REQUEST FOR PROPOSAL

HIRING OF EVENT MANAGEMENT FIRM

P3A

Partnerships for Growth

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LETTER OF INVITATION

Government of Pakistan
Public Private Partnership Authority

Address: Office # 501, 5th Floor, Evacuee Trust Complex
Agha Khan Road, F-5/1, Islamabad

R.F.P. No. ________________________
Islamabad, the 21st October,2023

Dear Sir/Madam,

1. Introduction

1.1. Public Private Partnership Authority ("P3A"), an autonomous statutory body corporate established under the Public Private Partnership Authority Act, 2017 (as amended), has the mandate of creating an enabling environment for private sector participation in development projects and in the provision of public infrastructure and related services in Pakistan through public-private partnerships.

1.2. P3A's aim is to establish a regulatory framework to execute public private partnerships in Pakistan, so as to promote domestic and foreign private investment in development projects to increase the availability of public infrastructure and service delivery with an aim to improve the reliability and quality of infrastructure and sustainable delivery of services, promotion of transparency and competitiveness to help achieve the government its social and developmental objectives for accelerating economic growth through appropriate regulatory controls.

1.3. This RFP is being addressed to the potential Bidders to submit their Technical and Financial Proposals in accordance with the terms and conditions set forth in this RFP.

1.4. An Event Management Firm will be selected under the Quality and Cost Based Selection (QCBS) method through the evaluation of a detailed Technical and Financial Proposal, submitted in the respective formats provided in this RFP, in accordance with the Public Procurement Regulatory Authority Ordinance, 2002 and the rules and regulations made thereunder.

1.5. This RFP includes the following:

Section I	-	Letter of Invitation
Section II	-	Terms of Reference

Section III	-	Instructions to Bidders
Section IV	-	Technical Proposal - Standard Forms
Section V	-	Financial Proposal - Standard Forms
Section VI	-	Event Management Agreement

1.6. Detailed requirements as to the proposal’s form, submission date, time and address are provided in the Instructions to Bidders contained in this RFP.

Yours sincerely,

(Sadaqat Ali Khan)
Manager Coordination
P3A

SECTION II- TERMS OF REFERENCE

HIRING OF EVENT MANAGEMENT FIRM

1. **Objective of the Assignment**

    1.1. Public Private Partnership Authority (P3A) aims to organize an exclusive and distinguished symposium for top-tier stakeholders, decision-makers, and industry experts for discussion, policy makers analysis for creating, establishing, implementation, modernization, and incorporation of best international experiences in the development of robust systems and analytic tools for informed investment decisions in the realm of Public Private Partnerships (the, “PPP Symposium”).

    1.2. The PPP Symposium aims to foster a robust discussion and exchange of insights, focused on the importance of market development in PPP echo-system with an overarching goal of contributing to the advancement of Pakistan’s development goals as set by the Federal Government. One of the core objectives is to convene a diverse array of attendees, including government officials, industry leaders, international experts and academia to explore the role and importance of PPP landscape with an aim to improve the bankability options for the private sector by providing value for money solutions to implementing agencies to create a win-win situation in investment decisions.

2. **Scope of the Assignment/Terms of Reference (ToRs)**

    2.1. The selected Event Management Firm will have the exclusive rights to conduct the event on behalf of P3A, subject to P3A’s prior approval and concurrence, on mutually agreed terms and conditions and shall be required, *inter-alia*, to perform the following major tasks:

        a. Organizing the PPP Symposium in accordance with the best available industry specific options keeping in view the importance of the subject event;

        b. All preparatory work, media campaigning, preparation of pictorials, introductory broachers, standees, stage setting and designing with color scheming, give away identification and designing, general outlay of thematic approach of the PPP Symposium, and procurement along with the provision of all equipment and electronic gadgetry required for the Event;

        c. Organizing and arranging receptions, if so, required by P3A;

        d. Logistic support to P3A and any of its guests/attendees for the Event, if so, required by P3A;

e. Designing and printing of event documents, collaterals and publicity materials;

f. Hiring and engaging, at its sole responsibility and cost, for supervision or provision of any of the services, other agencies/firms for proper and successful execution of the said PPP Symposium/Event; and

g. Any other work assigned by P3A or deemed appropriate by the Bidder with respect to the said PPP Symposium/Event.

2.2. In addition to the above, the broader details of the PPP Symposium are:

a. Holding a high-profile symposium on Public Private Partnerships,

b. Expected Event Date: December 2023 (Flexible),

c. Event Audience: Top-tier Government Officials, Policy Makers, Industry Leaders, CEOs, International Experts, Financial Institutions, Development Organizations, Academia and Researchers, Media Professionals, Legal and Regulatory Experts, Investors and Venture Capitalists, Local Government Representatives,

d. Guests: 100-150 guests approximately,

e. Venue: Islamabad.

2.3. The Event Management Firm shall be responsible for providing all necessary services that are essential to meet the event objectives of P3A including (herein collectively and individually referred to as the "Assignment"). In addition to above, the Successful Bidder shall be responsible to, but not limited to, the following, do and, *inter-alia,* perform, the Key Deliverables as under:

#	**Category**	**Description**
1	Comprehensive Event Blueprint	Complete event timetable with proposed sequence, Master of Ceremonies (MC) options, event oversight strategy, and related aspects
2	Event Infrastructure and Design	Venue arrangement, furnishings, equipment and decor arrangement
3	Branding Elements	Brand representation elements including but not limited to entry aesthetics, stage setup,

#	Category	Description
		media backdrops, SMD displays, seating, red carpet
4	3D Floor Plan Rendering	Three-dimensional rendering for enhanced visual branding
5	Event Conceptualization and Theming	Development and presentation of event themes and artistic ideas
6	Catering and Beverage Plan	Plan and cost per head for food and beverages
7	Guest Souvenir Proposal	Recommendations for keepsakes or tokens for event attendees
8	Usher Management, Valet Service and Printing	Coordination of ushers, valet parking, and printing requirements
9	Event Videography	Elaborate event recording, encompassing editing, sound blending, captions, audio enhancement, and color enhancement
10	Audio/Visual Arrangement	Top-notch audio and visual elements, including sound amplification, visual displays, lighting design, and technical support.
11	Sponsorship Engagement	Assistance in approaching and involving potential event backers, if needed by P3A
12	Event Security Proposal	Proposal for event safety, including security equipment and management team
13	Logistics and Venue Management	Identification and securing of a suitable event venue, along with coordination of logistics, transportation, and equipment rentals
14	Event Planning and Strategy	Formulation of an event strategy and concept that aligns with the objectives of the symposium, including theme and design selection and ensures engaging and balanced program flow
15	Feedback Collection	Solicitation of input from all event attendees for event assessment and formulation of recommendations based on feedback and lessons learned
16	Registration and Attendee Management	Efficient registration of event participants and provision of assistance to attendees with inquiries and needs
17	Event Marketing and Promotion	Development of a comprehensive plan for event promotion, incorporating an executive marketing strategy that encompasses online

#	Category	Description
		and offline promotion, social media marketing, and more

SECTION III - INSTRUCTIONS TO BIDDERS- PROCEDURE FOR SUBMISSION AND EVALUATION OF PROPOSAL

HIRING OF EVENT MANAGEMENT FIRM

1. Instruction to Bidders

1.1. **Definitions:** Unless the context provides otherwise, the following terms shall be defined as under:

a. “Assignment” means assigned tasks and activities provided in the Terms of Reference contained in this RFP;

b. “Bidder” means a company or a registered firm in accordance with applicable laws that has responded to this RFP by submitting a formal Proposal. The reference to a Bidder shall include the entire proposed team, and / or relevant members, including the proposed leadership;

c. “Event” means the event as proposed in this RFP document;

d. “Event Management Agreement” or “Agreement” means the legally binding document to be executed between P3A and the selected Bidder establishing the terms and conditions of the engagement of the Event Manager;

e. “Event Management Firm” means the Successful Bidder with whom the Event Management Agreement is entered into by P3A to perform tasks provided in the Terms of Reference contained in this RFP. Reference to an Event Manager shall include the entire proposed team, and / or relevant members, including the proposed leadership;

f. “Financial Proposal” means the Bidder’s financial proposal submitted in accordance with the terms of this RFP;

g. “P3A” or the “Authority” means the Public Private Partnership Authority;

h. “Proposal” shall mean each combined set of the Technical and Financial Proposals;

i. “Request for Proposal” or “RFP” means this document or set of documents prepared by P3A, to solicit Proposals, including all sections hereof and any annexures or appendices hereto;

j. “Successful Bidder” means a Bidder who has been awarded the Event Management Agreement pursuant to this RFP and who shall be responsible to complete the activities as described in the Terms of Reference;

k. “Technical Proposal” means the Bidder’s proposal that highlights its technical capability to deliver the required deliverables associated with the Terms of Reference as provided in this RFP; and

l. “Terms of Reference” means the part of the RFP which explains activities and tasks to be performed, responsibilities of the Bidder as well as expected results and deliverables of the Assignment.

2. Bidding Procedure

2.1. The Bidder must submit a Technical Proposal meeting the requirements set forth below:

a. The submission must include one (01) original and three (03) copies;

b. Every page of the original Technical Proposal must be signed and stamped and the additional copies must be made from the original Proposal; and

c. The Technical Proposal shall be placed in a sealed envelope clearly marked as “Technical Proposal for Hiring of Event Manager for PPP Symposium”.

2.2. The Bidder must submit a Financial Proposal meeting the requirements set forth below:

a. The submission must consist of one (1) original, of which every page must be signed and stamped;

b. Neither a Financial Proposal nor any reference to financial cost may be provided electronically or as a soft copy (non-compliance shall lead to immediate rejection of such proposal); and

c. The original Financial Proposal shall be submitted in a separate sealed envelope clearly marked “Financial Proposal for Hiring of Event Manager for PPP Symposium” and should also be marked “Do Not Open with the Technical Proposal”.

2.3. The aforesaid Technical Proposal shall include a power of attorney / letter of authority authorizing the representative of the potential Bidder to sign and submit the Technical and Financial Proposals.

2.4. The Financial and Technical Proposals should be in separate sealed envelopes, mentioning the name and contact information of the potential

Bidder and the Assignment. It is reiterated that the Financial Proposal envelope must be clearly marked “Do Not Open with the Technical Proposal.”

2.5. The separate Technical and Financial Proposal envelopes will be enclosed in one larger outer sealed envelope addressed correctly and legibly, mentioning the name and contact information of the potential Bidder and the name of the Assignment.

2.6. Any document / paper not in the respective sealed envelope shall not be considered for evaluation.

2.7. The Technical and Financial Proposals shall be prepared and submitted in accordance with the following requirements:

a. Language: The Proposals and all documents relating to the Proposals shall be written / typed in the English language.

b. Currency: All prices contained in Financial Proposal or related document shall be quoted in Pakistani Rupees (PKR) and all payments will be made in Pakistani Rupees (PKR), subject to deduction of applicable taxes.

2.8. The deadline for receipt of the above-mentioned Proposals by P3A is [08th November 2023 with a deadline of 1100 hrs. of the same date]. All Proposals shall be addressed as follows:

Name	Sadaqat Ali Khan
Title/Position:	[Manager Coordination]
Telephone:	051-9211983-84
Email address:	sadaqat.ali@p3a.gov.pk
Official postal address:	Public Private Partnership Authority Office 501, 5th Floor, Evacuee Trust Complex, Agha Khan Road, F-5/1 Islamabad, Pakistan

2.9. The Technical Proposals shall be opened on the same day at the time specified in the presence of the representatives of all Bidders that may choose to be present.

2.10. P3A shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and / or marked as stipulated. Failure to deliver the Proposals as aforesaid shall result in immediate disqualification of the Bidder in question.

2.11. The responsive conditions shall be as under:

a. Registration with tax authorities, sales tax registration and inclusion in active tax payers list of FBR;

b. In case of consortium, affidavit of the members appointing one of the members as Lead Member of the consortium submitting the Proposal on behalf of the other members;

c. Integrity Pact as prescribed by PPRA; and

d. Office location and physical presence in Islamabad/Rawalpindi.

2.12 **Timeline of Bidding Process**: The table set forth below presents the timelines that will be followed with respect to the bidding process. If any component of this schedule is modified in the sole discretion of P3A, the corresponding changes to the rest of the schedule will be notified along with the modification:

#	Activity	Deadline
1	RFP Issue Date	22nd October 2023
2	Deadline for queries / questions Send to: [Insert Name] Email:	3rd November 2023 *Clarifications may be requested no later than (5) working days prior to the submission deadline.*
4	RFP Receipt Deadline	8th November 2023@ 1100 Hrs.
5	Opening of Technical Proposals	8th November 2023@ 1130 Hrs.

3. Technical Proposal

3.1. The Technical Proposal shall provide information detailing how and why the Bidder is technically qualified to undertake and complete the Assignment in accordance with the Terms of Reference provided in this RFP and as reflected in the qualification criteria provided in this RFP. The Bidder is expected to demonstrate in its Proposal the following with documentary evidence:

a. Permanent technical and managerial staff with relevant experience and qualification;

b. Experience in arranging, organizing and holding large-scale high-profile event;

c. Proposed work methodology/work plan, creativity and implementation strategy;

d. Number of staff being made available for the PPP Symposium with their qualifications and experience;

e. List of Bidder's own equipment and other resources, their conditions and declaration, in writing, that the said equipment, resources and material is fit for the purpose and in excellent condition;

f. Financial capabilities and turnover during the last three years; and

g. Availability of funds to take up the Assignment;

3.2. Each Bidder shall be awarded scores as shown in the qualification criteria of this RFP.

4. Financial Proposal

4.1. The Financial Proposal shall stipulate the total fee for the Assignment (inclusive of all the applicable taxes and out-of-pocket expenses) and shall be prepared using the format provided in this RFP and shall be submitted as per the procedure specified herein. P3A will not be responsible for any tax or insurance liability arising out of the performance of the services for the Assignment, and all fees and costs are to be expressed in Pakistan Rupees only. The Financial Proposal and related information shall be submitted in the manner and form specified in Section IV of Clause 2, and in accordance with the instructions contained therein.

4.2. Financial Proposals will be reviewed to ensure these are complete i.e., whether the Bidders have quoted price as stipulated in this RFP.

4.3. Financial Proposals will be examined by the Evaluation Committee and may be declared as Financially non-responsive, if: a) the financial proposal is incomplete or incompatible with the (respective) technical proposal, and such imperfection or incompatibility cannot be resolved; b) Bidder has not provided the Financial Proposal on the formats prescribed on the template or format as provided in the RFP document; c) Price quoted by the Bidder are subject to variation or adjustment on any account; and d) the Bidder submits a conditional proposal;

4.4. If the Bidder is: (i) Found substantially responsive; (ii) found in compliance with all the mandatory (technical) specifications/requirements defined in the TORs; (iii) crosses the requisite qualification/quality threshold, and (iv) found technically highest ranked on the basis of combined evaluation of technical and financial proposal as described in this RFP. It shall be declared as most advantageous.

5. Clarification Requests

5.1. The Bidder (s) can request a clarification on any term(s) contained in this RFP or the Appendix, if any, attached hereto up to the deadline specified for such requests as specified in this RFP. Any request for clarification must be sent in writing by registered post or email to recipient and at the addresses provided above. In the interest of transparency, any clarifications issued by P3A shall be sent to all Bidders, irrespective of which Bidder requested the clarification in question. Such clarifications will be addressed to the contact information provided by the Bidders in their respective Bids/Proposals (or as specified in their request for clarification). Further, P3A may, at its discretion, arrange a pre-proposal meeting, which the representatives of interested potential Bidders may attend.

6. Addendum to RFP

6.1. At any time before the submission of Proposals, P3A may amend the RFP document by issuing an addendum, in writing. All addenda to the RFP shall be advertised in the same manner adopted for original advertisement. Any addendum so issued by P3A will become part and parcel of the RFP document. It shall be the responsibility of the potential Bidders to ensure proper review of any such addenda prior to the submission of their respective Proposals. To provide the Bidders with reasonable time in which to take an amendment into account, the P3A may, if it deems the amendment to be substantial, extend the deadline for the submission of Proposals.

7. Cost of Preparing Proposals

7.1. The costs associated with preparing the Proposals, attending any pre-bid meeting, giving presentations to P3A, at the request of P3A, and of negotiating the Event Management Agreement, including visits for discussion with P3A, are to be borne by the Bidder(s) and shall not be reimbursable.

8. Opening and Evaluation of the Proposals

8.1. On expiry of the date for submission of the Proposals, the evaluation process will begin. Any effort by a Bidder to influence the P3A in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the immediate rejection of such Bidder's Proposal. The opening of the Technical Proposals shall be conducted in the presence of the Bidders' authorized representatives who choose to attend in accordance with the procedure provided in the RFP. Thereafter, the Financial Proposals shall be opened in as per the procedure provided in this RFP. The Proposals submitted by the Bidders shall be evaluated in accordance with the criteria and responsiveness conditions provided in this RFP and the most responsive Bidder shall be determined to be successful. Financial proposals of those Event Managers who failed to secure minimum qualifying marks with respect to the Technical Proposal (as specified in the RFP) shall be returned unopened.

9. Bid Validity

9.1. The Bids received by P3A from the interested parties shall remain valid for a period of 60 days from the date of receipt of Proposals in accordance with the terms of this RFP. The Bidders shall not be allowed to change, alter, or modify their technical or financial proposals during the Bid Validity Period. Unless extended by a party the Bid Validity Period at the request of P3A, the parties or any party may withdraw from the procurement process without any legal repercussions.

9.2. In exceptional cases prior to expiry of tender validity period, the P3A may request the bidders for a specified extension in the period of validity. The request and response thereto shall be made in writing. A bidder agreeing to the request will neither be required nor permitted to modify its bid/proposal. It will only be required to extend the validity of its Bid/Proposal. The bidders not agreeing to the extension in validity of their bids shall be treated as withdrawn bids and the bids with extended validity periods will only be taken into further consideration.

10. Evaluation Method of the Proposals

10.1. On expiry of the date of submission of the Proposals, the evaluation process will begin. The bidders shall be evaluated using "Quality and Cost Based Selection' method whereby the bidder securing the highest weighted marks as per the prescribed Technical and Financial Criteria and if its proposal be responsive shall be declared as the successful bidder and the others bidders shall follow accordingly. Technical Proposal marks shall be given 80% weightage and Financial Proposal marks shall be given 20% weightage. The bidder needs to secure at least 70 marks in the Technical Proposal to be considered as an eligible bidder for the opening of its Financial Proposal. Accordingly, the date for opening of Financial Proposals shall be communicated to the eligible bidders only and the Financial Proposals of the non-eligible bidders shall be returned unopened.

11. Preliminary Evaluation and responsiveness

11.1. The P3A shall examine the bids to determine whether they are complete, responsive, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether that bids are general in order.

11.2. The P3A may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of the Bidder.

11.3. Prior to the detailed evaluation, the P3A shall determine the eligibility of bidder as per bidding documents. P3A's determination of a bidder's eligibility is to be based on the contents of the bid itself without recourse to extrinsic evidence.

11.4. If a bid is not eligible, it shall be rejected by the P3A and may not subsequently be made responsive by the bidder by correction of the nonconformity.

11.5. The decision of the procurement committee of P3A to accept or reject any bid will be final as per PPRA Rules, 2004.

12. Technical Criteria

12.1. Once the Proposal of a Bidder is declared as 'responsive', as per details given above, the qualifying score out of 100 is 70% of the total marks, obtained on technical criteria stated below:

SECTION & PARAGRAPH REFERENCE	DESCRIPTION	DOCUMENTS TO BE PROVIDED BY BIDDERS
Section III, Paragraph 3.11	**Responsiveness Conditions:** Responsive Conditions for evaluation of Technical Proposal shall be as under:	Evidence through documents

	a. Registration with tax authorities, sales tax registration and inclusion in active tax payers list of FBR; b. In case of consortium, Power of Attorney of the members appointing one of the members as Lead Member of the consortium submitting the Proposal on behalf of the other members; c. Signature of authorized representative on each page of the Technical and Financial Proposal; d. Undertaking as to the availability of requisite professionals to deliver the services and Assignments. e. Integrity Pact as prescribed by PPRA; and f. Office location and physical presence in Islamabad/Rawalpindi.	
Section III, Paragraph 3.12	**Evaluation Criteria for Technical Proposal:**	
	Permanent technical and managerial staff having relevant qualifications & experience: **[10]** a. More than 5 but less than 10 staff with relevant qualifications & experience: 5 b. More than 10 staff but less than 15 with relevant qualifications & experience: 8 c. 15 or more staff with relevant qualifications & experience: 10	To be supported with documentary evidence
	Experience of large-scale, high-profile events National & International: **[20]** a. Up to 5 large scale events: 10 b. up to 8 large scale events: 15 c. More than 15 large scale events: 20	Form Tech-1 Form Tech-2
	Proposed work methodology/work plan, creativity and implementation strategy **[25]**	Form Tech-3

	Number of staff being made available for the PPP Symposium with their technical capabilities and experience **[10]**	Form Tech-4
	List of Bidder's own equipment and other resources with a declaration that such are fit for the purpose: **[10]**	Form Tech-5
	(iv) Financial Capabilities: [10] <u>Last three years audit reports:</u> <u>The scores will be allocated as under:</u> a. Above 25 Million revenue – 7 points b. Below 15 Million revenue – 3 points	Last three Income Tax Returns
	Availability of funds to take up the Assignment: **[10]**	Duly signed statement by the Bidder for availability of funds
	(v) Office Location [5] Office in Islamabad	Profile of the Bidder
	The minimum technical score (St) required to pass is: 70	
Section III, Paragraph 3.13	**Evaluation of Financial Proposal:** The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following: Sf = 100 x Fm/ F, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.	
Section III, Paragraph 3.19	**Combined Evaluation of Technical and Financial Proposals:** **The weights given to the Technical (T) and Financial (P) Proposals are:** **T = 80%, and** **P = 20%**	

	Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: S = St x T% + Sf x P%.	
Section III, Paragraph 14	**Expected Date of Commencement of Services:** As specified in Consultancy Agreement.	

13. Contract Negotiations

13.1. The Event Management Agreement negotiations shall be conducted with the authorized representatives of the successful bidder only (the bidder having secured highest weighted marks and its proposal be responsive) and shall primarily focus on issues related to the work plan, deliverables, and mechanism for payment and disbursement. There will be no change in the scope of the Assignment as described and specified in Section-II of this RFP. A copy of the document conferring authority in this regard shall be made available by the successful bidder to P3A prior to commencing the negotiations. In case the negotiations with the successful bidder are unsuccessful, negotiations with the authorized representatives of second successful bidder may be carried out so on and so forth. P3A shall be under no obligation to select any of the firm/company submitting the proposal, and has the right to cancel the procurement process at any time, without assigning any reason. It should also be noted that the provisions of the RFP shall prevail in case of any inconsistency is found within the Event Management Agreement.

14. Payment to the Event Management Firm/Event Manager

14.1. The interested parties shall quote their fee of the Assignment for the whole event on lump sum basis in accordance with the prescribed financial proposal (Section IV, prescribing the format of Financial Proposal) attached with this RFP

14.2. P3A shall pay the successful bidder (i.e. the Event Manager) the service fee after completion of the event, subject to satisfactory performance by the Event Manager; and

14.3. The Event Manager shall raise the invoice after the completion of the event and the conclusion of its hired services addressed to the “Chief Executive Officer” of P3A for payment, which payment shall be processed within 10 working days.

15. Payment of out-of-pocket Expenses

15.1. The lump sum fee shall not include any out-of-pocket expenses. Any out-of-pocket expenses with respect to the delivery or conduct of the Assignment or any part of Assignment shall be only paid to the Event Management Firm/Event Manager, if such expenses are accorded prior approval of P3A.

16. Bid Price Quote

16.1. The firms/ companies shall quote their rates against complete proposed event package with cost breakdown of each component separately.

16.2. All rates quoted by the firms must include all applicable taxes.

16.3. No revision of rates on any account will be admissible.

16.4. Rate should be quoted in Pak Rupees.

16.5. The bidders shall bear all costs associated with the preparation and submission of their bids.

17. Liquidated Damages

17.1. In case the bidder fails to execute and deliver the Assignment as per Scope of Services in accordance with the terms and conditions laid down in the tender document, penalty @ 0.5% of the total cost per day maximum up to 10% of the total value of the Assignment will be imposed.

17.2. The quality of services and works will be inspected by the P3A and if at any time any deviation from the approved specifications/ scope of work was found, the P3A will not be responsible for any such work/ service/ supply of inferior quality.

17.3. Without prejudice to paragraph 17.1 above, the Successful Bidder at the time of execution of Event Management Agreement shall provide to P3A performance guarantee to the tune of PKR [200,000.00], which shall be returned upon successful completion of the Assignment to the Event Manager within seven (07) working days.

18. Exclusion and Prohibitions

18.1. The Event Management Firm/Event Manager, including all its team members having an access to such proprietary information, shall be prohibited from using any of the proprietary information/confidential information without the express approval of P3A.

SECTION IV - INSTRUCTIONS TO BIDDERS- FORMAT FOR TECHNICAL AND FINANCIAL PROPOSAL

HIRING OF EVENT MANAGEMENT FIRM

FROM:	TO:
---------------------------------------	[Sadaqat Ali Khan]
---------------------------------------	[Manager Coordination]
---------------------------------------	P3A
---------------------------------------	Islamabad

Sir/Madam:

Subject: **Technical and Financial Proposals for Hiring of Event Management**

I/We [The Bidder] herewith enclose the sealed Technical Proposal (1 original and 2 copies) and sealed Financial Proposal (1 original) of my/our firm(s)/organization(s) for the captioned Assignment.

