineering and Technology conducted a comprehensive study in Lahore to evaluate the need for Public Transport and estimate passenger demand for its identified 53 routes. The demand on the buses for each route was based on the availability of Buses on routes with 5 minutes headways, on average, and elimination of illegal modes. The current system fails to meet the basic transportation system requirement and cause traffic congestions and chaos and because of that people do not feel safe and comfort during the travel.

Public Transport in Lahore is owned and operated by private investors and viability of every route is a vital for them to continue bus operations. Currently due to interference of illegal modes of transport with the bus operations, LTC thus requires surveys to be conducted on various routes for evaluations and assessments purposes in accordance with the requirements set for each route.

PRE-QUALIFICATION

The pre-qualification documents have been invited for **December 2013 – December 2014** to identify and shortlist suitable Firms who would work as service providers for conducting surveys of various urban and sub-urban public transport routes in Lahore. The application form is provided as **Annex 1**.

The applications received in response to pre-qualification will be scrutinized and evaluated by a Committee constituted by the competent authority for this purpose. The LTC reserves the right to reject any or all applications for pre-qualification without assigning any reason.

The short-listed Firms would be invited to submit financial proposals for undertaking the different survey related assignments from time to time.



OTHER TERMS AND CONDITIONS

- Only the Firm possessing solid technical expertise in conducting Public Transport related surveys similar to the assignment
- Only short-listed Firms would be invited (through RFPs) to submit Technical and financial proposals.
- All documents and information received by LTC from applicants will be kept confidential.
- The documents submitted to LTC will not be returned.
- All expenses related to participation in this pre-qualification shall be borne by the applicants.
- Documents shall be submitted in hard form in a sealed envelope marked as **"PRE-QUALIFICATION –SURVEY FIRMS"**.
- The envelope containing hard copy of pre-qualification documents shall be received in the LTC office at Lahore.
- The closing date and time for receipt of pre-qualification and required documents is **1500 hrs, the December 5th, 2013**.
- The LTC reserves the right to request submission of additional information from applicants or to make power-point presentations in order to clarify aspects of pre-qualification, if required.

TERMS OF REFERENCE

The Terms of Reference are appended below:

1. The survey Firm/ companies will develop detailed methodology to conduct the survey on various urban and sub-urban routes in Lahore.
2. The survey will include the following range of activities:
 - Passenger ridership analysis of the buses plying by the operator
 - Passenger by revenue (paid passenger)
 - Pilferage rate / bus / day
 - Free travelling
 - Seat turnover
 - Passenger ridership analysis of other modes sharing passengers of respective bus routes.
 - Fleet size required as per current passenger demand vs. operating fleet
 - Number of operating round trips per bus per day

