

**PRE-QUALIFICATION
OF EVENT MANAGEMENT COMPANIES**



PUNJAB HIGHER EDUCATION COMMISSION (PHEC)

PROCUREMENT DEPARTMENT

10th Floor Arfa Software Technology Park

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PUNJAB HIGHER EDUCATION COMMISSION

PRE_QUALIFICATION OF EVENT MANAGEMENT FIRMS/ COMPANIES

Punjab Higher Education Commission (PHEC) invites applications for pre-qualification of tax registered Event Management Firms / Companies under Section 16-17 of PPRA Rules 2014.

Terms & Conditions:

- i. The interested firms / companies can obtain pre-qualification documents consisting of all details and evaluation criteria placed online and can also be downloaded from PHEC's website www.punjabhec.gov.pk and from PPRA's website www.ppra.punjab.gov.pk . The tender fee of Rs 2,000 in favor of Punjab Higher Education Commission shall be deposited at the time of submission of bids through bank draft.
- ii. The sealed bids (marked bid title on envelop) duly completed, signed, stamped, sealed in conformity with required documents must be delivered to PHEC Procurement department on or before **24th October, 2023 at 03:00 PM** which will be publicly opened on the same day at 03:30 PM in the presence of interested bidder or their representatives who may wish to attend.
- iii. PHEC may reject all bids or proposals at any time prior to the acceptance of a bid or proposal, as provided under rule-35 of Punjab Procurement Rules, 2014.
- iv. For any clarification, please contact on the below mentioned address.

IPL - 8285

Secretary of the Purchase Committee
Punjab Higher Education Commission (PHEC)
10th Floor Arfa Software Technology Park, Ferozepur Road, Lahore
Phone: 042-99233249

1. INTRODUCTION

a. INTRODUCTION

Punjab Higher Education Commission (PHEC) is an autonomous body and working for the promotion of higher education sector through organizing seminars, conferences, expo's, trainings, student conventions across the Punjab province. Experienced event management firms / companies need to be invited to participate in the pre-qualification process. PHEC is committed to transparency and efficiency in the procurement process and looks forward to collaborate with partners to achieve its mission.

b. SCOPE OF WORK

The scope of work includes the following Items: -

- i. **Event planning and coordination:** The event management companies will be responsible for organizing and coordinating various events, including seminars, conferences, expo's, trainings, student conventions etc. across the Punjab province to promote higher education. This will involve managing all aspects of the events, such as logistics, scheduling, and participant engagement.
- ii. **Budget management:** The event management companies will develop and manage the event budgets, ensuring that expenses are within the allocated funds. They will also prepare financial reports as required and ensure that all financial transactions are transparent and in compliance with Government's policies and procedures.
- iii. **Marketing and promotion:** The event management companies will develop and implement effective marketing and promotion strategies to increase public awareness and participation in the events. This may include advertising, social media campaigns, and media outreach to local and national press.
- iv. **Stakeholder engagement:** The event management companies will engage with key stakeholders, including participants, sponsors, and vendors, to ensure that their needs and expectations are met. They will maintain positive relationships with all stakeholders and ensure that their feedback is taken into account.
- v. **Evaluation and reporting:** The event management companies will evaluate the success of the events based on pre-defined criteria and prepare reports

for PHEC management. They will identify areas for improvement and make recommendations for future events. They will also provide post-event evaluations and feedback to PHEC.

2. INVITATION FOR PRE-QUALIFICATION

- i. The tax registered event management firms / companies shall be prequalified as per Section 16-17 of PPRA Rules 2014 for one (01) year through an advertisement to be placed in national dailies as given at Page-2 above.
- ii. PHEC reserves the right to reject late and incomplete applications.
- iii. The applications will be evaluated as per criteria devised in this document.
- iv. Applicants will be informed, in due course, of the result of the evaluation of applications.
- v. Only firms prequalified under this process will be invited to bid.

3. INSTRUCTIONS TO APPLICANTS

- i. Applications for pre-qualification on prescribed form attached with this document must be received in sealed envelopes to be delivered by hand or through registered mail to the Purchase Committee 10th floor Arfa Software Technology Park, 346-B, Main Ferozepur Road not later than **24th October, 2023 at 3:00 PM** and the same shall be opened on same day at **03:30 PM**.
- ii. PHEC reserves the right to reject late and incomplete applications.
- iii. The name and mailing address of the applicant shall be clearly marked on left hand side of the envelope.
- iv. The applications shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English. PHEC reserves the rights to reject the application for Pre- qualification in case of non-compliance of the requirements as stated in this document.
- v. 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 disqualification of the applicant.
- vi. The clarifications about this pre-qualification can be obtained from the office of Assistant Director (Procurement), PHEC in working hours in writing as well as verbally.

