

PUNJAB SKILLS DEVELOPMENT FUND

Tender Document

“Hiring of an Event Management Company”

“1st Feb,2018”



Submission Date for Sealed Bids: “1st February, 2018”

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1- Background:

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab in partnership with Department for International Development (DFID) UK. Punjab Skills Development Fund is governed by an independent Board of Directors. PSDF's vision is to improve income generation opportunities for the poor and the vulnerable population of Punjab by enabling skills development through promotion of a competitive skills training market.

2- Invitation to Bid:

Sealed bid/proposals are invited from Event Management Companies. All interested and eligible bidders are requested to go through this tender document and provide the required information along with supporting documents, requested in this bidding document.

3- Instructions to Bidders:

The selection of company for Event Management will be based on Quality and Cost through Single Stage Two Envelopes bidding procedure.

a) The bid shall be a single package consisting of two separate envelopes, containing separately financial and technical proposals. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal".

b) In the first instance, the "Technical Proposal" shall be opened and envelope marked as "Financial Proposal" shall be retained unopened in the custody of PSDF. PSDF shall evaluate Technical Proposal in a manner prescribed in section – 9 given in the document, without reference to the price and condition shall reject any proposal which does not conform to specified requirements.

c) During the technical evaluation no amendments in Technical Proposal shall be permitted.

d) After evaluation and approval of Technical Proposals, PSDF shall open Financial Proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.

e) The financial bids found technically non-responsive shall be returned un-opened to respective bidders.

f) The Technical and Financial Proposal will be evaluated based on PSDF evaluation criteria as provided in section – 9 and 10 of this document.

g) This document has different sections carrying information of eligibility, technical evaluation and terms of references, conditions of tender etc. to assist potential bidders to develop their Technical Proposals.

h) Bidders those found eligible and qualify in technical evaluation will be short-listed for financial bid opening.

i) Contract shall be awarded on quality and cost based method with combined evaluation of the Technical and Financial Proposals. ***The weight of quality shall be 80% and 20 % weightage shall be given to cost.***

j) Company information shall be submitted as specified in annexure-A.

4- Conditions for Eligibility

The Successful bidders, fulfilling the following criteria, will be considered eligible for the bidding process for Hiring of an Event Management Company:

- a) The event management company must have local presence within Pakistan, and a portfolio of high profile events executed preferably in Lahore, Karachi, Islamabad, /Rawalpindi, etc.
- b) The company must have demonstrated experience of managing high profile events for MNCs / social & development sector / government / semi-government / autonomous bodies / education sector for logo unveil, brand identity launch for at least 3 companies in the last three years, preferably unveiling research reports and policy initiatives. (Copy of contracts or Purchase/Service Orders for the last 3 years required)
- c) Certificate of company's registration / incorporation. (Proof Required)
- d) Affidavit on stamp paper, declaring that the company is not black listed by any Government agency / authority /MNCs (Original required)
- e) NTN and GST/ PST (if applicable) registration. (Proof Required)
- f) The company must have an annual financial turnover of PKR 30 million or above. (Tax return or bank statement is required for last year)

Note: Kindly fill annexures (C for relevant experience and E for key management staff along with CV's) required to meet the above eligibility criteria and attach all supporting evidence, as mentioned in the annexures. Any company failing to provide information as per the aforementioned "Eligibility Criteria" (Annexure B) shall be dis-qualified from the bidding process. Please sign the declaration form (Annexure G) and attach the same with your documents.

5- Scope of Job

Punjab Skills Development Fund (PSDF) wishes to attain the services of a well reputed event management company for a high-profile unveiling event, scheduled to take place in Lahore. The objectives of this event are as below:

1. To formally unveil the GCC (Gulf Cooperation Council) Employment Opportunities for Pakistan Report and Policy Recommendations – based on a recent study commissioned by PSDF.
2. To inform all internal and external stakeholders of PSDF regarding the 360-degree change in logo and tagline – which will now be used to establish a new corporate brand identity for PSDF in the skills development sector.

The selection procedure will be based on the technical and financial evaluation of the bidding event management company. The scope of work given below highlights (but, is not limited to) the responsibilities that the qualifying event management company would be expected to deliver:

1. **Venue Selection:** The qualifying event management company will be required to undertake the task of identifying and finalising the most suitable venue for the unveiling event within Lahore. Venue selection will be the paramount factor to the success of this event. The guest list would consist of notable representatives from the Government and Corporate sector. Bidding companies are requested to suggest at least three suitable venues in their proposals along with the rationale for selecting the proposed venue.

