

# Standard Bidding Document

## Procurement of Non-Consultancy Services for 9th OIC Ministerial Conference on Women (Non-Consultancy Services)

National

Single Stage-Two Envelope



*May 23, 2026*

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## PROCUREMENT NOTICE

# PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **IC-Wing-MoHR (IC-Wing)** has reserved Funds for the procurement planned for FY **2025-26**. The **IC-Wing-MoHR (IC-Wing)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the “**Procurement of Non-Consultancy Services for 9th OIC Ministerial Conference on Women**”
2. The **IC-Wing-MoHR (IC-Wing)** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.
3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).
4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order, 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://vendors.epads.gov.pk/>.
6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Monday, June 8, 2026 02:00 PM**. E-bids will be opened on the same day at **Monday, June 8, 2026 02:30 PM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>
7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0**

as well as Authority's website at ([www.ppra.org.pk](http://www.ppra.org.pk)).

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# Instructions to Bidders

## A. Introduction

### 1. Scope of Bids

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

### 2. Source of Funds

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

### 3. Fraud & Corruption

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

### 4. Eligible Bidders

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

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

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

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

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

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

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

4.1.6.1. its professional conduct; or

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

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

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

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

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

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

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

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

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

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

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

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

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

## **5. Qualification of the Bidder**

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

## **B. Bidding Documents**

## 1. Contents of Standard Bidding Document

1.1. 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** Eligible Countries

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

**Section VI** Bidding Forms

**Section VII** Fraud & Corruption

**Section VIII - Material & Non-material deviation**

**Section IX** General Conditions of Contract (GCC)

**Section X** Special Conditions of Contract (SCC)

**Section XI** Contract Forms

1.2. 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.

## 2. Clarifications

2.1. 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.

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

2.3. 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** .

2.4. 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.

2.5. 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** .

2.6. 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:

- 2.6.1. evaluation & qualification criteria;
- 2.6.2. required scope of work or specifications;
- 2.6.3. all securities requirements;
- 2.6.4. tax requirements;
- 2.6.5. terms and conditions of bidding documents; and
- 2.6.6. 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.

### 3. Amendment of Bidding documents

3.1. 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.

3.2. 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.

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

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

## C. Preparation of Bids

### 1. Documents Constituting the Bids

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

1.1.1. Forms of bid and Bid Prices completed in accordance with ITB 10 and 11;

1.1.2. 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;

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

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

1.1.5. Bid security or Bids Securing Declaration furnished in accordance with ITB 14; and

1.1.6. Any other document required in the BDS.

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

2.1. 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.

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

### 3. Documents Establishing Eligibility and Qualification of the Bidder

3.1. Pursuant to ITB 8, the bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

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

3.3. 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:

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

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

### 4. Form of Bid

**4.1. 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.**

### 5. Bids Prices

5.1. 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.

5.2. 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.

5.3. The Bid price to be quoted in the Forms of Bid in accordance with ITB 12 shall be the total price of the bid, excluding any discounts offered.

5.4. 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.

5.5. 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. (May be reviewed)

## **6. Price Adjustment**

6.1. Price adjustment shall not be applicable on the contract with less than 12 months period.

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

**6.3. 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.**

## **7. Bids Currencies**

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

## **8. Bid Validity Period**

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

declaration as the case may be.

## 9. Bid Security or Bid Securing Declaration

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

9.2. 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 17.5

9.3. 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.

9.4. 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:

9.4.1. the expiry of the Bid Security;

9.4.2. 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;

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

9.4.4. 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.

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

9.5.1. if a bidder:

9.5.1.1. 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

9.5.1.2. does not accept the correction of errors pursuant to ITB 26; or

9.5.2. in the case of a successful bidder fails:

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

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

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

## **10. Alternative Bids by Bidders**

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

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

## **11. Withdrawal, Substitution, and Modification of Bids**

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

## **12. Format and Signing of Bids**

12.1. 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.

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

## D. Submission of Bids

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

1.1. 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.

1.2. 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

### 1. **Opening & Evaluation of Bids by the Procurement Cell**

1.1. As per Rule 10 of Public Procurement Rules, 2004  
(PA to establish a Procurement Cell which shall carryout procurements a per Rule 10 of Public Procurement Rules, 2004)

### 2. **Opening & Evaluation of Bids by the Bid Evaluation Committee**

2.1. As per Rule 11 of Public Procurement Rules, 2004  
(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)

### 3. **Third Party Validation**

3.1. **In compliance with Rule 12** of Public Procurement Rules, 2004, 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.

### 4. **External Bid Evaluation Committee**

4.1. **As per Rule 13 of Public Procurement Rules, 2004**, procurements with an estimated value above two billion rupees shall be opened and evaluated by the Procuring Agency's notified External Bid Evaluation Committee.

### 5. **Opening of Bids**

5.1. 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.

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

5.3. 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.

5.4. 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.

### 6. **Confidentiality**

6.1. 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.

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

## **7. Preliminary Examination of Bids**

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

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

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

7.1.3. is accompanied by the required securities; and

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

7.2. The procuring agency will confirm that the documents and information specified under **ITB 9,10 and 11** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

7.3. 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.

## **8. Examination of Terms and Conditions, Technical Evaluation**

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

met without material deviation or reservation.

8.2. 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.

## 9. Correction of Errors

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

9.1.1. 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;

9.1.2. 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

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

9.1.4. 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.

9.2. 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 17**.

## 10. Conversion to Single Currency

10.1. As per Rule 30(2) of Public Procurement Rules, 2004.

## 11. Evaluation of Bids

11.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive, pursuant to **ITB 24**.

11.2. 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.

11.3. 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.

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

11.4.1. 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;

11.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 26**;

11.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 27**;

11.6. 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.

11.7. 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**.

## 12. Determination of Most Advantageous Bids

12.1. 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.

### **13. Abnormally Low Financial Bids**

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

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

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

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

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

### **14. Rejection of Bids**

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

### **15. Cancellation of procurement**

15.1. As per Rule 33 of Public Procurement Rules, 2004

## **16. Single Responsive Bid**

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

## **17. Alternate Dispute Resolution (ADR)**

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

## **18. Arbitration Clause**

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

## **19. Fee of the Arbitrator**

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

## **20. Socio-economic development**

20.1. As per Rule 24 of Public Procurement Rules, 2004, 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

## **21. Environmental objectives**

21.1. As per Rule 4 of the Public Procurement Rules, 2004, 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**

## 1. Appointment of Contract Manager

1.1. The procuring agency shall designate a Contract Manager for each procurement or class of procurement who shall manage the contract as per Public Procurement Rules, 2004.

## 2. Criteria of Award

2.1. 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 .

## 3. Procuring Agency's Right to reject All Bids

3.1. 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).

3.2. 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.

## 4. Procuring Agency's Right to Vary Quantities at the Time of Award

4.1. 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.

## 5. Notification of Award

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

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

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

## 6. **Signing of Contract**

6.1. 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.

## 7. **Performance Guarantee**

7.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS and SCC**, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

7.2. Failure of the successful bidder to comply with the requirement of **ITB 49.1** 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.

## 8. **Advance Payment**

8.1. 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.

## 9. **Arbitration**

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

## 10. **Corrupt & Fraudulent Practices**

10.1. 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**

### 1. **Constitution of Grievance Redressal**

1.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.

### 2. **GRC Procedure**

2.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 20 and Redressal of Grievance Regulations, 2022

## H. **Blacklisting/ Debarment**

### 1. **Procedure for Blacklisting/Debarment**

1.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement Rules, 2004, Mechanism for Blacklisting, Debarment Regulations, 2024 and "procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.



## Bid Data Sheet

# Bids Data Sheet (BDS)

The following specific data for the procurement of 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: **IC-Wing-MoHR (IC-Wing)**

The subject of procurement is: **Procurement of Non-Consultancy Services for 9th OIC Ministerial Conference on Women**

Expected commencement date: **Sunday, July 12, 2026**

**BDS Clause Number 2**

**ITB Number 2.1**

Financial year for the operations of the Procuring Agency: **2025-26**

Name and identification number of the Contract: **P39860**

**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: Monday, June 1, 2026

Pre-Bid Meeting: Monday, June 1, 2026 02:00 PM

Venue: 9th Floor, Kohsar Block (TUV) Complex, New Pak Secretariat, Sector F-5, Islamabad, Pakistan.

**BDS Clause Number 5**

**ITB Number 8.1**

Any addendum, in case issued, shall be published on **IC-Wing-MoHR (IC-Wing)** website and on **EPADS v2.0**.

**BDS Clause Number 6**

**ITB Number 9.1**

List of documents required along with the bid:

1. Complete profile of the organization.
2. Complete profile of the personnel
3. Key relevant experience of organizing international, regional, ministerial conferences.
4. Any other document required as per the existing rules and governed policies
5. Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that the Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other international organization for corrupt and fraudulent practices.
6. Submission of the required amount of Bid Bond.
7. A 'Proposal' detailing the methodology, items, approach, and conformity to the work plan to conduct the OIC Conference.
8. All documents are to be properly numbered, tagged, annotated, and labelled and uploaded on EPADS as per PPRA instructions.
9. Organisational and technical capacity to execute the required scope of work  
Financial capacity of the vendor
10. Financial capacity of the vendor

11. Awards, distinctions, or recognitions received by the vendor in the relevant field

**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: **355 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**

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;

**9th Floor, Kohsar Block (TUV) Complex, New Pak Secretariat, Sector F-5, Islamabad, Pakistan.**

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

The deadline for Bids submission is: **Monday, June 8, 2026 02:00 PM**

### **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 : **Monday**

Date: **Monday, June 8, 2026**

Time : **02:30 PM**

**BDS Clause Number 19**

**ITB Number 32.1**

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

*see Evaluation Criteria*

## F. Award of Contract

**BDS Clause Number 20**

**ITB Number 49.1**

The Performance guarantee shall: **5.00%**.

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

**21.**

**51.1**

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

## G. Review of Procurement Decisions

**BDS Clause Number 22**

**ITB Number 53.1**

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

## Eligibility Criteria

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

Eligibility Criteria	Document
The Bidding firm/organization must have at least five years of experience in conducting high profile international level events/ Inter-Governmental Conferences including Ministerial Level Conferences, proven experience with Government entities	Yes
The Bidding firm/organization must have a web page.	Yes
Eligibility to participate as per Rules	Yes
No conflict of interest	Yes
No history of debarment or blacklisting	Yes
Disclosure of litigation history (if any)	Yes

Disqualification of Bidders:A bidder shall be disqualified if, i. The Bidding firm/organization is not registered with SECP or registrar of Firms.ii. The Bidding firm/organization does not have valid NTN/STRN numberiii. The Bidding firm/organization is not on Active Tax Payer list of FBR.iv. The Bidding firm/organization is blacklisted.v. The Bidding firm/organization has been or is involved in Corrupt and fraudulent practices as defined in rule 2 ( f ) of the PPRA rules.	Yes
vi. The Bidding firm/organization is debarred by any other procuring agency as defined in sub rule f(a) of rule 2 of the PPRA rules.	Yes
The Firm is required to provide Valid Tourism License of relevant body/Department of Government of Pakistan	Yes

## Evaluation Criteria

### Quality and Cost Based Selection (QCBS)

<b>Technical Marks</b>	<b>100</b>
<b>Passing Marks</b>	<b>80</b>
Technical Evaluation Criteria	
Inception report/ Workplan (Qualitative)(Doc Required)	15
Branding and Design (Qualitative)(Doc Required)	5
3-D Modelling and layout of the Plan (Qualitative)(Doc Required)	5
Production of Content and Publication Material (Qualitative)(Doc Required)	10
Installation of Equipments/ Erection of Sets and props (Qualitative)(Doc Required)	15
Completion of Venue Setup (Qualitative)(Doc Required)	10

Final Dress Rehearsal (Qualitative)(Doc Required)	10
Development of Media templates/ Posts and Completion Report (Qualitative)(Doc Required)	30

