



LETTER OF INVITATION

Date: September 23, 2020

1. The purpose of this Request for Proposals (the “RFP”) is to solicit quotations from GST, Income Tax and Professional Tax registered firms interested in providing renovation work at new office of PMRC office situated at 4th Floor Finance & Trade Centre, Sharah-e Faisal Karachi. The RFP is designed to assess whether bidders are able to provide the goods and services required (hereinafter jointly and severally referred to as the “Services”), and through a competitive and fair assessment, select a winning bidder for the renovation Services.
2. PMRC invites sealed proposals from interested and eligible bidders. Further details on the Services required are provided in the scope of work
3. The bidder will be selected in accordance with the Policies and Procedures of PMRC (the “PMRC Policy and Procedures”). In the event of any conflict or inconsistency in terms and conditions of the RFP and the PMRC Policy and Procedures, the PMRC Policy and Procedures shall prevail.
4. The full RFP is also available at www.pmrc.com.pk.
5. PMRC anticipates issuing a Fixed Price Turnkey Contract in PKR inclusive of all taxes, duties and levies.
6. An award will be made based on the Quality and Cost based selection.

Both technical and financial proposals must be submitted in a hard copy before 05:00 p.m. Pakistan Standard Time on **October 02, 2020**. Bidders must prepare two hard copies of the technical proposal and one hard copy of the financial proposal and submit them in separate sealed envelopes to the attention of ‘The Administration Department’, 6th Floor Bahria Complex 1 MT Khan Road Karachi, Pakistan.

Yours sincerely,
The Administration Department
PMRC



Request for Proposal to engage Contractor for PMRC Office Renovation at 4th Floor FTC Office

Pakistan Mortgage Refinance Company (PMRC) was set up as a Mortgage Liquidity Facility by the State Bank of Pakistan to address the long-term funding constraint in the banking sector; which was hindering the growth of the primary mortgage market. PMRC will serve as a secure source of long-term funding at attractive rates and at the same time ensuring sound lending habits amongst the primary mortgage lenders (PMLs). Its thrust is three-fold: help reduce maturity mismatch risk for PMLs, increase the availability of fixed rate mortgages and increase the maturity structure of the mortgage loans; this in turn would not only help improve the affordability of mortgages but also increase the number of qualifying borrowers. With these initiatives, PMRC envisions an expansion of the primary mortgage market, which consequently lead to the ultimate goal – a more widespread home ownership.

Background

PMRC would like to engage a reputable, qualified, construction/ interior designing firm to provide professional renovation services including following requirements not limiting to the requirements mentioned as Scope of Work, Annex A and Annex B of this RFP. PMRC intends to issue a fixed price for turnkey contract. Key component includes:

1. Designing
2. Civil Work
3. IT & Networking
4. Electric work
5. Shifting of office

Scope of Work.

Professional contractor, implementation and project management services (Contractor) are required for the area covering 13,316.59 SQ. FT situated at 4th Floor Finance and Trade Centre for approximately 50 people. The Contractor shall perform their obligations in the following manner:

1. SCHEMATIC DESIGN, DRAWINGS AND DESIGN DEVELOPMENT PHASE

Contractor shall visit the premises of the office at FTC and prepare layout/schematic design drawings taking in account the utilization of the existing infrastructure at the FTC premises and the equipment, furniture, fixtures and other assets of PMRC for approval by PMRC. Moreover, PMRC requires additional rooms and space which the contractor based on the discussion with PMRC will add/construct in the premise. Contractor shall provide detailed architectural, structural and services drawings, which drawings shall include IT network, electrical, plumbing and air-conditioning works drawings, incorporating any amendments suggested by PMRC. With the schematic drawings,



Contractor shall also submit a preliminary construction cost (in PKR) estimate / bill of quantities to PMRC for its approval by Oct 02, 2020.

The minimum requirements for IT related work is mentioned in Annexure A and requirements for renovation work is mentioned in Annexure B.

2. BILL OF QUANTITIES

Contractor shall prepare detailed bills of quantities in accordance with the agreed specifications for individual items of work and shall also include a comprehensive list of items of work within 5 days from approval of the layout/ schematic design drawings.

It shall be the responsibility of the Contractor to provide PMRC with the details of quantity (item wise and measurement) and cost in PKR of required materials/installations/fixture/furniture/flooring/civil/electrical/ glass/ wood works/ plumbing/ electrical etc as per the approved drawings and after conducting the site surveys of both locations (existing office of PMRC and renovation premises).

