



ADH ASSOCIATES

Real Estate & Construction Consultants

VENDOR PRE QUALIFICATION FORM

VENDOR/CONSULTANT/CONTRACTOR REGISTRATION & PRE QUALIFICATION FORM



Date: _____

Application No.: _____

Registration Validity: _____ Years

SECTION I: APPLICANT INFORMATION

Registration Type:

- | | |
|---|--|
| ☐ Consultant | ☐ Joint Venture |
| ☐ Contractor | ☐ EPC Contractor |
| ☐ Supplier | ☐ BOT |
| ☐ Service Provider | ☐ Annuity Financing |

Registration Category:

- | | |
|---|---|
| ☐ Category A – Design & Engineering | ☐ Category H – Technology |
| ☐ Category B – Legal & Regulatory | ☐ Category I – Sales & Revenue |
| ☐ Category C – Survey & Investigation | ☐ Category J – Operations & FM |
| ☐ Category D – Infrastructure Contractor | ☐ Category K – QA / Audit |
| ☐ Category E – Building Contractor | ☐ Category L – Procurement & Logistics |
| ☐ Category F – Specialized Contractor | ☐ Category M – Customer Delivery |
| ☐ Category G – Supplier | |

Sub Category Applied For: _____

Office Address:

City: Country:

Phone: Email:

Website:

NTN: STRN:

PEC/PCATP or any licence: egistration No:

Year Established: Years in Business:



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SECTION II: OWNERSHIP & MANAGEMENT

Legal Structure:

☐ Sole Proprietor ☐ Partnership ☐ Private Limited ☐ Public Limited ☐ JV

Owners/Directors:

Director 1

Name:

Designation:

Qualification:

Experience:

Authorized Signatory:

CNIC:

Mobile:

Email:

Director 2

Name:

Designation:

Qualification:

Experience:

Authorized Signatory:

CNIC:

Mobile:

Email:

Director 3

Name:

Designation:

Qualification:

Experience:

Authorized Signatory:

CNIC:

Mobile:

Email:

Director 4

Name:

Designation:

Qualification:

Experience:

Authorized Signatory:

CNIC:

Mobile:

Email:



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SECTION III: COMPANY PROFILE

Total Employees:

Permanent:	
Contract:	
Office Locations:	
Annual Turnover:	
Bank Name:	
Account Title:	
IBAN:	
Bank Reference Contact:	
Current Credit Facilities:	

SECTION IV: TECHNICAL CAPABILITY

CORE SERVICES:

Equipment Available:	
Equipment:	
Qty.:	
Ownership:	
Year:	

SOFTWARE CAPABILITY:

☐ AutoCAD	☐ ETABS	☐ Primavera
☐ Civil 3D	☐ GIS	☐ MS Project
☐ Revit	☐ ERP	
☐ Others		



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SECTION V: KEY PERSONNEL

Prime Information:

Name:	
Position:	
Qualification:	
Experience:	
Registration:	

SECTION VI: PROJECT EXPERIENCE

List Last 10 Similar Projects:

Project	
Client	
Scope	
Value	
Year	
Status	
Attach Completion Certificates.	

SECTION VII: FINANCIAL INFORMATION

Attach:

☐ Audited Financial Statements (3 Years) ☐ Bank Statements (12 Months)

Annual Revenue:	
2023:	
2024:	
2025:	
Net Worth:	
Current Liabilities:	



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SECTION VIII: QUALITY/SAFETY

ISO CERTIFICATION:

QA Manual: ☐ Yes ☐ No

HSE Manual: ☐ Yes ☐ No

Accident Record:

SECTION IX: LEGAL & COMPLIANCE

LITIGATION HISTORY:

Litigation History: ☐ Yes ☐ No

If yes explain:

Blacklisted: ☐ Yes ☐ No

Court Cases: ☐ Yes ☐ No

Declaration Attached: ☐ Yes ☐ No

SECTION X: CATEGORY SPECIFIC DETAILS

CONSULTANTS:

CONSULTANTS

Discipline: Projects Designed: Design Team Size:

CONTRACTORS

Maximum Single Contract Executed:

Current Running Projects: Equipment Value:

SUPPLIERS

Manufacturing: ☐ Local ☐ Imported

Warehouse Capacity: Delivery Time:

SERVICE PROVIDERS

Coverage Area: Available Resources:



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SECTION XI: DOCUMENT CHECKLIST

MANDATORY:

Company Profile	☐ Yes	☐ No
NTN	☐ Yes	☐ No
STRN	☐ Yes	☐ No
SECP	☐ Yes	☐ No
PEC/PCATP or any licence:	☐ Yes	☐ No
Financial Statements	☐ Yes	☐ No
Bank Statement	☐ Yes	☐ No
Organization Chart	☐ Yes	☐ No
Equipment List	☐ Yes	☐ No
CVs	☐ Yes	☐ No
Similar Projects	☐ Yes	☐ No
Affidavit	☐ Yes	☐ No
Authorization Letter	☐ Yes	☐ No
Bank Deposit Slip	☐ Yes	☐ No



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SECTION XII: PREQUALIFICATION EVALUATION (OFFICE USE)

Criteria	Weight	Score
Technical Experience	30	
Financial Strength	20	
Similar Projects	20	
Team Capability	10	
Equipment	10	
Compliance	10	
Total: _____ /100		

Grade:

☐ A (85+)

☐ B (75–84)

☐ C (70–74)

☐ Rejected

Evaluator:

Signature:

SECTION XIII: DECLARATION

I certify all information submitted is true and complete and accept verification.

Name:

Designation:

Company Stamp:

Signature:

Date:



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TERMS AND CONDITIONS

ADH Associates — Vendor/Consultant/Contractor Pre-Qualification

1. Application & Registration

- 1.1. Separate Application Required. A separate pre-qualification application must be submitted for each category and sub-category. Bundled or combined applications shall not be entertained.
- 1.2. Non-Transferable. Pre-qualification status is non-transferable and applies solely to the entity named in the application. Any change in legal structure, ownership, or control requires re-submission and fresh evaluation.
- 1.3. Accuracy of Information. All information, documents, and declarations submitted must be true, accurate, and complete. ADH Associates reserves the right to verify any information through independent sources at any time.
- 1.4. Updates & Changes. The applicant must promptly notify ADH Associates in writing of any material changes to the information provided, including but not limited to changes in ownership, directorship, financial standing, litigation status, or key personnel.

2. Validity & Renewal

- 2.1. Initial Validity. Pre-qualification shall remain valid for one (1) year from the date of approval unless otherwise stated in writing by ADH Associates.
- 2.2. Renewal at Discretion. Renewal is not automatic. ADH Associates reserves the sole and absolute discretion to renew, suspend, or revoke pre-qualification at any time, with or without cause, and with or without notice.
- 2.3. Interim Review. ADH Associates may conduct interim reviews of pre-qualified vendors at any time during the validity period and may suspend or revoke pre-qualification based on the findings.
- 2.4. No Grandfathering. Changes to pre-qualification criteria, standards, or processes shall apply to all vendors, including those previously pre-qualified, upon renewal or review.

3. Invitation to Quote / Tender

- 3.1. No Entitlement. Pre-qualification does not create any right, entitlement, or expectation to be invited to participate in quotations, tenders, or any procurement process.
- 3.2. Selective Invitation. ADH Associates reserves the sole and absolute discretion to determine which pre-qualified vendors, if any, are invited to participate in any specific quotation or tender. Selection may be based on project-specific requirements, past performance, capacity, or any other criteria deemed relevant by ADH Associates.
- 3.3. Shortlisting. ADH Associates may further shortlist pre-qualified vendors for specific projects without obligation to provide reasons.

4. Evaluation & Decision Rights

- 4.1. Absolute Discretion. ADH Associates reserves the right to accept or reject any pre-qualification application, or to revoke any existing pre-qualification, at any time and for any reason, without assigning any reason whatsoever.
- 4.2. No Obligation to Disclose. ADH Associates is under no obligation to disclose evaluation scores, rankings, comparative assessments, or the basis for any decision to accept, reject, suspend, or revoke pre-qualification.
- 4.3. No Right of Appeal. The applicant shall have no right of appeal, review, or challenge against any decision made by ADH Associates in connection with pre-qualification.
- 4.4. Waiver of Claims. By submitting an application, the applicant irrevocably waives any claim, demand, or cause of action against ADH Associates arising from or related to the pre-qualification process or its outcome.

5. Award of Work

- 5.1. No Guarantee. Submission of pre-qualification documents, acceptance of pre-qualification, or participation in quotations and tenders does not guarantee the award of any work, contract, or purchase order.
- 5.2. Separate Contractual Terms. The award of any work shall be subject to separate contractual terms and conditions, which may differ from and supersede any understandings arising from the pre-qualification process.
- 5.3. Performance-Based Continuity. Continued engagement with ADH Associates is contingent upon satisfactory performance, compliance, and such other criteria as ADH Associates may determine from time to time.

