

INSTRUCTIONS FOR PRE-QUALIFICATION OF CONTRACTORS/ FIRMS

1. **Mandatory Conditions:** The interested firms are required to submit the following information / documents along with technical proposal to **Civil Works Department, FFC Sona Towers, 156-The Mall Rawalpindi in office hours (Monday to Thursday) from 0900-1600 hours by 31 October 2022:-**
 - a. Complete name with location of head office, postal address, telephone (mobile & PTCL landline), fax, and email address, entity status (Limited Company, Partnership, Joint Venture or Proprietorship etc.) with year of establishment, showing experience of number of years in relevant field / business.
 - b. Managerial and technical expertise of firm / company/actually held on the active strength & pay roll of company, list of technical staff and other staff (who will be involved in this project) employed by the firm / company along with CV's and registration with PEC / relevant authority.
 - c. Attach details i.e. location, cost, client, consultant and colored photograph of the works carried out by the firm along with satisfactory certificate from the client. Similar projects completed in last 10 x Years (minimum 5 x projects) and similar projects in hand.
 - d. Contractor/firm/company's valid registration of income tax & sales tax, NTN number, audited financial report during last three financial years.
 - e. Proof of financial stability from bank giving current stability certificate and bank statement for current year and audit report for last three years certified by the chartered firm.
 - f. List & quantity of equipment actually held on the company's portfolio, present location of equipment, tools, plants, machinery, transport vehicles etc. owned by the contractor/firm/company along with documentary proof of ownership.
 - g. Affidavit on attested judicial stamp paper (minimum Rs. 1000/-) by the CEO that the firm/company has never been blacklisted or under trial by any govt, semi govt department/institution.
 - h. List of past and present litigations, arbitrations/disputes (if any) against any client, consultant, government and semi government institutions. If not involved, an affidavit by CEO on attested judicial stamp paper be attached.
 - i. Affidavit on attested judicial stamp paper by the contractor/firm/company that all the information and statements made for pre-qualification are true and accept that any misinterpretation contained in it may lead to disqualification of contractor /firm /company.

- j. Any additional information with documentary evidence in addition to the above that the contractor/firm/company might like to furnish in support of their application.
 - k. Comprehensive methodology for project execution.
2. Technical proposal with covering letter on firm/company's letter head along with above mentioned information and supporting documents complete in all respects, should reach the address at para-1 above in sealed envelope, clearly marked "Pre-qualification for finishing works of a high-rise building at Gulburg-II, Lahore" within fifteen (15) days from the date of this advertisement. Application received after due date will not be entertained.
 3. Any false statement will liable to disqualify the firm without any other reason.
 4. FFC reserves the right to accept/ reject all pre-qualification applications. Decision of pre-qualification committee will be final and no one has the right to go against this decision in any court of law.



PRE-QUALIFICATION
CRITERIA OF
CONTRACTORS/FIRMS

FOR FINISHING WORKS OF HIGH RISE BUILDING AT GULBERG-II
LAHORE

OCTOBER 11, 2022
FAUJI FERTILIZER COMPANY
156- THE MALL RAWALPINDI

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1. Qualification Criteria:

1.1 General:

Pre-qualification will be based on all the criteria given in succeeding paras 1.2 to 1.7 regarding the Applicant's Financial Soundness, Experience Record, Personnel Capabilities and Equipment Capabilities as demonstrated by the Applicant's responses in the forms attached to this letter. The Employer reserves the right to waive minor deviations, if these do not 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 Applicant's 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. The general Criteria for the Prequalification is as follows:

Sr. No	Category	Weightage/Marks
1.	Experience Record	35
2.	Personnel Capabilities	15
3.	Equipment Capabilities	10
4.	Financial Soundness	40
	Total	100

Note: Prequalification status shall be decided on the basis of requisite weightage/marks (Minimum 80% score in each category).

