



Government of Pakistan  
Ministry of Planning Development & Special Initiatives  
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**Government of Pakistan**  
**Ministry of Planning, Development and Special Initiatives**  
**Project “Social Sector Accelerator – Prime Minister’s Youth Empowerment Programme”**  
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**TENDER NOTICE**

The **Ministry of Planning, Development and Special Initiatives** invites sealed bids from well-reputed and experienced firms for the provision of **comprehensive event management services**, including but not limited to:

- Event planning and management
- Photography and videography
- Printing and installation of branding materials
- Boarding, lodging, catering, and other allied services

Bidding will be conducted using the **Single Stage – Two Envelopes Procedure** as per the **Public Procurement Rules, 2004**. Interested firms must be registered with the **Income Tax and Sales Tax Departments** and be listed on the **Active Taxpayers List (ATL)** of the **Federal Board of Revenue (FBR)**.

2. Bidding document are available at EPADS, PPRA & MoPD&SI websites and also be obtained from office of the undersigned.

3. The bids, prepared in accordance with the instructions in the bidding documents, **must reach on Tuesday 8<sup>th</sup> July 2025 at 11:00am, bids will be opened on same day at 12:30pm in Conference Room, 1<sup>st</sup> Floor, P Block, MoPD&SI, Pak Secretariat.**

Sd/-  
(Project Director)  
**Social Sector Accelerator – Prime Minister’s Youth Empowerment Programme**  
**Ministry of Planning Development & Special Initiatives,**  
**Room No.02, Projects Wing, 2nd Floor, PPMI Complex, H 8/1**  
**Islamabad. Phone: 051-9269904**



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**Invitation for Bids (IFB) for Execution of Event**

(Including Concept Development, Creative Design, Branding & Promotion, Media & PR, Venue Setup, Stage & Audio-Visual Design, Guest Management, Protocol, Catering, Boarding & Lodging, Transportation, Security Coordination, and All Ancillary Services)

**PSDP Project “Social Sector Accelerator – Prime Minister’s Youth Empowerment Programme”**

**Youth Ke Uraan**

[www.pc.gov.pk](http://www.pc.gov.pk)

**Social Sector Accelerator – Prime Minister’s Youth Empowerment Programme  
Ministry of Planning Development & Special Initiatives,  
Room No.02, Projects Wing, 2nd Floor, PPMI Complex, H 8/1, Islamabad. 0519269904**



**General Terms & Conditions**

To be eligible, the firms must meet below mentioned criteria:

- i. Demonstrate a strong portfolio of previous work experience, showcasing expertise in managing large-scale events, capturing high-quality visuals, social media management and live streaming, and producing compelling documentaries.
- ii. Must have experience and resources to handle boarding, lodging and transportation at multiple venues simultaneously
- iii. Must have experience to design, develop and print HD content
- iv. Have a dedicated team of professionals with expertise in event planning, management, photography, videography, editing, social media management and live streaming etc.
- v. The firm must produce the requisite experience certificates so that to authenticate that the pertinent task of event management has been accomplished in the past.
- vi. Possess the necessary equipment and resources for efficient and high-quality event coverage and content creation.
- vii. Demonstrate financial soundness and stability to undertake the assignments.
- viii. Have the capacity and resources to handle multiple projects simultaneously.
- ix. Demonstrate a creative approach to event management and content creation
- x. The Commission reserves the right to accept/reject wholly or partially any response or cancel the process altogether at any stage of the hiring of the firm without assigning any reason.
- xi. Responses are liable to be rejected if; they are not conforming to the terms and conditions stipulated in this prequalification document.
- xii. Firms/ contractors should note that during the period from the receipt of the proposal and till further notice from the authority, all queries should be communicated via contact person and in writing only.
- xiii. Event management must be completed within the stipulated time from the date of receipt of purchase order in the pre-decided premises/ venues.
- xiv. PE reserves the right to increase or decrease the quantity and quality of deliverables and cancel the tender/procurement process completely or partially at any stage.
- xv. There are totally 2 lots. Bidders can apply for both or even a single lot. Bids will be evaluated accordingly.

**1. Schedule of Requirements and Delivery Timeframe**

1.1 Supply of following items at Government Office in Ministry of Planning Development & Special Initiatives, Islamabad.

LOT NO.	SCHEDULE OF REQUIREMENTS		TIMEFRAME / PERIOD OF SUPPLY/INSTALLATION
	HARDWARE / MISCELLANEOUS ITEMS	QUANTITY	
Lot No. 1	Event Management Including Concept Development, Creative Design, Branding & Promotion, Media & PR, Venue Setup, Stage & Audio-Visual Design, Guest Management, Protocol, Security Coordination, and All Ancillary Services.	Turn Key Solution	By 10 <sup>th</sup> of August 2025 Tentatively.
Lot No. 2	Boarding & Lodging, Transportation, catering, Food supply, Air travel etc.	Annexure-II Sr. B and C	On daily basis over the period of event days for 09 days.



