

Standard Bidding Document

Hiring of Turnkey Event Management Firm (Non-Consultancy Services)

National

Single Stage-Two Envelope



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PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **PHA Foundation (PHA Foundation)** has reserved Funds for the procurement planned for FY **2026-27**. The **PHA Foundation (PHA Foundation)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the **"Hiring of Turnkey Event Management Firm"** with the reference of **"P123040"**
2. The **PHA Foundation (PHA Foundation)** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.
3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).
4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order, Call at Deposit, Bank Guarantee, Demand Draft** or Bid Securing Declaration on the prescribed format described.
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **<https://epads.gov.pk/opportunities/federal/procurements/123040>**.
6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Monday, October 12, 2026 01:00 PM**. E-bids will be opened on the same day at **Monday, October 12, 2026 01:30 PM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on **<https://vendors.epads.gov.pk/>**. A tutorial to explain the registration process is available at

<https://www.youtube.com/watch?v=MNW6T38v7tc>

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (www.ppra.org.pk).

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Instructions to Bidders

A. Introduction

1. Scope of Bids

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-Two Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. Source of Funds

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

3. Fraudulent & Corrupt Practices

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. Eligible Bidders

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

5. Qualification of the Bidder

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

6. Contents of Standard Bidding Document

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued by the Procuring Agency include:

Section I -Invitation to Bid

Section II Instructions to Bidders (ITB)

Section III Bid Data Sheet (BDS)

Section IV Eligible Countries

Section V Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.

Section VI Bidding Forms

Section VII Fraudulent & Corrupt Practices

Section VIII - Material & Non-material deviation

Section IX General Conditions of Contract (GCC)

Section X Special Conditions of Contract (SCC)

Section XI Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.

7. Clarifications

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 1.1.**

7.4. If indicated **in the BDS**, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum.

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.

No change in the prices or substance of the bid shall be sought, offered, or permitted.

The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

- 7.6.1. evaluation & qualification criteria;
- 7.6.2. required scope of work or specifications;
- 7.6.3. all securities requirements;
- 7.6.4. tax requirements;
- 7.6.5. terms and conditions of bidding documents; and
- 7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

8. Amendment of Bidding documents

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

9.1.2. Documentary evidence established in accordance with BDS that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with BDS that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

10. Documents Establishing Eligibility of the Services and Conformity to bidding documents

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

11. Documents Establishing Eligibility and Qualification of the Bidder

11.1. Pursuant to BDS, the bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. Form of Bid

12.1. The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.

13. Bids Prices

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

14. Price Adjustment

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

14.3. Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.

15. Bids Currencies

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. Bid Validity Period

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

17. Bid Security or Bid Securing Declaration

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

17.6. The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.

18. Alternative Bids by Bidders

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

19. Withdrawal, Substitution, and Modification of Bids

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. Format and Signing of Bids

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through

EPADS v2.0.

20.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

D. Submission of Bids

21. **Submission of Bids through EPADS v2.0 before Dead deadline**

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

22. **Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee**

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004, The Procuring Agency is required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids in accordance with the evaluation criteria, terms and conditions given in the bidding documents.

23. **Opening of Bids**

23.1. The Bid Evaluation Committee of the Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who

choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

23.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

23.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline.

23.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

24. Confidentiality

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

24.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

25. Preliminary Examination of Bids

25.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

25.1.1. meets the eligibility criteria defined in **BDS**;

25.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

25.1.3. is accompanied by the required securities; and

25.1.4. is substantially responsive to the requirements of the bidding document.

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

25.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

26. Examination of Terms and Conditions, Technical Evaluation

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS**, to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed in the bidding document have been met without material deviation or reservation.

26.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with **BDS**, it shall reject the bids.

27. Correction of Errors

27.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

27.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

27.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

27.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

27.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed.

28. Conversion to Single Currency

28.1. As per Rule 30 of Public Procurement Rules, 2004.

29. Evaluation of Bids

29.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive.

29.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

29.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6**;

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

29.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS**.

30. Determination of Most Advantageous Bids

30.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

31. Abnormally Low Financial Bids

31.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency -

31.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

31.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

32. Rejection of Bids

32.1. As per Rule 33 of the Public Procurement Rules, 2004

33. Single Responsive Bid

33.1. The procuring agency may consider single responsive bid subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

34. Arbitration

34.1. As per Rule 49 of Public Procurement Rules, 2004.

F. Award of Contract

43. Criteria of Award

43.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous Bid.

44. Procuring Agency's Right to reject All Bids

44.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

44.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

45. Notification of Award

45.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

45.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

45.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

46. Signing of Contract

46.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

47. Performance Guarantee

47.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS**

and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

48. Corrupt & Fraudulent Practices

48.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

53. Constitution of Grievance Redressal

53.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.

54. GRC Procedure

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

H. Blacklisting/ Debarment

55. Procedure for Blacklisting/Debarment

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.





Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

Name of Procuring Agency: **PHA Foundation (PHA Foundation)**

The subject of procurement is: **Hiring of Turnkey Event Management Firm**

Expected commencement date: **Monday, November 16, 2026**

BDS Clause Number 2

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P123040**

BDS Clause Number 3

JV/Consortium or Association Allowed: **No**

Number of JV/Consortium Members: **Nil**

B. Bidding Documents

BDS Clause Number 4

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Friday, October 9, 2026

BDS Clause Number 5

Any addendum, in case issued, shall be published on **PHA Foundation (PHA Foundation)** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid:

1. Minimum 05 years of active operations in event management SECP Registration / Incorporation Certificate; and list of clients served during the last five years.
2. Active Income Tax Filer Proof of appearance on FBR Active Taxpayer List (ATL) as on the date of submission.
3. Active Sales Tax Filer Proof of active GST / PST (provincial sales tax) registration and filer status.
4. Registered with AGPR Proof of registration with the Accountant General Pakistan Revenues (AGPR), including active vendor number, IBAN and other related details.
5. Head office or branch office in Islamabad Building ownership document or rental deed; and current month's utility bill (electricity / gas / internet etc.).
6. Not blacklisted Affidavit on non-judicial stamp paper, duly attested by an Oath Commissioner, that the bidder is not blacklisted or debarred by any public sector organization in Pakistan (Form 6).
7. No active litigation against the company Affidavit on non-judicial stamp paper, duly attested by an Oath Commissioner (Form 6).
8. Banking relationship Account Maintenance Certificate from the bidder's bank.
9. Bid Security Bid Security of PKR 500,000 (Five Hundred Thousand) in the prescribed form (PDS and Form 9).
10. EPADS registration Registration on PPRA's e-Pak Acquisition & Disposal System (e-PADS 2.0); submission through EPADS is mandatory.

BDS Clause Number 7

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8

Services and Their related documents:

See section Required Services and Scope of Work

BDS Clause Number 9

Price schedule will be provided according to the format defined and acquired.

see section price schedule.

BDS Clause Number 10

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11

The price shall be **Fixed**.

BDS Clause Number 12

Currency of the Bids shall be : **PKR**

BDS Clause Number 13

The Bids/Bid Validity period shall be: **360 Days**

BDS Clause Number 14

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**

The Bid Security shall be in the form of: **Pay Order, Call at Deposit, Bank Guarantee, Demand Draft**

BDS Clause Number 15

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for $90+28 = 118$ days.

BDS Clause Number 16

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

GROUND FLOOR, SHAHEED E MILLAT, SECRETARIAT JINNAH AVENUE, ISLAMABAD

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Monday, October 12, 2026 01:00 PM**

E. Opening and Evaluation of Bids

BDS Clause Number 18

The Bids opening shall take place on **EPADS v2.0**.

Day : **Monday**

Date: **Monday, October 12, 2026**

Time : **01:30 PM**

BDS Clause Number 19

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**

see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall: **10.00%**.

The Performance Guarantee shall be acceptable in the form of: **Pay Order, Call at Deposit, Bank Guarantee, Demand Draft**

21.

51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22

Grievance against this procurement shall be submitted online on EPADS v2.0.

Eligibility Criteria

Bidder's Type	Required Registration
Company (Private Limited)	NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN) FBR (GSTN) SECP

Evaluation Criteria

Quality and Cost Based Selection (QCBS)

Weightage

Technical Evaluation %	Financial Evaluation %
70	30

Technical Marks	100
Passing Marks	70
Financial Stability	
Average annual turnover of the last three financial years is PKR 200 million or above (Quantitative)(Doc Required)	15
Average annual turnover of the last three financial years is PKR 200 million or above (15)	
Average annual turnover is PKR 150 million or above but below PKR 200 million (10)	
Average annual turnover is PKR 100 million or above but below PKR 150 million (8)	
Experience and Capability of Handling Large-Scale Projects & Events (Public Sector Only)	

At least 2 Projects worth PKR 150-200 million or above in the past 05 years (Quantitative)(Doc Required)	15
At least 2 Projects worth PKR 150-200 million or above in the past 05 years (15)	
At least 2 Projects worth PKR 100-150 million or above in the past 05 years (12)	
At least 2 Projects worth PKR 75-100 million or above in the past 05 years (8)	
Turnkey Event Management Capability (Creative Design Assignment)	
Propose the logo and theme (key visual) for the Possession Handover Ceremony of multistory projects to allottees by any VVIP Guest (02 marks for logo; 04 marks for theme / key visual) (Quantitative)(Doc Required)	6
Design 3D visuals of the launching ceremony venue, including exterior branding; navigation (direction signage for parking, general entrance, VIP entrance etc.); reception; entrance; main stage; seating arrangements; and branding of the three side walls (excluding the stage wall). Base the work on a 500-person marquee setup (Quantitative)	18
Propose 03 creative ideas for how the Prime Minister may hand over possession of flats to allottees (02 marks per idea: 0.5 for textual brief, 1.5 for visual presentation) (Quantitative)(Doc Required)	6
Clients and Events Portfolio	
Provided end-to-end event management services to at least 20 clients (0.5 marks per client) (Quantitative)(Doc Required)	10
Organized events (end-to-end) featuring the State guests 05 times in the last 03 years (02 mark per event). (Quantitative)(Doc Required)	10
Personnel Capability (key event team to be deployed on PHAF assignments)	
Event / Project Director: Master's degree from a reputable HEC-recognised university with 10 years of post-degree experience in event management (Quantitative)(Doc Required)	3

01 Event Operations / Production Manager: minimum 16 years of education plus at least 05 years of relevant experience (Quantitative)(Doc Required)	3
01 Protocol & Guest Management Lead: minimum 16 years of education plus at least 05 years of relevant experience (Quantitative)(Doc Required)	2
01 Technical / Audio-Visual Manager: minimum 16 years of education plus at least 05 years of relevant experience (Quantitative)(Doc Required)	1
01 Creative Designer (event branding and collateral): minimum 16 years of education plus at least 05 years of relevant experience (Quantitative)(Doc Required)	1
Presentation	
Presentation on Creative Design assignment and project management. Presentation should be submitted along with the technical proposal online. Presentation must incorporate content from the creative design assignment and a brief event management plan based on PHAF's scope of work provided. Bidder must also provide event management plans of the large-scale events conducted in the past two years. (Quantitative)(Doc Required)	10

Required Services

Lot Title : Turnkey Event Management Services

Bid Security : 500000 PKR

Position	Delivery Schedule	Quantity
Stage items	Address: GROUND FLOOR, SHAHEED E MILLAT, SECRETARIAT JINNAH AVENUE, ISLAMABAD Schedule: 360 Days Quantity: 01/Qty	1/Qty
Screens	Address: GROUND FLOOR, SHAHEED E MILLAT, SECRETARIAT JINNAH AVENUE, ISLAMABAD Schedule: 360 Days Quantity: 01/Qty	1/Qty
Lights	Address: GROUND FLOOR, SHAHEED E MILLAT, SECRETARIAT JINNAH AVENUE, ISLAMABAD Schedule: 360 Days Quantity: 01/Qty	1/Qty

Position	Delivery Schedule	Quantity
Structure/ Branding/ Printing	Address: GROUND FLOOR, SHAHEED E MILLAT, SECRETARIAT JINNAH AVENUE, ISLAMABAD Schedule: 360 Days Quantity: 1/Qty	1/Qty
Human Resource	Address: GROUND FLOOR, SHAHEED E MILLAT, SECRETARIAT JINNAH AVENUE, ISLAMABAD Schedule: 360 Days Quantity: 1/Qty	1/Qty
Cattering & Furniture	Address: GROUND FLOOR, SHAHEED E MILLAT, SECRETARIAT JINNAH AVENUE, ISLAMABAD Schedule: 360 Days Quantity: 1/Qty	1/Qty
Giveaways	Address: GROUND FLOOR, SHAHEED E MILLAT, SECRETARIAT JINNAH AVENUE, ISLAMABAD Schedule: 360 Days Quantity: 1/Qty	1/Qty

Position	Delivery Schedule	Quantity
Others	Address: GROUND FLOOR, SHAHEED E MILLAT, SECRETARIAT JINNAH AVENUE, ISLAMABAD Schedule: 360 Days Quantity: 1/Qty	1/Qty
Venue & Hospitality	Address: GROUND FLOOR, SHAHEED E MILLAT, SECRETARIAT JINNAH AVENUE, ISLAMABAD Schedule: 360 Days Quantity: 1/Qty	1/Qty

Related Services :

No



Services Specifications

Lot Title : Turnkey Event Management Services

Position: Stage items

Specifications / Requirements:

Item	Description / Specification	Unit
Stage items		
Stage Truss	Stage truss Detail: Covered with black cloth	Per sqft/day
Stage 1	Stage with pasted lamination sheet in any color and stairs on two sides, Height: 2ft	P.er sqft/day
Stage 2	Stage with carpet in any color and stairs on two sides, Height: 2ft	Per sqft/day
Stage 3	Stage with polish in any color and stairs on two sides, Height: 2ft	Per sqft/day
Stage 4	Stage with pasted lamination sheet in any color and stairs on two sides, Height: 3ft	Per sqft/day
Stage 5	Stage with carpet in any color and stairs on two sides, Height: 3ft	Per sqft/day
Stage 6	Stage with polish in any color and stairs on two sides, Height: 3ft	Per sqft/day
Stage 7	Stage with pasted lamination sheet in any color and stairs on two sides, Height: 4ft	Per sqft/day

Item	Description / Specification	Unit
Stage 8	Stage with carpet in any color and stairs on two sides, Height: 4ft	Per sqft/day
Stage 9	Stage with polish in any color and stairs on two sides, Height: 4ft	Per sqft/day
Stage Path 1	Stage path/ Media wall Floor Wooden Stage path with Lamination sheet in any color	Per sqft/day
Stage Path 2	Stage path/ Media wall Floor Wooden Stage path with carpet in any color	Per sqft/day
Stage Path 3	Stage path/ Media wall Floor Wooden Stage path with Polish in any color	Per sqft/day
Floor Carpeting	Standard Quality Carpet, Any color	Per sqft/day
Floor Carpeting (Premium /VIP)	High-density VIP carpet	Per sqft/day
Marquee / Dera Carpet	Good Quality Carpet	Per sqft/day
Red Runner (Standard)	Entry & circulation areas	Per Running Ft/Day
Red Runner (Premium)	VIP/protocol use	Per Running Ft/Day

Position: Screens

Specifications / Requirements:

Item	Description / Specification	Unit
Screens		

Item	Description / Specification	Unit
32" LED Screen	Detail: 4K Ultra HD Screen, with HDMI, VGA and Wireless Connectivity (BT) Brand name: should not be a Huawei competitor	Per pc/Day
42" LED Screen	Detail: 4K Ultra HD Screen, with HDMI, VGA and Wireless Connectivity (BT) Brand name: should not be a Huawei competitor	Per pc/Day
55" LED Screen	Detail: 4K Ultra HD Screen, with HDMI, VGA and Wireless Connectivity (BT) Brand name: should not be a Huawei competitor	Per pc/Day
60" LED Screen	Detail: 4K Ultra HD Screen, with HDMI, VGA and Wireless Connectivity (BT) Brand name: should not be a Huawei competitor	Per pc/Day
65" LED Screen	Detail: 4K Ultra HD Screen, with HDMI, VGA and Wireless Connectivity (BT) Brand name: should not be a Huawei competitor	Per pc/Day
SMD Screen 1	SMD Screen with Operator Size: 10x5	Per pc/Day
SMD Screen 2	SMD Screen with Operator Size: 10x10	Per pc/Day
SMD Screen 3	SMD Screen with Operator Size: 10x15	Per pc/Day
SMD Screen 4	SMD Screen with Operator Size: 10x20	Per pc/Day
SMD Screen 5	SMD Screen with Operator Size: 10x25	Per pc/Day

Item	Description / Specification	Unit
SMD Screen 6	SMD Screen with Operator Size: 10x30	Per pc/Day
SMD Screen 7	SMD Screen with Operator Size: 10x40	Per pc/Day
SMD Screen 8	SMD Screen with Operator Size: 10x50	Per pc/Day

Position: Lights

Specifications / Requirements:

Item	Description / Specification	Unit
Lights		
Moving Heads	for stage Moving Heads	Per pc/Day
Face Lights	for stage Face lights	Per pc/Day
Parcan Lights	for different places in event Parcan Lights	Per pc/Day
Laser light	For the Product Launch event, good quality	Per pc/Day

Item	Description / Specification	Unit
Flicker Light	for stage Flicker light	Per pc/Day
Fairy Lights	For Trees decoration	Per pc/Day
Marquee (100x100) Lighting Setup	Center & Sides Marquee Lights - Hanging Aluminum Truss, LED Warm White Floodlights / Par Can Lights	Per pc/Day
Marquee (100x200) Lighting Setup	Center & Sides Marquee Lights - Hanging Aluminum Truss, LED Warm White Floodlights / Par Can Lights	Per pc/Day
Tower lights	Lighting towers equipped with powerful floodlights for wide coverage	Per pc/Day

Position: Structure/ Branding/ Printing

Specifications / Requirements:

Item	Description / Specification	Unit
Structure/ Branding/ Printing		
Registration Desk 1	Size: 3ft width * 3ft Height Material: MDF with printed Vinyl pasting with Lamination	Per . pc/Event
Registration Desk 2	Size: 4ft width * 3ft Height Material: MDF with printed Vinyl pasting with Lamination	Per pc/Event

Item	Description / Specification	Unit
Registration Desk 2	Size: 6ft width * 3ft Height Material: MDF with printed Vinyl pasting with Lamination	Per pc/Event
Backdrop/ Signature wall/ Media Wall	Backdrop for registration desk/ Signature wall on the event/ Media Wall on the event Quality: Flex matt printing with Iron structure	Per sqft
Backdrop/ Signature wall/ Media Wall	Backdrop for registration desk/ Signature wall on the event/ Media Wall on the event Quality: Flex matt printing with wooden structure	Per sqft
Separator / divider	Dimensions: 4ft *10ft Quality: Black Cloth Frames that should be with Frame	Per pc
Separator / divider	Dimensions: 4ft *12ft Quality: Black Cloth Frames that should be with Frame	Per pc
2d Cutout Logo	Quality of cutouts: MDF with branding	Per sqft
3d Cutout Logo	Quality of cutouts: MDF with branding	Per sqft
Backlit Logo	Quality of Logo: Acrylic with backlit light	Per sqft
Rollup standees	With Flex Size: 6Ft * 3ft	Per pc
X standee	Panda Type X-Stand 5x2	Per pc
Streamer	3x6 ft branding streamer	Per pc
Digital Standee	Digital Non-Touch Standee	Per pc
Rostrum / Podium	Quality: MDF with Vinyl pasting with Lamination	Per pc
Rostrum / Podium	Quality: MDF with paint finish & LED screen on front	Per pc
Banner	Quality: Flex Detail: Flex with printing, delivery and Installation	Per sqft
Drop-Down Branding	Hanging branding unit	Per sqft

