



Money sent successfully.

Transaction ID

12836760649

Transaction Date & Time

11/22/2024 2:32:31 PM

Transaction Amount

15000.00

From Account Title

JAMSHEED WALI

Beneficiary Name

PUBLIC PROCUREMENT

Beneficiary Account/ IBAN

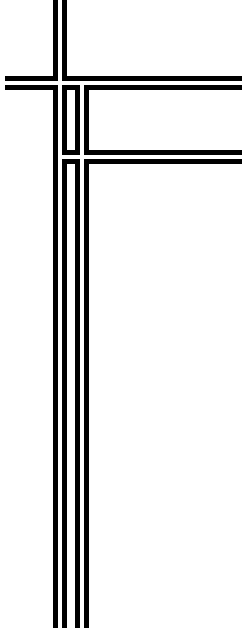
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Comments

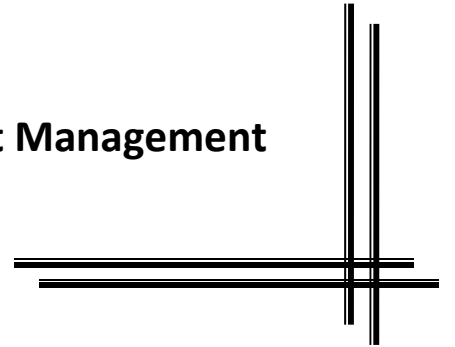
Miscellaneous

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Pre-Qualification of Firms for Designing, Printing, Video Production & Event Management



Pre-Qualification Document under Provisions of "PPRA RULE 15-16"

Higher Education Commission, Pakistan

Sector H-9, Islamabad. (Pakistan)

Deadline for Submission of Bids: December 10, 2024 at 1:30 PM

Opening of Bids: December 10, 2024 at 2:00 PM

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Glossary

- “HEC” means Higher Education Commission, Pakistan
- “PPRA” means Public Procurement Regulatory Authority
- “RFQ” means Request for Quotation
- “RFP” means Request for Proposal
- “TOR” means Terms of Reference
- “NTN” means National Tax Number
- “Firm” means bidder/entity delivering items/services required under this prequalification process
- “Work Order” means a document issued by HEC to the Firm for delivery of items/services as and when required.
- “Items/Services” means material to be provided or work to be done by the prequalified firm or other such obligations.
- “Contract” means the agreement signed between HEC and a Firm for a period as defined in this prequalification document

1. Introduction

Higher Education Commission (HEC), Pakistan intends to acquire the services of Graphic Designing, Printing, Video Production and Event Management from well-reputed local (having offices in Islamabad/Rawalpindi) firms through floating Request for Quotations (RFQ) / Request for Proposals (RFP), as and when required, for a period of three years. In this connection, HEC invites bids to pre-qualify firms for above-mentioned services under Public Procurement Regulatory Authority (PPRA) Rules 15 & 16. This exercise will enable all eligible firms, interested in partnering with HEC, to fairly compete for the business opportunities, falling under the purview of this document.

The objective of this pre-qualification of firms is to outsource those graphic designing, printing, video production and event management tasks, which cannot be executed with the resources available within HEC. It will also ensure transparency in procurement of all these services.

2. Scope of Work

2.1 Under this pre-qualification process, firms will be prequalified for subsequent procurement of items/services as mentioned in the introduction.

2.2 As per PPRA rule 42 (b), RFQ will be sought through designated email address, mentioning specifications/details of items/services required, involving cost less than Rs. 0.5 million.

2.3 RFPs for procurement of items/services, exceeding payment of Rs. 0.5 million, will also be circulated among all prequalified firms through designated email address.

2.4 Prequalified firms shall be responsible, on call/invitation, for the following services:

- i. Designing/offset printing and installation
- ii. Printing and publication
- iii. Production of videos/documentaries
(video recording/post-production/animation)
- iv. Photography and video recording of events
- v. Arrangement of floral décor
- vi. Arrangement of DJ sound
- vii. Event management at HEC Islamabad and other venues

2.5 Annual Estimated Cost of the mentioned tasks is Rs. 40 million.

3. Terms of Reference (TORs)

3.1 Details of Jobs/ TORs of assignments are as under:

a. Designing, Offset/Digital Printing and Installation Services (including Printing & Publication Services)

