



GOVERNMENT OF PAKISTAN
FEDERAL BOARD OF REVENUE
(PAKISTAN RAISES REVENUE PROGRAM)

Re. No. PK-FBR-525194-CS-QCBS

Islamabad, the 24th December, 2025

Subject: MINUTES OF MEETING OF VIRTUAL INFORMATION SESSION - ARCHITECTURAL DESIGN, SPACE PLANNING, AND SUPERVISION SERVICES FOR THE ESTABLISHMENT OF PAKISTAN CUSTOMS INTEGRATED FACILITY IN ISLAMABAD

Federal Board of Revenue (FBR), called the Expression of Interest (EOIs) in accordance with the World Bank's "Procurement Regulations for IPF Borrowers" Fifth Edition September, 2023 ("Procurement Regulations") for the subject consultancy services. A virtual information session was held on 22nd December, 2025 at 1130 hours. Officials of FBR and representatives of the firms as per the attached tables at Annex - I, attended the information session. The purpose of the information session was to provide clarifications on queries/questions raised by the participating representatives of firms on REOI and on the Terms of Reference (TORs) document to facilitate them in preparation of the EOIs/Applications and understanding of the consultancy services.

2. Project Director, National Targeting Center welcomed the participant and concisely explained the objectives of the assignment and the important provisions of the TORs Document. Thereafter, the representatives of firms were invited to present their queries for clarification by the Team which were accordingly addressed and discussed at length.

3. Project Director, National Targeting Center informed the participants to forward any subsequent queries on the e-mail address given in the advertisement and thanked them for their interest and efforts in attending the session. The following table provides all queries by the firms received through email along with the corresponding clarifications and responses:

S#	Queries by Firms	Clarifications/Responses
1	We respectfully request clarification regarding the Tier III Data Center requirement mentioned in the relevant documentation. Specifically, we would like to confirm whether the Tier III requirement is intended to be formally certified by the Uptime Institute (Tier Certification of Design Documents and/or Tier Certification of Constructed Facility), or if a Tier III-aligned, best-practice design that complies with Tier III	As stated in Annex-I of the TORs , the Server Room within the CAU facility is required to be designed in alignment with Tier III standards to ensure maintainability, redundancy, and fault tolerance for 24/7 operations. Formal certification by the Uptime Institute is not mandated under the TORs. A Tier-III aligned, best-practice design that meets the stated functional and technical requirements shall be acceptable.

	<p>standards – without obtaining formal Uptime Institute certification – would be considered acceptable.</p> <p>Your guidance on this matter will help us ensure full compliance with the intended technical and regulatory requirements.</p>	
2	<p>Turnkey Reference (<i>Ref: 1 - Introduction</i>)</p> <p>The TOR refers to development of a “turnkey integrated facility.”</p> <p>Please confirm that the Consultant’s scope is limited to design, BOQ preparation, tender support, and construction supervision only, and excludes construction execution and performance guarantees.</p>	<p>The TORs clearly define the Consultant’s scope as architectural design, space planning, preparation of BOQs and bidding documents, tendering assistance, and supervision/oversight of implementation. Construction execution and performance guarantees are not part of the Consultant’s scope, and will be undertaken by a separate Phase-2 vendor.</p>
3	<p>Approval & Decision Authority (<i>Ref: 3.1 – Requirement Analysis and Mapping</i>)</p> <p>The TOR identifies multiple stakeholders, including Pakistan Customs, FBR, PRAL, and Pakistan Single Window (PSW).</p> <p>Please confirm the single approving authority for design approvals, scope changes, and acceptance of deliverables to avoid conflicting instructions during execution.</p>	<p>As per the TORs, the Consultant shall work in coordination with relevant stakeholders. Formal approvals, acceptance of deliverables, and scope confirmations shall be provided by Pakistan Customs / FBR, as per established institutional arrangements. Stakeholder consultations do not imply multiple approving authorities.</p>
4	<p>Hostel Facilities Scope (<i>Ref: 3.1 – Requirement Analysis and Mapping</i>)</p> <p>Please clarify whether the hostel scope includes architectural and interior design only, or also complete MEP design and operational planning for allied facilities.</p> <p>Please define what is to be included in “allied facilities”.</p>	<p>As outlined in Section 3.1 and Section 3.3 of the TORs, the scope for hostel facilities includes architectural design, interior design, and integration of all allied facilities, including MEP services (electrical, plumbing, HVAC), utilities, safety, and operational requirements. “Allied facilities” refer to amenities necessary for round-the-clock occupancy, as determined during requirements analysis.</p>

