EXPORT PROCESSING ZONES AUTHORITY

PRE-QUALIFICATION DOCUMENT

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06 November 2026 04:39:47 PM

FOR

EVALUATION OF ASSETS I.E LAND, BUILDING, PLANT & MACHINERY

AT

KARACHI EXPORT PROCESSING ZONE
KARACHI

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SECTION-1
LETTER OF INVITATION

Export Processing Zones Authority intends to hire the services of a panel of professional evaluator for pre-qualification for all types of Assets i.e. land, building, plant, machinery in Karachi Export Processing Zone.

Professional evaluators Application are invited from the reputable professional evaluators registered with State Bank of Pakistan as A firm/ consortia will be selected in accordance with the procedures & the method of selection detailed hereinafter in this document.

1. A firm/ consortia will be selected in accordance with the procedures & method of selection details hereinafter in this document.
2. To enable you to submit a proposal provides the following information:

Section-1	Letter of Invitation
Section-2	Information to Professional Evaluators
Section-3	Technical Proposal
Section-4	Financial Proposal
Section-5	Submission, Receipt & Opening of Proposals
Section-6	Proposal evaluation
Section-7	Award of Contract
Section-8	Evaluation of Criteria

3. Your acceptance to submit a proposals to EPZA through e-Pak Acquisition & Disposal System (EPADS) and also submit copy on the following address:

Director (Finance/ Infrastructure)
Export Processing Zones Authority
Landhi Industrial Area
Ext. Mehran Highway, Landhi,
Karachi.
Phone: 021-99208036

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SECTION-2
INFORMATION TO PROFESSIONAL EVALUATOR

2.1 INTRODUCTION

2.1.1 EPZA intends to pre-qualify a panel of professional evaluators, in accordance with the method of selection detailed in this document.

2.2.1 The Professional Evaluators duly enlisted / registered with State Bank of Pakistan as professional evaluator are invited to submit both Technical and Financial proposals for rendering services for evaluation required for land, factory buildings, plants and machinery to EPZA. The proposal for land, factory buildings, plants and machinery to EPZA. The proposal will be finalized on the basis of negotiations and ultimately signature of a contract with the panel of firms.

2.3.1 The professional evaluators shall implement the services task itself with local conditions and take them in the assigned services.

2.4.1 The Professional evaluators must familiarize itself with local conditions and take them in to account in preparing the proposals. The relevant information relating to the services is available and may be obtained from the office of the Deputy General Manager (Civil Engineering).

2.5.1 Please note that the expenditure for preparing the proposals and of negotiating the scope of services, including any visit to EPZA head office or the site (KEPZ) is not reimbursable.

2.6.1 Professional Evaluator shall observe the highest standards of ethics during the selection and execution of such contracts. In pursuance of the policy.

a. Corrupt practice means; the offering, giving, receiving of soliciting of anything of value to influence the action of a public official in the selection process or in contract execution and fraudulent practice means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the EPZA, and includes collusive practices among Professional evaluator) prior to or after submission of proposals),

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non-competitive levels and deprive the EPZA of the benefits free open competition.

b. EPZA will reject a proposal for award if it determines that the firm recommended for pre-qualification has engaged in corrupt or fraudulent activities in competing for contract in question.
c. EPZA will declare a firm ineligible, either indefinitely or for a stated period, to be pre-qualified as professional evaluator it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
d. EPZA will reject proposal of award if the Professional Evaluator quotes extraordinary high rates compatible with existing market rates.

2.9.1 Professional Evaluators shall furnish information as described in the financial proposal submission form (Section-4A).

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2.2 DOCUMENTS COMPRISING THE PROPOSAL

2.2.1 Professional Evaluators may request a clarification in respect of any of the documents at least 7-days before the proposal submission date. Any request for clarification must be through EPADS. EPZA will respond through EPADS to all pre-qualified professional evaluator.

At any time before submission the proposals, the EPZA may, for any reason, weather at its own initiative are in response to clarification request by any invited firm, modify the documents by amendments. The amendments will be uploaded on EPADS.

2.2.2 Professional Evaluators and will be binding on them. The EPZA may at its discretion extend the deadline for submission of proposals.

TECHNICAL PROPSAL

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SECTION-3
TECHNICAL PROPSAL

3.1 In preparing the technical proposal, the Professional Evaluator are expected to examine the documents in detail. Any deficiency in providing the information requested in Technical Proposal or other relevant Documents (Approach & Methodology) may result in rejection of proposal as "Non-Responsive".

