



REQUEST FOR PROPOSAL

**Hiring of Consulting Firms
For
Detailed Study of Fire and Safety Infrastructure
of
Karachi Export Processing Zone**

TORs

**EXPORT PROCESSING ZONES AUTHORITY
MOI&P, GOVERNMENT OF PAKISTAN**

KARACHI

September, 2025



IMPORTANT NOTICE

This Request for Proposal is provided to the companies /firms such as Professional, of Autonomous or Semi-Autonomous Organizations or bodies of the Federal or Provincial Governments, solely for use in preparing and submitting Bids as per provisions of Rule 36(b) Single Stage two Envelope Procedure of the PPRA Rules 2004, consulting firms to undertake a detailed study of Fire and safety infrastructure of Karachi Export Processing Zone.. The study will focus on the fire and safety infrastructure and other necessary aspects to ensure a safe and sound industrial estate environment.

This Request for Proposal (RFP) is being issued by the Export Processing Zones Authority, Ministry of Industries & Production Government of Pakistan solely for use in considering the Project. Unless expressly specified otherwise, all capitalized terms used herein shall bear the meaning ascribed thereto in the Glossary of this Request for Proposal (RFP).

The evaluation criteria were determined by Export Processing Zones Authority, Government of Pakistan. Neither any of these entities, nor their employees, personnel, agents, make any representation (expressed or implied) or warranties as to the accuracy or completeness of the information contained herein, or in any other document made available to a person in connection for the Project and the same shall have no liability for this Request for Proposal or for any other written or oral communication transmitted to the recipient in the course of the recipient's evaluation of the Project. Neither any of these entities, nor their employees, personnel, agents, advisors and consultant etc. will be liable to reimburse or compensate the recipient for any cost fees, damages or expenses incurred by the recipient in evaluating or acting upon this Request for Proposal or otherwise in connection with the Project as planned herein.

The Bids submitted in response to the Request for Proposal by any of the eligible firm/consultant shall be upon the full understanding and agreement of any and all terms of the Request for Proposal and such submission shall be deemed as an acceptance to all the terms and conditions stated in the Request for Proposal. Any Bids in response to the Request for Proposal submitted by any firm/company /consultant shall be read based on the understanding that the Bidder has done a complete and careful examination of the Request for Proposal and has independently verified all the information received (whether written or oral) from the Export Processing Zones Authority (including from its employees, personnel, agents, advisors and contractors etc.).

The Export Processing Zones Authority (EPZA) reserves its right, in its full discretion, to modify the Request for Proposal and/or the Project at any time to the fullest extent permitted by law, and any increase in costs, taxes, expenses etc. due to said modification(s) shall be agreed mutually between the successful firm/company/contractor and EPZA.



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1. **INVITATION LETTER**

Dear Sir/Madam,

Sub: Hiring of Consulting firms for detailed Study of Fire and safety Infrastructure of Karachi Export Processing Zone.

The Export Processing Zones Authority, Government of Pakistan (the “**Procuring Agency**”), invites “Technical and Financial proposals” from firms/companies/consultant such as professional, Autonomous or Semi-Autonomous Organizations or bodies of the Federal or Provincial Governments, for tendering as per provisions of Rule 36(b) Single Stage Two Envelope Procedure of the PPRA Rules 2004. The firms/companies /consultants shall be required to accomplish the works/services exclusively through their own resources or in the form of a joint venture or as a sub-consulting firm.

2. A detailed description of the assignment and its objectives are given in the enclosed Terms of Reference (TORs).

3. Eligible and interested Firms/Companies/consultants are encouraged to fully acquainted themselves with the project and local conditions before submitting their proposals, by sending written queries to the Procuring Agency, if any. Please note that no cost of any such visit or queries is reimbursable.

4. A firm / Company /consultant will be selected as per the criteria mentioned in this RFP, in accordance with the Rule 36(b) of Public Procurement Regulatory Authority (PPRA) Rules, 2004. The participants are therefore advised to carefully go through these statutes to understand nature of their possible relationship with the client and the rules governing this relationship.

5. **The RFP includes the following documents:**

Section 1: Letter of Invitation

Section 2: Instructions to Bidders (including Data Sheet)

Section 3: Technical Proposal - Standard Forms

Section 4: Financial Proposal - Standard Forms

Section 5: Terms of Reference

Section 6: Evaluation Criteria and Scoring System

Section 7: Integrity Pact

Section 8: Affidavit

Yours sincerely,

General Manager (Engineering)
Export Processing Zones Authority



2. INSTRUCTIONS TO FIRMS/COMPANIES/CONSULTANT

2.1 **Definition:**

All capitalized terms not defined herein shall have the meaning set forth in the said project /service Contract.

