

# **REQUEST FOR PROPOSAL**

**FOR**

**GWADAR OFF ROAD DESERT JEEP RALLY 2023  
EVENT MANAGEMENT FOR MISCELLANEOUS ACTIVITIES  
(17<sup>th</sup> to 22<sup>nd</sup> October, 2023)**

**Last Date/Time for Submission: 17 September, 2023 at 1200 Hours**

**Bid Opening Date/Time: 02 October 2023 at 1200 Hours**

**Gwadar Development Authority  
Government of Balochistan**

**SECTION-01. NOTICE FOR INVITING TENDER**

## NOTICE OF INVITATION TENDER

Date: 17<sup>th</sup> September, 2023

The Gwadar Development Authority, Government Of Baluchistan (hereinafter called "Procuring Agency") invites proposals to provide the following services:

### **GWADAR OFF ROAD DESERT JEEP RALLY 2023 EVENT MANAGEMENT FOR MISCELLANEOUS ACTIVITIES (17<sup>th</sup> to 22<sup>nd</sup> October, 2023)**

#### **Eligibility :-**

1. Reputed Event Management Firms / Joint Ventures / Consortiums holding experience of Event Management lasting at least Five (03) X Years
2. Motor Sports Event Management firms will be preferred.
3. The Firms must have managed such similar 03 events in Balochistan.
4. The firm must be Pakistan Based Firms and registered with FBR.
5. The firm must be registered with BRA.
6. The firms and its affiliated firm must not be blacklisted by any Government / Semi Government entity and private sector organization.
7. The Firm must have minimum 25 Million Turnover in the last three years.
8. The Firm must furnish Earnest Money @ 2% of the proposed cost in shape of DD/PAYORDER in the favour or employer.
9. The firm should not be involved in any corruption, malpractices related litigation with any Government entity/private sector organization.

#### **Method of Procurement :-**

The method of procurement is E- tendering in the light of Rule 24 (b) ii BPPRA rules 2014.

#### **Bidding Document (issuance):-**

Bidding documents can be viewed / downloaded from BPPRA web site and E-bids can be uploaded by the firms through BPPRA web site up to 2<sup>nd</sup> October, 2023 before 1200 Hours.

#### **Opening :-**

The Technical and Financial evaluations shall be made by the Committee constituted by GDA as per procedures specified by BPPRA.

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## **SECTION-02. INSTRUCTIONS TO BIDDERS**

## INSTRUCTIONS TO BIDDERS

### 1. Definitions

- a) "Affiliate" means any Firm associated with the Firm for this project.
- b) "Contract" means an agreement enforceable by law and includes Conditions of the contract.
- c) "Day" means calendar day including holiday.
- d) "Government" means the Government of Balochistan.
- e) "Instructions to Firm" (Section 2 of the bidding document) means the document which provides Firm with all information needed to prepare their Proposals.
- f) "LOI" (Section 1 of the bidding document) means the Letter of Invitation sent by the procuring agency to the Firm.
- g) "Procuring Agency (PA)" means Gwadar Development Authority (GDA), Government Of Balochistan
- h) "Proposal" means the Technical Proposal and the Financial Proposal.
- i) "Bidding Document" means the documents prepared by the procuring agency for the selection of Firm.
- j) "Firm" means the contractor / Service provider which can apply or get selected for this particular assignment.
- k) "Terms of Reference" (TOR) means the document included in the bidding document as Section-06 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the procuring Agency and the Consultant, Payment terms and exacted results and deliverables of the assignment.

### 2. Introduction:

- 2.1 The Procuring Agency will select a firm/organization in accordance with the E-Tendering as per BPPRA Rules.
- 2.2 The eligible Firms are invited to submit a Technical Proposal and a Financial Proposal.
- 2.3 Firm should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Firm may liaise with procuring Agency's representative (**Director General GDA**) for gaining better insight into the assignment.
- 2.4 Firms shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Agency reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Firm.

### 3. Conflict of Interest

- 3.1.1 Firm are required to provide professional and objective services, and holding the Procuring Agency interest Paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Firm have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Firm

or the termination of its Contract.

3.1.2 Without limitation on the generality of the foregoing, Firms, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- (i) A Firm that has been engaged by the procuring Agency to provide works or services other than services for a project, any of its affiliates, shall be disqualified from providing services related to those works or services. Conversely, a firm hired to provide services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than services resulting from or directly related to the firm's consulting services for such preparation or implementation.
- (ii) A Firm (including its Personnel and Sub Firm) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Firm to be executed for the same or for another Procuring Agency.
- (iii) A Firm (including its Personnel and Sub-Firm) that has a business or family relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any Part of (a) the preparation of the Terms of Reference of the Assignment, (b) the selection process for such assignment, or (c) supervisions of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved.

#### **4. Fraud and Corruption:**

It is Government's policy that Firm under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency follows the instructions contained in Baluchistan Public Procurement Rules 2014.

Under Rule 23 of BPPRA 2014, "The PA can inter-alia blacklist Bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the BPPRA. Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard".

#### **5. Eligible Firm:**

All the interested registered and experienced firms in Pakistan (as mentioned in Eligibility Criteria) are eligible.

#### **6. Only One Proposal:**

Firm shall only submit one proposal. If a Firm submits or Participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub Firm, including individual experts, to more than one proposal is not allowed.

## **7. Proposal Validity:**

Proposals validity shall not be more than 90 days in case of National Competitive Bidding (NCB). During this Period, Firm shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Agency may request Firm to extend the validity period of their proposals. Firm who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Firm may submit new staff in replacement, who would be considered in the final evaluation for contract award. Firm who do not agree have the right to refuse to extend the validity of their Proposals.

## **8. Clarification and Amendment in Bidding Documents:**

8.1 Firm may request for a clarification of contents of the bidding document in writing, **before 1400 hours on 26<sup>th</sup> September 2023**. Procuring Agency will respond to such queries within 48 Hours. PA deem it necessary to amend the bidding as a result of a clarification, it shall do so.

8.2 The Procuring Agency may amend the bidding before the closing date by issuing an addendum/ corrigendum in writing. The addendum shall be sent to all Firms and will be binding on them. Firm shall acknowledge receipt of all amendments. To give Firm reasonable time in which to take an amendment into account in their Proposals the Procuring Agency may, if the amendment is substantial, extend the deadline for the submission of Proposals.

## **9. Preparation of Proposals**

In preparing their Proposal, Firm are exacted to examine in detail the documents comprising the bidding document. Material deficiencies (deviation from scope, experience and qualification of Personnel) in providing the information requested may result in rejection of a Proposal.

## **10. Language**

The Proposal as well as all related correspondence exchanged by the Firm and the Procuring Agency shall be written in English, however, it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

## **11. Technical Proposal Format and Content**

11.1 While preparing the Technical Proposal, Firm must give Particular attention to the following:

- (i) If a Firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with Affiliates such as individual Firm(s) and/or other firms or entities in a joint venture or sub-Contracting, as appropriate.

11.2 The Technical Proposal shall provide the following;

- (i) A brief description of the Firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.

- (ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member (Section 3).
- (iii) Estimates of the total staff input showing the time proposed for each professional staff team member.
- (iv) A detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring of training, if the Data Sheet pacifies training as a major component of the assignment.
- (v) Any additional information requested in the Data Sheet.

13.3. The Technical Proposal shall not include any financial information.

#### **14. Financial Proposals**

14.1 The cost shall be in lump sum and shall include all the costs associated with the assignment and all government applicable taxes.

#### **15. Taxes:**

15.1 The Firm will be subject to all admissible at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.

#### **16. Submission, Receipt, and Opening of Proposals**

16.1 Technical and Financial Proposals will be initialed by an authorized representative of the Firm.

16.2 The Technical & Financial Proposals shall be uploaded through BPPRA web site due before the given time line of the NIT.

#### **17. Proposal Evaluation:**

Least Cost

#### **18. Evaluation of Technical Proposals**

18.1 The committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria for selection. A Proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold.

#### **19. Evaluation of Financial Proposal**

19.1 Financial Proposals of the only those firms shall be taken into consideration who manages to achieve minimum technical threshold.

#### **20. Negotiations**

20.1 Negotiations (if required) will be held at the date and address which will be communicated to the Firm. The invited Firm will, as a pre-requisite for attendance at the negotiations, confirm availability of all relevant Professional staff. Failure in satisfying such requirements may result in the PA proceeding to negotiate with the next-ranked Firm. Representatives conducting negotiations on behalf of the Firm must have written authority to negotiate and conclude a Contract.

#### **21. Technical Negotiations:**



- 21.1 Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Firm to improve the Terms of Reference. The PA and the Firm will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Minutes of negotiations, which will be signed by the PA and the Firm, will become Part of Contract Agreement.

**22. Financial Negotiations:**

- 22.1 It is the responsibility of the Firm, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be paid by the Firm under the Contract. The financial negotiations will include discounts, rebates and other aspects of financial negotiations including clarification (if any) of the firm's tax liability, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services.

**23. Award of Contract:**

- 23.1 The Procuring Agency shall award the Contract to the selected Firm within one days after letter of acceptance or award has been issued.
- 23.2 The Firm is expected to commence the assignment on the date and at the location as agreed in contract.

**24. Confidentiality:**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Firm who submitted the Proposals or to other Persons not officially concerned with the process, until the award of Contract. The undue use by any Firm of confidential information related to the process may result in the rejection of its Proposal.

**SECTION-03: TECHNICAL PROPOSAL – GENERAL INSTRUCTIONS**

## **1. General:**

- I. Only professional event management companies registered with concerned authorities and having valid licenses are eligible to submit their proposals.
- II. Technical proposals should be prepared and submitted to the procuring agency strictly abiding by the instructions that are set herein this document.
- III. All requirements given in TORs should be a part of internal organizational capabilities.
- IV. Interested Firms are required to upload their Bid through BPPRA web site using E-Tendering method.
- V. No extension in timeline can be given in view of urgency required for procurement of services.

## **2. Eligibility:**

1. Reputed Event Management Firms / Joint Ventures / Consortiums holding experience of Event Management lasting at least Five (03) X Years
2. Motor Sports Event Management firms will be preferred.
3. The Firms must have managed such similar 03 events in Balochistan.
4. The firm must be Pakistan Based Firms and registered with FBR.
5. The firm must be registered with BRA.
6. The firms and its affiliated firm must not be blacklisted by any Government / Semi Government entity and private sector organization.
7. The Firm must have minimum 25 Million Turnover in the last three years.
8. The firm should not be involved in any corruption, malpractices related litigation with any Government entity/private sector organization.

## **3. Documents to be submitted:**

- I. A covering letter addressed to DG GDA, mentioning that the company and its affiliate & fully meet the above-mentioned Eligibility Criteria
- II. Detailed Company Profile along with professional experience, office locations and HR strength.
- III. NTN registration certificate with a copy of Proprietor's / Partner's CNIC in case of a Proprietorship / Partnership concern.
- IV. Evidence of Active Taxpayer in FBR record for both Income Tax.
- V. Bank Statement of last one year along with account maintenance certificate not older than 7 days from date of submission of the proposal. The Financial capacity of firm will be assessed based on their statements.
- VI. Work orders / Completion certificates showing Firm has completed similar nature of events.
- VII. Undertaking in writing stating the litigation history (if any) and that Firm is not blacklisted from any Government organization.
- VIII. Work Plan and timelines

- IX. Detailed presentation on the planning/creative ideas and strategy/ communication and execution ideas and strategy

#### **4. Methodology:**

- I. Prior to execution, the Event Management Firm will develop the overall concept and a detailed plan for holding the event to meet the objectives set for the event selective activities only.
- II. This plan will identify all the activities/sub activities which will be conducted for successfully holding the event.
- III. The submitted proposal will also include a timeline showing start and finish dates for all the activities. Another important element of this plan will be the assignment of responsibilities (of the proposed staff) for managing the listed activities.
- IV. The Firm will provide details specifications of facilities & event space including sample for marketing material.
- V. The Firm will ensure that all types of support services for successfully managing the event, are made available.
- VI. The Firm will provide post event reporting of its activities to the Government of Baluchistan after the completion of the event.

#### **5. Deliverables:**

- I. The Firm will be responsible for the management of the selective activities defined in scope of work of the event. The firm will also submit press coverage clippings and photography and videos.

#### **6. Proposed Timeline (Flexible)**

<b>Activity</b>	<b>Timeline</b>
Signing Contract	3 <sup>rd</sup> October, 2023
Activities Planning	1 <sup>st</sup> Week of October, 2023
Arrangements for travel, lodging, hotel reservations, creative design, execution of management, procurement and logistics etc.	3 <sup>rd</sup> week of October, 2023
Post Event Reporting	24 <sup>th</sup> October, 2023

#### **7. Qualifications of the Successful Event Management Firm and Preferred Requirements:**

- I. Contract with the Event Management Firm will cover the provision of services like arrangement of relevant professionals, invitations to planning the cultural, tourism and investment ideas and execution, event planning, hotel reservations, facilitating the arrangement of event, execution and management of conferences, meetings and seminars, managing covid protocols, production of documentaries, and related services which may arise from time to time during the course of the event.

