

REQUEST FOR PROPOSAL

FOR

SECURED OFFICE SPACE, FURNISHING
AND OTHER SERVICES FOR PSEB
PROJECT “REVAMPING IT INDUSTRY
LANDSCAPE” IN ISLAMABAD

A (01)/PSEB/2025-32

SEPTEMBER, 2025

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1 Pakistan Software Export Board (G) Ltd, An Introduction

Pakistan Software Export Board (PSEB) was established by the Government of Pakistan for the facilitation and development/advancement of the local IT industry globally. It is a guaranteed limited company totally owned and funded by the Government of Pakistan working under the Federal Ministry of Information Technology & Telecommunication. The company has its own Board of Directors, which is chaired by the Federal Minister of IT and Telecommunication.

Since the date of its inception, being the apex body within the Government charged with the task of accelerating/enhancing Pakistan's IT and IT enabled Services (ITeS) industry, PSEB has done a tremendous job by providing timely and relevant policy input and by supporting the IT & ITeS industry through the introduction of several projects and programs in the areas of Infrastructure Development, Human / Intellectual Capital Development, Company Capability Certification, International Marketing and Image Building, etc.

2 Background

Revamping IT Industry Landscape, a flagship initiative aimed at strengthening Pakistan's digital ecosystem through infrastructure development, policy reforms, and industry facilitation, is an initiative of the Government of Pakistan under the PSDP with the sponsoring agency as the Ministry of IT & Telecom and the executing agency as the Pakistan Software Export Board.

The office space, for which this RFP is issued, is envisioned to be the operational headquarters for the team behind this transformative program. The required space will serve multiple functions, including the day-to-day administration, strategic planning, and stakeholder engagement activities. It will also provide a conducive environment for the Project Management Unit (PMU) that will oversee the successful implementation and coordination.

By establishing a dedicated workspace for the team managing this initiative, we aim to lay the groundwork for smooth operations from the outset, ensuring that this initiative have the infrastructure in place to thrive and expand. This proactive approach in securing an appropriate office environment is crucial for the early stages of project development, setting the stage for a successful launch and sustained growth of this strategic program.

3 Definitions

In this Request for Proposal (RFP) document, unless the context provides otherwise:

Bidder	A firm, agency or party or consortium which will submit proposal in response to this RFP.
Bidding Document	“Bidding Document” means set of documents prepared by PSEB, to solicit proposal, which consists of definition, instructions for bidders, SOW, evaluation criteria, forms for providing information and contract
Board	“Board” means the Board of Directors of the PSEB
Company	Pakistan Software Export Board (PSEB) Plot 61, Floor 6, New State Life Tower Jinnah Avenue, Blue Area - Islamabad
Date of Issue	The date on which the RFP titled “Secured Office Space, Furnishing and Other Services for PSEB Project “Revamping IT Industry Landscape” In Islamabad” is issued by Company to solicit bids from potential Bidders
PSEB RFP for “Secured Office Space, Furnishing and Other Services for PSEB Project “Revamping IT Industry Landscape” In Islamabad”	“PSEB RFP for Secured Office Space, Furnishing and Other Services for PSEB Project “Revamping IT Industry Landscape” In Islamabad” means set of documents prepared by PSEB, which consists of definition, instructions for bidders, SOW, evaluation criteria, forms for providing information and contract etc. to solicit proposal from potential bidders for “Secured Office Space, Furnishing and Other Services for PSEB Project “Revamping IT Industry Landscape” In Islamabad”
Proposal	“Proposal” means the entire set of documents consisting of bidder’s Profile.
Scope of Work (SOW)	The description of formal work & activities under the “Secured Office Space, Furnishing and Other Services for PSEB Project “Revamping IT Industry Landscape” In Islamabad” to be completed by the Successful Bidder in accordance with the Contract signed between Successful Bidder and the Company
Successful Bidder	A bidder who has been awarded the contract pursuant to the RFP titled “Secured Office Space, Furnishing and Other Services for PSEB Project “Revamping IT Industry Landscape” In Islamabad” and who shall be responsible for providing space as per the agreement.
Furnished space	Fully furnished office with appropriate seating, partitions, desks, chairs, cabinets, etc. and includes all utilities (Electricity, Gas, Water); must be ready for immediate occupancy

