SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN (SECP)

REQUEST FOR PROPOSAL

HIRING OF ARCHITECTURAL & ENGINEERING CONSULTANCY SERVICES

FOR

DETAILED ENGINEERING DESIGN & CONSTRUCTION SUPERVISION OF SECP HEAD OFFICE BUILDING ISLAMABAD

August 2023

SECP



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 03/23-24

REQUEST FOR PROPOSAL (RFP)

Securities and Exchange Commission Pakistan (SECP) intends to construct its Head Office Building at Mauve Area, G-11/1, Islamabad. SECP Head Office Building will be planned and constructed according to Capital Development Authority (CDA) approved zoning regulations in respect of Public Area Buildings. Estimated covered area of the building is 217,500 sq.ft. comprising of 12 Floors.

SECP intends to hire the services of Engineering/Architectural Consulting Firm for following Project:

Detailed Engineering Design & Construction, Supervision of SECP Head Office Building at G-11/1, Islamabad

SECP invites Proposals from the Engineering Consulting Firms for above mentioned Project who are registered with PEC/PCATP and on Active Taxpayers List of the Federal Board of Revenue. Single Stage Two Envelope procedure as per PPRA Rules will be adopted along with Method of Selection of Consultants "Quality & Cost Based Selection (QCBS)"

The Proposals should be accompanied by bid security (refundable) amounting to Rs.1,000,000 (Rupees One Million) in shape of either pay order, demand draft in favor of the Securities and Exchange Commission of Pakistan. Cheque will not be acceptable. The bid security instrument should be made part of the Technical Proposal.

Complete set of the RFP document containing scope of work, detailed terms and conditions, etc. may be obtained by the interested consulting firms free of cost from SECP's website https://www.secp.gov.pk/procurement/.

Pre-proposal Meeting will be held at **1100Hrs** on **September 08, 2023** at Training Room, 3rd Floor, NIC Building, 63 Jinnah Avenue, Blue Area, Islamabad.

Proposals in accordance with the instructions in the RFP document, must reach the tender box at Ground Floor, NIC Building, 63 Jinnah Avenue, Blue Area, Islamabad on or before **September 21**, **2023** by **1500Hrs**. Technical Proposal will be opened on the same day at **1530Hrs**. This advertisement is also available on PPRA's website at www.secp.gov.pk

Engr. Anwar Ghani

Project Manager Securities and Exchange Commission Pakistan NIC Building, 63 Jinnah Avenue Islamabad

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SECTION-1: LETTER OF INVITATION	
No.	Dated:

SUBJECT: DETAILED ENGINEERING DESIGN & CONSTRUCTION SUPERVISION OF SECP HEAD OFFICE BUILDING, G-11/1 ISLAMABAD

- 1. Securities and Exchange Commission of Pakistan (SECP) intends to hire Architectural & Engineering consultancy services for Detailed Architectural and Engineering Design & Construction Supervision of SECP Head Office Building located at plot 25, Mauve Area, G-11/1, Islamabad.
- 2. The Scope of Services;

The scope of services include conceptualization of an engineering building making maximum utilization of available land space according to CDA bylaws. 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 assignment, which would form the basis for a contract agreement between the Consultants and Employer.
- 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 Request for Proposals (RFP) includes the following additional documents::-

Section-2 Instructions to Consultant

Section-3 Technical Proposal – Standard Forms
Section-4 Financial Proposal – Standard Forms

Section-5 Terms of Reference

Section-6 Form of Agreement and Conditions of Contract

- 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 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. A 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 upon expiry of deadline date and time.
- 10. The time for completion for Design part will be Four (4) 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.

SECTION-2: Instructions to Consultants

DEFINITIONS:

- a. "Agreement" means the Agreement signed by the Parties and all the attached documents.
- b. "Employer/Client" means the organization with which the selected Consultant signs the Agreement for the Services. Both Employer and Client having same meaning in this document.
- c. "Consultant/Firm" means any entity or person that may provide or provides the services to the Employer 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.
- 1. "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. "Sub-Consultant" means any person or entity with whom the Consultant associate for performance of any part of the Services and for whom the Consultant is fully responsible.
- q. "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 and the consultant, and expected results and deliverables of the assignment.

1. <u>INTRODUCTION</u>

- 1.1. The Employer named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 1.2. The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment named in the Data Sheet. The proposals should be in separate marked and sealed envelopes. The Proposal will be the basis for agreement negotiations and ultimately for a signed Agreement with the selected Consultant.
- 1.3. To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Employer 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. Attending the pre-proposal conference is optional. Consultants should contact the Employer's representative named in the Data Sheet to obtain additional information on the pre-proposal conference. Consultants should ensure these officials are informed well-ahead of time in case they wish to visit the Employer.

1.4. Please note that

- i) The cost of preparing the proposal, including a visit to the Employer's premises are not reimbursable as a direct cost of the Assignment; and
- ii) The Employer 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.
- 1.5. We wish to remind you that in order to avoid conflicts of interest:
 - 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 before preparing the proposal.

Proposal Validity

1.6. 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 will make its best effort to complete negotiations within this period. Should the need arise, however, the Employer may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that 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's address indicated in the Data Sheet. The Employer 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 deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2.

2.2 At any time before the submission of proposals, the Employer 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 cable, telex or telefax to all invited consulting firms and will be binding on them. The Employer may at its discretion extend the deadline for the submission of proposals.