## SECTION-04: TECHNICAL PROPOSAL - STANDARD FORMS

- TECH-1:** Firm's Experience
  - TECH-2:** Curriculum Vitae (CV) for Proposed Professional Staff
  - TECH-3:** Team Composition and Task Assignments
  - TECH-4:** Work Schedule
  - TECH -5:** Technical Proposal Submission Form
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**FORM TECH-01: FIRM'S EXPERIENCE**

<p>[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted for carrying out consulting services similar to the ones requested under this Assignment. Please provide Client's certification and/or evidence of the contract agreement.]</p> <p>Assignment name:</p>	<p>Cost of the Project :</p>
<p>Country:</p> <p>Location within country:</p>	<p>Duration of assignment (months):</p>
<p>Name of Client:</p>	<p>Total No of staff-months (by your firm) on the assignment:</p>
<p>Start date (month/year): Completion date (month/year):</p>	<p>1. Total value of the consultancy agreement</p> <p>2. Value of consultancy services provided by your firm under the agreement (in current PKR or US\$):</p>
<p>Name of affiliates, if any:</p>	<p>No of professional staff-months provided by associated Consultants:</p>
<p>Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator,/Team Leader):</p>	
<p>Narrative description of Project <i>(You may attach one extra sheet-one side only)</i>:</p>	
<p>Description of actual services provided by your staff within the assignment:</p>	
<p>1. Firms Name: .....</p> <p>2. Completion Certificate/ Contract/ Work-Order/ Certificate by the Client / Employer that proves the performance of the above service.</p>	

**FORM TECH-02: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

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1. Proposed Position [Title of the position]: \_\_\_\_\_

2. Name of Firm [Insert name of firm proposing the staff]: \_\_\_\_\_

3. Name of Staff [Insert full name]: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ Nationality:

5. CNIC No (if Pakistani): \_\_\_\_\_ or Passport No: \_\_\_\_\_

6. Education:

Degree	Major/Minor	Institution	Completion Date (MM/YYYY)

7. Membership of Professional Associations: \_\_\_\_\_

8. Other Training [Indicate significant training since degrees under 6 - Education were obtained]:

\_\_\_\_\_

9. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: \_\_\_\_\_

10. Employment Record (within Pakistan) [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment on the following format:

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

11. Employment Record (International) [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment on the following format:

Employer	Country	Position	From (MM/YYYY)	To (MM/YYYY)



**12. Detailed Tasks Assigned**

[List all tasks to be performed under this assignment]

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff] \_\_\_\_\_

Full name of authorized representative (attach authority letter): \_\_\_\_\_

Date: (Day/Month/Year) \_\_\_\_\_

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**FORM TECH-03: TEAM COMPOSITION AND TASK ASSIGNMENTS**

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<b>Professional Staff</b>							
<b>S. No.</b>	<b>Name of Staff</b>	<b>CNIC No./Passport</b>	<b>Firm</b>	<b>Area of Expertise</b>	<b>Position</b>	<b>Task Assigned</b>	<b>Full time/part time/consultant</b>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

**FORM TECH-04: WORK SCHEDULE (add in tentative planning)**

<b>N O</b>	<b>DESCRIPTION</b>	<b>Tentative Dates</b>
1.	<b>Timing Team hiring with gps system for car and bike races.</b>	
2.	<b>6 days Hotel booking for International drivers at least 14 rooms bookings and Dining Expenses</b>	
3.	<b>Arrangement for Car show and registration with stage, guest, seating arrangements, gates, local music, refreshments lighting, generator, sound system</b>	
4.	<b>Arrangement for Start gate, finish gate, qualifying round gate, midpoint gate and panaflex including all transportation</b>	
5.	<b>Procurement of track Bamboos 300 pieces, bamboos fixing labour.</b>	
6.	<b>Gwadar rally guests (video team, channels and media team) accommodation and food and Transportation</b>	
7.	<b>Arrangement for 4 Recovery Tractor, video team 6 cars rent for 2 days.</b>	
8.	<b>Arrangement for 2 days Drivers meeting hall booking and refreshment with sound system.</b>	
9.	<b>Track maintenance during the Rally / Race days.</b>	
10.	<b>Arrangements for race1, race2, bike race, start point Bamboos fixing with flags (200 pieces), finish Bamboos fixing with flags (100 pieces), midpoint Bamboos fixing with flags (100 pieces).</b>	
11.	<b>Arrangement for Refreshment for qualifying round race1, race2, bike race (snacks, water and juices)</b>	
12.	<b>Arrangements for Opening ceremonies, 6 days Race start and finish point programs and arrangements Stage, Marquee, sitting arrangement for 400 people, Generator (for 6 days) qualifying round race1, race2.bike race, prize distribution stage sound system, transportation</b>	
13.	<b>Arrangements for Closing ceremony, generator 150kva, generator 50 kva, stage,squre truss with lights ,SMD screen,2 panaflex sidewings ,80 two seater sofa loungs with 10 side tables ,carpets sofa area ,red carpet walkway 1500 chairs ,6 tower lights ,6power lights ,line arry sound,6cordless MICs Acrylic podium with 2 MICs, transportation.</b>	
14.	<b>Video shoot and photography race1, race2, bike race and gwadar promotion documentary and all rally track(250km)</b>	

1. Indicate all main activities of the assignment (tentative).

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**FORM TECH-05: TECHNICAL PROPOSAL SUBMISSION FORM**

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**Date:**-----

To:

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Dear Sir/Madam:

We, the undersigned, offer to provide the services for “*EVENT MANAGMENT FOR MISCELLANEOUS ACTIVITIES AT GWADAR OFF-ROAD JEEP RALLY 2023 (17TH TO 22ND OCTOBER, 2023)*” in accordance with your bidding document dated: ----- and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: *[Insert a list with full name and address of each affiliate]*

We hereby 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 cost, quality and competency. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

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

Yours sincerely,

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

## **SECTION-05. FINANCIAL PROPOSAL - STANDARD FORMS**

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions.

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**FORM FIN-01: FINANCIAL PROPOSAL SUBMISSION FORM**

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To

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Dear Sir/Madams:

*We, the undersigned, offer to provide the services for “EVENT MANAGMENT FOR MISCELLANEOUS ACTIVITIES AT GWADAR OFF-ROAD JEEP RALLY 2023 (17TH TO 22ND OCTOBER, 2023) in accordance with your bidding document dated:----- . Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]1.*

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Firm: \_\_\_\_\_

Amount and Currency: \_\_\_\_\_

Purpose of Commission or Gratuity: \_\_\_\_\_

We understand 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: \_\_\_\_\_

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1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

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**FORM FIN-02: SUMMARY OF COSTS**

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<b>Item</b>	<b><i>Total Lump sum cost of the complete Event Management of Miscellaneous Activities in</i></b>
Total Costs of Financial Proposal	

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**FORM FIN-03: BREAKUP OF COSTS**

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<b>Sr No,</b>	<b>Item</b>	<b><i>Item wise breakup of cost of the services in PKR</i></b>
1	Remuneration of Staff employed	
2	Costs of venue	
3	Costs of various Services / overheads etc	
4	Others Expenses	
	<b>Total Cost (inclusive of Taxes)</b>	

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1 Amounts must coincide with the ones indicated under deliverables



## **SECTION-06. TERMS OF REFERENCE**

## **A. GENERAL**

### **1. Background:**

Gwadar Development Authority has been organizing different recreational activities in Gwadar to engage the people of Gwadar & specially the youth to keep them active, healthy and joyful. Entertainment and Public Participation are equally important for portraying the soft image of Gwadar and its people. In pursuance to this vision GDA has planned to arrange the Gwadar off-road Jeep rally in 2023. A formal approval for the same has also been granted by the Honorable Chief Minister Balochistan / Chairman Governing Body GDA in the 25<sup>th</sup> Governing Body meeting held on 7<sup>th</sup> December 2022. This rally is scheduled to be held from 17<sup>th</sup> to 22<sup>nd</sup> October 2023, at Gwadar. It is intimated that this is a mega event which is likely to have a larger media coverage over local and international media, as around 200 local and international (male & female) racers are likely to participate in the event, with at least 30000 spectators. The event will involve Bike Races, Vehicle Races (Stock) & Vehicle Races (Modified) over a challenging 250 Km (appx.) high speed track winding and twisting through the serene desert of Balochistan with water cuts stretching over Gwadar, Pishukan, Gunz and Jiwani.

### **2. Objective:**

The main objectives of the assignment are:

- I. Showcasing Gwadar & Its people's Soft Image
- II. To bring into focus the Gwadar through media coverage.

### **3. Requirement:**

Reputed Event Management Firm which can give a **Turnkey solution**, has an adequate experience and skill set to cater for all the mandatory requirements of Gwadar Development Authority's Jeep Rally at Gwadar 2023 (17<sup>th</sup> -22<sup>nd</sup> October)

## **B. SCOPE OF WORK**

The selected Event Management Firm will undertake activities which entail but is not limited to the following tasks:

<b>S#</b>	<b>DESCRIPTION</b>
1.	<b>Timing Team hiring with gps system for car and bike races.</b>
2.	<b>6 days Hotel booking for International drivers at least 14 rooms bookings and Dining Expenses</b>
3.	<b>Arrangement for Car show and registration with stage, guest, seating arrangements, gates, local music, refreshments lighting, generator, sound system</b>
4.	<b>Arrangement for Start gate, finish gate, qualifying round gate, midpoint gate and panaflexs including all transportation</b>

5.	<b>Procurement of track Bamboos 300 pieces, bamboos fixing labour.</b>
6.	<b>Gwadar rally guests (video team, channels and media team) accommodation and food and Transportation</b>
7.	<b>Arrangement for 4 Recovery Tractor, video team 6 cars rent for 2 days.</b>
8.	<b>Arrangement for 2 days Drivers meeting hall booking and refreshment with sound system.</b>
9.	<b>Track maintenance during the Rally / Race days.</b>
10.	<b>Arrangements for race1, race2, bike race, start point Bamboos fixing with flags (200 pieces), finish Bamboos fixing with flags (100 pieces), midpoint Bamboos fixing with flags (100 pieces).</b>
11.	<b>Arrangement for Refreshment for qualifying round race1, race2, bike race (snacks, water and juices)</b>
12.	<b>Arrangements for Opening ceremonies, 6 days Race start and finish point programs and arrangements Stage, Marquee, sitting arrangement for 400 people, Generator (for 6 days) qualifying round race1, race2.bike race, prize distribution stage sound system, transportation</b>
13.	<b>Arrangements for Closing ceremony, generator 150kva, generator 50 kva, stage,sqre truss with lights ,SMD screen,2 panaflex sidewings ,80 two seater sofa loungs with 10 side tables ,carpets sofa area ,red carpet walkway 1500 chairs ,6 tower lights ,6power lights ,line arry sound,6cordless MICs Acrylic podium with 2 MICs, transportation.</b>
14.	<b>Video shoot and photography race1, race2, bike race and gwadar promotion documentary and all rally track(250km)</b>

**Details of Activities:-**

**A. Activities before 17<sup>th</sup> October, 2023**

- The Firms shall be responsible hire Federal Timing / Record keeping team and bear all the cost of transportation of equipment (both ways), team's professional travel (both ways), teams stay/lodging / hoteling during the event including meals including the fee(s) charged by the team. This shall be finalized by the firm before 10<sup>th</sup> October, 2023.
- Firm shall insure the booking of 15 X Hotel Rooms for 6 X days for International Racers invited for the event. The firms shall be responsible to coordinate with those racers and complete all the codal formalities for their entry / exits which involve the NOC(s) and security arrangements from concerned departments and agencies. Around 30 X International racers are expected to participate and all cost regarding hoteling expenses and dining shall be borne by the firm.
- The firm shall be required to contact and contract the relevant professionals / teams for video shoots and photography of the event. and bear all the cost of transportation of equipment (both ways), team's professional travel (both ways), teams stay/lodging / hoteling during the event including meals including the fee(s) charged by the team. This shall be finalized by the firm before 10<sup>th</sup> October, 2023.

- The firm shall also be required to markete the event and provided panaflexes shall be displayed at 2 X Prominent Locations at Quetta, while 7 x prominent locations at Gwadar. Any expenses involved for installation of these panaflexes and any rentals shall be borne by the firm.
- The firm shall be required to manage booking the hall for 2 x days at any adequate Hotel for racers meeting and necessary arrangements i.e. sound system, projector for presentation shall also be arranged including refreshments for the participants. All expenses involved shall be borne by the firm.
- The firm shall be responsible to arrange 2 x Generator(s) 15 KVA for 6 Days, 2 X Tractors for 06 x Days with their operators for event management at different places and track maintenance during the race days. All expenses involved for arrangement, operation and maintenance of these equipment shall be borne by the firm.

**B. Activities on 17<sup>th</sup> October, 2023 & onwards**

<b>S. No</b>	<b>Day</b>	<b>Activity</b>	<b>Venue</b>	<b>Firm's Responsibilities</b>
1	Day -1 17 <sup>th</sup> October, 2023	<ul style="list-style-type: none"> <li>• 4.pm start registration</li> <li>• 6.pm Chief guest arrival</li> <li>• Riders introduction to Chief Guest</li> <li>• 9.pm Riders meeting about race</li> <li>• Draws for bike race</li> </ul>	Start Point (GDA Stadium)	<ul style="list-style-type: none"> <li>▪ Marquee for Chief Guest and other VIP(s)</li> <li>▪ 10 X Sofas for VVIP(s) with 5 x front tables.</li> <li>▪ 50 X Chairs for VIP(s)</li> <li>▪ 250 X Chairs for Racers &amp; Guests</li> <li>▪ Registration Stall making</li> <li>▪ Refreshment for VVIP(s), VIP(s), Racers &amp; Guest { Tea, Juices, Snacks}</li> <li>▪ Food Stalls for Spectators and audience.</li> <li>▪ Fixing of the track bamboos 300 x Nos at 250 Km Track</li> </ul>
2	Day -2 18 <sup>th</sup> October, 2023	<ul style="list-style-type: none"> <li>• 9.am BIKE race start.</li> <li>• 10.am chief guest arrival and welcome.</li> <li>• Chief Guest start point flag up.</li> <li>• Brief to Chief Guest about race.</li> <li>• Invite Chief Guest to stage.</li> <li>• Refreshment.</li> </ul>	Start Point (GDA Stadium) Race Track enclosed Annex-A	<ul style="list-style-type: none"> <li>▪ Start Point Gate Fixing</li> <li>▪ End Point Gate Fixing</li> <li>▪ Marquee for Chief Gust and other VIP(s)</li> <li>▪ 10 X Sofas for VVIP(s)</li> <li>▪ 50 X Chairs for VIP(s)</li> <li>▪ 50 X Chairs for Racers &amp; Guests</li> <li>▪ Tent for Security Staff &amp; GDA Staff</li> <li>▪ Refreshment for VVIP(s), VIP(s), Racers &amp; Guest { Tea, Juices, Snacks}</li> <li>▪ Food Stalls for Spectators and audience.</li> <li>▪ Fixing of 200 X Bamboos for start and end points</li> </ul>

3	Day -3 19 <sup>th</sup> October, 2023	<ul style="list-style-type: none"> <li>• 4.pm start registration and car show.</li> <li>• 6.pm Chief guest arrival.</li> <li>• Drivers introduction to Chief Guest.</li> <li>• 9.pm drivers meeting about race.</li> <li>• Qualifying round draws.</li> </ul>	Marine Drive	<ul style="list-style-type: none"> <li>▪ Stage &amp; Marquee for Chief Guest and other VIP(s)</li> <li>▪ 20 X Sofas for VVIP(s) with 5 x front tables.</li> <li>▪ 100 X Chairs for VIP(s)</li> <li>▪ 250 X Chairs for Racers &amp; Guests</li> <li>▪ Barricading the Marine Drive</li> <li>▪ Registration Stall making</li> <li>▪ Refreshment for VVIP(s), VIP(s), Racers &amp; Guest { Tea, Juices, Snacks}</li> <li>▪ Food Stalls for Spectators and audience.</li> </ul>
4	Day -4 20 <sup>th</sup> October, 2023	<ul style="list-style-type: none"> <li>• 9.am start qualifying round.</li> <li>• Chief Guest arrival and welcome.</li> <li>• Chief Guest start point flag up.</li> <li>• Chief Guest refreshment.</li> <li>• Show Chief guest qualifying race.</li> </ul>	Start Point (GDA Stadium) Race Track enclosed Annex-B	<ul style="list-style-type: none"> <li>▪ Marquee for Chief Gust and other VIP(s)</li> <li>▪ 10 X Sofas for VVIP(s) with 3 x front tables.</li> <li>▪ 50 X Chairs for VIP(s)</li> <li>▪ 50 X Chairs for Racers &amp; Guests</li> <li>▪ Tent for Security Staff &amp; GDA Staff</li> <li>▪ Refreshment for VVIP(s), VIP(s), Racers &amp; Guest { Tea, Juices, Snacks}</li> <li>▪ Food Stalls for Spectators and audience.</li> </ul>
5	Day -5 21 <sup>st</sup> October, 2023	<ul style="list-style-type: none"> <li>• 9.am race start. (Stock Vehicles)</li> <li>• 10.am Chief Guest arrival and welcome.</li> <li>• Chief Guest start point flag up.</li> <li>• Brief to Chief Guest about race .</li> <li>• Invite Chief Guest to stage .</li> <li>• Refreshment</li> </ul>	Start Point (GDA Stadium) Race Track enclosed Annex-B	<ul style="list-style-type: none"> <li>▪ Marquee for Chief Gust and other VIP(s)</li> <li>▪ 10 X Sofas for VVIP(s)</li> <li>▪ 50 X Chairs for VIP(s)</li> <li>▪ 50 X Chairs for Racers &amp; Guests</li> <li>▪ Tent for Security Staff &amp; GDA Staff</li> <li>▪ Refreshment for VVIP(s), VIP(s), Racers &amp; Guest { Tea, Juices, Snacks}</li> <li>▪ Food Stalls for Spectators and audience.</li> </ul>
6	Day -6 22 <sup>nd</sup> October, 2023	<ul style="list-style-type: none"> <li>• 9.am race start. (Modified Vehicles)</li> <li>• 10. am chief guest arrival and welcome.</li> <li>• Chief guest start point flag up.</li> <li>• Brief to chief guest about race .</li> <li>• Invite Chief guest to stage.</li> </ul>	Start Point (GDA Stadium) Race Track enclosed Annex-B	<ul style="list-style-type: none"> <li>▪ Marquee for Chief Gust and other VIP(s)</li> <li>▪ 10 X Sofas for VVIP(s)</li> <li>▪ 50 X Chairs for VIP(s)</li> <li>▪ 50 X Chairs for Racers &amp; Guests</li> <li>▪ Tent for Security Staff &amp; GDA Staff</li> <li>▪ Refreshment for VVIP(s), VIP(s), Racers &amp; Guest {</li> </ul>

		<ul style="list-style-type: none"> <li>• Refreshment.</li> </ul>		<p>Tea, Juices, Snacks}</p> <ul style="list-style-type: none"> <li>▪ Food Stalls for Spectators and audience.</li> </ul>
		<p><b>Closing Ceremony</b></p> <ul style="list-style-type: none"> <li>• Chief Guest arrival and welcome.</li> <li>• Brief about Gwadar off road rally</li> <li>• Prize Distribution will Start at 8.pm..</li> <li>• Trophy Distribution.</li> <li>• Shield will presented to Chief Guest by Organizers.</li> <li>• Chief Guest give Appreciation shield to Organizers.</li> <li>• After giving the last trophy fireworks will be started.</li> <li>• In the end Musical program will start.</li> </ul>	Cricket Stadium	<ul style="list-style-type: none"> <li>▪ Stage making for Prize Distribution &amp; Performers</li> <li>▪ Square Truss making for decorative lights.</li> <li>▪ SMD Screen</li> <li>▪ 2 X Panaflexes (Printing and Installation)</li> <li>▪ 80 X 2 Seater Sofa with 20 X Front Tables</li> <li>▪ Carpeting the VIP Enclosure</li> <li>▪ 150 KVA Generator with fuel</li> <li>▪ 50 KVA Generator with fuel</li> <li>▪ 1500 Chairs</li> <li>▪ 6 X Tower Lights</li> <li>▪ 6 X Power Lights</li> <li>▪ Light Array</li> <li>▪ Sound System with 6 x Cordless mic(s).</li> <li>▪ Fire Works Arrangement with Safety Arrangements</li> <li>▪ Transportation to and back of all items.</li> </ul>

## **SECTION-07. EVALUATION CRITERIA**

## **TECHNICAL EVALUATION CRITERIA**

<b>1.</b>	<b>Firms Affiliations</b>	<b>20 (Marks)</b>
a	Registration with FBR	05 Marks
b	Registration with BRA	05 Marks
C	Registration with PEC	05 Marks
d	Registration with other regulatory body for such events.	05 Marks
<b>2</b>	<b>Firms Experience</b>	<b>50 (Marks)</b>
a	General Experience (5 Marks for General Experience of 5 years , Extra 1 Points for every Year over 5 years upto maximum 5 Marks)	10 Marks
b	Motor Sport Event Management Experience (10 Marks for 3 X assignments of Motor Sports Event Management and 5 Marks for each extra such assignment maximum up to 10 Marks)	20 Marks
C	Event Management Experience in Balochistan ( 10 X Marks for 3 X similar assignments carried in Balochistan, 5 Marks for each extra similar assignment carried in Balochistan maximum up to 10 Marks.)	20 Marks
<b>3</b>	<b>Financial Soundness</b>	<b>20 (Marks)</b>
a	Annual turnover (10 Mark for Annual turnover Rs. 25 Million, 05 x Marks for every additional Rs. 10 Million annual turnover maximum up to 10 Marks)	20 Marks
<b>3</b>	<b>Human Resource</b>	<b>10 (Marks)</b>
a	1 x Event Manager Team Leader (Master Degree Holder and 5 Years of Experience)	03 Marks
b	2 x Assistant Event Manager (Bachelor Degree Holder and 5 Years of Experience)	02 Marks
c	4 x Assistants (Intermediate Qualified and 3 Years of Experience)	02 Marks
d	10 x Support Staff (Literate & 2 Year Experienced)	03 Marks
	Grand Total Marks	<b>100 (Marks)</b>
	<b>Marks Required for Technical Qualification</b>	<b>60%</b>





# (Annexure-A) BIKE RACE TRACK 2023 100KM



