



Government of Pakistan  
**MINISTRY OF PLANNING, DEVELOPMENT  
& SPECIAL INITIATIVES**  
Project "Social Sector Accelerator  
Prime Minister's Youth Empowerment Programme"



## TENDER NOTICE

The **Ministry of Planning, Development and Special Initiatives** invites sealed bids from well-reputed and experienced firms for the provision of **comprehensive event management services**, including but not limited to:

- Event planning and management
- Photography and videography
- Printing and installation of branding materials
- Documentary production
- Boarding, lodging, catering, and other allied services
- Food

Bidding will be conducted using the **Single Stage – Two Envelopes Procedure** as per the **Public Procurement Rules, 2004**. Interested firms must be registered with the **Income Tax and Sales Tax Departments** and be listed on the **Active Taxpayers List (ATL)** of the **Federal Board of Revenue (FBR)**.

2. Bidding documents are available at EPADS, PPRA & MoPD&SI websites and also be obtained from office of the undersigned.
3. The bids, prepared in accordance with the instructions in the bidding documents, must reach office of Project Director SSA, Projects wing, 2nd floor, PPMI complex, H8/1, Islamabad on 26<sup>th</sup> of January, 2026 at 12:30 PM. Pre-bid meeting will take place in the same office on 22<sup>nd</sup> of January 2026 at 02:00 PM.

**(Project Director)**  
**Social Sector Accelerator – Prime Minister's Youth Empowerment Programme**  
**Ministry of Planning, Development & Special Initiatives,**  
**Room No.02, Projects Wing, 2<sup>nd</sup> Floor, PPMI Complex, H 8/1, Islamabad.**  
**Phone: 051-9269904**

13x3

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**Ministry of Planning, Development and Special Initiatives**  
**Project “Social Sector Accelerator – Prime Minister’s Youth Empowerment Programme”**  
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Sd/-  
(Project Director)  
Social Sector Accelerator – Prime Minister’s Youth Empowerment Programme  
Ministry of Planning Development & Special Initiatives,  
Room No.02, Projects Wing, 2nd Floor, PPMI Complex, H 8/1  
Islamabad.  
Phone: 051-9269904



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**Invitation for Bids (IFB) for Execution of a Mega Event(s)**

(Including Concept Development, Creative Design, Branding & Promotion, Media & PR, Venue Setup, Stage & Audio-Visual Design, Guest Management, Protocol, Catering, Boarding & Lodging, Transportation, Security Coordination, and All Ancillary Services)

**PSDP Project “Social Sector Accelerator – Prime Minister’s Youth Empowerment Programme”**

**Youth Ki Uraan**

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

**Social Sector Accelerator – Prime Minister’s Youth Empowerment Programme**  
**Ministry of Planning Development & Special Initiatives,**  
**Room No.02, Projects Wing, 2nd Floor, PPMI Complex, H 8/1, Islamabad. 0519269904**



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**1. General Terms & Conditions**

To be eligible, the firms must meet below mentioned criteria:

- i. Demonstrate a strong portfolio of previous work experience, showcasing expertise in managing large-scale events, capturing high-quality visuals, social media management and live streaming, and producing compelling documentaries.
- ii. Have a dedicated team of professionals with expertise in event planning, management, photography, videography, editing, social media management and live streaming and documentary production.
- iii. The firm must produce the requisite experience certificates so that to authenticate that the pertinent task of event management/ videography has been accomplished in the past.
- iv. Possess the necessary equipment and resources for efficient and high-quality event coverage and content creation.
- v. Demonstrate financial soundness and stability to undertake the assignments.
- vi. Have the capacity and resources to handle multiple projects simultaneously.
- vii. Demonstrate a creative approach to event management and content creation including
- viii. Venue and city branding and decoration (printing of banners, posters, streamers, etc.)
- ix. Possess a network of resources and personnel across Pakistan to ensure efficient project execution in various locations.
- x. The Commission reserves the right to accept/reject wholly or partially any response or cancel the pre-qualification process altogether at any stage of the hiring of the firm without assigning any reason.
- xi. Responses are liable to be rejected if; they are not conforming to the terms and conditions stipulated in this prequalification document.
- xii. Firms/ contractors should note that during the period from the receipt of the proposal and till further notice from the authority, all queries should be communicated via contact person and in writing only via email at [pd@bnip.gov.pk](mailto:pd@bnip.gov.pk)
- xiii. Event management must be completed within the stipulated time from the date of receipt of purchase order in the pre-decided premises/ venues preferably Jinnah Convention Center Islamabad.
- xiv. The firm has to depute a social media management team, videography, and photography team to achieve the organizational objectives along with a team who can manage road shows, venue decoration, roadside branding through banners, hoardings, streamers, etc.
- xv. PE reserves the right to increase or decrease the quantity and quality of deliverables and cancel the tender/procurement process completely or partially at any stage.
- xvi. Must adhere to the schedule of requirements and delivery timeframe for supply of following items at Government Office in Ministry of Planning Development & Special Initiatives, Islamabad.

