



Expression of Interest (EOI) & Pre-Qualification

PROVISIONING OF SERVICES FOR HOLDING EVENTS WITH INDUSTRY STAKEHOLDERS FROM THE IT AND ALLIED DIGITAL SECTORS

1. Punjab Information Technology Board (PITB), Government of the Punjab, invites proposals for Expression of Interest (EOI) & Pre-qualification (PQ) from valid registered, reputable and experienced Event Management and Marketing Services Firms.
2. The objective of this EOI & PQ is to invite proposals to pre-qualify companies for one year for holding events with industry stakeholders from the IT and Allied Digital Sectors. Subsequently, RFPs will be issued to pre-qualified firms, as per requirements. Complete scope of services and requirements are given in the EOI & PQ document.
3. The EOI & PQ Document carrying all details is available at www.pitb.gov.pk and www.ppra.punjab.gov.pk and may be downloaded free of cost.
4. A single package containing EOI & Pre-Qualification Proposals, duly completed, signed, stamped, sealed and in complete conformity with EOI & PQ Document should be dropped, in the Tender Box, placed at Reception of the PITB office, 13th Floor, Arfa Software Technology Park, 346-B, Ferozpur Road, Lahore, no later than 1200 Hours on last date of submission of EOI & Pre-Qualification Proposals i.e. 20th October, 2022 and the proposals shall be opened at 1230 hours on the same date, as per PPRA Rules, 2014.
5. Income / Sales tax registration certificate and other documents as mentioned in EOI & PQ Document must accompany the proposals.

PITB management may reject all proposals at any time prior to the acceptance of a proposal, as provided under Rule-35 of Punjab Procurement Rules, 2014.

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IPL-9889

**EXPRESSION OF INTEREST &
PRE-QUALIFICATION DOCUMENT
No. 104102022-1**

FOR

**PROVISIONING OF SERVICES FOR HOLDING EVENTS WITH
INDUSTRY STAKEHOLDERS FROM THE IT AND
ALLIED DIGITAL SECTORS**



Punjab Information Technology Board (PITB)

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Abbreviations

Term	Definition
EOI-PQ	Expression of Interest - Pre-qualification
PITB	Punjab Information Technology Board

1 GENERAL

Punjab Information Technology Board (PITB) intends to invite Expression of Interest (EOI) and Prequalification (PQ) proposals from interested applicant(s) for provisioning of services for holding events with industry stakeholders from the IT and allied Digital Sectors. All well-reputed, registered and established Event Management and Marketing Services Firms having requisite technical, financial and managerial capabilities are invited to participate in the EOI-PQ process for the above said Project through submission of their proposals.

2 PURPOSE OF THIS DOCUMENT

The purpose of this document is to have understanding of the available competencies and best practices for holding an event with industry stakeholders from the IT and allied Digital Sectors, as well as to prequalify eligible applicant(s) capable of accomplishing the tasks outlined in this document, for the period of one year. Subsequently, RFPs will be issued to pre-qualified firms, as per requirements. The applicants are required to provide profiles of their firms comprising experience, personnel and financial strength along with proposed solutions including but not limited to the firm's methodology etc.

TERMS AND CONDITIONS OF THE PRE-QUALIFICATION

Definitions

In this document, unless there is anything repugnant in the subject or context:

- I. Applicant means the party which submits a proposal in response to this EOI-PQ Document.
- II. "Authorized Representative" means any representative appointed, from time to time, by the Applicant, Purchaser or Client.
- III. "Purchaser" means the Punjab Information Technology Board (PITB), or any other entity for the time being or from time to time duly appointed in writing by the Government to act as Purchaser for the purpose.
- IV. "Client" means PITB, Government of the Punjab.
- V. "Day" means calendar day.
- VI. "Employer" means Purchaser and/or Client.
- VII. "EOI-PQ Document" means the Expression of Interest - Pre-Qualification Document in consideration.
- VIII. "Person" includes an individual, an association of persons, firm, company, corporation, institution and organization, etc.
- IX. "Prescribed" means prescribed in the EOI-PQ Document.

