



Government of Pakistan
**Ministry of Planning Development
& Special Initiatives**
(Development Communication Project)

EXPRESSION OF INTEREST

Ministry of Planning, Development & Special Initiatives, Development Communication Project, invites Expression of Interest "Turn Around Pakistan Conference" from the following companies/firms:

- i. **Event Management**
- ii. **Information Technology (IT) and Service Providers**

The bidding documents have been prepared in accordance with PPRA Rules 2004 (36-b) for procuring services. Detailed RFP can be downloaded from the websites: www.pc.gov.pk and www.ppra.org.pk. Hardcopies of (filled-in) forms along with proposals must reach at address given below. The deadline for submission of complete bidding document is 15 days from the date of publication of this advertisement. This Ministry reserves the right to reject any application prior to the acceptance on the basis of criteria prescribed by this Ministry.

Program Officer (Coordination)

Development Communication Project
Ministry of Planning, Development
& Special Initiatives
Room No.515, 5th Floor, "P" Block,
Pak. Secretariat, Islamabad

PID(I)8626/21

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Ministry of Planning, Development & Special Initiatives

TENDER DOCUMENTS

Request for Proposal for “Hiring of Firm for Turn Around Pakistan Conference”

Instructions to Bidders & Scope of Work

File No.7(2-38) DCP/CON-TAP/PD&SI/2022

M/o PD&SI, P-Block, Pak Secretariat, Islamabad
Phone: 051-9207157

Disclaimer

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document is provided to the Bidder(s) by Ministry of Planning, Development & Special Initiatives (hereinafter referred to as "M/o PD&SI"), on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the M/o PD&SI, its employees and/or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.

M/o PD&SI, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. M/o PD&SI may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document without any further notice.



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Program Officer (Coordination)
Development Communication Project
Ministry of Planning, Development & Special Initiatives
Room No.515, 5th Floor, “P” Block, Pak. Secretariat,
Islamabad

Fact Sheet

S. #	Details
1.	The method of selection is: Procurement of Services Single Stage Two Envelope (PPRA 2004, 36(b))
2.	RFP can be Downloaded from https://www.pc.gov.pk and https://www.ppra.org.pk
3.	Earnest Money of 2% of Bid Cost in form of a pay order in favor of “Chief / Project Director, Development Communication Project, M/o PD&SI” payable at Islamabad from any of the nationalized/ scheduled Financial Bank
5.	Proposals must remain valid for 180 days after the submission date
6.	Bidders must submit: - One original copy of the Financial Proposal with <one> copy of non-editable CD for Financial Proposal detailing the calculations of proposal - All the aforementioned to submit in one sealed envelope addressed to the following address specifying date and time of submission. - Bidder should also provide the contact details of bidding organization.
7.	The proposal submission address is: Program Officer (Coordination) Development Communication Project Ministry of Planning Development & Special Initiatives Room 515, 5th Floor, “P” Block, Pak Secretariat, Islamabad. Tel: +92-51-9207157 Email: devcom.mop@gmail.com Note: M/o PD&SI will not be responsible for the late receipt of bids in the office of PO, M/o PD&SI. Bidder is responsible to ensure that all the required bid documents are submitted in the office of M/o PD&SI before the due date and time of bid submission.
8.	Proposals must be submitted no later than the following date and time at the aforementioned
9.	Bid Opening will happen at M/o PD&SI, Block-P, Pak Secretariat, Islamabad Venue: Room No.343, 3rd Floor, Date: 22nd June, 2022 Time: 12:30pm

Data Sheet:

Bid Selection Method	Procurement of Services Single Stage Two Envelop (PPRA 2004, 36(b)) RFP is available on https://www.pc.gov.pk and https://www.ppra.org.pk
Deliverables	Given at Part-A & Part-B of Annexure-I (Instructions to bidders)
Contact Person	For queries/ clarifications, if any please contact: Program Officer (Coordination) Development Communication Project Ministry of Planning Development & Special Initiatives Room 515, 5 th Floor, “P” Pak Secretariat, Islamabad Tel: +92-51-9207157 Email: devcom.mop@gmail.com
Language	Proposals should be submitted in English language.
Currency	All prices should be quoted in Pak Rupees.
Estimated Time / duration	One week
Taxes	The bid price should include all applicable taxes, rates as notified by FBR / GoP.
Proposal Validity	Proposals must remain valid for 180 days after the submission date
Bidder must submit	Two (02) copies of both technical and financial proposals (one original and one photocopy) A printable and searchable PDF copy in a CD/ USB flash drive of technical proposal. Technical and financial proposals should be submitted in separate envelopes and CD / USB must be part of technical proposal and should be clearly marked.
Proposal Submission Address	Room No.515, Block-P, Pak Secretariat, Islamabad
Submission Date & Closing Time	Both Technical proposal & Financial bid must be submitted in two different sealed on or before 22nd June, 2022 (Closing time 1200 Hrs)

INSTRUCTIONS TO BIDDERS

1. Ministry of Planning Development and Special Initiatives hereinafter referred to as “M/o PD&SI” or the “Procuring Agency” invites sealed bids from experienced and reputed firms/companies fulfilling the eligibility criteria for provision of services and goods for “Turn Around Pakistan Conference” as per terms and conditions stipulated hereunder.

2. In addition to invitation to bids and instructions to bidders, the following documents shall form an integral part of the Tender Documents:

i. General terms & Conditions	Annexure I
ii. Standard bid forms	Annexure II
iii. Financial Bid	Annexure III

3. The deliverables for the Event Management is referred as Part-A (at Page No.12 &13) and for IT firms and service providers is referred as Part-B (at Page No.14) under General Terms & Conditions (Annex-I). The Firms /companies are required to fill the forms according to their expertise in their relevant scope of work.

4. Bidding Procedure: - The bidders shall prepare and submit their bids in accordance with single stage- two envelope bidding procedure under Rule 36(b) of Public Procurement Rules, 2004, as detailed below. -

- i. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the technical proposal and the financial proposal;
- ii. The envelopes shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold and legible letters to avoid confusion;
- iii. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- iv. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- v. The procuring agency shall evaluate the technical proposal in a manner prescribed in tender document, without reference to the price and reject any proposal which does not conform to the specified requirements;
- vi. During the technical evaluation no amendments in the technical proposal shall be permitted;
- vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- viii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- ix. The bid found to be the lowest evaluated bid shall be accepted.

5. Preparation of bids

5.1. Technical Proposal: The following documents shall be furnished with the technical proposal and properly flagged/ indexed as indicated: -

- i. Standard bid forms (Form-I to Form-V) duly filled and signed (enclosed at **Annexure-II**).
- ii. Detailed profile of the company/ firm including name, registered address, telephone /fax number (s), e-mail address and year of establishment, type of ownership, name, address and contact numbers of the owners/partners etc, name of authorized representative and clientele (**Appendix-A**).
- iii. List of equipment, machinery and other resources for the vent. (**Appendix-B**)
- iv. Annual financial statements duly audited by chartered accountants along with income tax returns for the last three years (financial soundness) [**Appendix-C**]
- v. A copy of the National Tax/ Sales Tax registration certificate/ registration and/ or incorporation certificate. [**Appendix-D**]
- vi. Undertaking on stamp paper (minimum value of Rs.50) that the firm has never been blacklisted by any Govt. Department and that the firm is not involved in litigation with any government department. [**Appendix-E**]
- vii. One set of complete bid document duly signed and stamped by the firm/ company must be affixed with the technical proposal to authenticate that the bidder company agreed to the terms and conditions of tender. [**Appendix-F**]

5.2. Financial Proposal: The firm shall furnish the following documents in the financial proposal duly prepared in accordance with instructions to bidders:

- i. Financial bid as per enclosed form at **Annexure-III**.
- ii. **Bid Security** amounting to 2% of the total bid price in form of deposit at call or pay order in favor of Project Director, Development Communication Project, M/o PD&SI shall be provided in an envelope.

6. Format and signing of bids

6.1 The complete bid shall be without alteration and erasures, except those to accord with instructions issued by the employer, or as necessary to correct errors made by the bidder, in which case such correction shall be initialed by the person or persons signing the bid/ accepting the letter of award.

