



GOVERNMENT OF PAKISTAN

BIDDING DOCUMENTS

**SERVICES OF EVENT MANAGER FOR THIRD PAKISTAN AFRICA TRADE
DEVELOPMENT CONFERENCE AND A SINGLE COUNTRY EXHIBITION AT
JOHANNESBURG, SOUTH AFRICA
(29th November -1st December 2022)**

Invitation for Bids & General Terms and Conditions

SERVICES OF EVENT MANAGER FOR THIRD PATDC-JOHANNESBURG AND SINGLE COUNTRY EXHIBITION AT SANDTON CONVENTION CENTRE, JOHANNESBURG, SOUTH AFRICA

Trade Development Authority of Pakistan (TDAP) and Ministry of Commerce (MoC) have decided to hold Third Pakistan Africa Trade Development Conference (PATDC) and a Single Country Exhibition (SCE) at Sandton Convention Centre, Johannesburg, South Africa from 29th November – 1st December, 2022. The 3rd PATDC and the SCE will be three days event. On the first day of the PATDC, the delegates from whole Southern Africa, Southern Africa Development Community region and from major public and private organizations of Pakistan will give presentations of their specific regions /organizations, whereas, in the next two days of SCE, Pakistani exhibitors will showcase top quality of Pakistan's Products. Two days SCE will be a true showcase of the progressive Pakistan with collective presence of top Pakistani brands in the event. On the sidelines of the main exhibition, B2B meetings, G2G meetings and a Gala Dinner night will also be arranged with African and Pakistani delegates.

2. Event Manager would be required to manage the three days event (PATDC and SCE) and provide all required services (as directed by TDAP) at Sandton Convention Centre, Johannesburg, South Africa. Terms of reference for the three days events are mentioned in details with clarity on all components of the event. There will be no compromise on quality and services described in the BOQs.
3. Bidding documents and other related information for the purpose can be obtained, on written request to Pakistan High Commission, Pretoria, or Trade and Investment Section, Johannesburg at the address given below. The firm will submit their sealed Technical Proposals and Financial Proposal in bold and legible letters to avoid any confusion.
4. Financial proposals should accompany a bid security equivalent to three per cent (3%) of the bid amount in the form specified in the Bidding documents.
5. Single Stage Two Envelope Procedure would be used for Open Competitive Bidding.
6. Sealed tender documents shall be submitted latest by 23 AUGUST, 2022 at 11:00 a.m. with the Trade Commission of Pakistan, Johannesburg and Technical Proposals shall be opened on the same day at 11:30 a.m. in the presence of representatives of the participating firms. The Financial Proposals of only technically qualified companies will be opened in next three days. Technically qualified companies will be invited during the opening of Financial Proposals. The proposal of lowest bidder will be accepted subject to meeting all requirements mentioned in the tender documents.
7. Trade Commission of Pakistan, Johannesburg reserves the right to reject any or all bids and to annul the bidding process at any time, however, reasons for rejection or annulling bid process will be communicated to the concerned bidder (s) in accordance with the Procurement Rules.

Trade Commission, Pakistan

3rd Floor, GreenPark Corner Building,
Lower Road corner West Road South, Morningside, Sandton, 2000
Johannesburg

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General Terms and Conditions

A. Preparation of Bid

Single Stage Two Envelope.

B. Preparation of Bid and Award of Tender:

The bidders are required to submit their bid in two Envelopes separately marked at Technical Proposal and Financial Proposal. Initially Technical proposal of the bidder shall be opened. If the same is found responsive as per Tender Terms, the financial proposal of technically responsive bidder shall be opened. Whereas the financial proposal of technically non-responsive bidder shall be returned back unopened.

The tender shall be awarded on the basis of low cost in financial proposal subject to conformity with Tender requirement.

1. Documents Comprising the Bid

1.1 The bid prepared by the Bidder shall comprise the following components:

(a) A Technical Proposal

Comprising of Cover letter, Company Profile, work experience & Financial Strength and a proposal on work plan based on the Schedule of Requirements/ TORs. The Bidder should take into consideration the parameters listed in Technical Evaluation Criteria for submission of Technical Proposal as described in the bidding documents. The technical criteria is given at Annex A.

For the technically responsive bidder, the bidder must obtain at least 70% marks in the technical requirements.

(b) Financial Bid

The financial proposal shall comprise of a Bid Form and a Price Schedule completed in accordance with mentioned columns and

- Bid security furnished in accordance with the rules.

