

GOVERNMENT OF PAKISTAN
Ministry of Planning, Development and Special Initiatives
Prime Minister Youth Empowerment Program (PMYEP)
Social Sector Accelerator for Health, Nutrition, Education, Youth & Gender (HNEYG)
National Priority Initiatives
PPMI Complex, Sector H-8/1, Islamabad | 051-9269904

No. 26/SSA HNEYG/Admin /July 2025

Islamabad, the 4th July 2025

To,

Section Officer,
Development – II, MopD&SI
Islamabad.

Subject: Submission of Minutes of Pre-Bid Meeting regarding Tender Notice for Event Management for SSA (HNEYG)

Please find enclosed the minutes of the Pre-Bid Meeting regarding the Tender Notice for Event Management, held on **3rd July 2025** at the Social Sector Accelerator for Health, Nutrition, Education, Youth & Gender (HNEYG), National Priority Initiatives, PPMI Complex, Sector H-8/1, Islamabad at 1430 hours. The meeting was chaired by the Project Director, SSA (HNEYG), Islamabad.


The following annexures are enclosed for your information and record:

1. **Annexure I** – Attendance Sheet
2. **Annexure II** – Tentative Distance Calculation between Universities and Ministry
3. **Annexure III** – Photographs of the Meeting with Vendors
4. Minutes of the Pre-Bid Meeting for the Tender Notice for Event Management

This is issued with the approval of the Project Director, SSA (HNEYG), MoPD&SI, Islamabad.

Encl: (As above)

Yours Sincerely,



Faisal Hafeez
Finance & Admin Manager

Copy forwarded for information to:

1. Project Director, SSA(HNEYG)
2. Joint Secretary (Admin), MoPD&SI
3. Deputy Secretary (Development), MoPD&SI
4. Deputy Chief Manpower, MoPD&SI
5. DDO, SSA for HNEYG (PM-YEP)
6. Office copy

GOVERNMENT OF PAKISTAN
 Ministry of Planning, Development and Special Initiatives
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Social Sector Accelerator for Health, Nutrition, Education, Youth & Gender (HNEYG)
National Priority Initiatives
 PPMI Complex, Sector H-8/1, Islamabad | 051-9269643

No. SSA HNEYG/Admin /July 2025

Islamabad, the 3rd July 2025

Meeting Minutes
 Pre-Bid Meeting – Youth Fellowship Program
Date: 03 July 2025
 Location: Office of the Project Director PPMI Complex, H-8/1, Islamabad
 Chaired by: Project Director (PD), SSA, PMYEP, MoPD&SI

Agenda:

1. Briefing on Project scope, objectives, and key outputs
2. Briefing on all aspects of the tender document and bidding process in line with PPRA Rules and EPAD submission guidelines
3. Question and answer session for addressing vendor queries and ambiguities
4. Discussion on way forward, including bid submission timeline and written clarification window

Event Overview

The Project Director delivered a comprehensive briefing on the Social Sector Accelerator under the HNEYG Fellowship Program, tentatively scheduled for the first week of August 2025, with 130–150 participants expected. The 9-day residential event includes 7 working days, with designated arrival and departure days. All key elements of the tender document, including the two lots, EPAD submission, and compliance with PPRA rules, were thoroughly discussed. Guidelines on accommodation near the Red Zone, local and intercity transportation, air travel for 40 fellows, and sample approvals for stationery and giveaways were clarified. Vendors were advised to base quotations on actual, with standard Daewoo fares and minimum accommodation rates provided for reference. The closing ceremony is tentatively planned for 13th August at either PNCA or Pak-China Centre within a PKR 1 million ceiling. The overview aimed to ensure transparency, accurate bid preparation, and a clear understanding of expectations. Vendors were encouraged to submit any further queries in writing to: pd@bnip.gov.pk

Companies in Attendance & Q&A Summary

Name & Organization	Questions Asked	PD's Response
Raheel Khan (The Caters)	1. There is ambiguity around the expected quality—what standard is required? "Better" is subjective.	1. Kindly specify exact requirements so it's easy for vendors to quote accordingly. That is the purpose of this meeting: to clear all ambiguities.

