

GOVERNMENT OF THE PUNJAB
ISLAMIC REPUBLIC OF PAKISTAN



REQUEST FOR QUOTATION (RFQ)

**HIRING OF OFFICE SPACE/BUILDING ON RENTAL BASIS
FOR CITY IMPLEMENTATION TEAM (CIT) IN RAWALPINDI,
PUNJAB, PAKISTAN**

40 B-1, Gulberg III, MM Alam Road, Lahore Pakistan
Email address: pmu.piciip@punjab.gov.pk
Telephone: +92 42 99268484

Admin Officer
Program Management Unit,
PICIIP, LG&CD Department
Govt. of the Punjab

Request for Quotations (RFQs)

Hiring of Office Space / Building on Rental Basis

Ref: DREAMS-1/PCU/RFQ-01

Date of Issue of Request: **07 September 2023**

To:

[Name of the Owner/Bidder]

[Complete Address]

Sir/Madam,

1. The Local Government & Community Development Department, Government of the Punjab (GoPb) through Project Management Unit (PMU) – Punjab Intermediate Cities Improvement Investment Project (PICIIP) seeks to hire Office Space/Building on rent initially for a period of 03 years (extendable) with approximate area of 8000 - 10000 sqft to establish office of City Implementation Team under Developing Resilient Environment and Advancing Municipal Services in Punjab (DREAMS) Project_in Rawalpindi, Pakistan. The Office Space/building must already have the status of **"commercial" premises** and be owned by yourself or your client (in case of authorized legal attorney).

2. To assist you in the preparation of your **General Quotation** and **Price Quotation** (collectively referred as "Quotation") we have described the detailed requirements hereinunder.

3. The proposed Office Space/Building should have dedicated parking facilities, all essential utilities (such as water, gas, power supply, internet), modern security and fire safety features etc.

4. The Owners submitting offers shall enclose the original and copy of the Quotation, in separate sealed envelopes, duly marking the envelopes as **"ORIGINAL GENERAL QUOTATION"**, **"ORIGINAL PRICE QUOTATION"**, **"COPY GENERAL QUOTATION"** and **"COPY PRICE QUOTATION"**. These envelopes, the first containing the originals and the others containing copies, shall then be enclosed in one single envelope per set. The inner and outer envelopes shall bear the name and address of the Owner. The submission must be made as follows:

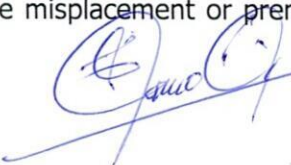
Attention: Deputy Program Director

Organization: Project Management Unit (PMU) – Punjab Intermediate Cities Improvement Investment Project (PICIIP), Government of the Punjab.

Address: 40/B-1, Gulberg III (Off MM Alam Road), Lahore, Pakistan

Email: pmu.piciip@piciip.gov.pk

5. **A Quotation shall be considered only if submitted via email (pmu.piciip@piciip.gov.pk) and hard copy by hand or through registered courier only at (40-B-1, Gulberg III, Lahore) both.** If all envelopes are not sealed and marked as required, PMU-PICIIP will assume no responsibility for the misplacement or premature opening of your Quotation. Your Quotation shall be in English


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language and should be accompanied by relevant documentary evidence and other pertinent information for the proposed supply of rental services as required in this RFQ.

6. The deadline for submission of your Quotation at the indicated address **is 21 September 2023 @ 3:00 p.m.** The Opening of the General Quotations envelopes only shall take place on the same **day 21 September 2023 @ 3:30 p.m. in PMU, PICIIP Conference Room 40/B-1 Gulberg III, Lahore** in the presence of the Technical/Assessment Committee and Owners (or their authorized representatives) who choose to attend the opening of General Quotation.

7. You shall submit only one set of Quotation. Your Quotation shall be typed or written in indelible ink and shall be signed by you (as owner) or your authorized legal attorney. Without a signature in your Quotation by you (as owner) or by your authorized legal attorney, your Quotation shall not be considered further.

