

**HIRING OF EVENT MANAGEMENT SERVICES**  
**(EMS) FOR HOLDING SCIENCE FAIR AT**  
**ISLAMABAD.**

**Bid / TENDER ENQUIRY No. -----**

**Pakistan Science Foundation**  
**Ministry of Science & Technology (MoST),**  
**1-Constitution Avenue,**  
**Sector, G-5/2, Islamabad.**

**GENERAL INSTRUCTIONS & TERMS & CONDITIONS FOR SERVICES AGAINST REQUEST  
FOR QUOTATION**

**1. Introduction**

Pakistan Science Foundation (PSF), Ministry of Science and Technology (MoST), Government of Pakistan, intends to hold a Science Fair / Exhibition for the general awareness of masses and for the promotion of Science & Technology, in the country. In the said Science Expo, temporary stalls of 10x10 feet will be erected wherein the achievements of S&T organizations will be put on at display. The two day event will be organized for mass awareness and to catch public attention for the promotion of Science & Technology in the country.

**2. Event Objectives**

Show case the Scientific & Technological achievements of Ministry of Science & Technology (MoST) through display of products, processes and services of organizations of Ministry of Science & Technology for the Promotion of Science and Technology and other Private & Public sector organizations in the country.

**3. Scope of the Work**

The selected Event Manager will have the exclusive rights to conduct the event on behalf of PSF (MoST) on mutually agreed terms and conditions and will be required to perform the following major tasks:

- Organize the Pakistan Science Expo – 2021 including all ceremonies and events in accordance with best available practices on & off the venue as directed by the organizer.
- Organize all logistic support in the form of work force and infrastructure commensurate to the standards of National & International level.
- Market the event inlands to domestic companies.
- Plan and build the temporary stalls at floors of halls (Indoor space) and the outdoor space at Expo Center.
- Organize official receptions (Dinner, Lunches and Hi-teas, if any).
- Handling (Boarding / Lodging) and transportation of local officials, if any.
- Any other task / relevant to Science Expo that may be assigned to the Event Manager from time to time.
- Any other task deemed fit and necessary by the Event manager (EMS).

**4. Prospective Event Management Service Provider (EMS) should particularly note that:**

- Validity of each bid should be for minimum period of 90 days from the date of opening of the bid. Each Bid must be accompanied by a Pay Order / Bank Draft in favour of Secretary, PSF, issued by any of the scheduled Bank of Pakistan or a branch of Foreign Bank operating in Pakistan for an amount equal to 2% of the bid price.
- In the Financial proposal, the cost on account of marketing, publicity, erection of temporary stalls, installation of standees and advertisement material, audio-visual displays and shows, winding-up of stalls and material should be quoted separately in the unit and total quoted cost against each activity. PSF may, at its discretion, agree or disagree to the selection of activities and notify to the EMS accordingly.
- **Operative Areas:**

Pak. China Business Center, Islamabad and Rawalpindi / Islamabad open spaces& indoor areas.

- The PSF (MoST)do not take any responsibility for collecting the bids from any Agency. The authorized representative of Bidder may attend the Bid opening meeting, if desired. The request for extension of closing date and time shall not be entertained and Bids received after closing time and date shall be returned to EMS un-opened.
- The PSF (MoST)reserves the right to increase or decrease the quantities / Scope of Work and accept or reject any or all of the bids or cancel any or all items prior to the acceptance of bids as per PPRA rules 2004. However, the grounds / reasons for rejection shall be communicated to any bidder upon request.
- It must be clearly indicated in the offer that the quotation fully conforms to technical specifications / aspects and terms &conditions of the Bidding document / Tender.

#### **5. Expression of Interest / Bids**

Following documents should also be submitted in addition to the Bidding Documents:

- Company profile and registration documents.
- Financial statement / Bank certificates showing the financial strength of the firm to undertake such an event.
- Relevant experience and past performance
- Organizational capacity along with capabilities with respect to persons and logistics.
- Audit report of last three years
- Undertaking of the firm to the effect that it has not been blacklisted by any government agency.
- Methodology to plan and organize this event.
- Any other information deemed necessary by the prospective bidders.

#### **6. Physical Security**

Physical security and major protocol will be domain of PSF(MoST).

#### **7. The Bidding documents shouldcomprise the following:-**

- Terms of Reference for Technical proposal(Annexure-A)
- Terms of Reference for Financial proposal (Annexure-B)

#### **8. Time and Place for Submission of Bids.**

Bids must be delivered / submitted at the following address before **11:30 a.m. on Thursday, the 2<sup>nd</sup> December, 2021**:

**Secretary,  
Pakistan Science Foundation,  
Ministry of Science & Technology (MoST),  
1-Constitution Avenue,  
Sector G-5/2, Islamabad.**

#### **9. Opening of Bids**

Bids will be opened at **11:30 a.m. onThursday, the 2<sup>nd</sup> December, 2021**at the place noted above.

