

**INFRA ZAMIN PAKISTAN LIMITED**

**Request for Proposal**

08<sup>th</sup> February 2023.

**“Corporate Event Management”**

## SECTION 1. LETTER OF INVITATION

RFP no. 001

08<sup>th</sup> February 2023, Karachi

1. The purpose of this Request for Proposal (the “RFP”) is to solicit proposals from bidders interested in providing **Corporate Event Management Services**. The RFP is designed to assess whether bidders are able to provide the goods and services required (hereinafter jointly and severally referred to as the “Services”), and through a competitive and fair assessment, select a winning bidder for the Services for a year- long contract.
2. Infra Zamin Pakistan Limited invites sealed proposals from interested and eligible bidders. Further details on the Services required are provided in the Terms of Reference (Section 4 of RFP).
3. The bidder will be selected under open competitive procedures, in accordance with the Procurement Policies and Procedures of Infra Zamin Pakistan Limited. In the event of any conflict or inconsistency in terms and conditions of the RFP and the IZP Policy and Procedures, the InfraZamin’s Policy and Procedures shall prevail.
4. The full RFP is available at [www.infrazamin.com](http://www.infrazamin.com) under Media Centre section
5. Infra Zamin Pakistan Limited anticipates issuing a Fixed Price Contract.
6. An award will be made based on the, Technical and Cost based selection.
7. Both technical and financial proposals must be submitted in a hard copy before 05:00 PM Pakistan Standard Time on 22<sup>st</sup> February 2023. Bidders must prepare two hard copies of the technical proposal and two hard copies of the financial proposal, and submit them in separate sealed envelopes to the attention of ‘The Admin Department’ 4A, 4th floor, Executive Tower, Dolmen Mall, Block 4, Clifton, Karachi. Hard copy of the bids/proposals shall be considered in case of any discrepancy found with softcopy.

Yours sincerely,  
The Admin Department  
Infra Zamin Pakistan Limited

## SECTION 2. INSTRUCTIONS TO BIDDERS

### A. General

#### 1 Scope of Proposal

Infra Zamin Pakistan Limited issues this Request for Proposals (the “RFP”) for the following services:“

#### **Corporate Event Management.**

Throughout this RFP:

- i. The term “in writing” means communicated in written form (e.g., by mail, e-mail)
- ii. “Day” means calendar day

#### 2 Fraud and Corruption

Bidders shall comply with Infra Zamin Pakistan Limited’s policy regarding fraud and corruption set out inSection 3 of the RFP.

#### 3 Eligibility

Infra Zamin Pakistan Limited may specify certain minimum qualification criteria in the Terms of Reference as per Clause 28 of Section 02 under this document.

Bidders shall be under an obligation to disclose to Infra Zamin Pakistan Limited any situation of actual or potential conflict that impacts their capacity to perform/act in accordance with Infra Zamin Pakistan Limited’s best interests or pose a conflict of interest.

Bidders shall, upon request, provide evidence of their continued eligibility to the satisfaction of Infra Zamin Pakistan Limited, as may be requested from them from time to time.

#### 4 One Proposal Per Bidder

An entity can participate only in one bid: as a single bidder, as a lead in a consortium/ joint venture or as a partner in a consortium / joint venture. Partnership firms or similar entities in different jurisdiction which work under common brand name or a part of affiliated network will be regarded as single entity and may not participate in more than one bid. Similarly associates and subsidiaries of an entity will be regarded as a part of a group and may not participate in multiple bids. Bidders may ask for clarification and any decision in this regard by InfraZamin shall be deemed to be final.

#### 5 Cost of Preparation of Proposal

The bidder shall bear all costs associated with the preparation and submission of its proposal. Infra Zamin Pakistan Limited shall not be responsible or liable for any such costs, regardless of the conductor outcome of the bidding process.

## **B. Request for Proposal**

### **6 Contents of the RFP**

The RFP comprises of the documents listed below plus any Addendum issued pursuant to Clause 8, of Section 2 ‘Amendment of RFP’.

