

Expression of Interest

314-Procurement of Consultancy Services – Renovation of SBP Main Building Floors, Head Office Karachi (Consultancy Services)

National

Single Stage-Two Envelope



September 11, 2026

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Table of Contents

Instructions to Applicants	3
Pre-qualification Data Sheet	17
Prequalification Data Sheet (PDS)	18
Eligibility & Qualification Criteria	21
Evaluation Criteria	21
Annexure	24
Annexure-01 - Prequalification Data Sheet (PDS)– Part-B	25
Annexure 02 - Terms of Reference	25
Annexure-03 - Letter of Submission	25
Annexure 04 - Integrity Pact	25
Annexure-07 - Supplier Account Form	25
Procurement Forms	27
Additional Forms and Documents	30

INVITATION FOR PRE-QUALIFICATION

PROCUREMENT OF CONSULTANCY SERVICES

1. The **SBP Banking Services Corporation (BSC) (SBP Banking Services Corporation (BSC))** has reserved Funds for the procurement planned for FY **2026-27**. The **SBP Banking Services Corporation (BSC) (SBP Banking Services Corporation (BSC))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**314-Procurement of Consultancy Services - Renovation of SBP Main Building Floors, Head Office Karachi**" with the reference of "**P118009**"
2. The **SBP Banking Services Corporation (BSC) (SBP Banking Services Corporation (BSC))** intends to pre-qualify consulting firms / consultants for subsequent issuance of Request for Proposals (RFP), and sign the contract agreement(s) with the selected consultant(s) following the selection process.
3. The objective of the intended pre-qualification is the provision of "**314-Procurement of Consultancy Services - Renovation of SBP Main Building Floors, Head Office Karachi**" through engagement of qualified consultants, and the purpose of this Pre-qualification Notice is to provide basic information to enable potential applicants to decide whether or not to respond to this Pre-qualification Notice.
4. Only the pre-qualified applicants shall be invited to participate in the Request for Proposals (RFP) process, and it is expected that the RFP will be issued to the Pre-qualified Applicants.
5. The pre-qualification process is open to all **National** Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the SBP Banking Services Corporation (BSC) (SBP Banking Services Corporation (BSC)) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/procurements/118009>**.
6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or

before **Tuesday, October 13, 2026 12:00 PM**. E-applications will be opened using **EPADS v2.0** on the same day at **Tuesday, October 13, 2026 12:30 PM**. Manual submission of applications shall not be entertained. Applicants who have not yet registered on the new version of **EPADS v2.0** may register themselves at <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>.

In terms of Rule 48 of Public Procurement Rules, 2004, a Grievance Redressal Committee (GRC) is notified for the subject procurement and the notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalification Documents

1. **Scope of Application**

1.1. In connection with the “**Invitation for Prequalification**”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Pre-qualification.

3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Secondary Procurement process, and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of

communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

4. Eligible Applicants

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the Contract conditions that apply.

The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.

All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Contract Agreement. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. Eligibility (in terms of Nationality)

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. Sections of Prequalification Documents

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures PART 2 Supply Requirements

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

6.8. Section VII – Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7. Clarification of Pre-qualification Documents and Pre-Application Meeting

7.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective

Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / **EPADS v2.0** as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Pre-qualification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. Amendment of Prequalification Documents

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**.

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and **EPADS v2.0**.

Provided that an Applicant who had already submitted their Applications

prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **EPADS v2.0**.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:

Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. Cost of Applications

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Pre-qualification process.

10. Language of Application

10.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. Documents Comprising the Application

11.1. The Application shall comprise the following:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

11.2. **Application Submission Letter**

11.2.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

11.3. **Documents Establishing the Eligibility of the Applicant**

11.3.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

11.4. **Documents Establishing the Qualifications of the Applicant**

11.4.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

11.4.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

11.4.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

11.4.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

11.4.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

11.4.4. The documentary evidence of the Applicant's qualifications to conclude a contract Agreement, shall establish to the Procuring Agency's satisfaction:

11.4.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

11.4.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. Submission of the Applications through EPADS v2.0

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally

authorized signatories.

