

PRE-QUALIFICATION CRITERIA

I. Eligibility Criteria

- Registration with PPRA on EPADS 2.0; proposal submission through EPADS is mandatory.
- Status as an Active Taxpayer with all relevant tax authorities; copies of registration certificates must be provided (In the case of a Joint Venture (JV), each partner must independently fulfill this criterion)
- Not blacklisted & not currently involved in litigation with any Govt. organization; an affidavit on stamp paper must be submitted (In the case of a Joint Venture (JV), each partner must independently fulfill this criterion)
- The bidder must be well acquainted with the protocol and security requirements applicable to high-ranking government officials and shall have successfully organized and executed at least 03 (three) event involving arrangements for Prime Minister/ Head of State/ Governor/ Chief Minister or an equivalent-level dignitary within the last ten (10) years (relevant proof of each event is required).

II. Prequalification Criteria

To qualify, applicant must score an aggregate 60 marks out of 100, whereas 50% marks is mandatory to achieve in each category. The weightage / marks for different categories will be followed as per table given below:

S. No.	Category	Max. Marks
A	Profile of Firm	20
B	Experience	25
C	Event Execution Plan	15
D	Financial Soundness	20
E	Personnel Capabilities	20

Notes:

- Completion Certificates for executed works and Work/Purchase Orders for ongoing (in-hand) works, or any other evidence for either category of project, duly issued by the respective Client, must be attached.
- CVs of key personnel (with experience in event management) must be attached.
- For Joint Ventures, cumulative marking will apply; however, at least one JV partner must fulfil all eligibility criteria.

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A	Profile of Firm	20 Marks																														
A1	The bidder must be a registered firm/company in Pakistan (attach copy of valid Company Registration Certificate from SECP, Registrar of Firms or any other applicable regulatory authority) - Below-08 years (5 Marks) 08 to 10 years (10 Marks) - Above 10 years (15 Marks)	15 Marks																														
A2	Pictorial Profile of Event Management Services Provided for Various Events	05 Marks																														
B	Experience	25 Marks																														
B1	Successfully completed events involving arrangements for visits by foreign delegations, MNAs, MPAs, or equivalent-level dignitaries during the last fifteen (15) years. (03 marks for each project)	09 Marks																														
B2	Events successfully organized involving arrangements for the Prime Minister, Head of State, Governor, Chief Minister, or an equivalent-level dignitary within the last ten (10) years. (04 marks for each project)	12 Marks																														
B3	Currently in-hand event involving arrangements for the Prime Minister, Head of State, Governor, Chief Minister, or an equivalent-level dignitary. (04 marks)	04 Marks																														
C	Event Execution Plan/ Presentation	15 Marks																														
C1	Event Execution Plan (including descriptive narrative of resource management and pictorial illustrations) covering the implementation methodology for the entire Scope of Work.	15 Marks																														
D	Financial Soundness	20 Marks																														
D1	The bidder shall submit audited financial statements/audited accounts reports for the last three (03) financial years. Average annual turnover of last three (03) years; - Below PKR 25 million (05 Marks) - PKR 25 to 50 million (10 Marks) - PKR 50+ to 75 million (15 Marks) - Above PKR 75 million (20 Marks)																															
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<table border="1"> <thead> <tr> <th>Key Personnel</th><th>Min. Relevant Exp.</th><th>Marks</th></tr> </thead> <tbody> <tr> <td>Overall Event Manager</td><td>08 years</td><td>02</td></tr> <tr> <td>Protocol In-charge</td><td>08 years</td><td>02</td></tr> <tr> <td>Security Liaison Officer</td><td>08 years</td><td>02</td></tr> <tr> <td>Media Communications Mgr.</td><td>08 years</td><td>02</td></tr> <tr> <td>Technical Mgr. for Sound Sys. & Lighting</td><td>05 years</td><td>02</td></tr> <tr> <td>Registration & Help Desk Team</td><td>05 years</td><td>02</td></tr> <tr> <td>Hospitality Coordinator</td><td>05 years</td><td>02</td></tr> <tr> <td>Branding & Venue Décor Manager</td><td>05 years</td><td>02</td></tr> <tr> <td>Other Qualified Staff (0.5 Marks for each)</td><td>05 years</td><td>04</td></tr> </tbody> </table>			Key Personnel	Min. Relevant Exp.	Marks	Overall Event Manager	08 years	02	Protocol In-charge	08 years	02	Security Liaison Officer	08 years	02	Media Communications Mgr.	08 years	02	Technical Mgr. for Sound Sys. & Lighting	05 years	02	Registration & Help Desk Team	05 years	02	Hospitality Coordinator	05 years	02	Branding & Venue Décor Manager	05 years	02	Other Qualified Staff (0.5 Marks for each)	05 years	04
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TERMS OF REFERENCE (TORs) / SCOPE OF WORK

Pakistan Industrial Development Corporation (PIDC), a State-Owned Enterprise (SOE) under the administrative control of Federal Ministry of Industries & Production. PIDC, through its Industrial Infrastructure Division, was assigned to develop focused industrial growth in Pakistan through world-class industrial parks all over the country out of which Korangi Creek Industrial Park (KCIP)-SEZ and Bin Qasim Industrial Park (BQIP)-SEZ are located in Karachi.

