

## Request for Proposals

### Inauguration Ceremony of TEXPO Pakistan 2019 under the theme of Emerging Pakistan at Hazoori Bagh, Lahore on 11<sup>th</sup> April, 2019

**ATTENTION:** Prospective Bidders shall provide their name and all contact details in order that amendments to the RFP or other communications can be sent directly to them. Any prospective bidder who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

1. RFP No.	E&D-885/2017 - Inauguration Ceremony/ TEXPO 2019
2. Issue Date	7 <sup>th</sup> February, 2019
3. Title	<b>Inauguration Ceremony of TEXPO Pakistan 2019 under the theme of Emerging Pakistan</b> <b>Venue: Hazoori Bagh, Lahore</b> <b>Date: 11<sup>th</sup> April, 2019</b> <b>Time: 1800 hours onwards</b>
4. Issuing Office	Joint Secretary (TEXPO) Commerce Division, Room No. 518, 5th Floor, Block A, Pak Secretariat, Islamabad. Ph: 051-9210852
5. Deadline for Questions and clarifications	Questions due by or before : 20 <sup>th</sup> February, 2019 (if any) Each bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email to <a href="mailto:onsiazafar@gmail.com">onsiazafar@gmail.com</a> or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested bidders.
6. Deadline for Receipt of Proposal	Sealed Proposal are due on: 22 <sup>nd</sup> February , 2019
7. Contact Person	<b>Ms. Onsia Zafar,</b> <b>Deputy Director (EP),</b> Commerce Division, Room No. 425, 4th Floor, Block A, Pak Secretariat, Islamabad. Ph: 051-9218434
8. Anticipated Award Type	Commerce Division anticipates issuing a Fixed Price Purchase Order. This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RFP in no way obliges Commerce Division to award a purchase order and bidders will not be reimbursed for any costs associated with the preparation of their bid.

<p><b>9. Basis for Award</b></p>	<p>An award will be made to the responsible bidder whose bid is responsive to the terms of the RFP and is most appropriate, considering price or/and other factors included in the RFP. Award will be based on the criteria as per the RFP.</p>
<p><b>10. General Instructions to Bidders</b></p>	<ul style="list-style-type: none"> <li>● Late offers will be rejected except under extraordinary circumstances at the Commerce Division’s discretion.</li> <li>● Proposal must be in English</li> <li>● Proposal must be signed and stamped by the bidder.</li> <li>● Bids will be submitted along with 05% bid security on total bid amount (Refundable).</li> <li>● Bidder shall confirm in writing that the Bidder fully understands that their Proposal must be valid for a period of ninety (90) days by signing the Cover Letter.</li> <li>● Technical proposal must include specific designing and company profile. Specific design includes both pictorial presentation and detailed working drawing (along with BOQs, specifications, No. of objects or items with analysis) clearly understandable to the evaluation committee. Concepts/ ideas must include the décor type and object styles and designs, e.g. seating arrangements of approximately 1000 guests fit for a state-level event, customized stage setup with SMDs, sound and lighting systems, cultural performances and ambiance, food service and menu (preparation, cooking, cutlery and catering plan), venue decoration (including flowers, sound, lights etc.), giveaways, events ushers (uniformed) and valet/ shuttling services and any other activities if required.</li> <li>● Technical Proposal will also include an individual formal Presentation depicting Concept and Theme of the Project to the Evaluation Committee as per specified schedule.</li> <li>● Offers must show unit prices, extensions, and total price. All items, services, spare parts, etc. must be clearly labeled and included in the total price. Proposal must be a fixed price, expressed in Pakistani Rupees.</li> <li>● Bidders are asked to specify the available resources.</li> <li>● Proposal must be received on company letterhead by or before the date indicated above in sealed condition. Proposal received after this date may not be considered.</li> <li>● Bidders must provide fixed prices, inclusive of all applicable tax. Tax at source will be deducted from all payments as per government rules, unless a valid exemption certificate is provided by the supplier.</li> <li>● Within three (03) days of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, provided in the bidding documents, or in another form acceptable to the Procuring agency.</li> <li>● Commerce Division is not liable for any cost incurred during preparation, submission or negotiation of an award for this RFP. The costs are solely the responsibility of bidder.</li> </ul>

