



No.10(81)2022-23(01)
Prime Minister's Office
Board of Investment
6th Floor Kohsar Block, Pak Secretariat, Islamabad
Phone: 051-9203287



Tender Document for Production of Investment Documentary & TORs



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Prime Minister's Office
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6th Floor Kohsar Block, Pak Secretariat, Islamabad
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Tender Document

Name of Firm/ Contractor: _____

Office Address: _____ =

National Tax Number: _____

GST No: _____

PTCL Telephone No: _____

Mobile No: _____

Signature _____

Board of Investment (BOI) invites proposals/bids for the supply of following items;

Sr. #	Description of Items Required	Qty	Rate per unit
1.	Documentary film on the activities of Board of Investment and current Investment scenario of Pakistan Detailed specification for making the documentary are given below:		

The purpose of the video will to;

- Give an insight to the nascent investment opportunities in Pakistan, bringing to surface the ups and downs of Pakistan's lucrative investment domain.
- Educate the masses about the notable investors/entrepreneurs and companies; how they operate technically, how they develop business acumen and also highlighting their key efforts overall.
- Focus on different investment sectors of Pakistan and how they play key role in national development. Showcase statistics, numbers and relevant data.
- Act as a window of opportunity for aspiring investors, the video will be a huge motivational factor for all those seeking guidance as how to start their venture, the challenges they face and how BOI will help to overcome them.
- Bring about a positive image of Pakistan internationally by meticulously highlighting the progress on different sectors.
- Establish a strong brand identity for BOI where the name becomes interchangeable with investment, ease of doing business, growth, success and main investment driver of Pakistan.

Technical Terms and Conditions:

- Video must be a shot on a 4k/2k Digital/HD Broadcast Video Cameras from Son/Panasonics/Canon/ Nikon) with high FPS rate.
- Video format need in uncompressed 4k/2k RAW as well as AVI/MOV and MPEG-4 format.
- Proper color grading and enhancement edition capabilities.
- The tenderer should possess proper shoot, lighting and editing equipment/suite.

Other Specifications:

1. **Duration:** Duration of final copy of the documentary film should be of 06 to 07 minutes or as required.
2. **Language:** English.
3. **Format & Quality:** Telecast quality HD digital (MOV/AVI/MPEG 4) format or in accordance with national TV channel broadcast video format. The preproduction and post production stages must involve high industry standard equipment, infrastructure and technical staff.

4. **Final Copy:** The tentative final copy of documentary will be shown to the authorities of BOI for prior approval. Any changes or correction suggested therein will be fulfilled by the agency at no extra cost and final copy will have to be submitted.
5. **Copyright:** BOI will be the sole right holder, including intellectual and marketing rights (distribution and reproduction) on the audio visual footages pertaining to the documentation project to the research .Any use of the audio an visual footages of the documentation project or the research work without the prior consent of Board of Investment will attract legal action.

Filling and Submission of Tenders:

- Use of white fluid or over writing on Tenders will not be accepted.
- Rates must be quoted with taxes.
- Tender must clearly indicate that the quoted rates will remain effective till **30 June, 2024**
- Tender should reach in the Office of Director General (Admin) up to **(Monday) May 08, 2023 at 12:00** and Tender will be opened on the same date at 1400 hrs in the presence of all bidders.
- The Board of Investment reserves the right to accept or reject any or all tenders.
- Income Tax will be deducted at source as per current rate.
- The payment will be released after satisfactory completion of documentary.

S. No.	Details of the Security Deposit
i.	Security Deposit amounting to 5% of the bid price (in rupees) drawn on _____ dated _____
ii.	Pay order/Bank draft should be in the name of Board of Investment, Islamabad i.e BOI Account No. _____
iii.	Security deposit of the un-successful bidders will be refundable after the award of contract to the successful bidder.
iv.	Security deposit of the successful bidder will be released on satisfactory completion of Documentary Film
v.	Tenders without security deposit will be rejected without consideration.
vi.	The successful firm will deposit 5% of the amount of quotation as security on award of contract, which would be forfeited in case of default.

S. No.	Experience
	<p>The production company should have extensive experience in producing documentary films or TV programs, relating to the social and economic matters.</p> <ul style="list-style-type: none"> • Experience in working with Government, No-Governmental Organizations and/or international organization. • Excellent technical capacities to ensure smooth and high quality production (production staff, owner of own film/video production equipment with show past work). • Excellent planning and organizational skills. • Excellent ability to meet deadlines.

S. No.	Selection Process
	<p data-bbox="298 191 1526 289">There will be a two-step selection process. Based on the following evaluation criteria, three shortlisted firms with highest points will be invited to present their concept to BOI. The winning offer will be selected after the presentation of the 3 firms.</p> <p data-bbox="298 369 431 401"><u>Eligibility</u></p> <p data-bbox="298 443 1526 510">Upon the opening of the tenders, the documents will be inspected to ensure that they are in agreement with the guidelines. The following checklist will be applied;</p> <ul style="list-style-type: none"> <li data-bbox="347 552 594 583">➤ Company profile <li data-bbox="347 585 618 617">➤ Technical proposal <li data-bbox="347 619 610 651">➤ Financial proposal <li data-bbox="347 653 948 684">➤ No. of copies (documentaries) to be submitted <li data-bbox="347 686 797 718">➤ Copies of certificates (NTN & GST) <li data-bbox="347 720 1446 751">➤ Complete Client List (Productions completed and in process) along-with contact persons. <p data-bbox="298 835 1526 934">The duly certified copies of the prescribed, documents as specified above shall be included in the annex to the bid package. Non-compliance to the above will render the submission invalid and therefore disqualified.</p> <p data-bbox="298 976 1526 1041">BIDS will be evaluated according to the rules & procedures as laid down in <u>Public Procurement Regulatory Authority (PPRA) Ordinance 2004</u></p>

S. No.	Technical Evaluations Criteria													
	<table><tr><th>Criterion</th><th>%</th></tr><tr><td colspan="2"><u>Expertise of the production company:</u></td></tr><tr><td>DVD sample of previous works of similar nature as well as full list of productions completed and in process. Completion certificates from the firms/ department etc/</td><td>10</td></tr><tr><td>Proposed Concept Script, methodology, approach (creative and innovative ideas) and implementation plan with proposed timeframe for pre-production, production and post-production.</td><td>40</td></tr><tr><td>Previous public sector experience of production of five (05) similar nature documentaries on Pakistan.</td><td>10</td></tr><tr><td>Presentation of the project</td><td>20</td></tr></table>		Criterion	%	<u>Expertise of the production company:</u>		DVD sample of previous works of similar nature as well as full list of productions completed and in process. Completion certificates from the firms/ department etc/	10	Proposed Concept Script, methodology, approach (creative and innovative ideas) and implementation plan with proposed timeframe for pre-production, production and post-production.	40	Previous public sector experience of production of five (05) similar nature documentaries on Pakistan.	10	Presentation of the project	20
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S. No.	FINANCIAL EVALUATING CRITERIA			
	<table><tr><td>Production cost and necessary expenses, transparency and efficiency of costs</td><td>20</td></tr></table>		Production cost and necessary expenses, transparency and efficiency of costs	20
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Only bids that have attained a rating above 60% in the technical evaluation will proceed to the financial evaluation stage.				

Selection Formula

Financial Evaluation Marks = (Lowest bidder in item quoted /quoted bidder in item quoted) x 20

Total Marks= Technical Evaluation Marks + Financial Evaluation Marks

S. No.	Award of Contract / Completion of Supply
i.	The successful bidders shall be responsible to complete the production within period of 45 days from the receipt of supply order failing which the BOI reserves the right to cancel the order and forfeit the earnest money.
ii.	The successful short listed firm will be awarded contract after signing of Service level Agreement (SLA) for one (01) year.
iii.	The firms will ensure quality of the supply.
iv.	The firms will not be paid for any escalation that occurs during the delivery period.
v.	The evaluation committee will carry out the inspection the items supplied. The decision of inspecting authority regarding approval or rejection of the items will be final and binding to all concerned.
vi.	Affidavit on Rs.100/- Stamp paper to the fact that the firm is not black listed and has no dispute with any government organization may be furnished.
vii.	Tenders received late will neither be accepted nor entertained and will be returned unopened by hand or by mail.
viii.	Incomplete tenders without indicating make, model, manufacture name and country of origin (where applicable), will be ignored straightway.

(Sajjad Hussain)
 Director General (Admin)

No.10(81)2022-23(01)

Prime Minister's Office

Board of Investment

6th Floor Kohsar Block, Pak Secretariat (TUV)

Islamabad.

PROPOSALS REQUIRED FOR PREPARATION OF VIDEO DOCUMENTARY OF BOI

The Board of investment (BOI) was established with broad based responsibilities for promotion of investment in all sectors of economy and provides facilitation to local and foreign investors for speedy materialization of their projects and to enhance Pakistan's international competitiveness, contribute to economic and social development. BOI invites sealed proposals from reputed production houses registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue to produce a high class documentary film on Pakistan's investment climate & Potential during fiscal year, 2022-23. The tender documents and TORs of the documentary, are available at https://invest.gov.pk/sites/default/files/2023-04/Investment_Documentary_TOR.pdf and also be obtained from BOI during office hours. The complete Technical and Financial Proposals as per TORs should be submitted on or before **Monday, May 08, 2023 at 1200 hours** at the above address. The Tender will be opened on the same date at 1400 hrs. Amount of bid security not exceeding five percent of the estimated value of procurement must be attached with bids. Without security, bids will be cancelled. Documentary must be prepared within 15 days from issuance of work order.

(Sajjad Hussain)

Director General (Admin)

Tel :051-9203287