



Government of Sindh Sports and Youth Affairs Department

REQUEST FOR PROPOSALS (RFP)

Sports and Youth Affairs Department, Government of Sindh intends to engage the services from reputable firms or Organizations already working with S&YAD and registered under the societies registration act 1860 to run and maintain its Multipurpose Facility centers(MFC). S&YAD shall draw up the short list of firms from those who will submit eligibility Documents and will be eligible in accordance with the following criteria.

Eligibility Criteria:

The Interested firms must have following in their profiles:

- Valid NTN in the name of the firm
- Minimum 15 years of experience in providing services for youth specific programs that involve recreation/creative/education/training.
- Demonstrate recent experience in coordinating youth programs that involve recreation/creative/education/training.
- Provide evidence of partnership with S&YAD for providing services for youth specific programs.
- Provide a solid plan of investment and generating revenue against tangible and intangible resources available at facility center.
- Provide a plan of activities and services for the MFC's that meets youth recreation, support and education/training needs for young people.
- Demonstrate an understanding of specific issues facing young people in the MFC area.
- Should not be black listed/debarred by any Govt. department/private organization.

All interested firms, who meets the above eligibility criteria can obtain Request for proposal document from the address mentioned below from February 20th, 2017 till March 6th, 2017 (03 pm) against Rs.1000/= (Non refundable / transferable). There should be a "**Technical Proposal**" and a "**Financial Proposal**", separate, envelope, marked in bold and legible letters. Incomplete or late received proposals will stand rejected. The technical proposal will be opened on 7th March, 2017 at 02.00 p.m,

The S&YAD reserves the right to accept or reject any proposal at its discretion at any stage.

Note:- The above expression of interest (EOI) published on 5th and 6th February, 2017 in the daily leading newspapers (English, Urdu & Sindhi) may please be treated as cancelled / withdrawn. RFP issued In this regard earlier will be accepted.

Section Officer (Gen)

Sports and Youth Affairs Department, Government of Sindh
Barrack # 93, Opposite Sindh Assembly Building, Sindh Secretariat
Phone: 021-99203009 Fax: 021-99203010



**Sports & Youth Affairs Department,
Government of Sindh**

Expression of Interest (EOI)

to provide

Management Services

for a

**Multi-Purpose Facility
Centers**

**Proposal
Issued**

20th February, 2017

Proposal Due Date

6th March, 2017

3:00 PM

Expression of Interest

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Expression of Interest

1. INTRODUCTION

Sports & Youth Affairs Department (S&YAD) intends to engage the services from reputable firms or Organizations already Working with S&YAD and registered under the societies registration act 1860 to provide operational management services for Multi-Purpose Facility Centers located in different cities of Sindh province. The Multi-Purpose Facility Centers will become the primary home of Sports and Youth Related Activities, as well as a venue for major ceremonial events, speakers, concerts, entertainment, other large gatherings, and recreational activity.

2. OBJECTIVES

The Major goals of S&YAD include creating an event facility and gathering place that will enhance the economic and social benefits to the department and the Youth. In addition, the S&YAD's intention is to minimize S&YAD's development, operating, and Maintenance cost. As stated above, S&YAD is also seeking a solid plan of investment and generating revenue against tangible and intangible resources available at facility centers.

3. MULTI-PURPOSE FACILITY CENTER OPERATIONS.

Operational services require the professional management operator to manage, in the most efficient and cost effective manner possible. Operations is inclusive of grounds-keeping, grounds development in terms revenue-generation, custodial and maintenance services, security, accommodation booking, marketing, event services including set-up/tear down, scheduling, promotions, audience development, sponsorship and promotional services, food services, ticket related services, and financial/administrative services including accounting, budgeting, purchasing, human resources/personnel and contracting.

Specific services and expectations of the professional management operator will include the followings:

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Day-to-Day Management and Operations - Manage, operate, and maintain the facility to the highest industry standards and in the best interests of the Department. Ensure that the facility is kept clean, safe, secure, and in good working order.

Maximize the utilization of the facility and its revenue-generating capacity through the provision of a broad mix of events appealing to all segments of the community.

Priority scheduling of Department events regarding sports and Youth related activities.

The following facilities are expected from the Management Operators at

MFC:

- Facility of sufficient size to accommodate major ceremonial multipurpose events.
- Design and acoustic adequate for events such as speakers, concerts, and ceremonial gatherings.
- Flexibility to "drape" the space to appropriately accommodate smaller crowds and events.