Sr. NO.	SCHEDULE OF REQUIREMENTS		TIMEFRAME / PERIOD OF SUPPLY/INSTALLATION
	HARDWARE / MISCELLANEOUS ITEMS	QUANTITY	
1	Event Management Including Concept Development, Creative Design, Branding & Promotion, Media & PR, Venue Setup, Stage & Audio-Visual Design, Guest Management, Protocol, Security Coordination, and All Ancillary Services.	Turn Key Solution	Instantly on issuance of purchase order (Urgent Basis)



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Boarding & Lodging, Transportation, catering, Food supply, Air travel etc.		
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**Note:- Pre-bid meeting will be held on Thursday 22nd of January, 2026 at 02:30pm at Office of Project Director, 2<sup>nd</sup> Floor, Projects Wing, PPMI Complex, H8/1. Islamabad.**

## 2. Eligibility Criteria

Proposal must contain following documents. Preliminary scrutiny (initial Screening) of bids will be done on the basis of following parameters which are pre-requisites, non-compliance of any of the following clause shall disqualify the bidder/Responding Organizations (ROs).

**(Technical Proposal must contain following document)**

- 2.1 Company Profile / Brochures.
- 2.2 Bidder must have valid NTN / ATL & GST. (Copies of valid NTN/ATL and Income / Sales Tax registration certificates).
- 2.3 Evidence of company's registration or incorporation. (Copy required)
- 2.4 Client List, events related equipment Brochure/Data Sheet/portfolio and other relevant documents.
- 2.5 Bidder should have service/support mechanism (Provide list of staff)
- 2.6 Proof of minimum 03 Years of relevant experience of managing similar events with public, development and corporate sector and must have experience in managing large crowd.
- 2.7 Affidavit (on Rs 100 stamp paper) that the Company is neither blacklisted nor in litigation with any of its clients and if there is any litigation the bidder will be bound to disclose the same with nature thereof.
- 2.8 Affidavit (on Rs 100 stamp paper) that the bidder / company will ensure compliance with the technical specifications as mentioned in tender documents (**Annex-I II & III**). Goods, Services quoted must be of good market repute.
- 2.9 Financial soundness of the company (**Minimum 10 million credit amount**), accordingly, provide last one year of bank statements or bank letter confirming the minimum 10 million credit amount or above.
- 2.10 Copy of Bid Bond (Earnest Money) has to be attached with the bid. Original Bank Draft is to be attached with the bid.
- 2.11 Onsite delivery of services to be provided by the bidder and cost must be included in the bid price. Event(s) site(s) will be with in Islamabad city.
- 2.12 Prior experience of managing event(s) of same scale and deliverables.

**Note:** All documents should be properly signed and stamped. Documentary proof for all above requirements is a mandatory requirement; non-compliance shall lead to disqualification.