6.2 Each page of tender documents shall be duly signed and stamped by the bidder before making submissions.

6.3 Each bidder company may submit only one tender.

6.4 Bidders shall indicate all information required in the tender documents.

7. Submission of Bids

- 7.1 The bidders shall prepare a copy of documents comprising the tender and shall seal the original copy of the tender in an inner and outer envelope duly marked as “ORIGINAL” and “COPY” as appropriate.
- 7.2 Tender modification or notice of withdrawal shall be prepared in sealed envelope, marked and delivered as appropriate.
- 7.3 Withdrawal of the tender during the interval between deadline for submission of the tender and the expiration of the period of tender validity specified by the bidder in the form of the tender may result in forfeiture of the bid security.
- 7.4. The envelope containing the bid shall be marked as “Proposal for provision of services and goods for Turn Around Pakistan Conference” and must reach the office of the procuring agency in Room No.515, 5th Floor, Block-P, Pak Secretariat, Islamabad on 13-6-2022 by 1200 hours. The bids will be opened on the same day **in the Office of Chief, Mass Media & CSTY Section, Ministry of Planning Development and Special Initiatives, Room No.343, 3rd Floor, Block-P, Pak Secretariat, Islamabad at 1230 hours** in the presence of the bidders or their authorized representatives, if they choose to attend the proceedings.
- 7.5. The Procuring Agency reserves the right to accept or reject any or all the bids as per Rule 33 of PPRA Rules, 2004.

8. Tender Opening and Evaluation

- 8.1 The authorized committee of the procuring agency will open the bids in the presence of the bidders or their representatives who choose to attend on date, time and venue mentioned in invitation to bids/ tender document.
- 8.2 Proposals of firms/ companies for which an acceptable notice of withdrawal has been received, shall not be opened. The procuring agency will examine the bids to determine whether the bid proposals/ tender documents have been properly signed and completed as per instructions to bidders. During tender opening, the procuring agency will announce the bidder name, written notifications and withdrawal, if any, and will determine the qualification/ eligibility of bidders as per tender documents.
- 8.3. Technical proposals of those firms who do not fulfill the minimum qualification/ eligibility criteria as per bidding document shall be rejected and their financial proposals shall be returned unopened.

8.4. After scrutiny of the technical proposals, the procuring agency shall prepare for its own record minutes of the tender evaluation proceedings and the information disclosed to those who were present.

8.5. Financial proposals of technically qualified firms will be opened on date, time and venue as may be communicated to the bidders in advance.

9. Bid Validity

9.1. The bids shall remain valid and open for acceptance for a period of Ninety Days after the date of tender opening.

9.2 In exceptional cases prior to expiry of tender validity period, the procuring agency may request the bidders for a specified extension in the period of validity. The request and response thereto shall be made in writing. A bidder may refuse the request without forfeiting his tender security. A bidder agreeing to the request will neither be required nor permitted to modify its tender. It will only be required to extend the validity of its tender security correspondingly. The bidders not agreeing to the extension in validity of their bids shall be treated as withdrawn bids and the bids with extended validity periods will only be taken into further consideration.

10. Eligibility of Bidders

This tender invitation is open to all bidders/firms fulfilling the following eligibility criteria:

- i. The bidder must possess valid registration under Sales & Income Tax Authorities including where relevant SECP or any other government authority-local, provincial or federal, Relevant Provincial Tax Authorities if operational in a province and with other relevant bodies where applicable.
- ii. The bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE. The firm must provide an undertaking as required to this effect.
- iii. The bidder should not be involved in litigation with any Government department. The firm must provide an undertaking as required to this effect.
- iv. The Firm/Companies should have relevant experience of providing similar services for **last (Five) 05 years in areas of event management and should have organized at least five (05) similar events having the participation of VVIPs, Head of States/ Head of Government/ Foreign Delegates etc.**
- v. The bidder must be active on FBR's active taxpayer's list. [a certificate to this effect shall be provided].

11. Evaluation of bids

The bids shall be evaluated in accordance with the prescribed evaluation criteria. Lowest Evaluated Bid will be considered on the basis of 70% weightage of technical proposals and 30%

weightage of financial proposal under the principle of value for money as defined in PPRA Rules.

11.1. Preliminary evaluation

- i. The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- ii. The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- iii. Prior to the detailed evaluation, the Procuring Agency shall determine the eligibility of bidder as per bidding documents. The Procuring Agency's determination of a bidder's eligibility is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- iv. If a bid is not eligible, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by the bidder by correction of the nonconformity.
- v. The decision of the procurement committee of M/o PD&SI to accept or reject any bid will be final as per PPRA Rules, 2004.

11.2. Evaluation Criteria

The qualifying score out of 100 is 70% of the total Marks, obtained on technical criteria stated below:

S#	Evaluation Parameters	Max. Marks	Marks Obtained
1.	Profile of the Firm	05	
2.	Permanent technical and managerial staff having relevant experience	05	
3.	Previous experience in event management	10	
4.	Experience of large scale and VVIP events	10	
5.	List of equipment, machinery and other resources for the event	10	
6.	Proposed innovative idea of the event, creativity, designing, work plan and presentation	40	
7.	Income tax returns	10	
	(Slab/ceiling of income tax paid during last 03 years		
a)	Less Than two million (3 Marks)		
b)	Two to Three million (5 Marks)		

	c) Three million and above (10 Marks)		
8.	Overall Annual Turnover during last 03 years.	05	
	Supported with Audited Accounts and/ or Tax Returns.		
	a) Less than 20 million (1 Marks)		
	b) 20 to 39 million (3 Marks)		
	c) 40 million and above (5 Marks)		
9.	Availability of capital sufficient for Assignment (last 03 years' net worth statement). (amount in PKR)	05	
	a) Less than 39 million (1 Mark), 40 to 79 million (03 Marks) 80 million and above (05 Marks)		

12. Bid Security

- 12.1 The bidders shall furnish with the financial proposal a Bid Security amounting (two percent) 2% of the total bid price (refundable) in form of Deposit at Call or Pay Order issued by a scheduled bank in favor of Ministry of Planning Development and Special Initiatives.
- 12.2 Any bid not accompanied by an acceptable bid security shall be rejected by the employer as non-responsive.
- 12.3 The bid securities of un-successful bidders will be returned as promptly as possible, but not later than 30 days after the expiration of the period of bid validity.

GENERAL TERMS & CONDITIONS**1. Description of Work**

Ministry of Planning, Development & Special Initiatives (M/o PD&SI) is intended to organize one-day national consultation conference titled “Turn-Around Pakistan (TAP) Conference” in June, 2022 at Jinnah Convention Centre, Islamabad. The objective of conference to identify potential sectors / areas as growth drivers for revival of development and growth of Pakistan’s Economy. A large number of Subject Matter Experts (SMEs), professionals and specialists from both public and private sectors, members of civil society and general public will participate in the conference. The event is expected to be inaugurated by a government dignitary.

2. Scope of Work

The selected firm will be responsible for arranging for the best possible, cost effective material required for the event including strictly ensuring the execution on given date and strategizing and execution of the following ensuring the entirety of the event:

Part-A

- Venue Branding including Decoration, Drop Down Banners, SMDs, X-Standees, Carpets, Stalls, Podiums, Lighting, Sound System, 3-D Projections as well as other technological tools required.
- Provision of lunch and refreshments to the guests.
- Taking care of all logistical requirements.
- Perform any other assignment related to event management.

i. Venue	Convention Centre, Islamabad		
ii. Event Date	End of June, 2022		
iii. Event Audience	Distinguished individuals of government, SMEs, professionals, specialists, members of civil society, international & local media and general public.		
iv. Guests (Nos.)	1000-1200		
v. Key Deliverables			
	a. City Branding: Streamers at Jinnah Avenue, 7 th Avenue, 9 th Avenue, Club Road, Kashmir Road and Margalla Road and FOC Chowk Branding	size 6x3	Quantity 2500
	b. Entrance Panel (with iron frame)	28x7	04
	c. Desk skirting	15x4	04

	d. SMD Screens	13x10 with riser 3 feet height	02
	e. SMD Screen	28X80 with riser	01
	f. Backdrop with stand	24x80	01
	g. Front Banner	50x4	01
	h. Standees	2x5	700
	i. Skirting of Half Ceiling	130x5	01
	j. Outdoor Banner	30x60	12
	k. Inside Branding Banner	8x4	15-20
	l. Flags	2.5x3	115
	m. Hanging Banner	15x20	07
	n. Hurdle Rooms	--	30
	o. Media Kit ((Flyer, USB, Key Chain, Pen, writing-pad)		410
vii. Meal/Food			
	a. Lunch boxes for 1500 persons		
	b. Running Tea for 1500 persons		
	c. Water Bottles (small) for 1500 persons		
	d. Cold Drinks for 1500 persons		

Part-B

i. IT Equipment Zoom and Live Streaming

IT Equipment		Quantity
	Laptops Ci/Ci5 with LED 50” with Iron Stand, Power Extension Leads and HDMI cables on rental basis	30 Nos.
	Internet Services: Wifi Internet Services 30-50 Mbps Aps, Switch, UPS, Hotspot Setup and technical staff	50 Links
Zoom Conferencing		
	a. Licensed Zoom Conferencing complete set up with required number of cameras and allied equipment	32
Live Streaming		
	b. Live streaming on M/o PD&SI website, Facebook and Twitter complete set up with required number of IP based cameras, internet point and Allied equipment	01 Dedicated Server IP based cameras

STANDARD BID FORMS

(Note: Standard Bid Forms provided hereunder in this document may be used for disclosure of information/ presentation of bid.

FORM I: LETTER OF APPLICATION

Registered Business Name: _____

Registered Business Address: _____

Telephone: _____

Fax: _____

Email: _____ Mobile Phone: _____

To:

Chief / Project Director (Mass Media / DevCom),
Ministry of Planning Development & Special Initiatives
Islamabad.

SUBMISSION OF PROPOSAL

Sir,

We hereby submit Technical Proposal & Financial Proposal for evaluation with Ministry of Planning Development and Special Initiatives (M/o PD&SI) for Provision of services for Turn Around Pakistan Conference.

2. I / We Authorize Ministry of Planning Development and Special Initiatives (M/o PD&SI) or its authorized representatives to conduct any investigations and to verify the statements, documents and information submitted and to clarify the aspects of this application from any person, bank department, agency or firm.

3. I/ We declare that:

- i. The statements made and the information provided in the documents is complete, true and correct in every detail.
- ii. This firm has never been black listed by any Government Department, Semi-Government Authority or Private Company or Corporation and not involved in litigation/ arbitration with any client. (Separate undertaken may be attached).

Respectfully,

(Name/ Designation)
(Authorized representative)
Date: _____

FORM-II COMPANY GENERAL INFORMATION

1. Name of the Company/Firm: _____
Owner's representative may visit your office premises to ascertain details/data provided by you.

2. Nature of the Company: _____ Limited/Proprietorship.

3. Year of Establishment in case of Partnership /Proprietorship Year of incorporation, in case of Private Limited Company _____

4. Please enclose copy of certificate from Registrar of Firms in case of Partnership/Proprietorship.

Or

Copy of incorporation Certificate, in case of Private Limited Company.

Certificate No. _____ Dated: _____

5. Office Address: _____

6. Phone: _____ Fax: _____ Email: _____
Mobile _____.

7. Branch Office(s) address (if any): _____

Phone: _____ Fax: _____ Email: _____
Mobile _____.

8. Name of Company Authorized Representative: _____ (State

name and position of your nominated representative to be addressed in future communication).

9. Name of Technical Representatives: (State Name & Job Title). _____

10. Registration with any Government Department: _____

FORM III: FIRM'S/COMPANY'S ORGANIZATION AND EXPERIENCE.

A. Firm's/Company's Organization

Provide a brief (two pager) description of the background and organization of the firm and company and joint venture partner for this assignment including strengths and achievements.

B. Firm's/Company's Experience [For Full technical proposals only]

[Using the format below, provide information on each assignment for which your firm and each joint venture partner was legally contracted either individually or as a joint venture for carrying out services similar to the ones requested under current services/bid]

Provide details of atleast three similar projects; use additional sheets for each project and full details of atleast last five years.

Name of Event	Event Dates & Duration
Name of Client/ Organization:	Address & Phone Nos. Of Client:
Approx value of services performed by the firm (in PKR)	No. Of audience including names of VVIPs attended the event:
Brief description of the event:	
Description of actual services provided in the assignment	
Start date (month/year) Completion date (month/year);	No. of professionals involved in the execution of event:
Name of joint venture partner or sub consultant, if any	Name of the employees of your firm involved and functions performed.

FORM-IV: FINANCIAL DATA

Firm/Company must be able to demonstrate they have sufficient economic and financial means to fully guarantee finance and execute the assignment during the period of the contract.

1.	Name of Firm/ Company				
2.	Name of Banks & Branch	Bank Bank Bank		Branch Branch Branch	
3.	Certificate from Bank	Please attach current Bankers reference / certificate stating financial soundness.			
4.	National Tax Number				
5.	Income Tax paid during last three years	Year 1: Rs. _____ Year 2: Rs. _____ Year 3: Rs. _____			
6.	Overall Annual Turnover during last 03 years.	Year 1: Rs. _____ Year 2: Rs. _____ Year 3: Rs. _____			
7.	Availability of capital Sufficient for Assignment (last 03 years' net worth statement).	Year 1: Rs. _____ Year 2: Rs. _____ Year 3: Rs. _____			
8.	Professional Tax Registration No.				
9.	Sales Tax Registration No.				

LITIGATION / ARBITRATION INFORMATION

	Indicate Brief Details of Any Litigation / Arbitration Entered into with Any Employer and Result thereof:

FORM V: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT.

Technical approach, methodology and work plan are the key components of Technical proposal divided into the following three sections a) Technical Approach, innovativeness/ creativity and Methodology, b) Work plane, and C) Organization and Personnel.

V-a) Technical Approach and Methodology

In this section you should explain your understanding for the objective of the assignment/ services, approach adopted/ proposed for the services, methodology for carrying out the activities and obtaining the expected output and the degree of such output. You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight compatibility of those methodologies with the proposed approach. The technical approach and methodology section must cover all key project deliverables as outlined in the tender document including the additional components suggested by the bidders.

V-b) WORK PLAN

In this Section, you should propose the main activities of the assignment their contents and duration, milestone, and delivery dates etc. The proposed work plan should be consistent with the technical approach and methodology. It must be noted that proposed work plan should be in consonance with the timelines of the assignment to ensure successful organization of the event as per schedule. Deviation from the work plan or timelines would be construed as delay in execution of work and shall be dealt as per conditions of tender. Comprehensive work plan containing all essential details along with a flowchart may be affixed with technical proposal.

V-c) Organization and Personnel

In this section you should propose the structure and composition of your team including the staff dedicated to the project. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support personnel. The following information in respect of each individual must be disclosed:

1. Name of team member
2. Role/ Responsibility in the assignment
3. Professional qualifications
4. Detail of previous experience in similar role/ responsibility;
5. Years of employments with the firm

FORM OF PERFORMANCE SECURITY
[to be provided by the successful bidder only]
(Bank Guarantee)

Guarantee No. _____

Executed on _____

(Letter by the Guarantor to the Employer)

Name of Guarantor (Scheduled Bank in Pakistan) with
address: _____ Name of Principal (Bidder) with

Address: _____

Penal Sum of Security (express in words and

figures) _____

Letter of Acceptance No. _____ Dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the

_____ (hereinafter called the Employer) in the penal sum of the amount stated above, for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Employer's above said Letter of Acceptance for _____

_____ (Name of Contract) for the _____

_____ (Name of Project).

NOW THEREFORE, if the Principal (Bidder) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of the said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Clause 9, Remedying Defects, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract, for which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Bidder) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above bounded Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

	_____ Guarantor (Bank)
Witness:	
1. _____	1. Signature _____
_____	2. Name _____
Corporate Secretary (Seal)	3. Title _____
2. _____	
(Name, Title & Address)	Corporate Guarantor (Seal)

SAMPLE FORM OF CONTRACT AGREEMENT

[to be signed and provided by the successful bidder only]

THIS AGREEMENT is made and executed on this day of **2022**, between the Ministry of Planning Development and Special Initiatives (M/o PD&SI), Government of Pakistan through its Secretary hereinafter referred to as "The Employer" (which expression shall unless repugnant to the context shall mean and include their successor-in-interest and assigns) of the One Part.

AND

M/s. _____ having its head office located at Office _____

hereinafter called "The Bidder" (which expression shall unless repugnant to the context shall mean and include their successor-in-interest and assigns).