The further detailed criteria for each category is as follows:-

1.2 General Experience:

Credit Marks for experience shall be awarded based on following qualifications:

Sr. No.	Description	Maximum Points
I	Projects of similar nature and complexity completed over last 10 years.	25
ii	Projects of similar nature and complexity in hand	5
iii	Status of enlistment with Government Organizations and other agencies	5
	Sub-total:	35

a) Explanation for Marks Obtained:

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
a)	Projects of similar nature and complexity completed in last 10 years. No Marks are awarded for works less than specified limits.	25	<p>- 20 Marks are given if the contractor has completed at least 5 projects of similar nature in last 10 years.</p> <p>- For less than 5 projects completed use the following weightage. $20 \times (A/2)$</p> <p>- For more than 5 projects but less than 10 projects completed use the following weightage. $20 + (A/3) \times 3$</p> <p>A = No of projects of similar nature completed in last ten years</p> <p>- Full Marks are given in case of 10 projects or more.</p>
b)	Projects of similar nature and complexity in-hand No Marks are awarded for works less than specified limits.	05	<p>- 4 Marks are given if the contractor has 5 projects of similar nature in hand.</p> <p>- For less than 5 projects in-hand use the following weightage. $4 \times (A/3)$</p> <p>- For more than 5 projects but less than 10 projects in-hand use the following weightage. $4 + (A/6) \times 2$</p> <p>A = No of projects of similar nature in-hand during last ten years</p>

			- Full Marks are given in case of 10 projects or more.
c)	Enlistment record with Government organizations & other agencies	5	- 1 Mark for each enlistment up to maximum of five enlistments.
Total Marks Allocated		35	

1.3 Personnel Capabilities:

Credit Marks shall be awarded under this category using the following criteria:

Sr.No.	Description	Maximum Points
i)	Graduate Engineers registered with PEC held on company / active strength	
	a) Number of Engineers (Civil, Electrical, Mechanical & IT)	6
	b) Experience of Engineers in number of years	3
ii)	Number of Diploma Engineers in employment of the Firm	
	a) Number of Engineers	4
	b) Experience of Engineers in number of Years.	2
Sub-total:		15

1.4 Explanation for Marks Obtained:

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
i)	B.Sc. Engineers registered with Pakistan Engineering Council (PEC)	9	Experience (3-Marks) : - 3 Marks will be given if the individual experience of at least 2 no. of B.Sc. Engineers (professional) is equal to 15 years or above. - For less than 2 no of B.Sc.

			<p>Engineers having individual experience of 15 years, marks will be given as per following formulas:</p> $= (A/2) * 3$ <p>A = No of Engineers having individual experience of 15 years or above.</p> <p>Strength of Engineers (6 Marks)</p> <ul style="list-style-type: none"> - 6 Marks will be given if the total no. of Engineers registered with PEC are 4 nos. or above. - For less than 4 no of B.Sc. Engineers registered with PEC marks will be given as per following formulas: $= (A/4) * 6$ <p>A = No. of Engineers</p>
ii)	Associates Engineers (DAE)	6	<p>Experience (2-Marks) :</p> <ul style="list-style-type: none"> - 2 Marks will be given if the individual experience of at least 6 no. of Associates Engineers (DAE) is equal to 10 years or above. - For less than 6 no of Associates Engineers (DAE) having individual experience of 10 years, marks will be given as per following formulas: $= (A/6) * 2$ <p>A = No. of DAE Engineers.</p>
			<p>Strength of Associate Engineers (4 Marks)</p> <ul style="list-style-type: none"> - 4 Marks will be given if the total no. of Associate Engineers (DAE) are 10 nos. or above. - For less than 10 no of Associate

		Engineers marks will be given as per following formulas: = (A/10) * 4 A = No. of Associate Engineers
Total Marks Allocated		15

1.5 Equipment Capabilities:

Credit Marks shall be granted on the basis of the following criteria for various kinds of equipment relevant for the Project:-

Sr. No.	Equipment Type and Characteristics	Maximum Marks
1.	List relevant equipment and Assign Marks	
	Sub-total:	10

