

SINDH-PUBLIC PROCUREMENT REGULATORY AUTHORITY

CONTRACT EVALUATION FORM

TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF WORKS, SERVICES & GOODS

- 1) NAME OF THE ORGANIZATION / DEPTT. Sindh Education Foundation Govt. Of Sindh
- 2) PROVINCIAL / LOCAL GOVT./ OTHER Government of Sindh
- 3) TITLE OF CONTRACT Hiring of firm for Event Management(Silver Jubilee Celebration)
- 4) TENDER NUMBER SEF/NP/17-18/10
- 5) BRIEF DESCRIPTION OF CONTRACT Hiring of firm for Event Management(Silver Jubilee Celebration)
- 6) FORUM THAT APPROVED THE SCHEME Senior Management
- 7) TENDER ESTIMATED VALUE 4.6 Million
- 8) ENGINEER'S ESTIMATE
(For civil works only) N/A
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) December 30th, 2017
- 10) TENDER OPENED ON (DATE & TIME) September 26th, 2017 at time 3.30 pm
- 11) NUMBER OF TENDER DOCUMENTS SOLD 02
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED 02
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 02
- 14) BID EVALUATION REPORT
(Enclose a copy) (Enclosed a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s. Syntax Communications, S.M.C.H.S., Karachi.
- 16) CONTRACT AWARD PRICE PKR.4,594,059/-
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATION BID). 1st Lowest

18) METHOD OF PROCUREMENT USED : - (Tick one)

- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE _____ Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE Local _____ Domestic/ Local
- c) TWO STAGE BIDDING PROCEDURE _____
- d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE _____

PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED i.e. EMERGENCY, DIRECT CONTRACTING ETC. WITH BRIEF REASONS:

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT _____

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21) ADVERTISEMENT :

i) SPPRA Website
(If yes, give date and SPPRA Identification No.)

Yes	SPPRA S# 34355 (8-9-2017)
No	

ii) News Papers
(If yes, give names of newspapers and dates)

Yes	National Courier English, Daily Imraz Urdu on 8-9-17 & Daily Sada-e-Sindh on 9-9-17.
No	

22) NATURE OF CONTRACT

Domestic/ Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
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23) WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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24) WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED BID / BEST EVALUATED BID (in case of Consultancies)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY COMPLIANT?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF CONTRACT?
(Attach copy of the bid evaluation report)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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31) ANY COMPLAINTS RECEIVED
(If yes, result thereof)

Yes	
No	No

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS
(If yes, give details)

Yes	
No	No

33) WAS THE EXTENSION MADE IN RESPONSE TIME?
(If yes, give reasons)

Yes	
No	No

34) DEVIATION FROM QUALIFICATION CRITERIA
(If yes, give detailed reasons.)

Yes	
No	No

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT
BLACK LISTED?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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36) WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF THE PROCURING AGENCY TO THE
SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO
BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD:
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN
THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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38) SPECIAL CONDITIONS, IF ANY
(If yes, give Brief Description)

Yes	
No	No

Signature & Official Stamp of
Authorized Officer

[Signature]
Procurement Department
Sindh Education Foundation

FOR OFFICE USE ONLY
Sindh

SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi

Tele: 021-9205356; 021-9205369 & Fax: 021-9206291

Bid Evaluation Report

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

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

Signature
22/10/17

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

Signature
26/10/17

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

Signature
26/10/17

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

Signature

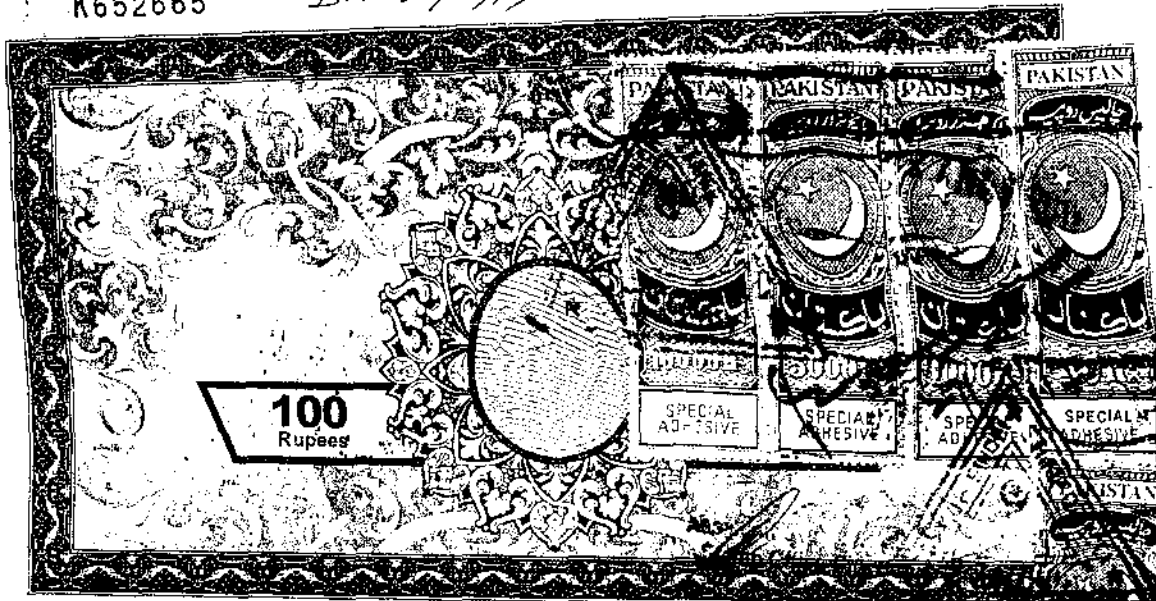
Mr. Muhammad Moosa Soomro
Deputy Secretary. (B & E - IV)
Finance Department
Member of Consultant Selection Committee
Sindh Education Foundation
Government of Sindh