	<ul style="list-style-type: none"> <li>● Only those bids will be considered which are prepared in legible writing and are absolutely clear and unambiguous. Any unavoidable cutting/over-writing must be signed and stamped by authorized signatory of the bidders</li> <li>● Submission of Proposal against this RFP would automatically mean that supplier agrees to all the terms and conditions mentioned in this RFP.</li> <li>● Arithmetical errors will be rectified on the following basis: <ul style="list-style-type: none"> <li>○ If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.</li> <li>○ If there is a discrepancy between words and figures the amount in words shall prevail.</li> </ul> </li> </ul> <p>If the bidder does not accept the correction of errors, its Proposal will be rejected.</p>
<b>11. Invoice Payment and General Sales Tax (GST)</b>	<ul style="list-style-type: none"> <li>● Payment will be made upon delivery of items and made in PKR.</li> <li>● Where applicable, bidders should include Sales Tax (GST), customs duties (if items are imported) as separate lines on the invoice.</li> </ul>
<b>12. Compliance with Terms and Conditions</b>	<p>Bidders shall be aware of the general terms and conditions for an award resulting from this RFP. The selected bidders shall comply with all Representations and Certifications of Compliance as required</p>
<b>13. Bidders Agreement with Terms and Conditions</b>	<p>The completion of all RFP requirements in accordance with the instructions in this RFP and submission to Commerce Division of a quote will constitute an offer and indicate the bidder's agreement to the terms and conditions in this RFP and any attachments hereto. Issuance of this RFP in no way obliges Commerce Division to award a purchase order, nor does it commit Commerce Division to pay any costs incurred by the bidder in preparing and submitting the quote. Commerce Division has the right to increase or decrease the goods and services mentioned in this RFP.</p>
<b>14. Determination of Responsibility</b>	<p>Commerce Division will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> <li>1. Provide copies of the required business licenses to operate in the host country.</li> <li>2. Ability to comply with required or proposed delivery or performance schedules.</li> <li>3. Having adequate financial resources to deliver goods or the ability to perform the require services.</li> <li>4. Ability to comply with required or proposed delivery or performance schedules.</li> <li>5. Have a satisfactory past performance record of organizing mega events at a National Heritage Site preferably Hazoori Bagh, Lahore.</li> </ol>

	<p>6. Have a satisfactory record of integrity and business ethics.</p> <p>7. Be qualified and eligible to perform work under applicable laws and regulations.</p> <p>8. Will communicate effectively and timely if any determination of responsibility terms cannot be met or delayed.</p>
--	--

Additional Information		
No	Description	Terms
1.	Proposal	Prices for each item must be quoted. GST and customs (if imported) should be as separate lines on the invoice. Offers must show unit prices, extensions, and total price. All items, services, spare parts, etc. must be clearly labeled and included in the total price. Proposal must be a fixed price, expressed in Pakistani Rupees. The quoted prices should be valid for 90 days.
2.	Payment terms	Payment will be made upon completion of work and submission of an invoice and in PKR. Payments shall be made promptly by the Procuring agency, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.

### EVALUATION CRITERIA OF TECHNICAL BID

Sr. No.	Parameters	Details								
1.	Presentation depicting Concept and Theme of the Project	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">i.</td> <td>Theme and Concept of Presentation</td> </tr> <tr> <td style="text-align: center;">ii.</td> <td>Understanding &amp; Innovativeness</td> </tr> <tr> <td style="text-align: center;">iii.</td> <td>Methodology &amp; work Plan</td> </tr> <tr> <td style="text-align: center;">iv.</td> <td>Nos. of items/ objects with clearly mentioned specifications and analysis</td> </tr> </table>	i.	Theme and Concept of Presentation	ii.	Understanding & Innovativeness	iii.	Methodology & work Plan	iv.	Nos. of items/ objects with clearly mentioned specifications and analysis
i.	Theme and Concept of Presentation									
ii.	Understanding & Innovativeness									
iii.	Methodology & work Plan									
iv.	Nos. of items/ objects with clearly mentioned specifications and analysis									

2.	Full Name, Permanent Address, Telephone, Fax Numbers and Organizational Structure	<table border="1"> <tr> <td>i.</td> <td>Full Name and Permanent Address</td> </tr> <tr> <td>ii.</td> <td>Telephone, Fax Number</td> </tr> <tr> <td>iii.</td> <td>Organizational Structure</td> </tr> </table>	i.	Full Name and Permanent Address	ii.	Telephone, Fax Number	iii.	Organizational Structure
i.	Full Name and Permanent Address							
ii.	Telephone, Fax Number							
iii.	Organizational Structure							
3.	Past performance (Last 10 year)	List of completed projects of similar nature & financial outlay						
4.	Technical or skilled Staff/Labour	Attach List/CVs of each Technical or skilled Staff/ labour if any.						
5.	Financial Status	<table border="1"> <tr> <td>i.</td> <td>Tax Returns (Last 3 years)</td> </tr> <tr> <td>ii.</td> <td>Financial Stability Certificate</td> </tr> <tr> <td>iii.</td> <td>Project handled during last 10 years must be added up to 03 times of the project costs.</td> </tr> </table>	i.	Tax Returns (Last 3 years)	ii.	Financial Stability Certificate	iii.	Project handled during last 10 years must be added up to 03 times of the project costs.
i.	Tax Returns (Last 3 years)							
ii.	Financial Stability Certificate							
iii.	Project handled during last 10 years must be added up to 03 times of the project costs.							
6.	Affidavit	Certificate to be provided that the firm has not been blacklisted in past.						

## **Request for Proposals**

Commerce Division Government of Pakistan

**Inauguration Ceremony of TEXPO Pakistan 2019 under the theme of Emerging Pakistan at Lahore**

### **Descriptive Part**

#### **1. Scope of Task**

Commerce Division intends to organize Inauguration Ceremony of 2<sup>nd</sup> Edition of TEXPO 2019 which is the largest textile exhibition in Pakistan being organized by Trade Development Authority of Pakistan at Hazoori Bagh, Lahore. The Inauguration Ceremony is expected to be a state level event with approximately 1000 guests. The Theme of TEXPO 2019 Pakistan is Emerging Pakistan.

## **2. Objective**

- TEXPO 2019 is expected to attract major international buyers for Pakistani textile products, importers, exporters, foreign investors, trade representatives, diplomatic missions, and leaders of chambers of commerce, ministers of commerce, government officials, members of trade Associations, top executives from multinational companies and financial institutions, professional and opinion leaders of business media. Moreover, a large number of local buyers will also be present.

## **3. Core Message of the Event**

- Promote the Textile industry in Pakistan with historical, modern & futuristic perspective.
- Promote Positive image of Pakistan by showcasing Pakistani culture, history, art and craft.

## **4. Target Audience**

- Importers & exporters
- Foreign investors
- Trade representatives
- Diplomatic missions
- Leaders of chambers of commerce
- Ministers of commerce /Government officials from different countries
- Members of trade Associations
- Top executives from multinational companies and financial institutions
- Professional and opinion leaders of business media

## **5. Terms of Reference: Hiring of Event Management Company:**

### **Skills, Experience and Specific Requirements**

Event management firm must be willing and able to provide and fulfill the following: -

