

Pre-Qualification Document

Prequalification and Empanelment of Service Providers under Framework
Arrangement for Communication and Event Services (DCP)
(Non-Consultancy Services)

National

Single Stage-One Envelope



May 08, 2026

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INVITATION FOR PRE-QUALIFICATION

PROCUREMENT OF NON-CONSULTING SERVICES

1. The **Development Communication Project (Ministry of Planning, Development & Special Initiatives)** has reserved Funds for the procurement planned for FY **2025-26**. The **Development Communication Project (Ministry of Planning, Development & Special Initiatives)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Prequalification and Empanelment of Service Providers under Framework Arrangement for Communication and Event Services (DCP)**".
2. The **Development Communication Project (Ministry of Planning, Development & Special Initiatives)** intends to pre-qualify service providers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to the bidding process.
3. The objective of the intended pre-qualification is the provision of "**Prequalification and Empanelment of Service Providers under Framework Arrangement for Communication and Event Services (DCP)**" through subsequent signing of contract with successful bidders, and the purpose of this Pre-qualification Notice is to provide the very basic information to enable potential applicants to decide whether or not to respond to this Pre-qualification Notice.
4. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants in [insert month and year] and Contract Agreement(s) will be signed between the Procuring Agency and the successful bidder(s) in [insert month and year] for the period of [insert year(s) and month(s)].
5. The pre-qualification process is open to all [insert national or international] Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the Development Communication Project (Ministry of Planning, Development & Special Initiatives) through **EPADS v2.0** during

office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0**.

6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Monday, May 25, 2026 02:30 PM**. E-applications will be opened using **EPADS v2.0** on the same day at **Monday, May 25, 2026 03:00 PM**. Manual submission of applications shall not be entertained. Those service providers who have not yet registered on the new version of **EPADS v2.0** may register themselves at <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>.

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

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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalification Documents

1. **Scope of Application**

1.1. In connection with the “**Invitation for Prequalification**”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Pre-qualification.

3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Secondary Procurement process, and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of

communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

4. Eligible Applicants

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the Contract conditions that apply.

The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.

All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Contract Agreement. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. Eligibility (in terms of Nationality)

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

1. Sections of Prequalification Documents

1.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures PART 2 Supply Requirements

1.2. Section I - Instructions to Applicants (ITA)

1.3. Section II - Prequalification Data Sheet (PDS)

1.4. Section III - Qualification Criteria and Requirements

1.5. Section IV - Application Forms

1.6. Section V - Eligible Countries

1.7. Section VI - Fraud and Corruption

1.8. Section VII – Schedule of Requirements

1.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

1.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

2. Clarification of Pre-qualification Documents and Pre-Application Meeting

2.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective

Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

2.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / **EPADS v2.0** as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Pre-qualification Documents.

2.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

3. Amendment of Prequalification Documents

3.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**

3.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and **EPADS v2.0**.

Provided that an Applicant who had already submitted their Applications

prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **EPADS v2.0**.

3.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:

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

C. Preparation of Applications

1. Cost of Applications

1.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Pre-qualification process.

2. Language of Application

2.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

3. Documents Comprising the Application

3.1. The Application shall comprise the following:

3.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

3.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

3.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

3.1.4. any other document required as specified in the PDS.

3.2. **Application Submission Letter**

3.2.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

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

3.3.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

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

3.4.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

3.4.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

3.4.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

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

3.4.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

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

3.4.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

3.4.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

1. Submission of the Applications through EPADS v2.0

1.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

1.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally

authorized signatories.

2. **Deadline for Submission of Applications**

2.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

2.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

2.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

3. **Opening of Applications**

3.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

1. **Confidentiality**

1.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through **EPADS v2.0**.

1.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **EPADS v2.0**

2. **Clarification of Applications**

2.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through **EPADS v2.0**

2.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

3. Responsiveness of Applications

3.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

4. Margin of Preference

4.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification.

5. Sub-contractors

5.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

1. Evaluation of Applications

1.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

1.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

1.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

2. Procuring Agency's Right to Accept or Reject Applications

2.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

3. Pre-qualification of Applicants

3.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring

Agency.

3.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

3.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

4. Notification of Prequalification

4.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **EPADS v2.0**.

4.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

5. Request for Bids

5.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through **EPADS v2.0**.

6. Changes in Qualifications of Applicants

6.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

6.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

6.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

6.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

6.2. Any such change should be submitted to the Procuring Agency before the date of "Invitation to Bids".

7. Redressal of Grievances

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

7.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

8. Mechanism of Blacklisting

8.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-19 of Public Procurement Rules, 2004 read with "Mechanism for Blacklisting Regulations, 2024".



Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

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

PDS Clause No

ITA No

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

A. General

PDS Clause No 1

ITA No 1.1

Identification Number of the Invitation for Prequalification: **P31466**

The Procuring Agency is: **Development Communication Project (Ministry of Planning, Development & Special Initiatives)**

List of Service Contracts:

See section services and Lots

PDS Clause No 2

ITA No 2.1

The name of Procuring Agency is: **Development Communication Project (Ministry of Planning, Development & Special Initiatives)**

The name of Project / Procurement is: **Prequalification and Empanelment of Service Providers under Framework Arrangement for Communication and Event Services (DCP)**

PDS Clause No 3

ITA No 4.2

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

PDS Clause No 4

ITA No 4.5

A list of debarred firms and individuals is available on PPRA website:

<https://ppra.gov.pk>

B. Contents of the Prequalification Document

PDS Clause No 5

ITA No 7.1

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

PDS Clause No 6

ITA No 7.1 & 8.2

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

PDS Clause No 7

ITA No 7.2

Pre-Application Meeting: **Clarification Date: Monday, May 18, 2026**

Pre-Bid Meeting: Wednesday, May 13, 2026 02:30 PM

Venue: Office No.102, 1st Floor P Block Pak Secretariate

C. Preparation of Applications

PDS Clause No 8

ITA No 10.1

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

PDS Clause No 9

ITA No 11.1(d)

Additional documents to be submitted through EPADS v2.0:

Company Registration Certificate, NTN Certificate, Sales Tax Registration (if applicable), Active Taxpayer List (ATL) proof, and Affidavit of non-blacklisting on stamp paper. Relevant Experience: Work Orders / Completion Certificates / Performance Certificates of similar assignments (last 5 years). CVs of Key Professional Staff with supporting documents (educational certificates & proof of employment). Financial Documents: Audited Financial Statements / Bank Certificate showing annual turnover for last 3 years. Duly filled Application Forms (Form A, B, C, D, E, F) as per Prequalification Document.

PDS Clause No 10

ITA No 14.2

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

D. Submission of Applications

PDS Clause No 11

ITA No 16.1

Deadline for Application Submission:

Day: **Monday**

Date: **Monday, May 25, 2026**

Time: **02:30 PM**

PDS Clause No 12

ITA No 17.1

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

Day: **Monday**

Date: **Monday, May 25, 2026**

Time: **03:00 PM**

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

E. Procedures for Evaluation of Applications

PDS Clause No 13

ITA No 21.1

Margin of Domestic Preference: **Not Applicable**

(Applicable only if authorized in Procurement Plan)

PDS Clause No 14

ITA No 29.1

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

A complaint may challenge:

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

Eligibility & Qualification Criteria

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

Eligibility Criteria	Document
The bidder must be a legally registered firm/company in Pakistan with valid Company Registration Certificate. Joint Ventures are allowed with a formal JV Agreement.	Yes
Minimum 05 relevant professional staff with CVs, qualifications, and proof of employment. Financial soundness through Bank Certificate or Audited Statements.	Yes

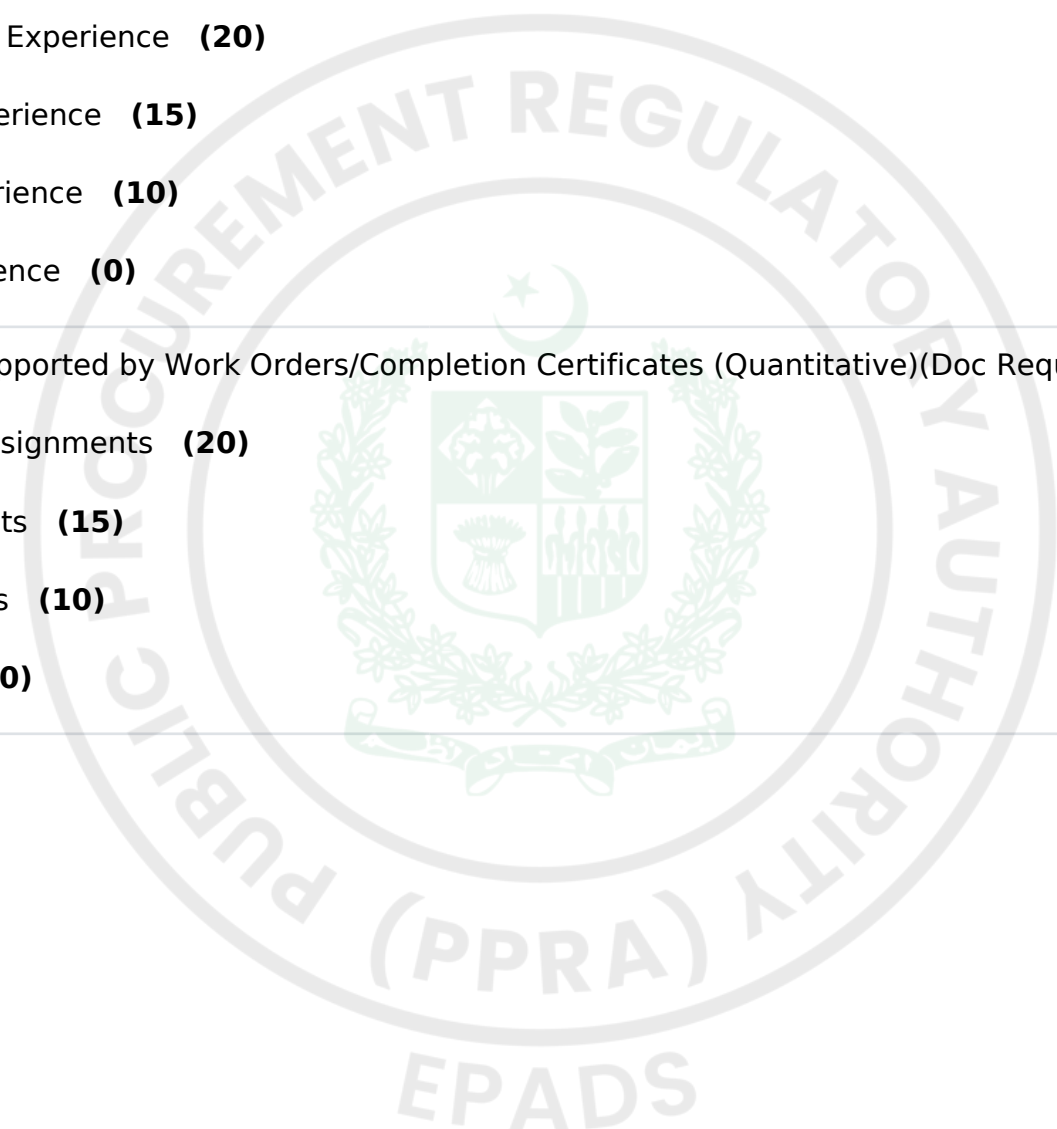
Valid NTN, Sales Tax Registration (if applicable), and Active Taxpayer List (ATL) status with FBR. Proof must be attached.	Yes
Minimum 03 years of relevant experience in the applied category (Event Management or Digital & Creative Services). Supported by work orders/completion certificates.	Yes
Non-Blacklisting: The firm must not be blacklisted by any Government, Semi-Government, or Autonomous organization. An Affidavit on Stamp Paper must be submitted.	Yes
Litigation Disclosure: The bidder shall disclose any ongoing or past litigation/arbitration during the last 5 years, along with current status, supported by an Affidavit on Stamp Paper.	Yes
The application must be complete in all respects. Incomplete or unsigned applications shall be considered non-responsive.	Yes