Signature

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

K652665

Ch. no. 107 B. 16080/-
DT. 27/11/17



HASNAIN A

CHIEF OFFICER

S.A.O.

ISSUED

THROUGH

PURPOSE

VALUE Rs

STAMP VENDOR'S

8968

1157

VENDOR

Light House, Karachi

NISAR AHMED
ADVOCATE

[Signature]

07 NOV 2017

27 NOV 2017



CONTRACT

THIS CONTRACT ("Contract") is entered into this Friday, November 24, 2017, by and between the Sindh Education Foundation, Government of Sindh ("the Client") having its principal place of business at Plot No. 21-A, Block No. 7/8, OCHS, Ameer Khusro Road, Karachi, and M/s. Syntax Communications ("the Consultant Event Management") having its residence located at M/s. Syntax Communications, Plot#: 133, Block-B, S.M.C.H.S., Karachi.

WHEREAS, the Client wishes to have the Consultant (Event Management) performing the services hereinafter referred to, and

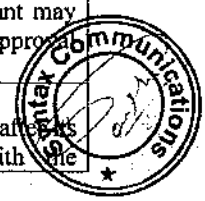
WHEREAS, the Consultant is willing to perform these services.

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services	(i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services"). (ii) The Consultant shall provide the reports listed in Annex B, "Consultant's Reporting Obligations," within the time periods listed in such Annex, vis-à-vis cost estimate of services in Annex C.
2. Term	The Consultant shall perform the Services during the period commencing November 27, 2017 and continuing through December 30, 2017.



<p>3. Payment</p>	<p>A. <u>Ceiling</u></p> <p>For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed a ceiling of <u>Rs. 4,594,059/=</u>.</p> <p>The total lump sum amount of Contract is <u>Rs. 4,594,059/=</u>. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.</p> <p>B. <u>Remuneration</u></p> <p>The Client shall pay or the Consultant for Services rendered at the rate(s) per month in accordance with the rates agreed and specified in Annex C, "Cost Estimate of Services."</p> <p>C. <u>Payment Conditions</u></p> <p>Payment shall be made in Pak Rupees not later than 10 days following submission of letter/invoices in duplicate to the Coordinator designated in paragraph 4.</p>
<p>4. Project Administration</p>	<p>A. <u>Coordinator</u></p> <p>The Client designates Mr. Nisar Ahmed Banbhan, Deputy Director, ACU, SEF as Client's Coordinator. Shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.</p> <p>C. <u>Timesheets</u></p> <p>During the course of their work under this Contract the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as instructed by the Coordinator.</p>
<p>5. Performance Standard</p>	<p>The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.</p>
<p>6. Confidentiality</p>	<p>The Consultants shall not, during the term of this Contract and within eighteen months after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.</p>
<p>7. Ownership of Material</p>	<p>Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software after seeking approval from Project Coordinator.</p>
<p>8. Consultant Not to be Engaged</p>	<p>The Consultant agrees that, during the term of this Contract and after termination, the Consultants and any entity affiliated with</p>



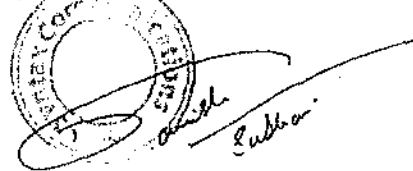
in Certain Activities	Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
9. Insurance	The Consultant will be responsible for taking out any appropriate insurance coverage.
10. Assignment	The Consultant shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.
11. Law Governing Contract and Language	The Contract shall be governed by the laws of Pakistan, and the language of the Contract shall be in English.
12. Dispute Resolution	Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country.

