

Bidding Documents

**For stand construction of Pakistan Pavilions at International Trade
Fairs in Germany**

Tender No TS _____ on PPRA Website (www.ppra.org.pk)

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Scope of Bids

The Trade Development Authority of Pakistan, (TDAP) through the Commercial Wing, Consulate General of Pakistan in Frankfurt am Main, is interested in stand construction of Pakistan Pavilions at International Trade Fairs in Germany from October 2023 to June 2024.

All the interested firms/companies must be registered with concerned German/EU authorities and have a good reputation. Procuring agency would give additional advantage to those interested bidders who are well reputed in the field and have a strong base/clientele.

Invitation to bids

The Trade Development Authority of Pakistan (TDAP) through the Commercial Wing, Consulate General of Pakistan, Frankfurt am Main invites sealed bids from European Stand Construction companies having valid construction licenses, insurances and necessary authorizations from the Exhibition Centers in Germany with at least 5 years of experience in building Country Pavilions at different international exhibitions in Germany for setting up Pakistan Pavilions at the following international trade fairs in Germany:

- ANUGA Food Fair 2023, Cologne (352 sqm)
- A+A 2023, Düsseldorf (90 sqm)
- ISPO 2023, Munich (390 sqm)
- Heimtextil 2024, Frankfurt (773 sqm)
- Domotex 2024, Hannover (100 sqm)
- Ambiente 2024, Frankfurt (tentative)
- Asia Apparel Expo 2024, Berlin (tentative)
- ITB 2023, Berlin (tentative)
- Hannover Messe 2024, Hannover (tentative)

The list of fairs and space is tentative in as much as there may be changes, addition or even cancellation of individual participations. Should any participation need to be increased, reduced or cancelled, this will not affect the agreed rate for the whole.

Single stage two envelope procedure shall be followed as provided in Public Procurement Rules, 2004 notified by the Government of Pakistan. This advertisement is also available at www.ppra.org.pk

Duly completed bidding documents must reach at the address given below on/ before 28th August 2023 at 1600 hours. Bids will be opened on same day at 1630 hours. Complete details/bidding documents can be requested on the below given email/downloaded from www.pakmissionfrankfurt.de

The Consulate General of Pakistan reserves the right to cancel the bidding process at any time in accordance with Public Procurement Rules 2004.

Commercial Wing
Consulate General of Pakistan,
Beethovenstr. 4

60325 Frankfurt am Main
Ph 0049-(0)-1511 1084169
Fax 0049-(0)69-697697-20
Email: pakcom.frk@tdap.gov.pk

Instructions to Bidders

Bidders are advised to read the following contents of the Instruction to Bidders (ITB) carefully: -

- Stand construction using Maxima- or/and Octanorm-system, aluminum, up to the highest permissible height in the respective hall.
- Sample design will be submitted along with bidding documents, based on the floor plan of the fairs ANUGA and Heimtextil (available from this office).
- Use of conventional elements for improved appearance.
- Illuminated panels for graphics to display Pakistan/TDAP logo above all stands well visible from all directions, milk acrylic or other material.
- Where possible, milk acrylic or banner-construction above the booth with Maxima-system 80 mm, aluminum
- Company name of each exhibitor well visible from all directions, milk acrylic, back-lighted
- List of all exhibitors in alphabetical order with stand numbers on one wall of the TDAP office, with Pakistan flag and TDAP logo preferably on back-lighted milk acrylic, otherwise well lighted
- Carpeting for all floors Rips in dark grey, foil covering to protect the carpet during building
- Walls in light grey or white, decorative panels on showcases etc. in dark green
- The material used for building the stand must be clean and of good quality
- The table and chairs should be of good quality and comfortable
- All hygiene, safety and distancing rules required by the fair organizers must be observed and incorporated into the stand design and construction. All equipment necessary to fulfil these

rules must be provided by the stand construction company within the quoted flat-rate price.

