

## **BACKGROUND**

Trade Development Authority of Pakistan (TDAP) intends to construct its office building at the vacant place of Expo Centre, Karachi. The proposed building will have ground + mezzanine + 05 floors with two basement along with Display Centre. Covered area of building will be 130,000 sq. ft. (approximately).

## **SCOPE OF SERVICES**

The selected Architecture/Consultant Engineering Firm is required to provide the following services:

- i. Designing the office building and preparation of map/other blue print of designing.
- ii. Preparation of PC-I of the subject office building in accordance with government's rules and regulations.
- iii. Brief TDAP Board about the plan and incorporate changes as per instructions of the Board.

## **Payment Schedule / Milestones**

The TDAP will make payments to the successful bidder as per the following schedule:

<b>No.</b>	<b>Deliverable</b>	<b>Percentage of the total Contracted Payment</b>
1.	Initial Payment after the signing of the Contract with the Law Firm	10%
2.	Submission of the first Draft of Map/designing.	15%
3.	On submission of PC-I.	15%
4.	Briefing to TDAP Board.	15%
5.	Incorporation of changes as desired by board	15%
6.	On completion of assignment (i.e. final approval of TDAP board)	30%

TDAP has tried to make this submission as brief as possible while still collecting sufficient information to ascertain the experience and capabilities of your firm. TDAP will not be liable for any costs incurred by any firm in responding this RFP.

- A. Provide background information on your firm to include the following:
  1. Office location(s)
  2. Explain how your firm is qualified to handle the project technically.
  3. Identify the key contact person for the firm for this proposal.
- B. Provide information on your firm's specific experience that demonstrates your firm's ability to handle this assignment.
- C. Provide a list of at least three recent and/or current clients, including a contact person with address and telephone number.

- D. Provide a brief resume of qualifications for each person to be assigned to provide services to TDAP under this proposal.
- E. Provide any further information you consider to be of value in evaluating your firm's qualifications.
- F. Cost Proposal
1. Please quote a fixed fee, inclusive of all taxes for providing the services requested.
  2. Please also quote additional fee in case of extension in time / scope of work of the project in future. The additional fee quoted will be only for reference and will not be considered in financial evaluation of the bid.
  3. Enclose pay order of Rs. 1,000/- in favor of Accounts Officer TDAP Karachi as tender document fees
  4. Enclose pay order of 2% of bid amount as earnest money in favor of Accounts Officer TDAP Karachi

### **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**

<b>S.no</b>	<b>Parameters against which technical evaluation shall be done</b>	<b>Scoring brackets</b>	<b>Total points allocated</b>
<b>1</b>	<b><u>Profile</u></b>		<b><u>35</u></b>
1.1	<u>Years of Experience:</u>		<u>15</u>
	≤ 2 year	1	
	≥ 3 ≤ 6 years	5	
	≥ 7 ≤ 10 years	10	
	≥ 11 years	15	
1.2	<u>Profile of total projects executed by the firm or sister concerns/ joint bidders (excluding sub - contractors/ special contract firms)</u>		<u>20</u>
	≥ 1 ≤ 3 projects of financial / technical nature, each costing between Rs. 50 to 100 Million.	3	
	≥ 4 projects of financial / technical nature, each costing between Rs. 50 to 200 Million.	7	
	≥ 1 ≤ 3 projects of financial / technical nature, each costing beyond 200 Million.	11	
	≥ 4 ≤ 8 projects of financial / technical nature, each costing between Rs. 50 to 200 Million.	15	
	≥ 9 projects, projects of legal / financial / technical nature, each costing beyond Rs. 200/- Million.	20	
<b>2</b>	<b><u>Relevant Experience of Management and Team</u></b>		<b><u>30</u></b>

2.1	<u>Relevant experience and qualifications of team/ employees proposed for the assignment</u>		15
	Qualifications of proposed managerial staff not related to the required works but $\geq 2 \leq 4$ year experience in management fields.	5	
	Qualifications of proposed staff related to required works field with $\geq 2 \leq 4$ year experience in	10	
	Qualifications of proposed staff related to required with $\geq 5$ year experience in the field of designing, development and execution of legal contracts.	15	
2.2	<u>Development &amp; Execution of Contracts made so far under the required works.</u>		15
	$\leq 3$	5	
	$\geq 4 \leq 6$	7	
	$\geq 7 \leq 9$	10	
	$\geq 10$	15	
<b>3</b>	<b><u>Financial Strength of the Firm</u></b>		<b><u>15</u></b>
	Audited/certified accounts or statements showing cash balances greater than 1 Million and less than Rs. 5 million in the relevant year.	10	
	Audited/certified accounts or statements showing cash balances of more than Rs. 5million in the relevant year	15	
<b>4</b>	<b>Registration</b>		<b><u>10</u></b>
	Income Tax and GSP Department	5	
	Pakistan Engineering Council.	10	
<b>5</b>	<b>Proposed Work Plan</b>		<b><u>10</u></b>
	<b>Do not conform</b> as per the Schedule of Requirements / TORs	0	
	<b>Partially conform</b> to the Schedule of Requirements / TORs	06	
	<b>Fully conform</b> to the Schedule of Requirements / TORs.	09	
	Total		<b>100</b>

Three (03) copies of your proposal must be received by 1200 hrs on 25<sup>th</sup> February, 2016 in TDAP. Send all proposals to the address given below:

( **Hafiz M. Sabir** )  
Director (F&A)  
021-99201516

**Trade Development Authority of Pakistan**  
5<sup>th</sup> Floor, Block – A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi