



## **Trade Development Authority of Pakistan**

**REQUEST FOR PROPOSAL (RFP)**

**SERVICES OF EVENT  
MANAGEMENT COMPANY FOR  
PROGRAMMING/ EVENTS FOR  
PAKISTAN'S PARTICIPATION IN  
EXPO 2025**

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# SECTION-1

## REQUEST FOR PROPOSAL

Tender ID No. -TDAP-AD/OSAKA2025(3)

### SERVICES OF EVENT MANAGEMENT COMPANY FOR PROGRAMMING/ EVENTS FOR PAKISTAN'S PARTICIPATION IN EXPO2025

The Trade Development Authority of Pakistan (Responsible National Authority for Pakistan Pavilion) through the Section Commissioner General (Ambassador of Pakistan, Japan) invites proposals/ bids from the Event Management Companies in Japan with affiliates/ partner Event Management firms in Pakistan (preferably) for a framework agreement to provide end to end solution for planning and organization of programming/ side events in the at the Expo2025's common venues and around Osaka during the six months of Expo2025.

2. Bidding documents containing Scope of Work, terms and conditions, method of procurement, procedure for submission of bids etc. are available for the interested bidders at the Office Trade & Investment Counsellor, Embassy of Pakistan, Tokyo. Bidding documents can also be downloaded from (<https://eprocure.gov.pk/>) ; and <https://www.pakistanembassytokyo.com/> free of cost. The interested firms who opt to download the bidding document from the website should register themselves with the office of Trade & Investment Counsellor, Embassy of Pakistan, Tokyo at the email address given below.

3. Single Stage – Two Envelope Bidding Procedure will be followed for open competitive bidding. Interested bidders shall submit their sealed proposals/ bids comprising single package containing two separate sealed envelopes i.e. Technical and Financial Proposal which will be clearly mentioned in bold and legible letters on respective envelopes to avoid any confusion. The **original sealed Financial Proposal** shall be accompanied by a bid security equivalent to **2% of total bid value** and with minimum validity of 60 days in the form of Pay order/Demand Draft/ Bankers Cheque issued by a scheduled bank of Japan in favour of Embassy of Pakistan, Tokyo

4. Sealed Bids, prepared in accordance with the instructions in the bidding documents, must reach, even ones mailed through courier, at the office of the Trade & Investment Counsellor, Embassy of Pakistan, Tokyo at the address given below on or by 26<sup>th</sup> September 2024 at 2:00 pm. Technical Bids will be opened the same day at 2:30 P.M. in the presence of bidders who wish to be present. Moreover, the bids, prepared in accordance with the instructions in the bidding documents, must be submitted on EPADS by 26<sup>th</sup> September 2024 before 11.30 AM.

5. Trade Development Authority of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time in accordance with Public Procurement Rules.

**Trade & Investment Counsellor**

**Embassy of Pakistan, Tokyo**

4 Chome-6-17 Minamiazabu, Minato City, Tokyo 106-0047, Japan

Tel: 08056216056, Fax: 0354213613

Email: tic.tokyo@commerce.gov.pk

## **SECTION-II**

### **SCOPE OF WORK**

#### **INTRODUCTION:**

The Pakistan Pavilion is located in the Saving lives district (CS-1 pavilion at the venue site). A team of renowned architects/ creative artists is curating the inner journey inside the Pavilion. The Theme for the Osaka Expo 2025 is: “Designing future society for our lives”. Besides, a virtual Expo will also be managed by the organizers of Expo 2025, providing the participants with a virtual space to showcase the potential of their respective nations.

#### **SCOPE OF WORK:**

To leverage this opportunity and to promote Pakistan amongst the expected 28 million visitors, the Trade Development Authority of Pakistan intends to organize a number of events related to trade, investment, tourism, and cultural heritage of Pakistan in the designated/allocated venues of EXPO 2025’ or other venues in the City during the 6 months of the Expo. Pakistan also intends to fully participate in the common events organized by the Expo Authorities during several theme weeks. The overall plan of the sideline activities will be finalized keeping in view the Expo 2025’s Theme Weeks, and inputs from the stakeholders i.e. relevant Federal Ministries, Provincial Governments and private sector stakeholders.

In this regard, services of a well reputed Event Management Company (EMC) in Japan with an affiliate/ partner Event Management Company in Pakistan (preferably) are required to provide end to end solution for planning and organization of programming/ side events during the Expo.

The Scope of Services also includes, but is not limited to:

- Assign an experienced team in Japan for planning and executing the final calendar of events.
- The Company needs to have some understanding of Pakistan or some elements of the company may reflect its understanding of Pakistan, its culture, and business prospects.
- Deploy ushers/ pavilion ambassadors (preferably Pakistani Origin), who are multilingual and can speak English and Japanese languages. The EMC shall provide uniforms to ushers specific to Pakistani culture, as per design approved by the TDAP and also train them on the inner journey of the Pavilion and various aspects about Pakistan and programming events as per the brief provided/ approved by the Principal Curator. The ushers are expected to be Ambassadors of Pakistan in the Pavilion therefore high standards for conduct and finesse are expected. The entire team of ushers recommended by the EMC will be screened and approved by TDAP. The shift management and logistics of the Ushers will be the responsibility of EMC.
- Planning, managing and executing each of the approved events with end to end solution and coordinate these activities with the various Expo Agencies, other Government Offices and Private entities both in Pakistan and Japan.

- Making all necessary logistical arrangements (venue, technical equipment where required, transportation, travel and accommodation for resources persons/ performing artists catering etc. where not already available) plus manpower and all other necessary arrangements for each of the approved events. These arrangements must comply with the Japanese environmental standards and the standards set by the Expo authorities.
- Assist the appointed PR/ Marketing company for all the marketing and promotional requirements for the aforesaid events.
- Venue Set-ups for Conferences, seminars and cultural events

Oversee and provide all the necessary arrangements for the event venue (as per requirement):

- Prepare/set-up the designated venues for the events
- Backdrop and photo branding walls
- Stage design and décor, and dismantling
- Materials for venue styling
- Table/chairs
- Sound equipment (microphones)
- Lighting equipment
- AV equipment
- Special effects (as needed)
- Registration table/ guest book/badges
- booth system (as required)
- Signages
- Gensets (where required)
- Other physical and technical requirements for the events

- Event Programme

Oversee and supervise the Program Flow per event /activity (as per requirement):

- Program & Technical scenarios/script
- Master of ceremonies
- Entertainment

Hotel Arrangements (as per requirement):

Scout for two-three Hotel in 3 star, 4 star and 5 star categories and negotiate best rates best rates for:

- Room Accommodations (with VIP upgrade) for the visiting delegates/ performing artists/ resource persons from Pakistan
- Meeting Rooms for specified events
- F&B arrangements
- Physical layout and technical arrangements (if required)
- Signages etc

Transportation Service (as per requirement):

Provide all vehicular requirements:

- a. VIP cars
- b. Staff Van
- c. Coach
- d. with tour guides or liaison officers and dispatchers on need basis

- Catering Services

Handle and Provide all F&B requirements to include:

- a. Menu planning
- b. Food service (plated or buffet service)
- c. Table arrangement (with center piece, menu card with programme details and name cards)

Hospitality and VIP Services ((as per requirement):

- a. Protocol courtesies at the airport for arrival and departure
- b. Tour Programs/Activity planning and execution
- c. Liaison Officer services
- d. VIP close protection (security Detail if needed)
- e. Hotel courtesies
- f. Entry passes

- Manpower Requirements (as per requirement):

Select and hire the following personnel for the various events in Japan as required:

- a. A senior coordinator to liaison with the EXPO 2025's organizers about the management of the events.
- b. Protocol & logistic officer
- c. Master of Ceremonies
- d. Rapporteurs
- e. Translators
- f. Ushers
- g. Tour Guides
- h. Drivers and dispatchers for vehicles
- i. Liaison Officers for VIPs
- j. Provide appropriate uniform and badges and other needed paraphernalia

- Marketing and Media Communications (to be done in liaison with the appointed PR company as per requirement)

- a. Data Base management
- b. Printing of marketing materials/ brochures

- Invitation and Registration Management (as per requirement):

Recommend and invite participants per event:

- a. Provision of a reliable and relevant database of invitees
- b. Design, prepare and send out invitations (print, e-invites)

- c. Undertake follow-ups and confirmation of attendees
- d. Registration system, procedure, paraphernalia, personnel
- Photography/ Video Production and Documentation Services (as per requirement):

Provide photography and video production services to capture all the events and submit to Point of Contact in the prescribed digital format:

- a. Photographs (in JPEG, PNG file format)
- b. Audio Visuals (in MP4 file format)
- c. Submission of a full report one week after each event with video/ photographs and corresponding descriptions/captions
- d. Assist the PR management company to manage contents for the virtual space at the Expo.

### **Other Services**

- Keep the Project Director and the other officials updated on the Event details, protocol and other aspects of the Project
- Must be open to handle all other events outside of those indicated in the list which will be budgeted/ billed using same rates as quoted for identified services.



## **SECTION-III**

# **INSTRUCTIONS TO BIDDERS/ GENERAL TERMS AND CONDITIONS**

### **I. GENERAL:**

- a. Event management companies registered with concerned authorities and having valid licenses are eligible to submit tenders. Complete details of the affiliates in Pakistan (if available) and their credentials will be required for evaluation purposes
- b. Bidding will be conducted under rule 36 (b) of the Public Procurement Rules, 2004 of Pakistan i.e. **Singe Stage – Two Envelope Bidding Procedure**
- c. Bids shall be prepared and submitted strictly in accordance with the instructions set forth herein.
- d. Single Stage – Two Envelope Bidding Procedure will be followed for open competitive bidding. Interested bidders shall submit their sealed proposals/ bids comprising single package containing two separate sealed envelopes i.e. Technical and Financial Proposal which will be clearly mentioned in bold and legible letters on respective envelopes to avoid any confusion.
- e. A Technical Proposal will be considered Substantially Responsive if it scores at least 65% in the Technical evaluation against the evaluation criteria given in Section - IV. Financial Proposals of Substantially Responsive bidders will be opened only and the others will be returned up-opened. Contract shall be awarded to the **most advantageous bid** in terms of highest rank in **Quality & Cost based selection** on the basis of combined evaluation (Technical Evaluation Score 70% + Financial Proposal 30%) explained in detail below in “S. No. XI. Award of Contract”
- f. All entries in the tender are to be made in ENGLISH LANGUAGE. Corrections etc shall be signed by the authorized persons.
- g. The rate should be written in the Bid Form (**Annex A**) in figures; whereas, the total offered price should be written in figures as well as in words. In case of any mistake in the totaling, the quoted unit rate will be treated as final.
- h. The traveling and accommodation charges for any visits to and in Pakistan or Japan in connection with completion of assignment shall be the responsibility of the bidder
- i. The interested parties who have been defaulter and/or blacklisted by TDAP or any other government agency at any time shall not be eligible to participate in the bid. Besides, Interested Parties should not have been fined, penalized for corruption or other criminal charges, proceedings or cases (**Company shall have to submit affidavit to this effect**)

## II. ELIGIBILITY CRITERIA:

### 1. Eligibility of Bidders:

This tender invitation is open to all bidders/firms in Japan fulfilling the following eligibility criteria:

- i) The bidder must possess valid registration/ trade licenses with concerned authorities in Japan.
- ii) The bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization of Pakistan or Japan are NOT ELIGIBLE. The firm must provide an undertaking as required to this effect.
- iii) The bidder should not be involved in litigation with any Government department of Pakistan. The firm must provide an undertaking as required to this effect.
- iv) The bidder and their affiliate in Pakistan (if available) should have relevant experience of providing Event Management services in Japan and Pakistan respectively. Reference/ details to be provided in the technical proposal
- v) The bidder must fulfill eligibility requirements of Expo Authorities to work at the Expo Site. The bidders' details will be shared with Expo Authorities for confirmation and only those bidders confirmed/ approved by Expo Authorities will be considered for further bidding process.

### 2. Evaluation of bids

The Technical Proposals/ bids conforming to the technical requirements and having scored 65 marks or more against the Technical Evaluation Criteria will be considered for opening of financial bids. **Most Advantageous Bid in terms of highest rank in "Quality & Cost based Selection" - 70% weightage of technical proposal and 30% weightage of financial proposal** shall be declared as successful for Award of Contract.

#### 2.1 Preliminary evaluation

- i) The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- ii) The Procuring Agency 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 any Bidder.
- iii) Prior to the detailed evaluation, the Procuring Agency shall determine the eligibility of bidder as per bidding documents. The Procuring Agency's determination of a bidder's eligibility is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- iv) If a bid is not eligible, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by the bidder by correction of the nonconformity.

### **III. SUFFICIENCY OF TENDER:**

- i. Each bidder shall be deemed to have fully satisfied himself before submitting the Tender as to the correctness and sufficiency of this Tender and prices stated in the **Bid Form (Annex-A)**, which prices, except in so far as it is otherwise expressly provided in the Conditions of the Contract, must cover all his obligations under the contract and all matters and things necessary for the proper completion of the project.
- ii. No bidders shall have the right to make any objection, excuse or claim about correctness and sufficiency of this tender by the TDAP.

### **IV. VERBAL INSTRUCTIONS BE IGNORED:**

TDAP shall not assume any responsibility for information, interpretation and deduction, the Bidders may make from the date furnished by the TDAP. No verbal understanding, agreement or conversation with any officer, employee or agent of the TDAP, either before, during or after the execution of the contract, shall affect or modify any of the terms or obligations contained in the tender documents.

### **V. COST OF TENDERING:**

Bidders shall have no claim for reimbursement of any expenses of any kind whatsoever incurred in connection with the preparation and submission of their tenders

### **VI. INCOMPLETE TENDER:**

Incomplete or partially submitted bid shall be declared non-responsive in terms of Public Procurement Rules of Pakistan.

### **VII. BID SECURITY:**

- i. The **original sealed Financial Proposal** shall be accompanied by a bid security equivalent to **2% of total bid value** and with minimum validity of 60 days in the form of Pay order/Demand Draft/ Bankers Cheque issued by a scheduled bank of Japan in favour of Embassy of Pakistan, Tokyo, Japan. The bid security of the unsuccessful bidders will be refunded/ returned after award of Contract and acceptance thereof by the selected bidder.
- ii. The Bid Security of the successful bidder will be returned when the bidder has furnished the required **Performance Security**.
- iii. The Financial Proposal without bid security will not be considered and such bid will be rejected without any evaluation. Any reason/justification for non-submission of Bid Security, whatsoever may be, will not be accepted

### **VIII. SUBMISSION OF TENDER:**

The Bids/ Proposals can be delivered in person or by registered mail or through courier service at the following address:

**Trade & Investment Counsellor**  
**Embassy of Pakistan, Tokyo**  
4 Chome-6-17 Minamiazabu, Minato City, Tokyo 106-0047, Japan  
Tel: 08056216056, Fax: 0354213613  
Email: tic.tokyo@commerce.gov.pk

The bids must reach on or before the time and date given in the notice of tender, including ones sent through courier, at which time and place they will be opened in presence of the representative of the bidders, who may wish to be present. Moreover, the bids, prepared in accordance with the instructions in the bidding documents, must be submitted on EPADS too,

#### **IX. TECHNICAL PROPOSAL:**

The Technical Proposal should contain minimum of following documents:

- a. A covering letter addressed to the Trade & Investment Counsellor, categorically confirming that the Event Management Company its affiliate in Pakistan (if available) fully meet the aforementioned Eligibility Criteria.
- b. Copy of the agency's certificate of incorporation and its affiliate in Pakistan (if available)
- c. Tax Registration Certificates of both Lead Bidder and the affiliate in Pakistan (if available).
- d. Qualification and Experience Documents as required in Technical Evaluation.
- e. Work Plan/ Methodology, implementation plan, resource allocation (including team proposed for Pakistan's project), Concept and timeliness and any other information deemed necessary.
- f. Detailed presentation (not more than 20 Minutes) on the profiles of the lead bidders, team assigned for the project and requirements as at (e) above
- g. A joint bidding agreement between the lead bidder in Japan and Affiliate in Pakistan (if available) undertaking that the assignment will be jointly carried out till the conclusion of event in 2025.

The proposal shall be declared substantially non-responsive if it fails to achieve the qualifying technical score of 65 Marks.

#### **X. FINANCIAL PROPOSAL:**

- a. The Financial Proposal must be filled in on the format at **(Annex-A)** in USD and printed on the letterhead of the Lead bidder. All Payments will be made in USD in Japan.

- b. The Financial Proposal document duly signed on each page (Each correction also duly signed and stamped without any over writing) shall be sealed and clearly marked in an envelope.
- c. Only the name of the bidders and the total prices shall be announced by the at the time of the opening of the Financial bid/ Tender.
- d. In case of any calculation errors detected during scrutiny of the Bid, the unit rate quoted by the bidder shall be taken as final and the tender value would be corrected accordingly.
- e. The **original sealed Financial Proposal** shall be accompanied by a bid security equivalent to **2% of total bid value** and with minimum validity of 60 days in the form of Pay order/Demand Draft/ Bankers Cheque issued by a scheduled bank of Japan in favour of Embassy of Pakistan, Tokyo, Japan.

## **XI. AWARD OF CONTRACT:**

- a. The contract shall be awarded to the **Most Advantageous Bid in terms of highest rank in “Quality & Cost based Selection” - 70% weightage of technical proposal and 30% weightage of financial proposal** in terms of Public Procurement Rules 2004 as amended time to time in Pakistan.
- b. As explained in S. No. IX above, an eligible bidder shall be required to score 65% in Technical proposal to become substantially Responsive and for opening of Financial proposal.
- c. A combined evaluation of the Technical and Proposal will be done to ascertain the highest ranked bid as per following formula:
  - i. Weightage of Technical Proposal Score: 70%
  - ii. Weightage of Financial Proposal Score: 30%

The substantially responsive bid which has the lowest financial quote will get full marks for the Financial Proposal and the next higher will accordingly get lower score for the same and so on.

Formula for calculating Financial Proposal Score:

(Lowest bid amount divided by bid amount of bidder) x 30 = Score of

Financial Proposal (lowest will get full 30 score)

Highest Ranked bid = [(Technical evaluation score) x 0.7] + Financial Proposal score

- d. Once a decision has been reached, a written Letter of Award to the successful bidder (s) will be issued which shall also mention the accepted contract price. Thereafter, the successful bidder (s) will be required to furnish a formal Contract agreement in the prescribed form (**Annex-B**) to the Section Commissioner General (Ambassador of Pakistan to Japan) within three working days from the award of Tender. In case of failure of the bidder to do so, the bid security will be forfeited.

## **XII. PERFORMANCE GUARANTEE**

The successful bidder shall be required to submit a Performance Guarantee equivalent to 10% of the Contract amount within 28 days of the issuance of Letter of Award. The Performance Guarantee shall be, at the option of the bidder, in the form of Deposit at Call or a Bank Guarantee issued by a Scheduled Bank in Japan or an insurance company having at least AA rating in favour of the Embassy of Pakistan, Tokyo, Japan valid for a period 30 days beyond the Event conclusion date.

### **XIII. PAYMENT TERMS:**

The payment shall be made through cross cheque after receipt/ processing/ verification of bill/ invoice as per following schedule:

<b>S. No</b>	<b>Milestone</b>	<b>Payment</b>
1	Upon signing of the contract	10%
2	Upon finalization and approval of comprehensive 6 months events programme and financial outlay	15%
3	Upon completion of all required scope of work for that month for 6 months.	60% (10% for each month)
4	Upon submission of final report with photos and video documentation in the required format	15%

### **Additional:**

1. The Event Management Company will provide competitive quotes for all venues outside Expo 2025 site (with related details), AV equipment etc., travel and logistic costs for the resource from Pakistan including their professional fees and any other incidentals, payments for which will be made on actual basis to the Event Management Company or directly to the vendor/ supplier/ professional/ resource concerned. This arrangement will be finalized once the Calendar of Events alongwith total financial outlay for Programming/ side events is finalized and approved

## SECTION-IV

### TECHNICAL EVALUATION CRITERIA

#### **TECHNICAL EVALUATION:**

The evaluation criteria for technical proposal for both the Lead bidder in Japan and affiliate in Pakistan (if available) will be as under:

S.#	Technical Parameters	Maximum Marks
01	<b>LEAD BIDDER:</b>	<b>55</b>
	i. <u>No. of Employees</u> <ul style="list-style-type: none"> <li>• More than 50 Employees on payroll – 5 Points</li> <li>• Between 25 to 50 Employees – 03 Points</li> <li>• Between 15 to 24 Employees – 02 Points</li> <li>• Less than 15 Employees – 0 Points</li> </ul>	05
	ii. <u>Experience of Event Management as firms (conferences and cultural events etc.)</u> Years of Experience in Event Management (details to be shared) <ul style="list-style-type: none"> <li>• More than 15 Years – 10 Points</li> <li>• Between 10-14 Years – 08 Points</li> <li>• Between 5-9 Years – 05 Points</li> <li>• Between 2 – 4 Years – 0 Points</li> </ul>	10
	iii. <u>Clientele (Details to be shared)</u> <ul style="list-style-type: none"> <li>• More than 25 MNCs/Listed Companies in any trade/ Government Agencies - 05 Points</li> <li>• Between 20-24 MNCs/Listed Companies in any trade/ - 03 Points</li> <li>• Between 10-19 MNCs/Listed Companies in any trade/ Government Agencies - 02 Points</li> <li>• Less than 9 MNCs/Listed Companies in any trade- 0 Points</li> </ul>	05
	iv. <u>Annual turnover of the company (Audited income statements to be shared for last 3 years)</u> <ul style="list-style-type: none"> <li>• Above USD 5 million-20 points</li> <li>• Between USD 4 million-5million-15 points</li> <li>• Between USD 3.5 upto 4 million-10 points</li> <li>• Between USD 3 million upto 3.5 million- 7 points</li> <li>• Between USD 2 million upto 3million- 3 points</li> <li>• Below USD 2 million-0 points</li> </ul>	20

	<p>iv. <u>Profile of Events Organised/Managed:</u> (Details to be shared)</p> <p><u>Events involving VVIPs</u></p> <ul style="list-style-type: none"> <li>Organised/ Managed more than 5 large scale events/ ceremonies with Heads of Governments/ States and VVIP guests – 05 Points</li> <li>Organised/ Managed between 2-4 large scale events/ ceremonies with Heads of Governments/ States and VVIP guests – 03 Points</li> <li>Organised/ Managed one or none large scale events/ ceremonies with Heads of Governments/ States and VVIP guests – 0 Point</li> </ul> <p><u>Trade/ Investment/ Business Conferences/ Seminars</u></p> <ul style="list-style-type: none"> <li>Organised/ Managed more than 25 trade/ business/ investment Conferences/ Seminars with more than 100 relevant participants/ audience – 05 points</li> <li>Organised/ Managed 10-24 trade/ business/ investment Conferences/ Seminars with more than 100 participants/ audiences – 03 points</li> <li>Organised/ Managed less than 10 trade/ business/ investment Conferences/ Seminars with more than 100 participants – 0 points</li> </ul> <p><u>Cultural Shows/ events/ festivals/ concerts involving general public</u></p> <ul style="list-style-type: none"> <li>Organised/ Managed more than 25 Cultural events and festivals involving general public – 05 points</li> <li>Organised/ Managed 10-24 Cultural events and festivals involving general public - 03</li> <li>Organised/ Managed less than 10 Cultural events and festivals involving general public – 0 points</li> </ul>	<p>5</p> <p>5</p> <p>5</p>
02	<p><b>EXPERIENCE OF TEAM ASSIGNED FOR PAKISTAN EXPO2025 PROJECT</b></p> <p><u>Team Leader and other team assigned for Pakistan Project</u></p> <ul style="list-style-type: none"> <li>More than 10 years’ experience in Event Management and have been involved with events involving VVIPs - 05 points</li> <li>Between 10-14 years’ experience in Event Management and have been involved with events involving VVIPs – 04 points</li> <li>Between 05-09 years’ experience in Event Management and have been involved with events involving VVIPs – 03 points</li> <li>Less than 5 years’ experience in Event Management but have been involved in events involving VVIPs – 02 points</li> </ul>	<p><b>05</b></p> <p>05</p>



	<ul style="list-style-type: none"> <li>Less than 5 years' experience in Event Management and have not been involved in events involving VVIPs – 0 points</li> </ul>	
03	<b>Affiliation in Pakistan</b> <ul style="list-style-type: none"> <li>An affiliate company in Pakistan (10 points)</li> <li>1 or more Pakistani employees in the company (5 points)</li> </ul>	<b>10</b>
04	<b>WORK PLAN/ METHODOLOGY, IMPLEMENTATION PLAN, CONCEPT AND TIMELINESS AND ANY OTHER INFORMATION DEEMED NECESSARY (Please fill up the form for indicated events given in the next page)</b>	<b>30</b>
<b>TOTAL SCORE</b>		<b>100</b>
<b>Minimum Substantial Responsiveness threshold</b>		<b>65</b>

**NOTE:**

**Bidders are also expected to submit the filled up form indicative Requirement form which will be discussed and considered during the Technical evaluation**

**Indicative Requirement/ Proposal for Events to be arranged during 6 months**

**(The suggestive costs below in this table will not be utilized for Financial Evaluation of bid)**

(The Amounts suggested below by the bidder shall be exclusive of the Event Management Fee )

<b>S. No</b>	<b>Type of Event</b>	<b># of Events</b>	<b>No. of attendees/ event</b>	<b>F&amp;B Budget (please give suggestive cost estimates)</b>	<b>Setup Budget (Please give suggestive cost estimates)</b>	<b>Logistic costs (like travel, accommodation, transport for resource persons and other incidentals)</b>	<b>Total including VAT in Yen</b>
1	Business Events (incl. Conferences/ Seminars) at the designated/allocated venues	10	100				
2	Cultural Events in the Expo Common Venues	10	100				
3	Entertainment/ Concerts in the venue	3	2000				
4	National Day Celebrations	1	300				
5	Event Opening	1	200				
6	Participation in Expo Theme Week Events (Bidder to please research)	8	100				
7	Other events	4	100				
	Total						

# FINANCIAL BID FORM – ANNEX “A”

(To be printed on Letterhead of the Firm)

## Financial Proposal

### BID FORM

a. Name & Address of Lead Bidder and affiliate in Pakistan (if available):

\_\_\_\_\_

b. We are ready for Provision of services given in the scope of services for an accumulated fee in USD ..... inclusive of VAT in words ..... as per details given hereunder:

S. No	Description	Amount in USD
1	Event Management Fee for the full scope of services (Details of the team assigned for the Project both in Japan and Pakistan is required) and for the indicative number of projects given in the table along with Technical Evaluation Criteria for end to end solution	
2	Pavilion Ambassadors (Ushers/ Guides) (4 per shift x 2 shifts = 8) including provision of uniforms as per design approved by TDAP and training including two shift in-charge (Please give breakup / Person)	
3	Protocol Managers for the Pavilion	
	<b>Sub – Total</b>	
	<b>VAT//any other applicable taxes in Japan</b>	
	<b>Total in USD</b>	

c. Cumulative total in the above table shall count towards financial evaluation.

d. We shall abide by all the terms and conditions of the tender.

e. We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price.

Signature:

\_\_\_\_\_

Name:

\_\_\_\_\_

Designation:

\_\_\_\_\_

Japan's ID No.

\_\_\_\_\_ (copy enclosed)

Date:

\_\_\_\_\_

Stamp:

\_\_\_\_\_

ANNEX 'B'

# FORM OF AGREEMENT

(TO BE PRINTED ON STAMP/ JUDICIAL PAPER)

This Agreement is made at ..... on this ..... day of  
.....2024

**BETWEEN**

**TRADE DEVELOPMENT AUTHORITY OF PAKISTAN, KARACHI** (Responsible National Authority) having its office located at 3<sup>rd</sup> and 5<sup>th</sup> Floor of Block-A, FTC Building Shahra e Faisal Karachi through the Section Commissioner General for Pakistan Pavilion (Expo 2025) (herein after referred to as 'TDAP' which expression shall include its successor-in-interest, executors and administrators, legal representative and assigns) of the **FIRST PART**.

**AND**

M/s.....and M/s ....., having their principal offices at ..... through its....., ..... (hereinafter referred to as 'SERVICE PROVIDER' which expression shall include its successor-in-interest, executors, administrators, legal representative and assigns) of the **SECOND PART**.

1. Whereas SERVICE PROVIDER is qualified to perform the work/ jobs mentioned in the Tender Documents (detailed above) issued regarding provision of Event Management Services on the Basis of which M/s ..... have been selected as the successful bidders and that such performance will be in furtherance of Pakistan's representation at the Expo-2025, Osaka being held from 13<sup>th</sup> April 2025 to 13<sup>th</sup> October 2025.

2. The Tender Document No.....dated..... as well as the Letter of Award issued by the TDAP, stating the contract price as USD \_\_\_\_\_ (USD \_\_\_\_\_ only), shall be deemed to form and be read and considered as part of this agreement:

- a) Technical Proposal
- b) Scope of Work
- c) General Terms & Conditions
- d) Bid Form
- e) Form of Agreement
- f) Integrity Pact

3. Now, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, to honor these covenants, the parties hereto agree as follows:

**3.1 SERVICE PROVIDER:**

- 3.1.1 The SERVICE PROVIDER is awarded the services of Event Management for Programming/ Side Events during the Expo-2025, Osaka as per scope given in clause ..... for .....of Pakistan Pavilion at the Expo-2025, Osaka to be coordinated with TDAP or its nominated representative and with the Expo-2025, Osaka Authorities and to be responsible for the provision of services as per scope of work given in the Tender Document.

**3.2 CONTRACT PERIOD AND TERMINATION CLAUSE:**

- 3.2.1 This contract covers the period from the date of signature of this contract till the completion of event and conditions rendered under this contract;
- 3.2.2 Signing of this contract on \_\_\_\_\_
- 3.2.3 Expected duration of Expo-2025, Osaka : March 1, 2025 to November 1, 2025
- 3.2.4 This contract may be terminated by TDAP at any time by giving thirty (30) days notice to the SERVICE PROVIDER. However it (the contract) may immediately be terminated by TDAP if:
- a. The SERVICE PROVIDER breaches any of its obligations under this contract or fails to provide services as specified under this contract and the SERVICE PROVIDER has failed, after thirty (30) days notice of such breach to address the same; or
  - b. The SERVICE PROVIDER has committed an act of bankruptcy.
- 3.2.5 Upon termination of this contract as stated above, TDAP shall release remunerations till the time of termination to the SERVICE PROVIDER.

**3.3. PAYMENT TERMS:**

- 3.3.1 All the payments shall be made in USD as per payment terms given in the General Terms & Conditions

**3.4. OBLIGATIONS OF TDAP:**

- 3.4.1 TDAP shall issue an official letter to the Service Provider for Pakistan pavilion at Expo-2025, Osaka to declare the appointment of the SERVICE PROVIDER as Event Managers for Programming/ Side events for Pakistan’s participation in Expo-2025, Osaka

- 3.4.3 TDAP shall provide the full time resources of a dedicated representative (the "TDAP Representative") who shall have authority to issue to the SERVICE PROVIDER, on behalf of TDAP, administrative orders incorporating such supplementary documents and / or instructions and / or approvals such as are necessary for the proper and timely execution of the Services.

### **3.5. OBLIGATIONS OF SERVICE PROVIDER**

- 3.5.1 The SERVICE PROVIDER shall provide TDAP with relevant services as mentioned in this contract carefully and diligently by utilizing professional skills according to the relevant Laws and requirements of this contract.
- 3.5.2 Without the prior written approval from TDAP the SERVICE PROVIDER shall not transfer its rights or obligations under this Contract nor entrust, license or subcontract the services under this contract, except for using the services of the Critical Systems identified to and approved by TDAP under the Tender Documents.
- 3.5.3 The SERVICE PROVIDER shall ensure that it has authentic and effective qualification to provide services during the term of this contract.
- 3.5.4 The SERVICE PROVIDER shall ensure transparent and efficient delivery of assignment during Pakistan's Participation in Expo-2025, Osaka.

### **3.6 SERVICE GUARANTEE OF SERVICE PROVIDER**

- 3.6.1 The SERVICE PROVIDER shall not connect the service under this contract with any other products or services.
- 3.6.2 The SERVICE PROVIDER shall not use Licensed Symbols (as defined in TDAP's pavilion agreement with Expo-2025, Osaka) or any other logos, symbols, slogans or titles without prior permission of TDAP. However, Licensed Symbols in any way which is inconsistent with the requirements of Expo-2025, Osaka shall not be used.
- 3.6.3 The SERVICE PROVIDER warrants that its services are in line with the relevant Environmental Protection Standards of the UAE and the relevant requirements of Expo-2025, Osaka,
- 3.6.4 The SERVICE PROVIDER warrants that the labor conditions for its employees shall be in accordance with the applicable laws and relevant industrial standards.
- 3.6.5 The SERVICE PROVIDER warrants that when exercising its rights and performing its obligations under this contract, the SERVICE PROVIDER shall comply with all applicable rules, regulations guidelines and notifications issued from time to time.

### **3.7 CONFIDENTIALITY**

- 3.7.1 TDAP and the SERVICE PROVIDER shall keep confidential all documents and information involving the other party, the Expo-2025 Osaka authorities which may be obtained in the course of performing this contract, whatever their form and whatever the methods by which they are obtained, except to the extent already known or in the public domain, or later disclosed by a third party not in violation of any confidentiality agreement or later required to be disclosed by a court of competent jurisdiction, government organization or stock exchange ("Confidential Information") or profited to any other authorized subcontractor on need-to-know basis.
- 3.7.2 The parties agree to use Confidential Information only for the purpose of executing this contract and shall not disclose, use or authorize any third party to use all or any part of the confidential information for any other purpose without the permission for Expo-2025, Osaka,

### **3.8 INTELLECTUAL PROPERTY:**

- 3.8.1 The intellectual property rights of any works and/or service products created or produced by the SERVICE PROVIDER when performing the obligations under this Contract shall belong to TDAP.
- 3.8.2 Each party guarantees to the other that it and Expo-2025, Osaka shall not be confronted with any requests, claims or objections from any third party with regard to the intellectual property rights used in the pavilion, if use of such intellectual property right was in conformity with the provision this agreement.
- 3.8.3 The parties agree and acknowledge that the Licensed Symbols or the intellectual property of Expo-2025, Osaka embodies in the works and/or service products of this Contract shall not be considered as licensed in any form to the SERVICE PROVIDER by Expo-2025, Osaka or TDAP which is the sole rights holder of such intellectual property.

### **3.9 MUTUAL OBLIGATIONS / COPYRIGHTS**

- 3.9.1 Within the scope of this Contract, the parties agree to support each other in reaching the mutually beneficial success of Pakistan's participation at Expo-2025, Osaka and provide communication structures to maintain an efficient exchange of relevant information.
- 3.9.2 The copyright of the products of this Contract belongs to TDAP, and the right of authorship by the SERVICE PROVIDER is asserted. After the end of Expo-2025, the presentation of the Pavilion may be used by both

parties for internal marketing and similar purposes, and mention of the other party and their role is accepted. The SERVICE PROVIDER shall be allowed to use the presentation of the Pavilion only to portray the works done by the SERVICE PROVIDER.