Item	Description / Specification	Unit
Vinyl Printing	Quality: Vinyl Detail: Vinyl with printing, delivery and Installation	Per sqft
Paint Work	-	Per sqft
Table Name Branding	Table-top name branding (acrylic)	Per pc
MDF Fabrication	Walls, Counters, Cutouts, Photo booth, Arch & Etc	Per sqft
Acrylic fabrication with back lit	Structure, Cutouts, Logos, Photo booth	Per sqft
Flag	cloth with printing, without pole	Per pc
Organizational Table-Top Flags	Flags with base	Per pc
Flag Pole with Weighted Stand	Indoor/outdoor pole	Per pc
Quepole	Quepole Golden or Silver stand with red or black rope	Per pc
Spinning Wheel	Spinning Wheel with printed giveaways Radius: 2 ft	Per pc
Lucky Draw Box 1	Acrylic box with branding Transparent Acrylic 1x1 ft	Per pc
Lucky Draw Box 2	Acrylic box with branding Transparent Acrylic 1.5x1.5 ft	Per pc
Printed Lanyards	with cardholders + 4color card Size: 3x2 inches	Per pc
Booklet 1	Includes Press Gum Binding , Front back 4 Colour Printng , For title - Art Card 210 gm, For inside pages - Art Paper 128 gm. MOQ: 50 pages per booklet	Per page

Item	Description / Specification	Unit
Booklet 2	Includes Press Gum Binding , Front back 4 Colour Printng , For title - Art Card 210 gm, For inside pages - Art Paper 128 gm. MOQ: 100 pages per booklet	Per page
Invitation Card1	Invitation card with printed envelop & E-invite Size: 5x7 Quality: Artcard 310 grm, laminated textured paper (high grammage paper), All 4 sides printing & Gloss Finish white envelope and 4 color Printing with Serial Numbers Punched on each card and envelope	Per pc
Invitation Card2	Invitation card with Golden Foil envelope- 350 gsm card- Black Card & envelope. Die cutting blac envelops with golden foil inside, 300 gsm Fancy Card Invitation Card with foil printing and die cutting	Per pc
Broucher 1	A5 Brochure with both side printing Front back 4 Colour Printng Art paper 128 gm	Per pc
Broucher 2	A4 Brochure with both side printing Front back 4 Colour Printng Art paper 128 gm	Per pc
Broucher 3	A4 Brochure with both side printing Front back 4 Colour Printng Art paper 150 gm	Per pc
Writing pads and pens	Writing pads and pens for event atendeeds	Per pc
Certificate	Size: A4, 250gm card Quality: card with lemination finishing with envelop	Per pc
Printed Agenda	Printed Agenda on each seat- A5 Art paper	Per pc

Position: Human Resource

Specifications / Requirements:

Item	Description / Specification	Unit
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Photographer	1- Professional HD Camera, 2- Unlimited pictures requirement, Detail: Event photos to be taken according to guidelines	Per day
Videographer	1- Professional HD Camera, Detail: Event videography	Per day
Drone Coverage	Video Coverage with DJI Mavic Drone with Operator	Per day
Same Day Edit	Content & post-event	Per event
Event Highlight Video	Content & post-event	Per event
Social Media Reels/ Shorts	-	Per Video
Session Recording Edit	-	Per Session
Photo Editing	-	Per event
Media Monitoring/ Clipping Report	-	Per event
Post Event Report with Analytics	-	Per event
Documentary making/ video making	Video documentary	Per Minute
Event Testimonials	Guest messages	Per event
Event Report	Comprehensive report	Per event
Animation & artworks	Event animations & artworks	Per event
Male Ushers ¹	A+ Category Male Usher Experience: 3years, Education: Graduation Appearance: Fair & beautiful	Per day

Male Ushers2	B+ Category Male Usher Experience: 2+ years, Education: Graduation Appearance: Fair & beautifull	Per day
Female Ushers1	A+ Category Female Usher Experience: 3years, Education: Graduation Appearance: Fair & beautifull	Per day
Female Ushers2	B+ Category Female Usher Experience: 2+ years, Education: Graduation Appearance: Fair & beautifull	Per day
Female Host	Female host Dress code: Black Suit A+-Category, well spoken host (english) with at least 5 years of relevant experience	Per day
Female Host	Female host Dress code: Black Suit A-Category, well spoken host (english) with at least 3 years of relevant experience	Per day
Male Host	Male host Dress code: Black Suit A+-Category, well spoken host (english) with at least 5 years of relevant experience	Per day
Male Host	Male host Dress code: Black Suit A-Category, well spoken host (english) with at least 3 years of relevant experience	Per day
Activity Controller/ Supervisor (outdoor)	For outdoor Activity One Supervisor for Plan and Controlling activity onsite. (8 Hours Per day)	Per person/day
Female Brand Ambassadors (outdoor)	For outdoor Activity (8 Hours Per day)	Per person/day
Male Brand Ambassadors (outdoor)	For outdoor Activity (8 Hours Per day)	Per person/day
Activity Controller/ Supervisor (indoor)	For indoor Activity One Supervisor for Plan and Controlling activity onsite. (8 Hours Per day)	Per person/day

Female Brand Ambassadors (indoor)	For indoor Activity (8 Hours Per day)	Per person/day
Male Brand Ambassadors (indoor)	For indoor Activity (8 Hours Per day)	Per person/day
Ushers uniform	Shirt, pants, Formal Coat, Tie and shoes	Per pc
Site Survey/Recce	-	Per Visit
Event Concept Development	-	Per event
Floor Plan/Seating Plan Layout	-	Per event
Show Flow/Run of Show	-	Per event
Cue Sheet/Technical Script	-	Per event
Technical Rehearsal	-	Per Session
Stage Manager	-	Per event
Control Room Setup	-	Per event
Vision Mixer/Switcher	-	Per event
Playback System/Media Server	-	Per event
Confidence Monitor	-	Per pc
Intercom/ Communication System	-	Per event
UPS for AV Systems	-	Per pc
Power Distribution/ Cabling	-	Per event

Electrician/Technical Support Staff	-	Per event
Chain Motor/Hoist	-	Per event
Rigging Hardware	-	Per event
Barricading/Crowd Control Barrier	-	Per Running Ft
Backstage Partitioning	-	Per Sq. Ft
Green Room Setup	9 persons sofa seating with center table	Per Room
Makeup Room Setup	-	Per Room
Storage Cabin/Control Cabin	-	Per day
Weather Protection Covers	-	Per event
Loading/Unloading Labor	-	Per event
Installation Charges	-	Per event
Dismantling Charges	-	Per event
Intercity Transportation	Suzuki	Per KM
Intercity Transportation	Shahzor	Per KM
Intercity Transportation	Mazda	Per KM
In-city Transportation	Suzuki	Per KM
In-city Transportation	Shahzor	Per KM
In-city Transportation	Mazda	Per KM

Venue Cleaning/ Housekeeping	-	Per event
Waste Disposal/Post Event Cleaning	-	Per event
Parking Management Staff	Valet	Per person
Protocol Staff/Marshals	Per day	Per person
Registration Desk Staff	Per day	Per person
QR Check-in System	-	Per event
Male Security Bouncers	Bouncers from a reputable Security company	Per Person
Female Security Bouncers	Bouncers from a reputable Security company	Per Person
Male guard		Per Person
Female guard		Per Person
Security Supervisor		Per Person
Staff for serving at table	Staff to be available for food serving dressed in formal waiting attire	Per Person
Staff for serving at Chief guests Table	Staff to be available for food serving to Chief guests. Dressed in formal waiting attire	Per Person
Person for Recitation of Quran	Quran Recitation	Per Person
Naat Khawan	Naat recitation (as per protocol)	Per event

Position: Cattering & Furniture

Specifications / Requirements:

Item	Description / Specification	Unit
Cattering & Furniture		
Bar Stools	Stools for reception desk	Per pc/Day
Chairs	Single Acrylic Chair	Per pc/Day
VIP / Presidential Chairs	Single Presidential Chairs	Per pc/Day
Sofa Seats/ VIP lounges	Sofa Seats: Single seater sofa Material: Leatherite material plain	Per pc/Day
Sofa Seats/ VIP lounges	Sofa Seats: 2 seater sofa Material: Leatherite material plain	Per pc/Day
Sofa Seats/ VIP lounges	Sofa Seats: 3 seater sofa Material: Leatherite material plain	Per pc/Day
Tables for Sofas	High end Chrome and Glass tables / Wooden tables for placing in front of Sofas	Per pc/Day
Mist fans	Mist Fan for events in office	Per pc/Day
Heaters	Portable Heaters	Per pc/Day

Item	Description / Specification	Unit
Air Conditioners	4 Ton Cabinet Air conditioners for events in office Services: transportation and Installation	Per pc/Day
Marquee	Size: 100x80 feet	Per pc/Day
Marquee	Size: 100x200 feet	Per pc/Day
Marquee	Size: 100x300 feet	Per pc/Day
Chillers	Industrial grade chillers for event cooling, Includes ducting, air outlets and setup, Generator 100 HP (Per Shift: 5 Hours), Includes fuel, cabling & operators	
Canopy	Dera/ canopy Size of canopy: 90ft * 60ft	Per pc
Canopy	Dera/ canopy Size of canopy: 60ft * 60ft	Per pc
Gazebo	Complete gazebo setup	Per Unit
Kanaat	Fabric partitions	Per Unit
Tent	Standard event tent	Per Unit
Shelf scheme	Stalls with 2 Chairs, two lights, name fascia & 1 Table	
Round table with chairs 1	Per set e.g. 1 round table with 8 pieces chairs with covers in any colour for events in office	Per set
Round table with chairs 2	Rot Iron Tables with Glass Top and Rot Iron golden Chairs 1 Table with 10 chairs	Per set

Item	Description / Specification	Unit
Food Cutlery/ crockery	Food Cutlery/ crockery for event Spoons, folk, plates and glasses (Good quality)	Per Person
Portable Washrooms	Gents & Ladies	Per pc

Position: Giveaways

Specifications / Requirements:

Item	Description / Specification	Unit
Giveaways		
Glass Shield 1	Size: 6" height with any base Quality: Crystal/ Glass	Per pc
Glass Shield 2	Size: 8" height with any base Quality: Crystal/ Glass	Per pc
Glass Shield 3	Size: 10" height with any base Quality: Crystal/ Glass	Per pc
Glass Shield 4	Size: 12" height with any base Quality: Crystal/ Glass	Per pc
Creative Wooden Shield 1	Wooden structure with Acrylic Front with UV Printing Size: 3.5"x3.5x8"	Per pc

Item	Description / Specification	Unit
Creative Wooden Shield 2	Wooden structure with Metal Front with UV Printing Size: 6"x8"x1.5"	Per pc
Creative Wooden Shield 3	Wooden structure with Acrylic in between with UV Printing Size: 6"x8"x1.5"	Per pc
Creative Wooden Shield 4	Wooden base structure with 10mm Acrylic Tower Size: 4"x4"x10"	Per pc
Brass Shield 1	Size: 8" height with any base Quality: Brass	Per pc
Brass Shield 2	Size: 10" height with any base Quality: Brass	Per pc
Brass Shield 3	Size: 12" height with any base Quality: Brass	Per pc
Photo Frame	5x7 Acrylic Photo Frame	Per pc
Water Bottle	detail: water bottle with temprature sensor, best quality with logo Color: Black/ Silver	Per pc
Flask Bottle	Giveaway/ Gift for Employee	Per pc
Cofee Mug	Coffee Mug with tamprature sensor and Branding good quality	Per pc

Item	Description / Specification	Unit
red Ribbon 1	Quality: Jersey fabric 180gm, soft feel, 90/10 cotton/ploy, Color: Any with Branding	Per pc
Polo Shirt	Quality: Pique fabric 240gm, soft feel, 90/10 cotton/ploy, Color: Any with Branding	Per pc
Fleece Hoods	Quality: Fleece fabric 370gm, soft feel, Color: Any with Branding	Per pc
Power bank	Quality: 10000MAH good quality with packing	Per pc
USB 1	Quality: 16GB	Per pc
USB 2	Quality: 32GB	Per pc
USB 3	Quality: 64GB	Per pc
Bluetooth Speaker	Non competitor brand portable bluetooth speaker with packing and bradning Color: any	Per pc
Jacket Pin/ Lapel Pin	Pins- Metal- A grade Quality Size: Standard badge size	Per pc
Diary/ Notebook 1	Half A4 Diary with Embossed logo and packing Pages: 100 - Off white paper, Leather cover in any color 90 gm paper with two color printing 360 gm title page with four color printing	Per pc

Item	Description / Specification	Unit
Diary/ Notebook 2	Half A4 Diary with Embossed logo and packing Pages: 150 - Off white paper, Leather cover in any color 90 gm paper with two color printing 360 gm title page with four color printing	Per pc
Diary/ Notebook 3	Half A4 Diary with UV printing logo and packing Pages: 100 - Off white paper, Leather cover in any color 90 gm paper with two color printing 360 gm title page with four color printing	Per pc
Diary/ Notebook 4	Half A4 Diary with UV printing logo and packing Pages: 150 - Off white paper, Leather cover in any color 90 gm paper with two color printing 360 gm title page with four color printing	Per pc
File/Folder	Branded file	Per Unit
Gift Box	Good quality gift box with branding without giveaways Size: 12" width * 12" Length * 3" height	Per pc
Pen 1	Regular pens with logo	Per pc
Pen 2	Branded ball pen with mobile touch functionality with Logo	Per pc
Pen 3	7 in 1 Pen (Full Metal quality)	Per pc
Calender	Detail: 18 Pages content for both side printing with flip opening 300gm art card with spiral Binding 10"x7" With packing	Per pc
Wireless charger	Wireless fast charger	Per pc

Item	Description / Specification	Unit
Wallet	Quality: Leather wallet good quality	Per pc
Key Chain	Leather Keychain good quality with packing and branding	Per pc
Wireless Mouse	Wireless mouse with Bluetooth dongle AAA battery powered	Per pc
Wireless Headphones	Good quality Wireless headphones with packing and branding	Per pc
Laptop Bag 1	Academy branded good quality Laptop Bags	Per pc
Laptop Bag 2	Academy branded good quality Laptop Bags □ briefcase style	Per pc
Wall Clock	Branded good quality Wall Clock □ Size= 20-22 inches	Per pc
Sports Cap	Sports Cap with Branding	Per pc
Full-Sleeve Zippers/Uppers	Full-Sleeve Zippers/Uppers with Branding	Per pc
Laptop Stand	High Quality, Aluminium Laptop Stand	Per pc

Item	Description / Specification	Unit
Laptop Table Mat	A+ quality table mat In a branded box	Per pc
Gift/Goody/Carry bag 1	A2 size Gift bags for Giveaways, good quality with good thick string	Per pc
Gift/Goody/Carry bag 2	A3 size Gift bags for Giveaways, good quality with good thick string	Per pc
Gift/Goody/Carry bag 3	A4 size Gift bags for Giveaways, good quality with good thick string	Per pc
Gift/Goody/Carry bag 4	A5 size Gift bags for Giveaways, good quality with good thick string	Per pc
USB Multiplug	USB multiplug	Per pc
Charging Cable	3 in 1 USB charging cable. Input: USB-A Output: USB-C, Lightning, micro- USB	Per pc
Trophy 1	Metalic finish trophy with minimum height of 12 inches	Per pc
Trophy 2	Metalic finish trophy with minimum height of 16 inches,	Per pc
Trophy 3	Metalic finish trophy with minimum height of 20 inches,	Per pc

Item	Description / Specification	Unit
Whistles	Whistles of good Quality	Per pc
Glow Sticks	LONGLASTING GLOWING HOURS: These glow for more than 8 hours, long enough so that you can light up and cheer up the social gathering all night	Per pc
Mug	Mug of Good Quality with Logo Printing	Per pc
New Year Calendar 1	1. 4mm Acrylic Back 2. Wooden Base with Logo Branding 3. 6mm x 20mm Metal Clasp 4. Rigid Boxe with Branding 5. 250 Gsm Artcard calendar Pages with 4 Colour Printing Quantity 13	Per pc
New Year Calendar 2	1. 6mm Acrylic Back 2. 12mm Acrylic Base 3. 6mm x 20mm Metal Clasp 4. Rigid Box with Branding 5. 250 Gsm Artcard calendar Pages with 4 Colour Printing Quantity 13	Per pc
New Year Calendar 3	1. 6mm Acrylic Back 2. 12mm Wooden Base Size 8"x3.5" 3. 6mm*20mm Metal Clasp 4. Rigid Box with Branding 5. 250 Gsm Artcard calendar Pages with 4 Colour Printing Quantity 13	Per pc
New Year Calendar 4	1. 6mm Acrylic Back 2. 12mm Wooden Base 3. 6mm*20mm Metal Clasp 4. Rigid Box with Branding 5. 250 Gsm Artcard calendar Pages with 4 Colour Printing Quantity 13	Per pc
New Year Calendar 5	1. 10mm Wooden Back Panel 2. Metal Base Stand with Black Colour 3. Metal Hook with Black Paint 4. Rigid Box with Branding 5. 250 Gsm Artcard calendar Pages with 4 Colour Printing and Die Cutt Quantity 13	Per pc
New Year Calendar 6	1. 10mm Wooden Back Panel 2. 12mm Wooden Base 3. 11mm x 20mm Metal Clasp 4. Rigid Box with Branding 5. 250 Gsm Artcard calendar Pages with 4 Colour Printing and Die Cutt Quantity 13	Per pc

Position: Others

Specifications / Requirements:

Item	Description / Specification	Unit
Others		
Water bottles- Day	Water bottles 500 ml	Per pc
Water bottles- Day	Water bottles 1,500 ml	Per pc
Soft Drinks- Day	Coke or 7up 250ml tin cans	Per pc
Floral Décor	Floral Set Up In the dinner area. Tables- Buffet Tables- Entrance. flowers and greens in vases	
Flower with stand	flower stand/ Vases	Per pc
Flower Bouquet	Flower Bouquet for employees	Per pc
Chair Ties	Chair cover color: Navy/ white/ red/ black Ties color: White White Cloth Chair back ties for each chair Plain Non shiny material	Per pc/Event
Napkins	Napkins Color: Navy/ white/ red/ black Detail: Napkins matching the table runners- White- stitched	Per pc/Event
Table Cloth	Table Cloth color: Navy/ white/ red/ black Detail: Plain good quality cotton table cloths for 8 ft round tables	Per pc/Event
Rent a car	City / Yaris	Per pc/Day
Rent a car	Civic / Corolla	Per pc/Day

Item	Description / Specification	Unit
Rent a car	Sportage / Haval	Per pc/Day
Sound system 1	1- Sound system SP4 2- Headgear, Collar and Hand cordless Mics	Per Pair/day
Sound system 2	Sound System Line Array for 250 gathering - Headgear, Collar and Hand cordless Mics	Per Pair/day
Sound system 2	Sound System Line Array for 500 gathering - Headgear, Collar and Hand cordless Mics	Per Pair/day
Sound system 2	Virtle Line Array EV for 750 gathering - Headgear, Collar and Hand cordless Mics	Per Pair/ . day
Sound system 2	Virtle Line Array EV for 1,000 gathering - Headgear, Collar and Hand cordless Mics	Per Pair/day
Sound system 2	Virtle Line Array EV for 1,000+ gathering - Headgear, Collar and Hand cordless Mics	Per Pair/day
Collar Mic	Presenter mic	Per Unit
Cordless Mic	Wireless mic	Per Unit
Podium Mic	Fixed podium mic	Per Unit
Multimedia / Projector	Presentation display	Per Unit
Projector	Projector and projector screen- Not from the hotel Rent proper screen and system HD quality	Per event
T-Stand	T-stand for Face Lights	Per pc

Item	Description / Specification	Unit
Clicker	Clicker for Presentations	Per pc/Day
OB Coverage (non CM/PM)	OB Setup with 3 Cameras for live streaming	Per pc/Day
Audio Out Switch for Media	This Switch must cover 20+ Audio Mics	Pcs
Black Magic Device	Event Live Coverage on Social Media: Black Magic device	Per day
WiFi-/Internet	As per participant strength - 100mb dedicated	Per event/day
Internet Device	Seprate device required for the booths- 10mb	Per event/day
Hand Sanitizers	Brand: Dettol Packing: 50 ml	Per pc
Scissor/ Knife	Large Scissor with red ribbon for cutting or Knife for cake cutting	Per pc
Red Ribbon 2	4 inch ribbon for cutting ceremony	Per running feet
Automatic Unveiling with remote	Automatic unveiling setup with remote button and a plaque announcing the launch of the inititaive. Plaque to be wooden on a stand. Velvet curtains setup. Emerald green and gold	Per pc
Automatic Confetti machines	Large Automatic confetti machine to provide continuous confetti during cake cutting	Per pc
Balloons	color: in any color Details: Balloons for decoration with printing with Installation	Per pc
Leather Folder	Leather folders to be used during MOU Signing Ceremony	Per pc

Item	Description / Specification	Unit
Glass Bowl	Simple, clear glass bowls to be kept at stall	Per pc
Generator with fuel	50 KVA Generator with fuel Per day 8hrs	Per day
Generator with fuel	100 KVA Generator with fuel Per day 8hrs	Per day
Generator with fuel	150 KVA Generator with fuel Per day 8hrs	Per day
Security gate	Walkthrough security gate	Per pc
Teleprompter	Telepromoter good quality No glitch	Per day
Fire Safety Arrangement	-	Per event
First Aid / Medical Desk	-	Per event
Drone Permission Facilitation	-	Per event
Curtain Reveal Mechanism	-	Per event
Countdown Timer Screen Content	-	Per event
Water Dispenser	-	Per event
Coffee Tea vending Machine	-	Per event
Deep freezer	-	Per event
Translation Equipment	Simultaneous translation/interpretation equipment	Per unit
Workshop Setup	Complete setup (AV, furniture, materials, décor)	Per unit
Theatrical Drama Production	Selection and execution of selected script	Per unit
Theatrical Drama Cast	Actors/performers (Cat A & B)	Per unit

Item	Description / Specification	Unit
Press Releases	Per publication	Per pc
Organize High level Press Conference of each event	10 X Tier-1 Media group covering the PC Per event	Per event
Intensive Media Coverage of the events	10 X Tier-1 of newspaper and TV channels covering the event Per event	Per event
Designing of Banners/Streamers	3x10 Feet	Per pc
Active Presence/live streaming on Facebook with black magic device	Per day activity charges including all social media platforms	Per event
Hologram	-	Per pc
Interactive robot	-	Per pc/Day
Laser lights	-	Per pc/Day
Projection Mapping	-	Per Minute
VVIP plaque	Lamination Sheets, as per the agreed design	Per pc
Cold Fires	-	Per pc
Launch Button	-	Per event
Electric Fireworks	5 mints	Per event
Electric Fireworks	10 mints	Per event
Electric Fireworks	15 mints	Per event
Influencer - Category A	-	Per event

Item	Description / Specification	Unit
Influencer - Category B	-	Per event
Influencer - Category C	-	Per event
Celebrity - Category A	-	Per event
Celebrity Category B	-	Per event
Celebrity - Category C	-	Per event
Theatre Artist - Category A	-	Per event
Theatre Artist- Category B	-	Per event
Theatre Artist- Category C	-	Per event
Singer-Category A	-	Per event
Singer Category B	-	Per event
Singer Category C	-	Per event
Cultural performance	-	Per event
Hard Drive	500 GB	Per pc
Hard Drive	1 TB	Per pc

Position: Venue & Hospitality

Specifications / Requirements:

Item	Description / Specification	Unit
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Venue & Hospitality		
Hall Charges (upto 250 Participants)	3-Star hotel hall	Per day
Hall Charges (upto 500 Participants)	3-Star hotel hall	Per day
Hall Charges (upto 750 Participants)	3-Star hotel hall	Per day
Hall Charges (Upto 1,000 Participants)	3-Star hotel hall	Per day
Hall Charges (1,000+ Participants)	3-Star hotel hall	Per day
Rooms (Single Occupancy)	3-Star Hotel room (single)	Per day
Rooms (Double Occupancy)	3-Star Hotel room (double)	Per day
Hall Charges (upto 250 Participants)	4-Star hotel hall	Per day
Hall Charges (upto 500 Participants)	4-Star hotel hall	Per day
Hall Charges (upto 750 Participants)	4-Star hotel hall	Per day
Hall Charges (Upto 1,000 Participants)	4-Star hotel hall	Per day
Hall Charges (1,000+ Participants)	4-Star hotel hall	Per day
Rooms (Single Occupancy)	4-Star Hotel room (single)	Per day
Rooms (Double Occupancy)	4-Star Hotel room (double)	Per day
Hall Charges (upto 250 Participants)	5-Star hotel hall	Per day
Hall Charges (upto 500 Participants)	5-Star hotel hall	Per day
Hall Charges (upto 750 Participants)	5-Star hotel hall	Per day
Hall Charges (Upto 1,000 Participants)	5-Star hotel hall	Per day

Hall Charges (1,000+ Participants)	5-Star hotel hall	Per day
Rooms (Single Occupancy)	5-Star Hotel room (single)	Per day
Rooms (Double Occupancy)	5-Star Hotel room (double)	Per day
Tea with Cookies	3-Star Tea & snacks	Per Person
Coffee with Cookies	3-Star Coffee & snacks	Per Person
High Tea (Standard)	3-Star Tea & light snacks	Per Person
High Tea (Premium)	3-Star Tea/coffee & assorted snacks	Per Person
Lunch (Chicken)	3-Star One-dish packed/served	Per Person
Lunch (Mutton)	3-Star One-dish packed/served	Per Person
Lunch Box (Standard)	3-Star Packed lunch	Per Box
Lunch Box (Premium)	3-Star Packed lunch with sides	Per Box
Tea with Cookies	4-Star Tea & snacks	Per Head
Coffee with Cookies	4-Star Coffee & snacks	Per Head
High Tea (Standard)	4-Star Tea & light snacks	Per Head
High Tea (Premium)	4-Star Tea/coffee & assorted snacks	Per Head
Lunch (Chicken)	4-Star One-dish packed/served	Per Head
Lunch (Mutton)	4-Star One-dish packed/served	Per Head
Lunch Box (Standard)	4-Star Packed lunch	Per Head
Lunch Box (Premium)	4-Star Packed lunch with sides	Per Head

Tea with Cookies	5-Star Tea & snacks	Per Head
Coffee with Cookies	5-Star Coffee & snacks	Per Head
High Tea (Standard)	5-Star Tea & light snacks	Per Head
High Tea (Premium)	5-Star Tea/coffee & assorted snacks	Per Head
Lunch (Chicken)	5-Star One-dish packed/served	Per Head
Lunch (Mutton)	5-Star One-dish packed/served	Per Head
Lunch Box (Standard)	5-Star Packed lunch	Per Head
Lunch Box (Premium)	5-Star Packed lunch with sides	Per Head
Lunch for VIP's	3/4 course meals VIP	Per Head
Dinner for VIP's	3/4 course meals VIP	Per Head
Event Management Fee	Overall management	Per event
Total Cost		

Scope of Work

1. Introduction to PHAF

The Pakistan Housing Authority Foundation (PHAF) is a public company registered with the Securities and Exchange Commission of Pakistan under Section 42 of the Companies Ordinance, 1984, and is one of the implementing arms of the Ministry of Housing & Works, Government of Pakistan. Established on 18 May 1999, PHAF is headquartered at the Shaheed-e-Millat Secretariat, Islamabad, with regional offices in Lahore and Karachi.

PHAF's mandate is to help eliminate shelterlessness and reduce the housing shortfall in Pakistan by providing quality, affordable housing units to low- and middle-income groups and Federal Government employees on an ownership basis. Since its inception, PHAF has planned, developed and delivered residential projects at prime locations in the federal and provincial capitals, and continues to expand its portfolio of housing schemes across the country.

2. PHAF Projects and Events Mandate

PHAF's current flagship undertaking is the Prime Minister's Apna Ghar Scheme, a national housing initiative launched from the Prime Minister's House in April 2026, under which affordable housing is being made accessible to citizens through subsidised and interest-free financing in partnership with commercial, Islamic and microfinance banks. Alongside the Scheme, PHAF is executing and planning multiple residential and mixed-use projects, including apartment complexes and housing schemes in Islamabad and other major cities.

This portfolio generates a regular calendar of national-level events that is not confined to any single project: scheme launches, possession handover ceremonies, balloting ceremonies, ground-breaking ceremonies, exhibitions, seminars and conferences, frequently attended by the Prime Minister, Federal Ministers and other dignitaries, in Islamabad and other major cities. PHAF therefore intends to engage one professional firm on a turnkey basis under a Framework Agreement for one (01) year, extendable

to further six months, so that event requirements across PHAF and all of its ongoing and future projects are met to a consistent standard, at pre-agreed rates, with assured availability.

3. Objectives

- Establish a single, accountable event management partner for PHAF for the term of the Framework Agreement.
- Enable rapid call-off of turnkey event management services at pre-agreed framework rates.
- Ensure consistent, high-quality staging, branding and protocol at every PHAF event, including ceremonies attended by the Prime Minister and other dignitaries.

4. Scope of Services: Turnkey Event Management (Call-Off Basis)

Against Work Orders issued under the Framework Agreement on a need / as-and-when-required basis and priced at the unit rates of the Price Schedule (Event Management Rate Card), the Firm shall plan, design, execute and close events for PHAF, including ceremonies attended by the Prime Minister, Federal Ministers and other high-ranking dignitaries. The turnkey scope for each event shall include, as applicable:

- Event planning and coordination: comprehensive event execution plan, timelines, contingency measures, deployment schedules; coordination with protocol authorities, security agencies, district administration and stakeholders; site visits, rehearsals and dry runs.
- Venue development and infrastructure: design, installation and dismantling of temporary infrastructure; weather-resistant marquees, entrance portals, VIP lounges, holding areas; carpeting, flooring, barricading, trussing and venue beautification.

- Stage, audio-visual and technical services: stage design and fabrication; SMD/LED screens, sound systems, public address, digital podiums, professional lighting; qualified technical staff throughout the event.
- Branding, creative design and printing: event theme, artwork and branding strategy; backdrops, banners, streamers, signage, standees; invitation cards, access cards, seating plans, name tags and event collateral.
- Protocol and VIP management: arrangements for the Prime Minister / Head of State / Ministers and other dignitaries; seating plans, reception protocols, escort and movement management; dedicated VVIP, VIP, media and guest areas.
- Security facilitation: coordination with security agencies; walkthrough gates, hand-held detectors, access control, crowd management; emergency response and evacuation arrangements.
- Media, photography and documentation: professional photography and videography; highlight videos and archival material; facilitation of media representatives and coverage areas; event press releases (with prior approval of drafts), media coverage and media monitoring reports.
- Hospitality and catering: hi-tea, lunch and dinner services at the contracted per-person rates; VVIP lounges, refreshment stations, crockery, cutlery and serving staff.
- Utilities and logistics: air-conditioning/heating, generators and power backup, portable washrooms, transportation, labour and housekeeping.
- Giveaways: design, procurement and branding of shields, souvenirs and mementos as approved by PHAF.
- Post-event activities: dismantling, venue restoration, and submission of post-event reports, photographs, videos and attendance records.

5. Photography and Videography Services (Need Basis)

The Firm shall provide professional photographers and videographers on an as-per-need basis to cover events, activities, testimonials, project sites and other requirements of PHAF, at the per-day rates quoted in the Price Schedule, subject to the following:

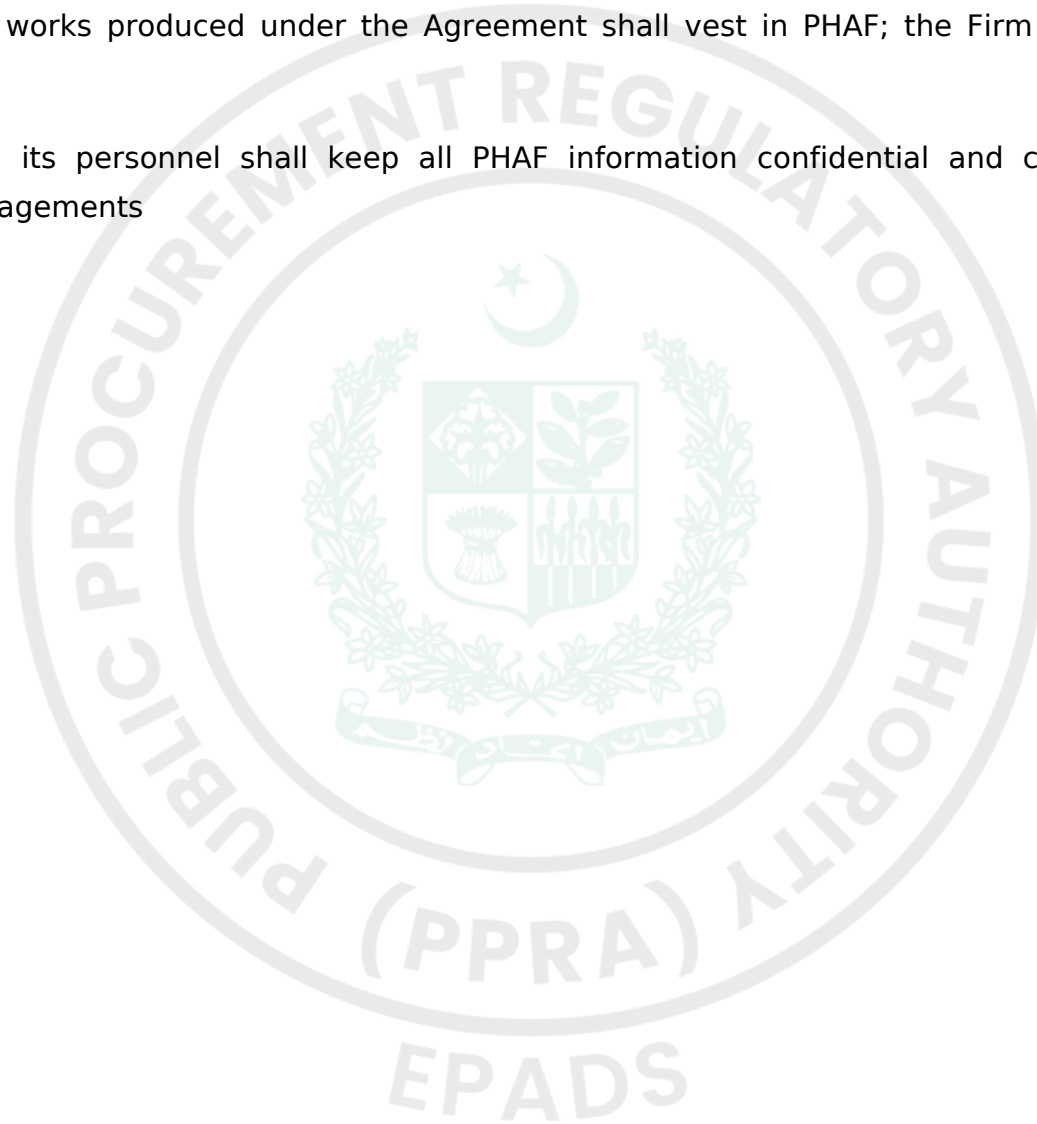
1. Rates shall be quoted on a per-day basis for each resource (photographer and videographer).
2. Where travelling is required, T.A / D.A shall be provided to the hired team on an as-per-actual basis against supporting documents.
3. Quoted rates must include the finished products: the photographer shall share treated (edited/retouched) images, and the videographer shall provide a video in the format required by PHAF.
4. Basic and medium level photo and video editing stands included in the quoted per-day rates for the photographer and videographer.
5. For advanced level editing and productions, such as documentaries, PHAF shall issue tasking at the relevant per-minute rate of the Price Schedule, or ask the Firm for a separate quote on a case-to-case basis, subject to PHAF's approval prior to commencement.

7. Deliverables, Reporting and Performance

- Monthly progress report covering Work Order status and deliverables.
- Post-event report within five (05) working days of each event.
- Quarterly performance review meetings with PHAF; annual performance evaluation informing each extension of the Agreement.

- Liquidated damages for delay attributable to the Firm: 2% of the relevant invoice value per day of delay, up to a maximum of 10%, without prejudice to PHAF's other remedies.
- All intellectual property in works produced under the Agreement shall vest in PHAF; the Firm shall execute assignments as required.

Confidentiality: the Firm and its personnel shall keep all PHAF information confidential and comply with security clearance requirements for PM-level engagements



Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		





General Conditions of Contract

A. General

1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. “Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. "Party" means the Procuring Agency or the Contractor, as the case may be, and "Parties" means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. "Subcontractor" means any entity to which the Bidder subcontracts any part of the Services.

2. Applicable Law

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. Language

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractor and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. Notices

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC.

5. Location

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in SCC.

6. Authorized Representatives / Authority of Member in charge

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the SCC.

B. Commencement, Completion, Modification, and Termination of Contract

7. Effectiveness of Contract

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

8. Commencement of Services

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

9. Program schedule

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. Starting Date/Expiration Date

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC.

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

11. Entire Agreement

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. Modification

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. Force Majeure

13.1. Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. Extension of Time

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. Termination

14.1. By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. By the Contractor

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. General

15.1. Standard of Performance

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. Law Applicable to Services

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. Conflict of Interests

16.1. Contractor Not to Benefit from Commissions and Discounts

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. Contractor and Affiliates Not to be Otherwise Interested in Project

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- 16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;
- 16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- 16.3.3. after the termination of this Contract, such other activities as may be specified in the SCC.

17. Insurance to be Taken Out by the Contractor

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the SCC; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. Contractor's Actions Requiring Procuring Agency's Prior Approval

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

- 18.1.1. appointing such members of the Personnel not provided by the Contractor;
- 18.1.2. changing the Program of activities; and
- 18.1.3. any other action that may be specified in the SCC.

19. Reporting Obligations

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. Liquidated Damages

20.1. Payments of Liquidated Damages

The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the SCC for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in SCC.

20.3. Lack of performance penalty

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. Performance Guarantee

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC**.

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC**.

22. Sustainable Procurement

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC**.

D. Contractor's Personnel

23. Description of Personnel

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. Removal and / or Replacement of Personnel

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. Change in the Applicable Law

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

26. Services and Facilities

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. Contract Price

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC.

28. Terms and Conditions of Payment

28.1. Payments will be made to the Contractor according to the payment schedule stated in the SCC and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. Quality Control Identifying Defects

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

30. Correction of Defects, and Lack of Performance Penalty

- 30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.
- 30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.
- 30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. Settlement of Disputes Amicable Settlement

- 31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. Dispute Settlement

32.1. Arbitration

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.



Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: PHA Foundation (PHA Foundation), Assistant Director(Media) GROUND FLOOR, SHAHEED E MILLAT, SECRETARIAT JINNAH AVENUE, ISLAMABAD

The Supplier is:

The title of the subject procurement is:Hiring of Turnkey Event Management Firm

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English**.

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

PHA Foundation (PHA Foundation), Assistant Director(Media)
GROUND FLOOR, SHAHEED E MILLAT, SECRETARIAT JINNAH AVENUE, ISLAMABAD
+92-307-777-7726
media@pha.gov.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

PHA Foundation (PHA Foundation), Assistant Director(Media)
GROUND FLOOR, SHAHEED E MILLAT, SECRETARIAT JINNAH AVENUE, ISLAMABAD
+92-307-777-7726
media@pha.gov.pk

For the Bidder:

Name:

Designation:

Address:

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2.

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.10% to 0.50%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be 10.00% of the contract price in acceptable form of Pay Order, Call at Deposit, Bank Guarantee, Demand Draft

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause F

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause F

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Inspections & Tests Requirements

For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)

For Physical Fitness having No Damages (Certificate from supplier)

For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)

For conformance to specifications and performance parameters, through Prior to delivery inspection (Inspection Report by Procurement Committee / Inspection Team)

For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee / Inspection Team)

Delivery & Documents

Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;

Copies of the packing list identifying contents of each package;

Insurance Certificate;

Manufacturer's or Supplier's Valid Warranty Certificate;

Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier's Factory Inspection Report;

Certificate of Origin.

The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

Number of GC Clause F 5 & 6

Following is the guidance for Dispute Resolution

- i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.
- ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.
- iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.
- iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.
- v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties.

Appointing Authority for Arbitrator:

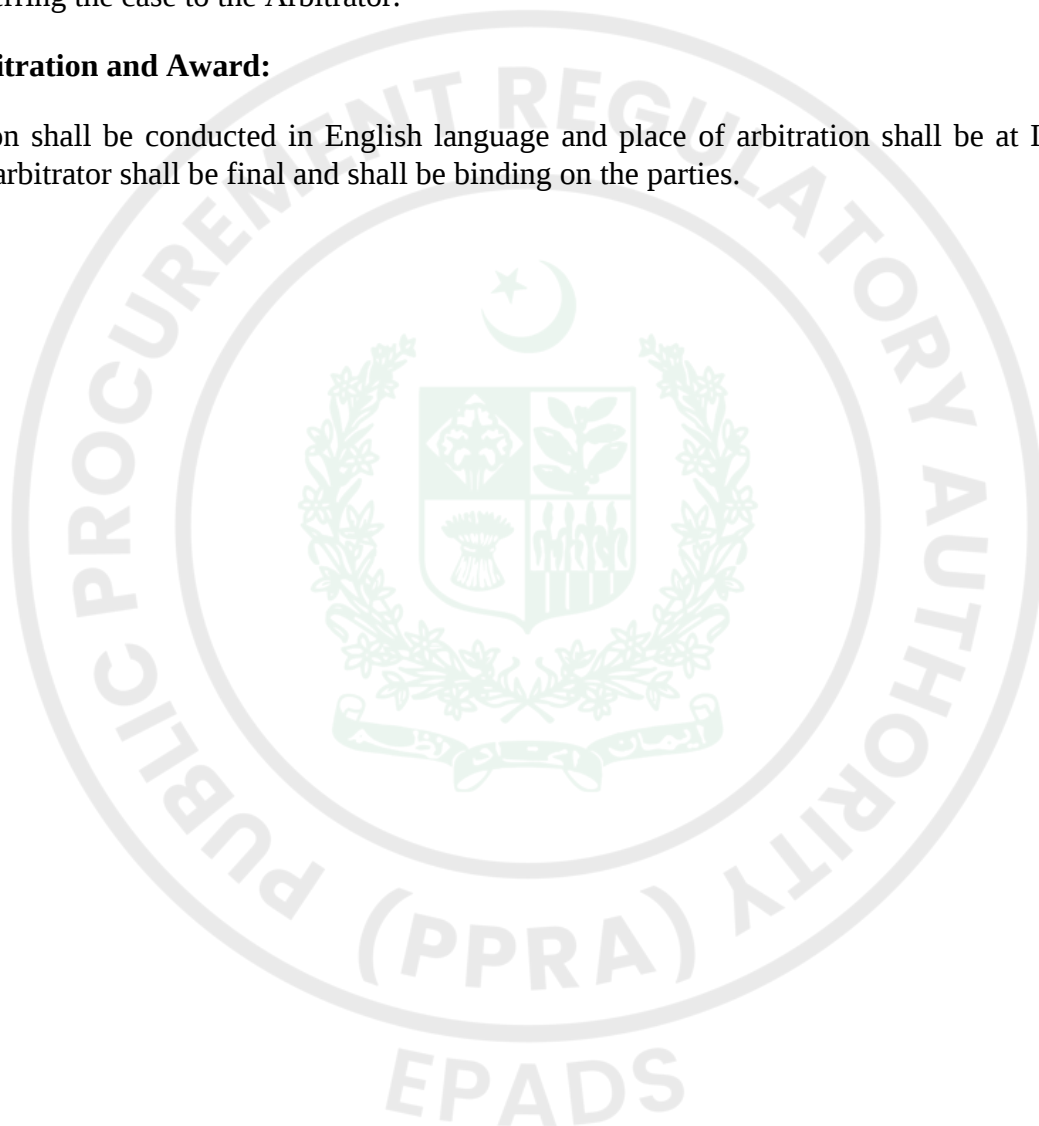
By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.





Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: **P123040**

To: **PHA Foundation (PHA Foundation), Assistant Director(Media) GROUND FLOOR, SHAHEED E MILLAT, SECRETARIAT JINNAH AVENUE, ISLAMABAD**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.



Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the ____ day of _____ 20____ between **PHA Foundation (PHA Foundation), Assistant Director(Media) GROUND FLOOR, SHAHEED E MILLAT, SECRETARIAT JINNAH AVENUE, ISLAMABAD**

(hereinafter called “the Procuring Agency”) of the one part and [name of Bidder] of [city and country of Bidder] (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Hiring of Turnkey Event Management Firm (P123040)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency’s Letter of Acceptance; and
8. [add here: any other documents]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

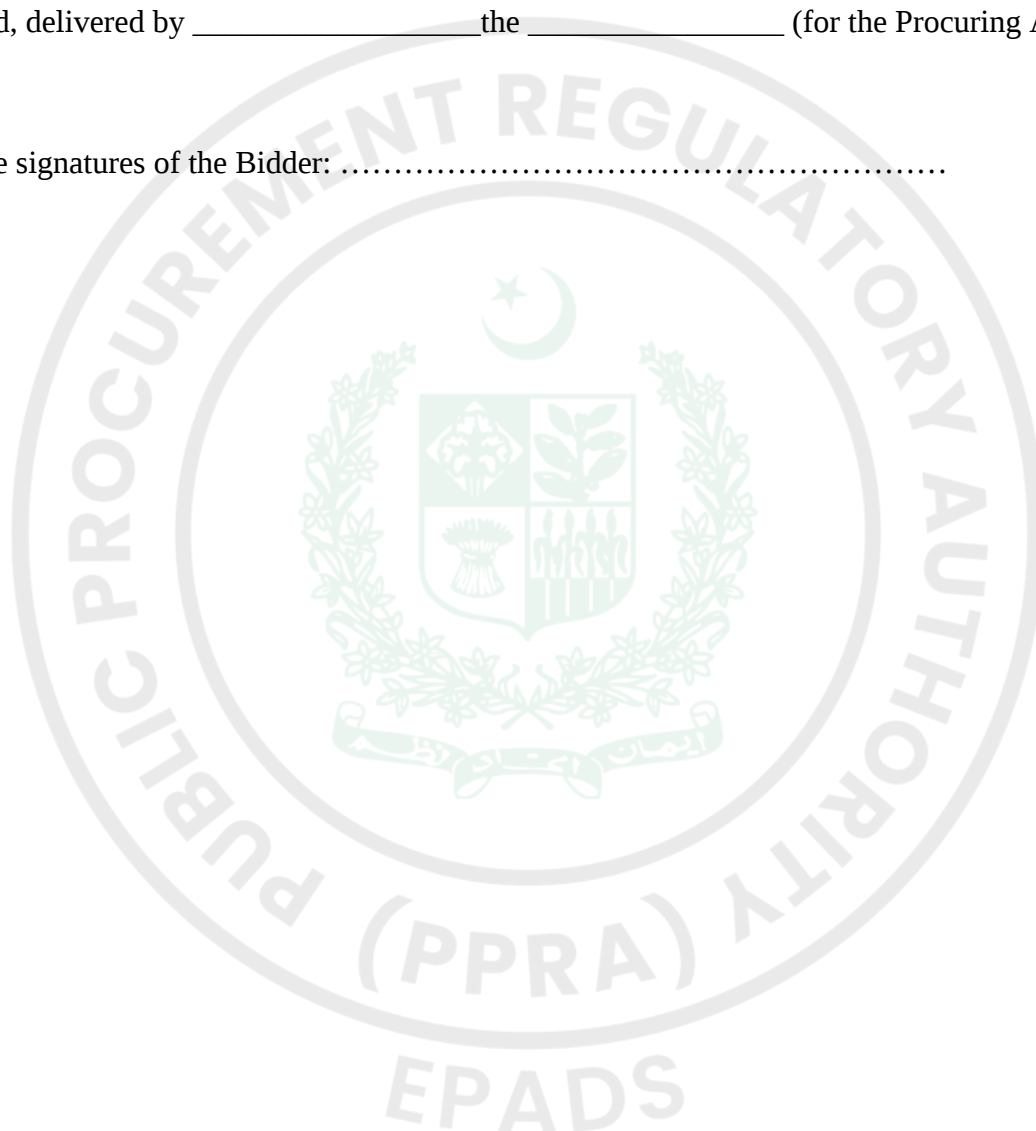
Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder:





Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract

Number: Contract

Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.



Performance Guarantee Form

Performance Guarantee Form

To: **PHA Foundation (PHA Foundation), Assistant Director(Media) GROUND FLOOR, SHAHEED E MILLAT, SECRETARIAT JINNAH AVENUE, ISLAMABAD**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods(hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

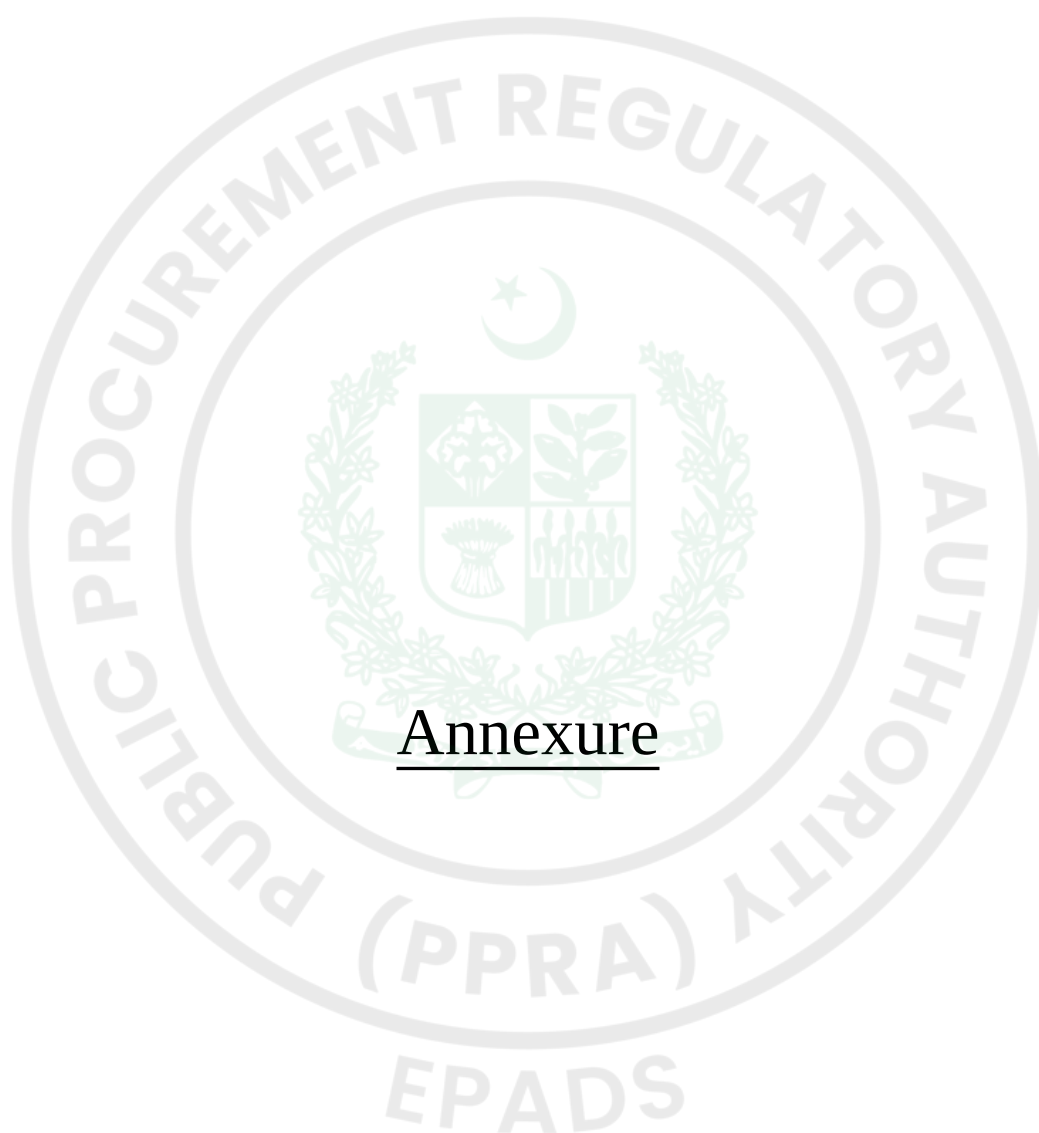
Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]





Annexure

SECTION III: PROPOSAL DATA SHEET (PDS)

Information (Read-Only)

See Form Under Additional Forms and Documents: **SECTION III: PROPOSAL DATA SHEET (PDS)** (page number: 111)

SECTION IV: ELIGIBLE COUNTRIES

Information (Read-Only)

See Form Under Additional Forms and Documents: **SECTION IV: ELIGIBLE COUNTRIES** (page number: 113)

SECTION V: TECHNICAL SPECIFICATIONS, SCHEDULE OF REQUIREMENTS, EVALUATION AND QUALIFICATION CRITERIA

Information (Read-Only)

See Form Under Additional Forms and Documents: **SECTION V: TECHNICAL SPECIFICATIONS, SCHEDULE OF REQUIREMENTS, EVALUATION AND QUALIFICATION CRITERIA** (page number: 114)

SECTION VI: FORMS / PROPOSAL

Information (Read-Only)

See Form Under Additional Forms and Documents: **SECTION VI: FORMS / PROPOSAL** (page number: 116)

Form-I

Information (Read-Only)

See Form Under Additional Forms and Documents: **Form-I** (page number: 117)

Form 2: Bidder Profile / General Information Form

Information (Read-Only)

See Form Under Additional Forms and Documents: **Form 2: Bidder Profile / General Information Form** (page number: 118)

Form 3: Authorisation Form for Bidder's Representative (on bidder's letterhead)

Information (Read-Only)

See Form Under Additional Forms and Documents: **Form 3: Authorisation Form for Bidder's Representative (on bidder's letterhead)** (page number: 119)

Form 4: Experience / Project Sheet (one per project)

Information (Read-Only)

See Form Under Additional Forms and Documents: **Form 4: Experience / Project Sheet (one per project)** (page number: 120)

Form 5: Curriculum Vitae of Proposed Key Event Team Member (one per member)

Information (Read-Only)

See Form Under Additional Forms and Documents: **Form 5: Curriculum Vitae of Proposed Key Event Team Member (one per member)** (page number: 121)

Form 6: Affidavit (Non-Blacklisting and No Active Litigation)

Information (Read-Only)

See Form Under Additional Forms and Documents: **Form 6: Affidavit (Non-Blacklisting and No Active Litigation)** (page number: 122)

Form 7: Financial Bid Form

Information (Read-Only)

See Form Under Additional Forms and Documents: **Form 7: Financial Bid Form** (page number: 123)

Form 8: Price Schedule

Information (Read-Only)

See Form Under Additional Forms and Documents: **Form 8: Price Schedule** (page number: 124)

Annex to Form 8 – Bill of Quantities (BOQ)

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annex to Form 8 – Bill of Quantities (BOQ)** (page number: 125)

Form 9: Bid Security Form

Information (Read-Only)

See Form Under Additional Forms and Documents: **Form 9: Bid Security Form** (page number: 149)

Form 10: Check List

Information (Read-Only)

See Form Under Additional Forms and Documents: **Form 10: Check List** (page number: 150)

Form 11: Call-Off Quotation Form (Event Quotation and Execution Plan)

Information (Read-Only)

See Form Under Additional Forms and Documents: **Form 11: Call-Off Quotation Form (Event Quotation and Execution Plan)** (page number: 152)

PART-B: CONDITIONS OF CONTRACT AND CONTRACT SECTION VII: GENERAL CONDITIONS OF CONTRACT (GCC)

Information (Read-Only)

See Form Under Additional Forms and Documents: **PART-B: CONDITIONS OF CONTRACT AND CONTRACT SECTION VII: GENERAL CONDITIONS OF CONTRACT (GCC)** (page number: 153)

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT (SCC)

Information (Read-Only)

See Form Under Additional Forms and Documents: **SECTION VIII: SPECIAL CONDITIONS OF CONTRACT (SCC)** (page number: 157)

Form of Contract

Information (Read-Only)

See Form Under Additional Forms and Documents: **Form of Contract** (page number: 158)



Procurement Forms

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 160)

Current Contracts and Their Progress

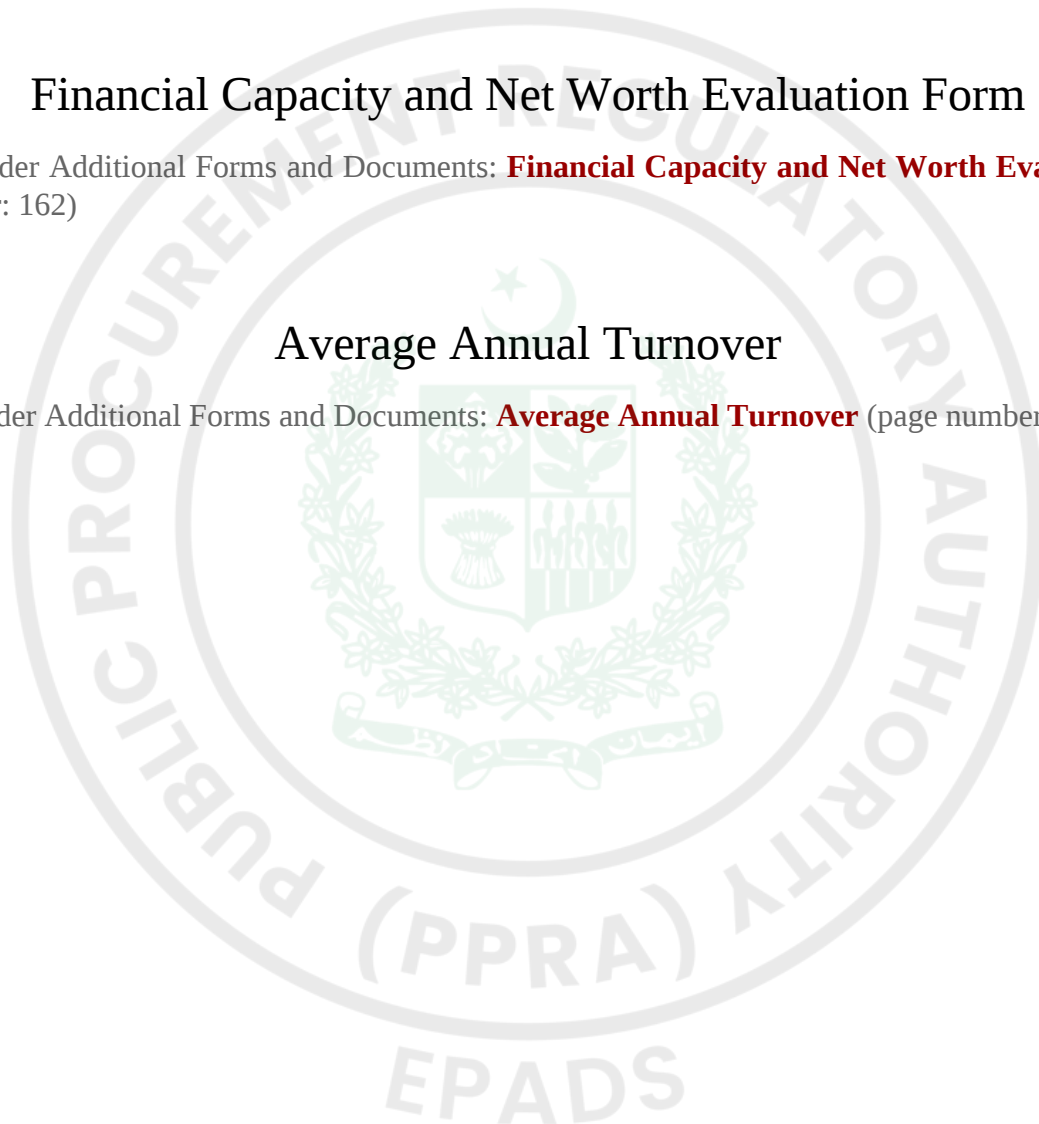
See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 161)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 162)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 164)