3. Preparation of Proposals

- 3.1 The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Consultants and the Employer, 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 While preparing the Technical Proposal, Consultants must give particular attention to the following:
 - a. If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture or sub-consultancy, it may associate with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if so indicated in the Data Sheet. A shortlisted Consultant must first obtain the approval of the Employer if it wishes to enter into a joint venture with any other shortlisted Consultant(s). In case of association with no shortlisted Consultant(s), the shortlisted Consultant shall act as association leader. Any associations must be clearly indicated in the technical proposal. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.
 - b. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
 - c. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

Technical Proposal Format and Content

- The Technical Proposal shall provide the information indicated in the following paras from (a) to (f) using the attached Standard Forms (Section 3).
 - (a) The conceptual design of the proposed building will be given by the consultant which will be evaluated by the employer. The other parameters would be energy efficient, environment friendly green building design concept according to CDA bye-laws. Brief of conceptual design should be submitted in Form TECH-2A followed by detailed presentation for which date and time will be communicated after opening of Technical Proposal.
 - (b) A brief description of the Consultants' organization and an outline of recent experience of the Consultants (each partner in case of joint venture) on assignments of a similar nature is required in Form TECH-2B of Section 3. 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.
 - (c) 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 (Form TECH-3 of Section 3).

- (d) 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 3.
- (f) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-5 of Section 3) along with their PEC Registration number and Computerized National Identity Card numbers (if local) or Passport numbers (if foreign).
- 3.5 The Technical Proposal shall not include any financial information.

Financial Proposals

3.6 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs 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.

Taxes

- 3.7 The Consultant may be subject to local taxes (such as: value added or sales tax or income taxes on non-resident Foreign Personnel, duties, fees, levies) on amounts payable by the Employer under the Agreement. The Employer will state in the Data Sheet if the Consultant is subject to payment of any taxes. Any such amounts shall not be included in the Financial Proposal as they will not be evaluated, but they will be discussed at agreement negotiations, and applicable amounts will be included in the Agreement.
- 3.8 Consultants should express the price of their services in Pakistan Rupees. Prices in other currencies should be converted to Pakistan Rupees using the selling rates of exchange given by the State Bank of Pakistan for the date indicated in the Data Sheet.
- 3.9 Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal Form FIN-1 of Section 4.

4. Submission, Receipt and Opening of Proposals

- 4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) 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 3, and FIN-1 of Section 4.
- 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.
- 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 (if required under the selection method indicated in the Data Sheet) 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 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 no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para. 2.2. Any proposal received by the Employer after the deadline for submission shall be returned unopened.
- 4.6 The Employer shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

5. Proposal Evaluation

From the time the Proposals are opened to the time the Agreement is awarded, the Consultants should not contact the Employer on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Employer 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

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.

Financial Proposals for QBS

5.3 Following the ranking of technical Proposals, when selection is based on quality only (QBS), the first ranked Consultant is invited to negotiate its proposal and the Agreement in accordance with the instructions given under para. 6 of these Instructions.

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

- After the technical evaluation is completed, the Employer 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 TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Employer shall simultaneously notify in writing 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.
- 5.5 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants, and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.
- The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the formers will prevail. In addition to the above corrections, as indicated under para. 3.6, 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. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of agreement has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in

the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of agreement has been included in the RFP, no corrections are applied to the Financial Proposal in this respect.

- 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 x T% + Sf x P%. The firm achieving the highest combined technical and financial score will be invited for negotiations.
- In the case of Fixed-Budget Selection, the Employer will select the firm that submitted the highest ranked Technical Proposal within the budget. Proposals that exceed the indicated budget will be rejected. In the case of the Least Cost Selection, the Employer will select the lowest proposal among those that passed the minimum technical score. In both cases the evaluated proposal price according to para. 5.6 shall be considered, and the selected firm is invited for negotiations.

6. Negotiations

Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a prerequisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Employer 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

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 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 to clearly defining the inputs and facilities required from the Employer to ensure satisfactory implementation of the assignment. The Employer shall prepare minutes of negotiations which will be signed by the Employer and the Consultant.

Financial negotiations

6.3 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to determine the tax amount to be paid by the Consultant under the Agreement. The financial negotiations will reflect the agreed technical modifications in the cost of the services. In the cases of QCBS, Fixed-Budget Selection, and the Least-Cost Selection methods, financial negotiations can involve the remuneration rates for staff or other proposed unit rates if there is a revision of scope or if the bid rate exceeds the available budget. For other methods, Consultants will provide the Employer with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal - Standard Forms of this RFP.

Availability of Professional staff/experts

Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Employer expects to negotiate an Agreement on the basis of the Professional staff named in the Proposal. Before agreement negotiations, the Employer will require assurances that the Professional staff will be actually available. The Employer will not consider substitutions during agreement negotiations unless both parties agree that 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 were 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

6.5 Negotiations will conclude with a review of the draft Agreement. To complete negotiations the Employer and the Consultant will initial the agreed Agreement. If negotiations fail, the Employer will invite the Consultant whose Proposal received the second highest score to negotiate an Agreement.

7. Award of Agreement

- 7.1 After completing negotiations the Employer shall award the Agreement to the selected Consultant and promptly notify all Consultants who have submitted proposals. After Agreement signature, the Employer shall return the unopened Financial Proposals to the unsuccessful Consultants.
- 7.2 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8. Confidentiality

8.1 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.



DATA SHEET

Data Sheet Reference No.	السيعانج كسش
1.1	Name & address of Employer:
	SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN (SECP) 4th Floor, NICL Building, Jinnah Avenue, Islamabad
	Method of Selection of Consultants "Quality & Cost Based Selection (QCBS)" Procedure for procurement "Single Stage Two Envelopes"
1.2	Financial Proposal to be submitted together with Technical Proposal: Yes No
1.3	Name of the Assignment is: Consultancy Services for Detailed Engineering design & construction supervision of SECP Head Office Building Islamabad
	Name of Official of the Employer
	Project Manager- SECP Email: anwar.ghani@secp.gov.pk
1.4	The Employer will provide the following inputs and facilities: i. Access to site if required. ii. No other facility will be provided by the Employer.
1.6	Proposals shall remain valid till 180 days after submission date of proposal.
2.1	Clarifications may be requested not later than ten (10) days before the submission date. The address for requesting clarifications is:
	Project Manager SECP
	4th Floor, NICL Building, Jinnah Aveune, Islamabad
	Email: anwar.ghani@secp.gov.pk Phone 051-9195551
3.1	Proposals shall be submitted in the following language:
	English All supporting documents should be in English. In case of other language, authorized translation will be required.
3.3 (a)	Shortlisted Consultants means all those Consultants who are meeting the eligibility & qulafication crietira as mentioned in this document.
3.3 (b)	Not Applicable
3.4 (a)	The Consultant will be required to give a conceptual design in 3-D/Elevation to demonstrate vision