- The availability of approx. 10 % additional material and service over and above the contractual agreement must be ensured without additional charge, if required.
- The stand must be completed by 10.00 a.m. on the handing-over day. All equipment must be available in the individual booths at that time. The shelves and showcases must be clean so that the exhibitors can start displaying their products immediately.
- Technical assistance for individual changes on handing over day, capable of communicating in English or German, at least one per each 5 stands
- Removal of protective foil from carpets and cleaning of the floors in the evening of the handing over day
- Sheets + fasteners for covering the entrances of the booths at night
- Daily technical assistance during the fair days on call
- Daily cleaning of the floors during the fair days
- Storage of leftover refreshments/office equipment safely at warehouse and delivery to next fair
- Submitted bids must be complete in all aspects in light of bidding documents within the specified date and time.
- The firm/company must be registered/approved under local German laws.
- The mode of payment options (against the services rendered) should necessarily be part of the offer/quotation, made by the firm.
- Überweisung (transfer of payment from one account to another account) would be preferred mode of payment for the Consulate.
- Payment will be made on receipt of original invoice.
- The firm/company must have a tax identification number issued from concerned authority.
- No Security deposit will be paid by the Mission.
- No bank accounts would be attached for payments of the bills.

Cost of Bidding Documents

- The Bidder shall bear all the costs associated with the preparation and submission of his/her bid, and the Consulate shall in no case be responsible or liable for those

costs, regardless of the conduct or outcome of the bidding process.

- The bidding documents shall be provided to the interested bidders for a fee of **Euros 5 (Five euros only)** or it may be downloaded free of cost from the Mission's website (www.pakmissionfrankfurt.de/tenders) free of cost.

Amendment (s) in the Bidding Documents

- At any time prior to the deadline for submission of bids, the Consulate General, for any reason, whether at its own initiative or in response to clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).
- All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s) in writing through Post, e-mail or fax, and shall be binding on them.
- In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Consulate General, at its discretion, may extend the deadline for the submission of bids.

Language of Bid(s)

- All correspondence, communications, associated with preparation of Bids, clarifications, amendments, submissions etc shall be written in English language only.

The Governing Rules

- The Bidding procedure shall be governed by the Public Procurement Rules, 2004 issued and amended from time to time, by the Public Procurement Regulatory Authority (PPRA), Government of Pakistan. All related rules are available on PPRA website www.ppra.org.pk

Form of Bid

- The firm/company must have a valid tax number with the local authority.
- The mode of payment options should necessarily be the part of offer/quotation, made by the firm.
- All the interested bidders must be compliant to all relevant local/European Union rules and regulations.

Bidding Procedure

- The bidding procedure is governed under rule 36 “Procedures of Open Competitive Bidding” sub-rule (b) “Single stage – two envelop procedure”.
- The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- The envelopes shall be marked clearly as FINANCIAL PROPOSAL and TECHNICAL PROPOSAL in bold and legible letters to avoid confusion;
- At the specified bid opening time/date initially, only the envelope marked TECHNICAL PROPOSAL shall be opened;
- The envelope marked as FINANCIAL PROPOSAL shall be retained in the custody of the procuring agency without being opened;
- The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified/requisite requirements;

- During the technical evaluation no amendments in the technical proposal shall be permitted;
- The financial proposals of bids shall be opened publicly at a time, date and venue announced to the interested bidders in advance;
- After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only.
- The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- The bid found to be the most advantageous bid, shall be accepted.

Deadline for Submission of Bids

- Bids must be submitted by the Bidders and received by the Procuring Agency on/or before the expiry of deadline. Bids received later than the deadline will be rejected.
- The Procuring Agency may, in its discretion, extend the prescribed deadline for the submission of bids by amending the bidding documents, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

Late Bids

- Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency shall be rejected and returned unopened to the Bidder.

