



**PERQUALIFICATION OF EVENT
MANAGEMENT COMPANY/ FIRM FOR PUNJAB
ECONOMIC RESEARCH INSTITUTE**

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1. INTRODUCTION

1 SCOPE OF WORK

The Consultant will be responsible for organizing, managing and budgeting all the logistics and arrangements needed to host a successful and professional events.

Working closely with PERI staff, the Consultant will also draft the event concept note and recommend articulation of format of the event.

Furthermore, the Consultant shall identify suitable service providers, as needed, and liaise with these service providers regarding accommodation, banqueting, IT equipment, promotional activities and other related arrangements.

Additionally, the Consultant will be responsible for the invitations and registration process and arrange air travel and transportation facilities for ALL participants. A detailed breakdown of responsibilities is outlined below:

1.1 *Preparation and Management of the Launch:*

- Drafting the event concept paper and sharing it with the respective authorities;
- Proposing the format of the events;
- Budgeting for the events;
- Ensure that all contacts and actions taken with suppliers are noted and communicated to PERI for approval;
- Negotiate terms and conditions and appoint sub-contractors;
- Monitor budget vs. disbursements;

1.2 *Participants' management:*

- Establish with PERI the list of participants;
- Send out Invitations to ALL participants, including meeting chair(s), speakers, facilitators, etc;
- Follow up on invitations via telephone, email, fax;
- Administer registration through website and compile confirmed registration list of participants, speakers, support staff, event management team, ushers, etc;
- Identify and secure accommodation block booking for participants at hotels and manage travel bookings/reservations for speakers/ participant;
- Send out Information Note to all participants (arrival details, hotels, visa requirements, general city info; etc.);
- Facilitate arrangements for visas for participants, as needed;
- Protocol arrangements for VIPs, including arrival and departure at airport with the relevant personnel.

1.3 *Event Venue arrangements:*

- Arrange and ensure event venue according to the format;
- Ensure all required audiovisual equipment is available at venue as required;
- Ensure light catering as well as service maintenance are promptly available as would be required for all equipment/services and facilities in and around the event venue;
- Arrange and manage participants' registration on site;

- Design and make up name tags/badges for all participants, speakers, Media, VIPs, etc;
- Organize the preparation, production and efficient distribution of materials that will be used at the events;
- Organize and keep notes/minutes of all event activities.

1.4 ***Communication & PR:***

- Prepare and set- up a one-stop general information support service/information kiosk for participants;
- In liaison with PERI authorized person, arrange publication of print media articles in national newspapers (one 10 days before, one on first day of the Launch and one day after the Launch); Press conference.

1.5 ***Other general logistical arrangements and event management:***

- Arrange and manage VIP transport;
- Planning and organization of all the meals, refreshments and other during the event;
- Designing and printing of banners for the events;
- Arrange all the required material (pens, writing pads, bags, shields, gifts etc) for participants;
- Managing all the promotional activities relating to the events;

2.0 INVITATION FOR PRE-QUALIFICATION

1. The “Punjab Economic Research Institute” (PERI) has planned to manage its events through Event Management Company.
2. PERI hereinafter the Client intends to prequalify Event Management Company / Firm for the works

“Management of PERI Events”.

3. It is expected that Invitation to Bid will be issued by **16th October, 2017**.
4. Pre-qualification is open to all National and International Event Management Companies
5. Interested firms may download the prequalification documents from our website www.peri.punjab.gov.pk or PPRA website www.ppra.punjab.gov.pk
7. Applications for Pre-qualification One original and One Copy must be delivered in sealed envelope by hand or through registered mail to office of:-

Director

Punjab Economic Research Institute,

48-Civic Center, Johar Town Lahore.

not later than 1600 hrs by 31st October, 2017 and be clearly marked “Application for Pre-qualification for Event management ”

10. The PERI reserves the right to accept or reject late applications.
11. Applicants will be informed, in due course, of the result of the evaluation of applications.
12. Only the Firms prequalified under this process will be invited to bid.

3. INSTRUCTIONS TO APPLICANTS

3.1 SUBMISSION OF APPLICATIONS

- 3.1.1 Applications for pre-qualification one (1 No.) original and One (1 No.) copy must be received in sealed envelopes to be delivered by hand or through registered mail to: - Director PERI 48-Civic Center, Johar Town, Lahore.

The Employer reserves the right to reject the late applications.

- 3.1.2 The name and mailing address of the Applicant shall be clearly marked on left hand side of the envelope.

- 3.1.3 The applications shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English. Employer reserves the rights to reject the application for Pre-qualification in case of non- compliance of the requirements as stated in this Prequalification Document.

- 3.1.4 The Applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the Applicant.

- 3.1.5 The clarification can be obtained from the office of PERI in working hours in writing.

Location: Punjab Economic Research Institute
PERI, 48-Civic Center, Johar Town, Lahore.

3.2 QUALIFICATION CRITERIA

3.2.1 General

Pre-qualification will be based on all the criteria given in succeeding para,s 3.2.2 to 3.2.6 regarding the Applicant's Financial Soundness, Experience Record, Personnel Capabilities and Materials Capabilities as demonstrated by the Applicant's responses in the forms attached to this letter. The Employer reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract.