to tackle the assignment.
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CVs should contain details on three (03) projects completed by the individual in the past five (05) years
Training is a specific component of this assignment: Yes:No: √.
Sub-Clause 3.7 is deleted entirely, and substitute with following:
The Consultant shall be subject to all applicable taxes (such as General Sales Tax (GST) or income taxes etc.) on amounts payable by the Employer under the Agreement. The Consultant will include all the taxes in their Financial Proposal. The Employer, as a withholding Agent, will deduct such taxes at source and will deposit to concern authorities on behalf of the Consultant
Consultants should express the price of their services in Pakistan Rupees.
Following text is added;
Commissions and gratuities, if any, paid or to be paid by Consultants will be part of Financial Proposals. There will be no additional payment to be paid by the Employer in this regard.
Consultant shall submit one (01) original Technical Proposal, and the Financial Proposal (Duly signed stamp by the Consultant). Consultant will submit soft copy of the Technical Proposal.
The Proposal submission address is:
As mentioned in Request for Proposal Notice
Proposals must be submitted no later than the following date and time:
As mentioned in Request for Proposal Notice
The formula for determining the financial scores is the following:
Sf = $100 \times \text{Fm} / \text{F}$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration. The weights given to the Technical (T) and Financial Proposals (F) are: $T = 0.70 \text{ F} = 0.30$
Expected date and address for agreement negotiations:
Will be communicated after evaluation during validity period of proposal.
Expected date for commencement of the consulting services: Will be communicated after evaluation during validity period of proposal.



EVALUATION CRITERIA

(For Technical Qualification 70 Marks is required)

A	QUALIFICATION OF STAFF	25 Marks
В	CONCEPTUAL DESIGN, UNDERSTANDING, APPROACH & METHODOLOGY	35 Marks
	 a) Conceptual Design, Proposal Presentation and Innovativeness b) Understanding of Project Area & Local Bye-Laws with similar Projects already completed c) Approach & Methodology 	20 Marks 10 Marks 05 Marks
С	EXPERIENCE & PAST PERFORMANCE OF THE FIRM	40 Marks
	1.General Experience of the Firm Building Projects Completed (in last 10 Years) with a project cost of over Rs. 1000 Million or above (5 completed Projects will be evaluated)	10 Marks
	2.Specific Experience of the Consultant relevant to the assignment Specific relevant projects Completed (in last 10 Years) with a cost of Consultancy Services provided over Rs. 1000 Million or above with minimum 6 Storey Building of similar nature & Complexity (5 completed Projects, designed and supervised will be evaluated).	30 Marks
	Total Marks	100 Marks
	Associates & JV Partner Please note that qualification criteria for Lead Partner and Associates/JV Partner shall be the same. In case one JV Partner is not meeting the qualification criteria, JV applicant will be not qualified based on the qualification criteria of combined score of other Partner (s). Lead Partner may Associates partner with other trade i.e Lead Partner in Civil Work may associate for HVAC, Plumbing, Fire Fighting associates/partner etc. The system for Combined Evaluation of Technical & Financial Proposals under the QCBS shall be as follows: i. Financial Proposal Scoring: Sf (Financial Score of a firm) = 100 x Fm / F where Fm = the lowest evaluated price of the financial proposals opened F = the financial proposal of the Proposal under consideration. ii. Weightages for Technical & Financial Proposals:	
	11. Weightages for Technical & Financial Proposals: Technical Proposal = 70% and Financial Proposal = 30%	

iii. Final Combined Scores:

CS=0.7St+0.3Sf

Where CS = Combined Score of a proposal, St=Technical Score of the Proposal & Sf=Financial Score of the Proposal

iv. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

Α.	Qualification of Staff				25 Marks
S/No.	Description	Weightage	Marks	Academic	Experience
1	Architect (Design Phase)	20%	5		
2	Resident Engineer	20%	5		N AM
3	Site Engineer (Civil)	15%	3.75	200/	000/
4	Electrical Engineer	15%	3.75	20%	80%
5	MEP Engineer	15%	3.75		
6	Quantity Surveyor	15%	3.75		

Designation	Marking Criteria
Architect	Number of years Experience (15Y or
Architect	more=100%,>12Y<15Y=70%,>10Y<12Y=50%)
Dagidant Engineer	Number of years Experience (15Y or
Resident Engineer	more=100%,>12Y<15Y=70%,>10Y<12Y=50%)
Site Engineer	Number of years Experience (10Y or more=100%,>8Y<10Y=70%,8Y=50%)
Electrical Engineer	Number of years Experience (10Y or more=100%,>8Y<10Y=70%,8Y=50%)
MEP Engineer	Number of years Experience (10Y or more=100%,>8Y<10Y=70%,8Y=50%)
Quantity Surveyor	Number of years Experience (10Y or more=100%,>8Y<10Y=70%,8Y=50%)

B. CONCEPTUAL DESIGN, UNDERSTANDING, APPROACH & METHODOLOGY

Sr. No.	Subject	Marks Assigned	Marks Awarded
	Conceptual Design, Presentation, Innovation	20	
	i. Efficient Utilization of space according to User's Requirementii. Concept Design 3D	8	
	- Front Elevation	5	AC.
Δ	- Modern / Professional Appearance	3	V
1	- Energy Efficiency	2	τ V
	- Addressing Design Constraints/Site Limitations	2	7
	Understanding of Project Area & Local Bylaws	10	
2	i. Conformity of conceptual design with CDA bylaws	6	
2	ii. Understanding of CDA bylaws and maximum utilization of available land within bylaws.	4	
	Approach & Methodology		
3	(Design & Supervision Phase Coordination, Coordinated Design, Integration with BIM, Project Life Cycle)	5	
	Total:	35	

