

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

No. SSA HNEYG/Pre-Bid/Admin /April 2025

Islamabad, the 24th April 2025

Meeting Minutes
Pre-Bid Meeting – Management of Mega Launch Event ‘Youth Ke Uraan’

Date: 22 April 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
 2. Briefing on all aspects of the tender document and bidding process in line with PPRA Rules and guidelines, as mentioned in the tender document as well.
 3. Question-answer session and addressing ambiguities.
 4. Way forward
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Event Overview

The Project Director delivered a detailed overview of the *Youth Ke Uraan* Mega Launch Event, tentatively set for 6th–9th May 2025, with participation expected from institutions across all regions of Pakistan. Both event venues—Jinnah Convention Centre and International Islamic University Islamabad—are provisional. Minimum estimates for travel and accommodation were discussed, along with guidelines for reimbursements and costing. All key technical and financial elements relevant to bid preparation were thoroughly discussed. As all vendors requested clarity on the travel plan and participant estimates, these have been attached in the annexure. It was advised to use standard Daewoo bus service fares for reference. Vendors are advised to maintain flexibility due to the tentative nature of the data. This overview is shared to ensure clarity, preparedness, and equal understanding among all bidding parties. For further clarification, bidders are encouraged to reach out in writing to: pd@bnip.gov.pk.

Companies in Attendance & Q&A Summary

| Name & Organization | Questions Asked | PD’s Response |
|---|---|---|
| SAP Communications (Syed Yasir Ali Shah) | 1. How will the costs of travelling and accommodation expected to be managed? | 1. Travel and accommodation costs will be reimbursed on an actual basis; however, for bidding purposes, vendors may use Rs. 6,500 per room per night as the baseline rate for accommodation, and standard Daewoo bus fares as the reference for travel costing. A list of expected travel |

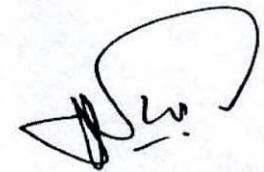
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| | <p>2. What is the expected quality level of the giveaways to be provided?</p> <p>3. How will the honorarium be calculated—lump sum or actual?</p> | <p>destinations from participating universities is provided in Annex II to assist in accurate cost estimation as per the tender guidelines. It is also intimated that the event can last over 5 days and 4 nights. All food, accommodation, and transportation-related costs may be considered accordingly. Originally event is planned to be concluded on 9th of May 2025 while few of the participants belonging to far flung areas might have to stay one more night in Islamabad and they might depart on 10th of May 2025 and they might require additional meals including breakfast and lunch before they depart, depending upon the nature of travel and medium of transport required by the participants.</p> <p>2- The quality of giveaways must be of a good standard; cost should not compromise quality.</p> <p>3- Honorarium will be paid as per actual.</p> |
| <p>IDOT COOL Pvt. Ltd. (Muhammad Hassan)</p> | <p>1. Are the numbers of participants provided in the documents exact or only estimates?</p> <p>2. What rates should be used for the convention center quotation?</p> <p>3. Will the honorarium be fixed or based on actuals?</p> <p>4. What is the payment procedure/timing for vendors?</p> | <p>1- The participant numbers provided in the tender must be followed for bidding. However, an increase/decrease in the number of participants may also occur. Bidders are expected to be flexible in managing the numbers when needed. As internally estimated, the minimum number of participants will be up to 1000 each day, and the maximum up to 2500. The numbers will increase, especially on the launch day and closing ceremonies.</p> <p>2- Use real-time market rates and JCC's latest tariff as the basis for quotation. You can add your own taxation and HR costs as well.</p> <p>3- Honorarium payments will be as per the actuals.</p> <p>4- No advance payment; full payment will be made after the event concludes by fulfilling all the codal formalities in line with PPRA Rules and other regulations fixed by GoP.</p> |
| <p>Prestige International (Syed Adnan Haider)</p> | <p>1. What is the required specification or scale of the sound system at the IIUI venue?</p> <p>2. Has the venue for the musical/culture night been finalized?</p> <p>3. On what basis will intercity travel be reimbursed?</p> <p>4. What are the confirmed dates for air travel?</p> | <p>1- Sound system requirements will be finalized based on the number of rooms/audience size at IIUI. Bidders follow the quantities as mentioned in the tender document.</p> <p>2- Tentatively culture show/music event will convene on Friday, 9th of May 2025, preferably in Jinnah Convention Center during the closing ceremony of the event.</p> <p>3- Intercity travel reimbursements will be made based on standard Daewoo bus fares. Vendors are advised to use these Daewoo bus service rates as a baseline while quoting, and PMU has also provided a list of expected destinations from participating universities in Annex II for accurate cost estimation.</p> |

