

**BIDDING DOCUMENT**

**PROVISION OF  
EVENT MANAGEMENT  
SERVICES  
THROUGH  
EPADS**

**STRATEGIC PLANNING & IMPLEMENTATION UNIT PGDP  
ENVIRONMENT PROTECTION & CLIMATE CHANGE  
DEPARTMENT  
GOVERNMENT OF THE PUNJAB**

**Tender Reference: SP&IU-PGDP/15/24/EM**

# Table of Contents

INVITATION TO BID .....	5
<b>SECTION-II: INSTRUCTIONS TO BIDDERS (ITB) .....</b>	<b>6</b>
2.1. INTRODUCTION .....	6
2.1.1 Scope of Bid .....	6
2.1.2 Source of Funds .....	6
2.1.3 Eligible Bidders .....	6
2.1.4. Cost of Bidding.....	9
2.1.5. One person one bid.....	9
2.1.6. Work Plan/Deputation Plan .....	9
2.2. THE BIDDING DOCUMENTS.....	9
2.2.1. Content of Bidding Documents.....	9
2.2.2. Clarification of Bidding Documents .....	10
2.2.3. Amendment of Bidding Documents .....	12
2.3. PREPARATION OF BIDS .....	12
2.3.1. Language of Bid .....	12
2.3.2. Bid Form .....	13
2.3.3. Bid Prices .....	13
2.3.4. Bid Currencies .....	13
2.3.5. Documents Establishing Bidder's Eligibility and Qualification.....	13
2.3.6. Bid Security .....	14
2.3.7. Period of Validity of Bids .....	15
2.3.8. Format and Signing of Bid .....	15
2.3.9. Minimum Wage rates/all applicable taxes .....	16
2.4. SUBMISSION OF BIDS .....	16
2.4.1 Sealing and Marking of Bids .....	16
2.4.2 Deadline for Submission of Bids .....	17
2.4.3. Late Bids.....	18
2.4.4. Modification and Withdrawal of Bids.....	18
2.5. OPENING AND EVALUATION OF BIDS.....	19
2.5.1. Opening of Bids by the Procuring Agency .....	19
2.5.2. Confidentiality .....	21
2.5.3. Clarification of Bids .....	21
2.5.4. Preliminary Examination.....	22
2.5.5. Examination of Terms and Conditions; Technical Evaluation .....	23
2.5.6. Correction of Errors .....	23
2.5.7. Conversion to Single Currency.....	24
2.5.8. Post-qualification & Evaluation of Bids.....	24
2.5.9. Contacting the Procuring Agency.....	24
2.5.10. Grievance Redressal .....	25
2.6. AWARD OF CONTRACT .....	26
2.6.1. Notification of Award.....	26
2.6.2. Performance Guarantee .....	26
2.6.3. Signing of Contract/ Issuance of work Order .....	27
2.6.4. Award Criteria.....	27
2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award.....	27
2.6.6. Procuring Agency's Right to Accept or Reject All Bids.....	27
2.6.7. Re-Bidding .....	28
2.6.8. Corrupt or Fraudulent Practices .....	28
<b>SECTION-III. TECHNICAL SPECIFICATIONS .....</b>	<b>33</b>
3.2 SCOPE OF SERVICES/ TERMS OF REFERENCES.....	40
3.1. SCOPE, DUTIES AND RESPONSIBILITIES OF FIRM .....	42
<b>SECTION-IV: BID DATA SHEET .....</b>	<b>58</b>

4.1. BID DATA SHEET (BDS).....	58
<b>Appendix-A</b> .....	65
<b>Financial Soundness</b> .....	65
<b>Appendix- B</b> .....	66
SUMMARY OF SIMILAR NATURE PROJECT(S) COMPLETED IN LAST FIVE YEARS.....	66
<b>Appendix-C</b> .....	67
DETAILS OF EACH SIMILAR NATURE PROJECT COMPLETED IN LAST FIVE (05) YEARS.....	67
<b>Appendix-D</b> .....	68
SUMMARY OF PERSONNEL.....	68
CURRICULUM VITAE (CV).....	69
2.    CURRENT POSITION IN THE FIRM: .....	69
4.    NATIONALITY .....	69
6.    EDUCATION: (START FROM THE RECENT ONE) .....	69
9.    DETAIL OF WORK UNDERTAKEN .....	69
10.   CERTIFICATION:.....	69
<b>Appendix-F</b> .....	70
<b>SECTION-V: GENERAL CONDITIONS OF CONTRACT .....</b>	<b>72</b>
1. DEFINITIONS.....	72
2. APPLICATION.....	72
3. COUNTRY OF ORIGIN.....	73
4. STANDARDS.....	73
5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION AND AUDIT BY THE PROCURING AGENCY. ..	73
6. PERFORMANCE GUARANTEE .....	73
7.    INCIDENTAL MATERIAL.....	74
8.    PAYMENT .....	74
9.    PRICES .....	74
10.   CHANGE ORDERS.....	74
11.   CONTRACT AMENDMENTS .....	75
12.   ASSIGNMENT .....	75
13. SUB-CONTRACTS .....	75
14.   DELAYS IN THE SERVICE PROVIDER’S PERFORMANCE.....	75
15.   LIQUIDATED DAMAGES .....	76
16.   TERMINATION FOR DEFAULT .....	76
17.   FORCE MAJEURE .....	77
18.   TERMINATION FOR INSOLVENCY .....	78
19.   TERMINATION FOR CONVENIENCE.....	78
20.   RESOLUTION OF DISPUTES.....	79
21.   GOVERNING LANGUAGE .....	79
22.   APPLICABLE LAW .....	79
23.   NOTICES .....	79
24.   TAXES AND DUTIES .....	79
<b>SECTION-VI. SPECIAL CONDITIONS OF CONTRACT .....</b>	<b>81</b>
1.    Definitions (GCC Clause 1).....	81
2.    Performance Guarantee (GCC Clause 6).....	81
3.    Incidental Materials (GCC Clause 7) .....	81
4.    Payment (GCC Clause 8).....	81
5.    Prices (GCC Clause 9) .....	83
6.    Liquidated Damages (GCC Clause 15).....	83
7.    Resolution of Disputes (GCC Clause 20) .....	83
8.    Governing Language (GCC Clause 21) .....	84
9.    Applicable Law (GCC Clause 22) .....	84
10.   Notices (GCC Clause 23) .....	84
<b>SECTION-VII. SCHEDULE OF REQUIREMENTS/WORK PLAN/ DEPUTATION PLAN .....</b>	<b>85</b>
<b>SECTION-VIII: SAMPLE FORMS.....</b>	<b>86</b>

8.1 BID FORM.....	86
1.2 BIDDER’S JV MEMBERS INFORMATION FORM (NOT APPLICABLE) .....	89
8.3. BIDDER PROFILE FORM .....	90
8.4. GENERAL INFORMATION FORM .....	91
8.5. AFFIDAVIT .....	92
8.6. PERFORMANCE GUARANTEE FORM .....	93
8.7. CONTRACT FORM .....	94
8.8. FINANCIAL BID FORM/PRICE SCHEDULE .....	96
8.8. FINANCIAL BID FORM/PRICE SCHEDULE .....	97
8.9. BID SECURITY FORM .....	98
<b>SECTION IX- CHECK LIST.....</b>	<b>99</b>

## INVITATION TO BID

SP&IU-PGDP, EPCCD invites sealed bids for provision of “Event Management Services” from firm/ companies (sole proprietor/ partnership/ Pvt. (Ltd.), registered with relevant registration authorities and Tax Departments/ Authorities, as detailed below:

Packages	Procurement Name (Description)	Estimated Cost (PKR in Million)	Bid Security (PKR)
Package-I	<b>Component A:</b> Hiring of Event Management Services. e.g., Seminars, School Activities in nine (09) cities of Punjab i.e. <i>Lahore, Rawalpindi, Multan, Sahiwal, Faisalabad, Sargodha, Gujranwala, Bahawalpur and Dera Ghazi Khan</i>	<b>17.00</b>	<b>340,000/-</b>
Package-II	<b>Component B:</b> Hiring of event management services in three districts of Punjab, including Lahore, Faisalabad and Gujranwala.	<b>13.00</b>	<b>260,000/-</b>

1. Bid validity shall be 120 days.
2. Subject procurement shall be carried out through EPADS only.
3. Incomplete, conditional and bids without **specified bid security** shall not be considered.
4. The price shall be including all applicable taxes and the bidder shall quoted their best and final prices (inclusive of all applicable taxes), as no negotiations are expected.
5. The bids shall be submitted through EPADS on or before **07<sup>th</sup> October, 2024 at 02:30 PM** accompanied with required documents as mentioned in bidding documents and bids shall be opened on the same day on **07<sup>th</sup> October, 2024 at 03:00 PM** in the presence of the bidder(s) who may choose to be present.
6. The bidder shall submit hard copy of the Bid Security in addition to the scan copy uploaded at EPADS as bid security in the form of CDR/Demand Draft/Pay Order in favor of Project Director, Strategic Planning & Implementation Unit, Environment Protection & Climate Change Department.
7. Single stage two envelopes procedure will be adopted as per sub rule 2 (a) of Rule No. 38 of Punjab PPRA Rules 2014 (amended up to date).
8. **SP&IU – PGDP, EPCCD** shall not be responsible for any cost or expense incurred by bidders in connection with the preparation or delivery of bids.
9. **The Procuring Agency (SP&IU – PGDP, EPCCD)** reserves the right to reject all bids as per Rule 35 of the PPR- Rules 2014 amended up to date.
10. Tender Notice and Bidding Documents can immediately be downloaded from the websites of EPAD <https://punjab.eprocure.gov.pk> or can be collected from below mentioned address during office hours.

**PROJECT DIRECTOR**  
**Strategic Planning & Implementation Unit PGDP**  
**Environment Protection & Climate Change Department**  
**Government of the Punjab**  
**5th Floor, Building No 2, Aiwan-e-Iqbal Complex**  
**Edgerton Road, Lahore.**  
**Ph: 042-99203863 Email: ddp@epd.punjab.gov.pk**

## **Section-II: Instructions to Bidders (ITB)**

**Note:- All the procurement procedures shall be conducted in accordance with Punjab Procurement Authority Act-2009 and Punjab Procurement Rules-2014. In case of any conflict between the provision of this document and PPRA Act-2009/ PPRA Rules-2014, the later shall prevail.**

### **2.1. Introduction**

#### **2.1.1 Scope of Bid**

- i) The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the Provision of Event Management Services as specified in the Section-IV Bid Data Sheet (BDS) and Section VII- Schedule of Requirements. The successful Bidders will be expected to provide the services for the specified period and timeline(s) as stated in the BDS.

#### **2.1.2 Source of Funds**

- i) The Procuring Agency named in the Bid Data Sheet has received budget from the Government of Punjab. The Procuring Agency intends to apply the provided funds/ a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued.

#### **2.1.3 Eligible Bidders**

- i) The Invitation to Bids is open to all Service Providers i.e. association of firms/companies/sole proprietor/~~JVs~~, registered with relevant Registration Authorities and Tax Departments/Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.).
- ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the services to be purchased under this Invitation to Bids.
- iii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
- iv) Bidders shall not be under a declaration of blacklisting by the Procuring Agency.
- ~~v) In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture, consortium, or association~~

~~shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.~~

~~vi) The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Procuring Agency.~~

~~vii) Any agreement that form a joint venture, consortium or association shall be required to be submitted as part of the Bid and shall be attested.~~

~~viii) Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated or post qualified with respect to its contribution only and the responsibilities of each party and shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.~~

ix) The invitation for Bids is open to all prospective bidder/service provider subject to any provisions or licensing/regulatory requirements issued by the respective national/ provincial professional statutory body established for that particular trade or business.

x) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:

a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the services to be purchased under this Invitation for Bids.

b) have controlling shareholders in common; or

c) receive or have received any direct or indirect subsidy from any of them; or

d) have the same legal representative for purposes of this Bid; or

- e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
  - f) submit more than one Bid in this Bidding process, However, this does not limit the participation of subcontractors in more than one Bid.
- xi) A Bidder may be ineligible if –
- (a) the Bidder is declared bankrupt or, in the case of company or firm, insolvent;
  - (b) payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
  - (c) legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
  - (d) the Bidder is convicted, by a final judgment, of any offence involving professional conduct;
  - (e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
  - (f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
  - (g) The firm, Service Provider and contractor is blacklisted/ debarred by any international organization.
- xii) Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.



- xiii) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.
- xiv) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.

**2.1.4. Cost of Bidding**

- i) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as “the Procuring Agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process:-

**2.1.5. One person one bid**

- i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.
- ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.
- iii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

**2.1.6. Work Plan/Deputation Plan**

- i) The Bidder shall be responsible for the provision of bids as per work plan/deputation plan formulated by the procuring agency and procuring agency may also, from time to time amend the same as per its requirement.

## **2.2. The Bidding Documents**

**2.2.1. Content of Bidding Documents**

- i) The services required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:
  - (a) Invitation to Bids
  - (b) Instructions to Bidders (ITB)

- (c) Technical Specifications
- (d) Bid Data Sheet
- (e) General Conditions of Contract (GCC)
- (f) Special Conditions of Contract (SCC)
- (g) Schedule of Requirements
- (h) Bid Form
- (i) Bidder Profile Form
- (j) General Information Form
- (k) Affidavit
- (l) Bid Security Form
- (m) Technical Bid Form
- (n) Contract Form
- (o) Financial Bid Form / Price Schedule
- (p) Performance Guarantee Form
- (q) Check List

- ii) The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not substantially responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.
- iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in **ITB 2.2.1 (i)** above, the said Bidding Documents, not in conflict with any provision of PPR-14, will take precedence.
- iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

#### **2.2.2. Clarification of Bidding**

- i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by

## Documents

email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/ Advertisement. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.

- ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the **BDS**.
- iii) The Procuring Agency will within five (5) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids. As prescribed in **ITB 2.2.2 (i), above**. However, this clause shall not apply in case of alternate methods of Procurement.
- iv) Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source.
- v) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under **ITB 2.2.3**.
- vi) If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.
- vii) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency

exclusively through the use of an Addendum pursuant to ITB 2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

**2.2.3. Amendment of Bidding Documents**

- i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing time of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) of PPR-14.
- ii) All prospective Bidders that have received the Bidding documents will be notified of the amendment in writing or by email, and will be binding on them.
- iii) Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.
- iv) Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form, e.g. email that secures record of the content of subject communication.
- v) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

**2.3. Preparation of Bids**

**2.3.1. Language of Bid**

- i) The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.

