

**Expression of Interest**

**For**

**Acquiring HBFC Recovery Office in Murree on Rental Basis**

**EOI No. HBFC/HOK/GSD/2022/1316**

Table of Contents

Expression of Interest (EOI) .....3

General .....4

    1. Scope of work .....4

    2. Deadline for Submission of Expression .....4

    3. Late Submission .....4

    4. Evaluation .....4

    5. Award Criteria .....4

    6. Company’s Right to Reject All the Bids .....4

Data Sheet .....5

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

Annexure – B Eligibility Criteria.....7

Annexure – C Offer Sheet .....9

**Expression of Interest (EOI)**  
**Acquiring HBFC Recovery Office in Murree on Rental Basis**

HBFC invites sealed bids from interested parties / property owners for acquiring office space for its Recovery Office in Murree on rental basis.

S. No.	Recovery Office Location	Approx. Area Required (Sq. ft.)
1	Murree	250

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

Sealed Document must reach at the address given below on or before **July 15, 2022 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  
3<sup>rd</sup> Floor, FTC Building, Shahrah-e-Faisal, Karachi  
Tel: 021-35641752/39

## 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 Recovery Office in Murree on Rental Basis <b>EOI No. HBFC/HOK/GSD/2022/1316</b>
2.	<p><b>Contact Information and Communication</b> The contact detail for all correspondence in relation to this bid is as follows: Name: Asad Baber Khan Designation: Manager Procurement - GSD Email: <a href="mailto:asad.baber@hbfc.com.pk">asad.baber@hbfc.com.pk</a> Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance &amp; Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p><b>Technical Contact:</b> Name: Mr. Munir Ahmed Designation: Manager – Property Management Department (PMD) Email: <a href="mailto:munir.ahmed@hbfc.com.pk">munir.ahmed@hbfc.com.pk</a> Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance &amp; Trade Centre, Shahrah-e-Faisal, Karachi. Phone: 0333-2347253 / 021 35641739</p>
3.	The expressions / proposals will be evaluated as per <b>Annexure – A</b> 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 <sup>rd</sup> 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 15, 2022 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 <sup>rd</sup> 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 Recovery Office in Murree on rental basis at approximate 250 Sq. Ft. area.

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 up to 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.
7. Contract Agreement will be signed for a period of 10 years period which can be further extended upon mutual agreement.

**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
	<b>Total</b>	<b>35</b>

**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	6
2	No spalling of plaster	3
3	No dampness on surface	3
4	No open drains	3
	<b>Total</b>	<b>15</b>

**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)	Score
<249	5
250 ---- 500	7
>501	0

**6. Rent:**

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

Monthly Rent (PKR)	Branch Category-A Score
Up to 30,000	7
31,000 to 60,000	7
61,000 to 100,000	5
101,000 to 200,000	0
201,000 to 300,000	0
>300,000	0

**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
	<b>Total</b>	<b>16</b>

**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	
	<b>TOTAL</b>	<b>100</b>	



**Offer Sheet**

(To be filled by applicants)

<b>Applicant:</b> Owner/Property Dealer / Estate Agent	
<b>Property Address:</b>	
<b>Owner Name:</b>	
<b>Owner CNIC:</b>	
<b>Contract Detail:</b>	
<b>Total Area Offered:</b>	
<b>Monthly Rent Offered:</b>	
<b>Title Documents Attached:</b>	

Name and signature: \_\_\_\_\_

Dated: \_\_\_\_\_