FOR THE CLIENT
Sindh Education Foundation
Government of Sindh



Name: NISAR BANISHAN
 Designation: Deputy Director
 CNIC No. 45206-69861461

FOR THE CONSULTANT
Syntax Communications



Name: Syed Danish ul Islam Subhani
 Designation: Associate Account Director
 CNIC No. 42201-0679041-5

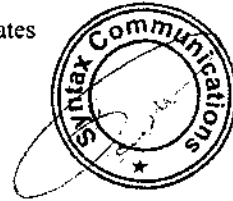


LIST OF ANNEXES

Annex A: Terms of Reference and Scope of Services

Annex B: Consultant's Reporting Obligations

Annex C: Cost Estimate of Services, List of Personnel and Schedule of Rates



ANNEX A

Silver Jubilee Celebration TERMS OF REFERENCE - EVENT MANAGEMENT SERVICES

Overall Purpose:

Management Services will be rendered in close cooperation with Sindh Education Foundation and may include, but are not limited to providing the followings:

- Assist with the setup of displays and sets of the event according to the agreed guidelines of the Sindh Education Foundation for Silver Jubilee celebrations.
- Design and distribute invitations and collect confirmation of participation;
- Liaise with the Hotel/venue management selected by Sindh Education Foundation and manage all requirements
- Provide staffing and support of all associated Silver Jubilee celebration task
- Other ad hoc duties.

Specific Responsibilities

The role and responsibilities of the Event Management Company are expected to cover the following:

1. **Participants' Invitations and logistics**
 - Send out Invitations to **ALL** participants and collect confirmation of participation follow up on invitations - via telephone, email, fax;
 - Compile confirmed registration list - participants, speakers, support staff, ushers, etc.
 - Identify and secure accommodation for the participants in consultation with SEF
 - Send out Information/logistic Note to all participants (arrival details, hotels etc.)
2. **Conference Venue arrangements: In close cooperation with Sindh Education Foundation focal person for this item**
 - a) **Venue management**
 - Liaise with the SEF to confirm the desired set up at the venue.
 - Ensure the venue is clean and well prepared/ decorated;
 - Ensure all required audio-visual equipment is available/acquired for the venue.
 - b) **Event Souvenirs**
 - Prepare and distribute an arrival information pack to participants along with event souvenirs;
 - c) **Participants registration and information support**
 - Arrange and manage participants' registration;
 - Prepare and maintain participants register (with relevant contact details)
3. **Communication and Public relations:**
 - Design and print banners to be affix in the venues and vicinity of the venue.
 - Prepare and distribute event media kits in coordination with communications unit at SEF
 - Prepare and set-up the information kiosk arrangement
 - Arrange video and photo coverage of the event and edited versions shall be submitted to SEF
- a) **Public Media advocacy**
 - In liaison with Communication and Advocacy Unit, arrange publication of the event in what's on section of the newspapers.
 - High profile interviews - TV – during the meeting
 - Record messages of the participants for the Silver Jubilee celebration
- b) **Exhibition Area**
 - Liaise with SEF ACU for the details and for the sharing of concepts (*concept sheet*)
 - Liaise with conference venue for space and necessary equipment focal person.



4. Other general logistical arrangements and event management:

a) Official lunch on the event

- Organize/arrange the official lunch at the venue in coordination with Hotel/venue management.

b) Security

- Work with the available security detail to ensure that event and the guests are well secured.

5. Quality Control for the Services

- The contractor shall monitor the quality of the services provided to SEF on a regular and continual basis. These procedures shall include a self-inspection system covering all the services to be performed in the Contract, and shall include a method for monitoring, identifying and correcting deficiencies in the quality of service.
- SEF reserves the right to conduct their own quality control checks to ensure the adequacy of the services.
- The event management company warrants that the personnel assigned to handle SEF's arrangement shall have a strong event management skills and experience.

7. Plan of Work / Duration

This assignment will start on the November, 27th, 2017 and will end just after the event in the December, 30th 2017.

The successful Event Manager (firm) will have responsibility for preparation and management of all arrangements related to hosting a successful and professional event.

8. Payment terms

In three tranches,

Sr.	Activity	Payment %
1.	Submission of inception report of the event and work plan	25%
2.	Final payment upon 100% satisfactory completion and execution of final deliverables as per TORs	75 %

ANNEX B

Consultant's Reporting Obligations

The consultant should directly report to the Client's Coordinator Mr. Nisar Ahmed Banbhan, Deputy Director, ACU, SEF. The consultant should submit reports to the Client's Coordinator, Comprising work performance against objectives, supervision/progress report of the Event Management etc.



ANNEX C

Cost Estimate

(1) Remuneration

Pak Rupees: four million five hundred & ninety four thousand & fifty nine only

For the period of one month, from November 27, 2017 to December 30, 2017.