1.6 Financial Position:

Credit Marks shall be awarded on the basis of the following criteria:-

Sr. No.	Description	Maximum Marks
i)	Credit Line details(Specify your Bank)	5
ii)	Working Capital in last 5 years	10
iii)	Registration with Income Tax Department	5
iv)	Litigation History where decision went against the Firm	5
v)	Blacklisting from any Agency	5
vi)	Valid Licenses for other related items of Work	10
	Sub-total:	40

1.7 Financial Soundness:

For Financial Status assessment, the Applicants are required to submit Audited financial statements for the last five years or any other document which verifies their financial status:-

Sr. No.	Description	Marks Assigned	Criteria for Marks Obtained
a)	Credit Line Details (Specify your Bank)	5	<ul style="list-style-type: none"> - 3 Marks are given if the available credit line limit is equal to 1000 Million. - For the credit line limit less than 1000 million use following weightage $3 \times (A/1000)$ A= Credit line limit (in millions). - Full Marks are given in case of limit is 1000 million or more.
b)	Working Capital in last 5 years	10	<ul style="list-style-type: none"> - 8 Marks are given if the available average working capital for last five years is equal to 1000 Million. - For the capital less than 1000 million use following weightage $10 \times (A/1000)$ A= Average working capital in last five years. - Full Marks are given in case of limit is 1500 million or more.
c)	Registration with income tax department	5	<ul style="list-style-type: none"> - No points will be given if income tax certificate is not attached and 5 points will be added in case of valid certificate.
d)	Copy of Valid licenses from Sub-Contractor/ JV Partner	10	<ul style="list-style-type: none"> - No points will be given if license is not attached and 10 points will be added in case of valid license.
e)	Litigation History in which Decision has been given against the firm(s)	5	<ul style="list-style-type: none"> - In case the firm is involved in any litigation, no marks will be given and 5 points will be added in case affidavit of no litigation is attached.
f)	Blacklisting from any agency	5	<ul style="list-style-type: none"> - In case the firm is blacklisted, no Marks will be given and 5 points will be added in case affidavit by the

			company that it has not been black listed is attached.
Total Marks Allocated		40	

2. Joint Venture (JV):

2.1 Joint Venture must comply with the following requirements:-

a) Following are minimum qualification requirements:-

- i) The lead partner shall meet not less than **40** percent of all qualifying criteria given in paras-1 and 4 here to fore.
- ii) Each of the partners shall meet not less than **25** percent of all the qualifying criteria given in paras -1 and 4 heretofore.
- iii) The joint venture must collectively satisfy the criteria of paras-1,2 and 3 for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total capacity. Individual members must satisfy each of the requirements of paras-4 and 5 heretofore.

b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Employer prior to the deadline for submission of bids. Such approval may be denied if:-

- i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
- ii) The new partners to a JV are not qualified individually or as another JV; or
- iii) In the opinion of the Employer, a substantial reduction in competition would result.

c) Bid shall be signed by all members in the JV to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.

2.2 The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV, each one of the constituent firms may prequalify if they meet all the prequalification requirements and any partner of J.V has requested/shall request for the same and then his prequalification shall be subject to the written approval of the Employer.

3. Conflict of Interest:

3.1 The Applicant (including all members of a JV) must not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared

the design, specifications, and other prequalification and bidding documents for the project, or was proposed as Engineer for the contract, over the last five years. Any such association may result in disqualification of the Applicant.

4. Updating Prequalification Information:

4.1 Bidders shall be required to update the financial, personnel and equipment information used for prequalification at the time of submitting their bids, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of prequalification. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

5. Other Factors:

5.1 Only firms and JVs that have been prequalified under this procedure shall be invited to bid. A qualified firm or a member of a qualified JV may participate only in one bid for the contract. If a firm submits more than one bid, singly or as a JV, all bids including that bidder will be rejected. This rule will not apply in respect of bids, which include specialist sub-contractors who are used by more than one bidder.

5.2 The Employer reserves the right to:-

- a) Amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only bid among those prequalified bidders who meet the requirements of the contract(s) as amended. However, the Employer has to review the disqualified bids who originally do not meet the specified criteria for Pre-qualification.
- b) Cancel the prequalification process and reject all applications.

