

Pre-Qualification of Firms

Videography and Photography of NCC events

National Curriculum Council Secretariat (NCC), Ministry of Federal Education & Professional Training, Islamabad intends to engage well-established/reputed local (Islamabad/Rawalpindi) firms registered with the Sales Tax Department and Income Tax Department for videography and photography of NCC events at Islamabad and across the Pakistan for a period of two years.

Interested firms may download pre-qualification documents (ITB) from the website of National Curriculum Council Secretariat (NCC) <https://www.snc.gov.pk> or Ministry of Federal Education and Professional Training <https://www.mofept.gov.pk/>. The Pre-qualification document must reach this office by 1500 hours on May 16 2022, and will be opened on the same day at 1530 hours. NCC reserves the right to accept or reject any or all offers under PPRA rules.

Section Officer NCC (Procurement)
National Curriculum Council Secretariat (NCC)
Plot No. 35, Sector H-9/4 Islamabad.
Tel: 051-9265572

National Curriculum Council Secretariat (NCC)
Ministry of Federal Education and Professional Training

Pre-Qualification Document

PRE-QUALIFICATION OF FIRMS / VENDORS FOR
VIDEOGRAPHY AND PHOTOGRAPHY OF NCC EVENTS
AT ISLAMABAD AND OTHER SPECIFIED STATIONS

Pre-Qualification Document

No: F.No.1-1(3)/NCC-Admn/22

Closing Date and Time:

Tentatively May 16, 2022 till 03:00 PM

Opening Date and Time:

Tentatively May 16, 2022 till 03:30 PM

Table of Contents

S. No.	Contents	Page No.
1.	Introduction	2
2.	Objective	2
3.	Pre-Qualification Scope	2-3
4.	Response Requirement	3-4
5.	Evaluation Criteria	5
6.	General Terms and Conditions	5
7.	Minimum Terms & Conditions for Post Qualification Procurement	5-6
8.	Clarifications	6
9.	ANNEXURE-A "Organization Information"	7
10.	ANNEXURE-B "Eligibility Response Check List"	8
11.	ANNEXURE-C "Relevant Experience"	9
12.	ANNEXURE-D "Technical Evaluation Criteria"	10
13.	ANNEXURE-E "Key Management Staff of the Company"	11
14.	ANNEXURE-E "Draft Agreement"	12

1. Introduction

The National Curriculum Council (NCC) Secretariat M/o FE&PT needs to acquire services of videography and photography for its events/meetings/workshops/conferences organized all over the country from well reputed local (Islamabad/Rawalpindi based) firms through floating Request for Quotations (RFQs) for a period of two years. In this connection the National Curriculum Council (NCC) Secretariat Sector H-9, Islamabad intends to Pre-Qualify Firms for subject Services under PPRA rules 15 & 16. This exercise will enable all firms interested in partnering with NCC for providing Services and will make them eligible to fairly compete for any business opportunities that may be available at NCC regarding aforementioned Services.

2. Objective

The National Curriculum Council (NCC) Secretariat, Sector H-9, Islamabad intends to Pre-Qualify Firms in order to:

- a. Search for service providers for the indicated tasks.
- b. Create a list of service providers who shall be used every time. NCC has a requirement as per scope of Pre-Qualification.
- c. Benchmark market rates, qualify and competitiveness.
- d. Explore Innovative solutions and develop local firms.
- e. Increase the procurement efficiency by decreasing the time commuted in Firms post Shortlisting and evaluation.
- f. Ensure the transparency in the services/procurement.

