



**GOVERNMENT OF PAKISTAN**

**BIDDING DOCUMENTS**

---

**SERVICES OF EVENT MANAGER FOR PAKISTAN SINGLE  
COUNTRY EXHIBITION (28<sup>TH</sup> JUNE 2024 TO 30<sup>TH</sup> JUNE 2024)  
AT UZ EXPO CENTER AND LOGISTICS FORUM (29<sup>TH</sup> JUNE,  
2024) AT INTERNATIONAL HOTEL, TASHKENT,  
UZBEKISTAN**

**Invitation for Bids & General Terms and Conditions**  
**SERVICES OF EVENT MANAGER FOR PAKISTAN SINGLE COUNTRY EXHIBITION AND**  
**LOGISTICS FORUM AT, TASHKENT, UZBEKISTAN**

Trade Development Authority of Pakistan (TDAP) and Ministry of Commerce (MoC) Pakistan have decided to hold First Pakistan Single Country Exhibition (PSCE) from 28<sup>th</sup> June to 30<sup>th</sup> June, 2024 at the UzExpo Centre and Logistics Forum (herein after called the Forum) on 29<sup>th</sup> June, 2024 AT THE Crystal Ballroom, International Hotel, Tashkent, Uzbekistan. In the three days' Exhibition from 28<sup>th</sup> – 30<sup>th</sup> June, 2024 to be held in UzExpo Centre, Pakistani exhibitors will showcase top quality of Pakistan's Products. The three days' PSCE will be a true showcase of the progressive Pakistan with collective presence of top Pakistani brands in the event. On the sidelines of the main exhibition, B2B meetings, G2G meetings, B2G meetings and a Gala Dinner night (venue to be decided) will also be arranged with Uzbek and Pakistani delegates. The Forum will consist of selected delegates from the region and from major public and private organizations dealing in logistics services of Pakistan, who will give presentations of their specific regions /organizations and interact with the counterpart stakeholders from Uzbekistan.

2. Event Manager would be required to manage the three days event PSCE and one day Logistics Forum and provide all required services, as directed by TDAP, MoC and Trade and Investment Counsellor (TIC), Embassy of Pakistan, Tashkent at UzExpo Centre, TASHKENT, UZBEKISTAN or anywhere desired by TDAP, MOC and Trade-Wing, Tashkent. Terms of reference for PSCE and Forum are mentioned in details with clarity on all components of the event. There will be no compromise on quality and services described in the Billing of Quantity (BOQ) Section.

3. Bidding documents and other related information for the purpose can be obtained, on written request from the Embassy of Islamic Republic of Pakistan, Tashkent, Uzbekistan (address given below) or can be downloaded from the website of the Ministry of Commerce, Government of Pakistan, Embassy of Islamic Republic of Pakistan, Tashkent, Trade Development Authority of Pakistan, and Public Procurement Regulatory Authority (PPRA).

Websites: <https://www.commerce.gov.pk>  
<http://pakistanembassytashkent.org.pk>  
<http://tdap.gov.pk>  
<http://ppra.org.pk>

4. Single Stage Two Envelope Procedure, as per PPRA Rules 36 (b) of PPRA rules, would be used for Open Competitive Bidding. The firm will submit their sealed Technical Proposal and Financial Proposal in bold and legible letters to avoid any confusion. 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.

5. Sealed tender documents shall be submitted latest by **2<sup>nd</sup> April, 2024** at 11:00 AM with the Embassy of Islamic Republic of Pakistan, Tashkent and Technical Proposals shall be opened by the Tender Committee on the same day at 11:30 AM in the presence of representatives of the participating firms and the Tender Committee. The Financial Proposals of only technically qualified companies will be opened on the date announced by the Tender Committee. The proposal of the most advantageous bidder will be accepted subject to meeting all requirements mentioned in the tender documents. The posting of final evaluation of bids at PPRA website (as per PPRA rules) will be done before the award of the tender.

6. TDAP, MoC and the Tender Committee 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.

**Embassy of Islamic Republic of Pakistan,**  
**Building No. 80/82, Abdulla Avloniy Street, Rakat Mohalla, Tashkent, Uzbekistan**

Email: [pareptashkent@mofa.gov.pk](mailto:pareptashkent@mofa.gov.pk)  
[tic.tashkent@commerce.gov.pk](mailto:tic.tashkent@commerce.gov.pk)

## Table of Content

<b>S. No</b>	<b>Subject</b>	<b>Page</b>
<b>1</b>	<b>General Terms and Conditions</b>	<b>4-12</b>
<b>2</b>	<b>Bid Data Sheet</b>	<b>13-14</b>
<b>3</b>	<b>Schedule of Requirements/Terms of Reference</b>	<b>15-18</b>
<b>4</b>	<b>Schedule of Rates</b>	<b>19-31</b>
<b>5</b>	<b>Technical Criteria</b>	<b>32-33</b>

## General Terms and Conditions

### **A. Preparation of Bid**

Single Stage Two Envelope.

#### **Preparation of Bid and Award of Tender:**

The bidders are required to submit their bid in two Envelopes separately marked as Technical Proposal and Financial Proposal. Initially Technical proposal of the bidder shall be opened. If the same is found responsive as per Tender Terms, the financial proposal of technically responsive bidder shall be opened. Whereas the financial proposal of technically non-responsive bidder shall be returned back unopened.

**The tender shall be awarded on the basis of highest score given by the tender committee to the bidder after evaluation of the technically and financially responsive bids.**

### **1. Documents Comprising the Bid**

1.1 The bid prepared by the Bidder shall comprise the following components:

(a) A Technical Proposal

Comprising of Cover letter, Company Profile, work experience & Financial Strength and a proposal on work plan based on the Schedule of Requirements/ TORs. The Bidder should take into consideration the parameters listed in Technical Evaluation Criteria for submission of Technical Proposal as described in the bidding documents.

The technical criterion is given at **Annex - A**.

For the technically responsive bidder, the bidder must obtain at least 70% marks in the technical requirements.

(b) Financial Bid

The financial proposal shall comprise of a Bid Form and a Price Schedule completed in accordance with mentioned columns and

- Bid security furnished in accordance with the rules.
- Bidders must submit the cost/rate against each requirement.

### **2. Bid Form**

2.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods/ services to be supplied, a brief description of the goods, quantity, and prices.

### **3. Bid Prices**

3.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the services & goods it proposes to supply under the contract.

3.2 Unless otherwise stipulated in the Conditions of Contract, prices quoted by the bidder shall remain fixed during the bidder's performance of the Contract and not subject to variation on any account. The price of other (incidental) services, if any, will be entered separately.

3.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected.

### **4. Bid Currencies**

4.1 Prices will be quoted in U.S. dollars.

### **5. Documents Establishing Bidder's Eligibility and Qualification**

5.1 The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

5.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Procuring agency's satisfaction that the Bidder, at the time of submission of its bid, is legally established and worked in the Event organization sector in Uzbekistan/Central Asia. The bidder may have worked in an international trade exhibition as an organizer for at least three years. The bidder may have successfully organized an international Trade Exhibition in Uzbekistan / Central Asian Republics. The level of PSCE and Logistics Forum is of international nature in which many stakeholders from CARs region may participate.

5.3 The documentary evidence of the Bidder's qualifications to perform the contract, if its bid is accepted, shall have to be established to the Procuring agency's satisfaction:

(a) Bidder/Manufacturer/contractors must possess and provide evidence of its capability, experience and qualification criteria as stipulated in Bidding Documents and Bid Data Sheet.

(b) that, the Bidder has the financial and technical capability necessary to perform the contract.

(c) Bidders having a Joint Venture can participate and be treated as a single bidder

## 6. Bid Security

6.1 Bidder shall furnish, as part of its bid, a bid security in the amount 2% of the total bid price in favor of Embassy of Islamic republic of Pakistan, Tashkent, Uzbekistan.

6.2 The bid security is required to protect the Procuring agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to conditions mentioned in the bid.

6.3 The bid security shall be in U.S. Dollars and shall be in one of the following forms:

(a) Each bidder shall furnish, as part of his bid, at the option of the bidder, a Bid Security (2% of the total bid price in favor of Embassy of Islamic republic of Pakistan, Tashkent, Uzbekistan) in U.S. Dollars currency in the form of Bank Deposit or a Bank Guarantee issued by a Scheduled Bank or an insurance company or a Bank Cheque in favor of the Embassy of Islamic republic of Pakistan, Tashkent, Uzbekistan for a period up to sixty (60) days beyond the bid validity date.

(b) Irrevocable cashable on-demand Bank call-deposit.

6.4 Any bid not secured in accordance with above will be rejected by the Procuring agency as nonresponsive.

6.5 The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidder or on the expiry of validity of Bid Security whichever is earlier.

6.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, and furnishing the performance security.

6.7 The bid security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or

(b) in the case of a successful Bidder, if the Bidder fails:

(i) to sign the contract in accordance with mentioned rules.

**or**

(ii) to furnish performance security in accordance with mentioned rules.

## **7. Period of Validity of Bids**

7.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring agency. A bid valid for a shorter period shall be rejected by the Procuring agency as nonresponsive.

7.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

## **8. Format and Signing of Bid**

8.1 The original bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

8.2 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

## **B. Submission of Bids**

### **9. Sealing and Marking of Bids**

9.1 The Bidder shall seal the original and the envelopes shall then be sealed in an outer envelope.

9.2 The inner and outer envelopes shall:

(a) be addressed to the Trade Mission of Pakistan, TASHKENT at the address given in the Bid Data Sheet; and

(b) bear the Project name indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: **"DO NOT OPEN BEFORE,"** to be completed with the time and the date specified in the Bid Data Sheet.

9.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

9.4 If the outer envelope is not sealed and marked as required, the Procuring agency will assume no responsibility for the bid's misplacement or premature opening.

9.5 Bids submitted through telegraph, telex, fax or e-mail shall not be considered

## **10. Deadline for Submission of Bids**

10.1 Bids must be received by the Procuring agency at the address specified no later than the time and date specified in the Bid Data Sheet.

## **11. Late Bids**

11.1 Any bid received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency will be rejected and returned unopened to the Bidder.

## **12. Modification and Withdrawal of Bids**

12.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.

12.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions by a signed confirmation copy, postmarked no later than the deadline for submission of bids.

12.3 No bid may be modified after the deadline for submission of bids.

12.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.

## **C. Opening and Evaluation of Bids**

### **13. Opening of Bids by the Procuring agency**

13.1 The Procuring agency will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign attendance sheet evidencing their attendance.

13.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.



13.3 Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

13.4 The Procuring agency will prepare minutes of the bid opening.

#### **14. Clarification of Bids**

14.1 During evaluation of the bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

#### **15. Preliminary Examination**

15.1 The Procuring agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

15.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

15.3 The Procuring agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

15.4 Prior to the detailed evaluation, the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, Applicable Laws, and Taxes and Duties, will be deemed to be a material deviation. The Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

15.5 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

## **16. Evaluation and Comparison of Bids**

16.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive.

16.2 Technically responsive Bids will be evaluated for complete scope of works. The prices will be compared on the basis of the Evaluated Bid Price pursuant to the following:

(a) Evaluation of Financial Bid

It will be examined in detail whether the bids comply with the commercial/contractual conditions of the Bidding Documents. It is expected that no material deviation/stipulation shall be taken by the bidders. The Procuring agency's evaluation of a bid will be on delivered duties/ taxes paid.

## **17. Contacting the Procuring agency**

17.1 No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.

17.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

## **D. Award of Contract**

### **18. Post qualification**

18.1 The Procuring agency will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated cumulative bid is qualified to perform the contract satisfactorily, in accordance with the criteria mentioned above.

18.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Procuring agency deems necessary and appropriate.

18.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily

### **19. Award Criteria**

**19.1 The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive**

**and has been determined to be the lowest cumulative bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.**

## **20. Procuring agency's Right to Vary Quantities at Time of Award**

20.1 The Procuring agency reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

20.2 Percentage for quantity increase or decrease.

The Procuring agency reserves the right at the time of contract award to increase or decrease, by 20%, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

## **21. Procuring agency's Right to accept any Bid and to reject any or All Bids**

21.1 The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders and in accordance with provisions of Public Procurement Rules 2004.

## **22. Notification of Award**

22.1 Prior to the expiration of the period of bid validity, the Procuring agency will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.