<p>Muhammad Sohail Arif (Big Image Expo Pvt. Ltd.)</p>	<p>1. Please clarify the exact dimensions and quality of the shirt, bottle, pen, and bag.</p>	<p>1. Shirt: 290gsm cotton, size XL, white color - Bottle: 1000ml flask, UV printable - Pens: Mid-range, standard market quality (not substandard or premium) - Bag: Bangladesh Jute bag, height 14"x 16", width 3.5" spine with DTf printing.</p>
<p>Naveed Ahmed (Naveed Caterings)</p>	<p>1. Should the venue be confirmed or reserved by vendors in advance, so we can factor in our percentage?</p>	<p>1. We've already given a baseline budget of PKR 1 million for the venue. You may add your percentage on top of that figure.</p>
<p>Zain ul Abideen (Prestige International)</p>	<p>1. Please specify quantities for stage and venue aesthetics (S#17).</p> <p>2. Which SMD screen option is to be used for the 2-Camera OB setup?</p> <p>3. What items will be included in the goodie bag?</p> <p>4. Are the 200 P-caps required with embroidered logos?</p> <p>5. Concerns over Swat Airline — one flight a week issue? Clarification on Stationery item (S#33, Page 13) — what's included?</p> <p>6. Who is responsible for transport booking and security clearance within Islamabad?</p>	<p>1. You may propose random dimensions and sizes suitable for the event's aesthetic.</p> <p>2. Use the "above one" (i.e., higher SMD specification) for the OB setup.</p> <p>3. Goodie bag will contain: Notepad, pen, water flask bottle — all with project branding. - No embroidery, only printed logo on the 200 P-caps.</p> <p>4. Any immediate travel issues (like Swat airline delays) will be handled directly by the project team.</p> <p>5. The stationery box includes: 2 boxes A4 papers, 200 branded writing pads, 15 whiteboards with stands, 200 markers (multi-color), 15 staplers, 100 colored chart sheets, 200 pencils, 200 sharpeners, 200 erasers, 500 flash cards, 10 packs of thumb pins, paper clips, and 100 highlighters (multi-color).</p> <p>6. Transport booking is within Islamabad; vendors will handle security clearance themselves.</p>

Closing Notes

The Project Director concluded the meeting by reaffirming the Ministry's commitment to quality, transparency, and fair competition throughout the bidding process. All participating vendors were advised to ensure accurate cost estimations, strict adherence to public sector procurement protocols, and operational readiness for real-time execution of the 9-day fellowship event.

Vendors were reminded that photographs from the meeting have been captured for internal documentation and may also be featured in official reports and publications related to the planning and execution of the Social Sector Accelerator under the HNEYG Fellowship Program.

Further communication regarding confirmed participant lists, venue finalization, and any amendments to the bidding process will be shared in the coming days through official channels.


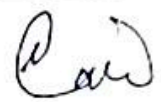

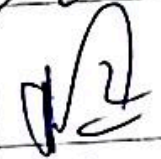



Sohaib Fida Khan Tanoli
Project Director SSA HNEYG

GOVERNMENT OF PAKISTAN
 Ministry of Planning, Development and Special Initiatives
 Prime Minister's Youth Empowerment Program (PMYEP)
 (Social Sector Accelerator for HNEYG)
 PPMI Complex, Sector H-8/1, Islamabad | 051-9269643

Date: 3rd July, 2025Pre-Bid Meeting Regarding Tender Notice for Event ManagementAttendance Sheet

Sr. No.	Name of Participant	Organization/Firm/Company Name and address	Contact Details (Email and Phone Number)	Signature
1	RAHEEL	THE CATERERS	moazrashid@thecaterers.pk raheel@thecaterers.pk 0321555083 raheel@thecaterers.pk	
2	ABDAAAL HAMEED	TANDOORI CATERERS	0336-5933544 abdoolhameed20@gmail.com	
3	Naveed Ahmed	Naveed Caterers & Event Management	0300-5151972 naveedcaterers@gmail.com	
4	Syed Subar Bokhtari	Prestige International	0235-5160356 sabra@prestige-group.com	
5	Zain-ul-Abideen	Prestige International	0331-1110377 s.aaliraza99@gmail.com	
6	MUHAMMAD AMIR	ZAVI Travel and Tours	zavitraveltours@gmail.com 0316-0511123	
7	M. SOHAIL ARIF	BIG IMAGE EXPO PVT. LTD	0300-8541500	

8	Syed Yasir Ali Sham	SAP Communications	0333-5362835 INFO@SAP Communications PK	
9	Faizal Hafeez	DPA	0300-8572143	
10	Madaha Aslam	Additional Director Partnership		
11	Sohaib Tanoti	P.D/Chairman Procurement Unit		
12	Ainam Noeem	Assistant		
13				
14				
15				
16				
17				
18				
19				

Tentative Distance Calculation in between universities and Ministry

S. No.	University Name	Mode of Travel	Round Trip Distance (km)
1	University of Central Punjab	By Road	772
2	Superior University Lahore	By Road	800
3	LSE	By Road	796
4	PIFD	By Road	768
5	International Institute of Science, Arts and Tech Gujranwala	By Road	456
6	University of Sialkot	By Road	470
7	University of Chenab Gujrat	By Road	378
8	Hi Tech Uni Taxila,	By Road	71
9	University of Agriculture, Faisalabad	By Road	658
10	UET Taxila	By Road	78.8
11	University of Wah	By Road	77.8
12	Lahore University of Biological and Applied Sciences	By Road	782
13	University of Child Health Sciences, Lahore	By Road	794
14	BZU, Multan	By Road	1082
15	University of Faisalabad	By Road	644
16	GC Lahore	By Road	756
17	School of Allied Health Sciences, Lahore & College of Nursing UCIS, Lahore	By Road	794
18	National college of business and economics, Lahore	By Road	768
19	GCU, Faisalabad	By Road	662
20	University of Gujrat	By Road	378
21	Green International University, Lahore	By Road	778
22	Kinnaird College for women, Lahore	By Road	762
23	University of Sargodha	By Road	498
24	University of Narowal	By Road	600
25	UET, Lahore	By Road	780
26	Islamia University, Bahawalpur	By Road	1240
27	M. Nawaz Sharif University of Agriculture, Multan	By Road	1132
28	University of Lahore	By Road	782
29	University of South Asia, Lahore	By Road	794