- Bidders must submit the cost/rate against each requirement.

2. Bid Form

2.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods/ services to be supplied, a brief description of the goods, quantity, and prices.

3. Bid Prices

3.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the services & goods it proposes to supply under the contract.

3.2 Unless otherwise stipulated in the Conditions of Contract, prices quoted by the bidder shall remain fixed during the bidder's performance of the Contract and not subject to variation on any account. The price of other (incidental) services, if any, will be entered separately.

3.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected.

4. Bid Currencies

4.1 Prices may be quoted in dollar.

5. Documents Establishing Bidder's Eligibility and Qualification

5.1 The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

5.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Procuring agency's satisfaction that the Bidder, at the time of submission of its bid, is legally established and worked in the Event organization sector in Africa. The bidder may have worked in an international trade exhibition as an organizer for at least three years. The bidder may have successfully established an

international Trade Exhibition in Africa and South Africa. The level of PATDC-SCE is of international nature in which the whole SADC region is engaged to participate.

5.3 The documentary evidence of the Bidder's qualifications to perform the contract, if its bid is accepted shall have to be established to the Procuring agency's satisfaction:

(a) Bidder/Manufacturer/contractors must possess and provide evidence of its capability, experience and qualification criteria as stipulated in Bidding Documents and Bid Data Sheet.

(b) that, the Bidder has the financial and technical capability necessary to perform the contract.

(c) Bidders having a Joint Venture can participate and be treated as a single bidder

6. Bid Security

6.1 Bidder shall furnish, as part of its bid, a bid security in the amount 3% of the total bid price in favor of Trade Commission of Pakistan, Johannesburg, High Commission of Pakistan, Pretoria.

6.2 The bid security is required to protect the Procuring agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to conditions mentioned in the bid.

6.3 The bid security shall be in Dollars and shall be in one of the following forms:

(a) Each bidder shall furnish, as part of his bid, at the option of the bidder, a Bid Security (3% of the total bid price in favor of Trade Commission of Pakistan, Johannesburg) in Dollars currency in the form of Bank Deposit or a Bank Guarantee issued by a Scheduled Bank or an insurance company having credible rating in favor of the High Commission of Pakistan valid for a period up to sixty (90) days beyond the bid validity date or deposit security directly in Trade and Investment Section, High Commission of Pakistan, Pretoria in Dollars currency Bank account.

(b) Irrevocable cashable on-demand Bank call-deposit.

6.4 Any bid not secured in accordance with above will be rejected by the Procuring agency as nonresponsive.

6.5 The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidder or on the expiry of validity of Bid Security whichever is earlier.

6.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, and furnishing the performance security.

6.7 The bid security may be forfeited:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- (b) in the case of a successful Bidder, if the Bidder fails:
 - (i) to sign the contract in accordance with mentioned rules.

or

- (ii) to furnish performance security in accordance with mentioned rules.

7. Period of Validity of Bids

7.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring agency. A bid valid for a shorter period shall be rejected by the Procuring agency as nonresponsive.

7.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

8. Format and Signing of Bid

8.1 The original bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

8.2 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

B. Submission of Bids

9. Sealing and Marking of Bids

9.1 The Bidder shall seal the original and the envelopes shall then be sealed in an outer envelope.

9.2 The inner and outer envelopes shall:

(a) be addressed to the Trade Commission of Pakistan, Johannesburg at the address given in the Bid Data Sheet; and

(b) bear the Project name indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: **“DO NOT OPEN BEFORE,”** to be completed with the time and the date specified in the Bid Data Sheet.

9.3 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”.

9.4 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.

9.5 Bids submitted through telegraph, telex, fax or e-mail shall not be considered

10. Deadline for Submission of Bids

10.1 Bids must be received by the Procuring agency at the address specified no later than the time and date specified in the Bid Data Sheet.

11. Late Bids

11.1 Any bid received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency will be rejected and returned unopened to the Bidder.

12. Modification and Withdrawal of Bids

12.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.

12.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions by a signed confirmation copy, postmarked no later than the deadline for submission of bids.

12.3 No bid may be modified after the deadline for submission of bids.

21.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.

C. Opening and Evaluation of Bids

13. Opening of Bids by the Procuring agency

13.1 The Procuring agency will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign attendance sheet evidencing their attendance.