4 Scope of Work

4.1 Office Space:

- a) The successful bidder shall provide office space ranging between 2,200 – 3,000 square feet, preferably located on a single floor, and in no case on more than two floors.
- b) The furnished office premises must be located within G-5, G-6, G-7, G-8, F-5, F-6, F-7, F-8, Blue Area, or New Blue Area.
- c) The building shall have a comprehensive safety and evacuation plan, including clearly marked and functional emergency exits.
- d) The building shall provide convenient and comfortable entry and exit facilities for staff, clients, and visitors.
- e) The premises must have 24/7 access control and security arrangements, including security personnel at entrances and CCTV surveillance.
- f) The building shall ensure accessibility for persons with disabilities, in compliance with applicable standards.

4.2 Furnishing and Other Services

- a) The successful bidder shall provide a minimum of 33 fully furnished workstations, each occupying at least 45 square feet per workstation, including desks, ergonomic chairs, cabinets, and partitions for immediate occupancy.
- b) A detailed seating plan, drawn to scale, must be submitted with the proposal to demonstrate optimal use of space and layout.
- c) The premises shall include:
 - One (1) conference room with a minimum area of 400 square feet with a seating capacity of 10–15 persons, equipped with modern multimedia/video conferencing facilities.
 - Three (3) executive rooms, each with a minimum area of 200 square feet.
 - Separate male and female washrooms, with at least two (2) units each.
 - A dedicated kitchen area, fully equipped with a refrigerator, microwave, sink, electric kettles, and other necessary appliances.
 - Dedicated and secure parking of minimum 8–10 vehicles for PSEB staff.
 - Goods and passenger lifts/elevators (where applicable).
 - Fully air-conditioned and ventilated premises for a comfortable working environment.
- d) The premises must be equipped with:
 - Fire detection, alarm, and prevention systems, including extinguishers, in compliance with safety standards.
 - CCTV surveillance, alarm system linked to a response company, and controlled access security (building-wide patrols are preferred but not mandatory).
- e) Availability of an on-site café or refreshment facility will be considered an added advantage.

4.3 Utilities

- a) The premises shall be provided with uninterrupted utilities, including electricity, and water supply.
- b) Provision of reliable back up power source during load shedding and power outages in the form of solar, generator or UPS.

4.4 Electronic Communication

- a) The premises shall be equipped with fiber-based high-speed internet connectivity, provisioned and maintained by the lessor.
- b) The minimum required bandwidth is 50 Mbps or higher.
- c) In the event that fiber connectivity is unavailable, the lessor shall provide and maintain an alternative high-speed internet solution to ensure uninterrupted connectivity



5 Instructions for Bidders

This document contains all the information pertinent to this solicitation, and governs the preparation and submission of Proposals. The forms to be filled by Bidder for this assignment are annexed with this RFP document. Proposals must be submitted by the deadline stipulated in this RFP, completed on the formats provided by the Company, with supporting documents, according to the guidelines given in the section titled Instructions and Information for Bidders. Proposals will be evaluated by bid evaluation committees constituted by the Company.

The Bidder is expected to examine all instructions, general conditions, forms, terms and specifications contained in the RFP document and its annexures. Failure to comply with instructions will be at the Bidder's risk and may affect the evaluation of the Proposal. **Proposals that do not comprehensively address the Mandatory Requirements, Technical Evaluation Criteria, Financial Evaluation Criteria and Scope of Work and any other requirements may be rejected. Inability to comply with applicable instructions, general conditions of contract, terms and specifications may lead to rejection of Proposal.**

After issuance of letter of acceptance, the successful Bidder is expected to sign the agreement as soon as possible. If successful Bidder is not responsive and does not sign the agreement within a reasonable time, the Company reserves the right to terminate and nullify the bid award.