## Required Services

**Lot Title :** Requirements for 9th OIC Ministerial Conference on Women

**Bid Security :** 21

Position	Delivery Schedule	Quantity
Requirements for 9th OIC Ministerial Conference on Women	<p><b>Address:</b> 9th Floor, Kohsar Block (TUV) Complex, New Pak Secretariat, Sector F-5, Islamabad, Pakistan.</p> <p><b>Schedule:</b> 20 Days</p> <p><b>Quantity:</b> 1</p>	1
Requirements for 9th OIC Ministerial Conference on Women	<p><b>Address:</b> 9th Floor, Kohsar Block (TUV) Complex, New Pak Secretariat, Sector F-5, Islamabad, Pakistan.</p> <p><b>Schedule:</b> 20 Days</p> <p><b>Quantity:</b> 1</p>	1

Position	Delivery Schedule	Quantity
Requirements for 9th OIC Ministerial Conference on Women	<p><b>Address:</b> 9th Floor, Kohsar Block (TUV) Complex, New Pak Secretariat, Sector F-5, Islamabad, Pakistan.</p> <p><b>Schedule:</b> 20 Days</p> <p><b>Quantity:</b> 1</p>	1

## Related Services :

Yes

Requirements for 9th OIC Ministerial Conference on Women

Position	Related Services
Requirements for 9th OIC Ministerial Conference on Women	TBD
Requirements for 9th OIC Ministerial Conference on Women	TBD
Requirements for 9th OIC Ministerial Conference on Women	TBD

## Services Specifications

**Lot Title :** Requirements for 9th OIC Ministerial Conference on Women

**Position:** Requirements for 9th OIC Ministerial Conference on Women

**Specifications / Requirements:**

I. EQUIPMENT AND STATIONERY A. EQUIPMENT Particulars Quantity Required Word Processors (Arabic) 6 Word Processors (English) 6 Word Processors (French) 4 Printers 14 Photocopying Machines (Heavy Duty) 2 Photocopying Machines (Small Sized) 2 Mobile Telephone SIM Cards (for General Secretariat delegation members) 8 B. STATIONERY Particulars Quantity Required Laser Printer Toners Sufficient quantity USB Flash Disks Sufficient quantity A-4 Photocopying Paper Sufficient quantity Toner Sufficient quantity File Covers for documents of 200 pages (Arabic, English, French) — Three different colours, one colour per language 750 (250 per language) Letter Heads with the Emblem Sufficient quantity Writing Pads with the Emblem Sufficient quantity Stationery Items (Erasers, Pencils, Correcting Fluid, Ball Pens in 3 colours, Rulers, Staplers, Scissors, Paper Pins, Punching Machines) Sufficient quantity

**Position:** Requirements for 9th OIC Ministerial Conference on Women

**Specifications / Requirements:**

II. OFFICE AND OFFICE FURNITURE REQUIREMENTS (Camp office of OIC Secretariat) S. No. Room / Office Specifications I General Coordinator Room (General Secretariat) One (1) large room fitted with two tables and chairs, two computers, one printer, internet connection, international telephone/fax line, and sufficient supply of stationery. II Coordinator (Documentation) Room One (1) large room fitted with a table and chairs, two computers, two printers, internet connection, international telephone/fax line, sufficient supply of stationery, and one middle-sized photocopying machine. III Translators and Revisers Room Three (3) medium-sized rooms for six persons each, OR one (1) large room for eighteen (18) persons, fitted with tables, chairs, six computers, one printer per language, and sufficient supply of stationery. IV Typing Pool and Supervisors Room Three (3) medium-sized rooms for four persons each, OR one (1) large room for twelve (12) persons, fitted with tables, chairs, four computers per language, one printer per language, and sufficient supply of stationery. V Printing Room Two (2) heavy-duty photocopying machines, chairs, and tables. VI Collation Room Sufficient number of long tables and chairs. VII Delegates Room A room equipped with word processors and printers (Arabic, English, and French), as well as internet facilities, to be made available for delegates so as to avoid access to the Technical Secretariat work areas. III. FLAGS, PLACE CARDS, STREAMERS AND BADGES 1. FLAGS Large-sized flags of all Member States and the

Organization of Islamic Cooperation (OIC) are to be placed at the following locations: a) The Airport b) The Plenary Room c) The Conference Centre d) The hotels housing delegates 2. STREAMERS Streamers are to be placed along the main streets, at important locations, at the Conference Centre, and at the residences of delegations. 3. BADGES Category No. Category 1 Heads of Delegation (including OIC Secretary General) 2 Members of Delegation (including Observers/Invitees) 3 General Secretariat Delegation 4 Technical Secretariat 5 Press

**Position:** Requirements for 9th OIC Ministerial Conference on Women

### **Specifications / Requirements:**

4. NAME PLATES OF PARTICIPANTS Name plates bearing the full names of the under-mentioned participants, in Arabic and English, shall be made available as indicated: Participant / Category Quantity Member States 2 sets each Subsidiary Organs, Specialized and Affiliated Institutions, Guests and Invitees 1 set each Chairman 2 units Vice-Chairman 2 units Rapporteur 2 units Secretary General of the OIC 2 units Assistant Secretary General 2 units General Secretariat of the OIC 2 units 5. SIGN POSTS Sign posts are to be prepared and displayed for the following meeting rooms and offices: S. No. Room / Office 1. Plenary Hall 2. Special Committee (if any) 3. Translators (Arabic) 4. Translators (English) 5. Translators (French) 6. General Coordinator (Secretariat) 7. Coordinator (Documentation) 8. English Typing Pool 9. Arabic Typing Pool 10. French Typing Pool 11. Printing Room 12. Photocopying Pool 13. Distribution Centre 14. Collation Room 15. Access Not Allowed IV. TRANSPORT A. LOCAL TRANSPORT The host country shall provide hospitality comprising local transport, board, and lodging, commencing one day prior to the date of the Conference and extending through the day following the conclusion of the Conference, for the following participants: Category Scope of Coverage Member States Delegations as per agreed quota, including Head of Delegation OIC Institutions and International Organizations As per agreed quota (number to be confirmed) General Secretariat of the OIC Full delegation (all members) Technical Staff Hospitality provided for all members

## **Scope of Work**

The selected Firm/ Company will be responsible for the comprehensive planning and execution of the 9th OIC Ministerial Conference on Women as per all applicable laws of Pakistan. Major responsibilities include, but are not limited to:

- Planning and organizing the Conference and all side events in accordance with international diplomatic and protocol standards.
- Managing:
  - Opening and closing ceremonies
  - Ministerial sessions
  - Sideline conferences/workshops
  - High-level receptions, dinners, luncheons and hi-teas
- Providing full logistics and operational support, including infrastructure, décor, seating, sound, lighting, Flags of OIC Countries , interpretation and audiovisuals, Stationary , Conference Bags equipment's for Photocopies , Printing , Toners, Letter heads with emblems, Writing Pads, File covers with Logos (**Full list is attached with the complete document of tender**)
- Providing translation devices.
- Developing and managing the event theme, branding including City Branding, Dinner Gala Venue , Airport , reception at Hotel , and visual identity across all materials and venue elements.
- Coordinating inbound/outbound logistics for local and international dignitaries, airport protocols, VIP transport and security coordination.
- Managing:
  - Delegation registration

- Invitation/R.S.V.P. process including invitation cards
- Onsite and online guest management
- Handling media relations, including:
  - Local and international press engagement
  - Coordination with media partners
  - Content creation and publication
- Designing and maintaining secure event software systems, including databases, mobile apps, and access control.
- Create and manage all databases related to the event. Software and assisting applications should be of international standards.
- Manage registration of visitors and guests attending OIC Conference.
- Plan and execute thematic layout of OIC.
- Any other tasks relevant to OIC Conference which may be assigned by organizer from time to time.
- Managing sponsors, partners and vendors.

Executing any other responsibilities as assigned by MoHR for the successful delivery of the Conference.

**Additional detailed information:**

1. The vendor shall be required to provide hard and non-perishable items, including computers, printers, photocopier machines, sets, and props, on a rental basis exclusively for the duration of the conference. These items shall not constitute permanent procurement and shall be returned upon conclusion of the event.
2. The number of long flags (floor-standing) shall be quantified as follows: one set at the Airport; one set at the outer premises of Jinnah Convention Centre (JCC); one set inside the corridor and at the designated group photograph area; and one set inside the Conference Hall.
3. Similarly, the number of table flags shall be quantified and specified in the terms of reference prior to issuance of the bid document.
4. The number of conference bags shall be specified, inclusive of the following contents per bag: one notepad, one copy of the agenda, one pen, and relevant supplementary material such as reports and booklets. Separate quantities shall be indicated for delegates and for general participants and guests, with an estimated requirement of approximately 500 bags in total.
5. The number and nature of souvenirs, including culturally representative gift items, shall be specified. Additionally, a separate category of select gift items shall be provided for Heads of Delegation, including Deputy Prime Ministers, Ministers, and Heads of Organisations from priority and friendly States.
6. The food menu shall be finalised and annexed to the tender document, covering arrangements for lunch, tea breaks, and the Gala Dinner.
7. Arrangements for sightseeing and visits to places of cultural and historical significance shall be included in the event plan, with details of proposed venues and itinerary to be specified.
8. Cultural performance arrangements at Lok Virsa shall be incorporated into the event schedule, with scope of performance and logistical requirements to be defined accordingly.

9. The total number of invitation cards, along with requirements for designing and printing, shall be quantified and included as a separate line item in the terms of reference.

10. Provision shall be made for bilateral meetings on the sidelines of the conference. Appropriate meeting rooms, furniture arrangements, and supporting logistics shall be arranged by the vendor, with the number of bilateral sessions to be confirmed closer to the date of the event.

11. Dedicated photography services shall be provided for all sessions and events, including inaugural and closing ceremonies, plenary sessions, bilateral meetings, the Gala Dinner, cultural performances, and sightseeing activities. The scope and deliverables of photography services shall be defined in the terms of reference.

12. Comprehensive videography services shall be arranged for all official proceedings and ancillary events. The vendor shall be required to submit edited video recordings within a stipulated timeframe following the conclusion of the conference, as specified in the terms of reference.

13. Provision shall be made for the recording of teasers and short video messages, including pre-event promotional content and post-event highlights. Technical specifications and delivery timelines shall be included in the bid document.

14. Bulletproof vehicles shall be provided for the transportation of designated delegates, including Heads of Delegation and dignitaries requiring enhanced security protocols. As the number of such vehicles may vary depending on confirmed attendance and security assessments, a unit price shall be quoted by the vendor, with the final quantity to be determined and communicated in advance of the event.

## Price Schedule

### **For Individual Positions**

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

**For Lots**

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







## General Conditions of Contract

# A. General

## 1. Definitions

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

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

1.1.2. "The Contract" means an agreement enforceable by law;

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

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

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

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

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

1.1.8. "Day" means calendar day unless indicated otherwise;

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

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

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

1.1.12. "Government" means the Government of Pakistan;

1.1.13. "Local Currency" means the currency of Pakistan;

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

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

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

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

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

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

## 2. **Applicable Law**

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

## 3. **Language**

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

## 4. **Notices**

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

## 5. **Location**

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

## 6. **Authorized Representatives / Authority of Member in charge**

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

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

## 1. **Effectiveness of Contract**

1.1. 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.

## 2. Commencement of Services

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

## 3. Program schedule

3.1. 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.

## 4. Starting Date/Expiration Date

4.1. 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.

4.2. 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.

## 5. Entire Agreement

5.1. 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.

## 6. Modification

6.1. 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.

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

## 7. Force Majeure

### 7.1. 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.

### 7.2. 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.

### 7.3. 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.

### 7.4. 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.

## 8. Termination

### 8.1. 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);

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

8.1.2. 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;

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

8.1.4. 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;

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

### 8.2. 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.

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

8.2.2. 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;

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

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

## C. Obligations of the Contractor

### 1. General

#### 1.1. Standard of Performance

1.1.1. 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;

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

#### 1.2. 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.

### 2. Conflict of Interests

#### 2.1. 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.

#### 2.2. 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.

#### 2.3. 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:

2.3.1. 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;

2.3.2. 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;

2.3.3. after the termination of this Contract, such other activities as may be specified in the SCC.

### **3. Insurance to be Taken Out by the Contractor**

3.1. 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.

### **4. Contractor's Actions Requiring Procuring Agency's Prior Approval**

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

4.1.1. appointing such members of the Personnel not provided by the Contractor;

4.1.2. changing the Program of activities; and

4.1.3. any other action that may be specified in the SCC.

### **5. Reporting Obligations**

5.1. 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.

### **6. Liquidated Damages**

#### **6.1. 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.

#### **6.2. 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.

### 6.3. 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

## 7. Performance Guarantee

7.1. 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**.

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

7.3. 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**.

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

## 8. Sustainable Procurement

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

## D. Contractor's Personnel

### 1. Description of Personnel

1.1. 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.

### 2. Removal and / or Replacement of Personnel

2.1. 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.

2.2. 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.

2.3. 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

### 1. Change in the Applicable Law

1.1. 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.

### 2. Services and Facilities

2.1. 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.

2.2. 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

### 1. Contract Price

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

### 2. Terms and Conditions of Payment

2.1. 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.

2.2. 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.

### 3. Quality Control Identifying Defects

3.1. 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.

### 4. Correction of Defects, and Lack of Performance Penalty

4.1. 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.

4.2. 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.

4.3. 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.

## 5. Settlement of Disputes Amicable Settlement

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

## 6. Dispute Settlement

### 6.1. Arbitration

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

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



## Special Conditions of Contract

## **SECTION VIII. SPECIAL CONDITIONS OF CONTRACT**

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

### **Number of GC Clause**

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

### **Definitions**

**The Procuring Agency is:** IC-Wing-MoHR (IC-Wing), Director 9th Floor, Kohsar Block (TUV) Complex, New Pak Secretariat, Sector F-5, Islamabad, Pakistan.

### **The Supplier is:**

**The title of the subject procurement is:** Procurement of Non-Consultancy Services for 9th OIC Ministerial Conference on Women

### **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:

IC-Wing-MoHR (IC-Wing), Director  
9th Floor, Kohsar Block (TUV) Complex, New Pak Secretariat, Sector F-5, Islamabad, Pakistan.  
+92-519-206882  
aarifleghari@gmail.com

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:**

IC-Wing-MoHR (IC-Wing), Director  
9th Floor, Kohsar Block (TUV) Complex, New Pak Secretariat, Sector F-5, Islamabad, Pakistan.  
+92-519-206882  
aarifleghari@gmail.com

**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 17.

**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 **2.00%** to **20.00%** 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:**

The amount of performance guarantee shall be 5.00% 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.

#### **Inspections & Tests Requirements**

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

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

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

#### **Delivery & Documents**

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

Copies of the packing list identifying contents of each package;

Insurance Certificate;

Manufacturer's or Supplier's Valid Warranty Certificate;

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

Certificate of Origin.

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

### **Number of GC Clause 31**

#### **Following is the guidance for Dispute Resolution**

1. 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.
2. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.
3. 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.
4. 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.
5. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

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

#### **Arbitrator's fee:**

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

#### **Appointing Authority for Arbitrator:**

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

**Rules of procedure for arbitration proceedings:**

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

**Place of Arbitration and Award:**

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





Bid Securing Declaration

## Form 9: Bid Securing Declaration

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

Bid No.: **P39860**

To: **IC-Wing-MoHR (IC-Wing), Director 9th Floor, Kohsar Block (TUV) Complex, New Pak Secretariat, Sector F-5, Islamabad, Pakistan.**

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 **IC-Wing-MoHR (IC-Wing), Director 9th Floor, Kohsar Block (TUV) Complex, New Pak Secretariat, Sector F-5, Islamabad, Pakistan.**

(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., **Procurement of Non-Consultancy Services for 9th OIC Ministerial Conference on Women (P39860)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

### NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

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

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

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency’s Letter of Acceptance; and

8. *[add here: any other documents]*

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

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

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

Witness to the signatures of the Bidder: .....





Integrity Pact

## Integrity Pact

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

**Contract Number:** Contract Value: Contract Title:

Dated:

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

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

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

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

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



## Performance Guarantee Form

## Performance Guarantee Form

To: **IC-Wing-MoHR (IC-Wing), Director 9th Floor, Kohsar Block (TUV) Complex, New Pak Secretariat, Sector F-5, Islamabad, Pakistan.**

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

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

AND WHEREAS we have agreed to give the Bidders guarantee:

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

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

Signature and seal of the Guarantors

---

*[name of bank or financial institution]*

---

*[address]*

---

*[date]*



Annexure

## Tentative program

Information (Read-Only)

See Form Under Additional Forms and Documents: **Tentative program** (page number: 74)

## Concept Note of the Conference

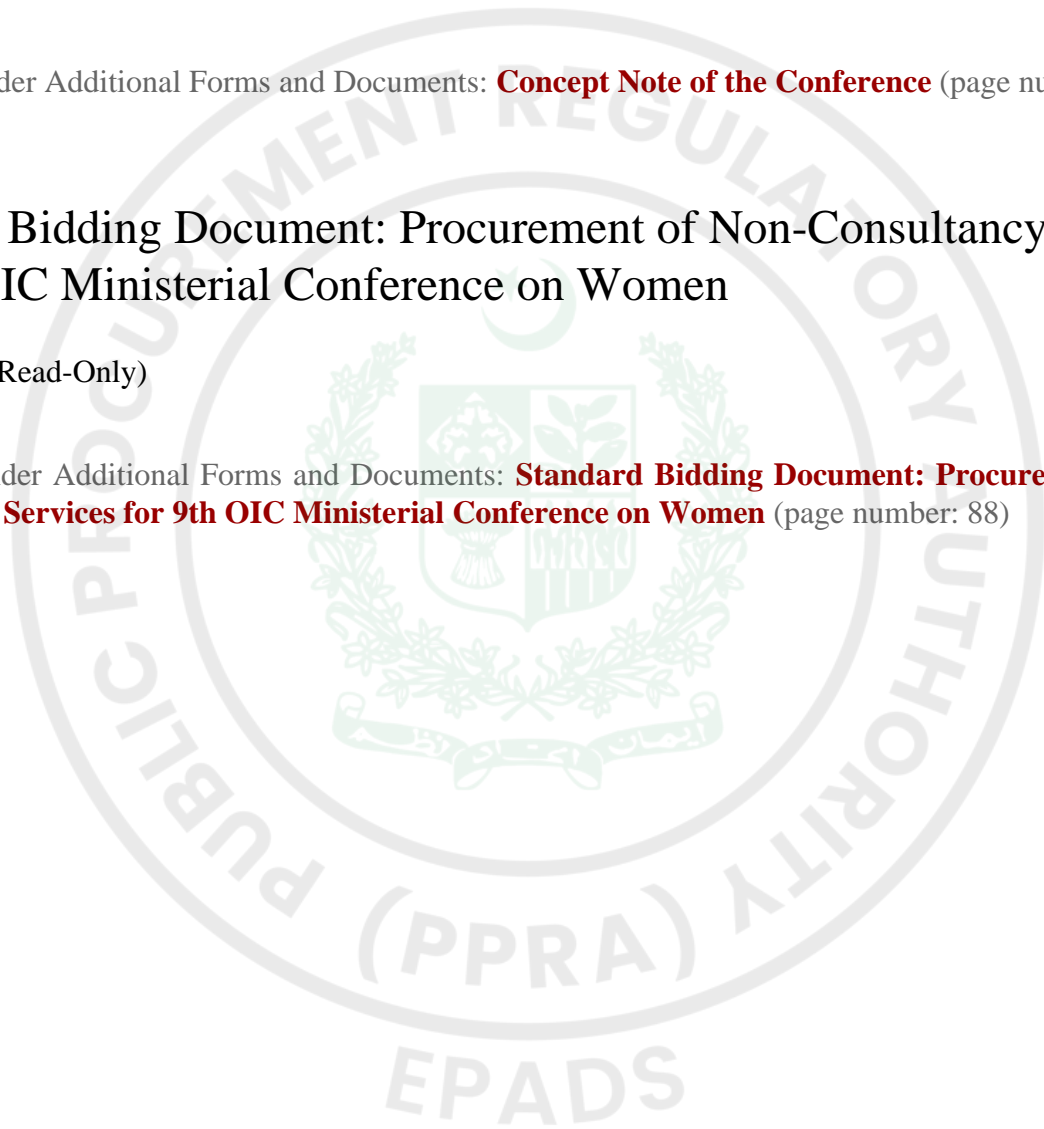
Information (Read-Only)

See Form Under Additional Forms and Documents: **Concept Note of the Conference** (page number: 81)

## Standard Bidding Document: Procurement of Non-Consultancy Services for 9th OIC Ministerial Conference on Women

Information (Read-Only)

See Form Under Additional Forms and Documents: **Standard Bidding Document: Procurement of Non-Consultancy Services for 9th OIC Ministerial Conference on Women** (page number: 88)





## Procurement Forms

## Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 112)

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

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 113)

## Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 115)

## Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 116)

## Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 118)





## Additional Forms and Documents



12/7/2026

**9<sup>th</sup> OIC Ministerial Conference on Women " Socio-Economic and Political Empowerment of Women in the OIC Countries: Challenges and Way Forward" Islamabad, Islamic republic of Pakistan  
(12 July 2026)**

**Draft Agenda of the Senior Officials Meeting**

1. Election of the Bureau
2. Adoption of the agenda and Work Programme of the meeting
3. Report of the Secretary-General on the Implementation of the Resolutions of the 8<sup>th</sup> Session of the OIC Ministerial Conference on Women
4. Report of the Women Consultative Council (WCC)
5. OIC 2026 Report on Women and Development (SESRIC)
6. Host Country Presentation
7. Review on the Efforts of Member States in the Area of Women Empowerment and the progress on implementation of the OPAAW
8. Consideration of the composition of the Members of the WCC
9. Consideration of the Draft Omnibus Resolution
10. Any other business



**9<sup>th</sup> Session of the OIC Ministerial Conference on Women**  
**Session of " Socio-Economic and Political Empowerment of Women in the OIC Countries:  
Challenges and Way Forward"**

**Islamabad, Islamic republic of Pakistan**

**(13 July 2026)**

**Draft Agenda of the Conference**

- 1) Election of bureau
- 2) Adoption of the agenda and program of work of the Conference
- 3) Statements of the Ministers/ Heads of delegations
- 4) Review the efforts of the OIC organs and institutions and invitees in the field of women empowerment
- 5) Endorsement of the composition of the Members of the Women Consultative Council
- 6) Adoption of Omnibus resolution.
- 7) Any other business



*OIC/WCOD-9/2026/ MIN-DRAFT.WP*

**DRAFT WORK PROGRAMME**

**9<sup>th</sup> Ministerial Conference of the Organization of Islamic Cooperation  
on Women in the Member States**

**Session on “Socio-Economic and Political Empowerment of Women in  
the OIC Countries: Challenges and Way Forward”**

**Islamabad, Islamic Republic of Pakistan  
(13 July 2026)**

## DRAFT WORK PROGRAMME

**Monday, 13 July 2026**

**09:00-09:30 Arrival of delegations to the meeting room**

**09:30-11:00 Opening Session:**

- Arrival of H.E. Mian Muhammad Shehbaz Sharif, Prime Minister of Pakistan.
- Group photo.
- Recitation of verses from the Holy Quran.
- Statement of H.E. **Name of Egyptian Minister**, Chair of the Eighth Session of the OIC Ministerial Conference on Women, and handover of the chairmanship of the Conference.
- Opening Statement by **Mr. / Mrs. Name of Pakistani Minister**, Chair of the Ninth Ministerial Conferences.
- Statement of the President of the Women Consultative Council of the 8<sup>th</sup> Ministerial Conference.
- Statement of H.E. the Secretary-General of the Organization of Islamic Cooperation.
- Welcoming address by H.E. Mian Muhammad Shehbaz Sharif, Prime Minister of Pakistan

**11:00-11:30 Break**

**11:30-13:30 First Working Session**

11:30-11:40 Election of the Bureau

11:40-11:50 Adoption of the draft agenda and work programme

11:50-13:30 Statements of the Ministers / Heads of delegations

**13:30-14:30 Break for prayer and lunch**

**14:30-16:00 Second Working Session**

14:30-15:30 Review of the efforts of OIC organs and institutions and invitees in the field of women empowerment.