16. **Deadline for Submission of Applications**

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. **Confidentiality**

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through **EPADS v2.0**.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **EPADS v2.0**

19. **Clarification of Applications**

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through **EPADS v2.0**

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. Responsiveness of Applications

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. Margin of Preference

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification.

22. Sub-contractors

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. Evaluation of Applications

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

24. Procuring Agency's Right to Accept or Reject Applications

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

25. Pre-qualification of Applicants

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring

Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. Notification of Prequalification

26.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **EPADS v2.0**.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

27. Request for Bids

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through **EPADS v2.0**.

28. Changes in Qualifications of Applicants

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of "Invitation to Bids".

29. Redressal of Grievances

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-48 of Public Procurement Rules, 2004.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. Mechanism of Blacklisting

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-19 of Public Procurement Rules, 2004 read with "Mechanism for Blacklisting Regulations, 2024".



Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS Clause Number

ITA Number

Amendments of, and Supplements to, Clauses in the Instructions to Applicants

A. General

PDS Clause Number 1

ITA Number 1.1

Identification Number of the Invitation for Prequalification: **P118009**

The Procuring Agency is: **SBP Banking Services Corporation (BSC) (SBP Banking Services Corporation (BSC))**

List of Service Contracts:

See section services and Lots

PDS Clause Number 2

ITA Number 2.1

The name of Procuring Agency is: **SBP Banking Services Corporation (BSC) (SBP Banking Services Corporation (BSC))**

The name of Project / Procurement is: **314-Procurement of Consultancy Services - Renovation of SBP Main Building Floors, Head Office Karachi**

PDS Clause Number 3

ITA Number 4.2

Maximum number of members in a Joint Venture (JV): **Nil**

PDS Clause Number 4

ITA Number 4.5

A list of debarred firms and individuals is available on PPRA website: **<https://ppra.gov.pk>**

B. Contents of the Prequalification Document

PDS Clause Number 5

ITA Number 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

PDS Clause Number 6

ITA Number 7.1 & 8.2

Information related to Prequalification shall be published on: **EPADS v2.0**

PDS Clause Number 7

ITA Number 7.2

Pre-Application Meeting: **Clarification Date: Wednesday, September 30, 2026**

C. Preparation of Applications

PDS Clause Number 8

ITA Number 10.1

This Prequalification Document has been issued in the language: **English**

PDS Clause Number 9

ITA Number 11.1(d)

Additional documents to be submitted through EPADS v2.0:

No

PDS Clause Number 10

ITA Number 14.2

Source for determining exchange rates: **Not Applicable**

D. Submission of Applications

PDS Clause Number 11

ITA Number 16.1

Deadline for Application Submission:

Day: **Tuesday**

Date: **Tuesday, October 13, 2026**

Time: **12:00 PM**

PDS Clause Number 12

ITA Number 17.1

Opening of Applications shall be conducted through: **EPADS v2.0**

Day: **Tuesday**

Date: **Tuesday, October 13, 2026**

Time: **12:30 PM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

E. Procedures for Evaluation of Applications

PDS Clause Number 13

ITA Number 21.1

Margin of Domestic Preference: **Not Applicable**

(Applicable only if authorized in Procurement Plan)

PDS Clause Number 14

ITA Number 29.1

Prequalification-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency's decision not to prequalify an Applicant

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	FBR (NTN)
Sole Proprietorship	
Partnership Firm	
Company (Private Limited)	
Company (Public Limited)	
Company (Holding Company)	
Company (Limited by Guarantee)	
State Owned Enterprise (Private Limited)	
State Owned Enterprise (Public Limited)	

Eligibility Criteria	Document
Valid registration – Council of Architects and Town Planners (PCATP) in Category A1. attach valid registration certificate etc.	Yes