- i. Event Management Company must have extensive and relevant experience in staging Events which are the same as or similar to the Launch Ceremonies mainly including publication of invitation cards, venue decoration and catering.
- ii. Event Management Company will be responsible for the development of the creative content and production of the ceremony, showcasing Pakistan's people, culture and history. It should highlight the color and diversity of its textiles from across Pakistan from different geographical regions. The overarching theme of all the aspects/segments of event will be Emerging Pakistan.
- iii. Event Management company should also be able to produce Sound and Light show on the Culture & History of Pakistan with recorded or live narration and music.
- iv. Special segment on Textile for the future highlighting modern technology, innovation in production and design of Pakistani textiles must be included.
- v. Applicant should possess sufficient resources (including adequately trained personnel) to provide the services for the event. Event management firm will be responsible for selection and training for Ushers for the event
- vi. Event Manager would be responsible for all physical /logistical support/transportation for the event including shuttling of guests from parking area to the venue.
- vii. Event Management firm will be responsible to produce and distribute event promotional material. The content and design of promotional material will be approved by Commerce Division. Event Manager would also be responsible for PR and marketing of the event.
- viii. Event Management firm will be responsible for procurement and designing of gifts for the event in consultation and with the approval of TDAP/ Commerce Division.
- ix. Any other action/plan/deliverable as discussed with and required by the Commerce Division before grant of award.
- x. Event Management firm should be able to carry out rehearsals with all involved in the event.
- xi. Event Management firm will also be required to come up with a contingency plan identifying possible scenarios and outcomes to mitigate risk of in case of an emergency.
- xii. Event Management firm will be responsible for complying with Walled City of Lahore Authority (WCLA) rules and regulations.

- xiii. Event management firm will be Event management firm will prepare event action plan including each activity in close coordination with Commerce Division and TDAP.
- xiv. Event Management firm will coordinate with Walled City of Lahore Authority (WCLA) and other agencies/ stakeholders (such a Deputy Commissioner Lahore Office, PHA etc).
- xv. Event Management firm will prepare minute-to-minute plan, finalize performances and work out a detailed plan/ layout for the movement of VVIPs and other guests in consultation with Commerce Division and TDAP.

## **6. Instructions:**

1. The Bidder shall seal the original bids (technical and Financial) in separate envelopes" duly marked. The envelopes shall then be sealed in an outer envelope.
2. The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".
3. If the outer envelope is not sealed and marked as required, the Procuring agency will assume no responsibility for the bid's misplacement or premature opening.
4. Bids submitted through telegraph, telex, fax or e-mail shall not be considered.
5. All interested bidders shall respond in hard copy to the address mentioned in the advertisement within fifteen (15) days of its publication in the press. All firms will receive an "acknowledgement of receipt" email. Only shortlisted companies / firms will be contacted for further dealings.
6. Once all complete RFPs have been received, these will be analyzed and potential suppliers short-listed.
7. The Commerce Division will invite the short-listed companies / firms to further view their presentations and fine-tune proposals in detail.
8. All companies/individuals that submit a response to the RFP are deemed to have accepted these conditions.
9. The Commerce Division shall not bind itself to accepting the proposal with the lowest cost and/or rates. It shall be a combination of excellent technical strength, experience, team, proven record of success as well as solid financial proposal.
10. No contract for the supply of services which are the subject of this RFP shall be formed with any vendor(s) until such time that a written contract(s) for the supply of these services has been agreed upon and formalized by both parties.
11. The cost of responding to this RFP and all associated costs shall be borne exclusively by the vendor(s), including any subsequent costs incurred by attending any meetings in Pakistan in connection with the proposal.



12. All interested parties acknowledge and agree that this RFP and any documents or appendices relating thereto are confidential. It is hereby agreed that nothing shall be divulged to any third party, any information relating to the RFP. All parties accept that this confidentiality is binding upon all employees and officers and that their agreement to abide by this condition is guaranteed.
13. The Commerce Division may at its absolute discretion terminate the RFP/evaluation process at any time and for any reason, in which case they will notify all suppliers/participants in writing, but do not have any obligation to provide reasons for the termination of the RFP and the evaluation process.
14. The suppliers acknowledge that the Commerce Division focal point for this RFP must retain all documents submitted in response to this RFP in order that it can review and analyze all responses fairly and to comply with its obligations relating to accountability and record keeping. Notwithstanding the above, ownership of the intellectual property (IPR's) in the information contained in the proposals documents shall remain vested in the Vendor until they are hired; in that case all materials and IPR's stand automatically transferred to the Commerce Division focal person for the RFP.
15. These tender conditions, and any subsequent contract agreed by the successful party(s) shall be governed by and interpreted in accordance with the laws of Pakistan and the Pakistani courts shall have the jurisdiction for the resolution of any disputes arising there from.
16. Evaluation and short-listing of applicant firms will be based on criteria as per PPRA Rules.

\*\*\*\*\*