



PAKISTAN ENGINEERING COUNCIL

REQUEST FOR PROPOSAL

HIRING OF ARCHITECTURAL CONSULTANCY SERVICES

FOR

INTERIOR DESIGNING & SUPERVISION
OF RENOVATION WORK OF

PAKISTAN ENGINEERING COUNCIL (PEC)
REGIONAL OFFICE KARACHI
ST-14A, BLOCK-2, KEHKASHAN-V, CLIFTON, KARACHI

Name of Organization / Firm

Date of Submission

September 2023


PROJECT DIRECTOR
Pakistan Engineering Council
Islamabad

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SECTION 1: LETTER OF INVITATION

No. _____

Dated: _____

SUBJECT: Services Required for Interior Designing and Supervision of Renovation of PEC Regional Office, Karachi (As per PPRA Rules).

1. The Pakistan Engineering Council, Regional Office, Karachi intends to hire services for Interior Designing & Supervision of Renovation of PEC Regional Office, Karachi. Consultancy Services are required for Preparation of Detailed Design & Drawings, Furniture Layout Plan, Specification, Cost Estimate including BOQ, Tender Documents & Supervision of renovation work at existing building of Pakistan Engineering Council (PEC) Regional Office Karachi.
2. The Scope of Services include preparation of detailed design and specification in consultation with the interior designer for required renovation work at PEC Regional Office Karachi. The Details of the Services are provided in the Terms of Reference.
3. The Consultants are invited to submit Technical and Financial Proposal for the above mentioned works, which would form the basis for a contract agreement between the Consultants and PEC (Employer (PEC)).
4. The Firm's will be selected in accordance with the Procedures and the method of selection mentioned in the Evaluation Criteria appended with the Data Sheet of the Consultancy Services.
5. The RFP includes the following additional documents:-
Section-2 Brief Summary of General Terms & Conditions
Section-3 Instructions to Consultant
Section-4 Technical Proposal – Standard Forms
Section-5 Financial Proposal – Standard Forms
Section-6 Terms of Reference
6. In order to familiarize yourself with the project and to assess the extent of services to be provided by your firm, you may wish to visit the project area. However, it should be understood that any cost incurred by you for the collection of preliminary data / information, preparation and submission of proposal (s) or the subsequent clarifications required will not be reimbursed.
7. In the event that you desire additional information, EMPLOYER (PEC) would endeavor to provide such information expeditiously if available with them but any delay in providing such additional information will not be considered as a reason for extending submission date of proposal.
8. Your detailed Technical Proposal should be submitted along with Financial Proposal in separate sealed envelopes clearly mentioning Technical and Financial to reach the office of the undersigned with in specified time frame.
9. Incomplete proposal will be treated as non-responsive and will not be considered for evaluation if any of the information requested in this Letter of Invitation is omitted or not complied and no proposal will be accepted/ received upon expiry of given deadline.
10. The time for completion for Design & Drawing part (*complete in all respects*) will be Two (2) Months from the date of signing contract agreement. The supervision part of the Consultancy Contract will continue till the completion of physical work at site.


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Engr. Adnan Khan
Project Director
Pakistan Engineering Council
HQ Office, Islamabad

SECTION 2: BRIEF SUMMARY OF GENERAL TERMS & CONDITIONS

- **Bids Validity** Minimum 120 days from the quoted date.
- **Bid Submission Time** as per deadline specified on PEC Website and advertisement.
- **Tender / Bidding Document** can be downloaded from PEC Official Website or can be obtained from office of the **Project Director, Pakistan Engineering Council HQ Office, Attaturk Avenue, G-5/2, Islamabad** on submission of written request.
- **Bid Submission** sealed bids are invited, under Single Stage two envelope procedure of open competitive bidding. Bidders will submit two sealed envelopes simultaneously, one containing the Technical Proposal and the other Financial Proposals, duly marked separately with page numbering, signed and rubber stamped enclosed together in an outer single envelope, in consonance with Rule-36(b) of PPRA 2002.
- **Sealed Bids (one original and two copies)** should be delivered at PEC Head Office, G-5/2, Islamabad on or before **07th October 2023 by 1400 Hrs** Bids will be opened on the same day at **1430 Hrs** before PEC Bid Evaluation Committee in presence of bidders or authorized representative(s) who wish to attend the meeting at above office address.
- **Tender / Bidding Documents** include instructions for preparation and submission of documents, evaluation criteria, list of documentary evidence required to demonstrate their respective qualifications and any other information that the procuring agency (PEC) deems necessary are mentioned therein.
- **In case the bid submission / opening day** is declared as holiday, the same will be submitted / opened on next working day at same time / office.
- **Bids** shall be evaluated as per evaluation criteria at **Annex-B**.
- **Rate** must be submitted as per **Annex-C** inclusive of all taxes applicable by Government of Pakistan for complete assignment.
- **Award of Contract:** Services will be acquired by issuing a Work Order to the best evaluated firm / consultant and selected firm will be engaged through legal agreement.
- **Invoice Processing:** Invoices against subject services will be processed for payment after verification.
- **Company Profile:** All the participating firm must submit their complete company profile with required information and evidence of completed jobs during the last three years. However, Incomplete Proposals may not be entertained and shall be treated as non-responsive.
- **Tender Cost:** Tender / Bidding Documents Fee (non-refundable) of Rs.10,000/- in favor of Pakistan Engineering Council required to be submitted alongwith Technical Proposal, otherwise it will not be evaluated and treated as NON-RESPONSIVE summarily. The fee should be deposited only through bank voucher in any of following two PEC online bank accounts.

