



COMPETITION COMMISSION OF PAKISTAN
Government of Pakistan

Tender No. CCP-Admin 91

INVITATION TO BID

**FOR PROCUREMENT OF SERVICES FOR PRODUCING VIDEO ON COMPETITION
LAW WITH FOCUS ON CARTELIZATION**

The Competition Commission of Pakistan (CCP), an autonomous organization invites sealed Bids (Technical and Financial) from Media Agencies/Production Houses, etc., registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for producing Video on Competition Law with focus on Cartelization. The selection will be made on the basis of Quality and Cost Selection Method.

Bidding document, containing detailed terms and conditions, etc., can be collected from the CCP's office 9th Floor (South), ISE Towers, Jinnah Avenue, Islamabad. Price of the bidding document is Rs.500/- (five hundred rupees only) (Non Refundable). Bidding document can also be downloaded from CCP's website www.cc.gov.pk free of cost.

The Bids, prepared in accordance with the instructions provided in the bidding document, must reach at CCP, 9th Floor (South), ISE Towers, Jinnah Avenue, Islamabad, on or before **November 01, 2023** up to **03:00 p.m.** Bids will be opened the same day at **03:30 p.m.** This document is also available on PPRA's website at www.ppra.org.pk.

Convener, Procurement Committee,
CCP, 9th Floor (South), ISE Towers, Jinnah Avenue, Islamabad.
Tel:+92-51-9100260-3, Fax: +92-51-9100236
Email: ihaq@cc.gov.pk

BIDDING DOCUMENT

Procurement of Services of Media Agency/Production House/Firms etc.,

For

Producing Video on Competition Law with
Focus on Cartelization



COMPETITION COMMISSION OF PAKISTAN
GOVERNMENT OF PAKISTAN
9TH FLOOR, ISE TOWERS, JINNAH AVENUE,
ISLAMABAD.

Tel: 0092-51-9100260-63, 9100265, Fax: 0092-51-9100258


Amir Zaman
Joint Director (Operations)
Competition Commission of Pakistan
Islamabad

2 | Page

Contents:

SECTION I: INVITATION TO BID AND INSTRUCTIONS TO BIDDERS.....	4
Invitation to Bid.....	4
Introduction	4-6
Instructions to Bidders	6-11
SECTION-II: TECHNICAL REQUIREMENTS/ToRs (APPENDIX-A).....	12-13
APPENDIX-B: MINIMUM TECHNICAL EXPERTISE OF BIDDER	14
SECTION-III: BIDDER'S CORPORATE INFORMATION FORM	15
SECTION-IV: TECHNICAL EVALUATION CRITERIA	16-17
SECTION-V: FORMATS/FORMS	18-21
SECTION-VI: PRICE SCHEDULE/FINANCIAL BID FORMAT.....	22
SECTION VII: DRAFT CONTRACT	23-28
SECTION-VIII: FORMAT FOR SUBMISSION OF BIDS LETTER.....	29


Arif Zaman
Joint Director (Admin)
Election Commission of Pakistan
Government of Pakistan
Islamabad

SECTION-I

INVITATION TO BID AND INSTRUCTIONS TO BIDDERS

Tender No. CCP-Admin 91

1. Invitation to Bid:

1.1 The interested and eligible production houses/firms/media agencies etc., are requested to carefully go through the Bidding Document and submit Technical and Financial Bids as per bidding document.

1.2 Introduction:

1.2.1 The Competition Commission of Pakistan (hereinafter referred to as "the CCP/Commission/Client") is an independent body established on October 02, 2007 under the Competition Ordinance, 2007, which was later enacted as Competition Act, 2010. The Competition Act prohibits undertakings from abusing a dominant position in the market, participating in anti-competitive agreements, and resorting to deceptive marketing practices that could result in a transaction based on incorrect or inaccurate information. It also reviews mergers between undertakings that could result in impediments to effective competition. Through advocacy, the Commission encourages voluntary compliance and promotes a 'competition culture' to take root in the economy.

1.3 **Scope and Objectives:** This video aims to shed light on the grave issue of Cartelization within the framework of Competition Law. By combining insightful visuals, clear messaging, and modern storytelling techniques, we strive to convey the complexity of this practice and CCP's unwavering commitment to eradicating it.

1.4 Key Content Areas:

- a) The video will cover the following crucial aspects:
- b) **Understanding Cartelization:** breaking down what Cartelization entails - when rival companies conspire to control market prices, limit competition, and maximize profits.
- c) **Effects on Markets:** Discover the adverse impact of Cartelization on markets, as it distorts fair competition, inflates prices, reduces consumer choices, and stifles innovation.
- d) **Violation of Competition Law:** Learn how Cartelization violates the core principles of Competition Law, designed to ensure fair business practices, protect consumers, and promote healthy market dynamics.
- e) **Role of CCP:** Delve into the instrumental role played by the CCP in detecting, investigating, and dismantling cartels to restore market fairness and protect consumer interests.



Handwritten signature and stamp of the Competition Commission of Pakistan. The stamp includes the text: "Competition Commission of Pakistan" and "Government of Pakistan".

1.5 Benefits of the Video:

- a) **Clear Insight:** The video will provide a clear understanding of Cartelization, even for those unfamiliar with legal concepts, fostering awareness among stakeholders and the wider public.
- b) **Focused Message:** By narrowing our focus to Cartelization, we will offer a targeted and in-depth exploration of a critical aspect of Competition Law.
- c) **Engagement:** Through compelling visuals and succinct storytelling, the video will maintain engagement and enhances comprehension.
- d) **Wider Reach:** As a shareable resource, the video will reach a diverse audience across various digital platforms.

1.6 Target Audience:

- a) This video is tailored to resonate with a wide range of stakeholders and individuals, including:
- b) **Business Community:** Entrepreneurs, corporate entities, and business professionals seeking insights into how Cartelization impacts markets and competition.
- c) **Consumers:** Individuals who want to understand how Cartelization can lead to higher prices, limited choices, and an overall detrimental impact on their rights as consumers.
- d) **Policymakers:** Government officials, legislators, and regulatory authorities responsible for crafting and enforcing laws and policies related to competition, market fairness, and consumer protection. This video will serve as a valuable resource to help policymakers understand the nuances of cartelization and its impact on markets, enabling them to make informed decisions and create effective regulatory measures to address anti-competitive practices and safeguard consumer interests.
- e) **Students and Academia:** Educational institutions and students studying law, economics, and related subjects, gaining a deeper understanding of anti-competitive practices.
- f) **Media:** Journalists and media outlets covering economic and regulatory matters, seeking to inform the public about the intricate issues surrounding Cartelization.
- g) **General Public:** Anyone intrigued by the intricacies of Cartelization and its implications on fair markets and consumer welfare.

1.7 Through the power of visual storytelling, this explainer video will shine a spotlight on the menace of Cartelization, highlighting the CCP's vital role in upholding fair competition and safeguarding the interests of consumers and businesses alike. The video will encapsulate clarity, depth, and modern

communication techniques, enriching the understanding of both our stakeholders and the broader public.

2. Instructions to Bidders:

2.1 The Client intends to procure services of Media Agency/Production House/Firms etc., (hereinafter referred to as bidders) for producing **Video on Competition Law with Focus on Cartelization** (hereinafter referred to as the "Project" and/or "Assignment").

2.2 The selection will be made on the basis of **Quality and Cost Based Selection Method** and **Single Stage Two Envelopes** procedure, as per PPRA Rules.

2.3 All costs associated with the preparation and submission of bids, documents etc., will be borne by the Bidders, and Client will not be liable for any cost incurred therein, or to entertain any reimbursement claim.

2.4 Bidders must possess expertise, capabilities, experience of similar work, and adequate resources to carryout tasks as per Technical Requirements/ToRs.

2.5 The Technical Bids received within deadline shall be evaluated for Technical Qualification on the basis of evaluation criteria and score/marks system specified in Section-IV. Only Technically qualified bidders who will secure passing marks in Technical Evaluation will be eligible to participate in further procurement process.

2.6 CCP reserves the right to cross-check and verify the information provided by the Bidders through any source. If any false, materially inaccurate, or incomplete information is found at any stage, the Bidder shall be disqualified.

2.7 CCP reserves the right to reject any bid or drop the procurement process at any time prior to signing of service contract as per Rule 33 of PPRA Rules.

2.8 The bids (technical and financial) must be submitted containing all required information as per prescribed formats given in the Bidding Document.

2.9 Bidding document can be collected from the CCP's office 9th Floor (South), ISE Towers, Jinnah Avenue, Islamabad. Price of the bidding document is Rs.500/- (five hundred rupees only) (Non Refundable). Bidding document can also be downloaded from CCP's website www.cc.gov.pk and PPRA website www.ppra.org.pk, free of cost.

3. Eligibility Criteria:

3.1 The Bidder shall submit the following mandatory documents to become eligible to participate in the procurement process:

- 3.1.1 The bid should accompany an undertaking on the non-judicial stamp paper of Rs.50/- that the company is not on the list of blacklisted companies on PPRA website, and has not been blacklisted by any government, semi government or autonomous organization; and that the company is not under any stage of bankruptcy;
- 3.1.2 Details of bidder's litigation/arbitration (if any).
- 3.1.3 Copies of NTN and GST/STRN certificates.
- 3.1.4 Proof of Active Taxpayer.
- 3.1.5 Registration/incorporation certificates from government agencies. Bidders must have their own production house having all necessary facilities, video production equipment and staff required to complete this assignment.
- 3.1.6 The production houses/media agencies located in Islamabad/Rawalpindi will be given preference.