3. Pre-Qualification Scope

- a. The Pre-Qualification tenure will be two (2) years, subsequently at the end of tenure, the pre-qualification period may be extended to further one year on the same terms subject to satisfactory performance with the approval of competent authority.
- b. Under the pre-qualification, firms will be shortlisted for subsequent procurement of services as per firms profile on Form at "Annex-A".
- c. The Request for Proposal (RFP) and for procurement of services will be circulated among all the pre-qualified Firms. Whereas the Request for Quotations (RFQs) shall be called from all prequalified firms for the specific procurement of services/goods in consideration.
- d. Scope of Services to be provided by the vendor: The vendor shall be responsible for:
 - i. Production of video clips (Shooting and editing)
 - ii. Photography Services and Video Shooting of events
 - iii. Arrangement of floral décor services if required
 - iv. Arrangement of DJ Sound Services if required
 - v. Arrangements of SMD screen if required
- e. Annual Estimated Cost of the subject mentioned tasks is Rs. 3 Million

Mode of Payment

- i. Payment will be made through AGPR in the Pak Rupees on case to case basis as per workorder.
- ii. The rates will be inclusive of all taxes including GST.
- iii. Income tax will be deducted and GST will be paid as per Government Rules.
- v. No payment shall be made in advance.

Terms of Reference for Work:

Details of jobs/ TORs of the assignment are as under:

a) Videos/Documentaries for Social Media & Other Publicity Purposes

- i. Production/Recording of video clips or documentaries of the events of NCC
- ii. Editing and finishing of photographs and video clips / documentaries
- iii. Any other similar job

b) Event Management

- i. Arrangement for Photography Services for NCC Events
- ii. Arrangement for video shooting of events
- iii. Arrangements of DJ Sound Services if required
- iv. Provision and fixation of SMD Screen if required
- v. Any other similar job

Schedule of Required Services on Service Level Agreement:

The schedule of the services would be as follows:

A. Videos for Social Media & Other Publicity Purposes

- i. As per requirement
- ii. Work order will be issued for specific task.
- iii. Delivery period may be given from 3 to 30 days (as per workload)

B. Event Management

- i. A focal person will be available at NCC premises during working hours
- ii. The vendor will make sure that photographer/videographer will be available at NCC premises within One Hour.
- iii. During events, the firm's managing staff shall not leave the place before obtaining permission from NCC Coordinator for that event.

4. Response Requirements

Potential bidders must follow the following requirements for their responses.

- 4.1 For this Pre-Qualification PPRA's Rule 15 and 16 will be adopted.
- 4.2 Financial bids will be called from those firms only which are Pre-Qualified by the competent authority.
- 4.3 Bidders are required to submit a signed copy of Compliance Certificate while affixing official stamp on it including name, title, fax number and e-mail address of their authorized representative.
- 4.4 Certificate of Company/Firm/Contractor Registration/Incorporation under the laws of Pakistan.
- 4.5 Valid Registration Certificate for Income Tax and Sales Tax.

- 4.6 Bidders have to submit the Bank draft / Pay order as earnest money of amount Rs. 30,000 in favor of Director NCC at the time of submission of pre-qualification bid which will be released after pre-qualification period. However, for any future RFP, NCC standard payment terms in respect of Earnest Money/Bank Guarantee/Performance Bank Guarantee/Security Money will be adopted.
- 4.7 The complete bids as per required under this pre-qualification document must be delivered at Room No.35, NCC, H-9, Islamabad no later than 1530 hours on last date i.e. April 24, 2022. Late, incomplete and conditional bids shall not be considered.
- 4.8 The NCC reserves the right to accept/reject wholly or partially any response or cancel the pre-qualification process altogether at any stage of the pre-qualification process without assigning any reason.
- 4.9 Responses are liable to be rejected if; they are not conforming to the terms, conditions and stipulated in this pre-qualification document.
- 4.10 Responses submitted via email or fax will not be entertained.

5. Evaluation Criteria

- 5.1 The responses will be evaluated as per Evaluation Criteria mentioned at “Annex-D” and proposals compliance with Mandatory requirements will only be shortlisted for further evaluation.
- 5.2 For qualifying, bidders shall fulfill all the requirements as laid out in “Mandatory Requirements” of Evaluation Criteria. If any of the mandatory requirements is not met by the bidder, the bid will be cancelled straightaway and no further consideration will be given. Moreover, the bidder will have to secure 70% (overall) score in the Evaluation Criteria for qualification.
- 5.3 NCC may seek clarification from any of the participating bidders, at any stage during the pre-qualification process, as deemed necessary.

