Standard Bidding Document

Open Framework Arrangement for different Services at PNCA (Non-Consultancy Services)

National

CORRIGENDUM # 1	CORR-FFW10824-001
Initiation Date	November 19, 2026

November 19, 2026

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INVITATION FOR PREQUALIFICATION FOR OPEN FRAMEWORK AGREEMENT

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Pakistan National Council of Arts PNCA (Pakistan National Council of Arts PNCA)** has sufficient / has received / intends to apply for funds from **Non-ADP** and intends to apply part of such funds toward payments under the Framework Agreement for **Open Framework Arrangement for different Services at PNCA** having reference number **FFW10824**.

2. The **Pakistan National Council of Arts PNCA (Pakistan National Council of Arts PNCA)** intends to prequalify suppliers for subsequent Invitation to Bid(s) and to sign a Open Framework Agreement with the successful bidder(s) following completion of the bidding process.

3. The objective of the intended Open Framework Agreement is the on-demand supply of **Open Framework Arrangement for different Services at PNCA** through subsequent Call-Off Contract(s) during the Framework Agreement period. The purpose of this Prequalification Notice is to provide basic information to enable potential applicants to decide whether to respond to this Prequalification Notice.

4. Only the prequalified applicants shall be entitled to participate in the subsequent procurement proceedings. It is expected that Invitations to Bid will be issued to the Prequalified Applicants in **Thursday, October 29, 2026**. The Open Framework Agreement is expected to be signed with the successful bidder(s) in **Monday, November 30, 2026** for a period of **12 Months**.

5. The Prequalification process is open to all **National** Applicants subject to fulfilling the eligibility requirements specified in the Prequalification Documents. Interested Applicants may obtain further information from **Pakistan National Council of Arts PNCA (Pakistan National Council of Arts PNCA)** through **EPADS v2.0** during office hours. A complete set of Prequalification Documents may be accessed by interested Applicants through **EPADS v2.0** at **https://epads.gov.pk/opportunities/federal/framework-agreements/10824**.

6. The application, prepared in accordance with the instructions contained in the Prequalification Documents, must be submitted through **EPADS v2.0** on or before **Tuesday, November 24, 2026 12:00 PM**. Applications will be opened electronically through **EPADS v2.0** on the same day at **Tuesday, November 24, 2026 12:30 PM**. Manual submission of applications shall not be entertained.

7. Vendors who have not yet registered on **EPADS v2.0** may complete their registration at **https://vendors.epads.gov.pk/**. Guidance regarding registration and bid submission is available on the portal.

In terms of Rule 65 of Public Procurement Rules, 2026, the Grievance Redressal Committee (GRC) has been notified for the subject procurement. The notification is available on the Procuring Agency's website and on PPRA's website.

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Instructions to Applicants

A. General

1. **Scope of Application**

1.1. In connection with the "**Invitation for Prequalification**", the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Prequalification.

3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.

4. **Eligible Applicants**

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.
In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.
In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the JV), the execution of any Call-off Contract(s) awarded (to the JV) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.
The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of framework agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Framework Agreement(s) or Call-off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution of the Framework Agreement and/or Call-off Contract.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA’s website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. **Eligibility (in terms of Nationality)**

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. **Sections of Prequalification Documents**

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

PART 2 Supply Requirements

6.8. Section VII – Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7. **Clarification of Prequalification Documents and Pre-Application Meeting**

7.1. An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing through ePADS. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / ePADS as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Prequalification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through ePADS. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. **Amendment of Prequalification Documents**

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through ePADS.

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and ePADS.
Provided that an Applicant who had already submitted their Applications prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through ePADS.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:
Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. **Cost of Applications**

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.

10. **Language of Application**

10.1. The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in

another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. **Documents Comprising the Application**

11.1. The Application shall comprise the following:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

12. **Application Submission Letter**

12.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

13. **Documents Establishing the Eligibility of the Applicant**

13.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

14. **Documents Establishing the Qualifications of the Applicant**

14.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

14.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

14.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

14.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

14.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

14.4. The documentary evidence of the Applicant’s qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency’s satisfaction:

14.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer’s Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency’s Country;

14.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier’s maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. **Submission of the Applications through ePADS**

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

16. **Deadline for Submission of Applications**

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through ePADS.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through ePADS. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. **Confidentiality**

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance

with ITA 26 through ePADS.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through ePADS.

19. **Clarification of Applications**

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through ePADS.

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. **Responsiveness of Applications**

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. **Margin of Preference**

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Prequalification.

22. **Sub-contractors**

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into

account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. **Evaluation of Applications**

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

23.4. Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant’s subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

24. **Procuring Agency’s Right to Accept or Reject Applications**

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without

thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on ePADS, duly approved by the Principal Accounting Officer or Head of Organization.

25. **Prequalification of Applicants**

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. **Notification of Prequalification**

26.1. The Procuring Agency shall notify all Applicants in writing through ePADS indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through ePADS.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through ePADS.

27. **Request for Bids**

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through ePADS.

28. **Changes in Qualifications of Applicants**

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.

29. **Redressal of Grievances**

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-65 of Public Procurement Rules, 2025.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. **Mechanism of Blacklisting**

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-25 of Public Procurement Rules, 2025 read with “Mechanism for Blacklisting Regulations, 2024”.

