

PREQUALIFICATION DOCUMENTS

Pre-Qualification of Event Managements Firms For The Overseas Pakistanis Convention – 2026



**Overseas Pakistanis Foundation
Ministry of Overseas Pakistanis & HRD**

31st January, 2026

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INVITATION FOR APPLICATIONS

Dated: 31st January, 2026

1. The Overseas Pakistanis Foundation (OPF) is a dedicated organization created to address the challenges faced by Pakistanis living abroad and to ensure the welfare of their families. For over 46 years, OPF has been relentlessly serving the Pakistani diaspora, offering support, guidance, and practical solutions to their needs.
2. OPF invites sealed applications from well reputed, qualified and experienced event management firms for pre-qualification for the Overseas Pakistanis Convention-2026, to plan, design, organize and execute a large-scale event / convention for over 1,000 delegates with excellence, ensuring:
 - Representation of Pakistan's image and culture.
 - Seamless management of protocol, logistics and hospitality.
 - Innovative branding and event experiences for both domestic and international audiences.
 - Showcases investment opportunities.
 - Promote / encourage remittances through banking channels.
3. Applicants are directed to submit their applications in accordance with the instructions given in the prequalification documents and must comply with the Terms & Conditions.
4. Sealed applications must be delivered to the office of the Additional Director (Administration), Overseas Pakistanis Foundation Head Office, Sector G-5/2, Islamabad **till 1100 hours latest by 16th February, 2026.**
5. Applications will be opened in the presence of Applicants' representatives who choose to attend at **1200 hours** on the same date.
6. Applications shall be evaluated according to evaluation criteria mentioned in these prequalification documents and the firm(s) meeting the eligibility criteria would be pre-qualified.
8. For obtaining any further information or clarifications, please contact in the office of the undersigned.

Additional Director (Administration)

**Overseas Pakistanis Foundation, Head Office,
Shahrah-e-Jamhuriat, Sector G-5/2, Islamabad**

051-9048217-218, 9048411

Email: admin.opf@opf.org.pk

INSTRUCTIONS TO APPLICANTS (ITA)

Eligibility of Applicants & Cost of Application Submission

1. Eligible Applicants

- 1.1 This Invitation for applications is open for well reputed Income Tax / GST registered event management firms meeting the criteria in accordance with ITA Clause 14 & 15.

2. Cost of Application Submission

- 2.1 All costs related to bid preparation and submission shall be borne by the applicant. OPF shall not be liable for any expense incurred during the pre-qualification process.

Prequalification Documents

3. Content of Prequalification Documents

- 3.1 The services required, prequalification procedures, and terms & conditions are prescribed in the documents. The prequalification documents include: -
- a. Invitation for Applications.
 - b. Instructions to Applicants (ITA).
 - c. Terms of References / Scope of Work.
- 3.2 Applicants are requested to examine all instructions, forms, terms, and specifications in the prequalification documents. Failure to furnish all information required in the prequalification documents or to submit a application not substantially responsive to the prequalification documents in every respect will be at the Applicant's risk and may result in the rejection of its application.

4. Clarification of Prequalification Documents

- 4.1 A prospective Applicant requiring any clarification of the prequalification documents may notify the Additional Director (Admin), OPF Head Office, Islamabad in writing or by email. OPF will respond in writing to any request for clarification of the prequalification documents which it receives no later than three (3) days prior to the deadline for the submission of Applications.

5. Amendment in Prequalification Documents

- 5.1 At any time prior to the deadline for submission of Applications, OPF may modify the prequalification documents by amendment.

- 5.2 All prospective applicants that have received the prequalification documents will be notified of the amendment in writing or by email, and will be submitting applications on them.
- 5.3 In order to allow prospective applicants reasonable time in which to take the amendment into account in preparing their applications, OPF, at its discretion, may extend the deadline for the submission of applications.

Preparation and Submission of Applications

6. Language of Application

- 6.1 The application prepared by the Applicant, as well as all correspondence and documents relating to the application exchanged by the Applicant and OPF shall be written in English or Urdu. Supporting documents and printed literature furnished by the Applicant may be in the same language.

7. Preparation & Submission of Applications

- 7.1 Applicants shall submit an application comprising a single sealed envelope containing "Technical Proposal".
- 7.2 Each submission must include a hard copy and a soft copy (USB).
- 7.2 The envelope shall bear the title "**Prequalification Application for Overseas Pakistanis Convention-2026**" in bold and legible letters.
- 7.3 The envelope shall be opened in front of the representative of applicants on the time & date of application opening specified in these prequalification documents.
- 7.4 OPF will evaluate the applications in accordance with the evaluation criteria prescribed at **ITA Clause 14**.