Evaluation Criteria

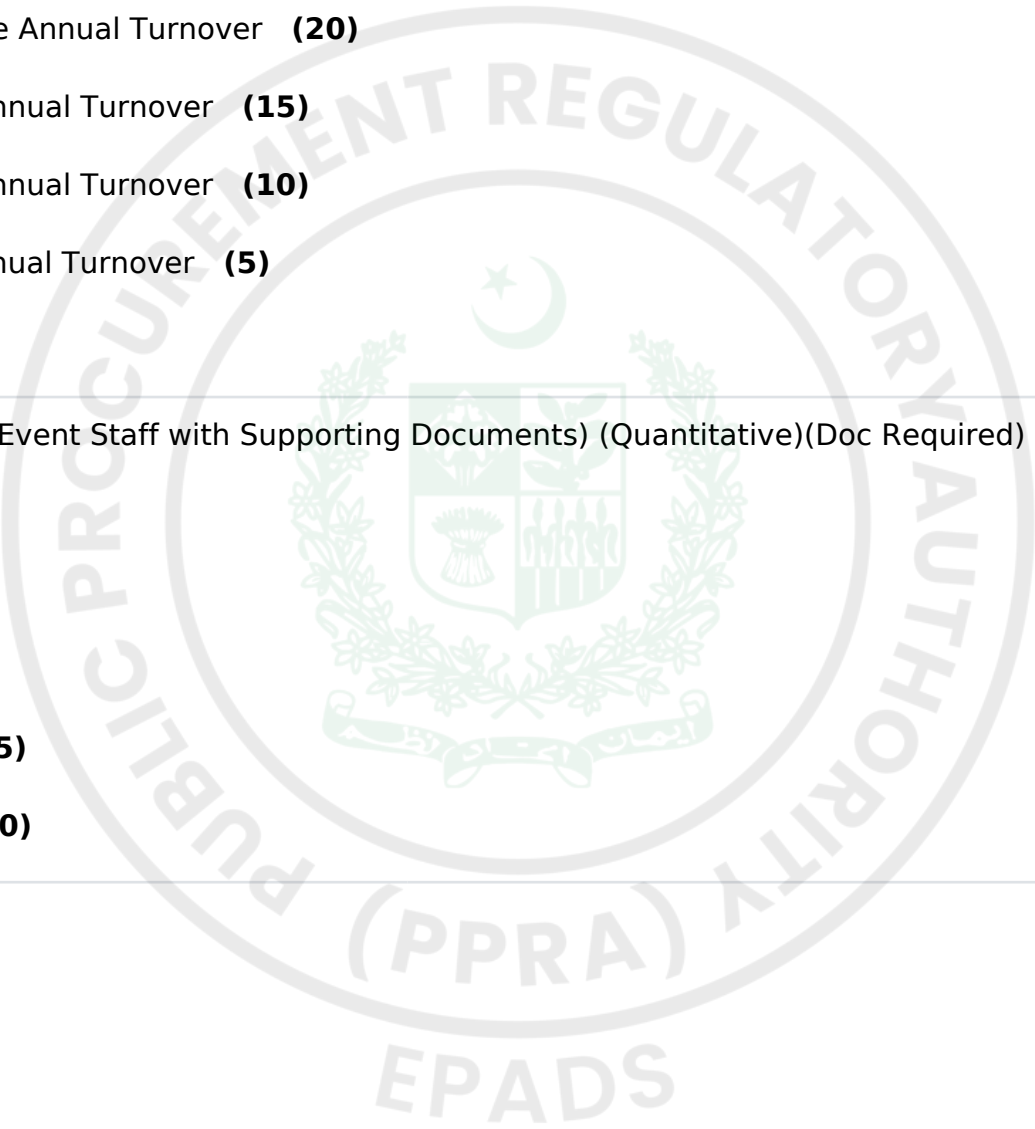
Quality Based Selection (QBS)

Technical Marks	100
Passing Marks	70
Technical Evaluation - Event Management Services	

<p>Experience in Event Management (Conferences, Seminars, Workshops, Exhibitions, Public Events) (Quantitative) (Doc Required)</p> <p>Above 10 Years of Relevant Experience (20)</p> <p>6-10 Years of Relevant Experience (15)</p> <p>3-5 Years of Relevant Experience (10)</p> <p>Less than 3 Years of Experience (0)</p>	20
<p>Completed Assignments Supported by Work Orders/Completion Certificates (Quantitative)(Doc Required)</p> <p>More than 10 Completed Assignments (20)</p> <p>6-10 Completed Assignments (15)</p> <p>2-5 Completed Assignments (10)</p> <p>Less than 2 Assignments (0)</p>	20



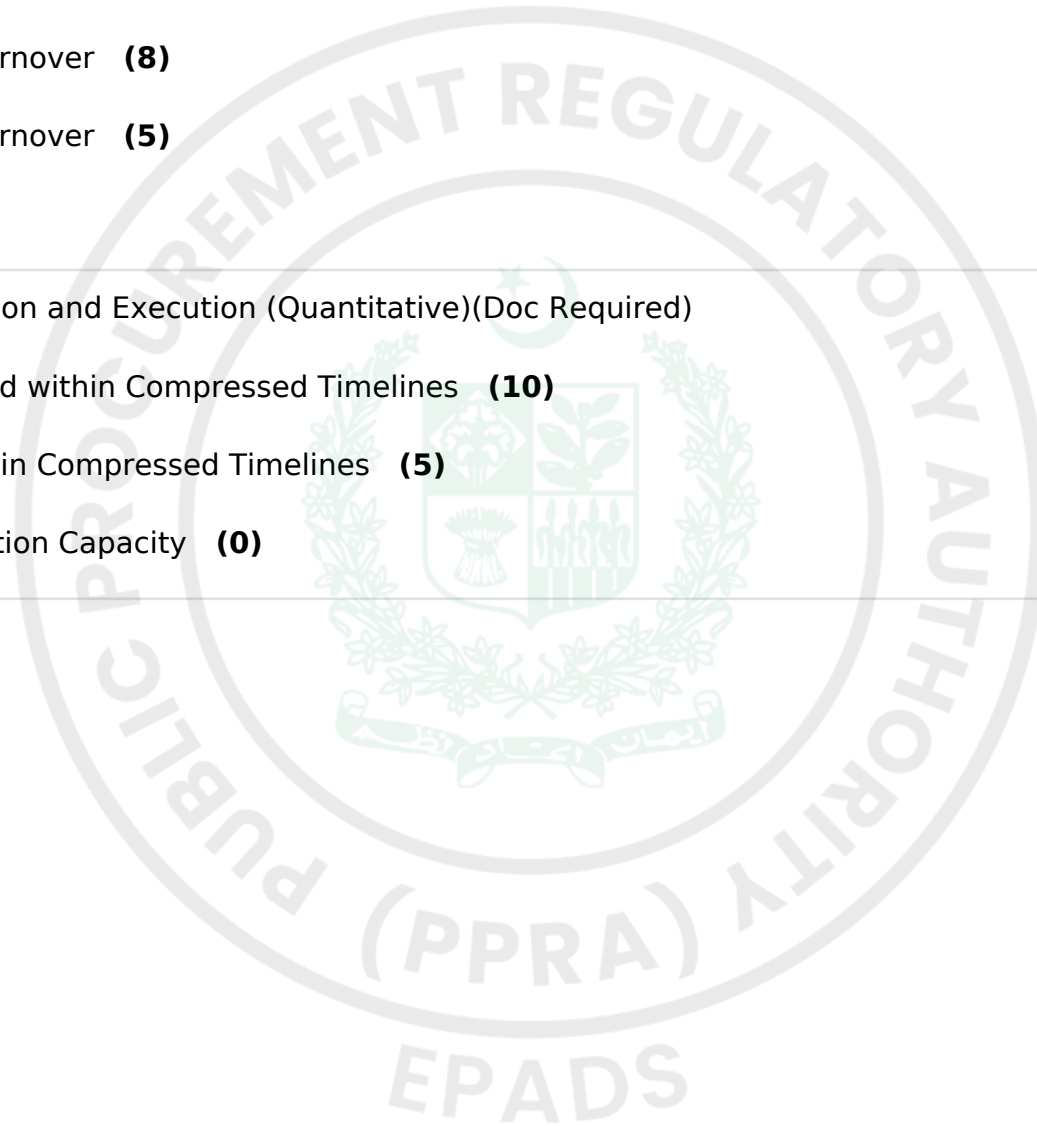
<p>Financial Capacity (Average Annual Turnover for Last 3 Years Supported by Audited Accounts/Bank Certificate) (Quantitative)(Doc Required)</p> <p>Above PKR 50 Million Average Annual Turnover (20)</p> <p>PKR 20-50 Million Average Annual Turnover (15)</p> <p>PKR 10-20 Million Average Annual Turnover (10)</p> <p>PKR 5-10 Million Average Annual Turnover (5)</p> <p>Below PKR 5 Million (0)</p>	<p>20</p>
<p>Human Resources (Qualified Event Staff with Supporting Documents) (Quantitative)(Doc Required)</p> <p>15-20 Qualified Staff (20)</p> <p>10-14 Qualified Staff (15)</p> <p>6-9 Qualified Staff (10)</p> <p>Minimum 5 Qualified Staff (5)</p> <p>Less than 5 Qualified Staff (0)</p>	<p>20</p>