22.2 The notification of award will constitute the formation of the Contract.

22.3 Upon the successful Bidder's furnishing of the performance security the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security.

## **23. Signing of Contract**

23.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

23.2 Within Three (03) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

## **24. Performance Security**

24.1 Within twenty (20) days of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, provided in the bidding documents, or in another form acceptable to the Procuring agency.

24.2 Failure of the successful Bidder to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

## **25. Corrupt or Fraudulent Practices**

25.1 The Government of Pakistan requires that Procuring agency as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy and Rules made there under, PPRA:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Procuring agency of the benefits of free and open competition;

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.

## SECTION II: Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

<b>Preparation and Submission of Bids</b>	
<b>Bid Security</b>	2% of the bid price in favor of Trade Mission of Pakistan, TASHKENT and sealed inside the envelope carrying financial proposal
<b>Performance Security</b>	5% of the bid price in favor of Trade Mission of Pakistan, TASHKENT within twenty (20) days of the receipt of notification of award from the Procuring agency
<b>Currency</b>	U.S. Dollars
<b>Documents copies</b>	One copy
<b>Bid addressed to</b>	Trade Mission of Pakistan, TASHKENT <b>Building number 80/82, Abdulla Avloniy Street, Rakat Mohalla, District Yakkaseroy, TASHKENT, Uzbekistan</b>
<b>Subject title</b>	Services of Event Manager for 1 <sup>st</sup> Pakistan Single Country Exhibition and Logistics Forum at TASHKENT (28 <sup>th</sup> June to 30 <sup>th</sup> June, 2024)
<b>Date of issue</b>	3 <sup>rd</sup> April 2024
<b>Last Date for Submission</b>	22 <sup>nd</sup> April 2024 by 11:00 a.m.

<b>Bid Evaluation</b>	
<b>Bid Evaluation</b>	General Terms & Conditions 13,14, 15&16

<b>Contract Award</b>	
<u>Percentage for quantity increase or decrease</u>	
<p>The Procuring agency reserves the right at the time of contract award to increase or decrease, by 15%, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.</p> <p>The Procuring agency also reserves the right at the time of contract award to not order or exclude any items, as deemed appropriate, the goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.</p>	
<b>Payment Terms</b>	
<ul style="list-style-type: none"> <li>i. <b>Mobilization Advance/Payment:</b> Ten percent (10%) of the Contract Price shall be paid within one week of signing of the Contract, and upon submission of claim.</li> <li>ii. <b>First Running Bill Payment:</b> Up to <b>Twenty Five</b> percent (25%) of the Contract Price of the Goods and Services shall be paid on running bills one month before the event subject to satisfactory completion of the agreed work plan as verified by Embassy of Islamic Republic of Pakistan, Tashkent.</li> </ul>	

- iii. **Second Running Bill Payment:** Up to **Twenty Five** percent (25%) of the Contract Price of the Goods and Services shall be paid on running bills two weeks before the event subject to satisfactory completion of the agreed work plan as verified by Embassy of Islamic Republic of Pakistan, Tashkent.
- iv. **On Acceptance:** Remaining **Forty** percent (40%) of the Contract Price of Goods and services shall be paid after the satisfactory report of Embassy of Islamic Republic of Pakistan, Tashkent upon completion of the project and post event formalities.

### SECTION III. Schedule of Requirements/ Terms of Reference

#### **Pakistan Single Country Exhibition (28<sup>th</sup> – 30<sup>th</sup> June, 2024) and Logistics Forum (29<sup>th</sup> June, 2024):**

Ministry of Commerce (MoC), Trade Development Authority of Pakistan (TDAP) and Embassy of Pakistan, Tashkent are organizing First Pakistan Single Country Exhibition at UzExpo Centre, and the Logistics Forum at the Crystal Ballroom, International Hotel, TASHKENT, UZBEKISTAN. Major components of the event are Trade Exhibition, Logistics Forum B2B meetings, G2G meetings, B2G meetings, Gala Dinner / Cultural Show, logistics support, marketing of the whole event, hotel room reservations facilitation, and exhibits shipment related facilitation.

The exhibition space will comprise of model customized sectoral pavilions for 80-100 exhibitors consisting of 12 sq. meter stall size each, B2B lounges, media lounge for Press briefings and signing of MOUs, and a business center. The Event Management Company (EMC) will develop the overall theme of the event and art work for promotional material and media campaign in consultation with the Embassy of Pakistan, Tashkent, Ministry of Commerce of Pakistan, and TDAP. **TDAP and Embassy of Pakistan, Tashkent shall arrange reservation of hall and other spaces directly in coordination with the Uz Expo Center team, however, the EMC will have to develop the floor plan and overall exhibition layout for approval of Embassy of Pakistan, Tashkent, MoC and TDAP.** TDAP is undertaking the space sales itself and the space rent package includes a buildup upgraded shell scheme with standard accessories.

TDAP and Embassy of Islamic Republic of Pakistan, Tashkent, shall arrange reservation of the venue and other spaces directly in coordination with the concerned authorities and Event Management Company. TDAP shall pay to selected service providers and authorities concerned through Event Management Company and Embassy of Islamic Republic of Pakistan, Tashkent.

The Logistics Forum space will consist of sitting arrangements for at-least 150-200 persons, complete stage set-up with SMD backdrop, stage sitting arrangements for the Ministers and head of state, prompters (screens for the people sitting on the stage to watch the presentation) and side screens on left and right side for the presenters. Moreover, flags of Uzbekistan, Pakistan and Afghanistan will be displayed on the stage.

Event organizer will be working with TDAP, Ministry of Commerce of Pakistan, Trade Mission, Embassy of Pakistan, TASHKENT for finalization of nominations and final listing of the names of Delegates/Exhibitors (from Pakistan and Uzbekistan). Once the nominations of the Delegates and Exhibitors from Pakistan are finalized, they will be the responsibility of the EMC, who will start interacting with them for further coordination like registration app, travel, logistics, boarding and lodging etc.

The EMC shall assist the official guests, exhibitors and delegates from Pakistan in getting the room accommodation and local transport. Event Manager will make sure that all delegates must be accommodated as per their choice. However, the delegates and exhibitors can make their own arrangements for above services. Event Manager is not responsible for the room rents payments, but he will make sure that best possible rooms rates are offered to the guests/exhibitors/delegates. Event Manager will help them to get rates of at least two to three hotels to find a better option for stay. Event Management Company will find the best suitable hotel for the accommodation of all the participants and also negotiate the rates with the hotel to accommodate the upcoming participants of the event.

TDAP has allowed “Sale” at the exhibition therefore the exhibitors would be taking their exhibits in large quantities which will be transported to TASHKENT via road or by air, depending on the nature of product and choice of exhibitor. The Event Manager should be able to facilitate with the customs and all other tax/ concerned authorities in Pakistan and Uzbekistan to ensure hassle free movement of goods from the doorstep of exhibitor in Pakistan till delivery at the Exhibition venue whether shipped by road or by air. The Event Manager will guide the exhibitors on the Federal, State and Municipal taxes applicable at TASHKENT, Uz Expo Centre, during the event so that proper pricing could be done by the exhibitors. The event manager will also assist in getting all administrative approvals from the authorities at Uzbekistan. Furthermore, Event Manager should also guide the exhibitors about the regulatory requirements apart from the Tax matters.

For the purpose of transport and goods handling the Event manager shall engage one of the Clearing and Handling agents enlisted by the Venue UzExpo Center. The selected clearing and handling agent should have partnerships with agents in Pakistan with presence at all major cities of Pakistan. The Event Manager will also be responsible to deliver the remaining exhibits back to Pakistan at the choice of the exhibitors. **All costs related to transportation of goods and payment of customs duties/ other taxes shall be borne by the exhibitor however, the event manager shall ensure timely and safe transport of goods (at least a day before the event) and cost effective facilitation to the exhibitors. While the costs related to the transport shall be charged to the exhibitors, the loading/ unloading and labor at exhibition venue shall be arranged by the Event Manager as per cost quoted in financial bid form.**

The Event Manager will facilitate the exhibitors in unpacking the exhibits at the venue and setting up of stalls; moreover, after the conclusion of the event, the Event Manager will also ensure re-packing of unsold items and transportation of goods back to Pakistan (including facilitation for customs clearance).

The Event Manager will also assist the Embassy of Pakistan, Tashkent in visa facilitation of guests/exhibitors/delegates from Pakistan.

The Event Manager shall make sure the availability and working of necessary installations required for the Exhibition, Logistics Forum, Gala Dinner and Cultural Night, at adjoining rooms/halls/areas as per requirement of the guests, delegates and exhibitors, the Embassy of Pakistan, Tashkent, MOC and TDAP.

The Event Manager shall ensure pre-registration of the people for the event through online registration portal. During the event, Event Manager shall place team at the registration counters which will deal with all upcoming visitors/exhibitors, delegates/officials for the event. Event Manager shall design, create, and distribute all different kinds of passes; like for delegates/exhibitors, officials, service providers etc. in good quality hard lamination, as per requirement of TDAP/MoC/Embassy of Pakistan-Tashkent to ensure hassle free entry to the forum and to the exhibition halls. Similarly, visitors’ passes/ invites in large quantities will also be created to invite business community at TASHKENT to visit the event. Those required by TDAP and Embassy of Pakistan shall be given to TDAP and Embassy of Pakistan however the rest shall be distributed by Event Manager himself.

The Event Manager shall also ensure timely execution (one day before the event) of B2B lounges, VIP lunch areas, Common Lunch area, Business Centre/Secretariat for the TDAP and Embassy teams, Minister and Secretaries offices, Press Briefing Site with the provision of MOU signing set-up, Registration booths and an elegant reception at the Exhibition and Forum Hall. Event Manager shall make sure that all buildups and constructions related to the event must be completed in time and there must not be any delays. The Venue should be ready for handing over of stalls to exhibitors by 3pm on 27<sup>th</sup> June, 2024.



The Event manager shall hire, train and place 25 Guest Relations Officers (GROs) at the Exhibition hall for support of exhibitors and facilitation to guests. The GROs shall be fluent in English and local language and would be required to wear a smart uniform tailored to fit and designed to match the event theme/ colors. The GROs are also expected to be well conversant with the entire arrangements for the exhibition.

Event Manager will ensure placement of signage for hall, pathways along with large floor plan to guide the visiting guests.

The Event manager shall provide transport and security services for the safe welcoming and pick and drop of all international guests/exhibitors hosted by the Government of Pakistan from the airport to the hotel and from hotel to the airport. This may also include fast track clearance at customs and immigration desks and installation of a help desk at the Tashkent International airport.

Around 500 GUESTS are expected to participate from Pakistan. Adequate Transport services may be hired by the Event Manager which caters all demand. Event Manager shall ensure shuttle service to local Buyers, visitors, exhibitors, delegates, guests from various pickup spots/hotels/trade markets to ensure their timely arrival at the venue during the days of conference and exhibition. These pickup points will be decided by the Embassy of Pakistan-Tashkent and TDAP.

### **PR and Media Campaign:**

The Event Manager would be responsible for the PR Initiative. The PR initiative will be strategically directed to further promote the events and related activities. The Event Manager shall execute a marketing/ publicity strategy to attract economic operators, celebrities and business buyers to the event. This is a time bound assignment. Such jobs will need to be carried on a short notice but satisfactorily and successfully.

It is expected that at least 8,000 to 10,000 visitors from Uzbekistan may attend the exhibition. At least 9-10 business-to-business meetings of each Pakistani exhibitor should take place during the exhibition. B2C meetings shall also be focused and maximum number of local visitors are to be invited to visit the stands.

The Event manager shall make sure that all marketing materials as per approved theme and artwork may be printed and used for flyers, streamers, Newspaper Advertisements, Print and electronic media coverage, billboard branding at important locations in Uzbekistan as per designs approved by Embassy of Pakistan, Tashkent/MoC/TDAP. Hoarding skins, event monuments, pole banners and streamers etc., shall be printed by Event Manager. All required NOCs from relevant agencies may be obtained by Event Manager. Event Manager will be responsible for marketing campaign of the PSCE and Logistics Forum in Uzbekistan.

The Event manager will be required to cover the entire event and side events in still photography and video. Edit and reduce the event coverage into a 15-20 minute documentary with voice over based on a script approved by TDAP.

