



Government of Sindh  
Sindh Peoples Housing for Flood Affectees  
(SPHF)



**PROCUREMENT OF NON-CONSULTING SERVICES**

**REQUEST FOR QUOTATION**

**Event Management Services for International Rural Women's Day**

**Our Reference:** PK-SPHFC-383099-NC-RFQ

**Dated:** 21 September 2023

1. The Government of Sindh has received credit through EAD, Govt. of Pakistan from the International Development Association towards the cost of Sindh Flood Emergency Housing Reconstruction Project (the Project). Sindh Peoples Housing for Flood Affectees (the Company) is implementing agency of the project. The Company intends to apply a portion of the proceeds of this credit to eligible payments under the Contract for which this RFQ is issued.
2. The Company now invites quotations for the Procurement of the Services for **Event Management Services for International Rural Women's Day** (being celebrated on 15 October 2023) from reputed firms having previous experience to provide these types of non-consulting services.

Detailed Description of Services is available on Company's website [www.sphf.gos.pk](http://www.sphf.gos.pk)

3. The required services will include following:
  - a. Secure a suitable event venue at a local hotel, accommodating 200 guests.
  - b. Organize lunch or dinner arrangements for 200 guests.
  - c. Design and install the stage with one large screen and wings on both sides.
  - d. Arrange necessary logistics (multi-camera set up with a control station) to live stream the event/speakers and display visual elements during the event.
  - e. Set up and manage six screens (synced with a large screen)
  - f. Install and manage the sound system for the event.
  - g. Install and manage additional lighting.
  - h. Print standees, flyers, brochures, and invitation cards, and media wall.
  - i. 4-minute high-quality event video based on event highlights and interview of key guests (necessary arrangements needed, such as boom mic and portable LED light, to be made to interview key people during the event).
  - j. Produce 100 high-resolution pictures.
  - k. Provide simultaneous interpretation service (through headphones, from Sindhi/Urdu to English to English to Sindhi/Urdu).
4. The received quotations will be evaluated as per 'RFQ' method of procurement in accordance with the World Bank Procurement Regulations for IPF Borrowers dated July 2016 as revised through Fourth Edition, November 2020 available on [www.worldbank.org](http://www.worldbank.org). The acceptable terms and conditions of the lowest, responsive and technically compliant quotation shall be incorporated in the Contract.



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5. The event will be held on 15 October 2023. The quotations containing the technical and financial details with complete profile of the service providers/ firms also indicating the relevant experience may be addressed and submitted to the Chief Executive Officer SPHF on the address below on or before **03 October 2023** during the business hours.
6. The quotation must be valid for atleast 30 days from the submission date and the quoted price should include all the applicable local taxes/duties and transportation charges etc.

---s/d---

**Khalid Mehmood Shaikh (CEO)**  
Bungalow # 20 Block 7/8, Modern  
Cooperative Housing Society,  
Tipu Sultan Road, Karachi



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**Description of Services**

**Event Management Services for International Rural Women's Day**

1. The key components of the program include;
  - i. **Empowering voices;** Women beneficiaries of SPHF from different districts of Sindh will deliver impactful presentations, sharing their experiences and the positive changes brought about by SPHF initiatives.
  - ii. **Unveiling the SPHF Gender Action Plan:** Launch of the SPHF Gender Action Plan during the event. The plan outlines SPHF's commitment to gender equality and outlines our strategic approach.
  - iii. **Financial Inclusion Showcase:** Through captivating videos, we will showcase the remarkable strides made in financial inclusion for women, emphasizing the transformative role SPHF has played.
2. The event management company shall render the following services;
  - a. Secure a suitable event venue at a local hotel, accommodating 200 guests.
  - b. Organize lunch or dinner arrangements for 200 guests.
  - c. Design and install the stage with one large screen and wings on both sides.
  - d. Arrange necessary logistics (multi-camera set up with a control station) to live stream the event/speakers and display visual elements during the event.
  - e. Set up and manage six screens (synced with a large screen)
  - f. Install and manage the sound system for the event.
  - g. Install and manage additional lighting
  - h. Print standees, flyers, brochures, and invitation cards, and media wall.
  - i. 4-minute high-quality event video based on event highlights and interview of key guests (necessary arrangements needed, such as boom mic and portable LED light, to be made to interview key people during the event.
  - j. Produce 100 high-resolution pictures.
  - k. Provide simultaneous interpretation service (through headphones, from Sindhi/Urdu to English to English to Sindhi/Urdu).
3. The event will be held on 15 October 2023 in Karachi.