PIDC has been entrusted by the Federal Government with the preparation of the Master Plan and development of trunk infrastructure for the “Karachi Industrial Park (KIP) – Federal SEZ” under the flagship initiative “Uran Pakistan”. The project encompasses approximately 6,409 acres of Pakistan Steel Mills (PSM) land dedicated for industrial and sectoral development.

Proposals from reputable Event Management Firms having relevant experience and a proven track record of successfully managing events for government organizations, including events involving Dignitaries/ high-ranking government officials, are required.

Scope of Work

The selected Event Management Firm shall be responsible for the complete planning, coordination, management, execution, and post-event closure of the Inauguration Ceremony to be attended by the high-ranking dignitaries.

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

1. Event Planning and Coordination

- Preparation of a comprehensive Event Execution Plan, including timelines, responsibilities, contingency measures, and deployment schedules.
- Coordination with Protocol Authorities, Security Agencies, District Administration, and other relevant stakeholders.
- Conduct of site visits, coordination meetings, rehearsals, and dry runs prior to the event.

2. Venue Development and Infrastructure

- Design, construction, installation, and dismantling of all temporary event infrastructure.
- Provision of weather-resistant marquee/tent structures, entrance portals, VIP lounges, holding areas, briefing rooms, and ancillary facilities.
- Complete carpeting, flooring, barricading, trussing, and venue beautification works.

3. Stage and Ceremony Arrangements

- Design and construction of the main ceremonial stage, including podium, presidential seating, staircases, and stage décor.
- Arrangement of inauguration ceremony elements, including unveiling mechanisms, plaques, ribbon-cutting arrangements, commemorative displays, and ceremonial proceedings.
- Provision of professional Master of Ceremony (MC)/Host and stage management services.

4. Branding, Creative Design and Printing

- Development of the event theme, creative concepts, artwork, and branding strategy.

- Design, production, and installation of all branding materials, including backdrops, banners, streamers, directional signage, welcome boards, standees, and other event-related graphics.
- Design and printing of invitation cards, parking permits, access cards, mobile phone deposit tokens, seating plans, name tags, and other event collateral.

5. Audio Visual and Technical Services

- Provision and operation of LED/SMD screens, sound systems, public address systems, microphones, digital podiums, and associated equipment.
- Provision of professional lighting systems for stage, audience areas, pathways, and venue surroundings.
- Deployment of qualified technical staff for operation and troubleshooting throughout the event.

6. Protocol and VIP Management

- Management of all protocol arrangements for the Prime Minister/ Head of State/ CM/ Governor/ MNA/ MPA and other dignitaries.
- Development and implementation of seating plans, reception protocols, escort arrangements, and movement management plans.
- Establishment of dedicated VVIP, VIP, media, and guest areas.

7. Security Facilitation

- Coordination with security agencies and law enforcement authorities regarding venue security requirements.
- Provision of walkthrough gates, hand-held metal detectors, access control systems, crowd management arrangements, and other support facilities as required by security authorities.
- Preparation of emergency response and evacuation arrangements.

8. Media, Photography and Documentation

- Professional photography and videography coverage of the entire event.
- Production of highlight videos, event documentaries, photographs, and archival material.
- Facilitation of media representatives and designated media coverage areas.

9. Hospitality and Catering

- Provision and management of hospitality arrangements for dignitaries, guests, and participants.
- Arrangement of VVIP lounges, refreshment stations, and hi-tea/catering services as approved by the Client.
- Provision of crockery, cutlery, serving staff, and associated hospitality services.

10. Utilities and Support Services

- Provision of uninterrupted power supply through generators, fuel, backup systems, and technical support.
- Provision of air-conditioning, chillers, tower AC units, ventilation arrangements, and climate control systems.
- Arrangement of high-quality portable washrooms and sanitation facilities.
- Provision of transportation, loading/unloading, labour, housekeeping/cleaning services.

11. Gifts and Souvenirs

- Design, procurement, branding, and presentation of commemorative shields/ souvenirs/ mementos and gifts for the Chief Guest and other dignitaries, as approved by the Client.

12. Post-Event Activities

- Dismantling and removal of all temporary installations.
- Restoration of the venue to its original condition.
- Submission of post-event reports, photographs, videos, attendance records, and other documentation required by the Client.

The Event Management Firm shall provide all manpower, materials, equipment, logistics, transportation, permits, supervision, and ancillary services necessary for the successful execution of the event in accordance with the directions of PIDC and the applicable protocol and security requirements for a Prime Minister-level visit.

Note:

1. The design/ construction of the infrastructure and associated works shall conform to the standards required for high-level inauguration ceremony event involving.
2. Draft Execution Plan (at least 2 options) should be shared with PIDC for review & comment prior to final submissions.
3. The Event Management Firm shall develop and implement a foolproof Security Plan, including access control, crowd management, VIP/VVIP security arrangements, emergency response measures, and coordination with all relevant security agencies, to the satisfaction of the Client and competent authorities.
4. The Event Management Firm shall visit the site before preparation of the Event Execution Plan to assess security, protocol, logistical, and other operational requirements for the successful execution of the Event.
5. Payments shall be made only for the deliverables satisfactorily provided by the Event Management Firm. In case any of the specified items (such as food/ Hi-tea, Gifts/ Souvenirs etc.) are arranged directly by PIDC, the corresponding cost thereof shall be deducted from the Contract Price accordingly.