<p>Technical Capacity / Equipment (Sound, Stage Setup, Multimedia, Lighting, Décor and Logistics) (Quantitative) (Doc Required)</p> <p>Adequate and Complete Technical Setup (Sound, Lighting, Multimedia, Staging, Logistics, etc.) (10)</p> <p>Basic Required Equipment Available (5)</p> <p>No Adequate Equipment Available (0)</p>	<p>10</p>
<p>Government Experience in Event Management (Government / Semi-Government / Autonomous Bodies) (Quantitative)(Doc Required)</p> <p>5 or More Government Assignments (10)</p> <p>3-4 Government Assignments (8)</p> <p>1-2 Government Assignments (5)</p> <p>No Government Experience (0)</p>	<p>10</p>
<p>Technical Evaluation - Digital Campaigns, Media & Creative Services</p>	
<p>Relevant Experience in Digital Campaigns, Media Production and Creative Services (Quantitative)(Doc Required)</p> <p>Above 10 Years of Relevant Experience (20)</p> <p>6-10 Years of Relevant Experience (15)</p> <p>3-5 Years of Relevant Experience (10)</p> <p>Less than 3 Years of Experience (0)</p>	<p>20</p>

<p>Completed Assignments in Digital Campaigns, Media Production and Content Development (Last 5 Years) (Quantitative)(Doc Required)</p> <p>More than 10 Completed Assignments (20)</p> <p>6-10 Completed Assignments (15)</p> <p>2-5 Completed Assignments (10)</p> <p>Less than 2 Assignments (0)</p>	20
<p>Verified Client Performance (Satisfactory Completion Certificates) (Quantitative)(Doc Required)</p> <p>3 or More Projects with Satisfactory Client Certificates (20)</p> <p>1-2 Projects with Satisfactory Client Certificates (10)</p> <p>No Satisfactory Client Certificates Provided (0)</p>	20
<p>Human Resource Capacity (Digital, Creative, Production and Project Management Teams) (Quantitative)(Doc Required)</p> <p>All Required Teams Available (Digital, Creative, Production, Project Management) (20)</p> <p>Three Required Teams Available (15)</p> <p>Two Required Teams Available (10)</p> <p>One Team Available (5)</p> <p>No Relevant Team Structure Provided (0)</p>	20

<p>Financial Capacity (Annual Turnover Supported by Financial Documents) (Quantitative)(Doc Required)</p> <p>Above PKR 50 Million Annual Turnover (10)</p> <p>PKR 20–50 Million Annual Turnover (8)</p> <p>PKR 10–20 Million Annual Turnover (5)</p> <p>Below PKR 10 Million (0)</p>	10
<p>Capacity for Rapid Mobilization and Execution (Quantitative)(Doc Required)</p> <p>3 or More Projects Completed within Compressed Timelines (10)</p> <p>1–2 Projects Completed within Compressed Timelines (5)</p> <p>No Evidence of Rapid Execution Capacity (0)</p>	10







Annexure

Full Prequalification and Empanelment Document for Communication and Event Services under Development Communication Project (DCP). This document contains Invitation, Instructions to Applicants, Scope of Services, Eligibility Criteria, Evaluation Criteria, and all Standard Forms (A to F).

Application Submission Form to be filled on company letterhead

FORM B – Applicant Information Form

Bidders must completely fill this form with company details including:

- Name of Firm, Legal Status, Year of Establishment
- Registered Office Address, Telephone & Email
- NTN, Sales Tax Registration & ATL Status
- Authorized Representative Details
- JV Information (if applicable)
- Ownership / Management Information

Attach all supporting documents as listed in the form.

FORM B(1) – Joint Venture (JV) Member Information Form

To be submitted by each JV Partner (if applicable).

This form must include JV Partner details, role & responsibilities, tax information, and supporting documents. A formal JV Agreement must also be attached.

FORM C – Qualification Information (Mandatory)

Bidders must fill this form completely. It includes:

- Basic Company Information
- Human Resource Summary (Staff details)
- Key Personnel with CVs
- Technical Resources / Equipment
- Financial Information
- Litigation & Blacklisting Declaration

All entries must be supported by documentary evidence.

FORM D – Financial Capacity Form

Bidders must provide financial summary for last three years, bank details, and attach Bank Certificate / Audited Financial Statements to prove financial soundness.

FORM E – Relevant Experience (Mandatory)

Bidders must list similar assignments completed in the last 5 years with Client Name, Nature of Work, Contract Value, Completion Date and attach supporting documents (Work Orders / Completion Certificates).

FORM F – Litigation & Blacklisting Declaration (On Stamp Paper)

Must be submitted on Stamp Paper, duly notarized. Bidders must declare any litigation history and confirm they are not blacklisted.

Prequalification and Empanelment Document Information (Read-Only)

See Form Under Additional Forms and Documents: **Prequalification and Empanelment Document** (page number: 37)

FORM A – Application Submission Form

Information (Read-Only)

See Form Under Additional Forms and Documents: **FORM A – Application Submission Form** (page number: 62)

FORM B – Applicant Information Form

Information (Read-Only)

See Form Under Additional Forms and Documents: **FORM B – Applicant Information Form** (page number: 63)

FORM B(1) – Joint Venture Member Information Form

Information (Read-Only)

See Form Under Additional Forms and Documents: **FORM B(1) – Joint Venture Member Information Form** (page number: 65)

FORM C – Qualification Information

Information (Read-Only)

See Form Under Additional Forms and Documents: **FORM C – Qualification Information** (page number: 67)

FORM D – Financial Capacity Form

Information (Read-Only)

See Form Under Additional Forms and Documents: **FORM D – Financial Capacity Form** (page number: 69)

FORM E – Relevant Experience

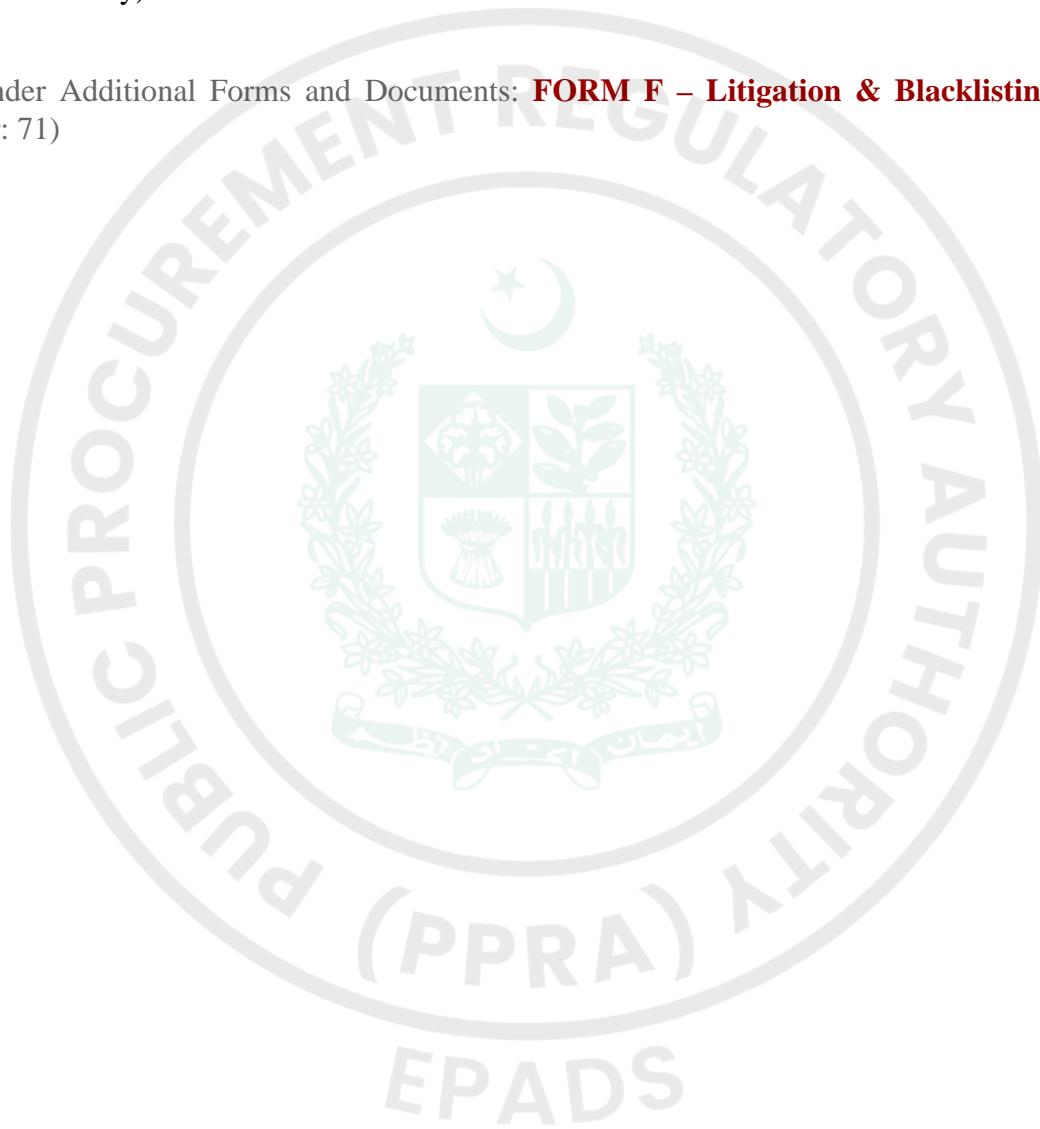
Information (Read-Only)

See Form Under Additional Forms and Documents: **FORM E – Relevant Experience** (page number: 70)

FORM F – Litigation & Blacklisting Declaration

Information (Read-Only)

See Form Under Additional Forms and Documents: **FORM F – Litigation & Blacklisting Declaration** (page number: 71)





Procurement Forms

Past Experience and Completed Contracts

Bidders must submit details as per FORM E of the Prequalification Document. Attach supporting Work Orders / Completion Certificates of last 5 years.

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 72)

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

Bidders must disclose as per FORM F and Sections 10–11 of FORM C of the Prequalification Document. Affidavit on stamp paper is mandatory.

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 73)

Current Contracts and Their Progress

Provide details of all ongoing contracts. This will be evaluated along with information submitted in FORM C.

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 75)

Financial Capacity and Net Worth Evaluation Form

Submit as per FORM D – Financial Capacity Form and Section 7 of FORM C. Attach Bank Certificate / Audited Financial Statements.

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 76)

Average Annual Turnover

Provide Average Annual Turnover for last three years as required in FORM C and FORM D. Supporting documents must be attached.

