

**SOUTH PUNJAB FOREST COMPANY (SPFC)**  
**CHECKLIST FOR BIDDING DOCUMENTS**

**A). Evaluation of Technical Proposal: (one original, two photocopies and one soft copy)**

Sr.	Required Documents	Check
1	Copy of National Tax Number (NTN) Certificate or FBR website's print-out	
2	Credit Information Bureau (CIB) Report issued by the State Bank / Financial Institution OR a Statement/Affidavit on Stamp Paper which describes that the Bidder is not a defaulter of any Bank / Financial Institution	
3	Proof of at least 05 years of total experience in doing business / Job / agriculture / forestry etc. in Pakistan or Abroad	
4	Proof of Net Worth equivalent to at least PKR 50,000 per acre. Bank Statement / Tax Return / Valuation Report by Pakistan Banking Association (PBA) approved Valuers. In case of valuation of Agricultural land or property, bidder may submit any legal documents showing his/her ownership and value of the property such as Fard Malkiat, DC rates / Computerized Revenue record etc where available. In case of Companies, audited Financial Statements may be presented.	
5	As part of its team, Bidder should have a Forester/Rangeland Management Specialist/Natural Resource Management (NRM) expert or person with experience of managing Agriculture Farms with following qualification and experience equivalence: <input type="checkbox"/> Masters with 5 years of experience in relevant field; or <input type="checkbox"/> Graduate with 7 years of experience in relevant field; or <input type="checkbox"/> Matric/ Certificate holder in forestry/ block officer with 10 years of experience in relevant field.	
6	Bidder shall submit an overall layout and development plan/design for the Project Site that will state; i. Which species of trees it wishes to plant, ii. How it plans to plant and grow them, iii. How many trees per acre of the Project Site these trees shall cover for the duration of the Concession Period. iv. Irrigation and waterways plan v. Plan to build boundary roads and right of way paths through Project Site. iv. The tree per acre ratio of this layout design must involve a bare minimum of 200 trees per acre.	
7	Agreement/Consent on Stamp Paper of Rs. 100/- showing proof of Joint Venture / Consortium in case of a Group or Association of Persons (AOP)	
8	Form-1: Covering Letter as per the format given from Page-27 to 28 of the RFP	
9	Pay Order / CDR in favor of SPFC equivalent to PKR 1,000/acre of plantable area, valid for 180 days, or Bid Bond of same amount on Stamp Paper of Rs. 500/- as per the format given from Page-29 to 31 of the RFP (Form-2)	

10	Form-3: Power of Attorney in favor of Authorized Representative of the Bidder, on Stamp Paper of Rs. 500/- as per the format given from Page-32 to 33 of the RFP	
11	Form-4: Affidavit on Stamp Paper of Rs. 100/- declaring that the Bidder or any of its consortium/JV Members (in case of JV) is not blacklisted as per the format given at Page-34	
12	Form-5: Integrity Pact on Stamp Paper of Rs. 100/- as per the format given from Page-35 to 36	
13	Form-6: Power of Attorney for authorization of Lead Member of the Bidders, on Stamp Paper of Rs. 500/- as per the format given from Page-37 to 39 of the RFP	
14	Form-7: Covering Letter for submission of Technical Proposal as per the format given at Page-40	
15	Information on any litigation in which bidders have been involved in last five years	
16	Bank Statement(s) of the Bidders for preceding three years	
17	Shareholding Structure of its proposed Special Purpose Vehicle (SPV) Company in case of more than one shareholders/bidders	
18	Form-7(a): Proof of Experience of the Bidder(s) as per the format given at Page-43 of the RFP	
19	Form-7(b): Curriculum Vitae (CV) / Resume of the Experts / HR / Project Team engaged or to be engaged as per the format given from Page-44 to 45 of the RFP	
20	Form-7(c): Layout and Development Plan for Project Site as per the minimum contents given at Page-46 of the RFP	
21	Sealed Envelope bearing Tagline "Technical Proposal" containing all the above-said documents and information	
22	Every page should be initialed/signed by the bidder	

**B). Evaluation of Financial Proposal: (one original, two photocopies and one soft copy)**

Sr.	Required Documents	Check
1	To have qualified the Technical Proposal	
	The financial proposal shall also include a fully functional, non-restricted, dynamically linked Financial Model in Excel spread-sheet form on a non-rewriteable CD/DVD	
2	Form-8: Covering Letter for Financial Proposal as per the format given at Page-47 of the RFP	
3	Information related to expected Project Cost and breakup of Revenue minimum as per the format given from Page-48 to 49 of the RFP	
4	Percentage of Share beyond 15% reserve price to be offered to the Government / SPFC in case of Afforestation Projects and beyond PKR 2,000 in case of Rangeland Management. However, in case of Mixed lots both prices to be quoted accordingly.	
5	Sealed Envelope bearing Tagline "Financial Proposal" containing all the above-said documents and information	
6	Every page should be signed by the authorized representative of bidders	

**Note:** These two above mentioned envelops (Technical & Financial Proposal), in turn, shall be placed along with the Bid Bond in sealed outer envelope bearding the address and information indicated in the letter of invitation. The envelope shall be clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF THE BID OPENING COMMITTEE".