



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T#23/23-24**

### **Invitation for Bid**

The Securities & Exchange Commission of Pakistan invites sealed proposals in accordance with the bidding document ONLY through PPRA's **e-Pak Acquisition & Disposal System (EPADS)** i.e. <https://eprocare.gov.pk/> from structural design firms registered with Pakistan Engineering Council, Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for

### **DESIGN REVIEW, VETTING AND VALUE ENGINEERING FOR STRUCTURAL DESIGN OF SECP HEAD OFFICE BUILDING AT G-11/1, ISLAMABAD.**

Bidding document containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against above requirement are available for the interested bidders from the undersigned free of cost and can also be downloaded from <https://www.secp.gov.pk/procurement/>

The proposals prepared in accordance with the instructions in the bidding document, , should be submitted ONLY through EPADS on or before **February 22, 2024 by 1100Hrs** and will be opened on the same day at **1130Hrs**.

*In case of any technical difficulty in using EPADS prospective bidders may contact PPRA at <https://www.ppra.org.pk>*

In case of any query, Admin Department may be contacted on Telephone No. 051-9195551/051-9195437 during office hours (Monday to Friday excluding Public Holidays)

**Engr. Anwar Ghani**  
**Project Manager/Head Project Management Unit**  
NICL Building, 63 Jinnah Avenue, Blue Area Islamabad

**SECURITIES & EXCHANGE COMMISSION OF PAKISTAN**  
**CONSTRUCTION OF SECP HEAD OFFICE BUILDING G-11/1 ISLAMABAD**

**REQUEST FOR PROPOSALS**

**Single Stage Two Envelop Method**

**Design Review, Vetting and Value Engineering for Structural Design of  
SECP Head Office Building**

February 2024

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## **Introduction**

Securities & Exchange Commission of Pakistan (SECP) is planning to construct head office building having three basements and 15 floors in G-11/1 Islamabad. SECP require to review all aspects, including safety & value engineering, of the technical & structural design of proposed building project.

## **Scope of Services**

Design Review, Vetting and Value Engineering Consultant will check, endorse and suggest correction / improvements in the design made by M/s EA Consulting Engineers Pvt. Ltd. The scope of consultancy services work will include but not necessarily limited to the followings:

- i. Review of Structural analysis and design.
- ii. Check the proposed design related to various loads combination as per standards/codes.
- iii. To validate the adequacy, authenticity, economy and accuracy of structural analysis and designs.

## **Duration**

Duration for the assignment shall be 25 days.

## **Payment Terms.**

Full payment after completion of the assignment

## **ELIGIBLE BIDDERS**

### **a. Eligibility Criteria**

The applicants fulfilling the following basic eligibility criteria shall only be considered for further evaluation (relevant documents to be attached):

- i. Valid Registration with PEC in relevant fields of specialization.
- ii. Enlisted with CDA for the purpose of structural design vetting.
- iii. Certificate of registration with Federal or relevant Board of Revenue for income tax and sales tax
- iv. Judicial Affidavit declaring as per Annex BB. Bidder must submit the undertaking as per format prescribed in relevant Annexure, failing which the bid shall be rejected.
- v. .
- vi. **Must not be employee or partner of Design Consultant i.e EA Consulting Pvt. Ltd.**

## **vii.Bid Security as required**

### **b. Qualification Criteria:**

Qualification will be based on applicant's meeting the following qualification criteria regarding their profile, financial capability, firm's experience and quality of its personnel expertise and other relevant information as demonstrated by the applicant's response in the Qualification Forms attached to the Letter of Application.

In general:

An Applicant may be a private, public, government or proprietorship owned legal entity  
Qualification evaluation criteria as mentioned in below table is applicable for Applicants:

S/No	Category	Weightage/Marks
1	Company establishment/ Financial capability	10
2	Experience of the firm	40
3	Personnel Capacity	50
	<b>Total</b>	<b>100</b>

Marks shall be given if the questionnaires are filled by the Applicant as per instructions given in the forms at the end of the document.