30	Fatima Jinnah Medical University, Lahore	By Road	762
31	University of Management and Technology, Lahore	By Road	780
32	Government Women University, Sialkot	By Road	470
33	National Textile University, Faisalabad	By Road	650.3
34	Arid University, Rawalpindi	By Road	27.2
35	University of Rawalpindi	By Road	48.4
36	UVAS, Lahore	By Road	756
37	University of Sahiwal	By Road	844
38	Institute of Business Management, Karachi	By Air	
39	Habib University	By Air	
40	Textile Institute of Pakistan, Karachi	By Air	
41	Indus University Karachi	By Air	
42	Iqra University, Karachi	By Air	
43	NIU Karachi	By Air	
44	Salim Habib University	By Air	
45	Ziauddin University, Karachi	By Air	
46	University of Art & Culture, Jamshoro	By Air, Road	268
47	Shaheed Benazir Bhutto Dewan University, Karachi	By Air	
48	Hyderabad Institute of Technology & Management Sciences	By Air	
49	DOW University of Health Sciences, Karachi	By Air	
50	IBA, Sukkur	By Air	
51	Karachi Institute of Economics and Technology	By Air	
52	Liaquat University of Medical and Health Sciences, Jamshoro	By Air, Road	288
53	Peoples University of Medical and Health Sciences for Women, Benzairabaad	By Air	
54	University of Karachi	By Air	
55	Institute of Modern Sciences, Tando M. Khan	By Air, Road	356
56	SZABIST, Karachi	By Air	
57	SZABIST, Hyderabad	By Air, Road	290
58	SZABIST Larkhana	By Air, Road	172.6
59	Jinnah Sindh Medical University (JSMU), Karachi	By Air	

60	The Begum Nusrat Bhutto Women University, Sukkur	By Air	
61	MITE, Karachi (Millenium Institute of Technology and Entrepreneurship)	By Air	
62	NED- university Karachi	By Air	
63	Al-Kawthar University, Karachi	By Air	
64	Sohail University, Karachi	By Air	
65	Emaan Institute of Management and Sciences	By Air	
66	Sindh Madressa-tul Islam University	By Air	
67	University of Balochistan, Quetta	By Air	
68	University of Gwadar	By Air	
69	University of Turbit	By Air	
70	BUIEMS	By Air	
71	Labella University, main campus	By Air	
72	Labella Uni, Wadh Campus	By Air	
73	University College of Dera Murad Jamali	By Air	
74	SBK Women's University	By Air	
75	Khyber Medical University, Peshawar	By Road	410
76	Abdul Wali Khan University, Mardan	By Road	294
77	University of Chitral	By Road	834
78	Khushal Khan Khattak University, Karak	By Road	516
79	Sarhad University, Peshawar	By Road	390
80	Institute of Management Sciences (IM Sciences), Peshawar	By Road	414
81	University of Malakand, Malakand	By Road	410
82	University of Swabi	By Road	206
83	University of Haripur, KPK	By Road	138 2
84	University of Engineering and Applied Sciences, Swat	By Road	490
85	UET, Peshawar	By Road	396
86	University of Technology, Nowshera	By Road	316
87	FATA University	By Road	440
88	UET Mardan	By Road	298
89	GIKI-Swabi	By Road	210
90	Islamia College Peshawar	By Road	394
91	University of Swat	By Road	516
92	Women University, Mardan	By Road	294

93	Kohat Uni of Science and Technology (KUST)	By Road	392
94	University of Peshawar (UoP)	By Road	392
95	Abbottabad University of Science and Technology (AUST)	By Road	252
96	Hazara University, Haripur	By Road	138.2
97	Pak Austria Institute	By Road	130.8
98	Shaheed Benazir Bhutto Women Uni	By Road	384
99	City University of Science and Information Technology	By Road	368
100	Gomal Uni	By Road	740
101	Karakorum International University, Gilgit-Baltistan	By Air	
102	The University of Azad Jammu & Kashmir, Muzaffarabad	By Road	266
103	The Women University of Azad Jammu & Kashmir, Bagh	By Road	270
104	Mirpur University of Science and Technology	By Road	276
105	Uni of Poonch, Rawalakot	By Road	236

