



**SECURITIES AND EXCHANGE COMMISSION
OF PAKISTAN**

No. T# 17/17-18

INVITATION TO BID

The Securities and Exchange Commission of Pakistan (SECP) invites sealed bids from reputable advertising agencies registered with sales tax department and having national tax number (NTN) based in Pakistan for

“DESIGNING AND PRINTING OF ANNUAL REPORT 2018”

Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against above requirement(s) may be downloaded from SECP website <https://www.secp.gov.pk/procurement> or obtained from the undersigned free of cost .

The bids prepared in accordance with the instructions in the bidding documents, must be delivered to the undersigned on or before **June 25, 2018 at 1500** Hrs and will be opened on the same day at 1530Hrs. It may be noted that late submitted/incomplete bids shall not be considered/entertained.

In case of any query, Admin Department may be contacted on Telephone No. 051-9207091 (Ext-437/444) during Office Hours (Monday to Friday excluding Public Holidays)

Deputy Director (Admin)

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 17/17-18**

2. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.

3. The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the Pakistani securities markets, corporate sector, insurance industry and non-banking financial sector etc.
4. The Securities and Exchange Commission of Pakistan (SECP) invites sealed bids from reputable advertising agencies registered with sales tax department and having national tax number (NTN) based in Pakistan for

“DESIGNING AND PRINTING OF ANNUAL REPORT 2018”

through

SINGLE STAGE ONE ENVELOP METHOD

5. The relevant details plus terms and conditions of this invitation may be obtained from the undersigned personally or by visiting the SECP website: <https://www.secp.gov.pk/procurement/>
6. The SECP is not bound to accept the lowest bid only; lowest bidder must be compliant with the given criteria i.e. MUST Requirements, ToRs, Technical Specification and Evaluation Criteria.
7. SECP reserves the right to accept full or partial supplies offered and bidders should supply the same at the rates finalized between the agency and the bidder.
8. The bid validity period shall be 150 days.
9. The amount of the bid and bid security shall be in Pak rupees.
10. The bids should be accompanied by bid security (refundable) for an amount equal to 2% of the total quoted price (inclusive GST, if applicable) in shape of either pay order, demand draft valid for not less than 6 months in favor of **Securities and Exchange Commission of Pakistan, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad**. The tenders not accompanied by bid security or with less amount of bid security will not be entertained.
11. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
12. The bid security of successful tenders will be retained and that of other bidders will be returned.

13. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as best evaluated bidder. In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the SECP.
14. Bids shall be evaluated as per evaluation criteria prescribed in the bidding documents.
15. If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the bid security will be forfeited in favor of the SECP, Islamabad.
16. If the successful bidder fails to maintain the specifications (quality/quantity) of the supplies during the contract period, the security deposit shall stand forfeited and its tender shall stand cancelled forthwith on such default.
17. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.
18. The language of the bid is English and alternative bids shall not be considered.
19. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
20. Only registered advertising agencies who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the SECP.
21. If any supplier is not in ATL then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
22. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
23. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
24. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the tender will not be entertained and may disqualify the original offer.
25. The rates must be quoted strictly in accordance with our documents and Annex(s). In the event of non-acceptance of offer no intimation will be given to the individual bidder.
26. The interested advertising agency must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 1 years and proof of company as legal entity.
27. The proof of company's existence as a legal entity and an affidavit that the company is not blacklisted by any organization must be presented with the bids.
28. A copy of authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the tender (if applicable).

29. If bidder is a company, it should be registered with SECP and should be compliant with filing requirements of the Companies Act, 2017.
30. In case bidder is not compliant at the time of submission of bid, it would ensure compliance as payment will be subject to submission of overdue returns.
31. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted. Unsealed bids will not be entertained.
32. The successful bidder will be responsible for overall designing, content development, editing of the Annual Report.
33. The successful bidder will also arrange collection of material and delivery of publication from the Media and Corporate Communications Department of the SECP and will be bound to return packed printed publication of highest standard within 15 days after receiving the approved material/design for printing.
34. Successful bidders shall be bound to supply within the delivery period. In case of late delivery, late delivery (LD) charges equivalent to 1% (of the PO Value) per week shall be imposed and deducted from the payment. However, imposed penalty shall not exceed 10% of the PO value.
35. Clarification if any on the technical requirement may be obtained from: ubaidullah.khalid@secp.gov.pk
36. The place of bid destination is **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
37. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
38. The envelopes shall bear the following additional identification marks:

Bid for: “DESIGNING AND PRINTING OF ANNUAL REPORT 2018”
Bidder Name: XYZ
Attention: **M. Ubaidullah Khalid**
Deputy Director, Admin, 4th Floor
NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

39. The deadline for the submission of bids is:

Date: June 25, 2018
Time: 1500 Hrs

40. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad
Date: June 25, 2018
Time: 1530 Hrs

41. A statement **“Not to be opened before 1530Hrs on June 25, 2018”** shall be clearly mentioned on the top of the sealed bid.
42. The bids received after the due date and time will not be entertained.

Note:

- The attachment details are as under
- 1. **Terms of Reference/Specification for Annual Report 2018** **Annex “A”**
- 2. **Bid Evaluation Criteria** **Annex “B”**
- **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

Specifications for Annual Report 2018

- | | |
|-----------------------------------|--|
| A. Number of copies: | 1000 |
| B. Number of pages: | 110-125 |
| C. Size of pages: | A4 |
| D. Color: | 4 color |
| E. Paper type: | 115 gram matt |
| F. Cover: | Art card 300 gram (with matt lamination) |
| G. Design/layout: | Title cover’s design and internal layout to be finalized in consultation with the SECP |
| H. Photography: | High-quality photographs of the SECP management and of all department heads by a professional photographer in Islamabad and Karachi. |
| I. Proofreading: | The advertising agency will be responsible for the proofreading of the report in accordance with the SECP’s guidelines and schedule. |
| J. Digital copy of annual report: | The copies of the annual report will have jackets with annual report CDs/USBs inserted in them. |

Other requirements:

The advertising agencies may apply with the following information, which will be the basic criteria for evaluation and shortlisting.

- a. Details of firms/ agency’s capability in the specialized area of annual reports; samples of reports printed shall be provided.
- b. A list of current clients for whom similar services have been or are being provided.
- c. The agency’s profile with all the contact details and registration with relevant agencies.
- d. Financial status, banker’s reference and/or any other detail verifying financial capability.
- e. Estimated delivery time from date of order to delivery of finished product.
- f. The ad agency will be responsible for overall designing and proofreading of the Annual Report.
- g. The ad agency will arrange collection of material and delivery of publication from and to the Media and Corporate Communications Department (MCCD) located on the Mezzanine floor of the SECP head office in Islamabad.
- h. The ad agency will submit at least two colored copies of the final copy of the annual report to secure final approval for printing go-ahead.
- i. A digital format of the annual report in CD format (OR in USBs) will be provided by the advertising agency/firms. The selected advertising agency/firm will also provide photographic services in Islamabad and Karachi offices of the SECP.

- j. After receiving the go-ahead for printing, the ad agency/firm shall provide 200 copies of the Annual Report within a week. The remaining copies shall be provided in the following week.
- k. The agency will ensure the highest quality of the product, failing which security deposit will be forfeited. The agency will ensure that there shall not be any omissions, editions, deletions or distortions of the original content provided for printing.

Rates required to be quoted by the bidders

S. No.	Description	Amount (Rs)
a)	Designing of Annual Report	
b)	Photography for Annual Report	
c)	Annual Report CDs/USBs	
d)	Printing of Annual Report	
e)	Any other cost (Please specify)	

In case increase in internal pages is either equal to or less than 10% then quoted per Annual Report will remain unchanged

- In case no. of inner pages increase more than 10% i.e. $125+13=138$, then per page cost to be added in the quoted cost of annual report will be ? inclusive of all taxes
- In case no. of inner pages decrease from 110 then per page cost shall be **deducted** from the cost of annual report.

Note:

- i. Details of costs should be provided.
- ii. Applicable taxes must be included in the quoted rates. In case details of applicable taxes are not mentioned then quoted price shall be considered inclusive of all applicable taxes.
- iii. Quantity of the reports may increase or decrease.

EVALUATION CRITERIA

Received bids will be evaluated as per following evaluation criteria:

S/No	Particulars	Marks allotted	Marks obtained
1.	Geographical outreach: Name of area/region, addresses, contacts etc. The advertising agency should at least have its offices in Islamabad and Karachi. (Five marks for each location in Islamabad and Karachi)	10	
2.	Experience: Number of years of applicable experience of advertising agencies/bidder since inception: (Three marks for each year. Maximum marks 15 for 5 years or plus experience.)	15	
3.	Similar assignments completed in last two years: Bidder to provide references of similar services rendered: (Two marks per assignment Maximum marks for 10 assignment or plus	20	
4.	Quality of samples submitted with the bid	15	
5.	Human resource in designing section two marks per resource and max marks shall be 10	10	
6.	Human resource in creative and production department Two marks per resource and max marks shall be 10	10	
7.	Well-equipped facility (The SECP team may visit the office.)	10	
8.	Previous experience with the SECP	10	
	Grand total	100	

Note:

- Bids securing minimum 65 marks or more out of 100 Marks shall ONLY be considered for financial evaluation.
- Bids securing minimum 65 marks or more out of 100 Marks shall be considered at par/equivalent.
- Bid securing minimum 65 marks or more out of 100 Marks and quoting lowest rates shall be selected.