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| | | 4-Tentative dates: 6th May for arrival and 9th May for departure. |
| Naveed Caters & Event Management (Uswah Ishtiaq) | 1. Is it necessary to attach a media management portfolio with the bid submission? | 1- Yes, the media management portfolio is necessary if the vendor is bidding for a lot that includes media-related services. Evaluation will be based on the relevance and quality of the submitted portfolio to the specific lot applied for. Vendors must ensure their portfolios clearly demonstrate capacity, experience, and past performance. |
| Big Image Expo Pvt. Ltd. (Muhammad Sohail Arif) | 1. How will the travel reimbursements be disbursed to participants attending the event? | 1- Travel reimbursements for participants will be handled through coordination with the focal persons appointed by each participating university. These focal people will collect and verify travel receipts and ensure proper communication with PMU for processing payments post-event. |
| Mansha Group (Muhammad Zeeshan) | 1. Our company has a video conferencing portfolio under Lot 1, but lacks guest management experience. Will this affect our eligibility? 2. Is joint venture (JV) participation allowed? 3. How will crowd management be evaluated during the bidding? | 1- Vendors are encouraged to submit bids that reflect their core strengths. While having experience in all areas under a lot is advantageous, it is not mandatory. Your portfolio in video conferencing will be evaluated accordingly. 2- No, joint ventures (JV) are not allowed under this procurement process. Only individual vendors with complete eligibility and capacity are permitted to apply. 3- Crowd management will be treated as a critical evaluation criterion, especially for events involving large student and guest participation. Bidders must highlight their capacity and past experience in handling sizable gatherings through specialized teams and logistics management plans. |

Closing Remarks

The Project Director concluded the meeting by emphasizing the Ministry's commitment to **quality, transparency, and fair competition** in the bidding process. All participating vendors are recommended to ensure correct cost estimations, adherence to public sector protocols, and readiness for real-time coordination during the event.

Meeting ended with a vote of thanks from and to the chair.




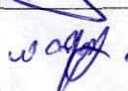
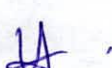




Sohaib Fida Khan Tanoli
Project Director SSA HNEYG

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 PPMI Complex, Sector H-8/1, Islamabad | 051-9269643

Date: 22nd April 2025

Pre-Bid Meeting Regarding Tender Notice for Management of Mega Launch Event of 'Youth Ke Uraan'

Attendance Sheet

| Sr. No. | Name of Participant | Organization/Firm/Company Name and Address | Contact Details (Email and Phone number) | Signature |
|---------|---------------------|--|--|---|
| 1 | Syed Yasir Ali Chan | SAD Communications | 0333-5362835 info@sadcommunications.com |  |
| 2 | M. Waqar ul Haq | " " | 0333-5526689 |  |
| 3 | MUHAMMAD HASSAN | IDOT COOL PVT LD | 0344-5005555 |  |
| 4 | Syed Karam Haider | Prestige International | 0334-5550155 |  |
| 5 | Shahzad Anwer | Naveed Caterers & event management | 0321-5151972 |  |
| 6 | Khanam Malik | Movam private limited | 03005223062 03129181261 |  |
| 7 | Syed Zubair | Prestige International | 0333-5716058 |  |