Withdrawal of Bids

- The Bidder may withdraw its bid after the bid's submission and prior to the deadline/closing time & date prescribed for submission of bids. No bid shall be withdrawn after opening of bids.

Terms and Conditions

- Stand construction of Pakistan Pavilions at International Trade Fairs in Germany will be the sole liability of the selected firm/company.
- No cash payment(s) will be made to the firm/company.
- The mode of payment options should necessarily be the part of offer/quotation, made by the firm.
- The prices include cost of construction and dismantling, cost of transportation and all general setting and all the fair-wise additional settings.
- All the interested bidders must be compliant to all relevant local/European Union rules and regulations.
- The agreement will be made for one year.

The invoices should be addressed to:

**Trade Development Authority of Pakistan (TDAP),
5/F Block A, Finance & Trade Centre
P.O. Box. 1293, Shahr-e-Faisal,
75200 Karachi,
Pakistan**

- Each party will have the right to terminate the agreement by giving fifteen (15) days advance written notice to the other party.
- The list of fairs is tentative in as much as there may be changes, addition or even cancellation of individual participations. Should any participation need to be

increased, reduced or cancelled, this will not affect the agreed rate for the whole.

- The final details regarding sizes and number of exhibitors for each fair will be contracted on its own, including the chosen final layout and specifications to meet the prevalent rules and regulations on safety and distancing issued by the respective fair organizers/local authorities. All such necessary changes to meet regulations are covered within the quoted rate.

Delivery time/schedule

- The payment will be made through Bank transfer on receipt of approval and funds from TDAP, Pakistan after receiving Original Invoice from the company.

Preparation of the Bids

Preparation of the Bids (To be submitted by firm/company)

- The Bidder shall completely study the evaluation criteria and an appropriate Price Schedule furnished in the bidding documents, indicating services to be provided for Stand Construction of Pakistan Pavilion at International Trade Fairs in Germany.

Bid Price

- The Bidder shall indicate on the appropriate form prescribed in this Bidding Document the total bid price of the services, he/she proposes to supply under the Contract.
- Form prescribed for quoting of prices, should be typed or manually filled with stamp and signatures. Any alteration/correction must be initialled. Every page of the bid is to be signed and stamped at the bottom.

- The Bidder should quote the prices of general requirements for overall stand and fairwise settings for the rental stands. The company/firm must quote only those prices of services as required, if these are different from the required services, then it may be rejected.
- The Bidder is required to offer a competitive price.
- According to § 13b UStG, no VAT is charged.
- While making a price quote, trend/ inflation in the rate of services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of services shall be entertained.

Bid Currencies and Supporting Documents

- Prices shall be quoted in Euro.
- The bidders may like to provide the leaflets/brochures/catalogues of quoted products with the bid.

Documentation on Eligibility of Bidders

- Bidder shall furnish, as part of its bid, the documentary evidence mentioned in the eligibility criteria for the Bidder's eligibility and its qualifications to perform the Contract if his bid is accepted.

Bid Security

- The interested firm/company are not required to submit any amount as bid security.

Submission of Bids

Sealing and Marking of Bids

- The envelope shall be marked as “BID” in bold and legible letters to avoid confusion. Similarly, the Bidder shall seal the bid(s) in separate envelopes. The envelopes shall then be sealed in an outer envelope.
- The inner and outer envelopes shall:
 - be addressed to the Procuring Agency at the address given in the Invitation for Bids; and
 - have bid Reference number indicated in the Invitation for Bids, and a statement: “DO NOT OPEN BEFORE,” the time and the date specified in the Invitation for Bids for opening of Bids.
- The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as “non-responsive” or “late”.
- If the outer as well as inner envelope is not sealed and marked as required by 1 to 3 above, the Procuring Agency shall assume no responsibility for the bid’s misplacement.
- The bids must be delivered by hand or by courier so as to reach the address of the Consulate General on the date and time prefixed in the Invitation for Bids.

