

**PRE-QUALIFICATION
OF
REAL ESTATE EVALUATORS**

Regarding

**Valuation of Existing EOBI Properties and
Future EOBI Investments in Real Estate**

AUGUST 2013

Issued To : _____

Issued On : _____

Sign of Issuing Officer : _____

**Employees' Old Age Benefits Institution
(EOBI)
Investment Advisor, EOBI
3rd Floor, EOBI-House (Former Awami Markaz),
Main Shahrah-e-Faisal, Karachi.
Ph. 021-99240789-91, Fax: 021-99240794**

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1.0 INVITATION FOR PRE-QUALIFICATION

1. **Employees' Old Age Benefits Institution (EOBI)** is statutory body established under the EOB Act, 1976. EOBI invites pre-qualification applications for **Valuation of all EOBI Existing Properties and Future EOBI Investments in Real Estate.**
2. The Project:
 - i. **Valuation of EOBI Existing Properties and Future EOBI Investments in Real Estate.**
3. Pre-qualification is open to Companies/ Firms/ joint ventures which possess relevant license from PEC and included in the approved list of Pakistan Banking Association (Panel One & Panel Three) for 2013.
4. Companies/ Firms/ joint ventures may obtain the prequalification documents from the office of the Investment Advisor, EOBI, 3rd Floor, EOBI-House (former Awami Markaz), Main Shahrah-e-Faisal Karachi, Contract No. 021-99240789-91, Fax: 021-99240794.
5. The request shall clearly state "*Request for Pre-qualification Documents*" for of **Valuation of Valuation of existing EOBI Properties and Future EOBI Investments in Real Estate.** The documents are available for a non refundable fee of **Rs. 2,500/- (Rupees Two Thousand Five hundred only).**
6. The pre-qualification documents can also be downloaded from EOBI website and the corresponding payment for pre-qualification documents can also be submitted with the submission of pre-qualification applications on or before deadline for submission.
6. The Evaluation Criteria pre-qualification is provided on Annex - I. (Attached).
7. Applications for Pre-qualification must be delivered in sealed envelopes by hand or through registered mail, to:-

Investment Advisor, EOBI,
3rd Floor, EOBI House (Former Awami Markaz),
Main Shahrah-e-Faisal, Karachi.
Tel: 021-99240789-91, Fax: 021-99240794,
not later than **1500 hrs on September 17, 2013.**

and be clearly marked "Application for Pre-qualification of **Evaluators regarding Valuation of Existing EOBI Properties and Future EOBI Investments in Real Estate.**"

8. EOBI reserves the right to accept or reject all Pre Qualification applications pursuant to PPRA rules-2004 and its amendments thereof.
9. The Evaluation report of Prequalification Applications of Companies / Firms / Joint Ventures shall be sent to PPRA office Islamabad and shall also be communicated to all applicants about their Qualification / Un-Qualification. The Bids shall be solicited from the Qualified Bidders only.

2.0 INSTRUCTIONS TO APPLICANTS

2.1 Submission of Applications

2.1.1 Applications for pre-qualification (Original & One Copy) must be received in sealed envelopes to be delivered by hand or through registered mail to:-

Investment Advisor, EOBI,
3rd Floor, EOBI House (Former Awami Markaz),
Main Shahrah-e-Faisal, Karachi.
Tel: 021-99240789-91, Fax: 021-99240794, Chief Executive Officer

Not later than **1500 hrs on September 17, 2013.**

and be clearly marked “Application for Pre-qualification of **Evaluators regarding Valuation of Existing EOBI Properties and Future EOBI Investments in Real Estate.**”

The Employer reserves the right to reject the late applications.

2.1.2 The name and mailing address of the Applicant shall be clearly marked left hand on the envelope.

2.1.3 The applications shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English. Employer reserves the rights to reject those pre-qualification applications which are non-compliance of the above requirement.

2.1.4 The Applicants shall respond to all requirements and provide complete information as solicited in this document. Any lapses to provide essential information may result in obtaining marks less than specified, which may lead to “Un-Qualification” of the Applicant.

2.2 Joint Venture (JV)

2.2.1 Joint Venture must comply with the following requirements:-

a) Following are minimum qualification requirements:-

i) The lead partner shall meet not less than 75 percent of all qualifying criteria given in Annex - I and 2.5 heretofore.

ii) Each of the partners shall meet not less than 35 percent of all the qualifying criteria given in Annex – I and 2.5 heretofore.

iii) The joint venture must collectively satisfy the criteria of Annex - I, 2.3 and 2.4, for which purpose the relevant figures for each of the

partners shall be added together to arrive at the JV's total capacity. Individual members must satisfy each of the requirements of paras 2.3 and 2.5 heretofore.

- b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Employer prior to the deadline for submission of bids. Such approval may be denied if:-
 - i) Associates(s) withdraw from a JV and remaining associates do not meet the qualifying requirements;
 - ii) The new associates to a JV are not qualified individually or as another JV; or
 - iii) In the opinion of the Employer, a substantial reduction in competition would result.
- c) Bid shall be signed by all members in the JV so as to legally bind all associates, jointly and severally, and any bid shall be submitted with a copy of the JV agreement providing the joint and several liabilities with respect to the contract.

