

# **PUNJAB SKILLS DEVELOPMENT FUND**

## **Pre-Qualification of Companies/Firms for Event Management**

**December 2019**



**Submission Date for Pre-Qualification: on or before 03:00 PM, 23<sup>rd</sup> December 2019**

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore, Pakistan

Phone: +92-42-35752408-10

Fax: +92-42-35752190

<b>Table of Contents</b>	
<b>1) Introduction:</b>	<b>2</b>
<b>2) Instruction for the Applicants:</b>	<b>2</b>
<b>3) Scope of Work:</b>	<b>3</b>
<b>4) Conditions for Eligibility</b>	<b>4</b>
<b>5) General Guidelines:</b>	<b>4</b>
<b>6) Form of Contract</b>	<b>5</b>
<b>7) Delivery Timelines or Completion Date</b>	<b>5</b>
<b>8) Pre-Qualification Evaluation Criteria</b>	<b>6</b>
a) Cover Letter for the Submission of Pre-qualification Proposal	6
<b>Annexures</b>	<b>7</b>
Annex – A (Organization Information)	7
Annex – B (Eligibility Response Check List)	8
Annex – C (Pre-qualification Evaluation Criteria)	9
Annex – D (Key Management Staff of the Company)	11
Annex – E (Declaration)	12
Annex – F (Cover Letter)	13

### 1) Introduction:

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. Sealed bids/proposals will be invited from the Applicants for pre-qualification of Event Management companies/firms. All interested and eligible applicants are requested to go through the Pre-qualification document and provide relevant information and supporting documents mentioned.

### 2) Instruction for the Applicants:

- a) The proposal shall be a single envelope, containing pre-qualification documents. The envelope shall be marked as “Prequalification Proposal”. All information required for prequalification including instructions for preparation and submission of the prequalification documents, evaluation criteria, list of documentary evidence to demonstrate their respective qualifications and any other information that the procuring agency deems necessary for prequalification.
- b) The PSDF shall evaluate the proposal in the manner prescribed in the **Annex-C** given in the document. During the evaluation no amendments in the prequalification proposal shall be permitted. After prequalification, only the prequalified applicants shall be entitled to participate in the subsequent procurement proceedings. PSDF at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of an applicant, whether or not prequalified, may require the applicant to provide such further information concerning the professional, technical, financial, legal or managerial competence as PSDF may decide.
- c) The Applicants must respond to all queries and provide complete information as advised in this document, failing which the PSDF may reject the application.
- d) PSDF shall disqualify an applicant on the ground that he had provided false, fabricated or materially incorrect information.
- e) Applicants to provide the preliminary data in pre-qualification proposal such as firm’s profile with specific experience of providing Event Management services and submit annual financial audit reports, registrations or memberships, NTN certificate, tax return etc.
- f) PSDF shall evaluate Pre-qualification Proposal in a manner prescribed in section–08 given in the document, without reference to the price and condition shall reject any proposal which does not conform to specified requirements.
- g) This document has different sections carrying information of eligibility, Scope of work, pre-qualification evaluation criteria, general conditions, form of the contract etc. to assist potential applicants to develop their pre-qualification proposals.

- h) Passing criteria for Pre-qualification evaluation shall be minimum 65 marks.
- i) The name and mailing address of the Applicant shall be clearly mentioned on top left side of the envelope.

**3) Scope of Work:**

Punjab skills development fund is going to organize Events in 36 districts of the Punjab to raise awareness about the upcoming/current projects, for that the services of Event Management Companies/firms are required.

Following are the tasks and responsibilities that the qualifying applicant would be expected to deliver, by working closely with the Marketing & Communications (M&C) department at PSDF for each event:

Following are indicative activities to be performed by the pre-qualified Event Management Companies/Firms:

- a) Arrangement of the venue/hall with stage in 36 districts of the Punjab.
- b) Provisioning of SMD, with good quality sound system including mics.
- c) Venue to be branded with appropriate branding material which may include but not limited to Backdrops, standees, side panels and banners etc.
- d) Provisioning of registration desk with register/notepads to be placed on the tables.
- e) Video and still photography coverage of the event
- f) Seating arrangements, and it should be done in such a way that the entire audience can see the SMD without any hindrance.

**Note:**

Artworks for the development of collateral which includes the backdrops, banners, roll-up standees, side panels and all other items shall be provided by PSDF.