| | | | | |
|----|-------------------|------------------------------------|--------------|--|
| 8 | Uswah Ishtiaq | Naveed Caterers & Event Management | 03001325008 | |
| 9 | M. Sohaib ARIF | Big Image Expts Pvt LTD | 03008541500 | |
| 10 | Mr. Zeeshan | Mansha Group | 0312-5973622 | |
| 11 | Sohaib Tanzeel | PD - SSA, MoPDSI | 9269903 | |
| 12 | Rizwan Ali SHA | A/D PMYEP | 9269907 | |
| 13 | Mohammad Ali Asif | Intern PMYEP | 03495499675 | |
| 14 | AFTAB AHMED WADHO | AD - Monitoring | 9269907 | |
| 15 | Aiman Naeem | Intern PMYEP | 9269907 | |
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|----|--------------|------------------------|--------------|----------------|
| 20 | Amr Ali Rags | Prestige International | 0308 5784673 | <u>Applied</u> |
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Explanatory Note for Travel Plan and Participant Estimates

The table outlines the **minimum expected number of universities, destinations, and participants** for travel under the "Youth Ke URAAN" launch event and related activities. This data has been prepared to help bidders understand the **logistics, geographic scope, and expected scale of operations** for the event.

Please take note of the following important details:

1. **Minimum Estimates:**

The number of participants and universities listed is the **baseline**. These figures are **minimum estimates** and are expected to **increase** once final confirmations are received from all invited institutions. The number of expected travellers from each region must be referred to as mentioned in the tender document, with an expectation of an increase/decrease in the number of expected travellers.

2. **Travel Mode Allocation:**

- **Road Travel:** For universities within feasible road connectivity, **a maximum of 5 participants** per university will travel by road (4 students, 1 officer)
- **Air Travel:** For distant or logistically challenging regions, **a maximum of 3 participants** per university will travel by air. Only economy class is recommended for air travel.

3. **Provincial Representation:**

All provinces and regions (including AJK, Gilgit-Baltistan, and Islamabad Capital Territory) are represented to ensure **inclusive national participation**.

4. **Subject to Change:**

The list of universities and their corresponding travel modes is subject to **adjustments based on updated confirmations, availability, and special circumstances**. The number of expected travellers from each region must be referred to as mentioned in the tender document, with the expectation of an increase/decrease in the number of expected travellers.

- **Bidder's Responsibility:**

Bidders are expected to quote their **unit rates (per traveller per mode of travel)** and should be **flexible to accommodate increases/decreases** in traveller numbers while ensuring timely, safe, and comfortable transport arrangements. The number of expected travellers from each region must be referred to as

mentioned in the tender document, with the expectation of an increase/decrease in the number of expected travellers. Only economy class is recommended for air travel.

5.

This note is intended to ensure **clarity, transparency, and preparedness** for the bidding process. Bidders are encouraged to seek clarification on any aspect before submission to ensure accurate and competitive proposals in writing at pd@bnip.gov.pk.

| Province | City/District | University Name | To & From Distance (km) Round-trip | Mode of Travel |
|-----------|---------------|--|------------------------------------|----------------|
| Islamabad | Islamabad | NUML | N/A | Not Applicable |
| | | NDU | N/A | Not Applicable |
| | | PIDE | N/A | Not Applicable |
| | | AIOU | N/A | Not Applicable |
| | | PIEAS | N/A | Not Applicable |
| | | QAU | N/A | Not Applicable |
| | | International Islamic University (Male & Female) | N/A | Not Applicable |
| | | COMSATS | N/A | Not Applicable |
| | | National Skills University | N/A | Not Applicable |

| Province | City/District | University Name | To & From Distance (km) Round-trip | Mode of Travel |
|----------|---------------|---|---------------------------------------|----------------|
| | | NUTECH | N/A | Not Applicable |
| | | NUST | N/A | Not Applicable |
| | | NUMS | N/A | Not Applicable |
| | | Bahria University | N/A | Not Applicable |
| | | Riphah International University | N/A | Not Applicable |
| | | Shifa Tameer-e-Millat University | N/A | Not Applicable |
| | | Capital University of Science and Technology (CUST) | N/A | Not Applicable |
| | | Institute of Space Technology (IST) | N/A | Not Applicable |
| | | FAST-NUCES | N/A | Not Applicable |
| | | TMUC | N/A | Not Applicable |
| | | Air University | N/A | Not Applicable |
| | | Roots IVY | N/A | Not Applicable |
| | | Shaheed Zulfiqar Ali Bhutto Medical University (SZABMU) | N/A | Not Applicable |