Account Details is as under;

1. MCB

Account No: 0685 5830 4100 5497
Branch Code: 0069
IBAN No: PK08 MUCB 0685 5830 4100 5497
Branch: MCB Global Transaction Banking Branch, 1st Floor, Shaheen Complex, M.R. Kayani
Address: Road, Karachi

2. HBL

Account No: 0042 7901 5786 03
Branch Code: 0602
IBAN No: 0000 4279 0157 8603
Branch Address: CDA Civic Center Branch, Melody Market, G-6 Markaz, Islamabad


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- **Bid Security:** In accordance with PPRA Rule-25; Bid Security of 5% of estimated contract cost is required, in shape of CDR or Bank Guarantee in favor of Pakistan Engineering Council duly mentioned the name & title of the firm by any schedule bank. The bidder will submit original bid security along with Financial Proposal, otherwise it will not be evaluated and treated as NON-RESPONSIVE summarily.

- Pakistan Engineering Council reserves all the rights to reject any or all proposals and cancel the tender any time as per Rules or without assigning any reason(s).
- Interested firms may submit sealed bid for the above services in the name of Project Director, Pakistan Engineering Council HQ Office, Attaturk Avenue, G-5/2, Islamabad


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SECTION 3: INSTRUCTIONS TO CONSULTANTS

DEFINITIONS:

- a. "**Agreement**" means the Agreement signed by the Parties and all the attached documents.
- b. "**Employer (PEC)**" means the organization with which the selected Consultant signs the Agreement for the Services.
- c. "**Consultant**" means any entity or person that may provide or provides the services to the Employer (PEC) under the Agreement.
- d. "**Data Sheet**" means such part of the Instructions to Consultants used to reflect specific conditions.
- e. "**Day**" means calendar day.
- f. "**Council**" means the Pakistan Engineering Council
- g. "**Instructions to Consultants**" means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- h. "**Personnel**" means qualified persons provided by the Consultants and assigned to perform the Services or any part thereof.
- i. "**Proposal**" means the Technical Proposal and the Financial Proposal, or both.
- j. "**QBS**" means the Quality Based Selection.
- k. "**QCBS**" means Quality and Cost Based Selection.
- l. "**RFP**" means this Request for Proposal.
- m. "**Services**" means the work to be performed pursuant to the Contract
- n. "**SSS**" means the Single Source Selection.
- o. **Standard Electronic Means**" includes facsimile and email transmission.
- p. "**Terms of Reference**" (TOR) means the document included in the RFP, which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer (PEC) and the consultant, and expected results and deliverables of the assignment.



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1. INTRODUCTION

- 1.1. PEC will select a consulting firm/organization (the Consultant) in accordance with the method of selection specified in the Data Sheet.
- 1.2. To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit the site before submitting a proposal. Your representative shall meet the officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal. Consultants should contact the Employer (PEC)'s representative named in the Data Sheet to obtain additional information. Consultants should ensure these officials are informed well-ahead of time in case they wish to visit the Employer (PEC).
- 1.3. Please note that;
 - i. The cost of preparing the proposal, including a visit to the Employer (PEC)'s premises is not reimbursable as a direct cost of the Assignment; and
 - ii. The Employer (PEC) reserves the right to accept or reject any Proposal, and to annul the hiring process and reject all proposals at any time prior to award of Contract, without thereby incurring any liability to any consultant who have submitted proposals.
- 1.4. We wish to remind you that in order to avoid conflicts of interest;
 - i. Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and
 - ii. Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the Employer (PEC) before preparing the proposal.
- 1.5. **Bid Validity:** The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Employer (PEC) will make its best effort to complete negotiations within this period. Should the need arise, however, the Employer (PEC) may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that their financial bids remain unchanged and they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for agreement award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

2. CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS

- 2.1. Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing or by standard electronic means to the Employer (PEC) address indicated in the Data Sheet. The Employer (PEC) will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants should the Employer (PEC) deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para 2.2.