Opening and Evaluation of Bids

Opening & Evaluation of Bid by the Procuring Agency

- The “Bids” received, shall be opened by the Procuring Agency publicly in the presence of the Bidders or their representatives who may choose to be present at the Consulate General of Pakistan, Frankfurt on 28th August 2023 at 1630 hours.
- All Bidders in attendance shall sign an attendance sheet.

- Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of Evaluation bid to the bidding documents. For purposes of this, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviation. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Laws, delivery schedule, taxes & duties etc. shall be deemed to be a material deviation for Bids. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- The Bids shall then be evaluated in terms of the compliance of the offered services technical specifications with the demanded ones.
- The Technically qualified Bids (i.e. compliant to technical requirements and other terms & conditions) shall be opened publicly on a specified date, time and venue, which shall be communicated to the bidders before opening of bids.
- The Procuring Agency shall open Bid (s) at the specified time and read out aloud its contents which may include name of the Bidder, items bided for and unit prices and total amount of the Bid (if applicable). The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the Public Procurement Rules, 2004, specifically Rule 28 (Opening of Bids).
- In the Bids, the arithmetical errors shall be rectified on the following basis: -
 - If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
 - If the Bidder does not accept the correction of the errors, its bid shall be rejected.

- If there is a discrepancy between words and figures, the amount in words shall prevail.

Rejection of Bids

- The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid under Public Procurement Rules (PPR) 2004. The Procuring Agency may upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.
- Conditional or incomplete bid(s) shall be rejected.
- The bid(s) received with over-writing, cutting and doubtful figure shall be rejected.
- The Procuring Agency incurs no liability, solely by virtue of its invoking Rule 33.1 of PPR 2004, towards bidders who have submitted bids.
- Notice of the rejection of any or all bids shall be given promptly to the concerned Bidders that submitted bids.

Re-Bidding

- If the Procuring Agency rejects all bids, it may call for a re-bidding.

Announcement of Evaluation Report

- Announcement of Evaluation Report will be as per PPR 2004.

Contacting the Procuring Agency

- No Bidder shall contact the Procuring Agency on any matter relating to its bid. If a Bidder wishes to bring additional

information to the notice of the Procuring Agency, it should do so in writing prior to its opening and announcement of evaluation report.

- Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder's bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.

Queries regarding Bidding Documents

- A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing at the Consulate's address indicated in the Invitation for Bids. The queries may also be sent via fax, phone or on email. The Consulate shall respond in writing to any request for clarification(s) of the bidding documents, which it receives 5 days prior to the deadline for submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders who have requested for the bidding documents. It may, however, be noted that queries/clarifications must be sent/forwarded as per timelines mentioned above and any delayed query would in no way result in extension of the last day/time of submission of the bidding documents.
- Address for requesting a clarification or sending query for all correspondence(s) with the Commercial Wing, Consulate General of Pakistan, Frankfurt, Germany is as under: -

Commercial Wing
Consulate General of Pakistan
Beethovenstr. 4
60325 Frankfurt am Main
Ph 0049-(0)-1511 1084169
Fax 0049-(0)69-697697-20
Email: pakcom.frk@tdap.gov.pk

Award of Contract

Acceptance of Bid and Award of Criteria

- The Bidder whose bid is found the most advantageous bid, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, shall be awarded the Contract, within the original or extended period of bid validity.

Notification of Award of Contract

- Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that his bid has been accepted.
- The notification of award shall constitute the signing of Contract for Agreement of Stand construction of Pakistan Pavilion at International Trade Fairs in Germany between the Procuring Agency and the successful Bidder.
- The enforcement of the Contract shall be governed by Rule 44 of the PPR-2004.

Signing of Contract

- After the notification of award, the Procuring Agency shall send the successful Bidder the Contract for Agreement for Stand construction of Pakistan Pavilion at International Trade Fairs in Germany in the bidding documents.
- The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document.

