



# **SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN (SECP)**

## **ADDENDUM NO. 1**

**HIRING OF ARCHITECTURAL & ENGINEERING CONSULTANCY SERVICES**

**FOR**

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

**September 12, 2023**

## Response to Bidders Pre-Proposals Queries

With reference to the Pre-Proposals Meeting held on September 08, 2023, and the queries received from perspective bidders, the Bidders shall note and take into consideration the following additions, deletions, clarifications and amendments to the Request for Proposals (RFP), while preparing the Proposals.

These additions, deletions, clarifications and amendments form an integral part of the RFP. Bidders are required to acknowledge receipt of this addendum to the Employer. The original addendum shall be attached to the original RFP.

S/No.	Query	Decision
1.	Please remove mandatory requirements for the provision of Bid Security by the Bidder or reduce the amount of the Bid Security.	The provision of the Request for Proposals shall prevail.
2.	It is requested that minimum qualification criteria w.r.t number of completed projects and the consultancy cost may please be reviewed according to the size of the proposed project. The projects like office Buildings have less value to be executed in the last ten years, please reduce to Rs. 500 Million.	The provision of the Request for Proposals shall prevail. However, the requirement of a project's financial worth Rs. 1000 Million is based on the current-time project cost. Projects completed between one to ten years ago will be converted to their present value using the guidelines provided by the Planning Commission and/or other appropriate methods.
3.	Weightage should be given to ongoing projects as well.	The provision of the Request for Proposals shall prevail.
4.	Kindly provide Site Plan with plot dimension and showing north direction.	Provided, please refer to <b>Annex-A</b> .
5.	Please advise whether any commercial activity is required on Ground Floor or if there is any specific requirement.	No commercial activity is required.
6.	Please provide information regarding Officers, their grades and tentative numbers is needed to determine the size of offices and design the Project accordingly.	Provided. Separate office rooms are required for directors & above. Please refer to <b>Annex-B</b> .
7.	As per Evaluation Criteria, please clarify for Cost of the Project worth Rs. 1,000 Million. Whether it is the cost of Project or Consultancy Fee.	It is the cost of the project not the consultancy fee.
8.	Please confirm that staff as mentioned in RFP (six number) will be evaluated in addition to experience of the firm.	Yes

9.	Do we need PEC and PCATP registration both?	Consultancy firm must be registered with the PEC and for Architectural related discipline, Architect must be registered with the PCATP.
10.	Is there any requirement to be registered with SECP to do this project specially if the lead firm is a sole proprietorship?	Registration with SECP is not required for sole proprietorship.
11.	Let us know if the concept plan is to be submitted by all bidders or only once shortlisted?	All bidders are required to submit concept plans.
12.	Please elaborate the extent of conceptual design? Do the client needs a block plan? Or would you like to see a conceptual 3d of the exterior? or both?	Both block plan and conceptual 3D of the exterior need to be submitted.
13.	Can we submit our tender using TCS or registered mail service?	Yes, but the Employer shall not be responsible for the late delivery. Any proposal received after the mentioned date and time will be returned unopened.
14.	As per evaluation criteria, 5 General Building Projects will be evaluated whereas as per Form B-1, 10 General Building Projects are required. Please clarify.	Five (5) Projects will be evaluated as per evaluation criteria.
15.	Referring to Clause No. 5(vii) in the Term of Reference (TOR), regarding "Submission Drawings for CDA along with approval from CDA Vetting Committee or any other Regulatory Authority Approval". As discussed during the pre-proposal meeting, the Consultant shall be responsible for providing the required documents to the Vetting Consultant including drawings, design calculations, models etc. The hiring of vetting consultant will be the responsibility of the SECP. Please clarify.	The hiring of vetting consultant will be the responsibility of the SECP.
16.	It is requested that deadline for submission of Proposals be extended as Conceptual Design require more time.	Deadline for submission of proposals shall remain the same. Presentation regarding conceptual design will be held one week after submission of proposals. Concept design can be updated in the presentation phase.
17.	Referring to Clause C, in the Evaluation Criteria which addresses "Experience & Past Performance of the firm", in general practice, one consultant designs the project and the other consultant supervises the same project. It's often not possible for the same consultant to perform both services (design and supervision) on the same project. It is requested to modify the evaluation criteria.	The provisions of the Request for Proposals shall prevail. In the majority of cases, the consultant is responsible for both designing and supervising the project. This practice minimizes coordination issues during supervision phase.

