

Tender No. CE-CPEC-10(01)2018/19

TENDER DOCUMENTS

**PRE-QUALIFICATION OF GENERAL SERVICES/PRINTING/DESIGNING/EVENT
MANAGEMENT OF COMPANIES**



CENTRE OF EXCELLENCE
China-Pakistan Economic Corridor

CENTRE OF EXCELLENCE
China Pakistan Economic Corridor
PIDE Islamabad

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**Tender for Pre-Qualification of General Services/Printing/Designing/Event Management of
Companies No. CE-CPEC-10(01)2018/19**

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**CENTRE OF EXCELLENCE
CHINA PAKISTAN ECONOMIC CORRIDOR
PIDE ISLAMABAD**

**(GENERAL SERVICES/PRINTING/DESIGNING/EVENT
MANAGEMENT OF COE CPEC EVENTS)**

1. INTRODUCTION

The Centre of Excellence for CPEC is a joint initiative of Pakistan Institute of Development Economics and Ministry of Planning, Development and Reform, Islamabad. It is a leading policy guiding Think-tank for effective implementation of CPEC portfolio.

The CPEC Center of Excellence intends to hold RTCs, Seminars and table talks all over Pakistan in line with its mandate of research on impact of CPEC. The Centre invites sealed bids from **Event Management Companies and General Services Providers**, registered with sales tax department and having national tax number (NTN), having a capacity to provide services all over Pakistan for:

**“GENERAL SERVICES/PRINTING/DESIGNING/EVENT
MANAGEMENT OF COE CPEC EVENTS”**

2. SCOPE OF WORK

The description and broad scope of services requires events which may include but not limited to General services / designing and printing. press conferences, Business Lunches / Dinners, Meetings, Seminars. Award Ceremonies etc. The events will be highly profile with the involvement of top level Govt officials, foreign investors, Industrialists and related people. The events may be conducted outdoor/indoor therefore, event Management Company may need to provide related services. The Scope of Work has been outlined in the **Annex B (Bill of Quantities- BOQs)**.

Note: All equipment, accessories etc. deemed necessary & not explicitly mentioned in BOQs including material / consumables and services required for supply, installation, and commissioning of the required work shall form an integral part of scope of work.

3. TERMS AND CONDITIONS

Deadline for submission

Companies may submit their itemized budget, portfolio and supporting materials in electronic format no later than **1100 Hrs on 18th February 2019 (Monday)**.

Submission of proposal

Companies interested to bid for this contract must include in their proposal the following items:

1. Company profile (no more than 2 pages), including size of team and number of events managed to date

2. Portfolio in digital format (soft copy), which must contain examples of the following:
- Branding design proposed
 - Design and Printing of Monthly/ Quarterly/ annual reports, magazines, diaries/ brushers etc.
 - Arrangements proposed for installations and structures (stage, kiosks, food area, etc.)
 - General items suppliers/ IT equipment/ repair maintenance etc
 - Lighting, audio-visual set-up (SMD screens, video display panels)
 - Event collateral (branding, giveaways, print materials)
 - Event promotion (print ads, billboards, social media posts)
 - Any other relevant products or materials
 - List of services that can be provided
 - Event management fee if any
 - List of any additional fees/charges that may apply
 - List of past clients and types of events staged.
 - Interpretation services in Chinese.

b. Bid Validity

- (1) Offer shall remain valid for one year from the date of quotations and in case of acceptance of offer within validity period, bidder is bound to complete the said work on the quoted rates and terms; failing which bid money will be forfeited in favor of CoE CPEC.
- (2) After communication of acceptance of offer of bidder / firm by the procuring agency (CoE CPEC) within validity period, the firm shall be bound to accept all supply orders issued during the currency the **contract** for completion of work of the said item(s), within required time period after the receipt of the supply order(s). In this connection, a formal agreement shall be signed by the successful bidder with the procuring agency (CoE CPEC).

c. Opening of Bids

- (1) Envelopes marked “**Pre-qualification bids for Event Management**” shall be opened at the specified time and venue in presence of bidders or their representatives who may choose to be present **at 3pm on 18th February, 2019 (Monday) at CoE Office.**

d. Rejection of the Bid

- (1) Any offer not received as per terms & conditions of the tender is liable to be rejected.
- (2) No offer shall be considered if:
 - (a) A cash receipt (original) for purchase of Tender is not attached with the offer.
 - (b) It is received after the time and date fixed for its receipt.
 - (c) The bid is un-signed.
 - (d) The offer is ambiguous.

- (e) The offer is conditional.
 - (f) The offer is from the firms who are black listed / suspended by any Government Department.
 - (g) The offer is received electronically.
 - (h) The offer is received with shorter validity than required in the tender.
 - (i) The offer does not conform to the specifications indicated in the list given in the BOQ.
- (3) CoE CPEC further reserves the rights to accept or reject any or all tenders prior to acceptance of the bid.

e. Performance Guarantee

- (1) The successful bidder / firm will be required to furnish 10% performance guarantee of the total bid value / supply order in the shape of CDR / Bank Guarantee in favor of the PIDE at the time of signing of the contract which will be released after satisfactory completion of the warranty / guarantee period.
- (2) The Bank Guarantee must be issued by a scheduled bank.
- (3) In case the supplier / contractor fails to complete the warranty / guarantee period successfully, the performance guarantee will be forfeited in favor of CoE CPEC.

f. Warranty / Guarantee

- (1) The successful bidder shall provide warranty / guarantee undertaking that the work shall be completed as per terms and conditions of the agreement and that the bidder shall be responsible to execute all given tasks with specified quality in a given time frame.
- (2) The validity of the warranty/Guarantee shall start from the day of award of work and signing of the contract with procuring agency (**CoE CPEC**) and shall remain valid for a period of one year there-from.
- (3) Technical support must remain available on site throughout the contract period. Any problem must be attended and rectified by the competent staff of the Bidder right away.
- (4) The bidder shall further warrant that the service and goods provided during the events shall be free from defects arising from any act or omissions of the bidder or arising from design, materials and workmanship under normal use in the conditions prevailing at the final destination.
- (5) During the time of event, if successful bidder fails to rectify the problem, due to any reason, the procuring agency (**CoE CPEC**) shall get replaced the defective goods or parts thereof and forfeit the Bank Guarantee/retained value.

g. Taxes

- (1) Rates quoted should be inclusive of all applicable taxes.
- (2) Bidder shall provide income tax and sales tax registration certificates.
- (3) The project authorities will deduct taxes at source, as per prevailing rules / regulations of the Government.

- (4) In case supplies or part thereof is exempt from levy of tax, bidder shall provide an exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

h. Bidding

- (1) ***Bidder may bid for all item(s) or part of event management.***
(2) Demonstration, where needed, should be submitted by bidder along with the offer for final selection. After evaluation of technical bids, the technically qualified bidders shall be invited to make presentations at a time, date and venue to be announced later.

i. Bid Evaluation Criteria

Firms bidding for this contract will be required to demonstrate ability and/or experience in the following areas:-

- a) Terms & conditions spelt out in tender documents
- b) **Proof of Registration:** The interested company/firm shall be an active tax payer and shall provide proof of registration/incorporation with relevant registration body.
- c) **Complete Profile:** Complete profile with list of verifiable clients, personnel, and references relevant to the scope of this pre-qualification notice. Capabilities with respect to personnel, equipment, and plant;
- d) **Similar assignments completed:** The Company / firm shall provide detail of at least 10 assignments of similar nature for Government Organization/NGOs/Private Companies /Banks in shape of Purchase.
- e) Financial position with certified bank statements/ turn over
- f) Appropriate managerial capability;
- g) Willingness of firm to enter into contract agreement with **CoE CPEC** for completion of said work during currency of the contract period.
- h) Originality of event concepts**
 - i) Track record of successful high-concept events planned and executed
 - j) Ability to provide a full range of services (from event concept and budget to vendor management and logistics)
 - k) Past experience working with organizations in the development sector or with government agencies
- l) Ability to work under tight deadlines**
 - m) Team composition and available resources (capacity to handle large events), including dedicated on-site resources to manage this event.

j. Venue of Event:

Items mentioned in Annex B are required to be delivered / installed at **CoE CPEC office 1st Floor, Mir Square, Civic Centre G-6 Islamabad** *or in any other venue indicated anywhere in Pakistan* within 6 (Six) days from the receipt of supply order (s) / purchase order (s) or as advised.

k. CoE CPEC Rights

- (1) **CoE CPEC** reserves the rights to increase or decrease the quantity of any item(s) or cancel any or all items.

- (2) **CoE CPEC** reserves the right to award contract to more than one bidder on the basis of lowest offered rates, item wise.
- (3) **CoE CPEC** reserves the right to accept or reject any or all tenders prior to acceptance of the bid.
- (4) **CoE CPEC** reserves the right to claim compensation for the loss caused by delay in delivery, defective supplies, and short supplies of items / stores.

l. Arbitration

- (1) In event of any dispute arising between bidder and the procuring agency (**CoE CPEC**), the same shall be referred to the sole arbitrator i.e. Executive Director / Chairman Tendering Committee, Centre of Excellence for CPEC Islamabad.
- (2) The Arbitrator shall give his award within two months from the date on which he enters upon the reference. Provisions of the Arbitration Act, 1940 shall apply to the arbitration proceedings.
- (3) A specimen of the Affidavit is enclosed as Annex D.

m. Penalty

- (1) For failure to comply with agreed delivery schedule, liquidated damages will be levied:
 - a) If the work/ job(s) is not completed before the given time, the procuring agency (**CoE CPEC**) reserves the right to cancel the contract and to get complete the required work from elsewhere at the risk and cost of the defaulting supplier/firm.
 - b) The equivalent price amount shall be deducted from securities deposited by the defaulting firm / supplier and contractor will be black-listed and this will be informed to all concerned departments of Pakistan.

4. PROPOSED SCHEDULE FOR RECEIPT AND OPENING OF BIDS

Last date for receipt of Bids **18th February 2019 (Monday) till 11:00 AM**

Time & date of opening of Bids **18th February 2019 (Monday) at 03:00 PM**

Venue of opening of Bids Office of Conference Room, Centre of Excellence,
1st Floor, Mir Square, Civic Centre G-6 Islamabad.

Pre-Bid Meeting Pre-Bid Meeting to be held on 13th February, 2019
(Wednesday) at 11:00am at CoE-CPEC office at 1st
Floor Mir Square, Civic Centre, G-6 Melody,
Islamabad.

Time Frame of work to be executed: As per work orders

Annex A

TENDER FORM

Company's name: _____

Company's address: _____

Income Tax registration # _____

Sales Tax registration # _____

Person to be contacted with contact # _____

Amount of earnest money _____

Annex B

Bill of Quantity (BOQ)

S.No	Item
1.	Outdoor/indoor events with provision of waterproof marquee/canopy with a theme and tents etc, with indoor/outdoor decoration, where necessary.
2.	Seating arrangements (Sofas, Chairs, tables etc) and provision of rostrum
3.	Lighting system, cooling and heating system
4.	Generators, sound system, fire extinguishers
5.	Screens, Multimedia, LCDs
6.	Walkthrough security gates, Walkie Talkie
7.	Portable washrooms where required
8.	Catering services that may include lunch, tea, Hi-tea, dinner, refreshments, BBQ etc.
9.	Pre & Post Media event media coverage & promotion for the event (print & electronic, Digital)
10.	Branding and publicity of the event with Design and development of marketing material which may include printing and publication of advertising material including Billboard rental, pana-flex work, road side streamers, backdrops, organizer badges, seminar participation certificates banners, invitation cards, backdrops, standees, flyers, invitations, posters, conference badges etc as per demand
11.	Printing of Quarterly/ Half Yearly, Annual Reports and any other publications.
12.	Arrangements of stall/s for promotions, exhibitions etc
13.	Development and supply of souvenirs, gifts and giveaways/publicity items with Logo etc for the guests
14.	Development and supply of Shields for guests with logo and approved designs
15.	Arrangements of Boarding, lodging with loading and transport facilities for the guests
16.	Reservation/ booking of (Rooms & Halls) of hotel/ venue for seminars, conference and other events
17.	Design and Printing of Monthly/ Quarterly/ annual reports, magazines, diaries/ brushers, etc.
18.	Interpretation services in Chinese.
19.	Office renovation, development of glass partisans. Electric and other repair maintenance.
20.	General items suppliers/ IT equipment suppliers / repair maintenance etc.

PRICE REASONABILITY CERTIFICATE

1. We hereby confirm to have read carefully the description of stores and all the terms and conditions of your tender enquiry due for opening on _____ for the event management of Centre of Excellence for CPEC events. We agree to abide by all these instructions/ conditions.
2. We also hereby categorically confirm that the work offered by us are exactly to the particulars and specifications as laid down in your tender enquiry in all respects.
3. The stores offered by us are of (a) foreign origin or (b) local origin.
4. We accept that if the required Earnest Money is not furnished or our offer is found lacking in any of the requirements of your tender enquiry, it shall be rejected.
5. We hereby confirm to adhere to the delivery period required in the tender enquiry which would be the essence of the contract and which will be strictly adhered to by us. In case of failure, we agree unconditionally to accept the recovery of liquidated damages as spelled out above.
6. Certificate that the prices quoted against this tender are not more than the prices charged from any other Purchasing Agencies in the country and in case of any discrepancy, the bidder, / tenderer hereby undertakes to refund the price charged in excess.

Tender Form duly filled and signed in enclosed.

Name of the Bidder / Tenderer _____

Signature of Tenderer _____

Designation _____

Seal _____

Witness

a) Name _____ Signature _____

b) Full Address _____

c) Date _____

SPECIMEN FOR AFFIDAVIT

From:

To,
Director Admin/Finance
CPEC Center of Excellence-
G-6/1 Melody
Islamabad

Subject: **AFFIDAVIT**

1. We, M/s_____ having our office at _____ hereby undertake that as a result of contract between us and DIRECTOR CoE CPEC for event management of various events all over Pakistan . If any conflict / dispute arises regarding the execution of work, we shall not resort to any court of law. The dispute / difference, if any, shall be settled as per relevant clauses of the tender documents issued by Executive Director CoE CPEC Islamabad.

2. We, M/s _____ are not involved in any litigation and have never been black listed by any organization in Pakistan.

Authorized Signature

M/s_____

Address:_____

Dated:_____

Annexure-E

**SPECIMEN FOR INTEGRITY PACT
(To be attached with financial proposal, on Rs: 50/- Stamp Paper)**

Tender Number: _____

Tender Value : _____

Tender Title: _____

M/S----- hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GOP) or any administrative sub division or agency thereof or any other entity owned or controlled by the GOP through any corrupt business practice.

Without limiting the generality of the foregoing M/S ----- represents and warrants that it has fully declared the brokerage, commission, fees etc paid or payable to any one and not given or agreed to give and shall not give or agree to anyone within or outside Pakistan either associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement, of a contract, right, interest privilege, or other obligation or benefit in whatsoever form from the GOP, except that which has been expressly declared pursuant hereto.

M/S ----- certifies that it has made and will make full disclosure of all agreements and arrangement with all persons in respect of or related to the transaction with the GOP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/S ----- accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the GOP under any law, contract or other instrument, be voidable at the option of the GOP.

Notwithstanding any right and remedies exercised by the GOP in this regard, M/S ----- agrees to indemnify the GOP for any loss or damage incurred by it on account of its corrupt business practices, and further pay compensation to the GOP in any amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by M/S ----- as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right interest privilege or other obligation or benefit in whatsoever from the GOP.

M/S ----- agrees that in case of over pricing, supply of below specification stores, and any conflict with the BOQ specification as well as with terms and conditions specified in tender document, we shall be bound to pay five times of the total contracted value.

Stamp & Signatures (Name of Suppliers)

Annexure-F

OVERALL COMPLIANCE UNDERTAKING

(To be printed on stamp paper of Rs 50.00)

I, (Name)_____, (CNIC#)_____,
(Designation)_____,(Company Name) _____have gone through
all terms & conditions of these tender documents and hereby undertake that me and my
company are firmly bound to abide by / comply all sections of these tender documents except
for those items listed below.

Name:_____

Title:_____

Company:_____

Signature:_____

Date:_____