3. RENOVATION PHASE

Contractor shall execute the contract so that the premises is developed, remodeled and renovated to PMRC's entire satisfaction and in accordance with the approved drawings and specifications and the approved time schedule. Contractor will be responsible for the quality of the renovation including material used.

Complete supervision, renovation and project management shall be undertaken by the Contractor.

Contractor shall appoint a representative to maintain close and satisfactory supervision of all necessary construction required under the project.

4. SHIFTING OF OFFICE

Contractor shall be responsible for the shifting of the assets and records of PMRC from its existing premises (Bahira Complex 1) to the renovated premises at FTC as per agreed procedures with PMRC.

OBLIGATIONS OF Contractor

Contractor shall at all times during the entire project, act as faithful professional advisors and service providers to PMRC and shall exercise such skill, care and diligence in the discharge of their duties in accordance with the highest accepted professional standards. Contractor will also adhere to all agreed / approved plans drawings and specifications in the same manner.

Contractor shall provide all expert technical advice and skills which are normally required for the scope of the Project and the Services for which it has been engaged.

Time shall be of the essence of this Project. Contractor shall ensure that all the Services described in their proposals and in agreement to be signed will be provided to PMRC in a timely manner.



Contractor, its employees and sub-contractors (if any) shall comply and abide by all applicable laws of Pakistan.

Contractor shall keep PMRC promptly informed of any regulatory changes affecting the Project and any changes required to be made as a consequence thereof.

Upon completion of the Project, Contractor shall provide Built drawings of all IT network, Mechanical, Electrical, Plumbing and Air-conditioning works to PMRC.

Contractor represents and warrants to PMRC that it has the necessary consents, licenses and approvals to provide the Services and that there are no material actions, legal or administrative nor any financial law suits in any court of law, which adversely affects its ability to execute and perform its obligations under this project.

Award of Contract

Award Criteria

PMRC shall award the contract to the bidder whose proposal has been determined to be substantially responsive to the RFP and which has the highest combined technical and financial score.

PMRC shall evaluate the technical aspects of the proposals received, applying the evaluation criteria specified hereunder. Each proposal that is not rejected for reasons stated in these Instructions will be given a technical score.

The evaluation criteria, relevant sub-criteria, and point system to be used to evaluate the proposals shall be:

Technical Proposal (50% of total score)

- Proof of proven track record in successful implementation of similar projects in the past 3 years. Provide support documents (PO/ Contracts) of recently concluded at least 3 projects. (15%)
- Professional expertise and excellent background in architectural design, interior design, construction works management and supervision (15%)
- Company financial strength (5%)
- Description of approach, methodology, deliverable and work plan/schedule as mentioned in scope of work (15%)

Financial Proposal (50% of Total Score)

Financial proposal submitted will be evaluated according to price (in PKR) reasonableness determination under full and open competition and known market conditions. Evaluation of the financial proposal will consider, but will not be limited to, the following:

- Cost reasonableness;
- Consistency with the technical proposal;

50 points will be awarded to the lowest responsive bidder while rest of the bids will be allocated points according to the following formula:

Points of a Bidder = $(P1/ P2) * 50$

Where:



P1= Price of Lowest Responsive Bidder

P2= Price of the Bidder

Pricing (in PKR) must be fully comprehensive, complete, and list any available discounts. Pricing information supplied with the proposal must be valid for at least 90 (ninety) days after the due date for proposal submission. All one-time and recurring costs must be fully described. Rates should be quoted, inclusive of all but showing separately, costs of inspection, services, transportation, Provincial/Federal taxes, import duties if any and other levies. PMRC will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder. In case the bidder doesn't identify inclusion of applicable taxes in the proposal, it shall be assumed that the quoted price is inclusive of all applicable taxes.

Currencies of Proposals and bills/invoices must express the price only in PKR.

Project to be completed within 60 days of the Award of the Contract.

PMRC's right to accept any Proposal and to reject any or all Proposals

PMRC reserves the right to cancel the proposal process and to reject all proposals or to accept or reject any bid, at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for PMRC's action.

Submission of Proposals

The bidder shall prepare and send the required details/documents on its official letterhead as mentioned in scope of work with the Proposal submission Form (Annexure C). Each document shall be signed by a person duly authorized to sign on behalf of the bidder and all pages of the proposal shall be initialed by the person or persons signing the proposal. The proposal should have a detailed timeline for renovation and workplan/schedule along with the payment terms and conditions. The 5% retention money will be made from each payment. In case of delay in the project by more than 5 working days, a penalty of minimum of Rs 25,000 per day may be imposed over and above any loss caused / cost incurred by PMRC.

