

FINANCIAL REQUEST FOR PROPOSAL (RFP)

FOR PROVISION OF EVENT MANAGEMENT SERVICES

Financial Proposals from Pre-Qualified Firms for Arrangement of Trainings, Workshops, Seminars, Conferences & Meetings for the Integrated Disease Surveillance and Response System (IDSRS) Project

Ref No: F.1-1/2025-IDSRS-NIH



**SECONDARY PROCUREMENT / FINANCIAL
COMPETITION AMONG PRE-QUALIFIED FIRMS**

Under the Existing Framework Arrangement

GOVERNMENT OF PAKISTAN

**Integrated Disease Surveillance and Response System
(IDSRS)**

National Institute of Health (NIH)

August, 2026

**National Institute of Health (NIH)
Park Road, Chak Shahzad, Islamabad
Office Ph # (92-051) 9255237**

IMPORTANT NOTICE

1. This Financial RFP is being issued exclusively to the pre-qualified firms for obtaining competitive financial proposals for provision of Event Management Services under the existing pre-qualification/framework arrangement of the IDSRS Project.
2. IDSRS reserves the right to amend, clarify or supplement this Financial RFP, where required, and any such amendment/clarification shall be communicated to all participating pre-qualified firms through the prescribed procurement mechanism.
3. Issuance of this Financial RFP or submission of a financial proposal shall not constitute a commitment by IDSRS to procure any minimum quantity or value of services. Procurement shall be made on an **as-and-when-required basis through individual Call-Off/Work Orders**, subject to approved requirements and availability of funds.

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Government of Pakistan
Ministry of National Health Services Regulation & Coordination
Integrated Disease Surveillance and Response System
National Institute of Health (NIH)

FINANCIAL REQUEST FOR PROPOSAL – EVENT MANAGEMENT SERVICES

Sr. #	Description of Services	Basis of Financial Quotation
1.	Provision of Event Management Services for arrangement of Conferences, Seminars, Workshops, Trainings, Meetings and Symposia for the Integrated Disease Surveillance and Response System (IDSRS) Project at Islamabad, Azad Jammu & Kashmir (AJK) and Gilgit-Baltistan (GB), on an as-and-when-required basis.	All-Inclusive Per Participant Per Day Rate, as per Standard BOQ

Financial RFP No.:

Name of Pre-Qualified Firm:

Authorized Representative:

FINANCIAL REQUEST FOR PROPOSAL (RFP) NOTICE

Integrated Disease Surveillance and Response System (IDSRS) Project, National Institute of Health (NIH), Ministry of National Health Services, Regulations & Coordination, Government of Pakistan, Islamabad, invites **Financial Proposals from already pre-qualified firms** for provision of Event Management Services for arrangement of **Trainings, Workshops, Seminars, Conferences, Meetings and Symposia** under the IDSRS Project.

2. The Financial RFP is being undertaken under the existing pre-qualification/framework arrangement for determination of competitive **All-Inclusive Per Participant Per Day Rates** for provision of Event Management Services at the following locations:

Sr. #	Location	Basis of Quotation
1.	Islamabad	All-Inclusive Per Participant Per Day Rate
2.	Azad Jammu & Kashmir (AJK)	All-Inclusive Per Participant Per Day Rate
3.	Gilgit-Baltistan (GB)	All-Inclusive Per Participant Per Day Rate

3. The quoted rate shall cover the complete **Standard Event Package/BOQ** prescribed in the Financial RFP, including conference/training venue, food and refreshments, two (02) tea/coffee breaks, drinking water, stationery, printing/training material, multimedia/audio-visual facilities, registration arrangements, event coordination and other incidental requirements specified in the RFP.

4. **Facilitator/Resource Person charges, accommodation, TA/DA and inter-city travel/transportation shall be excluded** from the Standard Per Participant Per Day Rate, unless specifically required and authorized separately by IDSRS.

5. The Financial RFP shall be processed electronically through **e-Pak Acquisition & Disposal System (EPADS) 2.0**. Only the firms already pre-qualified for provision of Event Management Services under the existing IDSRS pre-qualification/framework arrangement shall be eligible to participate in this financial competition.

6. The pre-qualified firms shall submit their Financial Proposals electronically through **EPADS 2.0** in accordance with the Standard BOQ, terms and conditions and instructions contained in the Financial RFP. Financial Proposals shall be opened electronically through EPADS 2.0 on the notified date and time.

Last Date & Time for Submission: 30-08-2026, 11:00 AM

Date & Time of Opening of Financial Proposals: 30-08-2026, 11:30 AM

Mode of Submission: EPADS 2.0

7. Financial Proposals shall be evaluated in accordance with the criteria prescribed in the Financial RFP. Rates established through this financial competition shall be utilized on an **as-and-when-required basis through individual Call-Off/Work Orders**, subject to actual requirements, approved activities and availability of funds. Issuance of the Financial RFP shall not constitute a commitment by IDSRS regarding any minimum number of events, participants or value of services.

8. In terms of **Rule 48 of the Public Procurement Rules, 2004**, a **Grievance Redressal Committee (GRC)** is constituted for the subject procurement. Any grievance arising out of the procurement process shall be dealt with in accordance with the applicable provisions of the Public Procurement Rules, 2004, as amended from time to time. The relevant GRC notification/details shall be available through EPADS 2.0.