- Section 1 - Letter of Invitation
- Section 2 - Instructions to bidders
- Section 3 – Procurement Policy – bidder conduct
- Section 4 - Terms of Reference.
- Annexure A – Proposal Submission Form

### **7 Clarification of RFP**

All questions and/or clarifications regarding this RFP must be submitted via email to [admin@infrazamin.com](mailto:admin@infrazamin.com) no later than 05:00 PM local time on [14<sup>th</sup> February 2023]. All correspondence and/or inquiries regarding this solicitation must reference the RFP number. No phone-calls or in-person inquiries will be entertained; all questions and inquiries must be in writing.

Questions and requests for clarification—and the responses thereto—will be circulated to all RFP recipients who have indicated an interest in bidding by 05:00 PM on [16<sup>th</sup> February 2023].

Only written answers will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from a InfraZamin employee or other entity should not be considered as an official response to any questions regarding this RFP.

### **8 Amendment of RFP**

At any time prior to the deadline for submission of bids, Infra Zamin Pakistan Limited may amend the RFP by issuing an Addendum.

Any Addendum so issued shall be part of the RFP and will be communicated via the Infra Zamin Pakistan Limited website ([www.infrazamin.com](http://www.infrazamin.com)). Bidders are advised to monitor the site for updates.

To give prospective bidders reasonable time in which to take an Addendum into account in preparing their bids, Infra Zamin Pakistan Limited may, at its discretion, extend the deadline for the submission of bids, pursuant to Clause 16, of Section 2 ‘Deadline for Submission of proposals’.

## **C. Preparation and Submission of Proposals**

### **9 Language of proposal**

All documents relating to the proposal shall be written in the English language.

### **10 Documents Comprising the Proposal**

A proposal shall consist of the following:

1. Technical proposal consisting of the following:
  - i. Name, NTN/STRN certificate and Corporate Profile of bidder; Delegation of authority/POA
  - ii. Comments and suggestions on the terms of reference, counterpart staff.
  - iii. Description of approach, methodology, and work plan in responding to the terms of reference (maximum one page);
  - iv. Portfolio (relevant projects executed in past)
  - v. Work schedule and planning for deliverables; and
  - vi. Team composition and key experts' Curriculum vitae (CV of teammembers and key experts).
  - vii. Commitment to meeting applicable Health and Safety Standards (HSES) of Infra Zamin Pakistan Limited (available on company's website).

#### **2. Financial proposal**

Pricing must be fully comprehensive, complete, and list any available discounts. Pricing information supplied with the proposal must be valid for at least 45 (forty-five) days after the due date for proposal submission. A proposal valid for a shorter period shall be rejected as non-responsive. All one-time and recurring costs must be fully described. Rates should be quoted, inclusive of all but showing separately, costs of inspection, services, transportation, Provincial/Federal taxes, import duties, fluctuation in inflation if any and other levies. IZP will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder. In case the bidder doesn't identify inclusion of applicable taxes in the proposal, it shall be assumed that the quoted price is inclusive of all applicable taxes.

### **11 Currencies of Bid and Payment**

Bidders must express the price only in PKR.

### **12 Proposal Validity**

Proposal shall remain valid for a minimum of forty-five (45) days after the proposal submission deadline date established by Infra Zamin Pakistan Limited. A proposal valid for a shorter period shall be rejected as non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, Infra Zamin Pakistan Limited may request all bidders who have submitted their proposals to extend the period of validity of their proposal for a specified additional period. The request and the responses shall be made in writing. Agreement by a bidder to extend the validity of its proposal, shall be without

any change in the original proposal and with confirmation of availability of the key experts. A bidder has the right to refuse extension in the validity period of its proposal, in which case such proposal will not be further evaluated.

If any of the key experts become unavailable for the extended validity period, the relevant bidder shall provide an adequate justification in writing and evidence to the satisfaction of Infra Zamin Pakistan Limited together with the substitution request. In any such case, the replacement key expert shall have equal or better qualifications and experience than those of the originally proposed key expert. The technical evaluation score, however, will continue to be based on the evaluation of the CV of the original key expert.

If the said bidder fails to provide a replacement key expert with equal or better qualifications, or if the reasons provided for the replacement or justification are not to the reasonable satisfaction of Infra Zamin Pakistan Limited, the proposal will be rejected at Infra Zamin Pakistan Limited's sole discretion.

### **13 Proposal Security**

A proposal security is not required for purposes of this procurement.

### **14 Alternative proposals**

Alternative proposals shall not be considered.

### **15 Format, Signing, and Submission of Proposal**

The bidder shall prepare and submit the documents comprising the proposal as specified in Clause 10, of Section 2 on its official letterhead. Each document shall be signed by a person duly authorized to sign on behalf of the bidder and all pages of the proposal shall be initialed by the person or persons signing the proposal.

Both financial and technical proposals must be submitted before 05:00 PM Pakistan Standard Time on 22<sup>st</sup> February 2023. Bidders must prepare two hard copies of the technical proposal and two hard copies of the financial proposal, and submit each proposal in separate sealed envelopes to the attention of 'The Admin Department' 4A, 4th floor, Executive Tower, Dolmen Mall, Block 4, Clifton, Karachi.

The proposal shall contain no alterations or additions, other than those which are necessary for complying with instructions issued by Infra Zamin Pakistan Limited, or as are necessary for correcting errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the proposal.

### **16 Deadline for Submission of Proposal**

Proposals must be received by Infra Zamin Pakistan Limited no later than 05:00 PM Pakistan Standard Time on 22<sup>st</sup> February 2023. Infra Zamin Pakistan Limited may extend the deadline for submission of proposals by issuing an amendment in accordance with Clause 8, of Section 2 'Amendment of RFP', in which case the original deadline shall be extended to the new deadline.

### **17 Late Proposal**

Any proposal received after the deadline for the submission of proposals prescribed in Clause 16, of Section 2 by Infra Zamin Pakistan Limited will be considered only at the sole discretion of the evaluation team.

### **18 Withdrawal, Substitution, and Modification of Proposal**

Bidders may withdraw, substitute or modify their proposal by giving notice in writing before the deadline for submission of proposal prescribed in Clause 16, of Section 2 ‘Deadline for Submission of Proposal’.

Each bidder’s withdrawal, substitution or modification notice shall be prepared, sealed, marked, and delivered in accordance with Clause 15, of Section 2 ‘Format, Signing, and Submission of Proposal’, with the subject line : Responding to RFP for [“ Corporate Event Management. - “WITHDRAWAL,” SUBSTITUTION” or “MODIFICATION”] as appropriate. No proposal may be substituted or modified after the deadline for submission of proposal as afore stated.

## **D. Proposal Opening and Evaluation**

### **19 Proposal Opening**

Infra Zamin Pakistan Limited shall open the proposals, including modifications made pursuant to Clause 18, of Section 2, within 3 business days following the deadline stipulated in Clause 16, of Section 2 or the extended deadline in accordance with Clause 16 of Section 2, as the case may be.

### **20 Confidentiality**

Information relating to the examination, evaluation, comparison, and post-qualification of proposal, and recommendation of contract award, shall not be disclosed to bidders or any other third persons whatsoever, prior to publication of the contract award. Any effort by a bidder to influence Infra Zamin Pakistan Limited in the examination, evaluation, comparison, and post-qualification of the proposal or contract award decision may result in the rejection of its bid. Notwithstanding the foregoing, from the time of proposal opening to the time of bidding process conclusion, if any bidder wishes to contact Infra Zamin Pakistan Limited on any matter related to the bidding process, it should do so in writing at the address indicated in Clause 7, of Section 2 ‘Clarification of RFP’.

### **21 Clarification of Bids**

To assist in the examination, evaluation, and comparison of proposals, Infra Zamin Pakistan Limited may, at its discretion, seek clarifications in respect of the proposal from any bidder. The request for clarification and the response shall be in writing, but no change in the price or substance of the proposal shall be sought, offered, or permitted except correction of arithmetical errors discovered by Infra Zamin Pakistan Limited in the evaluation of the proposals in accordance with Clause 25 of Section 2 ‘Correction of Errors’.

Clarification refers to the process of the seeking clarification on information or specific details related to the bid only.

### **22. Preliminary Examination of Proposals**

Prior to the detailed evaluation of proposals, Infra Zamin Pakistan Limited shall first review each proposal and check the power of attorney or any other form of delegation of authority

demonstrating that the representative has been duly authorized to sign the proposal, initialization of all pages, etc.

### 23 Determination of Bidder’s Eligibility and Qualifications

Infra Zamin Pakistan Limited shall determine whether the bidder meets the eligibility and qualification requirements of the bidding documents. Bidders failing to comply with the eligibility criteria specified in Clause 3, of Section 2- ‘Eligibility’ shall be disqualified.

If the bidder meets the eligibility criteria, Infra Zamin Pakistan Limited shall determine whether the proposal is substantially responsive to the requirements of the bidding documents.

Infra Zamin Pakistan Limited’s determination of a proposal’s responsiveness shall be based on the contents of the proposal itself. A substantially responsive proposal is one, which conforms to all the terms, conditions, and specifications of the RFP, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way or is inconsistent with the RFP, Infra Zamin Pakistan Limited’s potential rights or bidder’s obligations under the proposed contract; or (c) the rectification of which would unfairly affect the competitive position of other bidders presenting substantially responsive proposal.

### 24 Evaluation of Technical Proposal

Infra Zamin Pakistan Limited shall evaluate the technical aspects of the proposals received, applying the evaluation criteria specified hereunder. Each proposal that is not rejected for reasons stated in these Instructions will be given a technical score.

The evaluation criteria, relevant sub-criteria, and point system to be used to evaluate the Technical proposals shall be:

Technical Proposal (75% of total score)

**For a proposal to be valid the offeror must score at least 45 marks in the technical evaluation**

#	Proposal component	Score
1	Background and experience	25
1.1	Local insights and experience	
1.2	Portfolio of previous corporate events organized	



<b>2</b>	<b>Capacity to Organizing Corporate Event</b>	<b>20</b>
<b>3</b>	<b>Personnel</b>	<b>15</b>
3.1	Proposed Team with individual CVs	
<b>4</b>	<b>Execution Plan</b>	<b>15</b>
4.1	Max One page to be furnished	
	<b>Total technical score</b>	<b>75</b>

Firms scoring at least **45 marks (60%)** will be eligible for financial evaluation.

## 25 Correction of Errors

Proposal determined to be substantially responsive shall be checked by Infra Zamin Pakistan Limited for any arithmetical errors. Errors shall be corrected by Infra Zamin Pakistan Limited as follows:

Where there is a discrepancy between the amounts, the corrected amount will be promptly agreed upon and reflected in a written amendments under this document.

The amount stated in the proposal shall be adjusted by Infra Zamin Pakistan Limited in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, the proposal shall be rejected.

In the event of the dispute, InfraZamin will use commercially reasonable efforts to resolve the dispute in accordance with the terms mentioned hereunder.

## 26 Evaluation of Proposal Price and ranking:

### Financial Proposal (25% of Total Score)

Financial proposal submitted will be evaluated according to price reasonableness determination under full and open competition and known market conditions.

Evaluation of the financial proposal will consider, but will not be limited to, the following:

- Cost reasonableness;
- Consistency with the technical proposal;

25 points will be awarded to the lowest responsive bidder while rest of the bids will be allocated points according to the following formula:

Points of a Bidder =  $(P1/ P2) * 25$

Where:

**P1**= Price of Lowest Responsive Bidder

**P2**= Price of the Bidder

### **E. Award of Contract**

#### **27 Award Criteria**

Infra Zamin Pakistan Limited shall award the contract to the bidder whose proposal has been determined to be substantially responsive to the RFP and which has the highest combined technical and financial score.

#### **28 Infra Zamin Pakistan Limited's right to accept any Proposal and to reject any or all Proposals**

Bidders who's bid is evaluated successful will be notified of award and unsuccessful bidders will also be intimated via email .Infra Zamin Pakistan Limited shall observe a 2 calendar days stand still period after intimation . Standstill period is defined as the period to give Bidders time to assess whether it is appropriate to submit an inquiry/concern/complaint. In case a vendor inquires about the results of the evaluation, only the scores of the inquiring party shall be shared.

Any inquiry received after the stand still period shall not be considered for any action.

Infra Zamin Pakistan Limited reserves the right to cancel the bidding process and to reject all bids or to accept or reject any bid, at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Infra Zamin Pakistan Limited's action.

