



GOVERNMENT OF PAKISTAN

BIDDING DOCUMENTS

**SERVICES OF EVENT MANAGER FOR ORGANIZATION OF
PAKISTAN SINGLE COUNTRY EXHIBITION (28TH JUNE
2024 TO 30TH JUNE 2024) AT UZ EXPO CENTER, TASHKENT,
UZBEKISTAN**

4(5)/2023-TIC
Invitation for Bids & General Terms and Conditions
SERVICES OF EVENT MANAGER FOR PAKISTAN SINGLE COUNTRY EXHIBITION 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 28th June to 30th June, 2024 at the UzExpo Centre, Tashkent, Uzbekistan. In the three days' Exhibition from 28th – 30th 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, and B2G meetings will also be arranged with Uzbek and Pakistani delegates.

2. Event Manager would be required to manage the three days event PSCE 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 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 **16th May, 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
tic.tashkent@commerce.gov.pk

Table of Content

S. No	Subject	Page
1	General Terms and Conditions	4-13
2	Bid Data Sheet	14-15
3	Schedule of Requirements/Terms of Reference	16-18
4	Schedule of Rates	19-25
5	Technical Criteria	26-27

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) Technical Proposal

The Technical Proposal shall comprise of the following:

- i. Covering letter indicating the intent of the bidder to provide the services against the cost mentioned in Financial Proposal
- ii. Company Profile, indicating the year in which the company came into being, work experience (events managed/organized since establishment)
- iii. Financial Strength in the shape of Audited Accounts or a Certificate from Bank showing the available amount in the Account of the company.
- iv. Work Plan in the shape of a detailed statement, based on the Schedule of Requirements/ TORs mentioned in this Bidding Documents and the advertisement.

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**.

To qualify as technically responsive bidder, the bidder must obtain at least 70% marks in the Annex-A mentioned above.

(b) Financial Bid

The Financial Proposal shall comprise of the following:

- i. Bid Form (available in this Bidding Document)

- ii. Price Schedule (available in this Bidding Document) completed in accordance with mentioned columns
- iii. Bid security furnished in accordance with the rules.
- iv. 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 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 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.

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.

Preparation and Submission of Bids	
Bid Security	2% of the bid price in favor of Trade Mission of Pakistan, TASHKENT and sealed inside the envelope carrying financial proposal
Performance Security	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
Currency	U.S. Dollars
Documents copies	One copy
Bid addressed to	Trade Mission of Pakistan, TASHKENT Building number 80/82, Abdulla Avloniy Street, Rakat Mohalla, District Yakkaseroy, TASHKENT, Uzbekistan
Subject title	Services of Event Manager for Pakistan Single Country Exhibition at TASHKENT (28 th June to 30 th June, 2024)
Date of issue	30 th April 2024
Last Date for Submission	16 th May 2024 by 11:00 a.m.

Bid Evaluation	
Bid Evaluation	General Terms & Conditions 13,14, 15&16

Contract Award	
<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>	
Payment Terms	
<ul style="list-style-type: none"> i. Mobilization Advance/Payment: Ten percent (10%) of the Contract Price shall be paid within one week of signing of the Contract, and upon submission of claim. ii. First Running Bill Payment: Up to Twenty Five 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. 	

- 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

Organization of Pakistan Single Country Exhibition (28th – 30th 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, TASHKENT, UZBEKISTAN. Major components of the event are Trade Exhibition, B2B meetings, G2G meetings, B2G meetings, logistics support, 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. **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.

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. Once the nominations of the 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 from Pakistan in getting the room accommodation and local transport. Event Manager will provide options for accommodation to the exhibitors and official guests and they will select accommodation as per their choice. However, the delegates and exhibitors can make their own arrangements for above services also. 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, 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 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 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 27th June, 2024.

The Event manager shall hire, train and place 20 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.

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.