15:30-15:40 Endorsement of the composition of the Members of the Women Consultative Council

15:40-16:10 Adoption of the Omnibus resolutions.

**16:10-16:40 Closing of the Conference.**

- Statement of H.E. the Secretary-General of the Organization of Islamic Cooperation.
- Statement of **Mr./Mrs. Name of Pakistani Minister**, Chair of the Ninth Session of the Ministerial Conference.

**16:40-17:10 Press Conference.**



*ORGANIZATION OF ISLAMIC COOPERATION*

**DRAFT WORK PROGRAMME**

**of the Senior Officials Meeting**

**9<sup>th</sup> Ministerial Conference of the Organization of Islamic  
Cooperation on Women in the Member States**

**Session on “Socio-Economic and Political Empowerment of Women  
in the OIC Countries: Challenges and Way Forward”**

**Islamabad, Islamic Republic of Pakistan  
(12 July 2026)**

**DRAFT WORK PROGRAMME**  
**of the Senior Officials Meeting**  
**9<sup>th</sup> Ministerial Conference of the Organization of Islamic Cooperation on Women in the**  
**Member States**

**Session on “Socio-Economic and Political Empowerment of Women in the OIC Countries:  
Challenges and Way Forward”**

**Islamabad, Islamic Republic of Pakistan**  
**(12 July 2026)**

**Saturday, 11 July 2026**

- Arrival of Senior Officials
- Registration of participants

**Sunday, 12 July 2026**

09:00-09:30 Arrival of delegations to the meeting hall

09:30-10:30 **Opening Session:**

- Recitation of verses from the Holy Quran
- Statement of the Representative of Republic of Egypt, Chair of the 8<sup>th</sup> Session of the OIC Ministerial Conference on Women (handover of the chairmanship to the Islamic Republic of Pakistan)
- Election of the Bureau
- Opening remarks by the representative of Islamic Republic of Pakistan, Chair of the Meeting.
- Statement of the OIC General Secretariat
- Group photo and closing of the opening session.

**10:30-11:00 Break**

**11:00-13:30 First Working Session (closed)**

11:10-11:10 Adoption of the Agenda and Work Programme of the Meeting

11:10-11:20 Report of the Secretary-General on the implementation of the resolutions of the Eighth Session of the OIC Ministerial Conference on Women

11:20-12:30 Report of the Women Consultative Council (WCC)

12:30-12:40 OIC 2026 Report on Women and Development (SESRIIC)

12:40-13:00 Host Country Presentation

**13:00-14:00 Break for prayer and lunch**

**14:00-17:00 Second Working Session (closed)**

14:00-15:30 Review of the efforts of the Member States in the field of women empowerment and the implementation of OPAAW.

15:30-15:45 Consideration of the composition of the Members of the WCC

15:45-16:45 Consideration of the Draft Omnibus Resolution

16:45-17:00 Any other business

17:00 Closing.



**GOVERNMENT OF PAKISTAN  
MINISTRY OF HUMAN RIGHTS**

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**CONCEPT PAPER**

**9<sup>th</sup> OIC Ministerial Conference on Women**

**Host:** Government of Pakistan  
**Ministry:** Ministry of Human Rights  
**Dates:** 12<sup>th</sup> – 13<sup>th</sup> July 2026  
**Venue:** Convention Centre, Islamabad, Pakistan

**Central Theme:**

**Socio-Economic and Political Empowerment of Women in the OIC Countries:  
Challenges and Way Forward**

**Sub-Themes:**

- I. Enhancing Political and Professional Participation of Women
- II. Advancing Women's Access to Economic Resources and Financial Systems
- III. Bridging Gender Gaps in Technology and Digital Participation

**Conceptual Framework and Strategic Imperatives**

The 9<sup>th</sup> OIC Ministerial Conference aims to call for developing a synthesis to create an enabling environment for women in the OIC Countries where they can fully realise their potential to contribute to Socio-Economic Development. Advancement of women is not merely a social objective but a strategic necessity for the collective progress of the Ummah. There are currently around 940 million females living in OIC member countries – constituting 49.3% of the OIC total population. However, their role in and contribution to the socio-economic development of their societies are often suboptimal. This is largely due to various social, cultural, and political norms and practices that limit women's participation in society and render their needs invisible. Ensuring fair representation of women in society is of the utmost importance for OIC member countries to eliminate gender disparities and maximize women's contribution to socio-economic development.

The OIC Women and Development Report, 2021, highlights a remarkable progress attained by several OIC member countries in formulating policies and programmes for the advancement of women. For instance, 36 member countries improved their Gender Development Index scores

by reducing gender disparities in education, health, and income between 2010 and 2018. Over the past decade, the female literacy rate in OIC countries has increased from 66.9% to 72.8%, and the maternal mortality rate has been reduced by 16%. However, despite the wide-ranging progress, many social, economic, and political challenges to women’s empowerment persist in OIC member countries. For instance, in 2019, 58% of women did not participate in the labour force, and the unemployment rate among women was 11.1% in OIC member countries, as compared to 5.6% in the world. Women also remained underrepresented in decision-making processes and policy areas. The average proportion of seats held by women in parliaments of OIC countries merely stood at 18.4% in 2019. Moreover, millions of women continue to face various forms of violence and discrimination at home and outside. Women often do not have proper access to social protection. According to the **World Economic Forum’s Global Gender Gap Report 2025**, although there has been moderate progress in narrowing gender disparities, full parity is still projected to be more than a century away at current rates of progress. Global parity stood at **68.8% in 2025**, with significant gaps persisting in women’s political empowerment and economic participation. The following table draws on the **World Economic Forum’s Global Gender Gap Report 2025**, illustrating overall gender parity scores for selected OIC member states in comparison with the global and regional context. Scores are expressed as percentages of the gender gap closed, where 100% represents full parity:

Country	Overall Gender Parity Score (2025)	Global Rank (of 148)	Regional Context / Notes
United Arab Emirates (UAE)	<i>~Data specific to UAE’s overall score not disaggregated but political parity is best among OIC</i>	—	Highest political parity among OIC sub-region (37.2),
Morocco	Approx. 62.8%	137	Notable improvement from prior ranking
Egypt	~62.5%	139	Decrease in ranking in 2025 edition
Pakistan	<b>56.7%</b>	<b>148</b>	<b>Lowest of all 148 countries</b>
Sudan	~57.0%	147	Persistent structural and conflict-related challenges
Iran (Islamic Republic)	~58.3%	145	Limited progress in economic and political domains
Algeria	~61.4%	141	Moderate gains, particularly in education
Niger	~61.3%	142	Severe constraints driven by poverty and low literacy

The diversity of the OIC is its greatest strength but also its most complex challenge. Female adult literacy rates, for instance, range from over 99.7% in Central Asian states like Kazakhstan and Azerbaijan to as low as 11% in Niger. This disparity requires a nuanced "way forward" that respects regional contexts while upholding the universal Islamic values of dignity and equity programmes or institutional support systems.

As the government of Pakistan prepares to host the 9th OIC Ministerial Conference from 12th to 13th July 2026 in Islamabad, the finalized themes represent a sophisticated synthesis of Islamic values, demographic realities, and modern economic demands. This conference builds upon the commitments made during the 8th Ministerial Conference in Cairo, aiming to bridge the gap between declarative policy and practical implementation through the lens of socio-economic and political empowerment.

The central theme of the upcoming 9<sup>th</sup> OIC Ministerial Conference, **Socio-Economic and Political Empowerment of Women in the OIC Countries: Challenges and Way Forward**, acknowledges that human development can only reach its optimum level through the full participation of all gender identities. This realization is anchored in the charter of the OIC and the constitutional principles of member states. The Constitution of Pakistan also adheres to the principle of egalitarianism, equality, socio-economic well-being, and full participation of women in national life. Quaid-e-Azam Muhammad Ali Jinnah, a great Muslim leader and the founding father of Pakistan, articulated a democratic state based on Islamic principles of social justice. The OIC-2025 Programme of Action also identifies the empowerment of women as a key priority, recognizing that they constitute one of the most marginalized groups due to wide gender disparities in several member countries.

To address the issues of systemic gaps in achieving the goals of Socio-Economic and Political Empowerment of Women, the conference prioritizes three sub-themes: **Enhancing political and professional participation, Advancing women's access to economic resources and financial systems, and bridging gender gaps in technology and digital participation**. This trifecta of themes recognizes that political agency provides the legislative framework for economic rights, while digital inclusion serves as the modern infrastructure necessary to exercise those rights in a globalized world.

### **Sub-Theme I: Enhancing Political and Professional Participation of Women**

This sub-Theme aims to engage the Participants of the Conference to deliberate on how to enhance Political and Professional participation of women while removing the barriers in the way of women's progress. This is evident from various reports that the progress in women's political leadership has been uneven. While women's share in national parliaments has slightly increased, global political empowerment remains low. As of 2025, women represent roughly **23.2% of political empowerment parity**, with substantial variation across regions. Within the OIC, representation disparities are acute. Several member states have all-male ministerial cabinets or very limited women's representation in parliament.

Globally, women hold a disproportionate share of roles in portfolios associated with social services and gender affairs, while high-impact portfolios like finance, defence, and economic management remain male-dominated.

**Executive Leadership and Ministerial Portfolios:** In the executive sphere, the nature of women's participation remains restricted by gendered perceptions of policy portfolios. As of January 2025, women represent only 22.9% of Cabinet members heading Ministries globally. They are predominantly assigned to portfolios related to gender equality (86.7%), family affairs (71.4%), and social inclusion (55.6%). Strategic and high-resource domains such as finance (16.4%), home affairs (13.2%), and defense (13%) remain overwhelmingly male-dominated.

Within OIC sub-regions, the Middle East and North Africa (MENA) region ranks last in terms of parliamentary representation, with women occupying only 16.7% of seats and no women currently serving as Speakers of Parliament. Central and Southern Asia show similar trends, with women holding just 9% of cabinet ministerial positions. Despite this, the United Arab Emirates remains a rare leader, having achieved 50% representation in its parliament.

**Professional Leadership and the Corporate Pipeline:** Professional empowerment requires addressing the "broken rung" of the corporate ladder. For the 11th consecutive year, women remain underrepresented at all levels of the corporate pipeline, making up just 29% of C-suite roles as of 2025, a figure that has remained unchanged from 2024. As roles become more senior, representation drops: from 42% in manager positions to 32% in senior vice president roles.

Level of Corporate Pipeline	% Women (Global 2025)	Gap Insight
Entry Level	43.4%	Near parity, but pipeline leaks start here
Manager	42.0%	Only 74 women of color are promoted for every 100 men
Senior VP	32.0%	Significant drop-off in strategic roles
C-Suite	29.0%	Stagnated growth since 2024

In the judiciary, women are increasingly finding their place, but access to senior positions remains a challenge due to historical dominance and the difficulty of balancing family responsibilities with the demands of the bench. While Europe has seen female judges increase to 60% over the last decade, in regions like South Asia, women still make up only a small fraction of High Court judges (e.g., 13% in India).

### Structural Barriers to Participation

1. **The "Broken Rung":** Women are 19% less likely than men to be promoted to manager from entry-level positions, creating a deficit that persists throughout the hierarchy.
2. **Sponsorship Gaps:** 45% of men at the entry level report having sponsors, compared to only 31% of women.
3. **Sociocultural Norms:** Deep-rooted norms often lead to the disproportionate burden of unpaid care work. In Pakistan, 76% of women engage in unpaid domestic work compared to 55% of men.
4. **Security and Conflict:** In conflict-affected regions, the share of women in national parliaments drops to 20%, well below the global average.

It is expected that the deliberations and discussions during the conference will bring a wayforward to maximise women's political and professional participation in the OIC countries.

