

Terms of Reference (TOR)
for
Hiring of Valuer Firms for Cost Evaluation of Raw Land Proposed for
“Naya Pakistan Housing Program”

1. Introduction

Federal Government Employees Housing Foundation (FGEHF) is in the process of “Evaluation of Bids / Proposals submitted by the Bidders / JV Partners for Prime Minister’s Initiative for 05 Million Affordable / Low Cost Housing Project”. (FGEHF) now intends to engage the services of a Valuer firm in order to establish a fair and reasonable valuation of the properties based on market value wherever identified in Pakistan.

2. Scope of Services

The scope of Services for this assignment shall include but not limited to the following:

- a) Determination of Market Value of raw land as identified based on generally accepted analytical methodologies of common use, namely:
 - Sale Comparison: Considers the sale of similar or substitute properties on cash basis of related market within the same or comparable area/ location, and establishes a value estimation process involving comparison. In general, a property being valued is compared with cash sales of similar properties that have been transacted in the market within the given period in the past.
 - Cost Approach: Considers the possibility that, as an alternative to the purchase of a given property, of one could acquire an asset that would provide equal utility. This would involve the cost of acquiring equivalent land and constructing an equivalent new structure.
- b) Valuation of the property, separately for each of the above approaches, considering the present condition of the property at the time of the appraisal, without considering future developments of the completion of ongoing developments.

3. Report Presentation

a) Purpose, Scope and Date of Appraisal

Briefly describe the purpose, scope, date of appraisal service rendered on the property, its location, category (agriculture/commercial etc.), the valuation methods and the assumptions used.

b) Valuation

Gather data on the valuation of the property under appraisal; investigate and identify sale of similar properties within the last two (2) years in the vicinity of the subject property and interview people known to be knowledgeable of the real estate prices and circumstances of the sale as identified. The valuer must also identify potential value addition of the land for client considering future prospects of development in the adjoining areas.

4. Report Submission Period

The Valuer shall immediately conduct actual ocular inspection and appraisal of the property/ies after receipt of land documents from FGEHF. Final appraisal report for the property/ies must be submitted to FGEHF within **two weeks (14 days)** time.

5. Mode of Payment

The fee/remuneration of the Valuer firm for the services performed shall be based on "quoted price of valuation of raw land per Revenue Kanal in that particular city/province" inclusive of all applicable taxes and all out-of-pocket expenses. The payment of fee/remuneration to the Valuer firm shall be released by FGEHF within reasonable time after submission of Final report. No delay payment charges will be applicable.

6. Eligibility Requirements

The candidate firms must hold a valid registration with State Bank of Pakistan as registered Valuer having demonstrated experience of working in the relevant field of price evaluation of raw land. The candidate firms must have permanent / supervisory staff with engineering staff holding registration certificates of Pakistan Engineering Council. The candidate firms should be on Active Taxpayer List of the Federal Board of Revenue and must not be blacklisted by any Client / Government / Semi Government Department / Autonomous body.

7. Period of Services

The period of Services for this assignment shall be **(12)** months to conduct valuations of the properties as and when required. The agreement can be extended up to 1 year with mutual consent but the selected firm will have to submit documentary evidence of annual renewal and valuation band with state Bank of Pakistan after one year.

8. Validity of Proposals

The Proposals shall remain valid for a period of 120 days after the date of opening of bids.

9. Confidentiality and Integrity

The firm must not disclose any proprietary or any related information to any non-relevant person. The firm must remain independent in the whole process and maintain highest level of integrity, professionalism without any external influence. Any Indication or evidence that firm is involved in favoritism of any kind will result in Blacklisting of that firm and the case may be forwarded to Investigating agencies/Authorities for strict action against the culprits.

10. Documents Comprising the Proposal

The Proposal shall be submitted in two (02) separate envelopes i.e., 'Technical Proposal' and 'Financial Proposal'.

a) Technical Proposal

Technical Proposal will include candidate firms:

- i. Company Profile / Brouchre
- ii. Experience and Company Expertise:
Provide a brief writ-up on the qualifications of the firms, the appraisers/ valuers and technical staff assigned to handle the project and a brief description of relevant engagements in the last five (5) years that best illustrate the candidate firm's expertise and experience.
- iii. Approach and Methodology

iv. List of key Personnel in the organization including organizational chart

b) Financial Proposal

The candidate firms will quote its offered price as “Valuation Fee per Revenue kanal of raw land” as per Table below, against the Scope of Services inclusive of all out-of-pocket expenses and prevailing taxes such as Income Tax and Provincial Sales Tax on Services, etc.

S.No	Area/Place	Quoted Price/Revenue Kanal
1	Islamabad	
2	Rawalpindi	
3	Lahore	
4	Karachi	
5	Peshawar	
6	Quetta	
7	Punjab excluding Lahore & Rawalpindi	
8	Sindh excluding karachi	
9	KPK excluding Peshawar	
10	Baluchistan excluding Quetta	
11	Gilgit-Baltistan	
Total (Rs./Rev. Kanal)		

All payments shall be subjected to FGEHF audit requirements and payable after deduction of applicable taxes as per policy.

11. Submission and Opening of Proposals

The documents comprising Technical Proposal will be sealed in a separate envelope titled as “Technical Proposal”. The documents comprising the Financial Proposal will be sealed in another envelope titled as “Financial Proposal”. Both Proposals will then be sealed in a third envelope titled as “Hiring of Valuer Firms for Cost Evaluation of Raw Land Proposed for “Naya Pakistan Housing Program”.

The Proposals, prepared in accordance with the above provisions, must reach to the following address on or before 12-04-2019 up to 03:00 P.M. The Technical Proposals will be opened the same day at 03:30 PM in the presence of representatives of Valuer firms who choose to attend the opening. The Financial Proposals will remain unopened and will be held in the custody of FGEHF until the time of opening of the Financial Proposals to be announced later.