Additional Forms and Documents

SECTION III: PROPOSAL DATA SHEET (PDS)

ITB Ref.	Subject	Particulars
A.1	Procuring Agency	Pakistan Housing Authority Foundation (PHAF), Ministry of Housing & Works, Government of Pakistan, Ground Floor, Shaheed-e-Millat Secretariat, Jinnah Avenue, Islamabad.
A.1	Name of Assignment	Hiring of Turnkey Event Management Firm (Framework Agreement for one (01) year
A.1	Selection Method / Procedure	Quality and Cost Based Selection (QCBS); Open Competitive Bidding under the Single Stage Two Envelope procedure (Rule 36(b), Public Procurement Rules, 2004).
A.1	Contract Type & Duration	Framework Agreement for one (01) year, subject to satisfactory performance and PHAF's requirement. Event management services shall be availed on a need / as-and-when-required basis through call-off Work Orders priced at the framework unit rates of the Price Schedule (Event Management Rate Card), with no minimum purchase commitment as and when required.
B.2	Clarifications	In writing to the Assistant Director (Media), PHA Foundation, Ground Floor, Shaheed-e-Millat Secretariat, Jinnah Avenue, Islamabad, or by e-mail to media@pha.gov.pk, no later than . Tel: 051-9201548.
C.3	Currency, Taxes & Rate Validity	Pakistani Rupees (PKR); rates inclusive of all applicable taxes and duties. All unit rates quoted in the Price Schedule (Event Management Rate Card) shall remain valid and firm for the entire term of the Framework Agreement, including any extension; no price adjustment shall be applicable.
C.4	Proposal Validity	120 days from the date of opening of Technical Proposals.
C.5	Bid Security	PKR 500,000 (Five Hundred Thousand): Call Deposit Receipt (CDR) / Pay Order / Demand Draft from a scheduled bank in favour of Pakistan Housing Authority Foundation, Islamabad (Form 9). Original instrument to reach PHAF before the submission deadline. Validity: not less than 120 days.

ITB Ref.	Subject	Particulars
D.1	Submission	Through PPRA EPADS (https://eprocure.gov.pk)
E.1	Opening of Technical Proposals	On the next working day after closing time, Committee Room, PHAF Head Office, Islamabad / via EPADS.
E.4	Minimum Qualifying Technical Score	70 marks out of 100.
E.5	Opening of Financial Proposals	To be announced after communication of the results of the technical evaluation to the bidders; the date, time and venue shall be notified in advance. Financial Proposals of technically unsuccessful bidders shall be returned unopened.
E.7 & E.8	Evaluation Formula	$S_f = 100 \times F_m / F$ Combined score $S = (S_t \times 0.70) + (S_f \times 0.30)$, where $T = 70\%$ and $P = 30\%$. Evaluated Bid Price $F = \Sigma$ (quoted unit rate $\times$ estimated quantity) across all items of the Price Schedule (Event Management Rate Card).
F.3	Performance Guarantee	No upfront Performance Guarantee at award / signing of the Framework Agreement. For each event: the Firm shall prepare a quotation and event execution plan (Form 11) at the framework rates against the requirements provided by PHAF; upon approval of the quotation, the Firm shall furnish a Performance Guarantee equal to ten percent (10%) of the approved quotation amount (Bank Guarantee / Pay Order / DD / CDR), prior to mobilisation; released immediately after successful delivery of the respective event and clearance of dues (Rule 39, PP Rules 2004).

SECTION IV: ELIGIBLE COUNTRIES

This procurement is conducted through national competitive bidding. Participation is open to firms/companies registered and operating in Pakistan under the applicable laws of Pakistan, subject to the Mandatory Requirements in Section V. Firms debarred or blacklisted by any public sector organization in Pakistan, or appearing on PPRA's blacklisting list, are not eligible.



SECTION V: TECHNICAL SPECIFICATIONS, SCHEDULE OF REQUIREMENTS, EVALUATION AND QUALIFICATION CRITERIA

A. Mandatory Requirements (Pass / Fail)

The bidder must satisfy each of the following mandatory requirements. Failure to meet, or to evidence, any one requirement shall result in disqualification, and the technical evaluation of the proposal shall not be carried out.

#	Mandatory Requirement	Documents Required
1	Minimum 05 years of active operations in event management	SECP Registration / Incorporation Certificate; and list of clients served during the last five years.
2	Active Income Tax Filer	Proof of appearance on FBR Active Taxpayer List (ATL) as on the date of submission.
3	Active Sales Tax Filer	Proof of active GST / PST (provincial sales tax) registration and filer status.
4	Registered with AGPR	Proof of registration with the Accountant General Pakistan Revenues (AGPR), including active vendor number, IBAN and other related details.
5	Head office or branch office in Islamabad	Building ownership document or rental deed; and current month's utility bill (electricity / gas / internet etc.).
6	Not blacklisted	Affidavit on non-judicial stamp paper, duly attested by an Oath Commissioner, that the bidder is not blacklisted or debarred by any public sector organization in Pakistan (Form 6).
7	No active litigation against the company	Affidavit on non-judicial stamp paper, duly attested by an Oath Commissioner (Form 6).
8	Banking relationship	Account Maintenance Certificate from the bidder's bank.

#	Mandatory Requirement	Documents Required
9	Bid Security	Bid Security of PKR 500,000 (Five Hundred Thousand) in the prescribed form (PDS and Form 9).
10	EPADS registration	Registration on PPRA's e-Pak Acquisition & Disposal System (e-PADS 2.0); submission through EPADS is mandatory.



SECTION VI: FORMS / PROPOSAL

The following forms are prescribed. Forms 1 to 6 and 9 to 10 shall be placed in the Technical Proposal; Forms 7 and 8 in the Financial Proposal. Form 11 (Call-Off Quotation Form) is a post-award form for use under the Framework Agreement and shall NOT be submitted with the proposal. Each form shall be completed, signed and stamped by the authorised representative.



Form 1: Bid Form (Technical Proposal Submission)

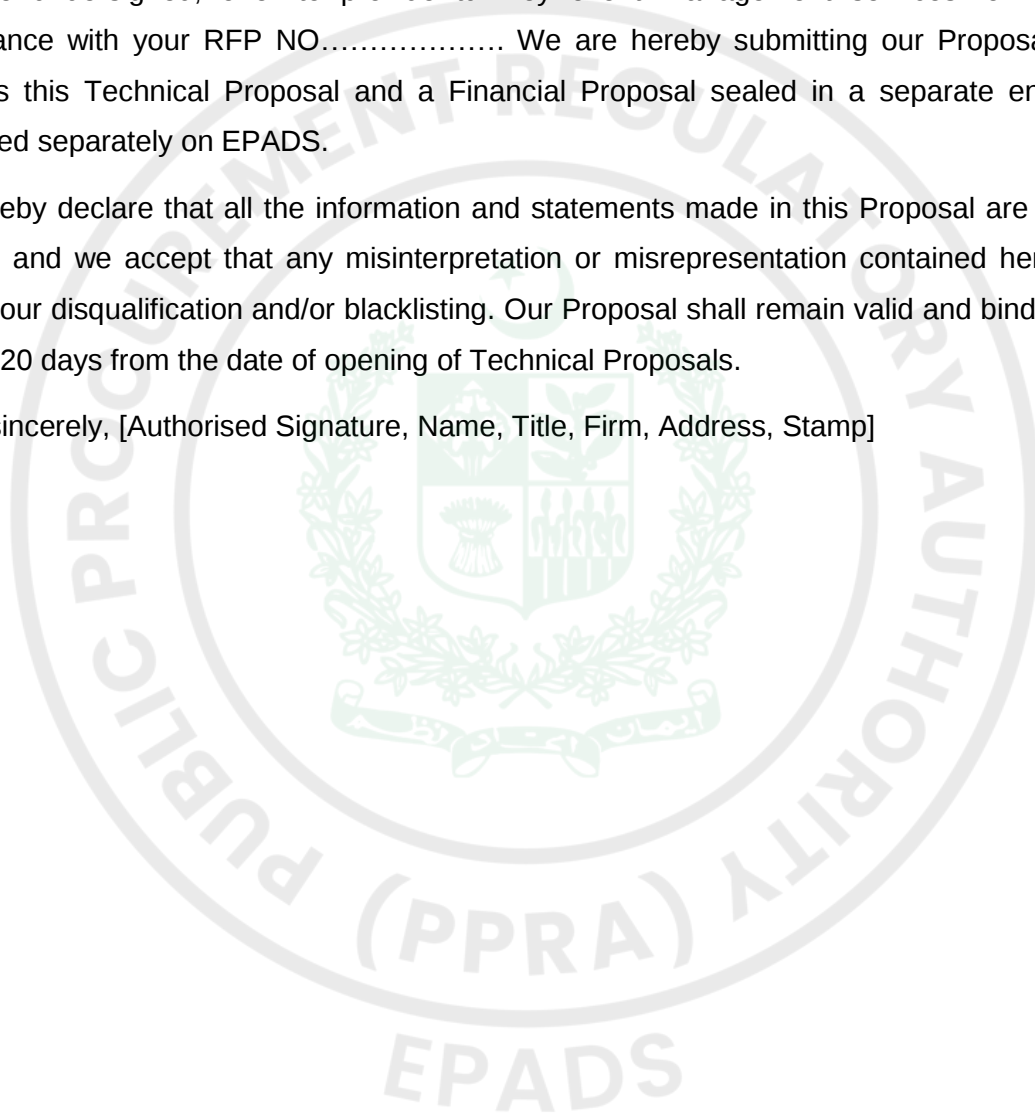
[Location, Date]

To: Assistant Director (Media), Pakistan Housing Authority Foundation, Ministry of Housing & Works, Islamabad.

We, the undersigned, offer to provide turnkey event management services for PHAF in accordance with your RFP NO..... We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope / submitted separately on EPADS.

We hereby declare that all the information and statements made in this Proposal are true and correct, and we accept that any misinterpretation or misrepresentation contained herein may lead to our disqualification and/or blacklisting. Our Proposal shall remain valid and binding upon us for 120 days from the date of opening of Technical Proposals.

Yours sincerely, [Authorised Signature, Name, Title, Firm, Address, Stamp]



Form 2: Bidder Profile / General Information Form

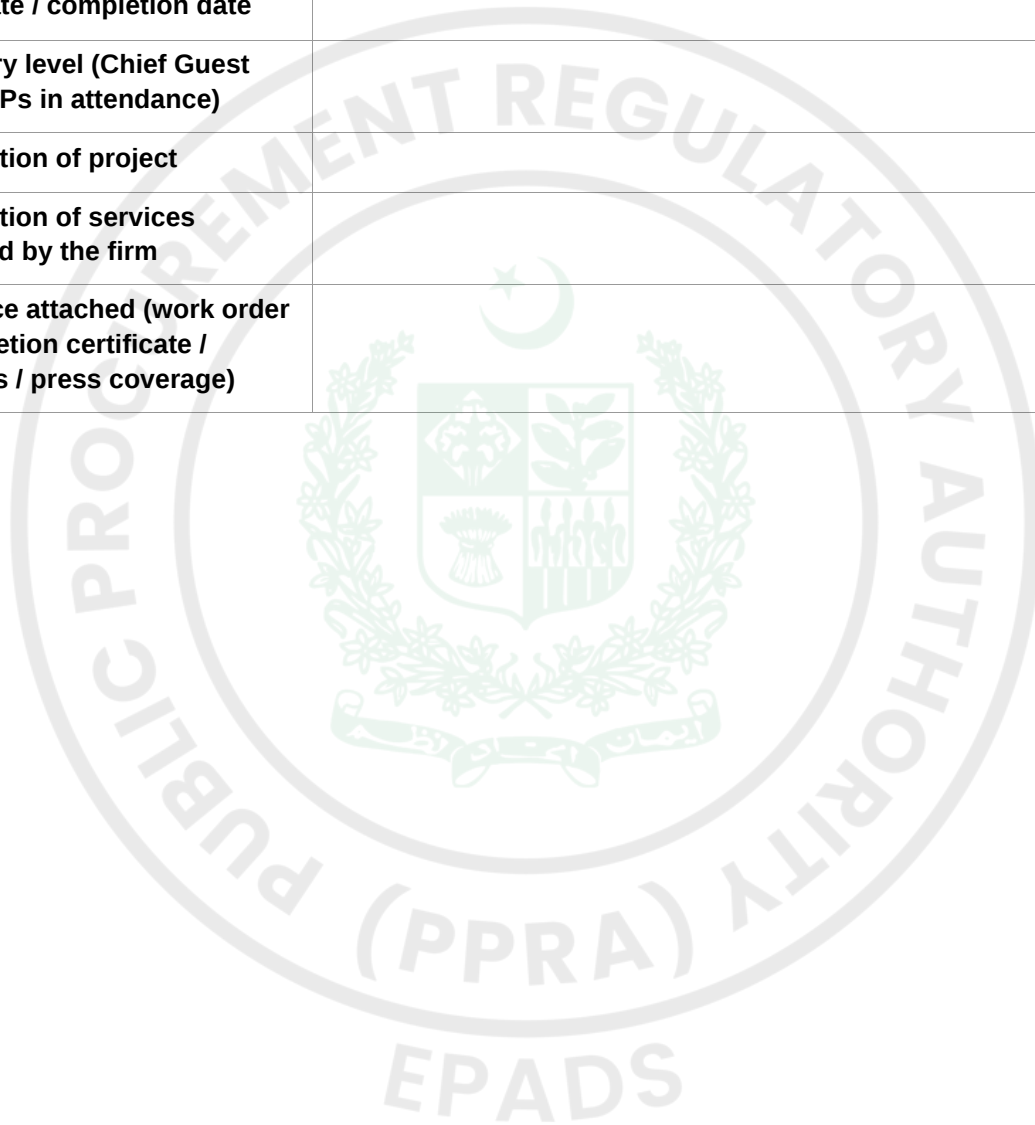
Legal name of the bidder	
Year of registration / incorporation (attach SECP certificate)	
National Tax Number (NTN)	
GST / PST registration number	
Registered address	
Islamabad office address (attach deed and utility bill)	
Authorised representative (name, designation, CNIC)	
Telephone / e-mail / website	
Bank name and Account Maintenance Certificate reference	
Total permanent staff strength	
EPADS registration ID	
AGPR vendor number and IBAN (attach proof of AGPR registration)	
Beneficial ownership declaration: names, CNIC / passport numbers and shareholding of all natural-person beneficial owners (as required under the applicable SECP regulations and public procurement instructions) — attach declaration	

Form 3: Authorisation Form for Bidder's Representative (on bidder's letterhead)

RFP No. and Procurement Title	
Legal name of the bidder (with SECP incorporation details)	
Name, designation and CNIC of the nominated representative (attach CNIC copy)	
Scope of authorisation: to participate, negotiate, sign, correspond and fulfil all associated formalities of the subject procurement on the bidder's behalf	
Name, designation and CNIC of the authorising signatory (director / partner / chief executive)	
Official seal and signature of the bidder	
Date	

Form 4: Experience / Project Sheet (one per project)

Name of assignment / project	
Client (with contact details)	
Project value (PKR)	
Start date / completion date	
Dignitary level (Chief Guest and VVIPs in attendance)	
Description of project	
Description of services provided by the firm	
Evidence attached (work order / completion certificate / samples / press coverage)	



Form 5: Curriculum Vitae of Proposed Key Event Team Member (one per member)

Proposed position (Event / Project Director / Event Operations Manager / Protocol & Guest Management Lead / Technical & Audio-Visual Manager / Creative Designer)	
Name	
CNIC number (attach copy)	
Education (degree, institution, year; attach copies)	
Total years of relevant experience (post-degree)	
Employment record (employer, position, from / to)	
Key assignments undertaken	
Certification by the staff member and countersignature by the authorised signatory	
Availability statement on company letterhead (attached: Yes/No)	

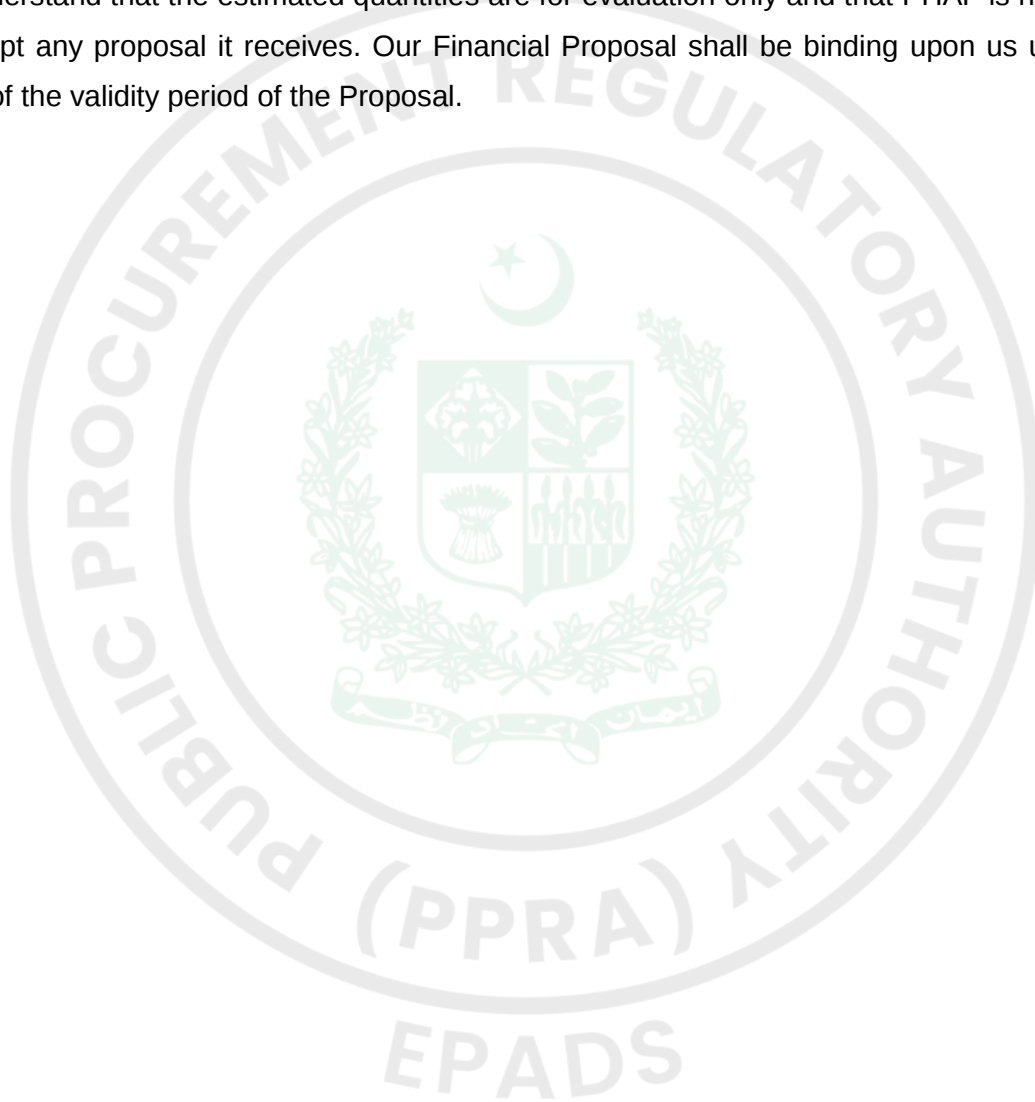
Form 6: Affidavit (Non-Blacklisting and No Active Litigation)

Affidavit on non-judicial stamp paper of not less than PKR 100, duly attested by an Oath Commissioner, stating that: (a) the firm is not blacklisted or debarred by any public sector organization, authority or forum in Pakistan; (b) there is no active litigation against the firm by any Government organization; (c) all documents submitted with the proposal are true and correct; and (d) the deponent is authorised to depose on behalf of the firm.