8. Required Documents

- 8.1 Applicants must submit concise, complete and well-organized documents, Submissions should include:
- i. Company profile.
 - ii. Client list and their testimonials for whom event management have been done.
 - iii. Bank statement (Last 3-years).
 - iv. Incorporation status / certificates.
 - v. National tax certificate and sales tax registration.
 - vi. Affidavit to the effect that any government department has not blacklisted the company and no litigation is in process.
 - vii. Portfolio of the top three (03) state /government events by your company, which closely match the objective of this project. (Including contact information includes name, title, organization and contact number of the clients).
 - viii. Financial statements.

- ix. Relevant experience & references.
- x. Agency requirements.
- xi. 360 Degree Participation (Event setup / Media coverage / social media / Outdoor advertising /Print media / Event Coverage).
- xii. Technical proposal and creative approach.
- xiii. Office presence internationally (if any).
- xiv. International Registration, Relevant experience & references (if any).
- xv. CVs of key personnel.

9. Deadline for Submission of Applications

- 9.1 Applications must be received at the office of the Additional Director (Administration), OPF Head Office, Islamabad till **1100 hours latest by 16th February, 2026.**
- 9.2 OPF may, at its discretion, extend this deadline for the submission of Applications by amending the prequalification documents in accordance with ITA Clause 5.3.
- 9.3 Any application received after the deadline for submission of Applications pursuant to the above clause will be rejected and returned unopened to the Applicant.

10. Modification and Withdrawal of Applications

- 10.1 The Applicant may modify or withdraw its application after the application's submission, provided that written notice of the modification, including substitution or withdrawal of the Applications, is received by OPF prior to the deadline prescribed for submission of Applications.
- 10.2 No application may be modified after the deadline for submission of Applications.
- 10.3 No application may be withdrawn once it is opened.

11. Period of Validity of Applications

- 11.1 Applications shall remain valid for a period of ninety (90) days specified after the date of application opening. An application valid for a shorter period shall be rejected by OPF as non-responsive.
- 11.2 In exceptional circumstances, OPF may solicit the Applicant's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by email).

Opening and Evaluation of Applications

12. Opening of the Applications

12.1 Applications received within the prescribed deadline will be opened in the presence of Applicants' representatives who choose to attend, at 1200 hours on the day of deadline for submission of Applications.

13. Evaluation of Applications

13.1 Initially, OPF will examine the Application to confirm that all documents have been provided in accordance with the ITA Clause 8, and to determine the completeness and substantive responsiveness of each document submitted.

13.2 OPF shall notify Applicants who have been rejected on the grounds of their Technical Applications being substantially non-responsive.

13.3 OPF will further carry out technical evaluation on the basis of marking criteria specified in ITA Clause 14.

13.4 Firms obtaining a minimum of 70% marks in the technical evaluation shall be eligible for financial bidding.

14. Evaluation Criteria

14.1 The applications will be evaluated in accordance with the following evaluation criteria and marks would be given to the applicant firms as mentioned against each.

Sr#	Description	Max. Score	Marks Allocation	
1	Firm/Bidder Profile (copy of registration certificate(s))	10	Registered Age 10+ years	10
			Registered Age 5 years & above	07
2	Financial Position (Last 03 years audited report is a must for turnover points)	20	Avg. Annual turnover 300+ million PKR	20
			Avg. Annual turnover 200+ million PKR	15
			Avg. Annual turnover 100+ million PKR	10
3	Relevant experience of organizing / managing similar events of VVIP capacity (1000+ delegates) & worth min Thirty (30) million PKR	27	More than 03 Events	27
			At least 03 Events	18
			At least 02 Events	09
4	Qualification & Competence of the proposed Team Members – Full Time/Part-time/ On- call. (Attach list of team members, resumes of the team)	08	Relevant Work Experience of the employees related Outdoor Event Management of similar size and nature.	08
5	Company's established international presence, with verifiable offices, partnerships, or registered entities demonstrating its capacity to execute cross-border and multinational projects.	05	Proof of international office i.e Bank statements of company's and International Office(s), Proof of Registrations, Tax/VAT returns, etc.	05
6	Evaluated of the proposed plan	30	Quality, Effectiveness and Efficiency of the proposed plan's presentation / Demonstration.	30

