



# SINDH EDUCATION FOUNDATION

Government of Sindh



## TENDER ATTENDANCE SLIP

Date: 26<sup>th</sup> September, 2017

Agenda: Opening of Technical Proposals

Tender No. SEF/NP/17-18/10

Tender: RFP HIRING OF EVENT MANAGEMENT FIRM FOR SEF SILVER JUBILEE CELEBRATION

Following firms submitted their Proposals in this IFB.

S.No.	NAME OF PARTICPANT FIRM	TENDER FEES SUBMITTED (YES/NO)	ATTENDED BY (Name)	CONTACT (Cell #)	SIGNATURES
1	Nase International	✓	Sohail Aziz	0333 2164963	
2	SYNTAX COMMUNICATIONS	✓	S.DANISH SUBHANI	0300 2254711	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					



# SINDH EDUCATION FOUNDATION

Government of Sindh



## ATTENDANCE OF CO-OPTED MEMBER & CONSULTANT SELECTION COMMITTEE

### RFP HIRING OF EVENT MANAGEMENT FIRM FOR SEF SILVER JUBILEE CELEBRATION (SEF/NP/17-18/10)

AGENDA: OPENING OF TECHNICAL PROPOSALS

DATE: 26<sup>TH</sup> SEPTEMBER, 2017

Sign: \_\_\_\_\_

**Mr. Nisar Banbhan**  
Deputy Director, ACU, SEF  
Co-opted Member  
Sindh Education Foundation,  
Government of Sindh.

Sign: \_\_\_\_\_

**Mr. Nawab Zafar Ali**  
Deputy Director (M&E),  
Secretary Consultant Selection Committee  
Sindh Education Foundation,  
Government of Sindh.

Sign: \_\_\_\_\_

**Mr. Mubashir Mirza**  
Assistant Director, (AASP),  
Member Consultant Selection Committee  
Sindh Education Foundation,  
Government of Sindh.

Sign: \_\_\_\_\_

**Mr. Taufique Ahmed Shaikh**  
Assistant Chief,  
Representative from Planning & Development  
Dept.,  
Member of Consultant Selection Committee  
Sindh Education Foundation,  
Government of Sindh.

Sign: \_\_\_\_\_

**Mr. Muhammad Moosa**  
Deputy Secretary (B & E IV),  
Representative Finance Dept., GoS,  
Member of Consultant Selection Committee,  
Sindh Education Foundation,  
Government of Sindh.

**Mr. Muhammad Abdullah Abbasi**  
Director (General Administration & Co-ordination)  
**Chairman of Consultant Selection Committee**  
Sindh Education Foundation  
Government of Sindh.



# SINDH EDUCATION FOUNDATION



Government of Sindh

SUBJECT: MINUTES OF THE MEETING OF CONSULTANT SELECTION COMMITTEE HELD ON 26<sup>th</sup> SEPTEMBER, 2017 AT 02:00 P.M

Meeting of the Consultant Selection Committee was held at 02:00 p.m. on 26<sup>th</sup> September, 2017 in the conference room, Sindh Education Foundation, Karachi. The Committee had Co-opted the following as member of the Committee.

- Acting Director, Training & Assessment Unit, SEF, (Co-opted Member CSC), SEF for **Hiring of firm for Teachers' Training for SEF Programs' ESSP, PPRS & SAS.**
- Deputy Director ACU, SEF, (Co-opted Member CSC), SEF for **Hiring of Event Management Firm for SEF Silver Jubilee Celebration.**
- Acting Deputy Director LSU, SEF, (Co-opted Member CSC), SEF for **Hiring of Short Term Consultant for (Subject Expert in Science)**
- Acting Assistant Director, GA&C, SEF (Co-opted Member, CSC), SEF for **Hiring of Individual Consultant Architect required for SEF Short Consultancy**

The Chair of the Committee briefed the participants of the Committee about the agenda of the meeting. The Agenda of the meeting is given below:

## REVIEW & DISCUSSION ON TERMS OF REFERENCE (TORs)

- Hiring of firm for Teachers' Training for SEF Programs ESSP, PPRS & SAS (SEF/NP/17-18/23).

## OPENING OF TECHNICAL PROPOSALS AT 3:30 P.M ONWARDS

- Hiring of Event Management Firm for SEF Silver Jubilee Celebration (SEF/NP/17-18/10).
- Hiring of Individual Consultant Architect required for SEF Short Consultancy (SEF/NP/17-18/19).
- Hiring of Short Term Consultant for (Subject Expert in Science) (SEF/NP/17-18/17).

## Agenda item No. 1

The Consultant Selection Committee reviewed & discussed the TORs of Hiring of firm for Teachers' Training for SEF Programs ESSP, PPRS & SAS (SEF/NP/17-18/23) briefed by the nominee of the co-opted member Mr. Ali Usman, (A-DD). The contents of the TORs were thoroughly deliberated and the Committee advised to beef up the eligibility & evaluation criteria and add essential data related to number of schools for clarity of scope. The Committee recommended that the comments and feedback of Consultant Selection Committee should be incorporated and the final Request for Proposal (RFP) along with advertisement may be reviewed in the next meeting of Consultant Selection Committee accordingly.