**Note:- Pre-bid meeting will be held on 3<sup>rd</sup> of July, 2025 at 02:30pm at The office of Project Director Social Sector PMYEP, 2<sup>nd</sup> Floor, PPMI Complex, Sector H8/1. Islamabad. While bids will be opened on 8<sup>th</sup> of July 2025 in Conference room, 1<sup>st</sup> floor, Ministry of Planning development and special initiatives, P Block, Pak Secretariat at 12:30 PM.**

## 2. Eligibility Criteria

Proposal must contain following documents. Preliminary scrutiny (initial Screening) of bids will be done on the basis of following parameters which are pre-requisites, non-compliance of any of the following clause shall disqualify the bidder/Responding Organizations (ROs).

### **(Technical Proposal must contain following document)**

- 2.1 Company Profile / Brochures.
- 2.2 Bidder must have valid NTN / ATL & GST. (Copies of valid NTN/ATL and Income / Sales Tax registration certificates).
- 2.3 Evidence of company's registration or incorporation. (Copy required)
- 2.4 Client List, events related equipment Brochure/Data Sheet/portfolio and other relevant documents.
- 2.5 Bidder should have service/support mechanism (Provide list of staff)
- 2.6 Proof of minimum 03 Years of relevant experience of managing similar events with public, development and corporate sector and must have experience in managing large crowd.
- 2.7 Affidavit (on Rs 100 stamp paper) that the Company is neither blacklisted nor in litigation with any of its clients and if there is any litigation the bidder will be bound to disclose the same with nature thereof.
- 2.8 Affidavit (on Rs 100 stamp paper) that the bidder / company will ensure compliance with the technical specifications as mentioned in tender documents (**Annex-II**). Services quoted must be of good market repute.
- 2.9 Financial soundness of the company (**Minimum 10 Million credit amount**), accordingly, provide last one year of bank statements or bank letter confirming the minimum 10 million credit amount or above.
- 2.10 Copy of Bid Bond (Earnest Money) has to be attached with the bid. Original Bank Draft is to be attached with the bid.
- 2.11 Onsite delivery of services to be provided by the bidder and cost must be included in the bid price. Event(s) site(s) will be with in Islamabad city.

**Note:** All documents should be properly signed and stamped. Documentary proof for all above requirements is a mandatory requirement, non-compliance shall lead to disqualification.

## Terms of Reference (TOR) for Work:

### 3. Terms of Reference:

The Procuring Agency intends to organize a 09-day residential event in Islamabad for up to 200 participants from across Pakistan. The event aims to bring together youth/stakeholders for capacity building, engagement, and national integration. To ensure smooth execution, the services of a reputed and experienced event management/logistics firm are required.



### 3.1. Scope of Work

The selected firm will be responsible for end-to-end logistics, hospitality, and branding support for the entire duration of the event. The core components of the assignment include:

### 3.2 Boarding and Lodging

- Arrangement of hotel accommodation in Islamabad for 110 participants for 08 nights.
- Twin-sharing basis (2 persons per room) in reputable hotels/guesthouses.
- Rooms must be clean, safe, and centrally located, ideally within 10–15 km radius of the main venue (MoPD&SI, Pak Secretariat).
- Daily room cleaning, toiletries, towels, and complimentary Wi-Fi must be provided.

### 3.3. Transportation

- Provision of 7 Coaster buses (25-seater each) for daily pick & drop, airport/railway station transfers, and field visits within Islamabad/Rawalpindi as per event itinerary.
- Vehicles must be well-maintained, air-conditioned, and driven by licensed, uniformed drivers.
- Fuel, driver allowance, and maintenance costs to be included in the financial proposal.

### 3.4. Catering

- Arrangement of 3 hygienic and nutritious meals per day (breakfast, lunch, dinner) for all participants and staff for 09 days.
- Menu must include both vegetarian and non-vegetarian options, with variety maintained daily.
- Supply of 24/7 drinking water (sealed bottled water or water dispensers with cups).