Bid(s)	Any and all proposals and bids submitted by a Firm/Company/Consultant as a response to this RFP that are prepared and submitted in accordance with this RFP and are in compliance of the same.
Bid Price	The fee for the Detailed Study of Karachi Export Processing Zone quoted by Firm/Company/Consultant in its Financial Bid
Contract	means contract awarded to the successful Firm/Company/Consultant for execution of subject project.
Firm/Company/Contractor	Firm/Company/Consultant or body of the Federal or Provincial Governments, as per provisions of Rule 36(b) of the PPRA Rules 2004. The Firm/Company/Consultant shall be required to accomplish the works/services exclusively through its own resources collaboration private sector as a partner or in the form of a joint venture or as a sub-consulting firm.
Selection Committee	A Selection Committee notified by the Procuring Agency pursuant to Public Procurement Regulatory Authority (PPRA) Rules, 2004 (amended in 28 th June 2021) to hire a suitable Firm/Company/Consultant for the Project.
Data Sheet	means such part of the Instructions to Bidders that is used to reflect specific assignment conditions.
Day	means calendar day including holiday.
Government	means the EPZA, MOIP Government of Pakistan.
Instructions to Bidders	(Section 2 of the RFP) means the document which provides the bidders with all information needed to prepare their Proposals.
Key Professional Staff	means the professionals assigned by the Firm/Company/Consultant to undertake project as listed under Evaluation Criteria and Scoring System given in Section 8(8.1.3).
LOI	(Section 1 of the RFP) means the Letter of Invitation sent by the procuring agency to the successful Firm/Company/Contractor.



Procuring Agency	means the Export Processing Zones Authority (EPZA) with which the selected Firm/Company/Consultant signs the Contract for the Assignment.
Proposal	means the Technical Proposal and the Financial Proposal.
Proposal Deadline	The deadline for the Firm/Company/Consultant to submit their Proposal as given in the Data Sheet
Request for Proposal/RFP	means the Request for Proposal prepared by the Procuring Agency for the selection of Firm/Company/Consultant.
PPRA	Public Procurement Regulatory Authority
Terms of Reference	(TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the procuring agency and the selected Firm/Company/Consultant, and expected results and deliverables of the project.

2.2 Introduction:

- 2.2.1 The Procuring Agency named in the Data Sheet will select a firm/Company/ Consultant in accordance with the method of selection specified in the Data Sheet.
- 2.2.2 The Firm/Company/Consultant are invited to submit a Technical Proposal and a Financial Proposal as specified in the Data Sheet.
- 2.2.3 The Firm/Company/Consultant should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. The firm/Company /consultant may liaise with Procuring Agency's representative named in the Data Sheet for gaining better insight into the project.
- 2.2.4 The Firm/Company/Consultant shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Agency reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Firm/Company/Contractor in line with Public Procurement Regulatory Authority (PPRA) Rules, 2004 (amended in 28th June 2021)
- 2.2.5 While submitting the Technical Proposal, the composition of the proposed team and task assignment to individual personnel shall be clearly stated.



2.3 Time Table:

The estimated timetable for the bidding process is as follows:

Activity	Target Date
Issuance of RFP	15 st September, 2025
Clarifications / Comments Request Deadline	19 th September, 2025
Pre-Bid Conference	22 nd September, 2025
Response to Questions Document Issuance	24 th September, 2025
Bids Submission Deadline	30 th September, 2025
Technical Bids Opening	30 th September, 2025
Financial Bid Opening	06 th October, 2025
Announcement of Preferred Bidder	10 th October, 2025
Letter of Award	17 th October, 2025
Execution of Contract	23 rd October, 2025

2.4 Conflict of Interest:

- 2.4.1 The Firm/Company/Consultant is required to provide professional, objective, and impartial advice and hold the Procuring Agency interest paramount. It shall strictly avoid conflict with other assignments or their own corporate interest. The Firm/Company/Consultant have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Firm/Company/Consultant or the termination of its contract.
- 2.4.2 Without limitation on the generality of the foregoing, Firm/Company/Consultant, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
- i. A Firm/Company/Consultant that has been engaged by the Procuring Agency to provide goods, works or services other than consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a Firm/Company/Consultant hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the Firm/Company/Consultant for consulting services for such preparation or implementation.
 - ii. A Firm/Company/Consultant or any of its affiliates shall not be hired for any project that, by its nature, may be in conflict with another project of the Firm/Company/Consultant to be executed for the same or for another Procuring Agency.
 - iii. A Firm/Company/Consultant that has a business relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the contract, may not be awarded a contract, unless the conflict stemming from this relationship has been resolved.



2.5 Fraud and Corruption:

2.5.1 It is Government's policy that contractors under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency follows the instructions contained in Public Procurement Rules 2004 notified vide SRO 432(1)/2004 dated June9,2004 which defines:

“Corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another party for wrongful gain or any act or omission, including misrepresentation, that knowingly or recklessly misleads or attempts to mislead a party to obtain a financial or other benefit or to avoid an obligation;

Under Public Procurement Regulatory Authority (PPRA) Rules, 2004 (amended in 28th June 2021) “The Procuring Agency can inter-alia blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the PPRA, provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard”.

2.6 Integrity Pact:

Pursuant to Public Procurement Regulatory Authority (PPRA) Rules, 2004 (amended in 28th June 2021) Firm/Company/Contractor undertakes to sign an Integrity pact in accordance with prescribed format attached hereto for all the procurements estimated to exceed Rs.25 millions.

2.7 Only One Proposal:

Eligible Firm/Company/Consultant may submit only one proposal. If a Firm/Company/Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Firm/Company/Consultant, including individual experts, to more than one proposal is not allowed.

2.8 Proposal Validity:

The Data Sheet indicates Proposal's validity period. During this period, Firm/Company/Consultant shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best effort to complete the evaluation within this period. Should the need arise; however, the Procuring Agency may request Firm/Company/Consultant to extend the validity period of their proposals. Firm/Company/Consultant who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal as per PPRA Rules 2004, Firm/Company/Consultant may submit new staff in replacement, who would be considered in the final evaluation for contract award. Firm/Company/Consultant who does not agree has the right to refuse to extend the validity of their Proposals.



2.9 Clarification and Amendment in RFP Documents:

- i. The Firm/Company/Consultant may request for a clarification of contents of the bidding document in writing, and Procuring Agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of Proposal. The procuring agency shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry. Should the Procuring Agency deem it necessary to amend the RFP as a result of a clarification, it shall do so.
- ii. At any time before the submission of Proposals, the Procuring Agency may amend the RFP by issuing an addendum/ corrigendum in writing. The addendum shall be sent to all Firm/Company/Consultant (or uploaded on procuring agency website) and will be binding on them. Firm/Company/Consultant shall acknowledge receipt of all amendments. To give Firm/Company/Consultant reasonable time in which to take an amendment into account in their Proposals the Procuring Agency may, if the amendment is substantial, extend the deadline for the submission of Proposals.

2.10 Preparation of Proposals:

- i. In preparing their Proposal, the Firm/Company/Consultant is expected to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of personnel) in providing the information requested may result in rejection of a Proposal.
- ii. Your proposal shall be prepared in two separate parts, each to be contained in a separate cover as follows:

Cover 1: Technical Proposal

Cover 2: Financial Proposal

2.11 Language:

The Proposal as well as all related correspondence exchanged by the Firm/Company/Consultant and the Procuring Agency shall be written in English. However, it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

2.12 Technical Proposal Format and Content:

While preparing the Technical Proposal, the Firm/Company/Consultant must give particular attention to the following:

- i. It is desirable that majority of the Key Professional Staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- ii. The proposed Key Professional Staff must, at a minimum, have the experience indicated in the Evaluation Criteria as given in Section 8, preferably working under similar geographical conditions.
- iii. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall be submitted for each position.



The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- i. A brief description of the Firm/Company/Consultant and an outline of recent experience on assignments (Form Tech-2) of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff, duration of the assignment, contract amount (if any) and scope of assignment.
- ii. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Procuring Agency (FormTech-3).
- iii. A detailed description of the proposed methodology, work plan for performing the assignment, staffing (FormTech-4).
- iv. The list of the proposed Key Professional Staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (FormTech-5).
- v. CVs recently signed by the proposed Key Professional Staff and the authorized representative submitting the proposal (Form Tech-6). Key information should include number of years of relevant experience and role in various assignments.
- vi. Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Form Tech-7 and FormTech-8).
- vii. Any additional information requested in the Data Sheet.

The Technical Proposal shall not include any financial information.

2.13 Financial Proposals:

The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

2.14 Taxes:

The Firm/Company/Contractor will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date falling four (04) days before the bid submission unless exempted by relevant tax authority. Any changes in taxes after the aforementioned date shall be adjusted in contract price.

2.15 Submission, Receipt, and Opening of Proposals:

- 2.15.1 Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN- 1 of Section 4. All pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Firm/Company/Consultant.
- 2.15.2 All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 2.15.3 The Technical & Financial Proposals shall be submitted through EPADS no hard copy will be entertained. Any Firm/Company/Consultant who submits or participate in more than one Bid will be disqualified.



2.16 Basic Eligibility Criteria:

3. Availability of qualified personnel with relevant technical backgrounds.

Demonstrated understanding of international standards and best practices.

