Standard Bidding Document

NATIONAL SME EXPO 2027 - CLUSTER SHOWCASE (FOR 05 PRE-QUALIFIED EVENT MANAGEMENT COMPANIES THROUGH OPEN FRAMEWORK AGREEMENT THROUGH TENDER NOTICE NO. SMEDA/OM-Event/A&CS/042 DATED APRIL 25, 2026)

(Non-Consultancy Services)

National

Single Stage-One Envelope

November 05, 2026

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PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **SMEDA (Small and Medium Enterprises Development Authority (SMEDA))** has reserved Funds for the procurement planned for FY **2026-27**. The **SMEDA (Small and Medium Enterprises Development Authority (SMEDA))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**NATIONAL SME EXPO 2027 - CLUSTER SHOWCASE (FOR 05 PRE-QUALIFIED EVENT MANAGEMENT COMPANIES THROUGH OPEN FRAMEWORK AGREEMENT THROUGH TENDER NOTICE NO. SMEDA/OM-Event/A&CS/042 DATED APRIL 25, 2026)**" with the reference of **"P166095"**

2. The **SMEDA (Small and Medium Enterprises Development Authority (SMEDA))** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.

3. **Single Stage-One Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Least Cost Based Selection (LCBS)**Technique for the subject procurement, in line with the Public Procurement Rules, 2026 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, 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/166095**.

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 **Friday, November 20, 2026 11:00 AM**. E-bids will be opened on the same day at **Friday, November 20, 2026 11:30 AM**. 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**

In terms of Rules 65 of Public Procurement Rules, 2026 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.gov.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 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-One 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 Procurement Notice.

3. **Fraud & Corruption**

3.1. As defined under Rule 2(1)(x) of Public Procurement Rules, 2026.

4. **Eligible Bidders**

4.1. A bidder shall be eligible to participate in a procurement process, if it—

4.1.1. possesses the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and past performance necessary to complete the procurement contract,

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

4.1.3. has not been declared bankrupt or, in the case of company or firm, insolvent or being wound up and its activities or affairs are suspended by a Competent Authority or by the Court of law;

4.1.4. is not under any legal proceedings which may result in bankruptcy or any other situation entailing the total or partial loss of the right to administer and dispose of the property;

4.1.5. has not been convicted by a final judgment of a Court of Law,

4.1.6. is not blacklisted by the procuring agency or cross-debarred by the Authority at the time of the submission of bid;

4.1.7. is not blacklisted or debarred at the time of the submission of bid by an international financial institution, international organizations, or other multilateral development Bank for the period defined by them; and

4.1.8. is not convicted in the case of a company, its owners and beneficial owners, directors or officers of a criminal offence related to-

4.1.8.1. its professional conduct; or

4.1.8.2. a prohibited practice within the period specified in the tender documents and has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been debarred from a procurement process in Pakistan.

4.2. Except as permitted under the Ordinance, rules and regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that-

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

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

4.2.3. is not related to the avoidance of 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.

5. **Qualification of the Bidder**

5.1. All Bidders shall provide 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 in accordance with **ITB 6.1** include:

Section I -Invitation to Bid
Section II Instructions to Bidders (ITB)
Section III Bid Data Sheet (BDS)
Section IV Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.
Section V Fraud & Corruption
Section VI General Conditions of Contract (GCC)
Section VII Special Conditions of Contract (SCC)
Section VIII 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 8 .**

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 pursuant to **ITB 8** .

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 pursuant to **ITB 8 .1** 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 after record reason in writing:

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 10 and 11;

9.1.2. Documentary evidence established in accordance with ITB 8 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 ITB 9 that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established in accordance with ITB 9.3 that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with ITB 14; 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 ITB 8, the bidder shall furnish, as part of itsbid, 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.

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, provisions of services 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 in accordance with ITB 10 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 pursuant to ITB 28, unless otherwise price adjustment is permissible under Conditions of the Contract.

14. **Price Adjustment**

14.1. Price adjustment shall not be applicable on the contract with less then 12 months period.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services upto maximum 15% on annual basis.

14.3. **Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government’s minimum wage notification, subject to the condition that clause 11.2 shall not be applicable 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.

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 Form 9 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, pursuant to ITB 14.5

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in 14.5 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 pursuant to ITB 13. 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 pursuant to ITB 23; or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with ITB 32; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with ITB 33.**

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 Section V, 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.

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 accordance with ITB 8. 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**

22.1. As per Rule 10 of Public Procurement Rules, 2026
(PA to establish a Procurement Cell which shall carryout procurements a per Rule 10 of Public Procurement Rules, 2026)

23. **Opening & Evaluation of Bids by the Bid Evaluation Committee**

23.1. As per Rule 11 of Public Procurement Rules, 2026
(PA to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements with an estimated value up to two billion rupees)

24. **Third Party Validation**

24.1. **In compliance with Rule 12** of Public Procurement Rules, 2026, the third-party validation committee or firm shall validate all procurements above five hundred million and up to two 2 billion rupees. The third-party validation shall be conducted at specifications, bidding documents preparation, technical (if any) & final evaluation stages.

25. **External Bid Evaluation Committee**

25.1. **As per Rule 13 of Public Procurement Rules, 2026,** procurements with an estimated value above two billion rupees shall be opened and evaluated by the Procuring Agency's notified External Bid Evaluation Committee.

26. **Opening of Bids**

26.1. 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.

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

26.3. 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**.**

26.4. 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.

27. **Confidentiality**

27.1. 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.

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

28. **Preliminary Examination of Bids**

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

28.1.1. meets the eligibility criteria defined in **ITB 3**;

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

28.1.3. is accompanied by the required securities; and

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

28.2. The procuring agency will confirm that the documents and information specified under **ITB 7,8 and 9** 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 bid shall be rejected.

28.3. 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.

29. **Examination of Terms and Conditions, Technical Evaluation**

29.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **ITB 21,** to confirm that all requirements specified in **Section V – Evaluation Criteria, Technical Specifications and Schedule of Requirements**,prescribed inthe bidding document have

been met without material deviation or reservation.

29.2. 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 **ITB 21,** it shall reject the bids.

30. **Correction of Errors**

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

30.1.1. 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;

30.1.2. 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

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

30.1.4. 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.

30.2. 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 in accordance with **ITB 14.**

31. **Conversion to Single Currency**

31.1. As per Rule 42(2) of Public Procurement Rules, 2026.

32. **Evaluation of Bids**

32.1. The procuring agency shall evaluate bids in accordance with Rule 42 of Public Procurement Rules, 2026 and compare only those bids determined to be substantially responsive, pursuant to **ITB 21.**

32.2. 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.

32.3. **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.**

32.4. The Procuring agency/Employer's evaluation of a bid will take into account:

32.4.1. 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;

32.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 30;**

32.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 31**;

32.6. 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.

32.7. 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.**

33. **Determination of Most Advantageous Bids**

33.1. 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.

34. **Abnormally Low Financial Bids**

34.1. Subject to sub-rule (2), a procuring agency may, in the procurement of goods, works and services, 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.

34.2. A procuring agency shall not reject a bid as abnormally low under sub-rule (1) unless the procuring agency—

34.2.1. requested through EPADS from the bidder a written clarification of bid, including a detailed price analysis of its 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 documents; and

34.2.2. having taken into account the information provided by the bidder in response to a request under clause (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 against the offered price.

34.3. The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision. The procuring agency may reinitiate the bidding process after communication of such decision.

34.4. Every abnormally low bid shall be investigated in order to determine the reason for submitting the bid including whether the bid was submitted in order to remove other bidders from competition.

34.5. In case it is established after investigation that the bidder submitted an abnormally low bid to remove other bidders from competition or to frustrate the bidding process, the procuring agency may blacklist the bidder in accordance with Rule 25(1)(d).

35. **Rejection of Bids**

35.1. As per Rule 45 of Public Procurement Rules, 2026

36. **Cancellation of procurement**

36.1. As per Rule 46 of Public Procurement Rules, 2026

37. **Single Responsive Bid**

37.1. The procuring agency may consider single responsive subject to underlying conditions of Rule 50 of Public Procurement Rules, 2026.

38. **Alternate Dispute Resolution (ADR)**

38.1. As per Rule 66 of Public Procurement Rules, 2026

39. **Arbitration Clause**

39.1. (Appointing Authority for the Arbitrator shall be Chief justice of Honorable Islamabad High Court OR Managing Director (PPRA) OR Secretary (Ministry of Law & Justice),

40. **Fee of the Arbitrator**

40.1. The fee shall be specified in PKR as detrmined by the Appointing Authority and shall be shared equally by each party.

41. **Socio-economic development**

41.1. As per Rule 63 of Public Procurement Rules, 2026, PA to encourage the inclusiveness of small and medium enterprises, and marginalized groups by according preferences in line with the notified policies of the Federal Government

42. **Environmental objectives**

42.1. As per Rule 64 of Public Procurement Rules, 2026, The procuring agency may seek to procure services with a reduced environmental impact throughout their life cycle when compared to services with the same primary function that may otherwise be procured.

F. Award of Contract

43. **Appointment of Contract Manager**

43.1. The procuring agency shall designate a Contract Manager for each procurement or class of procurement who shall manage the contract as per Rule 58 & 59 of Public Procurement Rules, 2026.

44. **Criteria of Award**

44.1. 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 Successful Bid .

45. **Procuring Agency’s Right to reject All Bids**

45.1. 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).

45.2. 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.

46. **Procuring Agency’s Right to Vary Quantities at the Time of Award**

46.1. The procuring agency reserves the right, at the time of contract award, to increase or decrease not more than 15% of the original scope of related services originally specified in the Schedule of Requirements, provided that such variation does not exceed the percentage indicated in

the **Bid Data Sheet (BDS)**. This adjustment shall be made without any change in the unit price or other terms and conditions of the Bids and Bidding Documents.

47. **Notification of Award**

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

47.2. 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 Award 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).

47.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee in accordance with **ITB 33** and signing of the contract in accordance with **ITB 32.**

48. **Signing of Contract**

48.1. 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.

49. **Performance Guarantee**

49.1. After the receipt of the Letter of Award, 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.

49.2. Failure of the successful bidder to comply with the requirement of **ITB 33.1** 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.

50. **Advance Payment**

50.1. The Procuring Agency will provide an Advance Payment as stipulated in the Conditions of Contract, subject to a maximum amount, as stated in the **BDS**. The Advance Payment request shall be accompanied by an Advance Payment Guarantee in the form provided in Contract Forms.

51. **Arbitration**

51.1. The Arbitrator shall be appointed by mutual consent of the both parties as per the provisions specified in the **SCC**.

52. **Corrupt & Fraudulent Practices**

52.1. 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. The Principal Accounting Officer or head of procuring agency or any authorized officer shall constitute a committee comprising of odd number of members completely outside the procuring agency from any other procuring agency or from the pool of experts maintained by the Authority and accessible through EPADS with necessary powers and authorizations, to address the complaints of bidders or parties that may occur prior to the entry into force of the procurement contract.

53.2. Any party may file a written complaint, two days prior to the proposal submission deadline, against the eligibility parameters, evaluation criteria or

any other terms and conditions described in the bidding documents, if found contrary to the provisions of the procurement regulatory framework, and the same shall be addressed by the GRC.

53.3. Any bidder or party feeling aggrieved by any act of the procuring agency after the submission of bid, may lodge a written complaint concerning his grievances within seven days of announcement of the technical evaluation report and five days after issuance of final evaluation report.

53.4. In case, the complaint is filed against the technical or final evaluation report, the GRC may suspend the procurement proceedings till the decision.

53.5. In case, the complaint is filed after the issuance of the final evaluation report, the complainant may not raise any objection on technical evaluation of the report:Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage-single envelope bidding procedure is adopted.

53.6. The GRC shall investigate and decide upon the complaint within ten days of its receipt.

53.7. Any bidder or party not satisfied with the decision of the GRC or if GRC fails to decide within ten days under sub-rule 6, may file an appeal before the Appellate Committee of the Authority, comprising odd number of members including an external member within ten days of communication of decision subject to depositing the prescribed fee and in accordance with the procedure determined by the Authority. The Appellate Committee of the Authority shall decide the appeal within 45 days from the receipt of the appeal. The Appellate Committee may suspend the process of award of contract to such period as deemed appropriate during the pendency of appeal. The decision of the Appellate Committee of the Authority shall be considered as final.

H. Blacklisting/ Debarment

55. **Procedure for Blacklisting/Debarment**

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-25 of the Public Procurement Rules, 2026 , Mechanism for Blacklisting, Debarment Regulations, 2026 and “procedure for filling and disposal of review petition under rule-25(6) of Public Procurement Rules, 2026.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Goods 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
ITB Number 1.1

Name of Procuring Agency: **SMEDA (Small and Medium Enterprises Development Authority (SMEDA))**

The subject of procurement is: **NATIONAL SME EXPO 2027 - CLUSTER SHOWCASE (FOR 05 PRE-QUALIFIED EVENT MANAGEMENT COMPANIES THROUGH OPEN FRAMEWORK AGREEMENT THROUGH TENDER NOTICE NO. SMEDA/OM-Event/A&CS/042 DATED APRIL 25, 2026)**

Expected commencement date: **Tuesday, December 8, 2026**

BDS Clause Number 2
ITB Number 2.1

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

Name and identification number of the Contract: **P166095**

BDS Clause Number 3
ITB Number 4.6

JV/Consortium or Association Allowed: **No**
Number of JV/Consortium Members: **Nil**

B. Bidding Documents

BDS Clause Number 4
ITB Number 7.1

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Tuesday, November 17, 2026
Pre-Bid Meeting: Thursday, November 12, 2026 11:00 AM
Venue: 4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road

BDS Clause Number 5
ITB Number 8.1

Any addendum, in case issued, shall be published on **SMEDA (Small and Medium Enterprises Development Authority (SMEDA))** website and on **EPADS v2.0**.

BDS Clause Number 6
ITB Number9.1

List of documents required along with the bid:

1. ANNEXURE A (FORM BID-1)
2. ANNEXURE B FORM KP-1 (MANDATORY KEY PERSONNEL SCHEDULE)
3. ANNEXURE B-1 (STANDARD KEY PERSONNEL CV & AVAILABILITY DECLARATION)
4. ANNEXURE G (EXHIBITION SPACE, STALL, DISPLAY & FUNCTIONAL AREA SPECIFICATIONS)
5. ANNEXURE G1
6. ANNEXURE H (FORM FIN-1)
7. ANNEXURE I (FORM FIN-2)
8. BID SUBMISSION COMPLETENESS CHECKLIST

BDS Clause Number 7
ITB Number 11.1

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

see Eligibility Criteria

BDS Clause Number 8
ITB Number 7.6

Services and Their related documents:
See section Required Services and Scope of Work

BDS Clause Number 9
ITB Number 13.1 & 13.2

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

BDS Clause Number 10
ITB Number 7.6.2

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11
ITB Number 13.5

The price shall be **Fixed**.

BDS Clause Number 12
ITB Number 15.1

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

BDS Clause Number 13
ITB Number 16.1

The Bids/Bid Validity period shall be: **45 Days**

BDS Clause Number 14
ITB Number 17.1

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**
Instrument of Bid Security Shall be in the Name of : **Small & Medium Enterprises Development Authority (SMEDA)**
The Bid Security shall be in the form of: **Pay Order, Demand Draft**

BDS Clause Number 15
ITB Number 17.3

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 180 days so the bid security shall be valid for 180+28 = 208 days.

BDS Clause Number 16
ITB Number 18.1

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

D. Submission of Bids

BDS Clause Number 17
ITB Number 21.1

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

4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).

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

The deadline for Bids submission is: **Friday, November 20, 2026 11:00 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 18
ITB Number 26.1

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

Day *:* ***Friday***

Date: ***Friday, November 20, 2026***

Time *:* ***11:30 AM***

BDS Clause Number 19
ITB Number 32.1

Selection technique adopted will be: **Least Cost Based Selection (LCBS)**
see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20
ITB Number 49.1

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

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

BDS Clause Number 21
ITB Number 51.1

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

G. Review of Procurement Decisions

BDS Clause Number 22
ITB Number 53.1

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

Eligibility Criteria

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

Required Registration
FBR (NTN)
Punjab (PRA)
SECP
Registrar of Firms

Eligibility Criteria	Document
i. Completed FORM BID-1 - Bid Submission & Mandatory Compliance Form. (Use ANNEXURE A (FORM BID-1))	Yes
ii. Completed FORM KP-1 - Mandatory Key Personnel Schedule. (Use ANNEXURE B FORM KP-1 (MANDATORY KEY PERSONNEL SCHEDULE))	Yes
iii. One prescribed Standard Key Personnel CV and signed availability declaration for each of the five required key personnel, together with the prescribed assignment/role evidence. (Use ANNEXURE B-1 (STANDARD KEY PERSONNEL CV & AVAILABILITY DECLARATION))	Yes
iv. Signed acknowledgement and compliance with Annexure G. (Use ANNEXURE G (EXHIBITION SPACE, STALL, DISPLAY & FUNCTIONAL AREA SPECIFICATIONS))	Yes

v. FORM FIN-1 - Financial Bid Submission Form. (Submit completely filled ANNEXURE H (FORM FIN-1))	Yes
vi. Complete FORM FIN-2 - Price Schedule / Bill of Quantities. (Submit completely filled ANNEXURE I (FORM FIN-2))	Yes
vii. Any additional statutory or procurement forms included in the bidding documents.	No
viii. Submission of original Bid Security, at SMEDA Lahore Office, amounting to Rs. 3,748,240/- in the form of Pay Order / Demand Draft in favour of Small & Medium Enterprises Development Authority before bid closing date and time.	Yes
Note: (i) Only Pre-qualified Event Management Companies are eligible to participate in this bidding process.	No
(ii) No separate bid-stage Exhibition Design Concept, Implementation Methodology, QA/Risk Plan, organizational-capacity form or technical-evaluation cross-reference sheet is required.	No

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Evaluation Criteria

Least Cost Based Selection (LCBS)

Required Services

Positions Without Lots :

Position	Delivery Schedule	Quantity	Bid Security
NATIONAL SME EXPO 2027 - CLUSTER SHOWCASE (FOR 05 PRE-QUALIFIED EVENT MANAGEMENT COMPANIES THROUGH OPEN FRAMEWORK AGREEMENT THROUGH TENDER NOTICE NO. SMEDA/OM-Event/A&CS/042 DATED APRIL 25, 2026)	**Address:** Lahore Expo Centre - Halls 2 & 3 **Schedule:** 2 Months (December 2026-January 2027) **Quantity:** 1/Qty	1/Qty	3748240 PKR

Related Services :

No

Services Specifications

Positions Without Lots :

Position: NATIONAL SME EXPO 2027 - CLUSTER SHOWCASE (FOR 05 PRE-QUALIFIED EVENT MANAGEMENT COMPANIES THROUGH OPEN FRAMEWORK AGREEMENT THROUGH TENDER NOTICE NO. SMEDA/OM-Event/A&CS/042 DATED APRIL 25, 2026)

Specifications / Requirements:

EXHIBITION SPACE, STALL, DISPLAY & FUNCTIONAL AREA SPECIFICATIONS attached as Annex-G

Scope of Work

Scope of Work / Servicesattached as Annexure-1

Brief Description

SMEDA is organizing National SME Expo 2027 - Cluster Showcase as a national cluster-based showcase of selected SMEs from across Pakistan. The Expo is intended to combine professional product and enterprise showcasing with domestic B2B and market linkages, institutional and business-support interfaces, diplomatic/commercial engagement and focused event activity in a coherent national platform.

Only following Pre-qualified Event Management Companies bySMEDA are invited to participate in this bidding process throughEPADS:

1. M/s Global Solutions
2. M/s The Brand Buzz
3. M/s QUETZAL (PVT.) LIMITED
4. M/s Badar Expo Solutions
5. M/s Pegasus Consultancy (Pvt.) Ltd.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

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]		

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

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 Contractorand 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 required resources 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 thirty (30) 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 thirty (30) 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 Service Provider 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 Service Provider 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**

32.1.1. **Alternate Dispute Resolution (ADR),** After coming into force of the procurement contracts, disputes, between the parties to the contract may be settled by one or more alternate dispute resolution methods including
Arbitration. Where an Alternate Dispute Resolution process other than Arbitration may not lead to an amicable settlement of dispute, Arbitration shall be resorted to.

32.1.2. The procuring agency shall specify mechanism for the appointment of an arbitrator expressly in the contract and the competent authority who shall appoint the arbitrator.

32.1.3. The laws of Pakistan shall apply to an arbitration unless specifically agreed to otherwise in the contract.

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: SMEDA (Small and Medium Enterprises Development Authority (SMEDA)), Deputy General Manager 4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).

Contractor is:

The title of the subject procurement is:NATIONAL SME EXPO 2027 - CLUSTER SHOWCASE (FOR 05 PRE-QUALIFIED EVENT MANAGEMENT COMPANIES THROUGH OPEN FRAMEWORK AGREEMENT THROUGH TENDER NOTICE NO. SMEDA/OM-Event/A&CS/042 DATED APRIL 25, 2026)

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:

SMEDA (Small and Medium Enterprises Development Authority (SMEDA)), Deputy General Manager
4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).
+92-323-435-3663
sohailn@smeda.org.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:

SMEDA (Small and Medium Enterprises Development Authority (SMEDA)), Deputy General Manager
4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).
+92-323-435-3663
sohailn@smeda.org.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 Goods 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 goods or services due to a conflict of a nature described in Clause GCC 16**.**

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 **1.00%** to **10.00%** 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:
Instrument of Performance Guarantee shall be in the Name of : **Small & Medium Enterprises Development Authority**

The amount of performance guarantee shall be 10.00% of the contract price in acceptable form of Pay Order, 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 28

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 29

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.

Delivery & Documents

Terms of Payment

Payment shall be made in Pakistani Rupees in the following manner: (i) Advance Payment: Up to thirty percent (30%) of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of request and Pay Order / Demand Draft for equivalent amount valid until the conclusion of the Event in favor of SMEDA. The advance shall be adjusted against the remaining payment.

(ii) Remaining Payment: The remaining payable amount, less the retention under (iii) below, shall be paid within forty five (45) days of conclusion of the Event, subject to acceptance of deliverables, final installed/delivered quantity reconciliation and measurement of actual approved work at the accepted quoted unit rates, adjustment of the advance, and applicable statutory deductions/withholding.

(iii) Retention: Ten percent (10%) of the final payable amount shall be retained and released only upon submission and SMEDA acceptance of the Post-SME Expo Completion Report, in which the Event Management Firm shall set out all duties performed against each Work Order issued to it, with supporting evidence.

Number of GC Clause 31

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.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Bid Securing Declaration

Form 9: Bid Securing Declaration

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

Bid No.:***P166095***

To: **SMEDA (Small and Medium Enterprises Development Authority (SMEDA)), Deputy General Manager 4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).**

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 **SMEDA (Small and Medium Enterprises Development Authority (SMEDA)), Deputy General Manager 4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).**

(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., **NATIONAL SME EXPO 2027 - CLUSTER SHOWCASE (FOR 05 PRE-QUALIFIED EVENT MANAGEMENT COMPANIES THROUGH OPEN FRAMEWORK AGREEMENT THROUGH TENDER NOTICE NO. SMEDA/OM-Event/A&CS/042 DATED APRIL 25, 2026) (*P166095*)** and has accepted a Bids by the Bidder for the provision of Services 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: ……

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE 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 time 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: **SMEDA (Small and Medium Enterprises Development Authority (SMEDA)), Deputy General Manager 4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).**

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 Non-Consultancy Services*(*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}

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Annexure

Scope of Work & Services Annexure-1

Information (Read-Only)

See Form Under Additional Forms and Documents: **Scope of Work & Services Annexure-1** (page number: 75)

Prescribed Forms and Annexures

Information (Read-Only)

See Form Under Additional Forms and Documents: **Prescribed Forms and Annexures** (page number: 89)

ANNEXURE A (FORM BID-1)

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **ANNEXURE A (FORM BID-1)** (page number: 90)

ANNEXURE B FORM KP-1 (MANDATORY KEY PERSONNEL SCHEDULE)

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **ANNEXURE B FORM KP-1 (MANDATORY KEY PERSONNEL SCHEDULE)** (page number: 91)

ANNEXURE B-1 (STANDARD KEY PERSONNEL CV & AVAILABILITY DECLARATION)

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **ANNEXURE B-1 (STANDARD KEY PERSONNEL CV & AVAILABILITY DECLARATION)** (page number: 92)

ANNEXURE G EXHIBITION SPACE, STALL, DISPLAY & FUNCTIONAL AREA SPECIFICATIONS

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **ANNEXURE G EXHIBITION SPACE, STALL, DISPLAY & FUNCTIONAL AREA SPECIFICATIONS** (page number: 94)

ANNEXURE H FORM FIN-1 FINANCIAL BID SUBMISSION FORM

Financial Submission (Vendor)

ANNEXURE I (FORM FIN-2)

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **ANNEXURE I (FORM FIN-2)** (page number: 106)

BID SUBMISSION COMPLETENESS CHECKLIST

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **BID SUBMISSION COMPLETENESS CHECKLIST** (page number: 114)

Annexure G1

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure G1** (page number: 115)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Procurement Forms

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
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(PPRA)
EPADS

Additional Forms and Documents

Annexure-1

Scope of Work / Services

SMALL AND MEDIUM ENTERPRISES DEVELOPMENT AUTHORITY (SMEDA)

NATIONAL SME EXPO 2027 - CLUSTER SHOWCASE

REQUEST FOR PROPOSALS / TERMS OF REFERENCE

Hiring of Expo Event Management Firm

Event Venue	Lahore Expo Centre - Halls 2 & 3 (working procurement scope)
Public Event	15-17 January 2027
Procurement Basis	Single Stage Single Envelope Procedure

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1. Tender Summary

Item	Approved / Working Input
Assignment	Hiring of an Expo Event Management Firm for National SME Expo 2027 - Cluster Showcase.
Eligible bidders	Only following SMEDA pre-qualified event-management firms are invited through Outsourcing Management Division / EPADS: 1. M/s Global Solutions 2. M/s The Brand Buzz 3. M/s QUETZAL (PVT.) LIMITED 4. M/s Badar Expo Solutions 5. M/s Pegasus Consultancy (Pvt.) Ltd.
Event venue	Lahore Expo Centre - Halls 2 & 3 as the working procurement scope
Public event dates	15-17 January 2027.
Venue occupation basis	3 build-up / installation days + 3 public exhibition days + 1 dismantling / restoration day.
Exhibitor scale	The working planning mix is approximately 150 Small/Medium Enterprises and up to 50 Micro Enterprises. This mix is indicative and may be adjusted by SMEDA based on the final composition of selected exhibitors, provided that the overall number of participating enterprises does not exceed 200.
Procurement procedure	Single Stage Single Envelope Procedure.
Selection / evaluation basis	Mandatory assignment-specific compliance on a Pass / Fail basis, followed by financial evaluation / award among responsive bids in accordance with the applicable procurement rules and tender conditions.
Technical scoring	No scored technical evaluation and no technical qualifying score.
Commencement	From signing of the Contract / issuance of Work Order, as applicable.

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2. Background

SMEDA is organizing National SME Expo 2027 - Cluster Showcase as a national cluster-based showcase of selected SMEs from across Pakistan. The Expo is intended to combine professional product and enterprise showcasing with domestic B2B and market linkages, institutional and business-support interfaces, diplomatic/commercial engagement and focused event activity in a coherent national platform.

The working physical scope is Lahore Expo Centre Halls 2 and 3, with a three-day public exhibition from 15 to 17 January, 2027. The exhibition is planned for up to 200 participating enterprises: up to 150 Small / Medium Enterprises and up to 50 Micro Enterprises. Within the Small / Medium allocation, approximately five Furniture Cluster exhibitors may be accommodated in larger open display arenas. Final cluster distribution, exhibitor selection, display-kit assignment, stall allocation and the exact approved event layout will remain under SMEDA control.

The Event Management Firm will translate the approved program design into a professionally planned, fabricated, branded, installed, operated and dismantled physical exhibition. SMEDA will retain ownership of program policy, SME application and selection, Expo Portal operations, substantive B2B/MOU facilitation, sponsorship approvals, institutional engagement and other business decisions.

3. Scope of Services

The successful service provider firm shall provide all professional services, manpower, materials, equipment, coordination and execution necessary for the following scope, except where expressly identified as a SMEDA, Lahore Expo Centre or separately procured responsibility.

3.1 Site Survey, Event Design, Layout & Visitor Circulation

- Undertake a detailed site survey of the assigned halls and reconcile the approved venue CAD/layout, access/egress, columns, fixed infrastructure, service points, branding surfaces and venue restrictions before final design.
- Prepare a post-award integrated Hall 2 / Hall 3 zoning and circulation plan covering the approved enterprise mix, stall types S1/S2/S3 formats, cluster/display requirements, the integrated SMEDA Pavilion, institutional-partner and sponsor areas, B2B/MOU facilities, existing Hall 2 registration/information infrastructure, venue digital displays and service/back-of-house needs. No new ceremonial-stage fabrication is included in the Event Management Firm's scope; the Opening Ceremony shall use the purpose-built / venue-provided stage and the separately specified ceremony SMD, sound and branding package.
- The SMEDA Pavilion, B2B/MOU area, institutional-partner stalls and sponsor spaces are additional to the 200-enterprise exhibitor ceiling. The Event Management Firm shall present these post-award designs to SMEDA, together with its implementation strategy, for discussion and approval before detailed design and production.
- Distribute destination content, program anchors, signage and visitor routes deliberately across both halls to support balanced visitor movement and avoid treatment of either hall as residual space.
- Accommodate final cluster/sub-cluster distribution and display requirements provided by SMEDA without assuming equal cluster sizes or rigid rectangular cluster blocks.
- Maintain unobstructed emergency, fire, accessibility and service routes in coordination with venue requirements.

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3.2 Exhibition Fabrication, SME Stalls & Special Displays

- Design, fabricate, transport, install and dismantle the approved exhibition modules and display systems defined in Annexure G and reflected in the final FIN-2 / BOQ and approved layout.
- Use modular MDF-based local exhibition construction practice for Standard SME Stalls (S1) in an open-cluster format: no full-height side partitions between adjoining stalls and approximately 3-ft-high separation walls, with rear wall/service treatment as required by the approved layout. Compact Micro Stalls (S2) shall use an appropriately compact self-contained modular treatment. Detailed requirements are in Annexure G. Annexure G1, where issued with the RFP package, provides an indicative reference layout/design and does not override Annexure G or the post-award approved layout.
- Provide the common stall inclusions specified in Annexure G, including approved fascia/graphics, branded podium/counter with lockable storage, seating, lighting, power points, safe cabling and product-display fixtures. Standard Display Kits DK-A to DK-D are incremental fixture packages for S1 stalls only; S2 Micro Stalls do not receive a separate Display Kit and shall include their own basic compact display arrangement within the S2 rate.
- Provide approximately five (05) Furniture Open Display Arenas (S3) of approximately 20 ft x 20 ft each, within the 150 Small / Medium Enterprise allocation. These shall be open arena-style spaces rather than conventional enclosed stalls, with individual enterprise branding restricted primarily to the branded podium/counter and a shared large-format Furniture Cluster identity wall / backdrop for the overall cluster.
- Use the standardized Display Kits (DK) specified in Annexure G rather than customized construction for every S1 stall: DK-A General Product Display (117), DK-B Textile/Garment Display (10), DK-C Secure Display (8) and DK-D Digital/Service Display (10), totaling 145 indicative kits for 145 S1 stalls. Final assignment remains under SMEDA control. Auto, mobility and engineering exhibitors are expected to display components, samples and accessories rather than full vehicles or large machinery for normal planning purposes.
- Provide lockable storage within the individual branded podium/counter. In addition, wherever standard stalls are arranged back-to-back, incorporate concealed, partitioned and lockable storage within the space between the rear walls of adjoining stall rows, with access designed so that it does not interfere with visitor circulation, emergency routes, electrical installations or the external appearance of the exhibition. For Compact Micro Stalls, rear-wall storage shall be provided where layout permits.
- Provide a representative full-scale stall/display mock-up and material/finish samples for approval before mass fabrication.

3.3 Cluster Identity, Branding, Signage, Wayfinding & Lahore Expo Centre Location Branding

- Develop and install a coherent event visual system consistent with the approved SMEDA / National SME Expo identity and approved artwork.
- Provide cluster headers, fascia treatment, destination markers, shared story/display elements and other approved identity features so that clusters remain recognizable even where layout geometry is not perfectly rectangular.
- Provide the controlled branding/signage inventory in FIN-2 and Annexure G, including Hall 2 and Hall 3 entrance treatments, two hall directory/zone maps, cluster-wise visitor maps for distribution to visitors through a QR-linked digital version, up to 24 cluster identity packages, B2B/MOU

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identification, three media/photo walls, 12 large and 20 medium wayfinding/identification signs, up to 15 country flags (only for foreign delegations whose participation is confirmed; country list to be shared by SMEDA in advance), sponsor visibility panels, four outside wall/walkway branding panels (approx. 10 ft x 22 ft), 31 slant-pillar brandings (approx. 3 ft x 24.9 ft), 30 long flex panels (approx. 45 ft x 4 ft), ten partner logo walls (approx. 12 ft x 7 ft), one premium freestanding 3D Expo identity feature at the main public-facing frontage/entrance of Lahore Expo Centre and approved replacement graphics. No new main ceremonial-stage fabrication is included; Opening Ceremony branding is separately controlled under Section L / Annexure G.

- In addition to the hall, cluster, sponsor and wayfinding inventory above, execute a separate provisional schedule of fixed-location branding at Lahore Expo Centre. The schedule shall cover the approved principal public gate/frontage, gate house, Hall 2 and Hall 3 external entrance faces, Hall 2 upper front-glass/reception frontage, approved entrance-side panels, parking-area light poles, mezzanine railings, outer-grill panels, divider frames, the approved branding-wall locations outside Gate 1 towards Emporium Mall, the overhead water tank and main reception architectural surfaces, as specified in Annexure G and FIN-2. Quantities in FIN-2 are provisional common pricing quantities; final locations and quantities shall be confirmed after the post-award site survey and Lahore Expo Centre permissions, and payment shall be made only for actual SMEDA-authorised branding installed and accepted at the accepted unit rates.
- Ensure wayfinding clearly communicates the content and purpose of each hall/zone and supports movement between Halls 2 and 3.
- All branding locations, quantities, dimensions and materials shall be reconciled against the approved post-award site survey, Lahore Expo Centre permissions/NOCs and the final approved BOQ/call-off before production. Reference dimensions in Annexure G are pricing and planning bases only; the Event Management Firm shall verify actual site dimensions before fabrication and shall not claim additional payment for its own measurement or production error.

3.4 SMEDA Pavilion, Institutional / Sponsor Areas & Business Functions

- Design and execute the Integrated SMEDA Pavilion (F1) as a centrally located/open-island working SME facilitation hub on a working planning footprint of approximately 50 ft x 40 ft, subject to final layout. It shall be open/visible from all four sides, carry illuminated SMEDA/Expo cut-out branding on all four sides, include SME service pods/counters, lockable storage, two minimum 85-inch UHD/4K commercial-grade displays, a raised discussion platform with sofa seating, audience seating for approximately 20-30 persons, compact/directional sound and microphones, power and safe concealed cabling.
- Provide fifteen (15) institutional-partner stalls (F3), approximately 10 ft x 10 ft each, and Six (06) sponsor stalls (F4), approximately 20 ft x 20 ft each, as separately identifiable functional categories additional to the 200 SME exhibitor ceiling. Sponsor stalls shall use a premium format but remain subordinate to the SME showcase; sponsorship-tier differentiation shall principally use the approved branding inventory.
- Provide a dedicated B2B/MOU Facilitation Area (F2), working planning size approximately 40 ft x 30 ft, separate from SME stalls and visually open but controlled-use rather than a general visitor lounge. Provide a front reception/registration point, identified MOU desk, ten meeting-table sets (one table with four chairs each), printer/consumables, power/charging, stationery, signage and specified Event

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Management Firm support manpower. Substantive B2B/MOU mobilization and facilitation remain with SMEDA.

- Provide Twelve (12) railing/balcony-mounted indoor SMD screens, Six per hall, indicative size approximately 20 ft x 12 ft, for the three public Event days, for hall display and relay of the Event live stream, complete with safe mounting, controllers, cabling, installation, testing, event-day operation/readiness and dismantling.
- Provide hall ambiance lighting for Hall 2 and Hall 3 (two halls) for the three public Event days.
- Provide a background music system covering Hall 2 and Hall 3, operated from a single centralized control point for both halls, for the three public Event days; the playlist (mainly national songs/anthems and Pakistani songs) shall be finalized by SMEDA. The compact discussion/presentation function inside F1 is retained. The Opening Ceremony shall use the purpose-built / venue-provided ceremonial stage; no separate stage fabrication is included in the Event Management Firm's scope.

Opening Ceremony / Inauguration

- Provide one large main-stage SMD screen, approximately 32 ft wide x 18 ft high, for the Opening Ceremony, complete with screen modules, suitable support/integration with the venue stage, processor/controller, signal distribution, cabling, installation, testing, ceremony-period technical operation/readiness and dismantling/removal where applicable.
- Provide a professional sound system suitable for a formal high-level Opening Ceremony, including front-of-house speakers, stage monitoring where required, wireless/corded microphones, lectern microphone where required, mixing/control equipment, cabling, sound check/rehearsal support and competent technical operators.
- Provide the approved Opening Ceremony / Convention Centre branding package, including ceremony-area graphics and branding of the venue-provided rostrum/lectern where used. The stage and rostrum/lectern structure itself shall be treated as purpose-built / venue-provided and shall not be fabricated by the Event Management Firm unless separately authorised in writing by SMEDA. No Opening Ceremony high tea, lunch or other catering is included in FIN-2. Dignitary mementos, where required, shall be drawn from the existing approved protocol inventory and shall not be charged again under the Opening Ceremony section.
- Sponsor or partner treatment shall not displace SME cluster identity or create benefits not expressly approved by SMEDA.