## Agenda item No. 2

The participants of the meeting were informed that Technical Proposals of Request for Hiring of Event Management Firm for SEF Silver Jubilee Celebration (SEF/NP/17-18/10) was advertised on SPPRA and SEF's official website on 8<sup>th</sup> September, 2017. Last date for submitting proposals was 26<sup>th</sup> September, 2017 and was opened on the same date at 03:30 p.m. In response to the RFP, the following Two Firms submitted their Proposals:

Ali Usman  
09/10/2017



# SINDH EDUCATION FOUNDATION



Government of Sindh

## MINUTES OF THE MEETING OF CONSULTANT SELECTION COMMITTEE HELD ON 26<sup>th</sup> SEPTEMBER, 2017 AT 02:00 P.M

1. M/s. NASA International (An Event Management Company).
2. M/s. SYNTAX Communications.

The proposals of the aforementioned tender were opened in the presence of the Committee members and representative(s) of the Bidder(s) and subsequently the Technical Proposals were signed by all the members of the Committee along with the envelopes. Whereas the sealed financial proposals were kept back in a box and the box was properly sealed until the date of opening of financial bid.

The CSC proposed that the Technical Proposals of participated firm to be sent to Co-opted member for initial evaluation after completion of necessary paperwork by the Procurement Department to initiate the evaluation. The Committee recommended to proceed further with the matter.

### Agenda item No. 3

The participants of the meeting were informed about the Hiring of Individual Consultant Architect required for SEF Short Consultancy (SEF/NP/17-18/19) was published on 6<sup>th</sup> September, 2017 in newspapers Daily Imkaan Karachi also advertised on SPPRA and SEF's official website on 8<sup>th</sup> September, 2017. Last date for submitting CVs was 26<sup>th</sup> September, 2017 and was opened on the same date at 03:40 p.m. In response to the RFP, total Four (4) Curriculum Vitae (CVs) were received via email and courier (Annexure-A).

The CV(s) of the individual Consultant(s) for the aforementioned tender were opened and the names of participant(s) were announced presence of the Committee members and subsequently the CV received via courier along with the envelope and CV(s) by e-mails were signed by all the members of the Committee. It was advised by the CSC to Procurement Department to ask the relevant requisite clarification/documents as mentioned in the Advertisement from the individuals to initiate the evaluation.

The Committee recommended to proceed further with the matter.

### Agenda item No. 4

The participants of the meeting were informed that Hiring of Short Term Consultant for (Subject Expert in Science) (SEF/NP/17-18/17) was advertised on SPPRA & SEF official website on 8<sup>th</sup> September, 2017 and opening date of CV(s) was 26<sup>th</sup> September, 2017 and was opened on the same date at 03:50 p.m. Not a single candidate participated in the referred Tender.

Due to the non-submission of Curriculum Vitae (CVs) from any individual, the Consultant Selection Committee recommended to Re-tender Hiring of Short Term Consultant for (Subject Expert in Science) after some amendments in the TORs if required by the End-user. After discussion it was decided by the Consultant Selection Committee to upload the Ad. & TORs for the said tender on official website of SPPRA and SEF while the PA can also issue advertisement in a widely circulated newspaper after the recommendation of the Competent Authority to the end-user.



# SINDH EDUCATION FOUNDATION



Government of Sindh

**MINUTES OF THE MEETING OF CONSULTANT SELECTION COMMITTEE HELD ON  
26<sup>th</sup> SEPTEMBER, 2017 AT 02:00 P.M**

## ATTENDANCE OF CO-OPTED MEMBER

Sign: \_\_\_\_\_

**Ms. Shahpara Rizvi**  
Acting Director-T&A Unit, SEF  
Co-opted Member CSC  
Sindh Education Foundation,  
Government of Sindh.

Sign: \_\_\_\_\_

**Mr. Nisar Banbhan**  
Deputy Director, ACU, SEF  
Co-opted Member  
Sindh Education Foundation,  
Government of Sindh

Sign: \_\_\_\_\_

**Ms. Musarat Palijo**  
Acting Deputy Director-LSU, SEF  
Co-opted Member CSC  
Sindh Education Foundation,  
Government of Sindh.

Sign: \_\_\_\_\_

**Mr. Aneel Ahmed Memon**  
Acting Assistant Director-GA&C, SEF  
Co-opted Member CSC  
Sindh Education Foundation,  
Government of Sindh.



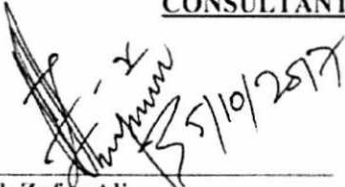
# SINDH EDUCATION FOUNDATION

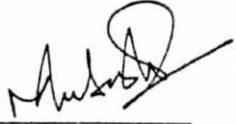


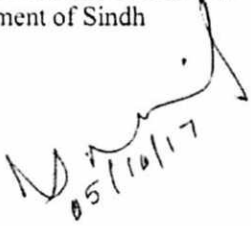
Government of Sindh

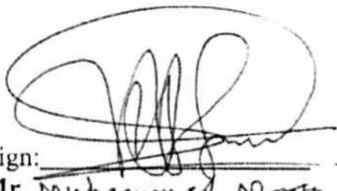
MINUTES OF THE MEETING OF CONSULTANT SELECTION COMMITTEE HELD ON  
26<sup>th</sup> SEPTEMBER, 2017 AT 02:00 P.M

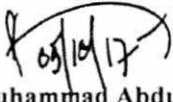
## CONSULTANT SELECTION COMMITTEE

Sign:   
Mr. Nawab Zafar Ali  
Deputy Director (M&E),  
Secretary Consultant Selection Committee  
Sindh Education Foundation,  
Government of Sindh

Sign:   
Mr. Mubashir Mirza  
Assistant Director, (AASP),  
Member Consultant Selection Committee  
Sindh Education Foundation,  
Government of Sindh

Sign:   
Mr. Taufique Ahmed Shaikh  
Assistant Chief,  
Representative from Planning & Development  
Dept.,  
Member of Consultant Selection Committee  
Sindh Education Foundation,  
Government of Sindh

Sign:   
Mr. Muhammad Noor  
Deputy Secretary (B & E IV),  
Representative Finance Dept., GoS,  
Member of Consultant Selection Committee,  
Sindh Education Foundation,  
Government of Sindh

  
Mr. Muhammad Abdullah Abbasi  
Director (General Administration & Co-ordination)  
Chairman of Consultant Selection Committee  
Sindh Education Foundation  
Government of Sindh.

**SINDH EDUCATION FOUNDATION GOVERNMENT OF SINDH**  
**RFP Hiring of Event Management Firm for (SEF Silver Jubilee Celebration)**

**RFP # - SEF/NP/2017-18/10**

**Opening of Technical Proposals: 26-September-2017**

Eligibility Criteria		M/s. SYNTAX Communications	M/s. Nasa International (An Event Management Firm)
1	Must have an office in Karachi	Yes	Yes
2	The Agency must be rendering brand promotion and event management services in same name and style for last Five years	Yes	Yes
3	In the last 5 (five) financial years, the firm should have solely undertaken and completed event management of minimum 3 (three) projects of State / National / International repute with a contract value of at least Rs. 3 million.	Yes	Yes
4	An affidavit on 50/- rupees stamp / bond paper declaring/certifying that the firm has never been blacklisted by any Organization.	Yes	Yes
5	Firm must be registered with relevant Tax Authorities like FBR, SRB etc (evidence of registration shall be required).	Yes	Yes
6	The firm should have a turnover of at least Rs. 10 million per annum in the last (three) financial years. (Valid Audit Report required from a Chartered Accountant firm that is not blacklisted).	Yes	Yes
<b>FINDING</b>		<b>Eligible</b>	<b>Eligible</b>

**NOTE:**

- The eligibility sheet has been prepared by the Co-opted Member and compiled by the Procurement Dept. SEF.
- The Consultant Selection Committee thoroughly discussed the findings of the eligibility process and endorsed that M/s. SYNTAX Communications and M/s. Nasa International (An Event Management Firm) have been found eligible by Consultant Selection Committee through Eligibility Criteria process of RFP. The Consultant Selection Committee recommended for Technical Evaluation of both Firms.

**MEMBERS OF CONSULTANT SELECTION COMMITTEE**

*[Signature]*  
**Mr. Nawab Zafar Ali**  
 Deputy Director (M&E)  
 Secretary of Consultant Selection Committee  
 Sindh Education Foundation  
 Government of Sindh

*[Signature]*  
**Mr. Muhammad Moosa Soomro**  
 Deputy Sec. Finance (B & E IV),  
 Member of Consultant Selection Committee  
 Sindh Education Foundation  
 Government of Sindh

*[Signature]*  
**Mr. Mubashir Mirza**  
 Assistant Director (AASP)  
 Member of Consultant Selection Committee  
 Sindh Education Foundation,  
 Government of Sindh

*[Signature]*  
**Mr. Muhammad Abdullah Abbasi**  
 Director, General Administration & Co-ordination  
 Chairman of Consultant Selection Committee  
 Sindh Education Foundation  
 Government of Sindh

*[Signature]*  
**Mr. Taufique Ahmed Shaikh**  
 Assistant Chief (Edu)  
 Planning & Development Dept. Govt. of Sindh  
 Member of Consultant Selection Committee  
 Sindh Education Foundation  
 Government of Sindh

**SINDH EDUCATION FOUNDATION GOVT. OF SINDH**

**EVALUATION OF TECHNICAL PROPOSALS**

**RFP Hiring of Event Management Firm for (SEF Silver Jubilee Celebration) # SEF/NP/17-18/10**

<b>Consultant Selection Committee</b>	M-1	Mr. Mubashir Mirza (Member)
	M-2	Mr. Taufique Ahmed Shaikh (Member)
	M-3	Mr. Muhammad Moosa Soomro Deputy Secretary, Finance (Member)
	SEC	Mr. Nawab Zafar Ali (Secretary)
	CHR	Mr. Muhammad Abdullah Abbasi (Chairman)

