



REQUEST FOR PROPOSAL

SERVICES OF COMPANY FOR
"CATERING SERVICES FOR TEXPO PAKISTAN (11-14 APRIL, 2019)"

**SUBJECT: SERVICES OF COMPANY FOR CATERING SERVICES FOR
TEXPO PAKISTAN (11-14 APRIL, 2019)**

Trade Development Authority of Pakistan (TDAP), invites sealed bids from Catering Services 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 catering services for Texpo Pakistan-2019 (11-14 April, 2019) at Expo Centre Lahore.

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 Ms. Mariam Alvi, Assistant Director (Texpo Pakistan-2019), Trade Development Authority of Pakistan (TDAP), 62 Garden Block, Garden Town, Lahore free of cost. The bidding documents can also be downloaded from www.tdap.gov.pk free of cost. The interested firms who opt to download the bidding document from the website should register themselves with the office of Director (Texpo-19) for communication of any changes etc.

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

4. The bids, prepared in accordance with the instructions in the bidding documents, must reach at the office of Ms. Mariam Alvi, Assistant Director (Texpo Pakistan-2019), Trade Development Authority of Pakistan (TDAP), 62 Garden Block, Garden Town, Lahore on or before 10:00 A.M. on 18th February, 2019. Bids will be opened the same day at 10:30 A.M. This advertisement is also available on PPRA website at www.ppra.org.pk.

5. Trade Development Authority of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time in accordance with Public Procurement Rules.

Assistant Director
Texpo Pakistan-2019

Trade Development Authority of Pakistan
Ministry of Commerce
Government of Pakistan

62 Garden Block, Garden Town, Lahore

Tel: 042-111-444-111 Ext 125 Fax: 042-99230608: Email: mariam.alvi@tdap.gov.pk

BILL OF QUANTITY

Sr. No.	Description	Quantity	Unit	Unit Price	Total Amount (for 04 days)
1	High quality lunch with banquet style catering and décor (3 main Courses (like Chicken Qorma, fried fish, Chicken biryani), roti/naan 1 desserts + assorted salads) (as per daily approved menu by TDAP) (including fine cutlery) 400 small (0.5 litre) and 30 large (1.5 Litre) nestle bottles	300 Persons/per day (for 04 Days)	Per Person/per day		
2	Soft Drinks (300 ml) (regular / diet) (Pepsi/ Sprite / 7 Up)	300 Nos/ per day (for 04 days)	Per day		
3	Food (lunch) Boxes (Chicken Biryani and soft drink 300 ml bottle for janitorial and security personnel / GROs deployed at Expo Centre	300 Nos/ per day (for 04 days)	Per day		
4	Mineral Water (Nestle) Electric Dispensers with Bottles (19 ltr)	08 electric dispensers with Bottles (10 bottles per dispenser/ per day and 200 disposable glasses per dispenser/ per day) (for 04 days)	Per day		
5	Catering of running tea and coffee with cookies (including fine cutlery) (Cookies, tea, coffee)	300 Persons/per day (for 04 days)	Per person/ per day		
6	Hi-Tea for Ribbon Cutting Ceremony tea/coffee/cookies/sandwiches/pizza slices/cakes etc.) VVIP banquet seating arrangement for 300 persons in the Foyer area and holding room (including fine cutlery)	300 persons (for 01 day)	Lump Sum		
7	Waiters (Uniformed including gloves)	20 Nos/ per day (for 04 days)	Lump Sum		

Note:

- 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 scrape the tender altogether before award of the contract / work order. Therefore, there is not any binding on TDAP to issue the work order as per the quantities / items mentioned in the bidding documents.

Signature of Bidder_____

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.

“TERMS OF REFERENCE”

- The Catering firm shall arrange for high quality food for the VVIPs including Ministers, Federal Secretaries, Dignitaries, foreign guests / delegates etc. at the venue.
- All decoration, cutlery etc. as per the no. of guests intimated by TDAP in advance, relevant to the catering services against each item of BOQ shall be the responsibility of the firm.
- This is a time bound assignment. TDAP shall handover the venue to the caterer on morning of 10th April, 2019. The firm must plan all of their activities accordingly.
- The firm must get the menu of next day decided from TDAP on every day basis.
- The Caterers shall also station a client manager at the venue who shall be the focal person for TDAP to coordinate all matters.
- The firm shall be responsible for any of the security checks during the event.
- The firm shall also arrange food/high tea with cutlery during the Ribbon Cutting Ceremony at Expo Centre. In that case, high level security check shall be in place. The firm shall be responsible for liaison with the security team of Texpo-19 and cooperate with the security agencies.
- The firm shall manage the timings for arrangement of the high tea and the lunch etc. in case of strict security management during arrival of the Chief Guest. NO delays for the catering services shall be entertained in any case.

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.

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 catering services:</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>
	≥ 1 ≤ 3 MNCs or local firms in any trade	3	
	≥ 4 ≤ 5 MNCs or local firms in any trade	7	
	≥ 6 MNCs or local companies in any trade	15	

1.3	<u>No. of Employees</u>		<u>15</u>
1.3.1	Number of employees		
	Number of Employees $\leq 08 > 10$	05	
	Number of employees ≤ 15	10	
	Number of employees > 15	15	
2	<u>Relevant Experience</u>		<u>20</u>
2.1	<u>Catering Services Projects handled so far</u>		
	$\leq 5 \geq 7$	5	
	$\geq 7 \leq 10$	10	
	$\geq 11 \leq 15$	15	
	≥ 15	20	
3	<u>Registration with Income Tax and Sales Tax</u>		<u>20</u>
3.1	Registration with Income Tax	10	
3.2	Registration with Sales Tax	10	
4.	<u>Financial Strength Of The Firm</u>		<u>15</u>
	$\geq 5 \leq 10$ Million of annual turnover	7	
	≥ 10 Million of annual turnover	15	
	TOTAL		100

Minimum Passing Marks are 70

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

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 _____ 20____.

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]

3. Contract Form

THIS AGREEMENT made the ____ day of _____ 20____ 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)

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]

Assistant Director
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Trade Development Authority of Pakistan
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