**Coverage area:**

Coverage Area 36 Districts of the Punjab	
Region	Districts
Central	Lahore, Faisalabad, Gujranwala, Gujrat and Sialkot etc
North	Islamabad, Rawalpindi etc
South	Multan, Bahawalpur etc
<b>*PSDF reserves the right to change/subtract/add districts as per the business needs</b>	

#### 4) Conditions for Eligibility

The Successful applicants, fulfilling the following criteria, will be considered eligible for the Pre-qualification evaluation process.

- a) Evidence of applicant firms/company Registration / Incorporation (Evidence of certificate of incorporation/company registration certificate is required)
- b) Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of Organization (Provide a copy of registration)
- c) Should be Active Taxpayer and last year's tax return is required (2017-2018 Tax Return copy required)
- d) Affidavit on stamp paper, declaring that company is not blacklisted by any Government /semi government/autonomous body /agency/authority/organization. (Original required)

If applicant fails to provide information as per the above mentioned or does not fulfil the requirement of, "Eligibility Criteria Checklist" (Annexure B) shall be dis-qualified and declared ineligible from the pre-qualification process and its pre-qualification evaluation will not be carried out.

#### Note (Please mark the supporting documents for Eligibility Criteria Checklist)

#### 5) General Guidelines:

- a) The successful applicant shall agree to the following terms of references to provide services to PSDF:
- b) PSDF reserves the right to award or not to award this contract and Applicants who fail to submit complete and attach all the relevant documents shall be disqualified. No pre-qualification document shall be accepted, **if not properly sealed, marked, signed and stamped.**
- c) PSDF shall enter into a formal contract with the successful applicant only and reserves the right to terminate the contract, if performance of Applicant is unsatisfactory.
- d) Applicants to ensure that their bid documents are submitted before the closing time and date of the Pre-qualification. **Bids received after closing time and date will not be considered.**
- e) All documents and information received by PSDF from applicants will be treated in strictest confidence. Documents submitted to PSDF will not be returned.
- f) All expenses related to participation in this pre-qualification process shall be borne by the applicant.
- g) Only short-listed applicants fulfilling the eligibility criteria will be considered for technical evaluation.
- h) Documents shall be submitted in hard copies in a sealed envelope marked as "PROPOSAL" as hard copy in a sealed envelope for **Prequalification of Companies/ Firms for PSDF Event**

**Management.** The envelope containing hard copies of pre-qualification proposal shall be received on the postal address given below.

**Procurement Department**

Punjab Skills Development Fund, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore

E-mail: [Procurement@psdf.org.pk](mailto:Procurement@psdf.org.pk) Phone: +92-42-35752408-10, Fax: +92-42-35752190

- i) PSDF reserves the rights to request submission of additional information from applicants to clarify/further understand aspects of pre-qualification proposal, if required.
- j) PSDF also reserves the right to verify any information provided by the applicants.
- k) PSDF has the right to visit business premises to verify the information shared in Pre-qualification documents. Applicant presenting information intentionally incorrectly or fraudulently will be disqualified.

**Questions about this pre-qualification document can be made only in writing through a letter or E-mail: at [Procurement@psdf.org.pk](mailto:Procurement@psdf.org.pk) and must be asked before 05:00 PM, 19<sup>th</sup> December-2019.**

**\*\*Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible\*\***

**6) Form of Contract**

- a) The pre-qualified applicants shall sign and execute the standard contract of PSDF including any general conditions on the terms and conditions specified therein. Any amendment to the standard contract shall be made with mutual consent of both parties.
- b) Successful applicant will sign a contract and will provide the agreed services within the stipulated agreed time of issuance of the Purchase/Service Order.
- c) The duration of the agreement shall be 1 year; however, it can further be extended up to 2 years based on the satisfactory performance of the applicant, and on the mutual consent of both the parties under the agreement
- d) If PSDF cancel the contract during the contract period, a notice period of 1 month will apply.
- e) In case of any dispute regarding services the decision of the PSDF shall be final & binding.
- f) 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 applicant, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.

**7) Delivery Timelines or Completion Date**

- i) Contract shall start from Jan-2020 tentatively, Timelines of the delivery of services shall start once the contract is signed and Purchase /Service is issued.

**8) Pre-Qualification Evaluation Criteria**

This document is governed by the procedure approved by PSDF management. The pre-qualification proposal of eligible organisations will be evaluated against the requirements specified in the “**Annexure – C**”.