3.2 While preparing the technical proposal of professional evaluator firms must give particular in attention to the following:

a. Those firms which have already formed consortium at the time of submitting Technical Proposal shall comply with the following requirements.

i. A copy of Joint Venture (JV) agreement entered into by all partners shall be submitted with the proposal. Alternatively, a letter of intent to execute a joint venture agreement in the event of successful bids shall be signed by all the partners and submitted with bids, together with a copy of JV agreement.

ii. One of the partner shall be nominated as being in-charge, and this authorization shall be evidence by submitting of power of attorney signed by legally authorized signatories of all the partners.

iii. The partners of the joint venture shall be authorized to incur liabilities and receive instruction for a behalf of any or all partners of joint venture and the entire execution of the services, including payment, shall be done exclusively with partner in charge.

iv. All the partners of the joint venture shall be liable jointly and severally for the execution of the scope of services rendered in accordance with terms & condition, and it's a statement of this effect shall be included in the authorization mention under (3.2 a ii) above, as well as in the bid and in the agreement (in case of successful bid).

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b. Proposed professional staff must have at least the relevant experience are conditions similar to the project work.
c. Alternative professional staff shall not be proposed, and only one curriculum vita (CV) may be submitted for each person.
d. The firm should provide list of staff presently working on their current projects.
e. All Professional Evaluators/ JV Partners provide litigation/ blacklisting history for the last 10 years and black/ listing.

3.3 The Professional Evaluators shall confirm that the information provided at the time of pre-qualification still stands or submit details of the changes if any, also that the Technical proposal to be submitted contains the following information on the necessary formats.

a. A brief description of the firm's specific experience in relevant field and an outline of the recent experience on assignment (Section 3B) of a similar nature for each assignment are to be submitted. The outline should indicate, inter-alias, the profiles and names of the staff provided during the assignment, service amount and firms involvements.
b. Professional Evaluator will submit the C.V's signed by the professional staff attested by authorized representative submitting the proposal (Section 3E). key information should include number of years working from the firm/ entity, and degree of responsibilities held in various assignments during the first ten (10) years.
c. Any additional information requested by EPZA.

3.4 The technical proposal shall not include any finical information.

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SECTION-3
TECHNICAL PROPSAL

3A. Technical proposal submission form

3B. Firms specific in relevant field.

3C. Firms comments and suggestions on the pre-qualification document.

3D. Composition of the team (Personal) task of each team member.

3E. Curriculum Vitae of proposed professional personnel.

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3-A TECHNICAL PROPOSAL SUBMISSION FORM
(On Companies Letter Head)

To,
Director (Finance/ Infrastructure)
Engineering Division,
Export Processing Zones Authority,
Landhi Industrial Area,
Ext. Mehran Highway, Landhi,
Karachi.

We, the undersigned offer to provide services for the professional evaluators in KEPZ for asset, building, plants and machinery.

In accordance with Export Processing Zones Pre-qualification documents. We are hereby submitting our proposal, which include this technical proposal, and financial proposal sealed and under a separate envelopes.

If negations are held during the period of validity of the proposal, we undertake to negotiate on the basis of proposal staff. Our proposal is binding upon us subject to modification from scope of services negations.

We undertake that Export Processing Zones Authority is not bound to accept our proposal.

Yours Faithfully,

Stamp/ Seal

Signature
Name and title

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3-B FIRM'S SPECIFIC EXPERIENCE AND RELEVANT FIELD

Relevant Services carried out in the last 10-years

Using the format below, provide information on each reference assignments/ services for evaluation which your firms/ entity provided, either individually as a corporate entity or as one of the major companies within a consortium was legally contracted.

(Use separate sheet is necessary in the same format but an annexure should be avoided)

- Assignment Name
- Country
- Location within a Country
- Professional staff provided by your firm/ entity (Profiles)
- Name of Client
- Number of staff
- Address
- Number of staff duration assignment
- Start date (Month/ Year)
- Approximate cost of services rendered
- Name of Senior staff/ team leader

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FINANCIAL PROPOSAL

(To be detached & placed in separate envelop)

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SECTION-4
FINANCIAL PROPOSAL

4.1 The Financial proposal should follow the forms in section. It lists all cost associated with assignments, including (a) remuneration for staff (b) reimbursable such as subsistence, transportation services, equipment's printing of documents, communications and survey.

4.2 All costs listed in the Financial Proposal should include full amount (if required) regarding taxes, duties, fees, levies and other impositions imposed under the applicable law on the Professional Evaluator, if any. Professional Evaluator will be responsible to pay all tax duties fee, levies, and other impositions imposed under applicable law of Pakistan on the firms and their personnel and General Manager (Engineering, EPZA will be subject to deduction of income ordinance.

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4.3 All cost must be expressed in Rupees.

4.4 The top three ranked Professional Evaluators in the technical proposal will be first invited to negotiate a contract with the EPZA, on a practice, which should match a reasonable price to suit the individual requirements of the scope of services as professional evaluator of Export Processing Zones Authority. After negotiations from the top three ranked firms i.e panel the lowest price offered by any top three professional firms will also be applicable on the remaining top two firms. The pre-qualification of panel of top three ranked firms as Professional evaluators will render evaluation service for land, building, plants and machinery at the lowest quoted financial bid for a period of one year.