6. General Terms and Conditions

Following general terms & conditions apply on all potential bidders

- 6.1 The potential bidder should be registered with sales Tax and Income Tax Department.
- 6.2 An affidavit on legal stamp paper worth Rs.100 to the effect that the firm has not been blacklisted by any government/Semi Government organization, and there is no litigation against the firm and agree to the Minimum Clauses for Post-qualification Procurement of this RFP.
- 6.3 procurement carried out through this pre-qualification will be liable for Minimum Terms & Conditions of Post-qualification Procurement of this RFP.
- 6.4 Firms/Contractors should note that during the period from the receipt of the proposal and till further notice from the authority, all queries should be communicated via contact person and in writing only.
- 6.5 Delivery of material/services against order issued to be completed within stipulated time from the date of receipt of purchase order in the NCC premises.
- 6.6 Liquidated Damages
 - a. Selected prequalified Supplier/Contractors are liable to participate/response to the queries floated from time to time by NCC for RFPs and RFQs. In case of non-responsiveness or continuous non- performance/service degradation by the Contractor. Contractor’s submitted Earnest Money may be forfeited, and Firm may be blacklisted for any future Services / procurement.
 - b. If the pre-qualified bidder fails to provide services/supplies as per NCC requirements, NCC may forfeit his earnest money/security money and the work will be done at the risk and cost of contractor.
- 6.7 It must be clearly understood that the Terms and Conditions and quality of services are intended to be strictly enforced. No escalation of cost will be permitted throughout the period

of completion of the contract.

- 6.8 The bids shall be opened in the Meeting Hall of National Curriculum Council (NCC) Secretariat Office, Sector H-9, Islamabad at 1600s July 17, 2022. If Government of Pakistan/NCC announces a public holiday on bid opening date then the bids will be opened on next working day at same time given in the advertisement.
- 6.9 The bidder is bound to deliver items/services at NCC premises Islamabad or any other outstation venue at his own expenses.
- 6.10 The NCC reserves the right to increase or decrease the quantity or may cancel any or all items shown in the schedule of requirement under PPRA Rules.
- 6.11 All the Government taxes must be included in the quoted rates. Separate claim in this regard will not be entertained from the supplier.
- 6.12 Income tax will be deducted and GST will be paid as per Government Rules.
- 6.13 In case of any dispute between the two parties in any matter arising out of this agreement. The case shall be referred to the Director, NCC whose decision shall be final and binding on both the parties.
- 6.14 The firm should ensure that the schedule should be prepared on the basis of requirement in such a manner that all the services are efficiently carried out in conducting of events and other activities in time.
- 6.15 Event management works will remain under the administrative control of the focal person of the company. The Firm will be responsible for payment of the salaries/charges of event management workers. The event management workers will be bound to act according to the lawful instructions/orders of NCC.
- 6.16 Income Tax or any other tax imposed by the Government of Pakistan from time to time will be deducted from the bills of the respective company as per rules and no additional amount will be paid by the NCC. Rates quoted by firm should be inclusive of all taxes.
- 6.17 In case of leave/absence of focal person from duty, the Firm will be responsible for provision of suitable replacement during that period. If any Firm's focal person is found unfit for duty, he will be replaced by the vendor immediately on the identification by NCC.
- 6.18 If the performance of the firm is not up to satisfaction of NCC then contract may be cancelled, earnest money may be forfeited and awarded to some other party at risk and cost of the firm whose contract has been cancelled.

