



## **RFP to engage a Contractor for PMRC Cafeteria Renovation at 4<sup>th</sup> Floor FTC Office**

### **Request for Proposal**

Date: October 17, 2023

1. The purpose of this Request for Proposals (the “RFP”) is to solicit quotations from Tax registered firms interested in providing cafeteria renovation work of PMRC office situated at 4<sup>th</sup> 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 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. 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. PMRC anticipates issuing a Fixed Price Turnkey Contract in PKR inclusive of all taxes, duties and levies.
5. An award will be made based on the Quality and Cost based selection.

Proposal must be submitted within 5 days after receiving the RFP on before close of business. Bidders must prepare proposal and submit to PMRC Administration Departmenty latest by dated 06 November 2023 by 12:00 noon 4<sup>th</sup> Floor FTC Shahrh-e-Faisal Karachi, Pakistan.

Yours sincerely,

PMRC Administration Department

## RFP to engage a Contractor for PMRC Cafeteria Renovation at 4<sup>th</sup> Floor FTC Office

### Background

PMRC would like to engage a reputable, qualified, construction firm to provide professional renovation services including following requirements as per the requirements mentioned in attached BOQ. PMRC intends to issue a fixed price for turnkey contract. Key components include:

1. Civil Work
2. Furniture
3. Fixtures
4. Electric work
5. Dismantling/removal of existing cafeteria setup

### Scope of Work.

Professional contractor, implementation and project management services (Contractor) are required for the area covering 612 SQ. FT situated at 4<sup>th</sup> Floor Finance and Trade Centre for approximately seating capacity of 35 people. The Contractor shall perform their obligations in the following manner:

#### 1. BILL OF QUANTITIES

Contractor shall prepare detailed bills of quantities in accordance with the agreed specifications for individual items of work and shall provide the same within 5 days after receiving the RFP.

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 drawing and after conducting the site surveys existing cafeteria of PMRC.

## **2. RENOVATION PHASE**

Contractor shall execute the contract so that the cafeteria premises is 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.

### **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 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.

## **RFP to engage a Contractor for PMRC Cafeteria Renovation at 4<sup>th</sup> Floor FTC Office**

PMRC shall deduct applicable tax(es) at the rate prescribed under the tax laws of land, from all payments for services rendered by any firm/contractor who signs a contract with the PMRC. The firm contractor will be responsible for all taxes levied by government from time to time.

The seller shall submit the following documents to process the payment: -

- Seller's Invoice.
- Copy of Sales Tax Certificate.
- Copy of Income Tax Certificate / NTN Certificate.

### **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 track record in successful implementation of similar projects, Professional expertise in construction works management and supervision and Cost reasonableness.

PMRC shall evaluate the proposals received, applying the evaluation criteria specified hereunder.

The evaluation criteria, shall be:

- Proof of proven track record in successful implementation of similar projects in the past 3 years. Provide support documents of recently concluded at least 3 projects. (20 %)
- Professional expertise and excellent background in construction works management and supervision (15%)
- Description of approach, methodology, deliverable and work plan/schedule as mentioned in scope of work (15%)

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 Cost reasonableness i.e 50 points will be awarded to the lowest responsive bidder.

### Project completion Timeline

Project to be completed within 60 days of the Award of the Contract. After awarding work order.

### 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 A**).

Please submit your proposal electronically to the following email address: [muhammad.imran@pmrc.com.pk](mailto:muhammad.imran@pmrc.com.pk) with the subject line: Responding to RFP for “**To Engage a Contractor for PMRC Cafeteria Renovation at 4th Floor Finance & Trade Centre**”.

**RFP to engage a Contractor for PMRC Office Renovation at 4<sup>th</sup> Floor FTC Office**

**Annexure A**

**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 \_\_\_\_\_ 2023

**Name, Designation and Signature of the “Firm Representative”**