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2.2. At any time before the submission of proposals, the Employer (PEC) may for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the documents by amendment. The amendment shall be sent in writing or by email to all invited consulting firms and will be binding on them. The Employer (PEC) may at its discretion extend the deadline for the submission of proposals.

3. PREPARATION OF PROPOSAL

- 3.1. The Proposal as well as all related correspondence exchanged by the Consultants and the Employer (PEC) shall be written in the language (s) specified in the Data Sheet.
- 3.2. In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 3.3. Alternative professional staff shall not be proposed and only one curriculum vitae (CV) may be submitted for each position.

Technical Proposal Format and Content

- 3.4. The Technical Proposal shall provide the information indicated in the following paras from using the attached Standard Forms (Section 4).
 - i. A brief description of the Consultants' organization and an outline of recent experience of the Consultants on assignments of a similar nature is required in Form TECH-2B of Section 4. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, agreement amount and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally engaged by the Employer as a firm or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Employer.
 - ii. Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality / effectiveness of the assignment and on requirements for counterpart staff and facilities including: administrative support, quarter space, local transportation, equipment, data, etc. to be provided by the Employer - PEC (Form TECH-3 of Section 4).
 - iii. A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 4.
 - iv. CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-5 of Section 4) along with their PCATP / PEC Registration number(s) and Computerized National Identity Card numbers (if local) or Passport numbers (if foreign).
- 3.5. The Technical Proposal shall not include any financial information.



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Financial Proposals

3.6. The Financial Proposal shall be prepared using the attached Standard Forms (Section 5). It shall list all costs (lump sum) associated with the assignment, including Remuneration for staff. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

3.7. Consultants should express the price of their services in Pakistani Rupees (PKR) only.

4. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

4.1. The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 4, and Section 5 respectively.

4.2. An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.

4.3. The Proposals shall be sent to the addresses in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

4.4. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the assignment and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment, clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE SUBMISSION DEADLINE". The Employer (PEC) shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above. This will constitute grounds for declaring the Proposal non-responsive.

4.5. The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Employer (PEC) not later than the time and the date indicated therein. Any proposal received by the Employer (PEC) after the deadline for submission shall be returned unopened.

4.6. After the deadline for submission of proposals, the Technical Proposal shall be opened at PEC HQ Building Islamabad by the Bid Evaluation Committee in the manner described therein. The Financial Proposal shall remain sealed and deposited with the PEC until all submitted proposals are opened.



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5. PROPOSAL EVALUATION

5.1. From the time of Proposals opening to the contract award, the Consultants should not contact the Employer (PEC) on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Employer (PEC) in the examination, evaluation, ranking of Proposals and recommendation for award of Agreement may result in the rejection of the Consultants' Proposal. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

Evaluation of Technical Proposals

5.2. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage, if it does not respond to important aspects of the RFP and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

Public Opening and Evaluation of Financial Proposals (only for QCBS and Least-Cost Selection)

5.3. After the technical evaluation is completed, the Employer (PEC) shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TORs, that their Financial Proposals will be returned unopened after completing the selection process. The Employer (PEC) shall simultaneously notify in writing to Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional. The opening date shall be set so-as-to allow interested Consultants sufficient time to make arrangements for attending the opening.

5.4. Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who wish to attend. The name of the Consultants, and the technical scores of the Consultants shall be announced in open house. The Financial Proposal of the Consultants who met the minimum qualifying marks will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened and the total prices announced in open house and recorded.

5.5. In case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T= the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

5.6. In the case of the Least Cost Selection, the Employer (PEC) will select the lowest proposal among those passed the minimum technical score. In both cases the selected firm is invited for negotiations.

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6. NEGOTIATIONS

- 6.1. Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will be considered as prerequisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Employer (PEC) proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude an Agreement.

Technical Negotiations

- 6.2. Negotiations will include a discussion of the Technical Proposal, the proposed conceptual design, technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Employer (PEC) and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics and reporting. These documents will then be incorporated in the Agreement as "**Description of Services**". Special attention will be paid clearly defining the inputs and facilities required from the Employer (PEC) to ensure satisfactory implementation of the assignment. The Employer (PEC) shall prepare Minutes of negotiations which will be signed by the Employer (PEC) and the Consultant.