Disclaimer

This EOI-PQ document for provisioning of services for holding events with industry stakeholders from the IT and allied Digital Sectors ('the Project') contains brief information about the project and process for pre-qualification of applicants. The purpose of the document is to provide the applicants with information to assist the formulation of their PQ proposal and to pre-qualify interested Parties / Contractors pre-qualify companies for one year. Subsequently, RFPs will be issued to pre-qualified firms, as per requirements.

While all efforts have been made to ensure the accuracy of information contained in this EOI-PQ Document, this document may not contain all the information required by the Applicants. The Applicants should conduct their own independent assessment, investigations and analysis and may prepare their proposals in the light of relevant experience and international best practices. Punjab Information Technology Board (PITB) or any of its employees or advisors/contractors, shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the EOI-PQ Document.

PITB reserves the right to change any or all conditions / information set in this EOI-PQ Document by way of revision, deletion, update or annulment through issuance of appropriate advertisement as the Client may deem fit in accordance with the PPRA Rules 2014. Participation in the PQ process does not qualify any applicant for the next stage of the procurement process.

PITB will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the EOI-PQ proposal to be submitted in terms of this Document.

3 PROJECT BACKGROUND

The Government of the Punjab envisions Information Technologies as a vehicle for transforming the province into a knowledge-based, economically vibrant, democratic and inclusive society. Punjab Information Technology Board aims at not only modernizing the governance techniques through transparency induced methods but also at increasing the digital literacy of the citizens among many other services. PITB's mandate includes IT policy, Electronic Data Management, Control and liaison with district IT departments, e-Governance and e-Service delivery, web content management, co-ordination with both public sector departments and private sector agencies in the field of IT and provision of service matters of IT cadre at both provincial and district level. The focus areas are citizen facilitation services- improving public service delivery, process automation and business re-engineering, creating knowledge economies for job creation in IT industry.

In order to ensure better outreach of PITB's mandate / services, PITB seeks the services of event management and marketing services firms for conducting events with industry stakeholders from the IT sectors on need basis from time to time. The prequalified firms would be responsible for event management of subsequent events for the period one year.

4 BRIEF SCOPE OF WORK

Each assignment / project will include end to end event management including event design, stage management, back stage management, content production, post event production, audience calls, speakers and panelists curation along with capability of raising funds for conducting such events with no financial burden on PITB, Government of the Punjab. Detailed scope of each assignment will be shared in relevant RFP(s) to be issued later, as per the requirement and scope of event.

Note:

The applicants are required to submit their EOI(PQ) and proposals based on the information presented in the preceding paragraphs and their experience and international best practices.

5 INSTRUCTIONS TO APPLICANTS

5.1 Submission of Proposal

Applications for EOI-PQ containing separate EOI-PQ Proposals, one original and one (01) copy should be submitted in separately sealed envelopes to be delivered into the Tender Box, placed at reception of Punjab Information Technology Board, no later than **1200 hours** on last date of submission of proposals i.e. **20th October, 2022**. Late proposals shall not be considered. Proposals shall be publicly opened in the Committee Room of Punjab Information Technology Board, 13th Floor, Arfa Software Technology Park, 346-B, Ferozpur Road, Lahore on **1230 hours** on **20th October, 2022**. In case the last date of proposal submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the proposals shall be the next working day.

PITB will host a Pre- EOI-PQ meeting at PITB premises (13th Floor, Arfa Software Technology Park, 346-B, Ferozpur Road, Lahore) at **12:00 pm** on **10th October, 2022**.

All the interested firms/companies are required to collect a Challan Form from the Procurement Assistant, PITB at above given address; to submit an amount of Rs. 1,000/- in PITB's account. The deposit slip should accompany respective proposal.

The proposals are to be prepared in English language. The applicants must provide complete information along with supporting documents. Any lapses to provide essential information may result in disqualification of the applicant.

