



# Conversion of Public Sector Buildings into STPs



Expression of Interest (Eoi)

FOR

Conversion of Public Sector Buildings into STPs and  
Upgradation of the Facility

January 2022

PAKISTAN SOFTWARE EXPORT BOARD  
MINISTRY OF INFORMATION TECHNOLOGY  
GOVERNMENT OF PAKISTAN

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## 1 Pakistan Software Export Board (G) Ltd, An Introduction

Pakistan Software Export Board (PSEB) is an entity under the Ministry of IT & Telecom mandated to act as one-stop shop on behalf of the Government of Pakistan and ensure sustainable growth, development of the industry, and enhancing IT & ITeS exports. One of the objectives of PSEB is the provision of IT-enabled office space equipped with a reliable and high speed ICT infrastructure. In order to achieve this objective, PSEB has been establishing Software/Information Technology Parks since 1999. Such parks facilitate the clustering of knowledge-based firms and stakeholders providing access to IT infrastructure, human/intellectual capital, research and innovation, promote technology and knowledge transfer, public policy incentives, attract venture capitalists and service providers, creates business synergies and massive employment opportunities, enhance IT& ITeS exports, brings in substantial foreign investment and accelerate economic activities at one place.

## 2 Objectives of the Project

Under its mandates to develop infrastructure to accelerate the growth of IT and ITeS industry in the country PSEB is working on both short-term as well as long-term strategies. Under **short-term strategy**, PSEB converts public and private buildings meeting certain criteria into Software Technology Parks. In the selected buildings, PSEB provides optic fiber connectivity to ensure quality and redundant Internet connectivity and the building management/ owner is liable to arrange backup power supply because non-stop internet and power supply are considered lifelines for an IT&ITeS business. Under its **long-term strategy**, PSEB has acquired land in Islamabad and Karachi. The construction of state-of-the-art IT Parks equipped with a complete eco-system required to accelerate IT business growth in the country is under the way. Now under a **mid-term strategy**, PSEB plans to select public sector buildings, preferably public sector universities, meeting the led down criteria and convert them into STPs. PSEB will provide capital expenditure (CapEx) to upgrade the infrastructure (flooring, false ceiling, partitioning, paint, etc.), civil work (refurbishment or extension of existing structure), civic and other facilities (washrooms, canteen upgradation, etc.), backup power arrangements (GenSet, Solar Panels, etc.), heating & cooling arrangements, fiber optic & Data Node equipment, Wi-Fi, network cabling wherever the designated committee deems necessary.

This mid-term strategy will provide a well-equipped workspace, reliable power arrangements, secure infrastructure and high-speed internet facility. The provision of such IT ready workspaces in the cities across Pakistan will help in boosting IT industry growth.

## 2.1 Purpose of this Document

The purpose of this document is to denote/specify the terms and conditions associated with this project and the procedure/approach, which PSEB will follow to assess, evaluate and select the most suitable public sector buildings for their conversion into STPs.

This document also illustrates the requirements and conditions that shall be adhered to fulfill and qualify for this project.

## 2.2 Scope of Provided CapEx

The Capital Expenditures (CapEx) provided to the public sector building management/custodian under this project will only be spendable under heads:

1. GenSet/Solar Power System installations to ensure continuous availability of power supply.
2. ICT Infrastructure (Fiber optics, Routers/Switches, Wi-Fi equipment, cabling, etc.).
3. Renovations of the existing buildings (false ceiling, flooring, carpeting, washrooms upgradation, doors, paints, glass partitioning, etc.).
4. Air-conditioning systems installations (Heating and Cooling).
5. Purchase of basic furniture and fixtures (tables, chairs, cabinet etc).
6. Civil works to refurbish and/or extending existing infrastructure.

PSEB Infrastructure Committee reserves the right to amend above list of items as per demand or needs registered by the interested parties under this project.