### 3.5. Branded Goodie Bags

- Design, printing, procurement, and delivery of 200 branded goodie jute tote bags, each containing:
  - 1x branded high-quality diary – Standard size
  - 1x branded pen
  - 1x water flask bottle (500ml, stainless steel)
  - 1x Youth Ki Uraan Pakistan branded lapel pin (enamel or metallic)
- Branding elements to be shared by the Procuring Agency.
- Printing of up to 200 ID cards with branded ribbons. Design will be provided by PE.

### 3.6. Branded Apparel

- Provision of the following branded merchandise:
  - 200 T-Shirts (screen-printed logo front and back), drop shoulder, oversized
  - 200 P-Caps (embroidered logo)
- Vendor shall share samples of aforementioned items and get them passed by the PE.
- Vendor shall deliver final items at least 3 days before the event.

### 3.7. Duration and Location

- Event Duration: 07 full days. Excluding day zero and departure day.
- Venue: Islamabad (Ministry of Planning, P Block and multiple sites)
- Required Service Period: Tentatively [07th of August 2025 onwards] with mobilization starting 3 days prior to event.



3.8. Any other items/services required for the smooth conduction of the event.

**4. EVALUATION CRITERIA**

The work will be awarded on quality cost basis and who fulfils the above mandatory eligibility criteria and the quoted services must be up to the mark and of highest standard.

Preparation of Bids

- 4.1.As per PPRA rules, Single Stage – two envelope procedure will be used for the said procurement.
- 4.2.The bids shall be submitted on EPADS which is a mandatory requirement and hardcopy sealed package/packages in such a manner that the contents are fully enclosed and cannot be known until duly opened.
- 4.3.Bids not received on EPADS will not be considered.
- 4.4.**Soft copies of proposals must be provided through EPADS and along with bid envelopes in USB.** In case of any difference between hard and soft copy, the EPADS copy will prevail.
- 4.5.**Bid Bond/Security:** A Bid Bond in the shape of a Bank Draft/Pay Order in the name of Ministry of Planning Development & Special Initiatives, equivalent to **2% of the total cost** of the quoted bid must be submitted along with the financial proposal.
- 4.6.Bidder should duly fill in and submit the **Bid Forms**
- 4.7.Bidder shall submit an **Affidavit** that it is not blacklisted by any Federal, Provincial Public sector organization.
- 4.8.All bids and prices must remain valid for a period of **120 days** from the closing date of the submission of tender documents. However, the bidders are encouraged to state a longer period of validity of the bids.
- 4.9.The currency in the bids shall only be quoted in Pakistan Rupees (PKR).
- 4.10. Bidder should clearly indicate the duration of delivery (MUST be within given timeframe) of items/equipment/services after the award of procurement contract.
- 4.11. All queries relating to Tender Notice should be e-mailed to [pd@bnip.gov.pk](mailto:pd@bnip.gov.pk) / **051-9269903**

**Marking Criteria – Quality and Cost-Based Selection (QCBS)**

*As per Rule 36(b) of Public Procurement Rules, 2004*

**Total Score: 100 Marks**

- **Technical Proposal (Quality): 60%**
- **Financial Proposal (Cost): 40%**

**1. Technical Proposal – 60 Marks (60%)**

Evaluation Criteria	Maximum Marks
<p><b><u>NTN/ GST Registration with FBR</u></b></p> <ul style="list-style-type: none"> <li>• Must be a registered business entity in Pakistan</li> <li>• Must hold a valid NTN and be registered with FBR.</li> <li>• Must be registered with relevant provincial revenue authorities (for sales tax).</li> </ul>	10



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<b>Evaluation Criteria</b>	<b>Maximum Marks</b>
Required Documents: Certificate of incorporation/partnership deed, NTN and Sales Tax Registration Certificates	
<b><u>Relevant Experience</u></b> <ul style="list-style-type: none"><li>• Minimum 3 years of experience in organizing similar events.</li><li>• At least 5 events successfully executed in the last 3 years for public or reputable private sector clients.</li><li>• Required Documents: Event completion certificates/work orders, client references, event portfolio.</li></ul>	20
<b><u>Financial Capability</u></b> <ul style="list-style-type: none"><li>• Minimum average annual turnover of PKR 10 million over the last 3 fiscal years.</li><li>• Sound financial position to undertake event-related expenses.</li><li>• Required Documents: Audited financial statements or bank statements for the last 3 years, bank certificate.</li></ul>	25
<b><u>HR Capacity</u></b> <ul style="list-style-type: none"><li>• Qualified and experienced staff in event planning, logistics, media coordination, etc.</li><li>• Required Documents: Company profile with organogram, CVs of key personnel.</li></ul>	20
<b><u>Equipment &amp; Logistics capability</u></b> <ul style="list-style-type: none"><li>• Access to necessary event equipment either owned or through reliable subcontractors.</li><li>• Required Documents: List of equipment with providers.</li></ul>	20
<b><u>Affidavit of not black listed</u></b> <ul style="list-style-type: none"><li>• Firm must not be blacklisted by any government or semi-government entity.</li><li>• Required Document: Notarized affidavit on stamp paper.</li></ul>	05

