

Pakistan Expo Centres Private Limited

EXPRESSION OF INTEREST (EOI) FOR PRE-QUALIFICATION

Pakistan Expo Centres Private Limited (PECPL) intends to obtain Expressions of Interest (EOIs) for the pre-qualification of experienced and well-reputed firms registered with PEC (Pakistan Engineering Council), Income Tax Department and also on the Active Taxpayer List of the FBR for the provision of "**Consultancy Services for Project Management, Detailed Design, Review, and Construction Supervision for Projects of Pakistan Expo Centres Private Limited Located All Over Pakistan**"(Based on Framework Agreement, Rule 16-A). Electronic Prequalification documents, containing detailed requirements, terms and conditions are available for the registered vendors/firms on EPADS at (www.eprocure.gov.pk).

Instructions:-

- The proposals shall be prepared in accordance with the instructions in the prequalification documents and must be submitted through EPADS on or before **11:00 A.m. March 03, 2026**. Late submission of proposals through EPADS will not be accepted. Further, any proposals not submitted through EPADS shall stand rejected as per PPRA's **S.R.O No. 296(1)/2023**. The S.R.O available at PPRA's website (www.ppra.org.pk/doc/epronotif.pdf).
- The proposals will be opened on the same day at **11:30 a.m.** in the presence of interested bidders or their authorized representatives.
- Pre-qualification documents may also be downloaded from PECPL's & PPRA's website using links www.pakexcel.com and www.ppra.org.pk
- **Application received through online (PPRA's-EPADS) shall only be entertained.**
- The procuring agency reserves the right to accept or reject any or all bids/proposals in accordance with Rule-33 of PPRA Rules-2004.
- For any further clarification, please contact on the details mentioned below

Procurement Department

PID(L)2234/25

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Pakistan Expo Centres Private Limited.



TERMS OF REFERENCE (TORs)

For

**EXPRESSION OF INTEREST (EOI) FOR PRE-QUALIFICATION OF FIRMS FOR THE
PROVISION OF CONSULTANCY SERVICES FOR PROJECT MANAGEMENT, DETAILED
DESIGN, DESIGN REVIEW, AND CONSTRUCTION SUPERVISION FOR PROJECTS OF
PAKISTAN EXPO CENTRE PRIVATE LIMITED LOCATED ALL OVER PAKISTAN**

(Based on Framework Agreement Rule 16A)

February, 2026

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INSTRUCTIONS TO BIDDERS

A. INTRODUCTION:

Pakistan Expo Centres Private Limited is a corporate entity with the shareholding of Federal Government and Provincial Governments of Pakistan. The mandate of the company is to develop and manage Expo Centres in major cities of Pakistan with the objective to promote various sectors of economy through trade exhibitions, consumer fairs and conferences. Expo Centre Lahore was the first project of the Company, which is successfully doing its operations since 2010 and now the company is engaged in the development of another Expo Centre at Peshawar whereas the working for Expo Centre for Quetta has also been started.

PECPL intend to prequalify consultants to provide the services described in this document as the basis of Rule 16A (Open framework agreement) of Federal PPRA Rules 2004. The applications for prequalification are to be submitted through EPADS.

1. OPERATIVE LAW / REGULATION

1.1. Public Procurement Regulatory Authority rules 2004 (amended upto date) read with Procurement of Consultancy Services Regulation 2010 shall be the operative rule / regulation (mended up to date) for the instant procurement.

2. SCOPE OF SERVICES

The services required are described below. All aspects of the services shall lead towards fully functional projects or completed assignments. The following list outlines the Scope of Consultancy services for Project Management, Planning, Detailed Design, and Detailed Construction Supervision. This list is not intended to be exhaustive, nor shall it be interpreted as excluding any discipline not explicitly mentioned.

In addition, the Consultancy Firm shall also provide necessary support and professional assistance in responding to audit observations/paras raised by internal or external audit authorities, including preparation of replies, provision of relevant documentation, and coordination with the Employer for timely compliance and resolution.

SCOPE OF SERVICES

The scope of Consultancy Services to be solicited from Pre-qualified Consultants, Consultancy Firms, through a Request for Proposal (RFP) includes, but is not limited to, the following:

A. SURVEYS AND STUDIES PHASE

1. Conduct a topographic survey of the site.
2. Perform Geotechnical Investigation of the site.
3. Preliminary Techni-Economic Feasibility Report
4. Preparation of Master Plan & Concept Design

5. Conduct an Environmental Impact Assessment/Initial Environmental Examination and Traffic Management Study, and secure their approval from the relevant authorities, if required.
6. Based on Concept Design preparation of Detailed Financial Feasibility Report.
7. Provide an Inception Report for the proposed project based on Concept Design, Feasibility Report.