Yours faithfully,

Signature ________________________________
(Authorized Representative)
Full Name ________________________________
Designation ________________________________
Address ________________________________

1. Contents of the Technical Proposal

The Technical Proposal shall provide necessary general information of the bidder/consortium; and a description regarding how the bidder is meeting each condition and criterion. as given in; and how the bidder is technically qualified to undertake and complete the Assignment in a given timeframe. Besides, the bidder shall be required to demonstrate the following:

1.1. Relevant Experience and Experience of having undertaken similar assignments

The bidder shall give comprehensive explanation of its relevant experience and experience of having undertaken similar assignments in terms of Section III; the nature of the work performed in each assignment so undertaken; and the propositions which made for successful events.

1.2. Competence and Qualification of Team

The bidder shall showcase its team of experts capable of undertaking and completing the Assignment as per its Scope of the Assignment/ ToRs and shall briefly mention their roles, responsibilities and qualifications. The bidder should attach resumes of its team members along with an undertaking that they shall be available for the Assignment, as and when required, during the currency of the Assignment.

1.3. Work Plan and Methodology

The bidder shall present its indicative work plan/ methodology for the undertaking of the Assignment and present its understanding of the relevant issues and the PPP environment in Pakistan. In addition, the technical proposal should, at a minimum, contain the following information:

a. Bidder’s and its non-lead associates’ complete profile and other relevant information;

b. Demonstration of bidder’s capability and required relevant experience; and, number of clients and similar assignments undertaken, supported by the evidence, to effectively undertake the Assignment in accordance with the Scope of the Assignment/ ToRs;

c. Complete description of the work-methodology to undertake each task specified in the Scope of the Assignment/ TOR’s;

d. Time-lines for undertaking the activities/tasks envisaged under the Assignment;

e. Qualification and experience of the staff proposed to be deployed for the Assignment;

f. Indicative timeframe for presentation/ submission/ delivery of outcome/ deliverables;

g. Brief profiles/ list of bidder's existing clients; and

h. A brief sketch of perception of the communication requirements of P3A and how the Event Manager will add value and contribute towards achieving the overall objectives of the Assignment.

2. Format for Financial Proposal

In addition to the Technical Proposal, the bidders will be required to submit in a separately sealed envelope a Financial Proposal mentioning the total amount of fee to be charged for the Assignment in PKR (inclusive of any and all taxes and duties):

Total Event Manager Fee amount to be charged from P3A for the whole duration of the Assignment	**Amount in PKR** (Inclusive of applicable taxes)

Note: For avoidance of doubt, P3A shall not be responsible for any taxes, charges, levies etc. arising from payments to the successful bidder and the fee quoted by the bidder shall be inclusive of all the applicable taxes. The total fees shall be paid to the bidder subject to receipt of the approved invoices during the currency of the Assignment.

TECHNICAL PROPOSAL – STANDARD FORMS

1. FORM TECH-1: Technical Proposal Submission Form

[*Insert location and date*]

To: [*Insert name and address*]

Dear Sir / Madam,

We, the undersigned, offer to provide the advisory services for [*Insert title of Assignment*] in accordance with your Request for Proposal, dated [*Insert date*]. We are submitting our Proposal which includes this Technical Proposal, and a Financial Proposal in separate envelopes.

We declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]: ______________________________

Name and Title of Signatory: ____

Name of Firm: ____

Address: ____

2. FORM TECH-2: Bidder's Organization and Experience

A – Organization

[*Provide here a brief (two page) description of the background and organization of your entity (including organogram) for this Assignment*]

[*Provide the incorporation documents, partnership deed etc. to qualify as the Bidder in accordance with the terms of this RFP*]

B – Experience[1]

[*Use the format below, provide information on each assignment which your entity was legally contracted to carry out services similar those requested under this Assignment*]

Title of the Assignment:	Value of the Agreement (in PKR):
Name of Client:	Region / location of successfully completed Assignment:
Duration of Assignment (Month/Year):	
Name of senior professional staff engaged / worked on the assignment	
Task(s) and activities performed	
Completion of the Project Assignment with evidentiary proof	

[1] This format can be used to provide the experience of the Bidder in holding, arranging, and implementing large scale high profile events National & International.

3. FORM TECH-3: Description of Technical Approach and Methodology

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[*Explain your approach to key tasks for the Assignment as set forth in the Terms of Reference (Section II), including your technical approach and methodology for arranging and holding of PPP Symposium*]

4. FORM TECH-4: Team Composition and Task Assignments

Professional Staff					
Name of Staff	CNIC No. / Passport No.	Organization	Area of Expertise	Position Assigned	Task Assigned

5. FORM TECH-5: List of Bidders equipment and other resources available with a declaration that such are fit of the purpose

SECTION - V

FINANCIAL PROPOSAL – STANDARD FORMS

1. FORM FIN-1: Financial Proposal Submission Form

[*Insert location and date*]

To: [*Insert name and address*]

Dear Sir / Madam,

We, the undersigned, offer to provide services for [*Insert title of Assignment*] in accordance with your Request for Proposal, dated [*Insert date*], and our Technical Proposal.

Our attached Financial Proposal is for the amount of [*Insert amount(s) in words and figures*], inclusive of all direct or indirect taxes as well as out of pocket expenses.

Our Financial Proposal shall be binding upon us up to the expiration of the validity period of the Proposal as specified in the Request for Proposal.

We understand that you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: ______________________________

Name and Title of Signatory: ____

Name of Firm: ____

Address: ____

SECTION - VI - DRAFT EVENT MANAGEMENT AGREEMENT

HIRING OF EVENT MANAGEMENT FIRM

(Tentative Draft)
DRAFT EVENT MANAGEMENT AGREEMENT

THIS EVENT MANAGEMENT AGREEMENT, (hereinafter together with the recitals and the annexes attached hereto called the, "Agreement) is made on the __ day of __ 2023, between Public Private Partnership Authority through its Chief Executive Officer, a body corporate, established under the provisions of Public Private Partnership Authority Act, 2017 (as amended (hereinafter called the "P3A"), which expression shall mean and include its successors, administrators and legal representatives, and ________________________

___________________, (hereinafter called the "Event Manager", which expression shall mean and include its successors, administrators, and legal representatives.

WHEREAS

a. P3A wishes to appoint a specialized firm/team of specialists to act as the Event Manager to the P3A to carry out the Services.

b. The Event Manager, represents and covenants to the P3A that they have the required professional skills, personnel and technical resources, and have agreed to provide on the terms set out in this Agreement of Services together with the Terms of Reference, which would also form an integral part and parcel of this Agreement, in particular, to provide the services which are essential in respect of the Services in terms of this Agreement, and which the Event Manager recommends from similar experiences in the field.

NOW THIS AGREEMENT WITNESSETH AS UNDER:

A. GENERAL PROVISIONS

1.1. Definitions

Unless the context otherwise requires, the following terms, wherever used in this Agreement, shall have the following meanings:

a. "Agreement" means this Agreement between the P3A and the Event Management Firm;

b. "Applicable Law' means the laws of Islamic Republic of Pakistan;

c. "Assignment" means delivery and performance of the Services and the activities identified in the attached Scope of the Assignment/ Terms of Reference attached as Annex-I to the Agreement, subject to the satisfaction of P3A;

d. "Effective Date" means the date on which this Agreement is signed between the Parties;

e. "End Date" means the completion of six months from the Effective Date, unless agreed otherwise in writing by the Parties;

f. “Event Manager” means the Successful Bidder to whom P3A has entered into an Event Management Agreement including all its employees, staff, professional teams, and sub-contractors;

g. “Event Management Fee” the fee quoted by the Successful Bidder and accepted by P3A, inclusive of all applicable taxes;

h. "P3A" is defined in the preamble;

i. "Party" means the P3A or the Event Manager, as the case may be, and the P3A and the Event Manager shall collectively mean the "Parties";

j. "Personnel" means persons hired/employed by the Event Manager or by any of its Subcontractors and assigned to the performance of the Services or any part of the Services;

k. "Services" means the work to be performed by the Event Manager as and when required, pursuant to the RFP, Scope of the Assignment/ Terms of Reference attached as Annex-I to the Agreement for the purpose of the Assignment, or any other service mutually agreed upon by the Parties from time to time in writing during the Agreement;

l. "Starting Date" means the date referred to in Clause 2.2;

m. "Sub-contractor" means any person or entity to be appointed by the Event Manager to which the Event Manager sub-contracts directly or indirectly any part of the Services in accordance with the provisions of this Agreement; and

n. "Third Party" means any person or entity other than the P3A, the EVENT MANAGER or a Subcontractor.

1.2. Relation between the Parties

a. The Event Manager shall act as a focal person in delivering the Services to P3A for all Services; shall manage, and be responsible for the work carried out by the Sub-contractors (whether local or foreign); shall be solely responsible for any payments due to Sub-contractors and/or Personnel hired by the Event Manager; shall have complete charge of all Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf under this Agreement.

b. The Event Manager shall not assign this Agreement or its rights or obligations under this Agreement, without the prior written consent of P3A

1.3. Law Governing Agreement

This Agreement, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law. The Event Manager undertakes to comply with the Applicable Law during the performance of the Services and completion of the Assignment.

1.4. Headings

The headings shall not limit, alter or affect the meaning of this Agreement.

1.5. Notices

1.5.1. Any notice, request or consent required or permitted to be given or made pursuant to this Agreement shall be in writing and shall be deemed to have been given or made when delivered in person to any authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram or facsimile to such Party at the following address:

For the Event Manager:

For P3A:

1.5.2. Notice will be deemed to be effective as follows:

a. In case of personal delivery or registered mail, on delivery; and in the case of facsimiles, four (4) hours following confirmed transmission, only if confirmation is during business hours otherwise notice will be deemed effective as of the next working day, disregarding weekends and national holidays in the country to which the facsimile is transmitted. Facsimile notices shall not require confirmation by hard copies.

b. A Party may change its address for notice under this Agreement by giving the other Party notice pursuant to this Clause.

1.6. Authorized Representatives

Any action required and permitted to be taken, and any document required or permitted to be executed under this Agreement, may be taken or executed:

a. on behalf of P3A, by Chief Executive Officer; and

b. on behalf of the Event Manager, by ___________________________

2. COMMENCEMENT, COMPLETION, SUSPENSION, MODIFICATION AND TERMINATION OF AGREEMENT

2.1. Effectiveness of Agreement

This Agreement shall come into force from the Effective Date.

2.2. Commencement of Services

The Event Manager shall immediately commence carrying out the Services but not later than 3 (three) days ("Starting Date") after the Effective Date, or on any other date the

Parties agree in writing. The Services shall be performed and completed by the Event Manager before the End Date or as mutually agreed in writing by the Parties.

2.3. Expiration of Agreement

Subject to satisfactory completion of the Service this Agreement shall expire at the end of completion of all Services and Deliverables to the satisfaction of P3A from the Effective Date, unless terminated pursuant to Clause 2.7.

2.4. Entire Agreement

This Agreement constitutes the final expression and exclusive and entire agreement and understanding between the Parties in relation to the Services and contains all covenants, stipulations and provisions agreed by the Parties as at the date hereof. The Terms of Reference shall also form an integral part of this Agreement. This Agreement together with the Terms of Reference shall override and supersede all previous or concurrent communications or documents or agreements exchanged on the subject matter of the Agreement and the Event Manager shall not for any or all purposes place reliance on any other document/agreement except this Agreement.

2.5. Modification

Modification of the terms of this Agreement, including any modification of the scope of the Services, may only be made by written agreement between the Parties. Each Party shall give due consideration, and not unreasonably delay or withhold a considered response to any proposals for modification made by the other Party

2.6. Suspension of Services

P3A may, by written notice of suspension to the Event Manager, suspend the Services under this Agreement for a cumulative period not exceeding 30 (thirty) days.

2.7. Termination

2.7.1. Termination by P3A

The P3A may terminate this Agreement if the Event Manager:

a. Is in breach of its obligations under this Agreement and has not remedied the same within fifteen (15) days (or such longer period as the P3A may have subsequently approved in writing) of being called to do so by the P3A; OR

b. becomes insolvent or bankrupt or enters into any arrangements with its creditors for relief of debt or takes advantage of any Applicable Law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary; OR

c. Is unable as a result of force majeure to perform a material portion of the Services for a continuous period of thirty (30) days unless services are suspended under 2.6: OR

d. Is unable to perform or deliver the Assignment or part of any Assignment to the satisfaction of P3A.