#### **10. Other Conditions**

**Registration & Taxes:** The applicant firms must be registered companies having complete mailing address, telephone, fax, National Tax Number (attach copy).

**General Conditions:** Pakistan Science Foundation (PSF), Ministry of Science & Technology reserves the right to reject all or a part of this (TORs) as per PPRA rules. Any changes to the proposal requirements will be made by written addendum. Pakistan Science Foundation (PSF), Ministry of Science & Technology is under no obligation to select any of the bidder(s) submitting proposals and has the right to cancel the assignment as per PPRA rules

**Liability of Cost and Responsibility:** Pakistan Science Foundation (PSF), Ministry of Science & Technology shall not be liable for any cost incurred in preparing a response to this TOR. The respondent hereby indemnifies to hold, Pakistan Science Foundation (PSF), Ministry of Science & Technology harmless from all liability (ies), claim(s) or expense(s) incurred in any manner whatsoever by or on its behalf by any person or organization in connection with or relation to this process.

**Information Only:** The information provided within this TOR is intended to help prospective respondents in creating a viable proposal. However, it shall be the sole and absolute responsibility of those responding to this TOR to complete it on their own with due diligence.

## **11. Undertaking**

I/We declare that the information provided in the “Proposal for Event Management Companies” is accurate and can be proved whenever required. I/We further declare that in case the information provided by me/us in this “Expression of Interest” proved to be incorrect at any point, PSF (Ministry of Science & Technology) reserves the right to take any legal action against me/us. I/We further declare that our company (Company Name.....) is not blacklisted by any division, any other department or organization of Government of Pakistan. The decision of Pakistan Science Foundation (PSF), Ministry of Science & Technology regarding acceptance or rejection of the bid will be final and binding and will not be challenged in any court of law.

## **12. Bidding (Single Stage Two Envelope Bidding) Procedure:**

- Bids against this tender are invited on **Single Stage Two Envelops Bidding Procedure**; therefore, the EMS shall submit original copies of their Technical and Financial bids (sealed separately) in a single sealed envelope (Single Stage Two Envelope Bidding System) along with the bid security.
- EMSs are advised to carefully review and examine the enclosed Bidding Document for assessment of work involved.
- Tender Annexures to be added in both the Bids; un-priced with Technical Bids & Priced with Financial Bids.
- EMSs are required to submit most competitive and comprehensive bid proposal along with one set of signed and stamped Bidding Documents strictly as per Terms of Reference (TOR).

## **13. Preparation of Proposal / Bid**

EMSs will prepare their bids in two parts i.e. Technical Proposal as per ANNEXURE - A and Financial Proposal as per ANNEXURE-B. **Both parts sealed separately, should be further sealed in one envelope.**

- A. Technical Proposal / Bid:** will carry **100 marks** and the technical competence of the EMS will be gauged on the basis of technical criteria. The EMS should, therefore, demonstrate its capability to provide the required Services and its understanding of the requisite tasks set forth in the

Bidding Document. Availability of the following information / documents in the technical proposal must be ensured for proper evaluation of the bid.

**(i).** Requested information/ sheets, in full with reference to the instructions given in **Terms of Reference** at Annexure-A.

**(ii).** Background, organization and experience of EMS for the purpose of providing the services for this project/contract. A list of past and present major work(s) / assignments of similar nature / type that carried out, or are being carried out with documentary evidence i.e. work completion certificate or duly signed contract.

**(iii).** General approach or methodology proposed for carrying out job including all detailed information, as may be deemed relevant.

**(iv).** Complete Names, CVs, copies of highest degrees / qualifications, professional experience and other relevant documents of the System developers most likely to be deployed.

<b>S #</b>	<b><u>CRITERIA</u></b>	<b><u>MARKS</u></b>
<b>1</b>	Presentation on Event Plan, Methodology and company profile	<b>25</b>
<b>2</b>	<p><b>Technical Functionality:</b></p> <p><b>1. Expertise of the firm/company and its experience in the field. (10 Marks)</b></p> <ul style="list-style-type: none"> <li>• Number of years                             <ul style="list-style-type: none"> <li>Up to 2 years                      1 Mark</li> <li>Up to 4 years                      2 Marks</li> <li>Up to 6 years                      4 Marks</li> <li>More than 6 years                5 Marks</li> </ul> </li> <li>• Number of events                             <ul style="list-style-type: none"> <li>Up to 2 event                      1 Mark</li> <li>Up to 4 events                    2 Marks</li> <li>Up to 6 events                    4 Marks</li> <li>More than 6 events               5 Marks</li> </ul> </li> </ul> <p><b>2.Detail of services rendered by the firm in last 10 years alongwithdocumentary proofs to be provided.(10 Marks)</b></p> <p>I. Event management services provided in any kind of expos or exhibitions (Minimum 3)<b>2 Marks</b></p> <p>II. Event management services provided in Science &amp; Technology related events or exhibitions(minimum 3) <b>3 Marks</b></p> <p>III. Event promotion services (Minimum 3)<b>2 Marks</b></p> <p>IV. Involvement of a Celebrity for promotion of the event (Minimum 3) <b>3 Marks</b></p>	<b>20</b>
<b>3</b>	<p><b>Company Information / Profile</b></p> <p>1. Proof of legal status of the firm or company issued by SECP or Registrar of Partnership firms<b>(5 marks)(Mandatory)</b></p> <p>2. Geographical Coverage of the events already organized by the bidder <b>(10 marks)</b></p> <p>Place                      Score</p> <p>Local                      <b>2 Marks</b></p> <p>National                      <b>3 Marks</b></p> <p>International                      <b>5 Marks</b></p>	<b>15</b>
<b>4</b>	<p><b>Detail of dedicated workforce offered by the bidder for the event</b></p> <p>Management team (minimum 5 members)<b>10 Marks</b></p> <p>Technical manpower (minimum 15 members)<b>7.5 Marks</b></p> <p>Support Staff (Minimum 10 officials)<b>7.5 Marks</b></p> <p>(Names, qualifications and other relevant details to be provided)</p>	<b>25</b>
<b>5</b>	<p><b>FINANCIAL CAPABILITY / STANDING (05 marks each)</b></p> <p>1. Valid NTN and GST Registration Certificate (mandatory)<b>5 marks</b></p> <p>2. Latest Bank Statement with minimum balance of Rs. 3 million <b>5 marks</b></p>	<b>15</b>

	<b>3. Audited financial statement of last 03 years</b>	<b>5 marks</b>
<b>6</b>	<b>Grand Total</b>	<b>100</b>

**Evaluation Criteria for Technical Evaluation:**

The bidder securing minimum 70 marks and fulfilling mandatory requirements shall be considered as qualified for financial bid opening.

**B. Financial Proposal / Bid:**

Financial Proposal should contain:

Requested information/ sheets, in full with reference to the instructions given in **Terms of Reference at Annexure-B.**

All pages of the Financial Proposal / Bid should be signed and stamped by duly authorized representatives of the bidding EMS.

**14. Selection Procedure**

- Bidding documents containing detailed terms and conditions are available on the website of PPRA and PSF for download.
- The EOIs / Bids so received will be evaluated by the selection / procurement committee as per evaluation criteria given in Bidding Documents.
- Those technically qualified will be adopted.
- As per PPRA Rule 36 (b), single stage two envelope procedure will be adopted.

**15. Bid Price:**

Bid prices shall be inclusive of all taxes, duties, levies, charges (specifically inclusive of professional and provincial Taxes on services) and other expenses i.e travelling, boarding / lodging, transportation of men and material etc. The prices should be quoted in the bid proposal in Pak Rupees.

**16. Cost of Bidding:**

The EMS shall bear all costs associated with the preparation and submission of its bid and in no case, PSF (MoST) will be responsible or liable for those costs, regardless of the outcome of the bidding process.

**17. Additional Services**

Contract price will be subjected to adjustment as a result of addition/reduction in scope of work w.e.f the date of its coming into effect / force.

**18. Language of Bidding**

The bid and supporting documents and printed literature must be prepared and submitted in the English language.

**19. Bid Validity.**

- The Bid shall remain valid and open for acceptance for a period of 90 days from the specified date of tender opening.
- In exceptional circumstances, prior to expiry of the original bid validity period, the EMS can be requested in writing for an extension of the period of validity. However, in such a case, the EMS agreeing to such request will not be permitted to modify its bid.



## **20. Bid Security.**

- Each Bid must be accompanied by a Pay Order / Bank Draft in favor of Secretary, PSF, issued by any of the scheduled Bank of Pakistan or a branch of foreign bank operating in Pakistan, on account of Bid Security at the rate of 2% of the Bid price.

## **21. Amendment of Bidding Documents.**

- At any time prior to the deadline for submission of Bids, PSF (MoST) may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective EMS modify the Bidding Documents by amendment.
- The amendment shall be part of the Bidding Documents, be notified in writing through Fax, Email or letter to all prospective EMSs who have received the Bidding Documents and it will be binding upon them.

## **22. Clarification(s) / Queries of Tender**

The EMSs are expected to carefully examine all instructions, forms and specifications in the Bidding Documents. Any EMS having doubt in connection with the exact meaning or interpretation of any part of the Bidding Documents should immediately seek clarification in writing from;

**Secretary,  
Pakistan Science Foundation,  
Ministry of Science & Technology (MoST),  
1-Constitution Avenue,  
Sector G-5/2, Islamabad.**

For requests of all clarifications with regard to the information contained in Bidding Documents made over the telephone shall not be entertained. The response to all inquiries about the Tender, from PSF (MoST), will be made known to other EMSs without disclosing identity of the bidding EMS who made the enquiry.

## **23. Contradictions, Obscurities and Omissions**

The EMSs should likewise notify the above of any contradictions, obscurities and omissions in the Bidding Documents if clarification of these is necessary for the clear understanding of the documents and for preparation of the bid. Such enquiries, clarifications, queries must reach the above named not later than one week before the bid submission date otherwise the same will not be responded by PSF (MoST).

## **24. Modifications and Withdrawal of Bids.**

- EMSs may modify or withdraw its bid after submission, provided that written notice of the modification or withdrawal is received by PSF (MoST) prior to the prescribed deadline for submission of bids.
- The EMS's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as for the bid.
- No bid shall be modified subsequent to the deadline for submission of bids and before the expiry of the period of bid validity / extended validity.
- No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity / extended validity.

## **25. Sealing, Marking and Transmission of the Bid**

- Your detailed but separately sealed "**Technical Proposal as per Annexure-A**" and "**Financial Proposal as per Annexure-B**" should be submitted in a single sealed Envelope. The single

envelopes shall contain two sealed envelopes containing Technical and Financial Proposals / Bids, separately. The envelopes shall be properly sealed, stamped and marked as follows:

**Bid (Technical and Financial proposal) against TENDER ENQUIRY NO.-----  
Do not open before 11.30 a.m (PST) of Bid opening date i.e 02.12.2021.**

**TECHNICAL AND FINANCIAL PROPOSALS / BID**

**Secretary,  
Pakistan Science Foundation,  
Ministry of Science & Technology (MoST),  
1-Constitution Avenue,  
Sector G-5/2, Islamabad.**

- If the envelope is not marked as instructed above, PSF (MoST) will assume no responsibility for the misplacement or premature opening of the bid.
- In addition, you should intimate by Fax to PSF (MoST) of the dispatch of your proposal.

**26. Bid Opening**

The Bid shall be opened publicly in the office of PSF (MoST) by the Procurement Committee in the presence of EMS's representatives who choose to attend the bid opening at the prescribed time and date.

**27. Evaluation of Proposals / Bids.**

Initial scrutiny of the bids shall be carried out to determine / check its responsiveness and conformity with the requirements of bid. The technical evaluation shall be carried out on the basis of criteria, presentation, information / data spelled out at Annexure "A" provided with this document.

**Criteria for Technical Evaluation**

EMs securing minimum 70 marks and fulfilling mandatory requirements shall be considered as qualified for financial bid opening.

**Criteria for Financial Evaluation**

The technically qualified bidder offering lowest lump sum price for all the items mentioned in proforma for financial proposal conforming to the specifications and other terms & conditions in this tender document shall be considered as most advantageous bid. The contract will be awarded to the Bidder offering the most advantageous bid.

**In case no Bidder / EMS is found technically responsive in any or some of the Operative Blocks, PSF (MoST) reserves the right to re-invite the Bids for that particular operative block.**

**28. Clarification of Bids.**

To assist in the examination, evaluation and comparison of Bids, PSF (MoST) may at its discretion, ask the EMS for clarification of its Bid. All responses to request for clarification shall be in writing, and no change in the price or substance of the Bid shall be sought, offered or permitted.

**29. General Terms and Conditions.**

- After opening the Bids, PSF (MoST) will determine whether each Bid is substantially responsive to the requirements of the Bidding Documents.
- PSF (MoST) will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required experience certificates/ evidence, sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- Computational errors will be rectified on the following basis:

- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
- If there is a discrepancy between words and figure, the amount in words shall prevail.
- A substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation. A material deviation is one which being inconsistent with the Bidding Documents, affects in any substantial way the scope, instruction to EMSs, quality or prescribed completion schedule or which limits in any substantial way.
- A Bid determined to be non-responsive will be rejected by PSF (MoST) and shall not subsequently be made responsive by the bidding EMS by correction of the non-conformity.
- PSF (MoST) may waive off any minor deviation, non-conformity or irregularity in a Bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of any EMS.
- To assist in determining Bid's responsiveness the EMS may be asked for clarification of its Bid. The EMS is not permitted, however, to change Bid price or substance of its Bid.
- The evaluation of the Bids will take into account, in addition to the Bid price, the following factors:
  - a) Reliability and Efficiency of the offered Service.
  - b) Experience & Competence of the EMS Personnel & teams likely to be deployed.
  - c) Financial and market standing of the EMS.
- The Award of the contract shall be made to the EMS on the basis of evaluation criteria and weightage given to Technical and Financial proposal, after considering the requisites of Schedule of Requirement (Scope of Work/Bid Format).
- The successful EMS shall notify by Fax/letter, of its intent to enter into a contract. The contract shall be executed only after all necessary management/Governmental approvals have been obtained.
- The EMS may lodge a written complaint, if any, to the Complaint Redressal Committee for redressal of Grievances & settlement of dispute within fifteen (15) days of the hosting of the Technical Evaluation Report.
- Number of units of each of the items mention in the proforma for Financial Proposal can be increased or decreased in view of actual requirements at the time of the event.

### **30. Performance Bond / Bank Guarantee**

- Any advance payment shall only be made against the bank guarantee of equal amount.
- Within Fifteen (15) days of receipt of the Notification of contract award, the successful EMS shall furnish to PSF (MoST), the Bank Guarantee / Performance Bond for an amount equivalent to 10% of contract value.
- The Bank Guarantee / Performance Bond shall remain valid and in full force and effect during validity / extended validity of the contract.
- The validity of Bank Guarantee / Performance Bond shall be extended by the EMS if the completion of contract is delayed, whether in whole or in part.
- The cost incurred for establishing the Bank Guarantee / Performance Bond or any extension thereof shall be to the account of the EMS.
- The Bank Guarantee / Performance Bond will be discharged after completion of the contract.
- The Bank Guarantee must be as per format to be provided by the PSF (MoST), before the award of the contract.
- The proceeds of the Performance Bond shall be payable to the PSF (MoST), as compensation for any loss resulting from the EMS's failure to complete its performance obligations, in full or parts thereof, under the contract.

### **31. Right to Withdraw the Request for Bids.**

PSF (MoST) reserves the right to annul the bidding process at any time prior to the signing of the contract in accordance with Rule 33 of Public Procurement Rules, 2004, and shall incur no liability towards bidders / EMSs that have submitted the bids / proposals.

**32. Signing of Contract**

Within 30 days after Notification to the successful EMS regarding acceptance of his / its bid, the contract incorporating all agreements between the parties will be signed.

**33. Source of Funds.**

The costs of the Contract will be financed out of funds generated through sponsors, sale of stalls and contribution from PSF (MoST).

Terms of Reference (TOR) for Technical Proposal / Bid

Bid /Tender Enquiry NO.-----

**For hiring services of EMSforScience Expo**

*Note: EMS / Bidders are requested to read this document carefully and provide complete information required in this TOR. All information required in the Technical Evaluation Criteria must be provided. PSF/ MoST reserves the right to reject Proposals with in-complete or partial information.*

**1. General**

**Name and Address of EMS:**

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**Type of EMS:** (Public limited liability, private limited, private practice, wholly owned, subsidiary, sole proprietary, etc.)

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**Date (Established on):**

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**Name and Address of EMS's Bankers:**

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**Is your EMS registered with Income Tax Department under Pakistani Law?**

**(if so, provide): NTN / Registration No.** \_\_\_\_\_

**Number of Experts/ Consultants/ System Developers / Human Resource Base / Competent Personnel:**

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**CEO / Managing Director:**

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**Contact Person:**

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**Telephone Numbers:**

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**Fax Number:**

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**Email Address:**

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**Offices in major cities with names & qualifications of officers' In-charge:**

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**FOR HIRING THE SERVICES OF EVENT MANAGEMENT (EMS) COMPANIES**

Pakistan Science Foundation, (Ministry of Science & Technology) is looking for a professional event management company to manage and execute the upcoming 2-days event “Science Fair.”

The agency will be requested to perform following tasks:

- » Arrange for the best possible, cost effective material required for the event.
- » Strictly ensuring the execution within the given dates.
- » Strategizing & executing the entirety of the event including
  - Designing, Animating and Producing the marketing & promotional material required.
  - Spot booking for outdoor advertisement for the event.
  - Production of merchandising requirements including Shields, Certificates, Entry Passes, Tags & Bands, Caps, T-Shirts and Bags.
  - Venue Branding including Decoration, Drop Down Banners, SMDs, X-Standees, Carpets, Stalls, Podiums, Lighting, Sound System, Tables & Chairs, 3-D Projections as well as other technological tools required.
  - Providing refreshments to the guests.
  - Providing uninterrupted supply of electricity with generators.
  - Taking care of all logistical requirements.
- » Perform any other assignment related to event management.

