

Government of Pakistan
Ministry of Planning, Development and Special Initiatives
Public Private Partnership Authority (PPPA)



Request For Bids/Quotations

Public Private Partnership Authority (P3A) Ministry of Planning, Development and Special Initiatives, intends to hire Architecture / Engineering firms under Contractual modality to develop design and layout of the office premises (8000 square feet) on 5th floor, Evacuee Trust Complex, F-5/1, Agha Khan Road, Islamabad.

Sealed Bids/Quotations are required from contractors /Architecture / Engineering Firms, registered with Income Tax & Sales Tax Departments who are on Active Taxpayers List of the Federal Board of Revenue to relocate its office premises to 5th Floor, Evacuee Trust Complex, F-5/1, Agha Khan Road.

Bidding Documents, containing Details / Terms & Conditions can be obtained from the office of Manager Administration (P3A) 611, Street # 37, National Police Foundation Sector E-11/3, Islamabad during working hours 9:00 A.M to 5:00 P.M (Monday to Friday) or download from our website www.pppa.gov.pk free of cost.

The bids prepared in accordance with the instructions of the Bidding Document must reach at office of Manager Administration 611, Street # 37, National Police Foundation Sector E-11/3, Islamabad on or before **August 21, 2020** at **11:00AM**. Bids will be opened the same day at **11:30 AM**.

611, Street # 37, National Police Foundation, E-11/3, Islamabad.
Ph:051-9330329-9334126, Fax:051-9334092, Web:pppa.gov.pk

Request for Bids / Quotations

INTRODUCTION

Public Private Partnership Authority Office is planning to relocate its office premises to 5th Floor, Evacuee Trust Complex, F-5/1, Agha Khan Road.

Public Private Partnership Authority intends to hire an Architecture / Engineering firm under Contractual modality to develop design and layout of the office premises.

Sealed Bids containing 'Single Stage – Single Envelop Procedure' are invited from interested firms/contractors registered with Sales & Income Tax Departments

Name of Procuring Agency	Public Private Partnership Authority, Islamabad.
Procurement Process:	Request for Bids / Quotations
Title of Procurements	Layout and Design of P3A Office at Evacuee Trust Building Islamabad.
Closing Time and Date & Place for receiving of Bids	Up to 1100 hrs , on 21-08-2020 , at P3A Office. 611, Street # 37, National Police Foundation Sector E-11/3, Islamabad
Opening of bids.	Only Short listed firm as per eligibility criteria will be called.

1. VENDOR RESPONSIBILITIES

Scope of Work:

- Review the existing building which is approximately **8000 square feet** in size and prepare the office layout suitable for P3A office and suggest any minor internal civil work, etc. need to be done.
- Prepare layout for Executive rooms, workstations, Conference /Meeting rooms, Reception, Visitor room, store rooms etc. and other necessary facilities for staff of minimum 50 persons.
- Review the P3A existing office (located at E-11/3, Islamabad) sitting arrangements and propose best use of existing partitions, desk, chair, cabinets etc.
- Prepare Local Area Network (LAN) design as per number of working station.
- Installation of telephone exchange (Voice Data Network) with phone extensions.
- Prepare Plumbing, electrical layout and propose electrical work need to be done such as extra power board, connection, light/fan/Ac points etc, as well as installation air conditions.

2. DATE, TIME & ADDRESS FOR SUBMISSION OF BIDS

Name of Procuring Agency	Public Private Partnership Authority
Last date for response submission:	21st August, 2020 at 1100 Hours
Contact Person:	Sajid Mehmood (A.M. Administration)
Phone:	051-9330329-9331426-9334130
Fax:	051-9334092

Table: Specific Deliverables vs Working days required

S/L	Specific Deliverables	Estimated Days Required
<u>1</u>	<u>PHASE-1</u>	
	<ul style="list-style-type: none"> • Conceptual plan • Interior design theme • Furniture layout plan • 3d views • Necessary numbers of site visit according to the need to prepare Details of workstations and other interior elements 	
<u>2</u>	<u>PHASE-2</u>	
	<ul style="list-style-type: none"> • Architecture working drawing • Reception design+ details • Wash room design • Work space design+details • Feature walls design • Ceiling design + detail • Kitchen design + detail • Flooring design + detail • Door / window details • List of furniture items • Officer room design + detail • Finishing details • Wash room design + detail • Electrical working drawing • Lighting layout + detail • Power point layout + detail • Telecom layout + detail • IT Networking Layout + detail • HVAC layout + detail • Plumbing layout + detail • Wash room layout + detail 	
<u>3</u>	<u>PHASE-3</u>	
	<ul style="list-style-type: none"> • Preparation of Bill of Quantities (BOQ) in consultation with P3A Management considering the existing furniture and other materials for work station, LAN, electrical and civil work, safety/security equipment and upon acceptance 	