## 2.3 CapEx disbursement Process

Following process will be opted for the disbursement of CapEx to the Management/Custodian of the public sector buildings/universities' facilities who meeting the selection criteria:

1. Advertisement(s) shall be published in national daily newspapers and uploaded on the PSEB website to invite EoIs/applications from the

- managements/custodians of public sector buildings/ universities interested in converting their facility into Software Technology Park (STP).
2. In response, Public Sector Building Managements/Custodian shall apply along with the requirements as per Annexure-I & II.
  3. The Infrastructure Committee at PSEB will scrutinize and select the eligible building, approve the BOQ items and budget.
  4. The managements/custodians of successfully qualified public sector buildings will execute tendering process through open bidding as per PPRA rules and regulation to procure items mentioned under BoQ which is approved by the Infrastructure Committee.
  5. The building management/custodians shall submit all the procurement documents to PSEB. PSEB's competent authority will scrutinize the procurement process to its compliance with PPRA guidelines and after complete evaluation. PSEB will re-imburse the expense in the phases as per terms and conditions decided under the agreement between PSEB and the successful parties.

## 2.4 Obligations of Building Management/Custodian

The conversion of a public sector building/university will involve investment of a huge CapEx. PSEB expects following in kind obligations from the building/university management:

1. Priority will be given to the parties who are willing to offer rent free space to IT companies for a period of 12 months.
2. After completion of 1st year, upto 20% rental discount to be offered to tenant IT companies of the proposed STP for rest of nine years. Priority will be given to the parties who are willing to offer such discounts.
3. Availability of the building at least for 10 years from the date of establishment and extendable for next terms with mutual consents.
4. A comprehensive Operational and Financial Models to ensure long term sustainability of the STP and the growth of IT business in the proposed STP.
5. A comprehensive IT industry academia linkage plan.
6. 24/7/365 access to the facility for IT/ITeS tenants of the STP without any restriction keeping security measures in place.

Note: - The Rent per sq.ft of the building will be evaluated by the Independent Rent Assessors Team, hired by PSEB and accordingly will be incorporated in the STP agreement.

## 3 Building Selection Process

### 3.1 Minimum Selection Criteria for the Building

A public notice will be published in national newspaper to invite the Expressions of Interest (EoI). The public sector buildings /universities those are vacant and can be offered to IT companies on rental basis are encouraged to participate in this initiative. In this regard, following is the minimum criteria to meet:

1. Any existing vacant or under-utilized space in public sector building preferably in public sector universities.
2. Free from litigation.
3. Adequate parking space and washrooms facilities.
4. Easily accessible through public transport and secure environment for female staff.
5. Available for minimum of ten (10) years and extendable for other terms with mutual consents.
6. 24/7/365 access to the facility for IT/ITeS tenants of the STP without any restriction keeping security measures in place.
7. The minimum office required for the conversion of building into STP will be governed as follows:
  - a. **Zone-I:** AJK, GB, Balochistan, South Punjab, Waziristan, South KP, Rural Area of Sindh.
  - b. **Zone-II:** Rest of the country.

### 3.2 Documents Required

The following documents shall be made part of the proposal to assess and evaluate the building/facility for the considerations to convert it into an STP.

1. Application: Application with the signature of authorized person on behalf of building management/ custodian and provide necessary information on prescribed format as per Annexure-I.
2. Layout plan: The layout plan should show the dimensions and area of the facility, proposed for conversion into (STP) along with images of the digital map. Clear images of the proposed building/hall, facilities, rooftop and outdoor area.
3. Status: Public sector building/university shall provide the document in proof of its ownership and legal status (like Charter/HEC Approvals in case of a university).
4. Declaration: A declaration on notarized stamp paper stating that the building is free from litigation.

7. Operational and Financial Models to ensure Sustainability: A comprehensive IT industry academia linkage plan.
5. Itemized Bill of Quantities (BoQs): Building management/custodian shall provide detailed BoQs along-with specifications as per Annexure- II.