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- 2. Communication & Coordination:** The qualifying company will be responsible for developing invitations for the unveiling event in collaboration with the Marketing & Communications (M&C) department at PSDF. Following which the company will also be responsible for sending out the invitations and coordinating with the invitees till the date of the event, to ensure that the maximum number of invitees attend with their confirmation as well.
- 3. Programme Planning & Execution (Activity Mechanism):** The company will be responsible for developing and managing the entire plan for the unveiling event, including the agenda (detailing how the event would unfold) with the timelines. A concrete presentation with demonstration will be required on this **in the USB** at the time of submission with the bids. The presentation shall include the following:

Items in Presentation	Total Marks = 30
The technology to be used for the unveiling of GCC Study with Policy Recommendations, New logo and Tagline	03
Sequence for execution of each activity of the overall event plan with timelines covering the overall theme and concept	05
Proposed Venue	03
Proposed Masters of Ceremony (one male and one female respectively)	03
Proposed Seating arrangements	02
Type and no. of lights and truss	05
Decoration involved at the event	
Designs of Invitation card, backdrop and no. of standees, with their due placement within premises	
Design version with mock-ups of the tea coasters	02
Possible set of 3-course menus to offer as a part of refreshment to the guests	03
The number of ushers (male and female)	02
Any other thing worth demonstration regarding the event which needs to be captured in the presentation as well.	02

**** Bids / Proposals submitted without presentation shall not be evaluated ****

- 4. Masters of Ceremony:** To ensure that the event is properly executed and well-hosted, the company would also be responsible for hiring two well-spoken, well-groomed individuals (one male, one female) to act Masters of the Ceremony.

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5. **Venue Decor:** Once the look and feel for the unveiling event has been finalised in coordination with the M&C department, the company will be responsible for ensuring that the agreed upon requirements & décor arrangements are met.
 6. **Unveiling Technology:** PSDF plans to unveil the new logo and tagline using a 3-D projection or some other interactive and unique format. The qualifying company will be responsible for finalising the unveiling idea with the M&C department and then ensure execution. Installing a reliable, good-quality surround sound system for the event will also be the company's responsibility.
 7. **Catering:** The Company must select top-notch catering companies based out of Lahore – who are well-known for serving well-planned, three-course meals at large-scale events. The average head count of the event will be around 100-120.
 8. **Sitting Arrangements:** Depends upon the company to suggest either a theatrical sitting arrangement or round tables with chairs. However, the front row will must have sofas.
 9. **Sound System:** An ordinary sound system to be suggested by the company just to be used for corporate event with special regards to the unveiling of GCC Study, Logo and Tagline.
 10. **Invitations, Backdrop / Media Wall, Standees and Branded Panels:** The company will also be responsible for developing (concept + production) of the invitation cards, backdrop / media wall, standees, branded panels. The options are kept open so that the interested company may suggest us different options for these.
 11. **Ushers:** A total of up to 6-10 male and female ushers will be part of this activity who shall help during the course of event and manage the guests.
 12. **Tea Coasters:** PSDF's transformational logo tea coasters to be at the guest tables.
 13. **Lights and Truss:** SMD Lights / Spot Lights or any type of lights with truss will also be used for the event.
 14. **Event Coverage:** Hi-res DSLR photography and video coverage of the event.
 15. **Target Audience:** PSDF's Board of Directors, Senior Government Officials including Ministers, Donors and Senior PSDF level staff.
 16. **Miscellaneous:** The Company will be 100% responsible for the entire event from planning phase till execution.
- 6- Terms of Reference:**

The successful bidder shall agree to the following terms of references to provide Services to PSDF:

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- a) PSDF shall raise Service Orders to successful bidder (as and when required) against the tender for Hiring of an Event Management Company to the successful bidder.
- b) The bidder shall be bound to provide required services within stipulated timelines /date. In case of delay, a penalty at uniform rate of 5% of the Service Order value shall be charged as a penalty on each day delay.
- c) If bidder completely fails to deliver the services on the agreed date, successful bidder shall inform at least 7 days before the event to PSDF with proper justification.
- d) The technical & inspection committee/team of PSDF will inspect and check the services provided at the time of delivery of Services. Payment will be made on receipt of satisfactory report from the said technical committee/team.
- e) PSDF reserves the right to increase/decrease the services as per the requirement.
- f) In case of any dispute regarding quality of services and scope of job the decision by PSDF shall be final & binding.
 - g) Income tax and GST/PST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
 - h) The payment shall be made within 30 days after the delivery of services and submission of invoice(s) as per the PSDF rules.