Opening of Technical Proposals Dated 26-September-2017				Participated Firms															
Criteria of Evaluation	Marks	%	M/s. SYNTAX Communications							M/s. Nasa International (An Event Management Firm)									
			M-1	M-2	M-3	SEC	CHR	Average	M-1	M-2	M-3	SEC	CHR	Average					
<b>a. Experience in event management of Conferences / Seminars / Cultural Events (Certificate of satisfactory job completion report required)</b>	20	20%	10	10	10	10	10	10	10	20	20	20	20	20	20				
(i) 10 years relevant experience with at least 08 similar scale assignments worth around 3 million (PKR)	20		/							/									
(ii) 05 years relevant experience with at least 05 similar scale assignments worth around 3 million (PKR)	10																		
(iii) 03 years relevant experience with at least 03 similar scale assignments worth around 3 million (PKR)	5																		
<b>b. Approach &amp; methodology and event management plan for SEF Silver Jubilee - 2017</b>	30	30%	20	20	20	20	21	20.2	25	25	25	25	26	25.2					
<b>c. Planning, designing &amp; execution of branding and promotion for SEF, Silver Jubilee – 2017</b>	20	20%	18	18	18	18	17	17.8	18	17	18	18	19	18					
<b>d. Availability of quality human resource imperative to carry out the assignment (Evidences required)</b>	10	10%	10	10	10	10	10	10	10	10	10	10	10	10					
<b>e. Availability of appropriate logistic facilities imperative to carry out the assignment (Evidences required)</b>	10	10%	10	10	10	10	10	10	10	10	10	10	10	10					
<b>(ii) Key Experts' qualifications and competence for the Assignment: (CVs to be attached)</b>	10	10%	7.5	7.5	7.5	7.5	7.5	7.5	5	5	5	5	5	5					
<b>Sub-criteria</b>	<b>Marks</b>	<b>Team Leader</b>	<b>Media Expert</b>	/															
General qualifications	2.5*2	Master's in Public Relations/Marketing	Bachelors in Mass Communication																
Adequacy for the assignment (Experience)	2.5*2	7 years (at least)	5 years (at least)																
<b>Marks</b>		5	5	/															
<b>Grand Total</b>																100	100%		

The minimum technical score required to pass is: 75 points


Note:

This sheet is typed and compiled by Procurement department.


M/s. SYNTAX Communications & M/s. Nasa International (An Event Management Firm) have been shortlisted for the RFP Hiring of Event Management Firm for (SEF Silver Jubilee Celebration) by Consultant Selection Committee through Technical Evaluation as per Quality and Cost Based Selection (QCBS) Method and The Consultant Selection Committee recommended for Opening of Financial Proposals.

**MEMBERS OF CONSULTANT SELECTION COMMITTEE**

Mr. Nawab Zafar Ali  
Deputy Director (M&E)  
Secretary of Consultant Selection Committee  
Sindh Education Foundation  
Government of Sindh

  
Mr. Muhammad Moosa Soomro  
Deputy Secy. Finance, (B & E -IV)  
Member of Consultant Selection Committee  
Sindh Education Foundation  
Government of Sindh

Mr. Taufique Ahmed Shaikh  
Assistant Chief (Edu)  
Planning & Development Dept. Govt. of Sindh  
Member of Consultant Selection Committee  
Sindh Education Foundation  
Government of Sindh

  
Mr. Muhammad Abdullah Abbasi  
Director (General Administration & Co-ordination)  
Chairman Consultant Selection Committee  
Sindh Education Foundation  
Government of Sindh

Mr. Mubashir Mirza  
Assistant Director (AASP)  
Member of Consultant Selection Committee  
Sindh Education Foundation,  
Government of Sindh





# SINDH EDUCATION FOUNDATION

Government of Sindh



## TENDER ATTENDANCE SLIP

Agenda: OPENING OF FINANCIAL PROPOSAL

Date: 19<sup>th</sup> October, 2017

Tender No. SEF/NP/17-18/10

Tender: RFP HIRING OF EVENT MANAGEMENT FIRM FOR SEF SILVER JUBILEE CELEBRATION

Following firms submitted their Proposals in this IFB.

S.No.	NAME OF PARTICIPANT FIRM	ATTENDED BY (Name)	CONTACT (Cell #)	SIGNATURES
1	Nasa International	Sohail Agib	0333 2164463	
2	SYNTAX COMMUNICATIONS	S. DANISH SUBHANI	0300 2254711	

Loudly announced bid information of bidders:

S.NO.	NAME OF FIRMS	BID VALUE IN PKR.	BID SECURITY IN PKR	BIDDER'S SIGNATURES
1	NASA International	Rs. 7500,000/=	225000/=	
2	SYNTAX Communication	Rs. 4594059/=	137822/=	



# SINDH EDUCATION FOUNDATION

Government of Sindh



## ATTENDANCE OF CO-OPTED MEMBER & CONSULTANT SELECTION COMMITTEE

### RFP HIRING OF EVENT MANAGEMENT FIRM FOR SEF SILVER JUBILEE CELEBRATION (SEF/NP/17-18/10)

AGENDA: OPENING OF FINANCIAL PROPOSALS

DATE: 19<sup>th</sup> October, 2017

Sign: \_\_\_\_\_

**Mr. Nisar Banbhan**

Deputy Director, ACU, SEF

Co-opted Member

Sindh Education Foundation,

Government of Sindh.