- If the successful Bidder, after completion of all codal formalities shows an inability to sign the Contract then in such situation the Procuring Agency may award the contract to the next most advantageous Bidder or call for new bids.

Evaluation Criteria

The firm/company scoring the highest marks, as per below given criteria, will be preferred.

Evaluation Criteria for Bids (1-5 score, 5 being the highest)

(Technical)

- Whether services of European Stand Construction companies have valid construction license (Yes/No) (5/0 score)
- Whether services of European Stand Construction companies have insurance and necessary authorizations from the Exhibition Centers in Germany (Yes/No) (5/0 score)
- Whether services of European Stand Construction companies have five (05) years of experience in building Country Pavilions at different international exhibitions in Germany (Yes/No) (5/0 score)
- Whether the company/firm is registered under the local law and is paying tax to the local tax authority (Yes/No). (5/0 score)
- The business history of the company/firm. (1-5 score)
- The outreach/clientele of the company/firm. (1-5 score)

Evaluation Criteria for Bids (1-5 score, 5 being the highest)

(Financial)

The firm quoting the lowest rates will be given maximum marks.

Agreement for Stand construction of Pakistan Pavilions at International Trade Fairs in Germany

This agreement is made and entered into on _____ between

Consulate General of Pakistan
Commercial Wing
Beethovenstr. 4
D-60325 Frankfurt am Main
Tel: +49(69)697697-0
Fax: +49(69)697697-20
parep.cdf@t-online.de

on behalf of

Trade Development Authority of Pakistan (TDAP),
5/F Block A, Finance & Trade Centre
Shahrah -e-Faisal,
75200 Karachi,
Pakistan

AND

Name of the COMPANY/FIRM:

_____ *Name of*

Owner /Official Representative:

_____ *Registered*

Address:

Tel: _____

Fax: _____

_____ *Website:*

_____ *Email:*

1) Contents of Contract and duration

This contract is the general agreement about the construction of Pakistan Pavilions. The duration of this contract is from October 2023 until June 2024.

M/s _____ undertake the construction of Pakistan Pavilion at following fairs:

- ANUGA Food Fair 2023, Cologne (255 sqm)
- A+A 2023, Düsseldorf (90 sqm)
- ISPO 2023, Munich (390 sqm)
- Heimtextil 2024, Frankfurt (728 sqm)
- Domotex 2024, Hannover (100 sqm)
- Ambiente 2024, Frankfurt (tentative)
- Asia Apparel Expo 2024, Berlin (tentative)
- ITB 2023, Berlin (tentative)
- Hannover Messe 2024, Hannover (tentative)

The list of fairs is tentative in as much as there may be changes , addition or even cancellation of individual participations. Should any participation need to be increased, reduced or cancelled, this will not affect the agreed rate for the whole. This office reserves the right to terminate any agreement with a notice period of 15 days.

The final details regarding sizes and number of exhibitors for each fair will be contracted on its own, including the chosen final layout and specifications to meet the prevalent rules and regulations on safety and distancing issued by the respective fair organizers/local authorities. All such necessary changes to meet regulations are covered within the quoted rate.

2) Pricing

The flat rate price for the rental stand is _____ Euro/sqm (Euro per square meter) valid for all above mentioned fairs. According to § 13b UStG, no VAT is charged.

The price includes:

- Construction and Dismantling
- Cost of transportation
- All the given general setting and all the fair-wise additional settings as mentioned in article 4.

Services which are exclusively supplied and charged by the fair organizer (e.g. main electric/water connection or phone / fax / internet lines into the stands) are not included in this price.

The orders for each individual fair will be placed 14 days before the set-up starts.

3) Invoicing and payment condition

The invoice will be addressed to:

Trade Development Authority of Pakistan (TDAP),
5/F Block A, Finance & Trade Centre
P.O. Box. 1293, Shahr-e-Faisal,
75200 Karachi,
Pakistan

The payment conditions are:

The payment will be made on receipt of original invoice as per term and conditions agreed.

Payment will only be made through bank transfer to the account of the company _____ as mentioned clearly on each invoice:

Name of Bank: _____

Title of Account: _____

IBAN: _____

BIC: _____

4) Included General settings and fairwise settings for the rental stand

4.1) General requirements for the overall stand

- Stand construction using Maxima- or/and Octanorm-system, aluminum, up to the highest permissible height in the respective hall
- Use of conventional elements for improved appearance
- Illuminated panels for graphics to display Pakistan/TDAP logo above all stands well visible from all directions, milk acrylic or other material
- Where possible, milk acrylic or banner-construction above the booth with Maxima-system 80 mm, aluminum
- Company name of each exhibitor well visible from all directions, milk acrylic, back-lighted
- List of all exhibitors in alphabetical order with stand numbers on one wall of the TDAP office, with Pakistan flag and TDAP logo preferably on back-lighted milk acrylic, otherwise well lighted
- Carpeting for all floors Rips in dark grey, foil covering to protect the carpet during building
- Walls in light grey or white, decorative panels on showcases etc. in dark green
- The material used for building the stand must be clean and of good quality
- The table and chairs should be of good quality and comfortable
- All hygiene, safety and distancing rules required by the fair organizers must be observed and incorporated into the stand design and construction. All equipment necessary to fulfil these rules must be provided by the stand construction company within the quoted flat-rate price.
- The availability of approx. 10 % additional material and service over and above the contractual agreement must be ensured without additional charge, if required.
- The stand must be completed by 10.00 a.m. on the handing-over day. All equipment must be available in the individual booths at that time. The shelves and showcases must be clean so that the exhibitors can start displaying their products immediately.

- Technical assistance for individual changes on handing over day, capable of communicating in English or German, at least one per each 5 stands
- Removal of protective foil from carpets and cleaning of the floors in the evening of the handing over day
- Sheets + fasteners for covering the entrances of the booths at night
- Daily technical assistance during the fair days on call
- Daily cleaning of the floors during the fair days
- Storage of leftover refreshments at warehouse and delivery to next fair

4.2) Included general settings for individual Pakistan Pavilions:

As per attached two lists Requirement List for Pakistan Pavilion and Additional accessories (fair wise)

5) Applicable law and place of jurisdiction

Any legal relationship based on this contract shall be subject to the laws of the Federal Republic of Germany. Place of jurisdiction is Germany.(Frankfurt am Main),

Amna Naeem
 Trade and Investment Counsellor
 Commercial Wing
 Consulate General of Pakistan
 Frankfurt am Main Germany
 on behalf of Trade Development Authority of Pakistan.

Company Name and Stamp

Requirement List for Pakistan Pavilions

General requirements for the overall stand	
Stand construction using Maxima- or/and Octanorm-system, aluminum, up to the highest permissible height in the respective hall	
Use of conventional elements for improved appearance	
Illuminated panels for graphics to display Pakistan/TDAP logo above all stands well visible from all directions, milk acrylic or other material	
Where possible, milk acrylic or banner-construction above the booth with Maxima-system 80 mm, aluminum	
Company name of each exhibitor well visible from all directions, milk acrylic, back-lighted	
List of all exhibitors in alphabetical order with stand numbers on one wall of the TDAP office, with Pakistan flag and TDAP logo preferably on back-lighted milk acrylic, otherwise well lighted	
Carpeting for all floors Rips in dark grey, foil covering to protect the carpet during building	
Walls in light grey or white, decorative panels on showcases etc. in dark green	
The material used for building the stand must be clean and of good quality	
The table and chairs should be of good quality and comfortable	
All hygiene, safety and distancing rules required by the fair organizers must be observed and incorporated into the stand design and construction. All equipment necessary to fulfil these rules must be provided by the stand construction company within the quoted flat-rate price.	
The availability of approx. 10 % additional material and service over and above the contractual agreement must be ensured without additional charge, if required.	
The stand must be completed by 10.00 a.m. on the handing-over day. All equipment must be available in the individual booths at that time. The shelves and showcases must be clean so the exhibitors can start displaying their products.	
Technical assistance for individual changes on handing over day, capable of communicating in English or German, at least one per each 5 stands	
Qualified decorators to assist the exhibitors in displaying their products, along with good quality decorating material	
Removal of protective foil from carpets and cleaning of the floors in the evening of the handing over day	
Sheets + fasteners for covering the entrances of the booths at night	
Daily technical assistance during the fair days on call	
Daily cleaning of the floors during the fair days	
Storage of leftover refreshments at warehouse and delivery to next fair	

Requirement List for Pakistan Pavilions

General requirement per each exhibitor booth

Quantity	Item	Dimensions (if required)	
adequate	overhead lighting, spotlights, LED lights preferred		
1	table	round 75 cm dia	
4	chairs		
1 - 2	glass showcases (not required in office/kitchen area)	square, triangular or quarter circle as available	
16 m	wooden shelves	flat or inclined	
1	wastepaper basket		
1	power point 230 V with 3 point extension		
1	brochure stand		
Adequate	Sheets and fasteners for covering the stand at night		




For additional specific requirements kindly see Fairwise Accessories List

Requirement List for Pakistan Pavilions

General Requirement per Office Area






Quantity	Item	Specifications	
1	counter/desk with lock for telephone, fax and internet services	Approx. 90 x 50 x 110 or matching smaller office size	
6	power points 230 V		
2	brochure stands		
2	round tables		
6 – 8	chairs		

General Requirement per Service Area/Kitchen



Quantity	Item	Specifications	
1	sink for direct connection to running water/sewage drain or with water/sewage tanks if required		
1	refrigerator		
adequate	sturdy shelves for refreshments		
adequate	work surface		
fair related	electric water kettles		
fair related	coffee machine		
fair related	thermos flasks		
fair related	power points 230 V		
fair related	trays (suitable for serving hot and cold drinks)		
fair related	disposable cups		
fair related	disposable glasses		
fair related	paper plates		
fair related	napkins		
fair related	stirring sticks		
10	teaspoons		
1	coat rack		
2	collapsible garbage bag stands		
1	sturdy trolley per kitchen for transporting for whole duration of fair		
1	vacuum cleaner per kitchen		

For additional specific requirements kindly see Fairwise Accessories List

Additional Accessories for Pakistan Pavilions - Fairwise

		ANUGA Cologne	A+A Düsseldorf	ISPO Munich	Heimtextil Frankfurt
Dates		7 – 11 October 2023	24 – 27 October 2023	28 – 30 November 2023	9 – 12 January 2024
Status		confirmed	confirmed	to be confirmed	confirmed
Space in square metres		352.0	90.0	258.0	773.0
Number of stands		3	3	6	6
Number of exhibitors		24	10	20	54
Number of TDAP offices/kitchens		2	0	1	2
Extras					
Per exhibitor booth	Dimensions	Quantity	Quantity	Quantity	Quantity
additional tables		-	-	1	1
additional chairs		-	-	3	3
counter with sliding doors and lock	approx. 100 x 50 x 80	-	-	-	1
glass-top counter with sliding doors and lock		1	1	1	-
display platforms	90x90x90, 50x50x50	-	-	-	-
soft boards and pins	100 x 200	-	1	2	3
perforated board and 100 hooks	100 x 200	-	5	5	1
fixed clothes-rails		-	2	3	6
fold-down (waterfall) clothes-rail		-	2	4	-
moveable clothes-rail		-	1	1 for corner stands 2	1 for corner stands 2
clothes-hangers, wire		-	30	30	20
clothes-hangers with clips		-	10	15	10

Additional Accessories for Pakistan Pavilions - Fairwise

		ANUGA Cologne	A+A Düsseldorf	ISPO Munich	Heimtextil Frankfurt
clothes-hangers, wood		-	5	10	-
covers for shelves/showcase red, dark green, black carpet	cut to size	-	-	-	-
Mannequins (at extra charge)		-	as required	as required	as required
Office/Service Area		Quantity	Quantity	Quantity	Quantity
electric water kettles		4	2	2	4
coffee machine		1	1	1	3
thermos flasks		3	3	3	6
power points 230 V		6	6	6	15
Trays (for serving hot and cold drinks)		5	5	6	12
disposable cups		2000	1500	2000	5000
disposable glasses		2000	1500	2000	5000
paper plates	20 cm diameter	200	300	200	500
napkins		500	300	300	1000
stirring sticks		1500	1000	1500	4000





Special note for Heimtextil

some perforated walls 100 x 200 cm and hooks may be required
the corner stands may require an additional moveable clothes-rail
additional horizontal clothes rails may be needed
additional soft panels and pins should be available
Distribution of mannequins (at extra cost) according to organizers list and after payment only





Note for all trade fairs

The availability of approx. 10 % of services and material over and above the contractual agreement will need to be assured by the stand construction company.

Additional Accessories for Pakistan Pavilions - Fairwise

		Domotex Hannover	Ambiente Frankfurt	Asia Apparel Expo, Berlin	ITB Berlin	Hannover Messe
Dates		11 – 14 January 2024	26 - 30 January 2024	19 – 21 February 2024	5 – 7 March 2024	22 – 26 April 2024
Status		to be confirmed	to be confirmed	to be confirmed	to be confirmed	to be confirmed
Space in square metres		140	100	100	100	132
Number of stands		1	2	1	1	1
Number of exhibitors		7	10	10	10	10
Number of TDAP offices/kitchens		1	1	1	1	1
Extras						
Per exhibitor booth	Dimensions	Quantity			Quantity	Quantity
additional tables		-	-	-	-	-
additional chairs		-	-	-	-	-
counter with sliding doors and lock	approx. 100 x 50 x 80	1	-	-	-	-
glass-top counter with sliding doors and lock		-	1	1	1	1
display platforms	90x90x90, 50x50x50	-	-	-	-	-
rug clips for fastening carpets on walls, heavy duty		40	-	-	-	-
soft boards and pins		-	1	1	-	-
perforated board and 100 hooks	100 x 200	-	1	4	-	-
fixed clothes-rails		-	2	4	-	-
fold-down (waterfall) clothes-rail		-	2	4	-	-
moveable clothes-rail		-	1	2	-	-

Additional Accessories for Pakistan Pavilions - Fairwise

		Domotex Hannover	Ambiente Frankfurt	Asia Apparel Expo, Berlin	ITB Berlin	Hannover Messe
clothes-hangers, wire		-	10	30	-	-
clothes-hangers with clips		-	10	10	-	-
clothes-hangers, wood		-	5	10	-	-
carpet covers for shelves/ showcase red, dark green, black	cut to size of shelves	-	-	-	-	-
Mannequins (at extra charge)		-	as per requirement	as per requirement	-	
Office/Service Area		Quantity	Quantity	Quantity	Quantity	Quantity
electric water kettles		2	2	2	2	2
coffee machine		1	1	1	1	1
thermos flasks		3	4	3	4	4
power points 230 V		6	6	6	6	6
Trays (for serving hot and cold drinks)		3	4	3	4	4
disposable cups		1000	1000	1000	1000	1000
disposable glasses		1000	1000	1000	1000	1000
paper plates	20 cm diameter	200	200	200	400	400
napkins		200	200	200	400	400
stirring sticks		1000	1000	1000	100	100
teaspoons		10	10	10	10	10

Distribution of mannequins (at extra cost) according to organizers list only

Carpet clamps for Domotex may be suitable for professional use

Note for all trade fairs

The availability of approx. 10 % of services and material over and above the contractual agreement will need to be assured by the stand construction company.