

Pre-Qualification Document

PREQUALIFICATION OF EVENT MANAGEMENT FIRMS FOR EVENT ARRANGEMENTS OF PIDC (Non-Consultancy Services)

National

Single Stage-One Envelope



September 01, 2026

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INVITATION FOR PRE-QUALIFICATION

PROCUREMENT OF NON-CONSULTING SERVICES

1. The **Pakistan Industrial Development Corporation (Technical)** has reserved Funds for the procurement planned for FY **2026-27**. The **Pakistan Industrial Development Corporation (Technical)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the **"PREQUALIFICATION OF EVENT MANAGEMENT FIRMS FOR EVENT ARRANGEMENTS OF PIDC"** with the reference of **"P101860"**
2. The **Pakistan Industrial Development Corporation (Technical)** intends to pre-qualify service providers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to the bidding process.
3. The objective of the intended pre-qualification is the provision of **"PREQUALIFICATION OF EVENT MANAGEMENT FIRMS FOR EVENT ARRANGEMENTS OF PIDC"** through subsequent signing of contract with successful bidders, and the purpose of this Pre-qualification Notice is to provide the very basic information to enable potential applicants to decide whether or not to respond to this Pre-qualification Notice.
4. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants.
5. The pre-qualification process is open to all **National** Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the Pakistan Industrial Development Corporation (Technical) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/procurements/101860>**.
6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Friday, September 18, 2026 11:00 AM**. E-applications will be opened using **EPADS v2.0** on the same day at **Friday, September 18, 2026 11:30 AM**. Manual submission of applications shall not be entertained. Those

service providers who have not yet registered on the new version of **EPADS v2.0** may register themselves at <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>.

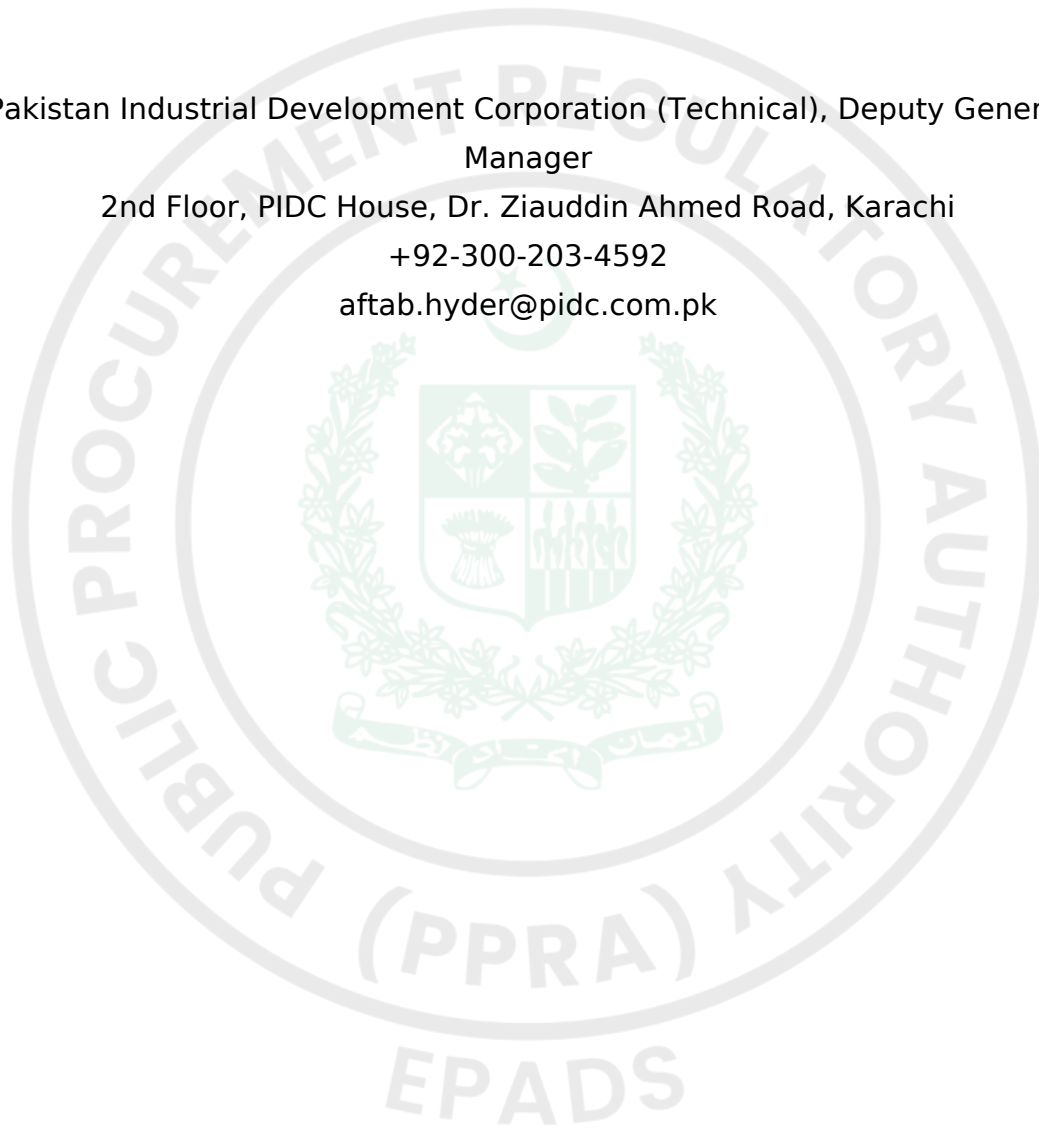
In terms of Rule 48 of Public Procurement Rules, 2004, a Grievance Redressal Committee (GRC) is notified for the subject procurement and the notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalification Documents

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 Pre-qualification.

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, Secondary Procurement process, 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 rules 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 Contract Agreement.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the 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 contract 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 Contract Agreement. 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 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 Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid 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 PART 2 Supply Requirements

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

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 Pre-qualification Documents and Pre-Application Meeting

7.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. 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 v2.0** 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 Pre-qualification 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 Pre-qualification Documents. Any modification to the Pre-qualification 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 v2.0**. 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 v2.0**.

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 v2.0**.

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 v2.0**.

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 Pre-qualification process.

10. Language of Application

10.1. The Application as well as all correspondence and documents relating to the Pre-qualification 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.

11.2. **Application Submission Letter**

11.2.1. 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.

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

11.3.1. 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).

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

11.4.1. 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)**.

11.4.2. 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:

11.4.2.1. 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).

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

11.4.3. 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.

11.4.4. The documentary evidence of the Applicant's qualifications to conclude a contract Agreement, shall establish to the Procuring Agency's satisfaction:

11.4.4.1. 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;

11.4.4.2. 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 v2.0

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 v2.0**.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. 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 v2.0**.

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 v2.0**

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 v2.0**

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 Pre-qualification.

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.

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 v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

25. Pre-qualification 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 v2.0** 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 v2.0**.

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 v2.0**

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 v2.0**.

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".

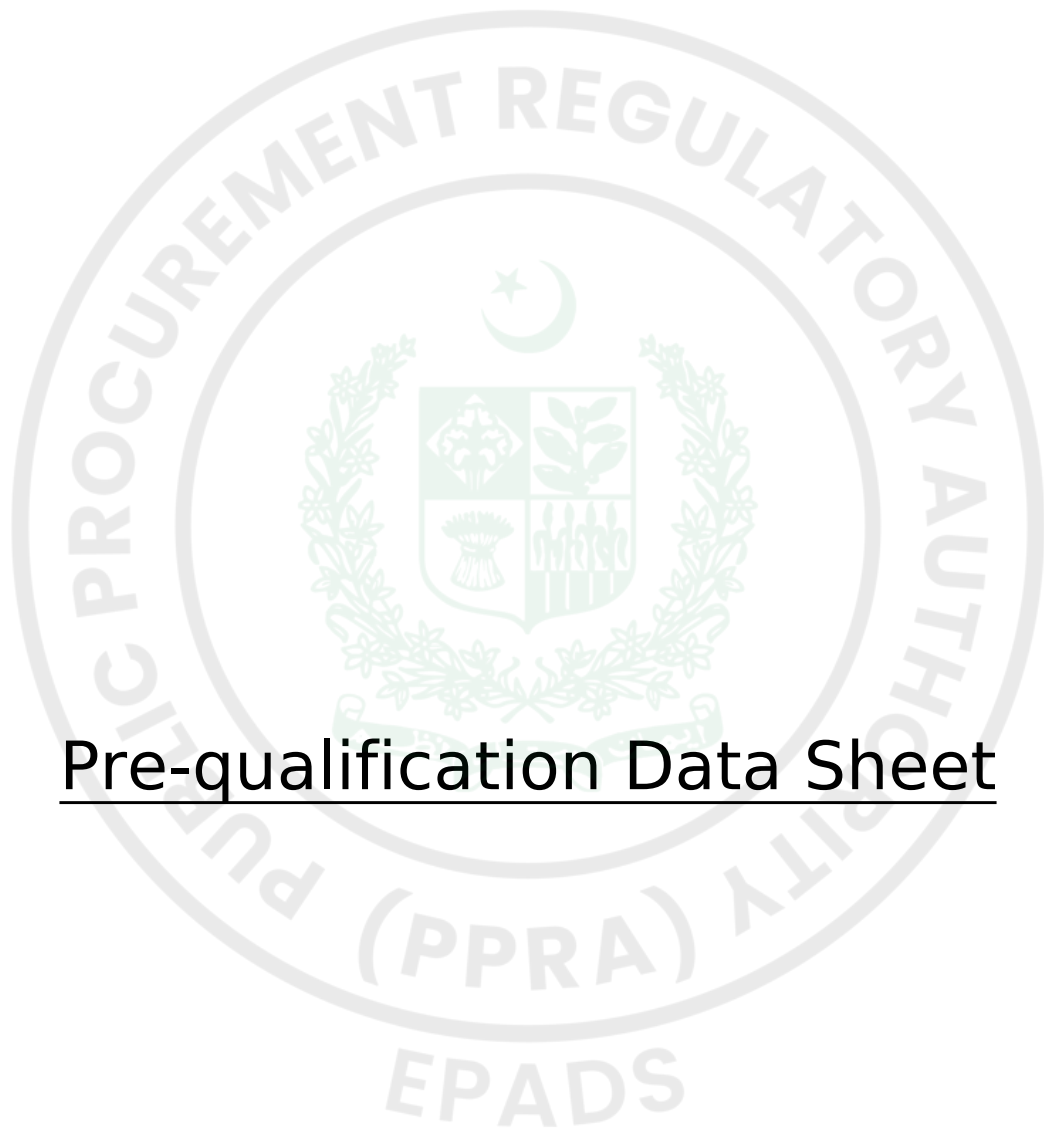
29. Redressal of Grievances

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-48 of Public Procurement Rules, 2004.

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-19 of Public Procurement Rules, 2004 read with "Mechanism for Blacklisting Regulations, 2024".



Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS Clause No

ITA No

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

A. General

PDS Clause No 1

ITA No 1.1

Identification Number of the Invitation for Prequalification: **P101860**

The Procuring Agency is: **Pakistan Industrial Development Corporation (Technical)**

List of Service Contracts:

See section services and Lots

PDS Clause No 2

ITA No 2.1

The name of Procuring Agency is: **Pakistan Industrial Development Corporation (Technical)**

The name of Project / Procurement is: **PREQUALIFICATION OF EVENT MANAGEMENT FIRMS FOR EVENT ARRANGEMENTS OF PIDC**

PDS Clause No 3

ITA No 4.2

Maximum number of members in a Joint Venture (JV): **2**

PDS Clause No 4

ITA No 4.5

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

B. Contents of the Prequalification Document

PDS Clause No 5

ITA No 7.1

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

PDS Clause No 6

ITA No 7.1 & 8.2

Information related to Prequalification shall be published on: **EPADS v2.0**

PDS Clause No 7

ITA No 7.2

Pre-Application Meeting: **Clarification Date: Tuesday, September 8, 2026**

Pre-Bid Meeting: Wednesday, September 9, 2026 11:00 AM

Venue: PIDC House, 2nd Floor, Dr. Ziauddin Ahmed Road, Karachi

C. Preparation of Applications

PDS Clause No 8

ITA No 10.1

This Prequalification Document has been issued in the language: **English**

PDS Clause No 9

ITA No 11.1(d)

Additional documents to be submitted through EPADS v2.0:

1. Applicants shall submit all documents specified in the Eligibility and Evaluation Criteria. Failure to submit any required document shall result in no marks being awarded against the relevant criterion.

PDS Clause No 10

ITA No 14.2

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

D. Submission of Applications

PDS Clause No 11

ITA No 16.1

Deadline for Application Submission:

Day: **Friday**

Date: **Friday, September 18, 2026**

Time: **11:00 AM**

PDS Clause No 12

ITA No 17.1

Opening of Applications shall be conducted through: **EPADS v2.0**

Day: **Friday**

Date: **Friday, September 18, 2026**

Time: **11:30 AM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

E. Procedures for Evaluation of Applications

PDS Clause No 13

ITA No 21.1

Margin of Domestic Preference: **Not Applicable**

(Applicable only if authorized in Procurement Plan)

PDS Clause No 14

ITA No 29.1

Prequalification-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency's decision not to prequalify an Applicant

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	SECP
Company (Public Limited)	Registrar of Firms
State Owned Enterprise (Private Limited)	
State Owned Enterprise (Public Limited)	

Evaluation Criteria

Quality Based Selection (QBS)

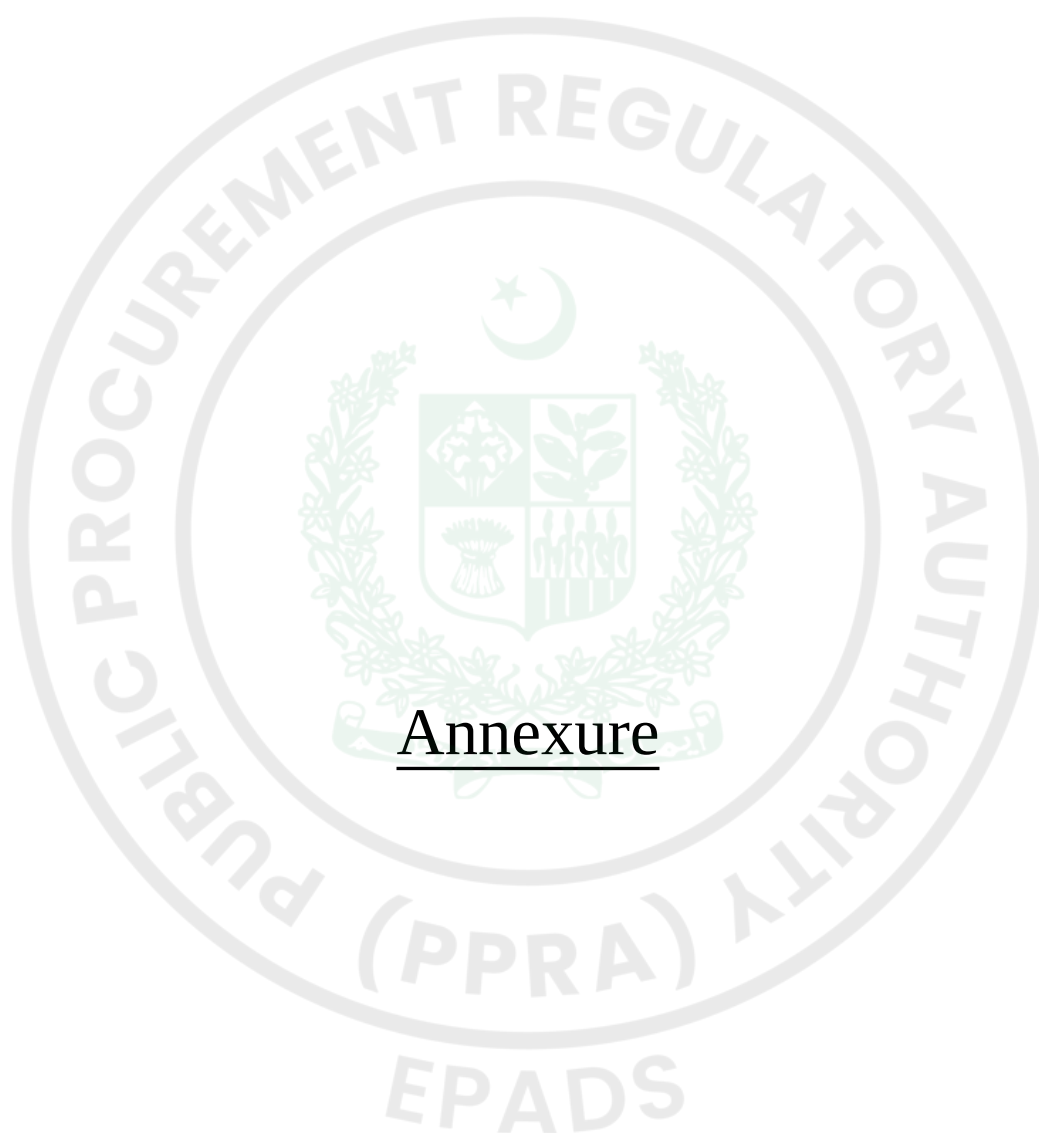
Weightage (Without Financial Criteria)

Technical Evaluation %
100

Technical Marks	100
Passing Marks	60
Profile of Firm	
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) (Quantitative)(Doc Required)	15
Pictorial Profile of Event Management Services Provided for Various Events (Quantitative)(Doc Required)	5
Experience	
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) (Quantitative)(Doc Required)	9
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) (Quantitative)(Doc Required)	12
Currently in-hand event involving arrangements for the Prime Minister, Head of State, Governor, Chief Minister, or an equivalent-level dignitary. (04 marks) (Quantitative)(Doc Required)	4
Event Execution Plan/ Presentation	
Event Execution Plan (including descriptive narrative of resource management and pictorial illustrations) covering the implementation methodology for the entire Scope of Work. (Quantitative)(Doc Required)	15
Financial Soundness	
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) (Quantitative)(Doc Required)	20
Personnel Capabilities	

Overall Event Manager (08-year Experience) (Quantitative)(Doc Required)	2
Protocol In-charge (08-year Experience) (Quantitative)(Doc Required)	2
Security Liaison Officer (08-year Experience) (Quantitative)(Doc Required)	2
Media Communications Mgr. (08-year Experience) (Quantitative)(Doc Required)	2
Technical Mgr. for Sound Sys. & Lighting (05-year Experience) (Quantitative)(Doc Required)	2
Registration & Help Desk Team (05-year Experience) (Quantitative)(Doc Required)	2
Hospitality Coordinator (05-year Experience) (Quantitative)(Doc Required)	2
Branding & Venue Décor Manager (05-year Experience) (Quantitative)(Doc Required)	2
Other Qualified Staff (05-year Experience); 0.5 Marks for each (Quantitative)(Doc Required)	4





Annexure

Criteria and Scope of Work

Information (Read-Only)

See Form Under Additional Forms and Documents: **Criteria and Scope of Work** (page number: 31)





Procurement Forms

Past Experience and Completed Contracts

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).

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.

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 36)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

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)

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 37)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 39)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 40)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 42)





Additional Forms and Documents

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.

S. No.	Category	Max. Marks																														
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)																															
E	Personnel Capabilities	20 Marks																														
<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.

Past Experience / Contracts

Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

☐ Not debarred due to deviation from commitment of Bid Securing Declaration- ☐ Not debarred due to non-performance			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), US\$ PKR Equivalent (exchange rate)

<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>
☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. ☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i>	<i>[insert amount]</i>

Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	Employer's Contact Address, Tel, Fax	Value of Outstanding Work [Current Eq. PKR]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Eq. PKR/month]
1					
2					
3					
4					
5					

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: [insert full name]

Date: [insert day, month, year]

Joint Venture Member Name: [insert full name]

IFP No. and title: [insert IFP number and title]

Page [insert page number] of [insert total number] pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous [insert number] years, [insert in words] (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- ☐ Attached are copies of financial statements¹ for the *[number]* years required above; and complying with the requirements.

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

Annual Turnover Data			
Year	Amount Currency	Exchange rate* (If applicable)	PKR equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

* Refer ITA for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.