The minimum aggregate qualifying marks shall be 70 % Criteria, sub-criteria and scoring system for technical qualification:

#### **a. Company Establishment/ Financial capability**

The applicant shall submit company profile in the form of printed booklet or provide the information on applicant's letterhead duly signed by authorized signatory. No marks shall be given if information is not provided in the above stated requisite format. For financial capability, audited financial statements for last three years shall be submitted.

<b>A. Company Establishment/ Financial capability</b>				
S/No.	Description	Marks Assigned	Criteria for Marks	*Page No. in the submitted bid
<b>1</b>	<b>Establishment of firm</b>			
I	Under 3 Years	5	0 Marks	
Ii	From 3 Years to 5 Years		3 Marks	
Iii	From 6 Year to 10 Years		4 Marks	
Iv	Above 10 Years		5 Marks	

<b>2</b>	<b>Financial Capability</b>			
	Average Annual turnover for the last three years commencing from 1st July and ending on 30th June for each year.	5	<b>I.</b> Full marks if average annual turnover of last three years is PKR 25 million or above. <b>ii.</b> For average annual turnover of less than PKR 25 million, marks shall be awarded on prorated basis. <b>iii.</b> No marks if average annual turnover is less than PKR 10 million	
	<b>Total (Category A)</b>	<b>10</b>		

**\*Page No. in the submitted bid should be mentioned by the bidder**

- b. Experience of the Firm:** Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Firm.

<b>B. Experience of the Firm</b>				
<b>S/No.</b>	<b>Description</b>	<b>Marks Assigned</b>	<b>Criteria for Marks</b>	<b>*Page No. in the submitted bid</b>
	Projects of similar nature of minimum value PKR One Billion each (or of equivalent US \$ value on the submission date of application) or more Completed in last ten (10) years. *Similar nature projects include structural design or vetting of multistory (Minimum 6 Story) residential/ office buildings or mixed use commercial buildings.	25	i.Full marks shall be given if the Firm has completed at least Three (3) projects. ii.Ten marks shall be given if the firm has completed Two (2) project. iii.Five marks shall be given if the firm has completed one or more projects iv.No marks shall be given if the Firm has not executed any project. <b>For Completed Projects Completion Certificate OR Contract Agreement of respective project is mandatory. No</b>	

			<b>marks shall be awarded if Completion Certificate or Contract Agreement of respective project is Not attached.</b>	
<b>2</b>	<p>Projects of*similar nature of minimum value PKR One Billion each (or of equivalent US \$ value on the submission date of application) or more <b>In-hand</b></p> <p>*Similar nature projects include planning, design &amp; vetting of multistory (Minimum 6 Story) residential/ office buildings or mixed use commercial buildings .</p>	<b>15</b>	<p>i.Full marks shall be given if the Firm has Three (3) projects in hand.</p> <p>ii.Ten marks shall be given if the firm has Two (2) projects in hand.</p> <p>iii.Five marks shall be given if the firm one project in hand.</p> <p>iv.No marks shall be given if the Firm has not project in hand.</p> <p><b>For in hand Projects Letter of Award OR Agreement of respective project is mandatory. No marks shall be awarded if Letter of Award or Agreement of respective project is Not attached</b></p>	
	<b>Total (Category A)</b>	<b>40</b>		

***\*Page No. in the submitted bid should be mentioned by the bidder***

**c. Personnel Capabilities:**

Marks shall be awarded on the basis of qualification and experience of the staff. The following key experts shall be evaluated:

**C. Personnel Capacity**

<b>S/No.</b>	<b>Description</b>	<b>No. of Professional</b>	<b>Marks Assigned</b>	<b>Marks Assigned</b>	<b>*Page No. in the submitted bid</b>
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1	TEAM LEADER / LEAD STRUCTURE ENGINEER	1	30	Master degree in civil (Structural) engineering with a minimum of 20 years (or Ph.D Structural Engineering with a minimum of 15 years) general professional experience with a minimum of 10 years relevant professional experience with a major in design of High Rise (Minimum 6 story) Building projects. He should be computer literate having experience of computer and design software.	
6	Junior Structure Engineer	1	20	Bachelor degree in civil engineering with a minimum of 10 years general professional experience with a	



				minimum of 5 years relevant professional experience with a major in High Rise Building projects	
	<b>Total (Category C)</b>		<b>50</b>		

***\*Page No. in the submitted bid should be mentioned by the bidder***

## **EVALUATION CRITERIA**

- Applicant(s)/proposal(s) meeting the minimum requirements shall be considered as technically responsive if overall minimum of 70% marks is secured.
- Only technically response bid(s)/proposal shall be considered for further processing i.e. opening of financial bids/proposals.
- Technically response bid(s)/proposal with lowest quoted price shall be awarded the contract. However, in case lowest price has been quoted by more than one then the contract shall be awarded to the one who secured highest technical marks.

## **LETTER OF APPLICATION/PROPOSAL**

Attached as Annexure.

## **REQUEST FOR PROPOSALS (RFP) DOCUMENT**

### **a. Clarification of RFP Document**

A prospective Applicant requiring any clarification of the RFP Document shall contact the Employer in writing at the Employer's address indicated in the Advertisement or through EPADS. The Employer will respond in writing to any request for clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The Employer reserves the right to amend the RFP document as a result of a clarification as per departmental procedures and communicate to all applicants in writing. Clarification if any on the requirements may be obtained by emailing at [anwar.ghani@secp.gov.pk](mailto:anwar.ghani@secp.gov.pk)

### **b. Amendment of RFP Document**

At any time prior to the deadline for submission of applications, the Employer may amend the RFP Document by issuing addendum /Corrigendum. Any addendum/ Corrigendum issued shall be part of the RFP Document.

### **c. Cost of Applications**

The Applicant shall bear all costs associated with the preparation and submission of its

application. The Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process by the Employer.

**d. Language of Application**

The application as well as all correspondence and documents relating to the procurement process exchanged by the Applicant and the Employer, shall be written in English language. Supporting documents and printed literature that are part of the application shall also in the same language

**e. Submission of Application Form**

The Applicant shall prepare an Application Submission Sheet using the form furnished in **Annexure - A**. This Form shall be completed without any alteration to its format.

**f. Signing of Application & Number of Copies**

The Applicant shall prepare the documents comprising the application as described in RFP and clearly mark it “ORIGINAL”. The original of the application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.

**g. Deadline of Submission of Application**

Applications shall be received by the Employer at the given address and no later than the deadline mentioned in Invitation for Bids. Applicants may submit their applications by courier or by hand.

**h. Opening of Application**

Employer shall open the applications as per its standard procedures and deadline mentioned in Invitation for Bids. Employer shall prepare a record of the opening of applications that shall include, as a minimum, the name, signature of the representative (if they choose to attend).

**i. Right of Waiver**

The Employer reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an applicant for the purpose of qualification

**EMPLOYER’S RIGHT**

Applicants wishing to participate in the bidding process shall complete the Questionnaires / Qualification Criteria and other relevant details solicited through RFP documents including the qualification criteria and return them to the Employers address given in a sealed envelope. Applications shall be treated as confidential and will not be returned. The Employer has right to obtain clarification from the applicants regarding applications.