~		0.75.4.7		6.4 51						
C				e of the Firi		ove (Not More th	an 05 Comp	leted Building l	Projects will	
a.		Be Considered, General Building Projects having Financial value of Rs. 1000M or above). Those Projects Designed and Supervised within Pakistan will be evaluated.								
-	Detailed Design				Construction Detailed Design			l Design		
	Betaned Besign			vision		Detallet	i Design			
		50	0%	50						
		Assign	Obtained	Assigned	Obtained	d Architechtural Structural MEP/HVAC B				
		ed	Obtained	Assigned	Obtained	Architectiturar	Structurar	WILITHVAC	Bidding Dcouments	
	For 1	cu		1.00		30%	30%	20%	20%	
	Project	1.00		1.00		3070	3070	2070	2070	
i		1.00		2.00						
	For 2	2.00		2.00					M.	
ii	Projects	2.00		2.00						
ii	For 3	2.00		3.00						
i	Projects	3.00				A				
	For 4			4.00					11/2/2011	
iv	Projects	4.00								
	F 6			= 00					L 70. "INTERNAL	
	For 5			5.00					1 1/247	
V	Projects Specific E			rrent marke		above (Not Mor				
v b.	Projects Specific E Considered	xperience l) Building th Financi ed.	Projects cloal value Rs.	rrent marke osely related 1000M or a	(covered are above). Thos	above (Not Morea, number of floorse Projects Desig	ors and composed and Sup	plexity) to propo pervised within	sed building	
y	Projects Specific E Considered projects wi	xperience l) Building th Financi ed.	Projects clo	rrent marke osely related 1000M or a	(covered are above). Those ruction	ea, number of floo	ors and composed and Sup	olexity) to propo	sed building	
7	Projects Specific E Considered projects wi	xperience l) Building th Financi d. Detaile	Projects clo al value Rs. d Design	rrent marke osely related 1000M or a Constr Super	(covered are above). Those ruction vision	ea, number of floo	ors and composed and Sup	plexity) to propo pervised within	sed building	
7	Projects Specific E Considered projects wi	xperience l) Building th Financi d. Detaile	Projects cloal value Rs.	rrent marke osely related 1000M or a	(covered are above). Those ruction vision	ea, number of floo	ors and composed and Sup	plexity) to propo pervised within	sed building	
y	Projects Specific E Considered projects wi	xperience Building th Financi ed. Detaile Assign	Projects cloal value Rs. d Design	rrent marke osely related 1000M or a Constr Super 50 Assigned	(covered are above). Those ruction vision	ea, number of floose Projects Desig	ors and compared and Sup Detailed Structural	plexity) to proposervised within a design	osed building Pakistan wil Bidding Documents	
7	Projects Specific E Considered projects wi be evaluate For 1 Project	xperience Building th Financi ed. Detaile Assign	Projects cloal value Rs. d Design	rrent marke osely related 1000M or a Constr Super	(covered are above). Those ruction vision	ea, number of floose Projects Desig	ors and companed and Sup	plexity) to proposervised within	osed building Pakistan wil Bidding	
b.	Projects Specific E Considered projects wi be evaluate	xperience I) Building th Financi ed. Detaile Assign ed	Projects cloal value Rs. d Design	rrent marke osely related 1000M or a Constr Super 50 Assigned	(covered are above). Those ruction vision	ea, number of floose Projects Desig	ors and compared and Sup Detailed Structural	plexity) to proposervised within a design	osed building Pakistan wil Bidding Documents	
b.	Projects Specific E Considered projects wi be evaluate For 1 Project	xperience I) Building th Financi ed. Detaile Assign ed	Projects cloal value Rs. d Design	rrent marke osely related 1000M or a Constr Super 50 Assigned	(covered are above). Those ruction vision	ea, number of floose Projects Desig	ors and compared and Sup Detailed Structural	plexity) to proposervised within a design	osed building Pakistan wil Bidding Documents	
bi	Projects Specific E Considered projects wi be evaluate For 1 Project For 2	xperience B) Building th Financi ed. Detaile Assign ed 3.00	Projects cloal value Rs. d Design	rrent marke osely related 1000M or a Constr Super 50 Assigned	(covered are above). Those ruction vision	ea, number of floose Projects Desig	ors and compared and Sup Detailed Structural	plexity) to proposervised within a design	osed building Pakistan wil Bidding Documents	
b.	Projects Specific E Considered projects wi be evaluate For 1 Project For 2 Projects	xperience B) Building th Financi ed. Detaile Assign ed 3.00	Projects cloal value Rs. d Design	rrent marke osely related 1000M or a Construction Super 50 Assigned 3.00	(covered are above). Those ruction vision	ea, number of floose Projects Desig	ors and compared and Sup Detailed Structural	plexity) to proposervised within a design	osed building Pakistan wil Bidding Documents	
i ii ii	Projects Specific E Considered projects wi be evaluate For 1 Project For 2 Projects For 3	xperience b) Building th Financi ed. Detaile Assign ed 3.00 6.00	Projects cloal value Rs. d Design	rrent marke osely related 1000M or a Construction Super 50 Assigned 3.00	(covered are above). Those ruction vision	ea, number of floose Projects Desig	ors and compared and Sup Detailed Structural	plexity) to proposervised within a design	osed building Pakistan wil Bidding Documents	
i ii ii	For 1 Projects For 2 Projects For 3 Projects For 4	xperience I) Building th Financi ed. Detaile Assign ed 3.00 6.00 9.00	Projects cloal value Rs. d Design	rrent market osely related 1000M or a Construction Super 50 Assigned 3.00 6.00 9.00	(covered are above). Those ruction vision	ea, number of floose Projects Desig	ors and compared and Sup Detailed Structural	plexity) to proposervised within a design	osed building Pakistan wil Bidding Documents	
i ii ii ii	For 1 Projects For 2 Projects For 3 Projects	xperience b) Building th Financi ed. Detaile Assign ed 3.00 6.00	Projects cloal value Rs. d Design	rrent market osely related 1000M or a Construction Super 50 Assigned 3.00 6.00 9.00	(covered are above). Those ruction vision	ea, number of floose Projects Desig	ors and compared and Sup Detailed Structural	plexity) to proposervised within a design	osed building Pakistan will Bidding Documents	

Key Personnel Qualification and Experience

Architect (Design Phase)

He/She should at least have Bachelor degree in Architecture from recognized university. He must have at least 15 years' experience in building design Projects and should have completed at least three high rise building Project as Architect in leading role. Higher qualification shall have additional weightage.