The Event Management Company shall focus on digital publicity, marketing and pre-registration of importers and visitors for B2B and B2C meetings.

The Event Management Company shall develop and execute a well-planned strategy for marketing of products and sectors that are to be displayed in the exhibition, and exhibiting companies, through electronic media campaign and its timely dissemination on their platforms.

The Event manager shall also create linkages with Print and electronic media, arrange press briefings and press releases to appropriate coverage of the event, also including:

- Curtain raiser
- Create media invite for the media to attend the whole event and cover the same
- Ensure listings in major leading newspapers
- Create buzz about the event on social media
- Media interviews with delegates/exhibitors and visitors (during the exhibition)
- Photo opportunity at the launch
- Special Stories on the conference and exhibition
- Tracking of coverage and its report

**Business to Business (B2B) and Business to Customer (B2C) Meetings:**

a) B2B and B2C meetings are the key components of the PSCE which shall be well organized, planned, managed, looked after, and executed by the Event Manager and his team.

b) Event Manager will make sure that all timelines related to the Event Manager given by procuring agency pertaining to BTB and B2C must be achieved by the Event manager.

c) Event manager make sure that all allied services related to B2B and B2C required at the Venue must be fulfilled.

d) Event Manager will make sure that preplanned interaction of the Buyers (from Uzbekistan) and Sellers (from Pakistan) shall be executed before and during the PSCE.

e) Event Manager will develop maximum networking to bring large number of buyers/importers/distributors/economic operators from Uzbekistan to the event.

f) Planned B2B schedules shall be prepared and shared by Event Manager. Similarly, Sectoral product groups on social media platform and WhatsApp/Telegram may be created by Event Manager to bring in close coordination between the Buyers and Exhibitors.

g) PSCE will be a spot selling exhibition, therefore, the Event Manager must ensure at least 8,000 - 10,000 visitors to the exhibition venue during the three days' event in order to ensure maximum B2C engagement.

**SECTION IV**  
**SCHEDULE OF RATES**  
**(FINANCIAL BID)**

<b>S.NO.</b>	<b>DESCRIPTION OF WORK</b>	<b>TOTAL QUOTED PRICE (US\$)</b> (Inclusive of all taxes, levies etc.)
1.	ORGANIZATION OF PAKISTAN SINGLE COUNTRY EXHIBITION AND LOGISTICS FORUM, AT TASHKENT, UZBEKISTAN BY THE EVENT ORGANIZER.	
<b>Total :</b>		

(AMOUNT IN ALPHABETS===== only).

Note: The prices shall be quoted net of salvage value and inclusive of all taxes.

(Signature of the Bidder with seal)

**BOQ for Logistics Forum and Single Country Exhibition (28<sup>th</sup> to 30<sup>th</sup> June, 2024)**

S.NO	DESCRIPTION	Quantity	Unit Rate inclusive of all taxes & duties  (U.S. Dollars)	Total Amount inclusive of all taxes & duties  (U.S. Dollars)
<b>1. Professional Fee</b>				
<b>1a</b>	<b>Professional Fees:</b> Professional fees include inter alia all charges related to coordination with exhibitors, floor plan adjustment, designs, props and pavilion arrangements. Venue management including managing exhibition areas, media coordination, management of reception area at main reception, coordination at air ports, hotels, venues for PSCE, Forum, Gala Dinner and Cultural Night, coordination with other vendors (including customized vendors) at the venues, logistics and transportation services etc.	Lump sum	Lump sum	
<b>1b</b>	<b>Thematic Design</b> Develop a theme of the overall event and art work for the branding of website, marketing/publicity material, venue branding etc.	Lump sum	Lump sum	
<b>2. Pakistan Single Country Exhibition (28<sup>th</sup> – 30<sup>th</sup> June, 2024 at the UzEXpo Centre)</b>				
<b>2a</b>	<b>Floor Plan</b> Develop and design the complete Floor Plan of the exhibition venue in 3D and finalize the same as per approval of the Embassy of Pakistan, Tashkent, MoC and TDAP. The Floor Plan must include: <ul style="list-style-type: none"> <li>• Model Customised Sectoral Pavilions for Textile, Engineering, Agro and Services sectors.</li> <li>• Placement of approx. 100 stalls (12 s. m. each) in the sectoral pavilions.</li> <li>• B2B lounges – at least 6-8 lounges with the seating capacity of 08-10 people alongside the exhibition area.</li> <li>• Logistics Lounge – with seating</li> </ul>	Lump sum	Lump sum	

	<p>capacity of 25 – 30 persons alongside the main exhibition area.</p> <ul style="list-style-type: none"> <li>• Business Centre/Secretariat – seating capacity of at least 15-20 persons.</li> <li>• Offices (05) - one each for Minister for Commerce, Secretary Commerce, CE TDAP, Secretary TDAP and reimbursement of funds etc.</li> <li>• VIP lunch area – seating capacity of at least 25 - 30 persons.</li> <li>• Main reception area – seating capacity of 08-10 persons.</li> <li>• Press Briefing area / Media Lounge with the provision of an MOU signing ceremony – seating capacity of 25-30 persons.</li> <li>• Ribbon Cutting area</li> <li>• Media Wall</li> </ul>			
<p><b>2b</b></p>	<p><b>Venue Buildup</b> Ensuring Complete buildup of the venue (UzExpo Centre) in coordination with the venue builder by 3pm on 27<sup>th</sup> June, 2024 as per approved design plan including:</p> <ul style="list-style-type: none"> <li>• Model Customised Sectoral Pavilions for Textile, Engineering, Agro and Services sectors.</li> <li>• Placement of approx. 100 stalls (12 sq. m. each) in the sectoral pavilions as per allocation by the Embassy of Pakistan/MoC/TDAP.</li> <li>• B2B lounges – at least 6-8 lounges with the seating capacity of 08-10 people each alongside the exhibition area having sofa seating with glass top coffee tables and glass top centre tables and basic provision of tissue boxes, waste baskets, water dispensers with continued drinkable water supply and refilling of disposable glasses, running tea/coffee arrangements, fresh floral arrangements etc.</li> <li>• Logistics Lounge – with seating capacity of 25 – 30 persons alongside the main exhibition area having at least 10-15 round tables with glass tops for placement of company names and promotional</li> </ul>	<p>Lump sum</p>	<p>Lump sum</p>	

