

## Services Required:

- 1- Services of well reputed NGO(s) registered and affiliated with Government of the Punjab under the prevalent rules, having vast experience of working in the sphere of women rights and capacity to operate in all districts of the province, are required to work with Ombudsperson, Punjab in order to carry out the scheme titled Harassment Awareness Volunteer Programme (HAVP) under Protection Against Harassment of Women at Workplace Act, Punjab 2010 and conduct Awareness Seminars as well as prepare and send volunteers to Public and Private sector offices and organizations, e.g. government departments, district offices, banks, hospitals, factories, chamber of commerce, etc. to create awareness about the Act, in coordination with the concerned district administrations, and Advertisement Agency/ Agencies selected for the purpose.
- 2- For the same programme, services of well reputed Advertisement Agency/Agencies having capacity to work in all districts of the province and registered with DGPR and Information Department, Government of the Punjab under relevant rules are required, to undertake a synchronized print and electronic media campaign through T.V. Radio, Newspapers, Banners, Posters, Hoardings, Pamphlets, etc. in coordination with the concerned district administrations, NGOs and DGPR on behalf of Ombudsperson, Punjab.
- 3- This programme will be accomplished during financial year 2014-15 and 2015-16 in 18 districts each per year, in accordance with detailed TORs attached, to be signed and finalized by the parties.
- 4- Selection of NGOs and Advertisement Agencies will be done through a transparent and competitive bidding process in accordance with PPRA Rules
- 5- Tender documents/forms and detailed TORs can be obtained from Cashier of this office till 25<sup>th</sup> September, 2014 during office hours.
- 6- Tender documents/technical and financial proposal along with 5% security money in the shape of CDR in two separate sealed envelopes may be sent to/ submitted in in this office till 11:00 a.m. on 26<sup>th</sup> September, 2014. Income/ Sales tax Registration Certificate and other documents as prescribed in the tender forms obtained from this office must be attached

with the bidding documents. Bidding documents/ envelopes that are incomplete, unsigned, unsealed or not prepared according to PPRA Rules, will not be considered.

- 7- Technical proposals will be opened the same day at 11:30 a.m. in accordance with PPRA rules, in the presence of representatives of NGOs and Advertisement Agencies available at that time. Only the NGOs/Advertisement Agencies that qualify the technical proposal stage will be called to participate in the opening of financial proposals/bids.
- 8- Decision of the Technical Committee and Selection Committee will be final. More than one NGO and Advertisement Agencies may be selected for the Programme.



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## حکومت پاکستان

1۔ ”اعلیٰ شہرت کی حامل“ خواتین کے سماجی مسائل پر کام کرنے کا وسیع تجربہ رکھنے اور صوبہ بھر میں کام کرنے کی صلاحیت رکھنے والی ایسی مہترکاری تنظیموں (NGOs) کی PPRA قوانین کے تحت خدمات دیکار ہیں جو حکومت پنجاب کے ساتھ منسلک بھی ہوں اور مروجہ قوانین کے تحت رجسٹرڈ بھی ہوں اور مہترکاری / نیم مہترکاری / نجی شعبہ میں خواتین کی برساتائی کے خلد تحفظ کے قانون 2010 نائز مشدہ پنجاب کے بارے میں عوام الناس کو خواتین برساتائی آگاہی پروگرام (HAP) 16-2014 کے یڈ پنجاب کے تمام اضلع میں ضلعی انتظامیہ کے تعاون سے آگاہی سیمینار منعقد کریں اور رضاکاروں کے ذریعے مہترکاری / نیم مہترکاری / نجی اداروں - دفاتر فیکٹریوں - کالجوں - بینکوں - ہسپتالوں اور یونیورسٹیوں وغیرہ میں آگاہی دیں۔

2۔ اسی پروگرام کے یڈ PPRA قواعد کے تحت اعلیٰ شہرت کی حامل صوبہ بھر میں کام کرنے کی صلاحیت رکھنے والی اشتہاری کمپنی / کمپنیوں کی خدمات بھی دیکار ہیں۔ جو DGPR اور انفارمیشن ڈیپارٹمنٹ حکومت پنجاب کے ساتھ مروجہ قوانین کے تحت رجسٹرڈ بھی ہوں اور ٹیلی ڈرن - ریڈیو - اخبارات - سینئر - پوسٹر - بورڈنگز اور پمفلٹس وغیرہ کے ذریعے متعلقہ ضلعی انتظامیہ - NGOs اور DGPR کے ساتھ مل کر ایک مربوط پرنٹ اور الیکٹرانک میڈیا مہم چلا سکیں۔ دیکھی رکھنے والی NGOs اور اشتہاری کمپنیاں PPRA رولز کے تحت ٹینڈر پراسیس میں شرکت کر سکتی ہیں۔ یہ پروگرام سال 15-2014 (اور 16-2015 میں مکمل کیا جائیگا جس میں ہر سال 18- اضلع شامل ہوں گے۔ ٹینڈر فارم اور مفصل شرائط و ضوابط (TORs) کیٹیڈر دفتر خاتون محاسب پنجاب سے رجوع ہوں 50% رڈ (پانچ صد روپے) - 25 ستمبر 2014 تک دفتری اوقات میں حاصل کیے جاسکتے ہیں۔ ٹینڈر درخواستیں ہمراہ تکنیکی اور فنانشل پروپوزل الگ الگ سیل شدہ لفافے میں 5% زر ضمانت (قابل واپسی) 26 ستمبر 2014 صبح 11 بجے تک زیر دستخطی کے پاس جمع ردا جاسکتے ہیں۔ تکنیکی قادیز اسی رز 30-11 بجے حاضری کی فوائش نذر NGOs اور اشتہاری کمپنیوں کے نمائندگان کی موجودگی میں دفتر زیر دستخطی میں کولڈ جائے گا۔ مالیاتی پیشکشوں کو کھولنے کے یڈ صرف اہل قروں کو مدعو کیا جائے گا۔ غیر مہترکار غیر دستخط شدہ - نامکمل اور طریقہ کار کے خلد حصول ہونے والی پیشکشیں مسترد کر دی جائیں گی۔ حکومت پاکستان اور حکومت پنجاب کے مروجہ قوانین کے تحت انکم ٹیکس / سیلز ٹیکس رجسٹریشن سرٹیفیکٹ اور ٹینڈر میں درج تمام دستاویزات پیشکشوں کے ساتھ لازماً لف کی جائیں

انعام

پروفیسر ڈاکٹر میرا فیلتوس

خاتون محاسب پنجاب

بلڈنگ نمبر 2 گراؤنڈ فلور ایوان اقبال کمپلیکس

ایجرٹن رڈ لاہور فون 55277552-55


## **Selection Process, TORs and Responsibilities of NGOs and Advertisement Agencies**

In order to execute the Harassment Awareness volunteer Programme, services of a well reputed NGO(s) registered under the prevalent rules would be outsourced/ hired with a transparent selection process in accordance with PPRA and all other prevalent rules from amongst the well-reputed NGOs related to women issues, having well established set up in different districts.

Furthermore, in order to streamline the activities of NGOs and strengthen it with a well-coordinated print and electronic media campaign (both ATL and BTL), services of a highly reputed Advertisement Agency/ agencies registered with DGPR, Information Department, Government of the Punjab will be hired through a transparent selection process in accordance with PPRA and all other prevalent rules to work alongwith or on behalf of DGPR and coordinate with selected NGO(s) and district administration in all HAVP activities.

### **The selection of NGO(s) and Advertisement Agency/Agencies will be done by a Selection Committee comprising of:**

1. Ombudsperson, Punjab,
2. Representative of Secretary, Women Development Department
3. Representative of Secretary, Finance Department, Punjab
4. Representative of P&D Department, Punjab
5. Representative of DGPR
6. A co-opted member of NGO not participating in the bidding process
7. Secretary/ Registrar, office of Ombudsperson, as Secretary of Committee

  
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### **The TORs of NGO(s) would be as follows:**

- Selected NGO(s) will act as local representative of the Ombudsperson, Punjab and arrange seminars (one each in each district) including all physical, logistic arrangements e.g. site selection, hall booking, publicity and other arrangements in coordination with district administration and DGPR/ advertisement agency. The selected NGO(s) will gather target audience/ participants for walks/ seminars including volunteers, civil society, public representatives, notables and employees from different Public/ Private sector organizations.
- The selected NGO(s) would engage young and committed women / men volunteers and train them on various aspects/ implications of the Harassment of Women at the Workplace Act, 2010 and send them to different Public/ Private sector offices/organizations including hospitals, educational institutions, banks, industries/ factories etc. in each district to create awareness about protections to the working women against harassment in coordination with DGPR/ advertisement agency and district administration.
- The selected NGO(s) would give food/refreshments, stipend, travelling and other expenses as well as certificates etc. to the volunteers. All activities will be monitored by concerned distt. Administration which will also verify expenditure bills.
- Prepare schedule of its activities in consultation with the district administration concerned and advertisement agency, and take prior approval of the programme from Ombudsperson before undertaking all activities in the districts.
- Performance of the N.G.O(s) would be continuously supervised, evaluated and monitored and modified if necessary. All activities would be carried out with prior approval of Ombudsperson and expenditure bills would be submitted to Ombudsperson for approval after completing all procedural/ legal/ codal formalities as per PPRA rules and verification by DCO office.
- The selected NGOs will employ its own advertisement tools including banners, placards, posters, pamphlets etc. to publicize its activities and also coordinate with DGPR/ selected Advertisement Agency which would give befitting publicity to all activities through T.V Radio, cable networks, newspapers, banners, posters, placards booklets, hoardings specifically designed as approved by



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Ombudsperson in accordance with PPRA rules and policy/rates of Information Department, Government of the Punjab.

**The TORs of Advertisement Agency would be as follows:**

- To launch a synchronized and comprehensive print and electronic media campaign and work on Harassment Awareness Volunteer Programme (HAVP), alongwith NGO(s), with prior approval of the schedule from Ombudsperson, Punjab, under which most effective dissemination techniques and Above the Line (ATL) and Below the Line (BTL) advertisement activities would be employed in collaboration with/ on behalf of DGPR as permissible under the PPRA and other rules.
- Prior approval of schedule and programme of activities by Ombudsperson shall be binding before taking up all activities.
- The Advertisement Agency/ Agencies shall work with DGPR would assist/ keep close liaison with the NGO(s) selected for the Harassment Awareness Volunteer Programme (HAVP) and get the campaign's schedule and details approved by the Ombudsperson, Punjab, to work in a synchronized manner with NGO/and district administrations.
- To give widespread publicity to the activities and functions arranged by NGOs e.g. Awareness Seminars and outreach to women at workplace in all districts, the selected Advertisement Agency would give befitting and appropriate publicity to all activities through T.V Radio, cable networks, newspapers, banners, posters, placards, booklets, hoardings specifically designed as approved by Ombudsperson in accordance with PPRA rules and policy/rates of Information Department, Government of the Punjab/ DGPR.
- For all the district-level publicity/ advertisement activities to augment the activities of NGO e.g. Awareness Seminars, and outreach to



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working women, the Advertisement Agency shall submit its bills along with documentary proof, to the Ombudsperson after due verification from concerned DCO office and District Information Officer/ DGPR.

- The quantum of district-level and province-level media campaign, as well as proportion of ATL and BTL activities to be carried out by DGPR and Advertisement Agency shall be finalized by Ombudsperson Punjab.



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