

# Universal Service Fund

## Expression of Interest

### Hiring of Consultants for Designing, Supervision & Monitoring of Refurbishment of Newly Rented Office Space for Ministry of IT & Telecommunication Office in Karachi

#### Tender ID: USF-MoITT/EOI/Admin/New Office/2022-23/01

1. Ministry of Information Technology (IT) & Telecommunication (USF – IGNITE – NITB) invites sealed proposals from bidders for designing, supervision & monitoring of the newly rented office space.
2. Bidder must be an Active Taxpayer (verifiable through ATL) and have a valid NTN and Sales Tax registration.
3. Scope of the work includes the following but not limited to, designing, BoQ formulation, estimation, supervision, and monitoring (floor, furniture, workstations, interior design, electrical and plumbing work, voice & data, heating and cooling system etc.) of an area of approx. 5300 Sq/Ft.
4. Ministry of IT & Telecommunication (USF – IGNITE - NITB) will pre-qualify prospective consultants and RFP will be shared with the pre-qualified consultants only.
5. Proposals shall be submitted on the address of the undersigned.
6. Last date for submission of proposal is **15<sup>th</sup> July 2022** at **11:00 AM** and will be opened on the same day at **11:30 AM** in the presence of bidders and/or their authorized representatives at the USF office, Islamabad.
7. The advertisement is available online on the following websites: Ministry of IT & Telecommunication ([www.moitt.gov.pk](http://www.moitt.gov.pk)), USF ([www.usf.org.pk](http://www.usf.org.pk)), Ignite ([www.ignite.org.pk](http://www.ignite.org.pk)), NITB ([www.nitb.gov.pk](http://www.nitb.gov.pk)) and PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)).

8. Interested bidders are requested to provide the following information for prequalification evaluation:

- a. Company profile with list of key professional staff and office presence (head office/branch) in Karachi is mandatory.
- b. Proven track record in successful implementation of similar projects in the past 5 years with at least three verifiable relevant projects.
- c. Professional expertise and excellent background in architectural design, interior design, construction works management and supervision.
- c. Details of technical capability to perform the proposed activity.
- d. Bank/Account statement of last 1 year.
- e. Undertaking document that the consultant is not declared insolvent or blacklisted by any Government/Semi-Government institution/organization.

**Head of Procurement**

Universal Service Fund

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