Sign: \_\_\_\_\_

**Mr. Nawab Zafar Ali**

Deputy Director (M&E),

Secretary Consultant Selection Committee

Sindh Education Foundation,

Government of Sindh.

Sign: \_\_\_\_\_

**Mr. Mubashir Mirza**

Assistant Director, (AASP),

Member Consultant Selection Committee

Sindh Education Foundation,

Government of Sindh.

Sign: \_\_\_\_\_

**Mr. Taufique Ahmed Shaikh**

Assistant Chief,

Representative from Planning & Development  
Dept.,

Member of Consultant Selection Committee

Sindh Education Foundation,

Government of Sindh.

Sign: \_\_\_\_\_

**Mr. Muhammad Moose**

Deputy Secretary (B & E IV),

Representative Finance Dept., GoS,

Member of Consultant Selection Committee,

Sindh Education Foundation,

Government of Sindh.

\_\_\_\_\_  
19/10/17  
**Mr. Muhammad Abdullah Abbasi**  
Director (General Administration & Co-ordination)  
**Chairman of Consultant Selection Committee**  
Sindh Education Foundation  
Government of Sindh



# SINDH EDUCATION FOUNDATION



Government of Sindh

SUBJECT: MINUTES OF THE MEETING OF CONSULTANT SELECTION COMMITTEE  
HELD ON 19<sup>TH</sup> OCTOBER, 2017 AT 03:30 P.M

Meeting of the Consultant Selection Committee was held at 03:30 p.m. on 19<sup>th</sup> October, 2017 in the conference room, Sindh Education Foundation, Karachi. The Committee had Co-opted the following as member of the Committee.

- Acting Director FA&A, SEF (Technical Co-opted Member, CSC), SEF for Hiring of Firm for External Audit FY 2015-16 & 2016-17 & to Conduct Agreed Upon Procedure.
- Deputy Director ACU, SEF, (Co-opted Member CSC), SEF for Hiring of Event Management firm for (SEF Silver Jubilee Celebration)
- Senior Officer IC/C, SEF, (Technical Co-opted Member CSC), SEF for Hiring of Firm for External Audit FY 2015-16 & 2016-17 & to Conduct Agreed Upon Procedure.

The Chair of the Committee briefed the participants of the Committee about the agenda of the meeting. The Agenda of the meeting is given below:

## OPENING OF FINANCIAL PROPOSALS

- **Hiring of Event Management Firm for SEF Silver Jubilee Celebration (SEF/NP/17-18/10).**

## TECHNICAL EVALUATION

- **Hiring of Firm for External Audit FY 2015-16 & 2016-17 & to Conduct Agreed Upon Procedure (SEF/NP/17-18/22).**

### Agenda item No.1

The participants of the meeting were informed that Technical Proposals of Request for Hiring of Event Management Firm for SEF Silver Jubilee Celebration (SEF/NP/17-18/10) was opened on 26<sup>th</sup> September, 2017 at 3:30 pm. In response to the RFP, Two Firms submitted their Proposals 1) **M/s. NASA International (An Event Management Company)** & 2) **M/s. SYNTAX Communications**.

Both the participating firms have been shortlisted by Consultant Selection Committee in the Technical Criteria sheet in which M/s. NASA International (An Event Management Company) & M/s. SYNTAX Communications got **88.2%** & **75.5% marks** respectively.

With the permission of the Committee members and Chairperson, sealed Financial Proposals were opened and the bid was announced in front of all participants of the committee and the representative(s) of the firm(s). The total bid amount submitted by M/s. NASA International (An Event Management Company) is **Rs. 7,500,000/=** along with 3% bid security of **Rs. 225,000/=** and total bid amount submitted by M/s. SYNTAX Communications is **Rs. 4,594,059/=** along with 3% bid security of **Rs. 137,822/=**.

The Committee recommended proceeding further with the process.





# SINDH EDUCATION FOUNDATION



Government of Sindh

**MINUTES OF THE MEETING OF CONSULTANT SELECTION COMMITTEE**  
**HELD ON 19<sup>TH</sup> OCTOBER, 2017 AT 03:30 P.M**

**Agenda item No.2**

The participants of the meeting were informed that Technical Proposals of Request for Hiring of Firm for External Audit FY 2015-16 & 2016-17 & to conduct agreed upon procedure (SEF/NP/17-18/22) was opened on 5<sup>th</sup> October, 2017 at 3:30 pm. In response to the RFP, Three Firms submitted their Proposals 1) M/s. Tariq Abdul Ghani Maqbool & Co. (Chartered Accountants Firm), 2) The Consortium of M/s. Ahmed Saif & Co. and M/s. Kreston Hyder Bhimji & Co. (Lead Firm) (Chartered Accountants Firms) & 3) M/s. Ernst & Young Ford Rhodes (Chartered Accountants Firm)

M/s. Ernst & Young Ford Rhodes (Chartered Accountants Firm) enclosed Bid Security of Rs. 320,000 Banker Cheque No. 2579042 dated 04-10-17 along with Technical Proposal, due which Committee had disqualified the firm at the time of opening of Proposals while it was advised that the sealed Financial Proposal be handed over to the bidder as per Rule.