	<p>by PPPA</p> <ul style="list-style-type: none"> • Monitoring and supervision of ongoing activities submission of progress report to PPPA management. • Completion Report including Executive Summary, finalized all as built layouts, BOQ and others as applicable and upon acceptance by PPPA Office Islamabad. 	
	<p>Rate Amount PKR/(Per Square Feet)</p>	

Note: Rate should be inclusive of all applicable taxes

TERMS & CONDITIONS

COMPLETION CRITERIA

- The firm will submit a completion report with all finalized design and layouts in Hard copy and in CD/DVD/USB

SPECIAL TERMS AND CONDITIONS

- Public Private Partnership Authority reserves the right to terminate the contract due to poor performance/reluctance/ poor communication/ or without showing any reason in any time without any prior notice.

MISCELLANEOUS

Minimum Eligibility criteria for Firm:

- The firm must be registered with Sales & Income Tax Departments
- The firm must have at-least 5 years of experience in similar exercise
- The firm must have at-least 4-8 Assignments in the Office premise design
- Active Tax Payer

Evaluation and Award Criteria:

The evaluation will be made for three phases whereas order may be given for Phase-1 or all as decided by the PPPA Management.

Pass/Fail method will be used to select the successful bidder. Selection criteria are:

- Evidence of previous similar work
- Qualified Key Personnel
- Realistic work plan
- Firm Experience
- Client reference
- Price offered
- Bidder offered lowest price and met other criteria will be offered the contract

The team Leader of the qualified firm may be called for a short interview where s/he will share the concept how would they do the work, their resource availability, experience, work plan etc. The panel might be interested to know details and evaluation will be done accordingly.

Interested firms should submit the required documents to substantiate the quality and experience as required.

Proposal submission title: “**RFQ for Office Layout, Design for Public Private Partnership Authority, Islamabad**”. The proposer must submit sealed envelopes mentioning the title on the top of respective envelope.

Authorized Signature and Stamp

Instruction To Bidders (ITB):

1. Delivery of Bids: The Proposal is to be submitted as under:-

The Proposal indicating the quoted price in figures as well as in words along with essential literature / brochure if any, would be enclosed in an envelope.

2. Date and Time for Receipt of Bids:

The bid document must reach this office until August 18, 2020, 11:00 am at the following address:

Assistant Manager Administration,

Public Private Partnership Authority,

611, Street 37, Sector E-11/3,

Islamabad.

4. Validity of Proposal.

The validity period of bids must be indicated and should invariably be not less than three months from the date of opening.

5. Prices:

a. The prices should be quoted FOR Islamabad basis. Price will be mentioned separately both in words and figures.

b. The price validity period must be 03 months from the date of opening of Financial Proposal.

6. Taxes:

All prevalent Govt. Taxes will be applicable.

7. Language of Bidding Document:

The bid must be prepared in English language. If supporting documents and printed literature furnished by the bidder with the bid are not in English language, they must be accompanied by English translation of the relevant passages.

8. One Bid per Bidder:

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid (other than alternatives pursuant) will be disqualified.

9. Cost of Bidding:

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

10. Time Limits:

Bidder must provide the time limits about Designing / Layout / Mapping works of P3A office which should in no case be more than 21 days from the date of issuance of Work Order.

11. Terms of Payment:

Full payment will be made after completion of Designing / Layout / Mapping works.

12. Withdrawal of Proposal:

If the bidder withdraws its Proposal within validity period the competent authority may place such bidder under embargo for a period, which may be extended.

13. Photocopies of relevant Documents:

Photocopies of following documents will be provided / attached with Proposal:-

- a) Income Tax No. to be mentioned on the Proposal and
- b) Copy of Registration Certificate issued by Sales Tax Department.
- c) The firm should have valid and Active NTN

14. Disqualification:

Proposals are liable to be rejected if:-

- a. Proposals are found conditional or incomplete in any respect.
- b. Received later than appointed / fixed date and time.
- c. There is any deviation from the General Instructions.
- d. Multiple rates are quoted against one item.
- e. If validity of Proposal is not quoted as required.
- f. Proposal made through Fax / E-mail / Cable / Telex.
- g. If the Proposal is found to be based on cartel action in connivance with other bidders.

15. Rights Reserved:

P3A reserves full rights to accept or reject any or all Proposals including the lowest, as per PPRA Rules.