2.2.2 The prequalification of a JV does not necessarily prequalify any associates its as individually or as a partner in any other JV or association. In case of dissolution of a JV, each one of the constituent firms may prequalify if they meet all the prequalification requirements and any associate of J.V has requested/shall request for the same and then his prequalification shall be subject to the written approval of the Employer.

2.3 Other Factors

2.3.1 Only firms and JVs that have been prequalified under this procedure shall be invited to bid. A qualified firm or a member of a qualified JV may participate only in one bid for the contract. If a firm submits more than one bid, singly or as a JV, all bids including that bidder shall be rejected. This rule will not apply in respect of bids which include specialist sub-contractors who are used by more than one bidder.

2.3.2 The Employer reserves the right to:-

- a) Cancel the prequalification process and reject all applications.

The Employer shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection, however, may be debriefed if solicited.

2.3.3 Applicants will be informed in writing by fax or mail within 10 days of the date for submission of the result to PPRA of their applications and may be debriefed if solicited in accordance with PPRA-rules 2004 and their amendments thereof.

3.0 Annexure

Evaluation Criteria	Annex-I
Applicants Data	Annex – II
Undertaking	Annex-III

3.1 EVALUATION CRITERIA: VALUATION FIRMS

Replies in affirmative to questions at in Annex – III of Applicants data serial # 5, 6 & 16 are critical and mandatory. For other questions, the maximum marks of each category are shown in the following table.

S. No.	Description	Basic Criteria	Marks
1.	Experience, Reputation and Standing of Valuation firm	Well established (min. 05 years working experience with documentary proof shall be required – 05 marks, Additional one mark for each additional year maximum up to three years) i. Sole Ownership ii. Partnership iii. Public/Pvt Ltd. iv. Govt. Owned Organization	10
2.	Approved List of Pakistan Bank's Association (Panel One & Panel Three) in 2013	License/Approved list of on Panel of Pakistan Bank's Association (05 marks if having enlistment with PBA in Panel-One and remaining 05 marks for enlistment in Panel-Three).	10
3.	Availability of Experts/staff	Suitable number of experts on strength/panel (Technical related to valuation of properties include professional accountants, engineers and those undertaken national and international valuation courses. (02 marks for each expert up to maximum marks of 20 for 5 miscellaneous experts for valuation of Land, Building & Current Assets).	20
4.	Detail of Major assignments undertaken in last two years	At least three valuation performed for public sector (up to maximum 10 marks) and three for Private / Banks / Financial / Investment Sector (upto 05 marks) in last two years (up to 06 marks) regarding Land, Building & Assets.	15
5.	Office Network	Shall have branches in major cities of Punjab, Sindh, Baluchistan and KPK (10 marks). 01 marks for each additional city – maximum up to 05) in areas of EOBI operations.	10
6.	Satisfactory Performance Certificate from Clients with type of assignment	Shall have 5 satisfactory performance certificate from clients in public sector (Maximum 10 marks on 5 performance	15

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	(Addresses, their contact persons and phone nos.)	certificate) and 3 satisfactory performance certificate from clients in private Investment sector (maximum 5 marks on 3 performance certificate)	
7.	Public Sector Valuation Performed i. Buildings ii. Land/Real Estates iii. Assets	Experience in fields: Building Land Assets	8 10 2

Total Marks = 100

Note: Minimum score required to qualify in pre-qualification process is 70% and all the firms obtaining less than 70% shall be disqualified. The firms which qualify in the pre-qualification process, will be invited for bids regarding “Valuation of existing EOBI properties and Future EOBI Investment in Real Estate. Bidders are required to submit pre-qualification application pertaining to required documents in Evaluation criteria and other documents required in pre-qualification documents.

Annex-II

3.3 APPLICANT'S DATA

1	Name of the Firm	
2	Legal Status of the Firm	
	i. Sole Ownership	
	ii. Partnership	
	iii. Public/Pvt Ltd.	
	iv. Govt. Owned Organization	
3	Address (Telephone, fax & E-mail)	
4	Year of Establishment (attach any documentary evidence of furnish a statement on Oath)	
5	PBA Registration. (attach documentary evidence)	
6	National Tax No. (NTN) (attach Documentary evidence)	
7	Professional Tax (attach Documentary evidence)	
8	Other Approvals/Certificates (copy of certificate enlisted with Govt./Semi Govt. organization, if any)	
9	Experience related to the similar assignments (In Detail) (Attach as separate Annexure, if necessary)	
10	Experience of working with Construction industry/Consultants (In detail) (Attach as separate Annexure, if necessary)	
11	Total No. of Staff i. Technical (Specifically related to Valuation) ii. Non-Technical (Managerial) (Attach as separate Annexure, if necessary)	
12	Valuation Carried Out (List important assignments completed in last two Years)	
13	Methodology used for Valuation of Property (Brief Description)	

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14	Clientage (Attach as separate Annexure if necessary)	
15	Assignments in Hand (Current)	
16	Affidavit (that the firm has not been blacklisted by private, Govt., Semi govt. and Autonomous Body)	
17	Valuation Services Offered: i. Building Valuation ii. Land Valuation iii. Asset valuation	
18	Contact Person: Date: _____	<hr/> Name & Designation <hr/> Authorized signature with Stamp

3.4 UNDERTAKING

Undertaking must be given on an official stamp paper stating the clean sheet record of no Litigation history or have being black listed by any Client. It shall also state that all the information provided in this Prequalification Application is true and correct and could be defended by the applicant in the court of law if required or proven otherwise.