

PREFACE

The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the securities markets, corporate sector, insurance industry and non-banking financial sector etc.

The EOI Documents are aimed to procure the services of consultants for Designing, Detailed Engineering and Construction Supervision of the building of SECP's head office and provide all related and allied services required for the construction of the SECP head office building. Express of Interests are invited on Request for Proposals (RFP) basis.

These Pre-Qualification documents are harmonized with the guidelines of Pakistan Council of Architects and Town Planners (PCATP), Pakistan Engineering Council (PEC) and with Pakistan Procurement Regulatory Authority (PPRA) rules. The SECP intends to provide an equitable and just basis of contract to all interested parties.

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NOTICE FOR EXPRESSION OF INTEREST
for Pre-Qualification of Consultants
for
Designing, Detailed Engineering and Construction Supervision
for SECP head office building

2. Introduction

The Securities and Exchange Commission of Pakistan (SECP) is Pakistan's apex regulator for Capital markets, Corporate Sector, Insurance and non banking financial sector. The SECP intends to construct a building (Corporate use) on 11 kanal of prime land located in the G-11/1 Mauve Area Islamabad. The primary reason for constructing this building is to house the Securities & Exchange Commission of Pakistan's, Head office and a Company Registration Office (CRO) Islamabad. Proposed building design should be representative of SECP's standing as Pakistan's regulator of capital markets.

2.1 Salient Features

Salient feature of the project includes:

- High rise building amidst corporate use;
- Provision of high quality corporate offices, along with ample parking space;
- An iconic building to reflect the image of apex regulatory body of Capital markets, Corporate, NBFCs and Insurance sector
- A complete building as per current CDA bye Laws for mauve Area, Islamabad.

2.1 Scope of Services

Consultants would provide services including architectural services, allied Engineering services and resident supervision, the details of which is as follows.

Architectural Services

- Building Program, Site Analysis and Master Plan
- Conceptual Design, Final Architectural Design and Cost Estimates
- Presentation of Exterior and Interior Design along with 3D Views, model and animation.
- Approval of Plans from Client/ local Authorities
- Tenders/Working Drawings, Specifications and Bill of Quantities
- Project Coordination/ Top Supervision

Engineering Services

- Structural Design/Drawings
- Public Health Design/Drawings
- Electrical Design/Drawings
- HVAC and Mechanical Design/Drawings
- Working Drawings, Specifications and Bill of Quantities

Resident Supervision/Project Management

- Tender Documents, Tendering Procedure
- Detail Supervision, Site Meetings etc
- Running Bills, Completion/Handing over the Project

3. Eligibility

This Invitation for EOI is open to all parties/companies/firms meeting the following requirements:

- Duly licensed/registered with the Pakistan Council of Architecture and Town Planners (PCATP) and Pakistan Engineering Council (PEC).
- The Architecture (mentioned in the EOI) shall be a member of PCATP.
- Enlisted by the Federal Board of Revenue (FBR) as active taxpayer.

4. Evaluation Criterias

The following information would be considered for short-listing the consultants:-

- The firm must be registered with the PCATP/PEC.
- Degree and extent of experience in similar projects and similarity with respect to size of the projects. It would also be seen whether the firm gained the specific experience as principal or as a subsidiary partner in the joint venture i.e. was its role primary or supporting for the particular features.
- Experience in in conducting feasibility studies, design work, procurement, construction supervision or management.
- Volume of the consultant's services in terms of total number of staff-months as their specific input and the staff strength is sufficient to indicate that the firm would be able to handle the requirements of the project.
- Professional staff having the specific expertise to meet its obligations during the assignment. The expertise required for the project should be listed and the consultants should be advised to submit short CV's of their experts. These expert positions should preferably be limited to a maximum of 5. However list of entire related professional staff on the firm's role should be part of the Application.
- The staff should be judged on the basis of their experience on previous similar assignments.
- Each of the afore-given considerations would be assigned weightage as following;

(i)	Experience of the firm	25 percent points
(ii)	Quality of its Personnel's expertise	70 percent points
(iii)	Design Office located in Rawalpindi/Islamabad With In-House Design facilities (For Architecture, Structures, Electrical, MEP etc.)	05 percent points

The minimum threshold is 65% of the total points. The firms below tis limit would not be considered for prequalification and inclusion in the shortlist. Evaluation of applications would be carried out by the committee on Forms placed as Annex-C, Forms C-1 and C-2.