3.5 Registration, Badge & Operational Support Infrastructure

- Use the existing Lahore Expo Centre registration infrastructure fixed at the Hall 2 entrance. No fabrication of a new registration area is included. The Event Management Firm shall provide only the approved incremental branding/identification, two badge-printing workstations, queue-control barriers, operating manpower, badge production/replacement support and associated temporary operational setup specified in FIN-2.
- Provide badge printing/production and on-site replacement-print support using approved data/output supplied by SMEDA: 400 indicative QR-enabled SME representative badges displaying the representative's name and exhibitor company/enterprise name (up to two representatives per SME), 500 indicative standard event badges/cards for approved SMEDA, Event Management Firm,

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VIP, sponsor and partner categories, and 100 provisional replacement/additional badges. The Event Management Firm shall not develop or duplicate the SMEDA Expo Portal or applicant database.

- Establish a practical event control room / operational coordination point and approved back-of-house storage for event materials, replacement graphics, badges, stationery, tools, consumables and other Event Management Firm operational requirements.
- Provide approved exhibitor/material handling and load-in/load-out support attributable to the Event Management Firm's scope, with particular care for heavy, bulky, fragile or valuable exhibits and without duplicating venue services.

3.6 Marketing, Visitor Awareness, Media & Event Communications

- Prepare and execute a SMEDA-approved marketing, visitor-awareness and communications plan covering the pre-event period, the three public Event days and post-event close-out. The plan shall identify target visitor groups, campaign channels, activity calendar, creative outputs, implementation responsibilities, the fixed paid-media allowance and measurable delivery evidence.
- Execute approved organic social-media content and paid promotion/boosting. FIN-2 includes a fixed common paid social/digital-media spend allowance of PKR 3,000,000 which bidders shall not alter or mark up; bidders shall quote campaign management/optimization/monitoring/reporting separately. Execute the approved Lahore outdoor inventory, including five hoarding sites, 200 pole banners/streamers and 50 digital outdoor/LCD sites for six days (three pre-event plus three public Event days), and three premium freestanding 3D Expo promotional identity features at approved prominent Lahore city locations. Print-media advertising is outside the Event Management Firm's BOQ.
- Provide professional photography and videography across all three public days. Each of the three media/photo walls shall operate as a testimonial/photo point with a dedicated testimonial videography setup and operator plus a dedicated photographer. Provide two roving photographers and two roving videographers per public day, two same-day editing/content-processing personnel per day, same-day usable outputs, one final professionally edited highlights film of approximately 4-6 minutes and an organized high-resolution/raw/source-file media archive for SMEDA.
- Produce, install and maintain only the outdoor/digital/LCD promotional inventory included in FIN-2 and approved by SMEDA, with required site permissions, artwork approvals, proof-of-display evidence and final delivery records. Manage digital invitation distribution through an approved WhatsApp-based workflow to up to 5,000 approved recipients using SMEDA-authorized recipient data/content, with controlled sending/resending and delivery/distribution reporting.
- Provide media/photo walls and related interview/photography infrastructure as approved, and submit an organized post-event media/content package documenting the contracted awareness, publicity and media outputs.

3.7 Visitor Services, Limited Hospitality & Official Mementos

- Supply the approved protocol/presentation inventory in FIN-2: 30 fresh bouquets, 320 commemorative shields/mementos with approved Expo/SMEDA branding and presentation packaging (50 special shields, 50 VVIP shields and 220 shields for exhibitors), 50 special gift boxes with SME Expo branding, and 30 VVIP Giveaways / Premium Official Gifts with suitable presentation packaging. Samples/designs shall be approved before production.

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- Provide only the limited official hospitality specified in the FIN-2 / BOQ, such as tea/coffee, drinking water and light refreshments for designated SMEDA, B2B, official meeting, protocol or similar controlled areas.
- Provide lunch boxes for designated SMEDA staff, at least 100 per day for the three public Event days (300 indicative), each with a 500 ml water bottle and a cold drink.
- Provide drinking-water dispensers/coolers at designated visitor and functional-area locations, together with refill arrangements and suitable drinking cups, where these are not already included in the confirmed Lahore Expo Centre package. Quantities and locations will be defined in the FIN-2 / BOQ and approved layout.

3.8 Event-day Operations, Technical Support & Maintenance

- Deploy the project management and non-key operational manpower required by FIN-2 and the approved deployment plan, including registration/help desk, hall/floor supervision, ushers/visitor-facilitation personnel, runners, B2B/MOU support, electrical and general technical support, stall/branding maintenance and provisional supplementary housekeeping where not venue-provided. Normal operational manpower shall be measured on a Person-Day basis as defined in Annexure G.
- Maintain an active technical and maintenance response capability throughout the Event for immediate rectification of defects in the Event Management Firm's works, graphics, lighting, furniture, AV and other contracted items.
- Maintain appropriate spare materials/equipment and backup arrangements for foreseeable operational failures within the Event Management Firm's scope.
- Coordinate continuously with SMEDA and Lahore Expo Centre representatives during build-up, public days and dismantling.

3.9 Installation, Dismantling & Restoration

- Maximize off-site fabrication, prefabrication and pre-finishing so that venue build-up is used primarily for installation, integration, testing, cleaning and exhibitor setup. Provide the approved exhibitor material-handling manpower, trolleys and provisional handling support in FIN-2 without charging separately for moving/installing the Event Management Firm's own supplied items.
- Complete installation in accordance with the approved layout, samples, drawings and material/finish requirements and rectify all identified snags before public opening. Deploy the specified overnight/pre-opening readiness and rectification personnel for each of the three public-day openings.
- Maintain the Event Management Firm's works in serviceable condition throughout the three public days and carry out immediate rectification where required.
- Dismantle and remove the Event Management Firm's works within the approved venue window and restore/clear affected areas in accordance with Lahore Expo Centre and SMEDA requirements.
- Hand over required completion evidence, media/source files and other contracted close-out deliverables after the Event.

4. Key Personnel & Deployment

The bidder shall nominate the following key personnel for National SME Expo 2027 - Cluster Showcase. The proposed personnel are not required to be permanent employees of the bidder and may be

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employees, retained professionals or otherwise contractually committed resources. The bidder shall remain fully responsible for their availability, deployment and performance throughout the assignment.

Key Position	Principal Responsibility	Minimum Relevant Professional Experience	Minimum Comparable Assignment Experience
Project Manager / Team Lead	Overall responsibility, client coordination and delivery accountability.	8 years	4 comparable exhibitions, including at least 2 as Project Manager / Team Lead
Exhibition Design / Creative Lead	Integrated exhibition, cluster, branding and visitor-experience design responsibility.	5 years	3 comparable exhibitions in the same or substantially similar role
Operations & Logistics Lead	Logistics, load-in/load-out, material handling, hall/site operations and event-day coordination.	5 years	3 comparable exhibitions in the same or substantially similar role
Technical / Fabrication & Site Lead	Fabrication, installation, site supervision, technical services, event-day rectification and dismantling.	5 years	3 comparable exhibitions involving fabrication/site delivery in the same or substantially similar role
Marketing / Communications Lead	Integrated marketing, visitor-awareness, social/digital, media and content responsibility.	5 years	3 comparable exhibition/event campaigns in the same or substantially similar role

For purposes of the key-person assignment requirement, a comparable exhibition means a trade, business, industrial, sectoral or multi-sector exhibition/expo involving multiple exhibitors and substantive responsibilities relevant to the proposed role. For the Marketing / Communications Lead, a qualifying assignment may be an integrated marketing/communications campaign for a comparable exhibition or event.

For each proposed key person, the bidder shall submit the prescribed Key Personnel CV, details of the qualifying assignments, documentary evidence sufficient to establish the claimed assignment and the role performed, and a signed availability declaration. A firm-level contract/work order may establish the existence of an assignment but shall not, by itself, establish that a particular individual performed the claimed role unless that individual is identified in the document. Acceptable role evidence may include client/employer certification, experience/reference certificate, assignment-specific letter, project record or other verifiable documentary evidence.

Substitution of Key Personnel: The key personnel proposed by the bidder shall be available for and deployed on the assignment. Any substitution shall require the prior written approval of SMEDA. A replacement shall possess relevant professional experience and comparable assignment experience at least equivalent to the minimum requirements prescribed for the respective position. Substitution shall not relieve the Event Management Firm of its contractual obligations or create an entitlement to additional cost or time.

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5. Duration & Commencement

The assignment shall commence from the date of signing of the Contract / issuance of the Work Order, as applicable.

The assignment shall be for an indicative period of approximately two (2) months (December 2026 - January 2027) and shall continue through the planning, design, approvals, fabrication, installation, three public Expo days, dismantling/restoration and completion of required post-event close-out deliverables. The physical venue occupancy planning basis is three (3) build-up / installation days, three (3) public exhibition days (15-17 January 2027) and one (1) dismantling / restoration day, subject to the final Lahore Expo Centre access schedule.

The Event Management Firm shall submit a detailed implementation schedule immediately after commencement, working backwards from the fixed public Event dates and identifying approval, production, mock-up, off-site fabrication, installation, Event-day and dismantling milestones.

6. Bid Submission & Mandatory Compliance Requirements

This RFP is being issued to SMEDA's pre-qualified Event Management Firms. The bid shall therefore focus on compliance with the assignment-specific requirements of these TORs, the nominated key personnel, acceptance of the prescribed technical specifications and submission of the complete financial bid under the Single Stage Single Envelope Procedure.

- Completed FORM BID-1 - Bid Submission & Mandatory Compliance Form.
- Completed FORM KP-1 - Mandatory Key Personnel Schedule.
- One prescribed Standard Key Personnel CV and signed availability declaration for each of the five required key personnel, together with the prescribed assignment/role evidence.
- Signed acknowledgement and compliance with Annexure G.
- FORM FIN-1 - Financial Bid Submission Form.
- Complete FORM FIN-2 - Price Schedule / Bill of Quantities.
- Any additional statutory or procurement forms included in the bidding documents.

No separate bid-stage Exhibition Design Concept, Implementation Methodology, QA/Risk Plan, organizational-capacity form or technical-evaluation cross-reference sheet is required.

6.1 Post-Award Design & Implementation Submissions

Following award and commencement, the Event Management Firm shall submit for SMEDA review/approval, within the approved implementation schedule, the following assignment-specific execution documents and outputs. These are post-award contractual deliverables and are not bid-stage scored submissions:

- Detailed site survey / venue-interface reconciliation.
- Integrated Hall 2 / Hall 3 zoning, circulation and exhibition design concept, including a design presentation to SMEDA before detailed production.
- Detailed implementation schedule and work plan covering approvals, fabrication, build-up, public Event days, dismantling and close-out.
- Phase-wise manpower deployment plan consistent with FIN-2 and Annexure G.
- Project-specific QA/QC, inspection, snagging and rectification arrangements.
- Risk, backup and contingency arrangements for the Event Management Firm's scope.
- Marketing / visitor-awareness / media implementation plan and calendar.

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- Shop drawings, material/finish schedules, graphics/signage inventory, samples/mock-ups and other production documents required under these TORs, Annexure G and FIN-2.
- Opening Ceremony technical and branding plan covering the 32 ft x 18 ft main-stage SMD, sound-system layout and inputs, signal/control arrangements, rehearsal/sound-check readiness, ceremony-area branding and venue-provided rostrum/lectern branding.

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7. Mandatory Assignment-Specific Compliance Requirements

No technical marks or comparative technical ranking shall be applied. The following assignment-specific requirements shall be examined on a Pass / Fail basis. Since the RFP is issued only to pre-qualified Event Management Firms, this section does not re-score the bidder's general corporate experience, permanent staff strength, departmental structure or organizational capacity.

Mandatory Requirement	Required Evidence / Submission	Compliance
Project Manager / Team Lead meets Section 4 minimums	FORM KP-1 + prescribed CV + assignment/role documentary evidence + signed availability	Pass / Fail
Exhibition Design / Creative Lead meets Section 4 minimums	FORM KP-1 + prescribed CV + assignment/role documentary evidence + signed availability	Pass / Fail
Operations & Logistics Lead meets Section 4 minimums	FORM KP-1 + prescribed CV + assignment/role documentary evidence + signed availability	Pass / Fail
Technical / Fabrication & Site Lead meets Section 4 minimums	FORM KP-1 + prescribed CV + assignment/role documentary evidence + signed availability	Pass / Fail
Marketing / Communications Lead meets Section 4 minimums	FORM KP-1 + prescribed CV + assignment/role documentary evidence + signed availability	Pass / Fail
Acceptance of TORs and Annexure G minimum technical requirements	Signed Annexure G acknowledgement/compliance	Pass / Fail
Complete prescribed bid and financial forms / FIN-2 BOQ	FORM BID-1, FIN-1, complete FIN-2 and any other forms included in the bidding documents	Pass / Fail

Any general statutory, security or eligibility confirmations specified in the bidding documents shall be addressed through the applicable tender requirements and shall not constitute a separate scored technical evaluation under these TORs.

8. Procurement Method & Evaluation

The procurement shall be conducted under the Single Stage Single Envelope Procedure.

There shall be no scored technical evaluation and no technical qualifying score. Bids shall first be examined for responsiveness and compliance with the mandatory assignment-specific requirements of these TORs and the applicable tender documents.

Financial evaluation and award shall thereafter be undertaken among responsive bids in accordance with the applicable procurement rules and tender conditions. Any statutory bidding forms, securities and procurement controls included in the bidding documents shall remain applicable.

9. Terms of Payment

Payment for Services & Goods Supplied

Payment shall be made in Pakistani Rupees in the following manner:

(i) Advance Payment: Up to thirty percent (30%) of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of request and Pay Order / Demand Draft for equivalent amount valid until the conclusion of the Event in favor of SMEDA. The advance shall be adjusted against the remaining payment.

(ii) Remaining Payment: The remaining payable amount, less the retention under (iii) below, shall be paid within forty five (45) days of conclusion of the Event, subject to acceptance of deliverables, final installed/delivered quantity reconciliation and measurement of actual approved work at the accepted quoted unit rates, adjustment of the advance, and applicable statutory deductions/withholding.

(iii) Retention: Ten percent (10%) of the final payable amount shall be retained and released only upon submission and SMEDA acceptance of the Post-SME Expo Completion Report, in which the Event Management Firm shall set out all duties performed against each Work Order issued to it, with supporting evidence.

10. Commercial & Contract-Management Provisions

- The TORs and Annexure G are the technical authority for the controlled specifications. FIN-2 shall carry item code, short description/reference, unit, indicative quantity and price fields and shall not duplicate detailed specifications except where a measurable distinction is necessary.
- No service already included in the confirmed Lahore Expo Centre package shall be duplicated in the Event Management Firm's price.

All quoted unit rates, prices and amounts shall be inclusive of all applicable taxes, duties, levies, charges and all other costs necessary for complete delivery of the quoted item. No separate tax add-on shall be admissible. Statutory deductions/withholding shall be made at source as applicable under law.

Physical-item rates shall include normal fabrication/procurement, transport, unloading, installation, testing, event-period maintenance/rectification, dismantling/removal and restoration attributable to that item unless FIN-2 expressly states otherwise.

The PKR 3,000,000 paid social/digital-media spend is a fixed common allowance. Bidders shall not alter or markup that allowance and shall quote campaign management/optimisation/monitoring/reporting separately. Expenditure shall be supported by verifiable platform/media records and SMEDA approval.

- FIN-2 quantities are indicative/provisional for bid pricing and financial comparison. Final payment shall be based on actual quantities/services duly authorised, delivered/performed and accepted by SMEDA at the accepted quoted unit rates. No payment is admissible for quantities not required/performed or for services already included in the venue arrangements or another BOQ item.
- No additional or varied work shall create a payment entitlement unless it is authorised in writing through the applicable SMEDA / procurement / contract procedure.
- The Event Management Firm shall coordinate all subcontractors/suppliers under its scope and remain fully responsible for their performance.
- The successful bidder shall obtain all NOCs/permissions required from Lahore Expo Centre and other relevant authorities for conducting the Expo within its scope.
- The Event Management Firm shall bear any penalty, charge or compensation imposed by Lahore Expo Centre for loss of, or damage to, venue property or facilities caused during installation, the Event or dismantling by the Event Management Firm, its personnel or its subcontractors/suppliers; SMEDA may recover any such amount from payments due to the Event Management Firm.
- The Event Management Firm shall be solely responsible and liable for any copyright, trademark or other intellectual-property infringement arising from designs, artwork, music, images, videos or other content supplied or used by it, and shall hold SMEDA harmless against any related claim.

- Before the Event, SMEDA will ascertain from participating exhibitors whether they wish to rent optional/additional items (such as additional furniture, display fixtures or material-handling equipment) and will share the consolidated required quantities with the Event Management Firm; such items shall be payable on actual approved quantity at the accepted quoted unit rates.
- Final designs, production artwork, media files and other contracted source/close-out materials shall be handed over to SMEDA in the agreed usable formats.

11. BOQ

The prescribed FIN-2 Price Schedule / Bill of Quantities forms part of these TORs as Annexure I. It contains the controlled item rows, units and indicative quantities reconciled to the current procurement scope. Technical requirements shall be read with Annexure G. Bidders shall not alter controlled item codes, units or quantities; where a row is a fixed common allowance, the prescribed amount shall not be altered.

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Prescribed Forms and Annexures

The following prescribed forms and annexures shall be used for the Single Stage Single Envelope bid. Bidder-prepared attachments may supplement but shall not replace the prescribed forms. Annexure G remains the binding technical reference. Annexure G1, where issued, shall be a separate indicative reference attachment. FIN-1 and FIN-2 contain the prescribed financial bid information.

Reference	Prescribed Form / Annexure	Primary Use	Control / Status
Annexure A / BID-1	Bid Submission & Mandatory Compliance Form	Binding bid declarations and assignment-specific compliance confirmations.	Mandatory
Annexure B / KP-1	Mandatory Key Personnel Schedule	Nominated five key personnel and compliance with Section 4 minimums.	Mandatory
Annexure B-1	Standard Key Personnel CV & Availability Declaration	One completed copy per proposed key person, with assignment/role evidence references.	Mandatory
Annexure G	Exhibition Space, Stall, Display & Functional Area Specifications	Binding technical reference for the priced scope; signed acknowledgement/compliance required.	Mandatory
Annexure G1	Indicative Layout / Design	Reference only; separate attachment where issued by SMEDA.	Reference
Annexure H / FIN-1	Financial Bid Submission Form	Bid price summary and financial declarations.	Mandatory
Annexure I / FIN-2	Price Schedule / Bill of Quantities	Controlled itemized price schedule using TOR/Annexure G codes, units and indicative quantities.	Mandatory

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ANNEXURE A

FORM BID-1

BID SUBMISSION & MANDATORY COMPLIANCE FORM

{Location, Date}

To:

Procuring Agency

Small and Medium Enterprises Development Authority (SMEDA)

Lahore

Subject: Bid - Hiring of Expo Event Management Firm for National SME Expo 2027 - Cluster Showcase

Dear Sir/Madam,

We, the undersigned, offer to provide the required Expo Event Management services in accordance with the Request for Proposals, these Terms of Reference, Annexure G, FIN-2 / BOQ and our submitted bid for National SME Expo 2027 - Cluster Showcase.

We declare that:

- All information and statements in our bid are true and complete; any material misrepresentation may be dealt with under the applicable tender/procurement provisions.
- Our bid shall remain valid and binding for the period prescribed in the tender instructions.
- We have examined these TORs, Annexure G, FIN-1 and FIN-2, understand the assignment, Event dates, venue interface and scope boundaries, and accept Annexure G as the binding technical reference.
- The five key personnel proposed in FORM KP-1 meet the minimum requirements prescribed in Section 4, have consented to be proposed and are available for the assignment, subject to contract award and the approved substitution controls.
- We understand that the proposed key personnel are not required to be permanent employees of the bidder, but we remain fully responsible for their availability, deployment and performance.
- Any substitution of a nominated key person shall be made only with prior written approval of SMEDA and with a replacement meeting at least the minimum requirements prescribed for the respective position.
- We have priced the complete scope through FIN-1 / FIN-2 and have not altered controlled FIN-2 item codes, units or quantities.
- If our bid is accepted and the Contract is signed, we undertake to commence and perform the assignment in accordance with the Contract / Work Order, approved post-award design, implementation schedule and other approved execution documents.
- We shall comply with any additional statutory declarations, securities and procurement requirements included in the bidding documents.

Name of Authorized Representative	Designation	Signature / Official Stamp	Date

ANNEXURE B

FORM KP-1

MANDATORY KEY PERSONNEL SCHEDULE

Complete this schedule for the five mandatory key positions. The requirements are Pass / Fail and carry no technical marks. Proposed personnel need not be permanent employees of the bidder. Each person shall be supported by a completed Annexure B-1 CV, signed availability declaration and the prescribed assignment/role evidence.

No.	Required Position	Name	Relationship with Bidder	Relevant Exp. (Years)	Qualifying Assignments	Evidence Ref.	Availability
1	Project Manager / Team Lead						☐ Yes ☐ No
2	Exhibition Design / Creative Lead						☐ Yes ☐ No
3	Operations & Logistics Lead						☐ Yes ☐ No
4	Technical / Fabrication & Site Lead						☐ Yes ☐ No
5	Marketing / Communications Lead						☐ Yes ☐ No

Minimum Requirements

Position	Minimum Relevant Experience	Minimum Comparable Assignment Requirement
Project Manager / Team Lead	8 years	4 comparable exhibitions, including at least 2 as Project Manager / Team Lead
Exhibition Design / Creative Lead	5 years	3 comparable exhibitions in same/substantially similar role
Operations & Logistics Lead	5 years	3 comparable exhibitions in same/substantially similar role
Technical / Fabrication & Site Lead	5 years	3 comparable exhibitions involving fabrication/site delivery in same/substantially similar role
Marketing / Communications Lead	5 years	3 comparable exhibition/event campaigns in same/substantially similar role

Bidder Certification: We confirm that the proposed key personnel meet the applicable Section 4 minimums and are available for the assignment. We understand that any substitution requires prior written SMEDA approval and an at-least-equivalent replacement for the relevant position.

Name of Authorized Representative	Designation	Signature / Official Stamp	Date

ANNEXURE B-1

STANDARD KEY PERSONNEL CV & AVAILABILITY DECLARATION

Complete one copy for each key person proposed in FORM KP-1. Add continuation rows/pages only where necessary, using the same headings.

1. PERSON & ASSIGNMENT IDENTIFICATION

Field	Information
Name of Proposed Key Person	
Proposed Role	
Relationship with Bidder (Employee / Retained Professional / Contractually Committed Resource / Other)	
Current Employer / Organization	
Current Designation	
Mobile / Email	
Relevant Qualification / Professional Certification (if any)	
Completed Years of Relevant Professional Experience	

2. RELEVANT PROFESSIONAL EXPERIENCE

From (mm/yyyy)	To (mm/yyyy)	Employer / Organization	Position / Role	Relevant Responsibilities

3. QUALIFYING COMPARABLE ASSIGNMENTS

No.	Year	Assignment / Event	Client	Venue / City	Role Performed	Evidence Ref.
1						
2						
3						
4						
5						

Evidence note: Each claimed qualifying assignment shall be supported by documentary evidence establishing the assignment and reasonably establishing the proposed individual's

role. A firm-level contract/work order alone is not sufficient to establish the particular individual's role unless the person is identified in that document.

4. AVAILABILITY DECLARATION

I confirm that I have consented to be proposed for this assignment and, if the bidder is awarded the contract, I am available for the role and deployment stated in FORM KP-1, subject to the approved implementation schedule and SMEDA substitution controls. I certify that the experience and assignment information stated in this CV is true to the best of my knowledge.

Name of Key Person	Signature	Date

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ANNEXURE G

EXHIBITION SPACE, STALL, DISPLAY & FUNCTIONAL AREA SPECIFICATIONS

Technical control: Annexure G is the binding technical reference for the priced scope. FIN-2 shall price the controlled item codes/units/indicative quantities without restating these detailed requirements. Stall-format adjustment: The indicative quantities of S1, S2 and S3 formats may be adjusted by SMEDA after final exhibitor selection to reflect the approved exhibitor mix and layout. Unutilized capacity under one exhibitor category may be reallocated to another eligible exhibitor category within the overall ceiling of 200 participating enterprises. Actual authorized quantities shall be provided at the accepted unit rates for the respective stall format. Quantities remain subject to the approved final layout, exhibitor mix and authorized call-off/payment controls.

A. EXHIBITION CAPACITY & SPACE-PLANNING BASIS

Code / Category	Indicative Qty.	Indicative Size / Basis	Planning Use / Control
S1 - Standard SME Stall	145	Approx. 10 ft x 10 ft / 3m x 3m	Small/Medium Enterprise standard stalls; within 150 Small/Medium allocation.
S2 - Compact Micro Stall	Up to 50	Approx. 6 ft x 6 ft	Micro Enterprise compact self-contained stalls; within 50 Micro ceiling; no separate DK.
S3 - Furniture Open Display Arena	Approx. 5	Approx. 20 ft x 20 ft	Selected Furniture Cluster enterprises; within 150 Small/Medium allocation, not additional to 200.
F1 - Integrated SMEDA Pavilion	1	Working approx. 50 ft x 40 ft	Additional functional area; open-island facilitation/discussion hub.
F2 - B2B / MOU Facilitation Area	1	Working approx. 40 ft x 30 ft	Additional controlled-use business facilitation area.
F3 - Institutional Partner Stall	15	Approx. 10 ft x 10 ft	Additional to 200 SME exhibitors; approved SME-facing institutions/partners.
F4 - Sponsor Stall	06	Approx. 20 ft x 20 ft	Additional premium sponsor format; subordinate to SME showcase.

B. S1 - STANDARD SME STALL: COMMON BASE SPECIFICATION

Element	Minimum Requirement
Structure / size	Approx. 10 ft x 10 ft / 3m x 3m modular MDF-based local exhibition construction. Open-cluster format: no full-height side partitions between adjoining stalls; approx. 3-ft-high separation walls.
Rear/service treatment	Full rear wall / structural treatment as required. Back-to-back rows may use a common rear structural/service spine with concealed, partitioned and lockable storage, safely accessed without obstructing aisles/services.
Branding	Approved exhibitor identification principally on podium/counter/fascia; common cluster identity visually prominent.
Furniture	One branded podium/counter with integrated lockable storage, two chairs and one side table matching the MDF podium/counter design for displaying products or other items.
Lighting & power	Appropriate stall lighting, a minimum of two (02) approved power sockets per stall and safe concealed cabling.

Element	Minimum Requirement
Basic accessories	Waste bin and normal minor accessories necessary for a complete stall.
Display fixture	One assigned DK-A/B/C/D as issued by SMEDA. Display Kit is incremental to the S1 base stall and shall not duplicate podium, chairs, base lighting or base power.
Rear storage	Additional concealed rear storage without reducing circulation or creating inefficient space use.

C. S2 - COMPACT MICRO STALL: COMMON BASE SPECIFICATION

Element	Minimum Requirement
Structure / size	Approx. 6 ft x 6 ft compact modular stall for Micro Enterprises.
Branding	Approved fascia/exhibitor identification consistent with the Expo visual system.
Furniture / storage	Compact branded podium/counter with lockable storage and seating appropriate to layout; up to two chairs where space permits.
Lighting & power	Appropriate stall lighting and a minimum of one (01) approved power socket per stall with safe cabling.
Basic display arrangement	Self-contained compact shelving/display surface appropriate to the footprint and product type. S2 receives no DK-A/B/C/D.
Rear storage	Additional concealed rear storage only where the approved back-to-back layout permits without reducing circulation or creating inefficient space use.

D. S3 - FURNITURE OPEN DISPLAY ARENA

Element	Minimum Requirement
Quantity / allocation	Approximately five selected Furniture Cluster enterprises within the 150 Small/Medium allocation.
Indicative size	Approx. 20 ft x 20 ft per selected furniture exhibitor, subject to final hall geometry/product mix.
Display treatment	Open arena-style setting; no conventional enclosed stall and no individual large enterprise backdrop.
Enterprise branding	Primarily on branded podium/counter; small approved identification panel if required.
Furniture / storage	One appropriately placed branded podium/counter per exhibitor with lockable storage.
Cluster identity	Single common Furniture Cluster identity feature is priced under E-04 Cluster Identity Package, not repeated within each S3 rate.
Circulation	Clear visitor circulation and adequate separation from aisles/adjacent exhibits.

E. STANDARD DISPLAY KITS - S1 ONLY

Code	Display Kit	Minimum Standardized Fixture Package	Typical Application / Control
DK-A	General Product Display	1 freestanding display rack with at least 4 adjustable shelves + 1 display table approx. 4 ft x 2 ft; approved hooks/peg-board support where required.	117 indicative. Packaged/consumer products, components, samples, handicrafts, footwear, appliances, engineering/auto components and most physical products.
DK-B	Textile / Garment Display	1 hanging rail approx. 5 ft with minimum 20 hangers + 1 folded-product shelving unit with at least 4 shelves + 1 display table. No mannequins.	10 indicative. Apparel, home textiles, garments, sportswear; may be adapted for carpets/rugs.

Code	Display Kit	Minimum Standardized Fixture Package	Typical Application / Control
DK-C	Secure Product Display	1 lockable glass display counter/cabinet, approx. 4 ft x 2 ft, with focused LED lighting and secure presentation trays/surfaces.	8 indicative. Gems/jewellery and other specifically designated high-value/controlled displays, including sporting/hunting knives/outdoor blades.
DK-D	Digital / Service Display	1 minimum 43-inch commercial display/monitor with suitable stand/mount, brochure rack, display table and required signal/power connectivity.	10 indicative. ICT/digital services, tourism/hospitality and other service-oriented exhibitors.

Display-kit control: DK-A 117 + DK-B 10 + DK-C 8 + DK-D 10 = 145 indicative kits, exclusively for the 145 S1 stalls. Final assignment is issued by SMEDA after exhibitor selection. S2 Micro Stalls receive no Display Kit.

F. CLUSTER-TO-DISPLAY MAPPING - INDICATIVE PLANNING GUIDE

#	Approved Primary Expo Cluster	Default S1 Treatment	S2 / Planning Note
1	Food, Agro & Value-Added Products	S1 + DK-A	S2 self-contained where approved; sampling/refrigeration only if separately authorised/priced.
2	Textiles, Apparel & Home Textiles	S1 + DK-B	S2 self-contained where approved; no mannequins.
3	Leather, Footwear & Leather Products	S1 + DK-A or DK-B	DK-A footwear/leather goods; DK-B leather garments; S2 self-contained where approved.
4	Carpets & Rugs	S1 + DK-B	Adapted hanging/folded display; S2 self-contained where approved.
5	Cosmetics, Personal Care & Herbal Products	S1 + DK-A	S2 self-contained where approved.
6	Toys	S1 + DK-A	S2 self-contained where approved.
7	Furniture, Wood & Interior Products	Primarily S3	Approx. 5 S3 arenas; smaller samples/accessories may use S1 + DK-A if approved.
8	Ceramics, Pottery & Related Products	S1 + DK-A	S2 self-contained where approved; stable surfaces for fragile items.
9	Gems, Jewellery & Finished Mineral Products	S1 + DK-C	S2 self-contained only where specifically approved and securely arranged.
10	Traditional Handicrafts & Heritage Products	S1 + DK-A	S2 self-contained where approved.
11	Tourism, Hospitality & Experience SMEs	S1 + DK-D	S2 self-contained where approved.
12	Home Appliances & Consumer Electrical Products	S1 + DK-A	Compact products/samples with approved power.
13	Auto Parts, EV Three-Wheelers, Two-Wheelers & Mobility SMEs	S1 + DK-A	Components/parts/samples/accessories only; no full vehicles assumed.
14	Engineering, Industrial Equipment & Machinery	S1 + DK-A	Components/samples/compact products only; no large machinery assumed.
15	Plastics, Polymers & Moulded Products	S1 + DK-A	S2 self-contained where approved.
16	SME Chemicals & Industrial Formulations	S1 + DK-A	Safe packaged/sample display; no unsafe demonstration assumed.
17	Cutlery, Cookware & Aluminium Utensils	S1 + DK-A	S2 self-contained where approved.

#	Approved Primary Expo Cluster	Default S1 Treatment	S2 / Planning Note
18	Surgical Instruments & Medical Devices	S1 + DK-A	Secure fixture may be approved for selected high-value items.
19	Sports Goods & Fitness Products	S1 + DK-A or DK-B	DK-A equipment/products; DK-B sportswear; S2 self-contained where approved.
20	Sporting & Hunting Knives / Outdoor Blades	S1 + DK-C	Controlled secure display only.
21	Pharmaceuticals, Nutraceuticals & Health Products	S1 + DK-A	Packaged product display; no live dispensing assumed.
22	ICT, Digital Services & Innovation	S1 + DK-D	S2 self-contained where approved.
23	Packaging & Printing Products	S1 + DK-A	Samples/racks/table.
24	Renewable Energy, Energy Efficiency & Environmental Solutions	S1 + DK-A	Compact equipment/components/samples only.

G. CARPETING

Item	Minimum Requirement	Quantity / Payment Control
Exhibition / gangway carpeting	New exhibition-grade needle-punch carpet, minimum 400 gsm or approved equivalent, uniform approved colour/finish, neatly laid/taped with safe edges and transitions.	140,000 sq. ft. indicative. Payable on actual approved measured quantity. Carpet is not to be priced again within S1/S2/S3 or functional-area rates.

H. FUNCTIONAL AREAS - MINIMUM REQUIREMENTS

Code / Area	Minimum Functional Requirement	Planning / Pricing Control
F1 - Integrated SMEDA Pavilion	Working approx. 50 ft x 40 ft open island; visible/open from all four sides; illuminated SMEDA/Expo cut-out branding on all four sides; reception/help point and SME service pods; lockable storage; 2 minimum 85-inch UHD/4K commercial-grade displays with stands/mounts/connectivity; raised discussion platform with sofa seating; audience seating approx. 20-30; compact/directional sound and microphones; lighting, power and concealed cabling.	1 complete Job. Final location/design subject to approved layout. Opening Ceremony uses the purpose-built / venue-provided ceremonial stage under Section P; no ceremonial-stage fabrication is included within F1.
F2 - B2B / MOU Facilitation Area	Working approx. 40 ft x 30 ft; visually open but controlled-use; front reception/registration; identified MOU desk; printer/consumables; power/charging; stationery/signage; 10 meeting-table sets of 1 table + 4 chairs each.	1 complete area + 10 separately measurable meeting sets. Substantive B2B/MOU facilitation remains SMEDA responsibility.
F3 - Institutional Partner Stall	Approx. 10 ft x 10 ft approved institutional-partner stall with counter/podium, seating, lighting/power and approved identification.	15 indicative; no SME DK.
F4 - Sponsor Stall	Approx. 20 ft x 20 ft premium sponsor stall with counter/podium, seating, lighting/power and approved stall branding.	06 indicative; no SME DK. Wider sponsor visibility uses E-09 to E-11 inventory and shall not dilute SME cluster identity.

I. VENUE DIGITAL DISPLAY, BRANDING, SIGNAGE & WAYFINDING

Lahore Expo Centre fixed-location branding control: For E-13 to E-15 and E-18 to E-29, large-format fixed-surface graphics shall use minimum 380 gsm outdoor-grade flex/panaflex or an approved equivalent, high-resolution solvent/eco-solvent printing, and suitable frames/fittings/supports for the approved location. Parking-area pole streamers under E-23

may use minimum 300 gsm outdoor-grade flex with suitable frame/fittings. All visible work shall be taut, aligned, colour-consistent and professionally finished; installation, maintenance/rectification during the Event, dismantling/removal and restoration are included in the quoted rate. All reference dimensions are approximate and subject to post-award site verification and Lahore Expo Centre approval. Quantities are provisional for common bid pricing; final payment is on actual SMEDA-authorised and accepted quantities at the accepted unit rates.

BOQ Code	Minimum Technical Requirement / Pricing Basis	Qty. / Control
D-01	Indoor railing/balcony-mounted SMD screen, indicative size approx. 20 ft x 12 ft, complete modules/structure, safe approved mounting, controller/processor, cabling/signal distribution, installation/testing, event-day operation/readiness and dismantling. For the 3 public Event days; used for hall display and relay of the Event live stream.	12 total; 6 per hall.
D-02	Formatting, scheduling and operation of approved event/sponsor content across venue digital screens.	1 Job; sponsor/event content integration, not separate charge per logo.
D-03	Hall ambiance lighting for Hall 2 and Hall 3: complete fixtures, safe approved rigging/mounting, power/cabling, control, installation/testing, event-day operation and dismantling, coordinated with venue lighting and permissions.	2 Sets; 1 per hall, for the 3 public Event days.
D-04	Background music system for Hall 2 and Hall 3: background-music-grade speakers distributed across both halls, amplification, safe concealed cabling and a single centralised control point operating both halls; installation/testing, event-day operation and dismantling, coordinated with venue requirements. Playlist to be finalised by SMEDA (mainly national songs/anthems and Pakistani songs).	1 Job covering both halls, for the 3 public Event days.
E-01 / E-02	Complete approved entrance/event identity treatment for Hall 2 and Hall 3 respectively, developed after site survey and venue permission.	1 set each.
E-03	Prominent hall directory/zone map showing clusters, key functional areas and principal visitor routes.	2; one per hall.
E-04	Cluster identity package comprising common cluster header/destination identification and approved shared identity/story/display treatment. Furniture Cluster package includes the single common Furniture Cluster identity feature.	Up to 24; actual represented clusters payable.
E-05	Stable professionally finished media/photo wall approx. 12 ft x 8 ft with approved Expo/SMEDA graphics and sponsor-logo integration, installed/dismantled complete.	3. Testimonial equipment/manpower priced under H-01 to H-03.