- 2.3.2. Bid Form**
- i) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the Event Management Services to be provided.
- 2.3.3. Bid Prices**
- i) The Bidder shall indicate on form 8.10 the unit prices (where applicable) and total Bid price of the services of which it proposes to provide under the contract.
  - ii) Prices indicated on the Price Schedule shall be package wise.
  - iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.4(i) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.
  - iv) 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 non-responsive and may be rejected.
- 2.3.4. Bid Currencies**
- i) Prices shall be quoted in **Pak Rupees** unless otherwise specified in the Bid Data Sheet.
  - ii) The Bidders must adhere to the minimum wage rate (notified by Labour & Human Resource Department) and all applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.
- 2.3.5. Documents Establishing Bidder's Eligibility and Qualification**
- i) Pursuant to ITB Clause 2.1.3, 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.
  - ii) 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 eligible as defined under ITB Clause 2.1.3.
  - iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:
    - (a) that the Bidder has the financial, technical capability necessary to perform the contract;

(b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.

### **2.3.6. Bid Security**

- i) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.
- ii) 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 ITB Clause 2.3.6. (vii).
- iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:
  - (a) Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) valid for (120) Days, beyond the validity of Bid.
- iv) Any Bid not secured in accordance with ITB Clauses 2.3.7 (i) and (iii) may be rejected by the Procuring Agency as non-responsive.
- v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.7 (iii) (a) or along with unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under:

*“38(2)(a)(vii) the financial proposal of the Bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive Bidder, whichever is later:*

*provided that the Procuring Agency may return the sealed financial proposal earlier if the disqualified or non-responsive Bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the Procuring Agency”.*

- vi) The successful Bidder's Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.
- vii) 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:

- i. fails to sign the contract in accordance with ITB Clause 2.6.3; **or**
- ii. fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or
- iii. is blacklisted under relevant provisions of PPRA Act, 2009 and PPR-14.

**2.3.7. Period of Validity of Bids**

- i) 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 may be rejected by the Procuring Agency as non-responsive.
- ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.7 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

**2.3.8. Format and Signing of Bid**

- i) The Bidder shall prepare an original and the number of copies of the Bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall prevail.
- ii) The original and the copy or copies of the 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, shall be initialed by the person or persons signing the Bid.
- iii) Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Bid.
- iv) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, shall be initialed by the person or persons signing the Bid.

- v) Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.
- vi) The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to contract execution if the Bidder is awarded the contract.

**2.3.9. Minimum Wage rates/all applicable taxes**

- i) The Bidders must adhere to the minimum wage rate (notified by Labour & Human Resource Department) and all applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.

## **2.4. Submission of Bids**

**2.4.1 Sealing and Marking of Bids**

- i) As per Rule 24, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.
- ii) The inner and outer envelopes shall:
  - a. be addressed to the Procuring Agency at the address given in the Bid Data Sheet; and
  - b. bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation to Bids (ITB) 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, pursuant to ITB Clause 2.4.2.
- iii) 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”.
- iv) If the outer envelope is not sealed and marked as required by ITB Clause 2.4.1 (i), the Procuring Agency will assume no responsibility for the Bid’s misplacement or premature opening.
- v) In case of Single Stage One Envelope Procedure, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected.

**Note:** The envelopes shall be sealed and marked in accordance



with the bidding procedure adopted as referred in Rule-38 of PPR-2014, which shall have precedence.

- vi) The inner and outer envelopes shall:
  - a) be addressed to the Procuring Agency at the address given in the **BDS**; and
  - b) bear the title of the subject procurement or Project name, as the case may be as indicated in the **BDS**, the Invitation to Bids (ITB) title and number indicated in the **BDS**, and a statement: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the **BDS**, pursuant to **ITB 2.4.2**.
- vii) In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:
  - a) Bidder shall submit his **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL** in separate inner envelopes and enclosed in a single outer envelope.
  - b) **ORIGINAL** and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.
  - c) The envelopes containing the **ORIGINAL** and copies will be put in one sealed envelope and addressed / identified as given in **BDS**.
- viii) The inner and outer envelopes shall:
  - a) be addressed to the Procuring Agency at the address provided in the **BDS**;
  - b) bear the name and identification number of the contract as defined in the **BDS**; and provide a warning not to open before the time and date for bid opening, as specified in the **BDS**, pursuant to **ITB 2.4.2**;
  - c) In addition to the identification required in Sub- Clause (b) hereof, the inner envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late” pursuant to **ITB.2.4.3**.
- ix) If all envelopes are not sealed and marked as required by **ITB 2.4.1** or incorrectly marked, the Procuring Agency will assume no responsibility for the misplacement or premature opening of Bid.

#### **2.4.2 Deadline**

- i) Bids must be received by the Procuring Agency at the address

**for Submission of Bids**

specified under BDS no later than the time and date specified in the Bid Data Sheet.

- ii) The Procuring Agency may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of Bids by amending the Bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3 in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

- iii) Bids shall be received by the Procuring Agency at the address specified under **BDS** no later than the date and time specified in the **BDS**.

**2.4.3. Late Bids**

- i) Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.
- ii) The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.
- iii) Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

**2.4.4. Modification and Withdrawal of Bids**

- i) 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.
- ii) The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause (i) A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of Bids.
- iii) No Bid may be modified after the deadline for submission of Bids.
- iv) 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 (along with other remedies available under PPR-14), pursuant to the ITB Clause 2.3.7.
- v) A Bidder may withdraw its Bid after it has been submitted,

provided that written notice of the withdrawal of the Bid, is received by the Procuring Agency prior to the deadline for submission of Bids.

- vi) Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

## **2.5. Opening and Evaluation of Bids**

### **2.5.1. Opening of Bids by the Procuring Agency**

- i) The Procuring Agency will open all Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign a register as proof of their attendance.
- ii) First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.
- iii) Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.
- iv) Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Bids. Any Modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date.
- v) Other envelopes holding the Bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid

and of any alternative Bid (if alternatives have been requested or permitted), any discounts, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Procurement Evaluation Committee.

- vi) In case of Single Stage Two Envelope Procedure, the Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders' designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the Procuring Agency until the specified time of their opening.
- vii) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) whether there is a modification or substitution; (c) the presence of a Bid Security, if required; and (d) Any other details as the Procuring Agency may consider appropriate.
- viii) Bids not opened and not read out at the Bid opening shall not be considered further for evaluation, irrespective of the circumstances. In particular, any discount offered by a Bidder which is not read out at Bid opening shall not be considered further.
- ix) Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.
- x) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to **2.4.3 (i)**.
- xi) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable.
- xii) The Bidders' representatives who are present shall be

requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record. A copy of the record shall be distributed to all the Bidders.

- xiii) A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.

#### **2.5.2. Confidentiality**

- i) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.
- ii) Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.
- iii) Notwithstanding **ITB Clause 2.2.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

#### **2.5.3. Clarification of Bids**

- i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.
- ii) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the Procuring Agency in the evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.
- iii) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid:
  - a) evaluation & qualification criteria;

- b) required scope of event management services and related materials.
  - c) all securities requirements;
  - d) tax requirements;
  - e) Terms and conditions of bidding documents.
  - f) change in the ranking of the Bidder
- iv) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

#### **2.5.4. Preliminary Examination**

- i) 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.
- ii) Arithmetical errors will be rectified on the following basis:-
  - a. 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 Service Provider does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.
  - b. If there is a discrepancy between words and figures, the amount in words will prevail.
- iii) Prior to the detailed evaluation, the Procuring Agency will determine the substantial responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. 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** (ITB Clause 2.3.7), **Applicable Law** (GCC Clause 30), **and Taxes and Duties** (GCC Clause 32) & mandatory Registrations/ Renewals 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.
- iv) 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 non-conformity.

- v) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:
  - a) meets the eligibility criteria defined in **ITB 2.1.3**;
  - b) has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;
  - c) has been properly signed;
  - d) is accompanied by the required securities; and
  - e) Is substantially responsive to the requirements of the Bidding Documents.

The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

#### **2.5.5. Examination of Terms and Conditions; Technical Evaluation**

- i) The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.
- ii) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS**, have been met without material deviation or reservation.
- iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid.

#### **2.5.6. Correction of Errors**

- i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -
  - a) if there is a discrepancy between unit prices 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, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
  - b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
  - c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
  - d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the

amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

- ii) The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 2.3.7**.

#### **2.5.7. Conversion to Single Currency**

- i) As per rule 32(2) of PPR-14, to facilitate evaluation and comparison, the Procuring Agency will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices as follows:

For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.

#### **2.5.8. Post-qualification & Evaluation of Bids**

- i) In the absence of **prequalification**, the Procuring Agency will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation criteria listed in BDS & pursuant to ITB Clause 2.1.3.
- ii) The determination will take into account the Bidder's financial, technical, and production/ supplying 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 required for eligibility/qualification expressed in Bid Data Sheet as the Procuring Agency deems necessary and appropriate.
- iii) The Procuring Agency will **technically evaluate** and compare the Bids which have been determined to be substantially responsive, pursuant to ITB Clause 2.5.5.
- iv) The **financial evaluation** of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form 8.10 to be decided by the Procuring Agency which must include clear cut instruction regarding evaluation inclusive of all prevailing taxes, duties, fees along with observance of minimum wages etc.

#### **2.5.9. Contacting the Procuring Agency**

- i) Subject to ITB Clause 2.5.3, 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 evaluation report is



made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so in writing.

- ii) Any effort by a Bidder to influence the Procuring Agency during Bid evaluation, or Bid comparison may result in the rejection of the Bidder's Bid.

#### **2.5.10. Grievance Redressal**

- i) As per Rule-67 of PPR-14, Procuring Agency shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the complaints. The GRC shall not have any of the members of the Procurement Evaluation Committee. The Committee may preferably have one subject specialist depending upon the nature of the procurement in addition to one person with legal background as per their availability to the Procuring Agency.
- ii) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the GRC well before the proposal submission deadline.
- iii) Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the GRC well before the proposal submission deadline.
- iv) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case of single stage - two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA for obtaining/ receiving grievance petitions from the prospective bidders (if any).
- v) In case, the complaint is filed after the issuance of the final

evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.

- vi) The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

## **2.6. Award of Contract**

### **2.6.1. Notification of Award**

- i) 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 email to be confirmed in writing by registered letter, that its Bid has been accepted.
- ii) The notification of award will constitute the formation of the Contract.
- iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.7 (v).

### **2.6.2. Performance Guarantee**

Within fifteen (15) days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to the Procuring Agency.

- i) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.

**2.6.3. Signing of Contract/ Issuance of work Order**

- i) 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.
- ii) Under rule-63 of PPR-14, where the Procuring Agency requires formal signing of contract, within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.
- iii) Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.

**2.6.4. Award Criteria**

- i) Subject to ITB Clause 2.6.2, under rule-55 of PPR-14, 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 evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.

**2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award**

- i) The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 (iv) of PPR-14 (not more than 15%).

**2.6.6. Procuring Agency's Right to Accept or Reject All Bids**

- i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders. However, the Authority (i.e. PPRA) may call from the Procuring Agency the justification of those grounds.
- ii) The Bidders shall be promptly informed about the rejection of the Bids, if any
- iii) The Procuring Agency 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.

### **2.6.7. Re-Bidding**

- i) If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.

### **2.6.8. Corrupt or Fraudulent Practices**

- i) The Procuring Agency requires that Bidders, Service Providers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.

“Corrupt practices” in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009, which is as follows:

*“(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices 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 and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:*

- i. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;*
- ii. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;*
- iii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;*
- iv. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;*
- v. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying,*

*altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process.”*

**ii) Blacklisting & Debarment:**

Blacklisted Consultants and those found involved in “Corrupt Practices” are not allowed to participate in bidding.

**Substantial Requirements & Procedure for Blacklisting & Debarment:**

As per S-17A of PPRA, Act, 2009:

**“17A. Blacklisting.**— (1) *A procuring agency may, for a specified period and in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of the procuring agency, if the bidder or Contractor indulges in corrupt practice or any other prescribed practice.*

(2) *The Managing Director may, in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of all or some of the procuring agencies for a specified period.*

(3) *Any person, aggrieved from a decision of a procuring agency, may within prescribed period prefer a representation before the Managing Director.*

(4) *A procuring agency or any other person, aggrieved from a decision of the Managing Director, may within prescribed period prefer a representation before the Chairperson whose decision on such representation shall be final.]*

As per rule 21 of PPR-14:

**21. Blacklisting.**—(1) *A procuring agency may, for a specified period, debar a bidder or Contractor from participating in any public procurement process of the procuring agency, if the bidder or Contractor has:*

(a) *acted in a manner detrimental to the public interest*

*or good practices;*

*(b) consistently failed to perform his obligation under the Contract;*

*(c) not performed the Contract up to the mark; or*

*(d) indulged in any corrupt practice.*

*(2) If a procuring agency debar a bidder or Contractor under sub-rule (1), the procuring agency:*

*(a) shall forward the decision to the Authority for publication on the website of the Authority; and*

*(b) may request the Authority to debar the bidder or Contractor for procurement of all procuring agencies.*

*(3) The Managing Director may debar a bidder or Contractor of any procuring agency from participating in any public procurement process of all or some of the procuring agencies for such period as the Managing Director may determine.*

*(4) Any person aggrieved by a declaration made under rule 20 or a decision under sub-rule (1) of this rule may, within thirty days from the date of the publication of the information on the website of the Authority, file a representation before the Managing Director and the Managing Director may pass such order on the representation as he may deem fit.*

*(5) Any person or procuring agency aggrieved by an order under sub-rule (3) or (4) may, within thirty days of the order, file a representation before the Chairperson and the Chairperson may pass such order on the representation as he may deem appropriate.*

*(6) The mechanism or process for barring a bidder or Contractor from participating in procurement process of a procuring agency, procuring agencies and a representation under this rule is specified in the Schedule appended to these rules.*

*As per Schedule appended with PPR-14:*

#### **SCHEDULE**

*see sub-rule (6) of rule 21*

#### **BLACKLISTING MECHANISM OR PROCESS**

- 1. The procuring agency may, on information received from any resource, issue show cause notice to a bidder or Contractor.*
- 2. The show cause notice shall contain:*
  - (a) precise allegation, against the bidder or Contractor;*
  - (b) the maximum period for which the procuring agency proposes to debar the bidder or Contractor from participating in any public procurement of the procuring agency; and*
  - (c) the statement, if needed, about the intention of the*