The weightage / Marks for different categories will be followed as per table given below:

Sr. No.	Category	Weight age /Marks
1.	General Experience	20
2.	Personnel Capabilities	30
3.	Materials Capabilities	30
4.	Financial Position	20
Total:		100

Note:

1. Prequalification status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 50% score in each category and 60% score in aggregate to qualify.
2. Preliminary Pre-qualification of Firms will be carried out based on above criteria but without marks for 3.2.3 (B)(ii)[Presentation]. Companies so short listed will be asked to make Presentation before the Committee and thereafter formal Prequalification will be finalized, for issuance and submission of Financial Bid on short notice

The further detailed criteria for each category are developed as given under the each head as follows:

3.2.2 General Experience

Credit Marks for experience shall be awarded on the basis of following qualifications:

Sr. No.	Description	Maximum Points
i)	Event Management Experience of State level functions during last 5 Years (President / Prime Minister Pakistan and Chief Ministers) For Function of 500 to 700 people (5 Marks per Project)	15
ii)	Experience of Firm in Event Management More Than 5years (5 Marks) 3 to 5 Years (3 Marks) Less than 3 Years (0 Marks)	5
	Sub-Total:	20

The Applicants must submit Letters of satisfaction from the Clients for the above claimed function

3.2.3 Personnel Capabilities

Credit Marks shall be awarded under this category using the following criteria:

Sr. No.	Description	Maximum Points
A.	Strong and experienced team of event managers	5
B.	Method Statement for event management	
i)	This should include but not limited to activity wise detail of the proposed management design and scope of work for comprehensive and successful arrangement of events with clear specifications	5
ii)	Presentation on detailed Plan of event management	20
Sub-Total		30

3.2.4 Materials Capabilities

Credit Marks shall be granted on the basis of the following criteria for various kinds of Materials relevant:

Sr. No.	Materials Type	Maximum Marks
i)	One Fixed Marquee (Capacity 1000 Persons) with 4 SMD Screens, AC chillers of sufficient capacity, Generator with stand-by arrangement, Sound System, Catering, Furniture & internal furnishing to commensurate with state level function (20 Marks) To substantiate the requisite standard Photographs be attached	20
ii)	Services for Media, Design, Production and Creative	10
Sub-Total		30

3.2.5 Financial Position

Credit Marks shall be awarded on the basis of the following criteria:

Sr. No.	Description	Maximum Marks
i)	Annual Audit Reports for last 3 years showing sufficient financial strength	5
ii)	Bank statement for last 6 months showing financial strength	10
iii)	Registration with FBR / PRA	5
Sub-Total		20

3.3 JOINT VENTURE (JV)

- 3.3.1 The Joint Venture and consortium is allowed as per rules.

3.4 CONFLICT OF INTEREST

- 3.4.1 The Applicant (including all members of a JV) must not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or was proposed as Engineer for the contract, over the last five years. Any such association may result in disqualification of the Applicant.

3.5 UPDATING PREQUALIFICATION INFORMATION

- 3.5.1 Bidders shall be required to update the financial, personnel and Materials information used for prequalification at the time of submitting their bids, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of prequalification. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

3.6 OTHER FACTORS

- 3.6.1 Only firms that have been prequalified under this procedure shall be invited to bid. A qualified firm may participate only in one bid for the contract. If a firm submits more than one bid, all bids including that bidder will be rejected. This rule will not apply in respect of bids which include specialist sub-contractors who are used by more than one bidder.

- 3.6.2 The Employer reserves the right to:-

- a) Amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only bid among those prequalified bidders who meet the requirements of the contract(s) as amended. However the Employer has to review the disqualified bids who originally do not meet the specified criteria for Pre-qualification.
- b) Reject or accept any application; and
- c) Cancel the prequalification process and reject all applications.

The Employer shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection, however, may be debriefed if solicited.

- 3.6.3 Applicants will be informed in writing by fax or mail in due course of time of the result of their application

4. EVALUATION CRITERIA

- The applicants must meet the following criterion as mentioned in Pars 3.2.2 to 3.2.5
 - a. Detail of Organization with office address and experience record.
 - b. List of key personnel / Staff available and capabilities.
 - c. Financial soundness duly verified by the Bank.
 - d. Complete detail of similar events managed during the last five years. The detail must include location, cost and details about the employers along with performance certificates.
 - e. List of Materials Capabilities i.e. Marquee (Capacity 1000 Persons) with 4 SMD Screens, AC chillers of sufficient capacity, Generator with stand-by arrangement, Sound System, Catering, Furniture & internal furnishing to commensurate with state level function of the firm along with photographs.
 - f. Enlistment certificates with the govt. departments.
 - g. Certificate to the effect that the firm / company is not involved in litigation with any department.
 - h. Undertaking on Rs. 100/- Stamp Paper that Company has never been Black-Listed by any department. Failure to provide this Undertaking will result into **REJECTION** of the Prequalification application.

LETTER OF APPLICATION

Date:

Contract No:

To:

Director

Punjab Economic Research Institute,
48-Civic Center, Johar Town, Lahore.

Sir,

1. Being duly authorized to represent and act on behalf of ("the Applicant"), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a Firm for Event Management for Punjab Economic Research Institute.
2. Attached to this letter are copies of original documents defining:
 - (a) the Applicant's legal status
 - (b) the principal place of business; and
 - (c) the place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. The Client and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. The Client and its authorized representatives may contact the following persons for further information, if needed.

Contact 1 [Name]	Telephone 1
Contact 2 [Name]	Telephone 2

5. This application is made with the full understanding that:

- (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
- (b) The Client reserves the right to: demand the scope and value of any contract under this project; in such event bids will only be called from prequalified bidders who meet the revised requirements; and project or accept any application, cancel the prequalification process, and reject applications; and
- (c) The Client shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.
- (d) The Client shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under Para 5(b) here above.

6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed:

.....

Name:

..

For and on behalf of

(Name of Applicant Firm)