

**GWADAR PORT AUTHORITY
Ministry of Maritime Affairs
Government of Pakistan**

REQUEST FOR PROPOSAL

**CONSULTANCY SERVICES FOR
REAL ESTATE AND ASSET MANAGEMENT**

May 2023

1. OVERVIEW

In its purest form, property asset management is the maintenance and upkeep of land, buildings and facilities. Effective property management can help streamline operating costs and even increase efficiencies.

The process of property asset management relates to the physical assets that support day-to-day business operations. Immovable assets can include open land, buildings, industrial, retail and office units and outside space, as well as utilities (such as power, water and sewerage), lighting, elevators, and fire alarms etc.

It also covers;

- Land Management
- Survey Management
- utility management,
- lease management,
- preventative and reactive maintenance activities,
- workspace management,
- Software development for keeping the record according to each asset's portfolio and its valuation and utilization.
- Setting objectives, organize and train GPA's estate development wing.

It also includes value activities which can enhance the value of these assets. Commercial utilization of Assets will be identified and record for its documentation and development plan. The prime properties of GPA will be planned and developed in accordance to the need of the asset and services.

2. OBJECTIVE

The objective of GPA is to enhance their value assets and property values through proper management, documentation, transparency, and formalizing financial reporting of such assets. This also includes provision of technical managerial and advisory services, inter alia:

- Strengthen management of various property and capital Investments
- Strengthen debt and cash management
- Strengthen asset valuation and returns for current and new investments
- Strengthen accounting, reporting and internal and external audit functions of such assets.
- Strengthen marketing and advertising for portfolio properties
- Strengthen and development of Assets management software.
- Strengthen and Manage legal issues of such assets.
- Strengthen and control the encroachment, erosion, stealing and defacement from such assets.

- Strengthen and Manage Documentation & Physical Handing/Taking over of assets to and from other parties.
- Ensuring and deductions a per applicable Laws/rules of GoP/GoB, local Govts: etc.
- Relevant supporting staff on need basis (not more than 5 in any case)
- Any other inclusions as may be seemed necessary for ultimate vision subject to mutual agreement in writing.

3. SCOPE OF WORK

The Company is responsible for advising GPA with respect to managing, operating, directing and supervising the operations and administration of GPA assets. Company's duties of GPA's Properties shall include the following:

- Company shall inspect thoroughly the existing Sites/premises, existing structures, main roads, streets etc and prepare a report which indicates current status of land/building.
- Checking of ownership docs and defining any deficiency with process of obtaining those as well as preparation of all related documents for this process.
- The Company shall provide GPA with monthly reports in connection with the GPA's assets and investment policies.
- Subject to prior approval from GPA, the Company shall negotiate on behalf of GPA with banks or lenders for loans to be made to the GPA, or obtain loans for GPA, and negotiate on behalf of GPA with investment banking firms and broker-dealers; and provided, further, that any fees and costs payable to third parties incurred by the Company in connection with the foregoing shall be the responsibility of GPA.
- Company shall collect rental charges on behalf of GPA and submit the rental payments to GPA for onwards deposition in GPA fund account. Company shall prepare and issue notices on behalf of GPA to the tenants for delay payments on account of rental or utilities etc.
- Company shall prepare leasing plans and submit to GPA.
- All Assets inventories will be gathered, documented and recorded by the Company, according its nature and its utilization.
- Company shall prepare comprehensive real estate management software for development of keeping the record according to each asset's portfolio and its valuation and utilization.
- Prepare recommendations on repairs and improvements that maximize monthly rent.
- Gather data on rental rates in the area to determine the optimal rental rate.
- Company shall prepare marketing strategies and advertise through social media etc. to attract tenants to lease out GPA properties

- Company shall be responsible for tenant Screening and Selection.
- Company shall formulate and oversee the implementation of strategies for the administration, promotion, management, operation, maintenance, improvement, financing and refinancing, leasing and disposition of GPA's Properties on an overall portfolio basis, in accordance with the applicable laws of the GPA/GoP/GoB.
- Company shall be responsible to prepare leasing agreement with tenants and review terms & conditions of existing and future agreements and advise timely GPA for taking necessary action.
- Company shall perform move in inspection with tenant and have tenants sign a report verifying the inventory and condition of the property.
- Company shall be responsible for issuance of notices to the tenants for the delay in payment, late fees charges and/or any default in the terms & conditions of agreements.
- Company shall be responsible to advise/intimate timely to GPA for any encroachment or litigation on its properties.
- Company shall inspect unit and fill out a report on the property's condition when the tenant moves out for the estimated damages of the property and provide recommendation for returning the balance
- Company shall be responsible for finding and attracting tenants and Provide recommendations on how the GPA's property can maximize rental income.
- Company shall coordinate the leasing of the Properties and shall negotiate and use its best efforts to secure executed leases from qualified tenants, and to execute same on behalf of GPA, for available space in the Properties, such leases to be in form and on terms approved by GPA and Company, and to bring about complete leasing of the Properties. Company shall be responsible for the leasing of the Properties, and to otherwise oversee and manage the leasing process on behalf of GPA.
- Company shall be responsible to timely advise GPA for payment of all applicable taxes of assets.
- Company shall ensure/manage collection of all rent and other funds from tenants and any sums otherwise due GPA with respect to the Properties in the ordinary course of business. In collecting such funds, Company shall inform tenants of the Properties that all remittances are to be in the form of a check or pay order. GPA authorizes Company to request, demand, collect and ensure/manage timely all such rent.