The Employer shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection, however, may be debriefed if solicited.

5.3 Applicants will be informed in writing by fax or mail within **45** days of the date for Submission of applications of the result of their applications and may be debriefed if solicited.

6. Evaluation Criteria:

Applicants meeting the minimum requirements mentioned in Para-1 besides other factors shall be considered for pre-qualification. No compromise shall be made on minimum requirements of 80% score in each category.

Letter of Application (Form A):

[Letterhead paper of the Applicant, or partner responsible for a joint venture, including full postal address, telephone no., fax no., telex no., cable and e-mail address]
Date:.....

To:
.....
[name and address of the Employer]

Sir,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a bidder for the following contract(s) under the [name of the Project to be listed by the User/Employer] project:-

Contract No.	Description of Contract
1.	
2.	
3.	
4.	
5.	

{ Note: The Applicant is to delete, any contract for which he does not wish to prequalify, and sign and date the deletion. If the prequalification refers to only one contract, delete this note and spaces for additional contract references}.

2. Attached to this letter are copies of original documents defining¹:

- (a) the Applicant's legal status;
- (b) the principal place of business; and
- (c) the place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms).

3. You are Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. You are Agency and its authorized representatives may contact the following persons for further information², if needed.

General and Managerial Inquiries:	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel Inquiries:	
Contact 1	Telephone 1
Contact 2	Telephone 2
Technical Inquiries:	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial Inquiries:	
Contact 1	Telephone 1
Contact 2	Telephone 2

1

For applications by joint ventures, all the information requested in the prequalification documents is to be provided for the joint venture, if it already exists and for each party to the joint venture separately. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter.

2

Application by joint ventures should provide information on a separate sheet information for each party to the application.

5. This application is made with the full understanding that:
- (a) bids by prequalified applicants will be subject to verification of all information
 - (b) submitted for prequalification at the time of bidding; your Agency reserves the right to:
 - (i) 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; and
 - (ii) reject or accept any application, cancel the prequalification process, and reject applications; and
 - (c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.

(d) Your Agency shall not be liable for consequence of, and shall be under no Obligation to inform the applicant of the grounds for, actions taken under para 5(b) here above.

Applicants who are not joint ventures should delete para 6&7 and initial the deletions.

6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract

7. We confirm that in the event that we bid, that bid as well as any resulting contract will be.

- a. Signed so as to legally bind all partners, jointly and severally; and
- b. submitted with a Joint Venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

8. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name and signature of other partners of the joint venture)

Application Form A-1. General Information:

All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures as required under the PEC Byelaws as a Partnership / Joint Venture.

Where the Applicant proposes to use named subcontractors for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractor(s).

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	Telex
5.	Place of Incorporation/Registration	Year of incorporation/registration
NATIONALITY OF OWNERS		
NAME		NATIONALITY
1.		
2.		
3.		
4.		
5.		

Application Form A-2. General Experience Record:

Name of Applicant or partner of a joint venture

All individual firms and all partners of a joint venture are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant (or each member of a joint venture), in terms of the amounts billed to clients for each year for work in progress or completed over the past **three** years.

Use a separate sheet for each partner of a joint venture.

Annual Turnover (Construction only)		
Year	Turnover (in actual currency)	Equivalent Rupees in Millions.
1.		
2.		
3.		
4.		
5.		

Application Form A-3 Joint Venture Summary:

Names of all Partners of a Joint Venture	
1. Lead Partner	
2. Partner	
3. Partner	
4. Partner	
5. Partner	
6. Partner	

Total value of annual construction turnover, in terms of work billed to clients,

Annual Turnover Data (Construction only; Equivalent in Pak Rupees, Millions)						
Partner	Form A-2 Page No.	Year 1	Year 2	Year 3	n/a	n/a
1. Lead Partner						
2. Partner						
3. Partner						
4. Partner						
Total:						

Application Form A-4. Particular Experience Record:

Name of Applicant or partner of a joint venture

To prequalify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the: Instructions to Applicants”.