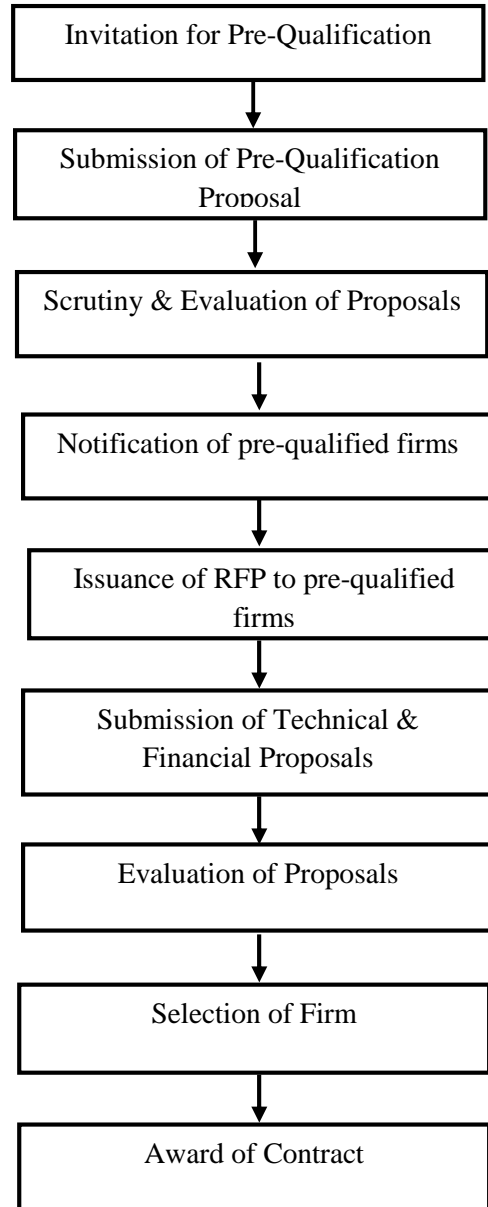


- Number of average Operating Kms / bus / day (Trip Length: route length + dead mileage)
 - Passenger per Kilometer index
 - Operating revenue / Km / bus / day
 - Expenditures / Km / bus / day (input cost)
 - Av. Fuel cost / Km / bus
 - Av. Fare / Km / bus (fare review)
 - Inflation rate / consumer price index
 - Profit / (loss) (revenue vs. expenditures) comparison
 - Other Operational issues.
3. The Firm will develop detailed methodology for various routes respective to the TOR mentioned in Request for Proposal (RFP) to conduct the survey.
 4. A comprehensive report in view of the required activities and information will be provided by the Firm/Organization.

Clarification requests must be in writing or through e-mail and to be received not later than 4th Dec., 2013. For the purpose of clarification, the contact person is:

Sr. Manager Planning
Lahore Transport Company
4th Floor, IEP Building
Gulberg III, Lahore
Ph. 0092-42-99268197-99

Process Flow Chart





Pre-Qualification FORM

PART A: ORGANIZATIONAL INFORMATION

Please provide information about your Firm using the following form.

Code	Required Information	Response
A.1	Legal Name of Firm/Organization/Company.	
A.2	Mailing Address with telephone, Fax & Email.	
A.3	National Tax Number, GST Registration Certificate, 5 years Income Tax / Sales Tax Return. (Attach copy of registration and proof if exempt).	
A.4	Type of Firm/Company/Organization: <ul style="list-style-type: none">▪ Non-Governmental Organization▪ Private Firm▪ Guarantee Limited Company (under section 42 of Companies Ordinance 1984)▪ Public Sector Entity▪ Other (Please specify) (Attach copy of registration with Securities and Exchange Commission or Registrar of Firms)	
A.5	Year of Establishment	
A.6	Registration with relevant Professional Institute/agency (Attach copy with latest renewal letter)	
A.7	What is the total number of permanent employees in the Firm/Company? Please enclose short (2 pages) CVs of maximum 5 core staff members (Professionals) relevant to the assignment. MARKS WILL BE DEDUCTED IF ANY CV IS MORE THAN TWO PAGES. FONT SIZE OF CVs SHOULD NOT BE LESS THAN 10.	
A.8	Name of Head of Firm/Company?	
	Designation	
	Email	
	Mobile	
	Phone	



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A.9	Name of contact person*	
	Designation	
	Phone	
	Email	
	Fax	
	Mobile	
A.10	Legal conviction, if any	
A.11	Undertaking by the Firm that it has not been black listed by any Government Agency/Authority (Attach)	

* Only Head of organization or nominated contact person of Firm / Company is authorized to communicate with LTC.



PART B: PREVIOUS EXPERIENCE

Using the format below, please give your responses to the asked information about previous experience of your Firm/Organization/ Company.