*procuring agency to make a request to the Authority for debarring the bidder or Contractor from participating in public procurements of all the procuring agencies.*

- 3. The procuring agency shall give minimum of seven days to the bidder or Contractor for submission of written reply of the show cause notice.*
- 4. In case, the bidder or Contractor fails to submit written reply within the requisite time, the procuring agency may issue notice for personal hearing to the bidder or Contractor/ authorize representative of the bidder or Contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.*
- 5. In case the bidder or Contractor submits written reply of the show cause notice, the procuring agency may decide to file the matter or direct issuance of a notice to the bidder or Contractor for personal hearing.*
- 6. The procuring agency shall give minimum of seven days to the bidder or Contractor for appearance before the specified officer of the procuring agency for personal hearing.*
- 7. The procuring agency shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.*
- 8. The procuring agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.*
- 9. The procuring agency shall communicate to the bidder or Contractor the order of debarring the bidder or Contractor from participating in any public procurement with a statement that the bidder or Contractor may, within thirty days, prefer a representation against the order before the Managing Director of the Authority.*
- 10. The procuring agency shall, as soon as possible, communicate the order of blacklisting to the Authority with the request to upload the information on its website.*
- 11. If the procuring agency wants the Authority to debar the bidder or Contractor from participating in any public procurement of all procuring agencies, the procuring agency shall specify reasons for such dispensation.*
- 12. The Authority shall immediately publish the information and decision of blacklisting on its website.*
- 13. In case of request of a procuring agency under para 11 or*

*representation of any aggrieved person under rule 21, the Managing Director shall issue a notice for personal hearing to the parties and call for record of proceedings of blacklisting. The parties may file written statements and documents in support of their contentions.*

- 14. In case of representation of any aggrieved person or procuring agency under rule 21, the Chairperson shall issue a notice for personal hearing to the parties and may call for the record of the proceedings. The parties may file written statements and documents in support of their contentions.*
  - 15. In every order of blacklisting under rule 21, the procuring agency shall record reasons of blacklisting and also reasons for short, long or medium period of blacklisting.*
  - 16. The Authority shall upload all the decisions under rule 21, available with it, on its website. But the name of a bidder or Contractor shall immediately be removed from the list of blacklisted persons on expiry of period of blacklisting or order of the competent authority to that effect, whichever is earlier.*
  - 17. An effort shall be made for electronic communication of all the notices and other documents pursuant to this mechanism or process.”*
- iii) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.



### Section-III. Technical Specifications

Following items/resources as per specification shall be required as per the approved sample (where applicable) in each district; (Events are to be held in 9 Divisional Headquarter Districts)

#### Detailed Requirements Per Seminar for Package-I & II

Item	Quantity	Description
Roll-Up standees	4	7 x 3 ft with star quality or equivalent (230 media/gsm)
Backdrop	1	8 x 12 ft size (size may vary as per venue requirement) with star or equivalent material (230 media/gsm)
Four colour non-woven fabric banners including installation	100	3 x 10 ft Around the seminar venue or on approaching roads of each district with strings
Streamers with frames (non-woven fabric material) including installation	100	3 x 6 ft Around the seminar venue or on main roads of each district
Lunch boxes in cardboard	100	1 Naan, 4 pieces malai boti, 2 tikka boti pieces, 2 seekh kababs (chicken), 1 raita, 1 ketchup, and cold drinks in tin for seminar
Drinking water provision for seminar	For 100 people	Includes 24 glasses and 6 glass jugs placed at three different points
Sound system with two wireless microphones and 2 speakers (at least 1000 Watts)	2	For an audience of 100
Multimedia system Brightness 4000ANS Lense or higher Resolution 1024 x 768 or better	2	Minimum 6 x 8 ft Media Screen (including a laptop, laser pointer, wireless slide changer, and standard size screen)
Attendance Desk covered with white neat and clean cloth	1 per seminar	
Stationery items	100 Piano ballpoints, 100 pads	writing pads of 20 leaves with 80 grams paper, with color printing of monograms of PGDP & EPCCD
Fresh flower bouquets and basket bouquet for stage	3 bouquets, 1 basket	
Transportation and accommodation for speakers	2 to 3 per district	
Media persons	1 each	<ul style="list-style-type: none"> <li>Videographer (5 video clips and 1 Highlights video)</li> <li>Photographer (200 Total including 50</li> </ul>

		selected/treated pictures) <ul style="list-style-type: none"> <li>• At least one journalist for Press for coverage</li> </ul>
Shields	5	

**Publicity and Promotion Strategy for each event for Package-I & II**

<b>Channel</b>	<b>Activity</b>	<b>Frequency/Quantity</b>	<b>Time Line</b>
Social Media	Create the posts and increase the reach of social media posts through organic method on all relevant platforms	5-10 posts	Over 2 weeks (pre and post event)
Traditional Media	Press Releases	1-2 releases (200-400 words, both in English and Urdu)	Initial announcement, 1 week before, and event highlights 1 week post-event
Flyers (A5 sizes, 150 gm art paper, 4 colour both side printing) & Poster size 15*20 inch, 150 art paper, four colour	Distribution in target organizations	Flyers/Posters on the approaching event and information material regarding the following: <ul style="list-style-type: none"> <li>Negative Environmental and Health impacts of SUPs (For both Adult and kids separately in English and Urdu), 300 flyers for each Component-A seminar (Adults), 150 flyers &amp; 50 Posters (Kids) for Component A each school sessions</li> <li>Innovative Recycling Technologies (English &amp; Urdu), 300 flyers for each Component-B seminar</li> <li>SUP alternatives (English &amp; Urdu) 300 flyers for each Component-B seminar and outreach activities</li> <li>Plastic free rivers and canals (English &amp; Urdu), 150 flyers &amp; 50 Posters</li> </ul>	1 week before the event
Takeaways for Guest (seminars and outreach activities only)	Participant	100 packs including following items: <ul style="list-style-type: none"> <li>Folder with PGDP branding as per approved sample (A4 Size)</li> <li>Notebook with PGDP branding as per approved sample &amp; Ball pen (A5 Size) with 20 leaves and 80 grams</li> </ul>	

		<p>paper.</p> <ul style="list-style-type: none"> <li>• Non-woven fabric Bag with PGDP branding as per approved sample (10-12 inch wide and 12-15 inch long)</li> <li>• Set containing 5-6 items of SUP alternatives defined in PMS (reusable cup and glass, wooden spoon and knife)</li> </ul>	
--	--	--	--

### Detailed Requirements for each School Session for Package-I

Item	Details	Quantity
Caps and bags for Students	Design and print caps with branding in small medium and large size in same quantity and fabric bags for students as mentioned in Annex-A	100 bags and caps
Printing Material	Print flyers and other promotional materials on negative impact of SUP, necessary for the campaign as mentioned in Annex-B	As mentioned in Annex-B
Roll-up Standees	As mentioned in Annex-A	2
Multimedia and sound system (Brightness 4000ANS Lens or higher Resolution 1024 x 768 or better)	Provide multimedia, laptop and sound system for schools campaign	1

### Detailed Requirements for Outreach Activities for Package-II

Item	Workshop	Panel Discussion
Standard Size Standees of 8 x 3 ft <sup>2</sup> with star quality or equivalent (230 media/gsm)	6	6
Backdrop with Star or Equivalent Material (230 media/gsm)	1 (8 x 12 size)	1 (8 x 12 size)
Four colour Fabric Banners of Standard Size as explained in Annex-B	20	20
Streamers (Fabric Material) 3 x 6 ft <sup>2</sup> Around the venue as explained in Annex-B	20	20
Lunch Boxes as described in Annex-A in Cardboard or Tin	50 (for workshop)	50 (for panel discussion)
Water Provision	For 50 people (24 glasses, 6 jugs)	For 50 people (24 glasses, 6 jugs)
Sound System with Wireless Microphones and Speakers (500 Watts)	1	1
Multimedia System (Laptop, Laser Pointer, Wireless Slide Changer, Screen)	1	1
Attendance Desk Covered with White Neat and Clean Cloth	1	1
Stationery Items (Ballpoints, Writing Pads, Monograms)	50 ballpoints, 50 pads	50 ballpoints, 50 pads
Fresh Flower Bouquets and Basket Bouquet for Stage	1 bouquet	1 bouquet
Photography and Videography	15 pictures/video clips	15 pictures/video clips
Resource Person(s) for Event Supervision/Coordination/Management	As needed	As needed
Transportation and Accommodation of Speakers	1-2 per event	1-2 per event
Exhibition Space Setup and Booths	N/A	N/A
<b>Event Registration</b>	Set up an online registration process for participants and manage attendee lists.	Set up an online registration process for participants and manage attendee lists
<b>Workshop Materials</b>	Prepare handouts, workbooks, whiteboards and markers, etc. as needed	N/A
<b>Booth Setup Exhibit Materials</b>	N/A	N/A

### Detailed Requirements of Plastic Free River and Canal Campaign for Package-II

Item	Details	Quantity
Shirts and Caps for Volunteers	Design and print shirts and caps in small, medium and large size for volunteers, including size specifications and branding.	100 shirts and caps
Printing Material	Print brochures, standees, posters, and other promotional materials necessary for the campaign.	Broucher-200 Standees-06
Personal Protective Equipment (PPEs)	Provide PPEs (gloves, masks, and safety vests for volunteers and participants)	100 sets
First Aid	Ensure availability of first aid kits and trained personnel to handle any medical emergencies.	2-3 kits
Rescue 1122 Team	Coordinate with Rescue 1122 to provide emergency support and safety services during the campaign.	1 team
Equipment for Plastic Waste Collection	Provide tools and equipment for collecting plastic waste, including bags, bins, and grabbers.	100 bags and bins
Lunch/Refreshments	Arrange for lunch and refreshments for volunteers and participants, ensuring dietary needs are met (cardboard Box having sandwich, biscuit and juice with paper straws)	100 meals
Media Arrangements	Organize media coverage including photography, videography, and press releases before, during, and after the campaign.	1-2 media teams including independent photographers/videographers and journalists
Proper Disposal of waste	Plastic waste will be collected in LWMC containers and safely dispatch from campaign Locations.	

### **3.2 Scope of Services/ Terms of References**

#### **TERMS OF REFERENCES FOR HIRING OF EVENT MANAGEMENT SERVICES TO ACHIEVE DLR 4-2 & DLR 4-3 OF PUNJAB GREEN DEVELOPMENT PROGRAM**



## 1. Introduction of assignment

The Government of Punjab is executing a World Bank funded Program “Punjab Green Development Program (PGDP)” with two concrete Program Development Objectives (PDOs) i.e. strengthen environmental management and promote green investments in Punjab. The program has eight disbursement linked indicators (DLIs).

DLI – 4 of the program is about the sound management of plastics, recognizing that plastics accounts for a significant share of Punjab’s pollution and solid waste issues, and the province lacks a comprehensive framework to manage this issue in an environmentally, socially, and economically sound way. Under this DLI, Government of the Punjab has adopted a plastics management strategy and a regulation on consumption and production of single-use plastics, and is conducting awareness campaigns to reduce the production, consumption, and disposal of single use plastics (SUP). This DLI has two result areas:

- **Result area 4-2** is to carry out province-wide public communication campaigns to reduce production and consumption of single-use plastics. SP&IU has completed first round of public communication campaign on negative health and environmental impacts of single use plastics under DLR 4-2. Now second round is to be executed.
- **Result area 4-3** is to implement at least 50% of the initiatives for reducing the production and consumption of single-use plastics set forth in the adopted plastics strategy and regulation.

The plastic management strategy has following five pillars:

- i. Induction of plastic regulatory regime
- ii. Technological innovation and recycling infrastructure
- iii. Economic incentives and levies
- iv. Institutional capacity building
- v. Citizens engagement and awareness

Under each pillar, specific targets have been set, including:

- i. Hold annual seminars on innovative technologies to recycle the single- and multi-layered plastic packaging (Pillar 2 & Target 3)
- ii. Conduct outreach activities for the production and availability of the selected SUP alternatives (Pillar 2 & Target 7)
- iii. Plastic free river and canal campaign (Pillar 5 & Target 20).

For effective execution of above-mentioned activities under DLR-2 and DLR-3 SP&IU, EPCCD Punjab intends to hire the contractual services of an event management/PR firm under PPRA Rules, 2014.

## 2. Objectives

- i. Organize seminars focusing on negative environmental & health impacts of SUPs and national/ international obligations on plastics.
- ii. School awareness sessions and a short video/ photography/ art competition on negative environmental & health impacts of SUPs and national/international obligations on Plastics.
- iii. Organize seminars focusing on innovative recycling technologies for single-layered plastic packaging.
- iv. Execute outreach activities to promote the production and availability of selected SUP alternatives.

- v. Organize campaigns for plastic-free rivers and canals.

### **3. COMPONENT-A (DLR 4-2) – PACKAGE-I**

#### **3.1. Scope, Duties and responsibilities of Firm**

- i. **Geographical scope:** The seminars and school awareness sessions will be organized in different cities of Punjab.
- ii. **Target audience:** The firm will ensure fair representation from all sectors in the events, including:
  - For **seminars** on negative impacts of SUPs and national/international obligations of plastics, the audience should include civil society organizations, industrial associations of plastic producers, chambers of commerce, media, large retailers and other relevant segments of the society.
  - To ensure a diverse and representative sample for **school sessions**, four schools should be selected from each divisional headquarter of Punjab, including a mix of girls & boys schools, primary and secondary levels, and both public and private institutions.
  - For **video/photography/art competitions**, student's level will be finalized before the commencement of the competition with the consent of client and any NGO (if involved).

#### **3.1.1. Seminars on Negative Environmental and Health impact of Single Use Plastics and National and International Obligation on Single Use Plastics (*Budget: PKR 10 million*):**

##### **i. Planning and preparations:**

The seminars will be organized in nine districts of Punjab, including Lahore, Rawalpindi, Multan, Sahiwal, Faisalabad, Sargodha, Gujranwala, Bahawalpur and Dera Ghazi Khan. While planning for the seminars, the firm will:

- Prepare an exhaustive list of invitees including the address, telephones number, mobile number, postal address and email (if any) to hand it over to the client for review and approval issuance of invitations and follow-ups.
- Identify and secure appropriate venues for seminars. If the list is not approved, firm should resubmit again till it finalized.
- Include and make arrangements for a panel discussion with experts and stakeholders in the seminars.
- Design and produce seminar materials, including brochures, presentations, and informational handouts.
- Arrange well-versed and well-experienced speakers (2 per seminar), preferably the environmentalists/environmental engineers from HEC recognized universities (at least Associate Professor) to deliver the content/presentations at seminars. The

speakers must have a command on the subject matter and be able to handle/response the queries from audience effectively and gracefully.