Evaluation Criteria

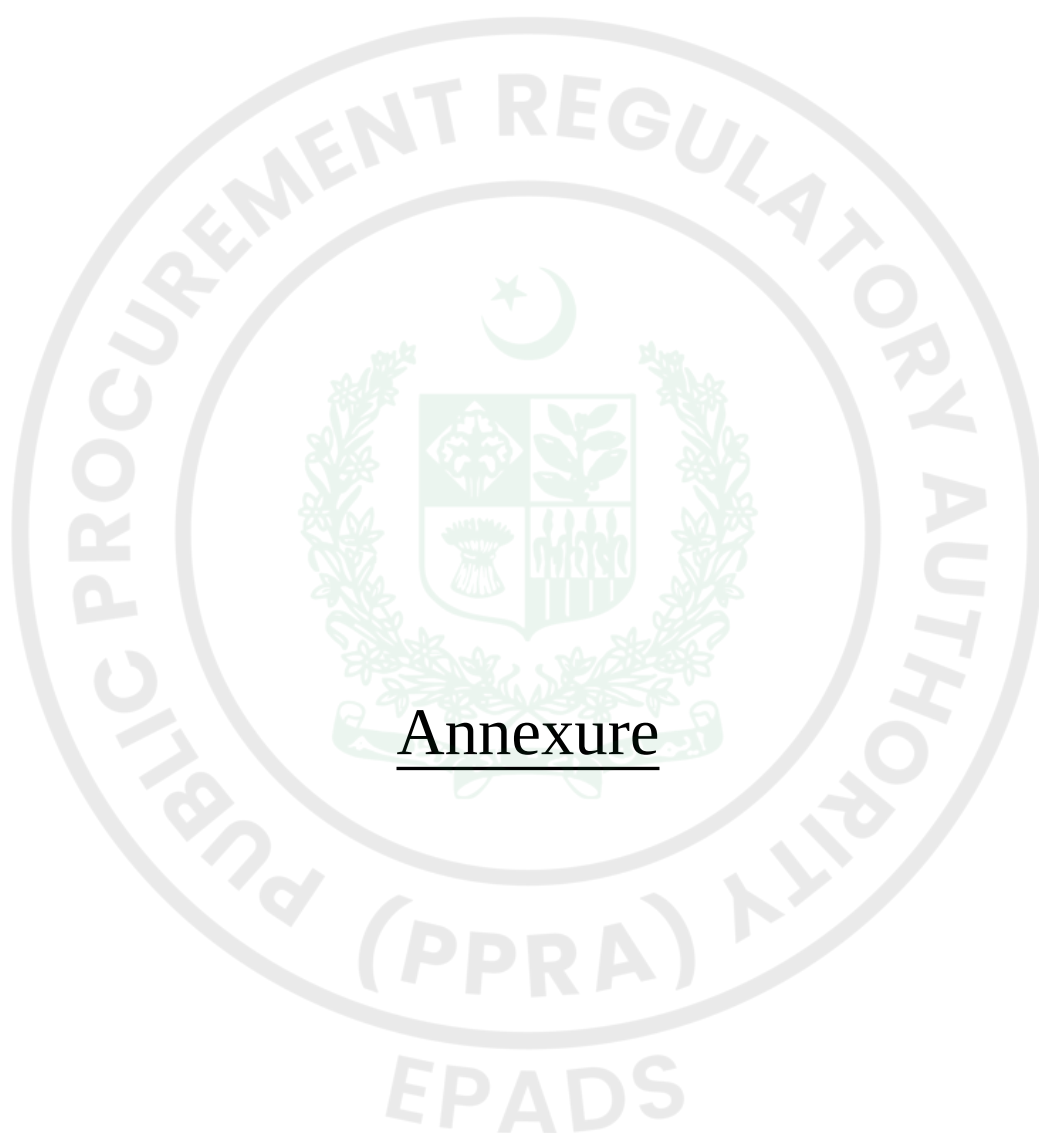
Quality Based Selection (QBS)