## INSTRUCTIONS TO APPLICANTS

### a. Submission & Opening of RFP.

Application/bids shall be received ONLY through **e-Pak Acquisition & Disposal System (EPADS)**

1. All bids must be submitted along with a scanned Bid Security of the amount mentioned below, and in the form of Banker's Cheque i.e. Pay Order. The hard copy of bid security must be submitted to the procuring agency any time before the closing time of bid submission.
2. Bid of the bidder(s) who submits the original bid bond/security late i.e. after bid submission time, or with less amount of bid bond/security will be rejected.
3. Initially, only the **“TECHNICAL BID”** shall be opened publicly.
4. The amount of the bid and bid bond/security shall be in Pak rupees. The bids should be accompanied by bid bond/security (refundable) for an amount equal to **Rs.30,000** in form of bankers cheque i.e. pay order in favor of Securities and Exchange Commission of Pakistan. **Cheque will not be acceptable.**
5. After the evaluation and approval of the technical bid, financial bids of the technically accepted bids only will be opened at a time, date and venue announced and communicated to the bidders in advance.
6. Only registered supplier/service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR/respective revenue boards are only eligible to supply goods/provide services to the Commission. Bids of all those who are not registered with the Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax shall be rejected.
7. In case bidder (if selected) is not in ATL at the time of payment then the payment shall be stopped till he files his mandatory returns and appears on ATL of FBR OR whole of the tax involved or as applicable to supplies on the basis of gross value of supplies shall be deducted.

### b. Late Submission of RFP Applications/bids:

EPADS does not allow bid submission after the closing date and time as mentioned above.

### c. Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Employer's evaluation of the applicant's qualification or to provide timely clarification or substantiation of the information supplied may result in

disqualification of the applicant and same shall be communicated in accordance with provisions of PPRA Rules.

#### **d. Material Changes**

Applicants and those subsequently qualified or conditionally qualified/responsive shall inform the Employer of any material change in information that might affect their qualification status. Applicants shall be required to update key information at the time of bidding. Prior to award of contract, the lowest evaluated bidder will be required to confirm its continued qualified status in a post qualification review process.

### **EMPLOYER'S NOTIFICATION AND BIDDING PROCESS**

#### **a. Conditional Qualification**

An applicant may be “conditionally qualified” that is, qualified subject to certain specified non-material deficiencies in the qualification requirements being met by the applicant to the satisfaction of the Employer before submission of bid.

#### **b. Changes after Qualification**

Any change in the structure or formation of an applicant after being qualified shall be subject to written approval of the Employer prior to the deadline for submission of RFP. Such approval may be denied if as a consequence of any following changes:  
Firms as a whole which has conditionally qualified & later on fails to meet any of the qualifying requirements;

#### **c. Employer's Right**

The Employer reserves the right to take the following actions, and shall not be liable for any such actions:

1. Amend the scope of the work, in which event bids will be invited only from those applicants who meet the resulting amended qualification requirements;
2. Cancel the procurement process and reject all applications in provisions according to PPRA rules.

#### **d. General information**

The qualification forms shall be filled in by the Applicant (s) duly signed and stamped by the Authorized person on behalf of the Firm.

### **Fraud and Corruption**

The Employer requires that Applicant(s) / Consultant(s) under this Procurement process, observe the highest standard of ethics during this bidding process and further processing.

1. In pursuit of this policy, the Employer: Defines, for the purposes of this provision, the terms set forth below as follows:

- i. “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or

indirectly, of anything of value to influence the action of a public official in the bidding process;

ii. “Fraudulent practice” means a misrepresentation or omission of facts in order to influence the bidding process;

iii. “Collusive practice” means a scheme or arrangement between two or more Applicant’s, with or without the knowledge of the Employer, designed to establish artificial data/ information; and

iv. “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process;

2. Employer will reject an application if it determines that the Applicant recommended for award has, directly or through an agent, engaged in

corrupt, fraudulent, collusive or coercive practices.; and

3. Employer will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices.

### **Other Terms and conditions**

1. Only registered supplier/service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR/respective revenue boards are only eligible to supply goods/provide services to the Commission. Bids of all those who are not registered with the Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax shall be rejected.
2. In case bidder (if selected) is not in ATL at the time of payment then the payment shall be stopped till he files his mandatory returns and appears on ATL of FBR OR whole of the tax involved or as applicable to supplies on the basis of gross value of supplies shall be deducted
3. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
4. Relevant details plus terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the SECP website: <https://www.secp.gov.pk/procurement/>
5. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
6. The bid validity period shall be 90 days.
7. If the bid is withdrawn after bid opening time and before the expiry of bid validity the bid bond/security will be forfeited in favor of the SECP, Islamabad.
8. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained and may disqualify the original offer.

