

**Tender No. PD/ESW/PCSW/9-5 /2017**



## **Punjab Commission on the Status of Women**

**PMU 'Generating Data to Advance Women's Social and Economic Wellbeing in Pakistan' Project of PCSW 100-A Saint John Park Lahore Cantt, Lahore.**

### **BIDDING DOCUMENTS**

### **FOR**

**Production of a Video Documentary on Survey Results & Animation Videos**

Bid Reference No:	<b><u>PD/ESW/PCSW/9-5 /2017</u></b>	
Package Name:	<b>Production of a Video Documentary on Survey Results &amp; Animation Videos</b>	
Method of Procurement	<b>Single Stage one envelope</b>	
Last Date & Time of Receipt of Bids	<b>08-08-2018</b>	<b>11:00 A.M</b>
Opening Date & Time	<b>08-08-2018</b>	<b>11:30 A.M</b>

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To

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**Subject: - Invitation for Bids**

Dear Sir(s),

**PMU Generating Data to Advance Women's Social and Economic Wellbeing in Pakistan 2016-18' of PCSW located at 100A St' John Park Abid Majeed Road, Lahore Cantt,** intends to procure services of eligible media firm for Production of a Video Documentary on Survey Results & 5 Animation Videos.

In this regard Project Director Generating Data to Advance Women's Social and Economic Wellbeing in Pakistan 2016-18' invites sealed bids for the provision of the above-mentioned services from well reputed bidders having valid and active GST and NTN Number. Therefore,

1. You are hereby invited to submit bid for provision of the services as detailed in the schedule to this invitation to tender subject to the conditions laid down in bidding documents.
2. The contract resulting from this invitation to tender shall be governed by the conditions as contained in bidding documents. The bidder quoting against this invitation shall be deemed to have read and understood the conditions thereof and particulars of the stores required and their specifications, etc.
3. The bidder shall quote on the prescribed schedule to this invitation to tender, on the basis indicated therein, and shall sign the certificate to the effect that the required services shall be provided in accordance with the requirement specified in the schedule. In case there is any deviation, it should be clearly stated by bidder otherwise it will be presumed that offer is strictly in accordance with the requirement of the bid notice.
4. Price quoted shall be inclusive of all taxes, duties and charges for packing, making, handling etc, transportation, where sales tax is leviable and is included in the price quoted it shall be indicated separately.
5. Failure to submit the bid in the manner prescribed in the invitation to tender will render it liable to be ignored and rejected.

Yours faithfully  
Project Director,  
'Generating Data to Advance Women's  
Social and Economic wellbeing in Pakistan  
(PCSW)



**SCHEDULE OF INVITATION OF BIDS AGAINST TENDER NO. PD/ESW/PCSW/9-5/2017**

Tender Price	Rs.500/-
Delivery period.	As per timelines mentioned in the Bidding Document
Selling Date.	Immediately after advertisement
Last date and time for submission of bids.	08.08.2018 by 11:00 am
Date and time of opening of bids.	08.08.2018 by 11:30 am.
Bid Security	A Banker's cheque / bank draft / call Deposit in the name of The Project Director, Generating Data to Advance Women's Social and Economic Wellbeing in Pakistan 2016-18' Project Lahore amounting to Rs. 90,000/- (which is within 5 % of the estimated price) must be attached, in original, with financial proposal.
Evaluation Criteria	The bids shall be evaluated on the basis of acceptance to the given Terms & conditions, checklist, Evaluation Criteria / Instructions/ Specifications / Special Conditions / Special Instructions/Conditions / for submission of Bids as given in the Bidding Document.

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## **INSTRUCTIONS TO BIDDERS**

1. Single stage one envelope procedure will be adopted.
2. Erasing, cutting/ overwriting should be avoided. In case of erasing, cutting / overwriting, the same shall properly be signed.
3. Envelopes should be properly sealed to ensure that contents of the bid are fully enclosed.
4. Bid No. and Package Name should clearly be written on top left corner of the envelope.
5. Address and contact No. of the bidder on the envelope should be written.
6. Bids will publically be opened on the exact date and time given in the invitation to bid in the presence of the bidders / representatives who may choose to be present.
7. The bid should be properly page numbered along with index. Separators should be used for differentiation of various documents.
8. Bidders are also required to state, in their bid, the name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative through whom all communications shall be made until the process has been completed.
9. All bids must be received in the office of PMU of the project 'Generating Data to Advance Women's Social & Economic Wellbeing in Pakistan 2016-18' 100-A Saint John Park, Lahore Cantt., Lahore within due date and time as mentioned in the invitation to bid / advertisement.
10. The Procuring agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
11. Bidding documents should properly be signed and stamped.
12. Item wise rate, in words and figures may be quoted at the respective columns of the Form of Bid.
13. No bid will be accepted after closing date and time.
14. The quoted price must be inclusive of all applicable taxes and duties as per prevailing Govt. rules, transportation / delivery, installation and commissioning charges etc. in Pak Rupees.
15. Bidders should accept all the terms & conditions of bidding documents and conditional bid should not be submitted.
16. Duly filled, signed and stamped bidding documents must be attached in the bid / proposal as token of acceptance of terms of conditions of bidding documents.
17. Bidders must submit bids on the basis of complete scope of work. Any bidder offering partial scope of work shall be rejected as non-compliance in terms of PPRA-2014.



## Bid Form

To,

The Project Director,  
Generating Data to Advance Women's  
Social & Economic Wellbeing in Pakistan  
100-A Saint John Park, Lahore Cantt., Lahore  
Tel. No. 042-99332346-51

Dear Sir,

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the required services / Items, in conformity with the required specification as per the following price, for preparation of Video Documentary and Animation Videos related to the PCSW Surveys under the project 'Generating Data to Advance Women's Social & Economic Wellbeing in Pakistan 2016-2018' Project of PCSW 100-A Saint John Park Lahore Cantt. Lahore

(Amount of Grand total in Words \_\_\_\_\_)

We understand that the purchaser intends to award the contract to the lowest evaluated bidder. We will not claim any additional cost in respect of aforesaid Items due to any variations. We undertake, to complete the Work/ provision within the given time period in case we are declared lowest evaluated bidder.

We understand that the process of procurement is governed by PPRA Rules 2014. However, any additional conditions specified in the bidding document shall remain applicable.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018.



**BID FORM**

From

To

Dear Sir,

With reference to your tender enquiry published at PPRA & PCSW websites bearing Tender No.....  
due for opening on....., we

Hereby offer to provide the following specified services at the price quoted against respective items, in  
accordance with specifications, terms and conditions contained in bidding document. A bank draft/pay  
order / call at deposit amounting to Rs..... on the account of bid security is enclosed.

Name:  
Designation:  
Contact No:



## **FORM FOR AWARD OF CONTRACT (CONTRACT AGREEMENT)**

This agreement is made in the presence of the witnesses named below on this \_\_\_\_\_ day of 2018 at \_\_\_\_\_ between PMU 'Generating Data to Advance Women's Social & Economic Wellbeing in Pakistan 2016-2018' Project of PCSW Lahore (hereinafter called "the Purchaser") and \_\_\_\_\_ (hereinafter called "the Supplier").

Whereas the Purchaser invited bids for services of a Media Firm for Production of a Video Documentary on Survey Results & Animation Videos and has accepted a bid by the firm for the supply of the intended items in the sum of Rs. ----- {contract price in words and figures} (hereinafter called "the Contract Price"). Now this agreement witnesses as follow:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the bid document referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz., the:
  - (a) Invitation to bid as publicized / advertised by the Purchaser
  - (b) Bidding document as bought from the Purchaser
  - (c) Specifications of items
  - (d) Form of Bid
  - (e) Undertaking submitted by the bidder along with the bid papers
  - (f) Procurement Order.
  - (g) General and special conditions regarding procurement as given in the bidding documents
  - (h) This contract agreement as executed between the Purchaser and the Supplier.
  - (i) The Bid Security and the Performance Guarantee @ 10% of the contract amount.
  - (j) The Purchaser's Notification of Award
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to replace the defective items in conformity and in all respects with the provisions of the award of contract.
4. The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and replace the defective items 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.







5. All disputes or differences between the parties in connections with or arising out of this agreement shall be settled through arbitration in accordance with the provisions of Punjab Procurement Rules 2014. The arbitration should be made through mutually agreed single arbitrator.

In witness whereof, the parties have hereinto set their respective hands and seals the day and the year hereinto before set forth.

<u><b>Purchaser</b></u>	<u><b>Supplier / Contractor / Media Firm</b></u>
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
Date: _____	Date: _____

**WITNESS:**

1. \_\_\_\_\_

2. \_\_\_\_\_



## **TERMS & CONDITIONS**

### **1. Scope of Work**

Bidder must submit bids of all items of the package. The contractor will be responsible for provision of all services as per the given specifications.

### **2. Procurement Procedure and Method of Procurement**

Single stage one envelope bidding procedure will be adopted following QCBS method on accumulative cost basis.

### **3. Validity of Bids**

The bids shall remain valid for a period of 90 days from the date of opening of bids. Further extension if required be obtained as per Punjab Procurement Rules 2014.

### **4. Currency**

Firm and final rates should be quoted in PAK Rupees.

### **5. Govt. Taxes and Transportation Charges**

The total quoted price must be inclusive of all applicable taxes as per prevailing Govt. rules, duties, transportation, charges etc. in Pak Rupees.

### **6. Preparation of bids**

Proposal / bid must be prepared as per instructions of bidding documents. The bid should be properly page numbered along with index. Separators should be used for differentiation of various documents. Sealed bid should consist of duly signed and stamped bidding documents, Form of bid and all other information / documents must be placed in the bid for evaluation.

### **7. Rates on the Form of Bid**

Rates should be quoted on the attached prescribed Form of Bid. Bidder shall fill all blank columns of the Form of Bid. In case bidder desires to quote higher specifications, the same should be provided in the respective columns of the Form of Bid against the specific item. Brand of each & every items must be quoted.

### **8. Alternative Bids**

More than one bid / offer / tender of a package will not be considered from the same bidder. Further, alternative bid / bids of an item / items will not be considered and such a bid will be liable to be rejected.

### **9. Verification**

Procuring agency can verify any or all documents / information submitted by the bidder. In case of bogus documents and wrong information the same would not be considered for evaluation and the bid will be rejected.



## **10. Submission of Bids**

The interested bidders should submit bids of the complete package on the basis of "single stage one envelope procedure". All bids must be received in the office of Project Director, ESW Project of PCSW 100-A Saint John Park, Lahore Cantt., Lahore within due date and time as mentioned in the Invitation to Bid / Advertisement.

## **11. Opening of Bids**

Bids will publically be opened in the presence of bidders or their representatives who may choose to be present, as per date, time and venue mentioned in the invitation to bid.

## **12. Evaluation**

Technical Evaluation will be made on the basis of the given evaluation criteria. Quality and Cost Based Method (QCBS) Selection Method will be adopted for final selection. Technical responsiveness with 65% marks is mandatory for further financial evaluation conforming to the required specifications and technical evaluation criteria as given in Form of Bid and other conditions mentioned in the bidding documents.

## **13. Method of Selection of Lowest Evaluated Bidder**

A bid most closely conforming to evaluation criteria and other conditions specified in the bidding documents and having lowest evaluated cost will be selected as lowest evaluated bid.

## **14. Award of Contract and Work Order**

Contract will be awarded to the technically responsive and lowest evaluated bidder for complete package on accumulative cost basis following Quality & Cost Based Selection Method. Work Order will be issued after signing of contract agreement.

**15. Framework Contract:** The rates quoted shall be governed by "Framework Contract", which may span over the time period of one year from the signing of contract. The Client reserves exclusive rights to decide quantities of Items above, at the unit rates quoted by the bidder.

## **16. Rejection of the Bid**

Bids will be rejected in case of the following:

- i. Received without bid security as demanded in the advertisement.
- ii. Received after due date and time.
- iii. Bidding documents are unsigned / unstamped.
- iv. The bid is conditional.
- v. The bid is from a bidder who is black listed, by any Government / Semi-Government Department / Autonomous Bodies in any part of Pakistan
- vi. The bid is received by telephone/ telex/ fax/ telegram/E-mail.
- vii. Offering partial scope of work / incomplete bids





### **17. Payment Mode**

Payment will be made through cross cheque as per the schedule given in the bidding document on satisfaction of the purchaser to the quality of the services and items delivered. The contractor shall provide all necessary supporting documents along with invoice (s) for payment.

