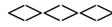


PAKISTAN ACADEMY OF LETTERS
Sector H-8/1,
Islamabad.



REQUEST FOR PROPOSAL (RFP)

Hiring of Hotel/Hotel Management Company/Firm for Three-Day International Writers Conference “Literature, Global Peace and the Environment”

1. INTRODUCTION

The Pakistan Academy of Letters (PAL), a prestigious national literary institution established in 1976 and functioning under the Ministry of National Heritage & Culture, Government of Pakistan, intends to organize a Three-Day International Writers Conference titled “Literature, Global Peace and Environment”, scheduled to be held in Islamabad from April 03–05, 2026.

The Conference aims to bring together eminent national and international writers, scholars, intellectuals, peace advocates, and environmental experts to promote global literary discourse, peace building, environmental awareness, and cultural diplomacy. The event also seeks to counter extremist narratives, strengthen Pakistan’s soft image internationally, inspire youth, and foster long-term international literary and academic collaboration.

To ensure professional planning, seamless execution, and high international standards, PAL invites proposals from reputable and experienced Companies to undertake comprehensive accommodation responsibilities under the direct supervision of the Management Committee of PAL.

2. INVITATION TO BID

Pakistan Academy of Letters hereby invites sealed Technical and Financial Proposals from eligible, registered, and experienced Event Management Companies for organizing and managing the above-mentioned Three-Day International Conference, strictly in accordance with the Public Procurement Rules, 2004.

3. PROCUREMENT METHOD

- Single stage single envelope Procedure
- Governed under Rule 36(a), PPR Rules, 2004
- Envelope-I: Technical Proposal (30percent weightage) & Envelope-II- Financial Proposal (70 percentage) (separate)
- Formula for Technical Evaluation (Marks obtained / total marks) *30
- Formula for Financial Evaluation (lowest bid/total cost or bid)*70

As per rule 36 (b) (v): *The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;*

4. MAJOR COMPONENTS /ACTIVITIES OF THE EVENT

The Conference shall comprise the following major components:

- Participation of international and national writers, scholars, and academics
- Inaugural and Closing Ceremonies.
- Plenary sessions, parallel academic sessions, panel discussions, book launches, and Mushaira
- Cultural/Musical Performance and literary segments
- Participation of foreign delegates, diplomats, and senior government officials
- Extensive media coverage and documentation

The selected Company shall provide complete operational, logistical, technical, and coordination support to ensure the successful conduct of the event in line with international best practices.

5. SCOPE OF WORK / JOB DESCRIPTION

The selected Company/firm shall be responsible for the following:

A. HOSPITALITY & PROTOCOL SERVICES

- Arrangement for hotel accommodation
- Airport pick-up and drop-off arrangements
- VIP protocol management in coordination with PAL and relevant authorities if required
- Any other task as per requirement

6. SUPERVISION & REPORTING

The Company/firm shall operate under the direct supervision of the Management Committee of NH&C Division of Islamabad Writers Conference-2026.

PAL reserves the right to modify, add, or withdraw any activity during execution in accordance with PPRA Rules.

7. ELIGIBILITY & QUALIFICATION CRITERIA

A. LEGAL & REGULATORY REQUIREMENTS

- Valid NTN and FBR Registration Certificate
- Active Taxpayers List (ATL) status
- Sales Tax Registration (if applicable)
- Company Registration Certificate (SECP / Partnership Deed) active/valid
- Affidavit confirming that the firm is not blacklisted by any Government or Semi-Government organization

B. FINANCIAL CAPACITY

- Bank statements for the last three (03) financial years
- Audited financial statements for the last three (03) years
- Minimum average annual turnover relevant to event management for last three (03) years
- Capacity to mobilize resources without advance payment, if required

C. EXPERIENCE REQUIREMENTS

- Minimum five (05) years of experience in event management
- At least three (03) successfully completed national or international conferences of similar scale

D. HUMAN RESOURCE CAPACITY

- Dedicated Project Manager with at least five (05) years of relevant experience
- List of permanent and contractual staff with CNIC details

E. TECHNICAL CAPABILITY

- Ownership or valid rental arrangements for sound, lighting, and LED equipment
- Event execution methodology and risk management plan
- Quality assurance and contingency planning mechanisms

8. BID EVALUATION CRITERIA

**Technical Proposal for Hotels/ Hotel Management Companies/Firms (Technical Weightage)
– 30% (mandatory 50% marks in each category)**

Sr. No.	Evaluation Category	Sub-Criteria				Total
1	Legal & Compliance	Valid company registration (SECP)	FBR Registration & Active Taxpayer	No blacklisting affidavit	Required licenses/registrations	25
2	Relevant Experience	Years of hotel management experience	Number of hotels managed (past 2 years)	Experience with 3–5 star properties	Experience with government	25
3	Technical & Operational Capacity	Operational model & SOPs	F&B management capability	HR & training systems	Health, safety & compliance standards	25
4	Reputation & Performance	Client references	Performance certificates	No litigation /	-	25

				dispute record		
	Total					100

Financial Proposal – 70% weightage (To be submitted in a separate sealed envelope)

The Financial Proposal must be item-wise, inclusive of all government taxes, and clearly mention the total cost.