In the event of non-compliance with the Scope of work of the RFP document and obligations contained in the agreement, the Company may terminate the agreement by providing ten (10) day's written notice to the successful bidder without any further obligation or compensation on the part of the Company.

6 Preparation of Proposal

i. Language of the Proposal

Proposals prepared by the Bidders and all correspondence and documents relating to the Proposal exchanged between the Bidders and the Company shall be in writing and in English Language, except where otherwise specified.

ii. Proposal Currency

All prices shall be quoted in Pakistani Rupees (PKR) and all payments will be made in Pakistani Rupees (PKR).

iii. Period of Validity of Proposal

Proposals shall remain valid for 180 days from the date of advertisement as provided in the RFP document. Within the original validity of the bids, Company may request the bidders to extend their bid validity for another period, such extension shall be for the period equal to the period of the original bid validity. The bidder who chooses not to extend their bid validity as may be required by Company, their bid will be deemed withdrawn without forfeiture of their bid bonds or securities.

Company may, at its exclusive discretion extend the deadline for the submission of the bids in which case all rights and obligations of the Company and the bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

iv. Supporting Documents

v. Cost of Preparing Proposal

The Bidder shall bear all costs associated with or relating to the preparation and submission of their Proposal, and PSEB shall not be liable in any manner whatsoever for the same or for any other costs or expenses incurred by a bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

vi. Proposal Documents

While preparing the Proposal, the Bidder shall ensure that it provides the Company with documentary evidence. Procurement committee will evaluate proposals solely on the basis of documentary evidence submitted in accordance with evaluation criteria described in this RFP. The Proposal, with serial number of each page should comprise the following:

- Checklist (Mandatory Documents required with the Proposal) – Page 9
- Proposal Submission – Form C1
- Organization Profile – Form C2
- Consent letter from the owner – Form C3
- Pictures of the following: Form – Form C4
 - Office Location
 - Building
 - Inner of Building
 - Facilities (Furniture & Fixture, Equipment's and Accessories etc.)
- (CDA approved) Authentic copy of map of the premises – Form C5

Proposal should detail the capability and experience of delivering the services specified in the Scope of Work.

vii. Technical Proposal:

A single-stage two envelope bidding process will be followed. The technical and financial bids shall be in English language and must be submitted online through E-Pad (which is mandatory otherwise bid will not be considered).

Mandatory Eligibility Criteria:

Before the Bidders submit their Proposals, within the stipulated time mentioned in this Request for Proposal document, bidders are required to make sure that following mandatory requirements of this RFP document are fulfilled. **These requirements must be furnished at the time of submission of Proposal. Non-submission of any one of the following applicable requirements shall result in disqualification:**

MANDATORY ELIGIBILITY CRITERIA CHECKLIST				
#	Category	Mandatory Requirement	Compliance (Yes/No)	Remarks
1	Legal Documents	Proof of NTN Certificate		
		Proof of GST Certificate		
		The Bidder should be active tax payer and has submitted its tax return for the preceding fiscal year. Tax payer’s list serial number (Active Taxpayers List (ATL) is downloadable from FBR’s website) is also to be mentioned.		
2	Experience	The bidder should have active business experience in managing commercial office spaces, along with Furnishing and other services, as described in Scope of Work-Section 4. The bidder will provide references of 3 active clients.		
3	Location & Space	Furnished office space located in G-5, G-6, G-7, G-8, F-5, F-6, F-7, F-8, Blue Area, or New Blue Area.		
4	Minimum Covered Area	Should provide minimum space of 2,200 sqft to accommodate 36 persons		
5	Building and Office space Age	The building should not be older than 10–15 years and the Furnished office space should not be older than 2 years. Bidder will attach the		