Availability of Professional staff/experts

- 6.3. Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff. The Employer (PEC) expects to negotiate an Agreement on the basis of the Professional staff named in the Proposal. Before agreement negotiations, the Employer (PEC) will require assurances that the Professional staff will be actually available. The Employer (PEC) will not consider substitutions during agreement negotiations unless both parties agreed upon undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff was offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

Conclusion of the negotiations

- 6.4. Negotiations will conclude with a review of the draft Agreement. To complete negotiations the Employer (PEC) and the Consultant will initial the agreed Agreement. If negotiations fails, the Employer (PEC) will invite the Consultant whose Proposal received the second highest score to negotiate an Agreement.

7. AWARD OF AGREEMENT

- 7.1. Lump-sum contract will be awarded following contract negotiations. PEC shall return the unopened Financial Proposals of that Firm/Consultant which did not pass the technical evaluation or the eligibility criteria (on their request). The assignment is expected to commence immediately upon Effective Date of Contract.

- 7.2. PEC shall issue a Letter of Intent (LOI) to the selected Firm/Consultant immediately upon acceptance of the bid. The selected Firm/Consultant will sign the contract after fulfilling all the formalities/pre-conditions mentioned therein within 10 days of issuance of the Letter of Intent. The selected Firm/Consultant shall commence the assignment on receipt of Letter of Acceptance (LOA) and as per the schedule given in the contract.

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8. CONCEALMENT

8.1. Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Firm/Consultant which submitted the proposals or to other persons not officially concerned with the process, until the successful Firm/Consultant has been notified regarding awarding of the contract.

9. PEC'S RIGHTS

9.1. PEC reserves the rights to modify the terms and conditions of the contract, which shall be granted to the successful Firm/Consultant after the bidding process, if in the opinion of the PEC, it is necessary or expedient to do so in the public interest or the interest of the project. The decision of the PEC shall be final and binding in this regard.

9.2. PEC reserves the rights to suspend and/or cancel the contract with the selected Firm/Consultant in part or in whole at any time, if in the opinion of the PEC it is necessary or expedient in the public interest.

9.3. The decision of the PEC shall be final and binding in this regard. Also PEC shall not be responsible for any damage or loss caused or arising out of aforesaid action.

10. INTEGRITY PACT

10.1. An 'Integrity Pact' has to be signed by the selected Firm/Consultant. Format of the Integrity Pact is available on PPRA website.

11. CONFIDENTIALITY

11.1. Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Agreement. The undue use by any Consultant of confidential information related to the process may result in the rejection of its proposal and may be subject to the provisions of the Consultant Selection Guidelines relating to fraud and corruption.



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DATA SHEET

Sr #	Description
1.	Address & Location: Pakistan Engineering Council (PEC) Regional Office Karachi ST-14A, Block-2, Kehkashan-V, Clifton, Karachi.
2.	Method of Selection of Consultants "QCBS" Procedure for procurement " Single Stage Two Envelopes "
3.	Financial Proposal to be submitted together with Technical Proposal: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4.	Name of the Assignment / Project is: INTERIOR DESIGNING & SUPERVISION OF RENOVATION WORK OF PAKISTAN ENGINEERING COUNCIL (PEC) REGIONAL OFFICE KARACHI
5.	Name of Official of the Employer (PEC) Engr. Ali Zafar Deputy Registrar Pakistan Engineering Council (PEC) Regional Office Karachi ST-14A, Block-2, Kehkashan-V, Clifton, Karachi.
6.	The Employer (PEC) will provide the following input and facilities: i. Access to site if required. ii. An office space/room for resident supervision. iii. No other facility will be provided by the Employer (PEC).
7.	Proposals shall remain valid till 120 days after submission date of proposal.
8.	Clarifications may be requested not later than five (05) days before the submission date. The address for requesting clarifications is: Project Director Pakistan Engineering Council HQ Office, Attaturk Avenue, G-5/2, Islamabad Email: adnan.khan@pec.org.pk , Ph: 051-9219012 Ext. 296
9.	Proposals shall be submitted in the following language: English All supporting documents should be in English.
10.	CVs should contain details on three (03) projects completed by the individual in the past five (05) years
11.	The Consultant shall be subject to all applicable taxes (such as General Sales Tax (GST) or income taxes and all other taxes which are applicable in the province) on amounts payable by the Employer (PEC) under the Agreement. The Consultant will include all the taxes in their Financial Proposal. The Employer (PEC), as a withholding Agent will deduct such taxes at source and will deposit to concern authorities on behalf of the Consultant
12.	Consultants should express the price of their services in Pakistani Rupees.
13.	Consultant shall submit one (01) original Technical Proposal and the Financial Proposal and two copies
14.	The Proposal submission address is: Project Director Pakistan Engineering Council HQ Office, Attaturk Avenue, G-5/2, Islamabad Proposals must be submitted not later than the following date and time: Date: 7th Oct 2023 @ 14:00 Hrs
15.	Quality and Cost Based Selection (QCBS) Method will be used.
16.	Expected date and address for agreement negotiations: Will be communicated after evaluation during validity period of proposal.

