



**BIDDING DOCUMENT**

***Pre-Qualification for Appointment of Firms/Companies for  
Income Estimation of Clients***

**June, 2018**



Ref: HBFCL/HOK/GSD/2018/27  
Dated: June 26, 2018

### **Pre-qualification for Appointment of Firms/Companies for Income Estimation of Clients.**

House Building Finance Company Limited (HBFC), Pakistan's leading housing finance institution, invites sealed bids from reputed/experienced firms/companies dealing with the cases of income estimation of the customers of banks and financial institution for income estimation/pre-qualification. Interested Firms/Companies registered with Tax Authorities and appear on Active Taxpayer List (ATL) of FBR should submit their company profile and other details including the financial statements, entity rating, list of corporate customers.

Prequalification documents containing detailed terms and conditions, can be obtained from the undersigned during office hours or can be downloaded from websites: [www.hbfcl.com](http://www.hbfcl.com) & [www.ppra.org.pk](http://www.ppra.org.pk).

The proposals prepared in accordance with the instructions provided in the prequalification documents must reach at HBFC Head Office, 3<sup>rd</sup> Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi on or before 12.07.2018 at 11.00 a.m. Conditional / late bids will not be accepted. The bids will be opened publically on the same day at 11.30 a.m., in the presence of bidders' designated representatives, who may choose to attend.

HBFC reserves the right to accept or reject any or all bids in compliance with the relevant clause of PPRA Rules.

Head – General Services Department  
House Building Finance Company Limited  
3<sup>rd</sup> Floor, FTC Building, Shahrah-e-Faisal, Karachi  
Tel:021-35641710-35641744

## **A. General**

- 1. Scope of Bid** House Building Finance Company Limited , having its Head Office at 3<sup>rd</sup> Floor, FTC Building, Shahrah-e-Faisal, Karachi, invites sealed bids from tax registered eligible Bidders for “Pre-Qualification for Appointment of Firms/ Companies for Income Estimation of Clients”
- 2. Cost of Bidding** The Bidder shall bear all costs associated with the preparation and submission of its bid, and the HBFCL will in no case be responsible or liable for those costs.

## **B. Bidding Documents**

- 3. Content of Bidding Documents** Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder’s risk and may result in the rejection of its bid.
- 4. Amendment of Bidding Documents**
- i) At any time prior to the deadline for submission of bids, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents. Later amendments on the same subject modify or replace earlier ones.
  - ii) Amendments will be provided in the form of Addenda to the Bidding Documents, which will be sent in writing to all prospective Bidders that received the Bidding Documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the amendments contained in such Addenda will have been taken into account by the Bidder in its bid.
  - iii) In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPRA 2004

## **C. Preparation of Bids**

- 5. Bid Prices** The prices quoted would be inclusive of all charges/Taxes livable by the local Authority/Provincial/Federal Governments including loading/un-loading, lifting & transportation charges to the place of work.

## **D – Submission of Bids**

- 6. Deadline for Submission of Bids**
- i) Bids must be received at the address specified in Bid Data Sheet no later than the time and date specified in the Bid Data Sheet.
  - ii) The Company may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 9, in which case all rights and obligations of the Company and the bidders previously subject to the original deadline will then be subject to the new

deadline.

- 7. Late Bids** Any Bid received by the Company after the deadline prescribed in Clause 18 will be returned unopened to the Bidder.

#### **E – Bids Opening and Evaluation**

- 8. Bid Opening** The Company will open all bids, including withdrawals and modifications, in public, in the presence of Bidders' representatives who choose to attend, at the time, on the date and at the place specified in the BDS. Bidders' representatives shall sign a register as proof of their attendance

- 8. Evaluation and Comparison of Bids** The technical proposals of the only qualified bids after preliminary evaluation shall be evaluated in detail. The Financial Proposals of the only technically accepted proposals will be opened and the bid found to be the lowest evaluated bid shall be accepted.

#### **F - Award of Contract**

- 9. Award Criteria** The contract will be awarded to the successful Bidder whose bid has been found technically & commercially compliant and has offered the lowest evaluated cost, emerged as lowest evaluated bid. Provided further that the Bidder is determined to perform the contract satisfactorily.

- 10. Delivery** The successful I bidder will be required to deliver the specified goods according to the terms and conditions of purchase/supply order, which will be issued separately.

- 11. Company's Right to Reject all the Bids** The Company reserves the right to annul the bidding process and reject all bids at any time prior to award of contract.