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 78)





Additional Forms and Documents

Government of Pakistan
Ministry of Planning, Development & Special Initiatives
Development Communication Project (DCP)

**PREQUALIFICATION AND EMPANELMENT OF SERVICES
PROVIDERS UNDER FRAMEWORK ARRANGEMENT FOR
COMMUNICATION AND EVENT SERVICES**

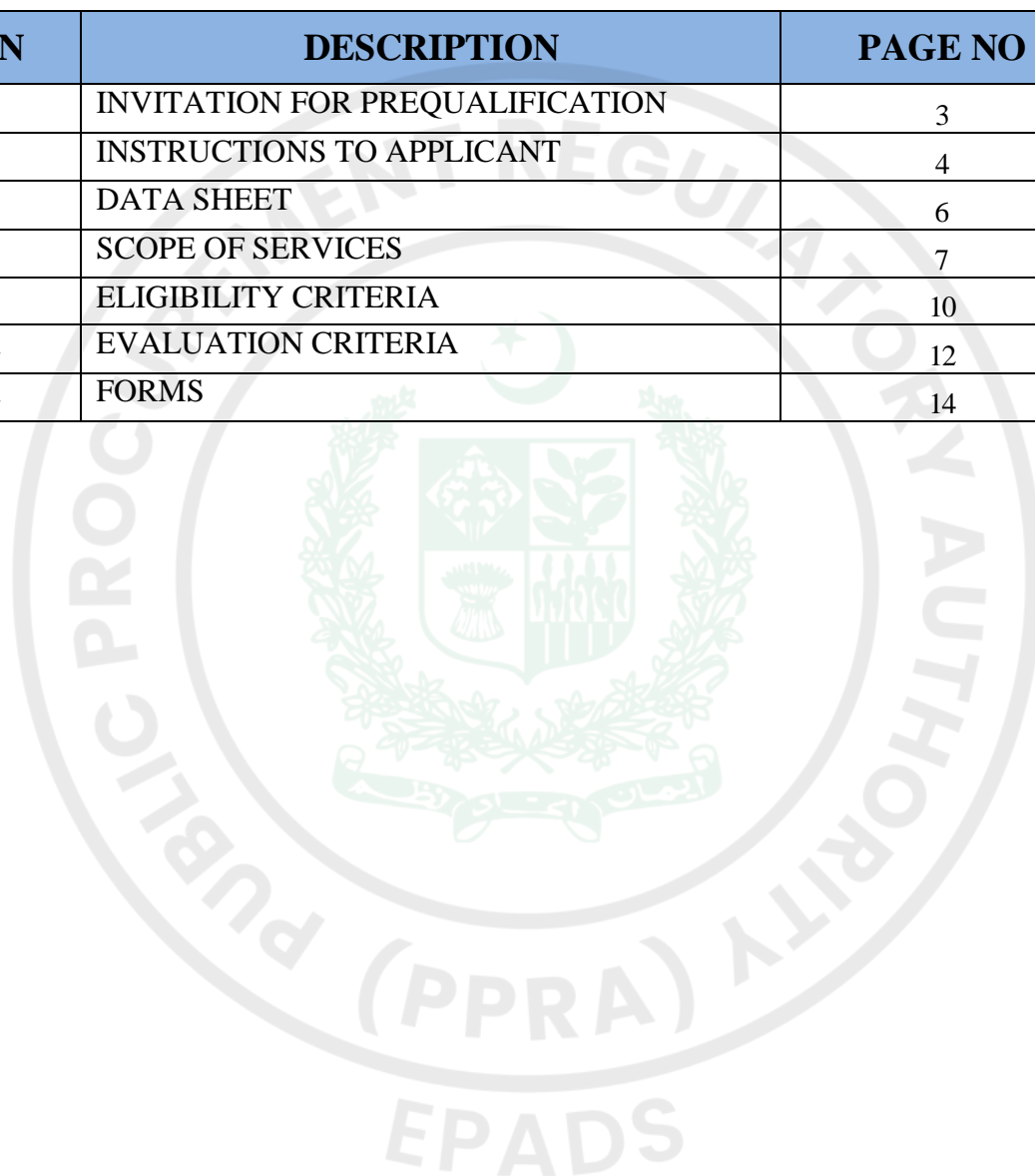
Categories of Services

1. **Event Management Services.**
2. **Digital Campaigns, Video, Film & Documentary Production and Creative Services**

Issued By:
Development Communication Project (DCP)
Ministry of Planning, Development & Special Initiatives
Government of Pakistan

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SECTION I – INVITATION FOR PREQUALIFICATION (EOI)
Development Communication Project (DCP)

The Ministry of Planning, Development & Special Initiatives (Planning Commission), Government of Pakistan invites applications for prequalification from technically qualified and financially sound service providers, duly registered with relevant tax and regulatory authorities, for empanelment under a framework arrangement. The purpose of this prequalification is to establish a panel of service providers for undertaking communication and event-related assignments under the Development Communication Project (DCP). This is a prequalification exercise only. No financial proposals are required at this stage. After prequalification, quotations shall be invited from all empanelled firms for each assignment, and work shall be awarded to the lowest evaluated responsive bidder in accordance with PPRA Rules, 2004.

Categories of Services:

1. Event Management Services
2. Digital Campaigns, Video, Film & Documentary Production and Creative Services

Procurement shall be conducted in accordance with PPRA Rules, 2004, ensuring transparency, fairness, competition, and efficiency. Funds are available under the approved PSDP allocation of the Development Communication Project (DCP). Applications must be submitted on or before **25th May 2026 at 2:30 PM**. Late or incomplete applications shall not be considered. Applications shall be opened on the same day in the presence of applicants or their authorized representatives. The Procuring Agency reserves the right to accept or reject any or all applications in accordance with PPRA Rule 33. Clarifications may be sought prior to submission. A clarification meeting may be held, if required.

Address for Submission & Opening:

Project Director
Development Communication Project (DCP)
Room No. 513, 5th Floor, P Block
Ministry of Planning, Development & Special Initiatives
Pak Secretariat P Block, Islamabad

SECTION II – INSTRUCTIONS TO APPLICANTS (ITA)

These Instructions to Applicants (ITA) are prepared for the purpose of prequalification and empanelment under a framework arrangement in accordance with PPRA Rules, 2004.

1. Scope of Prequalification

The Procuring Agency invites applications for prequalification of service providers for the categories specified in Section I, for empanelment under a framework arrangement.

2. Source of Funds

Funds are available under the approved PSDP allocation of the Development Communication Project (DCP).

3. Eligible Applicants/Firms

3.1 Applicants may be registered companies, firms, or public/semi-public agencies of Pakistan. Foreign firms may apply in joint ventures with locally registered firms in accordance with applicable law.

3.2 The applicant must have valid registration with **Income Tax (NTN) and Sales Tax (STRN)** departments and must be on **Active Taxpayers List (ATL)** of FBR.

3.3 Firms/companies must provide a disclosure of any litigation history, along with its current status, duly supported by an affidavit on stamp paper or attested by a Notary Public.

3.4 Joint ventures/consortia must submit a formal agreement on judicial paper along with nomination of Lead Member.

3.5 Firms must provide details of key professional staff along with their qualifications, relevant experience, and nature of association (permanent or contractual). Only those personnel supported with documentary evidence shall be considered for evaluation. Unsupported or temporary CVs without proof of association shall not be accepted.

4. Eligible Services

The services to be procured under this framework arrangement shall relate to communication, media, event management, and creative services as defined in the scope of the Development Communication Project (DCP).

5. Cost of Application

Applicant shall bear all costs associated with preparation and submission of application.

6. Blacklisting

Any misrepresentation, false information, or engagement in fraudulent, collusive, or coercive practices may lead to disqualification and subsequent blacklisting in accordance with PPRA Rules, 2004.

7. Procurement Process

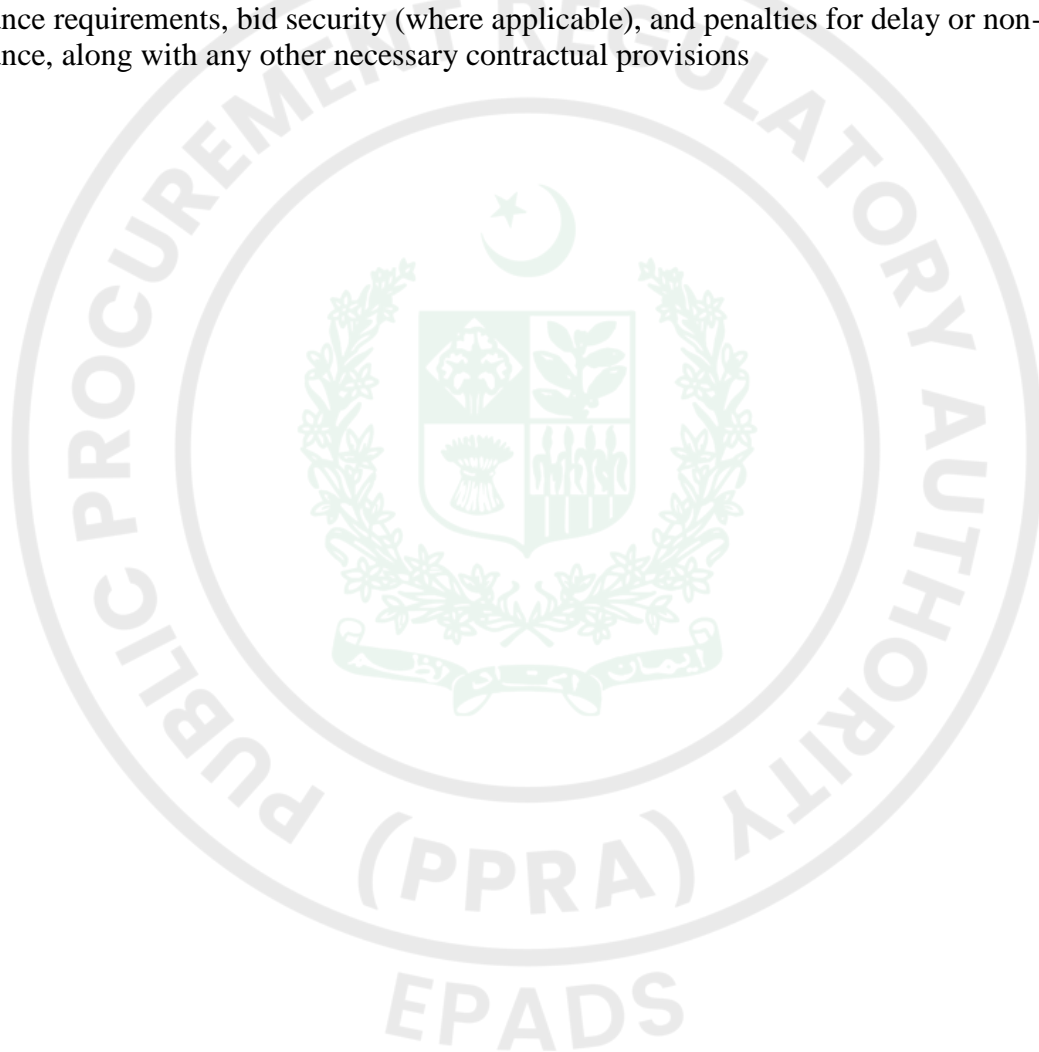
7.1 Upon completion of prequalification, a panel of service providers shall be established.

7.2 For each specific assignment, call-off quotations (RFQ) shall be invited from all empaneled firms.

7.3 Depending upon the nature of assignment, firms may be required to submit financial quotations and, where necessary, brief technical proposals.

