

PRE-QUALIFICATION OF CONSULTANT FIRMS
FOR ARCHITECTURE, ENGINEERING DESIGN & CONSTRUCTION SUPERVISION SERVICES
UNDER AN OPEN FRAMEWORK AGREEMENT

(Single-Stage, Single-Envelope Method)

Reference No: IC/SCM/2025-26/PQ/01
Client: Islamabad Club
Procurement Method: Technical Prequalification (Single Stage Single Envelope)
Submission Deadline: 12th November 2025, 1100 Hours (PST)

LETTER OF INVITATION

ISLAMABAD CLUB

To: All eligible and qualified Consultants/Firms

Subject: Prequalification of Consultant Firms (Ref: IC/SCM/2025-26/PQ/01)

Dear Sir/Madam,

1. The Islamabad Club ("the Client") invites proposals from eligible and qualified Consultant Firms for pre-qualification to provide **Architecture, Engineering Design & Construction Supervision Services** under an Open Framework Agreement for a period of two (2) years, extendable for a further one (1) year.
2. A complete set of this Prequalification document is available on the following websites and may be downloaded free of charge:

- Islamabad Club: <https://islamabadclub.org.pk/>
 - Public Procurement Regulatory Authority (PPRA): <https://www.ppra.org.pk/>
 - Electronic Procurement and Advertisement System (EPADS): <https://eprocure.gov.pk/>
3. Your proposal, comprising the required information and supporting documents, must be uploaded on Epads on or before **12th November 2025 at 1100 Hours (PST)**. Proposals must also be submitted electronically via the EPADS platform. Proposals received after this deadline will be rejected.
 4. A public opening of the proposals will take place immediately after the submission deadline at **1130 Hours (PST)** at the Client's office. You or your representative are welcome to attend. (Vendor who will provide the Original Bank Instrument Later Than 1100 Hrs. will not be included in Tender Process).
 5. The Client is not bound to accept any proposal and reserves the right to annul the solicitation process at any time without incurring any liability.

We look forward to receiving your proposal.

Sincerely,

Procurement Consultant

Islamabad Club

Main Murree Road, Islamabad

Email: faisal.khan@islamabadclub.org.pk

Phone: 051-9046000 Ext: 174

Evaluation Summary

Evaluation will be carried out strictly in accordance with the approved criteria and scoring mechanism given below. Minimum qualifying score: **70 out of 100 marks.** (*Annex-A "Evaluation Form."*)

PREQUALIFICATION FORMS

FORM SUBMISSION LETTER (Cover Letter on Letterhead)

Consultant Firm's Letterhead

Date: _____

Reference: IC/SCM/2025-26/PQ/01

Subject: Prequalification of Consultant Firms

To,

The

Procurement Consultant,

Islamabad Club,

Main Murree Road, Islamabad.

Dear Sir/Madam,

We, the undersigned, offer to provide the Architecture, Engineering Design & Construction Supervision Services as & when required basis Reference No. IC/SCM/2025-26/PQ/01.

We hereby submit documents/forms, which includes our Technical ability (As required) & Financial Eligibility information as per Prequalification form.

We acknowledge the Instructions to Consultants (ITC) and declare that we have examined the same. We undertake that this proposal shall remain valid for a period of 90 days from the submission deadline date.

We confirm that our firm, its principals, and key staff are not blacklisted by any Government or semi-Government entity. We also confirm that all information provided in this proposal is true and correct.

We understand that the Client is not bound to accept any proposal.

We remain,
Yours faithfully,

Name of Authorized Representative

Title

Name of Firm

Contact Address

Email

Phone Number

Cell Number

Encls: Prequalification Form

INSTRUCTIONS TO CONSULTANTS (ITC) & EVALUATION CRITERIA

Introduction & Scope of Services

1. **Project Background:** Islamabad Club requires the services of pre-qualified consultant firms for various renovation and new construction projects within its premises.