- 3.1.1 The firms/Consultants have proven track record of undertaking similar studies for industrial estates or large-scale infrastructure projects with having experience of 10 years with working with Public Sector organizations and
- 3.1.2 Expertise in engineering services, water works, Electrical and Mechanical works, fire and safety audits, building certification and EHS requirements. Registrations with the relevant professional bodies or authorities i.e. PEC as Consulting firm, registration with income tax, sales tax ((FBR) and Sindh Revenue Board (SRB).The Firm/Company/Consultant shall be required to accomplish the works/services exclusively through their own resources or involving private sector as a partner or in the form of a joint venture or as a sub-consulting firm.
- 3.1.3 The Firm/Company/Consultant must have availability of qualified personnel with relevant technical back grounds. The experience details shall be provided as given in Form-Tech 2 (B) along with supporting documentation in any form, for each listed experience on Form Tech-2 (B). Failing to provide any documentation proof will not eligible for scoring/markings. The Procuring Agency reserves the right to verify any experience mentioned under Form Tech-2(B).

3.2 Proposal Evaluation:

- 3.2.1 The Selection Committee shall first check the basic eligibility criteria pursuant to section 2.16 in Technical Proposal of all bids received. Any Technical Proposal which does not meet basic eligibility criteria shall not be evaluated further for technical score. Such bid will stand non-compliant and rejected.
- 3.2.2 From the time the Proposals are opened to the time the contract is awarded, the Firm/Company/Consultant should not contact the Procuring Agency on any matter related to its Technical and/or Financial Proposal. Any effort by Firm/Company/Consultant to influence the Procuring Agency in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the Firm/Company/Consultant's Proposal. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the Technical Evaluation is concluded.
- 3.2.3 A QCBS method will be adopted in evaluating the proposal. In the first stage Technical Evaluation will be carried out. Only those Technical proposals, which score at least 75 points out of 100, shall be considered for Financial Evaluation in the second stage. The evaluation of the Technical and Financial bids shall be held under the Quality and Cost Based Selection (QCBS) method. The Evaluation Criteria under QCBS are at Section 8A.

3.3 Evaluation of Technical Proposals:

- 3.3.1 The Evaluation Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (TS). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Section 8A.



3.3.2 After the Technical Evaluation is completed, the Procuring Agency shall notify the bidders in writing that have secured the minimum qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Bidders' attendance at the opening of Financial Proposals is optional. Financial proposals of those bidders who failed to secure minimum qualifying marks shall be returned un-opened.

3.4 Evaluation of Financial Proposals:

3.4.1 Financial Proposals shall be opened publicly. Through EPADs in the presence of the Firm/Company/Consultant's representatives who choose to attend. The name of the Firm/Company/Consultant and the technical scores of the Firm/Company/Consultant shall be read aloud. The Financial Proposal of the Firm/Company/Consultant who met the minimum qualifying marks will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened through EPADs, and the total prices read aloud and recorded. The record all Firm/Company/Consultant shall be notified through EPADs.

3.4.2 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the former will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

3.5 Negotiations:

Negotiations will be held at the date and address to be communicated by the Procuring Agency. The invited Firm/Company/Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Key Professional Staff. Failure in satisfying such requirements may result in the Procuring Agency proceeding to negotiate with the next-ranked Firm/Company/Consultant. Representatives conducting negotiations on behalf of the Firm/Company/Consultant must have written authority to negotiate and conclude a contract.

3.6 Technical Negotiations:

Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Firm/Company/Consultant to improve the Terms of Reference. The Procuring Agency and the Firm/Company/Consultant finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as part of the Scope of Work. Minutes of negotiations, which will be signed by the Procuring Agency and the Firm/Company/Consultant will become part of Contract agreement.

3.7 Availability of Key Professional Staff:

The Firm/Company/Consultant must submit CV for each required Key Professional Staff. Moreover, the Key Professional Staff team will be made an integral part of the services contract. Before contract negotiations, the Procuring Agency will require assurances that the Key Professional Staff will be actually available. The Procuring Agency will not consider substitutions during contract negotiations unless both parties agree that undue delay in the



selection process makes such substitution unavoidable or for reasons such as transfer/resignation/leaving employment, death or medical incapacity. If this is not the case and if it is established that Key Professional staff were offered in the proposal without confirming their availability, the Firm/Company/Contractor may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Firm/Company/Contractor within the period of time specified in the letter of invitation to negotiate.

3.8 Award of Contract:

After completing negotiations, the Procuring Agency shall award the contract to the selected Firm/Company/Consultant and within seven days of the award of contract, Procuring Agency shall publish on the EPADS and on EPZA's own website, the result of the bidding process, identifying the bid through procuring identifying number, if any and the following information, Evaluation Report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case maybe.

