

*Tender Fee: Rs. 5,000/-
(Non-Refundable)*

Request for Proposal (RFP) for
“Hiring Creative & Communication Agency”

Tender # ES/03/24-25

FINANCIAL PROPOSAL

Date of Issue : September 4, 2024

Last Date of Submission : September 27, 2024 (3:00 PM)

Opening of Proposal : September 27, 2024 (3:30 PM)

Company Name: _____

NTN: _____, SRB Registration Number: _____

Pay Order / Demand Draft # _____, Dated: _____

Amount of Rs. _____, Drawn on Bank _____

Notice Request for Proposal (NIT)

Request for Proposal

The Institute of Business Administration, Karachi (IBA), invites sealed bids from tax-compliant service providers, registered with the relevant tax authorities, for the following tender:

RFP Title (Ref. No.)	Procedure	Bid Security
Hiring Creative & Communication Agency (ES/03/24-25)	Single Stage Two Envelopes	2%
Document Fee & Important Dates		
▶ <i>Tender Fee:</i>	Rs. 5,000/-	
▶ <i>Issuance start date:</i>	September 4, 2024, from 9:00 AM	
▶ <i>Issuance end date & time:</i>	September 27, 2024, till 3:00 PM	
▶ <i>Submission date & time:</i>	September 4, 2024, till September 27, 2024, from 9 AM to 3:00 PM	
▶ <i>Pre-bid briefing:</i>	September 20, 2024, at 4:00 PM	
▶ <i>Opening date & time:</i>	September 27, 2024, at 3:30 PM	

Tender documents may be collected upon submission of the paid fee challan from the Office of the **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi**, on any working day (Monday to Friday). Alternatively, the tender documents can be downloaded from the IBA website. The tender fee challan can be generated from the IBA website at <https://tenders.iba.edu.pk> and deposited at any branch of Meezan Bank Ltd.

Sealed bids should be dropped in the Tender Box located at the Security Office, Gate #4 of IBA Main Campus. Bids will be opened on the same date and venue in the presence of the bidders' representatives who may wish to attend. In case of a holiday, the tender will be opened/received on the next working day at the same place and time.

Please ensure that bid security, in the form of a Pay Order or Demand Draft, is submitted in favor of 'IBA Karachi' along with the tender.

N.B. IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to the relevant provision of SPP Rules 2010.

REGISTRAR

IBA, Main Campus, Karachi University Enclave, Karachi-75270

UAN: 111-422-422, Fax: (92-21) 99261508

Contact Person: Sr. Executive Procurement on 38104700, Ext: 2152

Email: tenders@iba.edu.pk, IBA Website: <https://tenders.iba.edu.pk>

<https://ppms.pprasindh.gov.pk/PPMS/public/portal/notice-inviting-tender>

1. Bill of Quantity

Prepare and submit your best pricing offer and cost sheet. Pricing should include, but not limited to, the following scope:

S. #	Description	Unit	Per month cost	Cost per Annum (PKR)
1	<ul style="list-style-type: none"> Communications Strategy & Planning Content Creation & Creative Development Digital Marketing <p><i>(For detailed scope refer to Article 4 of the Technical Proposal)</i></p>	On a retainership basis		
Total				
15% SST				
Grand Total Amount				

 Stamp and Signature

2. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc. payable by the firms/companies/agencies works;

M/s. _____, the agency hereby declare that:

1. Its intention is not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
2. Without limiting the generality of the forgoing the manufacturer/supplier/distributor represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
3. The manufacturer/supplier/distributor accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation, and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instruments, be stand void at the discretion of the IBA.
4. Notwithstanding any right and remedies exercised by the IBA in this regard, manufacturer/supplier/distributor agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

Note:

This integrity pact is a mandatory requirement other than auxiliary services/works.

Stamp & Signature

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s _____

Contact Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ Email _____

Stamp & Signature