SECTION IV
SCHEDULE OF RATES
(FINANCIAL BID)

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

(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 Single Country Exhibition (28th to 30th June, 2024)

S.NO	DESCRIPTION	Quantity	Unit Rate inclusive of alltaxes & duties (U.S. Dollars)	Total Amount inclusive of alltaxes & duties (U.S. Dollars)
1. Pakistan Single Country Exhibition (28th – 30th June, 2024 at the UzEXpo Centre)				
1a	<p>Floor Plan 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:</p> <ul style="list-style-type: none"> • Model Customised Sectoral Pavilions for Textile, Engineering, Agro and Services sectors. • Placement of approx. 100 stalls (12 s. m. each) in the sectoral pavilions. • B2B lounges – 2 lounges with the seating capacity of 08-10 people alongside the exhibition area. • Logistics Lounge – with seating capacity of 10-15 persons alongside the main exhibition area. • Business Centre/Secretariat – seating capacity of at least 5-10 persons. • Offices (02) – for high officials • Meeting/ VIP lunch area for G2G/G2B meetings 10-15 persons • Media Wall 	Lump sum	Lump sum	
1b	<p>Venue Buildup Ensuring Complete buildup of the venue (UzExpo Centre) in coordination with the venue builder by 3pm on 27th June, 2024 as per approved design plan including requirements given at 1a.</p>	Lump sum	Lump sum	
1c	<p>Sound System- DJ cum Announcers for the event (Ribbon Cutting Ceremony / exhibition announcements); light music appropriate for exhibition to be played during exhibition hours.</p>	4 days	Per day	

2. Logistics and Facilitation				
2a	<p><u>Shipping and Clearing of Goods:</u></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"> • Information sharing with exhibitors about banned and/or prohibited items. • Information about any certificate required to bring goods in Uzbekistan for exhibition will be shared by EMC to the exhibitors to obtain it. • Forwarding agent in Pakistan and the coordination with exhibitors for shipment of goods by road or by air will be managed by the EMC. • Shipment to agreed storage area of exhibits in Pakistan as well as Uzbekistan will be arranged by the EMC. • 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. <p>*All payments related to shipping/moving exhibits from Pakistan to Uzbekistan including customs clearance will be borne by the exhibitors however, the necessary coordination exhibitors in this regard will be managed by the EMC.</p>	Lump Sum	Lump Sum	

3. Printing				
3a	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 will be dispatched by the Event Management Company in consultation with Pakistan Mission in Tashkent. (400 regular and 100 VIP Invitation cards), for opening ceremony, rest will be invited via electronic means	500 cards	Per card	
3b	Reception/Hospitality Desk Ambiance(5x standees ,5X Hanging Banners, Booth Locater Screen)	Lump sum	Lump sum	
3c	Printing of Exhibitors directory / Pak trade profile : 1000 copies. (To be shared in soft form by TDAP/ Mission)	1000 catalogues	Per catalogue	
3d	printing of standees (To be shared in soft form by TDAP/ Mission)	25 standees	Per standee	
3e	Design and printing of 300 attendee badges for exhibitors, officials etc.	300 badges	Per badge	
3f	Media Wall for PSCE (18' x 8')	01 Media Walls	Per Media Wall	
4. Registration System				
4a	An e-registration system will be generated to register visitors/exhibitors/guests online, and maintain their overall data.	Lump sum	Lump sum	
4b	Hiring and provision of registration services for all attendees to the exhibition. On-site registration will include one registration point at the exhibition entrance.	1 registration points	Per registration point	
5. Translation Services				

5a	INTERPRETER SERVICES Language interpretation Services (30 Interpreters; Fluent in English, Uzbek and Russian)	30 interpreters for 3 days	Per interpreter per day	
5b	Translation of all publicity/branding material like backdrops, standees, flyers, catalogues, directories, website etc.	Lump sum	Lump sum	
6. Miscellaneous				
6a	5 x security guards for the entrance of exhibition points for 3 days.	5 security guards	Per security guard per day	
6b	10 x Janitorial and cleaning services for three days	10 workers	Per worker per day	

Technical Criteria for Selection of Event Manager for Organization of Pakistan Single Country Exhibition, TASHKENT, UZBEKISTAN (28th to 30th June, 2024)

S#	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
1	Company Profile		20
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	Relevant Experience		20
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	Experience in Organizing Business Forums/Exhibitions Sponsored by Government/International Organizations		20
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	Proposed Work Plan		20
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	Financial Strength of the Firm		20
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	
	Total	100	

Qualifying Marks: 70