3.9 Confidentiality:

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Firm/Company/Consultant who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Firm/Company/Contractor of confidential information related to the process may result in the rejection of its Proposal.

3.10 Schedule of Deliverables:

- 1. Inception Report:** A detailed work plan outlining the methodology, timelines, and key milestones.
- 2. Assessment Report:** A comprehensive evaluation of the existing infrastructure and identification of deficiencies.
- 3. Recommendations Report:** Detailed recommendations for infrastructure improvements, including cost estimates and implementation plans.
- 4. Compliance Standards:** A report on compliance with national and international standards for fire safety, EHS, and building stability.
- 5. Final Report:** A consolidated final report, including all aspects of the study, along with actionable steps for future development.



a. DATA SHEET

The following specific data shall supplement the provisions in the Document.

1	Project Name	Hiring of Consulting firms for detailed Study of Fire and safety Infrastructure of Karachi Export Processing Zone.
2	Address and Contact Person of Procuring Agency	Chairman, Export Processing Zones Authority (EPZA), MOIP Government of Pakistan Karachi. Tel: +92-21-99208003-4
3	Address and Contact Person of Project Manager and Submission of Bids	Engr. Nasir Hidayat Khan/GM(Engineering), Karachi Export Processing Zone, Landhi Industrial Area, Extension Mehran Highway, Karachi. Tel: +92-21-99208036/ 99208050 Email: nasir.hidayat@epza.gov.pk
4	Pre-Bid Meeting	Conference Room, Karachi Export Processing Zone, Landhi Industrial Area, Extension Mehran Highway, Karachi.
5	Submission Deadline Date and Time	30 th September 2025 up to 11:30 A.M Through EPADS
6	Technical Bid Opening Date and Time	30 th September 2025 at. 1.00 PM Through EPADS
7	Envelops	“ORIGINAL PROPOSAL” TECHNICAL PROPOSAL and FINANCIAL PROPOSAL sealed in separate envelops with appropriate directions; DO NOT OPEN, EXCEPT IN PRESENCE OF THE STATE-OWNED ENTITY SELECTION COMMITTEE on outer big Envelop. No Hard Copy will be accepted
8	Language of Bid and Correspondence	English
9	Proposal Validity	90 days from the closing date of submission of proposal.



10	Evaluation Criteria	Minimum 75 points for Technical Proposal qualification. Refer Section6A
11	Scoring System	Refer Section 6(6.1 to 6.5)
12	Method of Selection	Quality and Cost Based Selection (QCBS) Method
15	Contract Stamping	Duly stamped @ 0.35% of bid price by successful bidder at its own cost
16	Tax Liability	All applicable taxes as per FBR/SRB will be deducted as Per Rules.

6. TECHNICAL PROPOSAL – STANDARD FORMS:

[Comments in brackets [] provide guidance to the Firm/Company/Consultant for the preparation of their Technical Proposals; they should be deleted from the Technical Proposals to be submitted.]

Form TECH-1. Technical Proposal Submission Form

Form TECH-2. Firm/Company/Consultant, Organization and Experience

A – Firm/Company/Consultant’s Organization

B – Firm/Company/Consultant’s Experience

Form TECH-3. Comments and Suggestions on the Terms of Reference

Form TECH-4. Description of Approach, Methodology and Work Plan for Performing the Assignment

Form TECH-5. Team Composition and Task Assignment

Form TECH-6. Curriculum Vitae (CV) for proposed Key Professional Staff

Form TECH-7. Staffing Schedule

Form TECH-8. Work Schedule



FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:
General Manager Engg,
Export Processing Zones Authority, Government of Pakistan,
Karachi.

Dear Sir:

We, the undersigned, offer to provide the services for [] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope through EPADs

We hereby undertake and confirm that M/s [name of company (bidder)] is a Firm/Company/Consultant duly registered with Pakistan Engineering Council (PEC) as Consulting Engineer and member of PCATP and active tax payer list (ATL) and also registered with Sindh Revenue Board (SRB). We further undertake that we shall accomplish the work or the services including consultancy services, exclusively through our own resources with collaboration with involving private sector as a partner or in the form of a joint venture or as a sub-contractor

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.
We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____
Name and Title of Signatory: _____
Name of Firm: _____
Address: _____



FORM TECH-2. FIRM/COMPANY/CONSULTANT ANDEXPERIENCE

A – FIRM/COMPANY/CONSULTANT’s Organization

[Provide here a brief (two pages) description of the background of your entity.]

B – FIRM/COMPANY/CONSULTING’s Experience

[Using the format below, provide information on each assignment for which your firm was legally contracted for carrying out services/projects similar to the ones requested under this assignment.]