**Deliverables:**

<b>Subject: Quote for 2 Days Event (Science Expo) at Islamabad</b>		
<b>S#</b>	<b>Particulars</b>	<b>Stall Size</b>
	<b>Streamers displayed at: Serena Hotel, Express way Margalla Road Srinagar Highway And other important location without authority charges</b>	<b>6x3</b>
	<b>Backup Steamers</b>	<b>6x3</b>
	<b>Branding in front of Pak China Business Center with cut outs and logos</b>	
<b>Merchandising</b>		
	<b>Brass Shields with Wooden Base</b>	
	<b>Certificate With Leather Jackets</b>	
	<b>Colorful Wrist Bands</b>	
	<b>Flyers Three Fold</b>	
	<b>Event Team Tags</b>	
	<b>Entry Passes</b>	
	<b>Caps</b>	
	<b>T-Shirts</b>	
	<b>Polo T-Shirts</b>	
	<b>Non-Woven Bags</b>	
<b>Venue Branding</b>		
	<b>Drop Down Banners</b>	<b>10x80</b>
	<b>Embroidered Flags</b>	

	<b>X-Standeers</b>	
	<b>SMD With Covers and Branding/ Flex Backdrop</b>	<b>20x10</b>
	<b>Drapes</b>	
	<b>Red Carpet</b>	<b>3000SFT</b>
	<b>SMD in Front of Tunnel</b>	<b>40x10</b>
	<b>SMD for Different Locations</b>	<b>20x10</b>
	<b>Branded Tunnel with SMD</b>	<b>10x10x15</b>
	<b>Shells Stalls with One Counter and Two Chairs</b>	
	<b>Branded Information Desks</b>	
	<b>Elevated Podiums</b>	
	<b>Ambiance Lighting for Indoor and Outdoor</b>	
	<b>Professional Sound System</b>	
	<b>3D Projection</b>	
	<b>Refreshments (Running tea, One bite sandwich, one bite patties, one bite pastry &amp; biscuits)</b>	
	<b>Buffet Tables</b>	
	<b>Small Nestle Mineral Water</b>	
	<b>Premium Chairs with Back covers</b>	
	<b>Generators with Fuel (600 KVA)</b>	
	<b>Logistics + Transportation</b>	
	<b>Any other advertising / Publicity Material</b>	



**ANNEXURE –B**

**Terms of Reference (TOR) for Financial Proposal / Bid**

**Bid / Tender Enquiry No. -----**

**For hiring services of EMS for Science Expo**

*Note: EMS / Bidder are requested to read this document carefully and provide complete information required in this TOR. All information required in the Technical Evaluation Criteria must be provided. PSF (MoST) reserves the right to reject Proposals with in-complete or partial information.*

## **FOR HIRING THE SERVICES OF EVENT MANAGEMENT COMPANIES**

Pakistan Science Foundation (Ministry of Science & Technology) is looking for a professional event management company to manage and execute the upcoming 2-days event “Science Fair.”

The agency will be requested to perform following tasks:

- » Arrange for the best possible, cost effective material required for the event.
- » Strictly ensuring the execution within the given dates.
- » Strategizing & executing the entirety of the event including
  - Designing, Animating and Producing the marketing & promotional material required.
  - Spot booking for outdoor advertisement for the event.
  - Production of merchandising requirements including Shields, Certificates, Entry Passes, Tags & Bands, Caps, T-Shirts and Bags.
  - Venue Branding including Decoration, Drop Down Banners, SMDs, X-Standees, Carpets, Stalls, Podiums, Lighting, Sound System, Tables & Chairs, 3-D Projections as well as other technological tools required.
  - Providing refreshments to the guests.
  - Providing uninterrupted supply of electricity with generators.
  - Taking care of all logistical requirements.
- » Perform any other assignment related to event management.