Indicative Cost Heads (BOQs)

1. Accommodation (Provision of Room/Room Services etc., at Hotels / Guest Houses based in Islamabad)

S. #	Description (services to be procured)	Requirement of room	Unit Price	Price (PKR)	Requirement of room	Unit price	Total (PKR)
1	Room Rent;	Single			Double		
	(i) Three Star Hotel	20			150		
	(ii) Four Star Hotel	20			150		
	(iii) Five Star Hotel	15			0		
	(Name of Hotels will be mentioned) Including Airport Pick and drop, breakfast and other complementary facilities.						
2.	Lunch/Dinner Charges at Hotel for staying guests (Per Head) if required						

Rates should be quoted inclusive of all government taxes.

1. Any additional approved services

Note: Conditional or lump sum bids without proper breakup may be rejected. Prices must be quoted in Pak Rupees (PKR).

9. TERMS & CONDITIONS

- Procurement shall be governed strictly under PPRA Rules, 2004
- PAL reserves the right to accept or reject any or all bids under Rule 33
- Payments shall be made as per agreed milestones
- Penalties may apply for delays or substandard performance

- No sub-contracting shall be allowed

10. BID SUBMISSION DETAILS

Sealed bids must be submitted on EPADS (online) as well as at:

- Pakistan Academy of Letters, Islamabad
- Bid validity: 90 days
- Last date of submission: as per advertisement

11. STANDARD PPRA COMPLIANCE CLAUSES (As per Public Procurement Rules, 2004)

1. Transparency & Fairness

The procurement shall be conducted in a transparent manner in accordance with PPRA Rules, 2004. All bidders shall be treated equally without discrimination.

2. Clarifications

Any request for clarification must be submitted in writing at least five (05) working days before the bid submission deadline. Responses will be shared with all bidders.

3. Bid Validity

Bids shall remain valid for a period of ninety (90) days from the date of opening of the technical proposals.

4. Rejection of Bids

Pakistan Academy of Letters reserves the right to reject any or all bids at any time prior to acceptance under Rule 33 of PPRA Rules, 2004, without assigning any reason.

5. Conflict of Interest

Bidders must disclose any potential conflict of interest. Failure to do so may result in disqualification.

6. Corrupt & Fraudulent Practices

Any bidder found involved in corrupt or fraudulent practices shall be disqualified and may be blacklisted as per government rules.

12. TENDER NOTICE

(For Newspaper / PPRA Website)
TENDER NOTICE

Pakistan Academy of Letters, Islamabad invites sealed bids from reputable and registered Event Management Companies for organizing and managing a Three-Day International Conference.

1. PROCUREMENT DETAILS

- Procurement Method: Single Stage – Single Envelope Procedure
- Governing Rules: Public Procurement Rules, 2004

2. ELIGIBILITY CRITERIA

Interested firms must fulfill the following minimum requirements:

- Registered with FBR and listed on Active Taxpayers List (ATL)
- Registered on EPADS
- Proven experience of organizing national and/or international conferences/events
- Adequate financial strength, technical capacity, and qualified human resources
- Compliance with all terms and conditions specified in the bidding documents

3. SUBMISSION OF BIDS

- Bids shall be submitted under Single Stage – Single Envelope Procedure:
 - i. Envelope-I: Technical Proposal & Financial Proposal
- Bids must be sealed and enclosed in an envelope clearly marked “Accommodation service for Three-Day International Writers Conference” addressed to Pakistan Academy of Letters, Islamabad, along with a pay order amounting to Rs.2,000/- in the name of Pakistan Academy of Letters.

4. MANDATORY ONLINE SUBMISSION ON EPADS

- Online submission of bids through EPADS is compulsory.
- Hard-copy submissions will only be entertained if the bidder has successfully submitted the bid online on EPADS.
- Applications/bids submitted only in hard form without EPADS submission shall not be considered.

5. AVAILABILITY OF BIDDING DOCUMENTS

- Bidding documents can be obtained during office hours from Pakistan Academy of Letters, Islamabad or Downloaded from EPADS / PPRA website

6. OPENING & EVALUATION

- Technical proposals will be opened first as per PPRA Rules
- Only technically qualified firms shall be invited for opening of financial proposals
- Date, time, and venue for opening of bids will be announced through EPADS

7. IMPORTANT NOTES

- Incomplete, conditional, or late bids shall be rejected
- Pakistan Academy of Letters reserves the right to accept or reject any or all bids as per PPRA Rule-33
- This advertisement does not commit PAL to award the contract
- Only technically qualified firms will be considered for financial evaluation.
- PAL reserves the right to reject any or all bids as per PPRA Rule 33.

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