All documents submitted by the firms should preferably be delivered in one Packet/parcel for ease of handling and to avoid loss of documents. Any misleading statement(s) or information by any applicant will result into disqualification at any stage.

The Applicants can seek any clarification regarding the project, expression of interest and pre-qualification documents or evaluation criteria from the following:

Primary Contact

Roshatey Jannat

Program Manager

Punjab Information Technology Board, Government of Punjab
1st Floor Arfa Software Technology Park, 346-B, Ferozpur Road, Lahore.

Email: roshatey.jannat@pitb.gov.pk

Office Phone: (+ 92) (42) (99000000)

Secondary Contact

Mr. M. Jahanzaib Khan

Joint Director (e-Procurement)

Punjab Information Technology Board, Government of Punjab
13th Floor Arfa Software Technology Park, 346-B, Ferozpur Road, Lahore.

Email: jahanzaib.khan@pitb.gov.pk

Office Phone: (+ 92) (42) (99000000)

Interested parties should note that during the period from the receipt of the proposal and till further notice from the Primary Contact, all queries should be communicated via the Primary Contact in writing or e-mail only. In the case of an urgent situation where the Primary Contact cannot be contacted, the interested parties may alternatively direct their enquiries through the Secondary Contact.

Interested Parties are also required to state in their proposals the name, title, fax number and e-mail address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Employer will not be responsible for any costs or expenses incurred by interested parties in connection with the preparation or delivery of proposals.

5.2 Qualification Criteria

5.2.1 General

EOI-PQ will be based on all the criteria given in succeeding sections regarding the Applicant's financial soundness, experience etc. as indicated by the Applicant's responses in the forms given in this document.

5.2.2 Mandatory Basic Requirements

Only firms fulfilling the following basic requirements shall be considered for further evaluation (relevant documents to be attached):

5.2.3 REQUIREMENTS TO BE FULFILLED BY THE APPLICANT

- I. Only well-established and reputed Event Management and Marketing Services firms with relevant working experience on assignments similar to the scope of work in this document, will be considered.
- II. Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan
- III. Valid Income Tax Registration
- IV. Valid Sales Tax Registration (Status should be active with relevant authority, if applicable)
- V. Submission of undertaking that the firm is not blacklisted by any provincial or federal government department, anywhere in Pakistan

5.2.4 Weightage/Marks

PASS MARKS: A technically eligible Applicant, based on conditions listed in this document, not meeting the 70% pass marks limit will be rejected in Technical Evaluation. All Applicants scoring greater than or equal to 70% of the marks and at least 50% marks in each category (from serial 2 onwards as mentioned in the table below) will be shortlisted for RFP stage.

The Applicants who have duly complied with the Evaluation Criteria will be eligible for further processing.

The Applicants which do not conform to the clause 5.2.3 will be rejected.

The Technical proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria:

Sr. No	Evaluation Aspects	Max Marks
1	<ul style="list-style-type: none">• Profile of the Applicant including relevant experience• Valid Income Tax Registration and Sales Tax Registration (Status = Active with Relevant Authorities)• Submission of undertaking that the firm is not blacklisted by any of Provincial or Federal Government Department, anywhere in Pakistan.	Mandatory
2	<p>Relevant experience of delivering similar services / events / Assignments: (Up to 3 projects to be submitted – max marks for one project are 25)</p> <ul style="list-style-type: none">• Industry events with minimum 500 participants in last 5 years• Cost of project:<ol style="list-style-type: none">1. 5-7 Million 12.5 marks2. 7-10 Million 17.5 marks3. Above 10 Million 25 marks <p>Each project should include end to end event management including event design, stage management, back stage management, content production, post event production, speakers and panelists curation etc.</p> <p>Applicant shall provide relevant Purchase Order / Contract against above requirement.</p>	75 marks

3	Financial Strength (25 marks) Average Annual Revenue of last three (03) years in PKR (Verifiable through audited financial statements) 30-50 Million 12.5 marks 51-80 Million 17.5 marks Above 81 Million 25 marks	25 marks
Total Points		100

6 OTHER FACTORS

Only firms that have been prequalified under this procedure shall be invited to bid. A firm can apply for pre-qualification individually. If a firm submits more than one EOI-PQ proposals, all proposals involving such firm shall be rejected and stands disqualified.