### 3.3 Evaluation of Eols

All the Eols received against this public notice, a designated committee will evaluate each proposal against the pre-defined criteria and rank the suitability. Following is a set of criteria to measure the suitability of the building and its declaration as a Software Technology Park:

- i. Appropriateness of location.
- ii. Conduciveness of office building to be used by IT companies.
- iii. Availability of optic fiber cable in the vicinity of the building.
- iv. Proximity to educational institutions and means of transportation.
- v. Project Committee will scrutinize the received proposal as per selection criteria and ensuring market competitive rental rates.
- vi. Local industry will be invited for open-house sessions to register the consents/feedback of potential tenants as per Annexure-III.
- vii. Based on the feedback of the potential tenants as per Annexure-III, STP Agreement will be signed with the owner of the building for a minimum of 10 years and extendable with mutual consent.
- viii. Infrastructure Committee may amend the criteria as per needs of the project.

## 4 Proposal Points Allocation/Selection Criteria

The proposals must be submitted in conformance with the format give under Annexure-I and the criteria as per clause# 3

Sr#	Description	Allocated Marks	Marks Obtained	Remarks
1	Availability of the building at least for 10 years	Mandatory		
	24/7/365 access to IT/ITeS tenants of the STP without any restriction keeping security measures in place	Mandatory		

2	Offering for 12 months' rent-free space to IT	10		
3	Offering of 20% rental discount after the completion of 1 <sup>st</sup> 12 months' rent-free period.	10		
4	A comprehensive Financial and Operational Model	30		
5	Available Space			
6	Zone-I: 5000 sqft to 10,000 sqft (10 marks) 11,000 sqft to 20,000 sqft (20 Marks) 21,000 sqft and above (30 marks)  Zone-II: 10000 sqft to 20,000 sqft (10 marks) 21,000 sqft to 30,000 sqft (20 Marks) 31,000 sqft and above (30 marks)	30		
7	Parking Space availability	10		
8	Access to Public transport	10		
	<b>G. Total</b>	<b>100</b>		

#### 4.1 Incurred Cost

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the PSEB to reimburse any individual or firm for any cost incurred in preparing or submitting proposals, providing additional information when requested by the PSEB or participating in any selection demonstrations or interviews, including contract negotiations. Furthermore, at their own cost, finalists will be required to complete a detailed **Statement of Work** that will be part of the implementing contract before contract signing.



## 4.2 Detailed Submittal Requirements

In order to facilitate the analysis of responses to this EOI, interested public bodies are required to prepare their proposals in accordance with the instructions outlined in this part. The proposals should be prepared as simply as possible and provide a straightforward, concise description of the offerings/capabilities to satisfy the requirements of the EOI. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled.

The responses shall be in the following format and numbered with tabs as shown:

Sr.#	Title
1	Title Page
2	Table of Contents
3	Executive Summary
4	Application as per Annexure-I
5	Attachments of floor plan, space available for rent, allied facilities available.
6	Filled BoQ as per Annexure-II
7	A comprehensive Operational Model operate STP with success.
8	Maintenance and Support Programs for the prospective tenants.
9	Copies of Govt Taxes numbers (Income, GST, etc., whatever is applicable)
10	Exemption certificate (if applicable).
11	Any other document required by PSEB

## 5 Terms and Conditions

### 5.1 Submission of Bids

- a. The proposal shall be in the English language. The single-stage bidding procedure will be opted as per PPRA rules to receive and evaluate bids. Bids must be provided in a sealed envelope and marked, **“Eoi for Conversion of Public Sector Buildings into STPs and Upgradation of Facility”**. Based on evaluation criteria, the most suitable proposals will be shortlisted to proceed further as per led-down procedure. The proposals shall contain a soft copy of the proposal as well on USB drive.
- b. The Eoi shall be enclosed in an envelope marked with **“Eoi for the Conversion of Public Sector Buildings into STPs and Upgradation of Facility”** and clearly mentioned that **“Do not open before February 09, 2022 at 3:00 pm PST”**. The complete Bid documents shall be submitted on or before **February 09, 2022 at 03:00 pm** which will be opened on the same

day at **03:30 pm** at below mentioned address in the presence of vendors/bidders or their authorized representatives who desires to attend the bid opening session.