Code	Required Information	Response
C.1	Do you have related experience in areas of interest? If yes, please provide details of the assignments and attach details about projects.	
	Name of relevant project (s) undertaken during the past 5 years (National)	
	Name of Sponsors, if any	
	Client	
	Scope	
	Cost of project	
	Cost of consultancy/services	
C.2	Period detail (start-complete)	
	Name of relevant project (s) undertaken during the past 5 years (National/ Local)	
	Name of Sponsors, if any	
	Client	
	Scope	
	Cost of project	
	Cost of consultancy/services	
C.3	Period detail (start-complete)	
	Name of relevant project (s) undertaken during the past 5 years (National/ Local)	
	Name of Sponsors, if any	
	Client	
	Scope	
	Cost of project	
	Cost of consultancy/services	
C.4	Period detail (start-complete)	
	Name of relevant project (s) undertaken during the past 5 years (National/ Local)	
	Name of Sponsors, if any	
	Client	
	Scope	
	Cost of project	
	Cost of consultancy/services	
Period detail (start-complete)		

PART C: FINANCIAL STERNGTH

Copies of Bank Statement, Audited Accounts for the past 5 years.

PART D: PROPOSAL EVALUATION CRITERIA

Once all firms that have submitted required information and are compliant to the terms laid out in the pre-qualification, will be evaluated according to the following criteria:

	MAX SCORE
Experience & Standing	20
Personnel	80

Any firm scoring less than 65 shall not be shortlisted.

A. Experience & Standing

Experience and standing shall be calculated on projects previously completed amounting to Rs. 10 Million

		RELATIVE SIZE OF ASSIGNMENT		
		80% or more	50-80%	Less than 50%
SIMILARITY	Strong	1	0.65	0.3
	Medium	0.63	0.4225	0.195
	Weak	0.3	0.195	0.09

Component Score=Weight from table x 20 (max score)

B. Personnel

The total marks for this section will be divided between proposed experts in equal proportions. Any experts with level of qualification below bachelors shall be excluded from the evaluation. Each expert proposed by the firm will be evaluated out of 100 on his/her relevant practical experience in a similar type of consultancy assignment:

	Max score
Educational qualifications	20
Number of years working on similar assignments	50
Number of projects on which similar tasks have been undertaken	30



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For educational qualifications, 20 points will be awarded for the post-graduate or doctoral degree or equivalent, 18 points for Masters Degree or equivalent and 16 points for bachelor's degree or equivalent. 0 points will be given for any degree below bachelors.

A maximum of 50 will be awarded for 10 years experience in the relevant field, i.e. 5 per year. A maximum of 30 will be awarded for working in 5 projects of a similar nature, i.e. 6 marks per project.

The total score for the CV will be added up to get T, after which the component score will be calculated as follows:

$$\text{Component Score} = (T/100) \times 80$$



APPLICANT DECLARATION

I, **(Please click here and type Name)**, hereby certify that:

- The information provided in this document is factually correct in all material respects.
- I am duly authorized by the Governing Body/Board of organization / Competent Authority to submit this application on behalf of **"[Click here and type the name of organization]"**

Name:	
Designation:	
Signature:	
Date and Place:	
Phone:	
Mobile:	
E-Mail:	

Seal / Stamp of Company



APPLICATION CHECKLIST

Sr. No	Required Documents	Checkbox
1	Copy of Registration(s)	<input type="checkbox"/>
2	National Tax Number Certificate / GST Registration Certificate, 5 years Income Tax / Sales Tax Return.	<input type="checkbox"/>
3	Copy of Income Tax Exemption Certificate if applicable	<input type="checkbox"/>
4	Audited Financial Statements/Other Relevant Financial Documents of the last 5 years.	<input type="checkbox"/>
5	CVs of maximum five core staff members (Professionals)	<input type="checkbox"/>
6	Copy of registration with relevant professional body and latest renewal	<input type="checkbox"/>
7	Declaration by authorized person to submit the Pre-Qualification documents.	<input type="checkbox"/>
8	Undertaking that firm is not blacklisted	<input type="checkbox"/>
9	Other document/s, if any. (Please specify)	<input type="checkbox"/>