## 3. Terms of Reference (TOR) for Work:

3.1. The selected firm shall be responsible for **end-to-end planning, execution, and management** of the event, including but not limited to the following:

### A. Event Conceptualization & Management



- Development of overall event concept, theme, and execution plan in consultation with the Procuring Agency
- Detailed event timeline, run-of-show, and coordination with all stakeholders
- On-ground event management and supervision on the event day(s)

**B. Creative Design, Branding & Promotion**

- Creative design for stage backdrop, standees, banners, signage, certificates, and other branding material
- Event branding in line with government branding guidelines
- Pre- and post-event promotional support, where required

**C. Media & Public Relations**

- Media coordination and facilitation (print, electronic, and digital)
- Press desk management and media coverage support
- Documentation of the event (photography and videography)

**D. Venue Setup & Audio-Visual Arrangements**

- Venue identification support (if required) and complete setup
- Stage design, seating layout, décor, and lighting
- Provision and operation of audio-visual equipment, LED screens, sound systems, and backup arrangements

**E. Guest Management, Protocol & Security Coordination**

- Invitation management, registration desk, ushering, and seating arrangements
- Protocol arrangements for dignitaries, including VVIPs
- Coordination with relevant law enforcement and security agencies for crowd and venue security (as per government protocols)

**F. Boarding, Lodging & Transportation**

- Arrangement of boarding and lodging for approved guests, officials, and participants (if required)
- Local transportation, including airport transfers and shuttle services
- Arrangement of air travel for approved participants/officials, strictly as per government rules

**G. Catering & Food Services**

- Provision of catering services, including refreshments and meals, as approved
- Compliance with food safety and hygiene standards
- Efficient service management for large gatherings

**H. Ancillary & Support Services**

- Help desk and on-site coordination staff
- Contingency planning and risk management



- Any other allied services required for successful execution of the event
- 3.2. Arrangements of a sound system, masters of ceremony and allied services
- 3.3. Provision and fixation of SMD Screens
- 3.4. Arrangement for refreshments (tea/lunch/dinner)
- 3.5. Venue and city branding and decoration (printing of banners, posters, streamers, etc.)
- 3.6. Or any other items/services required for the smooth conduction of the event.

#### **4. Preparation and Submission of Bids**

- 4.1. In accordance with PPRA Rules, 2004, the procurement shall be carried out under the Single Stage – Two Envelope Procedure.
- 4.2. Bidders shall submit their proposals both electronically through EPADS and in hard copy, duly sealed, in such a manner that the contents cannot be known until formally opened.
- 4.3. Bids not submitted through EPADS shall not be entertained and shall be considered non-responsive.
- 4.4. Soft copies of the Technical and Financial Proposals shall be submitted through EPADS and also provided in USB format along with the sealed bid envelopes. In case of any discrepancy between the hard copy and the soft copy, the hard copy shall prevail.
- 4.5. A Bid Security/Bid Bond in the form of a Bank Draft or Pay Order, drawn in favour of Ministry of Planning, Development & Special Initiatives, amounting to 2% of the total quoted bid price, shall be submitted along with the Financial Proposal.
- 4.6. The bidder shall duly complete, sign, and submit all prescribed Bid Forms as provided in the bidding documents.
- 4.7. The bidder shall submit a duly notarized affidavit confirming that it is not blacklisted by any Federal or Provincial Government organization or public sector entity.
- 4.8. All bids and quoted prices shall remain valid for a period of 120 days from the closing date of submission of bids. Bidders are, however, encouraged to offer a longer validity period.
- 4.9. All prices shall be quoted exclusively in Pakistan Rupees (PKR).
- 4.10. The bidder shall clearly indicate the delivery and execution timeline, which must strictly conform to the timeframe specified in the bidding documents.
- 4.11. Any queries or requests for clarification related to the Tender Notice shall be submitted in writing via email at [pd@bnip.gov.pk](mailto:pd@bnip.gov.pk) or through telephone at 051-9269903, within the stipulated time mentioned in the tender notice.

#### **5. Marking Criteria – Quality and Cost-Based Selection (QCBS)**

*As per Rule 36(b) of Public Procurement Rules, 2004*

**Total Score: 100 Marks**

- **Technical Proposal (Quality): 60%**



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- **Financial Proposal (Cost): 40%**