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Technical Evaluation Criteria (Interested firms are encouraged to visit site before submitting proposal):

- Bids securing 60% marks i.e, 36 out of 60 or more, shall only be considered for financial evaluation.

Firms will be evaluated on the basis of their technical & financial proposals, with the following percentage allocations:

Technical Evaluation (Technical evaluation will be based on following attributes)**A. Profile / Worth of Clientage: (Profile Submission)- Similar projects in last 05 years (20)**

Provided clientage detail should include

10000- sft. Area or above, agreement /work orders of previous work
(04 Marks for each project, full marks for 05 projects or more).

B. Technical Competence / Qualification of Personnel: (10)

- | | |
|---|------------|
| ▪ If Principal Architect is local qualified | (03 marks) |
| ▪ If Principal Architect is foreign qualified | (05 marks) |
| ▪ If Principal Architect's experience is more than 10 years | (05 marks) |
| ▪ If Principal Architect's experience is less than 10 years | (03 marks) |

C. Income Tax: (10)

- Audited Income Tax Returns for last 3 years

D. Geographical Location of the Firm: (10)

- | | |
|--|------------|
| ▪ If the firm has office at Karachi. | (10 marks) |
| ▪ If the firm does not have office at Karachi. | (05 marks) |

E. Comparative Audited Financial Statement duly Verified by Chartered Accountant firm for last 05 years. (10)

- | | |
|--|-------------------|
| ▪ Financial statement duly verified by ICAP-QCR rated firm | (02 Marks / Year) |
| ▪ Financial statement duly verified by only ICAP registered firm | (01 Mark / Year) |

F. Mandatory Requirements:

- Registration from PCATP/ PEC.
- Registered with FBR.
- Attached Rs. 10,000/- (Original) Bank Voucher in the designated bank of PEC and in favor of Pakistan Engineering Council (Non-Refundable)

Challan Details:-

- | | |
|----------------------------|------------------------|
| a. Challan No: _____ | b. Challan Date: _____ |
| c. Bank Branch Name: _____ | |
| d. Challan Amount: _____ | |

Authorized Representative Details:

Signature: _____
Name: _____
Designation: _____
Mobile Number: _____
(Official Seal): _____

Firm Owner's & Company Details:

Signature: _____
Name: _____
Designation: _____
Mobile Number: _____
(Official Seal): _____



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KEY PERSONNEL QUALIFICATION AND EXPERIENCE FOR SUPERVISION STAGE

1. Resident Engineer

He/ She should have at least have Bachelor degree in Civil Engineering from HEC recognized university and duly registered with PEC. He/ She must have at least 10 years' experience in building construction & renovation Projects and should have completed at least one renovation Project as Resident Engineer. Higher qualification shall have additional weightage.

2. Architect

He/She should at least have Bachelor degree in Architecture from HEC recognized university and duly registered with PCATP. He/ She must have at least 10 years' experience in building construction & renovation Projects and should have completed at least one renovation Project. Higher qualification shall have additional weightage.

3. MEP Engineer

He/ She should have at least Bachelor degree in Electrical/Mechanical Engineering from HEC recognized university and duly registered with PEC. He/ She should have 5 years excellent experience in building and renovation Projects. Higher qualification in related discipline will be given additional weightage.

Note: For all above mentioned staff, approval from Employer (PEC) will be required before deployment at site.



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SECTION 4: TECHNICAL PROPOSAL STANDARD FORMS

- TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM
- TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE
- TECH-3 COMMENTS OF SUGGESTIONS ON THE TERMS OF REFERENCE
- TECH-4 DESCRIPTION OF THE APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT.
- TECH-5 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF.



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FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Employer (PEC)]

Dear Sir,

We, the undersigned, offer to provide the consulting services for [insert title of assignment] In accordance with your Request for proposal dated [Insert Date] and our Proposal. We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelop.

We hereby declare that all the information and statement made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the proposal, i.e., before the date indicated in Data Sheet, we undertake to negotiate on the basic of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____



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FORM TECH-2 – CONSULTANT'S EXPERIENCE

Using the format below, provide information on each assignment for which your firm was legally contracted either individually or as a corporate entity or as leading company within an association for carryout our consulting services similar to the ones requested under this assignment in last 5 years.

