

**Khyber Pakhtunkhwa Information Technology Board
(KPITB)
Plot # 134-136, Industrial Estate, Hayat Abad
Peshawar, KP**

To: [Name and Address of Bidder]

Procurement Reference: PK-KPITB-215407-NC-RFQ

Date: 01/02/2021

Dear Sir,

PROJECT: DIGITAL JOBS IN KHYBER PAKHTUNKHWA

REQUEST FOR QUOTATIONS FOR [HIRING OF MEDIA AND EVENT MANAGEMENT FIRM]

The Khyber Pakhtunkhwa Information Technology Board (KPITB) invites your quotation for the items described above.

The KPITB has received a grant from the MDTF administered by the World Bank, intends to apply the proceeds of this grant to eligible payments under the contract for which this Request for Quotations is issued. This procurement process will be conducted in accordance with the shopping procurement method contained in the World Bank Guidelines July 2016 and the procedures described herein.

- 1. Preparation of Quotations:** You are requested to quote for these items by completing, signing and returning:
- the List of Products/Services and Price Schedule;
 - the documents confirming your eligibility, as listed below;

The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

- 2. Validity of Quotations:** The quotation validity required is 90 days.
- 3. Sealing and marking of Quotations:** Quotations should be placed in a single sealed envelope, clearly marked with the Reference above, the name of the Bidder and the Implementing Agency.
- 4. Submission of Quotations:** Quotations should be submitted to the address below by self/mail, by the date and time of the deadline below.

Date of deadline: 04/02/2021. Time of deadline: 02:00PM. Time of Opening: 02:30PM.

Address: Plot # 134-136, Industrial Estate, Hayat Abad, Peshawar

Facsimile: 091-9217486. Email: Irfanwk81@gmail.com

- 5. Eligibility Criteria:** You are required to meet the following criteria to be eligible:

- a). Registration with relevant authority.
- b). Supplier shall be registered with FBR, KPRA and shall be an active tax payer.
- c). Have completed at least 05 projects/activities/events of similar nature.
- d). Have registered office in Peshawar.
- e). Suppliers who previously failed to delivered goods/services within the given time or incomplete are not eligible to apply;

- f). Have the legal capacity to enter into a contract;
- g). Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- h). Not have had your business activities suspended or debarred from public procurement by the Office of Government Public Contracts Policy;
- i). The bidder must have equipment's as per Annex-A to this RFQ;
- j). Previous experience with the World Bank project will be preferred;
- k). Be eligible, as defined below;

6. Documents Evidencing Eligibility: You are requested to submit copies of the following documents as evidence of your eligibility.

- a. Valid certificate of registration or equivalent;
- b. Valid registration certificate with FBR, KPRA and proof of active tax payer;
- c. Proof of 05 similar projects completed (POs/contracts);
- d. Rental agreement/ lease agreement/ ownership documents;
- e. Satisfactory certificate from the relevant project executing agency;
- f. Affidavit of non-blacklisting/non-bankrupt;
- g. Satisfactory certificate from the relevant project executing agency;
- h. List of equipment the bidder has;
- i. Detail profile/description/broachers of the product/services offered;

7. Origin of Goods: All Goods and related services shall have as their country of origin an eligible country.

8. Technical Criteria: Physical verification of the lowest bidder for clause 6(d & h) will be carried out to inspect the equipment and office by the inspection team. Contract will be awarded to the bidder based on price and inspection team report.

9. Currency: Quotations must be priced in Pakistani rupees.

10. Best Evaluated Bid: The best evaluated bid shall be the lowest priced quotation along with satisfactory inspection report submitted by the inspection team, which is eligible and technically compliant.

11. Delivery: Prices should be quoted CIP (throughout KP but mostly in Peshawar) for imported goods and ex factory for domestically supplied goods [or DDU (named point)] according to INCOTERMS 2000.

12. Duties and Taxes: The quoted price shall be inclusive of all Government applicable duties and taxes.

13. Delivery Schedule: Delivery required should be 01 week from date of Purchase Order.

14. Warranty: Not applicable.

15. Terms of Payment:

20% payment will be made on submission of inception report and the rest of the Payment shall be made on below mentioned schedule based on delivered activities/services within 30 days against submission of your Invoice and supporting documents following delivery of the Goods/Products/Services.

S/No	Activity, Quantity and Serial No.	Payment
1	Inception Report	20%
2	Serial No.11 will be paid on Monthly basis	Monthly
3	One item from serial No.1, One from S.No 3, Two from Serial No.4, One from Serial No.5, One from Serial No.8, two from Serial No. 12 and one Serial No.14	

4	One from Serial No. 3, Two from Serial No. 4, two from Serial No.8, Two from Serial No. 9, four from Serial No.12, One from Serial No. 13, Serial No.15 One from Serial no.16 and One from Serial no.17	
5	Two from Serial No.1, Two from Serial No.4, One from Serial No.6, three from Serial no.8, three from Serial No.9, One from Serial No.10, four from Serial No.12, Two from Serial No.13 and One from Serial No.17	
6	Serial No.2, Two from Serial No.4, One from Serial No.5, , One from Serial No.7, Four from Serial No.8, Two from Serial No.9, Two from Serial No.12 and One from Serial No.13	
7	One from Serial No. 3, four from Serial No.4, four from Serial No.8, Two from Serial No.9 One from Serial No.14	
8		

16. Eligible Countries: Pakistan only

Any resulting contract awarded shall be by placement of a Purchase Order.

