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REQUEST FOR PROPOSAL

**SERVICES OF A VENDOR FOR SET UP OF
MARQUEE FOR EXPO PAKISTAN 2017
(November 9-12, 2017)**

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SUBJECT: SERVICES OF VENDOR FOR SET UP OF MARQUEE FOR EXPO PAKISTAN 2017 (November 9-12, 2017)

Trade Development Authority of Pakistan (TDAP) invites sealed bids from Exhibition Management firms registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue and qualified in all respects, for Set Up of Food Court and Inaugural Marquees for Expo Pakistan-2017 (9-12 Nov., 2017) at Karachi Expo Centre.

2. Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at the Office of the Deputy Director (PME/Expo), Trade Development Authority Of Pakistan (TDAP), 3rd Floor Block-A, FTC Building, Shahrah-e-Faisal, Karachi against fee of Rs.500/- through pay order in favor of Accounts Officer, TDAP, Karachi. The bidding documents can also be downloaded from www.tdap.gov.pk free of cost. The interested firms downloading the document from the website should register themselves with TDAP for communication of any changes etc. as given in ITBs.

3. Single Stage One Envelope Procedure would be used for Open Competitive Bidding. The proposals should accompany company profile of the firm. Financial proposals should accompany a bid security equivalent to two per cent (2%) of the bid amount in the form specified in the Bidding documents. 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.

4. The bids, prepared in accordance with the instructions in the bidding documents, must reach at the office of the Deputy Director (Expo Pakistan-2017), Trade Development Authority of Pakistan (TDAP), 3rd Floor, Block-A, FTC Building, Shahrah-e-Faisal, Karachi on or before 11:00 A.M. on Monday, 16th October, 2017. Bids will be opened the same day at 11.30 A.M. This advertisement is also available on PPRA website at www.ppra.org.pk.

Deputy Director
(Expo Pakistan-17)

Trade Development Authority of Pakistan
Ministry of Commerce
Government of Pakistan

3rd Floor, Block-A, FTC Building, Shahrah-e-Faisal, Karachi
Tel: 021-99201511 Fax: 021-99206474

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BILL OF QUANTITY

Bill of Quantity				
S.No.	Description	Quantity	Rates Per Unit	Amount
1.	<p><u>Thematic Food Court for thematic dining experience</u> <u>(Required for four (04) event days (set to be ready one day before use)</u></p> <ul style="list-style-type: none">• Arrangement Includes:• Temperature control Marquee (25m x 50m)• Inner lining• Electrical Works (Entire Area)• Buntings (3' x 6') (10 No.)• Artificial grass (As per Theme)• Plantation (Entire Area)• Carpeting (600 grams) of the complete marquee• Shell scheme Food stalls (3x3 SQM) with two chairs and counter/table (15 No.s)• Round and Rectangular Seating arrangement of 300 persons (30 No.s)• Sound System (01 No.)• Live Music's (01 Pair)• SMD Screen with cable network (01 No.)• Entry Gate (02 No.s)• Air-condition (500 HP) with fuel etc.	01 No.	Lump Sum	
2	<p><u>Temperature controlled Marquee For Inauguration Ceremony</u> <u>(Required for one (01) event day (set to be ready one day before use)</u></p> <p>(Suitably lit Prefabricated structure 100' x 164, fully carpeted with seating arrangement for approx. 1000 persons and stand-by generators. All arrangement be commensurate with VVIP visit).</p> <p>Arrangement Includes: Air condition with fuel Chair (700 No.s) Sofa seats (30 No.s) Coffee table (15 No.s) SMD screen (10 x 12) (02 no.s) Carpeting (600 grms) of the complete marquee and Stage (20' x 60')</p>	No.1	Lump Sum	

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	Backdrop 40' x 10' (01 No.) Podium (01 No.) Floral arrangements (at stage and seatings) VVIP chair for stage (07 No.s) Head table with flower arrangement Sound system (in complete area) Lights (in complete area) Entrance gate (02 No.s) Name tags on all VVIP Seats (upto 300 No.s) Direction signs in and outside marquee Seating plan on entrances			
3	Arrangement of rental based Containers (40 feet) for one day with loading / unloading and transportation charges on both sides.	80 No.s	Per No.	
Total Amount with Taxes				

<i>Note:</i> i. In case of discrepancy between unit price and total price, the unit price shall prevail. ii. The quantities mentioned in the BOQ are approximate, however, Work Order will be issued on the basis of actual requirement. TDAP may exclude any of the above mentioned items from the Bill of Quantity in the final work order or cancel the tender altogether before award of the contract / work order.

Signature of Bidder _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

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PAYMENT SCHEDULE

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

- i. Up to 10% of the contract price within thirty (30) days of signing of the Contract, and upon submission of claim and an en-cashable Pay Order/ Demand Draft for equivalent amount valid until the conclusion of event.
- ii. Remaining entire payment against the work orders issued shall be paid within thirty (30) days of the conclusion of event.

7. The successful bidder shall furnish to TDAP within 10 days of the letter of acceptance of the bid a performance guarantee equal to 10% of the contract amount valid for 90 days after the event to evaluate the performance and conformity of services under the contract in form of Bank Draft or Bank Guarantee or an insurance company having at-least AA rating from PACRA/JCR for the amount.

“TERMS OF REFERENCE”

- The hired vendor shall be required to provide and install temporary temperature controlled marquees (prefabricated structure) of international standards for the food court and the inaugural ceremony.
- Complete air-conditioning of the marquees with fuel shall be the responsibility of vendor.
- Complete electric cabling and lighting of the marquees shall also be the responsibility of the vendor.
- Stall to stall electric cabling in the food court marquee and lighting of all the stalls shall also be responsibility of the firm.
- The firm shall provide generators for the marquees for air-conditioning and other lighting along with fuel for the generators.
- Normal operational hours of both the marquees shall be twelve (12) hours in a day
- Day to day repair and re-correction of any of damages of the marquee sets shall be shall be the responsibility of the firm

EVALUATION PROCESS

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.

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Parameters Against Which Technical Evaluation Shall Be Done

- i. *Participating firms shall submit their company profiles to prove with photo evidence showing that they will be providing aluminum / metal structure, temperature controlled marquee of highest standards available in Karachi used for VIP events.*
- ii. *TDAP will check the details of product / marquee being offered by the bidder and financial bids of only those firms will be opened whose product offer is found to be of standards meeting the international standards.*

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1. Bid Form and Price Schedules

Date:
IFB No:

To: *[name and address of Procuring Agency]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods and services in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20_____

_____ *[signature]*

_____ *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of _____

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2. Bid Security Form

Whereas *[name of the Bidder]* (hereinafter called "the Bidder") has submitted its bid dated *[date of submission of bid]* for the supply of *[name and/or description of the goods]* (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called "the Bank"), are bound unto *[name of Procuring agency]* (hereinafter called "the Procuring agency") in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 19____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring agency up to the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

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3. Contract Form

THIS AGREEMENT made the _____ day of _____ 19____ between [*name of Procuring Agency*] of [*country of Procuring agency*] (hereinafter called “the Procuring agency”) of the one part and [*name of Supplier*] of [*city and country of Supplier*] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., [*brief description of goods and services*] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS, whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

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4. Bank Guarantee for Advance Payment

To: *[name of Procuring agency]*

[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called "the Supplier") shall deposit with the Procuring agency a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring agency on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring agency and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

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Deputy Director
(Expo Pakistan-2017)

Trade Development Authority of Pakistan

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

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