**9) Submission of Bids (Pre-qualification Proposal): -**

Complete bid containing pre-qualification proposal, all required information and documentary evidences must be submitted before closing dated i.e. 03:00 PM, 23<sup>rd</sup> December-2019. Pre-qualification proposals will be publicly opened on the same day i.e. 03:30 PM 23<sup>rd</sup> December-2019 in the presence of applicant’s representatives who wish to attend it.

**a) Cover Letter for the Submission of Pre-qualification Proposal**

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

**Note: Please provide the required Information/Response to all annexure mentioned in this document and mark them while submitting the bid.**

**Annexures**

**Annex – A (Organization Information)**

Organization Information		
Sr #	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organisation	
3	National Tax Number	
4	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 Firm
	Others (Please specify)	
6	Name and designation of 'Head of Organization'	
	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	
7	Name and designation of 'Contact Person':	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	
8	Address of organization	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	

**Annex – B (Eligibility Response Check List)**

Eligibility Check List				
Sr. No.	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Evidence of applicant's firms/company Registration / Incorporation	Evidence of certificate of incorporation/company registration certificate	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of Organization (Provide a copy of registration)	(Provide a copy of registration)	<input type="checkbox"/>	<input type="checkbox"/>
3	Should be Active Taxpayer and last year's tax return is required (2017-2018 Tax Return copy required)	(2017-18 tax return copy required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Affidavit on stamp paper, declaring that company is not blacklisted by any Government /semi government/autonomous body /agency/authority/organization. (Original required)	We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.	<input type="checkbox"/>	<input type="checkbox"/>

**Annex – C (Pre-qualification Evaluation Criteria)**

Pre-Qualification Evaluation Criteria				
SR #	Descriptions	Total Points	Categorized Points	Remarks
	<b>Descriptions</b>			(Attachment of relevant evidence in each case is mandatory. In case of non-compliance, no mark will be awarded)
<b>1</b>	<b>Related Work Experience</b>	<b>20</b>		
	Experience of providing Event Management services for equal to or more than 7 years		20	Contract copy/service orders/ Purchase order from the clients / client recommendations letters
	Experience of providing Event Management services for more than 5 years but less than 7 years		15	
	Experience of providing Event Management services for more than 3 years but less or equal to 5 years		10	
<b>2</b>	<b>Client Portfolio</b>	<b>20</b>		
	Worked with more than or equal to 10 clients (Telco/non-telco, local companies/Multinationals Companies /FMCG/Government departments/International clients) for event management		20	Documented proof: service order/purchase order/ copy of the contract from the clients / client recommendations letters
	Worked with more than or equal to 7 and less than 10 clients (Telco/ non telco, local companies/Multinationals Companies /FMCG/Government departments/International clients) for event management		15	
	Worked with more than or equal to 5 & less than 7 clients (Telco/ local companies/Multinationals Companies /FMCG/Government departments/International clients) for event management		10	
<b>3</b>	<b>Financial Capacity</b>	<b>20</b>		
	Last year turnover/ revenue is equal to or more than 40 million (PKRs)		20	Copy of last year tax return (2018-2019) / Last year audited report (2018-2019)
	Last year turnover/ revenue is greater than 30 Million (PKRs) but less than 40 Million (PKRs)		15	
<b>4</b>	<b>Team Members (minimum of 5)</b>	<b>20</b>		
	Management staff with working experience of more than 7 years (any managerial or other senior position) of event management/BTL/OOH/Brand Activation/Conference management and execution		20	Furnish CV of the team members



Skills For Success

	Management staff with working experience of more than or equal to 5 years but less than 7 years (any managerial or other senior position) event management/BTL/OOH/ Conference management and execution		15	
<b>5</b>	<b>Official Presence</b>	<b>20</b>		
	Office in Lahore		20	Documentary details of the office in Local Office in Lahore and other cities, if applicable, should be provided.
	Office other than Lahore		15	
	<b>TOTAL</b>	<b>100</b>		

**Annex – D (Key Management Staff of the Company)**

Please attach CVs for your Key Management Staff

<b>Key Management Staff of Company</b>				
<b>Sr. #</b>	<b>Name of Management Staff</b>	<b>Designation</b>	<b>Area of Expertise</b>	<b>Number of years in company</b>

**Annex – E (Declaration)**

I, \_\_\_\_\_ hereby declare that:

- all the information provided in the pre-qualification document 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 – F (Cover Letter)**

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guidelines]

**Re:** Pre-qualification 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 pre-qualification document for Proposal dated [Insert Date of Pre-qualification advertised]. We hereby submit our pre-qualification 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: