

**TERMS OF REFERENCES
(TOR's)
FOR
PRE-QUALIFICATION
OF
SERVICES PROVIDERS**

21 July, 2016

Expo Lahore (Pvt.) Limited
1-A, Johar Town, Lahore.
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1. ABOUT EXPO LAHORE (PVT) LTD

Expo Lahore (Pvt.) Limited is a corporate body jointly owned by the Government of Pakistan and Government of the Punjab with a mandate to design, develop, operate and promote a state-of-the-art Lahore International Expo Centre. The Centre is providing a platform of international standard to the manufacturers, exporters, traders and service providers to effectively introduce and market their products and services through trade exhibitions, fairs and conferences. Lahore International Expo Centre is a purpose built facility for the following type of events:

- Trade Exhibitions
- Consumer Fairs
- Seminars, Conferences & Conventions
- Convocations
- Workshops & Trainings
- Corporate Events
- Cultural Carnivals

2. PRE-QUALIFICATION OF SERVICES PROVIDERS

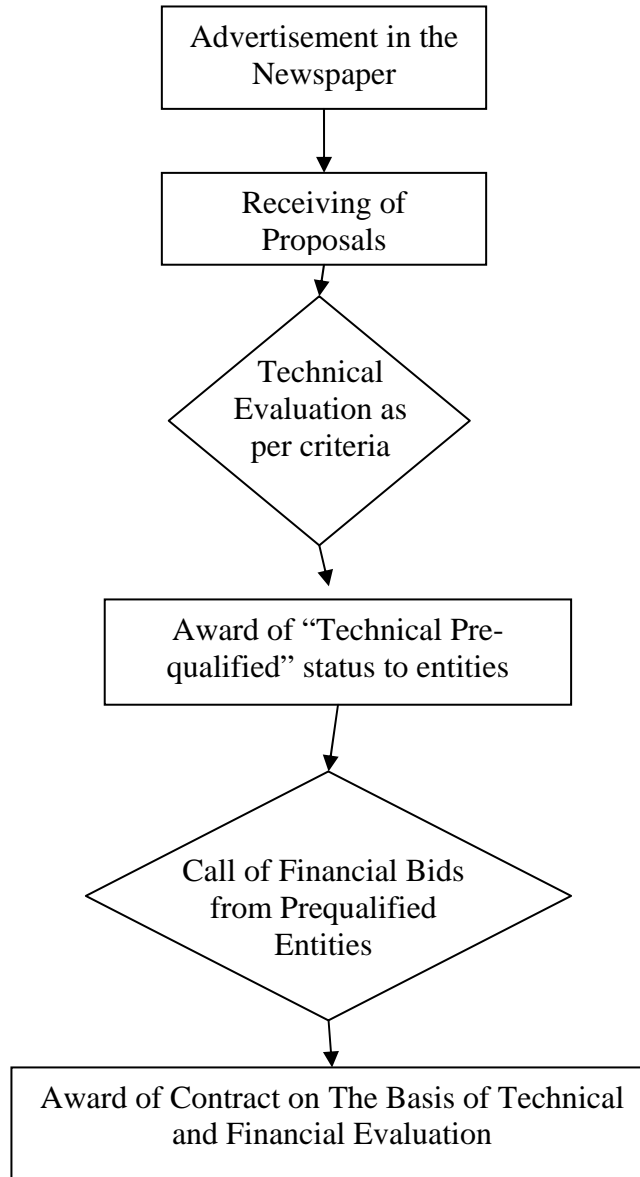
Expo Lahore (Pvt.) Limited is intend to prequalify the suppliers and contactors in the following categories for its development and maintenance works. The selection of entities will be on the basis of technical competence and financial bid as per defined criteria.

Services Categories

1. Advertising & Sale Promotion Companies
2. Flex & Sign Board Printers and Makers
3. Event Decorators & Caterers
4. Exhibition Stalls (Shell Scheme & Customize)
5. Photographer & Movie Makers
6. Fumigations & Termite Control
7. Security Service
8. Janitorial & Cleaning Services
9. Usher Services (Individuals & Entities)
10. Miscellaneous Expo Related Services

3. Evaluation Process

The flowchart underneath indicates the sequence of activities involved in the process of evaluation of the applications with reference to the relevant clauses.



Marks Weight age:-

Technical: 50%

Financial: 50%

4. Technical Evaluation

The technical evaluation of entities in the relevant category will be based on the following criteria.

Sr.No	Criteria
1	In House Technical Capabilities
2	HR Strength of the entity
3	Relevant Projects in last 5 Years
4	Market Reputation - List of Existing Clients Required
5	Financial Strength - Last Year Audited Accounts or Bank Statement Required
6	Mechanism of After Sale Service (if applicable)
7	Location of Office and Service centre

5. Financial Evaluation

In financial evaluation, maximum marks will be granted to the lowest bidder.

6. DOCUMENTS TO BE SUBMITTED

For the participation in the prequalification, it is compulsory for the interested entities that they shall submit the following information along with supportive documents.

Sr. No.	Documents
1	Request for Prequalification on Letter Head
2	Information on Expo Lahore Prescribed Form for Pre-qualification
3	Profile of the organization
4	Detail of Major Clients
5	Detail of HR Strength
6	Detail of in House Capabilities
7	Detail of Relevant Projects
8	Detail of Financial Strength
9	Mechanism for After Sale Service (if applicable)
10	Copy of the Company Registration Certificate
11	Copy of National Tax Number (NTN) & Sale Tax Number (if any)
12	Any other Relevant Documents

7. Terms and Conditions

- i) Sealed prequalification documents should be submitted along with clearly marked on the envelope "**Pre-Qualification For Category _____**". The documents have to be submitted latest by August 06, 2016 at the office of Expo Lahore (Pvt.) Limited, 1- A, Johar Town, Lahore. Any documents received after the closing date for submission of proposals shall not be entertained.
- ii) The firm / organization must have valid National Tax Number (NTN) and Sales Tax Number (if applicable).
- iii) Entities must be registered with their relevant bodies.
- iv) Technical prequalification will be on the basis of criteria defined in Pre-Qualification documents.
- v) Financial bids will be called only from technically compliant bidders and bids will be opened in the presence of bidders at given time and date.
- vi) Proposals containing cutting and overwriting shall be rejected forthwith.
- vii) Information provided by the bidders, if found to be incomplete/ false at any stage, may result in immediate rejection.

8. Mailing / contact information:

For the submission of bids, please contact:

Mr. Mutahir Bilal

Procurement Officer

UAN: 111-092-042 Ext. 104

E-mail: mutahir@expolahore.com