**3.10. ARBITRATION:**

3.10.1 Should any dispute of difference of any kind whatsoever arise between the parties herein, the matter in question shall be settled amicably. However, when such settlement cannot be reached, the matter shall be referred to Arbitrator(s) in accordance with the provisions of Arbitration Act, 1940 of Islamic Republic of Pakistan or relevant laws in Japan. It is hereby agreed that each party shall appoint one arbitrator and the decision shall be conclusive and binding on the parties herein. The language of the Arbitration shall be English and the venue of Arbitration shall be Japan.

**3.11 FORCE MAJEURE:**

3.11.1 Neither party shall be considered to be in default or in breach of its obligations under the Contract if the performance of such obligations is prevented by any event of force majeure arising after the date hereof.

3.11.2 The term "force majeure" means acts of God, strikes, lock-outs or other industrial disturbances, acts of the public enemy, wars whether declared or not, blockades, insurrection, riots, terrorism, epidemics, landslides, earthquakes, storms, lightening, floods, washout, civil disturbances, exposition and any other similar unforeseeable events which are beyond the parties' control and cannot be overcome by due diligence.

**3.12 MISCELLANEOUS:**

3.12.1 The parties agree that the validity and interpretation of this contract shall be in accordance with the Laws of Pakistan and Japan. For the resolution of all disputes which cannot be settled by the parties either through mutual understanding or Arbitration, the parties shall submit to the exclusive jurisdiction of the courts in Pakistan or Japan.

3.12.2 This contract shall be executed in English by both parties.

3.12.3 All relevant documents under this contract shall be in English.

3.12.4 The appendices of this contract shall be an integral part hereof and shall have the same legal effect as the text of this contract itself.

3.12.5 Any modification and/or change of the contract scope of work, adjustment of service fees or any other terms of this contract, if any, shall be legally binding only if made by written agreement signed by the parties.



3.12.6 This contract contains the entire agreement between the parties and supersedes any and all previous understanding and agreements between the parties concerning the same subject matter.

**3.13 PENALTY:**

3.13.1 In addition to the right of TDAP to invoke risk purchase clause and without prejudice to any other rights and /or remedies the TDAP may have hereunder or at law, the TDAP shall have to right to blacklist the Service Provider and his/ her team, if:

- a. The SERVICE PROVIDER breaches any of their obligations under this contract or fails to provide services as specified under this contract.
- b. The damage is caused to the TDAP due to any negligent and malafide acts omissions/commission on part of the Service Provider and/or its employees and agents with reference to services provided under this contract.

**3.14 RISK PURCHASE CLAUSE:**

3.14.1 In case of breach of any terms and conditions of this Contract, TDAP shall be at liberty to procure the services from some other source and any extra payment made in this respect will be charged from the SERVICE PROVIDER and /or adjusted against its dues and the SERVICE PROVIDER will be liable to compensate TDAP against any/all damages/extra costs accruing to TDAP in this context: In witness whereof the parties have caused this Contract to be executed as of the date first above written sign stamp.

**3.16 NOTICES**

Any and all notices and communications in connection with this contract shall be addressed as follows:

To  
Section Commissioner General (Pakistan Pavilion Expo 2025)  
Embassy of Pakistan, Tokyo, Japan

To The SERVICE PROVIDER  
.....  
.....  
Tel: .....

Email:

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\_\_\_\_\_  
FOR AND ON BEHALF OF  
THE SERVICE PROVIDER

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\_\_\_\_\_  
FOR AND ON BEHALF OF  
THE TDAP

(SEAL)

(SEAL)

Signed and delivered by <b>the SERVICE PROVIDER</b> above named in the presence of:	Signed and delivered by <b>the TDAP</b> above named in the presence of:
<b><u>WITNESSES:</u></b>	<b><u>WITNESSES:</u></b>
1. _____	1. _____
2. _____	2. _____

**(INTEGRITY PACT)**  
**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.**  
**PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN**  
**CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Name of Buyer: .....

Signature: .....

[Seal]

Name of Seller/Supplier: .....

Signature: .....

[Seal]

**Brief details of common event spaces available at the venue**

	Official name	Former name	Description of facility	Outdoor/Indoor
<b>A</b>	EXPO Hall "Shining Hat"	Event Hall 1	Large circular stage	Indoor
<b>B</b>	EXPO National Day Hall "Ray Garden"	Event Hall 2	Semi-open air hall serving as main venue for National Day/Special Day	Indoor (semi-open air)
<b>C</b>	Gallery East	Japanese Traditional Culture Area Exhibition Space on First Floor	Exhibition space	Indoor
<b>D</b>	Pop-Up Stage South	Japanese Traditional Culture Area Outdoor Small stage	Small stage	Outdoor
<b>e, f, g, h</b>	Pop-Up Stages North/Inner East/Outer East/West	Small Stage	Small stages prepared at four locations in the Expo Site	Outdoor
<b>i</b>	EXPO Arena "Matsuri"	Outdoor Event Space	Outdoor event space with a capacity of 10,000 persons	Outdoor
<b>j</b>	EXPO Exhibition Centre "WASSE"	Messe	Large exhibition space serving as main venue for Theme Week	Indoor
<b>k</b>	Gallery West	Gallery	Medium-sized exhibition space using adjacent indoor and outdoor facilities	Outdoor/Indoor