**ii. Logistics and Execution:**

- Manage on-site registration and provide support to attendees throughout the seminar.
- Arrange for all necessary equipment and logistics as detailed at **Annex – A**

**iii. Publicity and Promotion:**

- Utilize various channels, including social media, email campaigns, and traditional media, to reach the target audience as detailed at **Annex - B**.
- Create promotional materials, such as posters, flyers, and social media graphics, to generate interest and increase attendance.

**3.1.2. Awareness activities at Primary and Secondary Schools (Budget: PKR 5 Million):**

Awareness sessions will be organized in nine districts of Punjab including Lahore, Rawalpindi, Multan, Sahiwal, Faisalabad, Sargodha, Gujranwala, Bahawalpur and Dera Ghazi Khan.

The sessions (at-least 90 minutes long) will be held in at least four primary and secondary schools per district (mix of public and private schools).

Details of required logistics and materials are mentioned at **Annex-C**.

For conducting the awareness activities at schools, the firm will:

- Coordinate with school management to schedule and execute the event.
- Arrange the suitable speakers at schools, including environmentalist, trainers, communication specialist, social sector experts having atleast sixteen years education.
- Liaison with reputed civil society organization to organize the awareness activities (if any).
- Create the relevant content, related to negative health impact of SUPs, for primary and secondary schools, detailer are attached as **Annex-C**. The content must be engaging, informative and comprehensive, preferably both in Urdu and English, prepared keeping in view the age group of students.
- Utilize various channels, including social media, email campaigns, and traditional media, to reach the target audience as detailed at **Annex - B**.

**3.1.3. Short video/photography/art competitions (Budget: PKR 2 Million):**

The firm will organize short video/photography/art competitions with the following services:

- Liaison with civil society organizations/educational institutes for conducting the competition
- Launch and promote the competition on social media groups
- Ensure maximum participation in the competition from youth

- Identify jury in consultation with SP&IU before the commencement of competition.
- Arrangement of Grand Finale event to distribute prizes among the winners including all logistic support including refreshments as required for seminars.
- Utilize various channels, including social media, email campaigns, and traditional media, to reach the target audience as detailed at **Annex - B**.

## 4. COMPONENT-B (DLR 4-3) – PACKAGE-II

### 4.1. Scope Duties and responsibilities of Firm

- i. **Geographical scope:** The seminars, outreach activities and campaigns will be organized in different cities of Punjab.
- ii. **Target audience:**
  - For seminar, there will be 80-100 participants from academia, plastic recyclers, manufacturers, retailers, NGOs, CSOs, donor agencies/international organizations, industrial associations, chambers of commerce and industry, media representatives and youth.
  - For outreach activity, 80-100 participants from academia, plastic recyclers, manufacturers, retailers, NGOs, CSOs, donor agencies/international organizations, industrial associations, chambers of commerce and industry, media representatives and youth will be engaged.
  - For plastic free rivers and canals campaign, 50-75 participants from community, volunteers, local government representatives, environmental NGOs and CSOs, schools and educational institutions, local businesses and industries, media representatives, environmental experts and consultants, waste management and recycling companies and relevant government departments will be engaged.

#### 4.1.1. Seminars on Innovative Recycling Technologies (Budget: 3 million PKR):

##### i. Planning and Preparations:

The seminars will be organized in three districts of Punjab, including Lahore, Faisalabad and Gujranwala. While planning for the seminars, the firm will:

- Prepare an exhaustive list of invitees including the address, telephones number, mobile number, postal address and email (if any). The list will include the stakeholders from academia, NGOs, CSOs, government departments, plastic manufacturers, recyclers, retailers, chambers of commerce & industry and industrial associations, to hand it over to the client for review, issuance of invitations and follow-ups.
- Identify and secure appropriate venues for seminars for the client
- Include and make arrangements for a panel discussion with experts and stakeholders in the seminars.

- Design and produce seminar materials, including brochures, presentations, and informational handouts.
- Coordinate with well-versed and well-experienced speakers (2 per seminar), preferably the environmentalists/environmental engineers from HEC recognized universities or higher education institution (at least Associate Prof.) to deliver the content/presentations at seminars. The speakers must have a command on the subject matter and be able to handle/response the queries from audience effectively and gracefully.

#### **ii. Logistics and Execution:**

- Manage on-site registration and provide support to attendees throughout the seminar.
- Arrange for all necessary equipment and logistics as detailed at **Annex - A**

#### **iii. Publicity and Promotion:**

- Utilize various channels, including social media, email campaigns, and traditional media, to reach the target audience as detailed at **Annex - B**.
- Create promotional materials, such as posters, flyers, and social media graphics, to generate interest and increase attendance.
- Ensure adequate photography and videography of the seminar

#### **4.1.2. Outreach Activities for SUP Alternatives (5 million PKR):**

The firm will organize three kinds of outreach activities including a workshop, a panel discussion and a short – video on production and availability of selected SUP alternatives. The activities will be held in Lahore.

#### **E1. Planning and Preparations**

- Identify participants/stakeholders and prepare an exhaustive list of invitees to hand it over to the client for review, issuance of invitations and follow-ups.
- Identify and secure appropriate venues for the outreach activities, depending on the format of activity decided by the client.
- Arrange technical and logistics support as well as resources to facilitate the event, as per, but not limited to the requirements given at (**Annex – D**).
- Ensure adequate photography and videography of the seminar

#### **E2. Publicity and Promotion:**

- Utilize social media, newsletters, and other communication channels for publicity and promotion of outreach activities as detailed at **Annex - B**.
- Create promotional materials, such as posters, flyers, and social media graphics, to generate interest and increase participation
- Develop and distribute educational materials to be distributed during the event, such as brochures, fact sheets, and case studies, to inform stakeholders about SUP alternatives.
- Ensure adequate photography and videography of the seminar

#### **4.1.3. Plastic-Free River and Canal Campaign (5 million PKR):**

##### **ii. Campaign Planning and Preparations:**

- Select appropriate locations at canal/ river (3 sites) for campaign in coordination with the client.
- Design campaign materials, such as posters, banners, and informational brochures, to raise awareness about the plastic-free initiative.
- Detail requirements of logistics and arrangements for Plastic free river and canal campaign are mentioned in **Annex- E**.

##### **ii. Execution and Coordination:**

- Organize and coordinate cleanup/other events along rivers and canals, engaging volunteers, students, etc.
- Provide necessary supplies and equipment for cleanup activities, including gloves, bags, and tools.
- Ensure the safe and proper disposal/recycling of collected plastic waste.

##### **iii. Publicity and Promotion:**

- Utilize social media, local media outlets, and community events to promote the campaign and encourage participation (**Annex – B**).
- Develop and distribute educational content, such as videos and infographics, highlighting the importance of plastic-free rivers and canals
- Ensure adequate media coverage of the campaign

#### **5. Responsibilities of the firm:**

The firm will be responsible to:

- Organize all the events in line with the requirement mention above and targets set in the plastic management strategy.
- Submit comprehensive, professionally designed report of each event containing following information:
  - Introduction/Background
  - Execution Strategy
  - Proceedings
  - Speakers list and biography
  - Feedback
  - Response
  - Invitation lists/letters, attendance sheets, pictures, and event outcomes
- Execute any ancillary work for successful completion of the events as per requirements of the client.

#### **6. Timelines**

Timeline for all the component of DLR 4-2 and 4-3 are mention in **Annexure-F**.

#### **7. Role of Client**

- Approve the plan/strategy outlining objectives, target areas, activities, target audience/participants and timelines of seminars, school sessions, video/photography/art competitions, outreach activities and river/canal campaigns

- Prepare and send invites and carryout a robust follow-up in assistance with the firm to ensure healthy participation in all events
- Approve the speakers/resource persons for all events and finalize their speeches/presentations.
- Approve the venues identified by the firm.
- Provide guidance to the firm throughout the assignment and review their work
- Provide the approved list of all the invitees.

## 8. Firm experience and expertise

### a. Experience

Potential service provider must demonstrate experience in executing similar assignments with a minimum individual value of at least 5 million PKR each, specifically for government projects. Evidence of successful completion and acceptance, in the form of contractual documents, completion certificates, or letters of acceptance, should be provided.

### b. Team Composition

The potential service provider must have a following dedicated team:

Sr.	Post	Required Qualification	Experience	Job Description
1	<b>Team Lead</b>	Minimum 16 years of education in communication, public relations, MBA/MPA or related field	At least 8 years of experience in event management, preferably in public sector	Lead, plan and manage overall project execution, coordinate with stakeholders, and report the progress to the client. Team lead shall coordinate and work closely to the client.
2	<b>Event Coordinator (03)</b>	16 or 14 years of education in Communication, Business Administration or related field	At least 3 years of experience with 16 years of education and at least 06 years experience with 14 years of education in organizing and coordinating large-scale events and seminars	Execute the events, follow up with the client, manage logistics and coordinate with the client, participants and vendors.
3	<b>Public Relations Specialist</b>	Minimum 16 years of education in Public Relations, Communication, or related field	At least 3 years of experience in public relations, media engagement, and campaign management	Communicate and engage with media, and promote/publicize the events.
4	<b>Creative Director</b>	Minimum 16 years of education in Creative Arts, Design, communication, marketing or related field	At least 5 years of experience in leading creative projects and directing visual content	Provide creative directions to the content developer and graphic designer regarding promotional materials and campaigns, ensuring consistency with the event's theme

<b>Sr.</b>	<b>Post</b>	<b>Required Qualification</b>	<b>Experience</b>	<b>Job Description</b>
5	<b>Graphic Designer</b>	Minimum 14 years of education and having diploma or degree in Graphic Designing, Visual Arts or related field	At least 5 years of experience in creating visual content for promotional and educational materials, with a proficiency in graphic designing software	Design promotional and educational materials for seminars, outreach activities, and campaigns
6.	<b>Content Developer</b>	Minimum 16 years of education in Communication, Marketing, or related field	At least 3 years of experience in developing content (including videos) for various media platforms	Create engaging content for promotional materials, social media, and event communications
7.	<b>Report Writer</b>	Minimum 16 years of education in Journalism/communication, English Literature, or related field	At least 3 years of experience in relevant field in public/development sector	Draft comprehensive reports on event outcomes, proceedings, analysis and recommendations for future improvements

## 9. Duration

The PR firm will be engaged for a period of seven (07) months to complete the assigned tasks.



**Detailed Requirements Per Seminar for Package I & II**

<b>Item</b>	<b>Quantity</b>	<b>Description</b>
Roll-Up standees	4	7 x 3 ft with star quality or equivalent (230 media/gsm)
Backdrop	1	8 x 12 ft size (size may vary as per venue requirement) with star or equivalent material (230 media/gsm)
Four colour non-woven fabric banners including installation	100	3 x 10 ft Around the seminar venue or on approaching roads of each district with strings
Streamers with frames (non-woven fabric material) including installation	100	3 x 6 ft Around the seminar venue or on main roads of each district
Lunch boxes in cardboard	100	1 Naan, 4 pieces malai boti, 2 tikka boti pieces, 2 seekh kababs (chicken), 1 raita, 1 ketchup, and cold drinks in tin for seminar
Drinking water provision for seminar	For 100 people	Includes 24 glasses and 6 glass jugs placed at three different points
Sound system with two wireless microphones and 2 speakers (at least 1000 Watts)	2	For an audience of 100
Multimedia system Brightness 4000ANS Lense or higher Resolution 1024 x 768 or better	2	Minimum 6 x 8 ft Media Screen (including a laptop, laser pointer, wireless slide changer, and standard size screen)
Attendance Desk covered with white neat and clean cloth	1 per seminar	
Stationery items	100 Piano ballpoints, 100 pads	writing pads of 20 leaves with 80 grams paper, with color printing of monograms of PGDP & EPCCD
Fresh flower bouquets and basket bouquet for stage	3 bouquets, 1 basket	
Transportation and accommodation for speakers	2 to 3 per district	
Media persons	1 each	<ul style="list-style-type: none"> <li>• Videographer (5 video clips and 1 Highlights video)</li> <li>• Photographer (200 Total including 50 selected/treated pictures)</li> <li>• At least one journalist for Press for coverage</li> </ul>
Shields	5	

**Publicity and Promotion Strategy for each event for Package I & II**

<b>Channel</b>	<b>Activity</b>	<b>Frequency/Quantity</b>	<b>Time Line</b>
Social Media	Create the posts and increase the reach of social media posts through organic method on all relevant platforms	5-10 posts	Over 2 weeks (pre and post event)
Traditional Media	Press Releases	1-2 releases (200-400 words, both in English and Urdu)	Initial announcement, 1 week before, and event highlights 1 week post-event
Flyers (A5 sizes, 150 gm art paper, 4 colour both side printing) & Poster size 15*20 inch, 150 art paper, four colour	Distribution in target organizations	<p>Flyers/Posters on the approaching event and information material regarding the following:</p> <ul style="list-style-type: none"> <li>Negative Environmental and Health impacts of SUPs (For both Adult and kids separately in English and Urdu), 300 flyers for each Component-A seminar (Adults), 150 flyers &amp; 50 Posters (Kids) for Component A each school sessions</li> <li>Innovative Recycling Technologies (English &amp; Urdu), 300 flyers for each Component-B seminar</li> <li>SUP alternatives (English &amp; Urdu) 300 flyers for each Component-B seminar and outreach activities</li> <li>Plastic free rivers and canals (English &amp; Urdu), 150 flyers &amp; 50 Posters</li> </ul>	1 week before the event
Takeaways for Guest (seminars and outreach activities only)	Participant	<p>100 packs including following items:</p> <ul style="list-style-type: none"> <li>Folder with PGDP branding as per approved sample (A4 Size)</li> <li>Notebook with PGDP branding as per approved</li> </ul>	

		<p>sample &amp; Ballpen (A5 Size) with 20 leaves and 80 grams paper.</p> <ul style="list-style-type: none"> <li>• Non-woven fabric Bag with PGDP branding as per approved sample (10-12 inch wide and 12-15 inch long)</li> <li>• Set containing 5-6 items of SUP alternatives defined in PMS (reusable cup and glass, wooden spoon and knife)</li> </ul>	
--	--	---	--

**Detailed Requirements for each School Session for Package I**

<b>Item</b>	<b>Details</b>	<b>Quantity</b>
Caps and bags for Students	Design and print caps with branding in small medium and large size in same quantity and fabric bags for students as mentioned in Annex-A	100 bags and caps
Printing Material	Print flyers and other promotional materials on negative impact of SUP, necessary for the campaign as mentioned in Annex-B	As mentioned in Annex-B
Roll-up Standees	As mentioned in Annex-A	2
Multimedia and sound system (Brightness 4000ANS Lens or higher Resolution 1024 x 768 or better)	Provide multimedia, laptop and sound system for schools campaign	1

**Detailed Requirements for Outreach Activities for Package II**

<b>Item</b>	<b>Workshop</b>	<b>Panel Discussion</b>
Standard Size Standees of 8 x 3 ft <sup>2</sup> with star quality or equivalent (230 media/gsm)	6	6
Backdrop with Star or Equivalent Material (230 media/gsm)	1 (8 x 12 size)	1 (8 x 12 size)
Four colour Fabric Banners of Standard Size as explained in Annex-B	20	20
Streamers (Fabric Material) 3 x 6 ft <sup>2</sup> Around the venue as explained in Annex-B	20	20
Lunch Boxes as described in Annex-A in Cardboard or Tin	50 (for workshop)	50 (for panel discussion)
Water Provision	For 50 people (24 glasses, 6 jugs)	For 50 people (24 glasses, 6 jugs)
Sound System with Wireless Microphones and Speakers (500 Watts)	1	1
Multimedia System (Laptop, Laser Pointer, Wireless Slide Changer, Screen)	1	1
Attendance Desk Covered with White Neat and Clean Cloth	1	1
Stationery Items (Ballpoints, Writing Pads, Monograms)	50 ballpoints, 50 pads	50 ballpoints, 50 pads
Fresh Flower Bouquets and Basket Bouquet for Stage	1 bouquet	1 bouquet
Photography and Videography	15 pictures/video clips	15 pictures/video clips
Resource Person(s) for Event Supervision/Coordination/Management	As needed	As needed
Transportation and Accommodation of Speakers	1-2 per event	1-2 per event
Exhibition Space Setup and Booths	N/A	N/A
<b>Event Registration</b>	Set up an online registration process for participants and manage attendee lists.	Set up an online registration process for participants and manage attendee lists
<b>Workshop Materials</b>	Prepare handouts, workbooks, whiteboards and markers, etc. as needed	N/A
<b>Booth Setup Exhibit Materials</b>	N/A	N/A

**Detailed Requirements of Plastic Free River and Canal Campaign for Package II**

<b>Item</b>	<b>Details</b>	<b>Quantity</b>
Shirts and Caps for Volunteers	Design and print shirts and caps in small, medium and large size for volunteers, including size specifications and branding.	100 shirts and caps
Printing Material	Print brochures, standees, posters, and other promotional materials necessary for the campaign.	Broucher-200 Standees-06
Personal Protective Equipment (PPEs)	Provide PPEs (gloves, masks, and safety vests for volunteers and participants)	100 sets
First Aid	Ensure availability of first aid kits and trained personnel to handle any medical emergencies.	2-3 kits
Rescue 1122 Team	Coordinate with Rescue 1122 to provide emergency support and safety services during the campaign.	1 team
Equipment for Plastic Waste Collection	Provide tools and equipment for collecting plastic waste, including bags, bins, and grabbers.	100 bags and bins
Lunch/Refreshments	Arrange for lunch and refreshments for volunteers and participants, ensuring dietary needs are met (cardboard Box having sandwich, biscuit and juice with paper straws)	100 meals
Media Arrangements	Organize media coverage including photography, videography, and press releases before, during, and after the campaign.	1-2 media teams including independent photographers/videographers and journalists
Proper Disposal of waste	Plastic waste will be collected in LWMC containers and safely dispatch from campaign Locations.	

**Timeline for Package-I**

<b>Event Name</b>	<b>Timeline Proposed by Client</b>	<b>Timeline Proposed by Contractor</b>
<b>Seminars on Negative Environmental and Health Impact</b>		
Lahore & Gujranwala	October/ November 2024	
Rawalpindi, Faisalabad, Sahiwal& Sargodha	November 2024	
Multan, Bahawalpur & Dera Ghazi Khan	November/ December 2024	
<b>Awareness Session in Schools (four schools in each of the following city with a mix of public, private, primary, secondary, girls and boys schools)</b>		
Lahore & Gujranwala	October/ November 2024	
Rawalpindi, Faisalabad, Sahiwal& Sargodha	November 2024	
Multan, Bahawalpur & Dera Ghazi Khan	November/ December 2024	
<b>Short Video/photography/art Competition</b>	January 2025	

**Time line for Package-II**

<b>Event Name</b>	<b>Timeline Proposed by Client</b>	<b>Timeline Proposed by Contractor</b>
<b>Seminars on Innovative Recycling Technologies</b>		
Lahore	October/ November 2024	
Faisalabad	October/ November 2024	
Gujranwala	October/ November 2024	
<b>Outreach Activities for SUP Alternatives</b>		
Workshop (Rawalpindi)	December 2024	
Video(s)	December 2024	
Panel Discussion (Multan)	January 2025	
<b>Plastic-Free River and Canal Campaign</b>		
Campaign shall be executed on 3 sites and detail will be shared at the time of campaign requirement	December 2024/ January, 2025	

## **PAYMENT PLAN OF PACKAGE-I**

Payment shall be made on successful completion of each activity

<b>Sr. No.</b>	<b>Activity</b>	<b>Deliverable at site</b>	<b>Payment Schedule</b>
1	Submission of work plan including but not limited to: i. Event schedule ii. Event agenda iii. List of participants iv. Printable material and design v. Sample presentation for schools and seminars vi. Sample of take away material (i.e. Shirt, Bag, Cap, Cutlery etc.) vii. Sample of stationery	On approval from client	15% of the contract value
2	Seminars on Negative Environmental and Health Impact	Lahore Gujranwala Rawalpindi Faisalabad Sahiwal Sargodha Multan Bahawalpur Dera Ghazi Khan	20% of the contract value
3	Awareness Session in Schools (four schools in each of the following city with a mix of public, private, primary, secondary, girl's and boy's schools)	Lahore Gujranwala Rawalpindi Faisalabad Sahiwal Sargodha Multan Bahawalpur Dera Ghazi Khan	20% of the contract value
4	Short Video /photography / art Competition		15% of the contract value
5	Approval of consolidated final report (10-Copies)	After approval of consolidated final report	30% of the contract value

Booking of venue for event and its payment shall be core responsibility of contractor.



## **PAYMENT PLAN OF PACKAGE-II**

Payment shall be made on successful completion of each activity

<b>Sr. No.</b>	<b>Activity</b>	<b>Deliverable at site</b>	<b>Payment Schedule</b>
1	Submission of work plan including but not limited to: i. Event schedule ii. Event agenda iii. List of participants iv. Printable material and design v. Sample presentation for schools and seminars vi. Sample of take away material (i.e. Shirt, Bag, Cap, Cutlery etc.) vii. Sample of stationery	On approval from client	15% of the contract value
2	Seminars on Innovative Recycling Technologies	Lahore Faisalabad Gujranwala	20% of the contract value
3	Outreach Activities for SUP Alternatives i. Workshop ii. Panel Discussion iii. Video(s) on SUP alternatives	Rawalpindi Lahore Multan	20% of the contract value
4	Plastic-Free River and Canal Campaign	3 sites	15% of the contract value
5	Approval of consolidated final report (10-Copies)	After approval of consolidated final report	30% of the contract value

Booking of venue for event and its payment shall be core responsibility of contractor.

## Section-IV: Bid Data Sheet

### 4.1. Bid Data Sheet (BDS)

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

<b>A. Introduction</b>		
<b>BDS Clause Number</b>	<b>ITB Number</b>	<b>Amendments of, and Supplements to, Clauses in the Instruction to Bidders</b>
<b>1.</b>	<b>2.1.1</b>	Name of Procuring Agency: <b>Strategic Planning &amp; Implementation Unit PGDP EPCCD</b> Name of Project: <b>Provision of Event Management Services</b>
<b>2.</b>	<b>2.1.2</b>	Financial year for the operations of the Procuring Agency: <b>2024-2025</b>  Name of financing institution: <b><i>Government of the Punjab</i></b>
<b>3.</b>	<b>2.1.3 (iv)</b>	Maximum number of members in the joint venture, consortium or association shall be: <b>Not Applicable.</b>
<b>4.</b>		Ineligible country(s) is or are <b>India &amp; Israel</b>
<b>B. Bidding Documents</b>		
<b>6.</b>	<b>2.2.2</b>	The address for clarification of Bidding Documents is:  <b>Deputy Director (Admin)</b> Strategic Planning & Implementation Unit PGDP Environment Protection & Climate Change Department Government of the Punjab 5th Floor, Building No 2, Aiwan-e-Iqbal Complex Edgerton Road, Lahore. Ph: 042-99203863 Email: ddp@epd.punjab.gov.pk  Requests for clarification shall be received by the Employer no Later than 30.09.2024
<b>8.</b>	<b>2.3.8</b>	The number of documents to be completed and shall be submitted through EPADS ( <a href="https://eprocure.gov.pk/">https://eprocure.gov.pk/</a> ) in one original
<b>C. Bid Price, Currency, Language and Country of Origin</b>		
<b>9</b>	<b>2.3.1</b>	Language of the bid – <b>English</b>
<b>10</b>	<b>2.3.4</b>	The price quoted shall be inclusive of all applicable taxes and out of pocket expenses.

11.	2.3.4 & 2.3.9	The price shall be in Pak Rupees, unconditional, firm and fixed.
D. Preparation and Submission of Bids		
13.	2.1.3	<div>Qualification Criteria/Knock down criteria.</div> <div><div>Copy of attested CNIC &amp; Passport Size Color Photographs of Power of Attorney holder of applicant to represent the applicant</div><div>Evidence of valid and active NTN (Company, Firm, AOP Or Individual as applicable), GST (if applicable) and PRA Registration and Professional Tax Certificate</div><div>Certificate of Incorporation</div><div><b>Certificate</b> on Firm’s letter head that all Forms have been filled in and duly signed &amp; stamped and the Bid is submitted in accordance with the prescribed manner.</div><div><b>Declared Income Tax Returns</b> for the last three Financial Years ending on 30.6.2023</div><div><b>Affidavit</b> of Non-Black listing on prescribe form attached in 8.5 of section VIII (on non-judicial stamp paper worth Rs.100/-).</div><div><b>Affidavit</b> of Rate reasonability. (On non-judicial stamp paper worth Rs.100/-).</div><div><b>Affidavit</b> to the affect that quoted goods and services are compliant to the specifications and requirements of the Client. (On non-judicial stamp paper worth Rs.100/-).</div><div>2% Bid Security in the shape of CDR in favor of <b>Project Director, Strategic Planning &amp; Implementation Unit PGDP</b> on the prescribed format.</div></div>
14.	2.1.1	<div>Address for Bid Submission:</div> <div><div>EPADS (<a href="https://eprocure.gov.pk/">https://eprocure.gov.pk/</a>)</div><div>To be address to</div><div>Deputy Director (Admin)</div><div>Strategic Planning &amp; Implementation Unit PGDP</div><div>Environment Protection &amp; Climate Change Department</div><div>Government of the Punjab</div><div>5th Floor, 2<sup>nd</sup> Building, Aiwan-e-Iqbal Complex</div><div>Edgerton Road, Lahore.</div><div>Ph: 042-99203863 Email: <a href="mailto:ddp@epd.punjab.gov.pk">ddp@epd.punjab.gov.pk</a></div></div>
15.	2.4.2	<div>The deadline for Bid submission is</div> <div><div>a) Day :Monday</div><div>b) Date: 07<sup>th</sup> October, 2024</div><div>c) Time: at 02:30 PM</div></div>
16.	2.5.1	<div>Time, date/ Month/ Year, and place for Bid opening:</div> <div><div>Time: 03:00 PM</div><div>Date: 07<sup>th</sup> October, 2024</div><div>Place: EPADS at <a href="https://eprocure.gov.pk/">https://eprocure.gov.pk/</a></div><div>or</div></div>

		<b>Strategic Planning &amp; Implementation Unit PGDP, 5th Floor, Building No 2, Aiwan-e-Iqbal Complex Edgerton Road, Lahore.</b>	
17.	2.6.2	Amount of Performance Guarantee for Package-I & II is: <b>10% each of the contract amount.</b>  The successful bidder, will be required to submit performance security equal to 10% of contract price in the form of CDR/ Pay Order / Demand Draft/ bank guarantee on the prescribed format attached with the bidding documents in favor of <b>Project Director, Strategic Planning &amp; Implementation Unit, Environment Protection &amp; Climate Change Department.</b>	
18.	2.3.6	Estimated Contract Price of Package-I is: 17.00 Million Estimated Contract Price of Package-II is: 13.00 Million  <b>Amount of Bid Security (Refundable):</b> a. <b>Package-I: @2% of the estimated cost which comes to Rs.340,000/-</b> b. <b>Package-II: @2% of the estimated cost which comes to Rs.260,000/-</b> c. The bidder shall submit hard copy of the Bid Security in addition to the scan copy uploaded at EPADS as bid security in the form of CDR/ Demand Draft/ Pay Order in favor of <b>Project Director, Strategic Planning &amp; Implementation Unit, Environment Protection &amp; Climate Change Department.</b>	
19.	2.3.7	Bid validity period after opening of the Bid is: <b>120 Days.</b>	
20.	2.3.8	Number of copies of the Bid to be provided are: <b>One Original. Financial Bids must be accompanied by unit price and total price.</b>	
<b>E. Opening and Evaluation of Bids</b>			
21.	2.5.1	The Bid opening shall take place at:  EPADS ( <a href="https://eprocure.gov.pk/">https://eprocure.gov.pk/</a> )  <b>or</b> <b>Strategic Planning &amp; Implementation Unit PGDP, 5th Floor, Building No 2, Aiwan-e-Iqbal Complex Edgerton Road, Lahore.</b> Day : <i>Friday</i> Date: <i>07<sup>th</sup> October, 2024</i> Time : <i>03:00PM</i>	
<b>F. Bid Evaluation Criteria</b>			
23.	2.5.8	Criteria to Bid evaluation. i. Technically and financially sound ii. Least cost iii. Bid shall be unconditional and final Price shall be inclusive of all applicable taxes and out of pocket expenses.	
		<b>Sr. No.</b>	<b>Item</b>
		<b>1.</b>	<b>PARTICIPATION RESTRICTION</b>
			i. No Prospective Bidder may technically qualify if it owns

			<p>more than five percent (5%) of the share (directly or indirectly, in terms of voting rights and/or rights to dividends) of another Prospective Bidder or is a member of another bidding company/ firm.</p> <p>ii. No Prospective Bidder may technically qualify if it has any representative on the Board of Directors of another Prospective Bidder.</p> <p>iii. No Prospective Bidder may technically qualify if any of EPA's advisors or external consultants holds any shares or has any representatives in the Board of Directors of the Prospective Bidder or is a member of another bidding company / firm.</p> <p>iv. No Prospective Bidder may qualify if it has affiliation (first kin only) with any employee of <b>Strategic Planning &amp; Implementation Unit, PGDP, EPCCD, GOP, Punjab.</b></p> <p>v. Joint Venture (JVs), Associations, and Consortiums are <b><u>Not Allowed</u></b> to participate in bidding process</p> <p>vi. However Limited Companies and Partnership firms would be considered as single entity.</p>
		<b>2.</b>	<b>INELIGIBILITY OF A PROSPECTIVE BIDDER</b>
			<p>If the Prospective Bidder has been barred / blacklisted / defaulted on any account on any previous or current contract with <b>Strategic Planning &amp; Implementation Unit PGDP EPCCD</b>, such entity shall not be eligible to participate in bidding and contract process, either individually or as a member of another bidding company. Any concealment at any later stage would automatically lead to cancellation of Bid and contract with appropriate ancillary damages as determined by Project Director, Strategic Planning &amp; Implementation Unit PGDP EPCCD, GOP.</p>

**Model/ Tentative Evaluation Criteria may, inter alia, contain the following:**

<b>3.</b>	<b>ELIGIBILITY REQUIREMENTS (MANDATORY DOCUMENTS)</b>
i.	As mentioned above in Bid Data Sheet against heading <b>I.T.B 2.5.8</b>
<b>4.</b>	<b>QUALIFICATION CRITERIA</b>

	<p>Technical Proposal will be based on applicant's meeting the following qualification criteria regarding their <b>financial soundness, firm's relevant experience, Testing Capability and</b> other relevant information as demonstrated by the applicant's response in the Forms attached to the Letter of Application <b>Marks shall only be given if the Forms are filled by the applicant as per instructions given in this Document. Overall 65% marks are required to qualify in the below qualification criteria;</b></p> <table border="1"> <thead> <tr> <th colspan="2">Category</th><th>MARKS</th></tr> </thead> <tbody> <tr> <td>A.</td><td>Financial Soundness (Financial Position)</td><td>30</td></tr> <tr> <td>B.</td><td>Relevant Experience Record</td><td>30</td></tr> <tr> <td>C.</td><td>Technical Expertise</td><td>40</td></tr> <tr> <td colspan="2"><b>Total:</b></td><td><b>100</b></td></tr> </tbody> </table>		Category		MARKS	A.	Financial Soundness (Financial Position)	30	B.	Relevant Experience Record	30	C.	Technical Expertise	40	<b>Total:</b>		<b>100</b>
Category		MARKS															
A.	Financial Soundness (Financial Position)	30															
B.	Relevant Experience Record	30															
C.	Technical Expertise	40															
<b>Total:</b>		<b>100</b>															
<b>A.</b>	<b>FINANCIAL SOUNDNESS</b>	<b>Max 30 Marks</b>															
	<p>The financial capability of the applicant/ bidder would be accessed from Declared Annual Income Tax Return/ Annual Audit Report for the last 03 Financial Years ending 30.06.2023 as per duly filled <b>Appendix-A</b></p>	<p><b>Marking Criteria for:</b>  <b>If the average turnover of last three years comes to:</b></p> <p>Above Rs.55 M =30 Marks  Above Rs.45 M to Rs.55 M=20 Marks  Above Rs.35 M to Rs.45 M = 10Marks  Rs.25 M to Rs.35 M = 05Marks</p> <p><b>Else = 0 Points</b></p>															
<b>B.</b>	<b>REVLEVANT EXPERIENCE</b>	<b>Max 30 Marks</b>															
	<p>The experience of the applicant/bidder would be evaluated by applicant/ firm/ company/ proprietor's experience of similar nature projects preferably provision of event management services undertaken with Public Sector/ INGOs/ NGOs/ International Donners and/ or with Private sector renowned SECP registered entities during last 05 Financial Years ending 30.06.2024 as per duly filled <b>Appendix-B (Summary of completed projects)</b></p> <p><b>NOTE: Please attach One Appendix-C for each project individually for each financial year.</b></p>	<p><b>The bidder should have sufficient experience of event management services with Public Sector /INGOs/ NGOs/ International Donners and/or with Private sector renowned SECP registered entities during last 05 Financial Years ending 30.06.2024:</b></p> <ol style="list-style-type: none"> <li>The bidder should have conducted minimum ten (10) Projects of Rs.5.00 million each during last five years.</li> <li>Out of ten projects at least five (05) projects should have to be done with Public Sector.</li> <li>The other projects should have been done with INGOs/ NGOs/ International Donners and/or with Private sector renowned SECP registered entities</li> <li>Each project contains 03 marks (3 marks x 10 Projects=30 marks)</li> </ol> <p><u><b>For project(s), Agreement/Letter of Award/Work order / Successful Completion Certificate / is mandatory.</b></u></p>															

C.	TECHNICAL EXPERTISE	Max 40 Marks																																																																												
	<div>Required Experienced Professionals:</div> <table><tr><th>Sr.</th><th>Post</th><th>No. of Position</th><th>Marks</th></tr><tr><td>8.</td><td>Team Lead</td><td>01</td><td>08</td></tr><tr><td>9.</td><td>Event Coordinator</td><td>03</td><td>09*</td></tr><tr><td>10.</td><td>Public Relations Specialist</td><td>01</td><td>05</td></tr><tr><td>11.</td><td>Creative Director</td><td>01</td><td>06</td></tr><tr><td>12.</td><td>Graphic Designer</td><td>01</td><td>05</td></tr><tr><td>13.</td><td>Content Developer</td><td>01</td><td>05</td></tr><tr><td>14.</td><td>Report Writer</td><td>01</td><td>02</td></tr><tr><td colspan="2">Total:</td><td>09</td><td>40</td></tr></table> <div>* 3 marks for each</div>	Sr.	Post	No. of Position	Marks	8.	Team Lead	01	08	9.	Event Coordinator	03	09*	10.	Public Relations Specialist	01	05	11.	Creative Director	01	06	12.	Graphic Designer	01	05	13.	Content Developer	01	05	14.	Report Writer	01	02	Total:		09	40	<div>Experienced Professionals (40-Marks)</div> <table><tr><th>Sr.</th><th>Post</th><th>Required Qualification</th><th>Experience</th><th>Job Description</th></tr><tr><td>1.</td><td>Team Lead</td><td>Minimum 16 years of education in communication, public relations, MBA/MPA or related field</td><td>At least 8 years of experience in event management, preferably in public sector</td><td>Lead, plan and manage overall project execution, coordinate with stakeholders, and report the progress to the client. Team lead shall coordinate and work closely to the client.</td></tr><tr><td>2.</td><td>Event Coordinator (03)</td><td>16 or 14 years of education in Communication, Business Administration or related field</td><td>At least 3 years of experience with 16 years of education and at least 06 years experience with 14 years of education in organizing and coordinating large-scale events and seminars</td><td>Execute the events, follow up with the client, manage logistics and coordinate with the client, participants and vendors.</td></tr><tr><td>3.</td><td>Public Relations Specialist</td><td>Minimum 16 years of education in Public Relations, Communication, or related field</td><td>At least 3 years of experience in public relations, media engagement, and campaign management</td><td>Communicate and engage with media, and promote/publicize the events.</td></tr><tr><td>4.</td><td>Creative Director</td><td>Minimum 16 years of education in Creative Arts, Design, communication, marketing or related field</td><td>At least 5 years of experience in leading creative projects and directing visual content</td><td>Provide creative directions to the content developer and graphic designer regarding promotional materials and campaigns, ensuring consistency with the event's theme</td></tr><tr><td>5.</td><td>Graphic Designer</td><td>Minimum 14 years of education and having diploma or degree in Graphic Designing, Visual Arts or related field</td><td>At least 5 years of experience in creating visual content for promotional and educational materials, with a proficiency in graphic designing software</td><td>Design promotional and educational materials for seminars, outreach activities, and campaigns</td></tr><tr><td>6.</td><td>Content Developer</td><td>Minimum 16 years of education in Communication, Marketing, or related field</td><td>At least 3 years of experience in developing content (including videos) for various media platforms</td><td>Create engaging content for promotional materials, social media, and event communications</td></tr><tr><td>7.</td><td>Report Writer</td><td>Minimum 16 years of education in Journalism/communication, English Literature, or related field</td><td>At least 3 years of experience in relevant field in public/development sector</td><td>Draft comprehensive reports on event outcomes, proceedings, analysis and recommendations for future improvements</td></tr></table> <div>○ 40% weightage shall be given to qualification and 60% weightage shall be assigned to experience</div>	Sr.	Post	Required Qualification	Experience	Job Description	1.	Team Lead	Minimum 16 years of education in communication, public relations, MBA/MPA or related field	At least 8 years of experience in event management, preferably in public sector	Lead, plan and manage overall project execution, coordinate with stakeholders, and report the progress to the client. Team lead shall coordinate and work closely to the client.	2.	Event Coordinator (03)	16 or 14 years of education in Communication, Business Administration or related field	At least 3 years of experience with 16 years of education and at least 06 years experience with 14 years of education in organizing and coordinating large-scale events and seminars	Execute the events, follow up with the client, manage logistics and coordinate with the client, participants and vendors.	3.	Public Relations Specialist	Minimum 16 years of education in Public Relations, Communication, or related field	At least 3 years of experience in public relations, media engagement, and campaign management	Communicate and engage with media, and promote/publicize the events.	4.	Creative Director	Minimum 16 years of education in Creative Arts, Design, communication, marketing or related field	At least 5 years of experience in leading creative projects and directing visual content	Provide creative directions to the content developer and graphic designer regarding promotional materials and campaigns, ensuring consistency with the event's theme	5.	Graphic Designer	Minimum 14 years of education and having diploma or degree in Graphic Designing, Visual Arts or related field	At least 5 years of experience in creating visual content for promotional and educational materials, with a proficiency in graphic designing software	Design promotional and educational materials for seminars, outreach activities, and campaigns	6.	Content Developer	Minimum 16 years of education in Communication, Marketing, or related field	At least 3 years of experience in developing content (including videos) for various media platforms	Create engaging content for promotional materials, social media, and event communications	7.	Report Writer	Minimum 16 years of education in Journalism/communication, English Literature, or related field	At least 3 years of experience in relevant field in public/development sector	Draft comprehensive reports on event outcomes, proceedings, analysis and recommendations for future improvements
Sr.	Post	No. of Position	Marks																																																																											
8.	Team Lead	01	08																																																																											
9.	Event Coordinator	03	09*																																																																											
10.	Public Relations Specialist	01	05																																																																											
11.	Creative Director	01	06																																																																											
12.	Graphic Designer	01	05																																																																											
13.	Content Developer	01	05																																																																											
14.	Report Writer	01	02																																																																											
Total:		09	40																																																																											
Sr.	Post	Required Qualification	Experience	Job Description																																																																										
1.	Team Lead	Minimum 16 years of education in communication, public relations, MBA/MPA or related field	At least 8 years of experience in event management, preferably in public sector	Lead, plan and manage overall project execution, coordinate with stakeholders, and report the progress to the client. Team lead shall coordinate and work closely to the client.																																																																										
2.	Event Coordinator (03)	16 or 14 years of education in Communication, Business Administration or related field	At least 3 years of experience with 16 years of education and at least 06 years experience with 14 years of education in organizing and coordinating large-scale events and seminars	Execute the events, follow up with the client, manage logistics and coordinate with the client, participants and vendors.																																																																										
3.	Public Relations Specialist	Minimum 16 years of education in Public Relations, Communication, or related field	At least 3 years of experience in public relations, media engagement, and campaign management	Communicate and engage with media, and promote/publicize the events.																																																																										
4.	Creative Director	Minimum 16 years of education in Creative Arts, Design, communication, marketing or related field	At least 5 years of experience in leading creative projects and directing visual content	Provide creative directions to the content developer and graphic designer regarding promotional materials and campaigns, ensuring consistency with the event's theme																																																																										
5.	Graphic Designer	Minimum 14 years of education and having diploma or degree in Graphic Designing, Visual Arts or related field	At least 5 years of experience in creating visual content for promotional and educational materials, with a proficiency in graphic designing software	Design promotional and educational materials for seminars, outreach activities, and campaigns																																																																										
6.	Content Developer	Minimum 16 years of education in Communication, Marketing, or related field	At least 3 years of experience in developing content (including videos) for various media platforms	Create engaging content for promotional materials, social media, and event communications																																																																										
7.	Report Writer	Minimum 16 years of education in Journalism/communication, English Literature, or related field	At least 3 years of experience in relevant field in public/development sector	Draft comprehensive reports on event outcomes, proceedings, analysis and recommendations for future improvements																																																																										

		<ul style="list-style-type: none"> <li>○ Each professional have relevant experience as mentioned above, in case of less experience than marks may be given on pro-rata basis.</li> <li>○ Only one human resource can apply in one sector/sub-sector with single firm against each post. Similarly, one human resource can be quoted/entered by single firm and no other firm can quote/enter that human resource in any sector/sub-sector.</li> </ul> <p><b><u>No marks shall be awarded if the aforesaid information is not provided as per Appendix-D&amp;E</u></b></p>
--	--	---



**Financial Soundness**

Name of Firm: \_\_\_\_\_

*Applicant applying for short listing is required to provide financial information to demonstrate that they meet the requirement of Evaluation Criteria. If necessary, use separate sheet(s) to provide complete information.*

*Summarize documented information in Pak Rupees for the previous three years:*

Financials (PKR) Millions	FY 2020-2021	FY 2021-2022	FY 2022-2023
<b>Annual Turnover as per declared Income Tax Return/ Annual Audit Report</b>			
<b>Income Tax deducted</b>			

**Summary of Similar Nature Project(s) Completed in Last Five Years**

Name of Firm:\_\_\_\_\_

*If necessary, use separate sheet(s) to provide complete information.*

Name of Project	Year of Completion	Location	Value in PKR (Millions

*\*Each project provided in this form requires a corresponding **Annex-C** and adequate documentary evidence in order to be eligible for consideration.*

**Details of Each Similar Nature Project Completed In Last Five (05) Years**

**Name of Firm:** \_\_\_\_\_

*A separate form with adequate documentary evidence (Agreement/ Letter of Award/ Work Order/ Successful Completion Certificate indicating Cost of Project) shall be provided for each project in Annex-B.*

1.	Name of Contract
	Location
2.	Name of Employer
3.	Employer Address .....
4.	Nature of Works and special features of the contract ..... .....
5.	Contract Role (Tick One)  (a) Sole Contractor      (b) Sub- Contractor
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract  PKR.....
7.	Date of Award
8.	Date of Completion
9.	Contract Duration (Years, Months, Days)  ____ Years    ____ Months    ____ Days

**Summary of Personnel**

<b>S. No</b>	<b>Name</b>	<b>Qualification</b>	<b>Total Experience in Years</b>	<b>Position Held</b>	<b>Current Responsibilities</b>
1					
2					
3					
4					
5					
6					
7					

- i. The list of key personnel should be in accordance with proposed positions mentioned in Human Resource Capacity.
- ii. Only one human resource can apply in one sector/sub-sector with single firm against each post. Similarly, one human resource can be quoted/entered by single firm and no other firm can quote/enter that human resource in any sector/sub-sector.

## CURRICULUM VITAE (CV)

1. **Name of Personnel:** \_\_\_\_\_
2. **Current Position in the Firm:** \_\_\_\_\_
3. **Date of Birth:** \_\_\_\_\_
4. **Nationality** \_\_\_\_\_
5. **CNIC No:** \_\_\_\_\_ **or Passport No:** \_\_\_\_\_
6. **Education: (Start from the recent one)**

Degree	Major/Minor	Institution	Date (MM/YYYY)	Job Description

**Membership of Professional Associations:** \_\_\_\_\_

7. **Other Training** *[Indicate significant training since degrees under 6 - Education were obtained]:*
8. **Employment Record** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below):*

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

**9. Detail of Work Undertaken**

Name of assignment or project: \_\_\_\_\_

Cost of Project \_\_\_\_\_ Location: \_\_\_\_\_

Date of Start: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Client: \_\_\_\_\_ Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_ Activities performed: \_\_\_\_\_

Actual time spent on the project: \_\_\_\_\_ in months.

**10. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experiences. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: \_\_\_\_\_

*[Counter Signature of authorized signatory] Day/Month/Year*

## ***Power Of Attorney***

***DULY REGISTERED)***

*(On a Stamp Paper of appropriate value)*

Know all, by these presents, we \_\_\_\_\_ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. \_\_\_\_\_ R/o \_\_\_\_\_ having CNIC \_\_\_\_\_ who is presently employed with us and holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for Provision of Event Management Services and including signing and submission of all documents and providing information/ responses to **Strategic Planning & Implementation Unit PGDP EPD, GOP**, representing us in all matters before Government of Pakistan, and generally dealing with **Strategic Planning & Implementation Unit PGDP** in all matters in connection with our request for Tender

**Signed:** \_\_\_\_\_  
**CNIC:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Place:** \_\_\_\_\_

*STAMP OF COMPANY*

### G. Award of Contract

<p>i.</p> <p>ii.</p>	<p>SP&amp;IU will award the contract to the bidder if its bid has been determined to be substantially responsive to the bidding documents and having lowest bid price as determined by the SP&amp;IU.</p> <p>In case if two or more bidders quoted same rate for the event management service, the contract shall be awarded to the bidder who achieved higher score during technical evaluation.</p>	
<p><b>24.</b></p>	<p><b>2.6.5</b></p>	<p>Percentage for quantity increase or decrease is: <b>15 % of total contract value.</b></p>
<p><b>25.</b></p>	<p><b>2.6.2</b></p>	<p>The Performance Guarantee shall be: <b>The successful bidder, will be required to submit performance security equal to 10% of each package of contract price</b></p>
<p><b>26.</b></p>	<p><b>2.6.2</b></p>	<p>The Performance Security (or guarantee) shall be in the form of: CDR/ Pay Order / Demand Draft/ bank guarantee on the prescribed format attached with the bidding documents in favor <b>in favor of Project Director, Strategic Planning &amp; Implementation Unit, Environment Protection &amp; Climate Change Department.</b></p>

## Section-V: General Conditions of Contract

### 1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Procuring Agency and the Service Provider, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations.
- (c) “The Goods” means all of the equipment, machinery, and/or other materials which the Service Provider is required to supply to the Procuring Agency under the Contract.
- (d) “The Services” means those services *{Event Management Services}* and other such obligations of the Service Provider covered under the Contract.
- (e) “GCC” means the General Conditions of Contract contained in this section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The Procuring Agency” means the organization purchasing the Services, as named in SCC.
- (h) “The Procuring Agency’s country” is the country named in SCC.
- (i) “The Service Provider” means the Bidder or firm supplying the Services under this Contract.
- (j) “The Project Site,” where applicable, means the place or places named in SCC.
- (k) “Day” means calendar day.

### 2. Application

2.1. These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.



### **3. Country of Origin**

*[where applicable]*

3.1. All Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules, as further elaborated in the SCC.

3.2. The origin of Services is distinct from the nationality of the Service Provider. In any case, the requirements of rules 10 & 26, PPR-14, shall be followed.

### **4. Standards**

4.1. The services supplied under this Contract shall conform to the standards mentioned in the Technical Specifications/work plan/deputation plan.

### **5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency.**

5.1. The Service Provider shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2. The Service Provider shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of executing the Contract.

5.3. Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Service Provider's performance under the Contract if so required by the Procuring Agency.

5.4. The Service Provider shall permit the Procuring Agency to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited by auditors appointed by the donors, if so required by the donors.

### **6. Performance Guarantee**

6.1. Within ten (10) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB.

6.2. The proceeds of the Performance Guarantee shall be payable to the Procuring Agency as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the

Contract.

6.3. As per Rule-56 of PPR-14, the performance guarantee shall be denominated in the currency of the Contract acceptable to the Procuring Agency and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring Agency's country, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or

(b) a cashier's or certified cheque or CDR.

6.4. The performance guarantee will be discharged by the Procuring Agency and returned to the Service Provider not later than thirty (30) days following the date of completion of the Service Provider's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

**7. Incidental material**

7.1. The Service Provider may be required to provide any of the incidental material if any, specified in SCC:

**8. Payment**

8.1. The method and conditions of payment to be made to the Service Provider under this Contract shall be specified in SCC.

8.2. The Service Provider's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract.

8.3. As per rule-62 of PPR-14, payments shall be made promptly by the Procuring Agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Service Provider, provided the work is satisfactory.

8.4. The currency of payment is Pak Rupees

**9. Prices**

9.1. Prices charged by the Service Provider and Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Bid, with the exception of any price adjustments authorized in SCC.

**10. Change**

10.1. The Procuring Agency may at any time, by a written order given

**Orders**

to the Service Provider pursuant to GCC Clause 11, make changes within the general scope of the Contract, only if required for the successful completion of the job.

10.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this clause must be asserted within thirty (30) days from the date of the Service Provider's receipt of the Procuring Agency's change order. But, in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions of PPR-14 should be violated.

**11. Contract Amendments**

11.1. Subject to GCC Clause 10, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

**12. Assignment**

12.1. The Service Provider shall not assign the whole of contract to anybody else. However, some parts of contract or its obligations may be assigned to sub-contractors with the prior written approval of the procuring agency.

**13. Sub-contracts**

13.1. The Service Provider shall notify the Procuring Agency in the Bid of all subcontracts to be assigned under this Contract. Such notification, in the original Bid or later, shall not relieve the Service Provider from any liability or obligation under the Contract.

13.2. Subcontracts must comply with the provisions of GCC Clause 12.

**14. Delays in the Service Provider's Performance**

14.1. Performance of Services shall be made by the Service Provider in accordance with the Schedule of Requirements/Work Plan/Deputation Plan as prescribed by the Procuring Agency in Section VII.

14.2. If at any time during performance of the Contract, the Service Provider or its subcontractor(s) should encounter conditions impeding timely performance of Services, the Service Provider shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Service Provider's-time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

14.3. Except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to the imposition of liquidated damages.

**15. Liquidated Damages**

15.1. Subject to GCC Clause 17, if the Service Provider fails to provide the Services as per requirement/ within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.

**16. Termination for Default**

16.1. The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part:

- (a) if the Service Provider fails to deliver any or all of the service within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 14;
- (b) if the Service Provider fails to perform any other obligation(s) under the Contract; or
- (c) if the Service Provider, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract. For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009.

“Corrupt practices” in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009:

(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices 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 and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

- i. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
- ii. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- iii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- iv. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- v. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process

16.2. In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Service Provider shall be liable to the Procuring Agency for any excess costs for such similar Services. However, the Service Provider shall continue performance of the Contract to the extent not terminated.

## **17. Force Majeure**

17.1. Notwithstanding the provisions of GCC Clauses 14, 15, and 16, the Service Provider shall not be liable for forfeiture of its

Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

17.2. For purposes of this clause, “Force Majeure” means an event beyond the control of the Service Provider and not involving the Service Provider’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Service Provider, may agree to exclude certain widespread conditions e.g: epidemics, pandemics, quarantine restrictions etc from the purview of “Force Majeure”.

25.3. If a Force Majeure situation arises, the Service Provider shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. Any difference of opinion concerning “Force Majeure” may be decided through means given herein below.

**18. Termination  
for Insolvency**

18.1. The Procuring Agency may at any time terminate the Contract by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.

**19. Termination  
for Convenience**

19.1. The Procuring Agency, by written notice sent to the Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency’s convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.

19.2. The Services that are complete and ready for shipment (if applicable) within thirty (30) days after the Service Provider’s receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices. For the remaining Services, the Procuring Agency may choose:

- (a) to have any portion completed and delivered at the Contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Service Provider-an agreed amount for partially completed Services and for materials and parts previously procured by the Service Provider.

**20. Resolution of Disputes**

20.1. After signing the contract or issuance of purchase order, The Procuring Agency and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

20.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.

**21. Governing Language**

21.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

**22. Applicable Law**

22.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.

**23. Notices**

23.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC.

23.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**24. Taxes and Duties**

24.1. Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Services to the Procuring Agency.

**25. Change in minimum wage rate**

25.1. If during the continuation of the service contract, minimum wage rate is revised by the competent authorized forum, then the ongoing contract shall be revised as per percentage increased in minimum

wages declared for such category.

**26. Extension  
in Contract period**

*{where applicable  
and if the procuring  
agency opts to  
include this  
condition, this  
should be included  
in original  
advertisement as  
well}*

Initially the contract will be for seven (07) months. However, the same would be extended by the competent authority, on the satisfactory performance by the contractor for further a period on the same rate & TORs. Extension in the contact agreement shall be the discretion of the procuring agency and the contractor has no right to claim further extension as a matter of right in the contract.



## **Section-VI. Special Conditions of Contract**

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

### **1. Definitions (GCC Clause 1)**

GCC 1.1 (g)—The Procuring Agency is: **Strategic Planning & Implementation Unit PGDP of Environment Protection Department**

GCC 1.1 (h)—The Procuring Agency's country is: **Islamic Republic of Pakistan**

GCC 1.1 (i)—The Service Provider is:

### **2. Performance Guarantee (GCC Clause 6)**

GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: 10% of the contract amount in form of CDR/ Pay Order / Demand Draft/ bank guarantee on the prescribed format attached with the bidding document in favor of Project Director, Strategic Planning & Implementation Unit, Environment Protection & Climate Change Department.

### **3. Incidental Materials (GCC Clause 7)**

GCC 7.1—Incidental materials to be provided are:

### **4. Payment (GCC Clause 8)**

GCC 8.1—The method and conditions of payment to be made to the Service Provider under this Contract shall be as follows:

**Payment for Services provided:** After successful completion of deliverable(s)/ activities mentioned below of each package, the contractor shall submit the claim with report/ evidence, which shall be paid within thirty (30) days after satisfactory report / completion report as mentioned in SCC 4.

Payment may be made in Pak. Rupees in the following manner:

## **PAYMENT PLAN OF PACKAGE-I**

<b>Sr. No.</b>	<b>Activity</b>	<b>Deliverable at site</b>	<b>Payment Schedule</b>
1	Submission of work plan including but not limited to: viii. Event schedule ix. Event agenda x. List of participants xi. Printable material and design xii. Sample presentation for schools and seminars xiii. Sample of take away material (i.e. Shirt, Bag, Cap, Cutlery etc.) xiv. Sample of stationery	On approval from client	15% of the contract value
2	Seminars on Negative Environmental and Health Impact	Lahore Gujranwala Rawalpindi Faisalabad Sahiwal Sargodha Multan Bahawalpur Dera Ghazi Khan	20% of the contract value
3	Awareness Session in Schools (four schools in each of the following city with a mix of public, private, primary, secondary, girl's and boy's schools)	Lahore Gujranwala Rawalpindi Faisalabad Sahiwal Sargodha Multan Bahawalpur Dera Ghazi Khan	20% of the contract value
4	Short Video /photography / art Competition		15% of the contract value
5	Approval of consolidated final report (10-Copies)	After approval of consolidated final report	30% of the contract value

Booking of venue for event and its payment shall be core responsibility of contractor.