### Sub-Theme II: Advancing Women's Access to Economic Resources and Financial Systems

The sub-theme underscores the importance of women's access to economic resources and financial systems because the economic empowerment of women is a catalyst for broader

societal transformation. Entrepreneurship, specifically, is a means to enhance productivity and the overall size of the economy through creativity and competitiveness. Economic gender gaps remain among the largest globally, especially in career advancement and income parity. According to WEF 2025 data, the **Economic Participation and Opportunity subindex** has progressed only modestly, averaging around **60.7% parity** globally. It is predicted that women-owned enterprises will contribute approximately 26% of the annual GDP globally in the coming decade.

**The State of Women's Entrepreneurship in the OIC:** The Female Entrepreneurship Index (FEI) assesses the entrepreneurial ecosystem for women. Among OIC member states, the UAE records the highest FEI score (52.6), followed by Turkey (39.3) and Malaysia (39.2). Pakistan has shown notable recent progress; according to the Labour Force Survey 2024-25, female entrepreneurship rose sharply to 25.2% from 19% in 2020-21.

Total Entrepreneurial Activity (TEA) ratios also reveal that in Kazakhstan, Qatar, Morocco, and Malaysia, the number of women entrepreneurs in "opportunity-driven" categories often equals or exceeds their male counterparts, which indicates a shift from necessity-based entrepreneurship to strategic business creation.

**Financial Inclusion and the Role of Fintech:** The 2025 Global Findex report indicates that 79% of adults globally now have a financial account, with Fintech playing a pivotal role in this expansion. In the MENA region, Fintech net revenues are projected to grow at 35% annually through 2028. AI-powered platforms are enabling tailored financial services, such as adaptive credit scoring and multilingual virtual assistants, which help women with limited literacy navigate complex banking processes.

However, the "gender gap" in account ownership remains a reality. Women often lack the traditional forms of collateral, land, or houses that financial institutions require. In Pakistan, only 2-3% of women own land, and only 3% of small- to medium-sized business loans go to women.

The expected outcome of this sub-theme is to generate a conclusive approach towards women's economic empowerment.

### **Sub-Theme III: Bridging Gender Gaps in Technology and Digital Participation**

The sub-theme aims to reinforce the sense of realization that digitalization is the definitive frontier for women's empowerment in the 21st century. It provides access to information, education, and social networks that were previously out of reach due to cultural or mobility constraints.

**The Digital Gender Divide:** Closing the gender digital divide could generate an estimated USD 1.5 trillion boost to the global GDP by 2030 and lift 30 million women out of poverty by 2050. However, progress is uneven. While the global digital gender gap has decreased slightly since 2021, it has actually widened in Least Developed Countries (LDCs), where only 29% of women used the internet in 2024 compared to 41% of men.

**Women in STEM and AI:** Women make up just 28% of the global STEM workforce and only 22% of Artificial Intelligence (AI) professionals. This underrepresentation restricts innovation; for

example, AI systems are often less effective at recognizing women's voices due to a lack of diverse training data. Despite this, the OIC has made strides in education. In countries like Qatar, Algeria, and Jordan, more women than men are now represented in higher education.

**Online Safety and Digital Violence:** Digitalization has introduced new risks. The Organization of Islamic Cooperation marked the 2025 International Day for the Elimination of Violence against Women under the theme: "UNiTE to End Digital Violence against Women and Girls. This highlights the rise of online harassment, AI-enabled impersonation (deepfakes), and cyberstalking, which undermine women's safety and economic participation.

**Intersectional Challenges: Conflict, Climate Change, and Violence; Violence Against Women (VAW) in Conflict Zones:** The empowerment of women in OIC countries is often jeopardized by humanitarian crises and environmental degradation. The prevalence of VAW in OIC member countries is estimated at 36%, compared to the global average of 29%. In conflict zones like Indian Illegally Occupied Jammu and Kashmir (IIOJK), women are victims of systematic human rights violations. Since 1989, over 11,255 women have been reported as gang-raped or molested, and 22,946 have been widowed. Similarly, the ongoing conflict in Gaza has disproportionately affected women and children, who constitute over 70% of the casualties.

**Climate Change as a Gendered Threat:** Climate change exaggerates existing gender inequalities. Hazards such as droughts and floods result in higher workloads for women, who are often responsible for collecting water and firewood. When girls and women are displaced due to climate disasters, they are often unable to continue their education, and pregnant women in displacement camps face heightened risks of infectious diseases like cholera.

**Institutional Framework and the Way Forward:** The OIC's commitment to women is articulated through the OIC Plan of Action for the Advancement of Women (OPAAW) and the Women Development Organization (WDO).

**The Role of the Women Development Organization (WDO):** The WDO, headquartered in Cairo, is the center of the OIC's gender equality architecture. Its programmatic cycle is anchored in four pillars:

1. Economic Empowerment and Financial Inclusion.
2. Ending all Forms of Violence against Women and Girls.
3. The Role of Women in Fighting Corruption.
4. Women's Leadership in Promoting Peaceful and Inclusive Societies.

### Strategic Recommendations

1. **Strengthening Legal Enforcement:** Bridge the implementation gap by ensuring progressive laws related to child marriage, harassment, and property rights are enforced with sufficient resources.
2. **Financial Ecosystem Innovation:** Encourage the adoption of Fintech and digital identities to bypass the lack of traditional collateral.
3. **Digital Skills and STEM Prioritization:** Invest in scholarships and mentorships to increase women's enrollment in AI and cybersecurity.

4. **Integrated Crisis Response:** Develop gender-responsive climate adaptation policies that recognize women as active agents of resilience.
5. **Intra-OIC Cooperation:** Institutionalize a platform for sharing best practices, such as Morocco's self-enterprise system or Pakistan's recent microfinance successes.





Government of Pakistan  
Ministry of Human Rights Islamabad  
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**REQUEST FOR PROPOSAL THROUGH EPADS FOR  
9TH OIC MINISTERIAL CONFERENCE ON WOMEN  
JULY 2026 | ISLAMABAD, PAKISTAN**

[www.mohr.gov.pk](http://www.mohr.gov.pk)



## **A. Invitation for Expression of Interest**

The Ministry of Human Rights (MoHR) will be hosting the 9th OIC Ministerial Conference on Women, scheduled to be held in July 2026 in Islamabad, Pakistan. In this regard, Ministry of Human Rights (MoHR) invites Expressions of Interest (EOIs) through EPADS (e-Pakistan Acquisition & Disposal System) in accordance with PPRA Rules 2004, Procurement of Consultancy Regulations 2010 and e-Pak Procurement Regulations 2023, from reputable event management companies/firms registered with SECP or Registrar of Firms, with valid NTN/STRN and listed on FBR's Active Taxpayer List.

## **B. Procedure of Quality Cost Based Selection**

The following procedure shall be adopted in accordance with Procurement of Consultancy Services Regulations ,2010:

(i) Procedures for selection under the quality and cost based selection.—

(a) a request for expression of interest as laid down in regulation 5 is advertised to invite interested applicants or firms to contest;

(b) a request for proposals shall be prepared and sent to shortlisted consultants selected following the laid down criteria; and

(c) the evaluation of proposals shall be carried out in two stages in the following manner, namely:-

(i) the technical proposals shall be evaluated and the procuring agency may discuss technical details, if it may deem necessary:

(ii) the financial proposals of technically responsive proposals shall be opened in the presence of the applicants or their representatives who may wish to attend the opening session; and

(ii) a combined evaluation of technical and financial proposals shall follow and the applicant with the winning proposal will be accepted.

### **1. Qualification of Bidders**

Bidders must ensure that they comply with the following mandatory elements of this Request for Proposal before submitting their proposals within the period specified herein.

- i. The bidding organization must be registered with SECP or Registrar of Firms.
- ii. Valid NTN and STRN number.
- iii. On Active Tax Payers List of FBR
- iv. The Bidding firm/organization must have at least five years of experience in conducting high profile international level events/ Inter-Governmental Conferences

including Ministerial Level Conferences, proven experience with Government entities

- v. The Bidding firm/organization must have a web page.
- vi. Eligibility to participate as per Rules
- vii. No conflict of interest
- viii. No history of debarment or blacklisting
- ix. Disclosure of litigation history (if any)

## 2. Disqualification of Bidders:

A bidder shall be disqualified if,

- i. The Bidding firm/organization is not registered with SECP or registrar of Firms.
- ii. The Bidding firm/organization does not have valid NTN/STRN number
- iii. The Bidding firm/organization is not on Active Tax Payer list of FBR.
- iv. The Bidding firm/organization is blacklisted.
- v. The Bidding firm/organization has been or is involved in Corrupt and fraudulent practices as defined in rule 2 (f) of the PPRA rules.
- vi. The Bidding firm/organization is debarred by any other procuring agency as defined in sub rule f(a) of rule 2 of the PPRA rules.

**Note:** -. A qualified Company/ firm may participate only in one bid for the contract. If a company/ firm submits more than one bid, all bids including that bidder will be rejected.

## 3. Required Documents

- i. Cover Letter containing following documents:
  - a Registration Certificate with SECP or Registrar of Firms.
  - b NTN /STRN Certificate.
  - c GST Certificate.
  - d FTN Certificate / Tax Exemption Certificate (*for public sector only*).
  - e On Active Tax Payers List of FBR.
  - f Complete Organization Profile along with past performance certificate.
  - g Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that the Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other international organization for corrupt and fraudulent practices.
  - h Submission of the required amount of Bid Bond.

- i Bid Validity of 355 days.
- k. A ‘Proposal’ detailing the methodology, items and approach and conformity to the work plan to conduct the OIC Conference.
- l. All documents to be properly numbered, tagged, annotated and labelled and uploaded on EPADs as per PPRA instructions.

#### **4. DELIVERABLES AND TIMEFRAME**

##### **Inception Report & Work Plan:**

Within 7 days of contract signing, the Firm/ Company shall submit an Inception Report outlining a comprehensive execution plan. This should include a detailed timeline, team structure, role allocation, coordination mechanisms, and a roadmap for successful execution/delivery of the event.

##### **Creative & Technical Document:**

Within 7 days of contract signing, the Firm/ Company shall present a finalized creative and technical document. This will include the event’s theme and branding, venue layout, décor concepts, staging, lighting, audiovisual arrangements, interpretation setup, and overall visual identity, all aligned with international diplomatic standards.

##### **Logistics & Guest Management System:**

Within 10 days, the Firm/ Company must establish and demonstrate a fully functional guest management system, including online/offline registration and access control. This deliverable also includes finalized arrangements for VIP protocols, airport receptions, domestic transportation including Bullet proof Vehclies, coordination for logistics,protocols, security ,and media for all dignitaries and delegates.

##### **Pre-Event Rehearsal & Readiness Review:**

By **10th July** 2026, the Firm/ Company shall conduct a full-scale dry run of the conference, covering technical rehearsals, stage management, protocol coordination, and stakeholder briefings. This rehearsal will ensure that all systems and teams are prepared for the live event.

##### **Execution & Post-Event Report:**

On 12-13 July, 2026, the Firm/ Company shall be responsible for the end-to-end execution of the 9th OIC Ministerial Conference on Women, including main and side events, media handling, guest services, and protocol management. Within 14 days after the event, the firm/company will submit a detailed post-event report, including documentation of proceedings, media coverage, participant feedback, and financial reconciliation.

**Note: The MoHR will not accept any Bid submitted by an individual person. The Bids that do not conform to the aforementioned criteria shall be considered non-responsive.**

## 5. Bid Validity

### Period of Validity of Proposal

Bid Proposals shall remain valid for **ninety (355) days** from the date of opening of the bid / tender (“**Bid Validity Period**”). In exceptional circumstances, the MoHR may solicit the Bidder’s consent to an extension of the period of validity without any material changes in the RFP Document.

### Technical Proposal

- a. The Bidder shall provide a detailed **Technical Proposal** clearly indicating the timeline, methodology, work plan, approach, number of professional staff involved and breakdown of deliverables with respect to the conduct of OIC Conference.
- b. The Technical Proposal must not include any pricing information for the services to be rendered. Pricing information must be kept separate and only included in the relevant Financial Proposal.
- c. The format of Technical Proposal must conform with the Technical Evaluation Criteria as mentioned in of this RFP Document.