Financial and technical proposals must be submitted before 5 PM Pakistan Standard Time on October 02, 2020. Bidders must prepare two hard copies of the technical proposal and one hard copy of the financial proposal, and submit each proposal in separate sealed envelopes to the attention of 'The Administration Department' 6th Floor Bahria Complex 1 MT Khan Road Karachi, Pakistan.

The technical proposal should also be sent to the following email address: muhammad.imran@pmrc.com.pk with the subject line: Responding to RFP for "To Engage a Contractor for PMRC Office Renovation at 4th Floor Finance & Trade Centre".

The proposal shall contain no alterations or additions, other than those which are necessary for complying with instructions issued by PMRC, or as are necessary for correcting errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the proposal.

Any proposal received after the deadline for the submission of proposals, PMRC will be considered only at its sole discretion.



Deadline for Submission of Proposals

Proposals must be received by PMRC no later than 5 PM Pakistan Standard Time on Oct 02, 2020.

PMRC may extend the deadline for submission of proposals, in which case the original deadline shall be extended to the new deadline.



Below are details of required for new Server/Data Center room as per standard.

For Data Center Room:

Civil work:

- Room should be complete block machinery airtight with fire rated door.
- The room either should not have any false ceiling or fire rated false ceiling.

Electrical work:

- server room should have its own dedicated electrical DB with separate section for UPS power supply
- Each rack should have redundant UPS power supply from two dedicated UPS.
- The server room should have its own dedicated earth grounding and bonding system along with separate earth pit
- Supply of Power Distribution Unit (PDUs) integrated with circuit breakers and equipment connections.
- Provision of industrial sockets.

Cooling:

- Server room should have redundant cooling system as per its load in KW (from front with bottom-to-top airflow).
- Hot air vent duct from back of server rack.

Anti-static flooring:

- Anti-static raised flooring or anti-static vinyl flooring should be installed in server room for electronic equipment protection.

Security:

- CCTV system must be installed in office and server room covering the maximum area.

Network Cabling:

- End-to-End (from User to Data Center) network cable laying and termination (3M cable to be used).



Annexure B

SCOPE OF WORK

The work to be provided by Contractor shall be as follows:

Tentative statement of requirements are as follows

- The premises should accommodate approximately 50 staff.
- The contractor is expected to utilize the existing structure and advise premise for any changes and remodeling. Moreover, the contractor will utilize the existing furniture, fixture and equipment laying at the existing office. Based on the discussion with the contractor, these requirements may be amended, changed and/ or modified.
 - 16 rooms for Heads,
 - 1 MD Secretariat
 - Treasury dealing and back rooms with electronic access control,
 - Workstations/ Furnitures / Fixtures
 - Flooring, tile and carpeting
 - 1 photocopier space,
 - 2 meeting rooms,
 - 1 board room,
 - 1 record room,
 - 2 storerooms,
 - 1 fireproof vault room,
 - 2 female washrooms
 - 5 male washrooms,
 - 1 kitchen,
 - 1 dining area,
 - 1 gym,
 - 1 prayer room
 - 1 shower/ablution room,
 - 1 reception including waiting area,
 - Logo and elevation,
 - False Ceiling
 - Janitorial sitting space,
 - Fire safety system,
 - PABX,
 - Refurbishment of fixtures and furniture,
 - Paint and polish,
 - Curtains and blinds,
 - HVAC and air-conditioning,
 - Electronic access control,
 - Plantation,
 - Fire Exits,
 - Lighting and electrical wiring,
 - Glass and woodwork, and
 - Emergency lights and alarm system.

The contractor will also be responsible for the shifting of assets and records from the existing office to the premises.



Annexure C

PROPOSAL SUBMISSION FORM

Dear Sir/Madam,

I having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, “THE FIRM NAME” undersigned, offer to provide consulting for “INSERT RFP NAME” to PMRC in accordance with the Price Schedule attached herewith and made part of this proposal. “THE FIRM NAME” undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

“THE FIRM NAME” agree to abide by this proposal for a period of 60 days from date fixed for opening of proposal in the invitation for proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any proposal you may receive.

Dated: this _____ day of _____ 2020

Name, Designation and Signature of the “Firm Representative”