M Jamil Khan

Additional Director (JVP),

Federal Government Employees Housing Foundation

Mauve Area, G-10/4, Islamabad

Tel: 051-9106081

At the end of evaluation of the Technical Proposals, FGEHF will invite Valuer firms for the opening of the Financial Proposals, who have submitted substantially responsive Technical

Federal Government Employees Housing Foundation, 10-Mauve Area, G-10/4, Islamabad

Proposals and who have been determined as being qualified for opening of financial proposals in accordance with the Evaluation Criteria.

12. Evaluation Criteria& Award of Contract

The following criteria will be adopted for evaluation purposes:

- a) FGEHF will determine whether each Technical Proposal is substantially responsive to the requirements of the RFP document. A substantially responsive Technical Proposal is one which (i) meets the eligibility requirements; (ii) has been properly signed; and (iii) substantially conforms to all the terms, conditions and requirements of the RFP document. FGEHF may reject any Technical Proposal as non-responsive if found not meeting the requirements of the RFP document.
- b) FGEHF will evaluate and compare the Financial Proposals of Valuer firms whose Technical Proposals are declared substantially responsive to the requirements of the RFP document in accordance with item a) above. The Financial Proposals will be evaluated for complete Scope of Services. Financial Proposals covering partial Scope of Services will be rejected as non-responsive.
- c) Selection of Valuer Firm, out of substantially responsive firms, for award of contract will be based on Least Cost Method.
- d) FGEHF reserves the right to reject all Proposals at any time prior to the acceptance of a Proposal according to provisions of Rule 33 of Public Procurement Rules, 2004.

DATA SHEET

- 1.1 The name of the Assignment is:
Hiring of Valuer Firms for Cost Evaluation of Raw Land Proposed for “Naya Pakistan Housing Program”
- 1.2 The name of the Client is:
Federal Government Employees Housing Foundation (FGEHF), 10-Mauve Area, G-10/4 Islamabad.
- 1.3 The description and the objectives of the Assignment are:
Price Evaluation of Raw land, at multiple locations in Pakistan, Proposed by bidders and identified by Client for NAYA PAKISTAN Housing Program
- 1.4 Scope of work is as mentioned in the TOR.
- 1.5 The address for seeking clarifications is:
Mr. Jamil Khan, Additional Director, Joint Venture Projects, FGEHF, 10-Mauve Area, G-10/4, Islamabad
Tel: 051-9106081.
Email: JVP.FGEHF@GMAIL.COM
- 1.6 Payment of all taxes/ duties and other imposition as may be levied under the Applicable law shall be responsibility of the Valuer Firm.
- 1.7 The number of copies of the Proposal required is:
Technical Proposal = One Original + 01 Copy
Financial Proposal = One Original + 01 Copy
- 1.8 The address for writing on the proposal is:
Mr. Jamil Khan, Additional Director (JVP), Federal Government Employees Housing Foundation, 10-Mauve Area, G-10/4 Islamabad.
- 1.9 The date and time of proposal submission are: **12.04.2019 up to 3:00 PM.**
- 2.0 Validity period of the proposal is:
120 days after the last date of submission of proposal.
- 2.1 The location for submission of proposals is: **As per 1.8 above.**

2.2 The points assigned to each category of Evaluation Criteria are.

Description / Item

i)	Specific Experience of the consultants Related to the Assignment	30
ii)	Adequacy of the proposed work plan and Methodology in responding to the TOR	30
iii)	Qualification and competence of the key Staff for the Assignment	40
Total points:		100

S.NO	DESCRIPTION	MAX. WEIGHTAGE
	<p>i. <u>Specific Experience (30)</u></p> <p>a) Similar projects undertaken relating to land valuation, minimum 20 projects in last 5 years of minimum worth 450 Million each (duly supported with performance certificate from the client).</p> <p>b) Enlistment with State Bank of Pakistan (Any Amount Category) for at least last 05 years.</p> <p>c) Home office support (Firm must have one office at Islamabad).</p> <p style="text-align: right;">Sub-Total-i</p>	<p>20</p> <p>05</p> <p>05</p> <p>30</p>
	<p>ii. <u>Approach & Methodology (30)</u></p> <p>a) Understanding of objectives</p> <p>b) Quality of methodology</p> <p>c) Work plan and manning schedule</p> <p>d) Innovativeness</p> <p>e) Proposal Presentation</p> <p>f) Facility for proposal studies</p> <p style="text-align: right;">Sub-total-ii</p>	<p>10</p> <p>10</p> <p>3</p> <p>2</p> <p>3</p> <p>2</p> <p>30</p>

iii. Key Personnel

S.No.	Designation	Qualification	Experience	Marks for Evaluation
1.	Project Director	Graduate Engineer / Graduate Architect	20 years i/c 10 years on valuation of projects	10
2.	Manager Valuation	Graduate Engineer	15 years experience in valuation of projects	10
3.	Senior Valuer	DAE	10 years experience of valuation	08
4.	Property Surveyor (02 No.)	DAE	5 years experience of real estate	12
			Sub-total-iii	40
Total :i + ii + iii				100

The points earmarked for evaluation sub-criteria for suitability of key staff are: -

	Description / Items	<u>Points</u>
i)	Academic and "General qualifications"	30
ii)	Professional experience related to the Project	60
iii)	Status with the firm (Permanent & duration with firm)	10
	Total points	100

2.3 **The minimum qualifying technical score is (70) Points.**

2.4 The date, time and address of the financial proposal opening are: -
will be communicated at the time of opening Technical Proposal.