Any queries should be addressed to the Project Management Team at the address given above. Please prepare and submit your quotation or inform the undersigned if you will not be submitting a quotation.

Yours sincerely,

Irfan Wahab,

Procurement Manager

STATEMENT OF REQUIREMENTS

List of Goods/Products/Services and Price Schedule

Procurement Reference:

We offer to supply the items listed below in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in the Request for Quotations.

The validity period of our quotation is: _____ days/weeks/months.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is: _____ days/weeks/months from date of Purchase Order.

The warranty period offered is _____ months.

Currency of Quotation: _____

Item No	Description of Goods	Quantity	Unit of Measure	Country of Origin	Unit Price [Incl. Taxes]	Total Price [Incl. Taxes]
1.	Production of 60-120 seconds Short Video for the publicity of different components of the Project. Along with the details of the video story, target audience, Impact of the Video, Voice over Content and Script that shall be in English, Urdu or Pashto. Final HD video and raw data.	03	Nos			
2.	Complete Documentary of 3-5 Minutes (With Arial shots) & up to 50 processed Photographs. Along with the details of the video story, target audience, Impact of the Video, Voice over Content and Script that shall be in English, Urdu or Pashto. Final HD video and still Pictures.	01	Nos			
3.	Event coverage involving aerial photography and filming comprising of 60-120 seconds processed Videography & 100 processed Photographs. Along with the details of the video story, target audience, Impact of the Video, Voice over Content and Script that shall be in English, Urdu or Pashto. Final HD video and still Pictures.	03	Nos			
4.	100 Processed Still Photographs.	12	Nos			
5.	Animated packages (60-180 Seconds) to highlight the initiatives of KPITB	02	Nos			
6.	TV Talk Show 30-45 minutes on different national television channels	01	Nos			
7.	TVC Campaign on Workaround (BPO) on mainstream media	01	Nos			
8.	Special Columns and PR Articles through Prominent Journalists in English and Urdu daily's	15	Nos			
09.	Newspaper supplement's on Special Occasions	10	Nos			

Statement of Requirements

10.	Public Service Awareness messages through different Radio channels across the Khyber Pakhtunkhwa regarding multiple components of the project.	150	Nos			
11.	<p>Social Media Marketing for the project period (12 Months)</p> <ul style="list-style-type: none"> • To Build a complete social media marketing communication strategy • Creating/producing Social Media Content, posting daily updates using different designing tools/software's such as photoshop, illustrator etc. • Videos: Messages from speakers, potential participants, startups, and students, Partners, Sponsors • Social media LIVE on different occasions. • Creating info-Graphics and other slides for SM • Daily Posts on Facebook, Instagram, YouTube and Twitter. • Replies to queries, messages, and comments • Running small Facebook and twitter polls and surveys to engage the audience • Social media coverage during the event, including the delivery of relevant hashtags and updates on the event • Editing and publishing recorded YouTube videos after the event on various platforms. • Monitoring and sharing all relevant data and social media analytics. • Emails to list for registration, confirmations and other activities. • Social Media Promotions both organic and paid. 		Monthly			
12.	Awareness Sessions at different institutions in Khyber Pakhtunkhwa (Maximum up to 50 Person). Standees, banners, Printing materials, refreshment etc.	12	Nos			
13.	Consultative Workshops/Seminars (Maximum up to 30 Person). Standees, banners, Printing materials, refreshment/lunch, etc	04	Nos			
14.	Fairs/Expo/Inaugural/ Closing Ceremonies to showcase different products of youth) Hall/Venue, stage, backdrop, decoration Standees, banners, Printing and promotional materials, refreshment/lunch, Stalls for exhibition area, catering, stage designing, sound system, lighting other necessary arrangement.	02	Nos			
15.	A two-days exposure visits of incubation centers to Lahore. CEOs/Cofounder of GIS Startups will be participants. Boarding and lodging, promotional items.	01	Nos			

Statement of Requirements

16.	A one-day exposure visits of incubation centers to Islamabad. CEOs/Cofounder of GIS Startups will be participants. Boarding and lodging, promotional items.	01	Nos				
17.	Press conferences/ media gatherings. Hall/Venue, Printing and promotional materials, banners, refreshment, sound system and transport if required.	02	Nos				
						Other Additional Cost	
						Sub-Total	
						Total	

Prices quoted are: Inclusive of Taxes, Transportation and Installation charges

Quotation authorised by:

Signature: _____

Name: _____

Position: _____

Date: _____

(dd/mm/yy)

Authorised for and on behalf of:

Company: _____

List of Equipment

S.No	Description
1	Full HD Cameras for recording of interviews and general footage. A dedicated Camera to record high frames per second for slow-motion.
2	Drone technology for HD arial footage and photographs.
3	Crane (Stabilizer) for the recording of moments of objects.
4	Up to date equipment/machines for Post Production.
5	SMD Screen 08X10 to 10X60 (Surface Mount Display).
6	Audio and Video Studio facilities and equipment
7	Full HD Broadcast Van equipped with latest state of the art technology for Live stream to varies social/digital media platforms.
8	All the required/necessary equipment for Social Media Handling.