

REQUEST FOR PROPOSAL (RFP)

Single-Stage – Two-Envelope

Procurement for the Outsourcing, Operation & Management of a Branded Coffee Shop with Book-Corner

Reference No.: CDA/RFP/CS-GHRC/2025-01

Issued by: Capital Development Authority (CDA) – Environment Directorate

Issue Date: 19-June 2025

1. Purpose & Procurement Procedure:

The CDA intends to lease, on a rental / revenue-sharing basis, a purpose-built space at Gardenia Hub & Research Centre, Park Road, Islamabad, for operation of a branded coffee shop with an ancillary book-corner (the “Project”). Procurement shall strictly follow the Single-Stage – Two-Envelope method prescribed under Rule 36(b) of the Public Procurement Rules 2004 (PPRA Rules):

Bidders shall submit one sealed package containing two separate envelopes:

Envelope-A – Technical Proposal

Envelope-B – Financial Proposal

Both envelopes will be received on the due date and only Envelope-A will be opened in the first public session.

Financial envelopes of technically responsive bidders will be opened in a second public session on a notified date.

The bidder with the highest combined score (technical 70 %, financial 30 %) will be declared Best Evaluated Bidder (Rule 40).

2. Project Scope (Summary)

No.	Deliverable	Key Requirements
1	Design & Fit-Out	Execute approved concept to Schedule 2 specifications within 90 days of LoA
2.	Additional Area	In case any additional ancillary facilities are required, such as a kitchen and resting area, the Authority shall allocate an adjacent land area of up to 1,000 square feet, contiguous to the existing newly constructed structure. The construction of such facilities shall be carried out by the successful bidder at their own expense. Upon completion of the contract period, the constructed facilities shall become the property of the Capital Development Authority [CDA]
3	F&B Operations	Specialty coffee, snacks, MRP items; 08:00–23:00 hrs daily
4	Book-Corner	Minimum 300 curated titles on botany & environment; semi-annual refresh
5	Landscape & O&M	Upkeep of forecourt, waste-segregation, KPI compliance
6	Payments	Monthly base-rent plus revenue share; electronic transfer

Full technical requirements are in Schedules 1 – 9 annexed to the draft lease agreement which is annexed in bidding document with scope of work.

3. Eligibility – Mandatory “Pass / Fail”

S#	Criterion	Minimum Requirement	Evidence
1	Legal status	Company/LLP registered in Pakistan	SECP/Registrar docs [Certified]
2	Tax compliance	Active NTN, GST & FBR ATL	ATL print-out [certified]

S#	Criterion	Minimum Requirement	Evidence
3	Brand presence	≥ 10 operational local branded cafés (≥ 120 months local experience i.e. Islamabad) with trademarks	List/photos/ certificate / proofs [certified]
4	Turnover	Average annual turnover ≥ PKR 150 million (FY-22–24)	Audited FS [certified]
5	Blacklisting	Not debarred under Rule 19 A	Affidavit (Rs100)
6	Food license	ICT Food Authority license	Copy/undertaking

Bidders failing any single criterion will be declared technically non-responsive; Envelope-B (Financial) shall be returned unopened in accordance with Rule 38(2)(a)(vii) of PPRA Rules 2004.

4. Proposal Format & Contents

4.1 Envelope-A – Technical (no price)

Form T-1 Cover Letter

Eligibility evidence (3)

Concept design boards, preliminary layout (A3)

Work-plan & methodology (max 90 days)

Sustainability / waste-management plan

Staffing & training plan (org. chart)

Financial capacity (audited FS)

Bid Security: PKR 1,000 ,000 (CDR/PO) valid 180 days

4.2 Envelope-B – Financial Form

F-1 Price Schedule:

Base Monthly Rent (\geq PKR -----)

% Revenue Share on Gross Sales (-----)

Five-year financial model (sales, COGS, GP)

Both envelopes must bear the bidder's name and "DO NOT OPEN" label.

5. Evaluation Methodology:

5.1 Technical Scoring (70 points)

Factor	Pts	Scoring Basis
Concept & Aesthetics	20	Panel score of design boards
Methodology & Work-Plan	15	Realistic timeline, sequencing
Brand Track Record	10	No. branded outlets, awards
Sustainability	10	Waste, plastics, energy plan
Fit-Out Timeline	5	≤ 90 days full; 91–120 days half
Financial Capacity	10	Turnover vs threshold

Minimum qualifying: 70 % of 70 pts = 49 pts.

5.2 Financial Scoring (30 points)

Let RE_i = Base Rent + (Yr-1 projected revenue share) for bidder i .

Fin Score $_i$ = $30 \times (RE(\min)/RE_i)$.

5.3 Combined Score & Ranking

Total Score = Tech × 0.70 + Fin × 0.30.

Highest score = Rank 1.

6. Bidding Schedule

Activity	Date & Time (Pakistan Std. Time) (Tentative)
Pre-Bid Meeting (optional)	15 May 2025 – 11:00 hrs
Query deadline	20 May 2025 – 16:00 hrs
Bid Submission (both envelopes)	02 Jun 2025 – 15:00 hrs
Technical opening	02 Jun 2025 – 15:30 hrs
Tech result publication	10 Jun 2025
Financial opening (qualified)	14 Jun 2025 – 15:00 hrs
Award & LoA	25 Jun 2025 (tentative)

Late bids will be rejected and returned unopened (Rule 28).

7. Bid Security & Performance Guarantee

Bid Security: PKR 1,000,000 (in Envelope-A).

Performance Guarantee: 10 % of annual rent-equivalent; to be submitted within ten (10) days of Letter of Acceptance.

8. Miscellaneous

All costs of bid preparation borne by bidders (Rule 23).

CDA may reject any or all bids prior to acceptance (Rule 33).

Disputes handled under Rule 48 grievance mechanism.

9. Submission Address

Director Environment (Nursery) Environment Directorate, Capital
Development Authority F-9 Park, 9th Avenue, Islamabad

Tel: +92-0300-5115254

Bids must be delivered in person or by courier to the above address.

Director Environment (Nursery)
Environment Directorate
Capital Development Authority
Islamabad

**Capital Development Authority
Directorate of Nursery**

**OUTSOURCING OF COFFEE SHOP WITH BOOK CORNER FOR
GARDENIA HUB**

Project Management Unit (PMU), Nursery, Environment Wing, CDA invites sealed bids from eligible bidders regarding outsourcing of Coffee shop with book corner.

2. Request for Proposal (RFP) containing scope of services is readily available and can be downloaded from the websites (www.ppra.gov.pk) & (www.cda.gov.pk) free of cost. The bidder is required to submit bid security. The amount of bid security against is defined in bidding documents which does not exceed 5% of the estimated price as per rule 25 of Public Procurement rules.

3. Bidding shall be conducted through Single Stage – Two Envelopes bidding procedure, as per Rule 36(b)(ii) of Public Procurement Rules, 2004. The envelopes shall be marked as “**Financial Bid**” and “**Technical Bid**” in bold and legible letters in separate envelopes. A pre-bid meeting will be held on 10th July 2025 at 03:00 PM in the office of DG Environment. Minutes of pre-bid meeting will be uploaded on the website of department within three days from the date of meeting.

4. Sealed Bids are required to be submitted by interested bidders on latest by **16th July 2025 till 03:00 PM** in the office of Director Environment (Nursery), CDA, Head office of Environment, F-9 Park, 9th Avenue. The Bids received till the stipulated date and time shall be opened on 17th July 2025 at 12:30 PM in the presence of the representative of the bidders. Late bids shall not be entertained.

NOTE: The procurement shall be conducted as per Public Procurement Rules, 2004 and Rules enforce time to time.

**Director Environment (Nursery), CDA,
Head office of Environment, F-9 Park,
9th Avenue Cell # 0300-5115254**

