

HIRING OF HOTEL LAYOVER SERVICES
FOR ACCOMMODATING PIA TRANSIT, DIAVERTED & DELAYED
FLIGHT PASSENGERS AT MEDINAH INTERNATIONAL AIRPORT.

INSTRUCTIONS TO BIDDERS

Pakistan International Airlines Corporation hereby invites sealed bids from eligible 2, 3, 4 star hotels and Hotel Management Company to present their best offer for the provision of passenger layover services for its transit & delayed flight passengers.

Tender documents and RFP can be accessed on following websites.

<https://www.piac.com.pk/corporate/sales-procurement/tenders> and www.ppra.org.pk/EPADS

Bidders are required to submit their sealed bids on or before **JAN 15, 2026 till 13:00 LT** at following addresses.

Station/Sales Manager - PIA
PIA MADINAH OFFICE SULTAN ROAD - MADINAH
Cell # 00966-560775787

medkkpk@piac.aero, meduupk@piac.aero

Bids will be opened on the same day at **14:30 LT** in presence of all participating hotels who wish to attend.

Cash Receipt/Pay Order for PKR 15,000/- in respect of TENDER FEE (non-refundable) in the name of PIACL otherwise Bids will not be entertained.

- i. PIACL reserves the right to reject proposals without disclosing reasons, in line with PPRA rules.***
- ii. Bids must be submitted mandatory on EPADS (<https://eprocure.gov.pk/>)***
- iii. Bidders are requested to get registered on EPADS as a supplier at earliest. (In case of any query please feel free to contact on below mentioned address)***

In case of any queries, please feel free to contact. (Cell # 00966-560775787)

TERMS AND CONDITIONS

Request for Proposal

This contract will be for the period of three years, with **90 days Exit Clause**.

Tender Opening will be based on **“Single Stage Two Envelopes Bidding Procedure”**. Accordingly, interested hotels are requested to submit a Single Package containing two separate envelopes titled as **“Technical Proposal”** and **“Financial Proposal”**. The **“Technical Proposal”** shall have all details of Offers without Rates while **“Financial Proposal”** shall contain Rates only.

Initially, only the envelope marked as **“Technical Proposal”** will be opened and Technical Evaluation/ Site Inspection will be carried out thereafter.

After technical evaluation, the **“Financial Proposal”** will be opened publicly at a time and date that will be communicated through email or phone to the technically qualified hotels well in time.

The **“Financial Proposal”** of hotels found technically non-qualified will be returned unopened to the respective bidders.

- PLEASE NOTE THAT QUOTED RATES MUST BE FIRM AND FINAL IN ALL RESPECT.
- PAYMENT TERMS WOULD BE (NTD) NET THIRTY DAYS.
- Participant is required to quote rates inclusive all taxes, whereas GST/BST to be mentioned separately.
- ROOM RATES INCLUDE TRANSPORT FROM AIRPORT TO HOTEL AND VICE VERSA.
- GOVERNMENT LICENSE AND CERTIFICATES.
- CHECK-IN & CHECK-OUT TIMING IS NOT FIXED FOR PIA PASSENGERS.
- Bid Security/Earnest Money of PKR 100,000 (Refundable) in the form of a Pay Order/Bank Draft is to be submitted with bids in favour of PIA. Cash or Cross cheques are not acceptable.
- No specific check-in and check-out time for PIA passengers.

PIA will be at liberty to revise the requirement or annul the whole tender proceedings at any stage.

No tender will be entertained after expiry of the aforesaid date & time. PIA will not be responsible for postal delays or any other reason.

PIA reserves the right to reject any tender in part or full after assigning a reason, however PIA will not be required to justify the grounds of rejection.

Specifications				YES	NO
Hotel					
Mandatory/Complimentary Services	Buffet Breakfast OR Any One Buffet Meal Per Room Night				
	Internet/Wi-Fi facility IN ROOM, 24 hours basis				
	Once PIA contacts the hotel for providing accommodation to passengers, the hotel shall be obligated to provide its own accommodation				
	Unless decided between PIA and the hotel passengers will not be accommodated at any other place on behalf of the hotel.				
	One meal will be complimentary if passenger is checked in after breakfast time				
	Allocation of room shall be single occupancy; however, adjustment can be made in case family or group of passenger				
Marks Obtained					
Taxes		05		Room Rates include Taxes	
Transport		15		Room Rates include Transport from Airport to Hotel and vice versa.	
Conformance To Specifications	Suitability Of Location	10 Marks	10	Within 10 Km from airport	
			5	More than 10 Km from Airport	
	Valid Certification	05 Marks	5	4 star	
			4	3 star	
			2	2 star	
	Special Persons Arrangement	06 Marks	2	Lift	
			2	Wheelchair	
			2	Ramp	
	Hotel Amenities	06 Marks	2	Tooth Brush & Paste	
			1	Towel	
			2	Shampoo & Soap	
			1	Comb	
No of Rooms		10	10	More than 80 rooms	

Available	Marks	7	Up to 80 rooms	
		4	Up to 40 rooms	
Other Specification	10 Marks	1	Temperature/Humidity Control (Individual Rooms)	
		1	Allocation on higher floors with lowest noise level, situated away from in-house clubs etc	
		1	Fridge	
		5	To make available the services of a Doctor to handle any medical emergency. The hotel shall invoice PIA for medical charges so incurred.	
		1	Pakistani News and Entertainment TV Channels	
		1	Any Other Complimentary Service	
		Hygiene Standards of the hotel	05 Marks	1
1	Floors and floor coverings			
1	Bedding			
1	Common facilities and public toilets			
1	Personal hygiene of staff			
Security	05 Marks		Security	
laundry Services	03 Marks		24 hours Service	
Restaurant	05 Marks		24 hours Service	
Past History Of Accommodating PIA Or Other Airline's Passengers	15 Marks	8	Accommodating PIA Passengers	
		7	Accommodating Other Airlines Passengers	

Marks Obtained=

Total Marks=100

Passing Marks=70

Sign-----

Name-----

Stamp-----

FINANCIAL BID DOCUMENT

Hotel Name						
Single Bed	Double Bed	Breakfast	Lunch	Dinner	Refreshment	Remarks
		<u>Complimentary</u>				
		<u>Complimentary</u>				
		<u>Complimentary</u>				

Sign-----

Name-----

Stamp-----

Service Provider Details

Tender Fees: Rs. 6,000/- PIA Cash Receipt/P.O # _____

Ernest Money P.O # _____

Hotel /Restaurant Name _____

Address: _____

NTN # _____ GST # _____

Bank Name: _____

Bank Branch/Code: _____ Bank Account # _____

Food Authority Certificate # _____

Contact Person Name / Designation: _____

Off. Tel. Number: _____ Cell Number: _____

Hotel /Restaurant Email Address: _____

Hotel /Restaurant Website URL: _____

One year Bank Statement attested with account maintenance certificate.

Sign-----

Name-----

Stamp-----