4. SCHEDULE

The S&YAD expects to adhere to the following schedule in undertaking the RFP process:

| | |
|--------------------------|---|
| RFP Release | 20th February, 2017 |
| Proposal Deadline | 6th March, 2017 3:00 PM |

This schedule is subject to modification at the sole discretion of the S&YAD.

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5. SUBMISSION OF PROPOSALS

All the bids should be submitted at the following address on or before
6th March, 2017, 3:00 PM

Section Officer (General)
Sports and Youth Affairs Department, Government of Sindh
Barrack # 93, Opposite Sindh Assembly Building, Sindh Secretariat
Phone: 021-99203009 Fax: 021-99203010

Each Management Firm is solely responsible for the timely delivery of its proposal by the deadline for submission. The S&YAD will not be responsible for lack of timely delivery of a proposal regardless of reason. Failure to meet the deadline for submission of proposals will result in rejection of the proposal.

The submission of a complete Proposal indicates the Management Firm's willingness to conform to the conditions contained in the RFP.

Proposals may be withdrawn in writing or prior to the deadline date and time by the Management Firm's primary contact.

6. PROPOSAL FORMAT

The following list specifies the items to be addressed in your proposal. Please read it carefully and address it completely in the order listed to facilitate the S&YAD's review of your proposal.

Proposals shall be organized into the sections identified below. The proposal shall include a table of contents and each section should include a tab identifying the section within the proposal.

6.1. Proposal Letter

The proposal shall be in the form of a standard business letter and signed by an individual authorized to legally bind the Management Firm. The Proposal letter shall include a statement referencing all supplements to this RFP issued by S&YAD and received by the Management Firms.

6.2. Executive Summary

The Executive Summary shall condense and highlight the contents of the proposal in such a way as to provide an overview of the recommended management, operational,

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marketing concepts, and proposed business terms including renewal options.

6.3. Proposed Management Plan

The Management Firm shall submit a proposed plan for the management and operations of a Multi-Purpose Facility Center that maximizes value to the S&YAD. The proposed management plan shall include a description of the Management Firm's general approach to advancing the Facility Center's management, the results expected from implementation of the management plan and the critical factors for the project's success.

Please provide:

The Management Firm should identify those services/ideas they intend to implement at Multi-purpose Facility Center for Revenue generation.

An explanation of the overall philosophy on how the Multi-Purpose Facility Center will be managed.

6.4. Proposed Marketing Plan

Describe the proposed marketing and promotional concepts that will further the success of the Facility Center while also maximizing the benefits to the S&YAD. This should include your approach to promoting, co-promoting and/or creating new events at the Multi-Purpose Facility Center.

Describe proposed approach to booking/scheduling, promoting, advertising and marketing events at the Multi-Purpose Facility Center. Include procedures and policies for scheduling events

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with outside promoters, event coordinators, and others. Also describe your approach for booking/scheduling local events. Include specific examples of your ability to attract and successfully service and implement the proposed events.

6.5. Proposed Operations Plan

Provide a description of the policies and proposed methods of providing all key management services related to the operation of the Multi-Purpose Facility Center as a first-class sports and entertainment Facility Center.

Describe the organization of the proposed operations staff including an organizational chart listing positions, functions, and responsibilities.

6.6. Proposed Financial Plan

The proposed financial plan should be consistent with the proposed management, operations, and marketing plan presented.

Provide a strategy for minimizing the annual operating expenses and maximizing the annual operating revenues of the facility.

Develop a budget for the first three years of operations including a detailed description of all expenses and revenues by line item.

Identify the proposed upfront investment your firm is willing to make to secure management rights for the Multi-Purpose facility Center.

6.7. Financial Capacity of Management Firm

Each proposal shall provide information regarding Management Firm's financial capacity to undertake up-front investments.

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6.8. References

The Management Firm must provide a minimum of Two (2) references including the project name, project description, team members involved, dates of services performed with S&YAD.

Please submit your proposals in a sealed package. The name and address of the Management Firm shall appear on the outside of the package and the package shall refer to "S&YAD Multi-Purpose Facility Center RFP" and due date.

Each respondent is solely responsible for the timely delivery of its proposal by the deadline for submission.

7. EVALUATION OF PROPOSALS

S&YAD will review all proposals and select a short-list of Management Firms who will be eligible in accordance with criteria given in the Expression of Interest. The proposals that does not meet the criteria mention the EOI will not be accepted and will be rejected at initial stage.