B. DESIGN DEVELOPMENT PHASE

1. Develop a Detailed Concept Plan based on the approved Surveys and studies Phase.
2. Prepare building façade options with the consent of PECPL.
3. Prepare submission drawings in accordance with the bye-laws of the local building control authority.
4. Prepare all relevant documents for height clearance approval from the Civil Aviation Authority (CAA), if required.
5. Present designs and plans to the design vetting committee of the local building control authority for approval.
6. Manage the complete procedure for approval of building plans, including fire-fighting plans, from the local building control authority.

C. DETAILED DESIGN PHASE

Preparation of Detailed Design for the Project, including the following deliverables. The building shall incorporate best practices for smart and green building designs.

1. Architectural design.
2. Structural design.
3. Electrical design.
4. Plumbing design.
5. Firefighting design.
6. HVAC design.
7. Vertical transportation system design.
8. Building management system design.
9. Landscape design.
10. Building maintenance unit design.
11. Access control system design.
12. Traffic entrance & exit design.
13. Parking system design.
14. Photoelectric cell system design.
15. Facilitate the vetting of the structural design by a third-party structural consultant approved by the local building control authority, as appointed by PECPL. The consultant shall provide complete structural details in hard and soft copy, including design calculations, for vetting purposes.
16. Propose value engineering for building works at the appropriate phase, supported by relevant information.

17. Prepare the electrical design book and manage the solicitation of its approval from the concerned electrical supply and local approval authority (e.g., IESCO, LESCO, PESCO).
18. Prepare a building model, if required by PECPL.

D. PREQUALIFICATION OF CONTRACTORS, PREPARATION OF BID DOCUMENTS, CALLING OF BIDS, EVALUATION AND AWARD PHASE

1. Prepare pre-qualification documents for contractors/constructors.
2. Prepare a Prequalification Evaluation Report after evaluating pre-qualification applications received from prospective contractors/constructors.
3. Proposed project phases for the solicitation of bids and their execution
4. Prepare Bills of Materials (BOM), Specifications, Conditions of Contract, particular conditions of contract, evaluation criteria, instructions to bidders, bidding data, appendices to bids, and tender drawings, based on the standard bidding/tender documents of the Pakistan Engineering Council (PEC) as notified by the Public Procurement Regulatory Authority (PPRA).
5. Prepare a detailed Engineer's Estimate with a detailed breakdown of each item's rate, supported by quotes/rates from suppliers, manufacturers, or vendors.
6. Prepare a complete PC-1 document in all respects, as per the Planning Commission format.

E. DETAILED CONSTRUCTION SUPERVISION PHASE

1. Provide Construction Management in accordance with applicable international standards and Contract Documents. Provide Construction and Contract Management/Contract Administration for the execution of contracts. The Consultants will perform detailed construction supervision or top construction supervision as required by client with a dedicated team for all works, ensuring quality assurance and quality control.
2. Issue Construction Drawings.
3. The Consultant shall act as "the Engineer" for the project.
4. Prepare Standard Operating Procedures (SOPs) for operation, management, and maintenance.
5. Prepare progress reports (as per Planning Commission Form PC-III):
 - Monthly progress reports.
 - Quarterly progress reports.
 - Annual progress reports.
6. Implement Earned Value Management (updated on a fortnightly basis).
7. Review all submittals and manage their approval with the consent of the employer.
8. Approve construction methodology and construction supervisory staff with the consent of the employer.

9. Approve baseline and revised schedules/work programs with the consent of the employer.
10. Interpret construction contract clauses as required during the contract period, supported by legal advice.
11. Inspect construction materials.
12. Ensure testing of all proposed building materials.
13. Check and verify interim, statement at completion, and final monthly statements from contractors, including verification of the final statement of works.

14. Implement a change control mechanism.
15. Prepare a project completion report.
16. Prepare a punch list prior to the issuance of the Taking-Over Certificate (TOC) and supervise the remediation of defective works during the specified defects liability period.
17. Review and verify as-built drawings.
18. The consultant shall, as requested by the employer/client/owner from time to time, attend and participate in other project-related meetings and prepare minutes as appropriate.

3. DURATION OF FRAMEWORK AGREEMENT

3.1 The agreement initially shall be for one year and may extendable up to 03 years in accordance with Rule 16-A Framework Agreement under PPRA Rules, applicable laws and satisfactory proformas of prequalified engineering consultancy firms.

4. ONE BIDDER ONE PROPOSAL FOR PREQUALIFICATION

4.1 Each Bidder shall submit only one Proposal either by himself, or as a partner in a joint venture. A Bidder who submits or participates in more than one Proposal will be disqualified.