| Province | City/District | University Name | To & From Distance (km) Round-trip | Mode of Travel |
|--------------------|---------------|--|------------------------------------|----------------|
| AJK | Muzaffarabad | University of Azad Jammu & Kashmir | 270 | Road |
| | Bagh | The Women's University of Azad Jammu & Kashmir | 380 | Road |
| | Mirpur | Mirpur University of Science and Technology | 240 | Road |
| Gilgit-Baltistan | Gilgit | Karakoram International University | 1,200 | Air/Road |
| | Skardu | University of Baltistan | 1,280 | Air/Road |
| Khyber Pakhtunkhwa | Peshawar | Khyber Medical University | 370 | Road |
| | | Sarhad University | 370 | Road |
| | | Institute of Management Sciences (IM Sciences) | 370 | Road |
| | | Islamia College Peshawar | 370 | Road |
| | | University of Peshawar (UoP) | 370 | Road |
| | | UET, Peshawar | 370 | Road |
| | Mardan | Abdul Wali Khan University | 280 | Road |
| | | Women University, Mardan | 280 | Road |
| | | UET Mardan | 280 | Road |
| | Swabi | GIKI-Swabi | 240 | Road |
| | | Shaheed Benazir Bhutto Women's University | 240 | Road |
| | | University of Swabi | 240 | Road |

| Province | City/District | University Name | To & From Distance (km) Round-trip | Mode of Travel |
|----------|---------------|--|---------------------------------------|----------------|
| | Nowshera | University of Technology, Nowshera | 240 | Road |
| | | FATA University | 240 | Road |
| | Kohat | Kohat University of Science and Technology (KUST) | 320 | Road |
| | Chitral | University of Chitral | 750 | Air/Road |
| | Karak | Khushal Khan Khattak University, Karak | 500 | Road |
| | Chakdara | University of Malakand | 500 | Road |
| | Haripur | University of Haripur | 200 | Road |
| | | Pak Austria Institute | 200 | Road |
| | Swat | University of Engineering and Applied Sciences, Swat | 500 | Road |
| | | University of Sawat | 500 | Road |
| | Abbottabad | Abbottabad University of Science and Technology (AUST) | 240 | Road |
| | Mansehra | Hazara University | 200 | Road |
| | Balochistan | Quetta | University of Balochistan | 1,900 |
| BUIEMS | | | 1,900 | Air |
| Gwadar | | University of Gwadar | 3,600 | Air |
| Turbat | | University of Turbat | 3,200 | Air |
| Lasbela | | Lasbela University (Main Campus) | 2,800 | Air |

| Province | City/District | University Name | To & From Distance (km) Round-trip | Mode of Travel |
|----------|-------------------|--|---------------------------------------|----------------|
| | | Lasbela University, Wadh Campus | 2,900 | Air |
| | Dera Murad Jamali | University College of Dera Murad Jamali | 2,000 | Air |
| Punjab | Lahore | University of Central Punjab | 750 | Road |
| | | Superior University | 750 | Road |
| | | LSE | 750 | Road |
| | | PIFD | 750 | Road |
| | | Lahore University of Biological and Applied Sciences | 750 | Road |
| | | University of Child Health Sciences, Lahore | 750 | Road |
| | | Kinnaird College for Women, Lahore | 750 | Road |
| | | UET Lahore | 750 | Road |
| | | University of Lahore | 750 | Road |
| | | GC Lahore (Government College University, Lahore) | 750 | Road |
| | | School of Allied Health Sciences, Lahore & College of Nursing UCHS, Lahore | 750 | Road |
| | | GCU, Lahore | 750 | Road |
| | | National College of Business and Economics, Lahore | 750 | Road |
| | | University of South Asia, Lahore | 750 | Road |