Assignment Name:	Country:	
Location within Country:	Professional Staff Provided by your firm	
Name of Client: Authorized Representative: (Name & Designation) Telephone: Email:	No. of Staff deployed by the Organization/Department/Private Firm for the assignment:	
Address:	No. of Staff Months:	
Start Date (Month / Year)	Completion Date (Month / Year)	Approx. Value of Services (if any) : (in current PKR) :
Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of actual services provided by your staff within the assignment:		

FIRM/COMPANY/CONTRACTOR’sName:_____



FORM TECH-3. COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE

On the Terms of Reference (TORs)

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

- 1.
- 2.
- 3.
- 4.
- 5.
- ..
- ..

Understanding of the Assignment



FORM TECH-4. DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

The approach and methodology will be detailed precisely under the following topics.

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

1) **Technical Approach and Methodology.** In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

Work Plan. In this chapter you should propose the main activities of the assignment for a detailed study of infrastructure development works. The study will focus on the engineering services, water works, Electrical and Mechanical networks, fire and safety audits, building stability certifications, Environmental, Health, and Safety (EHS) requirements, and other necessary aspects to ensure a safe and sound industrial estate environment.

2) The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR. The work plan should be consistent with the Work Schedule of Form-VIII.

3) **Organization and Staffing.** In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]



FORM TECH-5. TEAM COMPOSITION AND TASK ASSIGNMENT

I. Key Professional Staff					
S. No	Name	Firm	Area of expertise	Position	Task Assignment
1					
2					
3					
4					
..					
...					



FORM TECH-6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF

1. **Proposed Position** [only one candidate shall be nominated for each position]:
2. **Name of Staff** [insert full name]: _____
3. **Date of Birth:** _____
4. **Nationality:** _____
5. **Educational Qualification:** [Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained]:__
6. **Membership of Professional Societies:** _____
7. **Other Training** [indicate significant training since degrees under 5 – Education were obtained]: _____
8. **Countries of Work Experience:** [list countries where staff has worked]: _____
9. **Languages** [for each language indicate proficiency: good, fair, or poor in speaking, reading and writing]: _____
10. **Employment Record:**
[Starting with present position, list in reversed order, every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, position held]:

From [Year]:__ To [Year]:_____ Employer:_
Position held: _____

11. **Detailed Tasks Assigned** [List all tasks to be performed under this assignment]:
12. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**
[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 12]:

Name of Assignment or Project: _____
Year: _____
Location: _____
Line Department: _____

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualification and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff] Date: _____
Full name of authorized representative: _____ Day/Month/Year



FORM TECH-7. STAFFING SCHEDULE

Months (in the Form of Bar Chart)

S. No.	Name	Position	Report Due/ Activities	Months												Number of Months
1																Sub Total (1)
2																Sub Total (2)
3																Sub Total (3)
4																Sub Total (4)
...																
...																
.																

Part Time:



4. FINANCIAL PROPOSAL – STANDARD FORMS:

[Comments in brackets [] provide guidance to the Firm/Company/Contractor for the preparation of their Financial Proposals; they should be deleted from the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under Section 2. Such Forms are to be used as per the selection method.

Form FIN-1. Financial Proposal Submission Form

Form FIN-2. Summary of Costs



FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:
General Manager Engineering,
Export Processing Zones Authority,
Government of Pakistan,
Karachi.

Subject: Detailed Study of Fire and Safety Infrastructure of Karachi Export Processing Zone

Dear Sir:

We, the undersigned, offer to provide the services for Detailed Study of Fire and Safety Infrastructure Works of Karachi Export Processing Zone in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹].

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet.

Yours faithfully,

Authorized Signature [In full and initials] _____
Name and Title of Signatory _____
Name of Firm _____
Address _____

[The Financial Proposal is to be filled strictly as per the format given in RFP.

Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.



FORM FIN-2. SUMMARY OF COSTS (in Local Currency PKR)

Description	Amount (in Rs)
<p>HIRING OF CONSULTING FIRM</p> <p>a. Inception Report: A detailed work plan outlining the methodology, timelines, and key milestones.</p> <p>b. Assessment Report: A comprehensive evaluation of the existing Fire and Safety infrastructure and identification of deficiencies.</p> <p>c. Recommendations Report: Detailed recommendations for Fire and Safety infrastructure improvements, including cost estimates and implementation plans.</p> <p>d. Compliance Standards: A report on compliance with national and international standards for fire safety.</p> <p>e. Final Report: A consolidated final report, including all aspects of the study, along with actionable steps for future development.</p>	
Total Costs inclusive of Taxes	

** Total Costs net of taxes shall be considered for financial evaluation Note: No escalation shall be payable during the services period.