5. COST OF PROPOSAL FOR PREQUALIFICATION

5.1 The Bidder shall bear all costs associated with the preparation and submission of its Proposal, and PECPL will in no case be responsible or liable for those costs.

6. PREQUALIFICATION DOCUMENTS

6.1 The Bidders should examine the contents of all the documents carefully. Failure to comply with the requirements of Proposal submission may lead to rejection of Proposal and disqualification of Bidder.

7. CLARIFICATION OF PREQUALIFICATION DOCUMENTS

7.1 The prospective Bidder requiring any further information or clarification of the Prequalification documents may request PECPL in writing by visiting EPADs Portal online prior to seven (7) days of the submission of Proposal date:

8. AMENDMENT OF PREQUALIFICATION DOCUMENTS

8.1 At any time prior to the deadline for submission of Proposal for Prequalification, PECPL may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective Bidder, modify the Prequalification documents by amendment(s).

8.2 The amendment(s) shall be part of the Bidding document and shall be notified in writing on EPADs Portal, the prospective Bidders who have received the Prequalification documents, and will be binding on all.

8.3 In order to facilitate the prospective Bidder reasonable time to take the amendment into account in preparing its Proposal, PECPL may, at its discretion, extend the deadline for the submission of Proposal.

9. PECPL'S RIGHT TO ACCEPT THE PROPOSAL OR REJECT THE PROPOSAL FOR PREQUALIFICATION

(Federal PPRA clause. 33)

- 9.1 PECPL may reject all Proposals at any time prior to the acceptance as per rule 33 of PPRA Rules 2004 (amended upto date)

B. PREPARATION OF PROPOSAL FOR PREQUALIFICATION

10. LANGUAGE OF PROPOSAL FOR PREQUALIFICATION

- 10.1 The Proposal prepared by the Bidder and all correspondence and documents relating to the Proposal exchanged by the Bidder and PECPL shall be written in the English language.

11. DOCUMENTS COMPRISING THE PROPOSAL FOR PREQUALIFICATION (CHECKLIST)

- 11.1 The Proposal for Prequalification prepared by the Bidder shall be accompanied by the following documents:
- (i) Covering Letter
 - (ii) Profile of the company
 - (iii) Provide relevant experience.
 - (iv) Prequalification Documents duly signed & stamped on each page.
 - (v) Contact Detail of concerns.
 - (vi) PEC (Pakistan Engineering Council) Registration
 - (vii) Proof of valid and active NTN, & GST Registration.
 - (viii) Proof of valid and active Punjab Revenue Authority registration and other provinces if applicable to them.
 - (ix) Authority Letter, Company representative duly signed and stamped.
 - (x) A certificate, on a stamp paper of Rs. 100/- duly signed by the authorized signatory, that the firm/company/Individual is never blacklisted by any Government/Autonomous body.

12. PROPOSAL VALIDITY PERIOD

- 12.1 The Proposal FOR Prequalification shall remain valid for Ninety (90) days which shall commence from the last day of submission of Proposal.

C. SUBMISSION OF PROPOSAL FOR PREQUALIFICATION

13. SEALING AND MARKING OF PROPOSAL FOR PREQUALIFICATION

- 13.1 The Bidder shall submit proposal for Prequalification related documents through EPADS as given in advertisement. No hard copy of the proposal will be accepted on or before closing of Proposal submission.

14.DEADLINE FOR SUBMISSION OF PROPOSAL FOR PREQUALIFICATION

- 14.1 Proposal must reach the PECPL via EPADs on or before 11:00 A.M March 03, 2026, and submittals will be opened in the presence of Bidders or their authorized representatives at 11:30 AM on the same day. PECPL may, at its discretion, extend the deadline for the submission of Proposals by amending the Prequalification documents and conveying to all Bidders.
- 14.2 All prospective Bidder shall be required to furnish undertaking on a stamp paper of Rs. 100/- duly signed by the authorized signatory, that neither they have been blacklisted by any of the public sector organization during the last two years or have gone into the court against such orders.