- i. Designing of quarterly magazine, annual report, any other report, file folders, flyers, leaflets, brochures, certificates, summary folders, booklets, invitation cards, letterhead pads, visiting cards, backdrop, banners, standees, streamers, signboards, shields, souvenirs, and other required material
- ii. Digital/Offset Printing of quarterly magazine, annual report, any other report, file folders, flyers, leaflets, brochures, certificates, summary folders, booklets, invitation cards, letterhead pads, visiting cards, backdrop, banners, standees, streamers, signboards, shields, souvenirs, and other required material
- iii. Delivery and installation of printed material, wherever required (as per work order)
- iv. Any other similar task

b. Videos/Documentaries

- i. Production/recording of video clips or documentaries
- ii. Post-production and animation
(Editing and finishing of video clips/documentaries)
- iii. Any other similar job

c. Event Management

- i. Coordination/arrangement services for events (meeting, seminars and conferences at HEC halls/auditorium and other venues (both indoor and outdoor)
- ii. Venue branding and decoration
- iii. Photography/videography/DJ Sound Services
- iv. Provision and installation of SMD screen and other related items
- v. Food/refreshment
- vi. Coordination and branding for education expos
- vii. Any other similar job

3.2. Schedule of Required Services:

The schedule of the services would be as follows:

a. Offset/Digital Printing and Designing Services

- i. As per work order
- ii. Work order will be issued for specific task.
- iii. Delivery period may be given as per magnitude of the task.

b. Video Production and Editing

- i. As per requirement
- ii. Work order will be issued for specific task.
- iii. Delivery period may be given from 3 to 30 days (as per workload)

c. Event Management

- i. A focal person of prequalified firm will be available on the event premises.
- ii. The firm will make sure that photographer/videographer will be available within an hour, whenever required by HEC.
- iii. During events, the firm's managing staff shall not leave the place before obtaining permission from HEC's coordinator for that event.

4. Eligibility Criteria (Mandatory Requirement)

- 4.1. Valid and active registration certificate for income tax and sales tax.
- 4.2. An affidavit (stamp paper/notary public) that the firm has not been blacklisted by any public sector organization and there is no litigation against the firm.
- 4.3. Possess a proven track record of successfully carrying out/executing the similar nature of assignments for at least two years. Experience will be counted from the date of firm's NTN registration date.

Note: The responses will be evaluated as per the eligibility criteria mentioned at "Annex-B" and only those bids which meet the mandatory requirements will be shortlisted for further evaluation. For qualifying, firms shall fulfill all the mandatory requirements of the eligibility criteria. If any of the requirements is not met by any firm, its bid will be rejected straightaway, and no further consideration will be given.

5. General Terms and Conditions (Pre-qualification)

To be eligible, the firms must meet below mentioned criteria:

- 5.1 Firms will have to secure minimum 70% (overall) score to be eligible for prequalification.
- 5.2 Demonstrate a strong portfolio of previous work experience, expertise in managing large-scale events, printing/branding expertise and producing high-quality videos.
- 5.3 Have a dedicated team of professionals with expertise in graphic designing, printing, branding, photography, videography as well as event management.
- 5.4 The firm must produce the requisite experience certificates so as to authenticate that the pertinent tasks have been accomplished in the past.
- 5.5 Possess the necessary equipment and technical resources.
- 5.6 Demonstrate financial soundness and stability to undertake the assignments.
- 5.7 Have the capacity and resources to handle multiple projects simultaneously.
- 5.8 Possess a network of resources and personnel across Pakistan to ensure efficient project execution in various locations.
- 5.9 The firms are required to submit a signed copy of the Compliance Certificate (**Annex-A**) while affixing an official stamp on it including the name, title, contact number and email address of their authorized representative.
- 5.10 Bidders are required to fill up and sign their project details while affixing official stamp on each as per the format mentioned at "**Annex-C**" i.e. "Firms Reference" as provided in this document and must submit it along with profiles.
- 5.11 The complete bids, as per requirements under this pre-qualification document, must be delivered at Room No.7-016, HEC, H-9, Islamabad not later than **1330 hours** on last date i.e. **December 10, 2024**. Late, incomplete and conditional bids shall not be considered. If the Government of Pakistan/HEC announces a public holiday on the bids opening date, the bids will be opened on the next working day at the same time.
- 5.12 HEC reserves the right to accept/reject wholly or partially any response or cancel the pre-qualification process altogether at any stage without assigning any reason.
- 5.13 Responses are liable to be rejected if they are not conforming to the terms and conditions stipulated in this pre-qualification document.
- 5.14 Bids submitted via email or fax will not be entertained.
- 5.15 An affidavit on legal stamp paper worth Rs.100 to the effect that the firm has not been blacklisted by any government/semi government organization, and there is no litigation against the firm.

