Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program
Planning & Development Board,



<u>Request for Quotations (RFQs)</u>
Hiring of Non Consultancy "Event Management Firm"
under framework contract

Program Implementation Unit, Planning & Development Board, 11-A, Upper Mall Scheme, Mian Meer Road, Lahore.
Ph# 042-99332566-69, Fax # 042-35750283

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Request for Quotations (RFQs)

Program Implementation Unit, Planning & Development Board under Technical Assistance (TA) compponent of Punjab Resource Improvement & Digital Effectiveness (PRIDE) program invites quotations from eligible firms for **Hiring of Non Consultancy "Event Management Firm" under framework contract** through shopping method as defined in World Bank Procurement Regulations for IPF Borrowers.

1. Eligibility Criteria:

You are requested to submit copies of the following documents as evidence of your eligibility;

i. Corporate capacity (core business and years of experience in same business for at least 05 years). The firm should also provide a copy of the certificate of incorporation / business license.
ii. The firm shall demonstrate financial capacity by submitting annual turnover of 20 Million supported with documentary evidence for the last five years.
iii. Proven experience and familiarity with similar activities, including having executed at least five (05) similar contracts related to public sector/donor funded projects/international organization, within the last five (05) years supported with documentary evidences i.e contract agreement/work order/completion certificates issued by the concerned clients.
iv. Registration with tax authorizes etc.
v. Availability of technically qualified staff alongwith organizational structure (brief qualification are required).
vi. Certificate on stamp paper that the firm is not blacklisted by any National / International agency/authority/ World Bank/Department / Ministry etc.

2. Validity of offers

The offers shall be valid until 45 days from the date of opening of the quotation.

3. Preparation of Quotations

(a) Quotation shall be evaluated on package basis and the purchase order/contract shall be issued separately to the respective firm offering the lowest evaluated price for all items.

(b) Your price quotation/(s) shall be for all the items / services as described at **Annex-A**. The currency of quoted prices and payment shall be Pakistan Rupee.

(c) The prices should be quoted for supply and services across the Punjab and should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each quoted item/ service.

4. Quoted Price

The quoted price shall be fixed and will be including all applicable taxes and not subject to any price variation.

5. Sealing and Marking of Quotations

Quotations should be placed in a single envelope, clearly marked with the reference

above including the name of the firm, description of procurement.

6. Submission of Quotations

a. Quotations are to be submitted in the form attached at **Annex-2** and ***by courier or by hand.***

b. The deadline for submission of Quotations is on or before **October 08, 2024 at 11:00 AM.**

c. The address for submission of Quotations is:

Attention: Program Director, Program Implementation / Support Unit, P&D Board

Address: Program Implementation Unit, Planning & Development Board, 11-A, Upper Mall Scheme, , Mian Meer Road, Lahore.

7. Opening of Quotations

Quotations will be opened by the procurement committee, PIU/PSU, P&D Board on the same day after the deadline for the submission of Quotations i.e; **October 08, 2024 at 11:30 AM**

8. Evaluation of Quotations

Quotations will be evaluated on package basis under framework contract to ensure compliance of eligibility, quoted price and any other requirements of the RFQ.

The lowest evaluated price will be determined after correcting any arithmetic errors and other specified adjustments, if any.

9. Award of Purchase Order

The Purchase Order will be awarded for the respective Supplier/s who:

a. offers the lowest evaluated price/s,
b. compliant with the eligibility criteria.

The client shall invite by the quickest means the successful supplier for any discussion/clarification that may be needed to conclude the Purchase Order / contract.

The competent authority reserves the right to cancel all the offers under the World Bank Procurement Regulations.

10. Duration of contract

Total duration of the said services is one year which is extendable subject satisfactory performance.

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Scope of the Services
Term of Reference (TORs)
Hiring of Event Management Firm (Non-Consultant) under Program Support Unit, Punjab Resource Improvement & Digital Effectiveness (PRIDE) Program, Planning & Development Board

1. Introduction:

Program Support Unit (PSU) is established in the P&D Board to implement Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program, worth USD 304 Million. It is a five year program funded by International Development Association (IDA) – World Bank Group with objectives to strengthen Public Financial Management (PFM) Systems and revenue mobilization in the Punjab Province to promote coherent PFM systems. The Program will also support the GoPb's Development response to COVID-19 challenges. The PSU in the P&D Board is responsible to coordinate and implementation of activities under the P&D Board. The PSU will be staffed with individual consultants, having expertise in selected areas. The team of consultants will be headed by a Unit Head.

2. Objectives

The main objective of the PRIDE Program is *"to increase Own Source Revenue and improve reliability of resource allocations and access to digital services for people and firms in the province of Punjab".* The PRIDE Program primarily addresses three challenging areas; (i) fiscal risk management (ii) revenue mobilization (iii) expenditure management through better use of information systems. Efficiency improvements in public expenditure and increased fiscal space for growth-enhancing expenditure on infrastructure and human capital could contribute to the Country's goal of reaching middle income status by 2047. The proposed Program will support selected actions under Public Financial Management Reform Strategy (PFMRS) 2020-25 and RISE Punjab. The expected results of the Program correspond with the Government's expenditure framework across three Result Areas which are; (i) strengthened budget formulation and fiscal risk management (ii) increased use of digital technology for delivery of selected public services (iii) improved collection of own source revenue.

3. Event Management Services

1. Contractor may note that the required quantity and place indicated above are tentative only. These will be further specified in the individual Purchase Orders to be issued by the Employer.
2. The Employer can order to organize/manage inauguration ceremonies in different districts of the Punjab. The selection of the venue can be indoor (Hall) or outdoor in any district of the Punjab. In case the selected venue is indoor then the Employer will not require the marquee set up. All the heads related to the event management are given in the schedule of requirements. However, the Employer have full right increase or decrease the quantity of each head. Moreover, Employer will issue the Purchase Order of all required item without any bar of minimum quantity of each item/head as well as minimum item/heads from schedule of requirement
3. The Contractor is required to prepare themes for event, digital and printing materials, stage management, provision of master of ceremony, copywriting (script

for host) and execution of complete event etc

4. The Contractor will be responsible for the high-quality coverage of each event and provision of handsome number of quantity of cameras, photographers etc.)
5. The Contractor will be responsible to provide photographs of complete coverage - (In an album) and montage video plus raw videos to Contractor.
6. Proposed menu for guests and proportionate support staff and catering plan including quantity of servers shall be submitted by the Contractor to the Employer, prior to the event, for Employers approval. Lunch Box for Beneficiaries and Bouffe Lunch for VIP Guests.
7. Contractor shall be responsible for helpdesk, ushers, venue entrance security (check list of guests, designing and printing of car stickers, parking arrangement).
8. Any other thing which is required as per proposed place may also include in list of items and Employer shall pay cost of additional items on mutually agreed terms.

Following Plans and Logistics shall be followed at the Events

1. Arena Design according to the approved theme & required protocols.
2. Setup backdrop and other marketing collateral as required
3. Sound System, Multimedia, Multiple SMDs and/or LEDs and Lighting/ Décor.
4. Special Fresh Flowers arrangement for stage, entrance and other venue decoration.
5. Seating Arrangement, Sofas for VIP rows etc.
6. Catering for specified number of guests and lunch for beneficiaries and proportionate support staff.
7. Provide proper cooling system and ventilation system as per expected weather conditions and arrangement of backup generator.
8. Stage Management, Hosting and Staff coordination.

Coordinate and oversee all administrative arrangements at venue for entire duration of the event & for execution of a full & satisfactory event management

Annex-A

Bill of Quantities (Event Management)					
Description			**Estimated Quantity**	**Price (Inclusive taxes)**	
Sr.	**Main Head**	**Description**		**Unit Rate (Rs)**	**Total Amount (Rs)**
1	Marquee Rental including set up Day, for700 people	300'x100'	5		
2	VVIP entrance set up	32'x12' dual sided walls with 3d elements, with wooden flooring	5		
3	Air conditioning	1425 HP	10		
4	Carpeting	For the entire marquee	5		
5	Stage laminated	as per SOP's	10		
6	Stage lighting	Hanging trusse with parkans	10		
7	SMD Backdrop with Side Wings & Cutouts	40'x15' SMDs with 8X10 quant flex backdrops	10		
8	VVIP Lounges	Single sofa seats for VVIP, along with side coffee tables	5		
9	Chairs	For remaining guests	300		
10	Plaque & Structure	Stainless steel, etched, placed on a mobile wooden structure	3		
11	Mobile Washrooms for outdoor	With water tank facility, amenities	1		
12	Podium	Wooden with logo cutout	5		
13	Head Table Arrangements	wooden chairs with VVIP centre chair	10		
14	Stage & Head table florals	lumpsum	5		
15	XLR Lighting	Overhead lighting throughout marquee	5		
16	Master of Ceremony	Including travel, stay etc	10		

17	Branding	On metal frames (rental only) in sqft	5		
18	Streamers	To be placed within the local city	5		
19	Generators	150KVa with backup, Include setup days, plus rehearsal	5		
20	Safe Area	Flooring, 1x7 set of sofas, florals, side panels, decor	5		
21	Tilawat		10		
22	Naat Khawan		10		
23	General décor	Entrance Urns, VVIP entrance florals, general florals	5		
24	Chief Guest Shield	VVIP	25		
25	Sound system	With backup	10		
26	Support Staff Food	lunch boxes	300		
27	High Tea	For VVIP As per Standard	300		
28	High Tea	For General guests	350		
29	Labor & Transport	includes additional mazdas for chairs, lounges etc	10		
30	Hall Rental (up to 250 persons)	VVIP Banquet Hall for set up & event day	10		
31	Hall Rental (up to 500 persons)	VVIP Banquet Hall for set up & event day	10		
32	Tea	Tea, Coffee, Assorted Biscuits	850		
33	Lunch	VVIP, at pre booked restaurant within the hotel	300		
34	Lunch	One dish	300		
35	Stage & Head table florals	Flower pots and vases	10		
36	SMD Backdrop with Side Wings & Cutouts	40’x15’ SMD screen with 10’x15’ Flex (Korean) & Frame (rental)	10		
37	VVIP Lounges	For upto 250 persons	10		

38	VVIP Lounges	Single sofa seats for VVIP, along with side coffee tables	10		
39	Wooden Cut outs	4'x2' (approx 15 alphabets)	10		
40	Ambient Lighting	SMD lights	50		
41	VVIP walkway	12'x8' double sided entry walls, wooden with cutouts & astroturf	10		
42	Hall Rental for board rooms upto 50 persons	VVIP Banquet Hall for set up & event day	10		
43	Panel Discussion Set up	30 Single VIP chairs with side tables	10		
44	VVIP Lounges	For 50 persons	10		
45	VVIP Lounges	Single sofa seats for VVIP, along with side coffee tables	5		
46	Ambient Lighting	SMD lights	50		
47	Registration Desk Branding	30'x12' flex with frame	360		
48	Registration Desk Ushers		6		
49	Usher Uniforms		6		
50	Registration Desk Area Ambient Lighting	T Stands with Parcans	4		
51	Jacket Folders		500		
52	Participant Linyards	PVC Cards with event name printed on linyard	500		
53	Writing Pads & Pens	lumpsum	500		
54	Conference Booklet	Estimated A4, 10 pages, matt laminated pages, stapled	500		
55	Board Room Rental upto 20-30 persons	For up to 20-30 persons	10		
56	Lunch	One dish	300		
57	Internet facility	lumpsum	10		
58	Multimedia		10		
	TOTAL Amount (Rs.) inclusive of all applicable taxes				