4.1 Evaluation of the Experience of the firm

Specific Experience: Weightage for specific experience should be 70%. For specific experience which is similar in magnitude and complexity, even one previous project is considered enough to inspire confidence in the firm's capability. However, for the purpose of ranking of the firms for inclusion in the shortlist, a total 5 projects should fetch full marks for the firm under specific experience. The experience for the first project should be nearly as much as the threshold score and the remaining projects should be awarded points in descending order, e.g.:-

S No.	No of Projects	Marks (Max)
1	1 st Project	50 %
2	2 nd Projects	75 %
3	3 rd Project	85%
4	4 th Project	95 %
5	5 th Project	100 %

General Experience: Weightage of general experience shall be 30%. A maximum of 10 projects would fetch full hundred percent points:

Maximum Number of Projects fixed as 10	
No of Projects	Max marks
Min: 2	25%
3-5	60%
6-7	85%
8-9	95%
10	100%

4.2 Evaluation of Quality of Staff

Nominated experts would be evaluated on the basis of the following three items of qualification as demonstrated in their C.Vs:-

- | | | |
|------|-----------------------------------|------------|
| i) | Academic Qualification | 30 Percent |
| ii) | Professional Experience | 60 Percent |
| | • Specific (similar projects) | 80% |
| | • General | 20% |
| iii) | Experience of working environment | 10 Percent |
| | • Nationally | 60% |
| | • Internationally | 40% |

Sample Forms for evaluation of experience and staff are placed at Annex-C, Forms C-1 and C-2.

4.3 Excellency/Other Factors

There would be some other factors i.e availability of equipment/software and facilities are useful for timely handling of project. These and such other factors which differentiate between otherwise excellent firms would be considered as weighted

qualifications.

5. Finalization of Short-List

- The selection committee will prepare a comparative statement of marks obtained by the competing firm/companies/consultants;
- The evaluation report of EOIs would be placed on SECP's website;
- The applicants securing 65 or above marks would be counted shortlisted;
- The prequalified companies/firms/consultants will be required to submit a detailed technical and financial proposals;
- The best evaluated detailed proposal will be award contract of consultancy for the construction of SECP head office building.

(NAME OF THE PROJECT)
SUMMARY LIST OF PROJECTS HANDLED BY THE FIRM

[illegible]

FORMAT OF SHORT CV OF PRINCIPAL STAFF

1. Name :
2. Profession/Expertise :
3. Date of Birth :
4. Years with the Firm :
5. Nature of experience in this firm and others :
6. Membership of Professional Societies :
6. Education :
8. Other Training
9. Knowledge of Languages :
10. Key Qualifications (Maximum $\frac{3}{4}$ of a page) :

(Designing, Detailed Engineering and Supervising the construction work of SECP head-office building)
COMPARATIVE OVERVIEW OF FIRMS

Sr. No.	Description/Items of Comparison	Firms/Groups			
		Name of Firm/ Group	Name of Firm/ Group	Name of Firm/ Group	Name of Firm/ Group

A. Experience of Firm

- Relevant Work Experience
Maximum 10 projects for
100% Points)
 - Feasibility Studies : F
 - Survey & Investigation : S
 - Detailed Engg. Design : D
 - Procurement Services : P
 - Construction Supervision : C
 - Quality Control : Q
 - O&M : O
 - Project Monitoring &
Benefit Evaluation : M

(Designing, Detailed Engineering and Construction Supervising of SECP head-office building)
COMPARATIVE OVERVIEW OF FIRMS

Sr. No.	Description/Items of Comparison	Firms/Groups			
		Name of Firm/ Group	Name of Firm/ Group	Name of Firm/ Group	Name of Firm/ Group

B. Quality of Principal Staff
(Maximum of 7 preferably 5)

1. Education

- i) Basic Degree
- ii) Additional

2. Professional Experience
(No. of years)

- i) Total
- ii) Relevant
- iii) General

ANNEX-B

Form-B-1

Director Administration

Securities and Exchange Commission of Pakistan

Assignment : _____

Project : _____

Date : _____

INFORMATION FORM

1. Name of consultant [Lead partner if association]
 - Address
 - Telephone No(s)
 - Fax Number
 - E-mail Address
 - Registration No. with PCATP/PEC alongwith Registered Office Address.
2. Description of consulting firm (ownership/organization)
3. Experience (Number of Years)
 - Local/national
 - International
 - Regional (within the country-details)
4. Name(s) and Address(es) of Associates, if a JV; their short description and description of their role in the JV/Association.
5. Experience of the Consultants (on appended forms) during the past 10 years:
 - Specific (5 Projects of similar magnitude and complexity)
 - General (10 Projects)

(in all Fields but not completely relevant)

6. Organization chart showing consultant's structure.
7. Capital of consultant (Financial Statements for the latest three years).
 - Subsidiaries and associates.
 - Annual fees in the last five years in current index.
 - Financial reference [name/address of bank(s)]
8. Professional staff available for the assignment on the appended format.