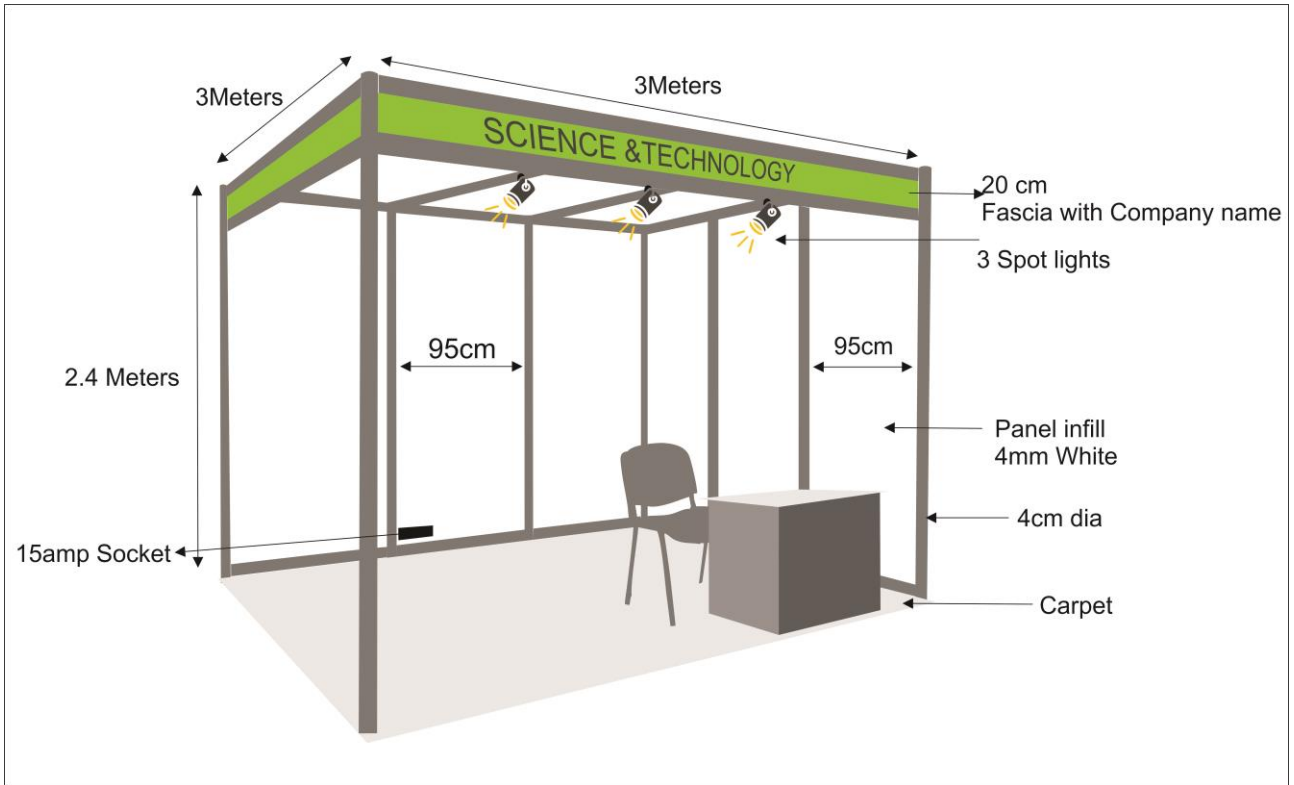
### **Terms of Reference (TOR)–Financial Proposal / Bid**

**Deliverables:**

<b>Subject: Quote for 2 Days Event (Science Expo) at Islamabad</b>						
S#	Particulars	Specifications	Stall Size	Number of Units	Unit price in PKR (Inclusive of Taxes)	Total price in PKR (Inclusive of taxes)
(A)	(B)	(C)	(D)	(E)	(F)	(G)
	Streamers displayed at: Serena Hotel, Express way Margalla Road Srinagar Highway And other important location without authority charges.		6x3	1000		
	Professional Coverage Team (with all the equipment required (Drone, Cameras, Interviews Recordings, Complete Lighting setup and Lenses range for Still Photography and gimble etc.)			15		
	Branding in front of Pak China Business Center with cut outs and logos (Rental Basis)			1		