13.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.

13.3 Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

13.4 The Procuring agency will prepare minutes of the bid opening.

14. Clarification of Bids

14.1 During evaluation of the bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

15. Preliminary Examination

15.1 The Procuring agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

15.2 Arithmetical errors will be rectified on the following basis. 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. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

15.3 The Procuring agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a

material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

15.4 Prior to the detailed evaluation, the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, Applicable Laws, and Taxes and Duties, will be deemed to be a material deviation. The Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

15.5 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

16. Evaluation and Comparison of Bids

16.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive.

16.2 Technically responsive Bids will be evaluated for complete scope of works. The prices will be compared on the basis of the Evaluated Bid Price pursuant to following:

(a) Evaluation of Financial Bid

It will be examined in detail whether the bids comply with the commercial/contractual conditions of the Bidding Documents. It is expected that no material deviation/stipulation shall be taken by the bidders. The Procuring agency's evaluation of a bid will be on delivered duties/ taxes paid.

17. Contacting the Procuring agency

17.1 No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.

17.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

D. Award of Contract

18. Post qualification

18.1 The Procuring agency will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated cumulative bid is qualified to perform the contract satisfactorily, in accordance with the criteria mentioned above.

18.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Procuring agency deems necessary and appropriate.

18.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily

19. Award Criteria

19.1 The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest cumulative bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

20. Procuring agency's Right to Vary Quantities at Time of Award

20.1 The Procuring agency reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

20.2 Percentage for quantity increase or decrease.

The Procuring agency reserves the right at the time of contract award to increase or decrease, by 20%, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

21. Procuring agency's Right to accept any Bid and to reject any or All Bids

21.1 The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders and in accordance with provisions of Public Procurement Rules 2004.

22. Notification of Award

22.1 Prior to the expiration of the period of bid validity, the Procuring agency will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.

22.2 The notification of award will constitute the formation of the Contract.

22.3 Upon the successful Bidder's furnishing of the performance security the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security.

23. Signing of Contract

23.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

23.2 Within Three (03) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

24. Performance Security

24.1 Within twenty (20) 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.

24.2 Failure of the successful Bidder to comply with the requirement and shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

25. Corrupt or Fraudulent Practices

25.1 The Government of Pakistan requires that Procuring agency as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy and Rules made there under, PPRA:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Procuring agency of the benefits of free and open competition;
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.

SECTION II: Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Preparation and Submission of Bids	
Bid Security	3% of the bid price in favor of Trade Commission of Pakistan, Johannesburg and sealed inside the envelope carrying financial proposal
Performance Security	4% of the bid price in favor of Trade Commission of Pakistan, Johannesburg and sealed inside the envelope carrying financial proposal within twenty (20) days of the receipt of notification of award from the Procuring agency
Documents copies	One copy
Bid addressed to	Trade Commission of Pakistan, Johannesburg 3rd Floor, GreenPark Corner Building, Sandton Morningside, Johannesburg
Subject title	Services of Event Manager for Third Pakistan-Africa Trade Development Conference and Single Country Exhibition at Johannesburg (29 th November-1 st December, 2022)
Date of issue	5 th August 2022
Date of Submission	23 rd August 2022

Bid Evaluation	
Bid Evaluation	General Terms & Conditions 13,14, 15&16

Contract Award	
	<p><u>Percentage for quantity increase or decrease.</u></p> <p>The Procuring agency reserves the right at the time of contract award to increase or decrease, by 20%, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.</p> <p>The Procuring agency also reserves the right at the time of contract award to not order or exclude any items, as deemed appropriate, the goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions</p>

Payment for Services & Goods supplied:

Payment shall be made in Dollars in the following manner:

- (i) **Advance Payment:** Ten (10) percent of the Contract Price shall be paid within one weeks of signing of the Contract, and upon submission of claim and a bank guarantee for equivalent amount valid until the conclusion of event and in the form provided in the bidding documents or another form acceptable to the Procuring agency.
- (ii) **Part Payment:** Up to Seventy (70) percent of the Contract Price of the Goods and Services shall be paid on running bills.
- (iii) **On Acceptance:** Remaining **Twenty** (20) percent of the Contract Price of Goods and services shall be paid after the report of Monitoring Committee constituted by the Head of the Procuring Agency.