A finalist whose proposal best meets the needs of S&YAD will be recommended for opening of financial proposals. After opening the financial proposal the committee will enter into negotiations with the selected Management Firm.

The following criteria will be used in evaluating the proposals:

- | | |
|--|----|
| • Firm(s) Experience | 15 |
| • Capabilities, Reputation and Registration | 15 |
| • Proposed Management Plan | 40 |
| • Amount of Upfront Investment for Management Rights | 15 |
| • References with S&YAD | 15 |

Expression of Interest

S&YAD, in its sole discretion, reserves the right to determine whether any Management Firm meets the minimum eligibility standards, to determine whether a proposal is responsive, and to identify a proposal(s) that best meets the project goals.

S&YAD reserves the right to reject any or all proposals.

8. SUPPLEMENT

The S&YAD reserves the right to revise the RFP by issuing supplement at any time before the submission deadline. Any supplement or instructions issued by S&YAD prior to the time for receiving proposals shall become a part of the RFP. Such supplement shall be acknowledged in the proposal response.

END OF REQUEST FOR ROPOSAL



**GOVERNMENT OF SINDH
SPORTS AND YOUTH AFFAIRS
DEPARTMENT**

Karachi dated 24th January, 2017

NOTIFICATION

With the approval of competent authority to constitute a committee to consider the "Expression of Interest" (EOI) and evaluate the bids received from bidders in respect of Street Children of Sports and Youth Affairs Department.

Following is the composition of committee:-

| | | |
|---|--|----------|
| 1 | Dr. Shakir Qayoom Khanzada, Deputy Secretary (Sports),S&YAD | Chairman |
| 2 | Representative from Industries Department | Member |
| 3 | Mr. Asif Khan, Superintendent / Assistant Director, Directorate of Youth | Member |

Terms of Reference:-

1. To invite bids in the light of SPPRA Rules.
2. To consider, evaluate and access the bids received in respect of Expression of Interest (EOI) of Multipurpose Facility Centers.
3. The committee will finalize result of bids received and announce the bidder candidate for work order as laid down under SPPRA Rules.
4. The Committee may reject the bids without assigning reason thereof.


**MUHAMMAD SALEEM RAZA
SECRETARY TO GOVT. OF SINDH**

No. SO(Dev)/S&YAD/2017/ 516

Karachi dated 24th January, 2017.

A copy is forwarded for information to:-

1. The Deputy Secretary, Sports & Youth Affairs Department, Karachi.
2. The Director, Directorate of Youth Affairs, Sindh, Karachi
3. The Concerned Officer / Member.
- ✓ 4. P.S. to Secretary, Sports & Youth Affairs Department, Government of Sindh, Karachi.


**(MUHAMMAD MALOOK JAKHRO)
SECTION OFFICER (DEV)**

Ph#: 021-99203009
Fax#: 021-99203010

SAY NO TO CORRUPTION



**GOVERNMENT OF SINDH
SPORTS AND YOUTH AFFAIRS
DEPARTMENT**

Karachi dated 24th January, 2017

NOTIFICATION

With the approval of competent authority, a committee with the following composition, in terms of Rule-7 of Sindh Public Procurement Rules-2010, is hereby constituted in the Sports and Youth Affairs Department for redressal of grievances and settlement of disputes, if any, arises between procuring agency and bidders in the office of Sports and Youth Affairs Department in respect of Multipurpose Facility Centers:-

| | | |
|----|--|----------|
| 1. | Secretary, Sports & Youth Affairs Department, Govt. of Sindh | Chairman |
| 2. | Section Officer (Admin), Sports & Youth Affairs Department | Member |
| 3. | Section Officer (Dev), Sports & Youth Affairs Department | Member |

The function & responsibilities of the committee will be same as specified in Rules-31(4) and (5) of Sindh Public Procurement Rules, 2010.


**MUHAMMAD SALEEM RAZA
SECRETARY TO GOVT. OF SINDH**

No. SO(Dev)/S&YAD/2017/ *S10*

Karachi dated January, 2017.

A copy is forwarded for information to:-

- ✓ 1. The Accountant General Sindh, Karachi
2. The Managing Director, SPPRA, Karachi
3. The Chairman / Members of the Committee.
4. PS to Secretary Finance Department, Govt. of Sindh, Karachi
5. PS to Secretary Industries, Govt. of Sindh, Karachi
6. P.S. to Secretary, Sports & Youth Affairs Department, Government of Sindh, Karachi.


**(MUHAMMAD MALOOK JAKHRO)
SECTION OFFICER (DEV)**