

Announcement of Technical Evaluation Report

HIRING SERVICES OF A FIRM FOR PRODUCTION OF NDRMF PODCAST SERIES AND WEBINAR SERIES

(Non-Consultancy Services)

National Competitive Bidding

Single Stage Two Envelop Procedure (Quality & Cost Based Selection)



29 December, 2023

National Disaster Risk Management Fund

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Section I. Technical Evaluation Report- Text

1. Objective of the Activity

1.1 In an era of rapid information dissemination and evolving media landscapes, clear, impactful, and engaging communication stands paramount. For an institution as pivotal as NDRMF Pakistan, which shoulders the essential task of disaster risk management, it's crucial to harness the power of media to inform, influence, and inspire. This proposal aims to chart a dynamic path of outreach, leveraging the structured narratives of podcasts and the real-time interactions of webinars, to amplify NDRMF's mission. Through a series of meticulously planned episodes and sessions, we seek to bridge the informational gap, foster meaningful dialogues with key stakeholders, and position NDRMF as the beacon of resilience in the media narrative.

Overview:

1.2 Set in the professional studio environment, a podcast series and a webinar series are proposed, where each episode will offer a deep dive into NDRMF's expansive work across Pakistan. Through engaging conversations on issues that matter, the podcasts and webinars will aim to elucidate the challenges, victories, and visions that encapsulate NDRMF's commitment to Pakistan.

2. The Bidding Process

2.1 For the selection of eligible Firm for production of NDRMF's Podcast and Webinar series, Bids were invited from eligible firms, duly registered with Income Tax and Sales Tax Departments, through an Invitation to Bids Notice, published in National Dailies on 27th November, 2023 as well posted on PPRA & NDRMF's Websites.

2.2 Considering the nature of the assignment, "**Quality & Cost Based Selection (QCBS) Method**" is followed in accordance with the procedures set out in the Public Procurement Rules.

2.3 As per Invitation to Bids Notice, **12th December, 2023 by 1100 hours** was set as due date and time for the submission of Bids as per Single Stage Two Envelop Procedure, and in response, following two (02) firms, submitted their Bids within the due date & time.

- i. M/s IES Environmental Solutions
- ii. M/s Black Box Sounds International

2.4 The names of the participating firms, were read out loudly. Besides, the Financial Bids were kept sealed. **Minutes of Technical Bids opening are provided at Section-II-Annex-II.**

2.5 Subsequently, the committee members evaluated the Technical Bids of the participating firms in accordance with the laid down criteria of the approved bidding document, besides the Committee also checked the mandatory documents as per **Bidding Document ITB Clause 13.3(b)**. Compliance Status is provided hereunder: -

Mandatory Criteria:-

Requirements as per Clause 13.3(b)	M/s IES Environmental Solutions	M/s Black Box Sounds International
Registration with Income Tax Department.	Submitted	Submitted
Registration with Sales Tax Department.	Submitted	Submitted
Proof of Active Tax Payer of Income & Sales Taxes.	Submitted	Submitted
Bidders must provide an Affidavit on judicial stamp paper of Rs. 100/- that bidder is not blacklisted by any public sector organization	Submitted	Submitted
Bid Securing Declaration as per ITB Clause 18.1	Submitted	Submitted
Status	Compliant	Compliant

Evaluation Criteria

Criteria, and point system for the evaluation of the Technical Bids as per Bidding Document ITB Clause 13.3(b) is provided hereunder:

1	Years of Operations	Engaged in a similar business for at-least three Years	10
2.	Management Structure	Management Structure/ Organogram & Systems of the Firm/Company with relevant information about Technical Experts required as per Scope of Services	10
3	No. of similar assignments	Atleast 03 number of similar assignments related to production of Podcast and Webinar Series during last three (03) years with Private Sector, Government / Semi Govt. / Autonomous Bodies and INGOs etc	35
4	Presentation	Physical Verification/Presentation for evaluating Professional skills, similar areas based skills, creativity that best suited for NDRMF's need	45

Total points for the above criteria = 100

The minimum technical score (St) required to pass is: 70 Marks- Financial Bids shall be opened of those Firms whose Bids have passed the minimum technical score

2.6 Based on technical evaluation as per aforesaid technical evaluation criteria following is the technical scores of the firms:

S	Applicant's name	Technical scores (St)	Remarks
1.	M/s IES Environmental Solutions	60	The firm have more experience in Environmental related subjects and less practical/relevant experience in areas pertaining to Disaster Risk Management particularly media role in DRM, disaster risk management challenges and media strategies for disaster resilience etc.
2.	M/s Black Box Sounds International	80	Firm is having Renewed media personality for Hosting the services, and having more relevant experience in aforesaid topics.

Detailed Technical Evaluation sheet is attached at Section-II: Annex-I.

3 RECOMMENDATIONS:

Foregoing in view, Procurement Evaluation Committee recommended that based on the results of the technical evaluation, the following firms obtained technical scores of 70 or more have been recommended as **technically qualified** and their Financial Bids shall be opened publically on pre-fixed date in the presence of Committee members and representatives of the technically qualified firm:-

M/ s Black Box Sounds International

Section-II

Annex-I Technical Evaluation Sheets

Annex-II Minutes of Technical Bids Opening

Technical Evaluation Sheet

S. #	Evaluation Criteria		Max. marks	Marks Obtained	
				M/s IES	M/s Black Box
1	Years of Operations	Engaged in a similar business for at-least three Years	10	10	10
2.	Management Structure	Management Structure/ Organogram & Systems of the Firm/Company with relevant information about Technical Experts required as per Scope of Services	10	5	10
3	No. of similar assignments	Atleast 03 number of similar assignments related to production of Podcast and Webinar Series during last three (03) years with Private Sector, Government / Semi Govt. / Autonomous Bodies and INGOs etc	35	25	30
4	Presentation	Physical Verification/Presentation for evaluating Professional skills, similar areas based skills, creativity that best suited for NDRMF's need	45	20	30
Total Marks			100	60	80

Subject: - **MINUTES OF THE MEETING: PUBLIC OPENING OF TECHNICAL BIDS FOR “HIRING SERVICES OF A FIRM FOR PRODUCTION OF NDRMF’S PODCAST AND WEBINAR SERIES”**

For subject activity, NDRMF invited the Bids from the eligible firms, by advertising the Invitation to Bids Notice in the Newspapers and Websites of PPRA & NDRMF, following “Quality & Cost Based Selection (QCBS)” method, Single Stage Two Envelop Procedure, under Public Procurement Rules.

2. In Bidding document and Invitation to Bid Notice, 12th December, 2023 by or before 1100 hours local time, was pre-fixed as due date for receipt of Bids and opening of Technical Bids. On the said due date and time, following **two (02)** firms submitted the Technical & Financial Bids for the assignment: -

S #	Firms’ Names
1.	M/s IES Environmental Solutions
2.	M/s Black Box Sounds International

3. The Technical Bids of the above firms was opened publically, during the meeting of the designated “Procurement Evaluation Committee” on 12th December, 2023 at 1130 hours in the NDRMF Office, Islamabad. No bidder chose to attend the Bid Opening.

4. The name of the participating Firms, were read out loudly. The original sealed Financial Bids of the participating firms, was kept sealed and placed at safe custody till the finalization of Technical Evaluation.