Resident Engineer (Supervision Phase)

He/She should at least have Bachelor degree in Civil Engineering from recognized university. He must have at least 15 years' experience in building construction Projects and should have completed at least one high rise building Project as Resident Engineer. Higher qualification shall have additional weightage.

Site Engineer Civil (Supervision Phase)

He/She should at least have Bachelor's degree in Civil Engineering with 10 years or DAE with 15 years experience in building construction out of which at least one should be high rise building. Higher qualification in related discipline will be given additional weightage.

Electrical Engineer (Supervision Phase)

He/She should have at least Bachelor degree in Electrical Engineering from recognized university. He should have 10 years excellent experience in building Projects. Higher qualification in related discipline will be given additional weightage.

MEP Engineer (Supervision Phase)

He/She should have at least Bachelor degree in Mechanical Engineering from recognized university. He should have 10 years excellent experience in building Projects. Higher qualification in related discipline will be given additional weightage.

Quantity Surveyor (Supervision Phase)

He/She should have at minimum B.Sc (Civil Engg.)/B.Tech in Civil from recognized university. He must have excellent experience in quantity surveying of building Structures. He should have at minimum overall experience of 15 years with 10 years' relevant experience.

Office Boy/Cook

Literate with minimum 3 years of relevant experience

Visiting Staff as per Requirements

Senior Architect

He/She should at least have Bachelor's degree in Architecture with miminum 10 years experience of interior, material selection and selection of color theme as approved in design.

Note: For all above mentioned staff, written approval against each position by the Employer shall be required before deployment of the staff at site.

SECTION-3: TECHNICAL PROPOSAL - STANDARD FORMS

Technical Proposals; this should not appear on the Technical Proposals to be submitted]

TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE

B BRIEF OF CONCEPTUAL DESIGN
CONSULTANT'S 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.



FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

: 15 Zil-will +	[Location, Date]
To: [Name and address of Employer]]	A
Dear Sirs:	
We, the undersigned, offer to provide the consulting services for [insert title of assignme In accordance with your Request for proposal dated [Insert Date] and our Proposal, proposal, which includes this Technical Proposal, and a Financial Proposal sealed under	We are hereby submitting our
We are submitting our Proposal in association with: [insert a list with full name a Consultant]	and address of each associated
We hereby declare that all the information and statement made in this proposal misinterpretation contained in it may lead to our disqualification.	are true and accept that any
If negotiations are held during the period of validity of the proposal, i.e., before the dundertake to negotiate on the basic of the proposed staff. Our Proposal is bindin modifications resulting from Contract negations.	
We undertake, if our Proposal is accepted, to initiate the consulting services related to t date indicated in paragraph Reference 7.2 of the Data Sheet.	he assignment not later than the
We understand you are not bound to accept any proposal you receive.	
We remain,	
Yours sincerely,	
Authorized Signature [In full and initials]:	
rvanic and True of Signatory.	

SECP

Name of Firm: ____ Address: ____

FORM TECH-2A – CONSULTANT'S EXPERIENCE

CONCEPTUAL DESIGN

You will give Conceptual Design of the proposed building, innovativeness and energy efficiency. A presentation will follow in which you will explain understanding the objectives of the assignment, innovativeness and explain conceptual design features.



FORM TECH-2B – 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 10 years.

Assignment name:	Approx. value of the contract (in current PKR)
Country: Location within country:	Duration of assignment (months):
Name of PA:	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 w	rithin the assignment
Firms Name:	

SECP

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

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

- a) Technical Approach and Methodology.
- b) You will explain your understanding of the area of project and its construction bylaws. You will explain your strategy to make maximum covered area, harmonizing new building with existing building according to existing bylaws.
- c) 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 would 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.



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:_____ 7. Other Training [indicate significant training since degrees under 5- Education were Obtained] 8. Countries of Work Experience: [List countries where staff has worked in the last ten years]:____ 9. Languages [For each language indicate proficiency: good fair, or poor in speaking reading and writing]:

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:____

Positions held:



SECTION - 4: FINANCIAL PROPOSAL SUBMISSION FORM

			Dated:
To,			
	1.0		

Dear Sir,

We, the undersigned, offer to provide the consulting services for [insert the project title]in accordance with your Terms of Reference (TOR) dated [Insert Date] and our Technical Proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal, i.e. 180 days after submission date of proposal.

Our Financial Proposal for the subject project is as follows:-

A. Design Phase

Complete Architectural & Engineering Design	Approximate	Rate	Preliminary
	Covered Area(Sft)	(Pak Rs)	Consultancy Fee
	(A)	(B)	(A x B)
Consultant Services Cost for Design Phase to provide complete architectural & Engineering Design according to Terms of Reference (TOR), Section-5 @ per Sft of covered area.	217,500		

[Mention Total Financial Proposals in words & figures]

B. Supervision Phase

Supervision of Project will be carried out till the completion of project by deploying following minimum supervisory staff.

Salary Cost of Consultants

S/No.	Positions	Man Month Inputs	Qty.	Rate Per Month	Fee Quoted (Pak Rupees)
	1	2	3	4	(2 x 3 x 4)
1.	Resident Engineer	24	1		Rs.
2.	Quantity Surveyor	24	1		Rs.
3.	Site Engineer Civil	24	1		Rs.
4.	MEP Engineer	12	1	275	Rs
5.	Electrical Engineer	12	1		Rs
6.	Office Boy	24	1		Rs.
7.	Senior Architect	Per Visit	10		Rs.
	Total (B)				Rs.