SECTION III. Schedule of Requirements/ Terms of Reference

Conference and Exhibition:

- MoC, TDAP and High Commission of Pakistan-Pretoria are organizing Third Pakistan Africa Trade Development Conference and Single Country Exhibition in Sandton Convention Centre, Johannesburg, South Africa. Major components of the event are Trade Conference, Trade Exhibition, B2B meetings, G2G meetings, Gala night, logistics support , marketing of the event, room reservations facilitation and shipment related facilitation. The conference space will consist of sitting arrangements for at-least 400-500, stage with sitting arrangements for the Ministers and head of state. A backdrop and side screens on left and right side for the presenters. Moreover, flags of SADC countries will be displayed also. The exhibition space will comprise of customized pavilions for 150-160 exhibitors of 12 sq.meter size each, B2B lounge and business center. TDAP will give theme and art work of Pakistan pavilions, however, venue builder and the event manager will have to follow that theme. **TDAP and High Commission of Pakistan shall arrange reservation of hall and other spaces directly in coordination with the HOTEL team and Event Manager and Venue Builder. TDAP shall pay to selected service providers and authorities concerned through Pakistan High Commission-Pretoria.**
- TDAP is undertaking the space sales itself and the space rent package includes a built up upgraded shell scheme with standard accessories.
- Event organizer will be working with TDAP, Ministry of Commerce of Pakistan, Trade Commission, Johannesburg for finalization of nominations and final listing of the names of Delegates (from Pakistan and SADC). Once the nominations of the Delegates from SADC and Exhibitors from Pakistan are finalized, they will be the responsibility of the Event Manager, who will start interacting with them for further coordination like registration app, travel, logistics, boarding and lodging etc. The event manager shall assist the exhibitors in getting the room accommodation and local transport. Event Manager will make sure that all delegates must be accommodated as per their approved level of financial subsidy/sponsorship by TDAP. However, the delegates and exhibitor can make their own arrangements for above services. Event Manager is not responsible for the room rents payments, but he will make sure that best possible rooms rates are offered to the Delegates. Especially in case of the Pakistani exhibitors, Event Manager will help them to get rates of at least two to three hotels to find a better option for stay.

- TDAP has allowed “Sale” at the exhibition so the exhibitors would be taking their exhibits in large quantities which will be transported to Johannesburg via port or by air, depending on the nature of product and choice of exhibitor. The Event Manager would be able to facilitate with the customs and all other tax/ concerned authorities at South Africa to ensure hassle free movement of goods at the O R Tambo Airport, Johannesburg. The Event Manager will guide the exhibitors on the Federal, Provincial and Municipal taxes applicable at Johannesburg, Sandton Convention Centre, Johannesburg during the event so that proper pricing could be done by the exhibitors. The event manager will also assist in getting all administrative approvals from the authorities at South Africa. Furthermore, Event Manager should also guide about the regulatory requirements to the Exhibitors apart from the Tax matters. For the purpose of transport and goods handling the Event manager shall engage one of the Clearing and Handling agents enlisted by the Venue. The selected clearing and handling agent should have partnerships with agents here in Pakistan with presence at all major cities of Pakistan. **All costs related to transportation of goods and payment of customs duties/ other taxes shall be borne by the exhibitor and the event manager shall ensure timely and safe transport of goods and cost effective facilitation to the exhibitors. While the costs related to the transport shall be charged to the exhibitors, the loading/ unloading and labor at exhibition venue shall be arranged by the Event Manager as per cost quoted in financial bid form.**
- The Event Manager shall make sure the availability and working of necessary installations required for the Conference and Exhibitions, as per requirement of the delegates and exhibitors, and also as required by TDAP and also for other adjoining rooms/halls/area.
- The Event Manager shall ensure pre-registration of the people for the event through online registration portal. During the event, Event Manager shall place team at the registration counters which will deal with all upcoming visitors/exhibitors, delegates/officials for the event. Event Manager shall design, create, and distribute all different kinds of passes; like for delegates/exhibitors, officials, service providers etc. in good quality hard lamination, as per requirement of TDAP/MoC/High Commission of Pakistan-Pretoria to ensure hassle free entry at the exhibition grounds. Similarly, visitors’ passes/ invites in large quantities will also be created to invite business

community at Johannesburg to visit the event. Those required by TDAP and High Commission shall be given to TDAP and High Commission of Pakistan however the rest shall be distributed by Event Manager himself.

