

## **REQUEST FOR PROPOSAL FOR ARCHITECTURAL SERVICES**

### **1. The Organization**

Profile:

The Centre for Peace and Development Initiatives (CPDI) is an independent, non-partisan and a not-for-profit civil society organization working on issues of peace and development in Pakistan. It is registered UNDER SECTION 42 of the Companies Ordinance, 1984 (XLVII of 1984). It was established in September 2003 by a group of concerned citizens who realized that there was a need to approach the issues of peace and development in an integrated manner. The CPDI-Pakistan is a first initiative of its kind in Pakistan. It seeks to inform and influence public policies and civil society initiatives through research-based advocacy and capacity building in order to promote citizenship, build peace and achieve inclusive and sustainable development.

### **2. The Project**

Centre for Peace and Development Initiatives (CPDI), is requesting proposals from qualified firms or individuals (Architects) to provide architectural and engineering design for its office. The property is located (Membership No. 3609) at Plot #31, Mini Market, sector G-16/4, Ministry of Interior Employees Co-operative Housing Society (MIECHS), Islamabad. The size of plot is 30\*40 with three side corners.

### **3. Property Inspection**

All interested parties should contact Mr. Sagheer Abbas Awan, Manager Procurement & Admin, CPDI at 0336-5444133 or [sagheer@cpdi-pakistan.org](mailto:sagheer@cpdi-pakistan.org) to set a time to view and inspect the property.

### **4. Proposal Submission**

This call for proposal is being issued to architects/firms to submit their financial proposal for architectural, engineering design and vetting of drawings from qualified professional. One copy of proposal shall be addressed and delivered in a sealed envelope to Procurement Committee, CPDI, House No.13, Street No.788, G-13/4, Islamabad. Proposals will be received until 3:00 p.m. (Pakistan Standard Time) on October 2, 2023.

### **5. Identification of Proposal**

Proposals shall be submitted in a sealed envelope with the Architect's name, address, and telephone number clearly marked on the cover. The lower left corner of the sealed envelope should read as follows: "PROPOSAL FOR ARCHITECTURAL SERVICES."

The Procurement committee can reject any or all proposals without assigning any reason. Although financial cost is one of the main considerations while accepting a proposal, the procurement committee is under no obligation to accept a minimum proposal.

## 6. Documents for Submission

Each Architect submitting a proposal should include following information along with financial proposal:

- 6.1 The name of the firm and location of all its office/s, indicating the principal place of business.
- 6.2 A brief history of the firm and the range of services offered.
- 6.3 The age of the firm, the total number of years of experience providing architectural services for multi-storey projects over the past five (5) years.
- 6.4 Detailed Curriculum Vitae of the architect/s, and engineer/s involved in the designing of the project indicating the education, training, experience, licensing, and qualifications.
- 6.5 Financial proposals regarding the architectural and engineering design fees for the professional services to be provided to the CPDI. Provide a statement of Fee based on a flat fee basis.
- 6.6 The names and project location of at least three (3) clients who may be contacted for references.
- 6.7 Include illustrative drawings of floor plans of similar type projects the firm has designed, if any, along with renderings and/or photographs of completed projects. Include any other information that would aid in the evaluation of the designs, such as costs, durability, energy efficiency, etc. Only include enough material to be illustrative, not complete sets of drawings.
- 6.8 List and describe any litigation or arbitration proceedings the Architect has been involved in with an owner within the past five (5) years.
- 6.9 List and describe any actions taken by any regulatory agency against the Architect or its agents or employees with respect to any work performed.
- 6.10 To be considered responsive to the requirements of this RFP, the Architect shall provide verifiable evidence that the firm, personnel, and associated consultants are appropriately licensed by CDA and meet all the requirements and qualifications described herein. The CPDI reserves the right to request additional information which, in its sole opinion, is necessary to assure that the Architect's competence, business organization, and financial resources are adequate to perform the work described herein.

## 7. Non-Responsive Proposal

An Architect/firm that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.

Submission of a proposal in response to this RFP is certification that you, your company, or any personnel involved in preparation of this proposal is not currently

debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to CDA or MIECHS.

**8. Taxes:**

Tax will be deducted as per Government of Pakistan laws.

**9. Special Points for Consideration**

- a. The architectural plan will identify the washroom areas separately for males and females on each floor. There will be one washroom at basement for Persons with Disability (PWD).
- b. There would be provision for staircase, elevator and emergency exit.
- c. The building design will take into account all the safety features as enshrined in the by-laws of CDA & MIECHS.
- d. The architecture will show during presentation and in written report that how the surrounding areas have been exploited to enhance the architectural beauty of the project.
- e. The architectural plan should be disability friendly and consistent with the international standards for PWDs.
- f. The architectural plan will be energy efficient and architect will give a presentation that what efforts have been made to make the plan energy efficient.
- g. The architect will certify that the design is in conformity the building by-laws and guidelines of CDA and MIECHS.
- h. Compliance to the requirements and/or codal formalities of PEC/PCATP would be required where applicable.
- i. CPDI will not bear any cost related to submission of this RFP.

**10. Payment Schedule**

<b>Deliverables</b>	<b>Installment</b>
approval of Preliminary design from CPDI	25%
Submission of Architectural & engineering drawings to Authorities for approval	25%
submission of Architectural Working Details	25%
submission of Engineering design Details and Engineer's Estimate (BOQ) to CPDI	25%

**11. Deliverables**

Successful participant/firms will submit the architectural and engineering design and all other relevant documents (if any) in ready to submit form within 7 days of the award of the contract.

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