<b>Merchandising</b>						
	<b>Brass Shields with Wooden Base</b>			<b>50</b>		
	<b>Certificate With Leather Jackets</b>			<b>250</b>		
	<b>Colorful Wrist Bands</b>			<b>1000</b>		
	<b>Event Team Tags</b>			<b>500</b>		
	<b>Entry Passes</b>			<b>2000</b>		
	<b>Caps</b>			<b>1000</b>		
	<b>T-Shirts</b>			<b>250</b>		
	<b>Non-Woven Bags</b>			<b>150</b>		
<b>Venue Branding</b>						
	<b>Drop Down Banners</b>		<b>10x60</b>	<b>30</b>		
	<b>X-Standees</b>			<b>100</b>		
	<b>SMD With Covers and Branding/ Flex Backdrop (Rental basis)</b>		<b>20x10</b>	<b>1</b>		
	<b>Red Carpet</b>		<b>3000SFT</b>	<b>1</b>		
	<b>SMD in Front of Tunnel (Rental Basis)</b>		<b>40x10</b>	<b>1</b>		
	<b>SMD for Different Locations (Rental Basis)</b>		<b>10x10</b>	<b>6</b>		
	<b>Branded Tunnel with SMD (Rental Basis)</b>		<b>10x10x15</b>			
	<b>Shells Stalls with One Counter and Two Chairs (Rental Basis)</b>			<b>150</b>		
	<b>Premium Tables with Table Covers (Rental Base)</b>			<b>150</b>		
	<b>Walkway Branding on China Flex Printing with wooden frame Including Installation (Frames will be on Rental Base)</b>		<b>6x3</b>	<b>40</b>		
	<b>Venue Décor (Includes 10x20 feet Gazebo with multi hangings, 20 Anns with fresh flower décor, 10 flower buqet for guests, 8 Acrylic tables and Flower Stands) (Rental Base expect Flower Buquets)</b>			<b>1</b>		
	<b>Elevated Podiums for placement of tech items (rental basis)</b>			<b>10</b>		
	<b>General Lighting for Indoor &amp; Outdoor (Includes 30 Toweries, 50 Sogo Lights 50 LED Lights etc) (Rental Basis)</b>			<b>1</b>		
	<b>Ambiance Lighting for Indoor &amp; Outdoor which</b>					

	includes (100 SMD Parkain, 20 Moving Heads,10 Face Lights, 300 Lari of Chilli Lights) (Rental Basis)			1		
	Professional Sound System Includes (SP-4 Speakers with Mixers 4 Pairs, Line Array Top 2 Pairs, Bass Pods 2 Pairs, Power Amplifier for speaker 8 with complete patching setup, 2 Rostrum Mic, 3 Cordless Mic, 3 Color Mics) (Rental Basis)			1		
	SMD Screen for Stage with Trussing and Lights (Includes Aluminum Trussing of 46x14 with SMD Screen) (Rental Basis)		40x10	1		
	3D Projection (Rental basis)			1		
	Refreshments (Running tea, One bite sandwich, one bite patties, one bite pastry & biscuits)			50		
	Buffet Tables (Rental Basis)			3		
	Small Nestle Mineral Water			1000		
	Premium Chairs with Back covers			300		
	Generators with Fuel for 10 hours (600 KVA) (Rental basis)			4		
	Logistics + Transportation					
	Any other advertising / Publicity Material					
	Total price of all items					



Evaluation Criteria:

The technically qualified bidder offering lowest total price for all the items mentioned in proforma for financial proposal conforming to the specifications and other terms & conditions in this tender document shall be considered as most advantageous bid. The contract will be awarded to the Bidder offering the most advantageous bid.

**Note: Any kind of add on services that the bidders, on the basis of their experience, find essential for accomplishment of the objective of the event can be quoted separately, for consideration of the Advisory Committee of Pakistan National Science Expo, 2021.**

#### **A. Scope of the Work**

The selected Event Manager will have the exclusive rights to conduct the event on behalf of PSF on mutually agreed terms and conditions and will be required to perform the following major tasks:

- Organize the Pakistan Science Expo – 2021 including all ceremonies and events in accordance with best available practices on & off the venue as directed by the organizer.
- Organize all logistic support in the form of work force and infrastructure commensurate to the standards of \_\_\_\_\_
- Market the event inlands to domestic companies.
- Plan and build the temporary stalls at floors of halls (Indoor space) and the outdoor space at Expo Center.
- Organize official receptions (Dinner, Lunches and Hi-tea).
- Handling (Boarding / Lodging) and transportation of local officials.
- Any other task / relevant to Science Expo that may be organized to organizer from time to time.

#### **B. Physical Security**

Physical security and major protocol will be domain of PSF, MoST.

#### **C. Expression of Interest / Bids**

Following documents should also be submitted with expression of interest:

- Company profile and registration documents.
- Financial statement / Bank certificates showing the financial strength of the firm to undertake such an event.
- Relevant experience and past performance
- Organizational capacity along with capabilities with respect to persons and logistics.
- Audit report of last three years
- Undertaking of the firm to the fact that it has not been blacklisted by any government agency.
- Methodology to plan and organize this event.

#### **D. Selection Procedure**

- Bidding documents containing detailed terms and conditions are available on the website of PPRA and PSF for download.
- The EOIs / Bids so received will be evaluated by the selection / procurement committee as per evaluation criteria given in Bidding Documents.
- Those technically qualified will be \_\_\_\_\_
- As per PPRA Rule 36 (b), single stage two envelope procedure will be adopted.
- Bids prepared.