		Undertaking on letterhead. Further verification will be performed by the Inspection Team of Procuring Agency		
6	Environmental Compliance	Building must not be in violation of CDA or environmental regulations (Bidder will attach the Undertaking on Stamp Paper of worth Rs.100)		
7	Reception & Admin Support	Basic front-desk/reception services available during working hours. Bidder will attach the Undertaking on letterhead. Further verification will be performed by the Inspection Team of Procuring Agency		
8	Compliance with CDA/Zoning Bylaws	Proof that the space is approved for commercial office use under Capital Development Authority (CDA) regulations (Bidder will attach the proof)		
9	Affidavit	Original affidavit (not older than one month) on Stamp Paper of worth Rs.100 that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Federal Government, Provincial Authority, Semi-Government, Private, Autonomous body or any other international organization.		
10	Availability & Timelines	Space should be readily available and ready to move within 10 – 15 days from the date of issuance of work order.		
11	Execution Undertaking	Bidder will provide original affidavit (not older than one month) on Stamp Paper of worth Rs.100 regarding compliance to the execution schedule/delivery time		

Note:

Bidders are required to submit filled, signed & stamped copy of the above checklist along with the Proposal. All of the supporting documents of the mandatory eligibility criteria shall be attached with checklist in same section of the proposal. Requirement No. 6, 9 and 11 above are required to be submitted on separate stamp papers.

Technical Evaluation Criteria:

S. No	Component	Sub Section	Subtotal	Total
1	Past Experience	Past Experience with Government Entities Proven past experience of rendering office space to public sector entities, including federal or provincial government departments and agencies (Bidder will provide proof in the form of list of government clients with contact details and completion certificate)	5 marks for each client (Max 10 marks)	10
		Past Experience with Corporate Clients Experience with corporate clients or international organizations etc. references, testimonials.	5 marks for each client (Max 10 marks)	10
2	Location of Space	F-5 to F-8 and Blue Area (Old and New)	15	15
		G-5 to G-8	10	
3	Space Specifications	Total area dedicated to PSEB's office w.r.t scope of work		10
		Minimum 2,200 sqft	10	
		Option of further expansion up to 500 sqft	5	
4	Facilities & Amenities	High Speed Internet (minimum 50 MBs)	5	15
		CCTV Surveillance	5	
		24/7 electricity, backup generator/inverter, HVAC (heating/cooling), water supply	5	
5	Operational Hours	24/7 office access (7 days a week)	10	10
6	On Site Visit/Inspection of the Procuring Agency	On site visit/inspection of the bid facility by the Procuring Agency		30
		Building and Infrastructure quality, Parking Space for 8-10 vehicles, convenient entry and exit facilities, safe accessibility for persons with disabilities	10	
		Interior Layout and Space Planning	5	
		Lighting and ventilation	5	
		Furniture & Fixture	5	
		Safety, Evacuation Plan and Hygiene	5	
Total (Minimum Qualifying marks are 80%)				100

viii. Financial Proposal:

FINANCIAL PROPOSALS of those firms/companies shall be opened whose “TECHNICAL PROPOSALS” are accepted by the Procurement Committee. Final assignment award will be done on the basis of combined technical and financial score in the following manner:

Proposal	Weight
Technical	80%
Financial	20%

Financial Proposal must consist and submitted on the following formats:

- Covering Letter – Form C6
- Summary of Cost – Form C7

ix. Bid Security

Bid security of **PKR 400,000** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of PSEB.