8. Your Quotation should be submitted as per the instructions in this RFQ and in accordance with the attached Contract:

i. **RENT:**

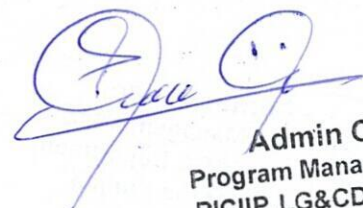
- a) The rent shall be quoted on per sqft rate per month in PKR. This rent shall be inclusive of income tax which is applicable on 'rental payments' as per the prevalent Income Tax Laws (or any amendments thereto). The income tax shall be deducted at source at the time of making payment unless an exemption certificate issued by the competent authority is provided by the Owner/Lessor.
- b) All other municipal, government, non-government and other rates, taxes, service charges etc. which may be levied by any department, authority, government etc. in respect of the rented premises, shall be paid directly by the Owner/Lessor.

ii. **POSSESSION OF OFFICE SPACE/BUILDING:**

- c) The Office Space/Building shall be available for occupation within one month from the date of signing of Contract.

iii. **REQUIREMENTS/SPECIFICATIONS FORMING CRITERIA FOR EVALUATION OF GENERAL QUOTATION:**

- a) The Office Space/Building should be **preferably** located in: Westridge & Saddar.
- b) The Office Space/Building must have the status of commercial premises.
- c) The Office Space/Building must be possessed by a single owner/ sole proprietor.
- d) The Office Space/Building must not be under any litigation activity.
- e) The Office Space/Building shall be in good condition (newly constructed or renovated) and freshly painted.
- f) The Office space/building must have an approximate area of 8,000-10,000 sqft.
- g) Easy Exit/Entrance for vehicles, having dedicated parking facilities for around (20) Cars.



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- h) The Office Space / Building must have security and fire-safety features.
- i) Provision of essential amenities such as water, sanitation, telephone, gas, adequate lighting, power points, water storage facilities, elevators (in case of multi-storey building), wiring for back-up electricity source etc.
- j) Power supply and backup electricity connections to all part of the building (to be rented) and distributed to all parts to accommodate easy tenant fit out. Provision should be available for the connection of telecommunication so that it can easily be distributed through the office areas.
- k) In the case of a Multistory building the Elevator/Lift with electricity backup shall be required.
- l) The Office Space/Building should allow for the flexibility of re-organizing the space to meet the requirements. The Office space/Building should be in the form of big halls whose interior design may and repairs may be carried out by PMU-PICIIP as per its requirements to accommodate around 100 members of office staff in a modern office environment.
- m) Provision of an emergency exit must be available.
- n) All necessary documentation is provided as indicated in the Form of General Quotation and Form of Price Quotation.
- o) The following grounds may lead to rejection of the Quotation:
 - o Quotation received after the indicated date and submission time;
 - o Quotation received without the signature of Owner or its authorized legal attorney;
 - o Quotation containing false information;
 - o Any material deviations, reservations, or modification to the terms & conditions, specifications and other requirements stated in the RFQ.

iv. **OPENING & EVALUATION OF GENERAL QUOTATION:**

- a) After receiving the Quotations, the PMU-PICIIP shall open General Quotations in public on the same day i.e., **21 September 2023 @ 3:30 p.m. in PMU, PICIIP Conference Room 40/B-1 Gulberg III, Lahore** in the presence of the nominated Technical/Assessment Committee notified by the Program Director (PMU, PICIIP), the authorized representatives of the Owners and anyone who choose to attend. **The Price Quotations will remain unopened and will be held in custody of the PMU-PICIIP until the specified time of their opening.**
- b) PMU-PICIIP shall prepare a record of the opening of General Quotations envelopes that shall include, as a minimum, the name and CNIC of the Owner and address of the proposed premises. The Owners or authorized representatives who are present shall be requested to sign the record. The omission of an Owner's signature on the record shall not invalidate the contents and effect of the record.




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- c) After receiving Quotations, PMU-PICIIP shall issue a schedule of visits to all Owners who have submitted Quotations. The premises proposed in each Quotation shall be visited by the notified Technical/Assessment Committee at the given schedule for physical assessment of the proposed Office Space/Building against the stipulated requirements.
- d) PMU-PICIIP shall also have the right to ask or demand any additional information or document for the purposes of its satisfaction and clarification during the evaluation process.
- e) After conducting all the visits as per schedule, the Technical/Assessment Committee shall determine qualification of the bidder by determining responsiveness of the General Quotation, keeping in view the requirements stated in his Request for Quotation (RFQ).
- f) PMU-PICIIP will notify in writing bidders/Owners who have been rejected and disqualified for submitting nonresponsive General Quotations and return their Price Quotations unopened, before opening the Price Quotation of the substantially responsive Owners.

v. **OPENING & EVALUATION OF PRICE QUOTATION:**

- g) PMU-PICIIP shall conduct the opening of Price Quotations of all Owners/Bidders who submitted substantially responsive Technical Quotations, in the presence of Owners or their representatives who choose to attend at the address, on the date, and time specified by the PMU-PICIIP. The Owners or the representatives who are present shall be requested to sign a register evidencing their attendance.
- h) PMU-PICIIP shall prepare a record of the opening of Price Quotations that shall include, as a minimum, the name of the Owner, address of the proposed premises and offered per sft. price. The Owners or authorized representatives who are present shall be requested to sign the record. The omission of an Owner's signature on the record shall not invalidate the contents and effect of the record.
- i) The Price Quotations shall then be evaluated by comparison of their prices to determine the substantially responsive lowest quotation. While evaluation, the Price Quotations will be adjusted for any arithmetical errors as follows:
 - Where there is a discrepancy between amounts in figures and in words, the amount in words will govern.
 - Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
 - If a service provider refuses to accept the correction, his quotation will be rejected.
 - The PMU, PICIIP may also seek clarification from the service provider if deemed necessary/required.


