



REQUEST FOR PROPOSAL

SERVICES OF AN

“ARCHITECTURAL FIRM”

FOR DESIGNING AND
CONSTRUCTUION SUPERVISION OF
OFFICE SPACE

@

3rd & 5th Floor, Bock A, FTC Building,
Karachi

Services of an Architectural Firm to design and supervise construction of office space

The Trade Development Authority of Pakistan (TDAP) intends to hire services of a reputable and experienced “**Architectural Firm**”, registered with Pakistan Council of Architects and Town Planners and on Active Tax Payers Lists of Federal and Provincial governments to design and supervise construction of office space at Finance and Trade Centre, Shahrah-e-Faisal, 3rd & 5th Floor, Block-A.

2. Detailed bidding documents and other related information can be obtained from the office of Deputy Director (MS) at the address given below on any working day between 10:30 a.m. to 04:30 p.m. by paying an amount of Rs. 200/- (Non-Refundable) through pay order in favor of Accounts Officer TDAP on or before January 22, 2018 or can be downloaded from the website of www.tdap.gov.pk.

3. Single Stage Two Envelope Procedure will be used for open competitive bidding. The interested firms are requested to submit their sealed bids comprising single package containing two separate envelopes clearly marked as ‘financial’ and ‘technical’ in bold and legible letters .

4. Sealed bids will be submitted till 12:00 am on January 23, 2018 in the office of Deputy Director (MSD) at the address given below and technical bids will be opened on the same day at 12:30 p.m. in the presence of representatives of participating firms.

5. Bid Security equivalent to 2% of total bid value in the form of Pay Order/ Demand Draft/ Banker’s Cheque and in favor of Accounts Officer TDAP, Karachi shall be submitted with the sealed financial proposal. Bids without the Bid Security will be rejected.

6. Trade Development Authority of Pakistan reserves the right to reject any or all bids and annul the bidding procedure in accordance with PPRA rules.

Deputy Director (MS)
Trade Development Authority of Pakistan
5th Floor, Block - A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi
Tel: 021-99201526

BACKGROUND

The Trade Development Authority of Pakistan intends to upgrade office space at the 3rd and 5th Floors; Block A, FTC Building, Karachi. In this regard TDAP requires the services of Architectural firm to re-design the floors on approximately 18,000 Sq. Ft in an open office workstations style with a few rooms for senior officers.

SCOPE OF SERVICES

The selected firm will be required to provide the following services:

- i.* To develop an architectural design with BOQ/material details for an open smart office system for managerial & other staff approx. 80 to 100 work places on 18,000 Sq. Feet.
- ii.* Provide at least two architectural plans (options) for the space available and construction of work-stations along with the estimated expenditure of each option.
- iii.* To supervise construction/ provide technical assistance to TDAP during construction of the work/ office space as per approved plan till its completion.

PAYMENT SCHEDULE

No.	Deliverable	Percentage of the total Contracted Payment
1.	Upon submission initial draft layouts and designs - two options	20%
2.	Upon submission of approved/ final design along with technical details	30%
3.	Supervision: Upon completion of at least 50% of the construction works	25%
4.	After full completion & Hand Over.	25%

EVALUATION PROCESS

It is our intention to select the firm that presents the best combination of experience, capacity and competence to cater the needs of TDAP. TDAP will examine and review the documents submitted, call references and others who

have worked with your firm. A site visit to the office to meet the firm's staff and principals working on this matter may also be done.

EVALUATION CRITERIA

S.no	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
1	<u>Profile</u>		<u>60</u>
1.1	<u>Years of Experience:</u>		<u>20</u>
	≤ 2 year	5	
	≥ 3 ≤ 6 years	10	
	≥ 7 ≤ 10 years	15	
	≥ 11 years	20	
1.2	<u>Profile of total projects executed by the firm</u>		<u>40</u>
	≥ 1 ≤ 3 projects of Office space designing and construction supervision of more than 5000 Sq. ft area	10	
	≥ 4 ≤ 8 projects of Office space designing and construction supervision of more than 5000 Sq. ft area	20	
	≥ 9 ≤ 12 projects of Office space designing and construction supervision of more than 5000 Sq. ft area	30	
	≥ 13 projects of Office space designing and construction supervision of more than 5000 Sq. ft area	40	
2	<u>Relevant Experience of Team</u>		<u>30</u>
	Bachelor's degree in Architectural Designing with ≥ 2 ≤ 4-year experience	10	
	Bachelor's degree in Architectural Designing with ≥ 5 ≤ 8-year experience	20	
	Bachelor's degree in Architectural Designing with ≥ 9 years' experience.	30	
3	<u>Financial Strength of the Firm</u>		<u>10</u>
	Bank statements showing cash flow between Rs. 5 Million and less than Rs. 10 million in the year 2017	5	
	Bank statements showing cash flow of more than Rs. 10 million in the year 2017	10	
		Total	100

(Passing marks / score = 50%)

(To be separately sealed along with Bid Security)

Name of the firm:

FINANCIAL BID

S.No.	Description	Qty	Rate / Sq. Feet	Total Amount in PKR
1.	Floor Layouts & Designs with material details/ BOQs with exact measurements for construction tendering	18,000 Sq. Feet Approx:		
2.	Supervision/ Technical assistance during construction period	18,000 Sq. Feet Approx:		
3.	Total Bid Value (inclusive of all taxes)			
i)	2% Bid Security			
ii)	Pay Order No.			

All prices must be inclusive of all applicable taxes (i.e. SST, GST, Income Tax etc)

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