#### **29 Notification of Award and Signing of Agreement**

The bidder whose Proposal has been accepted shall be notified of the award by Infra Zamin Pakistan Limited prior to expiration of the proposal validity period through a communication in writing (the "Letter of Acceptance"). The said Letter of Acceptance shall state the full value of the contract payable by Infra Zamin Pakistan Limited in consideration of the services to be provided in accordance with the RFP.

### **SECTION 3. PROCUREMENT POLICY – BIDDER CONDUCT**

#### **30 Corrupt or fraudulent practices**

Bidders, suppliers, contractors and their agents (whether declared or not), suppliers, and any

personnel thereof, shall observe the highest standard of ethics during the procurement and execution of contracts.

Infra Zamin Pakistan Limited shall not award the contract if it is determined that the bidder, or any of its personnel, or its agents, or its sub-consultants, suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question. As part of bidding/ solicitation documents, Infra Zamin Pakistan Limited will seek declaration of 'Non collusive non corrupt practices' from each bidder. Format for such declaration is prescribed in section 3 of the standard bidding document. In pursuance of this policy, following terms are defined as follows:

- a. "Corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- b. "Fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- c. "Collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- d. "Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- e. "Obstructive practice" is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

### **31 Avoidance of conflict of interest**

Any bidder participating in the procurement process should disclose any actual or perceived conflict of interest situation/condition. Any bidder to have a conflict of interest shall be ineligible for award of a contract.

A bidder shall be considered to have a conflict of interest in a procurement process if:

- a. Such bidder is providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of a project that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that bidder; or
- b. An entity can participate only in one bid: as a single bidder, as a lead in a consortium/ joint venture or as a partner in a consortium / joint venture. Partnership firms or similar entities in different jurisdiction which work under common brand name or a part of affiliated network will be regarded as single entity and may not participate in more than one bid. Similarly associates and subsidiaries of an entity will be regarded as a part of a group and may not participate in multiple bids. Bidders may ask for clarification and any decision in this regard by InfraZamin shall be deemed to be final.
- c. Such bidder (including its personnel) has a close business or family relationship with one or more professional staff of Infra Zamin Pakistan Limited who: (i) is/are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid

evaluation process of the contract; or (ii) would be involved in the implementation or supervision of the contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to Infra Zamin Pakistan Limited throughout the procurement process and execution of the contract.

## SECTION 4. TERMS OF REFERENCE

**Project Title: Corporate Event Management**

**Project Starting Date: 27-February-2023 | End Date: 31 March 2023**

### About Infra Zamin Pakistan Limited

InfraZamin Pakistan is an innovative, for-profit credit enhancement guarantee company, conceived and designed to issue guarantees for promoting private infrastructure projects. InfraZamin leverages the prior experience of InfraCo Asia and GuarantCo in supporting infrastructure projects in Pakistan, as well as Karandaaz's local market knowledge and track record of investments focused on supporting financial inclusion.

InfraZamin Pakistan has been assigned long term rating of AAA "(Triple A)" and short term rating of A1+ "(A One Plus)" by Pakistan Credit Rating Agency (PACRA). The ratings are driven by strong sponsors, robust capital structure and an experienced management team. For more information, visit [www.infrazamin.com](http://www.infrazamin.com).

### Project Background

As part of its market development efforts, InfraZamin is organizing an infrastructure conference as part of its capacity-building program for FY2023 to increase awareness and understanding among local private and public stakeholders about the company's scope and areas of intervention, project finance, and development impact with an eventual objective of developing debt capital markets and improving access to finance for infrastructure.

The core objectives of the conference are to highlight the importance of closing Pakistan's infrastructure gap by exploring innovative solutions to long standing challenges and improving access to finance for infra projects. Develop greater awareness of financing options through Pakistan's own capital markets. Highlight problems and solutions in development of viable and sustainable projects through regional examples. Showcase PIDG and related companies' projects across frontier markets that have helped develop infrastructure financing solutions with wide reaching impact.

### Scope of Work

The scope for the event management company is listed below however, InfraZamin is open for any relevant suggestion or value additions.

- **Rental & Preparation of Venue**

The corporate event is going to be held in Karachi, the venue should be ideal for Corporate events with the capacity of 250-300 individuals.

- **Food & Beverages**  
Lunch and 1 time-tea will be served to attendees.
  
- **Content Development**  
The event management company will be proposing a title for the event, scope and develop the pre & post PR.
  
