

INVITATION FOR PRE-QUALIFICATION

1. The “Pakistan Broadcasting Corporation” (PBC) has planned to hire an event management company / firm for VVIP events during the year 2021-22.
2. The firm must have Event Management Experience of State level functions during last 5 Years (President / Prime Minister of Pakistan and Chief Ministers) maximum pre projects will be considered. For function of 500 to 700 people.
3. Pre-qualification is opened to all national event management companies registered with GST / NTN and must be active tax filers.
4. Interested firms may download the pre-qualification documents from our web site www.radio.gov.pk or PPRA website www.PPRA.org.pk against an amount of Rs.1000/- as tender fee (non-refundable).
5. Applications for pre-qualification One original and One copy must be delivered to undersigned in sealed envelopes by hand or through registered mail. Not later than **11.00- AM** by **28th July, 2021** and the same shall be opened at **11.30 AM** on the same date and be clearly marked “Application for pre-qualification for Event management.”
6. The PBC reserves the right to accept or reject any application.
7. Applicants will be informed, in due course of the result of the evaluation of applications.
8. Only top 3 Firms pre-qualified under this process will be invited to bid.

Controller(Procurement)
Pakistan Broadcasting Corporation,
Sector G-5, Constitution Avenue,
Islamabad
Tel: 051-9215822

**PAKISTAN BROADCASTING CORPORATION
HEADQUARTERS G-5 ISLAMABAD**

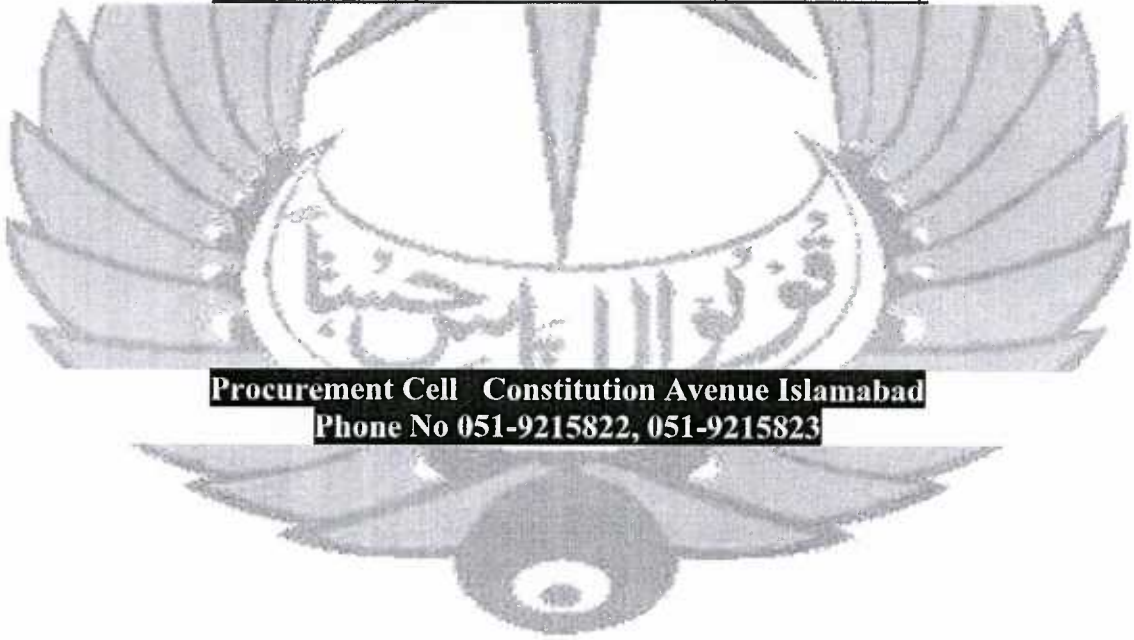
PREQUALIFICATION DOCUMENTS

Enquiry: ENG/PROC-4(246)/21

**PREQUALIFICATION OF EVENT MANAGEMENT FIRMS
FOR HIGHEST STATE LEVEL FUNCTIONS**

LOCATION ISLAMABAD

Submission Date for Sealed Bids: 28TH. July, 2021 (11:00 am)



**Procurement Cell Constitution Avenue Islamabad
Phone No 051-9215822, 051-9215823**

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(Note: This Document contains 09 pages only)

INSTRUCTIONS TO THE BIDDERS

1. GENERAL

1.1 INTRODUCTION

With independence on 14TH August-1947, Radio Pakistan also came into existence by parting ways with the then All India Radio. After rendering the service of around 26 years, Radio Pakistan was converted into a statutory body through a parliamentary Act No. XXXII-1973 in 1973 and Radio Pakistan became PAKISTAN BROADCASTING CORPORATION. The purpose of enacting Radio Pakistan as a “corporation” was to disseminate impartial news and analysis, besides education, information and entertainment, to general public through a vast network of broadcasting and transmitting equipment installed in large cities of the country with its headquarters in capital, Islamabad. In addition, the aims and objectives of this public sector state broadcaster include, promoting soft image of the country in terms of Islamic, social and cultural values in and outside its territorial boundaries.

The administrative and financial affairs of PBC are governed by a Board of Directors (BoD) with Secretary Information as its Chairman. The appointment of BoD members is made by the federal government.

2. SCOPE OF WORK

- 2.1 PBC Intends to hire the services of an Event Management Firm and other such obligations specified hereinafter (hereinafter referred to as Services).
- 2.2 PBC requires event management firms of national level having an office in Islamabad/Rawalpindi to manage top executive events at Islamabad for about 500 to 700 VVIP people.
- 2.3 Qualified/successful bidder will have to provide financial proposal according to the event requirements.
- 2.4 Qualified bidder will provide highest quality Event management Services to PBC within agreed timelines. The successful bidder will identify the items/services missing in PBC'S requirements list but essentially required for successful execution of the event.
- 2.5 PBC may call the prequalified bidder for organizing events like executive state level functions, seminars, press conferences etc. and any other activities relating to event management as required by PBC during the 01(one) year period of prequalification as per **PPRA RULE 2 sub clause 1(ha)**.
- 2.6 Complete scope of job is attached at **Annexure-A**

3. TERMS OF REFERENCE

To provide uninterrupted Event management Services, qualified Bidder will agree on the following Terms of References (TORs):

- 3.1 Qualified Bidder shall have office in Islamabad for efficient working communication.
- 3.2 Qualified Bidder will share financial bids for the required services within two days.
- 3.3 Income tax and GST (if applicable) will be deducted in accordance with the provisions Of Government Rules amended time to time.
- 3.4 In case of any dispute regarding quantity, quality of services and specifications, the decision of the PBC shall be final.
- 3.5 Qualified Bidder will give Presentation of event/function two days prior the event/function in addition to rehearsal.
- 3.6 The payment will be made on the successful completion of services as per PBC rules.
- 3.7 Bidders will submit bid security of Rs.200, 000/- (Two Hundred Thousands) only in the form of Call Deposit Receipt (CDR) in the name of Controller Procurement Cell issued by a scheduled bank of Pakistan as per PPRA Rule 25.

4. ELIGIBILITY CONDITIONS OF BIDDERS

The Bidder, fulfilling the following criteria, will be considered as eligible bidder for the bidding process of Event Management/Services:

- 4.1 The bidder must have experience of organizing/ executing of highest state level functions (at least 03) on a top security atmosphere with in last 03(three) years.
- 4.2 Bidder shall provide all the record of its previous Event management contracts/purchase orders details (i.e., amount, date and time of completion, description of items) and contact details of concerned person for reference and verification.
- 4.3 Minimum 03 years fresh experience of providing Event management Services within Pakistan. Documentary proof (copies of contract or work order by clients) should be furnished.
- 4.4 Registered with taxation departments of Pakistan as active taxpayers. The firm will be bound to provide current and previous bank statements of his accounts and audit reports along with the proposals of last two years.
- 4.5 Bidder should provide undertaking on Judicial Stamp paper worth minimum Rs.100 as under:
 - a). Firm is never been black listed, never been involved in litigation with any government organization.
 - b). Qualified bidders financial position is strong enough to be capable to organize the event as per requirement of PBC. Under any circumstances the given job shall not be delayed due to dearth of bidder's financial position as well as due to his technical inability. The bidder shall also guarantee in the affidavit that he is financially and technically capable to resolve the discrepancies (if any).
- 4.6 Prospective Bidder must provide Valid Documentary proof against serial Nos.4.1 to 4.5 along with the bid. Non-Submission of any of above document will lead to consideration of a firm as NON-RESPONSIVE and Sub-sequent NON-CONSIDERATION for the evaluation.

5. GUIDELINES

- 5.1 Only highest scored top 3 prequalified firms will be considered eligible to take part for financial bidding.
- 5.2 All documents and information received by PBC from applicants will be treated in strictest confidence.
- 5.3 Documents submitted to PBC will not be returned.
- 5.4 All expenses related to participation in this prequalification document shall be borne by the applicants.
- 5.5 Documents shall be submitted in hard copies in a sealed envelope marked as "PREQUALIFICATION PROPOSAL" for 'Prequalification of Event Management Firms'. The prequalification proposal shall be delivered in person or sent by the registered mail which should reach the office of Controller Procurement Cell Room # 214, second Floor, PBC HQ, G-5 Islamabad till **11:00 AM On dated 28-07-2021 and bids will be opened at 11:30 Hours on the same day.**
- 5.6 Proposals received after cutoff time will not be accepted.
- 5.7 PBC reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of proposal, if required by PBC and the bidder will bound to provide the same within 24 hours or earlier.
- 5.8 Only firms that have been prequalified under this procedure shall be invited for financial bid.

6. PREQUALIFICATION EVALUATION CRITERIA (PPRA RULE 15 &16)

This document is governed by the procedure approved by PBC management. The proposal of eligible organizations will be evaluated using the scoring guide attached at Annexure-B.

Bidder with at least 65 marks will qualify but top 3(three) scorers will be considered for sharing of financial bid as per **PPRA RULE 16 (3)**. The bid Score will be awarded on the base of following details:

6.1 RELEVANT EXPERIENCE OF EVENT MANAGEMENT SERVICES

According to Annexure-C, bidder has to prove the experience of highest level of Event management Services. Fill the section of form and attached the required copies of work orders or contract which prove mentioned experience. As per eligibility criteria, minimum 3 years of fresh relevant experience is required. Failing to provide, will not be considered as eligible. Bidders also have to mention their work experience with government, semi government or autonomous bodies.

6.2 WORKING STAFF

Bidder has to provide details of working staff. Minimum 15 working staff is required for such Event management Services. Bidder has to share details of working staff on company letterhead/company profile.

6.3 FINANCIAL CAPABILITY

Bidders should attach the signed financial audit report of the last year or last year tax return or bank statement of one year.

6.4 Bidders should mention the following information:

6.4.1 Year of company/firm's establishment/registration.

6.4.2 Company's organogram.

6.4.3 List of clients.

6.5 KEY MANAGEMENT STAFF

Bidders should provide the details of key management staff including their names, designation and area of expertise.

7. REJECTION OF BIDS

7.1 PBC may reject all or any proposals at any time prior to the acceptance of a proposal. PBC shall upon request communicate to any applicant who submitted a proposal, the grounds for its rejection of all proposals but is not required to justify those grounds as per PPRA Rule No. 33

7.2 Notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that submitted bids or proposals.

8. PERFORMANCE SECURITY

8.1 The successful bidder shall furnish performance security as per PPRA Rule No. 39 equivalent to **10%** of the total contract value, in the shape of Call Deposit Receipt (CDR) in the name of Controller Procurement Cell issued by a scheduled bank of Pakistan at the time of signing of contract and remain valid till satisfactory performance of event received.

8.2 Failure of the successful bidder to furnish acceptable performance shall constitute sufficient grounds for the annulment of the award and forfeiture of the performance security.

8.3 All the correspondence regarding release of performance security shall be made with Controller (Procurement) PBC HQ Islamabad.

9. AWARD CRITERIA AND PBC'S RIGHT

- 9.1 The contract will be awarded to substantially responsive most advantageous evaluated bidder, provided that such bidder has been determined to be qualified to satisfactorily perform the order as per PPRA Rule No. 38.
- 9.3 In case of failure/unsuccessful performance of the contractor, the Contractor will be borne to reimburse/payback total contract amount plus the damage/losses incurred to the Purchaser. The losses will be determined by a constituted committee of Purchaser and forfeiture of the performance security. Furthermore the complete failure may leads to the black listing of the firm in line with PPRA Rule 19.
- 9.2 The PBC reserves the right to accept or reject any bid and to annul the tendering process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the PBC's action.



**SERVICE REQUIREMENTS FOR
DECORE & BRANDING**

S.No.	Items
1	Digital QR Card
2	Venue Entrance 55×5 with fitting
3	Red Carpet Flex
4	Media wall with wooden pillar and Carpet (10×20)
5	Registration Desk with Backdrop(8×3) with chairs
6	Flower Decore Main Stage
7	Red Carpet 90×14 for entrance
8	Digital podiums two
9	Touch Panel for hand scanning
10	Outdoor Theme Light
11	Ushers & Staff
12	Group photo wall 30×8
13	Cut out on red carpet 8×4
14	Velvet Parking
15	90×50 trussing with light for outdoor entrance
16	Design and event management company service charge
17	Ov with 6 cam/drone/still/with switcher
18	Professional Red Carpet photography
19	QR Code display machines and ticketing device

ANNEXURE-B

Pre-Qualification Evaluation Criteria				
Sr. No.	Description	Category Points	Total Points	Documents Required
1	Highest level events/functions organized/(PM, President, CM, High security Officials) with in last three years			Copies of work orders or details of work with duration on company letter head
1.1	Functions/Events managed at least 3			
1.2	Functions/Events managed at least 5			
1.3	Functions/Events managed at least 7			
1.4	Functions/Events managed at least 10			
2	Experience with Govt / Semi Govt / Autonomous bodies			Copies of work orders & Letter of company registration
2.1	If >3 years but =<5 years			
2.2	If >5 but =<10 years			
2.3	If >10 years			
3	Events in Last 3 years			Complete list of staff with their area of work
3.1	Number of events of minimum 100 participants in last 3 years or earlier, if >3 but =<6			
3.2	If >6 but =<10			
3.3	If > 10			
4	Clients			Copy of letter of registration/incorporation
4.1	If >3 but =<6 clients			
4.2	If >6 but =<10 clients			
4.3	If more than 10			
5	Financial Status			Copies of financial audit report, last 3 years tax returns & Bank statement required
5.1	Bank Statement worth > 1 million			
5.2	Bank Statement worth > 5 million			
5.3	If >10 million			
6	Key Management Staff			Details of key management staff with their names, designations and area of expertise on company letter or in company profile should be attached.
6.1	Number of key management staff if 4 and <7			
6.2	7 and above			
7	Working Staff			Details of key management staff with their names, designations and area of expertise on company letter or in company profile should be attached.
7.1	Number of working staff >15 but =<20			
7.2	If >20			
Note: Minimum qualification marks are 65. Absence of any required document will lead to zero marks in that specific area.				

RELEVANT EXPERIENCE		
Sr. No.	Required Information	Response (Please provide exact information with organization name, location/s and duration)
		Provide data in sequence given below
1	Detail of functions of highest level security atmosphere(PM, President, CM and high security officials) organized by the firm with in last 03(three) years	i.
		ii.
		iii.
		iv.
		v.
2	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
		v.
3	Start and end dates of providing Event management Services	i.
		ii.
		iii.
		iv.
		v.
4	Number of persons to whom services provided	i.
		ii.
		iii.
		iv.
		v.