Total Maks	100
Firms obtaining a minimum of 70% marks in the technical evaluation shall be eligible for financial bidding	

15. Disqualifications

15.1 The applicant firm /company shall be disqualified if:

- i. The firm/company does not qualify technically.
- ii. Registered age is below 5 years.
- iii. Avg. Annual Turnover is Less than 100 million.
- iv. Has not organized / managed at least two (02) relevant events.
- v. OPF will not entertain incomplete/conditional bids.
- vi. The firm/company is not registered with the Income Tax and Sales Tax authorities.
- vii. The firm/company has been blacklisted by any other government department.
- viii. Any other major discrepancy found in the proposal.
- ix. The firm/company is or has been, at any time during the last five (05) years, involved in litigation, arbitration, or any other dispute or event that had or may have a material adverse effect on the firm's ability to perform the contract.
- x. Its involvement in litigation is chronic.
- xi. Its past conduct or execution of work under the contracts has been poor.
- xii. The Specification and other requirements of the assignment are not properly adhered to, or it is different from those mentioned against each deliverable.
- xiii. Any other significant discrepancy found in the proposal and non- compliance of the terms and conditions of the RFP and tender notice.
- xiv. The firm/company has been blacklisted by any other government department.

TERMS OF REFERENCE (TORs) / SCOPE OF WORK

The selected firm(s) will be responsible for end-to-end event management services, including but not limited to:

1. Delegate Logistics & Hospitality

- i. Hotel booking, rooming management, reception desks, VIP protocols.
- ii. Airport reception, transportation, shuttle routes, movement management.
- iii. Dedicated logistics 24 x 7 staff for all event days.

2. Venue & Convention Management

- i. Venue layout, hall design, seating plans, breakout meeting rooms.
- ii. Stage design, thematic décor, backdrop, SMD/LED screens, branding.
- iii. AV equipment, lighting, sound, live streaming and technical production.
- iv. Exhibition area and stalls (design, fabrication, branding).

3. Food & Catering

- i. Provide complete catering services & menu planning for delegates.
- ii. Lunch, tea breaks, dinners, VIP arrangements.
- iii. Ensure quality, hygiene, timely delivery and food safety compliance.

4. Digital Solutions

- i. Develop an online Registration portal for delegates (integrated with QR system).
- ii. Mobile app for event updates, maps, scheduling and notifications.
- iii. Digital & printed invitations and badges.
- iv. On-site registration and accreditation counters.
- v. Manage QR-based check-ins, badges, digital attendance and real-time data dashboards.

5. Branding, Creative & Media

- i. Design and develop theme based welcome kits / give aways for the delegates.
- ii. Design and implement a comprehensive digital media promotion plan for the convention, including social media campaigns, content creation, targeted outreach, online advertisements (where approved) and ongoing engagement with relevant digital audiences to maximize event visibility and participation
- iii. Design and develop the event theme, along with all related printed and digital communication materials.
- iv. Standees, banners, signages, welcome arches.
- v. Media management, press kits, photography & videography.
- vi. Social media & publicity content.
- vii. Out-door branding and promotions.

6. Delegate Meetings

- i. Manage and arrange partnering meetings, briefings & bilateral sessions with all participating entities.
- ii. Meeting room booking, AV support, hospitality, etc.

7. Stakeholder & Partner Coordination

- i. Stakeholder outreach, including government bodies, trade associations, community groups and Pakistan missions abroad.
- ii. Securing sponsorships for the convention, including proactively identifying potential sponsors, conducting outreach, preparing and presenting sponsorship proposals and managing all coordination related to sponsor commitments and deliverables.
- iii. Engaging export entities, banks, airlines and other relevant organizations to encourage their active participation in the Convention, including the installation of stalls and other collaborative forms of involvement.

8. Event Day Operations

- i. Stage flow, usher management, volunteers, event control room.
- ii. Emergency support, coordination with security agencies.
- iii. Information desks, help centers, multilingual support and on-site facilitation teams.
- iv. Protocol management for VIPs, speakers and international guests.

9. Post-Event Deliverables

- i. Submission of post-event report, including event summary, delegate attendance data, sponsor engagement outcomes, and overall performance assessment.
- ii. Provision of all event media assets, including photographs, videos, recordings of speeches/sessions and digital copies of all designed materials. (raw + edited).

10. Copyright

- i. All creative content, visuals and materials produced under OPF assignments will be the property of OPF. Firms must ensure originality and secure rights for all third-party content.