6. Documentation & Verification

- 6.1. Document Retention. All documents submitted become the property of ADH Associates and shall not be returned. ADH Associates may retain, reproduce, and use such documents for evaluation, record-keeping, audit, and compliance purposes.
- 6.2. Right to Audit. ADH Associates reserves the right to conduct audits, site visits, and inspections of the applicant's facilities, operations, and records at any time during and after the pre-qualification period.
- 6.3. Third-Party Verification. ADH Associates may engage third parties to verify information, conduct background checks, and assess capabilities at the applicant's cost if deemed necessary.

7. Confidentiality & Data

- 7.1. Use of Applicant Data. By submitting an application, the applicant consents to ADH Associates collecting, processing, storing, and using all provided information for pre-qualification, procurement, and related business purposes.
- 7.2. No Confidentiality Obligation. ADH Associates assumes no obligation of confidentiality with respect to information submitted, except where expressly agreed in writing or required by law.
- 7.3. Cross-Project Use. Information and data provided may be used across multiple projects, departments, and affiliates of ADH Associates without additional consent.

8. Conduct & Integrity

- 8.1. Prohibition on Improper Influence. The applicant shall not, directly or indirectly, offer or give any gift, gratuity, in ducement, or consideration to any employee or representative of ADH Associates in connection with pre-qualification or any procurement process.
- 8.2. Consequences of Misconduct. Any breach of integrity, misrepresentation, or failure to disclose material information may result in immediate rejection, revocation of pre-qualification, blacklisting, and legal action.
- 8.3. Blacklisting. ADH Associates maintains the right to blacklist any applicant or pre-qualified vendor for any period, with or without prior notice, for reasons including but not limited to fraud, non-performance, breach of contract, or unethical conduct.

9. Indemnity & Liability

- 9.1. Indemnity. The applicant shall indemnify and hold harmless ADH Associates, its affiliates, directors, officers, employees, and agents from and against any and all claims, losses, damages, costs, and expenses arising from or related to the pre-qualification application or any misrepresentation therein.
- 9.2. No Liability. ADH Associates shall not be liable for any direct, indirect, incidental, consequential, or special damages suffered by the applicant in connection with the pre-qualification process, regardless of the basis of the claim.

10. General Provisions

- 10.1. Amendment. ADH Associates reserves the right to amend, modify, or supplement these Terms & Conditions at any time without prior notice. Continued participation in the pre-qualification process or maintenance of pre-qualified status constitutes acceptance of any amended terms.
- 10.2. Severability. If any provision of these Terms & Conditions is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.
- 10.3. Governing Law. These Terms & Conditions shall be governed by and construed in accordance with the laws of [Pakistan / Islamabad Capital Territory], and any disputes shall be subject to the exclusive jurisdiction of the courts of [Islamabad].
- 10.4. Entire Agreement. These Terms & Conditions, together with the Pre-Qualification Form and any written communications from ADH Associates, constitute the entire agreement between the parties with respect to pre-qualification and supersede all prior understandings.
- 10.5. No Waiver. No failure or delay by ADH Associates in exercising any right under these Terms & Conditions shall operate as a waiver thereof.
- 10.6. No prequalification fee refund.

11. Future-Proofing & Adaptability

- 11.1. Evolving Standards. ADH Associates may introduce new categories, criteria, technologies, compliance requirements, or evaluation methodologies at any time. All pre-qualified vendors shall be subject to such evolving standards upon renewal or as otherwise notified.
- 11.2. Digital Transformation. ADH Associates may transition to digital platforms, e-procurement systems, or automated evaluation tools. Vendors shall comply with all such transitions and associated requirements as a condition of maintaining pre-qualified status.
- 11.3. Sustainability & ESG. ADH Associates may incorporate environmental, social, and governance (ESG) criteria into pre-qualification requirements at any time. Vendors shall meet such criteria as specified.
- 11.4. Affiliate & Group Application. These Terms & Conditions shall apply to all current and future affiliates, subsidiaries, and associated entities of ADH Associates, as notified from time to time.

By submitting this Pre-Qualification Form, the applicant acknowledges that they have read, understood, and agree to be bound by these Terms & Conditions.

Authority Signature



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