Note: Original Bid Security instrument **MUST BE** submitted to the undersigned before closing hours of the bid submission time. Only those bids will be entertained who applied through EPADS <https://eprocure.gov.pk>

x. Format and Signing of Proposal

The Proposal shall contain no interlineations, erasures, or overwriting, except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by Bidder’s authorized person. The Proposals shall be clear and elaborate. Different parts of Proposals shall be separated using color separators, flags or tags.

xi. Taxes

Quoted costs should be inclusive of all applicable (direct & indirect) taxes. While submitting their bids, bidders shall be responsible to include all applicable duties / taxes / levies etc. (Federal and/or Provincial) in their financial proposal. Omission if any shall be the sole responsibility of the bidder. Financial Proposal will be scored based upon the bid amount inclusive of all taxes. All prices must be quoted in PKR. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account.

7 Terms and Conditions

- i. Proposals will be accepted and evaluated using **Single Stage, Two Envelope Procedure**.
- ii. Applicants shall provide the documents as mentioned in Mandatory Requirements and Technical Evaluation. Any short coming in the said requirements shall render the applicant disqualified.
- iii. Applicants are required to state, in their proposals, the name, title and email address of the applicant's authorized representative through whom all communication shall be directed until the process has been completed or terminated.
- iv. The applicants shall bear all costs/expenses associated with the preparation and submission of the proposal and PSEB in no case be responsible/liable for those costs/expenses.
- v. Each applicant shall submit only one proposal; multiple proposal submissions shall render the applicant disqualified.
- vi. The proposal validity period will be one hundred and eighty days (180) days, starting from the date of opening of the proposals
- vii. The language of the proposal shall be English language. Any printed literature furnished by the Applicant(s) in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the proposal.
- viii. The applicant(s) may, by written notice served on the PSEB, modify or withdraw the proposal after submission, but prior to the deadline for submission of the proposal.
- ix. Only registered applicants who are on Active Taxpayers List (ATL) of FBR and others provincial revenue authorities are eligible to apply to the Commission.
- x. If any applicant is not in ATL then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
- xi. The decisions of PSEB will be binding on all applicants.
- xii. During the examination, evaluation and comparison of the proposals, PSEB at its sole discretion may ask any applicant for clarifications of its proposal.
- xiii. The successful firm(s) will have to provide performance bond in shape of Pay-order/Bank Guarantee in favor of Pakistan Software Export Board (G) Ltd. equal to **5%** of the contract value within 7 days of workorder.
- xiv. The performance guarantee will be released as governed by the agreement between PSEB and the project awardee, upon submission of a request from the project awardee and PSEB's completion certificate/sign-off document.
- xv. Proposals should be submitted electronically **ONLY** through EPADS. For registration and training on EAPDS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Team, Director MIS Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.

- xvi. The proposals must be prepared and submitted in accordance with the instructions in the detailed RFP along with bid security instrument & Proof of Eligibility documents through EPADS latest by **26th September 2025 at 03:00 pm**, and will be opened on the same day at 03:30 pm at below in the presence of bidder or bidder's authorized person who desire to attend bid opening session.
- xvii. Note: Original Bid Security instrument MUST BE submitted to the undersigned before closing hours of the bid's submission time. Only those bids will be entertained who applied through EPADS <https://eprocure.gov.pk>
- xviii. Bidders must submit their proposal on EPADs <https://eprocure.gov.pk/>. Any Proposal received by the Company after the deadline for submission shall be not be accepted.

8 Evaluation and Award Process

i. Preliminary Examination

- The Company shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- Prior to the detailed evaluation, the Company will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. The Company's determination of a bid's responsiveness is to be based on the contents of the bid itself.

ii. Evaluation of Proposals

- The Company will evaluate and compare the bids which have been determined to be substantially responsive.
- If a bid is not substantially responsive, it will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- During the evaluation no amendments in the Proposals shall be permitted.
- The Company will evaluate bids on adherence to Scope of Work, conformation of requirements as laid down in RFP.

iii. Award of Agreement

After completing the evaluation process, the Company shall award Agreement to the selected Bidder (most advantageous).

9 Confidentiality

The Company shall keep all information regarding the bid evaluation confidential until the announcement of the evaluation report under PPRA Rule no. 41.