Scope of Services: The scope for individual assignments under the framework shall include, but not be limited to:

* **Preliminary & Detailed Design:** Feasibility studies, architectural & interior design, structural, MEP (Electrical, HVAC, Plumbing), and other specialist engineering designs, cost estimates, and tender drawings.

* **Tender Documentation & Evaluation:** Preparation of complete bidding documents (BOQ, Specifications, and Conditions of Contract), assistance in bid evaluation, and recommendation for award.

* **Construction Supervision:** Full-time site supervision, quality control, verification of running bills, testing & commissioning, and issuance of completion certificates.

Eligibility & Minimum Qualification Criteria (Pass/Fail)

Firms failing to meet ANY of the following criteria will be rejected and not evaluated further.

Ref.	Criterion	Minimum Requirement	Documentary Proof (to be attached)
MEC-1	Legal Status	Registered legal entity in Pakistan (Firm/Company).	Certificate of Incorporation/Partnership Deed.
MEC-2	Registrations	Valid registrations with: • Pakistan Engineering Council (PEC). • Pakistan Council of Architects & Town Planners (PCATP).	Valid PEC & PCATP registration certificates.
MEC-3	General Experience	Minimum of five (5) years in architectural/engineering consultancy.	Firm profile and attested affidavit.
MEC-4	Financial Standing	Average annual turnover of PKR 50 million from only consultancy services over the last three (3) years.	Audited financial statements for 2022, 2023, 2024.
MEC-5	Blacklisting	The firm, its principals, or key staff must not be blacklisted by any Govt./semi-Govt. entity.	Affidavit on non-judicial stamp paper.
MEC-6	Tax Compliance	Must be registered with FBR and possess a valid NTN & STRN.	FBR NTN & STRN certificates.

Annex-A

Technical Evaluation Mark Sheet

Project Title: _____
Firm Name: _____
Evaluator: _____
Date: _____

A. Specific Project Experience (40 Marks)

Sub-Criterion	Max Marks	Evaluation / Scoring Mechanism	Evaluator's Remarks	Marks Awarded
Number & Value of Projects	40	Formula: Marks = (No. of Qualifying Projects / 5) × 20 + (Firm's Cumulative Value / Highest Cumulative Value) × 20 Guidelines: • A “Qualifying Project” is a similar project completed in the last 7 years with value ≥ PKR 50 million. • Max 5 projects considered (each 4 marks). • Highest cumulative project value = 20 marks; others proportionally.		
Subtotal (A)	40			A = _____

B. Key Personnel & Technical Capacity (35 Marks)

Position	Max Marks	Evaluation Criteria	Remarks	Marks Awarded
1. Project Manager / Team Lead	10	• Qualification: Master's = 4, Bachelor's = 3, Diploma = 2 • Experience: 10+ yrs = 6, 7–9 yrs = 4, 5–6 yrs = 2 Must have managed ≥ 2 similar projects		
2. Principal Architect	8	• PCATP Registration = Mandatory (Pass/Fail) • Experience: 10+ yrs = 8, 7–9 yrs = 6, 5–6 yrs = 4 Relevant portfolio required		
3. Structural Engineer	7	• PEC Registration = Mandatory (Pass/Fail) • Experience: 8+ yrs = 7, 5–7 yrs = 5, 3–4 yrs = 3		
4. MEP Engineer	7	• PEC Registration = Mandatory (Pass/Fail) • Experience: 8+ yrs = 7, 5–7 yrs = 5, 3–4 yrs = 3 Experience in HVAC, Electrical & Plumbing required		
5. Quantity Surveyor	3	• Experience: 5+ yrs = 3, 3–4 yrs = 2		
Subtotal (B)	35			B = _____

C. Firm's Capability & Resources (15 Marks)

Sub-Criterion	Max Marks	Evaluation Criteria	Remarks	Marks Awarded
1. Technical & Administrative Setup	10	Evaluation based on firm's profile, staff structure, in-house software (AutoCAD, Revit, project tools), and quality control systems. • Excellent = 8–10 • Good = 5–7 • Satisfactory = 2–4		