Total (A+B) = [Mention Total Financial Proposals in words & figures]

The payment of the supervisory staff, after 24 months, shall be calculated and paid according to required and actual deployment of personnel at site but rate per month will remain the same.

<u>Currency of Payment</u>
Payment shall be made in Pakistani Rupees (PKR).

Taxation
All payments to the Consultant will be subject to deduction of all applicable taxes as imposed by the

Government of Pakistan, Provincial Government or Federal Government including any deduction of withholding tax in accordance with the laws of Pakistan. Above fee offer is inclusive of all applicable tax as applicable including GST.
We confirm that offer made by M/scomplies with all requirements as detailed out in TOR unless specified otherwise in the covering letter and shall be valid for a period of <u>180 days</u> after submission date of proposal.
We understand that you are not bound to accept any proposal you receive. We remain,
Yours sincerely,
Name and Title of Signatory:
Authorized Signature:

HIRING OF ARCHITECHTURAL & ENGINEERING CONSULTANCY SERVICES FOR DETAILED ARCHITECTURAL / ENGINEERING DESIGN AND CONSTRUCTION SUPERVISION OF SECP HEAD OFFICE BUILDING, ISLAMABAD

DURATION: The Duration of Assignment is estimated as:

- a) Four (04) months for Design Part (Complete Architectural & Engineering) including Geotechnical Investigation.
- b) Twenty Four (24) months for Construction Supervision Part (Complete project management including resident supervision, quality control and assurance, accurate measurements, complete payment responsibility from audit point of view and top supervision till issuance of defect liability period)

EMPLOYER: SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN (SECP)

1. INTRODUCTION

Securities and Exchange Commission of Pakistan (SECP) is Pakistan's apex regulator for Capital markets, Corporate Sector, Insurance, non banking financial sector, private pensions and islamic finance.

The SECP intends to construct a building (Corporate use) on 5,000 sq.yards (45,000 sq. ft) of prime land located in the G-11/1 Mauve Area Islamabad. The primary reason for constructing this building is to house the SECP's Head office, Company Registration Office (CRO) Islamabad, business center and archive facility. Proposed building design should be representative of SECP's standing as Pakistan's regulator of capital markets and corporate sector.

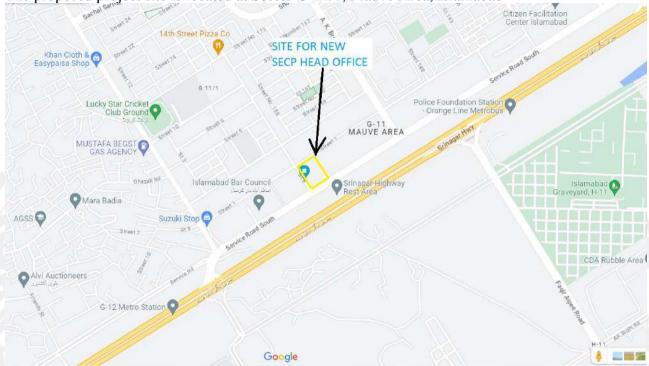
This Documents are aimed to procure the services of consultants for Detailed Engineering Design and Construction Supervision of the building of SECP's head office and provide all related and allied consultancy services required for the construction of the SECP head office building.

These documents are harmonized with the guidelines of 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.

The SECP intends to hire Architectural & Engineering consultancy services for the Construction of Head Office Building at Islamabad. SECP Head Office Building is expected to be an engineering icon building.

2. Location of the Project





3. Employer Requirement

Brief design requirements are as follows which will be finalized in consultation with the Employer by the successful Consultant before proceeding with design:-

- 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, Insurance sector, private pensions and islamic finance.
- A complete building as per current CDA bye Laws for mauve Area, Islamabad.

Following is tentative users requirements, the Consultant is expected to make efficient use of available space;

- i. Office of Chairman and Commissioners.
- ii. Offices for all Divisions of Commission.
- iii. Companies Registration Office, Islamabad.
- iv. Business Centre.
- v. Meeting rooms and visitor rooms on specific floors.
- vi. Large conference rooms and training room.
- vii. Archive Room.
- viii. Data Centre.
 - ix. State of art Auditorium facility to organize seminars, international conferences/events.
 - x. Cafetaria, Dining Facility.

- xi. Mosque.
- xii. Gym and Sports facilities.
- xiii. Daycare.
- xiv. Bank Space or ATM
- xv. Control Room (BMS, Facility Mangement Room)
- xvi. Drivers Room
- xvii. Any other facility as required to the Employer.

4. Eligibility Criteria for Consultant

Following is minimum eligibility criteria for the Consultant;

- a. Registered with Pakistan Engineering Council (PEC)
- b. Proposed Architect & Structural Designer of the Consultant/Associate must have valid license of Capital Development Authority (CDA).
- c. The Proposals should be accompanied by bid security (refundable) amounting to Rs.1,000,000 (Ruppees One Million) in shape of either pay order, demand draft in favor of Securities and Exchange Commission of Pakistan. Cheque will not be acceptable.
- d. The Bid Security should be with/within the Technical Proposals envelop.
- e. Bid security should not be enclosed in the envelope of financial bid/proposal, failing which the bid shall be rejected.
- f. Bids not accompanied by bid security or with less amount of bid security will be rejected.
- g. Only registered service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR or respective board are only eligible to provide services to the Commission. Bids of all those bidders who are In-Active on ATL on the date of bid opening shall be rejected.
- h. Tax shall be deducted/withheld as per applicable sales tax and income tax law. If selected service provider is not in ATL at the time of payment then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
- i. Declaration of Ultimate Beneficial Owners Information as per Annex-I
- j. Bidder must submit affidavit/undertaking (on stamp paper of Rs.100) duly notarized, failing which the bid shall be rejected, format is available at Annex-AA.