Weightage (Without Financial Criteria)

Technical Evaluation %	
100	

Technical Marks	100
Passing Marks	100
Technical Evaluation Criteria	
The Architectural Firm shall have a minimum of ten (10) years of general professional experience, along with at least one (01) completed or ongoing project involving the planning, design, and construction supervision of a multi-story commercial bank/office building as Lead Architect. The Consultant shall submit documentary evidence, including but not limited to completion certificates, workorders or equivalent supporting documents, in support of the claimed experience (Quantitative)(Doc Required)	100





Annexure

Annexure-01 - Prequalification Data Sheet (PDS)– Part-B

Annexure-01 - Prequalification Data Sheet (PDS)– Part-B

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annexure-01 - Prequalification Data Sheet (PDS)– Part-B** (page number: 31)

Annexure 02 - Terms of Reference

Annexure 02 - Terms of Reference

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annexure 02 - Terms of Reference** (page number: 32)

Annexure-03 - Letter of Submission

Annexure-03 - Letter of Submission

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure-03 - Letter of Submission** (page number: 38)

Annexure 04 - Integrity Pact

Annexure-04 - Integrity Pact

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure 04 - Integrity Pact** (page number: 39)

Annexure-07 - Supplier Account Form

Annexure-07 - Supplier Account Form

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure-07 - Supplier Account Form** (page number: 40)





Procurement Forms







Additional Forms and Documents

Prequalification Data Sheet (PDS)– Part-B

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA) and PDS. Whenever there is a conflict, the provisions herein shall prevail over those in ITA and PDS.

ITA Clause No	Description
3	Fraud and Corruption: Signed and stamped integrity pact as per format attached at Annexure -04 shall be provided on the letter head of the Applicant
11.2	Application Submission Letter: The format for Application Submission Letter is attached at Annexure-03. The same shall be provided on the letter head of the Applicant. The Applicant shall submit Application Submission Letter without any alteration to its format.

TERMS OF REFERENCE

1. OBJECTIVE

Procuring Agency intends to engage a consultant for comprehensive design and consultancy services for renovation and optimization of office space at its Main Building, specifically on the ground, 1st to 10th floors including building elevation, lobby area of ground floor, banking hall, external landscaping, located at I.I. Chundrigar Road, Karachi. The total area under consideration is approximately 600,000 square feet.

In **Phase I**, the consultant will develop the architectural, communication, IT, and electrical designs for the 2ND Floor, while the HVAC design & Structural review will be undertaken for the entire building. In **Phase II**, the designs for the remaining floors will be undertaken. The already planned firefighting system design and IP-based security systems are required to be integrated and coordinated in the design.

This initiative aims to transform the current office environment into a modern, energy efficient, and employee-centric workspace, in line with contemporary standards and the operational requirements of the procuring agency

The project involves architectural/ interior design, building elevation redesign, structural & MEP assessment and upgrades/ redesign and full-scope construction supervision to ensure optimal space utilization, improved employees wellbeing, and sustainable building performance.

The project shall also include the design and integration of a centralized Building Management System (BMS) for automated monitoring and control of key building services such as HVAC, lighting, electrical, water supply, and energy management.

The design strategy shall focus on:

- Maximizing natural lighting
- Enhancing acoustic comfort
- Integrating ergonomic furnishings and high-performance materials
- Ensuring code/standards compliance (local and international)
- Improving indoor environmental quality (IEQ) including HVAC performance and air quality
- Creating collaborative zones, optimized circulation, and functional departmental adjacencies,
- Firefighting integration in design
- CCTV
- IT/ Telecom
- Landscaping (soft and hard)
- Building elevation improvement and modernization

2. SCOPE OF WORK

2.1 Architectural Services

- a) Site visit and assessment of existing conditions, building structure, and services including the external facade and elevation etc.
- b) Analysis of floor layout, circulation, lighting, ventilation, and space usage
- c) Meetings for deliberation on requirements and objectives
- d) Review of existing drawings and documentation (if available)
- e) On-site measurements and layout documentation
- f) Accessibility and safety evaluation
- g) Evaluation of building utility services from an architectural perspective

- h) Inclusion of Relaxing spaces, pantry, landscaping(indoors), quiet pods, huddle rooms etc. in designs
- i) Coordination of soft and hard landscaping designs with the overall architectural concept
- j) Redesign of external building elevation, including façade treatments, glazing, cladding, shading elements, and architectural lighting in line with modern design aesthetics and energy efficiency standards.