Framework Data Sheet

Framework Data Sheet (FDS)

The following specific data for the Framework Agreement shall complement, supplement, or amend the provisions in the Instructions to Applicants/Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

FDS Clause Number
ITB Number

Amendments of, and Supplements to, Clauses in the Instructions to Applicants/Bidders

A. General

FDS Clause Number 1
ITB Number 1.1

Identification Number of the Framework Agreement: **FFW10824**
The Procuring Agency is: **Pakistan National Council of Arts PNCA (Pakistan National Council of Arts PNCA)**
Framework Agreement Title: **Open Framework Arrangement for different Services at PNCA**

FDS Clause Number 2
ITB Number 2.1

The name of Procuring Agency is: **Pakistan National Council of Arts PNCA (Pakistan National Council of Arts PNCA)**
The name of Framework Agreement is: **Open Framework Arrangement for different Services at PNCA**

FDS Clause Number 3
ITB Number 2.2

Participating / Authorized Procuring Agencies under this Framework Agreement:

ITA Number 4.2

Maximum number of members in a Joint Venture (JV): **Nil**

FDS Clause Number 4
ITB Number 3.1

Framework Type: **Open Framework Agreement**

FDS Clause Number 5
ITB Number 4.1

Framework Duration: **12 Months**
Commencement Date: **Expired after the framework duration of 12 months from the award date.**
Expiry Date: **Positions Without Lots :**

Position	Delivery Schedule	Quantity
Light & Sound, Stage and allied Equipment	**Address:** PNCA, Sector F-5/1, Islamabad, Islamabad Capital Territory **Schedule:** as per need **Quantity:** 500/job	500/job
Transportation for artists and official use	**Address:** PNCA, Sector F-5/1, Islamabad, Islamabad Capital Territory **Schedule:** as per need **Quantity:** 500/job	500/job
Hotel Accommodation for Artists, official guests etc	**Address:** PNCA, Sector F-5/1, Islamabad, Islamabad Capital Territory **Schedule:** as per need **Quantity:** 500/job	500/job

Position	Delivery Schedule	Quantity
Catering Service for cultural events	**Address:** PNCA, Sector F-5/1, Islamabad, Islamabad Capital Territory **Schedule:** as per need **Quantity:** 500/job	500/job
Provision of Domestic and International Air tickets	**Address:** PNCA, Sector F-5/1, Islamabad, Islamabad Capital Territory **Schedule:** as per need **Quantity:** 500/job	500/job
Repair & Maintenance of Light & Sound, audio video specific equipment and other related items etc.	**Address:** PNCA, Sector F-5/1, Islamabad, Islamabad Capital Territory **Schedule:** as per need **Quantity:** 500/job	500/job
Repair & maintenance of Official vehicles	**Address:** PNCA, Sector F-5/1, Islamabad, Islamabad Capital Territory **Schedule:** as per need **Quantity:** 500/job	500/job

Position	Delivery Schedule	Quantity
Printing of publicity/promotional material etc	**Address:** PNCA, Sector F-5/1, Islamabad, Islamabad Capital Territory **Schedule:** as per need **Quantity:** 500/job	500/job
Repair & Maintenance of PNCA building including Furniture & Fixtures	**Address:** PNCA, Sector F-5/1, Islamabad, Islamabad Capital Territory **Schedule:** as per need **Quantity:** 500/job	500/job
Paint, polish & Hardware material including wooden, electrical, plumbing material	**Address:** PNCA, Sector F-5/1, Islamabad, Islamabad Capital Territory **Schedule:** as per need **Quantity:** 500/job	500/job

FDS Clause Number 6
ITB Number 5.1

A list of debarred firms and individuals is available on PPRA website: **https://ppra.gov.pk**

B. Contents of the Framework Document

FDS Clause Number 7
ITB Number 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

FDS Clause Number 8
ITB Number 7.1 & 8.2

Information related to the Framework Agreement shall be published on: **EPADS v2.0**

FDS Clause Number 9
ITB Number 7.2

Pre-Bid Meeting: **Clarification Date:**

C. Preparation of Applications / Bids

FDS Clause Number 10
ITB Number 10.1

This Framework Agreement Document has been issued in the language: **English**

FDS Clause Number 11
ITB Number 11.1(d)

Additional documents to be submitted through {**SYSTEMSHORTTITLE**}: **No**

FDS Clause Number 12
ITB Number 14.2

Source for determining exchange rates: **Not Applicable**

E. Submission of Applications / Bids

FDS Clause Number 18
ITB Number 16.1

Deadline for Bid Submission:
Day: ***Tuesday***
Date: ***Tuesday, November 24, 2026***
Time: ***12:00 PM***

FDS Clause Number 19
ITB Number 17.1

Opening of Bids shall be conducted through: **EPADS v2.0**
Day: ***Tuesday***

Date: ***Tuesday, November 24, 2026***
Time: ***12:30 PM***
Virtual participation link: **https://vendors.epads.gov.pk/**

F. Evaluation and Award

FDS Clause Number 20
ITB Number 21.1

Margin of Domestic Preference: **Not Applicable**

FDS Clause Number 21
ITB Number 22.1

Framework Award Basis: **Quality Based Selection (QBS)**

FDS Clause Number 22
ITB Number 23.1

Suppliers admitted to the Framework Agreement shall not be guaranteed any minimum quantity, value, or volume of business unless otherwise stated in the Framework Agreement.

FDS Clause Number 23
ITB Number 29.1

Framework-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**
A complaint may challenge:

- The terms of the Framework Agreement Documents
- The Procuring Agency’s evaluation decision
- The Procuring Agency’s Framework Award decision

Scope of Work

The scope of work covers the provision of Light, Sound, Stage and Allied Equipment; transportation services for artists and official use; hotel accommodation for artists and official guests; catering services for cultural events; domestic and international air ticketing; repair and maintenance of audio, video, lighting equipment, official vehicles, PNCA building, furniture and fixtures; printing of publicity and promotional materials; and supply of paint,

polish, hardware, wooden, electrical, plumbing and other related materials required by the Pakistan National Council of the Arts (PNCA) throughout the financial year.

All services, supplies, repairs and maintenance shall be provided on an as-and-when-required basis in accordance with PNCA's needs, approved specifications, quality standards and authorized requirements. The contractors shall ensure timely delivery, professional service, quality materials, competent technical staff, and compliance with applicable safety standards. Item-wise rates shall be quoted in the prescribed financial bid, and individual assignments shall be executed subject to PNCA's approval, available budget, agreed rates, and applicable procurement rules under the Open Framework Agreement.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Framework Items / Lots

Brief Description

The Pakistan National Council of the Arts (PNCA) intends to establish an Open Framework Agreement for the provision of various services and supplies required throughout the financial year. The scope includes light, sound, stage and allied equipment; transportation for artists and official use; hotel accommodation; catering services; domestic and international air ticketing; repair and maintenance of audio-visual equipment, official vehicles, the PNCA building, furniture and fixtures; printing of publicity and promotional materials; and supply of paint, polish, hardware, wooden, electrical, plumbing and other related materials.

