



Bidding Documents

Prequalification of Takaful Companies-2019

(HBFCL, FIXED ASSETS)

March, 2019



HBFC/HOK/GSD/2019/

Date: 11-03-2019

Prequalification Notice

Takaful Companies-2019

House Building Finance Company Limited (HBFC) is country's pioneer housing finance institution providing affordable solutions to low and low-middle income groups of population. HBFC invites sealed bids for "**Prequalification of Takaful Companies**" from the firms dealing in health, life and general insurance for providing HBFC's fixed assets insurance. The firm must be registered with relevant tax authorities and appear on the active taxpayers list of FBR.

The firm will be selected through Rule 36(b) "Single stage-two envelope procedure" of Public Procurement Rules (PPR-2004) and would conform to the procedure described in bidding documents. Bidding documents containing detailed terms & conditions, etc. are available at HBFC's website: www.hbfcl.com. The prequalification notice is also available at PPRA's website www.ppra.org.pk

Sealed bids must be delivered at the address given below on or before **25-03-2019** at **11:00 am** which will be opened on same day at **11:30 am** in the presence of bidders' representatives (who choose to attend) at the meeting room of General Services Department, House Building Finance Company Limited, 3rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi. Late/ incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all bids in compliance with the relevant clause of PPR-2004.

Head
General Services Department
House Building Finance Company Limited
3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi
Tel: 021-35641739

A. General

1. Scope of Bid

House Building Finance Company Limited , having its principal place of business at 3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi, hereinafter called "Company", invites sealed bids from tax registered eligible Bidders for "**Prequalification of Takaful Companies**" to insure HBFC's customers mortgaged properties and HBFC's fixed assets.

2. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the HBFC will in no case be responsible or liable for those costs.

B. Bidding Documents

3. Contents of Bidding Documents

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

4. Amendment of Bidding Documents

- i. At any time prior to the deadline for submission of bids, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents. Later amendments on the same subject modify or replace earlier ones.
- ii. Amendments will be provided in the form of Addenda to the Bidding Documents, which will be sent in writing to all prospective Bidders that received the Bidding Documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the amendments contained in such Addenda will have been taken into account by the Bidder in its bid.
- iii. In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPR-2004.

C. Submission of Bids

5. Deadline for Submission of Bids

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. The Company may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders previously subject to the original deadline will then be subject to the new deadline.

6. Late Bid

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

D. Bids Opening and Evaluation

7. Bids Opening

The Company will open all bids, in public, in the presence of Bidders' representatives who choose to attend, at the time, on the date and at the place specified in the Bid Data Sheet. Bidders' representatives shall sign a register as proof of their attendance.

8. Evaluation and Comparison of Bids

The bids will be evaluated in terms of Rule 36(b) "Single stage-two envelope procedure" of Public Procurement Rules (PPR-2004). The technical proposals of the only qualified bids after preliminary evaluation shall be evaluated in detail. The Financial Proposals of the only technically accepted proposals will be opened.

E. Award Criteria

9. Award Criteria

The contract will be awarded to the successful Bidder whose bid has been found technically compliant. Provided further that the Bidder is determined to perform the contract satisfactorily.

10. Company's Right to Reject All The Bids

The Company reserves the right to annul the bidding process and reject all bids at any time prior to award of contract as per PPRA rules.

11. Overriding Effect of PPR-2004

Whenever in conflict with these documents the stipulation of PPRA-2004 as internally adopted by Company shall prevail.

F. Bid Data Sheet

a) Pre-Qualification of Takaful Companies.
b) Minimum Eligibility Criteria: The bidder must be a Takaful company having authorization from SECP as a full fledged Takaful operator.
The bidders must be registered with Tax Authorities and appear on Active Taxpayers List (ATL) of FBR.
c) The deadline for submission of bids is 25-03-2019, at 11:00 am.
d) Bids will be opened on 25-03-2019 , at 11:30 am in the presence of Bidder's representative who may choose to attend at following address: House Building Finance Company Limited Head Office, 3 rd Floor, Finance and Trade Center, Shahrah-e-Faisal Karachi.
e) The Bids will be evaluated in terms of PPRA's rule 36(b) "Single stage – two envelope procedure". After meeting minimum eligibility criteria, technical evaluation of the firms will be carried out and financial proposals of technically qualified firms will be opened on the date and time communicated in advance to the bidders, in the presence of bidders representatives who may choose to attend.
f) Bidders have to submit bids for COMPLETE REQUIREMENTS, partial/ incomplete/ late bids will not be entertained. Bids submitted without signed Bid Form by authorized nominee of the bidder will be rejected. Bids with material deviation, exception, objection, conditionality or reservation will be rejected.

Sum Cover of Fixed Assets

Particulars	WDV as on Oct-2018
Office premises	231,486,644
Furniture and fixture	4,951,223
Electrical equipments	1,387,822
Office equipment	21,789,005
Computer Equipments	29,218,395
Total	288,833,090

Computer Equipments Details

Computers Particulars	WDV as on Oct-2018
Laptops	1,732,778
Others	27,485,617
Total	29,218,395

Insurance Department-Head office, Karachi
Pre-Qualification of Takaful Insurance Companies
For HBFCL Customer/ Guarantors Mortgaged Properties and HBFCL Fixed Insurance

Scoring Criteria

- I. Number of working years

Before 2007	2007-2010	2011-2014	After 2014
15	10	05	03

- II. External Rating by PACRA/JCVR-VIS

AA+/AA/AA-	A+/A/A-	BBB+/BBB/BBB-	In C
15	10	05	02

- III. Number of Corporate clients

>25 Institutions	15 to 24 institutions	<15 Institutions
15	10	05

- IV. Total Assets Aggregate include (Shareholders' Fund and Participants Takaful Fund)

Above Rs.1 Billion	Rs.5 million to Rs.9 million	Below Rs.5 million
15	10	05

- V. Profit After Tax (Year-2017)

Above Rs.5 million	Rs.3 million to Rs.5 million	Below Rs.3 million
15	10	05

- VI. Number of branches

30 Branches	15 to 29 Branches	less then 15 Branches
15	10	05

- VII. Reinsurance treaty

Munich-Re	Swiss-Re	Others
10	05	03

In addition to above, the insurance companies will submit the following documents;

- Audited Financial Statement-**December 31, 2017**

Note: Insurance companies must secure 60 marks for eligible out of 100 marks.

House Building Finance Company Limited
Insurance Department

01.	Name of Takaful Insurance Company				
02.	Address of Firm (registered office)				
03.	Entity Rating by PACRA/JCVR-VIS				
04.	Total Assets Aggregate include (Shareholders' Fund and Participants Takaful Fund)				
05.	No. of Professional's in the organization. (MBAs, CAs, Actuaries and other professional degrees)	Number of Professionals			
		Total No.			
06.	Number of working year's copy of incorporation certificate for Registration of firm.				
07.	Number of Branches	Sindh	Punjab	KPK	Balochistan
08.	Do the Company have Collaboration with any foreign firm in the field?				
09.	No. of Financial Institutions in which company is rendering Services (Clients).				
10.	Profit (after tax) during last 03 years in Rupees	2017	2016	2015	
11.	Re-insurance arrangement of firm				
12.	National Income Tax, Sales Tax Registration Number (Latest)				

13.	Any other information the firm desire to submit	
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