- **Designs & Development**  
The designs include all the digital and conventional material required for an event including but not limited to (backdrop, standees, logo, media wall, social media posts, invitation card, agenda, post-event posts, video grids etc.)
  - **Setup & Installation**  
The entire setup for event including but not limited to stage, seating, media, podiums, lights, welcome booth etc. will be catered by the event management company.
  
  - **Audio & Video Management**  
The conference will be covered with professional cameras, pictures and videos of entire event and clips of speakers will be shared to IZP.
  
  - **Media & Press Release (PR) Management (optional)**  
The mediums should be the combination of conventional and digital platforms for press releases and coverage.
  
  - **LIVE Streaming of the Event**  
The event will be streamed LIVE on InfraZamin social pages, the entire management of this activity will be executed by the event management company.
  
  - **Digital Marketing (Pre & Post event)**  
The pre and post event creatives/videos will be boosted from the social handles of IZP to the relevant target audience.
  
  - **Event Survey**  
IZP is required to conduct a survey from the participants about the event, the formation of queries will be done mutually by IZP and Event Management company however, the execution will be rolled out and monitored by the event management company. A detailed summary/ report of feedback need to be developed in textual and charts form.
  
  - **Post-Event Report**  
IZP will require a detailed report on the event covering all the aspects of event including but not limited to outcome/findings, summary and participants details in seven working days.

All submitted proposals will be evaluated against the following evaluation criteria. Inability of the offer or to furnish information about any of the listed components may be a ground for disqualification of the proposal.

#	<b>Proposal component</b>	<b>Score</b>
<b>1</b>	<b>Background and experience</b>	<b>25</b>
1.1	Local insights and experience	
1.2	Portfolio of previous corporate events organized	
<b>2</b>	<b>Capacity to Organizing Corporate Event</b>	<b>20</b>
<b>3</b>	<b>Personnel</b>	<b>15</b>
3.1	Proposed Team with individual CVs and portfolios	
<b>4</b>	<b>Execution Plan</b>	<b>15</b>
4.1	Max One page to be furnished.	
<b>5</b>	<b>Total technical score</b>	<b>75</b>
<b>6</b>	<b>Total Financial Score</b>	<b>25</b>
<b>7</b>	<b>Total Proposal Score</b>	<b>100</b>

## Documents to be submitted

Interested event management companies should submit technical and price proposals based on the provided ToRs to InfraZamin Administration. The proposal should cover the following elements specifically:

### 1. Corporate profile

- a) Name of the institution and NTN/STRN certificate
- b) Summary of corporate structure
- c) Number and type of employees or agents relevant to this proposal

### 2. Background and experience

- a) Credentials in acting as a event management company
- b) Portfolio of previous work
- c) Track record (list of clients) and examples of similar projects

### 3. Personnel

- a) Proposed project team structure
- b) CVs of all project team members

### 4. Execution Plan:

- a) Max one page defining the execution strategy of the event.

- The financial proposal should be reflective of all activities identified separately.
- Document specifications: Font Calibri/Times New Roman, Font Size 11.
- Late submissions will not be entertained.
- hard copy of application documents must be mailed to the following office, no later than 22<sup>th</sup> February 2023.

**Office Address:** Admin Department. Infra Zamin Pakistan Limited, 4A, 4th floor, Executive Tower, Dolmen Mall, Block 4, Clifton, Karachi

Envelops should be marked: **“RFP # 001 –Corporate Event Management.**

All queries should be directed to [admin@infrazamin.com](mailto:admin@infrazamin.com) no later than 14<sup>th</sup> February 2023.  
Responses will be provided by the 16<sup>th</sup> February 2023.

## PROPOSAL SUBMISSION FORM

Dear Sir/Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, “THE FIRM NAME” undersigned, offer to provide consulting for “INSERT REFERENCE NUMBER” to Infra Zamin Pakistan Limited in accordance with the Financial Proposal attached herewith and made part of this proposal. “THE FIRM NAME” undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

“THE FIRM NAME” agree to abide by this proposal for a period of 60 days from date fixed for opening of proposal in the invitation for proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

Dated: this-----day of 2023.

**Name, Designation and Signature of the “firm Representative”**