Whereas, tender have been received by the Employer for "**Turn Around Pakistan Conference**" called the "service" and the tender of the bidder for the said work has been accepted by the Employer.

NOW THEREFORE, in consideration of the covenants and agreements hereinafter contained, the adequacy and sufficiency of which is hereby acknowledged, the said parties hereby covenant and agree as follows:

1. In consideration of the covenants and agreements to be kept and performed by the Bidder, and for the faithful performance of this contract, and the completion of the Services embraced therein according to the quality, requirements and conditions, the Bidder shall receive and accept as full compensation for everything furnished and done by the Bidder under this agreement, the contract Price of/- (Rupees:) as stipulated in the letter of intent at the times and in the manner prescribed in the conditions of contract.

2. The Bidder shall commence the said assignment w.e.f.after receipt of written order from the M/o PD&SI and shall complete fully the Services in accordance with terms and conditions of the agreement.

3. The following documents shall be deemed to form, and be read and construed as part of this Agreement: -

- i. Letter of Intent No. _____
- ii. Letter of Award No. _____
- iii. The Letter of Acceptance;
- iv. The completed Form of Bid along with Schedules to Bid
- v. Conditions of the contract.

- vi. Tender Documents
 - vi. The priced Schedule of Prices
4. Deliverables/scope of work [as shall be offered by bidder and accepted by the employer]

S. No.	Description of Services to be Performed	Time
1.		

5. This contract shall be executed in three counterparts, 01 copy each for the office of Employer, one for the bidder and one for Secretary, M/o PD&SI
6. M/s. _____ shall not obtain or induce the procurement of any contract, right, interest privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by M/o PD&SI Government of Pakistan through any corrupt business practice.
7. Without limiting the generality of the foregoing the Bidder represent and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe finder's fee of kick back, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from except that which has been expressly declared pursuant hereto.
8. The Bidder certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with M/o PD&SI and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.
9. The Bidder 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 is agreed that any contract, rights, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to M/o PD&SI under any law, contract or other instrument, be voidable at the option M/o PD&SI / Government of Pakistan.
10. Notwithstanding any rights and remedies exercised by M/o PD&SI in this regard, the Consultant agrees to indemnify M/o PD&SI for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to M/o PD&SI in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback

given by 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 M/o PD&SI.

11. Time of Completion of Services under the Agreement: As mentioned in clause 4 above.
12. The Employer shall have right to terminate the contract as per clause 08 of the condition of the contract.
13. Default by Bidder or Employer as per clause 8.1 and 8.2 of the condition of the contract.
14. Without prejudice to the conditions laid in Tender Documents, this agreement may be amended or modified through mutual written consent of the parties and shall enter into force on the date of its signature.
15. Without prejudice to the conditions laid in Tender Documents, all differences arising from or concerning with the application or interpretation of this agreement shall be amicably settled through mutual consultations & negotiations between the parties. In case of non-settlement, the matter may be referred to Secretary, Cabinet Division for arbitration under the Arbitration Act, 1940.

In Witnesses, WHEREOF the Employer and the Bidder have executed this agreement on the date and place as mentioned above.

Signed and Delivered by the Employer

Above named in the Presence of:

1. Name_____ Signature: _____
Address: _____
2. Name _____ Signature: _____
Address _____

Signed and Delivered by the Bidder

Above named in the Presence of:

3. Name_____ Signature: _____
Address: _____
Address _____
4. Name _____

Signature:_____

FINANCIAL BID

**[It may be submitted in a sealed envelope marked as
“Financial proposal” along with bid security]**

Registered Business Name: _____

Registered Business Address: _____

Telephone: _____

Fax: _____

Email: _____ Mobile Phone: _____

Sr.	Description of Service to be performed / deliverable	Total Amount (Rs.)																		
1.	Complete Designing, Planning, Implementation including supply of goods/ services for Turn Around Pakistan Conference as per scope of project/ deliverables. Detailed breakdown of component prices of event is as follows: <table><tr><th>Sr.</th><th>Name of component</th><th>Amount (Rs.)</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>	Sr.	Name of component	Amount (Rs.)																
Sr.	Name of component	Amount (Rs.)																		
	Total (Rs.)																			

Signature and Stamp of Company/

Authorized Representative