| Province | City/District | University Name | To & From Distance (km) Round-trip | Mode of Travel |
|----------|---------------|---|---------------------------------------|----------------|
| | | Fatima Jinnah Medical University, Lahore | 750 | Road |
| | | University of Management and Technology, Lahore | 750 | Road |
| | Rawalpindi | Fatima Jinnah Women's University, Rawalpindi | N/A | Not Applicable |
| | | Foundation University, Rawalpindi | N/A | Not Applicable |
| | | Arid University, Rawalpindi | N/A | Not Applicable |
| | | University of Rawalpindi | N/A | Not Applicable |
| | Sialkot | University of Sialkot | 460 | Road |
| | | Government Women University, Sialkot | 460 | Road |
| | | Women University Sialkot | 460 | Road |
| | Gujrat | University of Chenab | 380 | Road |
| | | University of Gujrat | 380 | Road |
| | | Green International University | 750 | Road |
| | Taxila | Hi Tech University | 70 | Road |
| | | UET Taxila | 70 | Road |
| | Wah | University of Wah | 80 | Road |
| | Faisalabad | University of Agriculture, Faisalabad | 620 | Road |

| Province | City/District | University Name | To & From Distance (km) Round-trip | Mode of Travel |
|----------|-----------------|---|---------------------------------------|----------------|
| | | University of Faisalabad | 620 | Road |
| | | GCU, Faisalabad | 620 | Road |
| | | National Textile University, Faisalabad | 620 | Road |
| | Multan | BZU, Multan | 1,100 | Road |
| | | MNS University of Agriculture, Multan | 1,100 | Road |
| | Sargodha | University of Sargodha | 550 | Road |
| | Narowal | University of Narowal | 540 | Road |
| | Bahawalpur | Islamia University, Bahawalpur | 1,200 | Road |
| | Dera Ghazi Khan | University of South Punjab | 1,100 | Road |
| Sindh | Karachi | Institute of Business Management (IoBM), Karachi | 2,274 | Air |
| | | Habib University | 2,274 | Air |
| | | Textile Institute of Pakistan, Karachi | 2,274 | Air |
| | | Indus University, Karachi | 2,274 | Air |
| | | Iqra University, Karachi | 2,274 | Air |
| | | NHU (Newports Institute of Communications and Economics), Karachi | 2,274 | Air |
| | | Salim Habib University | 2,274 | Air |
| | | Ziauddin University, Karachi | 2,274 | Air |

| Province | City/District | University Name | To & From Distance (km) Round-trip | Mode of Travel |
|----------|---------------|---|------------------------------------|----------------|
| | | Shaheed Benazir Bhutto Dewan University, Karachi | 2,274 | Air |
| | | DOW University of Health Sciences, Karachi | 2,274 | Air |
| | | Karachi Institute of Economics and Technology | 2,274 | Air |
| | | University of Karachi | 2,274 | Air |
| | | SZABIST, Karachi | 2,274 | Air |
| | | Jinnah Sindh Medical University (JSMU), Karachi | 2,274 | Air |
| | | MITE (Millennium Institute of Technology and Entrepreneurship), Karachi | 2,274 | Air |
| | | NED University of Engineering and Technology, Karachi | 2,274 | Air |
| | | Al-Kawthar University, Karachi | 2,274 | Air |
| | | Sohail University, Karachi | 2,274 | Air |
| | Hyderabad | Hyderabad Institute of Technology & Management Sciences | 2,048 | Air |
| | | SZABIST, Hyderabad | 2,048 | Air |
| | Sukkur | IBA, Sukkur | 1,562 | Air |
| | | The Begum Nusrat Bhutto Women's University, Sukkur | 1,562 | Air |
| | Larkana | SZABIST, Larkana | 1,652 | Air |

| Province | City/District | University Name | To & From Distance (km) Round-trip | Mode of Travel |
|----------|---------------------|---|------------------------------------|----------------|
| | Tando Muhammad Khan | Institute of Modern Sciences, Tando Muhammad Khan | 2,096 | Air |
| | Jamshoro | University of Art & Culture, Jamshoro | 2,070 | Air |
| | | Liaquat University of Medical and Health Sciences (LUMHS), Jamshoro | 2,070 | Air |
| | | LUMHS (alternate mention) | 2,070 | Air |
| | Nawabshah | People's University of Medical and Health Sciences for Women, Benazirabad | 1,888 | Air |