Interested firms and service providers shall submit their bids through e-PADS along with the required registration documents, tax certificates, company profiles, relevant experience, financial capacity documents, undertakings, and other applicable supporting documents. Services and supplies shall be obtained on an as-and-when-required basis throughout the financial year, subject to PNCA's requirements, approved rates, availability of budget, applicable technical specifications, and relevant procurement rules.

Related Services of Consultancy Services:

No

Specification

Positions Without Lots :

Position: Light & Sound, Stage and allied Equipment

Specifications / Requirements:

The scope of work includes the provision, installation, operation, and dismantling of professional light, sound, stage, and allied equipment for events organized by PNCA throughout the financial year. The equipment may include sound systems, speakers, subwoofers, audio mixing consoles, wired and wireless microphones, stage lighting, LED lights, LED video walls, projectors, stage platforms, podiums, backdrops, trussing, rigging, generators, power distribution systems, cables, and all necessary accessories for official functions, conferences, seminars, cultural festivals, musical concerts, theatrical performances, exhibitions, and other events. The contractor shall provide fully functional equipment, qualified technical staff, transportation, loading/unloading, installation, testing, on-site technical support, and dismantling services as required. All equipment and installations must meet applicable safety standards and PNCA's technical requirements, with prompt replacement of defective equipment to ensure uninterrupted event operations. Services shall be provided on an as-and-when-required basis under the Open Framework Agreement throughout the financial year, with quantities and equipment requirements determined according to the nature and scale of each event. Item-wise rates shall be quoted in the prescribed financial bid in accordance with applicable procurement rules.

Position: Transportation for artists and official use

Specifications / Requirements:

The scope of work includes the provision of transportation services for artists, performers, guests, officials, and staff of the Pakistan National Council of the Arts (PNCA) for official duties, cultural events, festivals, performances, meetings, conferences, workshops, and other official activities throughout the financial year. The required vehicles may include cars, sedans, SUVs, vans, coasters, and buses, depending on the number of passengers, nature of the assignment, and travel requirements, for local and outstation journeys as required. The contractor shall provide well-maintained, clean, safe, and roadworthy vehicles along with qualified, licensed, and experienced drivers. The services shall include pick-and-drop facilities, transportation to designated venues, intercity travel, and other official transportation requirements on an as-and-when-needed basis. Fuel, driver charges, maintenance, toll taxes, parking fees, and other applicable expenses, with services provided according to PNCA's requirements, approved rates, and applicable procurement rules.

Position: Hotel Accommodation for Artists, official guests etc

Specifications / Requirements:

The scope of work includes the provision of hotel accommodation for artists, performers, cultural delegates, official guests, dignitaries, and other persons invited by the Pakistan National Council of the Arts (PNCA) for official functions, cultural festivals, conferences, seminars, workshops, performances, and other activities throughout the financial year. Accommodation may include standard, deluxe, and executive rooms, as required, in reputable hotels or guest houses, with suitable facilities, cleanliness, security, and convenient access to event venues. The contractor shall arrange accommodation on an as-and-when-required basis according to PNCA's approved requirements, including room reservations, check-in/check-out arrangements, and other agreed facilities. Rates shall be quoted on a per-room-per-night basis, clearly specifying applicable taxes, breakfast, meals, and other services separately or as inclusive packages. All arrangements shall be subject to availability, approved rates, service standards, and applicable procurement rules

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Position: Catering Service for cultural events

Specifications / Requirements:

The scope of work includes the provision of catering services for cultural events, festivals, performances, conferences, seminars, workshops, official meetings, receptions, and other activities organized by the Pakistan National Council of the Arts (PNCA) throughout the financial year. Services may include breakfast, lunch, dinner, hi-tea, refreshments, buffet arrangements, packed meals, and food and beverages for artists, performers, official guests, dignitaries, delegates, and staff, according to the nature and requirements of each event. The contractor shall provide fresh, hygienically prepared, high-quality food and beverages, with appropriate presentation, serving staff, crockery, cutlery, tables, and other necessary catering arrangements as required. Menus, quantities, and serving arrangements shall be determined according to PNCA's instructions and the number of participants for each event, clearly indicating applicable taxes and any additional service charges, in accordance with approved requirements and applicable procurement rules.

Position: Provision of Domestic and International Air tickets

Specifications / Requirements:

The scope of work includes the provision of domestic and international air ticketing services for artists, performers, cultural delegates, official guests, and officers of the Pakistan National Council of the Arts (PNCA) for official visits, cultural exchange programmes, international cultural diplomacy, festivals, conferences, performances, meetings, and other official assignments throughout the financial year. Services shall include reservation and issuance of economy, business, or other approved class tickets, as required, for domestic

and international destinations, including one-way and return journeys. The contractor shall provide competitive fares, available flight options, itinerary details, ticket issuance, booking confirmations, ticket cancellations, reissuance, rescheduling, and refund processing in accordance with applicable airline policies and PNCA requirements. All bookings shall be made on an as-and-when-required basis, subject to PNCA's approval, approved rates, applicable procurement rules, and the relevant airline's terms and conditions.

Position: Repair & Maintenance of Light & Sound, audio video specific equipment and other related items etc.

Specifications / Requirements:

The scope of work includes the repair, maintenance, troubleshooting, servicing, and restoration of light, sound, audio-visual, stage equipment, and other related items used by the Pakistan National Council of the Arts (PNCA). The equipment may include sound systems, speakers, amplifiers, microphones, audio mixing consoles, lighting fixtures, LED lights, LED displays, projectors, video equipment, cables, connectors, control systems, electrical accessories, and other technical equipment installed or used at PNCA premises and event venues. The contractor shall provide qualified technicians, necessary tools, testing equipment, and technical expertise for inspection, fault diagnosis, repair, preventive maintenance, and replacement of defective components as required. Services shall be provided on an as-and-when-needed basis throughout the financial year, with separate item-wise. All repair and maintenance work shall be carried out with PNCA's approval, in accordance with the required technical standards, approved rates, and applicable procurement rules.

