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REQUEST FOR PROPOSAL

HIRING SERVICES OF A FIRM FOR
“ARRANGEMENT OF CULTURAL
ACTIVITIES AT EXPO ASTANA-2017”

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HIRING SERVICES OF A FIRM FOR “ARRANGEMENT OF CULTURAL ACTIVITIES AT EXPO ASTANA”

Trade Development Authority of Pakistan (TDAP) intends to hire the services of a **reputable and experienced** firm for “Arrangement Of Cultural Activities At Expo Astana” (The firm participating in the bid must be registered with tax departments of Federal and Provincial governments in accordance with the applicable laws) having experience in the relevant work.

2. The hired **Firm** shall be responsible for complete arrangement of the cultural activity at Expo Astana and working out complete details in accordance with the theme / requirement of TDAP for the exposition. The hired firm shall be responsible for the following:-

(i) Musical interludes in Pakistan Pavilion for Expo duration 01 Jun - 31 Aug (5 sessions):

Performers to provide live musical interludes in the Pavilion. 3x 60min shifts/day. Each troupe will stay for 21 days and have an overlap of 15 days with the next troupe. Presence of 2 troupes to provide variety. An attempt to be made to find alternative venues for visiting troupes to increase exposure & visibility of the visiting artistes. Complimenting troupes to send together to give an option of simultaneous performances in the overlap time. Some 0troupes to include performers with dance in their performance routines. An effort to add mphasis on styling for the artists to add visual richness to the pavilion.

(ii) Independence day celebration, Expo Astana:

Programme to include live musical and dance performances. There may be a collaborative piece with Kazakh musicians specially devised as a finale for the proceedings. Short documentary films on a diverse range of topics (land, culture, industry, or any of TDAP's priorities) will also be screened. An interactive activity involving the popular craft of Truck art can be planned, as well as, a display of Pakistan's regional attire. The costing to be done for a 7 day stay for the performers. Design of the stage and styling for the performers will be planned for a rich, vibrant look to express our diverse, colorful heritage.

(iii) Local Rehearsal Cost (Karachi)

3. Detailed terms of reference, evaluation criteria and other related information for the purpose can be obtained from the address given below or can be downloaded from the website of www.tdap.gov.pk.

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4. Single Stage Two Envelop Procedure will be used for open competitive bidding. The interested firms will submit their sealed bids comprising single package containing two separate envelopes. Each envelope shall contain separately the 'financial' and 'technical' proposals which will be clearly mentioned in bold and legible letters on respective envelope to avoid any confusion".
5. Financial proposals should accompany a bid security equivalent to two per cent (2%) of the bid amount in the form of Pay Order / Demand Draft in favor of "**Accounts Officer TDAP, Karachi**".
6. Sealed tender documents shall be submitted latest by 11:00 A.M. on Monday, 23rd January, 2017 at the address given below. At the first stage, only technical proposals shall be opened on the same day at 11:30 A.M. in the presence of representatives of the participating firms.
7. Trade Development Authority of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time, however, reasons for rejection or annulling bid process will be communicated to the concerned bidder (s) in accordance with the Procurement Rules.
8. The Comprehensive Bill of Quantity for quotation Purpose is given as under:

BILL OF QUANTITY
CULTURAL ACTIVITY

A. Musical interludes in Pakistan Pavilion for Expo duration 01 Jun - 31 Aug (5 sessions)				
Performers to provide live musical interludes in the Pavilion. 3x 60min shifts/ day. Each troupe will stay for 21 days and have an overlap of 15 days with the next troupe. Presence of 2 troupes to provide variety. An attempt to be made to find alternative venues for visiting troupes to increase exposure & visibility of the visiting artistes. Complimenting troupes to send together to give an option of simultaneous performances in the overlap time. Some 0troupes to include performers with dance in their performance routines. An effort to add mphasis on styling for the artists to add visual richness to the pavilion.				
S.No	Description	Quantity	Unit Rate	Total Amount
1	Performance fees/troupe	06		
2	TA/DA (21 days)	24		
3	Visa fee	27		
4	Air tickets	27		
5	Wardrobe	24		
6	Co-ordination in Pakistan	06		
7	Co-ordinators in Astana	03		
8	TA/DA for coordinators	90		
9	Any Other Mandatory Costs Deemed necessary and specified to be considered by TDAP	Lump Sum		
Total of "A" (Incl. of Taxes)			Rs.	

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B. Independence day celebration, Expo Astana

Programme to include live musical and dance performances. There may be a collaborative piece with Kazakh musicians specially devised as a finale for the proceedings. Short documentary films on a diverse range of topics (land, culture, industry, or any of TDAP's priorities) will also be screened. An interactive activity involving the popular craft of Truck art can be planned, as well as, a display of Pakistan's regional attire. The costing to be done for a 7 day stay for the performers. Design of the stage and styling for the performers will be planned for a rich, vibrant look to express our diverse, colorful heritage.

S.No	Description	Quantity	Unit Rate	Total Amount
1	Performance fees/troupe	03		
2	Dancers	04		
3	TA/DA (7 days)	13		
4	Air tickets	15		
5	Visa fee	15		
6	Co-ordination cost	1		
7	Co-ordinator in Astaana	1		
8	Tech unit supervisor	1		
9	TA/DA (7 days) for Coordinator + Tech unit supervisor	2		
10	Choreographer	4		
11	A/V Material Director	1		
12	A/V material researchers (x2)	2		
13	A/V Material editing	5		
14	Translator	1		
15	Master of Ceremonies	1		
16	Props etc. procurements	1		
17	Styling & wardrobe	22		
18	Any Other Mandatory Costs Deemed necessary and specified to be considered by TDAP	Lump Sum		
Total of "B" (Incl. of Taxes)			Rs.	

C. Local Rehearsal Cost (Karachi)

1	Boarding, Lodging, Transport	10		
2	Rehearsal venue Rental	1		
3	Any Other Mandatory Costs Deemed necessary and specified to be considered by TDAP	Lump Sum		
Total of "C" (Incl. of Taxes)			Rs.	
Total Amount (A+B+B) Incl. of Taxes			Rs.	

Amount in Words:

Deputy Director
(PME/Expo)
Trade Development Authority of Pakistan

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3rd Floor, Block – A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi,
Tel: 021-99201511

PAYMENT SCHEDULE

6. The TDAP will make payments to the successful bidder / firm as per the following schedule:

No.	Deliverable	Percentage of the total Contracted Payment
1.	Initial Payment after the signing of the Contract with the Firm	15%
2.	Submission of the concept work out / Local Rehearsals	15%
3.	Before proceeding for Astana	30%
4	Remaining 40% After Completion of the Assignment	40%

Note: Payments Terms are negotiable considering any urgency, time limits etc. for the project.

TERMS OF REFERENCE

- i. TDAP will bear / arrange for the Freight charges & custom clearance for stage props, wardrobe, craft material etc. However, the firm will provide the list of the items to be transported well in advance so that the same is transported through the official freight forwarder of TDAP.
- ii. TDAP will provide accommodation only. The expenses of meal / lunch etc. will be met out of the claimed DA.
- iii. The firm will indicate all the requirements like local (Kazakh) talent and services, models, vendors etc. to be hired for the project at Astana. The cost will be borne by TDAP at actual. However, in no way the cost for the local services / talent as given above should exceed 15% of the total contract price.
- iv. If the firm considers that there will be any other mandatory costs to be incurred, the same must be included in the total quoted amount. TDAP will not pay any extra charges.

EVALUATION PROCESS

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7. It is our intention to select the firm that presents the best combination of experience, capacity and competence to cater the needs of TDAP. TDAP will examine and review the documents submitted, call references and others who have worked with your firm. A site visit to the office to meet the firm's staff and principals working on this matter may also be done.

EVALUATION CRITERIA

S. No	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
1	<u>Company Profile</u>		<u>50</u>
1.1	<u>Years of Experience in Cultural Activity Arrangements (Execution & Concept):</u>		<u>15</u>
	≤ 2 year	0	
	≥ 2 ≤ 4 years	5	
	≥ 5 ≤ 7 years	10	
	≥ 8 years	15	
1.2	<u>Clientele:</u>		<u>15</u>
	≥ 3 ≤ 5 MNCs or local firms	3	
	≥ 5 ≤ 8 MNCs or local firms	7	
	≥ 10 MNCs or local firms	15	
1.3	<u>No. of employees, Relevant Experience</u>		<u>20</u>
1.3.1	Number of employees		5
	Number of employees ≤10	2	
	Number of employees >11	5	
1.3.2	Relevant Qualifications of Mgmt and Team		15
	Not related to art & designing works but experienced	2	
	Relevant to art & designing works with ≤3 years experience in the field	10	
	Relevant to art & designing works with > 3 years experience in the field	15	
2	<u>Relevant Experience</u>		<u>20</u>
2.1	<u>Complete Orders / Projects handled so far</u>		
	≤ 3	5	
	≥ 5 ≤ 8	10	
	<u>>8<12</u>	15	
	<u>>12<15</u>	20	
3.	<u>Proposed Work Plan</u>		<u>10</u>
3.1	Good concept but not fitting to the exposition / TDAP Requirements	3	

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3.2	In Accordance with the exposition / TDAP Requirements	10	
<u>Technical Qualification</u>			
4.	<u>Registration with Income Tax</u>	10	<u>10</u>
5.	<u>Sales Tax</u>	10	<u>10</u>
	TOTAL		100

Minimum Passing Marks are 70