Form 7: Financial Bid Form

We, the undersigned, offer to provide the services called in accordance with our Technical Proposal. Our Financial Proposal comprises the Price Schedule (Event Management Rate Card) with unit rates as quoted, inclusive of all applicable taxes and duties. All rates shall remain valid and firm for the entire term of the Framework Agreement, including any extension. We understand that the estimated quantities are for evaluation only and that PHAF is not bound to accept any proposal it receives. Our Financial Proposal shall be binding upon us up to the expiry of the validity period of the Proposal.

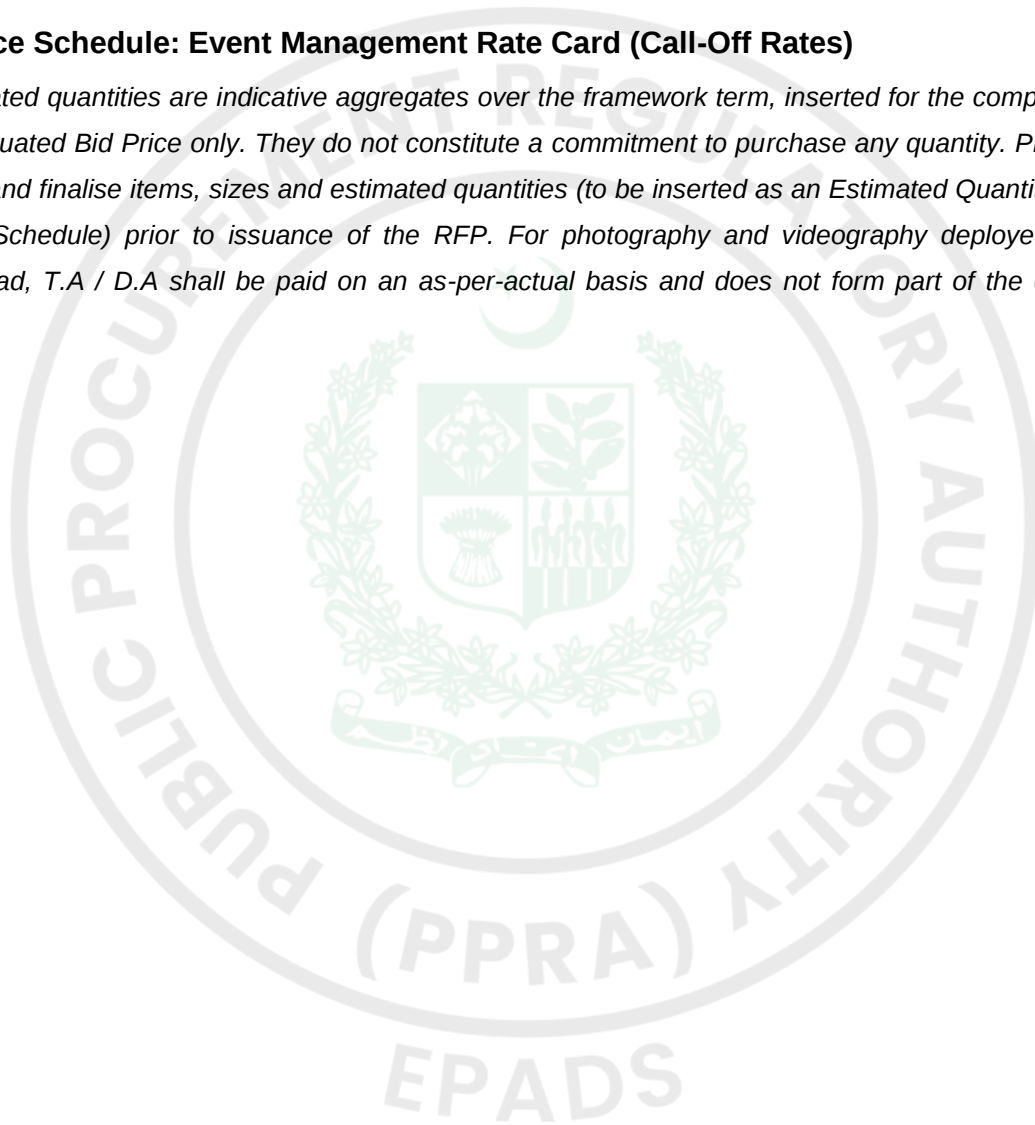


Form 8: Price Schedule

All rates shall be quoted in PKR, inclusive of all applicable taxes and duties, and shall remain valid and firm for the entire term of the Framework Agreement, including any extension. The estimated quantities in the Price Schedule are for evaluation and comparison of bids only and create no purchase commitment.

Price Schedule: Event Management Rate Card (Call-Off Rates)

** Estimated quantities are indicative aggregates over the framework term, inserted for the computation of the Evaluated Bid Price only. They do not constitute a commitment to purchase any quantity. PHAF shall review and finalise items, sizes and estimated quantities (to be inserted as an Estimated Quantity column in this Schedule) prior to issuance of the RFP. For photography and videography deployed outside Islamabad, T.A / D.A shall be paid on an as-per-actual basis and does not form part of the evaluated rates.*



Annex to Form 8 – Bill of Quantities (BOQ)

Bidders shall quote unit rates for all applicable items. Rates shall remain firm for the entire framework period, including any extension. Tax (GST/CST) must be shown separately where applicable.

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
	Stage items					
1	Stage Truss	Stage truss Detail: Covered with black cloth	Per sqft/day			
2	Stage 1	Stage with pasted lamination sheet in any color and stairs on two sides, Height: 2ft	Per sqft/day			
3	Stage 2	Stage with carpet in any color and stairs on two sides, Height: 2ft	Per sqft/day			
4	Stage 3	Stage with polish in any color and stairs on two sides, Height: 2ft	Per sqft/day			
5	Stage 4	Stage with pasted lamination sheet in any color and stairs on two sides, Height: 3ft	Per sqft/day			
6	Stage 5	Stage with carpet in any color and stairs on two sides, Height: 3ft	Per sqft/day			
7	Stage 6	Stage with polish in any color and stairs on two sides, Height: 3ft	Per sqft/day			
8	Stage 7	Stage with pasted lamination sheet in any color and stairs on two sides, Height: 4ft	Per sqft/day			
9	Stage 8	Stage with carpet in any color and stairs on two sides, Height: 4ft	Per sqft/day			
10	Stage 9	Stage with polish in any color and stairs on two sides, Height: 4ft	Per sqft/day			
11	Stage Path 1	Stage path/ Media wall Floor Wooden Stage path with Lamination sheet in any color	Per sqft/day			
12	Stage Path 2	Stage path/ Media wall Floor	Per sqft/day			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
		Wooden Stage path with carpet in any color				
13	Stage Path 3	Stage path/ Media wall Floor Wooden Stage path with Polish in any color	Per sqft/day			
14	Floor Carpeting	Standard Quality Carpet, Any color	Per sqft/day			
15	Floor Carpeting (Premium /VIP)	High-density VIP carpet	Per sqft/day			
16	Marquee / Dera Carpet	Good Quality Carpet	Per sqft / day			
17	Red Runner (Standard)	Entry & circulation areas	Per Running Ft/Day			
18	Red Runner (Premium)	VIP/protocol use	Per Running Ft/Day			
	Screens					
19	32" LED Screen	Detail: 4K Ultra HD Screen, with HDMI, VGA and Wireless Connectivity (BT) Brand name: should not be a Huawei competitor	Per pc/day			
20	42" LED Screen	Detail: 4K Ultra HD Screen, with HDMI, VGA and Wireless Connectivity (BT) Brand name: should not be a Huawei competitor	Per pc/day			
21	55" LED Screen	Detail: 4K Ultra HD Screen, with HDMI, VGA and Wireless Connectivity (BT) Brand name: should not be a Huawei competitor	Per pc/day			
22	60" LED Screen	Detail: 4K Ultra HD Screen, with HDMI, VGA and Wireless Connectivity (BT) Brand name: should not be a Huawei competitor	Per pc/day			
23	65" LED Screen	Detail: 4K Ultra HD Screen, with HDMI, VGA and Wireless Connectivity (BT) Brand name: should not be a Huawei competitor	Per pc/day			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
24	SMD Screen 1	SMD Screen with Operator Size: 10x5	Per pc/day			
25	SMD Screen 2	SMD Screen with Operator Size: 10x10	Per pc/day			
26	SMD Screen 3	SMD Screen with Operator Size: 10x15	Per pc/day			
27	SMD Screen 4	SMD Screen with Operator Size: 10x20	Per pc/day			
28	SMD Screen 5	SMD Screen with Operator Size: 10x25	Per pc/day			
29	SMD Screen 6	SMD Screen with Operator Size: 10x30	Per pc/day			
30	SMD Screen 7	SMD Screen with Operator Size: 10x40	Per pc/day			
31	SMD Screen 8	SMD Screen with Operator Size: 10x50	Per pc/day			
	Lights					
32	Moving Heads	for stage Moving Heads	Per pc/day			
33	Face Lights	for stage Face lights	Per pc/day			
34	Parcan Lights	for different places in event Parcan Lights	Per pc/day			
35	Laser light	For the Product Launch event, good quality	Per pc/day			
36	Flicker Light	for stage Flicker light	Per pc/day			
37	Fairy Lights	For Trees decoration	Per pc/day			
38	Marquee (100x100) Lighting Setup	Center & Sides Marquee Lights - Hanging Aluminum Truss, LED Warm White Floodlights / Par Can Lights	Per pc/day			
39	Marquee (100x200) Lighting Setup	Center & Sides Marquee Lights - Hanging Aluminum Truss, LED Warm White Floodlights / Par Can Lights	Per pc/day			
40	Tower lights	Lighting towers equipped with powerful floodlights for wide coverage	Per pc/day			
	Structure/ Branding/ Printing					

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
41	Registration Desk 1	Size: 3ft width * 3ft Height Material: MDF with printed Vinyl pasting with Lamination	Per pc/Event			
42	Registration Desk 2	Size: 4ft width * 3ft Height Material: MDF with printed Vinyl pasting with Lamination	Per pc/Event			
43	Registration Desk 2	Size: 6ft width * 3ft Height Material: MDF with printed Vinyl pasting with Lamination	Per pc/Event			
44	Backdrop/ Signature wall/ Media Wall	Backdrop for registration desk/ Signature wall on the event/ Media Wall on the event Quality: Flex matt printing with Iron structure	Per sqft			
45	Backdrop/ Signature wall/ Media Wall	Backdrop for registration desk/ Signature wall on the event/ Media Wall on the event Quality: Flex matt printing with wooden structure	Per sqft			
46	Separator / divider	Dimensions: 4ft *10ft Quality: Black Cloth Frames that should be with Frame	Per pc			
47	Separator / divider	Dimensions: 4ft *12ft Quality: Black Cloth Frames that should be with Frame	Per pc			
48	2d Cutout Logo	Quality of cutouts: MDF with branding	Per sqft			
49	3d Cutout Logo	Quality of cutouts: MDF with branding	Per sqft			
50	Backlit Logo	Quality of Logo: Acrylic with backlit light	Per sqft			
51	Rollup standees	With Flex Size: 6Ft * 3ft	Per pc			
52	X standee	Panda Type X-Stand 5x2	Per pc			
53	Streamer	3x6 ft branding streamer	Per pc			
55	Digital Standee	Digital Non-Touch Standee	Per pc			
56	Rostrum / Podium	Quality: MDF with Vinyl pasting with Lamination	Per pc			
57	Rostrum / Podium	Quality: MDF with paint finish & LED screen on front	Per pc			
58	Banner	Quality: Flex Detail: Flex with printing, delivery	Per sqft			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
		and Installation				
59	Drop-Down Branding	Hanging branding unit	Per sqft			
60	Vinyl Printing	Quality: Vinyl Detail: Vinyl with printing, delivery and Installation	Per sqft			
61	Paint Work	-	Per sqft			
62	Table Name Branding	Table-top name branding (acrylic)	Per pc			
63	MDF Fabrication	Walls, Counters, Cutouts, Photo booth, Arch & Etc	Per sqft			
64	Acrylic fabrication with back lit	Structure, Cutouts, Logos, Photo booth	Per sqft			
66	Flag	cloth with printing, without pole	Per pc			
67	Organizational Table-Top Flags	Flags with base	Per pc			
68	Flag Pole with Weighted Stand	Indoor/outdoor pole	Per pc			
69	Quepole	Quepole Golden or Silver stand with red or black rope	Per pc			
70	Spinning Wheel	Spinning Wheel with printed giveaways Radius: 2 ft	Per pc			
71	Lucky Draw Box 1	Acrylic box with branding Transparent Acrylic 1x1 ft	Per pc			
72	Lucky Draw Box 2	Acrylic box with branding Transparent Acrylic 1.5x1.5 ft	Per pc			
73	Printed Lanyards	with cardholders + 4color card Size: 3x2 inches	Per pc			
74	Booklet 1	Includes Press Gum Binding , Front back 4 Colour Printng , For title - Art Card 210 gm, For inside pages - Art Paper 128 gm. MOQ: 50 pages per booklet	Per page			
75	Booklet 2	Includes Press Gum Binding , Front back 4 Colour Printng , For title - Art Card 210 gm, For inside pages - Art Paper 128 gm. MOQ: 100 pages per booklet	Per page			
76	Invitation Card1	Invitation card with printed envelop & E-invite	Per pc			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
		Size: 5x7 Quality: Artcard 310 grm, laminated textured paper (high grammage paper), All 4 sides printing & Gloss Finish white envelope and 4 color Printing with Serial Numbers Punched on each card and envelope.				
77	Invitation Card2	Invitation card with Golden Foil envelope- 350 gsm card- Black Card & envelope. Die cutting blac envelops with golden foil inside, 300 gsm Fancy Card Invitation Card with foil printing and die cutting.	Per pc			
78	Broucher 1	A5 Brochure with both side printing Front back 4 Colour Printng Art paper 128 gm	Per pc			
79	Broucher 2	A4 Brochure with both side printing Front back 4 Colour Printng Art paper 128 gm	Per pc			
80	Broucher 3	A4 Brochure with both side printing Front back 4 Colour Printng Art paper 150 gm	Per pc			
81	Writing pads and pens	Writing pads and pens for event atendees	Per pc			
82	Certificate	Size: A4, 250gm card Quality: card with lemination finishing with envelop	Per pc			
83	Printed Agenda	Printed Agenda on each seat- A5 Art paper	Per pc			
	Human Resource					
84	Photographer	1- Professional HD Camera, 2- Unlimited pictures requirement, Detail: Event photos to be taken accordinng to guidelines	Per day			
85	Videographer	1- Professional HD Camera, Detail: Event videography	Per day			
86	Drone Coverage	Video Coverage with DJI Mavic Drone with Operator	Per day			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
87	Same Day Edit	Content & post-event	Per event			
88	Event Highlight Video	Content & post-event	Per event			
89	Social Media Reels/ Shorts	-	Per Video			
90	Session Recording Edit	-	Per Session			
91	Photo Editing	-	Per event			
92	Media Monitoring/ Clipping Report	-	Per event			
93	Post Event Report with Analytics	-	Per event			
94	Documentary making/ video making	Video documentary	Per Minute			
95	Event Testimonials	Guest messages	Per event			
96	Event Report	Comprehensive report	Per event			
97	Animation & artworks	Event animations & artworks	Per event			
98	Male Ushers1	A+ Category Male Usher Experience: 3years, Education: Graduation Appearance: Fair & beautifull	Per day			
99	Male Ushers2	B+ Category Male Usher Experience: 2+ years, Education: Graduation Appearance: Fair & beautifull	Per day			
100	Female Ushers1	A+ Category Female Usher Experience: 3years, Education: Graduation Appearance: Fair & beautifull	Per day			
101	Female Ushers2	B+ Category Female Usher Experience: 2+ years, Education: Graduation Appearance: Fair & beautifull	Per day			
102	Female Host	Female host Dress code: Black Suit A+-Category, well spoken host (english) with at least 5 years of relevant experience.	Per day			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
103	Female Host	Female host Dress code: Black Suit A-Category, well spoken host (english) with at least 3 years of relevant experience.	Per day			
104	Male Host	Male host Dress code: Black Suit A+-Category, well spoken host (english) with at least 5 years of relevant experience.	Per day			
105	Male Host	Male host Dress code: Black Suit A-Category, well spoken host (english) with at least 3 years of relevant experience.	Per day			
106	Activity Controller/ Supervisor (outdoor)	For outdoor Activity One Supervisor for Plan and Controlling activity onsite. (8 Hours Per day)	Per person/day			
107	Female Brand Ambassadors (outdoor)	For outdoor Activity (8 Hours Per day)	Per person/day			
108	Male Brand Ambassadors (outdoor)	For outdoor Activity (8 Hours Per day)	Per person/day			
109	Activity Controller/ Supervisor (indoor)	For indoor Activity One Supervisor for Plan and Controlling activity onsite. (8 Hours Per day)	Per person/day			
110	Female Brand Ambassadors (indoor)	For indoor Activity (8 Hours Per day)	Per person/day			
111	Male Brand Ambassadors (indoor)	For indoor Activity (8 Hours Per day)	Per person/day			
112	Ushers uniform	Shirt, pants, Formal Coat, Tie and shoes	Per pc			
115	Site Survey/Recce	-	Per Visit			
116	Event Concept Development	-	Per event			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
117	Floor Plan/Seating Plan Layout	-	Per event			
119	Show Flow/Run of Show	-	Per event			
120	Cue Sheet/Technical Script	-	Per event			
122	Technical Rehearsal	-	Per Session			
123	Stage Manager	-	Per event			
125	Control Room Setup	-	Per event			
126	Vision Mixer/Switcher	-	Per event			
127	Playback System/Media Server	-	Per event			
128	Confidence Monitor	-	Per pc			
129	Intercom/ Communication System	-	Per event			
130	UPS for AV Systems	-	Per pc			
131	Power Distribution/ Cabling	-	Per event			
132	Electrician/Technical Support Staff	-	Per event			
133	Chain Motor/Hoist	-	Per event			
134	Rigging Hardware	-	Per event			
135	Barricading/Crowd Control Barrier	-	Per Running Ft			
136	Backstage Partitioning	-	Per Sq. Ft.			
137	Green Room Setup	9 persons sofa seating with center table	Per Room			
138	Makeup Room Setup	-	Per Room			
139	Storage Cabin/Control Cabin	-	Per day			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
140	Weather Protection Covers	-	Per event			
141	Loading/Unloading Labor	-	Per event			
142	Installation Charges	-	Per event			
143	Dismantling Charges	-	Per event			
144	Intercity Transportation	Suzuki	Per KM			
145	Intercity Transportation	Shahzor	Per KM			
146	Intercity Transportation	Mazda	Per KM			
147	In-city Transportation	Suzuki	Per KM			
148	In-city Transportation	Shahzor	Per KM			
149	In-city Transportation	Mazda	Per KM			
150	Venue Cleaning/ Housekeeping	-	Per event			
151	Waste Disposal/Post Event Cleaning	-	Per event			
152	Parking Management Staff	Valet	Per person			
153	Protocol Staff/Marshals	Per day	Per person			
154	Registration Desk Staff	Per day	Per person			
155	QR Check-in System	-	Per event			
156	Male Security Bouncers	Bouncers from a reputable Security company	Per Person			
157	Female Security Bouncers	Bouncers from a reputable Security company	Per Person			
158	Male guard		Per Person			
159	Female guard		Per Person			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
160	Security Supervisor		Per Person			
161	Staff for serving at table	Staff to be available for food serving dressed in formal waiting attire.	Per Person			
162	Staff for serving at Chief guests Table	Staff to be available for food serving to Chief guests. Dressed in formal waiting attire.	Per Person			
163	Person for Recitation of Quran	Quran Recitation	Per Person			
164	Naat Khawan	Naat recitation (as per protocol)	Per event			
	Cattering & Furniture					
165	Bar Stools	Stools for reception desk	Per pc/ Day			
166	Chairs	Single Acrylic Chair	Per pc/ Day			
167	VIP / Presidential Chairs	Single Presidential Chairs	Per pc/ Day			
168	Sofa Seats/ VIP lounges	Sofa Seats: Single seater sofa Material: Leatherite material plain	Per pc/ Day			
169	Sofa Seats/ VIP lounges	Sofa Seats: 2 seater sofa Material: Leatherite material plain	Per pc/ Day			
170	Sofa Seats/ VIP lounges	Sofa Seats: 3 seater sofa Material: Leatherite material plain	Per pc/ Day			
171	Tables for Sofas	High end Chrome and Glass tables / Wooden tables for placing in front of Sofas	Per pc/ Day			
172	Mist fans	Mist Fan for events in office	Per pc/ Day			
173	Heaters	Portable Heaters	Per pc/ Day			
174	Air Conditioners	4 Ton Cabinet Air conditioners for events in office Services: transportation and Installation	Per pc/ Day			
175	Marquee	Size: 100x80 feet	Per pc/ Day			
176	Marquee	Size: 100x200 feet	Per pc/ Day			
177	Marquee	Size: 100x300 feet	Per pc/ Day			
178	Chillers	Industrial grade chillers for event cooling, Includes ducting, air outlets and setup, Generator 100 HP (Per Shift: 5 Hours), Includes				