2.2 **Structural Review and Design**

- a) Analysis of the structural stability and integrity using appropriate tools, soft wares in line with local and international standards
- b) Identification of deficiencies in existing structure of the building
- c) Load-bearing capacity evaluation as per codes and current use
- d) Recommendations and design for remedial/strengthening measures / retrofitting (if required)

2.3 **MEP System Review and Design**

- a) Analysis of existing MEP systems using appropriate tools, soft wares in line with local and international standards
- b) Indoor air quality (IAQ) and ventilation evaluation
- c) Code compliance verification (ASHRAE, local codes)
- d) Load analysis of main distribution systems
- e) Grounding and earthing system review
- f) Code compliance check (NEC, IEC, local codes etc.)
- g) Energy efficiency analysis and modernization potential
- h) MEP Assessment Report including:
 - i. Equipment inventory
 - ii. Condition and performance analysis
 - iii. Compliance summary
 - iv. Recommendations with cost-benefit analysis
- i) MEP load calculations and system sizing
- j) Selection of equipment and technologies
- k) Schematic and detailed design documentation
- l) Energy efficiency compliance (ASHRAE 90.1, LEED, NEC etc.)
- m) Assessment of UPS powered electrification and Distribution Boards
- n) Design and integration of Building Management System (BMS):
 - i. Assessment of existing control systems (if any) and identification of integration requirements with HVAC, lighting, power, and fire systems.
 - ii. Preparation of architecture and functional schematics for BMS including sensors, control panels, and communication protocols.
 - iii. Specification of centralized monitoring and control features for HVAC, lighting, power distribution, water supply, and energy consumption.
 - iv. Coordination of BMS design with IT/telecom systems for secure connectivity and data exchange.
 - v. Ensuring compliance with relevant standards (BACnet, Modbus, ISO/IEC, etc.).
 - vi. Preparation of layout drawings, schematics, and control point lists for BMS implementation.

2.4 **Telecommunication System Review and Design**

- a) Documentation of existing telecommunication infrastructure:
 - i. Voice (PBX, VoIP, wireless/line)
 - ii. Data (LAN/WAN, routers, switches)
 - iii. Internet connectivity
 - iv. Structured cabling, Wi-Fi, UPS systems
- b) System performance, capacity, and redundancy evaluation
- c) Standards compliance review (ANSI/TIA, BICSI etc.)
- d) Updated single-line diagrams and layouts
- e) Load calculations and breaker sizing
- f) Design of lighting, emergency power, and low-voltage systems
- g) Integration of Building Management System (BMS) data communication with the central IT network ensuring security, redundancy, and scalability.
- h) Provision of system architecture and connectivity for real-time monitoring and control dashboards.

2.5 **Concept Design**

- a) Development of at least Three (03) designs options for layout plans incorporating comprehensive architectural concepts and aims of the project (floors where proposed layout is different from other floors)
- b) Upon finalization of the selected layout plan, other design integrations shall be undertaken with due consideration to the following aspects
 - i. Departmental adjacencies and functional zoning
 - ii. Common amenities and collaborative spaces
 - iii. Lighting design with fixture selections
 - iv. Flooring design with materials
 - v. Partitioning and interior layout details
 - vi. Coordination of HVAC, electrical, and plumbing services with proposed design
 - vii. Preliminary identification of MEP zones
 - viii. Preliminary assessment of services integration (power, lighting, data, HVAC supply/return, plumbing points if applicable)
- c) Coordination with the procuring agency regarding:
 - i. Furniture standards and seating configurations
 - ii. Occupancy loads and equipment requirements affecting MEP
- d) Preparation of:
 - i. Preliminary MEP layout overlays aligned with concept floor plans
 - ii. Preliminary load and service distribution zones
- e) Development and presentation of:
 - i. At least three, 3D views/renderings and walkthroughs illustrating architectural, building elevation and MEP coordination
 - ii. Concept presentations for client feedback and iterative refinement