5. TERMS OF REFERENCE:

5.1 Project Background:

The Government of Pakistan established EPZA through an Ordinance IV of 1980 with the mandate to plan, develop and operate EPZs in Pakistan. EPZA is an autonomous body working under the administrative control of Ministry of Industries & Production. It has a nine-member Board of Directors.

5.2 Authorized Mandate:

EPZA is mandated to setup EPZs in Pakistan under Section 2 (k) of the Ordinance IV of 1980.

- To create enabling environment for promotion / setting up of efficient and environment friendly industries to achieve overall objective of Export led Growth in line with EPZA's mandate.
- The Exports from Karachi Export Processing Zone in the last financial year 2024-25 was US\$ 672.93 Million with the Development of KEPZ Phase-III Project the target of Exports from Karachi Export Processing Zone will be US\$ 1.00 billion by 2026-27 through proactive Facilitation of Investors and by creating Conducive Environment for them to Enhance Export-led Manufacturing, Trading & Warehousing facilities for investment.

Export Processing Zones Authority is a Government of Pakistan venture conceived and designed to increase and improve the exports of the country. Its main objectives are accelerating the pace of industrialization in the country and enhancing the volume of exports by creating an enabling environment for investors to initiate ambitious export-oriented projects in the Zones which would, as a corollary, create job opportunities, bring in new technology and attract foreign investment.

The EPZA is pursuing an Extensive programmed to create a Network of Export Processing Zones in Pakistan. These EPZs are being established in close cooperation or under joint venture arrangements with the private sector.

5.3 EPZ Policies:

The Federal Government / Central Board of Revenue, in order to Regulate and Control Imports and Exports of goods into and from the Export Processing Zones enacted the legislation "Export Processing Zones Rules, 1981" notified vide SRO 1058 (1)/81 dated 23-9-1981". The Rules cover the following aspects of EPZ development and operations:

- Import of goods into the Zones
- Import of goods into the Zones from Tariff Area
- Export of goods from the zone
- Export of goods from the zone to Tariff Area
- Unaccounted goods
- Remission of duties
- Restriction on removal of goods from zone
- Transfer of ownership



EPZA undertook an extensive industrial program for setting up a chain of Export Processing Zones in Pakistan. These EPZs are set up in close cooperation or under joint venture arrangement with Private Sector / Provincial Governments. Karachi Export Processing Zones (KEPZ) phase-I and KEPZ Phase-II and Al-Tuwairqi Steel at Karachi, Sialkot EPZ, Gujranwala EPZ in Punjab, Risalpur EPZ at KP, Saindak and Duddar and RekoDiq Export Processing Zones in Balochistan, North Waziristan District(NWD) Single Entity Export Processing Zone by DEW at North Waziristan District have been established.

5.4 **Mission Statement:**

Mobilize and promote utilization of the nation's resources for social and economic development of the country for the purpose of enhancing the exports from EPZs. This task is carried out through coordination between national development agencies and external cooperation programs and technical assistance; and through the promotion and monitoring of private sector investments.

5.5 **Project Vision & Objectives:**

A dire need for conducting a detailed /comprehensive study on the existing Fire and safety Infrastructure works of Karachi Export Processing Zone Phase-I which was laid during the year 1983-1989 in 211 acres land comprising water supply network, Fire and Safety provisions i.e Fire hydrants/fire brigade station and staff of fire department in Karachi Export Processing Zone, similarly KEPZ Phase-II which was spread on 94 acres developed, during 2004 -2013. Due to passage of time the condition of Fire and Safety infrastructure is now in depilated condition and EPZA management intends to conduct a comprehensive study of the existing Fire and safety infrastructure to provide a better and other necessary aspect to ensure a safe and sound industrial estate environment to investors for Ease of Doing Business...

5.6 **Scope of Services:**

The task for detailed study on the existing Fire and Safety Infrastructure works of Karachi Export Processing Zone to provide a better and other necessary aspect to ensure a safe and sound industrial estate environment to investors for Ease of Doing Business

6.0 **EVALUATION CRITERIA AND SCORING SYSTEM**

6.1 **A – Evaluation Criteria**

The evaluation of the technical and financial bids shall be held under the Quality and Cost Based Selection (QCBS) method. The total score of the technical and financial evaluation shall be 100, out of which 80% weightage shall be for the technical and remaining 20% weightage shall be for the financial.

6.2 **Evaluation of Technical Proposals**

The Technical Proposal will be evaluated on the basis of State-owned entities' relevant experience, its understanding of assignment, proposed methodology, and work plan, the



experience of Key Professional Staff. Only those State-owned entities' whose Technical Proposals score 75 marks or more shall qualify for further consideration, and shall be ranked from highest to lowest on basis of their raw technical score (RTS). Financial proposals of those State-owned entities who secure less than 75 marks shall be returned un-opened to the firm/Consortium.