6. Contract Signing

- 6.1 The tenure of prequalified firms will be for three years starting from the date of agreement. HEC will sign separate agreements with all prequalified Firms. This term of three years may be extended for upto one year, on same terms and conditions, subject to satisfactory performance and approval of the competent authority.
- 6.2 Prequalified firms will have to submit a Security Money of Rs. 500,000/- (Rs. 0.5 Million) in favour of Director General (Finance) HEC at the time of agreement. The security money will be retained till the tenure of the agreement.

7. Post-qualification Procurement Procedure

Request for Quotation (RFQ)

- i. RFQ, involving payment of upto Rs. 0.5 million, will be circulated among all the prequalified firms via designated email address.
- ii. The firms will provide sealed quotations in response to each RFQ within stipulated time.
- iii. HEC's Purchase Committee will open sealed quotations and work order will be issued to the bidder with the lowest cost.
- iv. Payment will be made subject to satisfactory execution of tasks, and submission of acceptable invoice and complete supporting documents.

Request for Proposals (RFP)

- i. RFP, involving payment exceeding Rs. 0.5 million, will be circulated among all the prequalified firms via designated email address.
- ii. The firms will provide sealed bids in response to each RFP within stipulated time.
- iii. HEC's Tender Committee will open the bids and work order will be issued to the bidder with the lowest cost, after completion of codal formalities.
- iv. Payment will be made subject to satisfactory execution of tasks, and submission of acceptable invoice and complete supporting documents.

8. Minimum Terms and Conditions (Post-Qualification)

- 8.1. Selected firms will provide designated email addresses and contact details of nominated focal persons for coordination with different HEC divisions.
- 8.2. Incomplete, conditional, and partial quotations/bids will not be accepted.
- 8.3. The firm will ensure quality of graphic designing and printing of all items be it backdrops/banners/streamers or magazines/reports/pamphlets/booklets, etc. It will also ensure proper installation of printing material, wherever required, and that no

- damage is caused to the venue or its belongings else bearing the cost of any loss to property or other items will be firm's responsibility. Furthermore, material will have to be delivered or installed as per given deadlines.
- 8.4. The firm will make sure that recording of videos (both short video clips and documentaries) is done using the latest available equipment and that trained personnel execute the task. Proper script and storyboard will have to be prepared and approval obtained from the division/project concerned of HEC. Professional voiceover will be used for all videos and samples of best voiceovers will be provided to HEC for selection prior to its recording. Similarly, post-production editing and finishing of videos will have to be done in a professional manner. Overall, the videos produced should be of international standard. Firm will strictly follow the deadlines for each step of video production and will ensure incorporation of changes efficiently.
 - 8.5. Designs, videos and all other creative work/material, which is designed or produced by the firm for HEC, will solely be the property of HEC. The firm will be bound to provide source files of designs and raw footages alongside the final product to HEC. The firm will be liable to penalty under the copyright infringement laws and blacklisting if found involved in copyright violation.
 - 8.6. Photography services, whenever required by HEC, should also be of best quality. Timely delivery of photographs will have to be ensured.
 - 8.7. The firm will prepare a comprehensive plan for event management task. All responsibilities associated with a specific event will be carried out in close coordination with the division concerned of HEC. No compromise will be made on quality and timeliness whether it is branding, printing and installations (backdrop, banners, stalls, counters, SMD, etc.), giveaways, refreshment or any other task assigned by HEC.
 - 8.8. Event management will remain under the administrative control of the focal person of the firm. The firm will be responsible for payment of salaries/charges of workers. The workers will be bound to act according to the lawful instructions/ orders of HEC.
 - 8.9. In case of leave/absence of focal person from duty, the firm will be responsible for provision of suitable replacement. If any firm's focal person is found unfit for duty, he will be replaced by the vendor immediately on the identification by HEC.
 - 8.10. The firm will bear its mobility/ transportation expenses for installing branding material, decorating venues and providing branding material.
 - 8.11. All items must be new, original and made as per description of the work order and must be in good condition on receipt. In case of any fault/defect, the items may be liable to rejection in case of any fault/defect.
 - 8.12. Payment of each and every task mentioned above will only be made upon satisfactory delivery of items and services as well as receipt of acceptable invoice along with all necessary documents. No escalation of cost will be permitted throughout the period of completion of any task.