	<p>material and basic provision of tissue boxes, waste baskets, water dispensers with continued drinkable water supply and refilling of disposable glasses, running tea/coffee arrangements, fresh floral arrangements etc.</p> <ul style="list-style-type: none"> <li>• Business Centre/Secretariat – seating capacity of at least 25-30 persons having sofa seating with glass top coffee tables and glass top centre tables for 15-20 persons; office desks (04), office chairs (10); basic provision of tissue boxes, waste baskets, water dispensers with continued drinkable water supply and refilling of disposable glasses, running tea/coffee arrangements, technical support including printers (04), photocopier (02), scanner (02), internet connection, computers/laptops (10) etc. and basic stationery items like notepads, pens, staplers, file covers, scissors etc.</li> <li>• Offices (05) for Minister for Commerce, Secretary Commerce, CE TDAP, Secretary TDAP and reimbursement of funds etc. each having an office table, office chairs (04), sofa seating for 6 people, coffee tables, tissue boxes, waste baskets, fresh floral arrangements, basic stationery (pen, notepad etc.), laptop (01), and printer (01).</li> <li>• VIP lunch area – seating capacity of at least 25-30 persons.</li> <li>• Main reception area including registration system for guests/exhibitors/delegate/buyers/visitors/officials/guests– to be managed by Event Manager under the supervision of Embassy of Pakistan, Tashkent/TDAP.</li> <li>• Press Briefing area / Media Lounge with the provision of an MOU signing ceremony – seating capacity of 25-30 persons with the provision of complete stage set-up with backdrop, podium, sound</li> </ul>			
--	---	--	--	--

	<p>system with cordless mics (04), lighting, head table for MOU signing with table mics (02), VIP chairs (04), floral arrangements etc.</p> <ul style="list-style-type: none"> <li>• Ribbon Cutting area – ambience as per approved theme, props, podium, sound system, ribbon cutting platform, backdrop, floral arrangements, scissors (10), decorative tray (01), bouquets (02) etc.</li> <li>• Media Wall arrangements.</li> <li>• Thematic photo booth.</li> </ul>			
<b>2c</b>	<b>Venue Branding-</b> Complete branding of the venue i.e., drive/walkways from entrance from main roads to Pavilion 1, Parking areas etc.	Four days (27 <sup>th</sup> June to 30 <sup>th</sup> June)	Per Day	
<b>2d</b>	<b>Sound System-</b> DJ cum Announcers for the event (Ribbon Cutting Ceremony / exhibition announcements); light music appropriate for exhibition to be played during exhibition hours.	4 days	Per day	
<b>2e</b>	<p>Catering and Lunch for VIPs and Officials at 5-star level for three days</p> <ul style="list-style-type: none"> <li>• Salad Bar</li> <li>• 3 Main course meals</li> <li>• Desert (01)</li> <li>• Cold drinks</li> <li>• Mineral water bottles (regular size and small size)</li> <li>• Fine cutlery</li> <li>• Uniformed waiters with gloves for serving where needed</li> </ul> <p>(Final menu will be subject to approval from the embassy of Pakistan, Tashkent/TDAP)</p>	100 per day	Per person per day	
<b>3. Logistics Forum (29<sup>th</sup> June, 2024 at the Crystal Ballroom, International Hotel)</b>				
<b>3a</b>	<p><b>Set-up</b> (the venue should be ready by 8am on 29<sup>th</sup> June, 2024). The set-up must include:</p> <ul style="list-style-type: none"> <li>• Roundtable set-up for 200 persons.</li> <li>• Complete stage setup with SMD backdrop.</li> <li>• Fresh floral arrangements for stage and tables etc.</li> <li>• Complete lighting including stage lighting.</li> </ul>	Lump sum	Lump sum	

	<ul style="list-style-type: none"> <li>• Complete sound system including table mics (04), cordless mics (06).</li> <li>• Thematic podium.</li> <li>• Arrangements for head table for VIP guests on stage with VIPO chairs (05).</li> <li>• Prompters (screens for the people sitting on the stage to watch the presentation).</li> <li>• Side screens on left and right side for the presenters.</li> <li>• Multimedia and technical support for presentations.</li> <li>• Basic stationery including pens and notepads for all participants.</li> <li>• Flags with standing poles of Uzbekistan, Pakistan and Afghanistan to be displayed on the stage.</li> <li>• Stage Secretary for announcements.</li> </ul>			
<b>3b</b>	<p><b>Simultaneous Translation Equipment</b></p> <p>Hardware (handsets, listening equipment) for the purpose of simultaneous translation of Russian/Uzbek to English and English to Russian/Uzbek along with technical support.</p>	250 sets	Per set	
<b>3c</b>	<p><b>Catering</b></p> <ul style="list-style-type: none"> <li>• Arrangements for running tea/coffee with cookies for all participants from 9am to 5pm.</li> <li>• Running supply of small mineral water for all participants from 9 am – 5 pm.</li> <li>• Lunch (3 course meal with salad bar, dessert and soft drinks).</li> </ul>	250 persons	Per person	
<b>4. Gala Dinner &amp; Cultural Show (28<sup>th</sup> June, 2024 venue to be decided)</b>				
<b>4a</b>	<p><b>Set-up</b></p> <p>Complete venue set-up including:</p> <ul style="list-style-type: none"> <li>• Ambience (as per approved theme).</li> <li>• Thematic props.</li> <li>• Stage set-up with SMD back drop.</li> <li>• Arrangements for cultural/musical performances</li> </ul>	Lump sum	Lump sum	