9. The rates must be quoted strictly in accordance with our documents and Annex(s).
10. Discounts (if any) offered by the bidder shall be part of the bid and for taxation purposes will be treated in accordance with the applicable laws.
11. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
12. The bidder shall be responsible for payment of any duties/taxes etc. which are imposed by the Government of Pakistan (GOP). The bid price MUST be inclusive of all applicable taxes. The bidder is hereby informed that the Commission shall deduct tax at the rate prescribed under the tax laws of Pakistan from all payments for supply/services rendered by any responding organization who accepts the Purchase order or signs agreement with the Commission.
13. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes.
14. **Price inclusive of quoted tax, quoted by the bidder shall be considered for evaluation irrespective of the tax rate. The Most Advantageous Bid(der) shall be responsible of the quoted tax in its bid and any demand from tax authorities shall be payable by that bidder.**
15. Selected service provider will have to provide the required services, if selected and declared as Most Advantageous Bid(der). In case selected bidder is not willing to supply on quoted amount then bid bond/security submitted with the bid will be forfeited in favor of the Commission.
16. In case 1st Most Advantageous Bid(der) is unable to provide services then the Commission reserve the right to award the contract to 2nd Most Advantageous Bid(der). In case Most Advantageous Bid(der) is unable to provide services then the Commission reserve the right to award the contract to 3rd Most Advantageous Bid(der).
17. Bid bond/security of the bidder who is unable to provide services shall be forfeited in favor of the Commission.
18. Bids from any bidder who is found or purported to be engaged or under investigation for offences related to fraud, under-invoicing, tax evasion, concealment, money laundering etc. shall be rejected without assigning any reason.
19. All payments shall be made after deduction of taxes and all payments shall be made through cross Cheque in Pak Rupees. Taxes will be deducted at source as per Government Rules at the time of payment.
20. The bid bond/security of successful bidder will be retained and returned after completion of audit. However, bid bond/security of unsuccessful bidders will be returned after award of contract to successful bidder.
21. During the retention period the bid bond/security, no interest / markup will be provided on this amount by Commission to bidder at the time of refund/release of bid bond/security.

22. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be rejected.
23. The bidders do not have the option of submitting their bids through other electronic means except EPADS. Telegraphic and conditional bids will not be accepted.
24. Unsealed bids will be rejected.

**Letter of Application/Proposal**

*[Letterhead paper of the Applicant, or member responsible for a joint venture /Association, including full Postal address, telephone no. , fax no., telex no., cable and email address]*

Date: \_\_\_\_\_

To:

**Project Manager/Head PMU**  
SECP Head office, NICL Building,  
63-Jinnah Avenue, Islamabad.

Sir,

1. Being duly authorized to represent and act on behalf of..... (*the name of organization*), and having reviewed and fully understood all the information provided, the undersigned hereby apply as a bidder for the “Design review/vetting, value engineering for Structural part;
2. Attached to this letter are copies of original documents defining :
  - (a) The Applicant's legal status;
  - (b) The principal place of business; and
  - (c) The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. The Employer and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. The Employer and its authorized representatives may contact the following persons for further information, if needed.



**General and Managerial Inquiries**

Contact 1	Telephone 1
Contact 2	Telephone 2

**Personnel Inquiries**

Contact 1	Telephone 1
Contact 2	Telephone 2

**Technical Inquiries**

Contact 1	Telephone 1
Contact 2	Telephone 2

**Financial Inquiries**

Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:
  - (a) Bids by applicants will be subject to verification of all information submitted for at the time of bidding;
  - (b) The Employer reserves the right to:
    - (i) Amend the scope and value of any contract under this project; in such event bids will only be called from qualified bidders who meet the revised requirements; and
    - (ii) Reject or accept any application, cancel the bidding process, and reject applications; and
6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