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vi. **AWARD OF CONTRACT.**

- a) The award shall be made to the Owner offering a substantially responsive and lowest evaluated price that meets the terms and conditions of this RFQ. The successful Owner will sign a Contract as per the attached form and the terms and conditions of the Contract.

vi. **VALIDITY OF THE OFFER:**

- a) Your Quotation should be valid for a period of sixty (60) days from the deadline for receipt of the Quotation indicated in Paragraph 6 of this Request for Quotation.
- b) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Lessor for the project for two years.

9. Further information can be obtained from:

Name : Mr. Shuja Dar, Director (Procurement & Contracts), PMU-PICIIP
Address : 40/B-1, Gulberg III (Off MM Alam Road), Lahore, Pakistan
Telephone : +92 (042) 99268484
E-mail : dir.proc@piciip.gop.pk

10. The Islamic Republic of Pakistan has applied for and is expecting to receive another loan under the 55236-PAK: Developing Resilient Environments and Advancing Municipal Services in Punjab Project. A portion of the funds from the above loans is intended to be applied to cover eligible payments under the contract for which this RFQ is issued.
11. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Sincerely,



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Program Management Unit,
PICIIP, LG&CD Department
Govt. of the Punjab

Deputy Program Director,
PMU-PICIIP,
Government of the Punjab

FORM OF GENERAL QUOTATION

Hiring of Office Space / Building on Rental Basis

Ref: DREAMS-1/PCU/RFQ-01

Date of Issue of Quotation: **07 September 2023**

To

Deputy Program Director

PMU-PICIIP

Government of the Punjab,

40/B-1, Gulberg III (Off MM Alam Road), Lahore, Pakistan

Email: dpd@piciip.gop.pk

We offer to execute the **contract for "Hiring of Office Space / Building on Rental Basis"** for the office of **City Implementation Unit in Rawalpindi** (hereinafter called the Service) with Contract No. DREAMS-1/PCU/OfficeSpace-01 in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price given as under. We propose making the Office Space/Building with the necessary amenities available within the stipulated time described under Paragraph 8(ii) above.

Name of the Owner	
CNIC Number of the Owner	
Complete Address of proposed premises with GPS coordinates	
Total area of the Office Space/Building in sft.	

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of offer and the terms and condition of services, respectively.

We confirm that we have not been associated with the firm or individuals who prepared the requirements/specification of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.

Owner or its authorized legal attorney: _____

Name of the Signatory: _____

Address: _____

Phone Number: _____ Email: _____

Attached Documents:



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- i. Proof of ownership of the building
- ii. Colored Picture of the Proposed Office Space/Building from the front
- iii. CNIC of the owner
- iv. Documentary proof of commercialization of the office space/building
- v. Income tax/property tax evidence/certificate
- vi. Layout of the Building/Office Space.
- vii. Details and evidence of all available utilities (electricity, water, gas etc.)
- viii. Power of Attorney (in case quotation is signed by authorized legal attorney)
- ix. An undertaking that the office space/building is not currently under any litigation.



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FORM OF PRICE QUOTATION

Hiring of Office Space / Building on Rental Basis

Ref: DREAMS-1/PCU/RFQ-01

Date of Issue of Quotation: **07 September 2023**

To

Deputy Program Director

PMU-PICIIP

Government of the Punjab,

40/B-1, Gulberg III (Off MM Alam Road), Lahore, Pakistan

Email: dpd@piciip.gop.pk

We offer to execute the **contract for "Hiring of Office Space / Building on Rental Basis" for the office of City Implementation Team in Rawalpindi** (hereinafter called the Service) with Contract No. DREAMS-1/PCU/OfficeSpace-01 in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price given as under. We propose making the Office Space/Building with the necessary amenities available within the stipulated time described under Paragraph 8(ii) above.