Sub-Criterion	Max Marks	Evaluation Criteria	Remarks	Marks Awarded
2. Presence in Islamabad/Rawalpindi	5	• Permanent Office in ICT/Rawalpindi (5 Marks). • Letter of Commitment for establishing a site office for the project duration (3 Marks). • No concrete plan (0 Marks).		
Subtotal (C)	15			C = _____

D. Financial Soundness (10 Marks)

Sub-Criterion	Max Marks	Evaluation Criteria / FORMula	Remarks	Marks Awarded
Financial Turnover & Profitability	10	FORMula: Marks = (Firm's Avg. Turnover / Highest Avg. Turnover) × 7 + Profitability Score × 3 • Profitability Score: 3 yrs profit = 3, 2 yrs = 2, 1 yr = 1, none = 0		
Subtotal (D)	10			D = _____

Final Scoring Summary

Category	Max Marks	Marks Awarded
A. Specific Project Experience	40	_____
B. Key Personnel & Technical Capacity	35	_____
C. Firm's Capability & Resources	15	_____
D. Financial Soundness	10	_____
TOTAL	100	_____

Evaluator's Final Comments

Result

Qualified / Not Qualified
(Minimum Qualifying Score = 70 Marks)

Evaluator Signatures: _____

Date: _____

Islamabad Club Official Team Can Visit The Technically Prequalified Firms If Deemed Necessary.

FORM: FIRM'S DETAILS & GENERAL EXPERIENCE

1.	Firm's Legal Name	
2.	Year of Establishment	
3.	Legal Status (e.g., (Pvt.) Ltd., Partnership, Sole Proprietorship)	
4.	Certificate of Incorporation/Partnership Deed No. & Date (Attach Copy)	
5.	Pakistan Engineering Council (PEC) Registration No., Grade & Date of Expiry (Attach Copy) C1 to C3	
6.	Pakistan Council of Architects & Town Planners (PCATP) Registration No. & Date of Expiry (Attach Copy)	
7.	FBR NTN & STRN (Attach Copies)	
8.	Official Address (Head Office/Regional Office)	
9.	Contact Person, Designation, Email, Phone & Cell	

10.	Brief description of the firm's core business and general experience (Minimum 5 years)	
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Declaration:

We hereby declare that the information provided above is correct and that our firm meets the Minimum Eligibility Criteria (MECs) as specified in the prequalification document.

Signature & Stamp: _____

FORM : SPECIFIC PROJECT EXPERIENCE

(Please list similar projects completed in the last 7 years with a contract value of at least PKR 50 million. Maximum of 5 projects considered for evaluation.)

S.No	Project Name & Location	Name & Contact of Client	Scope of Services Provided	Contract Value (PKR)	Start & Completion Date (Month/Year)	Remarks / Attach Completion Certificate
1.						
2.						
3.						
4.						
5.						

Declaration:

We confirm that the projects listed above are genuine and were executed by our firm. We undertake to provide completion certificates or client references upon request.

Signature & Stamp: _____

FORM : KEY PERSONNEL

(Please provide details of the proposed key staff. Attach CVs, PEC/PCATP registration certificates, and CNIC copies for each.)

A. Project Manager / Team Lead

- Name: _____
- Qualification: _____
- PEC/PCATP Registration No. (if applicable): _____
- Years of Relevant Experience: _____
- Details of at least 2 similar projects managed: _____

B. Principal Architect

- Name: _____
- PCATP Registration No.: _____
- Years of Relevant Experience: _____
- Brief Portfolio Summary: _____

C. Structural Engineer

- Name: _____
- PEC Registration No.: _____
- Years of Relevant Experience: _____

D. MEP Engineer

- Name: _____
- PEC Registration No.: _____
- Years of Relevant Experience: _____
- Specific Expertise (HVAC, Electrical, Plumbing): _____

E. Quantity Surveyor

- Name: _____
- Qualification: _____
- Years of Relevant Experience: _____

Declaration:

We confirm that the proposed personnel are permanent employees/committed associates of our firm and will be available for the duration of the framework agreement.

