



Securities and Exchange Commission of Pakistan
63-NIC Building, Blue Area, Islamabad
(Support Services Division)
(Administration Department)

Subject: Request for Quotation - Services Required for Designing & Supervision of Renovation of Business Center at SECP Head office Islamabad.

The Commission intends to hire services for Designing & Supervision of Renovation of Business Center at SECP Head office Islamabad. Detailed “**Terms of Reference**” of said requirement is attached as Annex “A”.

Terms & Conditions

- **Quotation Validity** Minimum 90 days from the quoted date.
- **Quotation Submission Time** as per deadline specified on SECP Website.
- **Price** must be submitted as per Annex “C” inclusive of all taxes applicable by Govt. of Pakistan for complete assignment.
- Quotations shall be evaluated as per evaluation criteria at Annex “B”.
- **Purchase Order:** Services will be acquired by issuing a Purchase Order to the best evaluated firm/consultant and selected firm will be engaged in a legal agreement.
- **Invoice Processing:** Invoices against subject services will be processed for payment after verification.

If you are interested, you may submit sealed quotation for the above item/services to the undersigned SECP, 63-NIC Building, Jinnah Avenue, Blue Area, and Islamabad within the specified period.

With best regards,

Khawaja Asim Ayaz
Assistant Director (Admin)

TERMS OF REFERENCE (TOR's)

Designing & Supervision of Renovation of Business Center at SECP Head office Islamabad.

Interested service provider may visit the site to obtain an understanding of the potential renovation/ design work. Approximate area of location is as follows:

Sr. #	Location	Covered Area (Sqft.)
1	SECP Head office, Islamabad	800- 1,200 sqft. (approx.)

- Service provider must have experience in renovations, interior designing and supervising renovation of Business Centres/ Customer centres corporate offices. Documentary evidence, including Copy of PO and Job Completion Certificates from the respective clients should also be provided when asked.
- SECP reserves the right to visit at least three projects of minimum 800 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 SECP, the quotation stands disqualified.**
- The selected service provider will be bound to start work within one week of work order and provide a work schedule of start and completion dates and submission of complete drawings, layout plan, engineered price and a Bill of Quantity (BOQ) for the project.
- Rates quoted shall remain fixed for the whole project cycle and rates shall be quoted on lump sum basis for whole project.

Scope of Service:

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

- Preparation of drawing(s), furniture layout plan, floor layout plan, business counter, Interior working drawings, token issuance machine, Glass work, visitor waiting area, advertisement signs/ boards, Ceiling plan, description of materials and finishes. Input regarding soft & hard furnishing/finishing like tiles, blinds etc. at floor.
- Preparation of detailed electrical points, Air Conditioning, Lighting, Plumbing lay out plan and working drawings, Firefighter/ Smoke Detector, CCTV layouts, Voice, Data, UPS, wapda points plan, other fixtures and fittings and accessories etc.
- 3-D view of the final design will be shared with the client.

Bill of Quantities:

- Consultant shall prepare Bill of Quantities to be used for tendering requirement for selection of contractor.
- Preparation/ submission of scope of work such as BOQ of each item along with specification, cost estimate and tender documents.
- Advice and assistance in pre-qualification of contractor and provide assistance in selection of the contractor, if required.
- Consultant shall prepare M.B (measurement book) along with contractor and will be responsible to verify it.
- Presence of Architect staff with supporting supervision to overlook quality of work, time lines defined, and co-ordinate with contractors. Consultant will provide the complete supervision till the completion of the project.
- 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.
- Examine and approve all material and equipment proposed by the Contractor.
- Variations should not exceed above more than 15%. Any variations claimed above 15% will be responsibility of the Consultant. Variation due to clients' new directives is not included in 15%.
- Inspect and technically check the actual execution of the renovation work, including compliance with scope and quality of the works.
- Check and approve in consultation with the client regarding change order, variation in quantity, if any.
- Any other task required by the SECP concerning the project which the Consultant would be required to perform in the ordinary course of business.

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

Sr.#	Terms	Percentage
1	Payment upon approval of conceptual design proposal for both locations	20%
2	Approval of drawings/BOQs from client	40%
3	Submission of tender documents/ engineered price/ bill of quantities for business center	20%
4	Finalization of contractor of final bill	20%
Total Cost		100%

Evaluation Criteria:

- Quotations securing 60% marks i.e. 36 out of 60 or more, shall only be considered for financial evaluation.
- Quotations securing 60% marks i.e. 36 out of 60 or more, shall be considered at par equivalent.
- Quotation found lowest in the Grand Total shall be awarded the contract.

Technical Evaluation Criteria:

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

1. Technical Evaluation: (20)

Technical evaluation will be based on following attributes:

1- Similar Projects in last 05 years:

800 sqft. area or above,

(04 marks for each project, full marks for 05 projects or more).

2- Technical Competence / Qualification of Personnel: (10)

- If principle architect is local qualified (03 marks)
- If principle architect is foreign qualified (05 marks)
- If principle architect experience is more than 10 years (05 marks)
- If principle architect experience is less than 10 years (03 marks)

3- Registration with PCATP: (10)

- PCATP (The Pakistan Council of Architects and Town Planners)

4- Geographical Location of the Firm: (10)

- If firm has office at Islamabad. (10 marks)
- If firm has not office at Islamabad. (no marks)

5- Profile/Worth of Clientage: (10)

- Profile submission
- Clientage details provided (05 marks-one mark for each project)
- Agreement/work orders of previous work attached (05 marks—one mark for each project).

Note:

- Interested firms may visit site before submitting proposal.

PERFORMA FOR SUBMISSION OF FINANCIAL QUOTATION

(Lump sum fee is to be quoted)

I _____ hereby Tender following cost of the services for the work _____.

	Design and supervision Fee incl. of all applicable taxes (PKR)	Total incl. of all applicable taxes (PKR):
Head office		
Grand total inclusive of all applicable taxes (PKR)		

Note:

- Financial quote should be inclusive of all applicable Government taxes and the same will be deducted at the time of payment as per GoP Rules.
- Quotation found lowest in the Grand Total shall be awarded the contract.

Name of Consultant:

Signature: