

**Government of Pakistan**  
**Ministry of Planning, Development & Special Initiatives**  
**Development Communication Project (DCP)**

**PREQUALIFICATION AND EMPANELMENT OF SERVICES  
PROVIDERS UNDER FRAMEWORK ARRANGEMENT FOR  
COMMUNICATION AND EVENT SERVICES**

**Categories of Services**

1. **Event Management Services.**
2. **Digital Campaigns, Video, Film & Documentary Production and Creative Services**

**Issued By:**  
**Development Communication Project (DCP)**  
**Ministry of Planning, Development & Special Initiatives**  
**Government of Pakistan**

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**SECTION I – INVITATION FOR PREQUALIFICATION (EOI)**  
**Development Communication Project (DCP)**

The Ministry of Planning, Development & Special Initiatives (Planning Commission), Government of Pakistan invites applications for prequalification from technically qualified and financially sound service providers, duly registered with relevant tax and regulatory authorities, for empanelment under a framework arrangement. The purpose of this prequalification is to establish a panel of service providers for undertaking communication and event-related assignments under the Development Communication Project (DCP). This is a prequalification exercise only. No financial proposals are required at this stage. After prequalification, quotations shall be invited from all empanelled firms for each assignment, and work shall be awarded to the lowest evaluated responsive bidder in accordance with PPRA Rules, 2004.

**Categories of Services:**

1. Event Management Services
2. Digital Campaigns, Video, Film & Documentary Production and Creative Services

Procurement shall be conducted in accordance with PPRA Rules, 2004, ensuring transparency, fairness, competition, and efficiency. Funds are available under the approved PSDP allocation of the Development Communication Project (DCP). Applications must be submitted on or before **25<sup>th</sup> May 2026 at 2:30 PM**. Late or incomplete applications shall not be considered. Applications shall be opened on the same day in the presence of applicants or their authorized representatives. The Procuring Agency reserves the right to accept or reject any or all applications in accordance with PPRA Rule 33. Clarifications may be sought prior to submission. A clarification meeting may be held, if required.

**Address for Submission & Opening:**

Project Director  
Development Communication Project (DCP)  
Room No. 513, 5<sup>th</sup> Floor, P Block  
Ministry of Planning, Development & Special Initiatives  
Pak Secretariat P Block, Islamabad

## SECTION II – INSTRUCTIONS TO APPLICANTS (ITA)

These Instructions to Applicants (ITA) are prepared for the purpose of prequalification and empanelment under a framework arrangement in accordance with PPRA Rules, 2004.

### 1. Scope of Prequalification

The Procuring Agency invites applications for prequalification of service providers for the categories specified in Section I, for empanelment under a framework arrangement.

### 2. Source of Funds

Funds are available under the approved PSDP allocation of the Development Communication Project (DCP).

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### 3. Eligible Applicants/Firms

3.1 Applicants may be registered companies, firms, or public/semi-public agencies of Pakistan. Foreign firms may apply in joint ventures with locally registered firms in accordance with applicable law.

3.2 The applicant must have valid registration with **Income Tax (NTN) and Sales Tax (STRN)** departments and must be on **Active Taxpayers List (ATL)** of FBR.

3.3 Firms/companies must provide a disclosure of any litigation history, along with its current status, duly supported by an affidavit on stamp paper or attested by a Notary Public.

3.4 Joint ventures/consortia must submit a formal agreement on judicial paper along with nomination of Lead Member.

3.5 Firms must provide details of key professional staff along with their qualifications, relevant experience, and nature of association (permanent or contractual). Only those personnel supported with documentary evidence shall be considered for evaluation. Unsupported or temporary CVs without proof of association shall not be accepted.

### 4. Eligible Services

The services to be procured under this framework arrangement shall relate to communication, media, event management, and creative services as defined in the scope of the Development Communication Project (DCP).

### 5. Cost of Application

Applicant shall bear all costs associated with preparation and submission of application.

### 6. Blacklisting

Any misrepresentation, false information, or engagement in fraudulent, collusive, or coercive practices may lead to disqualification and subsequent blacklisting in accordance with PPRA Rules, 2004.

## **7. Procurement Process**

7.1 Upon completion of prequalification, a panel of service providers shall be established.

7.2 For each specific assignment, call-off quotations (RFQ) shall be invited from all empaneled firms.

7.3 Depending upon the nature of assignment, firms may be required to submit financial quotations and, where necessary, brief technical proposals.

7.4 The assignment shall be awarded to the lowest evaluated responsive bidder in accordance with PPRA Rules, 2004.

7.5 At the call-off stage, the Procuring Agency may specify assignment-specific terms and conditions, including but not limited to the scope of work, deliverables, timelines, payment terms, performance requirements, bid security (where applicable), and penalties for delay or non-performance, along with any other necessary contractual provisions

### SECTION III – DATA SHEET (DS)

The following data shall supplement the Instructions to the Applicant (ITA) for the purpose of prequalification and empanelment

<b>Parameter</b>	<b>Detail</b>
Procuring Agency	Development Communications Project, Ministry of Planning, Development & Special Initiatives, Government of Pakistan.
Source of Funds	Federal PSDP Allocation under Development Communication Project (DCP)
Eligible Applicants	As defined in Section II (Instructions to Applicants) and in accordance with PPRA Rules, 2004
Deadline for submission of Applications	Deadline for submission of Applications 25 <sup>th</sup> May 2026 at 2:30 PM
Address for Submission	Project Director Development Communication, Room No. 513, 5 <sup>th</sup> Floor, P Block, Pak Secretariat, Ministry of Planning Development & Special Initiatives Pak Secretariat, Islamabad.
Opening of Application	Same date and time as submission deadline, at the above address
Validity of Prequalification/Panel	The empaneled firms shall remain valid for a period of two (02) years, extendable with the approval of the competent authority.

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## **SECTION IV – SCOPE OF SERVICES**

### **Category 1: Event Management Services**

#### **1. Event Planning & Concept Development**

- i. Designing event themes, concepts, and agendas.
- ii. Protocol alignment for government and corporate events.

#### **2. Venue Management & Setup**

- i. Venue booking, hall setup, and stage construction.
- ii. Seating arrangements, VIP enclosures, and green rooms.

#### **3. Audio-Visual & Technical Arrangements**

- i. Professional sound systems, stage lighting, LED screens, and projectors.
- ii. Live streaming, photography, and videography services.

#### **4. Guest Management**

- i. Designing, printing, and dispatching invitations.
- ii. Reception desks, ushers, and VIP guest handling.

#### **5. Branding & Promotional Material**

- i. Event backdrops, standees, banners, and signage.
- ii. Printing of brochures, folders, badges, and event kits.

#### **6. Catering & Hospitality Services**

- i. Tea breaks, lunches, dinners, and refreshments.
- ii. VIP/foreign delegation menu customization.

#### **7. Logistics & Transport Support**

- i. Shuttle services and transport arrangements for guests and staff.
- ii. Secure movement of event materials and equipment.

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#### **8. Security & Safety Arrangements**

- i. Coordination with law enforcement/security agencies.
- ii. Fire safety, crowd control, and first-aid services.

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#### **9. Interpretation & Translation Facilities**

- i. Simultaneous interpretation equipment and services.
- ii. Translators for multilingual events.

#### **10. Post-Event Services**

- i. Event documentation, photography, and highlight videos.
- ii. Feedback collection and post-event reports for client record.

## **Category 2: Digital Campaigns, Video, Film & Documentary Production and Creative Services**

### **1. Digital Campaign Strategy**

- i. Develop comprehensive, insight-driven digital campaign strategies
- ii. Advise on emerging trends, tools, and digital innovations

### **2. Digital Campaign Content Management**

- i. Manage URAAN Pakistan social media content dissemination
- ii. Monitor engagement, audience feedback, and performance metrics
- iii. Ensure consistency in messaging, tone, and branding

### **3. Online & Social Media Publications Content**

- i. Develop high-quality written and visual content for social media and digital platforms
- ii. Produce captions, articles, blogs, op-eds, and storytelling narratives
- iii. Ensure multilingual adaptability (Urdu, English, and regional languages)
- iv. Maintain platform-specific content styles and audience relevance

### **4. Web-Related Graphics & Creative Design**

- i. Design digital assets including banners, posts, infographics, and web visuals
- ii. Develop UI/UX-friendly graphics for websites and digital platforms
- iii. Ensure responsive and platform-optimized designs
- iv. Maintain strict adherence to branding and visual identity guidelines

### **5. Content Development & Creative Services**

- i. Provide end-to-end creative support including ideation, scripting, and copywriting
- ii. Develop campaign themes, taglines, and narrative frameworks
- iii. Ensure culturally relevant, emotionally engaging, and audience-centric content

### **6. 2D/3D Visualization & Animation**

- i. Produce 2D and 3D animations for campaigns, explainers, and presentations
- ii. Develop motion graphics, animated infographics, and visual storytelling assets
- iii. Create high-quality visualizations for infrastructure, development projects, and concepts

### **7. Influencer Collaboration & Management**

- i. Identify and onboard influencers aligned with campaign goals

- ii. Develop influencer engagement strategies and collaboration frameworks

## **8. Video Productions and Content Development**

*(Including short-form video, films, documentaries, webcasts, and digital video content)*

- i. Conceptualize and produce short-form videos (15–90 seconds) for social media platforms
- ii. Produce long-form content including films, documentaries, and special features
- iii. Manage end-to-end production: scripting, storyboarding, filming, editing, and post-production

## **9. Audio Productions (Including Multilingual Voice-Overs)**

- i. Produce radio spots, podcasts, jingles, and audio campaigns
- ii. Provide professional multilingual voice-over services (Urdu, English, regional languages)
- iii. Conduct studio-quality sound recording, editing, mixing, and mastering

In addition to the above any other related services directly linked to communication objectives.

## SECTION V – ELIGIBILITY CRITERIA

Applicants must meet all of the following mandatory eligibility requirements. Failure to satisfy any of these requirements shall render the application non-responsive and the applicant shall not be considered for further evaluation.

### 1. Legal Status

- The applicant shall be a legally registered firm/company in Pakistan.
- Joint ventures/consortia are allowed, provided a formal agreement is submitted clearly indicating the lead partner.

### 2. Tax Registration

- Valid National Tax Number (NTN)
- Valid Sales Tax Registration (where applicable)
- Active Taxpayer List (ATL) status with FBR

### 3. Relevant Experience (Minimum Requirement)

- The firm must have at least **three (03) years of relevant experience** in the respective category applied for (Event Management /Digital & Creative Services).

### 4. Minimum Human Resource Capacity

- The firm must have at least **five (05) relevant professional staff** appropriate to the category applied for.
- Relevant categories may include:
  - Project/Account Management
  - Creative/Design
  - Digital/Social Media
  - Technical/Production

### 5. Financial Soundness (Minimum Requirement)

- The firm must demonstrate basic financial capacity through:
  - Bank certificate or
  - Financial statements

### 6. Non-Blacklisting

- The firm must not be blacklisted by any Government, semi-government, or autonomous organization.
- An affidavit on stamp paper to this effect must be provided.

### 7. Litigation Disclosure

- The firm shall disclose any ongoing or past litigation, along with current status.

- Disclosure shall not automatically result in disqualification but non-disclosure may lead to disqualification.

#### 8. Documentary Evidence (Mandatory)

The following documents must be submitted:

- Company registration certificate
- NTN and GST certificates
- ATL proof
- Company profile
- Relevant experience documents (work orders/completion certificates)
- List of key professional staff along with:
  - CVs
  - Educational certificates
  - Proof of employment/association
- Financial documents (bank certificate / financial statements)
- Affidavit of non-blacklisting

#### 9. Completeness of Application

- Applications must be complete in all respects.
- Incomplete or unsigned applications shall be considered non-responsive.

#### 10. General Condition

- The Procuring Agency reserves the right to verify any information provided by the applicant.
- Any false or misleading information may result in disqualification and further action under PPRA Rules, 2004.

**Note:**

Only those applicants who meet **all the above eligibility criteria** shall be considered for evaluation under the prescribed evaluation criteria.

## Section-VI – EVALUATION CRITERIA

Only those applicants who meet all eligibility criteria shall be considered for evaluation. Evaluation shall be carried out strictly on the basis of **documentary evidence** submitted by the applicants. Claims without supporting documents shall not be considered

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### Event Management Services

Sr. No.	Evaluation Parameters	Scoring Criteria	Max Marks
1	Relevant Experience	Relevant experience in event management (Conferences, Seminars, Workshops, Exhibitions, Public Events) 3 to 5 years' experience = 10 6–10 years = 15 Above 10 years = 20	20
2	Completed Assignment	Supported by work orders/completion certificates Number of Assignments 2-5 Assignment = 10 6-10 Assignment = 15 More than 10 Assignment = 20	20
3	Financial Capacity	Average annual turnover for last 3 years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. PKR 5–10 million = 5 marks PKR 10–20 million = 10 marks PKR 20–50 million = 15 marks Above PKR 50 million = 20 marks	20
4	Human Resources	Qualified event staff; in-house/partnered event equipment (sound, stage setup, multimedia, lighting, décor, logistics). Minimum 5 qualified staff (as per defined criteria) with supporting documents = 5 marks 6–9 qualified staff with supporting documents = 10 marks 10–14 qualified staff with supporting documents = 15 marks 15–20 qualified staff with supporting documents = 20 marks <b>Note:</b> Only those staff meeting defined qualification, experience, and documentary proof requirements shall be considered	20
5	Technical Capacity / Equipment	Basic required equipment available = 5 marks Adequate and relevant technical setup (sound, lighting, multimedia, staging, logistics etc.) = 10 marks <b>Note:</b> Ownership documents or valid lease/partnership agreements must be provided.	10

5	Government Experience	Prior experience with Government / Semi-Government / Autonomous Bodies in event management No govt experience = 0 marks 1-2 govt. assignments = 5 marks 3-4 govt. assignments = 8 marks 5+ govt. assignments = 10 marks	10
<b>TOTAL MARKS</b>			100

Availability of required event equipment (sound, stage, lighting, multimedia, etc.) must be supported through ownership documents or valid lease/partnership agreements.

### **Digital Campaigns, Video, Film & Documentary Production and Creative Services**

Sr. No.	Evaluation Parameters	Scoring Criteria	Max Marks
1	Experience	Relevant experience 3 to 5 years' relevant experience = 10 6-10 relevant years = 15 Above 10 years = 20	20
2	Completed Assignments	Digital campaigns, media production, content development – last 5 year 2-5 assignment = 10 6-10 assignment=15 More than 10 assignments= 20	20
3	Verified Client Performance	1-2 projects with satisfactory client certificate = 10 marks 3 or more projects with satisfactory client certificates = 20 marks	20
4	Human Resource Capacity	Human Resource Capacity CVs of proposed team members clearly indicating role and relevant experience All Required Teams Available (Digital campaigns & social media team (minimum 2 members), Creative & Design team, Video & Production team, and Project / Account Management & Coordination team) = 20 Marks Three Required Teams Available = 15 Marks Two Required Teams Available = 10 Marks One Team Available = 5 Marks	20
5	Financial Capacity	Annual turnover PKR 10 to 20 Million =5 marks PKR 20 to 50 Million =8 marks More than PKR 50 Million=10 marks	10
6	Capacity for Rapid Mobilization and Execution	1-2 projects completed within compressed timelines=5 marks 3 or more project =10 marks	10
<b>TOTAL MARKS</b>			100

Applicants securing at least 70 marks out of 100 shall be considered for prequalification, provided that all mandatory eligibility criteria have been duly fulfilled.

## **SECTION VII – STANDARD FORMS**

**Instructions:** All forms must be completed, signed and stamped by the authorized representative of the firm/company. Where space is insufficient, provide details on separate sheets and attach them as annexures. Copies of supporting documents (registration, tax certificates, work orders, completion certificates, bank statements, audited accounts, must be attached to the relevant forms.

**FORM A**  
**APPLICATION SUBMISSION FORM**  
*(To be submitted on Applicant's letterhead)*

Date: \_\_\_\_\_

To:

Project Director  
Development Communication Project (DCP)  
Ministry of Planning, Development & Special Initiatives  
Pak Secretariat, Islamabad

**Subject: APPLICATION FOR PREQUALIFICATION AND EMPANELMENT UNDER FRAMEWORK ARRANGEMENT**

Dear Sir/Madam,

We, the undersigned, hereby submit our application for **prequalification and empanelment** under the Development Communication Project (DCP) for the following category(ies):

- Event Management Services
- Digital Campaigns, Video, Film & Documentary Production and Creative Services

We confirm that:

- The information provided in this application and all attached documents is **true, complete, and accurate** to the best of our knowledge and belief.
- We have read and understood the requirements of the prequalification document.
- We meet all the **eligibility criteria** prescribed therein.
- We agree that any **misrepresentation or concealment of facts** may lead to disqualification and action under PPRA Rules, 2004.

We understand that this application does not constitute any commitment on the part of the Procuring Agency to award any assignment.

**Name of Firm:** \_\_\_\_\_

**Authorized Signatory:** \_\_\_\_\_

**Name & Designation:** \_\_\_\_\_

**Contact Details:** \_\_\_\_\_

**Stamp/Seal:** \_\_\_\_\_

**Enclosures:** As per document checklist

## FORM B — APPLICANT INFORMATION FORM

(To be submitted with the application)

Date: \_\_\_\_\_

### 1. Applicant Details

- Name of Firm/Company: \_\_\_\_\_
- Legal Status (Proprietorship / Partnership / Company): \_\_\_\_\_
- Year of Establishment: \_\_\_\_\_

### 2. Registered Office

- Address: \_\_\_\_\_
- Telephone: \_\_\_\_\_
- Email: \_\_\_\_\_

### 3. NTN & Tax Details

- NTN No: \_\_\_\_\_
- Sales Tax Registration No (if applicable): \_\_\_\_\_
- ATL Status: Active / Inactive

(Attach documentary proof)

### 4. Authorized Representative

- Name: \_\_\_\_\_
- Designation: \_\_\_\_\_
- CNIC No: \_\_\_\_\_
- Contact No: \_\_\_\_\_
- Email: \_\_\_\_\_

### 5. Joint Venture (if applicable)

- Name(s) of JV Partner(s): \_\_\_\_\_
- Lead Partner: \_\_\_\_\_

(Attach JV Agreement or Letter of Intent, if applicable)

### 6. Ownership / Management Information

- Names of Directors / Partners: \_\_\_\_\_
- Organizational Structure (attach chart): Yes / No

### 7. Supporting Documents (Mandatory)

Tick and attach:

- Registration Certificate / Incorporation Documents
- NTN Certificate
- Sales Tax Certificate (if applicable)
- ATL Status Proof
- JV Agreement (if applicable)
- Organizational Chart

### 8. Declaration

It is certified that:

- All information provided is true and correct
- The firm is legally registered and operational
- Supporting documents attached are authentic

Any false information may lead to disqualification and action under PPRA Rules, 2004.

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

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

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

Stamp/Seal: \_\_\_\_\_

**FORM B(1) — JOINT VENTURE (JV) MEMBER INFORMATION FORM**

*(To be submitted for each JV partner, if applicable)*

Date: \_\_\_\_\_

**1. Joint Venture Details**

- Name of Lead Firm: \_\_\_\_\_
- Name of JV Partner: \_\_\_\_\_

**2. JV Partner Basic Information**

- Legal Status (Proprietorship / Partnership / Company): \_\_\_\_\_
- Year of Establishment: \_\_\_\_\_

**3. Registered Office of JV Partner**

- Address: \_\_\_\_\_
- Telephone: \_\_\_\_\_
- Email: \_\_\_\_\_

**4. Tax & Registration Details**

- NTN No: \_\_\_\_\_
- Sales Tax Registration No (if applicable): \_\_\_\_\_
- ATL Status: Active / Inactive

*(Attach documentary proof)*

**5. Authorized Representative of JV Partner**

- Name: \_\_\_\_\_
- Designation: \_\_\_\_\_
- CNIC No: \_\_\_\_\_
- Contact No: \_\_\_\_\_
- Email: \_\_\_\_\_

**6. Role of JV Partner**

Describe the role and responsibility of the JV partner in execution of assignments:

**7. Supporting Documents (Mandatory)**

Tick and attach:

- Registration / Incorporation Certificate
- NTN Certificate
- Sales Tax Certificate (if applicable)
- ATL Proof
- JV Agreement / Letter of Intent
- Organizational Chart (if available)

**8. Declaration**

It is certified that:

- The JV partner is legally registered and operational
- All information provided is true and correct
- Supporting documents are authentic

Any false information may lead to disqualification of the entire JV and action under PPRA Rules, 2004.

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

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

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

Stamp/Seal: \_\_\_\_\_

**FORM C — QUALIFICATION INFORMATION (MANDATORY)**

The applicant shall provide complete and verifiable information as required below. All entries must be supported by documentary evidence.

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**1. Basic Information**

- Name of Firm (including JV members, if any): \_\_\_\_\_
- Head Office Address: \_\_\_\_\_
- Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
- Year of Establishment: \_\_\_\_\_
- Legal Status (Proprietorship / Partnership / Company): \_\_\_\_\_

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**2. Registration & Tax Details**

- NTN No: \_\_\_\_\_
- Sales Tax Registration No (if applicable): \_\_\_\_\_
- ATL Status (Active/Inactive): \_\_\_\_\_  
(Attach relevant certificates)

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**3. Core Competencies**

Brief description of principal business activities relevant to applied category:

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**4. Human Resource Summary**

Category	Number of Staff	Minimum Qualification	Average Experience (Years)
Project/Management	_____	_____	_____
Creative/Design	_____	_____	_____
Digital/Media	_____	_____	_____
Technical/Production	_____	_____	_____

**Note:**

- Detailed CVs to be provided separately
- Only staff with documentary proof shall be considered

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**5. Key Personnel (Attach CVs)**

Name	Position	Qualification	Experience (Years)	Employment Status (Permanent/Contractual)
_____	_____	_____	_____	_____

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**6. Technical Resources / Equipment**

List major equipment, software, and facilities relevant to services:

Item	Ownership Status (Owned/Leased)	Proof Attached (Yes/No)
_____	_____	Yes / No

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**7. Financial Information**

**Annual Turnover (Last Three Years):**

**Financial Year            Turnover (PKR)**

20XX-XX                    \_\_\_\_\_

20XX-XX                    \_\_\_\_\_

20XX-XX                    \_\_\_\_\_

*(Attach audited financial statements or bank certificate)*

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**8. Banking Details**

- Bank Name & Branch: \_\_\_\_\_
- Account Title: \_\_\_\_\_

*(Bank Certificate mandatory)*

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**9. Relevant Experience Summary**

Provide summary only. Detailed projects must be submitted in **Form E**.

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**10. Litigation History**

- Any litigation/arbitration in last 5 years: Yes / No  
If yes, provide details:
- 

**11. Blacklisting / Debarment**

- Has the firm ever been blacklisted? Yes / No  
If yes, provide details:
- 

**12. Declaration**

It is certified that:

- All information provided is true and correct
- Supporting documents are authentic
- No material information has been concealed

The Procuring Agency reserves the right to verify any information. Any false statement may result in disqualification and blacklisting under PPRA Rules, 2004.