In any event, the P3A may terminate this Agreement at its sole discretion without assigning any reason without liability or continuing obligation except as set forth in this Agreement. In the event of such termination (where termination is without default of the Event Manager), P3A shall be required to make payment to the Event Manager in relation to fees and approved out of pocket expenses, which have been duly accrued or billed by the Event Manager in accordance with this Agreement.

2.7.2. Cessation of Rights and Obligations

On termination of this Agreement pursuant to any part of Clause 2.7, or upon expiration of this Agreement pursuant to Clause 2.3, all rights and obligations of the Parties shall cease, except (i) rights and obligations that have accrued as of the date of termination or expiration, (ii) any right which a Party may have under the Applicable Law (iii) the indemnification obligations in Clauses 3.4 and 3.5 hereof.

2.7.3. Cessation of Services

On termination of this Agreement pursuant to Clause 2.7, the Event Manager shall, immediately on receipt/issue of notice to that effect, take all necessary steps to bring the Services to a close within seven (7) days of the receipt/issue of the notice in an orderly manner. Upon cessation of Services hereunder, the Event Manager shall hand over to

P3A all documents prepared directly by the Event Manager or by any of its Subcontractors, whether in final or in draft form, for submission to third parties in connection with the Assignment on paper and electronic format, which for the avoidance of doubt, do not include research reports or other private material produced by the Event Manager.

3. OBLIGATIONS TO THE EVENT MANAGER

3.1. General

3.1.1. Scope of the Assignment

The Event Manager shall perform the Services and the Assignment in accordance with the terms and conditions of this Agreement.

3.1.2. Standard of Performance

The Event Manager shall perform the Services and carry out their obligations under this Agreement with all reasonable due diligence, efficiency and economy, in accordance with generally accepted techniques and practices and shall observe sound management practices. The Event Manager shall be under a duty of care and always act, in respect of any matter relating to this Agreement or to the Services and shall at all times support and safeguard P3A's legitimate and proper interests in any dealings with Subcontractors, Personnel or Third Parties. The Event Manager shall use its best efforts to ensure that any Subcontractors and Personnel shall be skilled and experienced and competent in their respective trades and professions and that their work shall conform with the standards applicable to the Event Manager.

3.2. Conflict of Interests

3.2.1. Event Manager not to Benefit from Commissions or Discounts

The Event Manager, as consideration for its work under this Agreement or the Services, will only be entitled to receive payments from P3A as per Clause 6 hereunder, and neither the Event Manager nor any person (natural or legal) associated with it shall accept for its benefit or otherwise any remuneration/consideration in the forms including but not limited to trade commission, discount gifts, payments in kind or financial inducements whatsoever or similar payment in connection with activities pursuant to this Agreement or to the Services or the discharge of its obligations under this Agreement, and the Event Manager shall use its reasonable efforts to ensure that any Sub-contractors, as well as the Personnel and agents of either of them shall neither for itself nor for the benefit of the Event Manager receive any such additional remuneration.

3.2.2. Prohibition of Conflicting Activities

During the subsistence of this Agreement, neither the Event Manager nor its Subcontractors nor the Personnel of either of them shall engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Agreement.

3.3. Confidentiality

The Event Manager shall not, during the term of this Agreement, disclose any proprietary or confidential information relating to the Assignment, the Services, this Agreement, or the P3A's business or operations (other than for the purposes of the Services) without the prior written consent of the P3A, unless such disclosure is required by Applicable Law or regulation or such information is required for research purposes or has entered the public domain other than by a breach of this Agreement, or was already in public domain, or was already lawfully in the possession of the Event Manager at the time of such disclosure to them.

3.4. Indemnification of the P3A by the Event Manager

The Event Manager shall indemnify and hold harmless P3A against all losses, claims, damages, or liabilities to which P3A may become liable only to the extent, that such losses, claims, damages, or liabilities arise out of any act or omission by the Event Manager relating to the Services, provided that the Event Manager shall not be liable for indirect or consequential losses or damages.

3.5. Indemnification of the Event Manager by P3A

P3A shall indemnify the Event Manager and hold it harmless against all losses, claims, damages, or liabilities to which Event Manager may become liable only to the extent that such losses, claims, damages, or liabilities arise out of any act or omission of P3A relating to this Agreement and the information to be provided to the Event

Manager in terms of this Agreement, provided that P3A shall not be liable for indirect or consequential losses or damages.

3.6. Event Manager Actions requiring P3A's prior Approval

The EVENT MANAGER shall obtain P3A's prior approval in writing before:

a. Entering into a subcontract for the performance of any part of the Services;

b. Termination of a subcontract for the non-performance of any part of the Services; and

c. Incurring any out-of-pocket expenses.

Provided that approval accorded by the P3A hereunder shall not relieve the Event Manager of their obligations under this Agreement.

3.7. Accounting, Inspection and Auditing

The Event Manager shall keep accurate and systematic accounts and records regarding the Services, which records a duly authorized representative of the P3A shall be entitled to inspect and make copies thereof, as, and when required during the pendency of this Agreement and for the one year from the expiry or termination of this Agreement, provided that the modalities of conducting such audit/inspection are agreed in advance with the Event Manager.

4. EVENT MANAGERS AND SUBCONTRACTORS' PERSONNEL

4.1. General

The Event Manager shall employ and provide qualified and experienced Personnel to carry out the Services. P3A and the Event Manager have agreed that the following senior Personnel shall form the core team:

The Assignment Team Leader, Mr. /Ms.___________________ shall be on first call to the P3A throughout the period of the Assignment, subject only to personal holidays and personal emergencies, when Mr. /Ms. ______________________ shall be available in his/her place.

4.2. Approval of Personnel

All Personnel of the Event Manager and the Subcontractors and any other personnel that may be employed during the course of the Assignment/Services may be subject to clearances where so required by P3A

4.3. Removal and Replacement of Personnel

a. If, for any reason, it becomes necessary to replace any of the senior Personnel or any Subcontractor after the Effective Date, the Event Manager shall forthwith provide as a replacement a person or Subcontractor of equivalent qualifications, whose curriculum vitae or resume the Event Manager shall submit to the P34 for review and approval and whom the P3A may if it so desires call for an interview at the cost and expense of the Event Manager if P3A does not object in writing within seven (7) days from the date of receipt of the curriculum vitae or interview, that person or subcontractor shall be deemed to have been approved by the P3A

b. If the P3A (finds that any of the Personnel or Subcontractors has committed misconduct as ascertained by the P3A in its discretion or has been charged with having committed an offence or a wrong or (i) has reasonable cause to be dissatisfied with the performance of any of the Personnel or Subcontractors, or (ii) finds that any of the Personnel or Subcontractors has misrepresented with respect to its qualifications, expertise and resources then the Event Manager shall, at P3A's written request, immediately remove the respective Personnel or Subcontractors from this Agreement and provide a replacement with qualifications and experience reasonably acceptable to P3A subject to the same terms and conditions specified in Clause 4.3 (a).