SECTION-5
SUMMARY OF COST

S.NO	DESCRIPTION	UNIT	AMOUNT IN FIGURES AND WORDS (RS.)
1	Evaluation for Land	Per Acre	
2	Evaluation for factory building (per Sq. ft cost of 10760 Sq. ft)	Per Sq. ft	
3	Evaluation of plant and machinery (per unit of 10760 Sq. ft)	Per Unit	
	Grand Total:		

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NAME	TOTAL COST RS: (BOTH IN FIGURES & WORDS)
Professional evaluator for a. Evaluation of KEPZ assets, land, building, plants and equipment	

Validity of bid: 90 days from the date of opening of Financial Proposal

(Signature of Authorized Representative of Firm/ consortia)

Name:

Designation:

SECTION-6
PROPOSAL EVALUATION

General

6.1 The professional evaluator shall not contact EPZA on any matter relating to their proposal from the time of opening of the Technical Proposal until the finalization of prequalification process. Any effort by the firm to influence EPZA in the valuation, proposal comparison or prequalification decisions may result in the rejection of the Professional evaluator's proposal and black listing of the firm.

6.2 Evaluators of Technical Proposals including any officer of EPZA or any other person shall have no access to the Financial Proposals until the technical evaluation is concluded and ranked top three firms in the Technical Proposal.

Evaluation of Technical Proposals

6.3.1 The individual, member of the evaluation committee appointed by Chairman EPZA will carry out the evaluation of proposals on the basis of their responsiveness to the technical score. A proposal to be important aspects of the technical score. A proposal to be important aspects of the scope of services, and will be declared as Non-Responsive. The EPZA shall notify Professional evaluator of the rejection of their technical proposal indicating that their financial proposals if any will be returned unopened after completing the selection process.

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Public opening and evaluation of financial proposals

6.4 All the qualified Financial Proposals will be opened will be opened in presence of representative of the Professional evaluator/ consortia and evaluation committee. Total cost for rendering the services of top three technical proposals of the firms will be publicly announced.

6.5 The evaluation committee will be check and make the arithmetical correction if required, and examine compliance of the financial inputs by each bidder.

6.6 In case difference of rate in words and numerical, rate in-words will be taken as correct, and will be multiplied (if required) and cost of the item corrected accordingly.

6.7 Any financial item not priced it will evaluate as works to be performed at no cost.

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SECTION-7
NEGOTIATIONS

7.1 Negotiations will be held in EPZA. The aim is to reach agreement on all points and sign a contract with the panel of professional evaluators.

7.2 Negotiations will include a discussion of the Technical Proposal, the proposed approach. Methodology, Qualification and experience of the Professional evaluator the staffing and any suggestions made by the firm to improve the scope of services.

7.3 Having selected the Top Three Professional evaluator based on the technical evaluator, EPZA will then negotiate the contract with Top Ranking Proposals on the basis of the Technical Proposal and lowest financial bid. The top-ranking Professional evaluator will accept the lowest quoted rate by any of the top three ranked firm.

7.4 EPZA will require assurances that the experts nominated in the proposal will be actually available for the assignment. EPZA will not consider substitutions during services negotiations unless both parties agree that the undue delay in the selection process makes such substitution unavoidable or those changes are critical to meet the objectives of assignment. If this is not the case and it is established that they staff were offered in the proposal without confirming their availability, the firm may disqualified.

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SECTION-8
AWARD OF CONTRACT

8.1 The contract with top three ranked firms as Panel of Professional Evaluator will be awarded after negotiation with the successful firms. After negotiations are successfully completed, EPZA will notify other Professional evaluators on the shortlist that they were unsuccessful.

8.2 The firm is expected to commence the Assignment on the date and the location specified in the Karachi Export Processing Zone.

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EVALUATION CRITERIA

Total Marks 100

1. **Firm's Specific Experience in Relevant Field (Maximum 30 Marks)**
   (Relevant Services carried out in the last ten years)

   (i) Projects with completion certificate issued by client (20 Marks)
   (ii) Projects over 02, for every 2 projects 5 marks (10 Marks)

2. **Approach Methodology of firms: (Maximum 40 Marks)**
   (i) Understanding the objectives scope of work of Project (20 Marks)
   (ii) Approach to solution, consideration for aesthetics Economy etc. (10 Marks)
   (iii) Methodology (10 Marks)

3. **Financial (Maximum 30 Marks)**

   i. Registration with State bank of Pakistan (10 Marks)
   ii. Registration with Security Exchange Commission (05 Marks)
   iii. NTN Certificate/ Sales tax registration (05 Marks)
   iv. Three years audited accounts of firm (10 Marks)

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Note: Certificate on affidavit that firm is not/ has not been in litigation with their client or black listed by any client is mandatory and non-submission of this affidavit will be treated as non-responsive and firm's proposal will be rejected/ disqualified.