7.4 The assignment shall be awarded to the lowest evaluated responsive bidder in accordance with PPRA Rules, 2004.

7.5 At the call-off stage, the Procuring Agency may specify assignment-specific terms and conditions, including but not limited to the scope of work, deliverables, timelines, payment terms, performance requirements, bid security (where applicable), and penalties for delay or non-performance, along with any other necessary contractual provisions



SECTION III – DATA SHEET (DS)

The following data shall supplement the Instructions to the Applicant (ITA) for the purpose of prequalification and empanelment

Parameter	Detail
Procuring Agency	Development Communications Project, Ministry of Planning, Development & Special Initiatives, Government of Pakistan.
Source of Funds	Federal PSDP Allocation under Development Communication Project (DCP)
Eligible Applicants	As defined in Section II (Instructions to Applicants) and in accordance with PPRA Rules, 2004
Deadline for submission of Applications	Deadline for submission of Applications 25 th May 2026 at 2:30 PM
Address for Submission	Project Director Development Communication, Room No. 513, 5 th Floor, P Block, Pak Secretariat, Ministry of Planning Development & Special Initiatives Pak Secretariat, Islamabad.
Opening of Application	Same date and time as submission deadline, at the above address
Validity of Prequalification/Panel	The empaneled firms shall remain valid for a period of two (02) years, extendable with the approval of the competent authority.

SECTION IV – SCOPE OF SERVICES

Category 1: Event Management Services

1. Event Planning & Concept Development

- i. Designing event themes, concepts, and agendas.
- ii. Protocol alignment for government and corporate events.

2. Venue Management & Setup

- i. Venue booking, hall setup, and stage construction.
- ii. Seating arrangements, VIP enclosures, and green rooms.

3. Audio-Visual & Technical Arrangements

- i. Professional sound systems, stage lighting, LED screens, and projectors.
- ii. Live streaming, photography, and videography services.

4. Guest Management

- i. Designing, printing, and dispatching invitations.
- ii. Reception desks, ushers, and VIP guest handling.

5. Branding & Promotional Material

- i. Event backdrops, standees, banners, and signage.
- ii. Printing of brochures, folders, badges, and event kits.

6. Catering & Hospitality Services

- i. Tea breaks, lunches, dinners, and refreshments.
- ii. VIP/foreign delegation menu customization.

7. Logistics & Transport Support

- i. Shuttle services and transport arrangements for guests and staff.
- ii. Secure movement of event materials and equipment.

8. Security & Safety Arrangements

- i. Coordination with law enforcement/security agencies.
- ii. Fire safety, crowd control, and first-aid services.

9. Interpretation & Translation Facilities

- i. Simultaneous interpretation equipment and services.
- ii. Translators for multilingual events.

10. Post-Event Services

- i. Event documentation, photography, and highlight videos.
- ii. Feedback collection and post-event reports for client record.

Category 2: Digital Campaigns, Video, Film & Documentary Production and Creative Services

1. Digital Campaign Strategy

- i. Develop comprehensive, insight-driven digital campaign strategies
- ii. Advise on emerging trends, tools, and digital innovations

2. Digital Campaign Content Management

- i. Manage URAAN Pakistan social media content dissemination
- ii. Monitor engagement, audience feedback, and performance metrics
- iii. Ensure consistency in messaging, tone, and branding

3. Online & Social Media Publications Content

- i. Develop high-quality written and visual content for social media and digital platforms
- ii. Produce captions, articles, blogs, op-eds, and storytelling narratives
- iii. Ensure multilingual adaptability (Urdu, English, and regional languages)
- iv. Maintain platform-specific content styles and audience relevance

4. Web-Related Graphics & Creative Design

- i. Design digital assets including banners, posts, infographics, and web visuals
- ii. Develop UI/UX-friendly graphics for websites and digital platforms
- iii. Ensure responsive and platform-optimized designs
- iv. Maintain strict adherence to branding and visual identity guidelines

5. Content Development & Creative Services

- i. Provide end-to-end creative support including ideation, scripting, and copywriting
- ii. Develop campaign themes, taglines, and narrative frameworks
- iii. Ensure culturally relevant, emotionally engaging, and audience-centric content

6. 2D/3D Visualization & Animation

- i. Produce 2D and 3D animations for campaigns, explainers, and presentations
- ii. Develop motion graphics, animated infographics, and visual storytelling assets
- iii. Create high-quality visualizations for infrastructure, development projects, and concepts

7. Influencer Collaboration & Management

- i. Identify and onboard influencers aligned with campaign goals

- ii. Develop influencer engagement strategies and collaboration frameworks

8. Video Productions and Content Development

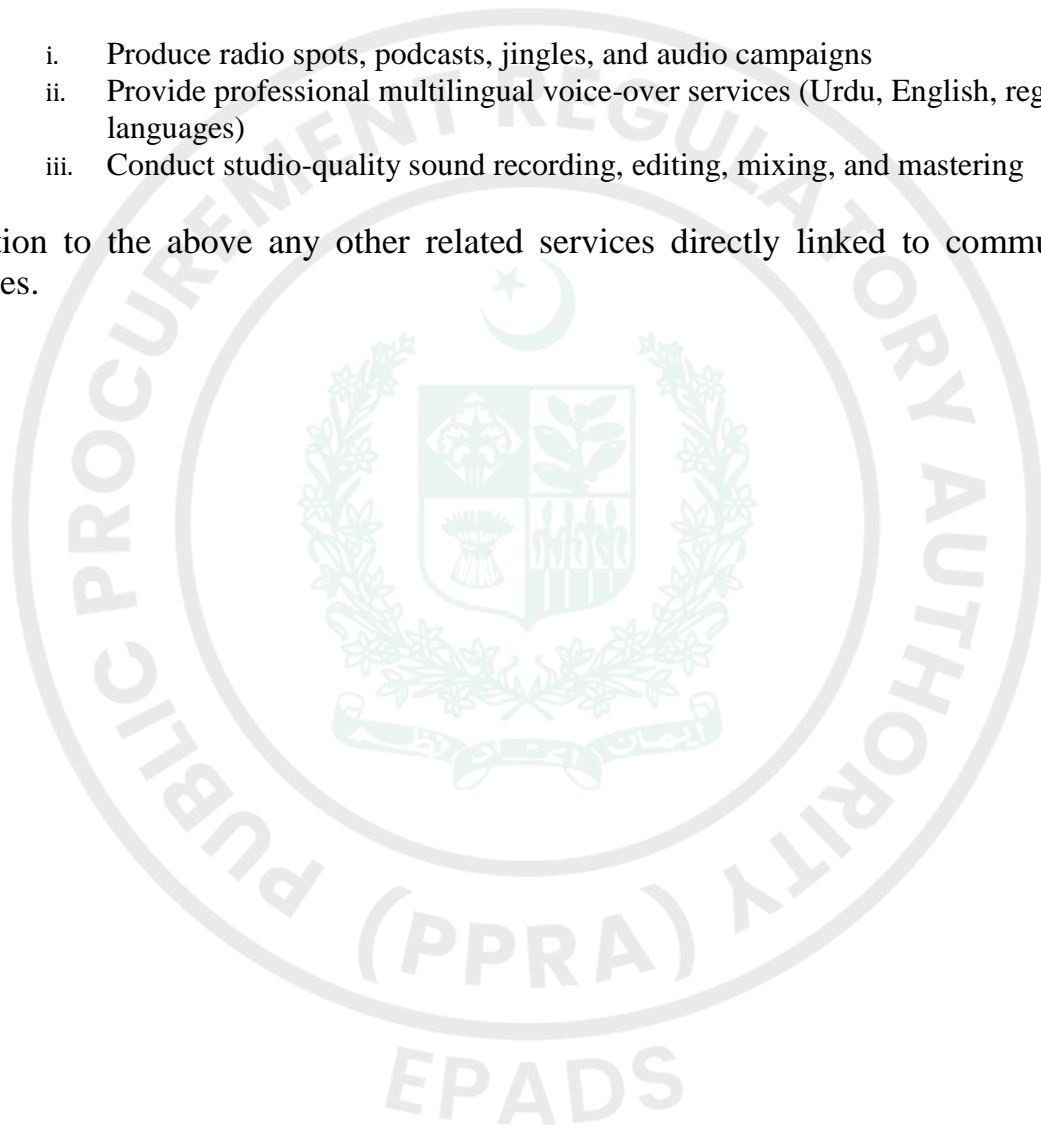
(Including short-form video, films, documentaries, webcasts, and digital video content)

- i. Conceptualize and produce short-form videos (15–90 seconds) for social media platforms
- ii. Produce long-form content including films, documentaries, and special features
- iii. Manage end-to-end production: scripting, storyboarding, filming, editing, and post-production

9. Audio Productions (Including Multilingual Voice-Overs)

- i. Produce radio spots, podcasts, jingles, and audio campaigns
- ii. Provide professional multilingual voice-over services (Urdu, English, regional languages)
- iii. Conduct studio-quality sound recording, editing, mixing, and mastering

In addition to the above any other related services directly linked to communication objectives.



SECTION V – ELIGIBILITY CRITERIA

Applicants must meet all of the following mandatory eligibility requirements. Failure to satisfy any of these requirements shall render the application non-responsive and the applicant shall not be considered for further evaluation.

1. Legal Status

- The applicant shall be a legally registered firm/company in Pakistan.
- Joint ventures/consortia are allowed, provided a formal agreement is submitted clearly indicating the lead partner.

2. Tax Registration

- Valid National Tax Number (NTN)
- Valid Sales Tax Registration (where applicable)
- Active Taxpayer List (ATL) status with FBR

3. Relevant Experience (Minimum Requirement)

- The firm must have at least **three (03) years of relevant experience** in the respective category applied for (Event Management /Digital & Creative Services).

4. Minimum Human Resource Capacity

- The firm must have at least **five (05) relevant professional staff** appropriate to the category applied for.
- Relevant categories may include:
 - Project/Account Management
 - Creative/Design
 - Digital/Social Media
 - Technical/Production

5. Financial Soundness (Minimum Requirement)

- The firm must demonstrate basic financial capacity through:
 - Bank certificate or
 - Financial statements

6. Non-Blacklisting

- The firm must not be blacklisted by any Government, semi-government, or autonomous organization.
- An affidavit on stamp paper to this effect must be provided.

7. Litigation Disclosure

- The firm shall disclose any ongoing or past litigation, along with current status.

- Disclosure shall not automatically result in disqualification but non-disclosure may lead to disqualification.

8. Documentary Evidence (Mandatory)

The following documents must be submitted:

- Company registration certificate
- NTN and GST certificates
- ATL proof
- Company profile
- Relevant experience documents (work orders/completion certificates)
- List of key professional staff along with:
 - CVs
 - Educational certificates
 - Proof of employment/association
- Financial documents (bank certificate / financial statements)
- Affidavit of non-blacklisting

9. Completeness of Application

- Applications must be complete in all respects.
- Incomplete or unsigned applications shall be considered non-responsive.

10. General Condition

- The Procuring Agency reserves the right to verify any information provided by the applicant.
- Any false or misleading information may result in disqualification and further action under PPRA Rules, 2004.

Note:

Only those applicants who meet **all the above eligibility criteria** shall be considered for evaluation under the prescribed evaluation criteria.

Section-VI – EVALUATION CRITERIA

Only those applicants who meet all eligibility criteria shall be considered for evaluation. Evaluation shall be carried out strictly on the basis of **documentary evidence** submitted by the applicants. Claims without supporting documents shall not be considered

■ ■

Event Management Services

Sr. No.	Evaluation Parameters	Scoring Criteria	Max Marks
1	Relevant Experience	Relevant experience in event management (Conferences, Seminars, Workshops, Exhibitions, Public Events) 3 to 5 years' experience = 10 6-10 years = 15 Above 10 years = 20	20
2	Completed Assignment	Supported by work orders/completion certificates Number of Assignments 2-5 Assignment = 10 6-10 Assignment = 15 More than 10 Assignment = 20	20
3	Financial Capacity	Average annual turnover for last 3 years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. PKR 5-10 million = 5 marks PKR 10-20 million = 10 marks PKR 20-50 million = 15 marks Above PKR 50 million = 20 marks	20
4	Human Resources	Qualified event staff; in-house/partnered event equipment (sound, stage setup, multimedia, lighting, décor, logistics). Minimum 5 qualified staff (as per defined criteria) with supporting documents = 5 marks 6-9 qualified staff with supporting documents = 10 marks 10-14 qualified staff with supporting documents = 15 marks 15-20 qualified staff with supporting documents = 20 marks Note: Only those staff meeting defined qualification, experience, and documentary proof requirements shall be considered	20
5	Technical Capacity / Equipment	Basic required equipment available = 5 marks Adequate and relevant technical setup (sound, lighting, multimedia, staging, logistics etc.) = 10 marks Note: Ownership documents or valid lease/partnership agreements must be provided.	10

5	Government Experience	Prior experience with Government / Semi-Government / Autonomous Bodies in event management No govt experience = 0 marks 1-2 govt. assignments = 5 marks 3-4 govt. assignments = 8 marks 5+ govt. assignments = 10 marks	10
TOTAL MARKS			100

Availability of required event equipment (sound, stage, lighting, multimedia, etc.) must be supported through ownership documents or valid lease/partnership agreements.

Digital Campaigns, Video, Film & Documentary Production and Creative Services

Sr. No.	Evaluation Parameters	Scoring Criteria	Max Marks
1	Experience	Relevant experience 3 to 5 years' relevant experience = 10 6-10 relevant years = 15 Above 10 years = 20	20
2	Completed Assignments	Digital campaigns, media production, content development – last 5 year 2-5 assignment = 10 6-10 assignment=15 More than 10 assignments= 20	20
3	Verified Client Performance	1-2 projects with satisfactory client certificate = 10 marks 3 or more projects with satisfactory client certificates = 20 marks	20
4	Human Resource Capacity	Human Resource Capacity CVs of proposed team members clearly indicating role and relevant experience All Required Teams Available (Digital campaigns & social media team (minimum 2 members), Creative & Design team, Video & Production team, and Project / Account Management & Coordination team) = 20 Marks Three Required Teams Available = 15 Marks Two Required Teams Available = 10 Marks One Team Available = 5 Marks	20
5	Financial Capacity	Annual turnover PKR 10 to 20 Million =5 marks PKR 20 to 50 Million =8 marks More than PKR 50 Million=10 marks	10
6	Capacity for Rapid Mobilization and Execution	1-2 projects completed within compressed timelines=5 marks 3 or more project =10 marks	10
TOTAL MARKS			100

Applicants securing at least 70 marks out of 100 shall be considered for prequalification, provided that all mandatory eligibility criteria have been duly fulfilled.

SECTION VII – STANDARD FORMS

Instructions: All forms must be completed, signed and stamped by the authorized representative of the firm/company. Where space is insufficient, provide details on separate sheets and attach them as annexures. Copies of supporting documents (registration, tax certificates, work orders, completion certificates, bank statements, audited accounts, must be attached to the relevant forms.



FORM A
APPLICATION SUBMISSION FORM

(To be submitted on Applicant's letterhead)

Date: _____

To:

Project Director

Development Communication Project (DCP)

Ministry of Planning, Development & Special Initiatives

Pak Secretariat, Islamabad

Subject: APPLICATION FOR PREQUALIFICATION AND EMPANELMENT UNDER FRAMEWORK ARRANGEMENT

Dear Sir/Madam,

We, the undersigned, hereby submit our application for **prequalification and empanelment** under the Development Communication Project (DCP) for the following category(ies):

- Event Management Services
- Digital Campaigns, Video, Film & Documentary Production and Creative Services

We confirm that:

- The information provided in this application and all attached documents is **true, complete, and accurate** to the best of our knowledge and belief.
- We have read and understood the requirements of the prequalification document.
- We meet all the **eligibility criteria** prescribed therein.
- We agree that any **misrepresentation or concealment of facts** may lead to disqualification and action under PPRA Rules, 2004.

We understand that this application does not constitute any commitment on the part of the Procuring Agency to award any assignment.

Name of Firm: _____

Authorized Signatory: _____

Name & Designation: _____

Contact Details: _____

Stamp/Seal: _____

Enclosures: As per document checklist

FORM B — APPLICANT INFORMATION FORM

(To be submitted with the application)

Date: _____

1. Applicant Details

- Name of Firm/Company: _____
- Legal Status (Proprietorship / Partnership / Company): _____
- Year of Establishment: _____

2. Registered Office

- Address: _____
- Telephone: _____
- Email: _____

3. NTN & Tax Details

- NTN No: _____
- Sales Tax Registration No (if applicable): _____
- ATL Status: Active / Inactive

(Attach documentary proof)

4. Authorized Representative

- Name: _____
- Designation: _____
- CNIC No: _____
- Contact No: _____
- Email: _____

5. Joint Venture (if applicable)

- Name(s) of JV Partner(s): _____
- Lead Partner: _____

(Attach JV Agreement or Letter of Intent, if applicable)

6. Ownership / Management Information

- Names of Directors / Partners: _____
- Organizational Structure (attach chart): Yes / No

7. Supporting Documents (Mandatory)

Tick and attach:

- Registration Certificate / Incorporation Documents
- NTN Certificate
- Sales Tax Certificate (if applicable)
- ATL Status Proof
- JV Agreement (if applicable)
- Organizational Chart

8. Declaration

It is certified that:

- All information provided is true and correct
- The firm is legally registered and operational
- Supporting documents attached are authentic

Any false information may lead to disqualification and action under PPRA Rules, 2004.

Authorized Signature: _____

Name: _____

Designation: _____

Stamp/Seal: _____



FORM B(1) — JOINT VENTURE (JV) MEMBER INFORMATION FORM

(To be submitted for each JV partner, if applicable)

Date: _____

1. Joint Venture Details

- Name of Lead Firm: _____
- Name of JV Partner: _____

2. JV Partner Basic Information

- Legal Status (Proprietorship / Partnership / Company): _____
- Year of Establishment: _____

3. Registered Office of JV Partner

- Address: _____
- Telephone: _____
- Email: _____

4. Tax & Registration Details

- NTN No: _____
- Sales Tax Registration No (if applicable): _____
- ATL Status: Active / Inactive

(Attach documentary proof)

5. Authorized Representative of JV Partner

- Name: _____
- Designation: _____
- CNIC No: _____
- Contact No: _____
- Email: _____

6. Role of JV Partner

Describe the role and responsibility of the JV partner in execution of assignments:

7. Supporting Documents (Mandatory)

Tick and attach:

- Registration / Incorporation Certificate
- NTN Certificate
- Sales Tax Certificate (if applicable)
- ATL Proof
- JV Agreement / Letter of Intent
- Organizational Chart (if available)

8. Declaration

It is certified that:

- The JV partner is legally registered and operational
- All information provided is true and correct
- Supporting documents are authentic

Any false information may lead to disqualification of the entire JV and action under PPRA Rules, 2004.

Authorized Signature: _____
Name: _____
Designation: _____
Stamp/Seal: _____



FORM C — QUALIFICATION INFORMATION (MANDATORY)

The applicant shall provide complete and verifiable information as required below. All entries must be supported by documentary evidence.

1. Basic Information

- Name of Firm (including JV members, if any): _____
- Head Office Address: _____
- Telephone: _____ Email: _____
- Year of Establishment: _____
- Legal Status (Proprietorship / Partnership / Company): _____

2. Registration & Tax Details

- NTN No: _____
- Sales Tax Registration No (if applicable): _____
- ATL Status (Active/Inactive): _____
(Attach relevant certificates)

3. Core Competencies

Brief description of principal business activities relevant to applied category:

4. Human Resource Summary

Category	Number of Staff	Minimum Qualification	Average Experience (Years)
Project/Management	_____	_____	_____
Creative/Design	_____	_____	_____
Digital/Media	_____	_____	_____
Technical/Production	_____	_____	_____

Note:

- Detailed CVs to be provided separately
- Only staff with documentary proof shall be considered

5. Key Personnel (Attach CVs)

Name	Position	Qualification	Experience (Years)	Employment Status (Permanent/Contractual)
_____	_____	_____	_____	_____

6. Technical Resources / Equipment

List major equipment, software, and facilities relevant to services:

Item	Ownership Status (Owned/Leased)	Proof Attached (Yes/No)
_____	_____	Yes / No

7. Financial Information

Annual Turnover (Last Three Years):

Financial Year Turnover (PKR)

20XX–XX _____

20XX–XX _____

20XX–XX _____

(Attach audited financial statements or bank certificate)

8. Banking Details

- Bank Name & Branch: _____
- Account Title: _____

(Bank Certificate mandatory)

9. Relevant Experience Summary

Provide summary only. Detailed projects must be submitted in **Form E**.

10. Litigation History

- Any litigation/arbitration in last 5 years: Yes / No
If yes, provide details:

11. Blacklisting / Debarment

- Has the firm ever been blacklisted? Yes / No
If yes, provide details:

12. Declaration

It is certified that:

- All information provided is true and correct
- Supporting documents are authentic
- No material information has been concealed

The Procuring Agency reserves the right to verify any information. Any false statement may result in disqualification and blacklisting under PPRA Rules, 2004.

Authorized Signature: _____

Name: _____

Designation: _____

Stamp/Seal: _____

FORM D — FINANCIAL CAPACITY FORM

The applicant shall provide the following financial information, duly supported by documentary evidence:

1. Financial Summary (Last Three Years)

Financial Year	Annual Turnover (PKR)
2025-26	
2024-25	
2023-24	

(Attach audited financial statements or bank certificate)

2. Bank Details

Bank Name & Branch: _____

Account Title: _____

3. Financial Soundness

A Bank Certificate confirming financial standing must be attached.

4. Declaration

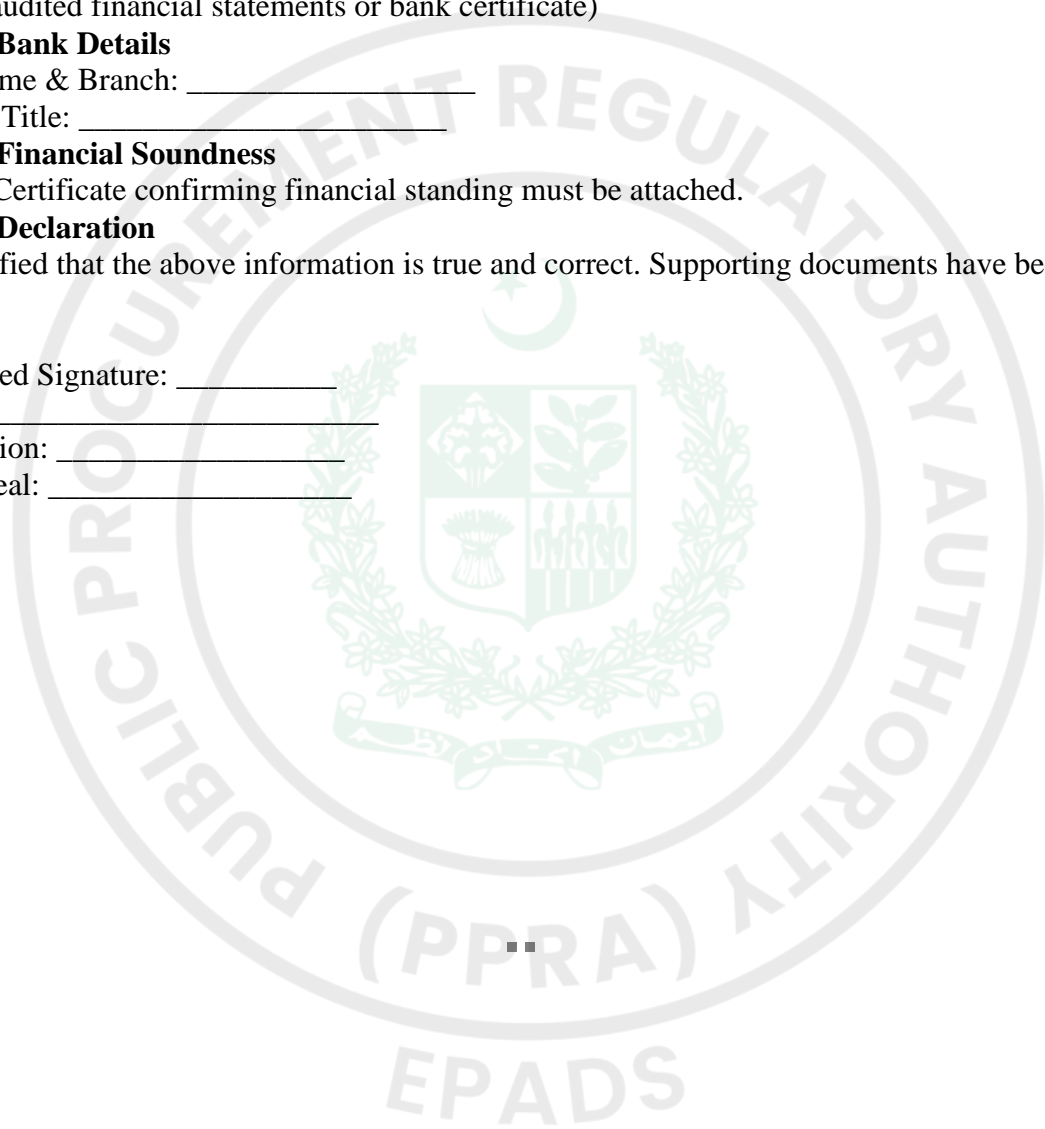
It is certified that the above information is true and correct. Supporting documents have been attached.

Authorized Signature: _____

Name: _____

Designation: _____

Stamp/Seal: _____



FORM E — RELEVANT EXPERIENCE (MANDATORY)

The applicant shall provide details of similar assignments completed during the last five (05) years. Each project must be supported by documentary evidence.

1. Summary of Relevant Experience

Sr. No.	Client Name	Nature of Assignment	Contract Value (PKR)	Completion Date	Supporting Document Attached (Yes/No)
1	_____	_____	_____	_____	Yes / No
2	_____	_____	_____	_____	Yes / No
3	_____	_____	_____	_____	Yes / No

2. Mandatory Supporting Documents

For each assignment listed above, the applicant must attach at least one of the following:

- Work Order / Contract Agreement
- Completion Certificate
- Client-issued Performance Certificate

3. Important Instructions

- Only those assignments shall be considered which are **fully supported by documentary evidence**
- In case of multiple documents, preference shall be given to **completion/performance certificates**
- Incomplete or unverifiable entries shall not be considered for evaluation

4. Declaration

It is hereby certified that:

- All information provided above is true and correct
- All assignments listed are genuinely executed by the firm
- Supporting documents attached are authentic

Any false or misleading information may lead to:

- Disqualification
- Blacklisting under PPRA Rules, 2004

Authorized Signature: _____

Name: _____

Designation: _____

Stamp/Seal: _____

FORM F — LITIGATION & BLACKLISTING DECLARATION

(To be submitted on stamp paper, duly notarized)

1. Litigation / Arbitration History

Has the firm been involved in any litigation, arbitration, or dispute during the last five (05) years?

Yes No

If Yes, provide details below:

- Name of Client / Organization: _____
- Nature of Case: _____
- Year: _____
- Current Status: _____

(Attach supporting documents, if available)

2. Blacklisting / Debarment

Has the firm ever been blacklisted, debarred, or declared ineligible by any Government, semi-government, autonomous organization, or international agency?

Yes No

If Yes, provide details below:

- Name of Organization: _____
 - Reason for Blacklisting: _____
 - Period of Blacklisting: _____
 - Current Status: _____
-

3. Declaration

We hereby solemnly declare that:

- The information provided above is true, complete, and accurate
- No material information has been concealed
- Any litigation or blacklisting history has been fully disclosed

We understand that:

- Non-disclosure, misrepresentation, or submission of false information may lead to:
 - Disqualification from prequalification process
 - Removal from empaneled list (if already included)
 - Blacklisting under PPRA Rules, 2004
-

Authorized Signature: _____

Name: _____

Designation: _____

Name of Firm: _____

Date: _____

Stamp/Seal: _____

FORM G — LETTER OF PREQUALIFICATION/EMPANELMENT

No.

Date.....

Address.....

**Subject: PREQUALIFICATION AND EMPANELMENT UNDER FRAMEWORK ARRANGEMENT
– DEVELOPMENT COMMUNICATION PROJECT (DCP)**

Dear Sir/Madam,

With reference to your application submitted in response to the Invitation for Prequalification, it is informed that your firm has been successfully prequalified and empanelled for the following category(ies):

- Event Management services /
 - Creative Services *Digital Campaigns / Creative Services*
2. Your firm has met the *prescribed eligibility and evaluation criteria and has been included in the panel of service providers under the Development Communication Project (DCP)* It is further clarified that this empanelment:
- Does not constitute a contract or guarantee of work
 - Does not entitle the firm to any financial claim
 - Is valid for a period of _____ years (extendable as per rules)
3. You may be invited to participate in **call-off quotations (RFQ)** for specific assignments as and when required. The Procuring Agency reserves the right to
- Issue RFQs to all empaneled firms
 - Accept or reject any quotation in accordance with PPRA Rules, 2004
4. This empanelment may be withdrawn in case of:
- Misrepresentation
 - Poor performance
 - Violation of terms and conditions
5. We look forward to your continued cooperation.

Yours sincerely

FORM A
APPLICATION SUBMISSION FORM

(To be submitted on Applicant's letterhead)

Date: _____

To:

Project Director

Development Communication Project (DCP)

Ministry of Planning, Development & Special Initiatives

Pak Secretariat, Islamabad

Subject: APPLICATION FOR PREQUALIFICATION AND EMPANELMENT UNDER FRAMEWORK ARRANGEMENT

Dear Sir/Madam,

We, the undersigned, hereby submit our application for **prequalification and empanelment** under the Development Communication Project (DCP) for the following category(ies):

- Event Management Services
- Digital Campaigns, Video, Film & Documentary Production and Creative Services

We confirm that:

- The information provided in this application and all attached documents is **true, complete, and accurate** to the best of our knowledge and belief.
- We have read and understood the requirements of the prequalification document.
- We meet all the **eligibility criteria** prescribed therein.
- We agree that any **misrepresentation or concealment of facts** may lead to disqualification and action under PPRA Rules, 2004.

We understand that this application does not constitute any commitment on the part of the Procuring Agency to award any assignment.

Name of Firm: _____

Authorized Signatory: _____

Name & Designation: _____

Contact Details: _____

Stamp/Seal: _____

Enclosures: As per document checklist

FORM B — APPLICANT INFORMATION FORM

(To be submitted with the application)

Date: _____

1. Applicant Details

- Name of Firm/Company: _____
- Legal Status (Proprietorship / Partnership / Company): _____
- Year of Establishment: _____

2. Registered Office

- Address: _____
- Telephone: _____
- Email: _____

3. NTN & Tax Details

- NTN No: _____
- Sales Tax Registration No (if applicable): _____
- ATL Status: Active / Inactive

(Attach documentary proof)

4. Authorized Representative

- Name: _____
- Designation: _____
- CNIC No: _____
- Contact No: _____
- Email: _____

5. Joint Venture (if applicable)

- Name(s) of JV Partner(s): _____
- Lead Partner: _____

(Attach JV Agreement or Letter of Intent, if applicable)

6. Ownership / Management Information

- Names of Directors / Partners: _____
- Organizational Structure (attach chart): Yes / No

7. Supporting Documents (Mandatory)

Tick and attach:

- Registration Certificate / Incorporation Documents
- NTN Certificate
- Sales Tax Certificate (if applicable)
- ATL Status Proof
- JV Agreement (if applicable)
- Organizational Chart

8. Declaration

It is certified that:

- All information provided is true and correct
- The firm is legally registered and operational
- Supporting documents attached are authentic

Any false information may lead to disqualification and action under PPRA Rules, 2004.