9. The Procuring Agency reserves the right to reject all bids/proposals in accordance with **Rule 33 of the Public Procurement Rules, 2004**, as amended from time to time.

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**FINANCIAL REQUEST FOR PROPOSAL (RFP) FROM PRE-QUALIFIED FIRMS
FOR PROVISION OF EVENT MANAGEMENT SERVICES FOR ARRANGEMENT
OF TRAININGS, WORKSHOPS, SEMINARS, CONFERENCES, MEETINGS AND
SYMPOSIA FOR THE IDSRS PROJECT, NATIONAL INSTITUTE OF HEALTH,
DURING FINANCIAL YEAR 2026-27.**

1. BACKGROUND / REFERENCE TO EXISTING PRE-QUALIFICATION

The Integrated Disease Surveillance and Response System (IDSRS) Project, National Institute of Health (NIH), Islamabad, had undertaken the **Pre-Qualification of Firms/Vendors for arrangement of Conferences, Seminars, Workshops, Symposia and other related supporting services, anywhere in Pakistan, on an as-and-when-required basis for FY 2025-26 (extendable).**

Upon completion of the pre-qualification process, a roster of qualified firms was established for provision of the aforesaid Event Management Services. The pre-qualification/framework arrangement has subsequently been **extended for FY 2026-27**, subject to its applicable terms and conditions.

Accordingly, IDSRS intends to conduct a **secondary financial competition amongst the pre-qualified firms through EPADS 2.0** for establishment of competitive **All-Inclusive Per Participant Per Day Rates** for Event Management Services at **Islamabad, Azad Jammu & Kashmir (AJK) and Gilgit-Baltistan (GB).**

The rates established through this Financial RFP shall be utilized on an **as-and-when-required basis through individual Call-Off/Work Orders**, subject to actual requirements, approved activities, availability of funds and the terms and conditions of this RFP

2. OBJECTIVE OF THE FINANCIAL RFP

The objective of this Financial RFP is to obtain competitive financial proposals from the already pre-qualified firms for establishment of **All-Inclusive Per Participant Per Day Rates** for provision of Event Management Services at **Islamabad, Azad Jammu & Kashmir (AJK) and Gilgit-Baltistan (GB).**

The rates shall be established against a **uniform Standard Event Package/BOQ** to ensure comparable financial quotations, competitive pricing, transparency and value for money.

The established rates shall be utilized by IDSRS, on an **as-and-when-required basis**, for arrangement of trainings, workshops, seminars, conferences, meetings, symposia and other related official events through individual **Call-Off/Work Orders**, subject to actual requirements, approved activities and availability of funds.

3. SCOPE OF SERVICES

The pre-qualified firm(s) shall provide **end-to-end Event Management Services** for trainings, workshops, seminars, conferences, meetings, symposia and other official events of the Integrated Disease Surveillance and Response System (IDSRS) Project on an **as-and-when-required basis**. The original pre-qualification specifically assessed firms for end-to-end event management, including venue management, audio-visual equipment, hospitality and coordination.

The scope shall include, but not be limited to, the following:

- a. Arrangement and management of **conference/training venue and hall** at the designated/approved hotels/venues specified by IDSRS;
- b. Provision of **lunch and two (02) tea/coffee breaks per participant per day**, along with drinking/mineral water, in accordance with the Standard Event Package/BOQ;
- c. Provision and management of **audio-visual and multimedia facilities**, including projector/display screen, sound system, microphones and necessary accessories/connectivity;
- d. Provision of **participant stationery and standard event/training material**, as prescribed in the BOQ;
- e. **Printing and reproduction** of agendas, training material, handouts, attendance sheets, name tags and other standard event-related material within the limits specified in the BOQ;
- f. Provision of registration arrangements and, where specifically required under Part-B, backdrop, event branding and directional signage, as authorized by IDSRS;
- g. Provision of an appropriate **registration desk/setup** and necessary support for participant registration and attendance;
- h. Deployment of adequate **event coordination/support staff** for timely setup, management and smooth conduct of each event;
- i. Coordination with the designated hotel/venue and IDSRS focal person regarding **hall setup, food service, AV arrangements, event timings and other logistical requirements**;
- j. Ensuring that all facilities and services remain operational and available throughout the event and **prompt rectification/replacement of any deficient service, equipment or arrangement**; and
- k. Provision of all other **routine and incidental services necessary for delivery of the Standard Event Package/BOQ**, without any additional charge.

Exclusions from Standard Package

Unless specifically required through a separate Call-Off/Work Order, the Standard **Per Participant Per Day Rate** shall exclude:

- Accommodation/lodging;
- TA/DA of participants, officials and facilitators/resource persons;
- Air tickets and inter-city travel/transportation; and
- Facilitator/resource-person fee, remuneration or honorarium.

Note: The detailed minimum specifications and service standards for each component shall be governed by the **Standard Event Package/BOQ** forming part of this Financial RFP.

4. LOCATIONS AND VENUE REQUIREMENTS

Event Management Services shall be required at **Islamabad, Azad Jammu & Kashmir (AJK) and Gilgit-Baltistan (GB)**. For maintaining uniform service standards and ensuring transparent and comparable financial evaluation, bidders shall quote **separate All-Inclusive Per Participant Per Day Rates for each designated/approved hotel** specified below.