Complete address of proposed premises with GPS coordinates	Total area of the Office Space/Building in sqft.	Rent/ sqft rate/ per month (PKR in words and figures)	Rent/Month (PKR in words and figures)	Rent/Ann um (PKR in words and figures)	Total Amount/An num (PKR in words and figures)	10% Annual Increase in Rent	Total amount for the contract period including annual increase

Note:

i. The above rent shall be inclusive of income tax which is applicable on 'rental payments' as per the prevalent Income Tax Ordinance (or any amendments thereto). The income tax shall be deducted at-source at the time of making payment unless an exemption certificate issued by the competent authority is provided by the Lessor.

ii. All other municipal, government, non-government and other rates, taxes, service charges etc. which may be levied by any department, authority, government etc. in respect of the rented premises, shall be paid directly by the Lessor.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of offer and the terms and condition of services, respectively.

We confirm that we have not been associated with the firm or individuals who prepared the requirements/specification of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.



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Owner or its authorized legal attorney: _____

Name of the Signatory: _____

Address: _____

Phone Number: _____ Email: _____

Attached Documents:

- i. Documentary proof of commercialization of the office space/building
- ii. Income tax/property tax evidence/certificate


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FORM OF CONTRACT

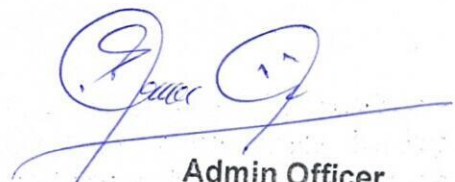
This Agreement number DREAMS-1/PCU/OfficeSpace-01 is made on ____ day of ____ 2023, between PMU-PICIIP (on behalf of PCU-DREAMS), hereinafter called "the Lessee", on the one part and _____, hereinafter called "the Lessor", on the other part.

WHEREAS the Lessee has requested quotation for Hiring of Office Space / Building on Rental Basis, viz. Contract "Hiring of Office Space / Building on Rental Basis", (hereinafter called "Contract") and has accepted the quotation by the lessor for the provision of Office Space/Building on rentals at the sum of PKR _____ per month, in accordance with the table given below:

Office Address with GPS coordinates	Rent/ sqft rate/ per month (PKR in words and numbers)	Rent/Month (PKR in words and numbers)	Rent/Annum (PKR in words and numbers)	Total Amount/Annum (PKR in words and numbers)	10% Annual Increase in Rent	Total amount for the contract period including annual increase ("the Contract Price")

NOW THIS AGREEMENT witnessed AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Request for Quotation; Terms and Conditions for Hiring of Office Space/Building on rent, Specification and requirements;
 - b) Terms and Conditions of Contract
 - c) Necessary Documentary Record
 - d) Addendum (if applicable);
2. Taking into account payments to be made by the Lessee to the Lessor as hereinafter mentioned, the Lessor hereby enters into this Agreement with the Lessee to provide the office space / building on rental basis to the Lessee by executing and completing the Contract in conformity with the provisions of the Contract.
3. The Lessee hereby covenants to pay to the Lessor, in consideration of the acceptance of the Contract, hiring of Office Space/Building on rental basis for housing the office of PCU-DREAMS, the Contract Price in accordance with terms and conditions prescribed by the Contract.


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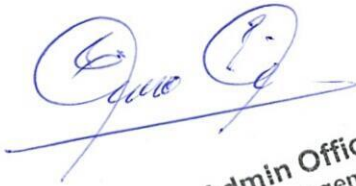
IN WITNESS whereof the parties hereto have executed the Contract under the laws of Islamic Republic of Pakistan on the date indicated above.

Signature and seal of the Lessee:
FOR AND BEHALF OF

Signature and seal of the Lessor:
FOR AND BEHALF OF

Name of Authorized Representative
Designation:


Name of Authorized Representative
CNIC:



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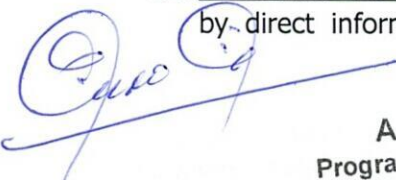
TERMS AND CONDITIONS OF CONTRACT