Authorized Signature: _____

Name: _____

Designation: _____

Stamp/Seal: _____



FORM B(1) — JOINT VENTURE (JV) MEMBER INFORMATION FORM

(To be submitted for each JV partner, if applicable)

Date: _____

1. Joint Venture Details

- Name of Lead Firm: _____
- Name of JV Partner: _____

2. JV Partner Basic Information

- Legal Status (Proprietorship / Partnership / Company): _____
- Year of Establishment: _____

3. Registered Office of JV Partner

- Address: _____
- Telephone: _____
- Email: _____

4. Tax & Registration Details

- NTN No: _____
- Sales Tax Registration No (if applicable): _____
- ATL Status: Active / Inactive

(Attach documentary proof)

5. Authorized Representative of JV Partner

- Name: _____
- Designation: _____
- CNIC No: _____
- Contact No: _____
- Email: _____

6. Role of JV Partner

Describe the role and responsibility of the JV partner in execution of assignments:

7. Supporting Documents (Mandatory)

Tick and attach:

- Registration / Incorporation Certificate
- NTN Certificate
- Sales Tax Certificate (if applicable)
- ATL Proof
- JV Agreement / Letter of Intent
- Organizational Chart (if available)

8. Declaration

It is certified that:

- The JV partner is legally registered and operational
- All information provided is true and correct
- Supporting documents are authentic

Any false information may lead to disqualification of the entire JV and action under PPRA Rules, 2004.

Authorized Signature: _____

Name: _____

Designation: _____

Stamp/Seal: _____



FORM C — QUALIFICATION INFORMATION (MANDATORY)

The applicant shall provide complete and verifiable information as required below. All entries must be supported by documentary evidence.

1. Basic Information

- Name of Firm (including JV members, if any): _____
- Head Office Address: _____
- Telephone: _____ Email: _____
- Year of Establishment: _____
- Legal Status (Proprietorship / Partnership / Company): _____

2. Registration & Tax Details

- NTN No: _____
- Sales Tax Registration No (if applicable): _____
- ATL Status (Active/Inactive): _____
(Attach relevant certificates)

3. Core Competencies

Brief description of principal business activities relevant to applied category:

4. Human Resource Summary

Category	Number of Staff	Minimum Qualification	Average Experience (Years)
Project/Management	_____	_____	_____
Creative/Design	_____	_____	_____
Digital/Media	_____	_____	_____
Technical/Production	_____	_____	_____

Note:

- Detailed CVs to be provided separately
- Only staff with documentary proof shall be considered

5. Key Personnel (Attach CVs)

Name	Position	Qualification	Experience (Years)	Employment Status (Permanent/Contractual)
_____	_____	_____	_____	_____

6. Technical Resources / Equipment

List major equipment, software, and facilities relevant to services:

Item	Ownership Status (Owned/Leased)	Proof Attached (Yes/No)
_____	_____	Yes / No

7. Financial Information

Annual Turnover (Last Three Years):

Financial Year Turnover (PKR)

20XX–XX _____

20XX–XX _____

20XX–XX _____

(Attach audited financial statements or bank certificate)

8. Banking Details

- Bank Name & Branch: _____
- Account Title: _____

(Bank Certificate mandatory)

9. Relevant Experience Summary

Provide summary only. Detailed projects must be submitted in **Form E**.

10. Litigation History

- Any litigation/arbitration in last 5 years: Yes / No
If yes, provide details:

11. Blacklisting / Debarment

- Has the firm ever been blacklisted? Yes / No
If yes, provide details:

12. Declaration

It is certified that:

- All information provided is true and correct
- Supporting documents are authentic
- No material information has been concealed

The Procuring Agency reserves the right to verify any information. Any false statement may result in disqualification and blacklisting under PPRA Rules, 2004.

Authorized Signature: _____

Name: _____

Designation: _____

Stamp/Seal: _____

FORM D — FINANCIAL CAPACITY FORM

The applicant shall provide the following financial information, duly supported by documentary evidence:

1. Financial Summary (Last Three Years)

Financial Year	Annual Turnover (PKR)
2025-26	
2024-25	
2023-24	

(Attach audited financial statements or bank certificate)

2. Bank Details

Bank Name & Branch: _____

Account Title: _____

3. Financial Soundness

A Bank Certificate confirming financial standing must be attached.

4. Declaration

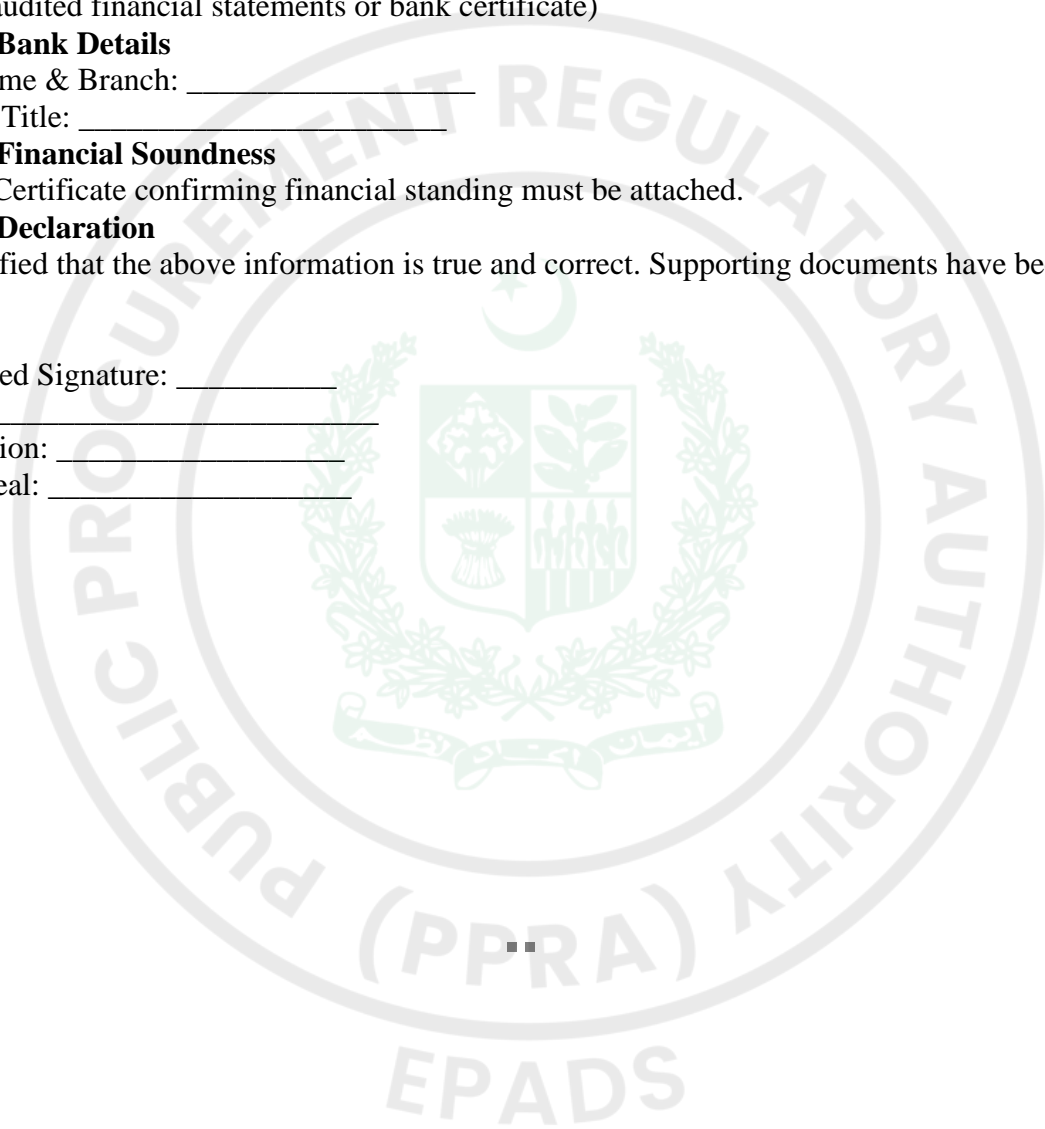
It is certified that the above information is true and correct. Supporting documents have been attached.

Authorized Signature: _____

Name: _____

Designation: _____

Stamp/Seal: _____



FORM E — RELEVANT EXPERIENCE (MANDATORY)

The applicant shall provide details of similar assignments completed during the last five (05) years. Each project must be supported by documentary evidence.

1. Summary of Relevant Experience

Sr. No.	Client Name	Nature of Assignment	Contract Value (PKR)	Completion Date	Supporting Document Attached (Yes/No)
1	_____	_____	_____	_____	Yes / No
2	_____	_____	_____	_____	Yes / No
3	_____	_____	_____	_____	Yes / No

2. Mandatory Supporting Documents

For each assignment listed above, the applicant must attach at least one of the following:

- Work Order / Contract Agreement
- Completion Certificate
- Client-issued Performance Certificate

3. Important Instructions

- Only those assignments shall be considered which are **fully supported by documentary evidence**
- In case of multiple documents, preference shall be given to **completion/performance certificates**
- Incomplete or unverifiable entries shall not be considered for evaluation

4. Declaration

It is hereby certified that:

- All information provided above is true and correct
- All assignments listed are genuinely executed by the firm
- Supporting documents attached are authentic

Any false or misleading information may lead to:

- Disqualification
- Blacklisting under PPRA Rules, 2004

Authorized Signature: _____

Name: _____

Designation: _____

Stamp/Seal: _____

FORM F — LITIGATION & BLACKLISTING DECLARATION

(To be submitted on stamp paper, duly notarized)

1. Litigation / Arbitration History

Has the firm been involved in any litigation, arbitration, or dispute during the last five (05) years?

Yes No

If Yes, provide details below:

- Name of Client / Organization: _____
- Nature of Case: _____
- Year: _____
- Current Status: _____

(Attach supporting documents, if available)

2. Blacklisting / Debarment

Has the firm ever been blacklisted, debarred, or declared ineligible by any Government, semi-government, autonomous organization, or international agency?

Yes No

If Yes, provide details below:

- Name of Organization: _____
 - Reason for Blacklisting: _____
 - Period of Blacklisting: _____
 - Current Status: _____
-

3. Declaration

We hereby solemnly declare that:

- The information provided above is true, complete, and accurate
- No material information has been concealed
- Any litigation or blacklisting history has been fully disclosed

We understand that:

- Non-disclosure, misrepresentation, or submission of false information may lead to:
 - Disqualification from prequalification process
 - Removal from empaneled list (if already included)
 - Blacklisting under PPRA Rules, 2004
-

Authorized Signature: _____

Name: _____

Designation: _____

Name of Firm: _____

Date: _____

Stamp/Seal: _____

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

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

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

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

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

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

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

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

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

Current Contract Commitments / Contracts in Progress Form

1. Name of Contract(s)
2. Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]
3. Value of outstanding contracts [current PKR equivalent]
4. Estimated Delivery Date
5. Average monthly invoices over the last six months (PKR/mon.)

Financial Situation and Performance

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

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

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

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

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

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

1. Financial data

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

* Refer ITA 14 for the exchange rate

3. Financial documents

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

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

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

Average Annual Turnover (Annual Sales Value)

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

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

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

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

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

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

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

* Refer ITA for date and source of exchange rate.

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