**5.1. Technical Proposal – 60 Marks (60%)**

Evaluation Criteria			
Sr. No.	Evaluation Criteria	Max Marks	Marking Scale
1	Relevant Experience	35	- 3 years & 5 similar events (minimum): <b>10 marks</b>
			- 4–5 years’ experience and 6–10 similar events: <b>25 marks</b>
			- 6+ years and 11+ similar events of same scale, similar deliverables: <b>35 marks</b>
2	Financial Capability	25	- 10 million turnover average (minimum): <b>15 marks</b>
			- 11–15 million turnover average: <b>20 marks</b>
			- 15 - 20 million and above turnover average: <b>25 marks</b>
3	HR Capacity	20	- Qualified team with basic CVs submitted: <b>12 marks</b>
			- Specialized key staff (event manager, media coordinator, logistics head) with CVs: <b>16 marks</b>
			- Specialized team + strong organogram and experience: <b>20 marks</b>
4	Equipment & Logistics Capability	15	- Basic equipment list provided: <b>10 marks</b>
			- Complete equipment list + ownership proof/strong subcontracting agreement: <b>15 marks</b>
			- Full in-house owned equipment and logistic resources: <b>20 marks</b>
5	Affidavit of Not Blacklisted	5	- Affidavit submitted on stamp paper: <b>5 marks</b>
			- No affidavit: <b>0 marks</b> (may lead to disqualification)

**4. Evaluation Method**

The evaluation will be based on the above criteria, using a total of 100 marks. Firms scoring 60 marks or above will be qualified. The evaluation committee reserves the right to verify all submitted documents and conduct interviews or presentations if needed.

**4.1. Financial Proposal – 40 Marks (40%)**



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The lowest responsive financial proposal shall be given a financial score of 40. All other proposals shall be given financial scores relative to the lowest price, using the following formula:

**Formula:**

$$\text{Financial Score} = (\text{Lowest Bid Price} / \text{Bidder's Price}) \times 40$$

**4.2. Final Evaluation**

The final score for each bidder will be computed by adding the weighted technical and financial scores:

$$\text{Final Score} = \text{Technical Score (out of 60)} + \text{Financial Score (out of 40)}$$

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**Award of Contract**

The contract shall be awarded to the bidder with the **highest combined score**.

**5. Submission of Bids**

5.1. Bids shall be submitted on EPADS and hard copy shall be delivered by hand or courier in a **SEALED CONFIDENTIAL COVER** and must reach to the Project Director **Social Sector Accelerator – Prime Minister’s Youth Empowerment Programme, Ministry of Planning Development & Special Initiatives, Room No.02, Projects Wing, 2nd Floor, PPMI Complex, H 8/1, Islamabad** on or before the last date indicated in Tender Notice i.e. **27<sup>th</sup> of January, 2026 at 12:30PM**.

5.2. **Pre-bid meeting will take place in the office of PD SSA, Projects wing, 2<sup>nd</sup> floor, PPMI complex, H8/1, Islamabad on Thursday 22<sup>nd</sup> of January 2026 at 02:00 PM.**

5.3. **BIDS/PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**

5.4. All bids submitted after the time prescribed in tender notice/documents shall be rejected and returned without being opened.

**6. Opening, Evaluation and Rejection of Bids**

6.1. Ministry of Planning, Development & Special Initiatives have a right to accept or reject any or all bids without giving any reason.

6.2. Bids will be opened on the same date (**27-01-2026**) at M/o PD& SI, 2<sup>nd</sup> floor, conference room, P block, at **12:30 PM** in front of bidder or their representatives who May choose to be present.

6.3. Details of specifications required by M/o PD&SI are attached at Annexure-II. Initial evaluation/screening will be done as per Annexure-I and Annexure-II. bidders should provide all details in required templates as provided under:

- a) Annexure-I for Initial Screening
- b) Annexure-II for technical evaluation (technical proposal envelope)
- c) Annexure-III for financial evaluation.

6.4. Date and time for the opening of the Bids, after thorough technical evaluation of the bids, shall be communicated to the qualified bidders only,

6.5. The procuring agency shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders in attendance shall sign an attendance sheet.

6.6. M/o PD& SI may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals but is not required to justify those grounds.



6.7. M/o PD& SI shall incur no liability, solely by virtue of its invoking sub-rule (1) towards suppliers or contractors who have submitted bids or proposals.

6.8. In the above case notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that submitted bids or proposals.

#### 7. Disqualification and Blacklisting of suppliers and contractors

7.1. M/O PD&SI shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.

7.2. Suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corruptor fraudulent practices shall face permanent or temporary bar, from participating in procurement proceedings.

#### 8. Acceptance of Bids and Award of Procurement Contract

##### 8.1. Acceptance of Bid and Award Criteria

The bidder after qualifying through the given criteria in **Annexure-I** and **Annexure-II** will be called for further discussion. The selection will be on quality and cost basis. 40% weightage will be given to cost and 60% weightage for quality.

##### 8.2. Procuring Agency's Right over quantities at the time of Award

The Procuring Agency reserves the right at/after the time of award of procurement contract to increase or decrease, the quantity of goods/services up to 15% as originally specified in the Annexure-II without any change in unit price or other terms and conditions. Payment will be made for the items delivered as per rate (per unit) provided by the bidder.

##### 8.3. Notification of Award

8.3.1. Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that the bid has been accepted.

8.3.2. The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.

8.3.3. The enforcement of the Contract shall be governed by Rule 44 of the PPRA.

8.3.4. The Bid Security submitted by the successful bidder at the time of submitting its bid shall be returned to the Bidder upon award of purchase order and furnishing of the Performance Security of the successful bidder.

#### 9. Performance Security

9.1. The successful Bidder shall be required to deposit in the form of a Performance Security, a Performance Bond upon execution of the procurement contract, a sum equivalent to **ten percent (10%)** of the total procurement Cost, on the Form and in the manner prescribed by the Procuring Agency. This Performance Security shall be kept valid from the date of issue and should cover the warranty period where applicable period after all contractual obligations have been fulfilled.

9.2. Failure to provide a Performance Security by the successful Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may



award the contract to the next lowest evaluated bidder or call for new bid

#### **10. Mode of Payment**

- 10.1. Payment will be made upon completion of entire service(s).
- 10.2. The rates will be inclusive of all taxes including GST.
- 10.3. Taxes will be deducted as per the Government Rules.
- 10.4. All payments shall be made through a cross cheque in the Pak. Rupees.
- 10.5. No payment shall be made in advance.

#### **11. Liquidated Damages**

- 11.1. If the firm fails to provide supplies/services as per PE requirements, the security money will be forfeited, and the work will be done at the risk and cost of the contractor.
- 11.2. It must be clearly understood that the Terms and Conditions and quality of services are intended to be strictly enforced. No escalation of cost will be permitted throughout the period of completion of the contract.
- 11.3. The selected firm will be bound to provide services at any suitable venue as per requirement and deliver items at PE premises, Islamabad or any place as and when communicated. The firm will bear its mobility/ transportation expenses for installing branding material, decorating venues and providing branding material.
- 11.4. The PE reserves the right to increase or decrease the quantity or may cancel any or all items shown in the schedule of requirement under PPRA Rules.
- 11.5. All the relevant Government taxes must be included in the quoted rates. Separate claim in this regard will not be entertained from the supplier. No additional amount will be paid by the PE. Rates quoted by the firm should be inclusive of all taxes.
- 11.6. Taxes will be deducted as per the Government Rules.
- 11.7. In case of any dispute between the two parties in any matter arising out of this agreement. The case shall be referred to the Project Director, PE whose decision shall be final and binding on both the parties.
- 11.8. The firm should ensure that the schedule should be prepared on the basis of requirement in such a manner that all the services are efficiently carried out in conducting of events and other activities in time.
- 11.9. Event management will remain under the administrative control of the focal person of the firm/company. The firm will be responsible for payment of the salaries/charges of workers. The workers will be bound to act according to the lawful instructions/ orders of PE.
- 11.10. In case of leave/absence of a focal person from duty, the firm will be responsible for the provision of suitable replacements during that period. If firm's focal person is found unfit for duty, he will be replaced by the vendor immediately on the identification by PE.
- 11.11. If the performance of the firm is not up to the satisfaction of PE then the contract may be cancelled, and security money may be forfeited and awarded to some other party at risk and cost of the firm whose contract has been cancelled.



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11.12. All items must be new, original and made in all respects with the description details and condition of purchase/ service order and must be in good condition on receipt, will be liable to rejection. In case of any fault/ defect, the rejected items shall be replaced with the items meeting approved specifications without any claim/ cost.