	<p>on stage including lighting, sounds etc.</p> <ul style="list-style-type: none"> <li>• Seating arrangements for 1000 persons (round table).</li> <li>• Fresh floral arrangements.</li> <li>• SMD screens on the sides (04).</li> <li>• Sound system.</li> <li>• Lighting arrangements.</li> <li>• Venue branding including roll-ups, digital backdrop etc.</li> <li>• Musical equipment for the performing band from Pakistan.</li> <li>• Stage Secretary for announcements.</li> </ul>			
<b>4b</b>	<p>Local Music Group to be hired for the inaugural ceremony of the Gala dinner.</p> <p>(Performers with stage secretary).</p>	Lump sum	Lump sum	
<b>4c</b>	<p><b>Catering</b></p> <p>Dinner arrangements for guests</p> <ul style="list-style-type: none"> <li>• Salad Bar</li> <li>• 3 Main course meal</li> <li>• Desert (01)</li> <li>• Cold drinks</li> <li>• Mineral water bottles (regular size and small size)</li> <li>• Fine cutlery</li> <li>• Uniformed waiters with gloves for serving where needed</li> </ul> <p>(Final menu will be subject to approval from the Embassy of Pakistan, Tashkent/TDAP)</p>	1000 persons	Per person	
<b>5. Logistics and Facilitation</b>				
<b>5a</b>	<p><b><u>Shipping and Clearing of Goods:</u></b></p> <p>Complete coordination and facilitation for shipping and clearing of exhibitor goods from Pakistan to Uzbekistan and back to Pakistan in case of unsold items will be the responsibility of the EMC:</p> <ul style="list-style-type: none"> <li>• Information sharing with exhibitors about banned and/or prohibited items.</li> </ul>	Lump Sum	Lump Sum	

	<ul style="list-style-type: none"> <li>• Information about any certificate required to bring goods in Uzbekistan for exhibition will be shared by EMC to the exhibitors to obtain it.</li> <li>• Forwarding agent in Pakistan and the coordination with exhibitors for shipment of goods by road or by air will be managed by the EMC.</li> <li>• Shipment to agreed storage area of exhibits in Pakistan as well as Uzbekistan will be arranged by the EMC.</li> <li>• EMC will be responsible for moving/shipping exhibits to the exhibition venue, offloading exhibits at the venue, facilitate exhibitors in unpacking and setting up stalls, repacking unsold items, moving/shipping back unsold exhibits to Pakistan including customs clearance etc.</li> </ul> <p>*All payments related to shipping/moving exhibits from Pakistan to Uzbekistan including customs clearance and warehousing etc. will be borne by the exhibitors however, the necessary coordination and billing/invoicing to exhibitors in this regard will be managed by the EMC.</p>			
5b	<p><b><u>Warehouse facility:</u></b></p> <p>Provision of enclosed warehouse as required to store exhibitor goods in Tashkent. The storage of the exhibitor goods, once arrived at agreed storage address will be the responsibility of the EMC.</p>	15 days	Per day	
<b>6. Marketing of Event</b>				

<p><b>6a</b></p>	<p><b><u>Allocation of dedicated marketing team:</u></b></p> <p>EMC will allocate a dedicated marketing team to have a strong database of local importers who will be invited for B2B and B2C during the event. Target is to generate 8,000-10,000 visitors' traffic and 9-10 B2Bs for each exhibitor (approximately 100 exhibitors).</p>	<p>Lump Sum</p>	<p>Lump Sum</p>	
<p><b>6b</b></p>	<p>Website will be created with all the relevant material about the Event, including a counter for all visitors on the website and e-registration system for exhibitors, buyers, and visitors.</p>	<p>Lump sum</p>	<p>Lump sum</p>	
<p><b>6c</b></p>	<p>Social Media Platforms will be utilized for the marketing of the event and promotion of the website. Online advertising campaign of the whole event will be created and launched, immediately after award of contract till conclusion of event.</p> <p>Social posts will be created and organic page growth managed and updated.</p> <p>Social Media Platforms:  Facebook – 5 posts per day  Youtube – 1 video per day  X (formerly Twitter) – 10 tweets per day  LinkedIn – 2 posts per day  Instagram – 5 posts per day  Telegram – connect with relevant buyers and visitors for maximum outreach in terms of B2B meetings and footfall.</p> <p>Telemarketing – All registered attendees queries will be attended by Event Management Company and remind them of opening times and to attend the event.</p>	<p>Lump Sum</p>	<p>Lump Sum</p>	
<p><b>6d</b></p>	<p>Source and establish a matchmaking software which can be used to connect all B2B, B2C and G2G meetings in build up to exhibition and schedule all B2B, B2C and G2G meetings onsite.</p>	<p>Lump sum</p>	<p>Lump sum</p>	
<p><b>6e</b></p>	<p>Android and iOS Application for matchmaking and for all information related to the event</p>	<p>Lump sum</p>	<p>Lump sum</p>	

<b>6f</b>	2 x Press releases in the local print media will be launched on a weekly basis from the award of the contract till the start of the event. 1 x press release on daily basis during the event. 1 x press release after conclusion of the event.	20 press releases	Per press release	
<b>6g</b>	3 x billboards/digital billboards for one month, ending till the conclusion of the event, will be hired. Event Management Company will be responsible for selecting the billboard location with approval of procuring agency. Local Government approval fee, printing of material and display will be done by Event Management Company.	3 billboards	Per billboard	
<b>6h</b>	Invitation and facilitation of national/international media personnel for the coverage and press conference during the event i.e. PSCE, Logistics Forum, Gala Dinner, Ribbon Cutting Ceremony or any other important event taking place.  10 x Electronic Media  5 x Print Media	15 medias	Per media type	
<b>7. Printing</b>				
<b>7a</b>	Pre-printed paper cards and passes (passes, in different colours) specific to each category to be sent to media, business community etc. as an invite to visit PSCE. These passes will be dispatched by the Event Management Company in consultation with Pakistan Mission in Tashkent. (1000 regular and 500 VIP Invitation cards)	1500 cards	Per card	
<b>7b</b>	Reception/Hospitality Desk Ambiance(5x standees ,5X Hanging Banners, Booth Locater Screen)	Lump sum	Lump sum	

<b>7c</b>	Show catalogue designing and publishing of 2000 copies.	2000 catalogues	Per catalogue	
<b>7d</b>	Designing and printing of Pakistan Country Profile-2000 copies	2000 copies	Per copy	
<b>7e</b>	Printing and designing of 5000 Lanyards	5000 lanyards	Per lanyard	
<b>7f</b>	Designing and Printing of marketing flyers-2000 copies	2000 copies	Per copy	
<b>7g</b>	Designing and manufacturing of Award Shields (50 Shields)	50 shields	Per shield	
<b>7h</b>	Designing and printing of standees (as per approved design)	50 standees	Per standee	
<b>7i</b>	Designing and printing of Roll-ups (as per approved design)	10 Roll-ups	Per Roll-up	
<b>7j</b>	Design and printing of 5000 attendee badges for exhibitors, delegates, guests, officials etc.	5000 badges	Per badge	
<b>7k</b>	Media Wall for PSCE and Logistics Forum (18' x 8')	02 Media Walls	Per Media Wall	
<b>8. Registration System</b>				
<b>8a</b>	An e-registration system will be generated to register visitors/exhibitors/guests online, and maintain their overall data.	Lump sum	Lump sum	
<b>8b</b>	Hiring and provision of registration services for all attendees to the exhibition. On-site registration will include 4 registration points at the exhibition entrance.	4 registration points	Per registration point	
<b>9. Transportation</b>				

