

GOVERNMENT OF PAKISTAN
MINISTRY OF PLANNING, DEVELOPMENT & SPECIAL INITIATIVES
(ADMIN-II SECTION)

PRE-QUALIFICATION NOTICE

Ministry of Planning, Development & Special Initiatives invites e-applications for pre-qualification from reputed event management firms/ contractors having vendor number issued by the AGPR, registered with Income Tax, Sales Tax Department and Pakistan Engineering Council [PEC] (for Civil Works only) and active Tax Payer status for pre-qualification of event management at Ministry of Planning, Development & Special Initiatives, 'P' Block and its premises for the financial year (2025-26):

2. Electronic Pre-qualification Document, containing detailed requirements and terms & Conditions is available for the registered bidders on EPADS at www.eprocure.gov.pk and www.ppra.org.pk.
3. The electronic proposals, prepared in accordance with the instructions in the pre-qualification document, must be submitted by using EPADS on or before 3rd February, 2026 till 1000 hrs. Manual Bids shall not be accepted. Electronic proposals will be opened on the same day at 1100 hrs on www.eprocure.gov.pk.
4. Notification of Grievance Redressal Committee constituted in terms of Rule-48 of the Public Procurement Rules, 2004 is provided in Ministry's Website www.pc.gov.pk, EPADS at www.eprocure.gov.pk and www.ppra.org.pk.

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**TERMS & CONDITIONS OF PRE-QUALIFICATION FOR EVENT
MANAGEMENT**

1. The Firms must have Sales Tax Registration Certificate, National Tax Number and Vendor Number as well as facilities of telephone lines, email, etc. for urgent & immediate contact.
2. The firms should have at least 3 years of relevant experience. The firms should 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. The firms must have experience and resources to handle boarding, lodging and transportation at multiple venues simultaneously and experience to design, develop and print HD content
3. The firms should have completed at-least 3 project of similar nature - irrespective of cost.
4. The firms should have capabilities with respect to personnel, equipment, and plant (CVs of key technical staff to be attached). The firms should have a dedicated team of professionals with expertise in event planning, management, photography, videography, editing, social media management and live streaming etc.
5. The firms should be in good financial position i.e the firm should have average annual financial turn over greater than Rs. 2 Million.
6. The firms shall provide audited financial statements or bank certificates.
7. The firms should have appropriate managerial capabilities (Company's organogram to be provided). The firms should possess the necessary equipment and resources for efficient and high-quality event coverage and content creation. The firms should have the capacity and resources to handle multiple projects simultaneously and demonstrate a creative approach to event management and content creation.
8. The firms shall submit an affidavit and certificate of non-blacklisting.
9. The application/ proposal should accompany a Pay Order/Bank Draft of Rs. 200,000/- as Earnest Money in favor of DDO of Ministry of Planning, Development and Special Initiatives. The earnest money will be returned to the unsuccessful applicants immediately after finalization of the pre-qualification and in case of successful bidder(s), it will be converted into Security Deposit which will be retained till **30-06-2026**.
10. Submission of any false statement/documents concealing of information is likely to disqualify the bidders.
11. 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.
12. Event management must be completed within the stipulated time from the date of receipt of purchase order in the pre-decided premises/ venues.
13. A responsive/non responsive checklist will be used in evaluation of bids.