- 12. Overriding Effect of PPRA-2004** Whenever in conflict with these documents the stipulation of PPRA-2004 as internally adopted by Company shall prevail.

### G. Bid Data Sheet

1. Pre-Qualification for Appointment of Firms/ Companies for Income Estimation of Clients.
2. The Firms/Companies must be registered with Tax Authorities and appear on Active Taxpayers List (ATL) of FBR
3. **The Bids will be evaluated in terms of PPRA's rule 36(b) "Single Stage – Two Envelope Procedure".**
4. The deadline for submission of bids shall be 12.07.2018, at 11:00 a.m.
5. Bids will be opened on the same day at 11:30 am at the following address:  
HBFCL, Head Office, 3<sup>rd</sup> Floor, FTC Building, Shahrah-e-Faisal, Karachi.
6. Bidders have to submit bids for **COMPLETE REQUIREMENTS**, partial and incomplete bids will be rejected. Bids submitted without signed Bid Form by authorized nominee of the bidder will be rejected. Bids with material deviation, exception, objection, conditionality or reservation will be rejected. Bids submitted late will be rejected.

## Scoring Criteria for Evaluation of Income Estimation Agencies

1	Bidder's Organization has been in existence since (in years)	10							
			>10 Years	5 - 10 Years	< 5 Years				
			10	6	2				
2	Bidder's experience in Income estimation Services (in years)	10		>10 Years	5~10 Years	<5 Years			
			10	6	2				
3	No. of Financial Institutions in which company is rendering Services of Income estimation	10		>10 Institutions	5~10 institutions	<5 Institutions			
			10	6	2				
4	No. of Professional's in the organization. (MBAs, CAs, and other professional degrees)	10		> 15 Professionals	10-15	<10 Professionals			
			10	6	2				
5	Do the Company has Collaboration with any foreign firm in the field?	10		Yes	No				
			10	5					
6	No. of Branches in Pakistan	10		> 10 Branches	5 -10 Branches	< 5 Branches			
			10	6	2				
7	Do the Company has presence or arrangement in all the Provinces of Pakistan ?	10		In all Provinces	In 3 Province	In 2 Province	In 1 Province		
			10	8	6	4			
8	The overall quality of Income Estimation process of the company. (Letter of satisfaction be provided from the Banks/Financial Institution where in the company is performing Income Estimation activities).	10		High	Medium	Low			
			10	5	2				
	<b>Total</b>	<b>80</b>		<b>Minimum Scores 56 out of 80</b>					

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## **Terms of Reference**

### **1. HBFCL's Requirements**

Firms / Companies shall conduct an income estimation of HBFCL's potential customers who have applied for a housing loan from HBFCL. The income estimation report will entail a report as per agreed format and an opinion based upon the confidence level determined by the Firm on the applicant/co-applicant/guarantor's ability to pay back HBFCL Loan. It should also include incidental data related to this aspect. The review and subsequent report shall entail:

- 1. Physical visits to the applicant/co-applicant/guarantor's site and**
- 2. Determination of both objective and subjective data to form an opinion based upon the pre-determined and agreed confidence level.**

### **2. Scope of Work**

Firms / Companies represent that the Firm is a management and technology consultant specializing in providing advisory services to banks and financial institutions. Based on such representation HBFCL shall avail the services of Firms / Companies who will carry out a comprehensive Income Estimation of prospective customers of HBFCL. The terms and conditions shall be governed according to the following.

The Income Estimation report to be submitted by Firms / Companies shall encompass an applicant/co-applicant/guarantor's detailed income estimation in such form as has been approved by HBFCL. The estimation report shall include review of expenses of applicant/co-applicant/guarantor's and all surrounding business circumstances must be brought to the knowledge of the management of HBFCL. Where the desired confidence level is not attainable, reason to substantiate the same will be provided by Firms / Companies.

In addition to the above, any information relevant to loan feasibility status of the prospective customer (applicant/co-applicant/guarantor's) but not covered in the report (e.g. other sources of income, political affiliations, criminal history and undisclosed liabilities, if any) may be identified and disclosed either as information or obstacle, depending on its nature.

Each income estimation report complied by Firms / Companies will be submitted to HBFCL within three (3) days after all documents necessary for completing the loans applicant/co-applicant/guarantor's have been provided to Firms / Companies by HBFCL.

### **3. Term**

The agreement between HBFCL and the Company shall remain valid for a total period of twelve (12) months from the effective date. The Term of the Agreement may be extended for such period(s) and on such terms and conditions as mutually agreed upon by the parties.