Assignment Name:	Approx. value of the Project (in current PKR)
Country: Location within country:	Duration of assignment (months):
Name of Employer (PEC):	Total No. of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current : PKR)
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated members:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director / Coordinator, Team Leader)
Narrative description of Project:	
Description of actual services provided by your staff within the assignment	
Firms Name:	



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FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your proposal.]

ON TERMS OF REFERENCE

-
-
-
-



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**Form TECH-4 Description of Approach and Methodology and Work Plan for
Performing the Assignment**

- a) Technical Approach and Methodology.
- b) You will also give approach to the services, methodology for carrying out the activities and obtaining the expected output and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you should adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.



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FORM TECH-5 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. **Proposed Position** [only one candidate shall be nominated for each position] _____

2. **Name of Firm** [insert name of firm proposing the staff] _____

3. **Name of Staff** [insert full name]: _____

4. **Date of Birth:** _____ **Nationality:** _____

5. **Education** [indicate college/ university and other specialized education of staff member, giving name of institutions, degrees obtained, and date of obtainment]:

6. **Membership of Professional Associations:** _____

10. **Employment Record** [starting with present position, list in reverse order employment held by staff member since graduation, giving for each employment (see format here below) dates of employment, name of employing organization, positions held]:

From [year]: _____ To [Year]: _____

Employer (PEC): _____

Positions held: _____

Name of Project: _____

Duties Performed: _____

Total Experience [No. of Years]: _____

Relevant Experience [No. of Years] _____

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SECTION 5: FINANCIAL PROPOSAL SUBMISSION FORMS

To,

Dated: _____

Bid Security of 5% of estimated Contract Cost is required, in shape of CDR or Bank Guarantee in favor of Pakistan Engineering Council, duly mentioned the name & title of the firm by any schedule bank. The bidder will submit original bid security alongwith Financial Proposal, otherwise it will not be evaluated and treated as NON-RESPONSIVE summarily.

I, _____ hereby tender following cost of the services for the work of Services Required for Interior Designing and Supervision of Renovation of PEC RO Karachi (As per PPRA Rules).

Item Description	Services for Interior Designing and Supervision of Renovation of PEC Regional Office including all work Total incl. of all applicable taxes (PKR)
Design Fee	
Supervision Fee	
Fee for Checking/ verification of Contractor's final payment regarding "Construction of PEC Branch Office Building, Karachi"	
Grand Total (inclusive of all applicable taxes)	
Amount in Words	

Note:

- Financial quote should be inclusive of all applicable Government taxes and the same will be deducted at the time of payment as per prescribed GoP Rules & Regulations.
- All the visit(s), interior designing and supervision charges should be included in the quoted rates. Nominated person (not less than Manager Level-having at least two years association with the firm) has to visit the PEC Regional Office Karachi, whenever required by PEC Bid Evaluation Committee before or during the execution of the work.
- All the work before supervision of renovation including preparation of BOQs, drawings, furniture layout, interior designing, all the civil, mechanical and electrical works mentioned in scope of services and preparation & publish of tender for award of renovation work to contractor should be completed within 60 days of award of work otherwise a minimum of Rs. 5000/- penalty per day or 1% of the contract amount per day whichever is on higher side up to maximum 10% of the Contract Cost would be charged.
- The Firm securing highest marks according to QCBS criteria shall be awarded the contract.
- No Tender will be issued on the opening date / day.
- Complete company profile is mandatory requirement for all participating firms.

Mandatory Requirement – Challan Details (Bid Security of 5%):-

- a. Bankers Cheque No: _____ c. Amount: _____
 b. Bank Branch Name: _____ d. Cheque Date: _____

Authorized Representative Details:

Signature: _____
 Name: _____
 Designation: _____
 Mobile Number: _____

Firm Owner's & Company Details:

Signature: _____
 Name: _____
 Designation: _____
 Mobile Number: _____

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(Official Seal): _____

(Official Seal): _____

SECTION 6: TERMS OF REFERENCE (TOR'S)

SERVICES REQUIRED FOR INTERIOR DESIGNING AND RENOVATION WORK OF PEC REGIONAL OFFICE KARACHI LOCATED AT ST-14A, BLOCK-2, KEHKASHAN-V, CLIFTON, KARACHI

DURATION: The Duration of Assignment is estimated as:

- i. Two (02) month for Design Part, which includes detailed inspection/survey of existing building, taking Clients Brief, determining needs of corrective or preventive maintenance, preparation of Detailed Architectural / Engineering Design of proposed rehabilitation work, preparation of specifications in consultation with Client, preparation of engineers cost estimates and Bidding Document, tendering and bid evaluation
- ii. Four (04) months for Construction Supervision Part (Resident Supervision, quality assurance, accurate measurements, verification of Payment Certificates and supervision till completion of works) and subsequent issuance of defect liability certificate.
- iii. Consultant will also be responsible for checking/ verification of Contractor's final payment regarding "Construction of PEC Branch Office Building, Karachi".