7- Guidelines

- a) Only short-listed applicants fulfilling the eligibility criteria shall be considered for technical evaluation.
- b) All documents and information received by PSDF from applicants shall be kept confidential.
- c) Documents submitted to PSDF shall not be returned.
- d) Bid shall remain valid for the period of 3 months after the bid financial opening.
- e) All expense related to participation in the bidding process shall be borne by the bidders.
- f) Documents must be submitted as hard copies in a sealed envelope marked as “TECHNICAL & FINANCIAL PROPOSAL with USB” for ‘Services’. USB should contain only soft copy of Technical Proposal. The envelope containing hard copies of technical & financial proposal shall be received on the postal address given below:

Postal Address:

Procurement Department

Punjab Skills Development Fund
21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore
E-mail: Procurement@PSDF.org.pk
Landline: +92-42-35752408-10
Fax: +92-42-35752190

- g) The closing date and time for receipt of the bidding proposal is 1st February , 2018 at 3:00 PM
- h) PSDF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of the technical proposal, if required.
- i) PSDF reserves the right to verify any information provided by the bidders.
- j) Questions about this technical proposal can be made only in writing, a letter or via e-mail and must be asked by or before the date, 24th January, 2018. For any other related information, please contact the Procurement Department(if required)

8- Conditions of Tender:

Services of the successful bidder shall be secured in accordance with the PSDF Procurement Policy, subject to the following conditions:

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- a) The PSDF reserves the right to award or not award this contract.
- b) Bidders who fail to complete and attach all relevant documents shall be disqualified.
- c) No bidding document shall be accepted, if not properly stamped sealed, proper binding and marked.
- d) PSDF shall enter into a formal contract with successful bidder.
- e) PSDF reserves the right to terminate the contract, if the performance of the bidder is unsatisfactory.
- f) PSDF has the right to visit the business premises of the qualifying bidder(s) to verify the information provided in the bidding documents.
- g) It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing time and date of the tender.
- k) Bids received after the closing time and date will NOT be considered. Proposals (even if properly sealed but) received thereafter, will not be accepted.
- h) Although adequate thought has been given in the drafting of this document; however, errors such as typos may occur which PSDF will not be held responsible.
- i) Any change of information provided in the tender document that may affect delivery should be brought to PSDF's attention as soon as possible. Failure to comply may result in the contract being terminated.
- j) Bidder(s) presenting information that is intentionally incorrectly or fraudulent will be disqualified.

9. Technical Evaluation Criteria:

This document is governed by procedure approved by PSDF management. The technical proposal of eligible organisations will be evaluated using the required Service attached in *annexure – D*.

Note: *Technical qualification status shall be decided on the basis of Pass/Fail basis. The Company must score at least 65 marks out of 100 for passing.*

10. Financial Evaluation:

- a) The Financial Proposals of only eligible bidders with technically qualified will be opened in the presence of all the Bidders participated in the tender.
- b) All bids shall be opened by the evaluation committee publicly in the presence of the bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding and chairperson or member of the evaluation committee shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening.
- c) All bidders in attendance at the time of opening of the bids shall sign an attendance sheet. Please provide information regarding Financials in “annexure – G”.

11- Submission of Bids (Technical & Financial Proposal):

Complete bid containing Technical and Financial proposal along with CDR and USB(containing technical proposal only), all required information and documentary evidences must be submitted before closing dated i.e.-February 1st, 2018 at 3:00 PM-. Technical proposals will be publicly opened on the same day i.e. – February 1st, 2018 at 3:30 PM --in the presence of bidder's representatives who wish to attend it. CDRs of disqualified bidders will be returned after awarding the business to successful bidder.

11.1. Call Deposit Receipt (CDR)

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CDR of Rs.10,000 in the form of pay order or demand draft favouring Punjab Skills Development Fund. The CDR should be valid for a period not less than 6 months and must be enclosed in financial bid.

11.2 Cover Letter for the Submission of Technical Proposal:

A cover letter as specified in *Annexure G* shall be submitted with the proposal.