- GPA/Company shall establish and maintain a separate checking escrow or joint account (the "Account") for funds relating to the rental Properties. All funds deposited from time to time in the Account shall be deemed to be Authority funds and shall remain the property of GPA and shall be withdrawn by the Chairman GPA or his authorized representative only as expressly permitted by the Contract.
- All sums received from rents from the Properties shall be promptly deposited by Company in the GPA's Account.
- Company will prepare and maintain approved copies of rental agreements; limited partnership, joint venture partnership agreements and operating agreements of GPA and its Affiliates (the "Ownership Agreements") etc and is familiar with the terms thereof. Company shall use reasonable care to avoid any act or omission which, in the performance of its duties hereunder, shall in any way conflict with the terms of the Ownership Agreements.
- Company shall advise GPA to place and remove, or cause to be placed and removed, such signs upon the Properties as Company deems appropriate, however, to the terms and conditions of the Leases and to any applicable ordinances and regulations, with the approval of the Chairman or his authorized officer.
- Evaluate the property and take notes on any significant improvements that could increase the value of the property.
- Assist GPA to maximize their profit from rental income/revenue.
- Company shall prepare report and submit to GPA on or before the 30th day of the each calendar month.

4.0 GUIDELINES FOR PREPARATION OF PROPOSAL

4.1 GENERAL

Technical proposal evaluation will be carried out on the basis of the professional credentials of the applicants; understanding of project and services offered by them and expertise/ experience relevant to the requirements for the proposed works. Experience of related project in Balochistan will be preferred.

Final selection from amongst the Companies would be made on the basis of the **Technical and Financial Proposal** now being requested. The client would like to appoint a company who can offer the best possible services on in the fields of assets management, design, project management / Supervision, documentation, valuation, coordination etc. in order to ensure preparation of quality of development plan, strategies and its implementation.

The company would be required to evolve a state-of-the-art methodology and monitoring system to ensure highest professional manner in the execution of all related works.

4.2 TECHNICAL PROPOSAL

The Technical Proposal is to be submitted on company letter head duly signed & stamped.

The Technical Proposal would be evaluated on the basis of:

- Professional worth and standing of the firm in terms of the firm's experience.
- Experience, education / training of Key personnel.
- The conceptualization of project highlighting design and management understanding as well as capabilities of consultant.
- Understanding of successful assets management strategies & its execution process.
- The proposed Methodology of the company elaborating their approach.
- Project Experience of the professionals in their respective fields
- Professionals proposed to be deployed by the Company

- Experience of related project for both Assets Management & its Documentation and Development strategies and Commercial utilization of Assets.

- The team proposed by the company in the technical proposal would be considered a commitment by the Company in case of being appointed as a Assets Management Company.

- The company must either have in house required professionals and services or it may form a consortium with a lead company responsible as well as capable of leading the team.

Financial Proposals of the technically qualified Consultants would be opened while the Financial Proposals of unqualified Consultants shall be returned.

4.3 FINANCIAL PROPOSAL

Proposal is to be submitted on Company letter head duly signed and stamped.

The Financial Proposal would be evaluated on the quoted Fees.

4.4 NOTES

The client reserves the right to reject any all submitted proposals.

The cost of preparing the above proposals and negotiating the contract, including visits to the client are not reimbursable as a direct cost of the assignment.

Incomplete proposal will not be entertained.

The selected firm or firms in case of a consortium shall be required to register with the Pakistan Council of Architects and Town Planners / Pakistan Engineering Council/ FBR and BRA etc

The company shall be responsible for payment of all kind of taxes and duties on the services rendered as may be the case, with no liability on the part of the Client.

All payments to the Company shall be made or revived in Pak. Rupees.

Estimated initial time for contract will be ten years extendable for period on mutually agreed upon next years.

5.0 TECHNICAL PROPOSAL STANDARD FORMATS

Prospective consultants are required to submit the Technical Proposal for the proposed consulting services as per Form/ Formats attached as Appendix -1.

5.1 GENERAL INFORMATION

Name of Firm

Year of establishment

Registration of Pakistan Council of Architects and Town Planners / Registration of Pakistan Engineering Council ANY OTHER RELEVANT AFFILIATION

5.2. PROFESSIONAL WORTH AND STANDING OF THE FIRM/ CONSORTIUM

List of 3 Nos. Land/Assets documentation & management related projects undertaken or in hand and relevant experience of individual professionals.

List of 3 Nos. related projects in Balochistan and relevant experience of individual professionals.

5.3 ASSETS MANAGEMENT & DOCUMENTATION AND DEVELOPMENT PLANNING STAFF

Consultants are requested to submit all relevant details of the personnel to be deployed at site as listed in above section including name, nationality, qualification, experience and parent company.