### Financial Proposal

#### Proposal Prices

The Bidder shall indicate in its Financial Proposal the prices of services it proposes to supply under the Contract.

#### Proposal Currency

The Bidder shall quote prices in the Financial Proposal in Pakistani Rupees (PKR). The MoHR will disqualify Bid Proposals with no fixed price and will not consider them for evaluation.

### Payment

The MoHR shall only effect payments to the successful Bidder with option of 15 % Mobilisation charges and 85 % Payment as per Deliverables/Milestones of the Assignment. The Payment Schedule is subject to further negotiation with the successful bidder.

Deliverable 1: Inception report/ Workplan	15 %
Deliverable 2: Branding and Design	05%
Deliverable 3: 3-D Modelling and layout of the Plan	05 %
Deliverable 4: Production of Content and Publication Material	10 %
Deliverable 5: Installation of Equipments/ Erection of Sets and props	15 %
Deliverable 6: Completion of Venue Setup	10 %
Deliverable 7: Final Dress Rehearsal	10 %
Deliverable : Development of Media templates/ Posts and Completion Report	30 %

#### Integrity Pact

The Bidders must provide a mandatory certificate (**Annex B**) in case of procurement of services worth Rs. 10 million or more as specified by regulation with approval of the Federal Government, between the MoHR and the Bidder(s). Failure to provide this Integrity Pact shall make the bid non-responsive.

#### Bid Security

All Bidders must submit a Bid Security, labelled as “**Bid Bond**”, in the form of a Bank Draft/Pay Order in the name of D.D.O., Ministry of Human Rights, equivalent to five percent (5%) of the quoted value along with the Financial Proposal. The Bid Bond shall be valid for a period of twenty-eight (28) days beyond the Bid Validity Period.

The Bid Bond may be forfeited:

- a) if a Bidder withdraws its bid during the Bid Validity Period; or
- b) if a Bidder is found indulged in fraudulent/ corrupt practices/concealment of facts etc.; or
- c) in the case of a successful Bidder, if the Bidder fails:
  - i. to sign the Contract; or
  - ii. to deliver the assignment within the stipulated time period as per the timeframe and deliverables schedule as stated in paragraph 2.4 and 2.5 of this RFP Document.

The Bid Bond shall be returned to the Bidder upon completion of the assignment.

### Performance Guarantee

- The successful Bidder must deposit, within five (5) days of the receipt of the Contract Award Letter, in the form of a Bank Guarantee, a Performance Guarantee or Security, labelled as “**Performance Guarantee**” for a sum equivalent to five percent (5 %) of the Contract Price.
- A scheduled bank operating in Pakistan must issue the Bank Guarantee and the same shall remain valid for a period of one hundred and eighty (180) days from the date of signing the Contract.
- Failure to provide a Performance Guarantee by the successful Bidder is a sufficient ground for disqualification of the Bidder and annulment of the award and forfeiture of Bid Bond. In such event, the MoHR may award the contract to the next most advantageous Bidder or call for new bids.
- The proceeds of the Performance Guarantee shall be payable to the MoHR as compensation for any loss resulting from the Bidder’s failure to complete its performance obligations under the Contract according to the satisfaction of MoHR.

### Costs

All and any costs incurred in the preparation and submission of the Bid Proposal shall be to the account of the Bidder, with no claim or recourse to be made to the MoHR, regardless of the outcome of the bidding process.

### Amendments

At any time prior to the deadline for submission of bids, the MoHR may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by amendment. The amendment shall be part of the RFP Document and will be notified in writing through fax, email or letter by courier or shall be made available on the MoHR’s website to all prospective Bidders who have received the RFP Document and will be binding on them.

### Miscellaneous

The MoHR reserves the right to accept or reject any or all bids as a whole or in part as specified by PPRA Rule 33. The decision in this regard will be firm, final and binding on all Bidders.

### Clarification of Bids

According to Rule 31 of PPRA Rules 2004, the MoHR, at its discretion, to aid in the assessment, evaluation, and comparison of Bid Proposals may ask the Bidder for a clarification of its Bid Proposal(s), without major deviation, reservation or omission. The request for clarification and response must be in writing, and no change to the Bid Proposal's price or substance may be sought, offered, or permitted.

### Evaluation of Bids

Following preliminary examination, the Technical Committee shall evaluate the Technical Proposals as per the Technical Evaluation Criteria prescribed below,

#### 6. Technical Evaluation Criteria (50 marks)

The selection of the Event Management Company (EMC) shall be based on the **Quality and Cost-Based Selection (QCBS)** method, with a **70:30 weightage** assigned to technical and financial proposals respectively. Only firms scoring at least **55 marks out of 70** in the **Technical Evaluation** will qualify for the **Financial Evaluation**.

#### **A. Technical Evaluation Criteria (Total: 70 Marks)**

#	Criteria	Description	Max Marks
1	<b>Relevant Experience</b>	Proven experience in managing at least five (05) large-scale international events, including Ministerial/ Inter-Governmental Conferences in the past 5 years.	10
2	<b>Proposed Work Plan &amp; Methodology</b>	Clarity and feasibility of the execution strategy, timeline, event flow and risk management.	15
3	<b>Creative &amp; Technical Proposal</b>	Quality of proposed event branding, theme, layout, venue management plan, AV setup and interpretation systems.	20
4	<b>Key Personnel</b>	Qualification and relevant experience of team leads and specialists (event manager, technical lead, logistics head, media coordinator).	10
5	<b>Financial Soundness</b>	Financial capacity as evidenced by audit reports or bank statements for the last 3 years.	15

**7. Financial Evaluation Criteria (Total: 30 Marks)**

Financial proposals of only those firms that qualify the technical evaluation will be opened. The firm quoting the **lowest price** will receive **30 marks**. Other firms will be awarded marks based on the following formula:

$$\text{Financial Score} = (\text{Lowest Bid} / \text{Bid under consideration}) \times 30$$

**C. Final Score Calculation (QCBS Method – 70:30)**

$$\text{Final Score} = \text{Technical Score (out of 70)} + \text{Financial Score (out of 30)}$$

The firm achieving the **highest combined score out of 100** will be awarded the contract.

**8. Award of Contract**

The contract will be awarded on the basis of cumulative ranking based on technical and financial evaluation of the proposal giving 70% weightage to scores obtained in Technical Proposal and 30 % weightage to scores obtained in Financial Proposal. The firm securing highest total score shall be awarded the contract being the most advantageous bidder. The cumulative score/ranking will be determined as under;

S.No	Name of Firm	Technical Score	70 % (1)	Amount in Financial proposal	Computation Lowest amount among financial proposals/ Other Proposal x 100	Financial Score	30 % (2)	Total Score (1+2)	Ranking

The MoHR is under no obligation to pick any of the Bidders that submit EOI. The MoHR maintains the right, at any time prior to Contract award, to accept or reject any Bid Proposal, as well as to terminate the bidding process and reject all offers, without incurring any liability to the Bidder(s) or any obligation to provide information.

a. Notification of Award

- i. The MoHR shall notify in writing to the successful Bidder the acceptance of their Bid Proposal prior to the expiration of the Bid Validity Period.
  - ii. The notification of award shall constitute the formation of the Contract between the MoHR and the successful Bidder.
  - iii. Rule 44 of the PPRA Rules 2004 shall govern the enforcement of the Contract.
- b. Signing of Contract
- i. The MoHR shall send the successful Bidder the Contract (**Annex C**), promptly after the notification of the award.
  - ii. Within ten (10) working days of receipt of the contract from the MoHR, the successful Bidder(s) shall confirm their acceptance of the terms of the Contract, following which Contract shall be signed at the Ministry of Human Rights.
  - iii. The Contract shall become effective upon affixation of signature of the MoHR and the successful Bidder on the Contract.
  - iv. In the event the successful Bidder(s) fails to sign the Contract after completion of all codal formalities, the MoHR shall withdraw the award, reject the offer and may launch a new bidding exercise or proceed to select the next most advantageous Bidder(s).

**Note:** The Bond submitted by the Bidder shall stand forfeited and the organisation may be blacklisted and de-barred from future participation, whether temporarily or permanently.

**9. Payment Schedule**

As per deliverables/Milestones achieved

**10. Breach of Contractual Obligations**

- a. As per Rule 19(b) of PPRA Rules 2004, the MoHR may blacklist and debar a Bidder from participating in respective category of public procurement or disposal proceedings for a period of not more than three years, if the Bidder fails to meet his contractual responsibilities during contract execution or violates the contract owing to inability or unwillingness to perform.
- b. The MoHR will only impose the penalty on the Bidder after exhausting all means of peaceful settlement as provided in the Contract.
- c. The MoHR, under Rule 19(2) of PPRA Rules of 2004 will notify the Public Procurement Regulatory Authority and the respective Bidder in writing of their

decision, outlining the reasons for such action. The Authority will make public the results of its investigation.

## **11. Mechanism for Grievance Redressal**

### **a. Grievance Redressal Committee**

Any bidder feeling aggrieved by any act of the MoHR after the submission of their Bid Proposal may lodge a written complaint concerning their grievances not later than fifteen (15) days after the announcement of the bid evaluation report under Rule 35 to the following Grievance Redressal Committee (GRC):

- |                                 |          |
|---------------------------------|----------|
| 1. Director General (IC) – MoHR | Chairman |
| 2. Director (B&C) – MoHR        | Member   |
| 3. Section Officer Admin        | Member   |

### **b. Mechanism for Dispute Resolution**

#### **a) Discussion Period**

In the event of any dispute arising between the MoHR and the successful Bidder in connection with any opinion or condition of the proposed services to be performed pursuant to this RFP and the Contract, including without prejudice to the generality of the foregoing, any question regarding the Contract's existence, validity or termination, or the completion of the Contract (whether during or after the engagement and whether before or after the termination, abandonment or breach of the Contract), the parties concerned shall seek to resolve any such dispute or difference through mutual consultation.

#### **b) Referral to Dispute Resolution Committee**

In case the parties concerned fail to reach agreement within fourteen (14) days of the date upon which a party serves notice upon the other with regard to the existence of a dispute, the dispute shall then be referred to a Dispute Resolution Committee (DRC). The Secretary, MoHR shall constitute the committee comprising of two (02) senior members from MoHR and a member recommended by the successful Bidder. DRC shall resolve the dispute after giving each party reasonable opportunity of presenting its respective point of view. The decision of the DRC shall be final and binding and shall be enforceable in any court of competent jurisdiction.