(The client entity should provide the essential disciplines
between 3 to 5 in number)

9. Additional information.

Yours truly,

Name of Authorized Representative

Position :

Date :

EXPERIENCE OF CONSULTANT

Relevant services carried out in the Last 10 years which best illustrate qualification.

[NAME OF THE FIRM/CONSULTANT]

1. Name of Assignment :
2. Country :
3. Name of Client :
4. Address :
5. Start Date : Month/Year
6. Completion Date : Month/Year
7. Professional Staff Provided :
8. No. of Staff :
9. No. of Staff Months :
10. Approx: Value of Services :
11. Name of Other JV Firms :
(If any)
12. No. of Staff/Staff Months
Provided by the JV partner(s) :
13. Name/Position of Key Staff :
14. Description of Project :
15. Description of Services
Provided by the Firm :

**FORMAT OF CURRICULUM VITAE
OF PROPOSED EXPERTS**

1. The Discipline/ Expertise :
2. Name of the Firm :
3. Name of Nominee :
4. Date of Birth :
5. Years with the Firm :
6. Nationality :
7. PCATP/PEC Registration/
Membership No. :
8. Key Qualifications : (Provide an outline of the nominee's
experience)
9. Academic Qualification :
10. Employment Record :
11. Languages and Degree of Proficiency : (In speaking, reading and writing as
Excellent-Good-Fair-Poor)
12. Certification I, the undersigned, certify that, to the best of my
knowledge and belief, these bio-data correctly describes
myself, my qualifications and my experience.

Signature:

Dated: day/month/year

SUB-CRITERIA FORMS

ANNEX-C
Form C-1

(Designing, Detailed Engineering and Supervising the construction work of SECP head-office building)

EVALUATION OF PREQUALIFICATION APPLICATIONS

I. QUALIFICATION/EXPERIENCE OF FIRM:**Maximum Points:
25**Name of the Firm:

Sr. No.	Project Components	Weightage		A C T I V I T I E S				
		Percentage	Points	Survey/ Investigation/ Planning	Design of Project	Procurement	Construction Supervision	Points
				10%	40%	10%	40%	
A.	SPECIFIC Experience (for 5 projects) on Similar Project of matching magnitude/ complexity.	70% of 25	17.5	1.75	7	1.75	7	
	Sub-Total (A):-		17.5					
B.	GENERAL Experience (for 10 projects) on Projects which are not similar but are important to judge capacity of the Firm .	30% of 25	7.5					
	Sub-Total (B):-		7.5					
	Grand-Total (A+B):-	100%	25					
	Total Points Under-I							

SUB-CRITERIA FORMS

ANNEX-C

Form C-2

Designing, Detailed Engineering and Supervising the construction work of SECP head-office building

EVALUATION OF PREQUALIFICATION APPLICATIONS

EVALUATION OF NOMINATED EXPERTISE

Name of the Firm : _____

Position/Expertise : _____

Maximum Points: 70

Name of Nominated Staff : _____

Sr. No.	Description	Maximum Weightage	Points	Status	Points Awarded
		Percentage			
A.	ACADEMIC AND GENERAL QUALIFICATION	25%			
	a) B.Arch/B.Sc. Engg. (Specified Discipline)	80%			
	b) M.Arch/M.Sc.Engg. (Specified Specialization)	10%			
	iv) Project/Construction Management (Degree/Diploma/Training)	05%			
	v) Professional Papers, Recognition by the Govt/Professional Institutions	05%			
B.	PROFESSIONAL EXPERIENCE RELATED TO ASSIGNMENT	65%			
B-1	Specific	50%			
	a) Experience in Lead Position				
	b) Experience as Senior Professional				
	c) Experience as Junior Professional				
B-2	General Experience	15%			
C.	EXPERIENCE / KNOWLEDGE OF LOCAL LANGUAGES	10%			
	i) National Experience	8%			

	ii) International Experience		2%			
	Total (A+B+C):-		100			