6.0 FINANCIAL PROPOSAL STANDARD FORMAT

Prospective company are required to submit the Financial Proposal / Proposed Fee for the Project as per Forms/Formats attached as Appendix -2.

6.1 NOTES:

Companies are requested to quote the Fee in percentage (%) terms they propose for professional services and against the SCOPE OF SERVICES as mentioned above.

All rates shall be in Pak Rs. rates to be inclusive of all overheads i.e., HR, utilities, communication, stationary, allied/ misc. costs etc. and all applicable taxes as amended from time to time. GPA shall provide furnished equipped office for the purpose. Further a residential flat in civic centre, subject to availability, will also be provided at the government notified rates for which the utilities and the applicable taxes if any shall be borne by the user/lessee.

6.2 IMPORTANT NOTE

Technical and Financial proposals are to be submitted separately in sealed envelopes.

6.2.1 EVALUATION CRITERIA

6.2.2 Evaluation of Technical & Financial Proposals

6.2.2.1 In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's experience, its understanding of ToR, Proposed Methodology and Work Plan. Only those Applicants whose Technical Proposals score 70% marks or more

out of 100 shall qualify for further consideration.

6.2.2.2 The scoring criteria to be used for evaluation shall be as follows.

No	Parameter	Max Marks	Criteria
	Company Profile		All individual Firms/ Consortium of Consulting Firm companies will be allowed to participate according to this TOR. The companies will submit the related information & copies of documents.
1	Technical Proposal		
a	Relevant Experience	25	Expertise available with company (03 Projects) (Master Planning of real estate management & Land Management).
b	Relevant Experience in similar works in Balochistan. Relevant Experience in Gwadar District	25 10	Expertise available with company (03 Projects) Master Planning of Housing and real estate management)/land.
d	Financial Capabilities	10	Company or Consultants' Audit Reports/ Financial Statement of last Two to Three years
e	Understanding of project, concept, philosophy, and assets management and documentation techniques, Land & Properties Management as well valuation, Development plan & development strategies, and Methodology&	20	Proposed Methodology, Design and Techniques for the successful completion of project.

implementation
strategies.

- | | | | |
|-----------|---------------------------------|----|--|
| f | Membership &
Affiliation | 10 | Membership and
Registration/affiliation with
SECP/PCATP/FBR/BRA etc. |
| 2. | Financial Proposals | | |
| a | Quoted Bid (Service
Charges) | | Lowest quoted price |

7.0 CONTRACT WITH COMPANY

7.1 SELECTION OF COMPANY

The successful company on the basis of the best price offered will be called in to sign a contract as per rules defined by Government of Pakistan.

7.2 DURATION

- Terms of Reference is effective upon signing of Contract and continues between the parties until the date will be mentioned in the Contract.
- The Total Fee of the Assignment will be paid on monthly basis from an escrow account.
- An escrow account shall be maintained between the Client and the Company on which all income shall be received and managed in accordance to a financial plan.

APPENDIX-I
TECHNICAL PROPOSAL FORMS
(05 Five No's)

COMPOSITION OF THE TEAM PERSONNEL AND THE TASKS TO BE ASSIGNED TO EACH TEAM MEMBER

1. Technical/ Managerial Staff

Name	Position	Task Assignment

2. Support Staff

Name	Position	Task Assignment

**APPROACH PAPER ON METHODOLOGY PROPOSED FOR PERFORMING
THE ASSIGNMENT**

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF

1. Proposed Position:

2. Name of Firm:

3. Name of Staff:

4. Profession:

5. Date of Birth:

6. Year with Firm:

7. Nationality: _____
Membership in Professional Societies:

8. (membership of PEC/ PCATP or any other relevant organization is Mandatory)
Detailed Tasks Assigned on the Project:

9. _____

10. Key Qualifications:
[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to one page]
11. Education:
[Summarize college/ university and other specialized education of staff member, giving names of institutions, dates attended and degrees obtained.]
12. Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.]

WORK PLAN SCHEDULE

Items of Work/ Activities	Monthly Programmed from date of assignment (in the form of a Bar Chart)																		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14					30

APPENDIX-2
FINANCIAL PROPOSAL FORMS

Rates for Financial Proposal

A. Rates shall be quoted in Percentages share out of total rental revenue of the premises/assets as per the services given in the scope of work.

S. No	Services given in the scope of work	Fee
1	Percentage of total rental revenue of GPA assets.	%

B. Charges for developing customized software & hard ware for Land Documentation & Management

S. No	Details	Quantity	Cost
1	Computers		
2	Printer		
3	Scanner		
4	Camera		
5	Biometric		
6	Handy GPS		
7	Development of Software		

C. Additiona/Other Works of Company:

However, a separate detailed agreement/ contract shall be signed between the concerned parties with mutual consent.

S. No	Details	Fee
1	Development of Mastar planning	% of cost of Project
2	Project Documentation including Feasibility, design and supervision	% of cost of Project
3	Preparation of JV/PPP document & Agreements	% of cost of Project
4	Land Survey and generation of digital reports/maps	Lump sump