## 5. **Evaluation Method**

The evaluation will be based on the above criteria, using a total of 100 marks. Firms scoring 60 marks or above will be qualified. The evaluation committee reserves the right to verify all submitted documents and conduct interviews or presentations if needed.

### 5.1. **Financial Proposal – 40 Marks (40%)**

The lowest responsive financial proposal shall be given a financial score of 40. All other proposals shall be given financial scores relative to the lowest price, using the following formula:

**Formula:**

$$\text{Financial Score} = (\text{Lowest Bid Price} / \text{Bidder's Price}) \times 40$$

### 5.2. **Final Evaluation**

The final score for each bidder will be computed by adding the weighted technical and financial scores:



**Final Score = Technical Score (out of 60) + Financial Score (out of 40)**

### **Award of Contract**

The contract shall be awarded to the bidder with the **highest combined score**.

### **6. Submission of Bids**

- 6.1. Bids shall be submitted on EPADS and hard copy shall be delivered by hand or courier in a **SEALED CONFIDENTIAL COVER** and must reach to the Project Director **Social Sector Accelerator – Prime Minister’s Youth Empowerment Programme, Ministry of Planning Development & Special Initiatives, Room No.02, Projects Wing, 2nd Floor, PPMI Complex, H 8/1, Islamabad** on or before the last date indicated in Tender Notice i.e. **8th of July 2025 at 11.00am. BIDS/PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED. Bids will be opened on same day.i.e. 8<sup>th</sup> of July 2025 in Conference room, 1<sup>st</sup> floor, MoPDSI, P Block, Pak Secretariate, Islamabad at 12:30 pm. While Pre-Bid meeting shall be conducted on 3<sup>rd</sup> of July 2025 at 02:30 PM in the office of Project Director Social Sector Accelerator, 2<sup>nd</sup> Floor, PPMI complex, H8/1. Islamanad.**
- 6.2. All bids submitted after the time prescribed in tender notice/documents shall be rejected and returned without being opened.
- ### **7. Opening, Evaluation and Rejection of Bids**
- 7.1. Ministry of Planning, Development & Special Initiatives have a right to accept or reject any or all bids without giving any reason.
- 7.2. Bids will be opened on the same date at M/o PD& SI (above mentioned address clause 4.1) at **12:30 PM** in front of bidder or their representatives who May choose to be present.
- 7.3. Details of specifications required by M/o PD&SI are attached at Annexure-II. Initial evaluation/screening will be done as per Annexure-I; whereas, evaluation as per Annexure-II. bidders should provide all details in required templates as provided under:
- Annexure-I for Initial Screening
  - Annexure-II for technical evaluation (technical proposal envelope)
  - Annexure-III for financial evaluation.
- 7.4. Date and time for the opening of the Bids, after thorough technical evaluation of the bids, shall be communicated to the qualified bidders only,
- 7.5. The procuring agency shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders in attendance shall sign an attendance sheet.
- 7.6. M/o PD& SI may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals but is not required to justify those grounds.
- 7.7. M/o PD& SI shall incur no liability, solely by virtue of its invoking sub-rule (1) towards suppliers or contractors who have submitted bids or proposals.
- 7.8. In the above case notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that submitted bids or proposals.
- 7.9. Bids will be opened in Committee/Conference Room, 1<sup>st</sup> Floor, P Block, Pak Secretariat, Islamabad at 12:30 pm on **08-07-2025.**

### **8. Disqualification and Blacklisting of suppliers and contractors**



- 8.1.M/O PD&SI shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.
- 8.2.Suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corruptor fraudulent practices shall face permanent or temporary bar, from participating in procurement proceedings.

## **9. Acceptance of Bids and Award of Procurement Contract**

### **9.1.Acceptance of Bid and Award Criteria**

The bidder after qualifying through the given criteria in **Annexure-I** and **Annexure-II** will be called for further discussion. The selection will be on quality and cost basis. 40% weightage will be given to cost and 60% weightage for quality.

### **9.2.Procuring Agency's Right over quantities at the time of Award**

The Procuring Agency reserves the right at/after the time of award of procurement contract to increase or decrease, the quantity of goods/services up to 25% as originally specified in the Annexure-II without any change in unit price or other terms and conditions. Payment will be made for the items delivered as per rate (per unit) provided by the bidder.

### **9.3.Notification of Award**

**9.3.1.** Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that the bid has been accepted.

**9.3.2.** The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.

**9.3.3.** The enforcement of the Contract shall be governed by Rule 44 of the PPRA.

**9.3.4.** The Bid Security submitted by the successful bidder at the time of submitting its bid shall be returned to the Bidder upon award of purchase order and furnishing of the Performance Security of the successful bidder.

## **10. Performance Security**

10.1. The successful Bidder shall be required to deposit in the form of a Performance Security, a Performance Bond upon execution of the procurement contract, a sum equivalent to **ten percent (10%)** of the total procurement Cost, on the Form and in the manner prescribed by the Procuring Agency. This Performance Security shall be kept valid from the date of issue and should cover the warranty period where applicable period after all contractual obligations have been fulfilled.

10.2. Failure to provide a Performance Security by the successful Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new bid

## **11. Mode of Payment**

11.1. Payment will be made upon completion of entire service(s).

11.2. The rates will be inclusive of all taxes including GST.

11.3. Taxes will be deducted as per the Government Rules.

11.4. All payments shall be made through a cross cheque in the Pak. Rupees.

11.5. No payment shall be made in advance.



## 12. Liquidated Damages

- 12.1. If the firm fails to provide supplies/services as per PE requirements, the security money will be forfeited, and the work will be done at the risk and cost of the contractor.
- 12.2. It must be clearly understood that the Terms and Conditions and quality of services are intended to be strictly enforced. No escalation of cost will be permitted throughout the period of completion of the contract.
- 12.3. The selected firm will be bound to provide services at any suitable venue as per requirement and deliver items at PE premises, Islamabad or any place as and when communicated. The firm will bear its mobility/ transportation expenses for installing branding material, decorating venues and providing branding material.
- 12.4. The PE reserves the right to increase or decrease the quantity or may cancel any or all items shown in the schedule of requirement under PPRA Rules.
- 12.5. All the relevant Government taxes must be included in the quoted rates. Separate claim in this regard will not be entertained from the supplier. No additional amount will be paid by the PE. Rates quoted by the firm should be inclusive of all taxes.
- 12.6. Taxes will be deducted as per the Government Rules.
- 12.7. In case of any dispute between the two parties in any matter arising out of this agreement. The case shall be referred to the Project Director, PE whose decision shall be final and binding on both the parties.
- 12.8. The firm should ensure that the schedule should be prepared on the basis of requirement in such a manner that all the services are efficiently carried out in conducting of events and other activities in time.
- 12.9. Event management will remain under the administrative control of the focal person of the firm/company. The firm will be responsible for payment of the salaries/charges of workers. The workers will be bound to act according to the lawful instructions/ orders of PE.
- 12.10. In case of leave/absence of a focal person from duty, the firm will be responsible for the provision of suitable replacements during that period. If firm's focal person is found unfit for duty, he will be replaced by the vendor immediately on the identification by PE.
- 12.11. If the performance of the firm is not up to the satisfaction of PE then the contract may be cancelled, and security money may be forfeited and awarded to some other party at risk and cost of the firm whose contract has been cancelled.
- 12.12. All items must be new, original and made in all respects with the description details and condition of purchase/ service order and must be in good condition on receipt, will be liable to rejection. In case of any fault/ defect, the rejected items shall be replaced with the items meeting approved specifications without any claim/ cost.
- 12.13. In case of delay or mismanagement in the events, the PE reserves the right to impose a penalty not exceeding 10% of the total amount of the Work/Purchase Order contract
- 12.14. If the firm fails to complete work as per PE requirement, the PE reserves the right to reject it altogether or impose a penalty not exceeding 50% of the total amount of the contract.

## 13. Implementation & Payment Schedule



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SR. NO.	MILESTONE	TIME PERIOD	PAYMENT
1.	Event Management, branding, boarding, lodging, catering, and related services	Event will span over 11 days and services will be required immediately upon issuance of PO.	100%
2.	End of Performance Security	Performance Security will have to be provided to cover the warranty period from the date of successful testing and acceptance.	Release of Performance Security

#### 14. Blacklisting

- i. If the Supplier fails/delays in the performance of any of the obligations, under the Purchase Order/Work Order/Contract and violates any of the provisions, breach of any of the terms and conditions of the Purchase Order/Contract, the Purchaser may, at any time, without prejudice to any other right of action/remedy it may have, blacklist the firm, either indefinitely or for a stated period.
- ii. If the firm is found to have engaged in corrupt or fraudulent practices in competing for the award of the Purchase/Work Order/Contract, the PE may, at any time, without prejudice to any other right of action/remedy it may have, blacklist the firm, either indefinitely or for a stated period.

#### 15. Dispute Resolution

- i. The PE and the event management firm shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.
- ii. In case of any dispute, the matter will be referred to the Project Director (PMYEP), whose decision will be binding on both parties.

#### 16. Clarifications

Queries regarding this tender shall be submitted in writing to: Mr. Faisal Hafeez Manager Admin and Finance via email at [pd@bnip.gov.pk](mailto:pd@bnip.gov.pk).



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**ANNEXURE-I**

**ELIGIBILITY CRITERIA**

Bids evaluation shall be subject to 100% compliance to the following criteria for Vendors qualification:

SR. NO.	GENERAL TERMS AND CONDITIONS COMPLIANCE	CLAUSE	YES/NO
1	Bidder must have valid NTN / ATL & GST. (Copies of valid NTN/ATL and Income / Sales Tax and Income Tax registration certificates).	2.2	
2	Bidder is responsible for providing 360-degree level service in management of entire event which includes but not limited to venue set up, catering, branding, audio video coverage, travel management of guests etc.	2.6	
3	Proof of minimum 03 Years of relevant experience of managing similar events with public, development and corporate sector and must have experience in managing large crowd.	2.7	
5	Affidavit (on Rs 50 stamp paper) that the Company is neither blacklisted nor in litigation with any of its clients and if there is any litigation the bidder will be bound to disclose the same with nature thereof.	2.8	
6	Affidavit (on Rs 50 stamp paper) that the bidder / company will ensure compliance with the technical specifications as mentioned in tender documents ( <b>Annex-II</b> ). Services quoted must be of good market repute.	2.9	
7	Financial soundness of the company (Minimum 10 Million credit amount), accordingly, provide last one year of bank statements or bank letter confirming the minimum 10 million credit amount or above.	2.10	
9	Earnest money in the shape of a Bank Draft/Pay Order in the name of Ministry of Planning Development & Special Initiatives, equivalent to <b>02%</b> of the total cost of the quoted bid must be submitted along with the financial proposal.	3.5	



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**Annexure-II**

Required Services by M/O PD& SI and Comparative Statement  
Procurement Unit will verify the compliance with specifications mentioned below:

**A. Communication, branding, marketing and outreach specifications:**

Sr. No.	Name of Item(s)	Size	Quantity	Price per unit by the bidder
1	SMD Screen	30 x 20	01	
2	SMD Screen	15x20	01	
3	Digital Standees	2 x 6	10	
4	Digital Podium	standard	01	
5	Backdrop	30 x 20	03	
6	Media Walls with Floor & Side Pillars	20 x 10	02	
7	Roll up standees	7 x 3	15	
9	Auditorium Gallery Banner	100x5ft	01	
10	Gallery Fascia	55x5ft	01	
11	Drop Down	10x35ft	02	
13	3D Event Hashtags	3x16ft	04	
14	3D Event Hashtags	2x10ft	04	
15	Pictures Cutout to Accommodate atleast 6-7 Persons	12x8ft	01	
16	4D Branding Panels for Main Entrance	3x7ft (4 Sided)	10	
17	Entrance Truss with Cloth	100x30ft	01	
18	Stage and venue aesthetics	Multiple sizes	Multiple	
19	Photography	Running	01 photographers	
20	2 Camera OB Setup for Main Hall for Recording & Live Display on SMDs		02	
21	2 Camera OB Setup for Side Hall for Recording & Live Display on SMDs		05	
22	Media booth	20 x 10	1	
23	Social media management	All platforms for 10 days. Live postings throughout the event		
24	Video production	Full event	1 full and multiple short videos for key highlights	
25	Goodie bags (Jute tote bags)	Contains a leather diary, pen, water flask bottle, lapel pin, with project branding and branded jute tote bag	200 bags	



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26	Sound system with wireless mics	Multiple	1 central sound system with wireless mics for one day	
27	Generator	Heavy duty, minimum 50 KWA	01 for 10 days	
28	Souvenirs/Shields	Standard size, wooden/steel/leather material with branding and box	200	
29	Branded leather folders	A4 size landscape green colour folders with programme and ministry branding for certificates	200	
30	Design and printing of certificates	Appreciation/recognition fine quality card certificates for event organizers/volunteers/participants	200	
31	YPDC branded P caps	White Caps with YPDC logos	200	
32	Cost of venue(s)	Venues for organizing the closing ceremony will be identified and booked by the PE whereas the payments will be made through the contractor as per actual along with service charges, profits, any additional costs if included like communications, taxes, HR, travel etc. (Preferably PNCA will be booked for this ceremony for 1 day)	1	
33	Stationary	2 boxes A4 size papers, 200 branded writing pads, 15 white boards with stands, 200 white board markers in multiple colors, 15 staplers, 100 charts multiple colors, 200 pencil, 200 sharpeners, 200 erasers, 500 flash cards, 10 packs thumbnails, paper clips, 100 highlighter multi colors,	multiple	
34	Design and development of creative content	Design and develop at least 6 modules for training purposes through relevant sector experts. 6 trainers will also be onboarded for training delivery. Areas for content development will be conveyed to the selected vendor. Design, development and delivery of the content will be responsibility of the contractor.	6 experts for 07 days	
35	Design and printing of ID cards with branded ribbons	ID cards for participants	200	



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36	Branded stickers for laptops	Reasonable size stickers to be pasted on laptops	200	
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**B. Travel Management: (Event is planned during the month of July. Please provide tentative air fares. Arrival date is 15<sup>th</sup> of July and departure will be on 26<sup>th</sup> of July 2025. Venue of event will be within Islamabad City. Please provide rates accordingly.**

Sr. No.	Air Travel destination from-to	Number of passengers	Remarks
01	KHI-ISB-KHI	30	Economy class, 2-way tickets for any airline with airport pick and drop according to flight schedule.
02	Quetta-ISB-Quetta	08	
03	Gilgit-Isb-Gilgit	02	
<b>Total Passengers</b>		<b>40</b>	

**Note:** This payment will be calculated as per actual. Passengers might be asked to make travel arrangements and seek reimbursement as per actual ticket cost. Vendor will process the payments and charge the PE service charges for facilitation along with any additional costs like HR cost, taxes, communication cost, or any others included. Selected vendor is also expected to book air/bus/train tickets, where needful.

**Road Travel and In-City Travel: (Below mentioned vehicles with used within vicinity of Rawalpindi and Islamabad)**

Sr. No.	Type of Vehicle Required with seating capacity	Number of Vehicles	Number of Days
1	24-Seater Coaster with fuel and driver. Must have working AC	07	09
2	Hi-Roof with driver and fuel	01	09
3	1300 cc Car with driver and fuel	01	09

**For participants traveling by road/train from other cities of Pakistan, their travel cost will be reimbursed as per actual. Details are annexed. It is expected that up to 50 participants belonging to Rawalpindi and Islamabad will be traveling on daily basis from their home/universities to the venue and back home for 09 days. Their travel cost will be reimbursed as per actual by the selected vendor.**

**C. Meals and Refreshment:**



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Dates/Days	Meals	Number of guests	Tentative Menu	Price/Unit cost by the bidder
Day 0	Lunch	200	Chicken Biryani, Shami Kabab, Salad, Raita, 250ml Water.	
	Dinner	200	Chicken Karahi, Seekh Kabab, Naan, Salad, Raita, Kheer, Water	
Day 01	Breakfast	150	Egg, Paratha/Bread, Tea, Jam/Butter, Water	
	Lunch	200	Chicken Pulao, Shami Kabab, Salad, Raita, Water Followed by tea and cookies	
	Dinner	200	BBQ Chicken Leg, Malai Boti, Roti, Curry, Salad, Custard, Water	
Day 02	Breakfast	150	Bread, Boiled Egg, Tea, Butter, Water	
	Lunch	200	Chicken Curry, Roti, Salad, Raita, Water Followed by tea and cookies	
	Dinner	200	Egg Fried Rice, Chicken Wings, Seekh Kabab, Salad, Ice Cream, Water	
Day 03	Breakfast	150	Paratha/Bread, Omelet, Tea, Jam/Butter, Water	
	Lunch	200	Chicken Biryani, Raita, Salad, Water Followed by tea and cookies	
	Dinner	200	Boxes – Rice, chicken piece, shami kabab, raita, salad, half nan, mineral water.	
Day 04	Breakfast	150	Egg, Bread, Tea, Butter, water	
	Lunch	200	Curry, Roti, Salad, Raita, Water	