BOQ Code	Minimum Technical Requirement / Pricing Basis	Qty. / Control
E-06	Large wayfinding/directional sign, pricing basis approx. 6 ft x 3 ft or equivalent approved visibility treatment, suitable structure/finish for intended location.	12 indicative.
E-07	Medium directional/identification sign, pricing basis approx. 3 ft x 2 ft or equivalent approved visibility treatment.	20 indicative.
E-08	Large-size silk country flag approx. 3 ft x 5 ft, complete with suitable pole/stand/fixings and installation; country list supplied by SMEDA.	15.
E-09	Large sponsor branding panel/feature, working pricing basis approx. 8 ft x 6 ft, complete approved structure/graphics.	4.
E-10	Medium sponsor branding panel, working pricing basis approx. 6 ft x 3 ft.	10.
E-11	Small sponsor/logo panel, working pricing basis approx. 3 ft x 2 ft.	20.
E-12	Replacement/revised approved event or sponsor graphic at quoted square-foot rate. Reprints caused by Event Management Firm error are the Event Management Firm's responsibility and not payable.	100 sq. ft. provisional evaluation quantity; call-off only on SMEDA authorisation.
E-13	Other approved outside wall/walkway branding panel approx. 10 ft x 22 ft, complete approved print, frame and installation/removal at approved venue location; use only where not covered by a separately named fixed-location item below.	4 indicative; actual approved quantity payable.
E-14	Slant-pillar branding approx. 3 ft x 24.9 ft, complete approved print and installation/removal on venue slant pillars.	31 indicative; actual approved quantity payable.
E-15	Other approved long flex panel approx. 45 ft x 4 ft, complete approved print, frame and installation/removal; use only where not covered by a separately named fixed-location item below.	30 indicative; actual approved quantity payable.
E-16	Partner logo wall approx. 12 ft x 7 ft with wood frame, complete approved print of approved partner logos and installation/removal.	10 indicative; actual approved quantity payable.
E-17	Premium Freestanding 3D Expo Identity Feature – main public-facing frontage/entrance of Lahore Expo Centre	1 No.
E-18	Principal public gate/frontage branding at Lahore Expo Centre: complete approved treatment to usable front/side faces of the principal public entrance, including graphics, suitable framing/fittings, safe installation and removal.	1 Job provisional; actual approved scope payable.
E-19	Gate House branding, pricing basis approx. 15 ft x 15 ft, complete approved printed graphic, frame/fittings, installation and removal.	1 No. provisional; actual approved quantity payable.

BOQ Code	Minimum Technical Requirement / Pricing Basis	Qty. / Control
E-20	Hall 2 upper front-glass / reception-frontage branding, pricing basis approx. 25 ft x 6 ft, complete approved print, frame/fittings and installation/removal.	1 No. provisional; actual approved quantity payable.
E-21	External entrance/fascia branding for Hall 2 and Hall 3, pricing basis approx. 24 ft x 8 ft per entrance, complete approved print, frame/fittings and installation/removal.	2 No. provisional; one per hall, subject to venue approval.
E-22	Entrance-side branding panel at approved Hall 2 / Hall 3 approach locations, pricing basis approx. 7 ft x 5 ft, complete printed graphic, frame/fittings and installation/removal.	24 No. provisional total; actual approved quantity payable.
E-23	Parking-area light-pole streamer, pricing basis approx. 3 ft x 5 ft, minimum 300 gsm outdoor-grade flex or approved equivalent, complete frame/fittings, lawful installation, maintenance and removal.	50 No. provisional; actual approved quantity payable.
E-24	Mezzanine railing branding panel, pricing basis approx. 6 ft x 4 ft, complete approved print and safe non-damaging fixation/removal at approved railing sections.	200 No. provisional for Hall 2 / Hall 3 footprint; actual approved quantity payable.
E-25	Outer-grill branding panel, pricing basis approx. 10 ft x 5 ft, complete print, frame and safe approved fixation/removal on designated outer-grill locations.	150 No. provisional; actual approved quantity payable.
E-26	Divider-frame branding panel, pricing basis approx. 7 ft x 5 ft, double-sided where approved, complete print, frame/fittings and installation/removal.	50 No. provisional; actual approved quantity payable.
E-27	Freestanding/structured branding wall outside Gate 1 towards Emporium Mall, pricing basis approx. 5 ft x 8 ft, complete approved structure, graphic, safe anchoring/fixation and removal; required permissions included within vendor scope where applicable.	10 No. provisional; actual approved quantity payable.
E-28	Overhead water-tank branding, pricing basis approx. 126 ft x 20 ft, complete approved graphic, suitable mounting/fixing, safe installation and removal, strictly subject to Lahore Expo Centre permission and verified access/safety method.	1 No. provisional; call-off only if approved by Lahore Expo Centre and SMEDA.
E-29	Main reception architectural branding package: pricing basis one frontage approx. 25 ft x 5 ft plus two associated panels approx. 25 ft x 3 ft each, complete approved graphics, frame/fittings, installation and removal.	1 Job provisional; actual approved scope payable.

J. REGISTRATION, BADGES & COMMUNICATIONS

BOQ Code	Minimum Requirement	Qty. / Control
F-01	Incremental temporary branding/identification and operational setup using existing Lahore Expo Centre registration	1 Job.

BOQ Code	Minimum Requirement	Qty. / Control
	infrastructure at Hall 2 entrance. No new registration-counter fabrication.	
F-02	QR-enabled SME representative badge/card displaying the representative's name and exhibitor company/enterprise name, approved category identification, holder and branded lanyard, printed from SMEDA-approved data/output.	400 indicative: up to 200 SMEs x 2 representatives.
F-03	Standard event badge/card with approved category identification, holder and branded lanyard for approved SMEDA, Event Management Firm, VIP, sponsor and partner categories.	500 provisional common pricing quantity.
F-04	Replacement/additional badge of applicable approved type, complete to the same standard as original category.	100 provisional call-off.
F-05	On-site badge-printing workstation including suitable laptop/device, compatible badge printer, drivers/software required to print approved output, power/cabling/accessories and operating consumables excluding badge quantities already priced separately.	2 stations for all 3 public days. Operator manpower is priced under J-02/J-03, not here.
F-06	Retractable queue-control barrier/stanchion suitable for flexible entry/registration flow.	20.
F-07	Handheld two-way radio for Event Management Firm operations, complete charger/battery/earpiece where required and lawful venue-use arrangements.	20.
F-08	Handheld two-way radio reserved for designated SMEDA staff, complete charger/battery/accessories; daily issue/return record maintained by the Event Management Firm.	10.

K. MARKETING, VISITOR AWARENESS & DIGITAL INVITATIONS

BOQ Code	Minimum Requirement / Evidence	Qty. / Control
G-01	Integrated campaign/visitor-awareness plan covering target groups, channels, calendar, creative outputs, approvals, responsibilities and delivery evidence.	1 Job.
G-02	Pre-event organic social-media content development and execution using SMEDA-approved content/artwork.	1 Job.
G-03	Event-day social-media/content management and timely approved posting across all 3 public days.	3 Days.
G-04	Post-event recap/social-media content package.	1 Job.
G-05A	Fixed paid social/digital-media spend allowance. No bidder mark-up or alteration. Spend subject to SMEDA approval and verifiable platform/media records.	PKR 3,000,000 fixed common allowance, inclusive-price basis.
G-05B	Paid-media campaign management, optimisation, monitoring and reporting, separately bidder-priced.	1 Job.
G-06	Large-format outdoor hoarding/display at approved Lahore site, complete approved	5 sites.

BOQ Code	Minimum Requirement / Evidence	Qty. / Control
	artwork/production/display for approved campaign period and proof of display.	
G-07	Pole banner/streamer, complete approved artwork/production, lawful mounting/installation, maintenance and removal.	200.
G-08	Digital outdoor/LCD publicity at approved Lahore location with agreed content rotation/display frequency and time/location proof.	300 Screen/Site-Days = 50 sites x 6 days (3 pre-event + 3 public Event days).
G-09	Digital invitation production/adaptation and WhatsApp-based distribution workflow using only SMEDA-approved recipient data/content; controlled sending/resending, confidentiality and final distribution/delivery report.	1 Job; up to 5,000 approved recipients. Print-media advertising is excluded from the Event Management Firm's BOQ.
G-10	Premium Freestanding 3D Expo Promotional Identity Feature – one approved prominent Lahore city location	3 No. One at each of three approved prominent Lahore city locations.

L. PHOTOGRAPHY, VIDEOGRAPHY, TESTIMONIALS & MEDIA CLOSE-OUT

BOQ Code	Minimum Requirement	Qty. / Control
H-01	Dedicated testimonial videography setup at each media wall: professional camera, stable support/tripod, external microphone/audio capture, suitable lighting, power/storage and monitoring/accessories, operational throughout public hours.	3 walls x 3 days.
H-02	Dedicated testimonial videographer/operator at each media wall.	1 person per wall x 3 days.
H-03	Dedicated photographer at each media wall.	1 person per wall x 3 days.
H-04	Roving event photographer for halls, exhibitors, B2B/MOU, Pavilion, partner/sponsor areas and official/visitor activity.	2 Person x 3 days.
H-05	Roving event videographer for general Expo coverage.	2 Person x 3 days.
H-06	Same-day photo/video editing and content-processing personnel supporting timely approved outputs while camera teams continue coverage.	2 Person x 3 days.
H-07	Professionally edited final Expo highlights film, approximately 4-6 minutes.	1 Job.
H-08	Organized high-resolution/raw/source-file media archive and handover to SMEDA in usable indexed folders, including contracted source/project files where applicable.	1 Job.

M. VISITOR SERVICES, LIMITED HOSPITALITY & PROTOCOL ITEMS

BOQ Code	Minimum Requirement	Qty. / Control
I-01	Drinking-water dispenser/cooler station with refill service and suitable cups at approved visitor/functional locations.	10 stations x 3 days, provisional; only where equivalent venue service is not provided.
I-02	Controlled hospitality serving comprising tea/coffee, drinking water and	450 Person-Servings = 150/day x 3 days. No mass visitor/exhibitor catering.

BOQ Code	Minimum Requirement	Qty. / Control
	appropriate light refreshment item(s) for designated SMEDA/B2B/official/protocol areas only.	
I-03	Fresh bouquet of approved quality/presentation.	30 indicative; actual approved quantity payable.
I-04	Commemorative shield/memento with approved Expo/SMEDA identity, engraving/identification where required and suitable presentation packaging; sample/design approval before production.	320 indicative: 50 special, 50 VVIP and 220 exhibitor shields.
I-05	VVIP Giveaway / Premium Official Gift: executive/institutional-quality non-promotional gift with suitable premium presentation packaging; proposed technical description/image/sample benchmark subject to SMEDA approval. Price shall be quoted only in FIN-2.	30 indicative.
I-06	Lunch box for designated SMEDA staff, of approved quality/menu, each with a 500 ml drinking-water bottle and a cold drink.	300 indicative = minimum 100/day x 3 public Event days; actual approved quantity payable.
I-07	Special gift box with approved SME Expo branding and suitable presentation finish/packaging; sample/design approval before production.	50 indicative; actual approved quantity payable.

N. OPERATIONS & MANPOWER - PERSON-DAY BASIS

BOQ Code	Function	Controlled Planning Basis
J-01	Dedicated project/site management and on-site coordination package	1 Job; covers key management/coordination obligations and shall not be duplicated as separate public-day Person-Days.
J-02	Registration/help-desk personnel including badge-printing support	8 persons/day x 3
J-03	Registration/help-desk supervisor	1/day x 3
J-04	Hall/floor supervisors	4/day x 3 = 12 Person-Days.
J-05	Ushers / visitor-facilitation personnel	30/day x 3 = 90 Person-Days.
J-06	Runners / floating operational support	4/day x 3 = 12 Person-Days.
J-07	B2B/MOU area operational support	4/day x 3 = 12 Person-Days; physical/logistical support only.
J-08	Electrical technicians	2/day x 3 = 6 Person-Days.
J-09	General AV / technical support personnel	2/day x 3 = 6 Person-Days; event-wide response support, not duplication of equipment-specific operation already included in item rates.
J-10	Stall/fabrication/branding maintenance personnel	2/day x 3 = 6 Person-Days.
J-11	Supplementary housekeeping personnel	8/day x 3 = 24 Person-Days, provisional; only to extent equivalent venue housekeeping is unavailable and SMEDA authorises deployment.

Person-Day definition: one person physically deployed for the full prescribed operational coverage of the relevant day, including required pre-opening reporting/readiness and reasonable close-out duties for that day. Attendance/deployment shall be verifiable and certified for payment.

O. LOGISTICS, LOAD-IN/LOAD-OUT, CONTROL ROOM & READINESS

BOQ Code	Minimum Requirement / Boundary	Qty. / Control
K-01	Exhibitor material-handling/loading-unloading personnel during build-up for SME exhibits/approved materials.	60 Person-Days = 20/day x 3 build-up days.
K-02	Exhibitor material-handling/loading-unloading personnel during dismantling/load-out.	20 Person-Days = 20 persons x 1 dismantling day.
K-03	Loading-dock/vehicle-movement marshals.	16 Person-Days = 4/day x 4 days, provisional and only where not venue-provided.
K-04	Heavy-duty flat-bed/platform trolley for exhibitor material movement.	40 Unit-Days = 10/day x 4 days.
K-05	Powered material-handling equipment with operator.	8 hours provisional; prior SMEDA authorisation and only where equivalent venue equipment/service is unavailable.
K-06	Overnight/pre-opening readiness and rectification personnel covering Event Management Firm works, graphics/signage, lighting/technical items, functional areas and visible defects.	30 Person-Days = 10 persons x 3 opening-readiness cycles.
K-07	Event Management Firm's operational control room/coordination point using designated venue/back-of-house space where available; include practical operational office, issue log, radio coordination and normal printing/stationery support.	1 Job; avoid unnecessary new-room fabrication.
K-08	Secure back-of-house operational storage for badges, replacement graphics, tools, consumables, minor spares and approved protocol/operational materials using designated venue space where available.	1 Job.

Logistics boundary: K-01/K-02 are for exhibitor/approved event-material handling. Transport, unloading, installation, event-period maintenance, dismantling and removal of the Event Management Firm's own stalls, branding, furniture, SMDs and other supplied BOQ items are included in the relevant item rates and shall not be charged again under logistics manpower.

P. OPENING CEREMONY / INAUGURATION

BOQ Code	Minimum Requirement / Boundary	Qty. / Control
L-01	Opening Ceremony main-stage SMD screen, approximately 32 ft wide x 18 ft high, complete with suitable indoor high-resolution LED/SMD modules, support/integration with the purpose-built / venue-provided stage, processor/controller, signal distribution, cabling, installation, testing, ceremony-period	1 Job; one 32 ft x 18 ft main-stage screen for the Opening Ceremony. No separate stage fabrication.

BOQ Code	Minimum Requirement / Boundary	Qty. / Control
	technical operation/readiness and dismantling/removal where applicable.	
L-02	Professional Opening Ceremony sound system suitable for a formal high-level programme, including front-of-house speakers, stage monitoring where required, wireless/corded microphones, lectern microphone where required, mixing/control equipment, cabling, rehearsal/sound check and competent technical operators.	1 Job; complete ceremony sound package. Effect-lighting is not a separate BOQ item.
L-03	Opening Ceremony / Convention Centre branding package comprising approved ceremony-area graphics and treatment plus branding of the venue-provided rostrum/lectern where used. Installation, neat finishing and removal/restoration included. Stage and rostrum/lectern structures themselves are not to be fabricated unless separately authorised in writing by SMEDA.	1 Job; no Opening Ceremony high tea/lunch/catering. Dignitary mementos remain within the existing protocol inventory and are not duplicated here.

Opening Ceremony boundary: the Event Management Firm shall integrate the ceremony SMD, sound and branding with the purpose-built / venue-provided stage and rostrum/lectern. No stage fabrication, Opening Ceremony catering, or duplicate memento charge is included under Section L.

BIDDER ANNEXURE G ACKNOWLEDGEMENT / COMPLIANCE

We confirm that we have reviewed Annexure G in full and that our bid is based on and complies with these minimum technical requirements. We acknowledge that Annexure G contains no bidder price information and that all prices/rates are stated only in FIN-1 / FIN-2 and any other financial fields expressly prescribed by the tender documents.

Name of Authorized Representative	Designation	Signature / Official Stamp	Date

ANNEXURE I

FORM FIN-2

PRICE SCHEDULE / BILL OF QUANTITIES

Bidders shall price the controlled schedule without changing item codes, units or quantities. Detailed technical requirements shall be read with Annexure G. Quantities are indicative/provisional for bidding and comparison; final payment is based on actual approved work at accepted quoted unit rates. All quoted rates/prices are inclusive of all applicable taxes, duties, levies and charges.

Sr. No.	Item Code	Item / Short Description & Annexure G Reference	Unit	Indicative Qty.	Unit Rate (PKR, incl. taxes)	Total Amount (PKR, incl. taxes)
A. DESIGN & COORDINATION						
1	A-01	Detailed site survey and Hall 2 / Hall 3 venue-package/interface reconciliation	Job	1		
2	A-02	Post-award development and refinement of integrated Hall 2 / Hall 3 zoning, circulation and exhibition design concept	Job	1		
3	A-03	Detailed layouts, shop drawings, material/finish schedule, graphics/signage inventory, AV/electrical integration and approved production files	Job	1		
4	A-04	Representative full-scale S1 stall/display mock-up and key material/finish samples	Job	1		
5	A-05	Final completion record, installed-quantity reconciliation and operational close-out report	Job	1		
B. SME EXHIBITION						
6	S1	Standard SME Stall - complete as per Annexure G	No.	145		
7	S2	Compact Micro Stall - complete as per Annexure G	No.	50		
8	S3	Furniture Open Display Arena - complete as per Annexure G	No.	5		
9	DK-A	General Product Display Kit - incremental to S1 base stall	No.	117		
10	DK-B	Textile / Garment Display Kit - incremental to S1 base stall	No.	10		
11	DK-C	Secure Product Display Kit - incremental to S1 base stall	No.	8		

Sr. No.	Item Code	Item / Short Description & Annexure G Reference	Unit	Indicative Qty.	Unit Rate (PKR, incl. taxes)	Total Amount (PKR, incl. taxes)
12	DK-D	Digital / Service Display Kit - incremental to S1 base stall	No.	10		
13	B-08	Carpeting to approved exhibition, gangway and associated areas	Sq.ft	140,000		
C. FUNCTIONAL AREAS						
14	F1	Integrated SMEDA Pavilion - complete approved physical package	Job	1		
15	F2	B2B / MOU Facilitation Area - complete approved physical and operating-support setup	Job	1		
16	F2-MTG	B2B meeting table with four chairs	Set	10		
17	F3	Institutional Partner Stall - complete 10 ft x 10 ft format	No.	15		
18	F4	Sponsor Stall - complete 20 ft x 20 ft premium format	No.	6		
D. VENUE DIGITAL / AV						
19	D-01	Railing/balcony-mounted SMD screen, approx. 20 ft x 12 ft, for hall display and live-stream relay, complete for event duration	No.	12		
20	D-02	Approved event and sponsor content integration, formatting, scheduling and operation across venue digital screens	Job	1		
21	D-03	Hall ambiance lighting - Hall 2 and Hall 3, for 3 public Event days	Set	2		
22	D-04	Background music system - Hall 2 and Hall 3, single centralised control, for 3 public Event days	Job	1		
E. BRANDING & WAYFINDING						
23	E-01	Hall 2 entrance / event identity treatment	Set	1		
24	E-02	Hall 3 entrance / event identity treatment	Set	1		
25	E-03	Hall directory / zone map	No.	2		
26	E-04	Cluster identity package / destination treatment	Cluster	24		
27	E-05	Media / photo wall, approx. 12 ft x 8 ft, complete with approved graphics	No.	3		

