



High Commission of Pakistan
Nairobi

Invitation for Bids & General Terms and Conditions

**SERVICES OF EXHIBITION MANAGER FOR SINGLE COUNTRY EXHIBITION AT
KENYATTA INTERNATIONAL CONVENTION CENTRE NAIROBI, KENYA**

1. Trade Development Authority of Pakistan (TDAP) has decided to hold Single Country Exhibition at Kenyatta International Convention Centre (KICC) in Nairobi, Kenya from 11-14th August 2018. The exhibition will showcase top quality of Pakistan's textiles, leather, cosmetics, herbals, handicrafts, Engineering and Agro Products. The exhibition will be a true showcase of the progressive Pakistan with collective presence of top Pakistani brands in the event. The event will be leveraged with a Pakistani food court where Pakistani cuisine will be served to public. On the sidelines of the main exhibition, B2B meetings will also be arranged with Kenyan Importers.
2. Exhibition Manager would be required to build the exhibition setup, manage it and provide other ancillary services at Kenyatta International Convention Centre. Terms of reference for the exhibition are mentioned in details with clarity on all components of the event. There will be no compromise on quality and services described in the BOQs.
3. Bidding documents and other related information for the purpose can be obtained, on written request to Pakistan High Commission at Nairobi, Kenya at the address given below. Price of bidding documents is Ksh. 500/- . A pay order in favor of Pakistan High Commission Nairobi should accompany the request. The firm will submit their sealed Technical Proposals and Financial Proposal in bold and legible letters to avoid any confusion.
4. 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.
5. Single Stage Two Envelope Procedure would be used for Open Competitive Bidding.
6. Sealed tender documents shall be submitted latest by 25th June 2018 at 11:00 a.m. with the Pakistan High Commission and Technical Proposals shall be opened on the same day at 11:30 a.m. in the presence of representatives of the participating firms. The Financial Proposals of only technically qualified companies will be opened in next three days. Technically qualified companies will be invited during the opening of Financial Proposals. The proposal of lowest bidder will be accepted subject to meeting all requirements mentioned in the tender documents.
7. Pakistan High Commission 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.

Commercial Counsellor

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