2.6 **Landscaping Design (Soft and Hard Landscaping)**

- a) Landscaping of entire premises (soft and hard)
- b) Outdoor seating areas wherever possible
- c) Flooring design with respect to durability and aesthetics of the building
- d) Proper parking layout to accommodate maximum number of cars

3. TENDER AND CONSTRUCTION DOCUMENTATION

- a) Detailed execution-ready drawings:
 - i. Reflected ceiling plans
 - ii. Power and data layouts
 - iii. Furniture and workstations design along with layouts
 - iv. Indoor landscaping and planters detail
 - v. Partition wall details
 - vi. MEP Drawings
 - vii. Electrical single-line diagrams
 - viii. Lighting and power layouts
 - ix. Panel schedules
 - x. Landscaping layout drawings (soft and hard) with planting details, and lighting plans
 - xi. Building elevation drawings, including façade treatment details, material specifications, sectional elevations, and architectural lighting layout.
- b) The drawings include Architectural, Structural and MEP works along with complete design data.
- c) 3D views elevation visuals and facade lighting
- d) Preparation of BOQs, specifications, cost estimates, clarifications during the bidding process

4. DETAILED SUPERVISION

- a) To undertake continuous and close supervision of various stages of construction of work till its completion
- b) To ensure that the contractor carry out the construction conforming in detail with the approved drawings and documents and to provide clarifications in time and as when required
- c) Monitor daily progress, quality of materials & workmanship
- d) Ensure implementation of Health, Safety and Environmental (HSE) protocols.
- e) To verify measurements of various items of work executed at site.
- f) Checking the bills presented by the contractors for the works executed and issuing certificates of payment to the 'Procuring agency's' to enable them to pay the bills of the contractors
- g) Issue variation orders and recommend solutions for technical issues encountered on-site.
- h) to hold site meetings at least twice a month with all stakeholders during the period of construction and to advice on proper co-ordination among their works and smooth progress of work as a whole
- i) To submit fortnightly progress report with photographs.
- j) To prepare and submit reports on the observation and decision made during site visits / meetings regularly and recommend such action as may be necessary for the efficient / timely execution of the project
- k) To prepare "punch lists" on substantial completion of the project and ensure rectification of any defects & items included in the "punch lists" within the time frame approved & communicated to the Contractor(s)
- l) To prepare as-built drawings showing details of all services etc. and supply of the same to the Procuring agency in soft format
- m) Following staff is required to be deputed at site as and when required under approval from the Procuring agency:

PERSONNEL	MINIMUM QUALIFICATION	MINIMUM EXPERIENCE
Project Manager (1 No)	B.E. (Civil) / BA/BS (Architecture)	Minimum 10 years' experience of managing construction/renovation of multiple building works.
Civil Engineer (1 No)	B.E. (Civil)	Minimum 8 years' experience of managing construction/renovation of multiple building works.
MEP Engineer (1 No)	B.E. (Mechanical / Electrical)	Minimum 08 years' experience of managing construction/renovation of multiple building works

The numbers of various resources mentioned in above table are minimum personnel required for construction supervision. In case the services are not up to the mark, the Procuring agency shall serve a written instruction/warning to the Consultant to improve the quality of Services and take necessary actions within a specified time period. No extra payment of Consultant shall be admissible if it has to enhance the resources to improve the quality of services rendered under the Contract.