18.	Detail regarding staff of Charmian Secretariat and Division-wise employees be provided.	Provided, please refer to <b><i>Annex-C</i></b> .
19.	No. of Staff for Companies registration Office Islamabad and Business center be kindly provided.	Provided, please refer to <b><i>Annex-C</i></b> .
20.	Please provide the details for planning the floor plans as per end user requirement.	Floor plans to be proposed by the consultant as per user's requirement.
21.	Please confirm seating capacity for Auditorium.	The auditorium should have capacity for 400-500 people.
22.	Requirement for Dining Facility be provided.	Dining facility should be same irrespective of the cadres, however a small executive dining room may be developed separately.
23.	Consultancy Contract will continue till the completion of physical work at site.	Initial Plan is for 24 months, duration can be extended based on Project requirement.
24.	Proposed Architectural & Structural Designer must have valid License of CDA. Is this required for CDA submission purpose and whether the Consultant may associate enlisted Architect and Structural Engineer?	Yes.
25.	Documentary proof will be required for claimed projects and staff? If yes, in which form?	Yes required. For project, contract agreement which must include scope of work and cost of the Project. For staff, documentary evidence i.e. employment proof with duration with current employer, copy of degree etc.
26.	Please provide the allotment letter on which floor area Ratio is mentioned for this plot.	Floor area ratio will be according to the latest CDA Building Regulations.
27.	Provision of site facilities for Consultant's Site Staff (i.e. Fully functioned site office along with its utilities and running expenses, Vehicle along with its running! maintenance, etc.) is not provisioned in RFP. We assume that the same may be provisioned in Construction Contract.	Site facilities will be part of construction contract.
28.	Ratio to be changed Technical = 80 and Financial = 20.	The provision of the Request for Proposals shall prevail.
29.	Is Fire alarm, Fire detection and Suppression, Evocation Plan included in MEP Services.	Yes.
30.	Please review Bid validity and reduce it to 120 days.	The provision of the Request for Proposals shall prevail.
31.	The Tax ID detected as source GST is paid FBR with Annual return but FBR do not show active Tax paid will you include the	<b><u>Bids of all those bidders who are In-Active on ATL on the date of bid opening shall be rejected.</u></b>