3.2 In addition to the above, the Bidders should meet the minimum required technical expertise as per Appendix-B of Section-II.

4. Conflict of Interest:

4.1 Bidders are required to disclose the Client if any conflict of interest exist or may arise during the Contract period. Failure to bring in the notice of Client regarding any possible conflict of interest will cause termination of Contract and/or sanctions by the Client. The Bidder is under obligation to hold Client's interest supreme, avoiding conflicts with other projects/assignments or its own corporate interests, and acting without any consideration of future work.

5. Confidentiality:

5.1 Bidders shall not disclose any information relating to evaluation of Technical and Financial Bids and recommendations to other Bidders who have submitted bids for this assignment, or to any other person, until the signing of the Contract. Breach of confidentiality will attract clause 6 of bidding document.

6. Fraud/Corrupt Practices:

6.1. Bidders shall adhere to the highest ethical standards in selection process as well as after signing of the Contract, and shall not involve in any kind of corrupt, collusive, fraudulent, coercive or obstructive practices. Such practices shall lead to disqualification of Bidders from selection process or termination of Contract, and blacklisting etc.

7. Preparation of Bids:

7.1 The bidder shall fill all fields of the forms as per prescribed formats and shall sign and stamp all documents. The bidder shall provide all supporting documents, brochures, leaflets, etc. Failure to submit bids as per CCP's Formats and Bidding document, may result in rejection of Bids.

7.1.2 The conditional Bid shall not be accepted.

7.2 The Technical Bids must be prepared as per following:

A. Technical:

- (i) The Technical Bid must be prepared in the light of Evaluation Criteria and Formats given in Section-IV and Section – V containing necessary information of experience, previous assignments, performance certificates, work plan/timelines, presentation, etc., for Technical evaluation and scoring.
- (ii) The bidders will give a presentation to the Procurement Committee at Client's office on the given address, on designs, graphics, video/audio quality, video production equipment, resources, etc., to demonstrate their abilities and expertise for securing marks in technical evaluation. The date and time of presentation will be announced at the time of opening of Technical Bids.
- (ii) The Technical Bid should not include any information relating to Financial Bid.

B. Financial:

- (i) The Financial Bid must be prepared and submitted on the prescribed format of Section-VI, and mention lump sum cost in Pak rupees adding up all applicable taxes, remunerations, and other expenses. The Client will not be paying any other cost, or bear any expense in connection with the Assignment.
- (ii) The Financial bid must be filled in permanent ink without overwriting, cutting, alterations, etc.

8. Bid Security

8.1 The bidder shall submit bid security along with Bids which shall be 3% of the quoted amount. The currency of the Bid security shall be in Pak Rupees in the form of pay order or demand draft of the specified amount in favour of Competition Commission of Pakistan. The Bid security shall remain valid for a period of three months from the date of bid submission.

8.2. The Bid Security will be forfeited if the bidder withdraw its bid during the period of validity; and/or in the case of a successful bidder, if the bidder fails to sign the contract or perform as per the contract.

8.3. The bid security of unsuccessful bidders will be returned/refunded after entering into Contract with the successful bidder. However, bid security of successful/most advantageous bidder will be retained till completion of the



A handwritten signature in blue ink is written over a circular official stamp. The stamp contains the name 'M. ZAMAN' and other illegible text. The signature is written in a cursive style.

assignment, and will be converted into performance security which will be released after 20 days of the approval of the project/assignment by the Client.

9. Submission of Bids:

9.1 The Bidders or authorized representatives shall sign the original Bids (Technical and Financial) and put initials and/or stamp on all pages of the documents. The authorized person should be given power of attorney in this regard, and be attached with the Bids.

9.2 The Technical Bid in original shall be placed inside sealed envelope, clearly mentioning as "TECHNICAL BID" and Bidder's name.

9.3 The Financial Bid in original shall be placed inside of another separate sealed envelope clearly marked as "FINANCIAL BID", with a warning that DO NOT OPEN WITH TECHNICAL BID.

9.4 Both the above envelopes of Technical and Financial Bids should be placed into one large envelope and sealed properly. Mention Bidder's name complete address, phone number of contact person. This envelope should reach the Client as per clause 22 of the bidding document. The bid received after the due time and date will not be entertained.

10. Evaluation of Technical Bid:

10.1 The Technical Bids shall be evaluated on the basis of their responsiveness to Bidding document, as per Technical Evaluation Criteria score/marks system specified in Section-IV. The bid which fails to achieve minimum 60 technical score/marks will be rejected.

11. Opening of Financial Bid:

11.1 The Financial Bids of technically responsive Bidders achieving passing marks, shall be opened in the presence of the Bidders or their representatives who may wish to attend the opening session.

12. Evaluation of Financial Bid:

12.1 The Financial Bid of technically responsive Bidders will be reviewed to check whether the Bid is in accordance with the Format as per Section-VI.

12.2 The computational errors, if any, between summation of breakdown amount and the total lump sum quoted amount, the summation of breakdown amount will be considered correct and will prevail.

12.3 If any error is found in words and figures of lump sum quoted price in Financial Bid, the amount in words shall prevail.


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Joint Director (General)
Construction Services Division
Government of Punjab
Lahore

13. Combined (Technical & Financial) Evaluation:

13.1 Quality and Cost Based Selection Method will be used for calculating total score, weightage of the technical and financial scores will be added. The Bids achieving the highest score, in combination of technical and financial, will be considered for technical negotiation. The lowest financial Bid will be given 100 score. The financial score will be calculated as per following formula:

- (i) **Sf=100xFm/F.** (Sf is financial score = Fm is lowest price, and F the evaluated price of Bid which is being considered)

The weightage for Technical and Financial Bids are as under:

Technical (T) = 80

Financial (P) = 20

Total score of Technical and Financial will be calculated as per following formula:

S=St x T% + Sf x P%. (S is total score = St is technical score x T the weight of technical score + Sf financial score x P the weight of Financial Bid).

14. Validity of Bids (Technical and Financial):

14.1 The validity of Bids shall be 60 calendar days counted from the date of opening of the technical Bid.

14.2 The validity of Bids may be extended in accordance with relevant provisions of PPRA Rules.


14.3 During the above cited validity period, and extended period (if any) the shortlisted Bidder must remain available along with dedicated team members, on the quoted lump sum price in the Financial Bid.

15. Language:

15.1 The correspondence, Bids (Technical and Financial) will be written in English language. The language of videos will be English/Urdu or both, as per requirement.

16. Clarification and Amendments of Bidding Document:

16.1 The Bidders may request for clarification in writing through email or fax regarding bidding document not later than five (05) days prior to the deadline of Bid submission. If any change is made in the bidding document, the revised copy of the document will be provided/uploaded on CCP and PPRA websites for information of all bidders.


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Government of Punjab
Government of Punjab

17. Technical Negotiations:

17.1 After opening of Technical and Financial Bids, the Client and highest ranked Bidder may hold a session to discuss the technical approach & methodology, work plan, work schedule, etc., and will finalize the activities as per Terms of Reference. The Client may consider modifications in the proposed Contract and ToRs based on suggestions of the Bidder.

18. Negotiation with 2nd highest ranked bidder:

18.1 In case the highest ranked Bidder fails or refuses to carry out the assignment before signing of Contract, the Client may negotiate with the 2nd highest ranked Bidder, if deemed appropriate.

19. The redressal of grievance:

19.1 The complaints of the bidders (if any) will be addressed in accordance with PPRA rules.

20. Proposed Contract:

20.1 The Lump Sum Contract will be used for the procurement. A copy of the draft contract specimen is placed at Section VII, which will be signed with the most advantageous Bidder.

21. Collection of documents:

21.1 Interested applicants may obtain the Bidding Document from CCP's office on payment of Rs.500/- (five hundred rupees) or may download from websites of CCP www.cc.gov.pk, or PPRA www.ppra.org.pk, free of cost.

22. Bids submission & opening date, time and place:

22.1 The Bids complete in all respect along with required documents in accordance with instructions contained in Bidding Document must reach the undersigned at the given address by **November 01, 2023 up to 03:00 P.M.** The Technical Bids will be opened on the same date and venue at **03:30 P.M.** in the presence of applicants or their authorized representatives, who wish to attend. The date and time of the presentation will be announced at the time of opening of Technical Bids.

Convener, Procurement Committee
Competition Commission of Pakistan,
9th Floor (south), ISE Towers,
Jinnah Avenue, Islamabad
Phone: 0092-51-9100260-63, 9100265, Fax: 0092-51-9100258
E.mail: ihq@cc.gov.pk


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SECTION - II

Appendix-A

TECHNICAL REQUIREMENTS/TORs

S#	Item Descriptions	Quantity of videos and duration	Timelines for completion of assignment
(i)	Video on Competition Law with Focus on Cartels	One Video of maximum 4 minutes	Within ONE month from the date of signing of Contract.

The key deliverables are as under:

Pre-Production

- i. Developing a detailed storyboard that visually represents the script's narrative, including scenes, characters, and transitions.
- ii. Creating a shot list that outlines the specific shots required for each scene.
- iii. Designing visual elements, characters, and backgrounds that will appear in the video.

Voice-Over Recording

- iv. Selecting a professional voice-over artist whose tone and style resonate with the video's intended audience.
- v. Recording the script in a professional studio to ensure clarity, consistency, and high-quality audio.

Capturing the Essence: Cinematography, Animation, and Visual Production

- vi. In line with the approved script, the production will involve shooting in diverse settings, including bustling local (Pakistani) markets, meetings, engaging employee interviews, and various other visually captivating scenarios.
- vii. Crafting animations and visuals based on the storyboard and shot list. This involves creating characters, backgrounds, icons, and other graphical elements.
- viii. Animating the visuals to bring them to life, ensuring smooth transitions and engaging movements.

Video Production

- ix. Combining the voice-over narration with the animated visuals to create the first draft of the video.
- x. Fine-tuning the video's pacing, transitions, and synchronization between the narration and visuals.

Review and Feedback

- xi. Sharing the draft video with legal experts within the Commission to ensure accuracy and compliance with Pakistan's Competition Law.


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Joint Director (Admin)
Director General
Government of Punjab

Editing and Finalization

- xii. Incorporating feedback and making necessary revisions to the video based on the input received.
- xiii. Adding background music or sound effects to enhance engagement and mood.
- xiv. Finalizing the video's duration and ensuring that the content effectively conveys the core aspects of Competition Law/Cartelization.

Quality Assurance

- xv. Thoroughly reviewing the final video to check for any technical glitches, inconsistencies, or errors.
- xvi. Ensuring that the video's visuals, animations, and narration are in sync and meet the highest quality standards.
- xvii. Exporting the final video in appropriate formats for various platforms, such as websites, social media, and presentations.


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Competition Commission of Pakistan
Government of Sindh
Karachi

MINIMUM REQUIRED TECHNICAL EXPERTISE OF BIDDER

Bidder should have its own Production House/Media Agency having following minimum expertise, personnel and production capabilities for conducting the assignment:

Expertise

- Expertise in producing high quality videos or educational content.
- Ability to convey legal concepts or intricate subjects through visuals, demonstrating capacity to fulfil the project's objectives.
- Capability to craft content that engages and educates viewers effectively, ensuring the core message of Pakistan's Competition Law is communicated clearly.
- Effective communication of complex information through engaging visuals without oversimplification.

Personnel

- Utilizing a proficient and diverse team with expertise spanning multiple creative roles.
- Seasoned scriptwriters, adept at translating intricate legal jargon into clear and captivating language.
- Competent animators and illustrators capable of visually portraying complex legal concepts, ensuring both visual allure and comprehension.
- Skilled voice-over artists proficient in enhancing the video's impact by delivering the narrative with clarity and professionalism.
- Experienced video editors crucial for seamlessly compiling elements into a cohesive and polished final product.
- Skilled cameraman with an eye for capturing compelling visuals and maintaining technical excellence.

In-House production capability

- Access to state-of-the-art video production equipment and technology. Such as:
- Digital camera, video camera and drones
- Sound recording system
- Non-linear Editing (NLE) System
- Animation equipment
- Studio and outdoor lighting equipment
- Dedicated human resource for audio and video production


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Joint Director (Finance)
Competition Law and Consumer Protection
Government of Punjab
Lahore

SECTION - III

FORMAT

BIDDER'S CORPORATE INFORMATION FORM

S#	Required details of bidders	Response of bidders
1.	Name of bidder business/company:	
2.	Names of Owner(s)/Directors	
3.	Constitution or legal status of Bidder's company/firm	
4.	Place of registration	
5.	Principal place of business:	
6.	Name of authorized Signatory for the bid submitted.	
7.	Name, address, and telephone, fax and email of authorized persons (focal person)	

8. Information regarding any litigation, current or within the last 03 years, in which the Bidder is or has been involved (if any).

Other party(ies)	Cause of dispute	Details of litigation	Amount involved
(a)			
(b)			

(Signature)
(Name of applicant)


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Education Department
Government of Punjab
Lahore

SECTION - IV

Technical Evaluation Criteria

Only Technically Qualified bidders shall be eligible to participate in further procurement process. Provide requisite documentary evidence to establish qualification in following each category. Without attachment of documentary evidence no marks will be awarded. The procuring agency reserves the right to check original documents or verify the authenticity and truthfulness of documents from any agency, as it may deem appropriate:

Passing marks in technical evaluation criteria is 60 marks out of 100.

S#	Criteria	Scale	Documents required
1.	The bidders should have 20 years or above experience of working with Government or Semi-Government or Autonomous Bodies or multinational Companies, etc., in Pakistan. Maximum Marks: 20	Experience More than 20 years = 20 marks Experience 15-20 years = 15 marks Experience 10-15 years = 10 marks Experience 05-10 years = 05 marks Below 05 year experience = 0 marks	(i) Company/Firm profile; (ii) Registration Certificate.
2.	Number of projects completed during last 03 years with Government, autonomous bodies, multinational companies, and other institutions. Maximum Marks: 20	More than 20 projects completed = 20 marks More than 15 and less than 20 projects = 15 marks More than 10 and less than 15 = 10 marks Less than 10 projects = 0 marks	Copies of contract/ work order, with contact details of clients.
3.	Performance certificate(s) from the client(s) establishing satisfactory performance during last 05 years. Maximum Marks: 10	Provision of 05 or more certificates = 10 marks Provision of 04 certificates = 08 marks Provision of 03 certificate = 06 marks Provision of 02 certificate = 04 marks Provision of 01 certificate = 02 marks	Provide copies of certificates.
4.	The Bidders will give a Presentation to the Procurement Committee on designs, graphics, audio/video quality, resources, etc., to demonstrate their abilities and expertise. Maximum Marks: 20	Presentation = maximum 20 marks (The date and time of the presentation will be announced at the time of opening of Technical Bids).	
5.	Comprehensive Project Plan, indicating timelines, equipment/resources, dedicated team members and their role in the assignment, etc. Maximum Marks: 10	(i) Implementation Methodology / Work Plan indicating Timelines, deliverables and activities (ii) Resources to be used for achieving deliverables and activities	Submit comprehensive project plan.

6.	<p>Bidders should assign minimum two members having experience of 05 years or above, in the relevant field for this project.</p> <p>Maximum Marks: 10</p>	<p>Number of Personnel assigned, having 05 years or more experience in the following field:</p> <p>Script writer(s), 01 mark for each writer = max. 02 marks</p> <p>Animator/Illustrator(s), 01 mark for each illustrator = max. 02 marks</p> <p>Voiceover Actor/Artist(s), 01 mark for each artist = max. 02 marks</p> <p>Video Editor(s), 01 mark for each editor = max. 02 marks</p> <p>Cameraman/Videographer(s), 01 mark for each = max. 02 marks</p>	<p>Provide CVs of team members working on this project, as per Format-I of Section-V.</p>
7.	<p>Preference will be given to firms having production house in Islamabad/ Rawalpindi.</p> <p>Maximum Marks: 10 marks</p>	<p>Firms located in Islamabad/ Rawalpindi = 10 marks</p> <p>Firms located in other cities = 05 marks</p>	<p>Proof of address/ presence.</p>


 Arif Zaman
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 Commission for Promotion of Women
 Government of Islamabad
 Islamabad

SECTION – V

FORMS/FORMATS FOR TECHNICAL EVALUATION

FORM – A

DETAILS OF EXPERIENCE OF BIDDER

Year of Registration	Name of Firm/ Company	Name of owner(s)/ Directors	Types of Services	Registration with government agencies (SECP, etc in Pakistan) for incorporation/ providing

Name, Sign and Stamp of Bidder


Joint Venture
Government of Punjab
18 | Page

PERFORMANCE CERTIFICATES FROM CLIENTS

Type of Services provided	Year of completion and value of contract	Name of Client	Performance Certificates attached
			YES/NO
			YES/NO
			YES/NO
			YES/NO
			YES/NO
			YES/NO

Name, Sign and Stamp of Bidder


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Department of Procurement
Government of Punjab
Islamabad

20 | Page

**C.V OF TEAM MEMBERS OF PRODUCTION HOUSE/MEDIA
AGENCY/FIRMS.**

1. Name :	
2. Job Description	
3. Role in this Assignment	
4. Total work experience in the relevant role	
5. Education	
6. Employment record (Give information relating to positions held, dates from/to, names of employers, etc.)	
7. Professional Experience (major assignments/tasks completed, etc)	
8. Personal details (Age, CNIC No/passport No., etc), <i>provide copy of CNIC</i>	
9. Postal Address (with phone numbers - landline & mobile, email, and fax)	

Certification

I hereby certify that to the best of my knowledge and belief, the information provided in CV describes my abilities, qualifications, experience and expertise correctly.

(Signature)


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Commission for the Promotion of Women
Government of Sindh
Karachi

SECTION - VI

PRICES SCHEDULE/FINANCIAL BID SUBMISSION FORM

S#.	(a)	(b)	€	(d)	€	(f)
	Description of Work*	Quantity of videos	Video length	Price	Sales Tax, etc.	Total price (Col.d+e)
1.	Video on Competition Law with Focus on Cartelization	01	Video of maximum 4 minutes			

Total Price in figures _____

and Words: _____

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Phone No. _____

Fax No. _____


A. M. Zamboni
Joint Director for Competition
Competition Commission
Buenos Aires, Argentina
444-1111

SECTION-VII

SERVICES CONTRACT

THIS CONTRACT FOR PROVISION OF SERVICES (hereinafter referred to as the "Contract") is entered in to this (date) _____ at Islamabad

BETWEEN

The Competition Commission of Pakistan, a body corporate established under the Competition Act, 2010 (hereinafter referred to as the "Commission" and/or "Client"), of the first part;

And

"Media Agency/Production House" (hereinafter referred to as the "service provider" of the second part.

Both above shall hereinafter collectively be referred to as the "Parties".

The Parties hereto agree as under:

1. The Project:

1.1 **Producing Video on Competition Law with Focus on Cartelization**, (hereinafter referred to as "Project", and/or "assignment"/"task").


2. Scope of Service:

2.1 The scope of services (hereinafter referred to as "Services") to be performed by the service provider for the Project as described in this Contract, Technical Requirements/Terms of Reference and Technical Negotiations.

3. Duration/Period of Contract:

3.1 The Contract shall remain effective for a period of TWO MONTHS counted from the date of signing/execution the Contract; or till completion of the assignment, unless terminated pursuant to clause 14.

3.2 In case the Services as per Contract are not completed within stipulated timeframe, the service provider may request in writing for extension in Contract period, specifying the justification. However, no payment will be charged for the extended period of time.


Arif Zaman
Joint Director (Admin)
Competition Commission of Pakistan
Government of Pakistan
Islamabad

4. Effective date of commencement:

4.1 The date of commencement of the project shall start from signing of this Contract. The Agency/Production House/service provider shall start work on the project immediately after signing of this Contract.

5. Obligation of the service provider/Media Agency/ Production House:

5.1 The service provider shall perform the services with due diligence, the highest standards of professional and ethical competence and integrity, to achieve the objectives as specified in Terms of Reference and in this Contract.

5.2 The service provider shall complete the assignments as per work plan and time schedule agreed during technical discussions.

5.3 The service provider during the period of this contract, shall not involve in any contract, restrictions or obligations which are inconsistent with the execution of this Contract, or which may interfere with the performance of its Services.

5.4 The service provider shall not assign this Contract or sub-contract any portion of it to any other person without the Client's prior written consent.

5.5 The service provider shall furnish the Client such information, drafts, sketches, video clips, etc., relating to the Services as the Client may from time to time reasonably request.

5.6 The service provider shall not, during the service period and after its expiration, disclose any proprietary or confidential information relating to the services, this contract, or operations without the prior written consent of the Client.

6. Obligation of the Client:

6.1 The Client shall designate a well conversant officer to liaise with service provider and provide necessary information, copies of Commission's Regulations, Rules, etc., that may be required by the service provider for carrying out the tasks as per ToRs.



Asif Zaman
Joint Secretary
Ministry of Information and Public Relations
Government of Punjab
Lahore

7. Payment Method/Schedule:

7.1 The payment tendered in the Financial Bid and approved by the client (including all taxes, levies, charges, etc.) will be paid lump sum upon receipt of invoice, after completion and acceptance of tasks by CCP. The payment will be released after deducting taxes as applicable under the tax laws in Islamabad Capital Territory.

7.2 No other compensation, remuneration or reimbursement shall be permissible, on account of provision of services.

8. Performance Security:

8.1 The Bid Security i.e., 3% of the quoted amount provided by the successful service provider along with Bids shall be retained and converted to Performance Security. The performance security will be refunded/returned to Service Provider after 20 days following the date of completion of the service Provider's performance obligations under the Contract. The Performance Security shall be payable to the CCP compensation for any loss resulting from the service provider's failure to complete its obligations under the Contract. The performance security shall be forfeited if the service provider fails to complete assignment within the specified contract period.

9. Ownership of Material:

9.1 All videos, audios, reports, papers, or any other material, or otherwise, prepared under this Contract by the service provider for the Client shall belong and remain the property of the Client. The service provider may retain a copy of such material; but shall not use them without prior written approval of the Client.

10. Applicable Laws:

10.1 The Parties to this Contract shall respect and abide by all applicable laws and regulations in Pakistan in relation to discharge of Services and Obligations hereunder.

11. Force Majeure:

11.1 If either Party is temporarily unable by reason of force majeure to meet any of its obligations under this Contract, and if such Party gives to the other Party written notice of the event within fourteen (14) days after its occurrence, such obligations of the Party as it is unable to perform by reason of the event shall be suspended for as long as the inability continues.


Arit Zinnon
Joint Director (Accounts)
Commission for Enforcement of Muslim
Ordinances, Islamabad
Government of Pakistan

11.2. No Party shall be liable to each other for loss or damage sustained by such other Party arising from any event referred to in Clause 10.1 or delays arising from such event.

11.3 The term "force majeure", as employed herein shall mean an event or situation beyond the control of the Parties that is not foreseeable, is unavoidable, is by operation of law and its origin is not due to negligence or lack of care on the part of the Parties. Such events may include acts of God, strikes, lock-outs or other industrial disturbances, acts of the public enemy, wars, blockades, insurrection, riots, civil disturbances, explosions, and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome. The Parties understand and undertake that the circumstances, events and situations existing in Pakistan at the time of execution of this Contract do not amount to force majeure events.

12. Notices or Requests:

12.1 Any notice or request required or permitted to be given or made under this Contract shall be in writing in the English language. Such notice or request shall be deemed to be duly given or made when it has been delivered by hand, mail, facsimile, electronic mail (e-mail) to the Party to which it is required to be given or made at such Party's address specified below or at such other address as the Parties may specify in writing.

To Client:	Name:	Competition Commission of Pakistan
	Address:	9th Floor South, ISE Towers, 55-B, Jinnah Avenue, Islamabad, Pakistan.
	Phone:	(+92) 51-9100260-3
	Fax:	(+92) 51-9100258
	Email:	ihaq@cc.gov.pk

To	Name:
Service	Address:
Provider:	Phone:
	Email:

13. Appendices:

13.1 The Appendices to this Contract like Terms of Reference, Project Plan, Financial Bid, Technical Negotiations, shall form an integral and substantive part of this Contract and shall be binding on the Parties to this Contract as if they were parties thereto.


Arif Zaman
Joint Director (Government)
Competition Commission of Pakistan
Government of Pakistan
Islamabad

14. Indemnification:

14.1 The service provider shall indemnify, protect and defend at its own expense and cost, the Client, its Officers and employees, from and against any and all actions, claims, losses or damages arising out of any violation by the service provider, its personnel, in the course of the Services, of rights of third parties, in respect of intellectual property rights.

14.2 The service provider shall indemnify, protect and defend, at its own expense and cost, the Client, its Officers and employees, from and against any and all actions, claims, losses or damages where such actions, claims, losses or damages is or are the result of malfeasance or gross negligence of the service provider and its personnel.

14.3 The Service provider shall, at its own cost and expense, upon request of the Client, re-perform the Services under this Contract in the event of Service provider's failure to exercise the skill and care required under this Contract. The Commission's determination in this regard shall be final.

15. Termination:

15.1 The Client may by written notice to the service provider terminate this Contract;

- (a) if the service provider breaches any of its material obligations under this Contract, which inter alia include performance of services up to the satisfaction of Client, and is unable to cure the breach within thirty (30) days of issuance of a written notice with regards to the breach;
- (b) if the service provider, in the judgment of the Client, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive in competing for or in performing the Contract.

15.2 Upon termination of this Contract, all work in progress and related material, record, reports, videos, audios, etc., shall be immediately returned/furnished to the Client by the service provider.

16. Dispute Settlement:

16.1 In case of any disagreement or dissatisfaction between the parties regarding whether services have been rendered in accordance with the ToRs, the parties will work together in good faith in an effort to resolve such

disagreement prior to pursuing their respective remedies at law. If the dispute or difference which cannot be amicably settled between the Parties, shall be finally settled under the provisions of the Arbitration Act, 1940, and Rules made thereunder as amended from time to time. The venue of arbitration shall be Islamabad having exclusive jurisdiction with reference to the subject matter of this Contract.

17. Authorized Representative:

17.1 Any action required or permitted to be taken and any document required or permitted to be executed under this Contract, may be taken or executed on behalf of the Client by _____ and service provider or on his behalf by _____ who are/is duly authorized in this regard.

18. Variation of Contract:

18.1 This Contract may be varied with mutual consent of both the Parties. All such variations shall be in writing signed by the duly authorized representatives of the Parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed in their respective names as of the day and year first above written.

For and on Behalf of CCP: _____ Name: Designation: CNIC: 38101-0602308-7 Address: 9 th Floor(south), ISE Towers, Jinnah Avenue, Islamabad.	Service provider or representative on Behalf of service provider:
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WITNESSES:

1. _____

2. _____


Arif Zaman
Joint Managing Director
Quality Services
2024

SECTION-VIII

**TECHNICAL AND FINANCIAL BIDS SUBMISSION LETTER
(FORMAT)**

Ref. _____

Date: _____

To:

Convener,
Procurement Committee,
Competition Commission of Pakistan,
9th Floor, ISE Towers, Jinnah Avenue,
Islamabad.

Reference CCP's Invitation to Bid advertised on CCP and PPRA Websites on _____ for procurement of Services for Producing Video on Competition Law with Focus on Cartelization.

We are pleased to submit "Technical Bid" and "Financial Bid" for Conducting above cited assignment.

The Technical and Financial Bids shall be binding upon us subject to any change, modifications resulting from Contract negotiations, up to expiration of the validity period of the Bids/Contract.

Yours sincerely,

Authorised Signatory's Signature: _____

Name: _____

Address: _____


Arif Zaman
Joint Director (Planning)
Competition Commission of Pakistan
Islamabad