5. General Criteria & Scope of Services

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

i. Site Surveys

The Consultant will perform detailed site survey which include topographic survey. The Consultant will prepare report for topographic survey.

ii. Master Plan and Landscapping

The Consultant will be responsible for Master Planning and Landscapping including external infrastructure as required for the Head Office Building. The cost of services is included in the Financial Proposals as part of Design Phase,

there shall be no additional payment in this regards.

iii. Coordination for Geotechnical Investigation

The Employer will hire separate firm for the Geotechnical Investigation. The Consulting Firm will provide requirments for Geotecnical Investigation and will have coordination with the Goeotechnical Investigation firm.

iv. Design Standards

Design Standards for material testing and design

ASTM— American Society for Testing & Materials

ACI – American Concrete Institute.

Building Code of Pakistan (including updated Seismic Provision, Energy Provision and Fire Safety Provision)

Design Criteria

Eco Friendly, Zero Energy, well ventilated, maximum use of natural light / day light, Energy efficient having disabled access, disabled washroom provision, well connected and well identified offices etc. The design is expected to meet all modern standards and complying with all regulations in force, including Fire Safety Regulations.

Structural design should be in line with the Building Codes of Pakistan. Further structure should be designed to with—stand the seismic impacts as per seismic zoning map for Pakistan.

Provision for additional floors (at least 3 floors) must be provided in order to cater future expansion.

v. Environmental Impact study

Consultant shall study the environmental impacts of the project especially due to construction activities and proposed mitigation measures accordingly, if required by law.

vi. 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.

vii. Submission Drawings for CDA along with approval from CDA Vetting Committee or any other Regulatory Authority Approval

viii. Building Information Modeling (BIM)

Consultant will prepare Composite BIM Drawing for Structural, Architectural and MEP with clash detection report.

ix. Bidding Documents Format

Consultant shall prepare National Competitive Bidding (NCB)/ Bidding documents for construction of "SECP HEAD OFFICE BUILDING ISLAMABAD "as per Pakistan Engineering Council (PEC) standard document for construction of similar Works.

5. Implementation Arrangement

The SECP will be the Executing Agency.

6. Objectives & Scope of Services

- i. To prepare preliminary design proposals with 3-D view (at least three alternates) and submit for approval of the SECP Building Committee and the Commission.
- ii. Develop detailed design as per approval, prepare submission drawings for CDA's approval, prepare Engineer's Cost Estimates / bill of quantities based on Pak PWD or MES Schedule of Rates or prevailing market rates for approval of SECP Competent Authority.
- iii. Landscaping, External Development, Building Management System and Eco friendly zero energy design is included in per square feet rate of Design part.
- iv. Assist the Client in the Bidding Process for hiring of Constructors.
- v. To prepare Bidding Documents for National Competitive Bidding (NCB), to be approved by the SECP management. These documents should be based on Pakistan Engineering Council (PEC) Standard Bidding Documents.
- vi. Arrange pre bid meeting, if required and record its proceedings.
- vii. Assist Employer in bid opening and evaluation and make appropriate recommendations for the award of work according to the PPRA procedures and requirements.
- viii. Detailed Construction Supervision and Construction Management Services including resident supervision, quality assurance, certification of work done according to Contract etc.
- ix. Liaison with all service providing agencies like IESCO, SNGPL, CDA, NTC etc
- x. To make presentation/briefing/reporting as and when required.

7. Report/Documents Requirement as per Scope of Services.

The consultant shall prepare and submit to SECP the minum but not limited to the following mention-ed reports/Documents , the format of which shall be mutually agreed with SECP.

No.	Report(s)	Date	No. of Copies
1.	Preliminary Design		
i.	Conceptual design plans Perspective view	Within 15 days of award of contract.	3
2	Design Development.		1
i.	Tophographic Survey and coordination for sub soil investigation.	Within 15 days of award of contract.	3
3	Detailed Design		77
i.	Architectural plans / schematic plans / drawings finalization	Within 2 months of award of contract.	3
ii.	Complete Engineering designs for the building including Structural, Mechanical, HVAC, Electrical/Solar, Plumbing (MEP), Landscapping, Data & Voice	Within 2 months of award of contract.	3
iii.	Interior & Furniture Design	Within 2 months of award of contract.	3
iv.	Composite BIM Drawing for Structural, Architectural and MEP with clash detection report. (soft & hard copy)	At Completion of Design Phase	1
v.	Building Management System	Within 2 months of award of contract.	3
vi.	Eco Friendly Zero Energy	Within 2 months of award of contract.	3
vii.	External development and landscaping etc	Within 2 months of award of contract.	3
viii.	Any other design that employer may request.	CP	1
ix.	Preparation and Revision of	Within 4 months of award of contract.	3

	PC-1		
х.	Environmental Impact Assessment (EIA)	Within 4 months of award of contract.	3
xi.	Data for Design Review and	_	1
(19)	Vetting	Within 3 months of award of contract.	116
4_	Bidding Documents, BOQ, Co	ost Estimâtes.	Z
i.	Bidding Documents.	Within 4 months of award of contract.	15
ii.	Engineer's Estimate / BOQ.	Within 4 months of award of contract.	15
iii.	Final Cost estimate for obtaining Technical sanction.	Within 4 months of award of contract.	15
iv.	Procurement Plan	Within 4 months of award of contract.	1
V.	Soft Copy of All Data	After 4 months of award of contract.	1
6.	Progress Report(s):		
i.	Monthly	By 10 th of the following month.	3
ii.	Quarterly	By 10 th of the month following the quarter.	3
iii.	Yearly	By 31 st of January each year.	3
7.	Technical/Special reports	As and when required	3
8	Financial Analysis and Evaluation Report Six monthly or when required	By the end of every six monthly period from start of the Contract or as and when required.	3
9.	Project Completion Report	On completion of project.	3
10.	Preparation of As-Built Drawing	On completion of project.	3
11.	Third Party Design Vetting	Design Phase	1

