



**FEDERAL GOVERNMENT EMPLOYEES HOUSING FOUNDATION
MINISTRY OF HOUSING & WORKS, ISLAMABAD**

**EXPRESSION OF INTEREST (EOI)
FOR
COMPUTERIZATION OF ESTATE WING, FGEHF**

Federal Government Employees Housing Foundation (FGEHF), Ministry of Housing & Works, Government of Pakistan, intends to develop ERP solution to strengthen the Estate Wing of FGEHF, using Information Communication Technology (ICT) based platform. Scope of automation includes scanning & archiving of record, electronic document management and automation of processes of Estate Wing. Objective is to substantially improve service delivery for the end user. For this purpose, FGEHF is seeking services of an experienced Firm or Consortium of Firms in Pakistan. In case of Consortium of Firms, there would be one Principal Firm that would interact with FGEHF.

A: REQUIREMENTS

The interested firms should attach the following documents with their applications:

- ✓ Registration of firm/consortium with relevant professional body;
- ✓ Documentary proof of valid legal entity of the firm i.e. Registration with Securities and Exchange Commission or Registrar of Firms;
- ✓ Proof of income tax, sales tax;
- ✓ Audited Statements of Accounts for last 3 years;
- ✓ Undertaking that the firm has not been blacklisted or debarred by any government organization;
- ✓ A capacity statement on available IT equipment (software/hardware) relevant to the assignment.
- ✓ List of key permanent and other professional staff, with detailed CVs of core team relevant to the assignment, showing qualification and experience as well as detail of projects on which they have worked, their role in the project and duration of their engagement with the project;
- ✓ The firm's aggregate experience in automation projects in public/private sector which have been successfully implemented within due course of time, both in Pakistan and abroad (if any).
- ✓ Details of major works/projects completed in public/private sector worth at least Rs.5.00 million each, during last five years, both in Pakistan and abroad (if any). The list must include a brief description of the project relevant to the assignment. Documents should also include Project Completion Certificates as well as Client Satisfaction Certificate, from the past five years customers

B: TERMS OF REFERENCE (TORs), SCOPE OF WORK & DELIVERABLES

- i. The Pre-Qualification document, containing TORs for Consultancy Services and list of documents to be attached with the EOI, can be downloaded from our website i.e. www.fgehf.gov.pk as well as PPRA's website i.e. ppra.org.pk.
- ii. Interested firms are required to deposit the Pre-qualification Document fee amounting Rs.1000/-, before submission of EOI.

C: ACCEPTANCE OR REJECTION OF PROPOSALS

The Competent Authority may reject any proposal at any time prior to the acceptance of a proposal, as provided under Rule-33 of Public Procurement Rules-2004.

D: TIME SCHEDULE

The EOIs must reach the office on the address below in sealed packet within 15 days from the date of publication of the advertisement in a newspaper or on the website, whichever is later. The EOIs must reach the address mentioned below by 1:00 pm and the same will be opened at 2:00 pm on the same day in the committee room of FGEHF in the presence of bidders or their representatives.

DIRECTOR (ESTATE)

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