## **List of Forms**

1. General Information about the Firm
2. Annual turnover
3. Summary of Completed Similar Nature Projects
4. Detail of completed Similar Nature projects
5. Summary of current/ongoing Similar Nature Projects
6. Detail of ongoing Similar Nature Projects
7. Personnel Capabilities
8. Candidate Summary
9. Litigation History for last Ten (ten) years

**FORM # 1****General Information about the Firm / Applicant**

1	Name of Firm	
2	Head office Address	
3	Telephone Contact	
4	Email/Fax	
5	Place of Incorporation/Registration	
6	Date of Incorporation/Registration	
7	PEC Registration Category & Code:	
8	Validity of PEC Registration	
9	NTN #	
10	Active Tax Payer : Yes/ No	
11	Name, Designation & Contact No. of Firm's Representative	

**Detail of Owner (s) / Director (s)**

S/No.	Name	Designation	Contact Detail
1			
2			
3			
4			
5			

**FORM # 2**  
**Annual Turn over**

Name of Applicant: \_\_\_\_\_

*[All applicants are requested to complete the information in this form with regard to the management of works contracts generally. The information supplied should be the annual turnover of the applicant in terms of the amounts billed to clients for each year for work in progress or completed in Rupees. The annual periods should be the financial years commencing from 1st July and ending on 30th June. A brief note on each contract should be appended, describing the nature of the work, duration and amount of contract, managerial arrangements, and other relevant details. Applicants should not enclose testimonials, certificates and publicity material with their applications, they will not be taken to account in evaluation of qualification]*

<b>Year</b>	<b>Turnover in Actual Currency</b>	<b>Rupees in Million</b>
2022-23		
2021-22		
2020-21		
<b>Average of Above</b>		

**FORM # 3**  
**Summary of Completed Similar Nature Projects**  
**(In Last Ten Years)**

<b>S/No.</b>	<b>Description of Project</b>	<b>Year of Completion</b>	<b>Cost of Project (PKR in Million)</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**FORM # 4**  
**DETAIL OF PROJECTS SIMILAR NATURE WORKS**  
**COMPLETED IN LAST TEN YEARS**

Name of Consultant Firm
-------------------------

**A Separate form should be prepared for each project**

1	Name of Consultancy Assignment
2	Location
3	Name of Procuring Agency
4	Procuring Agency Address
5	Contact No. <span style="float: right;">Email/Fax:</span>
6	Nature of Assignment and special features relevant to the consultancy (Survey & Investigation, Planning, Design, Review of Design, Procurement)
7	Consultant Role (Tick one) (a) Sole Consultant    (b) Sub- Consultant
8	Value of the total Consultancy Contract PKR.....
9	Value of the total Construction Cost of Project PKR.....
10	Date of Award
11	Date of Completion (Attach Completion Certificate / Contract Agreement)

**FORM # 5**  
**Summary of Similar Nature Projects In hand**  
**(In Last Ten Years)**

<b>S/No.</b>	<b>Description of Project</b>	<b>Year of Start</b>	<b>Cost of Project (PKR in Million)</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**FORM # 6**  
**DETAIL OF PROJECTS SIMILAR NATURE WORKS IN HAND**  
**IN LAST TEN YEARS**

Name of Consultant Firm
-------------------------

**A Separate form should be prepared for each project**

1	Name of Consultancy Assignment
2	Location
3	Name of Procuring Agency
4	Procuring Agency Address
5	Contact No. <span style="float: right;">Email/Fax:</span>
6	Nature of Assignment and special features relevant to the consultancy (Survey & Investigation, Planning, Design, Review of Design, Procurement)
7	Consultant Role (Tick one) (a) Sole Consultant    (b) Sub- Consultant
8	Value of the total Consultancy Contract PKR.....
9	Value of the total Construction Cost of Project PKR.....
10	Date of Award
11	Starting Date of the Project: Planned Completion Date of Project: (Attach Letter of Award / Contract Agreement)