On a separate page, using the format of Application Form A-5, each applicant or partner of a Joint Venture is required to list all contracts of a value equivalent to Pak **Rs.-210** million, of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last **ten** years. The information is to be summarized, using Application Form A-5, for each contract completed or under execution by the Applicant or by each partner of a Joint Venture.

Where the Applicant proposes to use named subcontractor(s) for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the information in the afore-mentioned forms should also be supplied for each specialist subcontractor.

Application Form A-5. Details of Contracts of Similar Nature and Complexity:

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1.	Name of Contract
	Country
2.	Name of Employer
3.	Employer Address
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify
5.	Contract Role (Tick One) (a) Sole Contractor (b) Sub- Contractor (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency..... Currency..... Currency.....
7.	Equivalent in Pak/Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months)

	____ Years ____ Months
11.	Specified Requirements1

Application Form A-6. Summary Sheet: Current Contract Commitments / Works in Progress:

Name of Applicant or partner of a joint venture

Applicants and each partner to an application 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, but for which substantial Completion Certificate has yet to be issued.

1

Insert any specific criteria required for particular operations, such as annual volume of earthmoving, underground excavation, or placing concrete etc.

Name of Contract	Value of Outstanding work (Equivalent Pak Rs. Millions)	Estimated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		

Application Form A-7. Personnel Capabilities:

Name of Applicant

For specific positions essential to contract implementation, Applicants should provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form for each candidate (Application Form A-8).

1	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
2.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
3.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
4.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate

Application Form A-8. Candidate Summary:

Name of Applicant

Position		Candidate [Tick appropriate one] <input type="checkbox"/> Prime <input type="checkbox"/> Alternate
Candidate information	1. Name of Candidate	2. Date of Birth
	3. Professional Qualification	
Present employment	4. Name of employer	
	Address of employer	
Telephone	Contact (manager/personnel officer)	
Fax	Telex	
Job title of candidate	Years with present employer	

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

Month/ Dates/Years		Company / Project / Position / Relevant technical and management experience
From	To	

Application Form A-9 Equipment Capabilities:

Name of Applicant

The Applicant shall provide adequate information to demonstrate clearly that he has the capability to meet the requirements for each and all items of equipment listed in the Instructions to Applicants. A separate Form shall be prepared for each item of equipment listed in para 3.2.4 of the Instructions to Applicants, or for alternative equipment proposed by the Applicant.

Item of Equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacture
Current status	5. Current location	
	6. Details of current commitments	
Source	7. Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased	

Omit the following information if it is owned by the Applicant or partner.

Owner	8. Name of owner	
	9. Address of owner	
	Telephone	Contact name and title
	Fax	Telex

Agreement	Details of rental/lease specific to the Project.

Application Form A-10. Financial Capability:

Name of Applicant or Partner of a Joint Venture
--

Applicants, including each partner of a joint venture, should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Each applicant or partner of a joint venture must fill-in this form. If necessary, use separate sheets to provide complete banker information. A copy of the audited balance sheets should be attached.

Banker	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Telex

Summarize actual assets and liabilities in Pak Rupees (Equivalent at the current rate of exchange at the end of each year) for the previous three years, based upon known commitments, projected assets and liabilities in pak Rupees equivalent for the next two years.

Financial information in Pak Rs. or equivalent	Actual: previous three year					Projected: next two years	
	1	2	3	n/a	n/a	4	5
1. Total assets							
2. Current assets							
3. Total liabilities							

4. Current liabilities							
5. Profits before taxes							
6. Profit after taxes							

Specific proposed sources of financing to meet the cash flow of the Project, net of current commitments (Instructions to Applicants, para 3.2.5).

Source of financing	Amount (Pak Rs. or equivalent)
1.	
2.	
3.	
4.	

Attach audited financial statements for the last **three** years (for individual applicant or each partner of joint venture). Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns, if audits are not required by the laws of their countries of origin in case of foreign firms.