The Technical Evaluation as per Technical Criteria had also been evaluated by the Co-opted Member, SEF and the signed evaluation sheet was also shared and explained to the CSC Members. After the discussion on evaluation of Co-opted Member, the individual sheets had been distributed among all the Committee Members along with Master Files for evaluation.

The Committee recommended proceeding further with the process.

**ATTENDANCE OF CO-OPTED MEMBER**

Agenda Item # 02  
2-6m  
25/10/17

Sign: \_\_\_\_\_

**Mr. Muhammad Tasleem**  
Acting Director, FA&A  
Technical Co-opted Member CSC  
Sindh Education Foundation,  
Government of Sindh.

Sign: \_\_\_\_\_

**Mr. Nisar Banbhan**  
Deputy Director, ACU, SEF  
Co-opted Member  
Sindh Education Foundation,  
Government of Sindh.

Sign: \_\_\_\_\_

**Mr. Ali Nisar**  
Senior Officer, IC/C  
Technical Co-opted Member CSC  
Sindh Education Foundation,  
Government of Sindh.

20/10/2017



# SINDH EDUCATION FOUNDATION



Government of Sindh

**MINUTES OF THE MEETING OF CONSULTANT SELECTION COMMITTEE**  
**HELD ON 19<sup>TH</sup> OCTOBER, 2017 AT 03:30 P.M**

**ATTENDANCE OF CONSULTANT SELECTION COMMITTEE**

Sign: \_\_\_\_\_

**Mr. Nawab Zafar Ali**  
Deputy Director (M&E),  
Secretary Consultant Selection Committee  
Sindh Education Foundation,  
Government of Sindh

Sign: \_\_\_\_\_

**Mr. Mubashir Mirza**  
Assistant Director, (AASP),  
Member Consultant Selection Committee  
Sindh Education Foundation,  
Government of Sindh

Sign: \_\_\_\_\_

**Mr. Taufique Ahmed Shaikh**  
Assistant Chief,  
Representative from Planning & Development  
Dept.,  
Member of Consultant Selection Committee  
Sindh Education Foundation,  
Government of Sindh

Sign: \_\_\_\_\_

**Mr. Muhammad Momen**  
Deputy Secretary (B & E IV),  
Representative Finance Dept., GoS,  
Member of Consultant Selection Committee,  
Sindh Education Foundation,  
Government of Sindh

**Mr. Muhammad Abdullah Abbasi**  
Director (General Administration & Co-ordination)  
**Chairman of Consultant Selection Committee**  
Sindh Education Foundation  
Government of Sindh

**SINDH EDUCATION FOUNDATION GOVERNMENT OF SINDH**

**RFP Hiring of Event Management Firm for (SEF Silver Jubilee Celebration) # SEF/NP/17-18/10**

**Combined Technical & Financial Evaluation Sheet as per QCBS Method**

Technical Opening Date: 26-09-2017

Financial Opening Date: 19-10-2017

SHORTLISTED FIRMS	M/s. SYNTAX Communications	M/s. Nasa International (An Event Management Firm)
<b>TECHNICAL EVALUATION:</b>		
Technical Points out of 100	75.5	88.2
75% Quality , (Technical)	56.63	66.15
Ranking at Technical score	2nd	1st
<b>FINANCIAL EVALUATION:</b>		
Financial Prices	4,594,059	7,500,000
Financial Points out of 100	100.00	61.25
25% Cost (Financial)	25.000	15.314
Consolidated ranking according to the formula to calculate the highest combined achievement in Tech & Fin score (S = St x T% + Sf x P%).	81.625	81.464
Ranking at Consolidate Technical & Financial Marks:	First Lowest Evaluated Bidder	Second Lowest Evaluated Bidder

**Note:**

1) The Consultant Selection Committee found that the Lowest Evaluated Bid is from M/s. SYNTAX Communications whereas M/s. Nasa International (An Event Management Firm) is 2nd Lowest firm.

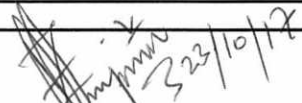
3) The Consultant Selection Committee recommended **M/s. SYNTAX Communications**, at top(1st) ranking on the basis of Combined Technical & Financial Evaluation as per QCBS Method ,this is for kind approval of Competent Authority of SEF to award the contract to M/s. SYNTAX Communications .