- The Event Managers shall also make sure that venue builder may create G2G lounges, B2B lounge, VIP lunch areas, Common Lunch area , Secretariat for the TDAP and High Commission teams, Minister and Secretaries offices and Press briefing Site, Registration booths and an elegant reception at the Conference and Exhibition Hall. Event Manager shall make sure that all buildups and constructions related to the event must be completed on time and there must not be any delays.
- The Event manager shall hire, train and place 25 Guest Relations Officers (GROs) at the Exhibition hall for support of exhibitors and facilitation to guests. The GROs shall be fluent in English and local language and would be required to wear a smart uniform tailored to fit and designed to match the event theme/ colors. The GROs are also expected to be well conversant with the entire arrangements for the exhibition.
- Event Manager makes sure that Venue builder may places signages for hall, paths along with large floor plans to guide the visiting guests.
- The Event Manager will also provide all possible logistic support in reservation of hotel rooms for the delegates visiting during the event.
- The Event manager shall provide transport and security services for the safe welcoming and pick and drop of all international guests/exhibitors hosted by the Government of Pakistan from the airport to the hotel and from hotel to the airport. This may also include fast track clearance at customs and immigration desks.
- Around 300 GUESTS are expected to participate from Pakistan and SADC. Adequate Transport services may be hired which caters all demand.
- Similarly, Shuttle service will be provided to local Buyers, visitors, exhibitors, delegates, guests from various pickup spots/hotels/trade markets to ensure their timely arrival at the venue during the days of conference and exhibition. These pickup points will be decided by the TDAP and High Commission of Pakistan-Pretoria.

PR and Media Campaign:

The Event Manager would be responsible for:

- The PR initiative will be strategically directed to further promote the events and related activities. The Event Manager shall execute a marketing/ publicity strategy to attract economic operators, celebrities and business buyers to the event. This is a time bound assignment. Such jobs will need to be carried on a short notice but satisfactorily and successfully.
- The Event manager shall make sure that all marketing materials provided by the TDAP/MoC team and Artwork teams may be printed and used for flyers, streamers, Newspaper Advertisements, Print and electronic media coverage, billboard branding at important locations in South Africa as per designs approved by TDAP. Hoarding skins, event monuments, pole banners and streamers etc. ,shall be printed by Event Manager .All required NOCs from relevant agencies may be obtained by Event manager. Event Manager will be responsible for marketing campaign of the PATDC and SCE in South Africa.
- The Event manager will be required to cover the entire event and side events in still photography and video. Edit and reduce the event coverage into a 15-20 minute documentary with voice over based on a script approved by TDAP.
- Focusing digital publicity
- Product/company's Press/Electronic media campaign and its timely dissemination in their platforms.
- The Event manager shall also create linkages with Print and electronic media, arrange press briefings and press releases to appropriate coverage of the event, also including:
 - Curtain raiser
 - Create media invite for the media to attend the whole event and cover the same
 - Ensure listings in major leading newspapers
 - Create buzz about the event on social media

- Media interviews with delegates/exhibitors and visitors (during the exhibition)
- Photo opportunity at the launch
- Special Stories on the conference and exhibition
- Tracking of coverage and its report

Business to Business (BTB) and Government to Government (GTG) Meetings:

- a) BTB and GTG are the key components of the PATDC and SCE which shall be well organized, planned, managed, look after, and executed by the Event Manager and his team.
- b) Event Manager will make sure that all timelines related to the Event manager given by procuring agency pertaining to BTB and GTG must be achieved by the Event manager.
- c) Event manager make sure that all related services related to BTB and GTG required at the Venue must be fulfilled.
- d) Event Manager will make sure that preplanned interaction of the Buyers and Sellers shall be executed before and during the PATDC and SCE.
- e) Event Manager will develop maximum networking to bring large number of buyers/importers/distributor/economic operators from South Africa to the event.
- f) Planned BTB and GTG schedules shall be prepared and shared by Event Manager. Similarly, Sectoral product groups on social media platform and whatsapp may be created by Event Manager to bring in close coordination between the Buyers and Exhibitors.

SECTION IV. SCHEDULE OF RATES
(FINANCIAL BID)

<u>S.NO.</u>	DESCRIPTION OF WORK	TOTAL (\$) QUOTED PRICE (Inclusive of all taxes, levies etc.)
1.	PATDC AND SCE, at Sandton Convention Centre (SCC), Johannesburg. BY EVENT ORGANIZER.	
Total :		

(AMOUNT IN ALPHABETS===== only).