D. OPENING AND EVALUATION OF PROPOSALS FOR PREQUALIFICATION

15.OPENING OF PROPOSAL

- 15.1 The Proposal for Prequalification shall be opened via epads by the procurement committee of PECPL in the presence of Bidder's or their authorized representatives who choose to be present attending the Proposal opening shall be required to mark their attendance in the attendance

16.EVALUATION OF PROPOSAL FOR PREQUALIFICATION:

- 16.1 In first phase, the procurement or evaluation committee will evaluate the Prequalification documents as per evaluation criteria given below. In case of any document found incomplete/ambiguous the participating firm shall be declared as "Not Prequalified" or "Non-Responsive".
- 16.2 Evaluation criteria are given below:

Sr.	Capability	Criteria	Points	Weightage
1	Registration with PEC Mandatory Requirement	Min. 10 Years of Establishment as Engineering Consultancy Services Firm (Maximum 10 marks for >= 10 years, 0 marks for <10 years) – (Attached Evidence)	10	10%
2	Experience of Firms/bidder			
2.1	Number of Clients in last 5 years	01 marks for Each Public Sector Client (Maximum 5) 01 marks for Each Private Sector Client (Maximum 5) (Attach Work Order, Letter of Award or Contract Agreement)	10	25%
2.2	Number of Similar Assignments in last 5 Years (Minimum Project cost Rs. 1,000 million)	03 marks for Each Assignment with Public Sector (Maximum marks 9) 02 marks for Each Assignment with Private Sector (Maximum marks 6) Attach Work Order, Letter of Award or Contract Agreement	15	
3	Personnel – Professional Resources (Attach CV and PEC Registration/PCATP for Architects and Employment Certificate on company letterhead):			
3.1	Team Profile - Academic & General Qualification and Experience.	Architects - Minimum 02 No. with 05 years or more professional Experience (2.5marks for each)	05	45%
		Structural Engineers - Minimum 05 No. with 05 years or more professional Experience (2 marks for each)	10	
		Resident Engineers - Minimum 05 No. with 05 years or more professional Experience (2 marks for each)	10	
		HVAC / Mechanical Engineers - Minimum 05 No. with 05 years or more professional Experience (2 marks for each)	10	
		Electrical Engineers - Minimum 05 No. with 05 years or more professional Experience (2 marks for each)	10	
4	Financial Capability (Attach Annual Audited Financial Statements with UDIN):			
4.1	Average Annual turnover for the last three financial years	<ul style="list-style-type: none"> • 20 marks, if average annual turnover for the last three financial years is PKR 100 million or above. • 15 marks, if average annual turnover for the last three financial years is PKR 75 million or above but less than PKR 100 million • 10 marks, if average annual turnover for the last three financial years is PKR 50 million or above but less than PKR 75 million • 05 marks, if average annual turnover for the last three financial years is less than 50 million. 	20	20%

Firm having 75% or more marks in technical evaluation shall qualify.

17. CLARIFICATION OF PROPOSAL FOR PREQUALIFICATION

17.1 To assist in the examination, evaluation and comparison of Proposals, PECPL may require the firm/Bidders to clarify any point of its Proposal. The clarification however shall not impact the scope of the Proposal. All clarification will be in writing as per procedure of EPADs.

18. ANNOUNCEMENT OF EVALUATION REPORTS

18.1 Pakistan Expo Centres Private Limited in terms of rule 35 of PPRA Rule 2004 will announce the results of Proposal evaluation in the form of a report for acceptance or rejection of Proposals or announcement will be made as per mended/updated or applicable Federal PPRA rules.

E. FRAMEWORK AGREEMENT AND AWARD OF CONTRACT

19. POST-QUALIFICATION AND AWARD CRITERIA

19.1 PECPL will seek Technical and Financial Proposals from Prequalified Consultants. PECPL will award the contract to the prospective bidders if its Proposal has been determined to be substantially responsive to the requirements as envisaged and has attained highest combined score as determined by the procurement or Technical Evaluation committee of PECPL.

20. LETTER OF PREQUALIFICATION AND FRAMEWORK AGREEMENT

- 20.1 PECPL will notify the technically qualified firm/Bidders in writing by a registered post/email or in person that they have been declared as Prequalified and shall be provided with the letter termed as "Letter of Prequalification".
- 20.2 Framework agreement will be signed between PECPL and prequalified firms under Rule 16A-Framework Agreement of PPRA Rules 2004 (amended upto date) or applicable PPRA rules at the time of Agreement signing.
- 20.3 RFP/Prequalification documents/TORs and applicable Federal PPRA Rules shall be read as integral part of the framework agreement/contract.
- 20.4 Agreement/Contract may be terminated with prior notice of one month by PECPL upon event of default.
- 20.5 PECPL may terminate the prequalified firms if they are found involved in fraudulent practices or misstatements.

The technical proposal should be submitted using following standard forms:

TECH-1 Technical Proposal Submission Form

Date _____

To:

SGM (Engineering)

1-A, Johar Town, Expo Centre Lahore

Dear Sir,

We, the undersigned, offer to provide the Engineering Consultancy Services for PECPL in accordance with your Expression of Interest for prequalification dated [Date]. We are hereby submitting our Proposal, which includes all required documents.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Agreement negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address of Firm: _____