- 8.13. All the applicable Government taxes must be included in the quoted rates. Separate claim from the firm, in this regard, will not be entertained. No additional amount will be paid by HEC. Rates quoted by the firm should be inclusive of all taxes.

9. Liquidated Damages

- 9.1. In case of continuous non-responsiveness or poor performance by any firm, the security money may be forfeited, and firm may be blacklisted for any future procurement.
- 9.2. If the firm fails to provide items/services as per HEC's requirements, the work order may be cancelled and awarded to any other firm at risk and cost of the firm whose work order has been cancelled.
- 9.3. The firm will take complete responsibility for smooth execution of events through utmost care. It will ensure that no damage is caused to the venue or its belongings. Else bearing the cost of any loss to property or other items will be firm's responsibility.
- 9.4. In case of delay or mismanagement in any component of assigned tasks, HEC reserves the right to impose a penalty not exceeding 10% of the total amount of the work order.
- 9.5. If the firm fails to complete work as per HEC's requirement, HEC reserves the right to reject it altogether or impose a penalty not exceeding 50% of the total amount of the contract.

10. Force Majeure

- 10.1. "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the work order impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, war, riots, storm, flood or other industrial actions (except where such strikes, lockdowns or other industrial issues are within the power of the party invoking Force Majeure), confiscation or any other action by the Government agencies.
- 10.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional actions of the firm or its agents or employees, nor (ii) any event which a diligent firm could reasonably have been expected to take into account at the time of the work order.
- 10.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required.

11. Dispute Resolution

- 11.1. HEC and the firm concerned shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract/work order.
- 11.2. In case of any dispute, the matter will be referred to the Executive Director HEC, whose decision will be final and binding on both the parties.

12. Mode of Payment

- 12.1. Payment will be made for all executed tasks on case-to-case basis as per work order.
- 12.2. Payment will be made only after satisfactory delivery of items/services.
- 12.3. Rates will be inclusive of all applicable taxes including GST.
- 12.4. Taxes will be deducted as per Government rules.
- 12.5. All payments shall be made by cross-cheque in Pak Rupees.
- 12.6. No payment shall be made in advance.

13. Blacklisting

- 13.1 If the firm delays in executing any task under the given work order or violates any of the provisions of the contract, HEC reserves the right to cancel the contract and blacklist the firm, either indefinitely or for the stated period.
- 13.2 If the firm is found engaged in any corrupt or fraudulent practice, HEC may blacklist the firm, either indefinitely or for the stated period.

14. Clarifications

Queries regarding this pre-qualification shall be submitted in writing to:

Mr. Muhammad Ittifaq
Assistant Director (Media)
Higher Education Commission
Sector H-9, Islamabad
Email: mittifaq@hec.gov.pk

Compliance Certificate / Compliance Undertaking

To be filled and signed by the bidder (owner/senior executive) on the bidder's letterhead

(Name), (CNIC#), (Designation), (Company Name) has/have gone through the terms/conditions of this pre-qualification document and hereby undertake and are firmly bound to abide by/comply with all sections of this document, except for those clauses/provisions noted below.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

The information given in this Bid is true to the best of my/our knowledge. I/we undertake to inform HEC, Sector H-9, Islamabad of any changes that may take place later in the status of the firm in business/agency or the management.

Signature:

Name:

Designation:

Firm:

Date:

Eligibility Criteria

Mandatory Requirements

S. No	Bid Enclosures	Yes	No
1.	Income Tax (No. / Certificate) with Income Tax department (with active status)		
2.	General Sales Tax (GST) (No. / Certificate) with Sales Tax department (with active status)		
3.	An affidavit to the effect that the firm has not been blacklisted by any Organization / Department of Public sector etc.		
4.	Minimum two years of experience (from the date of NTN registration)		

Parameters for Technical Evaluation

S. No.	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
1.	Years of Experience (Establishment of firm): (required firm registration certificate with any Federal or Provincial concerned department)		15
	More than 2 and less than 5 years (To be counted from NTN issuance Date)	10	
	More than 5 and less than 8 years	12	
	8 years & above	15	
2.	Printing Profile Note: Photocopies of work orders/documentary proof of last two years required (Samples of work in each category aligned with work orders)		10
	Designing and printing of publications for different organizations (e.g. magazines/newsletters, reports, booklets, etc.)	4	
	Designing and printing of publicity material (e.g. brochures, flyers, etc.)	3	
	Designing and printing of indoor/outdoor branding (e.g. backdrop, banners, etc.)	3	