TOTAL COST: Pak Rupees 4,594,059/= (Rupees four million five hundred & ninety four thousand & fifty nine only) (inclusive of all Government Taxes)





**Sindh
Education
Foundation**

Government of Sindh

No. SEF/Proc/17-18/02

(PROCUREMENT DEPARTMENT)

Dated: 23-11-2017

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: Letter of Award for the Tender Hiring of Event Management Firm for SEF SILVER JUBILEE CELEBRATION Ref No. SEF/NP/17-18/10.

With reference to above subject, we are pleased to inform you that your submitted bid has been found first lowest and accepted at following detail and price.

Description: Hiring of Event Management Firm for SEF SILVER JUBILEE CELEBRATION

Bid Price: PKR. 4,594,059/- (including of all taxes)

2. Therefore now we would like to share our draft of contract for your review, kindly return us within a week along with your confirmation of acceptance letter and further get immediate visit to our Head office for any prior preparation work.
3. Please arrange 5% performance security within given time and contact to Advocacy & Communication Unit for required job/services.

**Acting Deputy Director
(Procurement)**

Enclosure: As stated above

A copy is forwarded for information to:

Director (General Administration & Coordination)-SEF.
Deputy Director (ACU)-SEF
P.S to MD, SEF.
Master File.

FORM FIN-2. SUMMARY OF COSTS

Item	Costs	
	Indicate Foreign Currency	Indicate Local Currency
Total Costs of Financial Proposal ² (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 and date: 19/10/17

Handwritten signature and date: 19/10/17

FORM FIN-3. BREAKDOWN OF COSTS BY ACTIVITY¹

Group of Activities (Phase): ²	Description: ³	Costs			[Indicate Foreign Currency - 3 ⁴]
		[Indicate Foreign Currency - 1 ⁵]	[Indicate Foreign Currency - 2 ⁶]	[Indicate Foreign Currency - 3 ⁷]	
Cost Group name:					
Remuneration ⁸		USD 8,370/-			PKR 878,889/-
Reimbursable Expenses ⁹		USD 35,383/-			PKR 37,15,170/-
Subtotals		USD 43,753/-			PKR 45,94,059/-

1. 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.
2. Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TTCH-S.
3. Short description of the activities whose cost breakdown is provided in this Form.
4. Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2.
5. For each currency, Remuneration and Reimbursable Expenses, must respectively coincide with relevant Total Costs indicated in Forms FIN-2, and FIN-3.

Handwritten signature and date: 19/10/17

Silver Jubilee Celebration
TERMS OF REFERENCE - EVENT MANAGEMENT SERVICES

Overall Purpose:

Management Services will be rendered in close cooperation with Sindh Education Foundation and may include, but are not limited to providing the followings:

- Assist with the setup of displays and sets of the event according to the agreed guidelines of the Sindh Education Foundation for Silver Jubilee celebrations.
- Design and distribute invitations and collect confirmation of participation;
- Liaise with the Hotel/venue management selected by Sindh Education Foundation and manage all requirements
- Provide staffing and support of all associated Silver Jubilee celebration task
- Other ad hoc duties.

Specific Responsibilities

The role and responsibilities of the Event Management Company are expected to cover the following:

1. Participants' Invitations and logistics

- Send out Invitations to **ALL participants** and collect confirmation of participation follow up on invitations - via telephone, email, fax;
- Compile confirmed registration list - participants, speakers, support staff, ushers, etc.
- Identify and secure accommodation for the participants in consultation with SEF
- Send out Information/logistic Note to all participants (arrival details, hotels etc.)

2. Conference Venue arrangements: In close cooperation with Sindh Education Foundation focal person for this item

a) Venue management

- Liaise with the SEF to confirm the desired set up at the venue.
- Ensure the venue is clean and well prepared/ decorated;
- Ensure all required audio-visual equipment is available/acquired for the venue.

b) Event Souvenirs

- Prepare and distribute an arrival information pack to participants along with event souvenirs;

c) Participants registration and information support

- Arrange and manage participants' registration;
- Prepare and maintain participants register (with relevant contact details)

3. Communication and Public relations:

- Design and print banners to be affix in the venues and vicinity of the venue.
- Prepare and distribute event media kits in coordination with communications unit at SEF
- Prepare and set-up the information kiosk arrangement
- Arrange video and photo coverage of the event and edited versions shall be submitted to SEF

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b) Exhibition Area

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- SEF reserves the right to conduct their own quality control checks to ensure the adequacy of the services.
- The event management company warrants that the personnel assigned to handle SEF's arrangement shall have a strong event management skills and experience.

7. Plan of Work / Duration

This assignment will start on the _____ and will end just after the event in the _____ 2017.

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In three tranches,

Sr.	Activity	Payment %
1.	Submission of inception report of the event and work plan	25%
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