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
		fuel, cabling & operators				
179	Canopy	Dera/ canopy Size of canopy: 90ft * 60ft	Per pc			
180	Canopy	Dera/ canopy Size of canopy: 60ft * 60ft	Per pc			
181	Gazebo	Complete gazebo setup	Per Unit			
182	Kanaat	Fabric partitions	Per Unit			
183	Tent	Standard event tent	Per Unit			
184	Shelf scheme	Stalls with 2 Chairs, two lights, name fascia & 1 Table				
185	Round table with chairs 1	per set e.g. 1 round table with 8 pieces chairs with covers in any colour for events in office	Per set			
186	Round table with chairs 2	Rot Iron Tables with Glass Top and Rot Iron golden Chairs 1 Table with 10 chairs	Per set			
187	Food Cutlery/ crockery	Food Cutlery/ crockery for event Spoons, folk, plates and glasses (Good quality)	Per Person			
188	Portable Washrooms	Gents & Ladies	Per pc			
	Giveaways					
189	Glass Shield 1	Size: 6" height with any base Quality: Crystal/ Glass	Per pc			
190	Glass Shield 2	Size: 8" height with any base Quality: Crystal/ Glass	Per pc			
191	Glass Shield 3	Size: 10" height with any base Quality: Crystal/ Glass	Per pc			
192	Glass Shield 4	Size: 12" height with any base Quality: Crystal/ Glass	Per pc			
193	Creative Wooden Shield 1	Wooden structure with Acrylic Front with UV Printing Size: 3.5"x3.5x8"	Per pc			
194	Creative Wooden Shield 2	Wooden structure with Metal Front with UV Printing Size: 6"x8"x1.5"	Per pc			
195	Creative Wooden Shield 3	Wooden structure with Acrylic in between with UV Printing Size: 6"x8"x1.5"	Per pc			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
196	Creative Wooden Shield 4	Wooden base structure with 10mm Acrylic Tower Size: 4"x4"x10"	Per pc			
197	Brass Shield 1	Size: 8" height with any base Quality: Brass	Per pc			
198	Brass Shield 2	Size: 10" height with any base Quality: Brass	Per pc			
199	Brass Shield 3	Size: 12" height with any base Quality: Brass	Per pc			
200	Photo Frame	5x7 Acrylic Photo Frame	Per pc			
203	Water Bottle	detail: water bottle with temprature sensor, best quality with logo Color: Black/ Silver	Per pc			
204	Flask Bottle	Giveaway/ Gift for Employee	Per pc			
205	Cofee Mug	Coffee Mug with tamprature sensor and Branding good quality	Per pc			
206	red Ribbon 1	Quality: Jersey fabric 180gm, soft feel, 90/10 cotton/ploy, Color: Any with Branding	Per pc			
207	Polo Shirt	Quality: Pique fabric 240gm, soft feel, 90/10 cotton/ploy, Color: Any with Branding	Per pc			
208	Fleece Hoods	Quality: Fleece fabric 370gm, soft feel, Color: Any with Branding	Per pc			
209	Power bank	Quality: 10000MAH good quality with packing	Per pc			
210	USB 1	Quality: 16GB	Per pc			
211	USB 2	Quality: 32GB	Per pc			
212	USB 3	Quality: 64GB	Per pc			
213	Bluetooth Speaker	Non competitor brand portable bluetooth speaker with packing and bradning Color: any	Per pc			
214	Jacket Pin/ Lapel Pin	Pins- Metal- A grade Quality Size: Standard badge size	Per pc			
215	Diary/ Notebook 1	Half A4 Diary with Embossed logo and packing Pages: 100 - Off white paper, Leather cover in any color	Per pc			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
		90 gm paper with two color printing 360 gm title page with four color printing				
216	Diary/ Notebook 2	Half A4 Diary with Embossed logo and packing Pages: 150 - Off white paper, Leather cover in any color 90 gm paper with two color printing 360 gm title page with four color printing	Per pc			
217	Diary/ Notebook 3	Half A4 Diary with UV printing logo and packing Pages: 100 - Off white paper, Leather cover in any color 90 gm paper with two color printing 360 gm title page with four color printing	Per pc			
218	Diary/ Notebook 4	Half A4 Diary with UV printing logo and packing Pages: 150 - Off white paper, Leather cover in any color 90 gm paper with two color printing 360 gm title page with four color printing	Per pc			
219	File/Folder	Branded file	Per Unit			
220	Gift Box	Good quality gift box with branding without giveaways Size: 12" width * 12" Length * 3" height	Per pc			
221	Pen 1	Regular pens with logo	Per pc			
222	Pen 2	Branded ball pen with mobile touch functionality with Logo	Per pc			
223	Pen 3	7 in 1 Pen (Full Metal quality)	Per pc			
224	Calender	Detail: 18 Pages content for both side printing with flip opening 300gm art card with spiral Binding 10"x7" With packing	Per pc			
225	Wireless charger	Wireless fast charger	Per pc			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
226	Wallet	Quality: Leather wallet good quality	Per pc			
227	Key Chain	Leather Keychain good quality with packing and branding	Per pc			
228	Wireless Mouse	Wireless mouse with Bluetooth dongle AAA battery powered	Per pc			
229	Wireless Headphones	Good quality Wireless headphones with packing and branding	Per pc			
230	Laptop Bag 1	Academy branded good quality Laptop Bags	Per pc			
231	Laptop Bag 2	Academy branded good quality Laptop Bags, briefcase style	Per pc			
232	Wall Clock	Branded good quality Wall Clock , Size= 20-22 inches	Per pc			
233	Sports Cap	Sports Cap with Branding	Per pc			
234	Full-Sleeve Zippers/Uppers	Full-Sleeve Zippers/Uppers with Branding	Per pc			
235	Laptop Stand	High Quality, Aluminium Laptop Stand	Per pc			
236	Laptop Table Mat	A+ quality table mat In a branded box	Per pc			
237	Gift/Goody/Carry bag 1	A2 size Gift bags for Giveaways, good quality with good thick string	Per pc			
238	Gift/Goody/Carry bag 2	A3 size Gift bags for Giveaways, good quality with good thick string	Per pc			
239	Gift/Goody/Carry bag 3	A4 size Gift bags for Giveaways, good quality with good thick string	Per pc			
240	Gift/Goody/Carry bag 4	A5 size Gift bags for Giveaways, good quality with good thick string	Per pc			
241	USB Multiplug	USB multiplug	Per pc			
242	Charging Cable	3 in 1 USB charging cable. Input: USB-A Output: USB-C, Lightning, micro-USB	Per pc			
244	Trophy 1	Metalic finish trophy with minimum height of 12 inches	Per pc			
245	Trophy 2	Metalic finish trophy with minimum	Per pc			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
		height of 16 inches,				
246	Trophy 3	Metalic finish trophy with minimum height of 20 inches,	Per pc			
247	Whistles	Whistles of good Quality	Per pc			
248	Glow Sticks	LONGLASTING GLOWING HOURS: These glow for more than 8 hours, long enough so that you can light up and cheer up the social gathering all night	Per pc			
250	Mug	Mug of Good Quality with Logo Printing	Per pc			
251	New Year Calendar 1	1. 4mm Acrylic Back 2. Wooden Base with Logo Branding 3. 6mm x 20mm Metal Clasp 4. Rigid Boxe with Branding 5. 250 Gsm Artcard calendar Pages with 4 Colour Printing Quantity 13	Per pc			
252	New Year Calendar 2	1. 6mm Acrylic Back 2. 12mm Acrylic Base 3. 6mm x 20mm Metal Clasp 4. Rigid Box with Branding 5. 250 Gsm Artcard calendar Pages with 4 Colour Printing Quantity 13	Per pc			
253	New Year Calendar 3	1. 6mm Acrylic Back 2. 12mm Wooden Base Size 8"x3.5" 3. 6mm*20mm Metal Clasp 4. Rigid Box with Branding 5. 250 Gsm Artcard calendar Pages with 4 Colour Printing Quantity 13	Per pc			
254	New Year Calendar 4	1. 6mm Acrylic Back 2. 12mm Wooden Base 3. 6mm*20mm Metal Clasp 4. Rigid Box with Branding 5. 250 Gsm Artcard calendar Pages with 4 Colour Printing Quantity 13	Per pc			
255	New Year Calendar 5	1. 10mm Wooden Back Panel 2. Metal Base Stand with Black Colour 3. Metal Hook with Black Paint	Per pc			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
		4. Rigid Box with Branding 5. 250 Gsm Artcard calendar Pages with 4 Colour Printing and Die Cut Quantity 13				
256	New Year Calendar 6	1. 10mm Wooden Back Panel 2. 12mm Wooden Base 3. 11mm x 20mm Metal Clasp 4. Rigid Box with Branding 5. 250 Gsm Artcard calendar Pages with 4 Colour Printing and Die Cut Quantity 13	Per pc			
	Others					
257	Water bottles- Day	Water bottles 500 ml	Per pc			
258	Water bottles- Day	Water bottles 1,500 ml	Per pc			
259	Soft Drinks- Day	Coke or 7up 250ml tin cans	Per pc			
260	Floral Décor	Floral Set Up In the dinner area. Tables- Buffet Tables- Entrance. flowers and greens in vases.				
261	Flower with stand	flower stand/ Vases	Per pc			
262	Flower Bouquet	Flower Bouquet for employees	Per pc			
263	Chair Ties	Chair cover color: Navy/ white/ red/ black Ties color: White White Cloth Chair back ties for each chair Plain Non shiny material	Per pc/ Event			
264	Napkins	Napkins Color: Navy/ white/ red/ black Detail: Napkins matching the table runners- White- stitched.	Per pc/ Event			
265	Table Cloth	Table Cloth color: Navy/ white/ red/ black Detail: Plain good quality cotton table cloths for 8 ft round tables	Per pc/ Event			
266	Rent a car	City / Yaris	Per pc / day			
267	Rent a car	Civic / Corolla	Per pc / day			
268	Rent a car	Sportage / Haval	Per pc / day			
273	Sound system 1	1- Sound system SP4 2- Headgear, Collar and Hand cordless Mics	Per Pair/ day			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
274	Sound system 2	Sound System Line Array for 250 gathering - Headgear, Collar and Hand cordless Mics	Per Pair/day			
275	Sound system 2	Sound System Line Array for 500 gathering - Headgear, Collar and Hand cordless Mics	Per Pair/day			
276	Sound system 2	Virtle Line Array EV for 750 gathering - Headgear, Collar and Hand cordless Mics	Per Pair/day			
277	Sound system 2	Virtle Line Array EV for 1,000 gathering - Headgear, Collar and Hand cordless Mics	Per Pair/day			
278	Sound system 2	Virtle Line Array EV for 1,000+ gathering - Headgear, Collar and Hand cordless Mics	Per Pair/day			
279	Collar Mic	Presenter mic	Per Unit			
280	Cordless Mic	Wireless mic	Per Unit			
281	Podium Mic	Fixed podium mic	Per Unit			
282	Multimedia / Projector	Presentation display	Per Unit			
283	Projector	Projector and projector screen- Not from the hotel Rent proper screen and system HD quality	Per event			
284	T-Stand	T-stand for Face Lights	Per pc			
287	Clicker	Clicker for Presentations	Per pc/day			
288	OB Coverage (non CM/PM)	OB Setup with 3 Cameras for live streaming	Per pc/day			
290	Audio Out Switch for Media	This Switch must cover 20+ Audio Mics	Pcs			
291	Black Magic Device	Event Live Coverage on Social Media: Black Magic device	Per day			
292	WiFi-/Internet	As per participant strength - 100mb dedicated	Per event/day			
293	Internet Device	Seprate device required for the booths- 10mb	Per event/day			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
294	Hand Sanitizers	Brand: Dettol Packing: 50 ml	Per pc			
295	Scissor/ Knife	Large Scissor with red ribbon for cutting or Knife for cake cutting	Per pc			
296	Red Ribbon 2	4 inch ribbon for cutting ceremony	Per running feet			
297	Automatic Unveiling with remote	Automatic unveiling setup with remote button and a plaque announcing the launch of the initiative. Plaque to be wooden on a stand. Velvet curtains setup. Emerald green and gold	Per pc			
298	Automatic Confetti machines	Large Automatic confetti machine to provide continuous confetti during cake cutting.	Per pc			
300	Balloons	color: in any color Details: Balloons for decoration with printing with Installation	Per pc			
302	Leather Folder	Leather folders to be used during MOU Signing Ceremony	Per pc			
303	Glass Bowl	Simple, clear glass bowls to be kept at stall	Per pc			
304	Generator with fuel	50 KVA Generator with fuel Per day 8hrs	Per day			
305	Generator with fuel	100 KVA Generator with fuel Per day 8hrs	Per day			
306	Generator with fuel	150 KVA Generator with fuel Per day 8hrs	Per day			
307	Security gate	Walkthrough security gate	Per pc			
308	Teleprompter	Telepromoter good quality No glitch	Per day			
310	Fire Safety Arrangement	-	Per event			
311	First Aid / Medical Desk	-	Per event			
314	Drone Permission Facilitation	-	Per event			
315	Curtain Reveal Mechanism	-	Per event			
316	Countdown Timer	-	Per event			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
	Screen Content					
317	Water Dispenser	-	Per event			
318	Coffee Tea vending Machine	-	Per event			
319	Deep freezer	-	Per event			
320	Translation Equipment	Simultaneous translation/interpretation equipment	Per unit			
321	Workshop Setup	Complete setup (AV, furniture, materials, décor)	Per unit			
322	Theatrical Drama Production	Selection and execution of selected script	Per unit			
323	Theatrical Drama Cast	Actors/performers (Cat A & B)	Per unit			
324	Press Releases	Per publication	Per pc			
325	Organize High level Press Conference of each event	10 X Tier-1 Media group covering the PC Per event	Per event			
326	Intensive Media Coverage of the events	10 X Tier-1 of newspaper and TV channels covering the event Per event	Per event			
327	Designing of Banners/Streamers	3x10 Feet	Per pc			
328	Active Presence/live streaming on Facebook with black magic device	Per day activity charges including all social media platforms	Per event			
329	Hologram	-	Per pc			
330	Interactive robot	-	Per pc/day			
331	Laser lights	-	Per pc/day			
332	Projection Mapping	-	Per Minute			
333	VVIP plaque	Lamination Sheets, as per the agreed design	Per pc			
334	Cold Fires	-	Per pc			
335	Launch Button	-	Per event			
336	Electric Fireworks	5 mints	Per event			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
337	Electric Fireworks	10 mints	Per event			
338	Electric Fireworks	15 mints	Per event			
339	Influencer - Category A	-	Per event			
340	Influencer - Category B	-	Per event			
341	Influencer - Category C	-	Per event			
342	Celebrity - Category A	-	Per event			
343	Celebrity Category B	-	Per event			
344	Celebrity - Category C	-	Per event			
345	Theatre Artist - Category A	-	Per event			
346	Theatre Artist- Category B	-	Per event			
347	Theatre Artist- Category C	-	Per event			
348	Singer-Category A	-	Per event			
349	Singer Category B	-	Per event			
350	Singer Category C	-	Per event			
351	Cultural performance	-	Per event			
352	Hard Drive	500 GB	Per pc			
353	Hard Drive	1 TB	Per pc			
	Venue & Hospitality					
354	Hall Charges (upto 250 Participants)	3-Star hotel hall	Per day			
355	Hall Charges (upto 500 Participants)	3-Star hotel hall	Per day			
356	Hall Charges (upto 750 Participants)	3-Star hotel hall	Per day			
357	Hall Charges (Upto 1,000 Participants)	3-Star hotel hall	Per day			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
358	Hall Charges (1,000+ Participants)	3-Star hotel hall	Per day			
359	Rooms (Single Occupancy)	3-Star Hotel room (single)	Per day			
360	Rooms (Double Occupancy)	3-Star Hotel room (double)	Per day			
361	Hall Charges (upto 250 Participants)	4-Star hotel hall	Per day			
362	Hall Charges (upto 500 Participants)	4-Star hotel hall	Per day			
363	Hall Charges (upto 750 Participants)	4-Star hotel hall	Per day			
364	Hall Charges (Upto 1,000 Participants)	4-Star hotel hall	Per day			
365	Hall Charges (1,000+ Participants)	4-Star hotel hall	Per day			
366	Rooms (Single Occupancy)	4-Star Hotel room (single)	Per day			
367	Rooms (Double Occupancy)	4-Star Hotel room (double)	Per day			
368	Hall Charges (upto 250 Participants)	5-Star hotel hall	Per day			
369	Hall Charges (upto 500 Participants)	5-Star hotel hall	Per day			
370	Hall Charges (upto 750 Participants)	5-Star hotel hall	Per day			
371	Hall Charges (Upto 1,000 Participants)	5-Star hotel hall	Per day			
372	Hall Charges (1,000+ Participants)	5-Star hotel hall	Per day			
373	Rooms (Single Occupancy)	5-Star Hotel room (single)	Per day			
374	Rooms (Double Occupancy)	5-Star Hotel room (double)	Per day			
375	Tea with Cookies	3-Star Tea & snacks	Per Person			
376	Coffee with Cookies	3-Star Coffee & snacks	Per Person			

