Request for Proposal

Date: February 20, 2024

1. The purpose of this Request for Proposals (the “RFP”) is to solicit quotations from Tax registered firms interested in Cassette AC procurement & installation work 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 AC Installation work.

1. PMRC invites proposals from interested and eligible bidders. Further details on the Services required are provided in the scope of work.

1. 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.

1. PMRC anticipates issuing a Fixed Price Turnkey Contract in PKR inclusive of all taxes, duties and levies.

1. An award will be made based on the Quality and Cost based selection.

Proposal must be submitted within 5 days after receiving the RFP. Bidders must prepare proposal and submit to PMRC Administration Department. 4th Floor FTC Shahrah-e-Faisal Karachi, Pakistan.

Yours sincerely,

PMRC Administration Department

## 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 includes:

1. New AC Cassette 04 units (2 tons Inverter)
2. INSTALLATION OF CASSETTE TYPE UNITS
3. Electric work
4. Copper Piping with Insulation
5. Drain Line

**Scope of Work.**

Professional contractor, implementation and project management services (Vendor) are required for AC work and installations. FTC situated at 4th Floor Finance and Trade Centre for the vendor shall perform their obligations in the following manner:

# BILL OF QUANTITIES

Vendor 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 Vendor to provide PMRC with the details of quantity (item wise and measurement) and cost in PKR of required materials/instillations/electrical/plumbing etc as per the survey’s office of PMRC.

# INSTALLATION PHASE

Vendor shall execute the contract so that the office premises PMRC’s entire satisfaction and in accordance vendor will be responsible for the quality of the AC work and installation including material used.

Complete supervision, AC Work and project management shall be undertaken by the vendor.

Vendor shall appoint a representative to maintain close and satisfactory supervision of all necessary all AC work required under this project.

## OBLIGATIONS OF Vendor

Vendor 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. Vendor will also adhere to all agreed approved plans and specifications in the same manner.

Vendor 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. Vendor 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.

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

Vendor 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, Vendor shall provide Built drawings of all Mechanical, Electrical, Plumbing and Air-conditioning works to PMRC.

Vendor 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.

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/Vendor who signs a contract with the PMRC. The firm vendor 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 AC works and installation 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 AC work and installation 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.

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## Project completion Timeline

Project to be completed within 10 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 Hard copy to Muhammad Imran with the subject line: Responding to RFP for **“To Engage a Vendor for PMRC for Procurement of Cassette AC at 4th Floor Block -A Finance & Trade Centre “.**

**RFP to engage a Vendor for Procurement of Cassette AC and Installation at 4th Floor Block – A FTC**

# 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 \_\_\_\_\_\_\_2024

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

* BOQ of Cassette AC and installation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **DESCRIPTION OF ITEMS** | **QTY** | **UNIT** | **RATE** | **AMOUNT** | **13% SST** | **T. AMT** |
|  |  Brand New Split A/c unit Haier 2-Ton (Inverter Cassette Type), in all respect. **Approx** | **04** | **04** |  |  |  |  |
|  | Removing & Re-fixing of old False Ceiling for A/c works, with Labour Charges, in all respect. **Approx.** | 01 | Job. |  |  |  |  |
|  | New Installation of Cassette Type A/c Indoor & Outdoor units with Labour Charges, in all respect. **Approx.** | 04 | Nos. |  |  |  |  |
|  | Providing & Fixing New Copper Piping with Insulation, Control Wire & Wraping Tape with Labour Charges, in all respect. **Approx.**  | 625 | Rft. |  |  |  |  |
|  | Providing & Fixing of New UPVC Drain Line ¾’’ with Solution & Fittings, with Labour Charges, in all respect. **Approx.**  | 200 | Rft. |  |  |  |  |
|  | Providing & Fixing New Electric Power Supply 4mm(Pakistan Cables/ Pioneer/ New Age) with Condute Piping & Fittings, with Labour Charges, in all respect. **Approx.**  | 410 | Rft. |  |  |  |  |
|  | Providing & Fixing New Electric Breaker 20Amp for A/c unit with Labour Charges, in all respect. **Approx.**  | 04 | Nos. |  |  |  |  |
|  | Providing & Fixing New M/s Angle Iron Bracket with Rowel Bolts for Indoor Unit & Outdoor Units, with Labour Charges, in all respect. **Approx.**  | 08 | Nos. |  |  |  |  |
|  | Handling, Lifting & Shifting of Materials from Ground to 4th Floor with Labour & Transportation Charges, in all respect. **Approx.** | 01 | Job. |  |  |  |  |
|  |  | **TOTAL AMOUNT** |  |  |  |