Position: Repair & maintenance of Official vehicles

Specifications / Requirements:

The scope of work includes the repair, maintenance, inspection, and servicing of official vehicles of the Pakistan National Council of the Arts (PNCA), including cars, jeeps, vans, and other vehicles owned or operated by PNCA. The services may include engine repairs, mechanical and electrical work, oil and filter changes, brake and suspension repairs, battery replacement, tyre services, air-conditioning repairs, wheel alignment, tuning, and replacement of defective spare parts and accessories as required. The contractor shall provide qualified mechanics, technicians, diagnostic facilities, tools, and genuine or approved quality spare parts to ensure the safe and efficient operation of official vehicles. Services shall be provided on an as-and-when-required basis throughout the financial year, subject to prior inspection, cost estimates, and approval by PNCA, with all work carried out at approved rates and in accordance with applicable procurement rules.

Position: Printing of publicity/promotional material etc

Specifications / Requirements:

The scope of work includes the designing, printing, and supply of publicity, promotional, and advertising materials for the Pakistan National Council of the Arts (PNCA) throughout the financial year. The materials may include banners, panaflex, posters, brochures, flyers, invitations, programme booklets, catalogues, standees, flex prints, backdrops, certificates, folders, letterheads, and other printed materials required for cultural festivals, exhibitions, performances, conferences, seminars, official functions, and promotional campaigns. The contractor shall provide high-quality printing services using suitable paper, printing materials, colours, sizes, and finishing options as specified by PNCA. Services shall include graphic designing, layout preparation, proofing, printing, lamination, binding, cutting, finishing, and delivery to designated locations, as required according to the unit, size, material, and printing specifications, with services provided on an as-and-when-required basis throughout the financial year, subject to PNCA's approval and applicable procurement rules.

Position: Repair & Maintenance of PNCA building including Furniture & Fixtures

Specifications / Requirements:

The scope of work includes the repair, maintenance, renovation, and upkeep of the Pakistan National Council of the Arts (PNCA) building, offices, galleries, auditoriums, halls, and other premises, including furniture and fixtures, throughout the financial year. The services may include civil works, plastering, painting, flooring, tiling, plumbing, electrical repairs, doors and windows maintenance, ceiling repairs, carpentry, and repair or replacement of office furniture, tables, chairs, cabinets, shelves, curtains, fittings, and other related fixtures as required. The contractor shall provide skilled labour, qualified technicians, necessary tools, equipment, and approved quality materials to carry out maintenance and repair work efficiently and safely. Services shall be provided on an as-and-when-required basis, subject to site inspection, cost estimates, and prior approval by PNCA and all work shall be completed according to PNCA's specifications, approved rates, quality standards, and applicable procurement rules.

Position: Paint, polish & Hardware material including wooden, electrical, plumbing material

Specifications / Requirements:

The scope of work includes the supply of paints, polishes, hardware items, and other maintenance materials required for the repair, upkeep, and maintenance of the Pakistan National Council of the Arts (PNCA) building, offices, galleries, auditoriums, and other premises throughout the financial year. The materials may include interior and exterior paints, primers, varnishes, wood polish, brushes, rollers, sandpaper, nails, screws, locks, hinges, handles, wooden sheets, timber, electrical wires, switches, sockets, circuit breakers, lighting accessories, pipes, taps, valves, plumbing fittings, adhesives, sealants, and other related items as required. The contractor shall supply new, unused, good-quality materials conforming to the specifications and standards approved by PNCA. Items shall be supplied in the required sizes, quantities, brands, and units, subject to inspection and acceptance

by the authorized PNCA representative. Supply shall be made on an as-and-when-required basis throughout the financial year, clearly specifying units, applicable taxes, transportation, and other charges. All supplies shall be subject to PNCA's approval, approved rates, and applicable procurement rules.

Eligibility & Qualification Criteria

All Active Taxpayers shall be eligible to participate in the procurement process, unless expressly excluded or otherwise restricted under the Eligibility Criteria specified by the Procuring Agency.

Bidder's Type	Required Registration
Any	NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN) FBR (GSTN)

Eligibility Criteria	Document
Not blacklisted, cross-debarred or prohibited from public procurement; sworn affidavit on prescribed stamp paper and disclosure of any past debarment.	Yes
No material misrepresentation Signed declaration that all information is authentic, complete and verifiable	Yes
Financial integrity Disclosure of insolvency, bankruptcy, receivership, material litigation and terminated contracts; applicant must not be insolvent or under liquidation.	Yes
Human resource capacity Named two logistics/protocol leads with CVs	Yes

Compliance undertaking Undertaking to comply with labour, minimum wage, tax, health and safety, safeguarding, anti-harassment, intellectual-property and requirements.	Yes

Evaluation Criteria

Quality Based Selection (QBS)

Technical Marks	**100**
Passing Marks	**70**
Technical Evaluation Criteria	
Years of continuous relevant experience (Qualitative)(Doc Required)	15
Similar works/services completed in last five years (Qualitative)(Doc Required)	30
Works in same cultural institution (Qualitative)(Doc Required)	15
Past performance (Qualitative)(Doc Required)	15
Quality assurance (Qualitative)(Doc Required)	15
Average annual turnover - last three years (Qualitative)(Doc Required)	10

Call-Off / Secondary Procurement Procedure

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Annexure

PNCA SBD

Information (Read-Only)

See Form Under Additional Forms and Documents: **PNCA SBD** (page number: 40)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Procurement Forms

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Additional Forms and Documents

GOVERNMENT OF PAKISTAN

PAKISTAN NATIONAL COUNCIL OF THE ARTS

PNCA | ISLAMABAD

PRE-QUALIFICATION DOCUMENT

Open Framework Arrangement for different Services at PNCA

Framework period	One (01) year from the date of agreement
Procurement reference	PNCA/PROC/EMF/2026-27/
Issue date	

Pre-qualification stage only - no financial proposal is required.

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Invitation for Pre-Qualification

Pakistan National Council of the Arts (PNCA), a federal cultural institution under the National Heritage & Culture Division, Government of Pakistan, invites electronic applications from reputable, experienced, technically capable and financially sound firms for pre-qualification under an open framework arrangement for a period of one (01) year.

The arrangement will support PNCA's operational requirements. The Services will be required on an as-and-when-needed basis at PNCA premises and, where specified, at other locations in Pakistan.

> **IMPORTANT:** This is a pre-qualification exercise only. Applicants must not submit prices, rates or a financial proposal at this stage. Pre-qualification does not guarantee any volume of work or award of contract.

Procuring agency	Pakistan National Council of the Arts (PNCA)
Procurement category	Operational services
Framework type	Open framework arrangement
Framework duration	One (01) year from the effective date or CFY 2026-2027
Pre-qualification method	Qualification/technical application; single envelope; no price proposal
Submission channel	Electronic submission through EPADS is mandatory
Document availability	Free download from EPADS and PPRA website
Bid security	Not required at the pre-qualification stage
Minimum qualifying score	70 out of 100, subject to mandatory and sectional thresholds

Only firms declared pre-qualified will be eligible to participate in specific requests for quotation/proposal issued by PNCA under the framework arrangement. PNCA may adopt the procurement procedure and award basis appropriate to each work/services, as stated in the relevant specific solicitation.

Procurement Office, Pakistan National Council of the Arts, Plot No. 5, Sector F-5/1, Islamabad. Telephone: +92-519202099, email: pncoaisb@gmail.com. Procurement-specific contact details shall be stated in the Procurement Data Sheet and EPADS notice.

Procurement Data Sheet

PNCA ACTION: Complete every highlighted field before publication. The closing date must allow the minimum response time required by the Public Procurement Rules, and the opening time must be at least thirty minutes after the submission deadline.

Procurement reference no.	
EPADS tender/reference no.	
Date of advertisement	
Clarification deadline	
Pre-application meeting (if any)	
Application submission deadline	
Application opening	[SAME DATE; AT LEAST 30 MINUTES AFTER DEADLINE]
Application validity	One hundred and twenty (120) days from the submission deadline
Submission language	English
Submission method	Upload a complete, signed application through EPADS; no financial proposal
Physical copy	Not required unless PNCA issues a written addendum through EPADS
Clarification contact	As provided
GRC details	Available on EPAADS
Framework start date	Date of signature, unless otherwise stated by PNCA

Provisional Annual Requirement

PNCA shall complete or approve a provisional annual demand estimate before issue. The figures are planning estimates only and create no purchase commitment.

Illustrative coverage	Estimate one year
Light & Sound, Stage and allied Equipment	20 million
Transportation for artists and official use	10 million
Hotel Accommodation for Artists, official guests etc	20 million
Catering Service for cultural events	15 million
Provision of Domestic and International Air tickets	20 million
Repair & Maintenance of Light & Sound, audio video specific equipment and other related items etc.	10 million
Repair & maintenance of Official vehicles	5 million
Printing of publicity/promotional material etc	10 million
Repair & Maintenance of PNCA building including Furniture & Fixtures	50 million
Paint, polish & Hardware material including wooden, electrical, plumbing material	30 million

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Document Map and Definitions

Part	Contents
A	Institutional background, purpose, legal basis and framework model
B	Indicative scope relevant services
C	Instructions for preparation and submission of applications
D	Mandatory eligibility and technical evaluation criteria
E	Post-pre-qualification process and general framework terms
F	Application forms and declarations
Annex	Ready-to-publish pre-qualification notice and PNCA evaluation worksheet

Definitions

Applicant	A firm, company, association of persons, partnership or permitted joint venture/consortium submitting an application.
Pre-qualified firm	An applicant that meets all mandatory criteria, obtains the required score and is formally notified by PNCA.
Framework arrangement	The one-year open framework agreement setting general terms for future competition among pre-qualified firms.
Services/works-specific solicitation	A request for quotation, bid or proposal issued to eligible panel firms for a defined PNCA services/work.
Similar service	Having relevant experience
Evidence	Verifiable contracts, work orders, completion/performance certificates, tax documents, audited statements, bank documents, CVs, registrations and other records expressly required.
EPADS	The e-Pak Acquisition & Disposal System used for electronic public procurement.

Governing Hierarchy

If there is an inconsistency, the applicable laws, Public Procurement Rules and regulations prevail, followed by the EPADS/advertisement notice, the Procurement Data Sheet, this document, written addenda and the relevant specific solicitation. Applicants must rely only on written information issued by PNCA through the authorized channel.

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1 Institutional Background and Procurement Objective

1.1 About PNCA

Pakistan National Council of the Arts was established in 1973 and serves as a national platform for the promotion, development and public presentation of the arts. PNCA's programme spans visual arts, performing arts, theatre, music, puppetry, film, cultural exchange, arts education and public outreach.

1.2 Purpose of Pre-Qualification

- Create a transparent pool of technically competent, financially sound and professionally managed firms.
- Improve readiness for recurring and time-sensitive cultural programmes without compromising competition, quality or value for money.
- Assess relevant experience, past performance, personnel, technical resources, financial capacity and risk controls before -specific bidding.
- Enable PNCA to seek service-wise proposals or quotations from firms capable of delivering the required scale, location and specialism.
- Establish consistent expectations for safety, accessibility, cultural sensitivity, documentation and post-work/services accountability.

1.3 Legal and Regulatory Basis

The process shall be conducted under the Public Procurement Rules, 2004, as amended, particularly Rules 15 and 16 governing pre-qualification and Rule 16A governing procurement of recurrent services through framework agreements, together with the E-Pak Procurement Regulations, 2023, applicable PPRA regulations, instructions, standard documents and Government of Pakistan requirements in force on the date of the notice.