3.	Video/Documentary Production: Photocopies of work order / documentary or video proof required which may be verified by the Technical Committee	10
	2.5 marks for each project of production of video clip/documentary, etc. having financial value of at least Rs. 0.2 million	10

4.	Event Management Note: Photocopies of work orders/documentary or video proof	15
	Events of public/private sector organizations having financial value of 5 - 12 Million Rupees (3.5 marks for one event)	7
	Events of public/private sector organizations having financial value of 2 - 5 Million Rupees (2.5 marks for one event)	5
	Events of public/private sector organizations having financial value of 0.5 - 2 Million rupees (1 mark for one event)	3
5.	Financial Strength	10
	(i) Bank Statement (01-07-2023 to 30-06-2024)	2
	(ii) Annual Turnover for Last 1 Year (Audited report for last 2 years)	8
	a. Below 10 million rupees: 4 marks	
	b. From 10 to Rs. 16 million rupees: 6 marks	
	c. Above 16 million rupees: 8 marks	
6.	Site Visit for Verification of Designing and Production Facilities The firm will give a brief presentation before the site visit.	40
	Visit of firm's office for verification of: <ul style="list-style-type: none"> Graphic designing facilities [availability of art director, designers adept in at least Photoshop and Illustrator, and high-end PCs (at least 32 GB RAM) to handle large graphics with 8-12GB graphic card] -- 5 marks Availability of graphic designer with printing knowledge and expertise (colour sense, cutting, binding) -- 5 marks Visit of Printing Press (4-color printing) -- 5 marks 	15
	Equipment for video recording <ul style="list-style-type: none"> Visit of Recording Studio and Verification of Availability of Cameras (DSLR and VHS) and Professional Cameraperson -- 6 (3+3) marks Lighting (Strobe and Outdoor Lights) -- 2 (1+1) marks Mics (Cordless and Event Mics), etc.) and Availability of Gamble -- 2 (1+1) marks 	10

	<p>Equipment/Software for editing/finishing of videos</p> <ul style="list-style-type: none"> • Latest video editing system (at least 12 Generation PC with 30GB RAM and 12GB card) – 4 marks • At least two video editors (one NLE and one Motion Graphic Editor) – 4 marks • Adobe Editing Suite (at least PremierPro and After Effects) – 2 marks 	10	
	Customer/client satisfaction reports of previous 2 years	5	
TOTAL			100

Threshold: Minimum 70 marks out of hundred are required to meet the eligibility criteria.

Firms References

(Relevant Services Carried out that Best Illustrate Firm's Qualification)

Please provide detailed information on relevant projects undertaken by your firm or entity, including a work order for each assignment. These projects should demonstrate firm's qualifications and can be for the firm individually or as a member of a joint venture.

S. No.	Client Name, Address, Contact Info.	Assignment (Printing, Video Production, Event Management)	Duration of Task Executed	Professional Staff Employed	Approx. Value of Contract	Official Stamp of the Firm
1.						
2.						
3.						
4.						
5.						
<p>Narrative Description of Project/s:</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>						
<p>Description of Actual Services:</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>						

Firm's Name and Stamp: _____

"FIRMS PROFILE FORM"

a. Particulars

Company Name	
Abbreviated Name	
Date of Registration	
Operational Regions/Cities	
National Tax No.	
Sales Tax Registration No.	
No. of Employees	

Title of Firm					
Type of Business	Private Limited	Sole Proprietor	Reseller	Partnership	Manufacturer
	Authorized Partner	Authorized Distributor	Others		
	If others (Please specify)				

Registered Office Address	
City/Town	
State/Province	
Postal Code	
Phone No.	
Fax No.	
Email Address	
Website Address	

Branch Office(s) Address (use separate table for each branch)	
City/Town	
State/Province	
Postal Code	
Phone No.	
Fax No.	
Email Address	
Website Address	

b. Financial Strength of the Firm

Company Net Worth (PKR)	
Company Turn Over (PKR) for the last three years	

c. Detail of Works/Jobs of the Firm

S. No.	Scope of Services to be provided by the Firm

Minimum Passing Marks are 70.