Note: The prices shall be quoted net of salvage value and inclusive of all taxes.

(Signature of the Bidder with seal)

BOQ for PATDC and Single County Exhibition (29th Nov-1st Dec,2022)

S.NO	DESCRIPTION	Quantity	Unit Rate (Dollar)	Total Amount (Dollar)
1	Professional fee: a. it includes all charges related to coordination with delegates exhibitors, gov agencies, vendors and sub vendors, floor plan adjustment designs, props and pavilion arrangements, and other marketing and necessary services required at Conference and Exhibition Venues.			
A.	Conference and Exhibition Arrangements			
2	For Conference and Exhibition Services. Services will be provided to ensure timely build-up of the venue, offices, secretariat, GTG, BTB lounges, Lunch Areas with venue builder of SCC. Venue Builder must be closely monitored and supervised by the Event manager. All related services may be covered. Note. All furniture and stand build will be provided by the venue builder.	Lump Sum	Lump Sum	Lump Sum
3	The support between clearing and forwarding agent and the exhibitors will be managed by the event manager. Shipment to agreed storage area of equipment will be arranged by the exhibitor. Any payment related to the shipment/clearance/custom	Lump Sum	Lump Sum	Lump Sum

	duties must be covered by the exhibitor. The storage of the exhibitor goods, once arrived at agreed storage address, and delivery from storage to the exhibitor stands will be the responsibility of the event manager.			
4	Hiring 2 Digital Marketing professionals and Pre-registration company to provide registration team set up and software for all attendees.	Lump Sum	Lump Sum	Lump Sum
5	Facebook/Instagram/bloggers various paid adverts will run to drive registrations to the event. Social posts will be created and organic page growth managed and updated	Lump Sum	Lump Sum	Lump Sum
6	Source and establish a matchmaking software which can be used to connect all B2B and G2G meetings in build up to exhibition and schedule all B2B and G2G meetings onsite.			
7	Minimum 1000 Booklets containing exhibitor information will be printed. Design to be provided by Pakistan.			
7b	Country profile booklet to be printed. Design to be provided by Pakistan.			
8	2 x video camera operators using SONY EX Full HD cameras will be hired to generate video footage and content from across the exhibition, conference and gala dinner. This will include wireless mics, which will be used for participant interviews and also a drone cam to generate aerial shots throughout the event. There will also be one photographer on			

	hand to take still pictures across the entire event. Post event production of the video content will be included and final video will require Government of Pakistan approval before finalizing.			
9	<p>25 GROs (for 3 days):</p> <p>Providing Guest Relations Officers (GROs), mix of boys and girls with tailored to fit uniforms (One for each GRO).</p> <p>GROs should be fluent in Local language and English and well conversant with arrangements at the exhibition.</p>			
10	25x Uniforms for the GRO's			
11	Identification of approximately 300 buyers for matchmaking and invitation			
12	10 security guard for the entrance to exhibition points			
14	Secretariat setups, ten Laptops, ten printer/scanners			
15	Sound System- DJ cum Announcers of the event (Ball Room and exhibition Hall 1, Inauguration, Food festival/fashion show) for three days, music and dance performances.			
16	Pre-printed paper cards and passes (passes, in different colours) specific to each category to be sent to media, business community etc. as an invite to visit PATDC event and SCE. These			

	passes will be dispatched by the Event manager in consultation with Pakistan High Commission. (courier charges for delivery within Pretoria will be paid at actual which may not be quoted)			
17	Reception/Hospitality Desk Ambiance (5x standies (3ft w x 7ft h))			
18	Local Music Group hired for gala night. Performers and dancers. This includes 2 dancer groups along with South African band with instruments.			
19	Inauguration of PATDC EVENT			
20	Media Plan- Marketing in South African Radios, Newspapers, Telemarketing, person to person marketing, Social media marketing, website creation,			
20a	Newspapers 8 x Adverts to be placed in local newspapers			
20b	Radio – Use of radio network. Campaign across main radio channels adverts to be included in peak traffic timings only.			
20c	Billboards. Service provider will be responsible for selecting the billboard location with approval of procuring agency, Government approval fee, printing of material and display to be charged outside of lumpsum. In four major cities,			