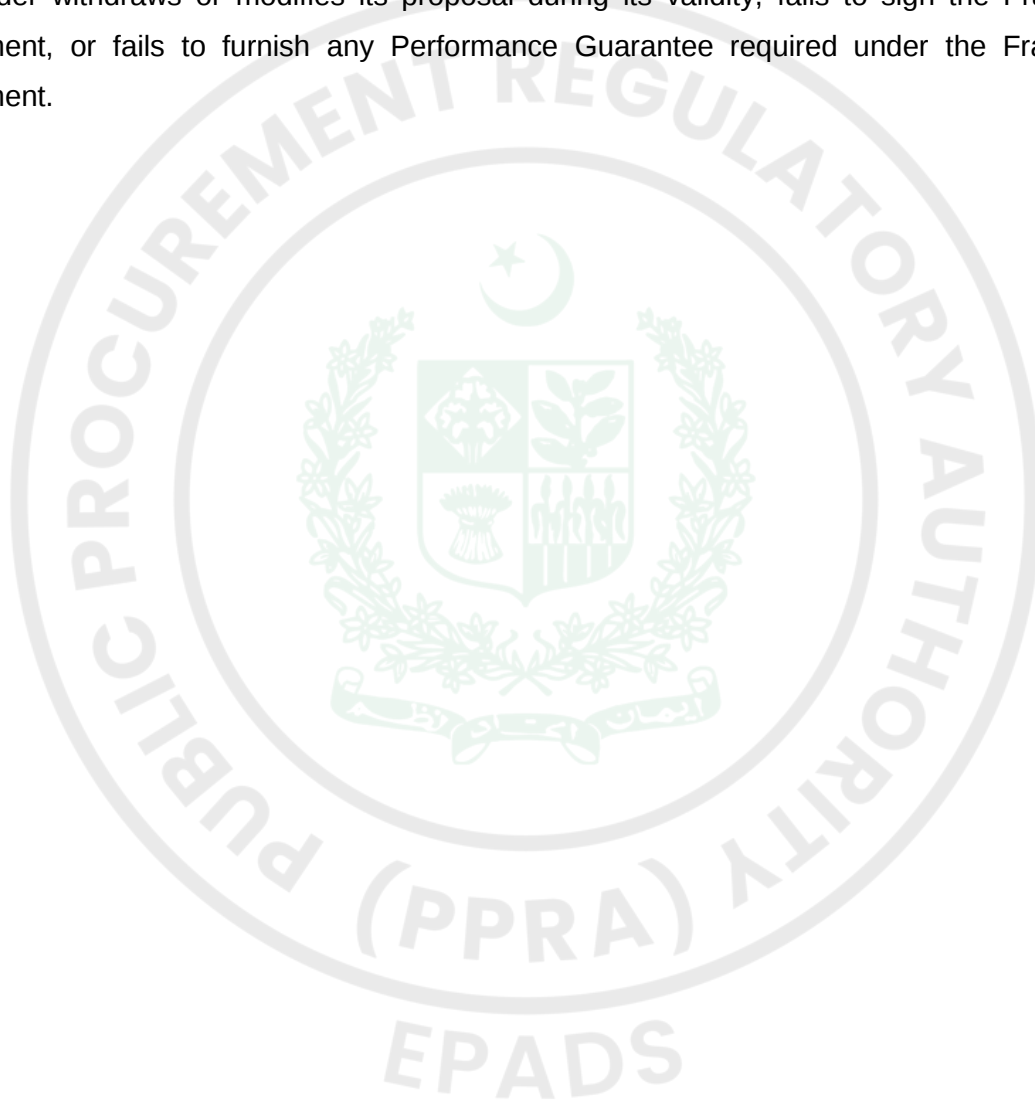
Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
377	High Tea (Standard)	3-Star Tea & light snacks	Per Person			
378	High Tea (Premium)	3-Star Tea/coffee & assorted snacks	Per Person			
379	Lunch (Chicken)	3-Star One-dish packed/served	Per Person			
380	Lunch (Mutton)	3-Star One-dish packed/served	Per Person			
381	Lunch Box (Standard)	3-Star Packed lunch	Per Box			
382	Lunch Box (Premium)	3-Star Packed lunch with sides	Per Box			
383	Tea with Cookies	4-Star Tea & snacks	Per Head			
384	Coffee with Cookies	4-Star Coffee & snacks	Per Head			
385	High Tea (Standard)	4-Star Tea & light snacks	Per Head			
386	High Tea (Premium)	4-Star Tea/coffee & assorted snacks	Per Head			
387	Lunch (Chicken)	4-Star One-dish packed/served	Per Head			
388	Lunch (Mutton)	4-Star One-dish packed/served	Per Head			
389	Lunch Box (Standard)	4-Star Packed lunch.	Per Head			
390	Lunch Box (Premium)	4-Star Packed lunch with sides	Per Head			
391	Tea with Cookies	5-Star Tea & snacks	Per Head			
392	Coffee with Cookies	5-Star Coffee & snacks	Per Head			
393	High Tea (Standard)	5-Star Tea & light snacks	Per Head			
394	High Tea (Premium)	5-Star Tea/coffee & assorted snacks.	Per Head			
395	Lunch (Chicken)	5-Star One-dish packed/served	Per Head			
396	Lunch (Mutton)	5-Star One-dish packed/served	Per Head			
397	Lunch Box (Standard)	5-Star Packed lunch	Per Head			
398	Lunch Box (Premium)	5-Star Packed lunch with sides	Per Head			
399	Lunch for VIP's	3/4 course meals VIP	Per Head			
400	Dinner for VIP's	3/4 course meals VIP	Per Head			

Sr #	Item	Description / Specification	Unit	Unit Rate (excl. tax) PKR	Tax (CST)	Unit Rate (incl. tax) PKR
401	Event Management Fee	Overall management	Per event			
	Total Cost					



Form 9: Bid Security Form

Bank Guarantee format (where the Bid Security is furnished as a Bank Guarantee): issued by a scheduled bank of Pakistan in favour of Pakistan Housing Authority Foundation, Islamabad, for PKR 500,000 (Five Hundred Thousand), valid for not less than 120 days from the date of opening of Technical Proposals, payable on first written demand of the Procuring Agency where the bidder withdraws or modifies its proposal during its validity, fails to sign the Framework Agreement, or fails to furnish any Performance Guarantee required under the Framework Agreement.





Form 10: Check List

#	Item	Envelope
1	Form 1: Bid Form (signed and stamped)	Technical
2	Form 2: Bidder Profile / General Information Form with SECP certificate, NTN, GST/PST, ATL and AGPR (vendor number and IBAN) proofs	Technical
3	Form 3: Authorisation Form for Bidder's Representative	Technical
4	Islamabad office deed and current month's utility bill	Technical
5	Client list for the last five years	Technical
6	Account Maintenance Certificate	Technical
7	Form 6: Affidavit (non-blacklisting and no active litigation)	Technical
8	Bid Security PKR 500,000 (original instrument delivered to PHAF; scanned copy uploaded) (Form 9)	Technical
9	Evidence against Technical Criteria 1, 2 and 4 (financials, work orders, completion certificates, pictorial evidence, press releases)	Technical
10	Design assignment against Criterion 3 (ceremony logo and theme / key visual, 3D venue visuals, creative handover ideas) and Presentation.	Technical
11	Forms 4 and 5: project sheets and CVs with CNIC copies and availability statements	Technical
12	Integrity Pact (Section IX)	Technical
13	Statement of Undertaking on letterhead (veracity of documents)	Technical
14	Form 7: Financial Bid Form	Financial
15	Form 8: Price Schedule – Event Management Rate Card (every page signed and stamped)	Financial
16	Beneficial Ownership declaration (submitted with Form 2)	Technical

Form 11: Call-Off Quotation Form (Event Quotation and Execution Plan)

[Post-award form. To be submitted by the Firm for each event upon receipt of the event requirements / Work Order intimation from PHAF, applying the framework unit rates of the Price Schedule (Event Management Rate Card, Form 8). Not to be submitted with the proposal.]

Event name: _____ Venue / city: _____

Proposed date(s): _____ Expected guests / scale: _____

Reference: PHAF event requirements letter / Work Order intimation No. _____ dated _____

Sr. #	Item (as per the Price Schedule — Event Management Rate Card, Form 8)	Unit	Qty	Framework Rate (PKR, incl. tax)	Total (PKR)
	Total Quotation Amount (PKR)				
	Performance Guarantee payable upon approval (10% of the approved quotation amount)				

The detailed event execution plan (design options, programme run-sheet, staffing and deployment, venue layout, protocol plan and timeline) is attached with this quotation.

We confirm that the rates applied above are the framework unit rates quoted in our Price Schedule (Event Management Rate Card) under the Framework Agreement, and that no premium or out-of-schedule charge has been applied without the prior written approval of PHAF supported by market evidence. We undertake to furnish, upon approval of this quotation and prior to mobilisation, a Performance Guarantee equal to ten percent (10%) of the approved quotation amount, which shall be released after successful delivery of the event and clearance of dues.

Stamp & Signature of the Firm: _____ Date: _____

For use by PHAF: Quotation approved for PKR _____ Work Order No. _____
Date _____ Signature of the authorised officer: _____

PART-B: CONDITIONS OF CONTRACT AND CONTRACT

SECTION VII: GENERAL CONDITIONS OF CONTRACT (GCC)

1. General

1. Definitions. "Contract" means the Framework Agreement signed between PHAF and the Firm together with all annexes; "Services" means the services described in the Scope of Work (Section V); "Work Order" means a written call-off order issued by PHAF under the Framework Agreement; "Evaluated Bid Price" means the amount computed for the successful proposal, i.e. the sum of the quoted unit rates multiplied by the estimated quantities of the Price Schedule (Event Management Rate Card).
2. Applicable Law. The Contract shall be governed by, and interpreted in accordance with, the laws of the Islamic Republic of Pakistan.
3. Language and Notices. The Contract shall be in English. Any notice shall be in writing and delivered by hand, courier or e-mail to the addresses stated in the Contract.
4. Taxes and Duties. The Firm shall be responsible for all taxes, duties and levies applicable under the laws of Pakistan; payments shall be subject to tax deductions at source as applicable.

2. Commencement, Completion, Modification and Termination

1. Effectiveness and Term. The Contract shall come into force on the Effective Date and shall remain in force for one (01) year, by PHAF in writing on the same rates, terms and conditions for up six months, subject to satisfactory performance, unless terminated earlier in accordance with the GCC.
2. Modification. Any modification of the Contract shall be in writing and signed by both parties, and shall remain consistent with the Public Procurement Rules, 2004.
3. Termination for Default. PHAF may terminate the Contract where the Firm fails to remedy a notified default within thirty (30) days, becomes insolvent, is blacklisted, or engages in corrupt or fraudulent practices.
4. Termination for Convenience. PHAF may terminate the Contract for convenience upon sixty (60) days written notice. On termination, PHAF shall pay for services satisfactorily delivered up to the date of termination.

3. Obligations of the Firm

1. Standard of Performance. The Firm shall perform the Services with due diligence, efficiency and economy, in accordance with generally accepted professional standards, and shall observe sound management practices.
2. Conflict of Interest. The Firm shall hold PHAF's interests paramount and shall avoid any conflict with other assignments or its own corporate interests.
3. Confidentiality. The Firm and its personnel shall not disclose any proprietary or confidential information of PHAF without prior written consent, during and after the term of the Contract.
4. Intellectual Property. All works produced under the Contract shall vest in PHAF upon payment; the Firm shall execute all documents required to perfect such vesting.
5. Insurance and Compliance. The Firm shall obtain insurances as applicable and comply with all applicable laws, including labour and social security laws, for personnel on its payroll.

4. Personnel of the Firm

1. Key Personnel. The key event team evaluated under Criterion 5 (Section V) shall lead the planning and delivery of Work Orders and shall not be replaced without PHAF's prior written approval; replacements must possess equal or better qualifications.
2. Event Staffing. The Firm shall deploy, at its own cost and within the quoted unit rates, all supervisory, technical and support staff necessary for the proper delivery of each Work Order; no additional payment shall be made by the Procuring Agency on account of workload or staffing.
3. Removal. PHAF may require the removal of any personnel for misconduct, incompetence or security reasons, and the Firm shall replace such personnel at its own cost.
4. Security Clearance. Personnel deployed at engagements involving the Prime Minister or other high dignitaries shall meet the security clearance requirements of the competent authorities.

5. Obligations of the Procuring Agency

1. Assistance. PHAF shall provide the Firm with such available information, approvals and coordination with government authorities as are reasonably required for the performance of the Services.
2. Timely Decisions. PHAF shall take decisions on submittals of the Firm within a reasonable time so as not to delay the Services.

6. Payments to the Firm

1. Work Order Payments. Payments for events shall be made at the framework rates (Price Schedule) against satisfactory completion, the post-event report, and PHAF's acceptance.
2. Travel. Where travel outside Islamabad is required for photography / videography assignments, T.A / D.A shall be reimbursed on an as-per-actual basis against supporting documents.
3. Payment Period. Payments shall be made within thirty (30) days of receipt of a correct invoice with supporting deliverables, subject to applicable tax deductions at source.
4. Liquidated Damages. For delay attributable to the Firm: [1]% of the relevant invoice / Work Order value per day of delay, up to a maximum of [10]%, without prejudice to PHAF's other remedies.
5. Rate Stability. All rates shall remain valid and firm for the entire term of the Framework Agreement, including any extension; no escalation or price adjustment shall be admissible.
6. Performance Guarantee (per Work Order). No upfront performance guarantee shall be required at signing of the Framework Agreement. For each event, upon approval of the Firm's quotation and event execution plan (Form 11) at the framework rates, the Firm shall furnish, prior to mobilisation, a Performance Guarantee equal to ten percent (10%) of the approved quotation amount, in the form of a Bank Guarantee / Pay Order / Demand Draft / CDR from a scheduled bank of Pakistan. The Performance Guarantee shall be released by PHAF immediately after successful delivery of the respective event and clearance of dues / verification of deliverables. Failure to furnish the Performance Guarantee for an approved event shall entitle PHAF to withdraw the Work Order and, in case of repeated failure, to treat the Firm as in default.

7. Settlement of Disputes

1. Amicable Settlement. The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the Contract.
2. Arbitration. Any dispute not settled amicably within thirty (30) days shall be referred to arbitration at Islamabad under the Arbitration Act, 1940 [or successor law]. The decision of the arbitrator(s) shall be final and binding.



SECTION VIII: SPECIAL CONDITIONS OF CONTRACT (SCC)

GCC Ref.	Special Condition
1.1	Evaluated Bid Price: as computed under ITB Clause 26 on the basis of the successful proposal's quoted unit rates and the estimated quantities of the Price Schedule (Event Management Rate Card). Event management services are availed on a need / as-and-when-required basis through Work Orders and carry no minimum commitment.
2.1	Term: one (01) year from the Effective Date, extendable on the same rates, terms and conditions for up to six months, subject to satisfactory performance and PHAF's requirement; annual performance reviews inform each extension.
6.1	Framework rates: as per the Price Schedule (Event Management Rate Card) of the successful proposal, valid and firm for the entire term of the Framework Agreement, including any extension.
6.2	Items not covered by the Price Schedule: procured through the Firm at rates approved in writing by PHAF in advance, supported by market evidence (Scope of Work: Call-Off Mechanism).
6.4	Liquidated damages: [1]% per day, capped at [10]% of the relevant invoice / Work Order value.
General	Performance Guarantee: per Work Order — ten percent (10%) of the approved quotation amount for each event (Form 11), furnished upon approval of the event quotation and prior to mobilisation; released immediately after successful delivery of the respective event and clearance of dues. No upfront guarantee at signing of the Framework Agreement.
General	Delivery SLAs: event execution plan within [05] working days of a Work Order (or such shorter period as the Work Order specifies); post-event report within five (05) working days of each event; monthly and quarterly reporting per the Scope of Work.
General	Security clearance: personnel deployed at engagements involving the Prime Minister or other high dignitaries shall meet the security clearance requirements of the competent authorities.
7.2	Arbitration venue: Islamabad. Governing law: laws of Pakistan.

Form of Contract

THIS FRAMEWORK AGREEMENT is made at Islamabad on the [] day of [month] 20[] between the Pakistan Housing Authority Foundation (PHAF), Ministry of Housing & Works, Government of Pakistan (the "Procuring Agency") of the one part, and [Name of Firm], a company incorporated under the laws of Pakistan with its registered office at [address] (the "Firm") of the other part.

WHEREAS the Procuring Agency invited proposals for the Hiring of a Turnkey Event Management Firm under RFP No.....

and has accepted the proposal of the Firm as the Most Advantageous Bid;

NOW THIS AGREEMENT WITNESSETH that the following documents shall constitute the Contract between the parties, each to be read and construed as an integral part hereof, and in the following order of precedence as per following terms and conditions:

Applicable Laws shall be obligated as per mutual agreed terms and conditions with both parties, The Contract shall be governed by, and interpreted in accordance with, the applicable laws of the Islamic Republic of Pakistan.

Any notice shall be in writing and delivered by hand, courier or e-mail to the addresses stated in the Contract.

Taxes and Duties. The Firm shall be responsible for all taxes, duties and levies applicable under the laws of Pakistan; payments shall be subject to tax deductions at source as applicable.

Effectiveness and Term. The Contract shall come into force on the Effective Date and shall remain in force for one (01) subject to satisfactory performance, unless terminated earlier in accordance with the GCC.

Modification. Any modification of the Contract shall be in writing and signed by both parties, and shall remain consistent with the Public Procurement Rules, 2004.

Termination for Default. PHAF may terminate the Contract where the Firm fails to remedy a notified default within thirty (30) days, becomes insolvent, is blacklisted, or engages in corrupt or fraudulent practices.

Termination for Convenience. PHAF may terminate the Contract for convenience upon sixty (60) days written notice. On termination, PHAF shall pay for services deemed satisfactorily for agency delivered up to the date of termination.

Standard of Performance. The Firm shall perform the Services with due diligence, efficiency and economy, in accordance with generally accepted professional standards, and shall observe sound management practices.

Conflict of Interest. The Firm shall hold PHAF's interests paramount and shall avoid any conflict with other assignments or its own corporate interests.

Confidentiality. The Firm and its personnel shall not disclose any proprietary or confidential information of PHAF without prior written consent, during and after the term of the Contract.

Intellectual Property. All works produced under the Contract shall vest in PHAF upon payment; the Firm shall execute all documents required to perfect such vesting.

Insurance and Compliance. The Firm shall obtain insurances as applicable and comply with all applicable laws, including labour and social security laws, for personnel on its payroll.

Successful bidder shall submit Performance Guarantee within 15 days of the issuance of the Work order/Letter of Acceptance and the Integrity Pact.

IN WITNESS WHEREOF the parties have caused this Agreement to be signed in their respective names by their duly authorised representatives on the day and year first written above, in the presence of the witnesses named below. [Signature blocks for PHAF and the Firm, with two witnesses each.

Past Experience / Contracts

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



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.