1. **Term of Lease:** The term of this contact/lease will initially uptill 30th June 2026 (extendable) commencing from the date of procession/holding of the building. The lease deed may be renewed by mutual consent of the parties thereto on the same terms and conditions.
2. **Office Rent:** The rent of the office space/building shall be PKR. _____ Per month, with an annual increase of 10% percent after every 01 (one) year. If Term of Lease is extended, the office rent shall be increased annually with the same percentage (10% every one year) during the extended period.
3. **Applicable Taxes:** The lessor shall be liable to pay all municipal, government, non-government and other rates, taxes, etc. which may be levied by any department, authority, government etc. in respect of the rented premises. The lessor will provide copies of such payments to the lessee for its record and audit purposes.
4. **Utility Charges:** Lessee shall directly pay all utility charges relating to water, gas, electricity and telephone etc.
5. **Applicable Law:** The Contract shall be interpreted and construed in accordance with the laws of the Islamic Republic of Pakistan.
6. **Alterations:** The lessee shall not make any structural changes or alterations. However, the lessee may reorganize the space and carry out interior design and alter finishing as per its requirements. The lessor will be informed by the lessee about any such changes to the office space/building. All additions to the building carried out by the lessee shall be dismantled by him, if so required by lessor, on the expiry or termination of this agreement.
7. **Payment of Advance and Rent:** The lessee shall pay one month rent as security and advance rent for 03 (three) months at the time of taking possession of the Office Space/Building and thereafter every 03 (three) month's rent shall be paid by the lessee in advance before the 15th day of the month when it becomes due. Rent shall be paid after deduction of Income Tax as applicable under the Laws of Pakistan.
8. **Maintenance and repair:** The lessor shall be responsible for maintenance of the premises to keep it in good working condition to make sure that the lessee's beneficial use of the building is not affected.
9. The lessor shall give not less than 24hrs notice of its intention to carry out any period maintenance. The lessor shall also provide particulars of its authorized staff who shall be carrying out such repairs.
10. All routine maintenance and minor repairs shall be carried out by the Lessee directly at its own expense.
11. **Documents to be provided:** The lessor will provide copies of the transfer letter (Intiqal, Number Khasra etc.) along with approved map from respective approving authority.



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12. Force Majeure: If by earthquake, conflagration, tempest, flood, war, violence of any military group or mob or other irresistible force, any material part of the premises is wholly or partly destroyed, or substantially unfit for occupation, this contract shall terminate at the option of the lessee and upon giving notice to the lessor thereof. In such event no rent for any period following the vacation of the premises shall accrue to the lesser, and the lessor shall refund to the lessee any unspent portion of the advance rent.
13. List of Fixtures/Inventory: The lessee and the lessor both will make detailed inventory of all the fixtures of the building, which will be attached with this agreement as Annexure, prior to occupying by the lessee, which will be signed by the lessor and lessee, which will be handed over to the lessor at the time of vacation of the building by the lessee or termination of this agreement. The lessee shall ensure that the fixture etc. taken over is kept in good condition at the time of handing over. In case, the lessee required any removable fixture like Air Conditioner, the same may be handed over by the lessee immediately.
14. Inspection by Lessor: The lessee shall permit the lessor or his authorized representatives to enter the premises for inspection with a prior notice of at least one day, taking due care of the lessee's privacy and convenience.
15. The lessor shall allow the lessee peaceful occupation of the premises without interruption by the lessor or his workers during that period of lease.
16. The lessee shall be responsible for handing back the premises to the lessor as it was at the time of occupation by the lessee.
17. The premises shall be used for the functions of the project office. The lessee shall have the right to display necessary signage, logos, and other illustrations at the premises during the term of lease.
18. Subletting: The lessee shall not sublet the premises.
19. Termination for Default: Either party may terminate this lease agreement prior to the expiry of the lease period on three (03) months' notice in advance to the other party. In which case, the lessor shall refund the balance advance payment for the unutilized period.
20. Penalty: Upon violation of any clause of this agreement by the lessee, the lessor may serve 60 days' notice for termination of this agreement and repossess the property and the balance of unutilized portion of the advance rent, if any, shall be refunded to the lessee. The notice shall become ineffective if the cause of such notice is remedied by the lessee within the notice period.
21. Refund of Advance: At the time of vacation of the building by the lessee, the lesser will refund the one-month rent paid as advance to the lessee, after the peaceful handover of the premises.
22. Resolution of Disputes: The lessee and the lessor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in



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connection with the Contract. In the case of a dispute between the Lessee and the lessor, the dispute shall be settled in accordance with the provisions of the Arbitration act of Pakistan.

23. The Lessee and the Lessor agree to execute and register this Agreement on the terms and conditions provided herein in accordance with Rent / Tenancy Laws. All costs charges and expenses in connection with the registration of this Agreement including payment of stamp duty shall be borne by the Lessor in accordance with Rent / Tenancy Laws.

24. This agreement is produced in two (02) original copies, one each for either party.

Signature and seal of the Lessee:
FOR AND BEHALF OF

Signature and seal of the Lessor:
FOR AND BEHALF OF

Name of Authorized Representative

Name of Authorized Representative

Witness-01:

Witness-02:



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