5	<p>Structural Assessment of Existing Buildings (<i>Ref: 3.2 – Site Assessment and Gap Analysis</i>)</p> <p>Please confirm whether as-built drawings and prior structural documentation for existing buildings will be provided by the Client, and whether the Consultant’s responsibility is limited to analysis and design of proposed structural interventions only.</p> <p>In case the Consultant is required to conduct their own structural survey and assessment, additional time should be considered on top of the 3 Months provided for the Design Activity.</p>	<p>The TORs require the Consultant to conduct a comprehensive ‘as-is’ assessment, including structural assessment of existing buildings (Section 3.2). Availability of existing drawings, if any, will be shared as available; however, the Consultant remains responsible for carrying out necessary assessments to support proposed interventions. The design timeline remains as specified in the TORs.</p>
6	<p>Additional Scope of Work (<i>Ref: 3.2 – Site Assessment and Gap Analysis</i>)</p> <p>Please confirm if the Consultant may initiate additional design suggestions, other than the ones laid out in the scope of work, especially with regard to landscape design of the complex or specific areas deemed important.</p>	<p>The Consultant may propose additional design solutions that enhance functionality, safety, security, or efficiency of the facility, provided such proposals are consistent with the TOR objectives, within the approved scope, and subject to Client review and approval.</p>
7	<p>BOQ & Cost Variations (<i>Ref: 3.4 – Bidding Document Preparation and Tendering Assistance</i>)</p> <p>Please confirm that BOQ responsibility is limited to cost estimation, and excludes liability for market price escalation or contractor bid pricing.</p> <ul style="list-style-type: none"> • Construction Supervision Role (<i>Ref: 3.6 – Full Project Oversight and Supervision</i>) <p>Please clarify whether construction supervision is advisory/monitoring in nature or includes authority for issuing site instructions, certifying interim payments, approving variations, and completion sign-off.</p>	<p>As per Section 3.4 of the TORs, the Consultant is responsible for preparation of a detailed BOQ for accurate cost estimation and transparent procurement. The Consultant is not responsible for market price escalation or contractor bid pricing. Construction supervision, as per Section 3.6, entails oversight, quality assurance, monitoring, and compliance, in accordance with the TORs and applicable procurement arrangements.</p>

8	<p>With reference to the REOI issued under the Pakistan Raises Revenue Program (PRRP) for <i>Architectural Design, Space Planning, and Supervision Services for the Establishment of Pakistan Customs Integrated Facility in Islamabad</i>, we respectfully request permission to conduct a site visit.</p> <p>The visit will enable our technical team to familiarize itself with the existing site conditions, facilities, and constraints, allowing us to prepare a proposal that is technically sound and aligned with the project scope and ground realities.</p> <p>We shall appreciate your guidance regarding the procedure and schedule for arranging the site visit.</p>	<p>Interested firms may visit the site at H-9, Islamabad on Monday, December 29, 2025, between 11:00 AM and 4:00 PM, after coordinating with the following focal persons:</p> <table border="1" data-bbox="799 389 1426 750"> <thead> <tr> <th>Name</th> <th>Designation</th> <th>Contact No.</th> </tr> </thead> <tbody> <tr> <td>Mr. Ali Asad</td> <td>Deputy Project Director, CTS</td> <td>0300-5514267</td> </tr> <tr> <td>Mr. Salman javaid</td> <td>Secretary, FBR</td> <td>0332-4125793</td> </tr> <tr> <td>Syed Zafar Ali Shah</td> <td>Procurement Specialist, FBR</td> <td>0345-9150282</td> </tr> </tbody> </table>	Name	Designation	Contact No.	Mr. Ali Asad	Deputy Project Director, CTS	0300-5514267	Mr. Salman javaid	Secretary, FBR	0332-4125793	Syed Zafar Ali Shah	Procurement Specialist, FBR	0345-9150282
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9	<p>I am writing on behalf of Knot Consultants to schedule a site visit to the premises with regards to REOI - Architectural Design, Space Planning, and Supervision Services for the Establishment of Pakistan Customs Integrated Facility in Islamabad.</p> <p>Kindly inform us of a suitable day and time where site visit can be arranged by you so that we may be better equipped while submitting a response to the REOI.</p>	<p>Interested firms may visit the site at H-9, Islamabad on Monday, December 29, 2025, between 11:00 AM and 4:00 PM, after coordinating with the following focal persons:</p> <table border="1" data-bbox="799 1178 1426 1541"> <thead> <tr> <th>Name</th> <th>Designation</th> <th>Contact No.</th> </tr> </thead> <tbody> <tr> <td>Mr. Ali Asad</td> <td>Deputy Project Director, CTS</td> <td>0300-5514267</td> </tr> <tr> <td>Mr. Salman javaid</td> <td>Secretary, FBR</td> <td>0332-4125793</td> </tr> <tr> <td>Syed Zafar Ali Shah</td> <td>Procurement Specialist, FBR</td> <td>0345-9150282</td> </tr> </tbody> </table>	Name	Designation	Contact No.	Mr. Ali Asad	Deputy Project Director, CTS	0300-5514267	Mr. Salman javaid	Secretary, FBR	0332-4125793	Syed Zafar Ali Shah	Procurement Specialist, FBR	0345-9150282
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10	<p>Submission Scope: At this EOI stage, is the submission primarily focused on demonstrating Eligibility and Qualification Criteria? Specifically, should the Scope of Work, Deliverables, and Timelines be addressed in detail now, or will these be required only during the subsequent RFP/RFQ stage?</p>	<p>At the REOI stage, firms are required to demonstrate eligibility, qualifications, and relevant experience only, in accordance with the criteria specified in the REOI. Detailed technical approach, understanding of scope, deliverables, methodology, work plan, and timelines will be required at the RFP stage from shortlisted firms.</p>												
11	<p>Project Extent: Regarding the shared Master Plan, the buildings shaded in brown are designated as FBR</p>	<p>As per the TORs, the assignment primarily involves assessment, retrofitting, modification, refurbishment, and</p>												