**TECHNICAL CO-OPTED MEMBER**

  
**Mr. Nisar Banbhan**

Deputy Director, ACU  
Co-opted Member, CSC  
Sindh Education Foundation,  
Government of Sindh

**CONSULTANT SELECTION COMMITTEE**

  
**Mr. Nawab Zafar Ali**

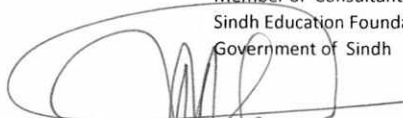
Deputy Director (M&E)  
Secretary of Consultant Selection Committee  
Sindh Education Foundation  
Government of Sindh

  
**Mr. Taufique Ahmed Shaikh**

Assistant Chief (Edu)  
Planning & Development Dept. Govt. of Sindh  
Member of Consultant Selection Committee  
Sindh Education Foundation  
Government of Sindh

  
**Mr. Mubashir Mirza**

Assistant Director (AASP)  
Member of Consultant Selection Committee  
Sindh Education Foundation,  
Government of Sindh

  
**Mr. Muhammad Mosa Soomro**

Deputy Sec. Finance, (B & E -IV)  
Member of Consultant Selection Committee  
Sindh Education Foundation  
Government of Sindh

  
**Mr. Muhammad Abdullah Abbasi**

Director (General Administration & Co-ordination)  
Chairman Consultant Selection Committee  
Sindh Education Foundation  
Government of Sindh

## Bid Evaluation Report

1. Name of Procuring Agency: <b>Sindh Education Foundation (Govt. of Sindh)</b>
2. Tender Reference No: <b>SEF/NP/17-18/10</b>
3. Tender Description/Name of work/item: <b>RFP Hiring of Event Management Firm for (SEF Silver Jubilee Celebration).</b>
4. Method of Procurement: <b>QCBS Method</b>
5. Tender Published: <b>SPPRA S.N # 34355 (08-09-2017)</b>
<b>The National Status English 09/09/2017, National Courier English 08/09/2017, Daily Imroz Urdu 08/09/2017, Daily Sindh Amar 08/09/2017 and Daily Sada-e-Sindh 09/09/2017.</b>
6. Total RFP documents Issued: <b>02 issued from Procurement Dept.</b>
7. Technical Bid Opening date: (if applicable) <b>26th September, 2017</b>
8. Total Bids Received: <b>02 Bids Received.</b>
9. No. of Bid technically qualified (if applicable): <b>02</b>
10. Financial Bid Opening Date: <b>19th October, 2017</b>

S No	Name of Firm or Bidder	Total Bid, Cost offered by the Bidder	Ranking in terms of consolidated (Technical & Financial) evaluation	Comparison with Estimated cost	Reasons for acceptance/rejection through QCBS selection method and rating calculated by formula (s=stxt%+sfxP%)	Remarks
0	1	2	3	4	5	6
1	M/s. SYNTAX Communications	4,594,059	1st	4.6 Million	Accepted because the firm attains the highest combined technical & financial score.	Recommended to award the contract.
2	M/s. Nasa International (An Event Management Firm)	7,500,000	2nd		Rejected because the firm attains the second highest combined technical & financial score.	Not Recommended to award the contract.

### CONSULTANT SELECTION COMMITTEE

<p style="text-align: right;"><i>[Signature]</i> 26/10/17</p> <p><b>Mr. Nawab Zafar Ali</b> Deputy Director (M&amp;E) Secretary of Consultant Selection Committee Sindh Education Foundation Government of Sindh</p> <p style="text-align: right;"><i>[Signature]</i></p>	<p style="text-align: right;"><i>[Signature]</i> 26/10/17</p> <p><b>Mr. Mubashir Mirza</b> Assistant Director (AASP) Member of Consultant Selection Committee Sindh Education Foundation Government of Sindh</p>	<p style="text-align: right;"><i>[Signature]</i> 26/10/17</p> <p><b>Mr. Taufique Ahmed Shaikh</b> Assistant Chief Planning &amp; Development Dept. Govt. of Sindh Member of Consultant Selection Committee Sindh Education Foundation Government of Sindh</p>
<p><b>Mr. Muhammad Moosa Soomro</b> Deputy Secretary. (B &amp; E - IV) Finance Department Member of Consultant Selection Committee Sindh Education Foundation Government of Sindh</p>	<p style="text-align: right;"><i>[Signature]</i> 26/10/17</p> <p><b>Mr. Muhammad Abdullah Abbasi</b> Director (General Administration &amp; Co-ordination) Chairman Consultant Selection Committee Sindh Education Foundation Government of Sindh</p>	



**Sindh  
Education  
Foundation**



Government of Sindh

No. SEF/576/17

(PROCUREMENT DEPARTMENT)

Dated: 17-11-2017

**SAY NO TO CORRUPTION**

To,

M/s. SYNTAX Communications  
Mr. Faheem Ahmed, COO  
133, Block-B, S.M.C.H.S,  
Karachi.  
Phone #: +92-021-34557220-1

**SUBJECT: INTIMATION REGARDING HIRING OF EVENT MANAGEMENT FIRM FOR  
(SEF SILVER JUBILEE CELEBRATION) Ref # (SEF/NP/17-18/10)**

Dear Concern,

The evaluation process of submitted tender has been completed; therefore the Bid evaluation report is enclosed for your intimation.