10 Conflict of Interest

Without limitation on the generality of the foregoing, the Bidder shall be considered to have a conflict of interest and their Proposal shall not be entertained and shall be rejected under any of the circumstances set forth below:

a) Conflicting assignments

- The Bidder (including its Personnel) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment to be executed for the same or for another client.

b) Conflicting Relationships

- The Bidder (including its personnel) or any of its affiliates that has a business or family relationship with a member of the Company Board, Management, or staff who is directly or indirectly involved in the preparation of Scope of work, selection process of third party evaluation services and/or supervision of the Agreement may not be awarded an Agreement unless conflict stemming from this relationship has been resolved in a manner acceptable to the Company Board throughout the selection process and the execution of the Agreement.
- The Bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest, or that may reasonably be perceived as having this effect by notifying the Company in writing. Failure to disclose said situations may lead to disqualification of the Bidder or the termination of its Agreement.
- Current employees of the Company shall not work as and for the Bidder.

11 Fraud and Corruption

- a) The Company requires the Bidder/s participating in provision of Service/s to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy, the Company defines, for the purpose of this paragraph, the terms set forth below as follows:

- “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of the Company in the selection process or in agreement execution;
 - “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement;
 - “Collusive practices” means a scheme or arrangement between two or more Bidders with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels, etc.;
 - “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of an agreement.
- b) The Company will reject a Proposal for award if it determines that the Bidder recommended for award has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement to be executed pursuant to RFP. The Company may also impose penalties on the Bidder, declaring it ineligible, either indefinitely or for a stated period of time, for Company funding, if at any time it determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Company funded project.
- c) The Company will have the right to inspect the bidding firm’s accounts and records and other documents relating to the submission of Proposals and agreement performance, and have them audited by auditors appointed by the Company.

12 Indemnification for Damages

Notwithstanding any rights and remedies exercised by the PSEB in this regard, the Firm/Contractor agrees to indemnify PSEB for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the PSEB in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Firm/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 form from the Purchaser.

13 Liquidated Damages

For Execution

For delay: 2.5% of the remaining job per week (or part thereof), capped at 10% of the total contract value. Failure to deliver can lead to forfeiture of earnest money/performance security and blacklisting.

For Services

The [Lessor/Service Provider] shall ensure the uninterrupted provision of all services, utilities and facilities as outlined in Section 4 of the Scope of Work throughout the duration of the Agreement.

In the event of any failure, interruption, or non-availability of the required services during official working hours, the [Lessor/Service Provider] shall be liable to pay liquidated damages to the [Client/Employer] at the rate of [0.25% per hour of the monthly rental charges of interruption].

14 Termination of Services

PSEB may terminate the Contract at any time by giving written notice of (30) days to the bidder, if the bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation, provided such termination will not prejudice or affect any right of action or remedy, which has, accrued or will accrue thereafter to PSEB.

If the bidder is unable to fulfill its obligations as mentioned in the work plan and withdraws from the project, PSEB shall terminate the contract by issuing a written notice and shall not be responsible to pay off any liability incurred towards the bidder and forfeit the security deposit (bid bond amount).

15 Clarification Request/Amendment

- a) The Bidder can request a clarification in the RFP document up to the date indicated in the RFP document. Any request for clarification must be sent in writing, or by standard electronic means to the Mailing address indicated in the RFP document.
- b) At any time before the submission of Proposals, the Company may amend the RFP document by issuing an addendum in writing or by standard electronic means. The addendum shall be published in the local newspaper and uploaded at PPRA and Company web site, and revised RFP document will be uploaded on Company's and PPRA website.

16 Project Duration / Timeline

Successful Bidder is expected to provide services of office space for one year initially (which may be extended by mutual consent, subject to the duration of the project). Further terms and conditions will be decided at the time of signing of the contract.

