

Embassy of Pakistan – Cairo

Official Assignment Form

Ref. No.: 001

Date: _____

Subject: Assignment of Consultancy Services for the External Renovation of the Chancery Building

The Embassy of Pakistan in Cairo, located at **8 El Saluli Street, Dokki, Giza**, hereby formally assigns the responsibility for conducting a comprehensive technical assessment and preparation of the consultancy documents required for the external renovation of the Embassy Chancery Building to the following consultancy firm:

1. Evermark for Engineering Consultancy, General Contracting, and General Supplies

Representative: Khaled Shabaan

Scope of Assignment

The appointed consultancy firm shall provide complete engineering consultancy services for the proposed renovation works, including but not limited to the following:

A. Building Assessment

- Conduct a comprehensive inspection of the external condition of the Chancery Building.
- Assess the condition of façades, external walls, decorative elements, windows, entrance areas, exposed concrete members, roof-level structures, and visible service installations.
- Identify structural and non-structural defects including cracks, deterioration, moisture damage, loose finishes, corrosion, and any other defects affecting the external envelope.

B. Engineering Design & Specifications

- Prepare complete technical specifications for all proposed renovation works.
- Recommend appropriate repair methodologies and finishing systems suitable for the existing building.
- Recommend suitable exterior finishing materials, including but not limited to exterior paints, decorative protective coatings, stone cladding, or equivalent approved systems.
- Prepare all architectural details required for execution.

C. Bills of Quantities & Cost Estimate

- Prepare detailed Bills of Quantities (BOQs) covering all proposed renovation works.
- Provide detailed cost estimates based on prevailing Egyptian market rates.
- Prepare item descriptions suitable for competitive tendering.

D. Tender Documentation

- Prepare the complete Tender Documents, including:
 - Technical Specifications
 - Bills of Quantities
 - Scope of Works
 - Tender Drawings (where required)
 - Method of Measurement
 - Contractor Technical Requirements
 - Evaluation criteria and supporting technical documents necessary for procurement.

E. Technical Support

- Respond to technical clarifications during the tendering process.
- Review contractors' technical submissions if requested by the Embassy.
- Provide technical recommendations to assist the Embassy during contractor evaluation.

Timeline

Assignment Date: _____

Final Submission Due: Within **14 working days** from the date of receipt of this Assignment Letter.

Any anticipated delay shall be communicated to the Embassy in writing and approved in advance.

Confidentiality & Ethics Clause

The consultancy firm agrees that all information, drawings, photographs, reports, specifications, BOQs, and other documents prepared or obtained during this assignment shall remain the sole property of the Embassy of Pakistan.

No information or documents shall be disclosed, reproduced, published, or used for any purpose other than this assignment without the prior written approval of the Embassy.

Acceptance & Confirmation

We, the undersigned, confirm our understanding and acceptance of the terms of this assignment. We undertake to perform the consultancy services with due professional care, engineering diligence, and in accordance with accepted engineering standards and the scope of work outlined herein.

Embassy of Pakistan – Cairo

Representative Name: _____

Position: _____

Signature: _____

Date: _____

Evermark for Engineering Consultancy, General Contracting, and General Supplies

Representative Name: _____

Position: _____

Signature: _____

Date: _____