The Purchaser may reject all proposals at any time prior to the acceptance of a proposal. The Purchaser shall upon request, communicate to any Applicant, the grounds for its rejection of all proposals, but shall not be required to justify those grounds. The Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the Applicants. However, Applicants shall be promptly informed about the rejection of the proposals, if any (As per Rule 35 of Punjab Procurement Rules, 2014).

The Applicant shall bear all costs / expenses associated with the preparation and submission of the Proposal(s) and the Employer shall in no case be responsible / liable for those costs / expenses.

Letter of Application

[Letterhead paper of the Applicant including full postal address, telephone no., fax no., telex no. and e-mail address]

Date:

To:

.....

[Name and address of the Employer]

Sir,

1. Being duly authorized to represent and act on behalf of _____(hereinafter “the Applicant”), and having reviewed and fully understood all the EOI-PQ information provided, the undersigned hereby applies to be pre-qualified for the for provisioning of services for holding events with industry stakeholders from the IT and allied Digital Sectors:
2. Attached to this letter are copies of original documents defining:
 - (a) The Applicant's legal status;
 - (b) The principal place of business;
 - (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 proposal, 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 the Employer or its authorized representative to verify statements and information provided in this proposal, or with regard to the resources, experience, and competence of the Applicant.
4. The Employer and its authorized representatives may contact the following persons for further information, if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Technical Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

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

- (a) Proposals by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification.
6. The undersigned declare that the statements made and the information provided in the proposal are complete, true, and correct in every detail.

Signature of the Applicant

Application Form A-1

General Information

All individual firms applying for pre-qualification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners.

1	Name of Firm	
2	Head Office Address	
3	Telephone	Contact Person: Name: Title:
4	Fax	Telex
5	Place of incorporation/Registration	Year of incorporation/registration

General Experience

Name of Applicant

All individual firms are requested to complete the information in this form.

Starting Month Year	Ending Month Year	Year	Contract Name, Name & Address of Employer Brief Description of Works Executed	Role of Applicant

Similar Experience

Name of Applicant

On a separate page, using the format of Application Form A-4, each applicant is required to list all contracts of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last five years. The information is to be summarized, using Application Form A-4, for each contract completed or under execution by the applicant.

Contracts of Similar Nature and Complexity

Name of Applicant

Use a separate sheet for each contract/project.

1	Name of Contract
	Country
2	Name of Employer
3	Employer Address
4	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify
5	Contract Role (Tick One) (a) Sole Contractor (b) Sub- Contractor
6	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency..... Currency..... Currency.....
7	Value in Pak/Rs.....
8	Date of Award.....
9	Date of Completion.....
10	Contract Duration (Years and Months) as per signed contract _____Years_____Months

Financial Strength

Name of Applicant

Applicants should provide financial information to demonstrate that they meet the specified requirements. A copy of the audited reports/balance-sheets should be attached.

Bank	Name of bank		
	Address of bank		
	Telephone	Contact name and title	
	Fax	Telex	

All individual firms are requested to provide information related to annual turnover.

Annual Turnover		
Year	Turnover (in Pak Rupees)	Turnover in Millions.
1.		
2.		
3.		

Summarize actual assets and liabilities in Pak Rupees for the previous three years, based upon known commitments, projected assets and liabilities in Pak Rupees.

Financial information in Pak Rs.	Detail of Last three year		
	1	2	3
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Profits before taxes			
6. Profits after taxes			

Firms owned by individuals, and partnerships, may submit their audit reports / balance sheets certified by a registered accountant.