Thank you for participating in the referred tender.

Best regards,

Acting Deputy Director Procurement,  
Sindh Education Foundation,  
Govt. of Sindh,  
Karachi.

Cc. Director, General Administration & Co-ordination-SEF  
The P.S to MD-SEF

PLOT NO.21, BLOCK-7/8, OVERSEASE HOUSING, AMEER KHUSRO ROAD KARACHI, PAKISTAN.  
Phone: (92-21) 34169184, FAX #: (92-21) 99251652





No. SEF/232/17  
(PROCUREMENT DEPARTMENT)

Dated: 15-08-17

**SAY NO TO CORRUPTION**

## **NOTIFICATION**


Notification No. SEF/Proc./2016-17/...: With reference to the Notification dated 27<sup>th</sup> July 2017 (Annex-A). in this regard the note sheet (Annex-B) initiated by the Director (H.R) dated 27.07.2017, the previous notification for the Chairman, CSC, is cancelled and the Director General Administration & Co-ordination /IT will continue as the Chairman, Consultant Selection Committee from the last notification issued dated April 11<sup>th</sup>, 2017( Annex-C).

Following are the composition of CSC, SEF, in accordance with rules 67 of SPP Rules 2010 (Amended 2013).

- Director, General Administration & Co-ordination, SEF (Chairman).
- Deputy Director Monitoring and Evaluation Unit, SEF (Secretary).
- Assistant Director Adopt a School Program, SEF (Member).
- Representative from Planning & Development Department Govt. Of Sindh, (Not Below the rank of BS-18, Member).
- Representative from Finance Department, Govt. of Sindh, (Not Below the rank of BS-18, Member).


The Committee's TORs are:

- Approval of Request for Proposal before issuance;
- Shortlisting of consultants, responding to the request of Expression of Interest, where applicable, in accordance with the criteria mentioned in request for Expression of Interest;
- Evaluation of technical and financial proposals, according to the selection method and evaluation criteria, mentioned in the Request for Expression of proposal;
- Finalization of recommendation based on evaluation as mentioned above;

  
**Ms. Naheed S. Durrani**  
Managing Director,  
Sindh Education Foundation

Copy to:

1. The Secretary, Education & Literacy Department, Govt. of Sindh.
2. The Secretary Finance Department, Govt. of Sindh.
3. The Secretary Planning & Development, Govt. of Sindh.
4. Director, Human Resource Department, SEF. (Ex-Chairman Consultant Selection Committee)
5. All Consultant Selection Committee Members.
6. P.S to M.D-SEF.

  
**Shahnawaz Ali Khan**  
Acting Deputy Director, Procurement  
Sindh Education Foundation

PLOT NO.21, BLOCK-7/8, OVERSEASE HOUSING, AMEER KHUSRO ROAD KARACHI, PAKISTAN.

Phone: (92-21) 34169141-5, FAX #: (92-21) 34169181

## FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]  
Karachi, Sep 25, 2017

To: [Name and address of PA]  
Sindh Education Foundation

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below<sup>2</sup>:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
Syntax Communications 133, Block-B, S.M.C.H.S, Karachi	PKR.45,94,059/-	SEF Silver Jubilee Celebration Hiring of Event Management Firm

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory: Faheem Ahmed - Chief Operating Officer

Name of Firm: Syntax Communications

Address: 133, Block-B, S.M.C.H.S, Karachi

- 1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.  
2 If applicable, replace this paragraph with: "No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution."

Sindh Public Procurement Regulatory Authority (SPPRA)

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FORM FIN-2. SUMMARY OF COSTS

Item	Costs	
	Indicate Foreign Currency	Indicate Local Currency
Total Costs of Financial Proposal <sup>2</sup> (Including all taxes, duties and etc.)	USD.43,753/-	PKR. 45,94,059/-

- 1 Indicate between brackets the name of the foreign currency. Maximum of three currencies; use as many columns as needed, and delete the others.
- 2 Indicate the total costs excluding local taxes to be paid by the PA in each currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

*[Handwritten Signature]*  
19/10/17

*[Handwritten Signature]*  
19/10/17

*[Handwritten Signature]*  
19/10/17

FORM FIN-3. BREAKDOWN OF COSTS BY ACTIVITY<sup>1</sup>

Group of Activities (Phase): <sup>2</sup>	Description: <sup>3</sup>			
Cost component	Costs			
	[Indicate Foreign Currency # 1] <sup>4</sup>	[Indicate Foreign Currency # 2] <sup>4</sup>	[Indicate Foreign Currency # 3] <sup>4</sup>	[Indicate Local Currency]
Remuneration <sup>5</sup>	USD 8,370/-			PKR.878,889/-
Reimbursable Expenses <sup>5</sup>	USD 35,383/-			PKR.37,15,170/-
Subtotals	USD.43,753/-			PKR.45,94,059/-

- Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g. the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
- Short description of the activities whose cost breakdown is provided in this Form.
- Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2.
- For each currency, Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

M. S. S. S.  
12/10/17

*[Signature]*  
19/10/17