



**PAKISTAN REAL ESTATE INVESTMENT AND
MANAGEMENT COMPANY
PRIVATE (LIMITED) PRIMACO**

*(A 100% Owned Subsidiary of
Employee's Old Age Benefits Institution (EOBI))*

**REQUEST FOR QUOTATION (RFQ)
(under PPRA Rule 42(b))**

FOR

PROCUREMENT OF HEAD-HUNTING FIRM / COMPANY

FOR

RECRUITMENT OF CHIEF EXECUTIVE OFFICER (CEO)

FEBRUARY 2022

TABLE OF CONTENTS

Section A: INTRODUCTION OF THE ASSIGNMENT

Section B: INFORMATION TO BIDDERS

Section C: TERMS OF REFERENCES (TORs)

Section D: DATA SHEET

Section E: FINANICAL BID FORM

SECTION-A

INTRODUCTION OF THE ASSIGNMENT

Employees' Old-Age Benefits Institution (EOBI) is a Statutory Body under EOBI Act 1976 working under Ministry of Overseas Pakistanis and Human Resource Development, Government of Pakistan. The Institution provides pension to the pensioners/workers registered under the Act. In order to cater for the growing number of pensioners and their future needs, EOBI invests its contribution funds in various profitable ventures including Real Estate Investments.

2. The Institution has a wholly owned subsidiary namely M/s Pakistan Real Estate Investment & Management Company (Pvt.) Limited" (PRIMACO) established in 2006 for the management of its real estate investment. It was established as a Private Limited Company and is governed under Companies Act 2017 and rules made there under and the Public Sector Companies (Corporate Governance) Rules, 2013. PRIMACO is governed through Board of Director which is nominated by the Board of Trustee of EOBI. The operation of PRIMACO involves management of real-estate portfolio of EOBI i.e. land, buildings and construction projects.

3. The CEO will be responsible for the Leadership, Management and supervision of the company's affairs in alignment of strategic objectives of EOBI. The CEO will oversee the management of the company's real estate portfolio, commercial development of real estate, Real Estate construction, Litigations, Contract Management and feasibilities, financial evaluations and due diligence of the projects. The CEO will provide strategic and operational guidance and assistance to the Board to discharge their oversight responsibilities.

4. CEO PRIMACO is required to be appointed for a maximum period of three (3) years through a competitive process in compliance of Public Sector Companies (Appointment of Chief Executive) Guidelines, 2015. In addition to this, PRIMACO has its own HR and GAD Policies and Procedures Manual, 2019 duly approved by Board of Directors which governs appointment on various positions including CEO of the Company.

SECTION-B

INFORMATION TO BIDDERS:

5. The bidders are requested to read the below mentioned information / terms and conditions of the assignment:

- i. The Contract shall be awarded to the lowest evaluated firm / company strictly in accordance with PPRA Rules, 2004. The Firm shall observe the highest standard of ethics and confidentiality during the selection and execution of such contracts.
- ii. Interested Bidders who fulfils below criteria are required to submit following information / documents as part of Bid:-
 - a) Complete credentials of the firm/company with related details,
 - b) Having valid incorporation/ registration with SECP/GOP/Sole Proprietor,
 - c) Valid Registration with FBR/Tax Department in Income and Sales Tax and must be on ATL,
 - d) An original affidavit on non-judicial stamp paper stating that the individual / firm is not blacklisted by any Govt. / Autonomous Body,

Additional requirements:

- e) Having a minimum of 10 years of experience of the company/firm,
 - f) Having experience of at least five (05) hirings of CEO / MD or equivalent posts for reputable organizations, documentary evidences of which shall be provided along with the Bid.
- iii. The Head-Hunting Firm shall quote its full and final quote and the price offered shall be complete in all respects and inclusive of all applicable taxes, duties and government levies. There shall be no negotiations after the opening of bids.
 - iv. The cost of advertisement shall not be included in the quote / bid price as its cost shall be borne by PRIMACO.
 - v. The quoted price shall be in Pakistani Rupees on the “Financial Bid Form” mentioned in SECTION E.
 - vi. Any clarification regarding the assignment can be obtained in writing from the contact person at least three days before the close date.
 - vii. The Head-Hunting Firm should give the name, position and address and telephone number of the person or persons in their response letter who may be contacted for further necessary correspondence.
 - viii. The last date and time of submission of sealed quote/competitive bid is 3rd March 2022 at 1500 hours.
 - ix. The sealed quotes shall be opened on 3rd March 2022 at 1530 hours in the meeting Room of PRIMACO 2nd Floor, EOBI House, Plot # 32, 33 & 34, Mauve Area, G-10/4, Islamabad. The opening process may be witnessed by any of the participating firm.
 - x. The Quote/Bid which is the lowest in terms of cost and meets all the terms, conditions and requirements shall be declared the successful Quote / Bid.
 - xi. The short listing of candidates be completed within 15 days of closing date of publication of advertisement of CEO.
 - xii. The payment for the assignment shall be made after 30 days of the submission of complete details of shortlisted candidates and its due verification by the Employer/Client.

SECTION-C

TORs OF ASSIGNMENT

6. The head hunting firm is required to perform the following tasks:
- i. Prepare a draft advertisement and submission to the Employer/client, within two working days after issuance of work order. Advertisement shall be published by the Employer/client in leading newspapers having nationwide circulation for dissemination.
 - ii. Receiving applications, data management, and maintaining / preparing complete record of the process in hard and soft form.
 - iii. Short list the candidates who meet the eligibility and qualification requirement as prescribed in the given criteria.
 - iv. Further shortlist maximum ten (10) candidates on the principle of merit through an appropriately designed evaluation criteria.
 - v. Submit the names of final short-listed candidates for the interviews by PRIMACO Board along with their credentials/profile and complete record including rejected candidates.

PROCUREMENT OF HEAD-HUNTING FIRM/COMPANY

SECTION -D

DATA SHEET

| Description |
|--|
| Name of the Client: PRIMACO Method of selection of Head-Hunting Company/ Firm: In accordance with PPRA Rules 2004 |
| Name of the assignment is: RFQ for Procurement of Head-Hunting Firm / Company for Recruitment of CEO PRIMACO The Client's representative is: Engg. Rizwan Rasul, GM Procurement & Contracts Address: Procurement & Contracts Department, PRIMACO, 2 nd Floor, EOBI House, G-10/4, Islamabad. Telephone: 051-9108254-55 E-mail: gm.pnc@primaco.com.pk |
| The Bid Validity: 30 Days from the date of bid opening |
| Last Date for submission of Bids shall be 03rd March, 2022 till 1500 Hours |
| Date and Time of Opening of Bids: 03rd March, 2022 till 1530 Hours |
| Address for Bid Opening Meeting: Board Room PRIMACO, 2nd Floor, EOBI House, G-10/4, Islamabad. |

PROCUREMENT OF HEAD-HUNTING FIRM/COMPANY

SECTION-E

FINANCIAL BID FORM

| Sr. No. | Particulars | Total bid Price in Figures (Rupees.) |
|------------------------|---|---|
| 1 | Total Lump Sum quoted price of Complete Assignment inclusive of all applicable taxes as per terms and Conditions / TOR Documents. | |
| Total Bid Price | | |

Total Bid Price (In words):

Rupees _____

**Signature and stamp of Authorized
Representative of the Firm**