	property. Does the project scope pertain strictly to these existing buildings, or should we also account for the design and construction of new facilities within the vacant/green areas?	upgradation of the existing buildings and structures forming part of the acquired facility. Any additional interventions , if identified during site assessment and gap analysis, shall be subject to client review and approval and must remain consistent with the TOR objectives.
12	Stakeholder Coordination: The Master Plan indicates the presence of an active school and the Pakistan Broadcasting Academy. Given the potential for operational disturbance during construction and rehabilitation, has FBR obtained the necessary consents or NOCs from these departments, or will coordination be part of the consultant's scope?	The TORs require the Consultant to identify site constraints, environmental and social considerations, and potential operational impacts as part of site assessment and planning. Inter-agency coordination related to design and implementation support shall be undertaken in consultation with the Client , as required during the assignment.
13	Financial Criteria: Is there a specific minimum threshold for average annual turnover required to satisfy the financial stability criteria for this assignment?	The REOI does not prescribe a specific numerical threshold for average annual turnover. Firms are required to provide evidence of financial stability and capacity sufficient to undertake an assignment of this scale and complexity, as stated in the REOI.

4. The meeting ended with a vote of thanks.

Annex – I

Table – a: List of FBR’s Participants-

Sr. #	Name	Designation	Role
1.	Mr. Akbar Jan	Project Director, Cargo Tracking System, NTC, FBR	Member/Secretary
2.	Ms. Anum Imtiaz	Second Secretary, Transformation Delivery Unit, FBR	Member
3.	Syed Zafar Ali Shah	Procurement Specialist, Pakistan Rases Revenue, FBR, Islamabad	Member
4.	Mr. Shaoor Javaid Alvi	Assistant Procurement Specialist, Pakistan Rases Revenue, FBR, Islamabad	Member
5.	Mr. Salman javaid	Secretary, FBR	-
6.	Ali Asad	Deputy Project Director, CTS	-

Table – b: List of Firms’ Participants-

Sr. #	Firms’ Name	Representatives’ Name
1.	Timeline Consultants	Ahmad Furqan
2.	Qadri Associates	Shahzad Qadri
3.	Dr. Qaisar Ali Associates (SMC) Pvt. Ltd.	Beenish Saleh
4.	KNOT CONSULTANTS PVT LTD	Saamia Rahman
5.	Techsol Space	Bushra Fayyaz
6.	AGES Consultants	Engr. Nasir-ul-Mulk
7.	DHNY Consulting	Anwar Amjad
8.	PROGRESSIVE CONSULTANTS (PRIVATE) LIMITED	Engr. Areej Yousaf
9.	Al-Imam Enterprises (Pvt.) Ltd.	Dawar ur Rehman Lodhi
10.	SA Consulting & Structure Engineers	Abdul Waqar Safdar
11.	AL-IMAM Enterprises Pvt. Ltd.	Syed Haseeb Rizwan