



ISLAMABAD CLUB

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY FIRM

Islamabad Club intends to hire a Consultancy firm to provide consultancy services for construction/renovation projects as well as feasibility study/reports of various buildings/services within the Islamabad Club premises, as under:

1. Construction of Guest Rooms
2. Renovation of Various Club Buildings / Facilities

Interested consultancy firms may download the EOI document from websites www.islamabadclub.org.pk & www.ppra.gov.pk or can be obtained from the Purchase department.

EOI must be submitted on or before 18-02-2025 till 15:30 hrs .

Purchase Department, Islamabad Club, Murree Road, Islamabad

Ph: 051 - 9046174-76

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EOI DOCUMENTS FOR HIRING OF A CONSULTANCY FIRM

Project Names:

1. Construction of Guest Rooms
2. Renovation of various club buildings

Project Location: Islamabad**Date:** 30-01-2025

1. INTRODUCTION

Islamabad Club Invites Expression of Interest (EOI) for prequalification from competent, qualified and well-experienced Consultancy Firms / companies for provision of Services for construction of guest rooms and renovations of different club buildings situated in Islamabad for optimal satisfaction of the club members. The management of Islamabad Club envisions expanding its facilities to provide modern residential, recreational, and sports amenities for its members. We are seeking a consultancy firm to provide services for the inception, design, feasibility, and renovation works of various buildings within Islamabad Club. The expertise and insights of a qualified consultant are crucial for achieving the desired outcomes of a Project and ensuring its successful implementation.

We are committed to fostering a collaborative environment that values innovation and excellence. We are looking for a consultant who not only possesses the necessary skills and knowledge but is also dedicated to working closely with our team, bringing fresh perspectives and innovative solutions to address challenges.

Islamabad Club upholds the highest ethical standards in all its activities. We expect prospective consultants to adhere to these principles, ensuring transparency, integrity, and professionalism throughout the engagement.

All eligible and interested consultants are invited to submit their proposals following the guidelines outlined in this document. We encourage a comprehensive review of the requirements and the submission of documents addressing the scope of work and demonstrating the consultant's capabilities.

This document aligns with PPRA rules and Club regulations and we value the time and effort invested by all prospective bidders in responding to this invitation. We eagerly anticipate receiving your proposals and are confident that, together, we can successfully realize all the projects of the Club.

2. SCOPE OF WORK

Preliminary Design Phase

- a. Discuss the Client's requirements including the time scale and any financial limits, assess these and give general advice on how to proceed.
- b. Obtain from the Client, information on the site, its configuration, any known easements, existing utility lines and underground services, rights of way and any other relevant matter.
- c. Visit the site and carry out initial assessments.
- d. Analyze the Client's requirements, prepare for the Client's approval, outline proposal and Preliminary Cost Estimates; an approximation of the construction cost. The outline proposal will illustrate the size and character of the project in sufficient detail to enable the client to agree the general arrangements and appearance.
- e. Supply all drawings in duplicate to the Client for approval.

Final Design Phase

- a. Complete the final construction drawings based on the preliminary design / outline proposal consisting of:
 - i. Site and location
 - ii. Layout plan
 - iii. Architectural/Interior Design plans, elevations, sections and all necessary details.
 - iv. Structural plans, sections and all necessary details.
 - v. Electric systems
 - vi. HVAC Systems
 - vii. Plumbing Systems/Mechanical Systems
 - viii. Solar System, PA/Sound System Plan, CCTV System, Fire Fighting System
 - ix. Any other drawings necessary for the successful completion of the project.
- b. Complete final specifications setting forth in detail, the work to be done, the materials, finishes and workmanship for architectural modes, structural, mechanical and electrical systems etc.
- c. Supply of drawings in triplicate to the Client.
- d. Preparation of complete tender documents.
- e. After the approval of the design phase but prior to the submission of tender documents Phase, Supply a final "Cost Estimates".

3. ELIGIBILITY CRITERIA

Consultancy firms interested in applying must fulfill the following requirements:

i. Registration with Relevant Authorities: The firm must be registered with professional bodies such as the Pakistan Council of Architects and Town Planners (PCATP), the Pakistan Engineering Council (PEC).

ii. Experience: The firm must possess at least four (04) years of verifiable experience in planning and construction consultancy, with a consulting portfolio valued at a minimum of Rs. 300 million. Proven track record of successfully completed similar projects.

iv. Team Expertise: Availability of qualified and experienced technical personnel. The firm must have a multidisciplinary team comprising qualified planners and architects with relevant certifications and experience.

v. Regulatory Compliance: Understanding of local construction codes and environmental regulations. The firm must comply with all local and national legal requirements, including tax registration with the Federal Board of Revenue (FBR) and the Provincial Tax Authority. Firm must be on the active payer list of FBR.

Vi. Financial Position: Financial stability and capacity to undertake large-scale projects

vii. Non-Blacklisting Declaration: The firm must not be blacklisted by any Federal, Provincial, State, or Local Government department, or by any Government-owned Company, Foundation, Authority, Autonomous Body, or Attached Department.

4. SUBMISSION REQUIREMENTS

Firms interested in providing consultancy services should submit their EOI, which must include the following information and documents:

- a) **Company Profile:** Overview of the firm, including legal status and organizational structure .. Registration with tax authorities along with PEC/PCATP must be provided. Certificate of being on Active Tax Payer List shall be provided.
- b) **Relevant Experience:** Documentary proof of the successful completion of similar projects including client references and contact details. Work completion certificates shall also be provided from employer.
- c) **Key Personnel:** Resumes of key professionals to be deployed for the project.
- d) **Declaration:** Declaration of non-blacklisting by any government or regulatory authority. The firm must provide an undertaking on legal or stamp paper (minimum value of Rs. 100) affirming that it has not been blacklisted by any Federal, Provincial, State, or Local Government department, or by any Government-owned Company, Foundation, Authority, Autonomous Body, or Attached Department
- e) **Financial Position:** Audited Financial statements or Bank statement for the last three years
- f) Any other relevant information that supports the application

5. SUBMISSION DEADLINE

All Expression of Interest (EOI) documents must be fully completed, properly stamped and signed, and submitted in a sealed envelope labeled "**Expression of Interest for Hiring of Consultancy Firm for Islamabad Club, Islamabad.**" Submissions should be sent via registered courier or delivered by hand to the following address no later than **3:30 PM on 18 February 2025.**

Secretary Office,

Islamabad Club Murree Road, Islamabad.

Ph. No: 051-8447134

Late submissions will not be considered.

6. General Instructions

1. The hiring process will be conducted in accordance with the Public Procurement Regulatory Authority (PPRA) Rules 2004.
2. Shortlisting of Firms/Companies will be done in accordance with the criteria detailed in this Document. The Scope of work / Requirements are tentative for pre-qualification only. The actual Scope of work / Requirements will be provided at the time of inviting RFP. However, shortlisting of any Firm / Company does not guarantee award of work. Detailed Technical & financial evaluation will be done at a later stage.
3. This is not a request for proposals. Shortlisted firms will be invited to submit detailed proposals.
4. Islamabad Club reserves the right to reject any or all EOIs without assigning any reason.

**Purchase Manager
Islamabad Club
Murree Road, Islamabad
Phone: 051-8447173-76**