17 Payment Schedule

Payments will be made on Quarterly basis or as per the Contract Agreement with Successful Bidder.



18 Mailing Address

QUERIES REGARDING PROCUREMENT TERMS

Manager Procurement

Pakistan Software Export Board (G) Limited,
Plot # 61, 06th Floor, New State Life Tower,
Jinnah Avenue, Blue Area, Islamabad
Email: jkhan@pseb.org.pk
Phone # 051-9202295

QUERIES REGARDING SCOPE OF THE WORK

Director Projects

Revamping IT Industry Landscape
Pakistan Software Export Board (G) Limited,
Plot # 61, 06th Floor, New State Life Tower,
Jinnah Avenue, Blue Area, Islamabad
Email: agilani@pseb.org.pk
Phone # 051-9202295

FORMS TO BE SUBMITTED WITH PROPOSAL

Standard Forms

Form C1. Covering Letter

[Location, Date]

To:

Project Director

Revamping IT Industry Landscape
Pakistan Software Export Board (G) Limited,
Plot # 61, 06th Floor, New State Life Tower,
Jinnah Avenue, Blue Area, Islamabad
Phone # 051-9202295

Sir,

We, the undersigned, offer to provide the services for execution of “Secured Office Space, Furnishing and Other Services for PSEB Project “Revamping It Industry Landscape” In Islamabad” in accordance with your Request for Proposal dated [ADVERTISEMENT DATE]. We are hereby submitting our Proposal, which includes this Proposal.

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Email:

Form C2. Firm/Bidder Profile

	Criteria	
	<p>Profile of the Bidding entity:</p> <p>i. Registered Age of Firm</p> <p>ii. Names of Owners/ CEO/ Directors/ Partners/ Managers</p>	
	<p>i. Location of Firm Office/Sub Office</p> <p>ii. Number of Relevant Employees including their Names & Designations, Contact Numbers & Branch Contact Numbers</p>	
	<p>Financial Position</p> <p>i. Tax Registration (NTN/STN)</p>	

Form C3 - Consent letter from the owner



Form C4 - Pictures of the following:

- Office Location
- Building
- Inner of Building
- Facilities



Form C5 - Authentic copy of map of the premises



Financial Proposal - Standard Forms

Form C6. Covering Letter

[Location, Date]

To:

Project Director

Pakistan Software Export Board (G) Limited,
Plot # 61, 06th Floor, New State Life Tower,
Jinnah Avenue, Blue Area, Islamabad
Phone # 051-9202295

Sir,

We, the undersigned, offer to provide services to Secured, **“Secured Office Space, Furnishing and Other Services for PSEB Project “Revamping It Industry Landscape” In Islamabad”** in accordance with your Request for Proposal dated [ADVERTISEMENT DATE] and our Proposal. Our attached Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under the Pakistani law.

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Email:

Form C7. Summary of Cost (Financial Proposal)

The bidder shall provide the rates and cost for each item separately as required in the following two sections - On company's letter head:

Section 1:

Item	Description	Required Rentable Space (Per Sq. ft)	Offered Space	Rate (Per Sq. ft) inclusive of all applicable taxes
Rent	Rentable office premises with all requirements specified under Section 4.1 of the Scope of Work.	2,200 - 3000	[Bidder to Specify]	[Bidder to Specify]

Section 2:

Items	Description	Per Month Cost inclusive of all taxes
Furnishing and Other Services	Fully furnished office space with all facilities specified under Section 4.2 of the Scope of Work.	[Bidder to Specify]
Utilities	Continuous electricity, HVAC, backup power and water supply as specified under Section 4.3 of the Scope of Work.	[Bidder to Specify]
Electronic Communication	High-speed internet (≥ 50 Mbps) with redundancy, specified under Section 4.4 of the Scope of Work.	[Bidder to Specify]

- The bid is submitted without any conditions.
- All the terms and conditions set forth by PSEB in this document are acceptable unconditionally, including bid validity