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Sr. No.	Item Code	Item / Short Description & Annexure G Reference	Unit	Indicative Qty.	Unit Rate (PKR, incl. taxes)	Total Amount (PKR, incl. taxes)
28	E-06	Large directional / wayfinding sign	No.	12		
29	E-07	Medium directional / identification sign	No.	20		
30	E-08	Large-size silk country flag complete with pole/stand/fixings and installation	No.	15		
31	E-09	Large sponsor branding panel / feature	No.	4		
32	E-10	Medium sponsor branding panel	No.	10		
33	E-11	Small sponsor / logo panel	No.	20		
34	E-12	Replacement / changed approved event or sponsor graphic - unit-rate contingency	Sq.ft	100		
35	E-13	Other approved outside wall / walkway branding panel, approx. 10 ft x 22 ft - print, frame and installation; supplementary to named fixed-location items	No.	4		
36	E-14	Slant-pillar branding, approx. 3 ft x 24.9 ft - print and installation	No.	31		
37	E-15	Other approved long flex panel, approx. 45 ft x 4 ft - print, frame and installation; supplementary to named fixed-location items	No.	30		
38	E-16	Partner logo wall, approx. 12 ft x 7 ft, wood frame - print and installation	No.	10		
39	E-17	Premium Freestanding 3D Expo Identity Feature – main public-facing frontage/entrance of Lahore Expo Centre	No.	1		
40	E-18	Lahore Expo Centre principal public gate/frontage branding - complete approved treatment	Job	1		
41	E-19	Gate House branding, approx. 15 ft x 15 ft - print, frame/fittings and installation	No.	1		
42	E-20	Hall 2 upper front-glass / reception-frontage branding, approx. 25 ft x 6 ft	No.	1		
43	E-21	Hall 2 / Hall 3 external entrance fascia branding, approx. 24 ft x 8 ft	No.	2		

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Sr. No.	Item Code	Item / Short Description & Annexure G Reference	Unit	Indicative Qty.	Unit Rate (PKR, incl. taxes)	Total Amount (PKR, incl. taxes)
44	E-22	Entrance-side branding panel at approved Hall 2 / Hall 3 approach locations, approx. 7 ft x 5 ft	No.	24		
45	E-23	Parking-area light-pole streamer, approx. 3 ft x 5 ft, min. 300 gsm outdoor flex with frame/fittings	No.	50		
46	E-24	Mezzanine railing branding panel, approx. 6 ft x 4 ft	No.	200		
47	E-25	Outer-grill branding panel, approx. 10 ft x 5 ft	No.	150		
48	E-26	Divider-frame branding panel, approx. 7 ft x 5 ft, double-sided where approved	No.	50		
49	E-27	Branding wall with structure outside Gate 1 towards Emporium Mall, approx. 5 ft x 8 ft	No.	10		
50	E-28	Overhead water-tank branding, approx. 126 ft x 20 ft - subject to venue approval	No.	1		
51	E-29	Main reception architectural branding package - 25 ft x 5 ft frontage plus two 25 ft x 3 ft associated panels	Job	1		
F. REGISTRATION & COMMUNICATIONS						
52	F-01	Incremental branding/operational setup of existing Hall 2 registration area	Job	1		
53	F-02	QR-enabled SME representative badge, complete with approved card, holder and branded lanyard	No.	400		
54	F-03	Standard event badge/card for approved SMEDA, Event Management Firm, VIP, Sponsor and Partner categories	No.	500		
55	F-04	Replacement / additional badge of applicable approved type	No.	100		
56	F-05	On-site badge-printing workstation complete with suitable device/printer and operational accessories	Station	2		
57	F-06	Retractable queue-control barrier / stanchion	No.	20		

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Sr. No.	Item Code	Item / Short Description & Annexure G Reference	Unit	Indicative Qty.	Unit Rate (PKR, incl. taxes)	Total Amount (PKR, incl. taxes)
58	F-07	Handheld two-way radio for Event Management Firm operations, complete with charger/battery/accessories	No.	20		
59	F-08	Handheld two-way radio for designated SMEDA staff, complete with charger/battery/accessories	No.	10		
G. MARKETING & AWARENESS						
60	G-01	Integrated marketing / visitor-awareness campaign planning and overall coordination	Job	1		
61	G-02	Pre-event social-media content development and organic campaign execution	Job	1		
62	G-03	Event-day social-media/content management	Day	3		
63	G-04	Post-event recap/social-media content package	Job	1		
64	G-05A	Fixed paid social-media / digital-media spend allowance	Allowance	1	**3,000,000 (Fixed)**	**3,000,000 (Fixed)**
65	G-05B	Paid-media campaign management, optimisation, monitoring and reporting	Job	1		
66	G-06	Large-format outdoor hoarding/display at approved Lahore location for approved display period	Site	5		
67	G-07	Pole banner / streamer at approved Lahore location	No.	200		
68	G-08	Digital outdoor/LCD publicity at approved Lahore location	Screen/Site-Day	300		
69	G-09	Digital invitation and WhatsApp distribution management for approved recipient list	Job	1		
70	G-10	Premium Freestanding 3D Expo Promotional Identity Feature – one approved prominent Lahore city location	No.	3		
H. PHOTO / VIDEO / CONTENT						
71	H-01	Dedicated testimonial videography setup at media wall	Setup-Day	9		
72	H-02	Videographer/operator dedicated to testimonial recording at media wall	Person-Day	9		

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Sr. No.	Item Code	Item / Short Description & Annexure G Reference	Unit	Indicative Qty.	Unit Rate (PKR, incl. taxes)	Total Amount (PKR, incl. taxes)
73	H-03	Photographer dedicated to media-wall photography	Person-Day	9		
74	H-04	Roving event photographer for general Expo coverage	Person-Day	6		
75	H-05	Roving event videographer for general Expo coverage	Person-Day	6		
76	H-06	Same-day photo/video editing and content-processing personnel	Person-Day	6		
77	H-07	Final edited Expo highlights film	Job	1		
78	H-08	Organised high-resolution/raw/source-file media archive and handover	Job	1		
I. VISITOR SERVICES / PROTOCOL						
79	I-01	Drinking-water dispenser/cooler station including refill service and suitable cups	Station-Day	30		
80	I-02	Tea/coffee and light refreshment for designated controlled official/B2B/protocol use	Person-Serving	450		
81	I-03	Fresh bouquet	No.	30		
82	I-04	VVIP Shield/memento with approved Expo/SMEDA branding and presentation packaging	No.	50	15,000	750,000
83	I-05	General exhibitor shield/ memento with approved Expo/SMEDA branding and presentation packaging	No.	220	2,000	440,000
84	I-05	Special gift box with approved SME Expo branding and suitable presentation finish/packaging	No.	50	25,000	1,250,000
J. OPERATIONS & MANPOWER						
85	J-01	Dedicated project/site management and on-site coordination package	Job	1		
86	J-02	Registration / help-desk personnel including badge-printing support	Person-Day	24		
87	J-03	Registration / help-desk supervisor	Person-Day	3		
88	J-04	Hall / floor supervisor	Person-Day	12		
89	J-05	Usher / visitor-facilitation personnel	Person-Day	90		
90	J-06	Runner / floating operational support personnel	Person-Day	12		

Sr. No.	Item Code	Item / Short Description & Annexure G Reference	Unit	Indicative Qty.	Unit Rate (PKR, incl. taxes)	Total Amount (PKR, incl. taxes)
91	J-07	B2B / MOU area operational support personnel	Person-Day	12		
92	J-08	Electrical technician	Person-Day	6		
93	J-09	General AV / technical support personnel	Person-Day	6		
94	J-10	Stall / fabrication / branding maintenance personnel	Person-Day	6		
95	J-11	Supplementary housekeeping personnel	Person-Day	24		
K. LOGISTICS & READINESS						
96	K-01	Exhibitor material-handling / loading-unloading personnel during build-up	Person-Day	60		
97	K-02	Exhibitor material-handling / loading-unloading personnel during dismantling/load-out	Person-Day	20		
98	K-03	Loading-dock / vehicle-movement marshal, where not venue-provided	Person-Day	16		
99	K-04	Heavy-duty flat-bed / platform trolley for exhibitor material movement	Unit-Day	40		
100	K-05	Powered material-handling equipment with operator, where specifically authorised	Hour	8		
101	K-06	Overnight / pre-opening readiness and rectification personnel	Person-Day	30		
102	K-07	Event Management Firm's operational control room / coordination point	Job	1		
103	K-08	Secure back-of-house operational storage	Job	1		
L. OPENING CEREMONY / INAUGURATION						
104	L-01	Opening Ceremony main-stage SMD screen (32 ft wide x 18 ft high), complete operational package	Job	1		
105	L-02	Opening Ceremony professional sound system including microphones, mixing/control and technical operation	Job	1		
106	L-03	Opening Ceremony / Convention Centre branding package including ceremony-area branding and	Job	1		

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Sr. No.	Item Code	Item / Short Description & Annexure G Reference	Unit	Indicative Qty.	Unit Rate (PKR, incl. taxes)	Total Amount (PKR, incl. taxes)
		branding of venue-provided rostrum/lectern; no stage fabrication				

FIN-2 control notes: (1) G-05A is a fixed common allowance and shall not be altered or marked up. (2) Provisional items are called off only on SMEDA authorisation and, where stated, only when equivalent venue services are unavailable. (3) Event Management Firm errors/rework are not payable as replacement quantities. (4) Physical-item rates include normal transport, unloading, installation, testing, event-period maintenance/rectification, dismantling/removal and restoration unless expressly stated otherwise. (5) E-18 to E-29 are provisional Lahore Expo Centre fixed-location branding quantities for common bid pricing; final call-off, location and quantity are subject to the post-award site survey, Lahore Expo Centre permission and SMEDA written authorisation, and payment is based only on actual approved installed quantities at accepted unit rates. (7) Section L covers only the Opening Ceremony SMD, professional sound and ceremony/Convention Centre/rostrum branding; the stage and rostrum/lectern structures are venue-provided/purpose-built, no Opening Ceremony catering is included, and dignitary mementos shall not be duplicated.

B. FINANCIAL TOTAL

Summary	Amount (PKR)
Total FIN-2 / Bid Price - inclusive of all applicable taxes, duties, levies and charges	

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BID SUBMISSION COMPLETENESS CHECKLIST

Complete this checklist before submission. All prescribed forms and financial information are submitted within the single envelope in the form and manner required by the tender instructions.

Required Submission / Control	Submitted	Reference
FORM BID-1 - Bid Submission & Mandatory Compliance Form	☐ Yes ☐ No	
FORM KP-1 - Mandatory Key Personnel Schedule	☐ Yes ☐ No	
Annexure B-1 - Five Standard Key Personnel CVs + assignment/role documentary evidence + signed availability declarations	☐ Yes ☐ No	
Annexure G - signed acknowledgement/compliance	☐ Yes ☐ No	
Annexure G1 - acknowledged, where issued by SMEDA with the RFP package	☐ Yes ☐ No	
FORM FIN-1 - Financial Bid Submission Form	☐ Yes ☐ No	
FORM FIN-2 - complete controlled Price Schedule / BOQ, including fixed common allowance where prescribed	☐ Yes ☐ No	