5. DELIVERABLES

1.	After execution of the agreement with the consultant, the consultant shall arrange a joint visit of the site with Procuring agency's representatives and submit a detailed project time schedule.	Within 02 Weeks after execution of the agreement.
2.	Structural integrity & stability analysis using appropriate codes/standards and tools and to submit detailed report about remedial measures required to improve the structural stability & integrity of the entire building	Within 14 Weeks after execution of the agreement
3.	Preparation & submission of at least three (03) different proposals for layouts of floors in line with the user requirement and aims of the project.	Within 06 Weeks after Sr. No. 1 & 2 above.
4.	Review and analyze the existing MEP and telecommunication systems using appropriate codes, standards, and tools, and submit a detailed assessment of remedial measures required for improvement along with final design in line with approved floor layouts; and design the Building Management System (BMS) for the entire building using appropriate codes, standards, and tools	20 Weeks after signing of contract agreement
5.	Preparation of at least three (03) alternate proposals with perspective views, schematic plans, seating plans including 3D visualizations/renderings and walkthroughs reflecting architectural conception including improvement of external façade/elevation along with landscaping of areas in building complex with adequate number of elevations, plans and sections determining the complete scheme and its multimedia presentations on different forums of the procuring agency.	Within 10 Weeks after approval of Sr. No 2,3,4 above.
6.	After finalization of one of the above proposals by the Bank, Preparation of final detailed design, drawings, estimate, material specifications and tender documents as per PPRA rules including the services. This includes design and drawings with complete design data for Architectural, Structural & MEP including the integration of already designed firefighting & CCTV system. The drawings/data shall be provided in both CAD & PDF Format. Tender documents including detailed drawings, prescribed documents, bills of quantities, specifications and general & special terms and conditions of contract, form of agreement etc. for different package(s) as advised by the procuring agency are to be submitted	6 weeks after Sr. No. 5 above.

7.	Scrutiny of the tenders and submission of Bid Evaluation Reports of all discipline of works for different package(s).	2 weeks after receiving bids for respective package
8.	Completion Drawings (CAD & PDF) showing all structural and internal details, plans, elevations, side elevation, sections, cross section, services and their installation details showing the run of pipes and electrical conduits etc. for different package(s).	6 weeks after completion of the works under each package

The payment shall be made to the successful consultant as follows:

SNO.	FEES	DESCRIPTION OF SERVICES
Design Phase		
a.	10% of design fee	Submission and Procuring agency's approval of initial concept designs (minimum three alternate proposals and schematic plans).
b.	20% of design fee	Submission and Procuring agency's approval of draft designs, drawings, specifications
c.	10% of design fee	Submission and Procuring agency's approval of 3D renderings, walkthroughs
d.	30% of design fee	Submission and Procuring agency's approval of final detailed designs, drawings, specifications, BOQs, tender documents
e.	30% of design fee	Tender assistance, clarifications, and bid evaluation reports
Construction Supervision Phase		
To be paid as % percentage of the cost of awarded works or completed works and shall be released gradually based on work done against interim payment certificates of the contractor approved by the Bank. The Bidder is required to quote this rate in percentage terms.		

Note:

- i. Ten percent (10%) retention money would be deducted from each payment which shall be released after successful completion of project.
- ii. Payment for design services would be made based on area covered in each package. MEP & Structural stability related design services would be required in a single package, and fee for these design services will be paid in parts at different stages delineated in above table. Total Payment for design services for different packages shall be adjusted in accordance with area covered in final approved design and shall be paid as delineated in the table above.
- iii. In the event that the same architectural design, drawings, or layout prepared by the Consultant are repeated for any additional floor(s) or area(s) of the Project without substantial modification, no additional professional fee shall be payable to the Consultant, except a royalty fee equivalent to 5 percent (5%) of the total consultancy fee applicable to the repeated area.
- iv. However, if the variation or modification in the repeated architectural design involves changes exceeding fifteen percent (15%) of the total area of that floor, or results in material alterations to the design, layout, or building services coordination, the Consultant shall be entitled to receive the full consultancy fee applicable to that area, in accordance with the terms of this Agreement. The extent of variation or modification shall be determined by the Procuring Agency in consultation with the Consultant, based on approved drawings, area statements, and supporting documentation

