**Government of the Punjab**

ISLAMIC REPUBLIC OF PAKISTAN



**Developing Resilient Environment and Advancing Municipal Services, Phase-I
(DREAMS- I) Project**

**[INSERT LOGO OF DREAMS]**

**REQUEST FOR QUOTATION**

**Acquisition of Office Space/Building on Rental Basis**

**for Establishing Project Coordination Unit (DREAMS-I) in Lahore, Punjab, Pakistan**

**PMU-PICIIP ON BEHALF OF**

**PROJECT COORDINATION Unit (PCU)**

**Developing Resilient Environment and Advancing Municipal Services, Phase-I**

**(DREAMS- I) Project**

**40 B-1, Gulberg 3, MM Alam Road, Lahore Pakistan**

**Email address: [Add]**

**Telephone: +92 42 99268484**

**Request for Quotations (RFQs)**

Acquisition of Office Space / Building on Rental Basis

Ref: DREAMS-1/PCU/RFQ-01 Date of Issue of Request: DDMMYYYY

To: [Name & Address]

Sir,

1. The Project Management Uni (PMU) – Punjab Intermediate Cities Improvement Investment Project (PICIIP) on behalf of the Project Coordination Unit (PCU), Developing Resilient Environment and Advancing Municipal Services, Phase-I (DREAMS- I) Project Government of the Punjab (hereinafter “the PCU-DREAMS) seeks to acquire Office Space/Building on rent for a period of five (05) years (extendable) with approximate area of 20,000 sqft to establish office of the PCU-DREAMS in Lahore, 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 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. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked “Original”. In addition, you shall also submit one copy marked as “COPY”. In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

**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

5. Your quotation in duplicate and written in English language should be accompanied by relevant documentary evidence and other pertinent information for the proposed supply of services. You are also required to establish/submit the following documents with their quotation:

1. Proof of ownership of the building
2. CNIC of the owner
3. Documentary proof of commercialization of the office space/building
4. Income tax/property tax evidence/certificate
5. Approved layout of the Building/Office Space.
6. Power of Attorney (in case quotation is signed by authorized legal attorney)
7. An undertaking that the office space/building is not currently under any litigation.

6. The deadline for receipt of your quotation at the indicated address is**:****DD MM YYYY.**

7. You shall submit only one set of quotation. Your quotation must 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 Form of Quotation by you (as owner) or by your authorized legal attorney, your quotation will not be considered further.

8. Your quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions is an integral part of the Contract.

1. **RENT:**
2. 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 Lessor.
3. 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.
4. **POSSESSION OF OFFICE SPACE/BUILDING:**
5. The Office Space/Building shall be available for occupying within one month from the date of signing of Contract.
6. **REQUIREMENTS/SPECIFICATIONS:**
7. The Office Space/Building should be preferably located in: Gulberg, Garden Town, Canal Road, Upper Mall Road or Jail Road
8. The Office Space/Building must have the status of commercial premises.
9. The Office Space/Building must be possessed by a single owner/ sole proprietor.
10. The Office Space/Building must not be under any litigation activity.
11. The Office Space/Building shall be in good condition (newly constructed or renovated) and freshly painted.
12. The Office space/building must have an approximate area of 20,000 sqft .
13. Easy Exit/Entrance for vehicles, having dedicated parking facilities for approximately fifty (50) vehicles.
14. The Office Space / Building should have security and fire-safety features.
15. 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.
16. 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.
17. In the case of a Multistory building the Elevator/Lift with electricity backup shall be required.
18. 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 shall and repairs may be carried out by PMU-PICIIP as per its requirements to accommodate 150 members of office staff in a modern office environment.
19. Provision of an emergency exit shall be available.
20. **EVALUATION OF OFFERS:**
21. After receiving the quotations, premises offered will be visited by the Quotation/Bid Evaluation Committee (QEC) of the PMU-PICIIP for physical verification of the proposed Office Space/Building against the stipulated technical requirements.
22. Offers determined to be substantially responsive to the requirements will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications/requirements in this Request for Quotation, and it will not be considered further. The QEC will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, QEC will adjust 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.
* QEC may also seek clarification from the service provider if deemed necessary/required.
1. **AWARD OF CONTRACT.**
2. The award shall be made to the bidder offering substantially responsive and lowest evaluated price and that meeting terms and conditions of this Request for Quotation. The successful bidder will sign a Contract as per attached form and terms and conditions of Contract.

vi. **VALIDITY OF THE OFFER:**

1. Your quotation should be valid for a period of sixty (60) days from the deadline for receipt of quotation indicated in Paragraph 6 of this Request for Quotation.
2. 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 PCU-DREAMS is expecting to receive funds from the Asian Development Bank (ADB) for eligible payments resulting from this RFQ.

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,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deputy Project Director,

PMU-PICIIP,

Government of the Punjab

**FORM OF QUOTATION**

**Acquisition of Office Space / Building on Rental Basis**

Ref: DREAMS-1/PCU/RFQ-01 Date of Issue of Quotation: DDMMYYYY

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 “Acquisition of Office Space / Building on Rental Basis” for the office of PCU-DREAMS**, (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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Office Address with GPS coordinates | Total area of the Office Space/Building | Rent/ sqft rate/ per month(PKR in words and figures) | Rent/Month(PKR in words and figures) | Rent/Annum(PKR in words and figures) | Total Amount/Annum(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.

Owner or its authorized legal attorney: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attached Documents:**

1. Proof of ownership of the building
2. CNIC of the owner
3. Documentary proof of commercialization of the office space/building
4. Income tax/property tax evidence/certificate
5. Layout of the Building/Office Space.
6. Power of Attorney (in case quotation is signed by authorized legal attorney)
7. An undertaking that the office space/building is not currently under any litigation.

**FORM OF CONTRACT**

**This Agreement** number DREAMS-1/PCU/OfficeSpace-01 ismade 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 Acquisition of Office Space / Building on Rental Basis, viz. Contract “Acquisition 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** witnesseth AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
2. Request for Quotation; Terms and Conditions for acquisition of Office Space/Building on rent, Specification and requirements;
3. Terms and Conditions of Contract
4. Necessary Documentary Record
5. Addendum (if applicable);
6. 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.
7. The Lessee hereby covenants to pay to the Lessor, in consideration of the acceptance of the Contract, acquisition 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.

**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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of Authorized RepresentativeDesignation: | **Signature and seal of the Lessor:**FOR AND BEHALF OF**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of Authorized RepresentativeCNIC: |

**TERMS AND CONDITIONS OF CONTRACT**

1. Term of Lease: The term of this contact/lease will initially be for a period of five (05) years 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 running periodic 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.
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 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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of Authorized Representative | **Signature and seal of the Lessor:**FOR AND BEHALF OF**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of Authorized Representative |