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SME EXPO CLUSTER SHOWCASE 2026 DIGITAL, MEDIA & VISIBILITY OVERVIEW

A BRIEF ON HOW THE EVENT WAS POSITIONED, AMPLIFIED, AND DOCUMENTED

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

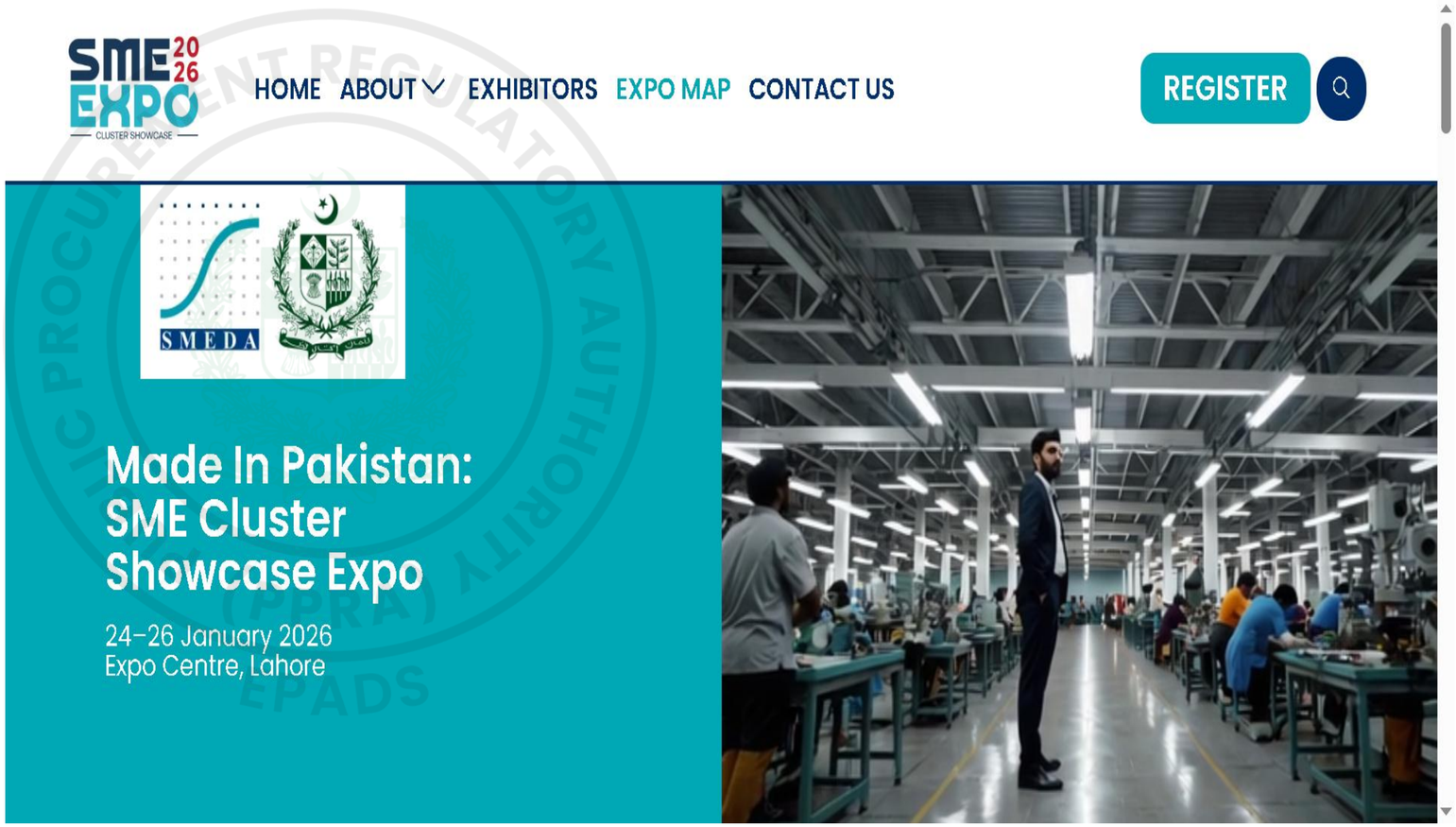



SMEDA


SME
2026
EXPO
CLUSTER SHOWCASE

website

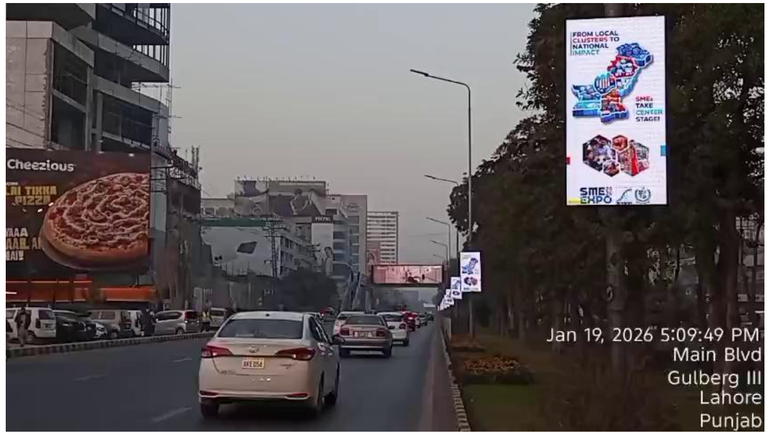
https://smeexpo.pk/

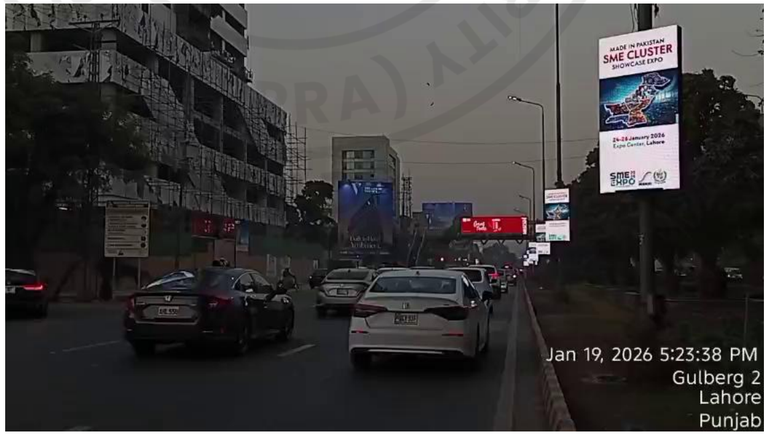


DIGITAL STREAMERS

227 digital streamers on main boulevard and johar town







BTL

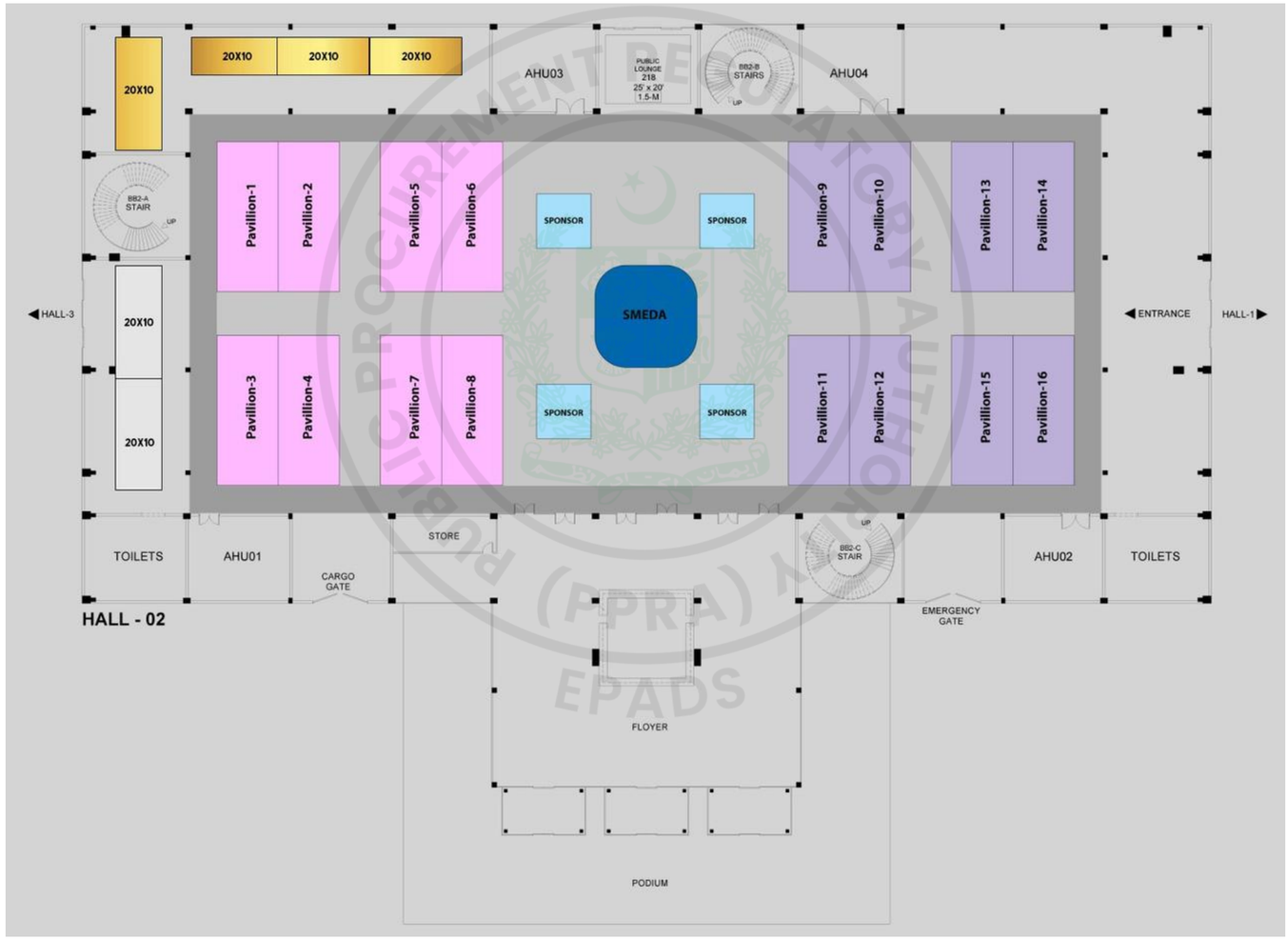
Liberty Round About







FINAL LAYOUT



PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

SMEDA STALL



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APPROVED STALL VIEWS







SME 2026 EXPO
CLUSTER SHOWCASE

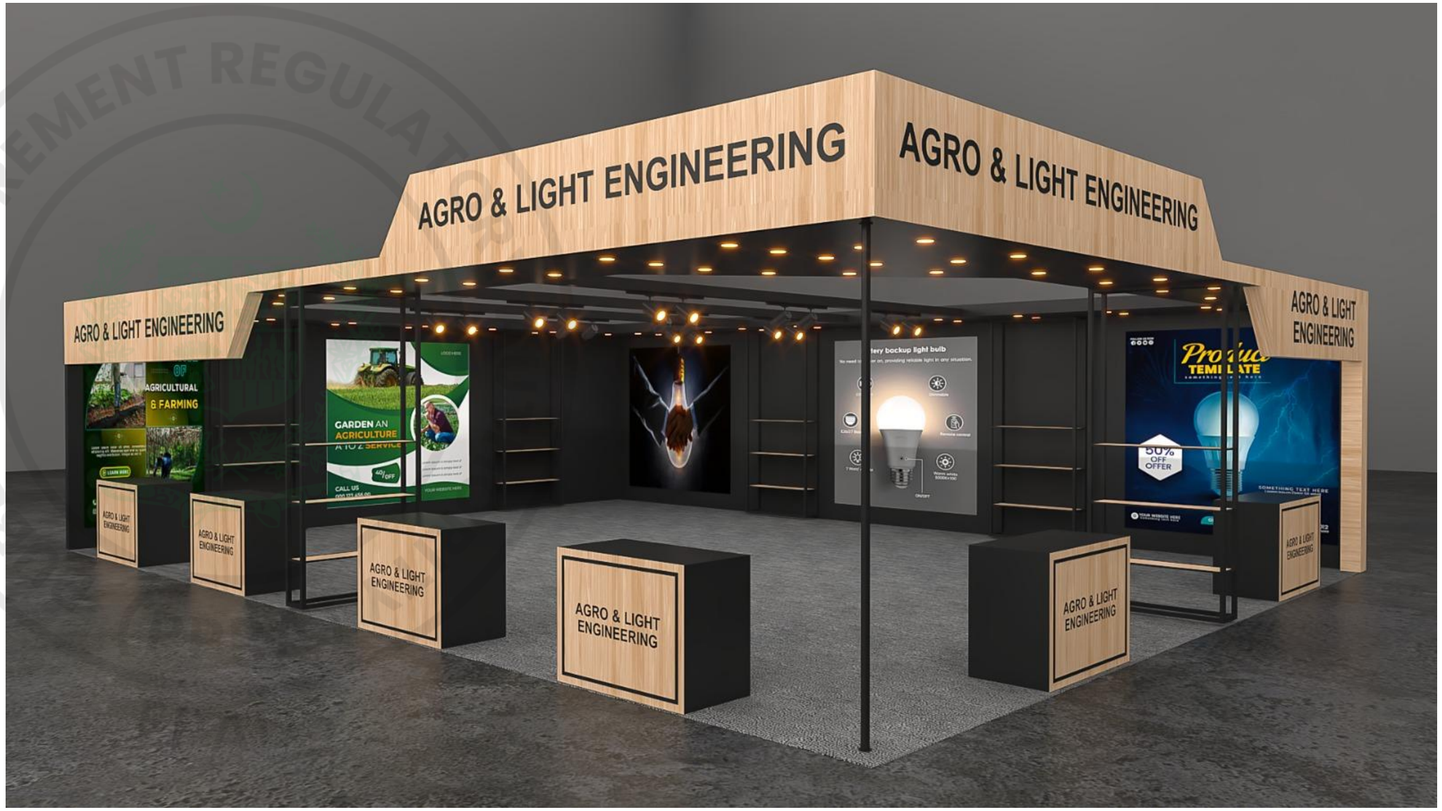
PARTNER ORGANIZATION







Pavillion DESIGN AGRO & LIGHT ENGINEERING



PUBLIC PROCUREMENT REGULATORY

Pavillion DESIGN AGRO & FOOD



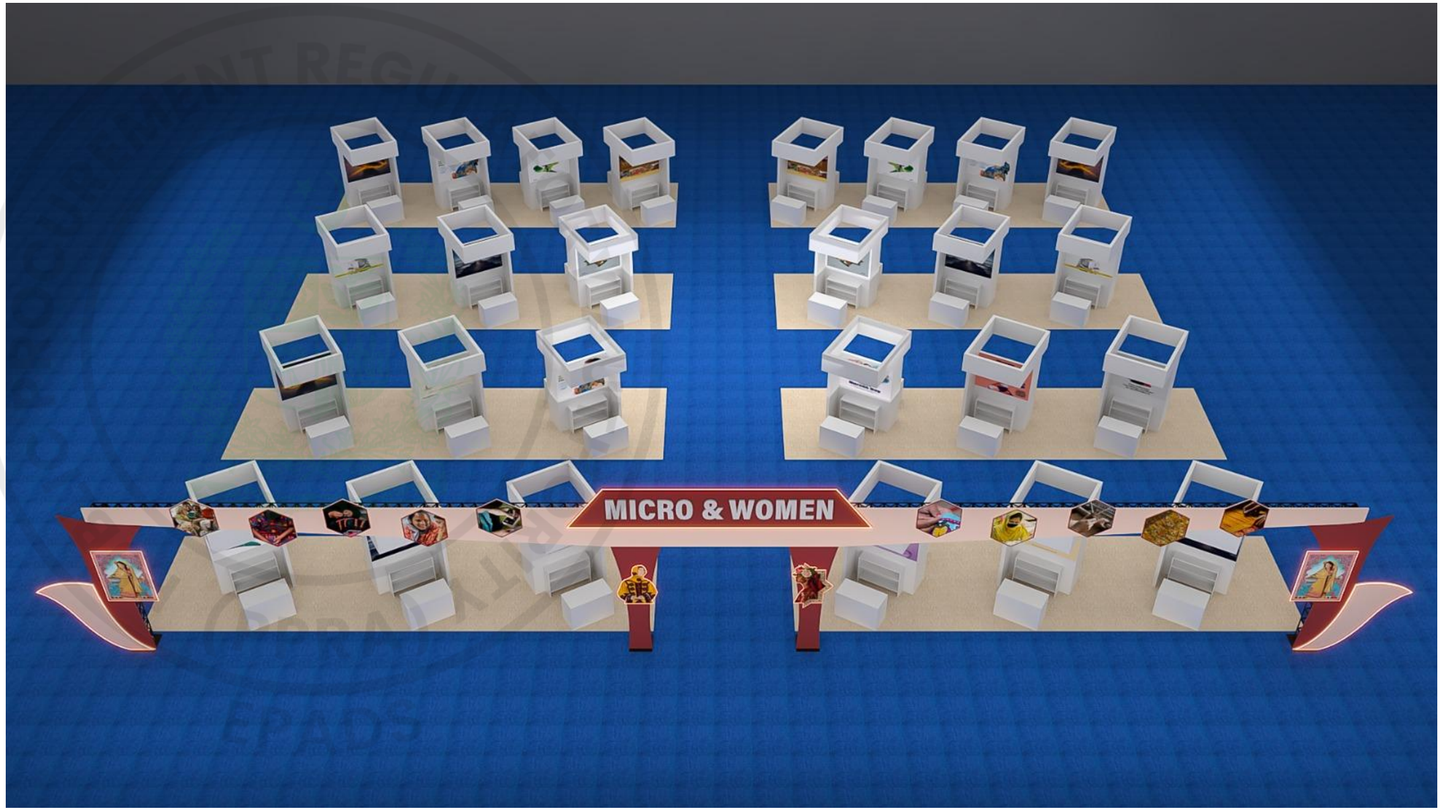
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)
EPADS