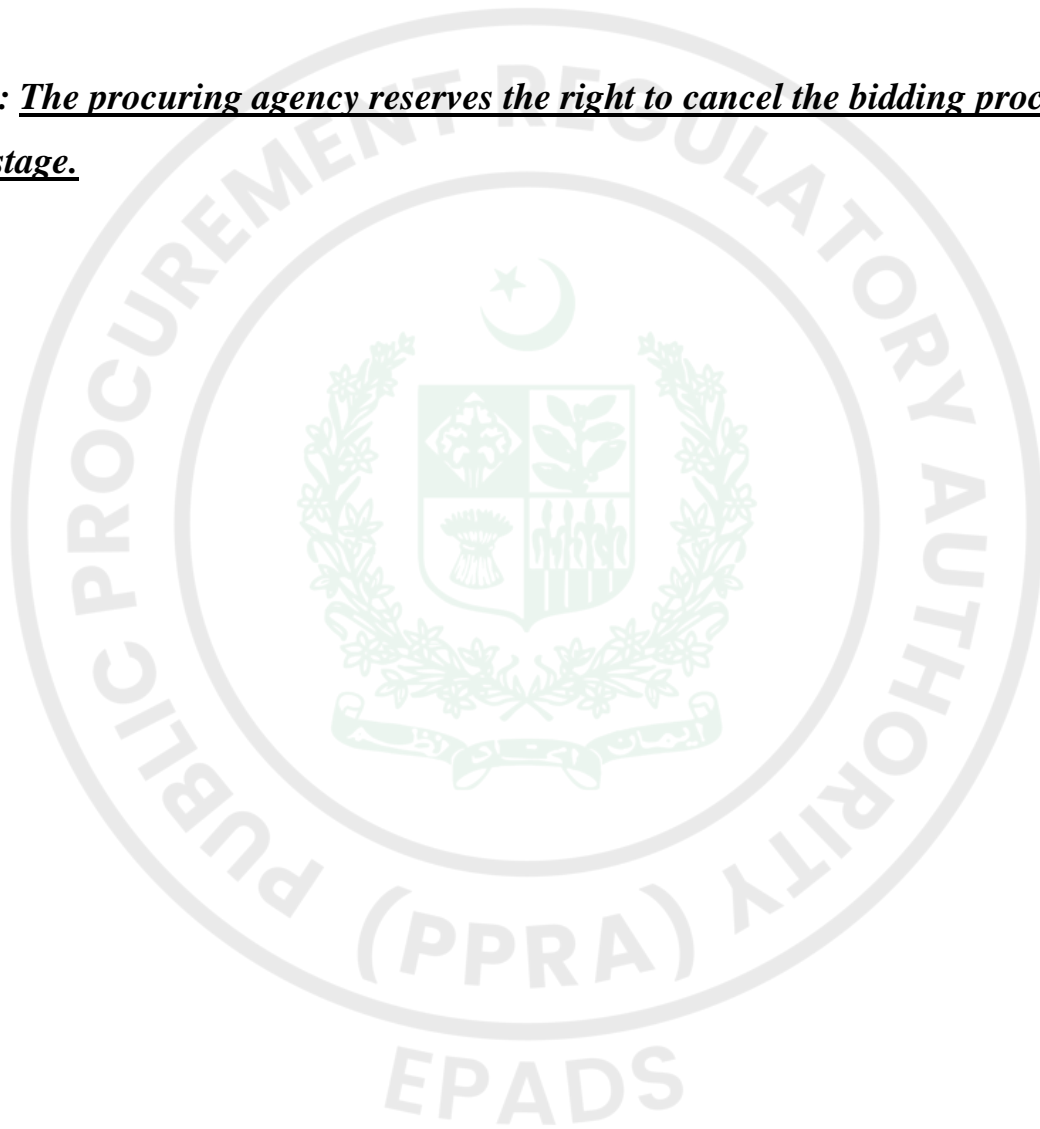
## **12. Bidders' Queries**

Any queries by the Bidders must reach to Project Director, NMRF, either through email or postal at the address mentioned at Paragraph 4.3, at least five (5) working days before the deadline of the bid submission, otherwise MoHR will not be liable to respond.

**13. Pre-Bid Meeting**

A pre-bid meeting will be held after 7 days of the advertisement, at 02:00 pm to address the queries of prospective Bidders. Please contact on phone number 051: 9216406 in case of any query.

**Note: The procuring agency reserves the right to cancel the bidding process at any stage.**

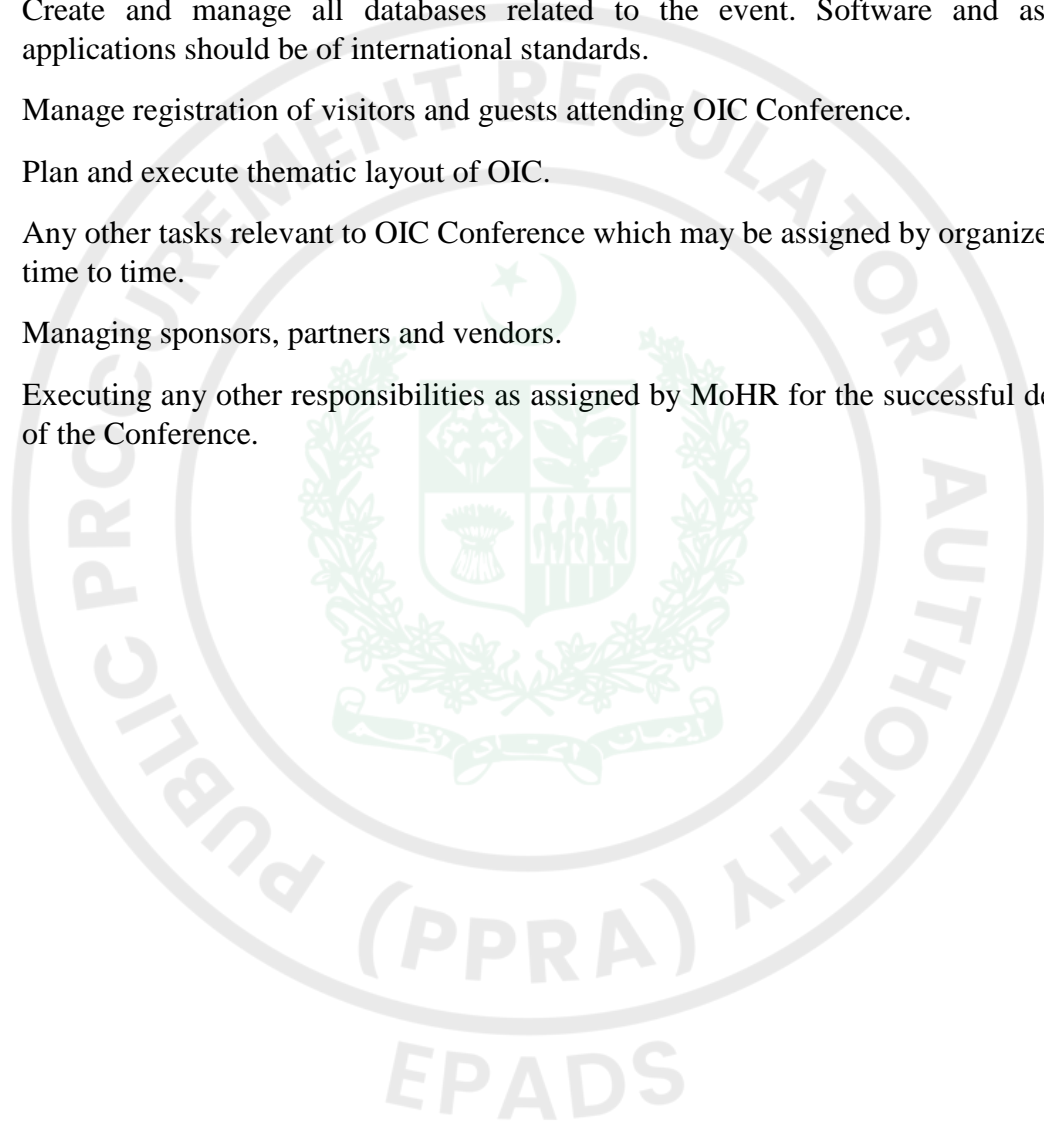


TERMS OF REFERENCE

The selected Firm/ Company will be responsible for the comprehensive planning and execution of the 9th OIC Ministerial Conference on Women as per all applicable laws of Pakistan. Major responsibilities include, but are not limited to:

- Planning and organizing the Conference and all side events in accordance with international diplomatic and protocol standards.
- Managing:
  - Opening and closing ceremonies
  - Ministerial sessions
  - Sideline conferences/workshops
  - High-level receptions, dinners, luncheons and hi-teas
- Providing full logistics and operational support, including infrastructure, décor, seating, sound, lighting, Flags of OIC Countries , interpretation and audiovisuals, Stationary , Conference Bags equipment's for Photocopies , Printing , Toners, Letter heads with emblems, Writing Pads, File covers with Logos ( **List is attached** )
- Providing translation devices.
- Developing and managing the event theme, branding including City Branding, Dinner Gala Vanue , Airport , reception at Hotel , and visual identity across all materials and venue elements.
- Coordinating inbound/outbound logistics for local and international dignitaries, airport protocols, VIP transport and security coordination.
- Managing:
  - Delegation registration
  - Invitation/R.S.V.P. process including invitation cards

- Onsite and online guest management
- Handling media relations, including:
  - Local and international press engagement
  - Coordination with media partners
  - Content creation and publication
- Designing and maintaining secure event software systems, including databases, mobile apps, and access control.
- Create and manage all databases related to the event. Software and assisting applications should be of international standards.
- Manage registration of visitors and guests attending OIC Conference.
- Plan and execute thematic layout of OIC.
- Any other tasks relevant to OIC Conference which may be assigned by organizer from time to time.
- Managing sponsors, partners and vendors.
- Executing any other responsibilities as assigned by MoHR for the successful delivery of the Conference.



**(INTEGRITY PACT)**

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

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

..... [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 (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by 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, fees 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 consultation 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, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts 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 rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

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

**Name of Employer:** .....

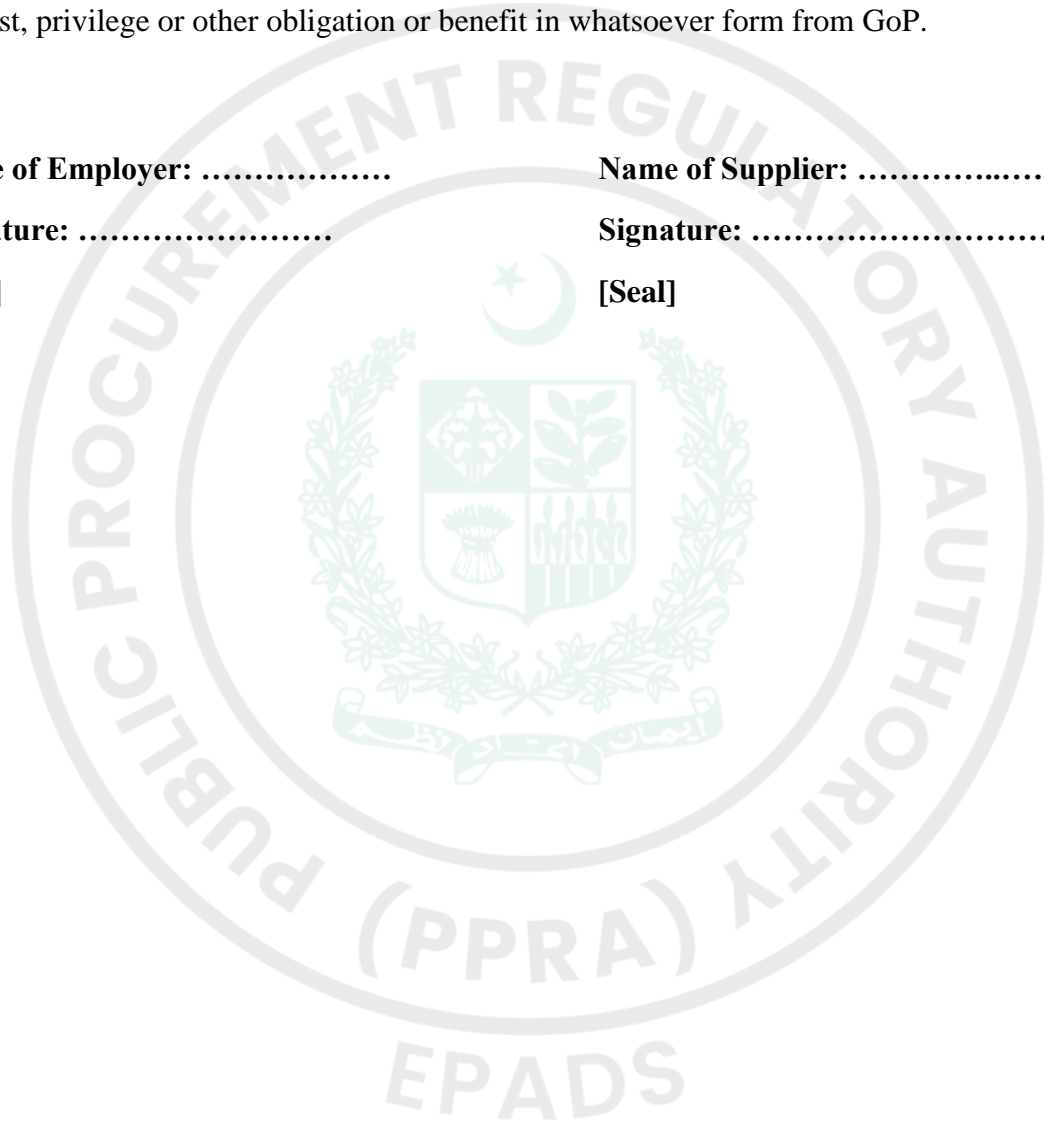
**Name of Supplier:** .....