Sr. No.	Location	Designated / Approved Hotels
1	Islamabad	Ramada by Wyndham, Islamabad
		Best Western Premier, Islamabad
		IFQ Hotel & Resort, Islamabad
		Hotel Margalla, Islamabad
		Roomy Signature Hotel, Islamabad
2	AJK – Muzaffarabad	Pearl Continental Hotel, Muzaffarabad
		Neelum View Hotel, Muzaffarabad
		Leading Continental Hotel, Muzaffarabad
3	Gilgit-Baltistan – Gilgit	Serena Hotel, Gilgit
		Ramada Resort by Wyndham, Gilgit

4.2 Hotel-Wise Financial Quotation

- a. The bidder shall quote a **separate All-Inclusive Per Participant Per Day Rate for each designated hotel/venue** against the uniform Standard Event Package/BOQ prescribed in this RFP.
- b. The same **scope, menu, service standards and BOQ requirements** shall apply to all bidders quoting for a particular hotel, thereby ensuring like-for-like financial comparison.
- c. The quoted rate for each hotel shall include **venue/hall charges and all components of the Standard Event Package/BOQ**, together with all applicable taxes, duties, levies, service charges and incidental costs. **No separate hotel, hall or service charge shall subsequently be admissible.**
- d. Financial evaluation shall be undertaken **hotel-wise**, and the lowest evaluated responsive rate shall be determined separately for each designated hotel.
- e. IDSRS may consequently establish **more than one approved contractual rate and/or service provider** across the designated hotels, depending upon the outcome of the financial evaluation.

4.3 Venue Requirements

- a. Each event shall be arranged at the designated hotel specified by IDSRS in the relevant **Call-Off/Work Order**.
- b. The hotel shall provide a **dedicated conference/training hall** of adequate capacity corresponding to the number of participants specified in the Call-Off/Work Order.

- c. The hall shall have appropriate seating, air-conditioning/heating, lighting, electricity with power backup, clean washroom facilities and other standard conference amenities.
- d. Hall configuration, including **classroom, U-shape, boardroom or theatre-style arrangement**, shall be provided as directed by IDSRS without additional cost.
- e. Adequate space shall be available for **registration, participant facilitation, backdrop/branding and related event arrangements**.
- f. The bidder shall be responsible for advance coordination with the designated hotel and shall ensure availability of the venue and all facilities/services prescribed in the Standard Event Package/BOQ for the complete duration of the event.
- g. Where a designated hotel is unavailable on the required dates, the bidder shall immediately inform IDSRS. **No alternate hotel/venue shall be arranged or substituted without prior written approval of IDSRS.**
- h. IDSRS shall retain the right to select the designated hotel for each event considering the **nature of the event, number of participants, location, availability and operational requirements**, and the applicable competitively established hotel-wise rate shall apply.

4.4 No Guaranteed Business

Inclusion of any hotel in the designated list and establishment of a rate against such hotel shall **not constitute a guarantee of any minimum number of events, participants, event-days or business volume**. Call-Off/Work Orders shall be issued strictly on an as-and-when-required basis.

5. STANDARD EVENT PACKAGE / BILL OF QUANTITIES (BOQ)

The bidder shall quote an **All-Inclusive Per Participant Per Day Rate** for each designated hotel. The quoted rate shall include all costs required for delivery of the following Standard Event Package, including hotel/service charges, applicable taxes, duties, levies and incidental expenses.

Sr. No.	Component	Minimum / Quantified Requirement	Unit / Frequency
1.	Conference / Training Hall	01 dedicated hall suitable for 35–50 participants , including tables/chairs and classroom, U-shape, boardroom or theatre-style arrangement as directed by IDSRS; air-conditioning/heating and uninterrupted power backup	01 Hall / Day
2.	Morning Tea / Coffee	Tea/Coffee + 01 savory item + 01 sweet/bakery item per participant	01 Serving / Participant / Day

3.	Lunch	Buffet comprising minimum 01 Chicken/Meat Main Dish + 01 Vegetable/Daal Dish + 01 Rice Dish + Naan/Roti + Salad + Raita + 01 Dessert + 01 Soft Drink	01 Serving / Participant / Day
4.	Afternoon Tea / Coffee	Tea/Coffee + 01 savory item + 01 sweet/bakery item per participant	01 Serving / Participant / Day
5.	Drinking / Mineral Water	Bottled mineral water of the standard ordinarily served by the designated hotel, available throughout the event including sessions, tea breaks and lunch	As Required / Day
6.	Multimedia / Display	Multimedia projector with screen or appropriately sized LED display, including presentation connectivity, cables and accessories	01 Set / Day
7.	Sound System	Complete sound system including 01 podium/table microphone + minimum 02 wireless/roaming microphones	01 Set / Day
8.	Internet / Wi-Fi	Functional Wi-Fi/internet connectivity covering the conference/training hall	Throughout Event
9.	Participant Folder	Good-quality conference/training folder	01 / Participant / Day
10.	Writing Pad / Notepad	Good-quality writing pad/notepad, minimum 20 sheets	01 / Participant / Day
11.	Ballpoint Pen	Good-quality blue/black ballpoint pen	01 / Participant / Day
12.	Pencil	Standard good-quality writing pencil	01 / Participant / Day
13.	Name Tag / ID Card	Printed participant name tag/card with holder/lanyard, where required	01 / Participant / Event
14.	Printing / Training Material	Agenda, handouts, exercises and other training/event material provided/approved by IDSRS; up to 50 A4 B&W pages per participant per day	Up to 50 Pages / Participant / Day
15.	Attendance / Administrative Printing	Attendance sheets, registration sheets, facilitator material and other routine administrative printing	As Required / Day
16.	Registration Desk	Registration desk/table with chairs and required registration setup	01 Set / Event

17.	Event Photography	Digital photographic coverage of major sessions, group photograph and certificate/shield distribution	01 Service / Day
18.	Event Coordinator	Dedicated on-site event coordinator/support person throughout the event	Minimum 01 / Day
19.	Hotel / Service / Incidental Charges	Hall setup, hotel staff, crockery/cutlery, housekeeping, electricity, power backup and all routine incidental/service requirements necessary for conduct of event	Included
20.	Applicable Taxes / Levies	All applicable taxes, duties, levies, fees and service charges	Included

5.1 Basis of Standard Package

The above BOQ represents the **minimum mandatory package**. The bidder shall factor the complete cost of all items into its quoted **All-Inclusive Per Participant Per Day Rate** for each designated hotel. No separate payment shall be admissible for any item forming part of the Standard Event Package.

Food, refreshments and drinking water shall be provided in sufficient quantity throughout the event. The quantities prescribed above represent the minimum service standard and shall **not restrict reasonable replenishment required for smooth conduct of the event**.

5.2 Stationery and Training Material

The prescribed stationery package shall be provided **to each participant on each event/training day**. The design/type of folders, pads and other participant/training material shall be subject to prior approval of IDSRS. The design/specifications of Part-B items shall also be subject to prior approval of IDSRS, where required.

6. INSTRUCTIONS FOR FINANCIAL QUOTATION

6.1 General Instructions

- a. Financial Proposals shall be submitted by the pre-qualified firms electronically through **EPADS 2.0** in the prescribed Financial Proposal Forms.
- b. The bidder shall quote its rates strictly against the **Standard Event Package/BOQ** prescribed in this RFP. Conditional, incomplete or alternative financial quotations may be treated as non-responsive.
- c. The financial quotation shall comprise the following two components:

Part-A: All-Inclusive Per Participant Per Day Event Package

Part-B: Fixed / Event-Specific Items

- d. All quoted rates shall be in **Pakistani Rupees (PKR)** and shall be **inclusive of all applicable taxes, duties, levies, service charges, hotel charges and other incidental expenses**.

e. No additional amount shall be payable for any service/item already forming part of the Standard Event Package/BOQ.

6.2 PART-A (PER PARTICIPANT PER DAY EVENT PACKAGE)

The bidder shall quote a **separate All-Inclusive Per Participant Per Day Rate for each designated hotel**.

The rate shall include the complete Standard Event Package specified in Section 5, including:

Conference/Training Hall + Lunch + Two (02) Tea/Coffee Breaks + Drinking Water as Required + Audio-Visual/Multimedia Facilities + Internet/Wi-Fi + Daily Participant Stationery + Daily Printing/Training Material + Registration Arrangements + Event Coordination + Hotel/Service Charges + Applicable Taxes.

The quoted rate shall ordinarily be applicable for events comprising **35–50 participants**.

6.3 Part-B – Fixed / Event-Specific Items

The following items shall be quoted **separately** and shall be provided only when required by IDSRS:

Sr. No.	Item	Unit
1	Participant Certificate	Per Certificate
2	Participant Shield / Souvenir	Per Shield
3	Facilitator / Guest Shield	Per Shield
4	Event Backdrop	Per Backdrop
5	Standee / Directional Signage	Per Standee

Payment for these items shall be made according to the **actual quantity authorized, supplied and verified**.

6.4 Calculation of Event Cost

The cost of each event shall be calculated on the basis of:

Actual Number of Participants × Actual Number of Event Days × Contracted Hotel-Specific Per Participant Per Day Rate

plus, where required:

Actual Quantity of Part-B Items × Contracted Unit Rate

For example, if a training is conducted for **40 participants for 5 days**, the daily package shall be calculated for 40 participants × 5 days. A certificate or shield, where required, shall be charged **once per participant**, not for each event day.

6.5 Hotel-Wise Rates

The bidder shall quote a **separate rate for each designated hotel**. Rates of different hotels shall not be combined or averaged.

Financial evaluation shall therefore be undertaken **hotel-wise** in accordance with the evaluation methodology prescribed in this RFP.

6.6 Validity of Rates

The quoted rates shall remain **firm and fixed during the contract period**. No increase in the contracted rates shall be admissible during the validity period, except where specifically permissible under applicable Government rules.

6.7 No Guaranteed Quantity

The Financial RFP is intended to establish rates for services required on an **as-and-when-required basis**. IDSRS does not guarantee any minimum number of events, participants, event days or value of business.

7. FINANCIAL PROPOSAL FORM

The bidder shall quote its financial proposal in the following format. All rates shall be quoted in **Pakistani Rupees (PKR), inclusive of all applicable taxes, duties, levies, service charges and other costs**, in accordance with the requirements of this RFP.

7.1 PART-A: ALL-INCLUSIVE PER PARTICIPANT PER DAY RATES

The following rates shall include the complete **Standard Event Package/BOQ** specified in **Section 5** of this RFP.

Sr. No.	Location	Designated Hotel / Venue	Unit	All-Inclusive Rate (PKR)
1	Islamabad	Ramada by Wyndham Islamabad	Per Participant / Day	_____
2	Islamabad	Best Western Premier Islamabad	Per Participant / Day	_____
3	Islamabad	IFQ Hotel & Resort Islamabad	Per Participant / Day	_____
4	Islamabad	Roomy Signature Hotel Islamabad	Per Participant / Day	_____
5	Islamabad	Margalla Hotel Islamabad	Per Participant / Day	_____
6	AJK – Muzaffarabad	Pearl Continental Hotel Muzaffarabad	Per Participant / Day	_____
7	AJK – Muzaffarabad	Leading Continental Hotel Muzaffarabad	Per Participant / Day	_____
8	AJK – Muzaffarabad	Neelum View Hotel, Muzaffarabad	Per Participant / Day	_____

9	GB – Gilgit	Gilgit Serena Hotel	Per Participant / Day	_____
10	GB – Gilgit	Ramada Resort by Wyndham Gilgit	Per Participant / Day	_____

Note: The above rate shall include conference/training hall, lunch, two (02) tea/coffee breaks, drinking water as required, AV/multimedia facilities, Wi-Fi, daily participant stationery, printing/training material, registration arrangements, event coordination and all other requirements forming part of the Standard Event Package/BOQ.

7.2 PART-B: FIXED / EVENT-SPECIFIC ITEMS

Sr. No.	Description	Unit	Unit Rate Inclusive of All Taxes (PKR)
1	Participant Completion / Participation Certificate	Per Certificate	_____
2	Customized Participant Shield / Souvenir	Per Shield	_____
3	Customized Facilitator / Guest Shield	Per Shield	_____
4	Customized Event Backdrop, minimum 8 ft × 4 ft	Per Backdrop	_____
5	Customized Standee / Directional Signage	Per Standee	_____

Part-B items shall be provided **only when specifically required and authorized by IDSRS in the relevant Call-Off/Work Order**. Payment shall be made against the actual quantity supplied and verified.

7.3 FINANCIAL PROPOSAL DECLARATION

We hereby confirm that:

- The above rates have been quoted after reviewing and accepting the complete requirements of the Financial RFP and Standard Event Package/BOQ.
- The quoted rates are **inclusive of all applicable taxes, duties, levies, hotel/service charges and other incidental expenses** required for provision of the specified services.
- The quoted rates shall remain **firm and fixed during the validity/contract period**.
- No additional amount shall be claimed for any item or service already included in the Standard Event Package/BOQ.
- Services shall be provided on an **as-and-when-required basis** against Call-Off/Work Orders issued by IDSRS.

Name of Firm: _____

Name of Authorized Representative: _____

Designation: _____

CNIC No.: _____

Signature & Stamp: _____

Date: _____

8. BASIS OF FINANCIAL EVALUATION AND AWARD

8.1 Preliminary Examination

Financial Proposals shall be examined to ensure that the bidder has:

- a. submitted the Financial Proposal through **EPADS 2.0** within the prescribed time;
- b. quoted rates in the prescribed Financial Proposal Form;
- c. accepted the Standard Event Package/BOQ and terms and conditions of this RFP;
and
- d. submitted a complete and unconditional Financial Proposal.

8.2 Hotel-Wise Financial Evaluation

Financial evaluation shall be conducted **separately for each designated hotel**.

The bidder quoting the **lowest evaluated responsive All-Inclusive Per Participant Per Day Rate (L1)** for a particular designated hotel shall be ranked as the lowest evaluated bidder for that hotel.

Accordingly, **different bidders may be declared lowest evaluated bidders for different designated hotels**.

8.3 Evaluation of Part-B Items

Rates quoted for **Part-B – Fixed/ Event-Specific Items** shall also be evaluated for reasonableness and shall form part of the contractual rates.

Part-B items shall be procured only when specifically required through a Call-Off/ Work Order and payment shall be based on the **actual quantity authorized, supplied and verified**.

8.4 No Averaging of Hotel Rates

Rates quoted for different hotels shall **not be averaged or combined for determination of L1**. Each designated hotel shall constitute a separate financial evaluation item.

8.5 Award / Establishment of Rates

IDSRS may establish hotel-wise contractual rates with the respective **lowest evaluated responsive bidder(s)**.

The establishment of a rate or award against any designated hotel shall not guarantee any minimum number of events, participants, event days or value of business.

Actual services shall be obtained on an **as-and-when-required basis through Call-Off/Work Orders**.

8.6 Arithmetic Errors

Any arithmetic error identified in the Financial Proposal shall be dealt with in accordance with the applicable provisions of the **Public Procurement Rules, 2004 and the bidding/RFP conditions**.

9. RATE CONTRACT / VALIDITY OF RATES

9.1 Rate Contract

The successful bidder(s) shall enter into a Rate Contract with IDSRS under the existing pre-qualification/framework arrangement for provision of Event Management Services against the hotel-wise and item-wise rates established through this Financial RFP.

The Rate Contract shall enable IDSRS to obtain the required services on an **as-and-when-required basis through individual Call-Off/Work Orders**.

9.2 Validity of Contract and Rates

The Rate Contract and the rates established thereunder shall remain valid for **FY 2026-27**, unless otherwise extended in accordance with the terms of the existing pre-qualification/framework arrangement and applicable procurement rules.

The quoted and accepted rates shall remain **firm and fixed during the contract period**.

9.3 No Price Escalation

No increase or escalation in the contracted rates shall be admissible during the validity of the Rate Contract on account of increase in hotel tariffs, food prices, labour charges, transportation costs, inflation or other operational expenses.

Any change in statutory taxes imposed by the Government shall be dealt with in accordance with the applicable laws/rules.

9.4 No Minimum Business Guarantee

The Rate Contract shall **not constitute any guarantee or commitment** by IDSRS regarding a minimum number of events, participants, event days, quantities or monetary value of services.

IDSRS shall issue Call-Off/Work Orders strictly according to its **actual approved requirements and availability of funds**.

9.5 Performance of Services

The successful bidder shall remain responsible for timely and satisfactory provision of all services specified in the relevant Call-Off/Work Order and the Standard Event Package/BOQ.

Any deficiency in the required arrangements/services shall be **rectified immediately by the service provider without additional cost to IDSRS**.

9.6 Non-Exclusive Arrangement

The establishment of a Rate Contract with a successful bidder for one or more designated hotels shall **not create an exclusive right or retainerhip** in favour of the bidder.

10. CALL-OFF / WORK ORDER MECHANISM

10.1 Issuance of Call-Off / Work Order

Services under the Rate Contract shall be obtained on an **as-and-when-required basis** through individual Call-Off/Work Orders issued by IDSRS to the successful bidder against the applicable contracted hotel-wise rate.

Each Call-Off/Work Order shall ordinarily specify:

- a. Name/type of training, workshop, seminar, conference or meeting;
- b. Designated hotel/venue;
- c. Event dates and duration;
- d. Expected number of participants;
- e. Required hall/seating arrangement;
- f. Requirements under **Part-B**, including certificates, shields, backdrop and standees, where applicable; and
- g. Any other event-specific instructions.

10.2 Confirmation of Arrangements

Upon receipt of the Call-Off/Work Order, the service provider shall promptly confirm the booking/availability of the designated hotel and make all necessary arrangements in accordance with the **Standard Event Package/BOQ**.

The service provider shall coordinate with the designated IDSRS focal person prior to the event for finalization of the **menu, hall setup, branding/designs, printing material, certificates/shields and other logistical arrangements**, where applicable.

10.3 Availability of Designated Hotel

The bidder shall make all reasonable efforts to arrange the event at the hotel specified in the Call-Off/Work Order.

In case the designated hotel is unavailable on the required dates, the service provider shall immediately inform IDSRS. An alternate hotel from the **approved list for the respective location** may only be arranged with prior written approval of IDSRS, and the **contracted rate applicable to the alternate approved hotel** shall apply.

10.4 Actual Number of Participants

The number of participants stated in the Call-Off/Work Order shall be treated as the **expected number for arrangement purposes**.

Final billing for the Per Participant Per Day package shall be based on the **actual number of participants/attendees duly verified by the authorized IDSRS representative**, subject to the terms of this RFP.

10.5 Part-B Items

Certificates, shields/souvenirs, backdrops, standees and other Part-B items shall be provided only to the extent specifically authorized in the Call-Off/Work Order or subsequently approved in writing by IDSRS.

Payment shall be made against the **actual authorized and verified quantities supplied**.

10.6 No Services Without Authorization

No service, additional quantity or non-standard item provided without an authorized **Call-Off/Work Order or written approval of IDSRS** shall create any financial liability upon IDSRS.

10.7 Completion of Event

Upon completion of each event, the authorized IDSRS representative shall verify the attendance and satisfactory provision of the required services for processing of the service provider's invoice/payment.

11. VARIATION IN PARTICIPANTS / ACTUAL BILLING

11.1 Expected Number of Participants

The number of participants indicated in the Call-Off/Work Order shall be the **expected number of participants for planning and arrangement purposes**. The service provider shall make adequate arrangements accordingly.

The standard **Per Participant Per Day Rate** shall ordinarily apply to events comprising **35 to 50 participants**.

11.2 Variation in Participants

Reasonable variation in the number of participants within the prescribed range of **35–50 participants** shall not affect or change the contracted **Per Participant Per Day Rate**.

The service provider shall ensure adequate food, refreshments, seating, stationery, printing material and other required arrangements for the actual participants attending the event.

11.3 Basis of Actual Billing

Payment under **Part-A** shall be calculated as follows:

Actual Verified Participants × Actual Event Days × Contracted Hotel-Specific Per Participant Per Day Rate

The actual attendance shall be verified/certified by the authorized representative of IDSRS.

11.4 Billing of Fixed / Event-Specific Items

Items under **Part-B**, including certificates, shields/souvenirs, backdrop and standees, shall be billed separately on the basis of:

Actual Authorized & Verified Quantity × Contracted Unit Rate

No payment shall be admissible for quantities supplied in excess of the quantity authorized by IDSRS.

11.5 Events Outside Standard Participant Range

Where an event is required for **less than 35 or more than 50 participants**, IDSRS shall determine the appropriate arrangement in accordance with the applicable contractual/procurement provisions, and **no revised or additional rate shall be applicable without prior written approval of IDSRS.**

11.6 No Separate Hall Charges

No separate payment for conference/training hall, AV facilities, hotel service charges or any other component already included in the **Part-A Standard Event Package** shall be admissible

12. ADDITIONAL / NON-STANDARD REQUIREMENTS**12.1 Additional Requirements**

Any item or service **not included in the Standard Event Package/BOQ (Part-A) or Fixed/Event-Specific Items (Part-B)** shall be treated as an additional/non-standard requirement.

Such requirement shall be procured/provided **only when specifically authorized by IDSRS** in accordance with the applicable procurement rules and contractual provisions.

12.2 Examples of Non-Standard Requirements

Non-standard requirements may include, where required:

- a. Accommodation/lodging for participants, facilitators or officials;
- b. Transportation, air tickets or other travel arrangements;
- c. Specialized audio-visual, IT or technical equipment beyond the Standard BOQ;
- d. Printing of manuals, books, reports or other material beyond the prescribed standard printing requirement;
- e. Special decoration, branding or customized event material beyond Part-B; and
- f. Any other requirement specifically identified by IDSRS which does not form part of the contracted Standard Event Package.

12.3 Prior Authorization

The service provider shall **not incur any expenditure or provide any additional/non-standard service without prior written authorization of IDSRS.**

Provision of any additional item/service without such authorization shall **not create any financial liability upon IDSRS.**

12.4 No Effect on Contracted Rates

Any additional/non-standard requirement shall **not alter the contracted rates for Part-A or Part-B**. The established rates under this Financial RFP shall continue to remain applicable for their respective items/services.

12.5 Facilitator Charges and TA/DA

For clarity, **Facilitator/Resource Person charges, TA/DA, accommodation and travel/transportation are excluded from the Standard Event Package** and shall not be included in the Per Participant Per Day Rate.

13. PAYMENT TERMS & TAX DEDUCTIONS

13.1 Submission of Invoice

Payment shall be processed **after successful completion of each event** against submission of the original invoice/bill by the service provider, supported by the relevant documents.

The invoice shall clearly indicate:

- a. Call-Off/Work Order reference;
- b. Name and dates of the event;
- c. Designated hotel/venue;
- d. Actual number of participants;
- e. Number of event days;
- f. Contracted Per Participant Per Day Rate;
- g. Part-B items and actual quantities supplied, where applicable; and
- h. Total amount claimed.

13.2 Supporting Documents

The invoice shall be supported, where applicable, by:

- a. Copy of the relevant Call-Off/Work Order;
- b. **Verified attendance sheets/participant record;**
- c. Event completion/satisfactory performance certification by the authorized IDSRS representative;
- d. Details of Part-B items supplied and verified; and
- e. Any other supporting document reasonably required for processing of payment.

13.3 Basis of Payment

Payment shall be made on the basis of:

Part-A: Actual Verified Participants × Actual Event Days × Contracted Per Participant Per Day Rate

Plus

Part-B: Actual Authorized & Verified Quantities × Contracted Unit Rates

No payment shall be admissible for any unauthorized item, excess quantity or service not covered under the Call-Off/Work Order or prior written approval of IDSRS.

13.4 Taxes and Statutory Deductions

All quoted rates shall be **inclusive of applicable taxes, duties, levies, fees and service charges**.

Applicable taxes and other statutory deductions shall be **deducted/withheld at source** from payments in accordance with prevailing Government laws, rules and regulations.

13.5 Payment Method

Payment shall be made through the prescribed Government payment mechanism in favour of the contracted firm after completion of all codal formalities.

13.6 No Advance Payment

No advance payment shall ordinarily be admissible. Payment shall be processed after satisfactory completion and verification of the services provided against the respective Call-Off/Work Order.

13.7 Payment Subject to Satisfactory Performance

IDSRS may withhold payment relating to any **deficient, incomplete or unverified service/item** until the deficiency is rectified or the matter is otherwise resolved in accordance with the contract.

14. GENERAL TERMS & CONDITIONS

1. **Eligibility:** This Financial RFP is restricted to firms already pre-qualified by IDSRS for provision of Event Management Services under the existing pre-qualification/framework arrangement.
2. **Compliance with RFP:** The bidder shall be deemed to have carefully reviewed and accepted the Scope of Services, Standard Event Package/BOQ, designated hotels, financial proposal requirements and all other terms and conditions of this RFP.
3. **Quality of Services:** All food, refreshments, stationery, printing, branding, equipment and other services shall conform to the minimum standards prescribed in the RFP and shall be subject to satisfaction/verification by IDSRS.
4. **Hotel/Venue:** Events shall be arranged only at the designated hotel specified in the relevant Call-Off/Work Order. No change or substitution of hotel/venue shall be made without **prior written approval of IDSRS**.
5. **Timely Performance:** The service provider shall ensure timely arrangement and uninterrupted provision of all required services. Any deficiency in food, venue, AV equipment, stationery, printing or other arrangements shall be **rectified immediately without additional cost to IDSRS**.
6. **Authorized Instructions:** The service provider shall act only upon a duly issued Call-Off/Work Order or written instructions/approval of the authorized IDSRS representative. Unauthorized expenditure shall not create any financial liability upon IDSRS.

7. **Firm and Fixed Rates:** The contracted rates shall remain firm and fixed during the contract period. No additional hotel charges, service charges or other costs shall be claimed for items already included in the contracted rates.
8. **Taxes:** All quoted rates shall be inclusive of applicable taxes, duties, levies, fees and service charges. Statutory deductions shall be made at source in accordance with prevailing laws/rules.
9. **Inspection / Verification:** IDSRS may inspect and verify the venue, food arrangements, stationery, printing, certificates, shields, branding and any other deliverable before or during an event. Any item not conforming to the prescribed specifications may be required to be replaced/rectified without additional cost.
10. **Subletting / Assignment:** The successful bidder shall remain fully responsible for performance of the contract and shall not assign or transfer the Rate Contract/Call-Off Work Order to another firm without prior written approval of IDSRS. Engagement/coordination with the designated hotel shall not relieve the bidder of its contractual responsibilities.
11. **False Information / Misrepresentation:** Submission of false, forged, fabricated or materially misleading information/documentation, or engagement in corrupt or fraudulent practices, shall be dealt with in accordance with the applicable provisions of the Public Procurement Rules, 2004 and other applicable laws/rules.
12. **Poor / Deficient Performance:** Repeated delay, failure to provide the required arrangements, unauthorized substitution, deficient services or non-compliance with a Call-Off/Work Order may result in appropriate contractual action, including withholding of payment for deficient services, cancellation of the relevant Work Order and/or other action permissible under the contract and applicable rules.
13. **No Retainership / Guaranteed Business:** The Rate Contract shall not constitute a retainership or guarantee any minimum quantity, number of events, participants or monetary value of business.
14. **Right to Reject Bids:** IDSRS reserves the right to reject all bids/proposals in accordance with **Rule 33 of the Public Procurement Rules, 2004**, as amended from time to time.
15. **Grievance Redressal:** Any grievance arising from the procurement process shall be dealt with by the duly constituted **Grievance Redressal Committee (GRC)** in accordance with **Rule 48 of the Public Procurement Rules, 2004**, as amended from time to time.
16. **Applicable Rules:** The procurement process and resulting contractual arrangements shall be governed by the **Public Procurement Rules, 2004**, applicable Federal Government rules/regulations and the terms and conditions of this Financial RFP.

BIDDER'S UNDERTAKING / ACCEPTANCE FORM

[To be submitted on the Bidder's Letterhead]

To,

The Chairman, Procurement Committee

Integrated Disease Surveillance and Response System (IDSRS) Project

National Institute of Health (NIH)

Park Road, Chak Shahzad, Islamabad.

Subject: UNDERTAKING / ACCEPTANCE OF FINANCIAL RFP FOR PROVISION OF EVENT MANAGEMENT SERVICES

We, M/s _____, being an already pre-qualified firm for provision of Event Management Services under the IDSRS Project, hereby confirm and undertake that:

1. We have carefully read, understood and accepted the complete **Financial RFP, Scope of Services, Standard Event Package/BOQ, designated hotels/venues, financial evaluation methodology and all terms and conditions** contained therein.
2. We have submitted our Financial Proposal through **EPADS 2.0** in the prescribed format and confirm that the rates quoted by us are complete and unconditional.
3. All rates quoted by us are in **Pakistani Rupees (PKR)** and are inclusive of all applicable taxes, duties, levies, hotel/service charges and other costs necessary for provision of the specified services.
4. We confirm that the quoted rates shall remain **firm and fixed during the contract period**, subject to the terms and conditions of the Financial RFP.
5. We undertake to provide the complete **Standard Event Package/BOQ** and Part-B items, where specifically required, strictly in accordance with the specifications and contracted rates.
6. We shall arrange events at the **designated hotel/venue specified by IDSRS** in the relevant Call-Off/Work Order and shall not substitute the designated venue without prior written approval of IDSRS.
7. We undertake to provide all required services in a **timely and satisfactory manner** and shall immediately rectify or replace any deficient service/item without additional cost to IDSRS.
8. We understand and accept that establishment of rates or execution of a Rate Contract **does not guarantee any minimum number of events, participants, quantities or monetary value of business**, and services shall be provided on an as-and-when-required basis.
9. We certify that all information and documents submitted by us in connection with this Financial RFP are **true, complete and correct**, and that no material information has been concealed or misrepresented.
10. We agree to remain bound by the terms and conditions of this Financial RFP, the resulting **Rate Contract and individual Call-Off/Work Orders**, and the applicable provisions of the Public Procurement Rules, 2004, as amended from time to time.

For and on behalf of the Bidder

Name of Firm: _____

Name of Authorized Representative: _____

Designation: _____

CNIC No.: _____

Signature: _____

Official Stamp: _____

Date: _____