4. QUALIFICATION CRITERIA

- i. Pre-qualification will be based on the criteria given in succeeding paras regarding the Applicant's Financial Soundness, Experience Record, Personnel 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.
- ii. The applicant firm must be tax registered with the Government.
- iii. The weightage / marks for different categories will be followed as per table given below:

SN.	Category	Weightage /Marks
1	Qualifications <ul style="list-style-type: none">Portfolio of the firmRegistration with FBR / PRA	20
2	Relevant Experience & Past Performance <ul style="list-style-type: none">2 marks for each year up to 10 marks2 marks for each event of minimum 500 participants up to 10 marks	20
3	Personnel Capabilities (Personnel/Managerial Capability/Equipment etc.) <ul style="list-style-type: none">4 marks for experienced event managers, 2 for each1 mark for each year from establishment up to 10 marks3 marks for in-house designing facility, 1 for each member3 marks for experienced creative team, 1 for each member	20
4	Advertising Campaigns <ul style="list-style-type: none">2 marks for each big campaign up to 10 marks1 mark for each social media campaign up to 10 marks	20
5	Financial Position <ul style="list-style-type: none">Annual Audit Reports for last 5 years showing sufficient financial strength, 2 marks for each year report up to 10 marks2 marks for a million rupees in the bank statement for last 5 months showing financial strength	20
Total:		100

- iv. Prequalification status shall be decided on the basis of marks obtained through the above said criteria.

- v. The companies securing 70% and above aggregated marks shall stand qualified as Event Management Firms at the panel of Punjab Higher Education Commission (PHEC).
- vi. The firms shall submit tax registration certificates with their applications / forms.
- vii. Portfolio of the firm must be attached with the application / form.
- viii. The applicants must submit Letters of Verification from the clients for the above claimed events mentioned at Sr. # 2 of the table above.
- ix. Documentary proof pertaining to qualification criteria given above must be attached with the application / form failing which no weightage shall be marked.
- x. Detail of Organization with office address and experience record etc. must be attached with the application / form.
- xi. List of key personnel / Staff available and capabilities shall be attached.
- xii. Duly verified bank statement, complete detail of similar events managed during the last five years mentioning location, cost and details about the employers along with performance certificates and enlistment certificates with the govt. departments shall be attached.
- xiii. A certificate needs to be attached to the effect that the firm / company is not involved in litigation with any department.
- xiv. The firm shall attach an undertaking on minimum of Rs. 200/- Stamp Paper that the firm has never been blacklisted by any department. Failure to provide this Undertaking will result into **REJECTION** of the prequalification application.

5. **CONFLICT OF INTEREST**

- i. The applicant firm 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 for the contract, over the last five years. Any such association may result in disqualification of the applicant firm.
- ii. 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.
- iii. Only firms that have been prequalified under this procedure shall be

invited to bid.

- iv. The Employer reserves the right to 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.
- v. The employer may reject or accept any application and 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. Applicant firms will be informed in writing by fax or mail in due course of time of the result of their application.

LETTER OF APPLICATION / FORM

Date:

Contract No:

To:

Purchase Committee,

Punjab Higher Education Commission (PHEC)

Arfa Software Technology Park, Ferozepur Road, 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 an Event Management Firm.
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

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 disqualificationactions.
5. 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)

Annex A (Schedule of Requirement)

SN	Particulars
1	Registration Desk
2	Stage
3	Stage Decore
4	Sound System
5	Wireless Mics
6	SMD
7	Board Rooms
8	Hall
9	Flower Buckey
10	Shields
11	Souvenirs
12	Lunch Boxes
13	Lunch Buffet
14	LAN Internet
15	Water bottles 500ml
16	Water Dispenser
17	Dispenser Water Bottle
18	Certificates
19	Broachers
20	Pana flexes
21	Name Plates
22	Standees
23	Media Wall
24	Sofa single Seater
25	Sofa two-Seater
26	Sofa three-Seater
27	Coffee Tables
28	Single Room
29	Double Room
30	Extension Boards
31	Training Kit (including Bags, Notepad, Pen, Markers, USB etc)
32	Card holder
33	Paper Reams
34	Full Board (Room, Breakfast, Lunch, Tea, Dinner etc)
35	Flip Charts
36	Tissue Boxes
37	Tea with one snack
38	Tea with two snacks
39	White Boards with markers
40	Cold drinks
41	Fresh Juices
42	Ribbon and Scissors
43	Confetti Machine
44	Shells with table and Chairs
45	Carpets
46	LED Screens

SN	Particulars
47	Photography
48	Videography
49	Entrance Gate
50	Designing & Printing
51	Vinyl Cheque
52	Files
53	Pens
54	Scotch Tape
55	Double Tape
56	PHEC Badges
57	Lights
58	Glasses
59	PHEC Pavilion
60	Waste Baskets
61	Electricity Wiring
62	Branding
63	Cabling
64	Carpet
65	Any other related to the event