<b>9a</b>	<b>TRANSPORTATION AND LOGISTICS</b> EMC will be responsible for pick and drop of delegates/exhibitors from airport to hotels and hotels to venue. There will be a minimum requirement of: 10 x coasters (21 seats) – for 5 days 20 x sedans (1800cc) – for 5 days 10 x Vans (10 seats) – for 5 days 10 x luxury sedans (BMW or equivalent) for 5 days Vehicles must be in very good condition. Additional saloons on standby for days of event in case of use by officials.	10 x coasters (21 seats) – for 5 days 20 x sedans (1800cc) – for 5 days 10 x Vans (10 seats) – for 5 days 10 x luxury sedans (BMW or equivalent) – for 5 days	Per vehicle type per day	
<b>10. Translation Services</b>				
<b>10a</b>	<b>INTERPRETER SERVICES</b> Language interpretation Services (10 Interpreters; Fluent in English, Uzbek and Russian)	10 interpreters for 3 days	Per interpreter per day	
<b>10b</b>	Translation of all publicity/branding material like backdrops, standees, flyers, catalogues, directories, website etc.	Lump sum	Lump sum	
<b>11. Miscellaneous</b>				
<b>11a</b>	10 x security guards for the entrance of exhibition points for 3 days.	10 security guards	Per security guard per day	
<b>11b</b>	40 x Janitorial and cleaning services for three days	40 workers	Per worker per day	

<p><b>11c</b></p>	<p><b>Photos and Videos</b></p> <p>A team of professional videographers and photographers to be deployed by EMC for the entire event i.e. PSCE, Forum, Gala Dinner etc. using Full HD cameras to generate video footage and content from across the exhibition, forum and gala dinner. This will include wireless mics, which will be used for participant interviews and also a drone cam to generate aerial shots throughout the event. There will also be photographers on hand to take still pictures across the entire event.</p> <p>EMC will provide 15-20 minutes production of the video content with voice over as approved by the Embassy of Pakistan, Tashkent/TDAP; complete edited photographic coverage and interview clips.</p>	<p>Lump sum</p>	<p>Lump sum</p>	
<p><b>11d</b></p>	<p><b>Mobile SIMs</b></p> <p>25 x mobile SIM cards with 500 min local airtime, 60 min international airtime, and 10 GB data</p>	<p>25 SIM cards</p>	<p>Per SIM card</p>	

**Technical Criteria for Selection of Event Manager for Logistics Forum and Pakistan Single Country Exhibition, TASHKENT, UZBEKISTAN (28<sup>th</sup> to 30<sup>th</sup> June, 2024)**

S#	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
1	<b>Company Profile</b>		<b>20</b>
1.1	No. of Years in Exhibition management business:		05
	≤ 2 year	0	
	≥ 3 ≤ 4 years	3	
	≥ 5 ≤ 7 years	4	
	≥ 7 years	5	
1.2	International affiliations & certifications:		05
	No affiliations or certifications with international associations in the field and certifying agencies	0	
	General affiliations and certifications only which are not related to exhibition management like ISO etc.	2	
	Affiliations with Exhibition management associations / bodies and certifications related to the field showing recognition of expertise in the field.	5	
1.3	No. of employees, Relevant Qualifications and experience of team assigned		05
1.3.1	Number of permanent employees		
	Number of employees ≤ 5	2	
	Number of employees ≥ 5	5	
1.3.2	Relevant Qualifications and experience of team assigned for event		05
	Not related to exhibition management but experienced	0	
	Relevant to exhibition management with ≤ 3 years' experience in the field	3	
	Relevant to exhibition management with ≥ 4 years' experience in the field	5	
2	<b>Relevant Experience</b>		<b>20</b>
2.1	B2B exhibitions so far, as organizers of exhibitions/business forums in other CARs		10
	≤ 3	2	
	≥ 4 ≤ 10	5	
	≥ 11 ≤ 15	8	
	≥ 16	10	
2.2	<u>B2B exhibitions at Uzbekistan as organizer / exhibition managers</u>		10
	≥ 2	2	
	≥ 3 ≤ 5	5	
	≥ 6 ≤ 9	8	
	≥ 10	10	



3	<b>Experience in Organizing Business Forums/Exhibitions Sponsored by Government/International Organizations</b>		<b>20</b>
3.1	Number of Business Forums/Exhibitions Sponsored by Government of Uzbekistan		15
	1-3	8	
	≥ 4 ≤ 10	12	
	≥ 11	15	
302	Number of Business Forums/Exhibitions Sponsored by a Foreign Government/ International Organizations		05
	1-3	3	
	≥ 4 ≤ 6	4	
	≥ 7	5	
4	<b>Proposed Work Plan</b>		<b>20</b>
4.1	<u>Conformity to schedule of requirements / TORs, expected work plan, and creative works</u>		
4.2	<u>Proposed work plan not relevant to schedule of Requirement / TORs, items at Financial Bid and expected work plan</u>	0	
4.3	<u>Proposed work plan partially conforming to requirements given in Bidding documents</u>	15	
4.4	<u>Proposed work plan fully conforming to requirements given in Bidding documents</u>	20	
5	<b>Financial Strength of the Firm</b>		<b>20</b>
5.1	<u>Audited/certified accounts or statements showing cash balances of 60 thousand U.S. dollars in bidder accounts but supported with evidence and justification that the bidder will be able to meet urgent requirements of the contract through other means possible</u>	15	
5.2	<u>Audited/certified accounts or statement showing cash balances of more than 70 thousand U.S. dollars or equivalent in the bidder account.</u>	20	
	<b>Total</b>	<b>100</b>	

**Qualifying Marks: 70**