11.13. In case of delay or mismanagement in the events, the PE reserves the right to impose a penalty not exceeding 10% of the total amount of the Work/Purchase Order contract

11.14. If the firm fails to complete work as per PE requirement, the PE reserves the right to reject it altogether or impose a penalty not exceeding 50% of the total amount of the contract.

## 12. Implementation & Payment Schedule

SR. NO.	MILESTONE	TIME PERIOD	PAYMENT
1.	Event Management, branding, boarding, lodging, catering, and related services	Event will span over 1 days and services will be required immediately upon issuance of PO.	100%
2.	End of Performance Security	Performance Security will have to be provided to cover the warranty period from the date of successful testing and acceptance.	Release of Performance Security

## 14. Blacklisting

i. If the Supplier fails/delays in the performance of any of the obligations, under the Purchase Order/Work Order/Contract and violates any of the provisions, breach of any of the terms and conditions of the Purchase Order/Contract, the Purchaser may, at any time, without prejudice to any other right of action/remedy it may have, blacklist the firm, either indefinitely or for a stated period.

ii. If the firm is found to have engaged in corrupt or fraudulent practices in competing for the award of the Purchase/Work Order/Contract, the PE may, at any time, without prejudice to any other right of action/remedy it may have, blacklist the firm, either indefinitely or for a stated period.

## 15. Dispute Resolution

i. The PE and the event management firm shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

ii. In case of any dispute, the matter will be referred to the Project Director (PMYEP), whose decision will be binding on both parties.

## 16. Clarifications

Queries regarding this tender shall be submitted in writing to: Mr. Faisal Hafeez Manager Admin and Finance via email at [pd@bnip.gov.pk](mailto:pd@bnip.gov.pk).



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**ANNEXURE-I**

**ELIGIBILITY CRITERIA**

Bids evaluation shall be subject to 100% compliance to the following criteria for Vendors qualification:

SR. NO.	GENERAL TERMS AND CONDITIONS COMPLIANCE	CLAUSE	YES/NO
1	Bidder must have valid NTN / ATL & GST. (Copies of valid NTN/ATL and Income / Sales Tax and Income Tax registration certificates).	2.2	
2	Bidder is responsible for providing 360 degree level service in management of entire event which includes but not limited to venue set up, catering, branding, audio video coverage, travel management of guests etc.	2.6	
3	Proof of minimum 03 Years of relevant experience of managing similar events with public, development and corporate sector and must have experience in managing large crowd.	2.7	
5	Affidavit (on Rs 100 stamp paper) that the Company is neither blacklisted nor in litigation with any of its clients and if there is any litigation the bidder will be bound to disclose the same with nature thereof.	2.8	
6	Affidavit (on Rs 100 stamp paper) that the bidder / company will ensure compliance with the technical specifications as mentioned in tender documents ( <b>Annex-II</b> ). Services quoted must be of good market repute.	2.9	
7	Financial soundness of the company (Minimum 10 Million credit amount), accordingly, provide last one year of bank statements or bank letter confirming the minimum 10 million credit amount or above.	2.10	
9	Earnest money in the shape of a Bank Draft/Pay Order in the name of Ministry of Planning Development & Special Initiatives, equivalent to <b>02%</b> of the total cost of the quoted bid must be submitted along with the financial proposal.	3.5	



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**Annexure-II**

Required Services by M/O PD& SI and Comparative Statement  
Procurement Unit will verify the compliance with specifications mentioned below:

**A. Communication, branding, marketing and outreach specifications:**

Sr. No.	Name of Item(s)	Size	Quantity	Price per unit by the bidder
1	SMD Screen	30 x 20	02	
2	SMD Screen	15x20	02	
3	Digital Standees	2 x 6	15	
4	Digital Podium		01	
5	Backdrop	30 x 20	05	
6	Media Walls with Floor & Side Pillars	20 x 10	08	
7	Roll up standees	7 x 3	25	
8	Streamers	3x6 ft	2,500	
9	Auditorium Gallery Banner	100x5ft	01	
10	Gallery Fascia	55x5ft	03	
11	Drop Down	10x35ft	08	
12	Wooden Fabricated Direction Sign	3x6ft	20	
13	3D Event Hashtags	3x16ft	04	
14	3D Event Hashtags	2x10ft	04	
15	Pictures Cutout to Accommodate at least 6-7 Persons	12x8ft	04	
16	4D Branding Panels for Main Entrance	3x7ft (4 Sided)	20	
17	Building Fascia	70x10ft	01	
18	Entry Gate: Wooden Fabricated entry gate, 4D sided Gate	20x12ft	01	
19	Inaugural Setup (Digital)		01	
20	Entrance Truss with Cloth	100x30ft	01	
21	Stage and venue aesthetics	Multiple sizes	Multiple	
22	Photography	Running	04 photographers	
23	Drone photography and video making	Running	02	
24	4 Camera OB Setup for Main Hall for Recording & Live Display on SMDs		01	
25	2 Camera OB Setup for Side Hall for Recording & Live Display on SMDs		05	
26	Media booth	20 x 10	4	
27	Social media management	All platforms for 5 days. Live postings throughout the event		
28	Video production	Full event	1 full and multiple short	



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			videos for key highlights	
29	Goodie bags	Contains a diary, pen, key chain, and calendar, P cap with project branding and branded bag	2500 bags	
30	Souvenirs/Shields	Standard size, wooden/steel/leather material with branding and box	100	
31	Launching set up for digital portal		1	
32	Design and printing of up to 30 pages policy document on high quality paper. Details will be provided during pre-bid meeting	Standard A4 size, 100 + grams paper, colourful	1000 copies	
33	Desing and printing of certificates	Standard size, high quality.	2200	
34	Cost of venue	Preferably Jinnah Convention Center for 1 days		

Annexure - III

**B. Meals and Refreshment:**

Dates/Days	Meals	Number of guests	Tentative Menu	Price/Unit cost by the bidder
	Lunch + Tea (Morning and Evening)	2500	Lunch Boxes for 2200 guests. Chicken pulao, salad, raita, 250 ML mineral water bottles.  Buffet lunch for 300 guests contains, Egg fried rice, Chicken curry, seekh kabab, Roti, salad, raita, one sweet dish	



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			Open tea service for 2500 guests in disposable cups.	
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**Annexure III**

**Format for Financial Proposal**

Items	Quantity	Services of the Quoted Items (To be filled by bidder)	Inclusive of all applicable taxes	
			Unit Price (PKR)	Total Price (PKR)
As per Annex I -II & III	Turn key Solution	As per Annex-II		



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**17. FORCE MAJEURE**

- (i) Neither Party hereto shall be liable for any breach of its obligations hereunder resulting from causes beyond its reasonable control including but not limited to fires strikes (of its own or other employees) insurrection or riots embargoes inability to obtain supplies or regulations of any civil or military authority (an "Event of Force Majeure"), provided such an event could not have been prevented or overcome with reasonable foresight and the exercise of due diligence or adoption of preventive or curative measures (including by way of incurring additional expense), provided further that, under no circumstances shall an increase in the cost of performance by a Party of its obligations hereunder constitute an Event of Force Majeure.
- (ii) Each of the parties hereto agrees to give notice forthwith to the other upon becoming aware of an Event of Force Majeure such notice to contain details of the circumstances giving rise to the Event of Force Majeure. A Party shall resume performance immediately upon cessation of the Event of Force Majeure.
- (iii) If a default due to an Event of Force Majeure shall continue for more than four (4) weeks then the Party not in default shall be entitled to terminate this Purchase Order. Neither Party shall have any liability to the other in respect of the termination of this Purchase Order as a result of an Event of Force Majeure, provided that, a Party which has received any benefit hereunder resulting in a reciprocal executory obligation shall remain obliged to reconstitute such benefit to the other Party.

**18. INTEGRITY PACT**

The Seller hereby declares its intention not to obtain or induce 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 it (GoP) through any corrupt business practices.

- (i) Without limiting the generality of the foregoing, the Seller 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.
- (ii) The Seller certifies that it has made and will make full disclosure of all POs and arrangements with all persons in respect of or related to the transaction with



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GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

- (iii) The Seller 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 void able at the option of GoP.
- (iv) Notwithstanding any rights and remedies exercised by GoP in this regard, the Seller 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 the Seller as aforesaid for the purpose of obtaining or inducing the procurement of any contract, interest, privilege or other obligation or benefit in whatsoever form from GoP.

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