Note: - Any proposal received after the closing date and time for submission will not be entertained.

## 5.2 Disqualifications

Without prejudice to other right of the company; proposals shall be disqualified if:

- i. There is any litigation regarding the building/facility proposed.
- ii. Any major discrepancy found in the proposal and/or non-compliance of the terms and conditions of EOI's and/or tender notice.

## 5.3 Bidders' Queries

Any queries by the Bidders must reach Manager Infrastructure PSEB, either through email or postal at the already mentioned address, at least five (5) working days before the bid submission deadline, otherwise PSEB will not be liable to respond. Email: [makbar@pseb.org.pk](mailto:makbar@pseb.org.pk)

## 5.4 Pre-Bid Meeting

A pre-bid meeting will be held on **February 02, 2022 at 03:00 am** to address the queries of intended bidders. Please use following link to join pre-bid meeting.

<https://us06web.zoom.us/j/84445861987?pwd=MWMvWC9qOGpRS2pHWDEwSWtrTOIFQT09>

## 5.5 Point of Contact (e-mails)

To: [makbar@pseb.org.pk](mailto:makbar@pseb.org.pk)

Copy to: [stps@pseb.org.pk](mailto:stps@pseb.org.pk)

## 5.6 Bid Submission and Opening Address

Manager Administration & HR

Pakistan Software Export Board

2<sup>nd</sup> Floor, Evacuee Trust Complex, F-5/1, Islamabad

Phone # +92-51-9204074 Fax# +92-51-9204075

## Annexure-I: Application for participating in PSEB STP Program

Sr.#	Description	Response	
1.	Name(s) of Owner/Entity		
2.	Name/Title of Building		
3.	Address of Building		
4.	City		
5.	Total covered Area of the building/facility in sq.ft.		
6.	Number of Floors		
7.	Area offered for STP in sq.ft		
8.	Ready for occupancy with adequate civic amenities	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9.	Free from litigation	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10.	Preferably within or close vicinity of IT university.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11.	Parking area in sq. ft. If yes, mention total area available for parking in square feet.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12.	Provisioning for indoor LAN cabling.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

13.	Power backup / generator	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14.	Available for at least (10) years (extendable).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
15.	Free space for PSEB to setup and operate Data Node (approx. 500 sq.ft)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Annexure - II: Bill of Quantity (BoQ)

Sr. #	Description	Specifications	Qty	Unit Cost	GST	Total Cost
1	Renovations of the existing buildings (false ceiling, Flooring, washrooms, doors, paints, Glass partitioning etc.)					
2	Civil work to refurbish and extending existing infrastructure.					
3	Solar power System & installations.					
4	Power backup generator & installations					
5	Air-conditioning Systems & installations (Heating and Cooling)					
6	Purchase of basic furniture and fixtures (tables, chairs, cabinet etc.)					
7	Internet Infrastructure (Fiber optics, Routers/Switches, Wi-Fi equipment cabling etc.)					
<b>G. Total</b>						

## Annexure -III: Feedback from Potential IT Tenants

Name of IT firm /company			
Current Address			
Contact Person			
E-Mail Address			
Contact Number			
Building & location	suitable <input type="checkbox"/>	not suitable <input type="checkbox"/>	
If suitable, how will you rate the building location	Your score		Max. marks: 50
Please allocate scores based on your assessment of facilities in the building	Air Conditioning		Max. marks: 10
	Back up power generator		Max. marks: 15
	Civic Amenities		Max. marks: 15
	Parking		Max. marks: 10
Office space (sq.ft) required	(Please mention area in sq. ft.)		
What should be the maximum affordable monthly rent (Rs) / sq.ft. for this building.			

Name: \_\_\_\_\_

Signature: \_\_\_\_\_