Signature & Stamp: _____

FIRM'S CAPABILITY STATEMENT

A. Description of Technical & Administrative Setup:

(Please describe your firm's organizational structure, quality control procedures, and in-house technical capabilities.)

...

B. List of In-House Software & Equipment:

(e.g., AutoCAD, Revit, Structural Analysis Software, Project Management Tools, etc.)

Software/Equipment	Number of Licenses/Units

C. Regional Presence Plan:

Please tick one of the following:

- We have a permanent office in Islamabad/Rawalpindi. (Attach proof: office registration/lease agreement).
- We commit to establishing a site office for the project duration. (Attach a letter of commitment).
- We do not have a concrete plan for a regional presence.

Signature & Stamp: _____

DECLARATIONS

A. Litigation History

Sr. No.	Year	Party/Parties involved	Matter in Dispute	Current Status

Declaration: The information above is complete and correct to the best of our knowledge.

Signature & Stamp: _____

B. Affidavit on Non-Judicial Stamp Paper (To be duly notarized)

AFFIDAVIT

I, Name of Affiant, Designation, of M/s Firm Name, do hereby solemnly affirm and declare on oath as under:

1. That the aforementioned firm, its principals, and key staff are not blacklisted, debarred, or banned by any Government, Semi-Government, or Autonomous Body in Pakistan.
2. That all information and documents submitted as part of this proposal are genuine, authentic, and correct.
3. That any misrepresentation or concealment of fact will render the firm liable for disqualification and legal action.

DEPONENT

Verification:

Verified on this ____ day of _____ 2025, at _____ that the contents of this affidavit are true and correct to the best of my knowledge and belief.

NOTARY PUBLIC

(Signature & Stamp)

FINANCIAL ELIGIBILITY – FORMS

FINANCIAL SOUNDNESS

(All figures in Pakistani Rupees)

Financial Year	Total Revenue / Turnover (From Consultancy Services)	Profit/(Loss) After Tax
2022		
2023		
2024		
Average Annual Turnover		
Average Annual Profit/(Loss)		

Declaration:

We confirm that the figures above are extracted from our audited financial statements, copies of which are attached.

Signature & Stamp: _____

INTEGRITY PACT / DISCLOSURE CLAUSE

(To be submitted on Company's Letterhead)

Declaration of Fees, Commissions and Brokerage Etc. Payable by the Suppliers, Vendors, Distributors, Manufacturers, Contractor & Service Providers of Goods, Services & Works_____ the Seller / Supplier / Contractor hereby declares its intention not to obtain the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative sub-division or agency thereof or any other entity owned or controlled by it (GOP) through any corrupt business practice.

Without limiting the generality of the forgoing the Seller / Supplier / Contractor 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, administrator, 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 including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Pakistan, except that which has been expressly declared pursuant hereto.

The Seller / Supplier / Contractor certifies that it has made and will make full disclosure of all agreements and arrangement with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The Seller / Supplier / Contractor 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 right and remedies available to Government of Pakistan under any law, contract or other instrument, be voidable at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by Government of Pakistan in this regard, the Seller / Supplier / Contractor agrees to indemnify Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Pakistan in any amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Seller / Supplier / Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from Government of Pakistan.

General Instructions:

Following must be noted: -

- a. The firm should provide point to point acceptance of each clause of tender documents and special instructions attached with tender documents.
- b. Firm will render a certificate with technical offer that firm is neither defaulter nor
- c. Islamabad Club reserves the right to cancel the contract without assigning any reason whatsoever during its decision in this regard will be final / binding on the seller.