

Expression of Interest
For
Acquiring HBFC Branches on Rental Basis
EOI No. HBFC/HOK/GSD/2020/863

Table of Contents

Expression of Interest (EOI)3

General4

 1. Scope of work4

 2. Deadline for Submission of Expression4

 3. Late Submission4

 4. Evaluation4

 5. Award Criteria4

 6. Company’s Right to Reject All the Bids4

Data Sheet5

Annexure – A Terms of Reference (ToRs).....6

Annexure – B Eligibility Criteria.....7

Annexure – C Offer Sheet9

Expression of Interest (EOI)
Acquiring HBFC Branches on Rental Basis

House Building Finance Company (HBFC) is country's premier housing finance institution, providing affordable solutions to the low and middle income groups of population. HBFC invites sealed bids from interested parties for acquiring office space for its branches on rental basis in below mentioned cities with the approximate covered area:

S. No.	Branch Name	Required Area (approx. - sq. ft.)
1.	Tando Adam	800
2.	Larkana	1,500
3.	Shikarpur	800
4.	Gujranwala	2,000
5.	Sahiwal	2,000
6.	Sialkot	800
7.	Vehari	800
8.	Abbottabad	1,500
9.	Attock	1,500
10.	Hunza	800

EOI document containing detailed Terms of Reference (ToRs) and evaluation criteria etc. may be downloaded from HBFC website i.e., www.hbfc.com.pk. This EOI is also available at PPRA website www.ppra.org.pk.

Document must reach at address given below on or before **July 22, 2020 at 11:00 am**. The EOI will be opened on same day at **11:30 am** in the presence of interested parties or their representatives (who choose to attend) at the address given below. Late/ incomplete/ conditional proposals will not be entertained.

HBFC reserves the right to accept or reject any or all expressions in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Head, General Services Department
House Building Finance Company Limited
3rd Floor, FTC Building, Shahrāh-e-Faisal, Karachi
Tel: 021-35641752

General

1. Scope of Bid

House Building Finance Company (HBFC) is country's premier housing finance institution, providing affordable solutions to the low and middle income groups of population. HBFC invites sealed bids from interested parties for acquiring office space for its branches on rental basis. Detailed ToRs are at **Annexure - A**.

2. Deadline for Submission of expressions

- 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.

3. Late submission

Any expression / proposal received by the interested party after the deadline will be returned unopened.

4. Evaluation

The expressions / proposals will be evaluated as per **Annexure - B** of this document. HBFC Committee may visit the site for evaluation purpose. Those who secure minimum 50% marks shall be considered for further processing.

5. Award Criteria

Contract will be awarded to the most advantageous bid as per **Annexure - B**.

6. Company's Right to Reject All the Bids

The Company reserves the right to annul the process and reject expressions / proposals at any time prior to the award of contract as per PPRA Rules.

Data Sheet

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions. Whenever there is a conflict, the provisions herein will prevail.

S#	Details
1.	Expression of Interest for Acquiring HBFC Branches on Rental basis EOI No. HBFC/HOK/GSD/2020/863
2.	<p><u>Contact Information and Communication</u> The contact detail for all correspondence in relation to this bid is as follows: Name: Asad Baber Khan Designation: Manager Procurement - GSD Email: asad.baber@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p><u>Technical Contact:</u> Name: Mr. Waseem Anwar Designation: AVP – Property Management Department Email: waseem.anwar@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641731 Ext. 731</p>
3.	The expressions / proposals will be evaluated as per Annexure – A of this document. HBFC Committee will visit the property for evaluation purpose. Those who fail to secure 50% marks shall not be considered and will be disqualified for further processing.
4.	The Company's address for the purpose of bid submission is: Head of General Services Department, House Building Finance Company Limited, 3 rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641752
5.	The deadline for submission of expressions / profiles will be July 22, 2020 at 11:00am. Bids will be opened on same day at 11:30 am at the following address: Head – General Services Department House Building Finance Company Limited, 3 rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi –Pakistan.

Terms of Reference

Sealed quotations are invited from interested parties (owners/estate agents/property dealers) for acquiring office space for its branches on rental basis in below mentioned cities with approximate covered area.

S. No.	Branch Name	Branch Category	Required Area (approx. - sq. ft.)
1.	Tando Adam	C	800
2.	Larkana	B	1,500
3.	Shikarpur	C	800
4.	Gujranwala	A	2,000
5.	Sahiwal	A	2,000
6.	Sialkot	C	800
7.	Vehari	C	800
8.	Abbottabad	B	1,500
9.	Attock	B	1,500
10.	Hunza	C	800

1. Premises must be located at ground floor on a broad road with ample parking space and good front elevation.
2. The locations will be evaluated on the HBFC eligibility scoring criteria.
3. HBFC reserves the right to reject any or all proposals as per PPRA Rules.
4. Title documents are required with the proposal.
5. Annual increment will be admissible maximum upto 10% of monthly rent.
6. In case the participating bidder is an Estate Agent, the commission is admissible at equivalent to one (01) month rent payable only after contract signing between both parties.

Eligibility Criteria**1. Location:**

Site must be located at ground floor in an area with good business prospects, easy approach and prominent visibility.

S. No.	Criteria	Max. score
1	Commercial Centre	15
2	Front location	10
3	Visibility	10
	Total	35

2. Building condition:

Building should be well maintained. Poor Elevation, spalling of plaster, dampness, and open drains must be avoided.

S. No.	Criteria	Max. score
1	Elevation	4
2	No spalling of plaster	2
3	No dampness on surface	2
4	No open drains	2
	Total	10

3. Parking space:

Reasonable car parking space should be available.

S. No.	Criteria	Score
1	≥5 Parking	10
2	4 Parking	8
3	3 Parking	6
4	2 Parking	4
5	<2 Parking	0

4. 3-Phase meter:

Preferably a 3-phase meter should be available.

S. No.	Criteria	Score
1	3-phase meter	10
2	Single phase meter	5

5. Available space:

Appropriate space availability for the staff, customer area and records. (fixed Score)

Area (sq.ft)	Branch Category-A Score	Branch Category-B Score	Branch Category-C Score
400≥	-	-	4
401---- 800	-	4	7
801 ---- 1200	-	5	4
1201---- 1600	4	7	-
1601 --- 2000	5	4	-
2001 --- 2500	7	-	-
≥2501	5	-	-

6. Rent:

Rent value vis-à-vis other options. (fixed Score)

Monthly Rent (PKR)	Branch Category-A Score	Branch Category-B Score	Branch Category-C Score
Up to 30,000	7	7	7
31,000 to 60,000	7	7	4
61,000 to 100,000	7	7	-
101,000 to 200,000	7	4	-
201,000 to 300,000	4	-	-
>300,000	-	-	-

7. Minimum renovation works required

Minimum required renovation work for flooring, paint, front glazing (glass) etc.

S. No.	Criteria	Max. score
1	Floor	4
2	Front Glazing	3
3	Paint	3
4	Entrance	3
5	Washroom	3
	Total	16

Total Score:

S. No.	Criteria	Total Score	Score Secured
1	Location	35	
2	Building condition	15	
3	Parking space	10	
4	3-Phase meter	10	
5	Available space	07	
6	Rent	07	
7	Minimum renovation work required	16	
	TOTAL	100	

Offer Sheet

(To be filled by applicants)

Applicant: Owner/Property Dealer / Estate Agent	
Property Address:	
Owner Name:	
Owner CNIC:	
Total Area Offered:	
Monthly Rent Offered:	
Title Documents Attached:	

Name and signature: _____

Dated: _____