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			Followed by tea and cookies	
	Dinner	200	Chicken Fried Rice, Tikka Boti, Seekh Kabab, Roti, Raita, Gulab Jamun, Water	
<b>Day 05</b>	Breakfast	150	Paratha/Bread, Fried Egg, Tea, Jam/Butter, Water	
	Lunch	200	Chicken Pulao, Kabab, Salad, Raita, Water Followed by tea and cookies	
	Dinner	200	Chicken Handi, BBQ Wings, Naan, Salad, Fruit Trifle, Water	
<b>Day 06</b>	Breakfast	150	Bread, Omelet, Tea, Jam/Butter, Water	
	Lunch	200	Egg Fried Rice, Chicken Gravy, Salad, Raita, 250ml Water, Followed by tea and cookies	
	Dinner	200	Malai Boti, Seekh Kabab, Curry, Roti, Salad, Shahi Tukray, Water	
<b>Day 07</b>	Breakfast	150	Paratha, Boiled Egg, Tea, Butter, 3 × 1.5L Water	
	Lunch	200	Rice, Chicken Piece, Shami Kabab, Raita, Salad, Half Naan, Water, Followed by tea and cookies	
	Dinner	200	Chicken Korma, BBQ Drumstick, Naan, Salad, Zarda, Water	
<b>Day 08</b>	Breakfast	150	Bread, Fried Egg, Tea, Jam, Water	
	Lunch	200	Chicken Curry, Paratha/Roti, Raita, Salad, Water, Followed by tea and cookies	



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	Dinner	200	Egg Fried Rice, Tikka, Malai Boti, Raita, Salad, Rasgulla, Water	
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**D. Boarding/Accommodation of Participants: At least 54 rooms with double occupancy will be required.**

S. No.	Provinces	No. of Participants	Travel via Air	Travel via Road	Rooms Required for approx. 09 nights on at least twin sharing basis.	Rate by bidder
1	Punjab	38	Nil	38	19	
2	Sindh	30	30	Nil	15	
3	Gilgit Baltistan	02	02	Nil	01	
4	Azad Jammu & Kashmir	04	Nil	04	02	
5	Khyber Pakhtunkhwa	26	Nil	26	13	
6	Baluchistan	08	08	Nil	04	
7	Federal	24	Nil	24 local travel on daily basis	00	
<b>Total</b>		<b>132</b>	<b>40</b>	<b>92</b>	<b>54</b>	



**Annexure III**

**Format for Financial Proposal**

Lot #	Items	Quantity	Services of the Quoted Items (To be filled by bidder)	Inclusive of all applicable taxes	
				Unit Price (PKR)	Total Price (PKR)
1	As per Annex-II	Turn key Solution	As per Annex-II		



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**17. FORCE MAJEURE**

- (i) Neither Party hereto shall be liable for any breach of its obligations hereunder resulting from causes beyond its reasonable control including but not limited to fires strikes (of its own or other employees) insurrection or riots embargoes inability to obtain supplies or regulations of any civil or military authority (an "Event of Force Majeure"), provided such an event could not have been prevented or overcome with reasonable foresight and the exercise of due diligence or adoption of preventive or curative measures (including by way of incurring additional expense), provided further that, under no circumstances shall an increase in the cost of performance by a Party of its obligations hereunder constitute an Event of Force Majeure.
- (ii) Each of the parties hereto agrees to give notice forthwith to the other upon becoming aware of an Event of Force Majeure such notice to contain details of the circumstances giving rise to the Event of Force Majeure. A Party shall resume performance immediately upon cessation of the Event of Force Majeure.
- (iii) If a default due to an Event of Force Majeure shall continue for more than four (4) weeks then the Party not in default shall be entitled to terminate this Purchase Order. Neither Party shall have any liability to the other in respect of the termination of this Purchase Order as a result of an Event of Force Majeure, provided that, a Party which has received any benefit hereunder resulting in a reciprocal executory obligation shall remain obliged to retribute such benefit to the other Party.

**18. INTEGRITY PACT**

The Seller hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GOP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practices.

- (i) Without limiting the generality of the foregoing, the Seller represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.
- (ii) The Seller certifies that it has made and will make full disclosure of all POs and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.
- (iii) The Seller accepts full responsibility and strict liability for making any false declaration not making full disclosure, misrepresenting facts or taking any action



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likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be void able at the option of GoP.

- (iv) Notwithstanding any rights and remedies exercised by GoP in this regard, the Seller agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Seller as aforesaid for the purpose of obtaining or inducing the procurement of any contract, interest, privilege or other obligation or benefit in whatsoever form from GoP.

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