The total score of the technical and financial evaluation shall be 100, out of which 80% weightage shall be for the technical and remaining 20% weightage shall be allocated to the financial evaluation.

The technical proposals shall be assigned marks/ score without weightage as RTS on the basis of the criteria mentioned at Section 8.

The final technical score (TSw) shall be calculated in the following manner:
 $TSw = RTS \times 0.80$.

6.3 **Financial Bid Opening**

A public Financial Bid opening shall be held at the time, date and venue which shall be communicated to all technically qualified Bidder(s).

The financial proposals shall first be checked for arithmetic errors. Financial scores shall be computed on the basis of following formula: $FS = 100 \times (RFS_{min}/RFS)$. Where 'RFS min' is the lowest bid price and 'RFS' is the bid price of the proposal under consideration. The financial scores thus obtained shall be assigned weightage (20%) and final weighted score will be arrived at $FSw = FS \times 0.20$, FSw is weighted financial score.

6.4 **Combined Score**

The combined technical and financial proposal (CS) shall be calculated in the following manner, namely: $CS = TSw + FSw$.

Bid obtaining maximum combined score shall be declared as the Best Evaluated Bid and the firm/Consultant /Company offering the Best Evaluated Bid shall be declared as the successful Bidder and issued Letter of Acceptance, containing invitation for contract negotiation. Any factor having a bearing on the quoted price shall not be subject to negotiations.

The agreement shall however, be signed after getting the same duly vetted and approved from the competent Authority.



4.	Fire Protection Engineer	Qualification:(10) Bachelor's degree in Fire Protection Engineering or a related field; relevant certifications (e.g., CFPS) Relevant Experience: <ul style="list-style-type: none">•5-to-10-year Experience: 10 Marks•Less than 5 years' Experience: 05 Marks	
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	TECHNICAL TEAM	Weightage	Marks Obtained
5.	Safety consultant	<p>Qualification: (05) BSc with Background in Occupational Safety and Health; certifications like CSP or ASP are beneficial in City and Regional Planning</p> <p>Relevant Experience: <ul style="list-style-type: none"> •7-to-10-year Experience: 05 Marks •Less than 7 years' Experience: 02 Marks </p>	
6.	Fire Safety Inspectors	<p>Qualification: (05) Familiarity with local fire codes; certifications in fire inspection (e.g., NFPA).</p> <p>Relevant Experience: <ul style="list-style-type: none"> •7-to-10-year Experience: 05 Marks •Less than 7 years' Experience: 02 Marks </p>	

7	Emergency Management Specialists	<p>Qualification: (05) Experience in emergency management; certifications in emergency planning.</p> <p>Relevant Experience: <ul style="list-style-type: none"> •5-to-10-year Experience.: 05 Marks •Less than 5 years' Experience: 03 Marks </p>	
8	Risk Assessment Specialists	<p>Qualification: (05) Expertise in risk analysis methodologies; relevant academic background.</p> <p>Relevant Experience: <ul style="list-style-type: none"> •5-to-10-year Experience: 05 Marks •Less than 5 years' Experience: 02 Marks </p>	

9. Understanding of the Assignment and Proposed Methodology	Understanding of TOR and Comments	10	
	Proposed Methodology & Timeline	10	
	TOTAL	20	
Grand Total		100	



7. INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS 25.00 MILLION OR MORE

Contract No. _____ Dated _____ Contract Value: _____
Contract Title: _____

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] 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, State-Owned Entity, director, 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 inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in what State-Owned Entity firm from GoP, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] 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 rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

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

Name of Buyer:.....
Signature:.....
[Seal]

Name of Seller/Supplier:.....
Signature:.....
[Seal]



8. AFFIDAVIT

To:

General Manager (Engineering),
Export Processing Zones Authority,
Government of Pakistan,
Karachi

Subject: Detailed Study of Infrastructure Development Works of Karachi Export Processing Zone

Pursuant to the Request for Proposal document dated [Please insert the Date] in respect of the Project, [Name of Prospective Bidder] hereby represents and warrants that, as of the date of this letter [Name of Prospective Bidder]:

- a. is not in bankruptcy or liquidation proceedings;
- b. has not been convicted of, fraud, corruption, collusion or money laundering;
- c. is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with the obligations under the Contract; and
- d. does not fall within any of the circumstances for ineligibility listed in Section 2.16 (Basic Eligibility Criteria) of the Invitation for Proposal.

Yours Sincerely,

Authorized Signature
Name and Title Signatory Name of Firm
Address