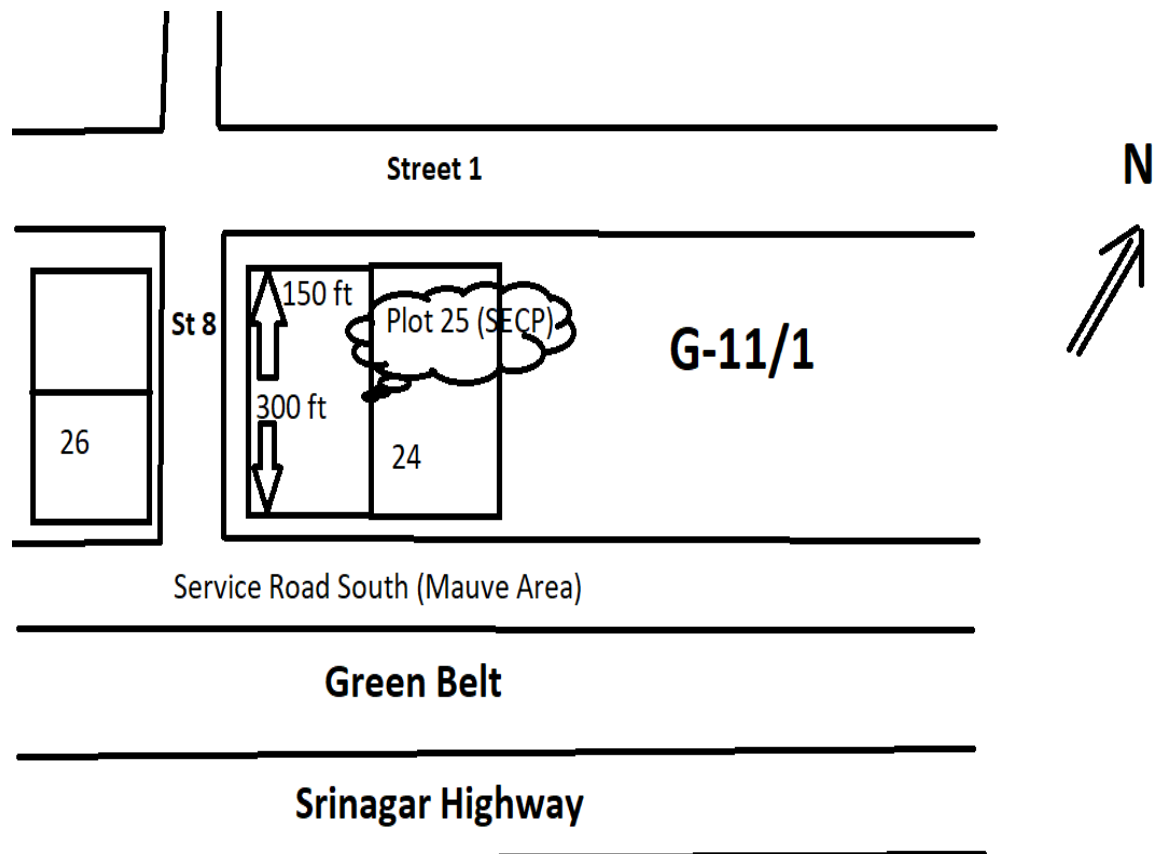
	Participant in the Technical & Financial Proposal.	
32.	Referring to Clause No. 6(i) in the Terms of Reference (TOR), please clarify whether the requirement for three alternate design proposals with 3D views is expected to be fulfilled at this stage or it will be done by the successful consultant.	It will be done by the successful bidder/consultant.
33.	Referring to Clause No. 6(ix) in the Terms of Reference (TOR), regarding “Liaison with all service providing agencies like IESCO, SNGPL, CDA, NTC, Civil Defense etc.”. As discussed during the pre-proposal meeting, the Consultant shall be responsible for providing the required documents as requested by the Department. Other matters, such as fees and approvals, will be the responsibility of the SECP. Please clarify.	The Consultant will prepare drawings, load calculations and other required documentation as per agencies requirement, also the consultant will assist the employer in coordination, meeting etc. The Employer will bear the cost and will also be responsible for their approvals.
34.	<p>Proposed Staff</p> <p>i) As per evaluation criteria, CVs for 6 positions are required</p> <p>ii) As per Annex-B, Information Form, S. No. 8, required:</p> <p>Professional staff available for the assignment on the appended format. (The client entity should provide the essential disciplines between 3 to 5 in number)</p> <p>We understand that as per evaluation criteria the description is correct. We suggest that Information required in the Information Form be removed.</p>	<p>The description is correct as per evaluation criteria.</p> <p>Information required in the information form has been removed.</p>
35.	Please decide which Form will prevail for experience. All forms required almost the same information.	<p>Following forms are required.</p> <ol style="list-style-type: none"> <li>1. <u><b>Summary of Completed Project in the Section “TOR”</b></u></li> <li>2. <u><b>Form Tech 1</b></u></li> <li>3. <u><b>Financial Proposal Form</b></u></li> <li>4. <u><b>Form Tech 2B</b></u></li> <li>5. <u><b>ANNEX-AA</b></u></li> <li>6. <u><b>Annexure - I</b></u></li> </ol> <p>Other forms may be submitted as an additional information.</p>

**Engr. Anwar Ghani, PMP**

Project Manager – SECP

*Annex-A*

**Site Plan**



**Annex-B**

**SECP Head Office & Company Registration Office  
Islamabad**

S#	Position	Numbers
1	Chairman	1
2	Commissioners	6
3	Advisors/Consultants	5
3	Executive Directors	13
4	Directors	38
5	Additional Directors	40
6	Joint Directors	41
7	Additional Joint Directors	65
8	Deputy Directors	68
9	Assistant Directors	96
10	Management Executives	43
11	Graduate Trainees	48
12	ICAP/ACCA Trainees	30
13	Interns	36
14	Project Teams (like LEAP etc)	10
15	OTC Staff (exlcuding OA & Drivers)	75
16	Outsource (excluding OA & Drivers)	86
	<b>Total</b>	<b>702</b>

<b>Space Arrangements for Facilities Management Team;</b>	
Office Attendants & Drivers	56
Security Supervisor/CCTV	6
Plant Maintenance	20
Janitorial	30
<b>Grand Total</b>	<b>814</b>

*Annex-C*

Divisions	No. of Employees
Chairman's Office	4
Chairman's Secretariat	52
Commissioner Offices	29
Adjudication Division	43
Commission Secretariat	36
Information Systems & Technology Division	57
Insurance Division	33
Licensing Registration Division	131
Prosecution & Legal Affairs Division	49
Securities Market Division	55
Specialized Companies Division	53
Supervision Division	94
Support Services Division	70
<b>Total</b>	<b>702</b>

No. of Employees in Business Centre	17
No. of Employees in Company Registration Office	35