**FORM # 7**  
**Personnel Capabilities**

Name of Applicant (Consultant): \_\_\_\_\_

*For specified positions essential to design review and vetting, applicants should provide the names of candidates qualified to meet the specified requirements stated for each position.*

1	Title of Position	
	Name of Candidate	
	Qualification	
	Total Experience (No. of Years)	
	Relevant Experience (No. of Years)	
2	Title of Position	
	Name of Candidate	
	Qualification	
	Total Experience (No. of Years)	
	Relevant Experience (No. of Years)	
3	Title of Position	
	Name of Candidate	
	Qualification	
	Total Experience (No. of Years)	
	Relevant Experience (No. of Years)	
4	Title of Position	
	Name of Candidate	
	Qualification	
	Total Experience (No. of Years)	
	Relevant Experience (No. of Years)	
5	Title of Position	
	Name of Candidate	
	Qualification	
	Total Experience (No. of Years)	
	Relevant Experience (No. of Years)	
6	Title of Position	
	Name of Candidate	
	Qualification	
	Total Experience (No. of Years)	
	Relevant Experience (No. of Years)	
7	Title of Position	
	Name of Candidate	
	Qualification	
	Total Experience (No. of Years)	
	Relevant Experience (No. of Years)	

**FORM # 8**  
**Candidate Summary**

**Name of Applicant (Firm)** \_\_\_\_\_

<b>Position</b>				
Candidate Information	Name of Candidate		Date of Birth	
	Professional Qualification		Total Experience (Years)	
	Relevant Experience (Years)			
Present Employer	Name of Employer:			
	Address of Employer		Contact Person (HR)	
	Telephone/Cell No.		Email/Fax	
	Job Title of Candidate		Years with Current Employer	

Summarize professional experience in reverse chronological order;

From	To	Company	Project	Position	Relevant Technical Experience

**FORM # 9**  
**Litigation History for the last Ten (10) Years**

**Name (Firm):** \_\_\_\_\_

<b>Description of Contract</b>	<b>Year</b>	<b>Name of Client, Cause of litigation and matter in dispute</b>	<b>Disputed Amount</b>	<b>Award FOR or AGAINST Applicant</b>	<b>Remarks by Applicant</b>

## Annexure - AA

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/partnership Firm/Trust/Any other individual, body corporate (to be specified))	Date of Incorporation/Registration	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 Surname (in Block Letters)	CNIC No.(in case of foreigner, Passport No.	Father's/Husband 's Name in Full	Current Nationality	Any other Nationality(ies)	Occupation	Residential address in full or the registered/principal office address for a subscribers other than natural person	Name of shares taken by cash subscribe(in figures and words)
			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)

**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. .... S/o..... holding CNIC # ..... from M/s ..... Having Its business office at ....., do hereby solemnly affirm and declare as under;
- 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) Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been black listed/ defaulted by any government agency/ department/organization
- g) The above statement is true to the best of my knowledge and belief and nothing has been concealed or is false.

***Note: In case bidder is found in the list of “Blacklisted Firms-Pakistan” or related links at <https://www.ppra.org.pk/> then its bid shall be rejected***

***Name:*** \_\_\_\_\_

***Signature*** \_\_\_\_\_

***Stamp:*** \_\_\_\_\_

## FINANCIAL PROPOSAL SUBMISSION FORM

Dated: \_\_\_\_\_

To, \_\_\_\_\_

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. 90 days after submission date of proposal.  
Our Financial Proposal for the subject project is as follows:-

Description	Lumpsum Amount (PKR)
Consultant Services Cost for Structural Design Review, Vetting and Value Engineering according to Terms of Reference (TOR)	

*[Mention Total Financial Proposals in words & figures]*

### **Currency of Payment**

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/s \_\_\_\_\_ complies with all requirements as detailed out in TOR unless specified otherwise in the covering letter and shall be valid for a period of **90 days** 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: \_\_\_\_\_