7. Minimum Terms & Conditions for Post Qualification Procurement

Following Conditions of the Purchase/Services will be applied to the post-qualification's procurements:

- 7.1 Incomplete, conditional and partial responses will not be accepted.
- 7.2 The selected pre-qualified bidder will be responsible to deliver goods/services at the sites at its own risk and cost.
- 7.3 The supplier will confirm the Acceptance/Acknowledgment of its receipt on Purchase Orders/Work Order after the receipt of the Purchase Orders/Work Order from the Purchaser.
- 7.4 The period of deliveries of services/goods will commence from the date of the receipt of the Purchase Order by the supplier or as specified on the purchase Order/Work Order.
- 7.5 Unless otherwise 'Agreed', delivery of the services against purchase order shall be made at NCC office or any other specified station beyond the metropolitan limits of Islamabad as per the RFP/RFQ.
- 7.6 The NCC reserves the right to inspect the authenticity of equipment used for videography, photography, sound system and SMD screen by Authorized Officers of NCC before the start of event as per Purchase/Work order issued to the Firm.
- 7.7 Liquidated Damages

- a) In case of delay, the NCC reserves the right to impose a penalty not exceeding 10% of the total amount of the Work/Purchase Order contract at the rate of 1% for each week of delay.
- b) If the Firm/Vendor fails to complete work as per NCC requirement, the NCC reserves the right to reject it altogether or impose a penalty not exceeding 50% of the total amount of the contract.

7.8 Force Majeure

- a) "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Purchase Order/Work Order/Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial issues are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies.
- b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional actions of a Party or Agents or Employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Purchase Order/Work Order/ Contract and (B) avoid or overcome in the carrying out of its obligations here under.
- c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

7.9 Blacklisting

- a) If the Supplier fails/delays in performance of any of the obligations, under the Purchase Order/Work Order/Contract and violates any of the provisions, breach of any of the terms and conditions of the Purchase Order/Contract, the Purchaser may, at any time, without prejudice to any other right of action/remedy it may have, blacklist the Supplier, either indefinitely or for a stated period.
- b) If the Supplier is found to have engaged in corrupt or fraudulent practices in competing for the award of the Purchase/Work Order/Contract, the Purchaser may, at any time, without prejudice to any other right of action/remedy it may have, blacklist the Supplier, either indefinitely or for a stated period.

7.10 Dispute Resolution.

- a) The Purchaser and The Supplier shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.
- b) c) In case of any dispute, the matter will be referred to the Director (NCC), whose decision will be binding on both parties.

Queries regarding this RFP shall be submitted in writing to:

Mr. Asif Safdar

Section Officer NCC (Procurement)

National Curriculum Council (NCC) Secretariat,

Sector H-9, Islamabad Phone No. 051-9265572

Email: rana4mef@gmail.com

Annexures

Annex - A (Organization Information)

Organization Information		
S #	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organization	
3	National Tax Number	
4	General / Punjab Sales Tax Number	
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization
		Section 42 Company
		Public Ltd. Company
		Private Ltd. Company
		Private Partnership Firm
		Others (Please specify)
6	Name and designation of 'Head of Organization'	
	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	
7	Name and designation of 'Contact Person':	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	
8	Address of organization	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	

Annex - B (Eligibility Response Check List)

Eligibility Check List				
Sr. No.	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Evidence of bidding firms/company Registration / Incorporation (Copy of certificate of incorporation is required)	Evidence of certificate of incorporation	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide National Tax Number (NTN) and General / Punjab Tax Number GST/PST, (if applicable) in the name of Organization and	Registration Copy required	<input type="checkbox"/>	<input type="checkbox"/>
3	The bidding firms/company having an office in Lahore, Pakistan.	Profile or evidence with address and contact persons information on signed letter head is required.	<input type="checkbox"/>	<input type="checkbox"/>
4	The Bidder must hold at least one year of experience in developing communications material.	Documentary proof (work order/ service order or reference letter or business award letter or recommendation letter)	<input type="checkbox"/>	<input type="checkbox"/>
5	Regular tax payer copy of last year tax return is required. (2016-17)	(2016-17 tax returns copy required)	<input type="checkbox"/>	<input type="checkbox"/>
6	Affidavit on stamp paper, declaring that company is not blacklisted by any Government agency/authority. (Original required)	We solemnly declare that our organization or any member of consortium has never been suspended/debarred or	<input type="checkbox"/>	<input type="checkbox"/>

Annex - C (Relevant Experience)

Relevant Experience		
Sr. #	Required Information	Response (Please provide exact information with organization name, location/s and duration) Provide data in sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
2	Start and end dates of providing Photography/ Videography services	i.
		ii.
		iii.
		iv.
3	Services provided to Number of companies/firms	i.
		ii.
		iii.
		iv.

Annex - D (Technical Evaluation Criteria)

Technical Evaluation Criteria				
S. No.	Descriptions	Total Points	Categorized Points	Remarks (Attachment of relevant evidence in each case is mandatory. In case of non-compliance, no mark will be awarded)
1	Financial Capacity	10		Copy of last year bank statement/ financial statement/ 2016-17 tax return
	Last year turnover/ revenue should be 2 million or more		10	
	Last year turnover/ revenue should be less than 2 million (but not less than 1 million)		5	
1	Experience in providing videography services	25		Documented proof (work order/ service order or reference letter or recommendation letter or business award letter) should
	Provided videography services to 5 or more than 5 clients in the last year		25	
	Provided videography services to less than 5 clients in the		15	
2	Core Team Member	15		CV required on letterhead with stamp
	Videographer having working experience of 7 years or more		15	
	Videographer having working experience of less than 7 years.		10	
3	Equipment for Photography Videography	20		Details of Equipment should be furnished on letterhead, signed and stamped (PSDF team might visit to check the equipment/s mentioned in the letterhead)
	Bidders must have all three below equipment, committee will score the bidders who have all three equipment, for this clause. <ul style="list-style-type: none"> • Full frame DSLR with Carl-Zeiss Prime lenses for videography • Full frame DSLR with dedicated photography lenses for videography 		20	
4	Accessories (lenses, lights etc.)	20		
	Etiquette equipment for video coverage (LED Lights, Tripods, reflectors/cutters and sound recording devices (shotgun/		20	
5	Post Production Suites	10		List of editing suites on letterhead, signed and stamped (PSDF team might visit to check the equipment/s
	MAC Environment (2 or more than 2 Apple MAC pro machine/s)		10	
	IBM Environment (2 or more than 2 IBM machine/s)		5	
	TOTAL	100		

Annex - E (Key Management Staff of the Company)

Key Management Staff of Company				
Sr. #	Name of Management Staff	Designation	Area of Expertise	Number of years in company

May like to add more columns

AGREEMENT FOR VIDEOGRAPHY AND PHOTOGRAPHY SERVICES

THIS AGREEMENT made the _____ day of _____ 2022 between:

National Curriculum Council (NCC) Secretariat, a PSDP Project under Ministry of Federal Education and Professional Training plot No 35 Sector H-9/4 (hereinafter referred as 'NCC'), (for brief the "**Client**" or the "**Client**"), which expression shall, wherever the context so requires or permits, include the successors, legal representatives and permitted assigns Client of the one part

And

[*name of Service Provider*] of (hereinafter called "the Service Provider") of the other part, which expression shall, where the context permits, include its successors-in-interest and permitted assigns) of the other Part (hereinafter called "the Service Provider") of the other part:

WHEREAS the Client invited bids for Hiring of Photography and videography for the events/meeting/workshops/seminars of the NCC in its Islamabad Secretariat, provincial capitals and other cities across the Pakistan.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Bid Form and the Price Schedule submitted by the Service Provider;
- (b) the Schedule of Requirements;
- (c) the Terms of Reference;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Client's Notification of Award.

3. In consideration of the payments to be made by the Client to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Client to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

The Client hereby covenants to pay the Service Provider in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

FOR AND ON BEHALF OF THE CLIENT	FOR AND ON BEHALF OF THE SERVICE PROVIDER

IN WITNESS whereof the Parties hereto have caused this Agreement to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

Witness One	Witness Two
Name: _____	Name: _____
CNIC: _____	CNIC: _____
Signature: _____	Signature: _____