8. Payment terms

a. Design Phase

i.	Approval of Conceptual Design	05%
ii.	Approval of Architectural Design	05%
iii.	Approval of Submission Drawings by CDA DVC	10%
iv.	Detailed Architectural & Engineering Design	10%
v.	Third party design vetting	05%

vi.	Preparation and Revision of PC-1	10%
vii.	Environmental Impact Assessment (EIA)	05%
viii.	Bidding Documents, BOQ, Cost Estimâtes.	10%
ix.	Submittal & Approval from CDA	10%
х.	Submission of Composite BIM Drawings	10%
xi.	Bid Evaluation	10%
xii.	Completion of Construction Phase including	
	Completion certificate from CDA	10%

b. Supervision Phase

Monthly Invoice against the Supervision Staff based on actual deployement after certification by the Project Manager/Director SECP.

Following Summaries are mandatory for the Evaluation of the Firm

1. Summary for Completed Projects (Design Phase)

S/No.	Name of Project	Contact Detail	Scope of Services	Covered Area	No. of Floors	Project Cost	Consultancy Contract Value
AV.		Telephone/Cell	-Master Planning				
100		Number	-Architectural				
. \	_1	Address	Design				
		Email	-Structural Design				Y
1			-MEP Design			Λ	V7/15
			-HVAC Design			1 A	IM A A
410		DES A	-Bidding	A		-0/	
-07		I To The Total	Documents		01		
$A \bowtie$			V) -	10 1 5	7/11 /		STEAS

2. Summary for Completed Projects (Supervision Phase)

S/No.	Name of Project	Contact Detail	Supervision Detail	Covered Area	No. of Floors	Project Cost	Consultancy Contract Value
1		Telephone/Cell Number Address Email	-Original Contract Duration -Revised Contract Duration -Delay (No. of Months)		F		

3. Summary for Supervision Staff

S/No.	Name of Post	Qualification	PEC Registration No. (In case of Engineer)	Overall Experience	Relevant Experience	Name of Projects Supervised	No. of Floors/Area of Project
1	Resident Engineer etc					9	

4. Summary for Design Staff

S/No.	Name of Post	Qualification	PEC/PCATP Registration No.	Overall Experience	Relevant Experience	Name of Projects Designed	No. of Floors/Area of Project
1-20	Principal Architect			la de la companya de			HIL
	Senior Structural					1	C/2-2718 V
	Engineer						
	Senior Electrical						
	Engineer						
1	Senior HVAC						11 5
	Engieer					4	
	BIM Engineer						
	Plumbing Engineer						
	Electronics						
~ 1	Engineer						. \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\



Format of Affidavit/Undertaking (DULY NOTARIZED)

Bidder must submit following undertaking (on stamp paper of Rs.100)) duly notarized, failing which the bid shall be rejected

a)	I, Mr
b)	That M/s is not engaged, under investigation or offences or no proceedings are pending before FBR, Customs, NAB, any Judicial form, FIA or any other Govt. authority with respect to fraud, terror financing, money laundering etc.
c)	We also confirm that our firm has not been black listed by any National/International organization or forum and its entitled to carry out its business activities to the standard business ethics.
d)	That the Partner(s) / Officers of M/s have not been subject to financial crime. Nor they every compounded with their creditors in any capacity.
e)	We, hereby agree with all the requirements and terms & conditions of the bidding document and submit the bid.
f)	The above statement is true to the best of my knowledge and belief and nothing has been concealed or is false.
	te: In case bidder is found in the list of "Blacklisted Firms-Pakistan" or related ks at https://www.ppra.org.pk/ then its bid shall be rejected
	Name:
	Signature
	Stamp:

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

Sr. No.	Name of the Project	Location Province/ Country	Client	Cost of the Project	Implement ation Start/ Completion	Handled as: Single Firm/ Lead Firm/ Joint Venture Partner	Total Cost of Services	Cost of Services provided by the Firm	Scope of Services Feasibilit y Survey & Investigat ion Quality Control Project Monitoring O & M Design Procurem ent Construct ion Supervisi on	Scope of Project Compo nents/ Volume of Work etc.
			No.				THE REAL PROPERTY.			

SECP

ANNEX-B

Form-B-1

Director Adminstartion
Securities and Exchanege 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.
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 IV portner(s)
 - Provided by the JV partner(s)
- 13. Name/Position of Key Staff
- 14. Description of Project
- 15. Description of Services
 Provided by the Firm

Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts.

- 1. Name
- 2. Father's Name/Spouse's Name
- 3. CNIC/NICOP/Passport No.
- 4. Nationality
- **5.** Residential address
- 6. Email address
- 7. Date on which shareholding, control or interest acquired in the business.
- 8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entries or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided.

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
Name	Legal form (company / Limited liability Partnership/Association of Persons/Single Member Company/partnershp Firm/Trust/Any other individual, body corporate (to be specified)	Date of Incorporation/Regis tration	Name of Registering Authority	Business Address	Country	Email Address	Percentage of Shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of Shareholding, control or interest of legal person or legal arrangement in the Company	Identity of natural person who ultimately owns or controls the legal person or arrangement

9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).

1.	2.	3.	4.	5.	6.	7.	8.		
Name and	CNIC No.(in	Father's/Husband's	Current	Any other	n	Residential address in full	Name of shares		
Surname	case of	Name in Full	Nationality	Nationality(ies)	ıtio	or the	taken by cash		
(in Block	foreigner,				edr	registered/principal office	subscribe(in		
Letters	Passport No.		A) CC1	addres for a sunscribers	figures and		
			M		0	other than natural person	words)		
		- A20V 111	ν λ .			STORE			
			34 /						
			Total numbers of shares taken (in figures and words)						

10. Any other information incidental to or relevant to Beneficial Owner(s)

Name and Signature (Person authorized to issue notice on behalf of company)