Pavillion

DESIGN WOMEN & MICRO

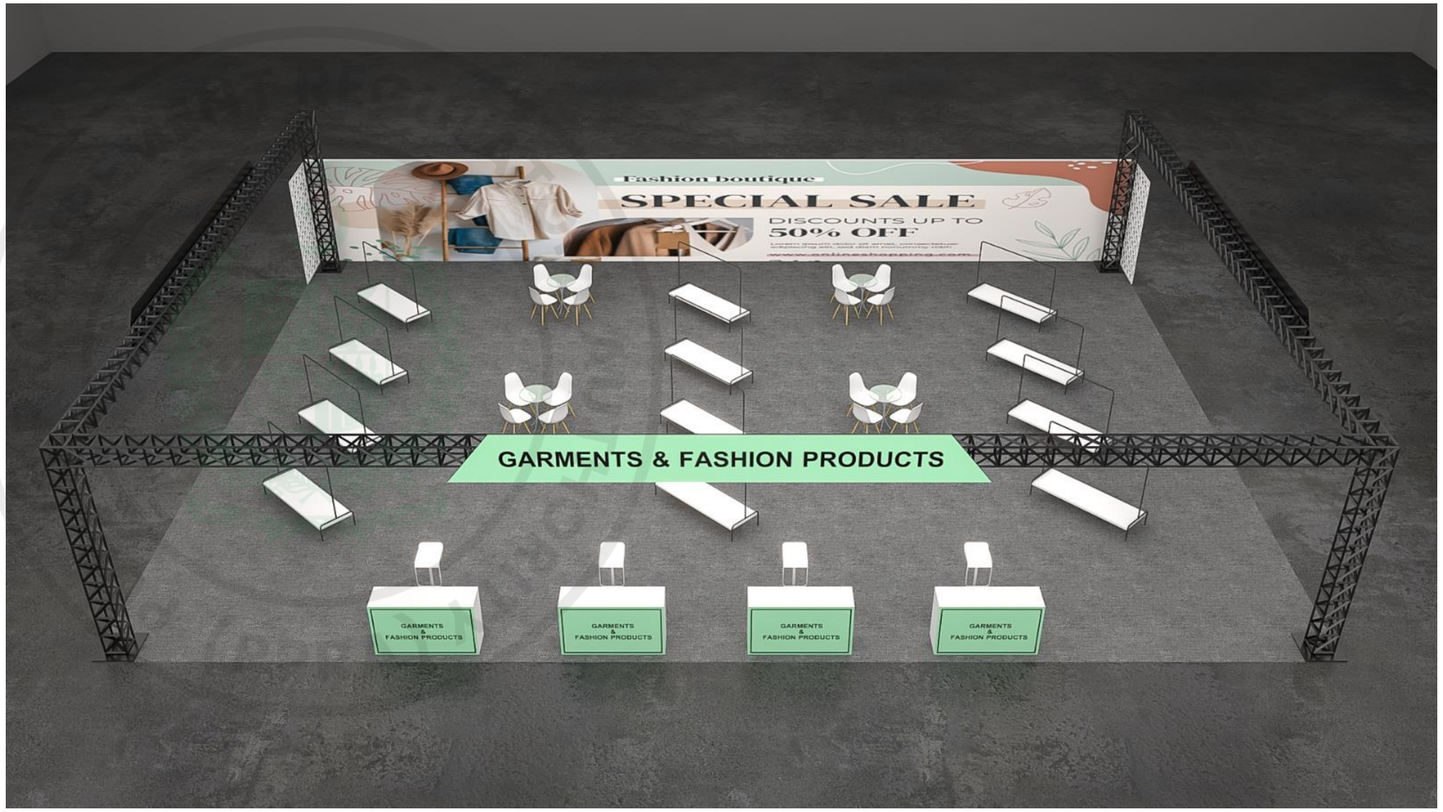


Pavillion DESIGN WOMEN & MICRO



Pavillion

DESIGN GARMENTS & FASHION



Pavillion

DESIGN GEMS & JEWELLERY



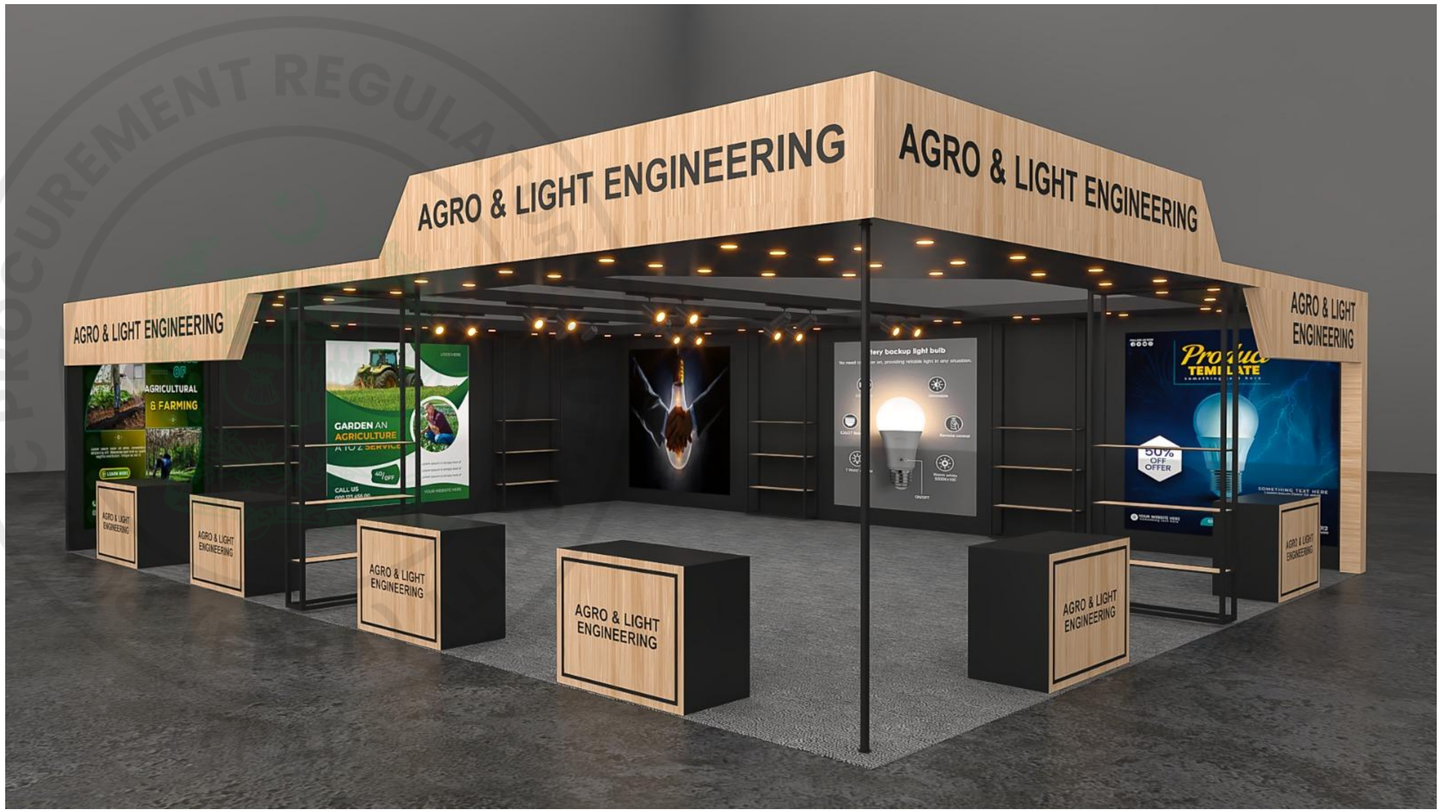
PUBLIC PROCUREMENT REGULA

Pavillion

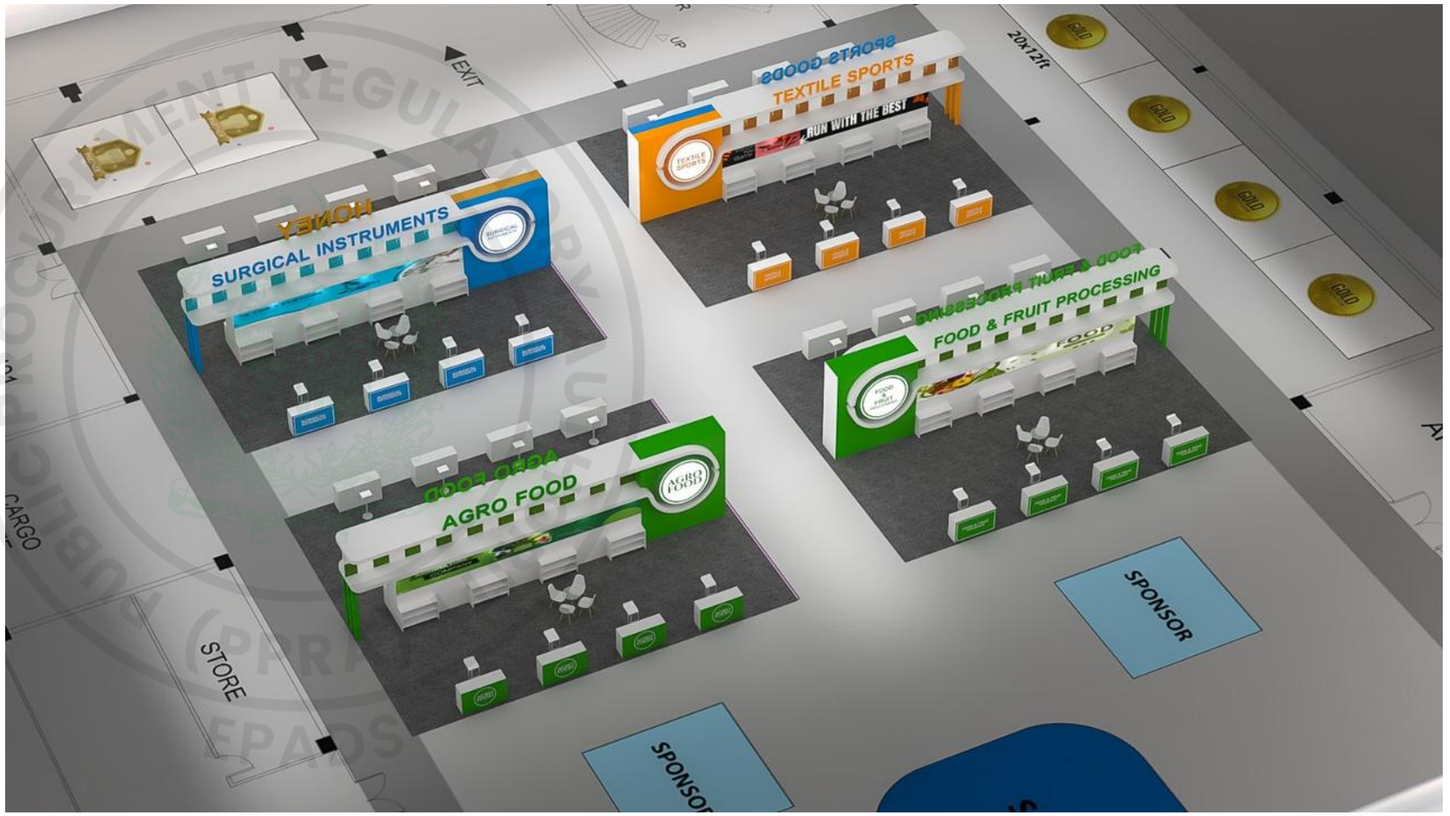
DESIGN FURNITURE & ALLIED



Pavillion DESIGN AGRO FOOD



Pavillion DESIGN

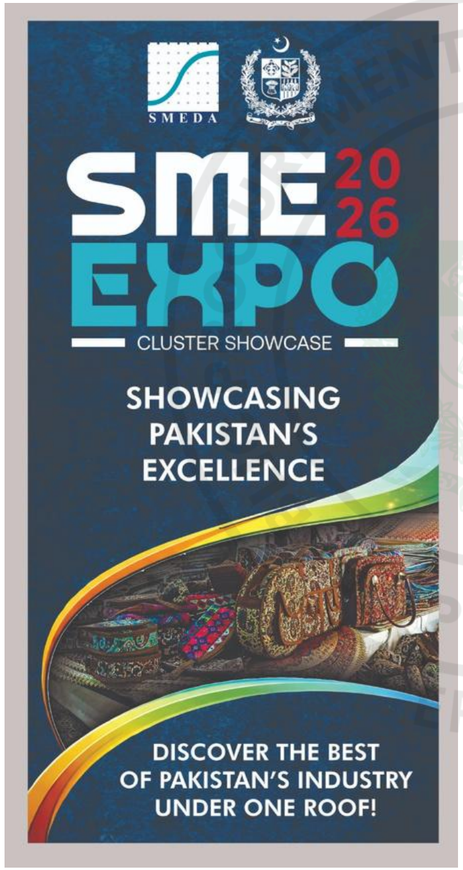


Printable STANDEES



Printable

IRON FRAME POLL EXPO CENTER



ROAD STREAMERS



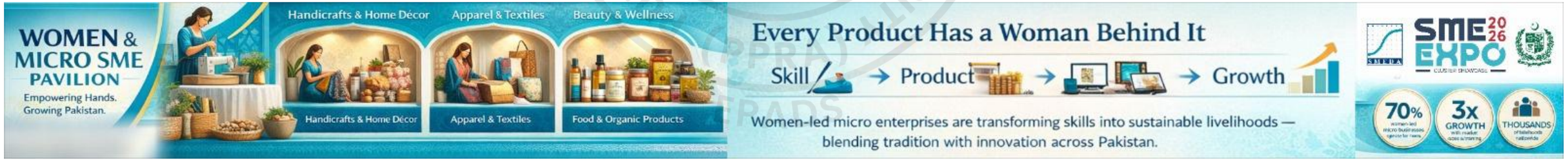
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INVITATION CARDS



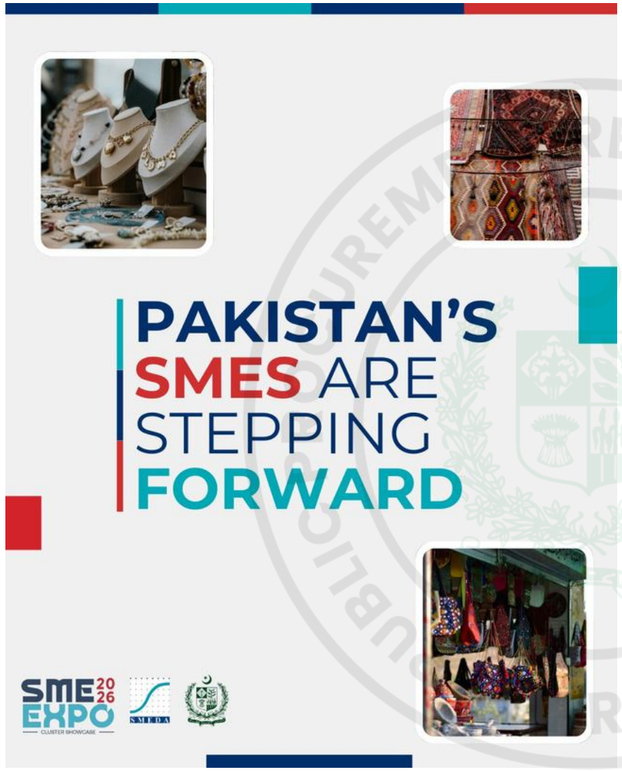
Printable PAVILLION DESIGN





Social Media



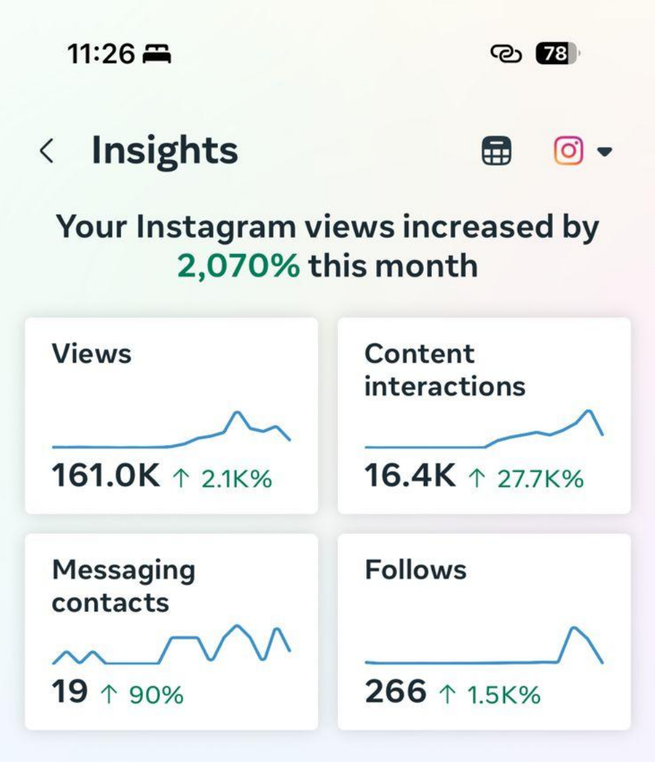


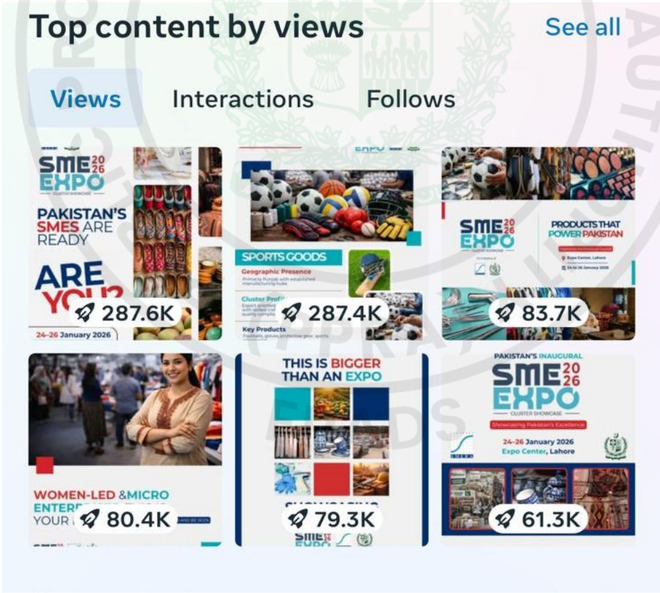


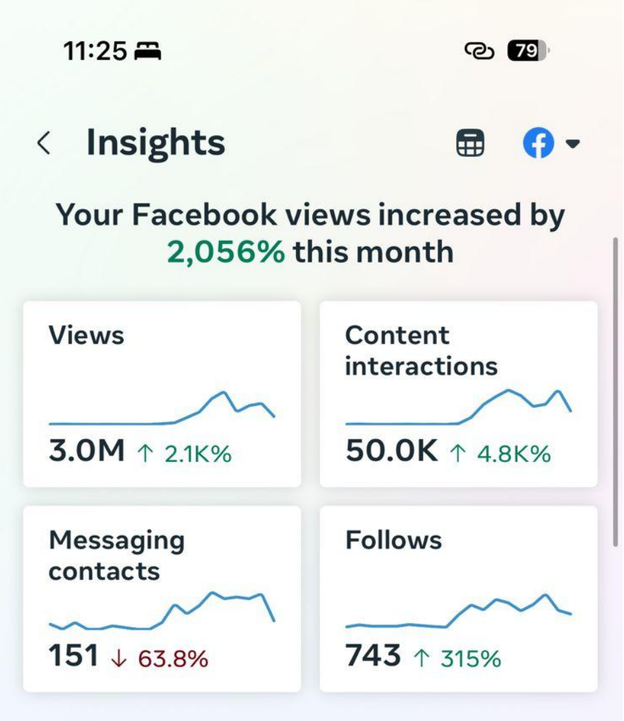


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Social Media Reports







Finalized Clusters

• Sports Goods	6
• Surgical Instruments	6
• Food & Fruit Processing	11
• Textile Sports	4
• Cutlery and Stainless Utensils	3
• Home Appliances	5
• Ceramics & Sanitary Fittings	3
• Plastics Products	5
• Apparel, Garments & Fashion Products	12
• Auto Parts	7
• Leather Goods	5
• Honey	6
• Furniture & Allied	7
• Agro Processing (Olive & Dates)	6
• Carpet Manufacturing	2
• Minerals & Salt Products	9
• Gems & Jewellery	7
• Agri Inputs and Implements	3
• Cosmetics	2
• Light Engineering	2
• Packaging and Print Graphics	3
• Hunting and Sporting Arms, Knives and Swords	4
Total	**118**

SME EXPO 2026
CLUSTER SHOWCASE

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

MICRO & WOMEN

Micro Enterprises (37)	Women Chambers (30)	Product Categories
❖ Sindh Enterprise Development Fund	❖ 28 Women CCIs across Pakistan	❖ Handicrafts & Home Décor
❖ National Rural Support Programme	❖ LCCI Standing Committee on Women Entrepreneurship Development	❖ Beauty & Personal Care
❖ AKRSP		❖ Food & Agriculture
❖ National Incubation Centre – Karachi	❖ Handi Craft Association of Pakistan	❖ Textiles & Apparel
❖ Punjab Small Industries Corporation		❖ Kitchenware
❖ Directorate of Youth Affairs	***Note: 5 Products with 2 nominations***	❖ Technology & Industrial
❖ Government of Khyber Pakhtunkhwa	***from each Chamber***	

- **Government of Baluchistan**
- **Government of Gilgit Baltistan**
- **Government of Azad Jamu & Kashmir**

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LAUNCH CEREMONY (EXPO LAHORE AUDITORIUM)

Day 1: Saturday, January 24, 2026 - Tentative Plan

Time Line	Description of Activities
09:30 AM - 10:30 AM	Registration of Guests and Reception of Dignitaries
10:30 AM - 11:00 AM	- Formal Opening of Event and Ribbon Cutting - Prime Minister and Dignitaries Walk Through to SME Stalls
11:00 AM - 12:50 PM	**SME Cluster Showcase Expo 2026 Launch Ceremony**
11:00 AM - 11:05 AM	Recitation of Holy Quran
11:05 AM - 11:10 AM	National Anthem
11:10 AM - 11:15 AM	Short Video on SMEDA Initiatives
11:15 AM - 11:25 AM	Address by SAPM for I&P
11:25 AM - 11:35 AM	Address by Honorable Prime Minister (PM may leave afterwards)
11:35 AM - 11:45 AM	Address by CEO SMEDA
11:45 AM - 12:15 PM	Address by Representative from SMEDA BOD
12:15 PM - 12:45 PM	Distribution of Shields and Souvenirs
12:45 PM - 12:50 PM	Group Photo

SME CLUSTERS PRODUCT DISPLAY AND EXHIBITION WILL BE CONTINUED AFTER THE FORMAL OPENING.

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SME SYMPOSIUM

Day 1: Saturday, January 24, 2026 - Tentative Plan

Time Line	Description of Activities
02:00 PM - 02:30 PM	**SME Symposium: SME Development in Pakistan - Challenges and Policy Solutions** I. Welcome Address by CEO SMEDA II. Address by President LCCI III. Address by Sec. MoIP
02:30 PM - 03:30 PM	**Key Notes Speakers of Symposium - SME Development in Pakistan - Challenges and Policy Solutions** I. Representative from Planning Commission (Member Private Sector Development) II. Representative from SBP (Najam-us-Saqib - Additional Dir. SME Fin.) III. Economist (Dr. Azam Chaudhry) IV. Mr. Mashood Ali (SME Representative) V. Women Entrepreneur (Ms. Qurat-ul-Ain FPCCI)
03:30 PM - 04:30 PM	Country Presentations by Foreign Representative of SME Development Agencies
04:30 PM	Closing of Day 1

SIDELINE MEETINGS: MEETING BETWEEN BUYING HOUSES / SUPPLIERS / PROCUREMENT REPS. WITH SMES AND THEMATIC HELPDESKS

SEMINARS

Day 2: Sunday, January 25, 2026 - Tentative Plan

Time Line	Description of Activities
10:00 AM - 11:00 AM	Seminar on Women Empowerment and Gender Inclusivity (UN Women, JICA, SAARC Chamber)
11:00 AM - 12:00 PM	Seminar on Marketing and Branding for MSMEs
12:00 AM - 01:00 PM	Seminar on Digital Finance and Fintech for MSME
01:00 PM - 02:00 PM	Prayer Break
02:00 PM - 03:20 PM	Brief Session on Pakistan Economic Landscape I. Investment Opportunities in Pakistan - Board of Investment (BoI) II. Trade and Export Facilitation - TDAP III. Pakistan Single Window
03:20 PM - 04:00 PM	Brief Session on Reliable Data for Informed Policy Making (PBS)
04:00 PM	Closing of Day 2

SIDELINE MEETINGS: MEETING BETWEEN BUYING HOUSES / SUPPLIERS / PROCUREMENT REPS. WITH SMES AND THEMATIC HELPDESKS

BANANA FIBER FAO PROJECT INCEPTION WORKSHOP

Day 3: Monday, January 26, 2026 - Tentative Plan

Time Line	Description of Activities
10:00 AM - 10:10 AM	Welcome Note: Background and Objectives - SMEDA
10:10 AM - 10:20 AM	Opening Remarks SMEDA
10:20 AM - 10:30 AM	Opening Remarks FAO
10:30 AM - 11:00 AM	Overarching logic of the Programme
11:00 AM - 11:20 AM	Keynote Address
11:20 AM - 11:30 AM	Group Photo
11:30 AM - 11:45 AM	Presentation on FAO Project (Overall Project by NTC-FAO)
11:45 AM - 12:00 PM	Presentation on FAO Project (SMEDA Component by SMEDA)
12:00 PM - 01:15 PM	Panel Discussion: Sustainable and innovative banana fiber products: Product development and commercialization, value chain integration and access to market) Question & Answer Session
01:15 PM - 01:25 PM	Concluding Remarks / Note of Thanks (MoCC & EC)
01:25 PM - 02:25 PM	Lunch Break & Networking (Lunch By FAO)

PUBLIC PROCUREMENT REGULATORY AUTHORITY PPRA EPADS

MADE IN PAKISTAN – SME CLUSTER SHOWCASE EXPO 2026

Networking Dinner (24th Jan, 2026, Nishat Hotel, Lahore)

Sr. NO	Invities Category	Invitations (Expected)
1	Small and Medium Enterprises (SMEs)	150
2	International Visitors / Embassies	50
3	Govt. Officials (Federal and Provincial)	50
4	Business Leaders	50
Total		**300**

Cultural Dinner (25th Jan, 2026, Lahore Fort, Lahore)

Sr. NO	Invities Category	Invitations (Expected)
1	Ambassadors /Embassies	30
2	Foreign Delegates	10
3	Government Officials	20
4	Business Leaders	40
Total		**100**

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

MADE IN PAKISTAN – SME CLUSTER SHOWCASE EXPO 2026

Invitation for Promotion of SME Cluster Showcase Expo 2026

Sr. NO	Description	No. of Invitations
1	General Public / Small and Medium Enterprises (SMEs)	Email sent to 24,000 SMEs
2	Large Scale Organizations, Buying Houses Etc.	Letters to be sent to 500 Organizations (Approx)
Total		**24,500**

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

INTERNATIONAL INVITATIONS DETAILS

Foreign Missions in Pakistan

Letters sent to 60 + embassies. Tajikistan Ambassador, Azerbaijan Deputy Head of Mission Confirmation received.

SMEDA MOU Countries

Kingdom of Saudi Arabia (KSA), Azerbaijan, Tukriye, Republic of Tunisia, Poland, Belarus, Malaysia (confirmed), Indonesia

Developing 8 Secretariat & countries

Bangladesh, Egypt, Indonesia, Iran, Malaysia, Nigeria, Pakistan, and Turkiye.

ECO countries

Afghanistan, Azerbaijan, Iran, Kazakhstan, Kyrgyzstan, Tajikistan, Türkiye, Turkmenistan, & Uzbekistan

Others

ADFD and Khalifa Fund UAE, Bangladesh, Bulgaria, Iran, Ireland, USA, and Uzbekistan.

BUSINESS SUPPORT ORGANIZATION

Federal Board of Revenue (FBR)
State Bank Of Pakistan (SBP)
Security And Exchange Commission of Pakistan (SECP)
Trade Development Authority of Pakistan (TDAP)
Pakistan Single Window (PSW)
Punjab Small Industries Corporation
Sindh Small Industries Corporation
KP Small Industries Development Board
Balochistan industries dept
KASHF Foundation
Mobilink Bank
Askari Bank
Bank Alfalah
Bank Of Punjab
Sindh Bank Limited
Bank of Kyber
Meezan Bank Ltd.
JS
Mushriq
Akhuwat
PMN
International Labor Organization (ILO)
Food & Agriculture Organization

Screenshot

Thank You

SME EXPO 2026
CLUSTER SHOWCASE

SMEDA

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