5. OBLIGATIONS OF P3A

5.1. Assistance and Exemptions

The P3A shall use its best efforts, where such efforts are specifically requested stating the reasons for P3A assistance, to ensure that P3A issues to its officials, agents and representatives all such instructions as may be specified by the Event

Manager as being necessary or appropriate for the prompt and effective implementation of the Services.

6. PAYMENTS TO THE EVENT MANAGERS

6.1. Currency of Payment

All payments to the Event Manager for the Services shall be in Pak Rupees and shall be subject to deduction of applicable taxes, if any.

6.2. Mode of Billing and Payment

Subject to the provision of the Services to the satisfaction of the P3A, payments in respect of the Services shall be made within 10 working days as has been stipulated in the RFP document of receipt of original invoices as follows:

a. All payments under this Agreement shall be made to the account of the Event Manager as follows:

[Bank account details**]**

7. FAIRNESS AND GOOD FAITH

7.1. Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Agreement and to adopt all reasonable measures to ensure the realization of the objectives of this Agreement.

7.2. Operation of the Agreement

The Parties recognize that it is impractical in this Agreement to provide for every contingency which may arise during the life of the Agreement, and the Parties agree that it is their intention that this Agreement shall operate fairly between them, and without detriment to the interest of either of them and that if, during the term of this Agreement, either Party believes that this Agreement is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with Clause 9.

8. SETTLEMENT OF DISPUTES

8.1. Arbitration

The Parties agree that in the event of any dispute between them arising out of this Agreement or any matter related thereto or connected herewith, they shall endeavor to settle the same in an amicable manner. Should they fail to arrive at an amicable settlement, they shall refer the matter to arbitration at Islamabad in accordance with the Arbitration Act, 1940, or any amendment or enactment hereof. Arbitration as aforesaid shall be condition precedent to any other action under law.

8.2. Courts having jurisdiction

The Parties agree that the Courts at Islamabad shall have jurisdiction with respect to any litigation arising out of this Agreement.

9. ADDITIONAL COVENANTS

9.1. Publicity

The Event Manager shall ensure that any publicity, press releases, advertisements and publications and public statements concerning the Services, the Assignment and the Agreement shall be in consultation with, approved in writing in advance by P3A before release by the Event Manager, its
Subcontractors and Personnel.

9.2. Waivers

Time shall be of the essence of the Agreement. No failure or delay of either Party hereto in exercising any right or remedy hereunder shall operate as a waiver thereof nor will any single or partial exercise of any right or remedy preclude any other or further exercise of any right or remedy. The rights and remedies provided in this Agreement are cumulative and not exclusive of any rights and remedies provided by law.

9.3. Severability

Each of the provisions of this Agreement is severable and distinct from the others and if at any time one or more of such provisions is or becomes invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby.

9.4. Integral Part

The Proposal submitted by the Event Manager and the RFP document (inclusive of all Annexes) shall form an integral part of this Agreement and in case of any discrepancy the terms of RFP shall prevail.

9.5. Originals

This Agreement is being executed in two originals, one each to be retained by the Event Manager and P3A.
IN WITNESS OF WHICH the Parties have caused this Agreement to be signed as of the day and year first above written**.**

FOR AND ON BEHALF OF P3A: **[as designated]**

FOR AND ON BEHALF OF THE EVENT MANAGER Authorized Representative

Witnesses:

ANNEX- A
(TO BE REPRODUCED FROM THE RFP)

ANNEX-B

(PAYMENT OF FEE)

The Event Manager shall be paid the Fee as under:

	Amount in PKR
Fee amount to be charged from P3A for the Assignment	

Notes:

a. For avoidance of doubt, P3A shall not be responsible for any taxes, charges, levies etc. arising from payments / reimbursements to the Event Manager;

b. Costs incurred in the organization of educational, promotional and awareness-oriented seminars, symposiums, workshops, lectures at appropriate forums will be borne by the P3A; however, if the same are borne by the Event Manager subject to prior approval of the P3A the costs will be reimbursed at actual upon the provision of original receipts;

c. Costs will not be incurred by the Event Manager without P3A's approval and the same would be obtained on a competitive basis.

ANNEX V- GENERAL CONDITIONS

HIRING OF EVENT MANAGEMENT FIRM

1. A Monitoring Committee shall be formed by P3A to oversee/ supervise the work of the Event Manager and to review the outcome/ deliverables of the Assignment achieved by the Event Manager;

2. The bidder's proposal validity shall not be less than 60 days;

3. All the data, documents, contents and reports produced by/ shared with the Event Manager shall be the property of P3A. The Event Manager shall not share and use any data, documents, contents and reports for any other purpose and all the data prepared, shared by P3A and any other information shall be strictly treated as confidential information;

4. P3A will be nominating one Assignment Manager to liaise with the Event Manager. The Assignment Manager will be responsible for providing technical inputs and information to the Event Manager for the Assignment;

5. The TA shall begin this assignment immediately after the Engagement Agreement is signed.

6. P3A shall have the right at all times to:

    a. Cancel the process for selection of the Event Manager;
    b. Vary any of the terms set out in the RFP or any of the Annexes thereto;
    c. Reject any Proposal not delivered in the prescribed format and at the prescribed venue in the prescribed time;
    d. Terminate the Engagement Agreement at its sole discretion and option any time by giving one week's prior notice.

7. The Event Manager shall protect and defend unconditionally as well as indemnify and hold P3A, or any other relevant government body/agency, its employees, directors, officers and agents free and harmless from and against any and all liability, losses, claims, liens, demands, damages against any and all causes of action of every kind and character, including without limitation any judgments, penalties, interest, court costs and any legal fees incurred in enforcing this indemnity, arising under this Agreement. P3A makes no representation, covenants, warrants or guarantees,

express or implied, other than those expressly set forth in the RFP. In no case shall P3A be liable for contingent or consequential, special or indirect damages.

8. Any addendum issued by P3A subsequent to issuance of the RFP but prior to the last date of submission of the proposals will become part and parcel of the RFP. All such addenda and clarifications relating to the RFP will be posted on the P3A's website. It is the responsibility of the potential bidders to ensure accounting for any adjustments to be made in their proposals for any such addenda / clarifications issued.