- Pre-qualification will be based only on the applicant's demonstrated ability to perform the required services satisfactorily.
- All documentary requirements and evaluation criteria are announced in advance and will be applied uniformly.
- Only pre-qualified firms may participate in subsequent procurement proceedings under this arrangement.
- The arrangement is non-exclusive and carries no guaranteed quantity, value, services allocation or minimum payment.
- A single application in a pre-qualification proceeding will not be entertained where prohibited by the applicable Public Procurement Rules.

1.4 Framework Model

1. PNCA evaluates qualification applications without considering price.
2. Applicants meeting all mandatory requirements and scoring at least 70 points, including the prescribed sectional minimums, are notified as pre-qualified.

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3. PNCA and selected firms execute a one-year open framework agreement containing common institutional, ethical and performance terms.
4. For each requirement, PNCA issues a services/works-specific solicitation to eligible panel firms, stating the scope, schedule, evaluation method, financial format and contract conditions.
5. PNCA awards the specific contract to the most advantageous responsive offer under the procedure stated in that solicitation.
6. Performance is recorded after each assignment and may affect continued panel status, subject to applicable rules and due process.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

2 Instructions to Applicants

2.1 Eligible applicants

Applications may be submitted by a legally registered single firm or a legally constituted joint venture/consortium. A consortium shall nominate a lead member, submit the governing agreement and authorization, and accept joint and several responsibility. A member may not participate in more than one application for this procurement.

2.2 Application preparation

Use the forms in this document, place evidence immediately behind the relevant form, number all pages, provide an indexed table of contents and ensure that every scan is legible.

2.3 Authorized signature

The Application Submission Letter and declarations must be signed by an authorized person. Upload the authority letter, board resolution or power of attorney.

2.4 Electronic submission

Upload one complete technical/qualification application through EPADS by the stated deadline. Applications sent only by email, courier or hand will not be considered unless PNCA formally amends the submission method.

2.5 No financial proposal

Do not submit prices, rates, discounts, commercial conditions or a financial envelope. Unsolicited pricing may render the application non-responsive.

2.6 Application validity

The application shall remain valid for 120 days from the deadline. PNCA may request an extension in accordance with applicable rules.

2.7 Clarifications and addenda

Applicants may seek clarification in writing by the Data Sheet deadline. PNCA's response or addendum will be issued through the authorized channel to ensure equal information.

2.8 Cost of application

The applicant bears all costs of preparing the application, attending meetings, supplying clarifications, supporting verification and executing the framework agreement.

2.9 Truthfulness and verification

PNCA may verify documents directly with clients, banks, tax authorities, regulators and issuing bodies; inspect facilities; or seek a non-substantive written clarification. No applicant may alter the substance of its application after opening.

2.10 Confidentiality

Evaluation information will remain confidential until publication or notification required by the applicable procurement framework.

3 Application Organization and Submission Checklist

Arrange the application in the sequence below. A missing mandatory document results in non-responsiveness unless the matter is a minor, non-substantive clarification that PNCA may lawfully seek.

No.	Section	Required evidence	Status
1	Application Submission Letter	Form A; signed and stamped	Mandatory
2	Authority of signatory	Board resolution / power of attorney / authority letter	Mandatory
3	Firm profile and legal status	Form B plus incorporation/registration documents	Mandatory
4	Tax and EPADS status	NTN, ATL evidence, sales/service tax registration and EPADS profile	Mandatory
5	Declarations	Forms K and L; non-blacklisting, authenticity, conflicts and undertakings	Mandatory
6	Relevant experience	Forms C and D; contracts/work orders and completion/performance certificates	Mandatory
7	Current commitments/litigation	Form E with supporting disclosures	Mandatory
8	Key personnel	Form F and signed CVs/evidence	Mandatory
9	Equipment and vendor resources	Form G with ownership/rental/vendor evidence	Mandatory
10	Financial capacity	Form H with audited statements/tax returns and bank evidence	Mandatory
11	Methodology and management systems	Form I; maximum ten pages excluding annexes	Scored
12	Portfolio	Form J; links/contact sheet and proof of applicant's role	Scored
13	Beneficial ownership information	Applicable prescribed form/information	As applicable
14	Joint venture/consortium records	Agreement, lead authorization and member documents	If applicable

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FILE NAMING: Use clear names such as 01_Application_Letter.pdf, 02_Authority.pdf, 03_Legal_and_Tax.pdf and so on. Combine each form with its supporting evidence where EPADS permits.

4 Mandatory Eligibility Criteria (Pass/Fail)

Every requirement below is mandatory. Failure to meet any criterion or submit the stated evidence makes the application non-responsive.

Ref.	Criterion	Evidence required	Result
M1	Legally registered entity	Valid SECP incorporation/registration, partnership deed, registrar certificate or other lawful registration; constitutional documents and registered address.	Pass/Fail
M2	Tax compliance	Valid NTN, evidence of Active Taxpayer List status, and applicable sales tax/service tax registration.	Pass/Fail
M3	EPADS registration	Active EPADS vendor profile/registration evidence.	Pass/Fail
M4	Relevant operating history	At least 1 years of continuous experience by the application deadline; registration and business profile.	Pass/Fail
M5	Similar assignments	At least 1 year similar experience completed work orders/contracts plus completion or satisfactory-performance evidence.	Pass/Fail
M6	Financial threshold	Average annual turnover of at least PKR 50 lacs completed audited statements and tax returns.	Pass/Fail
M7	No blacklisting/debarment	Not blacklisted, cross-debarred or prohibited from public procurement; sworn affidavit on prescribed stamp paper and disclosure of any past debarment.	Pass/Fail
M8	No material misrepresentation	Signed declaration that all information is authentic, complete and verifiable.	Pass/Fail
M9	Conflict of interest	Completed conflict disclosure and undertaking to notify PNCA of any change.	Pass/Fail
M10	Financial integrity	Disclosure of insolvency, bankruptcy, receivership, material litigation and terminated contracts; applicant must not be insolvent or under liquidation.	Pass/Fail
M11	Human resource capacity	Named two logistics/protocol leads with CVs.	Pass/Fail
M12	Compliance undertaking	Undertaking to comply with labour, minimum wage, tax, health and safety, safeguarding, anti-harassment, intellectual-property and venue requirements.	Pass/Fail

PNCA may require originals or certified copies for verification. A past dispute or terminated contract is not automatically disqualifying if fully disclosed; PNCA will assess its materiality under the announced criteria and applicable rules.

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5 Technical Evaluation Criteria

QUALIFICATION THRESHOLD: An applicant must obtain at least 70/100 overall and the stated minimum score in Sections A-E. Section F has no separate minimum. All mandatory eligibility criteria must first be passed.

Ref.	Criterion	Marks
A1	Years of continuous relevant experience	15
A2	Similar works/services completed in last five years	30
A3	Works in same cultural institution	15
A4	Past performance	15
A5	Quality assurance	15
A6	Average annual turnover - last three years	10

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Evaluation Notes

- Only assignments supported by both award evidence and satisfactory completion/performance evidence will receive marks.
- The same assignment may support more than one sub-criterion where relevant, but will be counted only once under the similar quantity scale.
- Experience of individual employees is scored under personnel criteria and is not substituted for the applicant firm's corporate experience.
- Joint venture/consortium scoring will follow the roles and evidence stated in the consortium agreement; PNCA may require the lead member to meet specified core thresholds.
- PNCA may verify, but will not introduce unannounced criteria or permit substantive alteration of an opened application.

6 Evaluation, Notification and Grievances

6.1 Evaluation Sequence

1. Opening of applications at the date and time stated in the Procurement Data Sheet.
2. Preliminary examination for timely submission, signature, authority and completeness.
3. Pass/fail assessment against mandatory eligibility requirements.
4. Technical scoring of responsive applications against the published matrix.
5. Written clarification and verification, where lawfully required, without changing the substance of the application.
6. Approval and publication/communication of the pre-qualification result in accordance with the applicable procurement framework.
7. Execution of the open framework agreement with selected pre-qualified firms after completion of the applicable complaint period and approvals.

6.2 Disqualification

- Late, incomplete, unsigned, conditional or materially non-responsive application.
- Failure to meet a mandatory criterion, overall qualifying score or required sectional minimum.
- False, forged, materially inaccurate, misleading or concealed information.
- Blacklisting, cross-debarment, insolvency or an undisclosed conflict that makes participation improper.
- Collusive, coercive, corrupt, fraudulent or obstructive practice, or improper contact intended to influence evaluation.
- Failure to provide a requested verification or original record within the reasonable time specified by PNCA.

6.3 Notification

PNCA will notify applicants whether they have been pre-qualified and will communicate reasons to unsuccessful applicants in accordance with Rule 16. The names of pre-qualified firms and evaluation

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information will be published or made available as required by the Public Procurement Rules, EPADS and applicable regulations.

6.4 Grievance Redressal

Complaints concerning eligibility parameters, evaluation criteria or terms considered contrary to the procurement framework may be submitted to PNCA's Grievance Redressal Committee before the application deadline. After submission, an aggrieved applicant may lodge a complaint within the periods prescribed by Rule 48 and applicable regulations. The GRC details will be published in the Procurement Data Sheet, PNCA website and/or EPADS.

6.5 Right to Reject All Applications

PNCA may reject all applications or proposals at any time prior to acceptance in accordance with Rule 33 of the Public Procurement Rules, 2004. Notice will be given promptly and the grounds will be communicated upon request as provided by the Rules. This clause does not authorize arbitrary rejection of an individual application that satisfies the announced criteria.

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7 Post-Pre-Qualification Procurement

7.1 Panel and Framework Agreement

Pre-qualified firms will be invited to execute PNCA's open framework agreement for one year. The agreement establishes common obligations but does not itself award a work/service, set a guaranteed price, or guarantee participation in every mini-competition. Panel status is non-exclusive.

7.2 Services/works-Specific Competition

1. PNCA classifies the requirement, confirms budget and prepares services/works-specific scope, specifications, quantities, timetable and evaluation method.
2. The solicitation is issued through the authorized channel to all panel firms eligible and capable for that assignment, subject to any objectively stated class or specialism.
3. Panel firms submit technical and financial offers within the stated response period. PNCA may require bid security or a bid-securing declaration, samples, a presentation, insurance and a performance guarantee where expressly stated.
4. PNCA evaluates offers only against the specific criteria and awards to the most advantageous responsive bidder.
5. A written contract, call-off contract or work order is issued. No work may begin on verbal instructions.

7.3 Performance Management

Performance area	Illustrative indicators
Planning and responsiveness	On-time plans, response time, accuracy, escalation and change control
Technical quality	Compliance with specifications, reliability, backups, safety and finish
Service delivery	Punctuality, staffing, protocol, audience experience and issue resolution
Financial discipline	Approved expenditure only, itemized invoicing, tax compliance and reconciliation
Documentation	Complete media files, attendance records, reports, source files and handover
Conduct and compliance	Ethics, safeguarding, labour/HSE compliance, care of venue and cultural sensitivity

PNCA may issue corrective-action notices, reduce the scope of invitations, suspend or remove a firm from the panel for established non-performance or breach, and initiate contractual or blacklisting proceedings where warranted, strictly in accordance with the framework agreement, applicable Rules, regulations and due process.

7.4 Addition of New Firms

Where needed and permitted under Rule 16A(5), PNCA may conduct a further pre-qualification process during the framework period. Any new applicant will be assessed against criteria that are the same or equivalent and transparently announced.

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8 General Framework Terms

8.1 No guarantee or exclusivity

The framework does not guarantee any service/work, quantity, value, rotation, reimbursement or minimum revenue. PNCA may procure outside the framework where lawfully required or permitted.

8.2 Validity of qualification

A firm must maintain throughout the framework period every registration, tax status, key capability and declaration on which qualification was based, and notify PNCA promptly of material changes.

8.3 Prices and payment

No prices are fixed at pre-qualification. Prices will be sought and evaluated for each work/services. Payment terms, taxes, milestones and deductions will be stated in the specific contract; PNCA will not pay for unapproved work.

8.4 Performance security

PNCA may require a performance guarantee for an specific contract, not exceeding the applicable legal limit and only where stated in the solicitation.

8.5 Confidentiality and data

Firms must protect non-public plans, participant data, security information and personal data; use them only for the assigned works/services; and return/delete them as directed.

8.6 Audit and records

The firm must maintain records, invoices, approvals, vendor evidence and deliverables for the period required by law and allow authorized audit/verification.

8.7 Assignment and subcontracting

The framework or contract may not be assigned. Specialist subcontracting requires prior written approval and does not reduce the firm's responsibility.

8.8 Termination and remedies

The framework or contract may provide for termination, liquidated damages, recovery, forfeiture, suspension, de-listing and dispute resolution in accordance with law and due process.

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Form A - Application Submission Letter

[On applicant's letterhead]

Date	[INSERT]
Procurement reference	[INSERT]
To	Procurement Office, Pakistan National Council of the Arts, Islamabad
Subject	Pre-Qualification of Firms under One-Year Open Framework Arrangement

We, the undersigned, apply to be pre-qualified for the services described in the above procurement. Having examined the Pre-Qualification Document and all addenda, we submit the attached information and declare that:

- all information and evidence in our application are true, complete, current and verifiable;
- we meet the mandatory eligibility requirements and accept verification by PNCA;
- we have not submitted a financial proposal at this stage;
- we are not blacklisted or cross-debarred, except as fully disclosed in the application;
- we have disclosed all actual or potential conflicts of interest, material litigation, insolvency matters and terminated contracts;
- our application remains valid for 120 days from the submission deadline;
- pre-qualification creates no entitlement to work, payment or exclusive treatment; and
- if selected, we will execute the framework agreement and comply with works/services-specific procurement and contract requirements.

Legal name of applicant	
Name/title of authorized signatory	
CNIC/passport no.	
Signature and company stamp	
Email / telephone	
Registered address	

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Form B - Applicant Profile and Legal Status

Legal name	
Trading name (if different)	
Legal form	Company / partnership / AOP / sole proprietor / JV-consortium
Registration no. and date	
NTN	
Sales/service tax registration	
EPADS vendor no./profile	
Registered address	
Operational office(s)	
Website	
Primary contact	Name, designation, email and mobile
Years in similar works/services	
Permanent employees	
Parent/affiliate entities	

Ownership / Management

Name	CNIC / ID	Role / ownership %	Nationality

Attach constitutional/registration documents, current directors/partners record, applicable beneficial-ownership information, tax records and EPADS evidence.

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Form C - Corporate Experience Summary

No.	Client / works/ year	Location and scope	Contract value (PKR)	Evidence ref.
1				
2				
3				
4				
5				
6				
7				

List only assignments for which the applicant can provide contract/work-order evidence and satisfactory completion/performance evidence. Mark the assignments claimed as 'similar workss'.

Form D - Detailed Similar Reference

Complete one copy for each assignment claimed under the similar criterion.

Client and contact details	
Work title / location / dates	
Contract value and applicant share	
Attendance / duration / work services class	
Services delivered	Planning; stage/exhibition; AV; branding; logistics; protocol; catering; media; other
Key personnel deployed	
Challenges and outcomes	
Contract/work-order evidence ref.	
Completion/performance evidence ref.	

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Form E - Current Commitments, Litigation and Contract History

Current Assignments

Client / assignment	Value	Completion date	Current status / capacity impact

Litigation, Disputes and Terminated Contracts - Last Five Years

Year / counterparty	Matter and value	Status / outcome	Applicant explanation

State 'None' where applicable. Non-disclosure may result in disqualification; disclosure will be assessed for materiality and does not automatically cause rejection.

Form H - Financial Capacity

Completed financial year	Annual turnover (PKR)	Net profit/loss (PKR)	Audited statement / tax return ref.
Year 1: _____			
Year 2: _____			
Year 3: _____			

Three-year average turnover	PKR
Available working capital	PKR
Bank credit line	PKR; bank/branch and validity
Bank reference	Name, branch, contact and letter reference

Attach audited financial statements and tax returns for the last three completed financial years, plus an original/recent bank certificate or verifiable credit-line evidence.

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Form K - Affidavit and Undertaking

[To be executed on stamp paper of the value required by applicable law and attested by the competent authority]

I, _____ son/daughter of _____, CNIC No. _____, authorized representative of M/s _____, solemnly affirm and declare that:

1. The applicant is legally eligible to conduct business and submit this application.
2. The applicant, its directors/partners and consortium members are not blacklisted, cross-debarred or prohibited from participating in public procurement, except as expressly disclosed in an attached statement.
3. All documents, statements, experience records, financial information and personnel details submitted to PNCA are genuine, accurate, complete and verifiable.
4. The applicant has not offered, authorized or agreed to any corrupt, fraudulent, collusive, coercive or obstructive practice in connection with this procurement.
5. The applicant has disclosed all actual or potential conflicts of interest, material litigation, insolvency proceedings and terminated public contracts.
6. The applicant will notify PNCA immediately if any declaration ceases to be accurate during the procurement or framework period.
7. The applicant understands that false or concealed information may result in disqualification, contract remedies and proceedings under applicable rules and law.

Deponent name / designation	
Signature / thumb impression	
Company stamp	
Date / place	
Attestation	

Form L - Conflict of Interest Disclosure

Actual or potential conflict identified?	Yes / No
Related PNCA/Government official or entity	
Nature of relationship or interest	
Financial/organizational connection	

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Proposed mitigation	
Authorized signature / date	

If no conflict exists, write 'None identified' and sign. A conflict is not automatically disqualifying if disclosed and capable of lawful mitigation; concealment may be disqualifying.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

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