Important Note: The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The bids should be submitted in sealed envelope clearly mentioned “Hiring of an Event Management Company”

Annexures

Annex – A

Organization Information			
S #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
	General / Punjab Sales Tax Number		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Company	
		Others (Please specify)	
6	Name and designation of 'Head of Organization'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	The event management company must have local presence within Pakistan, and a portfolio of high profile events preferable executed in Lahore, Karachi, Islamabad /Rawalpindi etc. (Proof of official address required on the company’s letterhead)		Copies Attached
			Copies Not Attached
2	The company must have demonstrated experience of managing high profile events for MNCs / social & development sector / government / semi-government / autonomous bodies / education sector for logo unveil, brand identity launch for at least 3 companies in the last three years, preferably unveiling research reports and policy initiatives. (Copy of contracts or Purchase/Service Orders for the last 3 years required)		Proofs Attached
			Proofs Not Attached
3	Certificate of company’s registration / incorporation(Registration copy required)		Copies Attached
			Copies Not Attached
4	Affidavit on stamp paper, declaring that the company is not black listed by any Government agency / authority/MNC’s (Original required)		Affidavit attached
			Affidavit not attached
5	NTN and GST/ PST (if applicable) registration		National Tax Number (NTN)
			General / Punjab Sales Tax Number (GST, PST)
6	The company must have an annual financial turnover of PKR 30 million or above. (Tax return or bank statement is required for last year)		Tax return or bank statement is required for last year Not Attached
			Tax return or bank statement is required for last year

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			Attached
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Annex – C

Relevant Experience		
Sr. #	Required Information	Response (Please provide exact information with organization name, location/s and duration) Provide data in sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
		v.
2	Start and end dates of providing Event Management Services (For example – Jan 2005 to September 2013)	i.
		ii.
		iii.
		iv.
		v.
3	Number of Clients served	i.
		ii.
		iii.
		iv.
		v.

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List of current business with other organizations, including government organizations:

Sr. No	Name of Company/Organization	Current Business/Scope of Work	No of Employee	Annual Contract Volume	Approximate value of Business
1					
2					
3					
4					
5					

Technical Evaluation Criteria

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S. No.	Descriptions	Total Points	Categorized Points	Remarks (Attachment of relevant evidence in each case is mandatory. In case of non-compliance, no mark will be awarded)
1	Overall Presentation on Methodology / Execution Plan *Marks shall be awarded on the basis of items as mentioned in the tender document	30		Marks shall be given based on the essence of creativity involved in the presentation
2	Company's Experience of managing high profile events preferably for Social & Development sector, MNCs, education sector, mentoring and social enterprises.	15		Documented proofs required (purchase orders, contracts)
	Experience of providing Event Management services for 6 years or more		15	
	Experience of providing Event Management services for greater than 3 years but less than 6 years		10	
3	Performance Reports	10		Documented proof required (letters of appreciation, certificates and job completion by previous clients)
	Performance reports / job completion certificates of appreciation letters from Govt./ Semi-Govt. or Multinationals Authorities / Accredited Bodies (5 or more in last 3 years)		10	
	Performance reports / job completion certificates or appreciation letters from Govt./ Semi-Govt. or Multinationals Authorities / Accredited Bodies (2 or greater than 2 but less than 5 in last 3 years)		8	
4	Key Management Staff and their Experience	15		(Profiles / CVs must be attached)
	Consisting of 4 or more key management staff with 4 years or more of relevant experience in providing event management services		15	
	Consisting of 2-3 key management staff with 2 years of relevant experience in providing event management services		10	
5	Subordinate Staff and their Experience	10		(Profiles / CVs must be attached)

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Services Required		Total Price for the Services (with Taxes)
Venue Selection (Name the venue)		
Masters of Ceremony (One Male and One Female with names)		
Overall Venue Decoration (Please specify the items and indicate their placement)	Flowers	
	Any other item, please mention	
	Any other item, please mention	
	Any other item, please mention	
Unveiling technology used. Please mention name of technology for unveiling of GCC study, PSDF logo and tagline		
3 Course Menu Arrangement (Please mention items to be included)	Menu 1 (Please mention items)	
	Menu 2 (Please mention items)	
	Menu 3 (Please mention items)	
Sound System with Speakers for the overall event		
Designing of Branding Material	Invitation Cards	
	Backdrop / Media Wall	
	Standees	
	Branded Panels	
	Others (Please specify)	
Ushers (A combined total of 6-10 male and females) Please mention the number of male and females for each		
Branded Tea Coasters (Plastic or any other suggested material for an approximate head count of 120 to be placed at all the tables)		
Lights and Truss (Please mention type of lights)		
Event Coverage	Photography	
	Videography	
Miscellaneous	Please specify	
	Please specify	

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	Please specify	
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Note: Successful bidder shall provide the performance guarantee 5% of contract value at the time of the awarding business.

Annex-G (Declaration)

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects;
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name:-	
Designation:-	
Signatures:-	
Date and Place:-	

Annex H (Cover Letter)

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guide lines]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the /Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the delivery of /Services as per the client's request, if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory: