

PUNJAB POPULATION INNOVATION FUND

Prequalification Document

“Prequalification of Event Management Firms”

November, 2022



Submission Date for Sealed Bids: 25th November, 2022 (11:00 am)

125 Abu Bakar Block, New Garden Town Lahore –Pakistan
T: +92-42-99231190-92 |F: +92-42-99231123

<u>Table of Contents</u>	<u>Page No</u>
1-Invitation to bids	2
2-Instruction to bidders	2
3-Conditions for eligibility	3
4-Scope of job	3
5-Terms of Reference	4
6-Guidelines	4
7-Prequalification evaluation criteria	4
a) Relevant experience of Event management Services	5
b) Working Staff	5
c) License or NOC related to Event management Services	
d) Financial capability	5
e) Company	5
f) Key Management Staff	5
8-Type of Contract	6
9-Declaration	6
10-Submission of Prequalification Proposal	6
Annexures	8
Annex – A	8
Annex – B	9
Annex – C	10
Annex – D	11
Annex – E	12
Annex – F	13

1- Invitation

Punjab Population Innovation Fund (PPIF) is a section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed prequalification proposals will be invited from tax registered and experienced event management companies/firms/agencies (hereafter called as bidders) fulfilling the criteria provided under the heading “Condition for eligibility”, for providing event management Services. All interested and eligible bidders are requested to go through complete document and provide the required information and documents mentioned in this document. Technical qualified bidders will be offered a pre-qualification of one year which will be extended annually, based on performance for another term or terms. Extension of contract will be on same terms & conditions if mutually agreed by both parties (bidder and PPIF).

2- Instruction to Participating Firms

The selection of firms/companies will base on Prequalification process of PPRA Rule – 16 & 17.

The proposal shall be a single envelope, containing prequalification proposal. The envelope shall be marked as “Prequalification Proposal”. PPIF engaging in prequalification is announcing, in the prequalification documents, all information required for prequalification including instructions for preparation and submission of the prequalification documents, evaluation criteria, list of documentary evidence required by contractors to demonstrate their respective qualifications and any other information that the procuring agency deems necessary for prequalification. PPIF is providing a set of prequalification documents to contractors.

The PPIF shall evaluate the proposal in the manner prescribed in the section - 7 given in the document. During the evaluation no amendments in the prequalification proposal shall be permitted. After prequalification, only the prequalified contractors shall be entitled to participate in the subsequent procurement proceedings. PPIF, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a contractor, whether or not prequalified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as PPIF may decide. PPIF shall disqualify a contractor on the ground that he had provided false, fabricated or materially incorrect information.

This document has different sections carrying information of eligibility, technical evaluation and terms of references to assist potential printing contractors to develop their technical proposals. Bidders those will get minimum 65 marks in technical evaluation will be pre-qualified.

Bidder has to provide the preliminary data in technical proposal such as firm’s profile with specific experience of providing Event management Services and submit annual financial audit reports, registrations or memberships, NTN certificate, tax return etc.

3- Conditions for eligibility

The successful bidder, fulfilling the following criteria, will be considered as eligible bidder for the bidding process of providing Printing firms/companies services;

- a) Affidavit on stamp paper, declaring the following clauses;
 - i. The organization has not been blacklisted by any government department, agency or any donor agency.
 - ii. That neither is the organization nor any of its employees or officers are engaged in any activity that amounts to breach of security or any activity inconsistent with Pakistan's national interests, or contrary to Government Policy.
 - iii. That the organization is not involved in any money laundering, terrorist financing, weapon smuggling, anti-state activities or has or maintains links with proscribed individuals or organizations. (Original required)
- b) Minimum 3 years' experience of providing Event management Services within Pakistan. Documentary proof (copies of contract or work order by clients) must be attached along with the prequalification document.
- c) GST (General Sales tax), PST (Punjab Sales tax) and Income Tax registration (Copies must be attached along with the prequalification document)
- d) Regular tax payer (copies of tax returns of last year must be attached along with the prequalification document)

Kindly fill the annexure – B for above mentioned criteria and also fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

Annex – A:	Organization Information
Annex – B:	Eligibility Response Checklist
Annex – C:	Prequalification Evaluation Criteria
Annex – D:	Relevant Experience
Annex – E:	Key Management Staff of Firm
Annex – F:	Scope of Job

And also sign the declaration form at the end of document and attach with your other documents.

4- Scope of job

Complete scope of job is given as annexure-F.

- a) PPIF requires event management firms from all major cities of Punjab because events may be organized in all 36 districts of Punjab.
- b) Qualified contractor will provide financial proposals along with technical proposal (if required) for Event Management Firms on requirement basis during the pre-qualification period in any city of Punjab (as required by PPIF).
- c) Qualified contractor will provide quality Event management Services to PPIF within agreed timelines of work order during the contract period.

5- Terms of Reference

To provide uninterrupted Event management Services, qualified contractor will agree on following terms of references:

- a) Qualified firm shall have office in Lahore for efficient working communication.
- b) Qualified will share financial bids for the required services within reasonable time after sharing of requirement for event .
- c) Income tax and GST/PST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
- d) In case of any dispute regarding quantity, quality of service and specification, the decision of the PPIF shall be final & binding.
- q) The payment will be made on the successful completion of services as per PPIF rules.

6- Guidelines

- a) Only short-listed applicants fulfilling the eligibility criteria will be considered for technical evaluation .The financial proposal will be called separately on requirement basis from pre-qualified firms on case to case basis.
- b) All documents and information received by PPIF from applicants will be treated in strictest confidence.
- c) Documents submitted to PPIF will not be returned.
- d) All expenses related to participation in this prequalification document shall be borne by the applicants.
- e) Documents shall be submitted in hard copies in a sealed envelope marked as “PRE-QUALIFICATION PROPOSAL” for ‘Prequalification of Event Management Firms’. The envelope containing hard copies of technical proposal shall be received on the postal address given below.
- f) The closing date and time for receipt of proposal is **25th November, 2022 (11:00 am)**.
- g) Proposals received thereafter will not be accepted.
- h) PPIF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- i) PPIF reserves the right to verify any information provided by the applicants. Questions about this pre-qualification can be made only in writing: a letter or an e-mail must be asked by or before **COB 21st November, 2022**. For any other related information please contact the undersigned.

Postal Address

Associate Procurement

Punjab Population Innovation Fund
125 Abu Bakar Block, New Garden Town, Lahore
E-mail: shoaib.manzoor@ppif.org.pk
T: +92-42-99231190-92, F: +92-42-99231123

7- Prequalification evaluation criteria

This document is governed by the procedure approved by PPIF management. The technical proposal of eligible organisations will be evaluated using the scoring guide attached as annexure – D. Bidder with at least 65 marks will qualify. Score will be awarded on the base of following details;

a) Relevant experience of Event management Services

In this section of annexure – D, bidder has to prove the experience 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 relevant experience is required. Failing to provide, will not considered as eligible.

Bidders also have to mention their work experience with government, semi government or autonomous bodies.

b) Working Staff

In this chapter bidder has to provide details of working staff. Minimum 5 working staff is required for such Event management Services. Bidder has to share details of working staff on company letter head/company profile.

c) Financial capability

In this chapter bidders should attach the signed financial audit report of the last year or last year tax return or bank statement of one year.

d) Company

In this chapter, bidders should mention the following information;

- i. Year of company/firm's establishment.
- ii. Company's network
- iii. List of clients

e) Key Management Staff

In this chapter bidders should provide the details of key management staff including their names, designation and areas of expertise.

8- Type of Contract

Initially, PPIF will offer a contract of one year to the successful applicants / Firms, which may be extended for further term/terms if mutually agreed by both parties (bidders and PPIF). Extension of contract will be on same TOR under Punjab Procurement Regulatory Authority rules 2014. During the contract period, PPIF will call for financial bids for printing items when required.

9- Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

10- Submission of Prequalification Proposal

Complete proposal containing technical details; all required information and documentary evidences may be submitted before 11:00 am on 25th November, 2022 and will be opened at 11:30 am on same day in presence of bidder who wish to attend proposal opening. The proposal should be submitted in sealed envelope clearly mentioned “**PREQUALIFICATION OF EVENT MANAGEMENT FIRMS**” and firm name and address must be mentioned on envelop.

11- ONE PERSON ONE BID

As per PPRA Rule 36(A)

- (1) In any procurement, one person may submit one bid and if one person submits more than one bids, the procuring agency shall reject all such bids.
- (2) If a consortium of persons has submitted a bid in any procurement, it shall be construed that each member of the consortium submitted the bid.

Cover Letter for the Submission of Prequalification / Technical Proposal

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Data Sheet]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal and financial proposals including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

Important Note: The competent authority may reject all proposals at any time prior to the acceptance of a bid or proposal. PPIF 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. The bids should be submitted in sealed envelope clearly mentioned “**PREQUALIFICATION / TECHNICAL PROPOSALS FOR PREQUALIFICATION OF EVENT MANAGEMENT FIRMS**”

Annexures

Annex – A

Organization Information			
S #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
	General / Punjab Sales Tax Number		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
		Others (Please specify)	
6	Name and designation of 'Head of Organization'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		
	Address of office in Lahore		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Regular tax payer Attach copies of tax returns of last three years		Copies Attached
			Copies Not Attached
			Not applicable. Public sector organisation
2	Mention National Tax Number (NTN) and General and Punjab Tax Number (GST & PSTN) in the name of Organization and provide a copy of registration	National Tax Number (NTN)	
		General Sales tax GST	
		Punjab Sales tax PST	
3	Has your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial institution? (MUST attach an undertaking by your firm's authorised person with this document) Mentioned all clauses which are given in eligibility criteria		We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.
			Our organization has been blacklisted once or more than once.
4	Minimum 3 years' experience of providing Event management Services. Documentary proof (copies of contract or work order or contact details of clients) should be furnished.		Copies Attached
			Copies Not Attached

Pre-Qualification Evaluation Criteria				
Sr. No.	Description	Category Points	Total Points	Documents Required
1	Experience with Govt / Semi Govt / Autonomous bodies		10	Copies of agreements/work orders with Govt / semi Govt organizations or details of work with duration on company letter head
1.1	If >1 but =<3 years	2	-	
1.2	If >3 but =<6 years	5	-	
1.3	If more than 6 years	10		
2	Relevance Experience	-	15	Copies of work orders & Letter of company registration
2.1	If >3 years but =<5 years	5	-	
2.2	If >5 but =<10 years	10	-	
2.3	If >10 years	15		
3	Events in Last 3 years or earlier		20	Complete list of events with location and firm with number of persons on letterhead
3.1	Number of events of minimum 50 participants in last 3 years or earlier, if >3 but =<6	5		
3.2	If >6 but =<10	10		
3.3	If >10 but =<15	15		
3.4	If > 15	20		
4	Clients		15	List of Clients on letter head
4.1	If >3 but =<6 clients	5		
4.2	If >6 but =<10 clients	10		
4.3	If more than 10	15		
5	Financial Status	-	15	Copies of financial audit report or last years tax returns required
5.1	Annual Turnover worth > 1 million	5	-	
5.2	Annual Turnover worth > 5 million	10	-	
5.3	If >10 million	15		
6	Key Management Staff		10	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 above	5		
6.2	7 and above	10		
7	Working Staff		15	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 >10 but =<15	5		
7.2	If >15 but =<20	10		

PUNJAB POPULATION INNOVATION FUND

7.3	If >20	15		
		Total	100	
Note: Minimum qualification marks are 65. Absence of any required document will lead to zero marks in that specific area.				

Annex – D

Relevant Experience

PUNJAB POPULATION INNOVATION FUND

Sr. #	Required Information	<p align="center">Response</p> <p align="center">(Please provide exact information with organization name, location/s and duration)</p> <p align="center">Provide data in sequence given below</p>
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
		v.
2	Start and end dates of providing Event management Services (For example – Jan 2005 to September 2013)	i.
		ii.
		iii.
		iv.
		v.
3	Number of persons to whom services provided	i.
		ii.
		iii.
		iv.
		v.

List of current business with other organizations including government organizations

Sr. No	Name of Company/Organization	Current Business/Scope of Work	No of Employee	Annual Contract Volume	Approximate value of Business
1					
2					
3					
4					
5					

Annex – E

Key Management Staff of Company
--

PUNJAB POPULATION INNOVATION FUND

Sr #	Name of Management Staff	Designation	Area of Expertise	Number of years in company

May like to add more columns

Annex – F

Scope of Job for Information

Job No. 1

Sr.	Items
1	Running Tea / Hi-Tea with complete catering
2	Food arrangements (Lunch, Dinner, mineral water etc) with complete catering
3	Carpeting, Tentage, Crockery, Sofas, chairs, branded rostrums at conference and exhibition Halls with complete catering
4	Electrification and lighting arrangements (ambiance, spot lights etc)
5	Walkie Talkies
6	Sound Systems with mics, collar mics, wireless mics etc
7	Flowers and Décor of Halls and stages
8	Generators backup with fuel
9	Photography for complete event
10	Videography for complete event
11	Labor & Transportation for event management
12	Thematic Areas Designing
13	Video Walls, SMDs, LEDs, Multimedia Projectors (Full HD Latest Support)
14	Fabricated and branded stalls installation
15	Designing and installations of 3D Walls
16	Thematic areas design and installation
17	Designing, printing and installation of Internal Halls branding including backdrops, drop downs, standees, stage décor, rostrums, chairs, sofas, mics, wireless mics, collar mics etc
18	Reception Desks, Business Centers, Executive Lounges installation, décor and management
19	Media Gallery / Platform / Press Gallery
20	Designing, printing, provision and supply of Dress, Badges and Bands for Ushers
21	Provision of PVC Name Tags
22	Designing, Printing and installation of Hoardings including provision of advertisement space
23	Concept, designing, fabrication and installation of thematic areas at the event (Picture Points, 3D walls, Thematic cutouts, thematic areas, robotics display areas etc)
24	Designing, printing, provision and installation of Outdoor branding and advertisements at venue including flags, hoardings, banners, thematic fabrications etc
25	Customized Décor of selected areas in Exhibition Halls
26	Provision of branded pens, Bags, notepads, usbs etc
27	Any other services including but not limited to complete project and theme execution in exhibition halls and conference venue

Above jobs are for information purpose only and may included any other item/services on case to case basis.

Job No 2.

Sr.	Items
1	Printing of Invitation Cards
2	Printing of Brochures
3	Printing of Information Folders
4	Printing of A4 Jacket Folders
5	Printing of Leaflets
6	Printing of Speakers Profile
7	Printing of branded pens
8	Printing of notepads / Diaries
9	Provision of branded USBs
10	Flex printing including backdrops, standies, hoardings etc
11	Printing of Streamers

Note: Job no. 2 may not be compulsory.