### **18. Taxes**

The purchaser shall deduct all applicable taxes at the prevailing rate prescribed by the Govt., from all payments submitted by the contractor. Change in the rate of tax regime announced by the Govt. from time to time will be applicable.

### **19. Penalty**

In case of late delivery, of services goods / items, beyond the period specified in the bidding documents, a delay penalty @ 0.2% per day of the late delivered items shall be imposed on the supplier up to a maximum of 10% of the contract amount.

### **20. Authority Letter**

Authority Letter from the Bidder Company authorizing the relevant person to represent the company / firm is required.

## **FORMAT OF ALL SECURITIES REQUIRED**

### **1. Bid Security**


All bids accompany the bid security as demanded in the Advertisement / invitation to bid in the form of CDR/DD/PO/ Banker's cheque in favor of Chairperson ESW PROJECT OF PCSW. In case of withdrawal of bid after opening of bids, or non-compliance of the procurement order/ procurement contract, the bid security will be forfeited.

### **2. Release of Bid Security**

Bid Security of unsuccessful bidders will be released after signing of contract agreement with the successful bidder. Bid Security of successful bidder will be released after complete / successful inspection.

### **3. Performance Guarantee**

The procuring Agency shall require the successful bidder to furnish a performance guarantee @ 10% of the Contract Amount in the form of CDR/DD/PO/ Banker's cheque in favor of Chairperson ESW PROJECT OF PCSW.





### **FRAMEWORK CONTRACT**

The purchaser may enter into a framework contract with the bidder in order to ensure the uniformity in the future procurement of the same services against the agreed sum or rate per item or lump sum.

### **ARBITRATION**

In case of any dispute between the procuring agency and the contractor after the procurement contract, the dispute should be resolved through Arbitration.

### **BLACK LISTING**

The procuring agency may, for a specified period, debar a bidder or contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:

- (a) Acted in a manner detrimental to the public interest or good practices.
- (b) Consistently failed to perform his obligation under the contract.
- (c) Not performed the contract up to the mark; or
- (d) Indulged in any corrupt practice.

Black listing mechanism will be followed as per Punjab Procurement Rules 2014.

### **COMMUNICATION**

In case of any query regarding preparation and submission of bids, Advocacy & Communication Officer of the project 'Generating Data to advance Women's Social & Economic Wellbeing in Pakistan' may be contacted on the below mentioned address:

1. Advocacy & Communications Officer (ESW Project),  
100-Saint John Park, Lahore Cant., Lahore.  
Tel: 042-99332348-51(Ext. 108)

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## **CERTIFICATE**

- A. We undertake that our Firm M/s\_\_\_\_\_ is not black listed by any Government / Semi-Government Department / Agency / Autonomous Bodies in any part of Pakistan.
- B. We undertake that in case our bid is accepted, the goods to be supplied under the contract agreement will be genuine, brand new, non-refurbished, unaltered in any way, as per required specification, imported (if any) through proper channel.
- C. We have read all terms & conditions and undertake to abide by all Terms & Conditions mentioned in this Tender Document.
- D. We also hereby categorically confirm that the proposal / bid offered by us complies to particulars and specification as given in the Bidding Documents.
- E. It is certified that quoted rates against each item are as per market rate and we will refund the excess amount, in case we offered the same items at lowest rate anywhere in Pakistan.



## TERMS OF REFERENCE

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### 1.1. Brief background

Punjab Commission on the Status of Women (PCSW) is a statutory, autonomous body established by Government of the Punjab in February 2014 for promotion of women's rights and empowerment of women. It aims at mainstreaming gender perspective into public policy framework as an essential component of sustainable and equitable economic development. Work of the Commission is focused on monitoring and supporting implementation of national laws and international commitments to women's empowerment.

The Project "*Generating Data to Advance Women's Social and Economic Wellbeing in Pakistan 2016-18*" is intended to complement Punjab Government efforts towards achieving Punjab Growth Strategy Goals and provide relevant information for identifying areas of interventions to achieve and subsequently monitor SDGs especially Goals 5 and 8.

### 1.2. Terms of Reference

PCSW is implementing the project in collaboration with Bureau of Statistics (BoS). The main survey along with three additional components was conducted in all 36 districts of Punjab. The additional components focused on *women with disabilities, women from minorities and women in private employment*. *Male Perception Survey* was conducted in 36 districts while the *Employers' Survey* was conducted in selected 8 districts of Punjab including *Lahore, Gujranwala, Sargodha, Sahiwal, Faisalabad, Rawalpindi, Multan & Bahawalpur*.

The documentary will focus on the Survey Results and key issues identified through data collection. Moreover, the documentary will also include the recommended policy interventions based on the survey results.

Findings will also be disseminated through **short animation videos** to a wide array of audiences, including government functionaries, civil society, academia and particularly youth.

Results will be used to advocate for specific sectoral interventions in the Annual Development Plan of the Government of Punjab. The results will also inform the federal and other provincial governments to undertake similar surveys and use the data to inform their policy actions.

### 1.3. Objectives

The selected Media Firm will work in close collaboration with PCSW, to ensure quality production of the video documentary on survey results as well as animation videos on the identified themes.

The specific objectives are:

- i. To present the results of the survey conducted in all districts of Punjab.
- ii. To present the key issues identified through data collection.
- iii. To creatively demonstrate the recommended policy interventions based on the survey results.
- iv. To highlight issues and challenges faced in the field during data collection.
- v. To highlight the best practices of the survey on quality assurance in data collection.



#### **1.4. Scope of Work and Responsibilities**

The video documentary on the survey results and animation videos will present details on the key issues identified through survey which will further aid in recommending policy interventions.

- The media firm will be responsible for technical, financial and aesthetic aspects of the documentary and animation videos.
- To coordinate with PCSW in accordance with the overall objectives and vision of the survey as envisioned by PCSW.
- Ensure that the work aligns with the project's objectives and required technical standards.
- To develop the script and voice over and get it approved by the Project Director/Chairperson PCSW before finalizing the documentary.
- Record, process and produce HD quality documentary of 15 – 20 minutes.
- Develop a 5-minute adaptation of the documentary.
- To develop the storyboard based on the identified theme for each animation video and get it approved by the Project Director/Chairperson PCSW before production.
- Develop 5 Animation Videos based on the themes identified by PCSW. Each animation video will be of 3-5-minute duration.

#### **1.5. Qualifications, Specialized Knowledge and Experience Required:**

At least 8 years of professional work experience in video production/documentary making and animation in particular development work and social issues (Proof may be provided):

- Advanced technical expertise in videography;
- Advanced technical expertise in sound recording;
- Advanced technical expertise in post-production;
- Advanced technical expertise in animation and graphics;
- Experience and technical ability in production of video documentary product;
- State of the art equipment
- Ability to provide basic translation from Urdu languages to English and vice versa
- Ability to provide fixing and interpretation services, if required
- Capacity to deploy on assignments at short notice (s)
- Ability and willingness to travel through the Punjab districts
- Familiarity with geography, cultural norms, dialects of Punjab
- Cultural awareness and sensitivity to gender issues
- Experience in producing audiovisual products covering humanitarian programs
- Understanding of Government of Punjab mandate and activities will be preferred
- Prior work experience with Government of Punjab / UN agencies will be preferred

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## 1.6. Checklist for Documents Required

### CHECK LIST OF DOCUMENTS

All bidders are requested to read the under mentioned checklist carefully and ensure that the under mentioned all requirements are met for the preparation and submission of their bids:

Sr. No.	Requirements (Technical Bid)	Yes / No
01	Certificate of Incorporation of bidder's firm showing its location and the date of registration etc.	
02	Copies of	
	i) Income Tax Registration certificate and NTN Details	
	ii) GST Registration Certificate	
	iii) Proof that the bidder is an active tax payer	
	iv) CNIC of the Firm's Proprietor	
	v) Original Receipt for Purchase of Tender attached	
03	Company Profile Attached	
04	Copies of Work Orders – Previous agreement with Public sector etc. by firm	
05	Detail of the previously performed similar assignments (At least 03 Assignments) with documentary proof	
06	Copy of Proprietor's CNIC	
07	Name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative provided	
08	Affidavit regarding non-involvement in any litigation with any government agency/department	
09	Bid Security as demanded in the advertisement / invitation to bid is attached with technical proposal in original	
10	Number of Copies: Original along with one Copy of the bid. Bids must be accompanied by unit price and total price.	
11	Envelopes are properly sealed	
12	Bid is submitted within due date and time	
13	Bid is not conditional	
14	Bids are addressed to Project Director 'Generating Data to Advance Women's Social and Economic Wellbeing in Pakistan 2016-18' project of PCSW 100-A Saint John Park, Abid Majeed Road Lahore Cantt (Opposite Fortress Stadium), Lahore.	
15	All pages of bidding documents are properly signed and stamped at the given place	
16	Certificate at the end of bidding documents is signed and stamped	
17	Read and understand all the bidding documents and Terms and Conditions contained therein	
18	Address and contact No. of the bidder on the main (outer) is written	
19	Firm has not been blacklisted. (A certificate to this effect on stamp paper must be attached)	
20	Price mentioned on the technical bid.	
<b>Requirements (Financial Bid)</b>		

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01	The envelop is properly sealed	
02	No item of a package missed and rates of all items in a package quoted	
03	No Erasing, cutting/ overwriting made in the financial bid. If made, the same is properly signed and stamped. No calculation or arithmetic error is made.	
04	Item wise and grand total are quoted at the respective columns of the Form of Bid.	
05	Final rates are quoted in PAK Rupees	
06	Quoted bids are inclusive of all taxes, duties, transportation charges etc. in Pak Rupees	
07	Rates are quoted on the attached prescribed Form of Bid	
08	Certificate at the end of bidding documents is signed and stamped	
Note: Firms must fill-up above mentioned checklist / table and attach copies of required documents with proper annexures along with tender document'		

### 1.7. Deliverables

Sr. No.	Deliverable	Time line
1	Inception Report	August 2018
2	Submission of Storyboard for Video Documentary (first draft)	15 <sup>th</sup> September 2018
3	Submission of Storyboard for 5 Animation Videos (first draft)	25 <sup>th</sup> September 2018
4	Finalization of theme/s, titles and creative content of 5 Animation Videos	25 <sup>th</sup> September 2018
5	Finalization of the Documentary theme, title and tagline	28 <sup>th</sup> September 2018
6	Submission and approval of Script in Urdu and English language and subtitles	1 <sup>st</sup> October 2018
7	Production of Video Documentary	September – October 2018
8	Production of 5 Animation Videos	September – October 2018
9	Submission of draft documentary (two versions) <ul style="list-style-type: none"> <li>• 15 – 20 min</li> <li>• 5 min</li> </ul>	31 <sup>st</sup> October 2018
10	Submission of draft Animation Videos (5)	31 <sup>st</sup> October 2018
12	Review and approval from PCSW	9 <sup>th</sup> November 2018
13	Submission of 100 USBs with HD files (English Voice-Over & Urdu Voice-Over) of final documentary (15-20min and 5-min versions) & 5 Animation Videos to PCSW, with HD video & sound.	15 <sup>th</sup> November 2018

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## **Important Notes:**

- All raw and edited recorded data will be property of PCSW
- Duration of the final documentary cut should be between 15 – 20 minutes.
- A shorter adaption of 5 min will also be developed.
- Duration of each of the 5 Animation videos should be between 3-5 minutes.
- Voice-over is required in both Urdu and English languages. However, the content of video i.e. comments of locals will be shot in local language (if required).
- Subtitles in English are required in documentary with Urdu Voice-Over & vice versa.
- All Government taxes will be applicable.
- Firms which score minimum 65% marks in Technical Evaluation will be considered technically responsive.

### **1.8. Duration of the Assignment**

The duration of the assignment will be from August 2018 till October 2018.

Starting Date:

Signing of Contract

Completion Date:

November 15<sup>th</sup>, 2018

### **1.9. Revision**

As per need, to ensure quality work and extended coverage, cost can be revised.

### **1.10. Deadline for Submission of Bids**

Bids must reach at the address of the Project Director Generating Data to Advance Women's Social and Economic Empowerment on the address at 100 – A, Saint John Park, Abid Majeed Road, Lahore, Phone: 042 99332348-51 by the date and time mentioned in the advertisement.

PCSW reserves the right to extend the deadline for the submission of bids.

### **1.11. Late Submission of Bids**

The Punjab Commission on the Status of Women shall not consider any bid that arrives after the deadline for submission. Any bid received after the deadline shall not be entertained and returned unopened to the applicant.

### **1.12. Rejection of bids**

PCSW may reject any bid which:

- Contains gaps, omissions, misrepresentations, errors, uncompleted sections;
- Is not properly sealed
- Is not submitted in a manner consistent with the provisions set out in the advertisement
- Is received after the Deadline.
- The PCSW may reject any bid at any time prior to the acceptance.

### **1.13. Evaluation Criteria for evaluation of Bids**

Technical Bid	70%
Financial Bid	30%



Technical Evaluation			
A) Relevant Experience			
Description	Years	Marks	Max. Marks
Experience of work in development sector particularly gender mainstreaming, Women empowerment and experience of working with Government, UN/International / donor agencies	5 -10 years	0 – 5	0 – 20
Relevant experience in video production and documentary making with government of Punjab and/or development partners, UN, INGOs, NGOs	5 – 10 years	0 – 5	
Relevant experience in production of animation videos with government of Punjab and/or development partners, UN, INGOs, NGOs	5 – 10 years	0 – 5	
Experience related to script development in Urdu & English for video productions	5	0 – 5	
B) Technical Team (Attach relevant CVs)			
Description	Marks		Max. Marks
Profiles of Production & Post Production Teams for Video Documentary, including Team Lead (CVs required)	0 – 10		0 – 35
Profiles of Production & Post Production Teams for Animation Videos, including Team Lead (CVs required)	0 – 10		
Production & Post Production Technical Equipment & set up for Video Documentary & Animation	0 – 15		
C) Approach & Methodology proposed			
Description	Marks		Max. Marks
Proposed Approach/methodology for pre-production, execution and post-production of video documentary and animation videos	0 – 10		0 – 15
Presentation*	0 – 5		
Total			70

Firms which score minimum 65% marks in Technical Evaluation will be considered technically responsive.

#### **PRESENTATION:**

The Media Firms will be requested to make a presentation on the methodology, approach, work plan and execution of the project. Date for Presentation will be 1 – 2 days after the submission of technical bids and will be communicated.

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### 1.14. Financial Bids

Financial bids of all technically responsive bidders shall be opened upon invitation and in presence of bidders/ representatives of bidders. Financial bids of Non- responsive technical bidders shall be returned unopened to the respective bidders.

The total amount of points allocated for the financial component is 30. The maximum number of points (30 points) will be allotted to the lowest Financial Bid that is opened and compared among those invited Firms which obtain the qualifying points in the evaluation of the technical component. All other price Bids will receive points in inverse proportion to the lowest price; e.g.

Price Score = Total Score (30) x Lowest Bid Price

Bid Price of the Bidder

All prices must be quoted in Pak Rupees and should include any Taxes applicable, such as GST, Income Tax, etc. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes. Any subsequent change in tax regime would be adjusted accordingly.

### 1.15. Payment Schedule

All payments will be made after approval of components by the authorities.

Sr.#	Deliverable	Timeline for Payments	Payment schedule (% of the Bid)
1	Inception Report	August 2018	10%
2	Submission of Storyboard for Video Documentary (first draft)	September 2018	5%
3	Submission of Storyboard for 5 Animation Videos (first draft)	September 2018	5%
4	Submission of documentary theme, title and tagline.	September 2018	-
5	Submission and Approval of Script in Urdu and English language and subtitles; Finalization of theme/s, titles and creative content of Documentary & Animation Videos	October 2018	20%
6	Production of Video Documentary	September – October 2018	-
7	Production of 5 Animation Videos	September – October 2018	-
8	Submission of draft documentary (two versions) <ul style="list-style-type: none"><li>• 15 – 20 min</li><li>• 5 min</li></ul>	October 2018	20%
9	Submission of draft Animation Videos (5)	October 2018	20%

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10	Submission of 100 USBs with HD files (English Voice-Over & Urdu Voice-Over) of final documentary (15-20min and 5-min versions) & 5 Animation Videos to PCSW, with HD video & sound.	November 2018	20% remaining payment after submission of final deliverable.
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**Note:** All type of direct and indirect costs occurred during completion of this assignment will be included in the financial bid. PCSW will not pay or be responsible for any amount/ reimbursement/ damages occurred during or after completion of this assignment to the media firm (like travel, logistics, video shooting, sound recording, damages etc.).

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