APPLICATION SUBMISSION LETTER*(To Be Submitted as Annexure on The Letterhead of the Bidder)***Date:** _____**Procuring Agency Name:** _____**Address of the Procuring Agency:** _____**Tender No:** _____**Reference:** Request for Expression of Interest (EOI) for **Procurement of Consultancy Services – Renovation of SBP Main Building Floors, Head Office Karachi**

Dear Sir/Madam,

1. Having examined the EOI documents, including Addenda's, Supporting Annexures we, the undersigned, offer to express our interest and apply for pre-qualification for the subject project in conformity with the said EOI documents.
2. We hereby submit our application through the e-Pak Acquisition and Disposal System (EPADS).
3. We understand that all the Annexures attached form part of this EOI
4. We certify and confirm that we meet the eligibility requirements as per the Public Procurement Regulatory Authority (PPRA) rules and the criteria stated in the EOI document.
5. Our application is valid for the period specified in the EOI Data Sheet, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. We understand that you may cancel the EOI process at any time without incurring any liability to the applicants.
7. All information and statements provided in this application and its attachments are true, correct, and complete to the best of our knowledge and belief.

Sincerely,

(Authorized Signature)

Name and Title of Signatory: [Name, Designation]

Name of Firm/Company: [Company Name]

Address: [Company Address]

Contact Number & Email: [Phone, Email]

(INTEGRITY PACT)**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC PAYABLE BY THE SUPPLIERS OF
GOODS, SERVICES & WORKS IN CONTRACTS WORTH
RS 10.00 MILLION OR MORE**

Contract No.:
Contract Value:
Contract Title:

Dated:-

_____ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from State Bank of Pakistan -BSC(SBP-BSC) or State Bank of Pakistan and its Subsidiaries through any corrupt business practice.

Without limiting the generality of the foregoing, _____ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form SBP-BSC except that which has been expressly declared pursuant hereto.

_____ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with SBP-BSC and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

_____ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to SBP-BSC under any law, contract or other instrument, be voidable at the option of the SBP-BSC.

Notwithstanding any right and remedies exercised by SBP-BSC in this regard, _____ agrees to indemnify SBP-BSC for any loss or damage incurred by it an account of its corrupt business practices and further pay compensation to SBP-BSC in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by _____ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from SBP-BSC

Signature of the Contactor / Bidder

Signature of the Buyer (SBP BSC)

(Seal)

(Seal)

Name: _____

CNIC: _____

SUPPLIER ACCOUNT DETAILS – S2 FORM

		STATE BANK OF PAKISTAN BANKING SERVICES CORPORATION Supplier Bank Account (IBAN) Details Form				S-2		
1. For Office use:								
*Office/Deptt Supplier *Supplier Type				*Supplier No. *Liability A/C *Prepayment A/C			WHT Rate	
	New		Update					
2. Supplier Information								
*Supplier Name								
*Supplier NTN				CNIC No.				
*Supplier Address								
				*Supplier City				
*Contact No.				Mobile				
*E-mail Address				Fax No.				
3. Bank Account Information								
*Bank Name								
*IBAN (24 Characters)						*Supplier Stamp & Signature		
*Branch Type		Islamic		Commercial				
*Title of Account								
(For Office use only)								
Forwarded By		Verified By		Entered By (Supplier Mgt User)				
(Procurement Function)								
				Date				
Field marked with * are mandatory. Information without complete Bank Account Details (IBAN) & NTN/ CNIC will not be accepted. Any changes in Supplier's particulars should be conveyed immediately to SBP BSC. SBP BSC will not be responsible for credit into wrong account of supplier due to change in bank account details not conveyed to SBP BSC or delay in settlement of supplier's claims.								