## **PAYMENT PLAN OF PACKAGE-II**

<b>Sr. No.</b>	<b>Activity</b>	<b>Deliverable at site</b>	<b>Payment Schedule</b>
1	Submission of work plan including but not limited to: viii. Event schedule ix. Event agenda x. List of participants xi. Printable material and design xii. Sample presentation for schools and seminars xiii. Sample of take away material (i.e. Shirt, Bag, Cap, Cutlery etc.) xiv. Sample of stationery	On approval from client	15% of the contract value
2	Seminars on Innovative Recycling Technologies	Lahore Faisalabad Gujranwala	20% of the contract value
3	Outreach Activities for SUP Alternatives iv. Workshop v. Panel Discussion vi. Video(s) on SUP alternatives	Rawalpindi Lahore Multan	20% of the contract value
4	Plastic-Free River and Canal Campaign	3 sites	15% of the contract value
5	Approval of consolidated final report (10-Copies)	After approval of consolidated final report	30% of the contract value

Booking of venue for event and its payment shall be core responsibility of contractor.

### **5. Prices (GCC Clause 9)**

GCC 9.1—Prices shall be fixed and shall not be adjusted.

### **6. Liquidated Damages (GCC Clause 15)**

GCC 15.1—Applicable rate: 0.10% of contract price per day. Maximum deduction @ 10% of Contract Price.

### **7. Resolution of Disputes (GCC Clause 20)**

GCC 20.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 20.2 shall be as follows:

As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Service Provider, the dispute shall be referred for arbitration in accordance with the Arbitration Act 1940.

## **8. Governing Language (GCC Clause 21)**

GCC 21.1—The Governing Language shall be: English

## **9. Applicable Law (GCC Clause 22)**

GCC 22.1-The Contract shall be interpreted in accordance with the laws applicable in the jurisdiction of the province of Punjab (Pakistan):

## **10. Notices (GCC Clause 23)**

GCC 23.1—Procuring Agency’s address for notice purposes:

**Project Director  
Strategic Planning & Implementation Unit PGDP  
5th Floor, 2<sup>nd</sup> Building, Aiwan-e-Iqbal Complex  
Edgerton Road, Lahore.**  
—Service Provider’s address for notice purposes:

**Section-VII. Schedule of Requirements/Work Plan/ Deputation  
Plan  
Time line for Package-I**

Event Name	Timeline Proposed by Client	Timeline Proposed by Contractor
<b>Seminars on Negative Environmental and Health Impact</b>		
Lahore & Gujranwala	October/ November 2024	
Rawalpindi, Faisalabad, Sahiwal& Sargodha	November 2024	
Multan, Bahawalpur & Dera Ghazi Khan	November/ December 2024	
<b>Awareness Session in Schools (four schools in each of the following city with a mix of public, private, primary, secondary, girls and boys schools)</b>		
Lahore & Gujranwala	October/ November 2024	
Rawalpindi, Faisalabad, Sahiwal& Sargodha	November 2024	
Multan, Bahawalpur & Dera Ghazi Khan	November/ December 2024	
<b>Short Video/photography/art Competition</b>	January 2025	

**Time line for Package-II**

Event Name	Timeline Proposed by Client	Timeline Proposed by Contractor
<b>Seminars on Innovative Recycling Technologies</b>		
Lahore	October/ November 2024	
Faisalabad	October/ November 2024	
Gujranwala	October/ November 2024	
<b>Outreach Activities for SUP Alternatives</b>		
Workshop (Rawalpindi)	December 2024	
Video(s)	December 2024	
Panel Discussion (Multan)	January 2025	
<b>Plastic-Free River and Canal Campaign</b>		
Campaign shall be executed on 3 sites and detail will be shared at the time of campaign requirement	December 2024 / January, 2025	

## Section-VIII: Sample Forms

### 8.1 Bid Form

*[To be signed & stamped by the Service Provider and reproduced on the letter head. To be attached with the Bid, in case of Single Stage One Envelope Procedure and with the Financial Bid, in case of Single Stage Two Envelope Procedure]*

Date: \_\_\_\_\_

To: *[name and address of Procuring Agency]*

Gentlemen and/or Ladies:

Having examined the Bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to a Bid by this Bid for a period of *[number]* days from the date fixed to Bid opening under Clause 2.3.7 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed (*if required*), this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

***[In case of single stage one envelope bidding procedure]***

The Composition of our Bid is:

- a) Complete bidding document (without filling) signed and stamped by the bidder
- b) all the forms relevant to the technical and financial bids (clearly indicated on each form)

- c) All the required documents establishing eligibility of bidders/goods shall be made part of the bid.
- d) Any other document required by the procuring agency not inconsistent with PPR-14.

***[In case of single stage two envelope bidding procedure],***

The Composition of our bid consists on separate Technical and financial bids, detail of which is as follows:

**Technical bid includes the following:-**

- a) Complete bidding document (without filling) signed and stamped by the bidder
- b) All the forms relevant to the technical bid, to be reproduced on the letter head of the bidder as indicated on each individual form.
- c) Copy of bid security form along with copy of financial instruments in form of *Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO)* valid for one hundred and twenty (120) Days, beyond the validity of Bid in the manner as prescribed on the bid security form **8.9**.
- d) Any other document required by the procuring agency not inconsistent with PPR-14.

**Financial bid includes the following:-**

- a) Original Bid form (as per **form 8.1** of Bidding documents) on letter head of the firm, duly signed and stamped.
- b) Price schedule / financial form (as per **form 8.8**) to be reproduced on the letter head of the bidder duly signed and stamped.
- c) *Any other document required by the procuring agency not inconsistent with PPR-14.*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of service provider	Amount and Currency
--------------------------------------	---------------------


\_\_\_\_\_  
(if none, state "none")

We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_



## 8.2 Bidder's JV Members Information Form (Not Applicable)

*{To be reproduced and signed & stamped by the lead partner and all JV members on their letter Pad, to be attached with Technical Bid in addition to the JV agreement}*

*{The Service Provider shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Service Provider and for each member of a Joint Venture}.*

Date: *[insert date (as day, month and year) of Bid submission]*

RFB No.: *[insert number of RFB process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Name: <i>[insert Bidder's legal name]</i>
2. Bidder's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Bidder's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Bidder's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Bidder's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Bidder's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4. <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Service Provider.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

### 8.3. Bidder Profile Form

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]*

Sr.#	Particulars
1.	Name of the company:
2.	<b>Registered Office:</b>
Address:	
Office Telephone Number:	
Fax Number:	
3.	<b>Contact Person:</b>
Name:	
Personal Telephone Number:	
Email Address:	
4.	<b>Local office if any:</b>
Address:	
Office Telephone Number:	
Fax Number:	
5.	<b>Registration Details:</b>

#### a) Audited Financial Statement Attachment (Last 3 years)

Yes	No
-----	----

#### b) Details of Experience (Last Five Years)

(i)	<b>Similar Project (Agency/Department)</b>	<b>Item Name</b>
(ii)	<b>Value of total Projects/Tenders/POs</b>	<b>Amount</b>

#### c) Staff Detail and last month Payroll

Yes	No
-----	----

### 8.4. General Information Form

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]*

	<b>Particulars</b>				
<b>Company Name</b>					
<b>Abbreviated Name</b>					
<b>National Tax No.</b>			<b>Sales Tax Registration No</b>		
<b>PRA Tax No.</b>					
<b>No. of Employees</b>			<b>Company's Date of Formation</b>		

\*Please attach copies of NTN, GST Registration & Professional Tax Certificate

<b>Registered Office Address</b>		<b>State/Province</b>	
<b>City/Town</b>		<b>Postal Code</b>	
<b>Phone</b>		<b>Fax</b>	
<b>Email Address</b>		<b>Website Address</b>	

## 8.5. Affidavit

*[To be printed on PKR 300 Stamp Paper, duly attested by oath commissioner. To be attached with Technical Bid]*

**Name:** \_\_\_\_\_

*(Applicant)*

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the *[name of Procuring Agency]*. The undersigned further affirms on behalf of the firm that:

- (i) The firm is not currently blacklisted by the Procuring Agency.
- (ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) Affidavit for correctness of information.
- (iv) \*\*\*\*\*omitted\*\*\*

*[Name of the Contractor/ Bidder/ Service Provider]* undertakes to treat all information provided as confidential.

*Signed by an authorized Officer of the company*

Title of Officer: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_

### 8.6. Performance Guarantee Form

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]*

To,

*[name and address of the Procuring Agency]*

**WHEREAS** (Name of the Contractor/ Service Provider) \_\_\_\_\_ hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE **"PROVISION OF EVENT MANAGEMENT SERVICES"** procurement of the following:

1. **Component A:** Hiring of Event Management Services. e.g., Seminars, School Activities in nine (09) cities of Punjab i.e. ***Lahore, Rawalpindi, Multan, Sahiwal, Faisalabad, Sargodha, Gujranwala, Bahawalpur and Dera Ghazi Khan***

*Or*

2. **Component B:** Hiring of event management services in three districts of Punjab, including Lahore, Faisalabad and Gujranwala.

(Here in after called "the Contract").

**AND WHEREAS** it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

**AND WHEREAS** we have agreed to give the Contractor a Guarantee;

**THEREFORE WE** hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of \_\_\_\_\_ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of \_\_\_\_\_ (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

**[NAME OF GUARANTOR]**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Date \_\_\_\_\_

## 8.7. Contract Form

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]*

THIS AGREEMENT made on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between Strategic Planing & Implementation Unit (hereinafter called “the Procuring Agency”) on the one part and *[name of Service Provider]* of *[city and country of Service Provider]* (hereinafter called “the Service Provider”) on the other part:

WHEREAS the Procuring Agency invited Bids for certain services, viz., Provision of Event Management Services and has accepted a Bid by the Service Provider for the supply of those services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring Agency’s Notification of Award.
  - (g) Contract agreement
  - (h) Complete Bid document
3. In consideration of the payments to be made by the Procuring Agency to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Procuring Agency to provide the services in accordance with the provisions of the Contract and as required under **Section VII** Schedule of Requirements/Work Plan/ Deputation Plan.
4. The Procuring Agency hereby covenants to pay the Service Provider in consideration of the provision of services, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year mentioned above.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Service Provider)

### 8.8. Financial Bid Form/Price Schedule

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]*

#### Package-I, Component-A, Hiring of Event Management Services in Nine Cities

SERVICES	Amount in figures (PKR) inclusive all taxes	Amount in Words (PKR) inclusive all taxes
<b>Component A:</b> Hiring of Event Management Services. e.g., Seminars, School Activities in nine (09) cities of Punjab i.e. <i>Lahore, Rawalpindi, Multan, Sahiwal, Faisalabad, Sargodha, Gujranwala, Bahawalpur and Dera Ghazi Khan</i>		

Total Bid value in figure. \_\_\_\_\_

Total Bid value in words. \_\_\_\_\_

Detail of all applicable taxes/duties/charges, which must be included in the rates quoted by bidder, is given as below:

**Note:**

In case of difference between unit price and total price, unit price shall prevail and total price shall be “final”. *(Please refer ITB clause 2.5.6).*

In case of difference between amount in “words” and amount in “figures”, amount in “words” shall be considered final.

A bid not compliant to minimum wage rate (as notified by the government) or excluding applicable taxes and duties or conditional bid on not as per terms & conditions mentioned in the Bidding documents shall straight away be rejected.

**Stamp & Signature of Bidder** \_\_\_\_\_



### 8.8. Financial Bid Form/Price Schedule

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]*

#### **Package-I, Component-A, Hiring of Event Management Services in Three Districts of Punjab**

<b>SERVICES</b>	<b>Amount in figures (PKR) inclusive all taxes</b>	<b>Amount in Words (PKR) inclusive all taxes</b>
<b>Component B:</b> Hiring of event management services in three districts of Punjab, including Lahore, Faisalabad and Gujranwala.		

Total Bid value (against which a Bid shall be evaluated) in figure.

Total Bid value (against which a Bid shall be evaluated) in words.

Detail of all applicable taxes/duties/charges, which must be included in the rates quoted by bidder, is given as below:

#### **Note:**

In case of difference between unit price and total price, unit price shall prevail and total price shall be “final”. *(Please refer ITB clause 2.5.6).*

In case of difference between amount in “words” and amount in “figures”, amount in “words” shall be considered final.

A bid not compliant to minimum wage rate (as notified by the government) or excluding applicable taxes and duties or conditional bid on not as per terms & conditions mentioned in the Bidding documents shall straight away be rejected.

**Stamp & Signature of Bidder** \_\_\_\_\_

## 8.9. Bid Security Form

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]*

Whereas *[name of the Bidder]* (hereinafter called “the Bidder”) has submitted its Bid dated *[date of submission of Bid]* for the supply of *[name and/or description of the services]* (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called “the Bank”), are bound unto **Strategic Planning & Implementation Unit, PGDP, EPCCD** (hereinafter called “the Procuring Agency”) in the sum of for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

---

*[signature of the bank]*

## Section IX- Check List

*[To be signed and stamped and presented on Bidder's letter head pad]*

The provision of this checklist is essential prerequisite along with submission of tenders (with technical proposal).

Sr. #	Detail	Responsive	Non-responsive
1	02% Bid Security of estimated cost of articles / items given by the department. The Bid security must be submitted with technical proposal.		
2	Active Registration with Income Tax Authorities (National Tax Number NTN)		
3	Copy of active Registration with Sales Tax Authorities (STRN)		
4	Copy of active Registration (Professional Tax Certificate)		
5	At least 10 similar nature projects having each 05 million cost or above have been performed / executed in public organization during last 05 years.		
6	Bid Form (as per <b>form 8.1</b> of Bidding documents) on letter head of the firm, duly signed and stamped.		
7	Bid Security Form (as per <b>form 8.9</b> of Bidding documents) on letter head of the firm, duly signed and stamped.		
8	General Information Form (as per <b>form 8.4</b> of Bidding documents) on letter head of the firm duly signed and stamped.		
9	<p>Affidavit (as per <b>form 8.5</b>) on non-judicial Stamp Paper of Rs. 100/-</p> <p>(i) The firm is not currently blacklisted by the Procuring Agency.</p> <p>(ii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws.</p> <p>(iii) Affidavit for correctness of information.</p> <p>(iv) ****omitted****</p> <p>Affidavit for correction of information Form (as per <b>form</b> of Bidding documents) on letter head of the firm, duly signed and stamped.</p>		
10	<p>i. Work order / supply order / purchase order of previous relevant experience.</p> <p>ii. Company profile. Staff list along with location and address.</p> <p>iii. Audited Financial Statement, National tax number Certificate, General Sale Tax Number Certificate (last 03 year).</p>		

	iv. Bidders profile Form (as per <b>8.3 form</b> of Bidding documents) on letter head of the firm, duly signed and stamped.		
--	---	--	--

**Stamp & Signature of Bidder** \_\_\_\_\_