	<p>Pretoria, Johannesburg, Durban and Cape town.</p> <p>The artwork will be provided by TDAP/High Commission Pakistan.</p>			
20d	<p>Telemarketing – calls will be made to all registered attendees to answer any questions and remind them of opening times and reasons to attend.</p>			
20e	<p>Market promotions, flyering and activations</p> <p>Printing of 3000 flyers</p>			
20f	<p>SMS reminder – SMS messages to be sent to all registered and non registered data with information and link registration.</p>			
21	<p>An e-registration system will be generated to register visitors/exhibitors/guests online, and maintain their overall data.</p> <p>A leading professional registration company will be hired to provide registration services for all attendees to the exhibition. This will be utilizing a 6 x 2-meter booth with safety SOP's in place.</p> <p>On-site registration will include 5 registration points at the exhibition entrance. There will be 4,500 attendee badges that will be produced and printed onsite for all</p>			

	guests. Badges will be designed in accordance with approved theme.			
22	2,000 lanyards designed to approved theme			
23	<p>Exhibitor and Guests daily vehicle breakdown.</p> <p>Minimum threshold of transport provided at this stage to cover transportation of all exhibitors and guests from the airport to hotel and hotel to airport.</p> <p>Additional saloons on standby for days of event in case of use by officials.</p>			
24	<p>Daily Shuttles for Exhibitors – 28 seater buses</p> <p>29th Nov-1st Dec, 2022</p>			
25	Trade Association/Market shuttle pick ups			
26	<p>Translation services</p> <ul style="list-style-type: none"> • Rental of Interpretation equipment (Headphones and Microphones and other accessories provided for 400 participants) + 2 technicians • Language interpretation Services (5 Interpreters; 2 English and 2 French and One Portuguese for Conf.) 			

	<ul style="list-style-type: none"> Language Interpretation for B2B – 5 Interpreters 			
	Total figure inclusive of taxes			

Technical Criteria for Selection of Event Manager for PATDC and Single Country Exhibition, Johannesburg, South Africa (29th Nov-1st Dec, 2022)

	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
1	Company Profile		25
1.1	No. of Years in Exhibition management business:		
	≤ 2 year	0	
	$\geq 3 \leq 4$ years	4	
	$\geq 5 \leq 7$ years	6	
	≥ 7 years	8	
1.2	International affiliations & certifications:		
	No affiliations or certifications with international associations in the field and certifying agencies	0	
	General affiliations and certifications only which are not related to exhibition management like ISO etc.	3	
	Affiliations with Exhibition management associations / bodies and certifications related to the field showing recognition of expertise in the field.	7	
1.3	No. of employees, Relevant Qualifications and experience of team assigned		
1.3.1	Number of permanent employees		
	Number of employees ≤ 5	2	
	Number of employees ≥ 5	5	
1.3.2	Relevant Qualifications and experience of team assigned for event		
	Not related to exhibition management but experienced	0	
	Relevant to exhibition management with ≤ 3 years experience in the field	3	
	Relevant to exhibition management with ≥ 4 years experience in the field	5	

2	Relevant Experience		30
	B2B exhibitions so far, as organizers of exhibitions in Africa		
	≤ 3	2	
	$\geq 4 \leq 10$	5	
	$\geq 11 \leq 15$	10	
	≥ 16	15	
2.2	<u>B2B exhibitions at Nigeria as organizer / exhibition managers</u>		
	≥ 2	2	
	$\geq 3 \leq 5$	5	
	$\geq 6 \leq 9$	10	
	≥ 10	15	
3	Proposed Work Plan		20
3.1	<u>Conformity to schedule of requirements / TORs, expected work plan, and creative works</u>		
3.2	<u>Proposed work plan not relevant to schedule of Requirement / TORs, items at Financial Bid and expected work plan</u>	0	
3.3	<u>Proposed work plan partially conforming to requirements given in Bidding documents</u>	15	
3.4	<u>Proposed work plan fully conforming to requirements given in Bidding documents</u>	20	
4	Financial Strength of the Firm		25
4.1	<u>Audited/certified accounts or statements showing cash balances of 60 thousand US dollars in bidder accounts but supported with evidence and justification that the bidder will be able to meet urgent requirements of the contract through other means possible</u>	15	
4.2	<u>Audited/certified accounts or statement showing cash balances of more than 70 thousand US dollars or equivalent in the bidder account.</u>	25	
	Total	100	

Qualifying Marks : 70