EMPLOYER (PEC): Pakistan Engineering Council, Regional Office Karachi

1. BACKGROUND

Pakistan Engineering Council (PEC) intends to hire Engineering consultancy services for the Renovation work with covered area of 10,000 - 20,000 sft approximately at Pakistan Engineering Council Regional Office Karachi.

2. LOCATION OF THE PROJECT

The proposed project site is located at Pakistan Engineering Council Regional Office Karachi, ST-14A, BLOCK-2, KEHKASHAN-V, CLIFTON, KARACHI

3. ELIGIBILITY CRITERIA FOR CONSULTANT

Following is minimum eligibility criteria for Consultant and JV Partner;

- i. Registered with Pakistan Council for Architects and Town Planners (PCATP) / Pakistan Engineering Council (PEC).
- ii. Completed at least two similar Projects during last 05 Years.

4. GENERAL CRITERIA

Following general design criteria / guidelines shall be observed by the consultant in carrying out of the proposed services of the Project.

i. Design Report

Consultant shall prepare a comprehensive design report of the project, containing all relevant tables, calculations, computer analysis, interpretation of the computer results, conclusions, reference etc., all compiled and complete with sketches relevant to the preparation of construction drawings and calculation sheets.


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ii. Bidding Documents Format

Consultant shall prepare National Competitive Bidding (NCB)/ Bidding documents for Renovation work at PEC Regional Office Karachi "as per Pakistan Engineering Council (PEC) standard document for construction of similar Works.

iii. Firms' Experience / Performance & Verification

Service provider must have experience of 5 years in renovations, interior designing and supervising of renovation of Business Centers / Customer Centers and Corporate Offices. Documentary evidence, including Copy of WO and Job Completion Certificates from the respective clients should also be provided.

PEC reserves the right to visit up to three projects of minimum 10000 sqft. or above duly designed and supervised by the firm in all respect out of the total projects completed in Pakistan mentioned by the firm in its documents. In case of failure to show the projects to the PEC, the bid stands disqualified.

iv. Time Frame for Completion of Job

The selected service provider will be bound to start work within one week after the issuance of work order and provide a work schedule of start and completion dates (the completion date should not be scheduled later than 60 days of the issuance of work order) and submission of complete drawings, layout plan, cost estimates and a Bill of Quantity (BOQ) for the project.

v. Quoted Rates

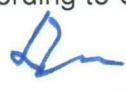
Rates quoted shall remain fixed for the whole project cycle for the complete project (including all applicable taxes and visit charges).

5. IMPLEMENTATION ARRANGEMENT

The Pakistan Engineering Council will be the Executing Agency.

6. OBJECTIVES

- i. To prepare preliminary design proposals with based on already completed interior design with proposed amendment after discussion with Employer (PEC) and submit for approval of PEC Regional Building Committee Sindh.
- ii. Develop detailed design as per approval, prepare Engineer's Cost Estimates / bill of quantities based on Pak PWD or MES Schedule of Rates or prevailing market rates (including rate analysis and specification) if the schedules doesn't carry rates of an item for approval of PEC Competent Authority.
- iii. To prepare Bidding Documents for National Competitive Bidding (NCB), to be approved by the PEC management. These documents should be based on Pakistan Engineering Council (PEC) Standard Bidding Documents.
- iv. Arrange pre bid meeting, if required and record its proceedings.
- v. Assist Client in bid opening and evaluation and make appropriate recommendations for the award of work according to the PPRA procedures and requirements.
- vi. Detailed Construction Supervision and Construction Management Services including resident supervision, quality assurance, certification of work done according to Contract etc.
- vii. To make presentation/briefing as and when required.


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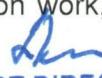
7. SCOPE OF SERVICES

Professional services to be provided by the Consultant for the project shall comprise of all Civil, Mechanical or Electrical works or any of the following as may be necessary for the project:

- i. Preparation of drawing(s), furniture & fixture layout plan, floor layout plan, business counter, interior working drawings, Work stations for staff, Cabinets for safe custody of documents, Glass work, partition of rooms, visitor waiting area, advertisement signs / boards, Ceiling plan, description of materials and finishes etc. in Executive rooms, Conference Hall, Purpose Built Meeting rooms, Audio-Visual room, IT server room, Record room or Store room, Library, Facilitation Centre, Reception area, Section for Telephone Operators, Cafeteria, token issuance machine room and Input regarding soft & hard furnishing like tiles, blinds, ceiling etc.
- ii. Preparation of detailed electrical points, Air Conditioning, Lighting and Plumbing layout plan and working drawings, Firefighter / Smoke Detector, CCTV layouts, Voice data, UPS, K-Electric points plan, other fixtures and fittings and accessories as per requirement of PEC RO Building Karachi.
- iii. 3-D view of the final design would be shared with the PEC in soft (editable) and hard format.
- iv. Preparation of Tender document for award of renovation work to contractor. All the specifications prepared by the Consultant / interior designer for the procurement / renovation of PEC Regional Office, Karachi and any item which is not available in any schedule of rates, will be deliberated / discussed in the PEC Regional Building Committee (Sindh) and the same will be part of Tender document after approval of committee.
- v. Construction Supervision of the Renovation works.
- vi. Checking/ verification of Contractor's final payment regarding "Construction of PEC Branch Office Building, Karachi".

8. BILL OF QUANTITIES:

- i. Consultant shall prepare Bill of Quantities to be used for tendering requirement for selection of Contractor.
- ii. Preparation / submission of scope of work such as BOQ of each item along with specification, cost estimate and tender documents.
- iii. Assist in pre-qualification of contractor and provide assistance in selection of the contractor, if required.
- iv. Consultant shall check, verify and certify the bills submitted by the contractor & prepare the M.B (measurement book) for the payments.
- v. Presence of Architect staff with supporting supervision to oversee quality of work, time lines defined, and coordinate with contractors. Consultant will provide complete supervision till the completion of the project.
- vi. Verify quality and quantity of work. Provide timely information and clarification on technical and design information to the contractor as and when required during the works.
- vii. Examine and approve all material and equipment proposed by the Contractor.
- viii. Variations should not exceed more than 10%. Any variations claimed above 10% will be the responsibility of Consultant. Variation due to procuring agency's (PEC) or clients' new directives is not included in 10%.
- ix. Inspect and technically check the actual execution of the renovation work, including compliance with scope of the works.


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- x. Check and approve in consultation with the client (PEC) regarding change order and variation in quantity, if any.
- xi. Any other task required by the PEC concerning the project which the Consultant would be required to perform in the ordinary course of business.



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9. REPORT/DOCUMENTS REQUIREMENT

The consultant will prepare and submit to PEC the under mentioned reports/Documents, the format of which shall be mutually agreed with PEC.

No.	Report(s)	Date	No. of Copies
1. Preliminary Design			
i.	Conceptual design plans Perspective view	Within 30 days of award of contract.	3
ii.	As built drawings & inventory of existing facility including all Electrical fixture, wiring points and A/C unit etc.	Within 30 days of award of contract.	3
2. Detailed Design			
i.	Architectural plans / schematic plans / Exterior design/drawings finalization	Within 45 days of award of contract.	3
ii.	Complete Engineering designs for Renovation including Civil, Mechanical, Electrical, Plumbing (MEP),Data & Voice	Within 45 days of award of contract.	3
iii.	Updated Interior Design	Within 45 days of award of contract.	3
3. Bidding Documents, BOQ, Cost Estimates.			
i.	Bidding Documents.	Within 60 days of award of contract.	10
ii.	Engineer's Estimate / BOQ & specifications.	Within 60 days of award of contract.	10
iii.	Final Cost estimate for obtaining Technical sanction.	Within 60 days of award of contract.	10
4. Soft Copy of All Data		After 60 days of award of contract.	1
5. Progress Report(s):			
i.	Monthly	By 10 th of the calendar month.	3
6. Project Completion Report		On completion of project.	3
7. Preparation of As-Built Drawing		On completion of project.	3



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10. PAYMENT TERMS

Proposed payment terms shall be as follows, however, can be changed as mutually agreed at the time of signing of agreement:

10.1 Design & Tender Documents:

Sr.#	Terms	Percentage
1.	Preparation and approval of conceptual drawings	20%
2.	Preparation of working Drawings	40%
3.	Preparation of Tender Documents	30%
4.	Bid Evaluation and Selection of Contractor	10%
Total		100%

10.2 Resident Supervision

Sr.#	Terms	Percentage
1.	Supervision and execution of job	60%
2.	After Completion of job	20%
3.	Finalization of contractor's final bill and defect liability certification	20%
Total		100%

Authorized Representative Details:

Signature: _____

Name: _____

Designation: _____

Mobile Number: _____

(Official Seal): _____

Firm Owner's & Company Details:

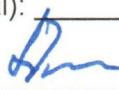
Signature: _____

Name: _____

Designation: _____

Mobile Number: _____

(Official Seal): _____


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