



Dear All

We are pleased to invite your organization to submit **sealed bids** for **Hiring Consultant for Revamping of ICAP Auditorium** as per the attached *Scope of Work*.

Bidders are required to submit **Two (02) sealed envelopes** containing the **Financial Proposal** and the **Technical Proposal**. The envelope must be clearly marked in bold as: **"FINANCIAL & TECHNICAL PROPOSAL."**

The **Technical Evaluation Criteria** and **Terms & Conditions** are detailed in the attached **RFP**.

Note: The last date for submitting sealed bid proposals is **June 26 , 2026 at 5:00pm**, at the **Head Office, Karachi**.

ICAP reserves the right to accept or reject any or all proposals without assigning any reason.

Regards

Shumaila Maqbool
Manager, Procurement
UAN# 111 000 422, Ext 302



REQUEST FOR PROPOSAL (RFP)

Hiring of Consultant for Revamping of ICAP Auditorium

1. Introduction

The Institute of Chartered Accountants of Pakistan (ICAP) invites sealed proposals from qualified and experienced consulting firms/consultants for providing professional consultancy services for the revamping of the ICAP Auditorium located at ICAP Head Office, Karachi.

The objective of this assignment is to engage a consultant who will assess the existing auditorium, develop a comprehensive design and renovation plan, prepare technical specifications and tender documents, and provide supervision and project management services during execution to ensure that the auditorium is upgraded to modern standards of aesthetics, functionality, comfort, acoustics, and safety.

2. Scope of Consultancy Services

The selected consultant shall provide, but not be limited to, the following services:

2.1 Assessment and Concept Development

- Conduct site inspections and condition assessment of the existing auditorium.
- Review existing architectural, electrical, HVAC, and related facilities.
- Identify deficiencies and opportunities for improvement.
- Develop concept design options and recommendations.

2.2 Design and Technical Documentation

Prepare detailed designs, drawings, and technical specifications for:

a) Stage Revamping

- Stage redesign and modernization.
- Stage flooring improvements.
- Podium enhancement.
- Stage lighting and presentation facilities.

b) Floor Carpeting

- Selection and specification of suitable carpet materials.
- Layout and installation recommendations.



c) Seating Area Improvements

- Evaluation of existing seating.
- Recommendations for refurbishment or replacement.
- Seating layout optimization.

d) Wall and Acoustic Treatment

- Interior finishing recommendations.
- Acoustic assessment and design.
- Acoustic paneling and sound quality enhancement.

e) Ceiling Works

- Ceiling renovation and replacement requirements.
- Lighting integration and enhancements.

f) Electrical and Lighting Systems

- Auditorium lighting design.
- Stage lighting design.
- Electrical load assessment and upgrading requirements.
- Control systems and automation recommendations.

g) HVAC Coordination

- Review of existing HVAC system.
- Recommendations for ducting, ventilation, and thermal comfort improvements.

h) Other Interior and Building Services

- Any additional civil, electrical, safety, accessibility, or finishing requirements necessary for successful renovation.

2.3 Cost Estimation and Tender Support

- Prepare detailed Bill of Quantities (BOQ).
- Develop engineer's estimate and project budget.
- Prepare tender documents and technical specifications for contractor procurement.
- Assist ICAP during bid evaluation and contractor selection, if required.

2.4 Construction Supervision and Project Management

- Review contractor submissions and shop drawings.
- Conduct periodic site inspections. (if required)
- Monitor quality, progress, and compliance with approved designs.



- Verify contractor invoices and work completion.
- Provide progress reports to ICAP.
- Facilitate project close-out and final completion certification.

3. Deliverables

The consultant shall submit:

- Inception Report
- Existing Condition Assessment Report
- Concept Design Presentation
- Detailed Design Drawings
- Technical Specifications
- Bill of Quantities (BOQ)
- Cost Estimates
- Tender Documentation
- Construction Supervision Reports
- Final Completion Report

4. Eligibility Criteria

- Interested consultants/firms must meet the following requirements:
 - Minimum 3 to 5 years of relevant consultancy experience.
 - Proven experience in auditorium, conference facility, educational institution, or similar interior renovation projects.
 - Registered with relevant regulatory and professional authorities.
 - Availability of qualified architects, engineers, interior designers, and project management professionals.
 - Demonstrated financial and technical capability.

5. Submission Requirements

Interested firms shall submit:

A. Technical Proposal (Mandatory Form A)

- Company profile.
- Understanding of the assignment.
- Proposed methodology and work plan.
- Team composition and CVs of key professionals.
- Relevant project experience and references.
- Proposed project schedule.

B. Financial Proposal



- Consultancy fee proposal.
- Breakdown of professional fees and reimbursable expenses.

Technical and Financial Proposals shall be submitted in separate sealed envelopes.

6. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant Experience and Similar Assignments – 30%
- Technical Approach and Methodology – 25%
- Qualifications of Key Personnel – 25%
- Financial Proposal – 20%

7. Tentative Project Timeline

- Design and Documentation Phase: 6–8 Weeks
- Tendering and Contractor Selection Support: 3–4 Weeks
- Construction Supervision Phase: Duration of Project Execution

8. Terms and Conditions

- ICAP reserves the right to accept or reject any or all proposals without assigning any reason.
- Incomplete proposals may be rejected.
- The consultant shall maintain confidentiality of all project-related information.
- All work shall comply with applicable codes, standards, and safety requirements.

9. Site Visit

Interested consultants are encouraged to visit the site before submission of proposals to familiarize themselves with the existing conditions and project requirements.

For site visit coordination, please contact:

Primary Contact

pervez.sardar@icap.org.pk

111-000-422-Ext:343

ICAP, Karachi

Secondary Contact

procurement@icap.org.pk

111-000-422-Ext:302

ICAP, Karachi.



10. Submission Deadline

All proposals must be submitted on or before June 26, 2026

11. Contact Information

The Contact for all correspondence in relation to this bid is as follows:

Manager Procurement

The Institute of Chartered Accountants of Pakistan

Chartered Accountants Avenue, Block-8, Clifton, Karachi.

Phone: 0092-21 111-000-422 (Ext 302) email: procurement@icap.org.pk



Enlisting of New Vendor/Service Provider (Form A)

Date : _____

Subject : _____

The Subject vendor is required for enlisting to ICAP vendors list. Following are the criteria as per procurement Manual.

Sr.	Requirement	Compliance / Details
1	Registered Name of the Company	
2	NTN / CNIC Number	
3	Sales Tax Registration under Sales Tax Act, 1990	
4	Official Address / Telephone / Mobile / Email	
5	Date and Place of Establishment of the Company	
6	Name of Proprietor / Owner / CEO	
7	CNIC Number of Proprietor / Authorized Person	
8	Name, Designation and Qualifications of Authorized Representative(s)	
9	Company Profile – Soft Copy Digital Platform	
10	Bank Account Maintenance Certificate for Financial Standing	
11	Bank Name, Title of Account, IBAN and Account Number	
12	List of major clients with contact details	
13	Type of Organization (Manufacturer / Importer / Trader / Service Provider / Contractor / Others)	
14	Disclosure of any relationship with ICAP employees (Yes / No – details if yes)	

Note:

For construction projects, statutory and technical requirements (including but not limited to PEC registration, relevant experience, financial capacity, manpower and equipment) shall be evaluated at the tender or project stage, in accordance with Section D of the Procurement Manual 2025.

Declaration:

We certify that the information provided above is true and correct. We understand that vendor enlistment does not guarantee award of any contract and all procurements are subject to ICAP's Procurement Manual 2025.

Name (authorized person)

Signature (authorized person)

Company Stamp & Date