**Signature:** .....

**Signature:** .....

[Seal]

[Seal]



**FORM OF CONTRACT – Annex C**

**Draft Contract for conducting 9<sup>th</sup> OIC Ministerial Conference on Women**

This Contract is made in Islamabad on this \_\_\_\_\_ day of \_\_\_\_\_ of \_\_\_\_\_.

**Between**

**The Ministry of Human Rights**, having its registered office at 9th Floor, Kohsar Block, New Pak Secretariat, Islamabad, Pakistan (hereinafter referred to as the “**MoHR**”, which expression shall where the context permits, mean and include its administrators, successors-in-interest and permitted assigns of the First part);

**And**

(**Name of successful bidder**), a (**insert type of organisation**) incorporated and existing under the laws of Pakistan, having its registered office at (**insert address**) (hereinafter referred to as the “**Service Provider**” which expression shall where the context permits, mean and include its administrators, successors-in-interest and permitted assigns) through its duly authorized representative namely (insert designation) of the Service Provider, of the Second Part;

The MoHR and the Service Provider may hereinafter collectively be referred to as the “**Parties**” and individually as a Party.

**Recitals**

- A. The Service Provider agrees to perform the services in accordance with the terms described in the RFP Document which is attached herewith to this Contract as **Schedule A**.
- B. All services and duties, incidental or necessary thereto shall be conducted and performed diligently and completely and in accordance with professional standards of conduct.
- C. Against the provision of satisfactory and acceptable services, the Service Provider shall receive agreed compensation as stated in the RFP Document and this Contract.

**1. Definitions and Interpretations**

The following words and expressions shall have the meaning defined hereunder:

- a. **“Approved” or “Approval”** means approved in writing by the MoHR and/or the Service Provider.
- b. **“RFP Document”** means the RFP document, and its annexures and schedules, issued by the MoHR for the purpose of carrying out the bidding process.
- c. **“Day”** means calendar day of the Gregorian calendar.
- d. **“Deliverables”** means the deliverables specified whether in draft or final form to be provided by the Service Provider as provided in the Scope of Work of the RFP Document.
- e. **“Services”** means the services to be performed by the Service Provider for the successful completion of the assigned tasks as specifically mentioned in the RFP Document.
- f. **“Intellectual Property Rights”** means all deliverables or reports which arise as a result of the study.

Singular and Plural: Words importing singular include the plural and vice versa and words importing masculine gender include the feminine gender.

## **2. Obligations of the Ministry of Human Rights**

- 2.1. The MoHR agrees to provide the Service Provider reasonable access to all necessary personnel to answer any questions about any problems reported by the MoHR regarding the Services.
- 2.2. When requested and deemed necessary, the MoHR shall provide the Service Provider in writing a reasonable description of the deliverables required along with any additional information required to perform the Services.
- 2.3. The MoHR shall provide such information for the term of this Contract as may be required by the Service Provider as far as reasonably practicable and without liability on the part of the MoHR.

## **3. Obligations of the Service Provider**

- 3.1. The Service Provider shall conform with and abide by the provisions of all federal, provincial and local laws, rules and regulations and any other laws for the time being in force in Pakistan including all regulations or by-laws of any local or other duly constituted authority within Pakistan which may be applicable to the performance of the Contract and the rules and regulations of public bodies and companies whose property or rights are

affected or may be affected in any way by the works (hereinafter referred to as “state laws”) and shall give all notices and pay all fines required to be given or paid thereby and shall keep the MoHR indemnified against all penalties of every kind for breach of any of the same.

- 3.2. The Service Provider shall remain responsible for execution of the works as mentioned in the RFP Document.
- 3.3. Maintain detailed records of all acts and things done in relation to the performance of this Contract and, at the MoHR's request, shall either make all such records available for inspection or shall provide the MoHR with true and accurate copies thereof;
- 3.4. Appoint a dedicated professional team having relevant experience and specialized qualification for the performance of this Contract;
- 3.5. Perform and deliver the Deliverables listed in the RFP Document with care, skill, diligence, honesty and integrity and with generally accepted standards of good practice and prudence;
- 3.6. Complete and deliver all Deliverables and perform all its obligations under this Contract within the time stipulated in this RFP Document and Contract.
- 3.7. Shall fully comply with any representations, warranties and undertakings provided in the RFP Document and Contract relating to the quality and contents of the Deliverables;
- 3.8. Use its reasonable endeavours for the successful and timely completion of the activities, tasks or deliverables which are not quantified or for which no measurable indices are given in the RFP Document and Contract.
- 3.9. Comply with all applicable laws, as they exist in Pakistan from time to time, including safety and security standards applicable to the activities and tasks covered under the RFP Document and Contract;
- 3.10. Promptly and accurately respond to the review of the Deliverables by the MoHR, either by providing explanations of information or by responding to reasonable requests for revisions to the Deliverables.

#### **4. Primary Contacts**

The MoHR shall appoint one (1) individual within the organization to serve as primary contact between the MoHR and the Service Provider and to receive support.

#### **5. Contract Documents**

The Preamble and the following documents, form an integral part of this Contract. In case of any conflict between the terms of these documents and provisions of this Contract, such conflict shall be resolved with reference to the provisions of this Contract:

- a. The Contract
- b. its attached Annexures / Schedules
- c. Schedule A: RFP Document
- d. Subsequent Amendments

#### **6. Effective Date of Contract**

This Contract shall become effective from [**insert date**] and shall remain valid until [**insert date**] (“**Effective Date**”) unless terminated earlier in accordance with the terms of this Contract. The Contract can be renewed for another term after the expiry of the Effective Date on the terms and conditions mutually agreed upon between the Parties subject to the MoHR giving thirty (30) days advance notice to the Service Provider to that effect.

#### **7. Confidentiality**

The Parties shall not disclose the Contract, or any provision thereof, or any specification, plan, or information furnished by or on behalf of either party in connection therewith, to any person other than a person employed by either party in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall only extend as far as may be necessary for purposes of such performance.

7.1. Either party shall not, without mutual consent, make use of any documents or information except for purposes of performing the Contract. Upon becoming aware of any loss, unauthorized use or disclosure of the MoHR’s information, the Service Provider shall immediately notify the MoHR of such loss, unauthorized use or disclosure and indemnify the MoHR for the same.

7.2. Both Parties agree that, notwithstanding expiration or termination of the Contract for any reason whatsoever, the provisions relating to confidentiality shall survive the expiration or termination of this Contract and shall be continuing obligations unless the Parties agree to discontinue its effect.

## **8. Intellectual Property**

The Service Provider hereby acknowledges and agrees that all intellectual property rights generated as a result of performance of Scope of Work provided in the RFP Document and the obligations pursuant to this Contract will be the absolute property of the MoHR.

## **9. Taxes and Duties**

The Service Provider shall be aware and responsible of all Pakistani tax regulations and will pay all taxes, duties, tariffs and impositions lawfully assessed against the Service Provider for execution and performance of the Contract. Withholding tax shall be deducted as per applicable tax laws of Pakistan.

## **10. Assignment**

The Service Provider shall not change or assign the Contract or any part thereof, without the prior written consent of the MoHR, and such, consent, if given, shall not relieve the Service Provider from any liability or obligation under this Contract.

## **11. Prices and Payments**

11.1. The total price of the Contract including taxes shall not be in excess of **[insert amount]** (“Contract Price”).

11.2. The Contract Price set forth in this Contract is firm and final till execution of this Contract and receipt of entire services by the MoHR in acceptable condition.

11.3. No variation is acceptable to the MoHR with the exception of any price adjustment authorized by the conditions of this Contract.

11.4. Applicable taxes will be deducted when processing payments and deposited with FBR or relevant provincial revenue authority.

## **12. Duration of Contract**

The Service Provider shall provide services in accordance with the terms described in the RFP Document as per the timelines specified therein starting from the Effective Date.

### **13. Termination**

#### **13.1. Termination for Default**

The MoHR may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider terminate this Contract forthwith in whole or in part:

- a. If the Service Provider fails to deliver any or all of the services within the time period(s) specified in the Contract or any extension thereof granted by the MoHR;
- b. If the Service Provider fails to perform any other obligation under the Contract and the RFP Document;
- c. If the Service Provider, in either of the above circumstances does not cure its failure within a period of fifteen (15) days (or such longer period as the MoHR may authorize in writing) after receipt of the default notice from the MoHR.

#### **13.2. Termination for Convenience**

The MoHR may terminate the Contract in whole or in part at any time for its convenience subject to thirty (30) days prior written notice to that effect sent to the Service Provider or after payment of proportionate amount of the Contract Price due subject to the satisfactory performance of the Service Provider to be determined by the MoHR.

### **14. Amendment**

No alteration, waiver or change in any of the terms of this Contract will be effective unless made in writing and duly executed by an authorized officer or representative of each of the Parties.

### **15. Entire Contract**

This Contract together with the attached Schedules contains the entire terms and conditions and constitutes the entire Contract between the Parties and cancels and supersedes any previous oral or written agreements, representations or arrangements, express or implied, by the Parties with respect to the subject matter of this Contract.

### **16. Survival**

All accrued rights of a Party shall survive the expiry or termination of this Contract as shall all clauses that by their nature are intended to do so, including, without limitation, obligations of Indemnity, Confidentiality and Dispute Resolution.

### **17. Indemnification**

The Service Provider agrees to indemnify, defend, and hold harmless the MoHR and its officers, agents, and employees, from any claim, real or imaginary, brought against the MoHR or its officers, agents, or employees, alleging damage or injury arising out of the subject matter of this Contract; provided, however, that such provision shall not apply to the extent that the damage or injury results from proximate fault of the MoHR or its officers, agents, or employees.

### **18. Dispute Resolution**

Any dispute, controversy or claim arising out of or in connection with this Contract shall be resolved by Parties hereto through mediation. If dispute(s) remain unresolved by mediation, they shall be finally settled by arbitration to be held under the Arbitration Act 1940. The number of arbitrators shall be three (03) unless otherwise mutually agrees by the Parties. The venue of the arbitration shall be Islamabad, Pakistan. The award made by the arbitration process shall be final and binding on the Parties and may be enforced in any court of competent jurisdiction.

### **19. Force Majeure**

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

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

**IN WITNESS WHEREOF** the Parties have caused this Contract to be signed on the Day and Year above written.

**Signed for & on behalf of the MoHR**

By: \_\_\_\_\_

Title: \_\_\_\_\_

CNIC: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_

**Signed for & on behalf of the Service Provider**

By: \_\_\_\_\_

Title: \_\_\_\_\_

CNIC: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_

**Witness – 1**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

CNIC: \_\_\_\_\_

**Witness - 1**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

CNIC: \_\_\_\_\_

**Witness – 2**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

CNIC: \_\_\_\_\_

**Witness - 2**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

CNIC: \_\_\_\_\_

**Note:** This Contract is a draft contract subject to change in terms and conditions upon negotiation with the successful Bidder during the award of the Contract. The Bidders should only follow the general terms and conditions, and instructions given in this RFP Document for submission of their Bids.

## Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:

Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



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

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

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

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

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

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

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

<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>	<p>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></p>	<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.			
<b>Year of award</b>	<b>Outcome as percentage of Net Worth</b>	<b>Contract Identification</b>	<b>Total Contract Amount (currency), PKR Equivalent (exchange rate)</b>
<i>[insert year]</i>	<i>[insert percentage]</i>	<p>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></p>	<i>[insert amount]</i>

## Current Contract Commitments / Contracts in Progress Form

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

## 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 statements<sup>1</sup> for the *[number]* years required above; and complying with the requirements.

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<sup>1</sup> 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

<b>Annual Turnover Data</b>			
<b>Year</b>	<b>Amount Currency</b>	<b>Exchange rate* (If applicable)</b>	<b>PKR equivalent</b>
<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.