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

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

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

Stamp/Seal: \_\_\_\_\_

## FORM D — FINANCIAL CAPACITY FORM

The applicant shall provide the following financial information, duly supported by documentary evidence:

**1. Financial Summary (Last Three Years)**

Financial Year	Annual Turnover (PKR)
2025-26	
2024-25	
2023-24	

(Attach audited financial statements or bank certificate)

**2. Bank Details**

Bank Name & Branch: \_\_\_\_\_

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

**3. Financial Soundness**

A Bank Certificate confirming financial standing must be attached.

**4. Declaration**

It is certified that the above information is true and correct. Supporting documents have been attached.

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

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

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

Stamp/Seal: \_\_\_\_\_

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## FORM E — RELEVANT EXPERIENCE (MANDATORY)

The applicant shall provide details of similar assignments completed during the last five (05) years. Each project must be supported by documentary evidence.

### 1. Summary of Relevant Experience

Sr. No.	Client Name	Nature of Assignment	Contract Value (PKR)	Completion Date	Supporting Document Attached (Yes/No)
1	_____	_____	_____	_____	Yes / No
2	_____	_____	_____	_____	Yes / No
3	_____	_____	_____	_____	Yes / No

### 2. Mandatory Supporting Documents

For each assignment listed above, the applicant must attach at least one of the following:

- Work Order / Contract Agreement
- Completion Certificate
- Client-issued Performance Certificate

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### 3. Important Instructions

- Only those assignments shall be considered which are **fully supported by documentary evidence**
- In case of multiple documents, preference shall be given to **completion/performance certificates**
- Incomplete or unverifiable entries shall not be considered for evaluation

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### 4. Declaration

It is hereby certified that:

- All information provided above is true and correct
- All assignments listed are genuinely executed by the firm
- Supporting documents attached are authentic

Any false or misleading information may lead to:

- Disqualification
- Blacklisting under PPRA Rules, 2004

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

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

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

Stamp/Seal: \_\_\_\_\_

## FORM F — LITIGATION & BLACKLISTING DECLARATION

*(To be submitted on stamp paper, duly notarized)*

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### 1. Litigation / Arbitration History

Has the firm been involved in any litigation, arbitration, or dispute during the last five (05) years?

Yes     No

If Yes, provide details below:

- Name of Client / Organization: \_\_\_\_\_
- Nature of Case: \_\_\_\_\_
- Year: \_\_\_\_\_
- Current Status: \_\_\_\_\_

*(Attach supporting documents, if available)*

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### 2. Blacklisting / Debarment

Has the firm ever been blacklisted, debarred, or declared ineligible by any Government, semi-government, autonomous organization, or international agency?

Yes     No

If Yes, provide details below:

- Name of Organization: \_\_\_\_\_
- Reason for Blacklisting: \_\_\_\_\_
- Period of Blacklisting: \_\_\_\_\_
- Current Status: \_\_\_\_\_

---

### 3. Declaration

We hereby solemnly declare that:

- The information provided above is true, complete, and accurate
- No material information has been concealed
- Any litigation or blacklisting history has been fully disclosed

We understand that:

- Non-disclosure, misrepresentation, or submission of false information may lead to:
  - Disqualification from prequalification process
  - Removal from empaneled list (if already included)
  - Blacklisting under PPRA Rules, 2004

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

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

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

Name of Firm: \_\_\_\_\_

Date: \_\_\_\_\_

Stamp/Seal: \_\_\_\_\_

## FORM G — LETTER OF PREQUALIFICATION/EMPANELMENT

No. ....

Date.....

Address.....

Subject: PREQUALIFICATION AND EMPANELMENT UNDER FRAMEWORK ARRANGEMENT  
– DEVELOPMENT COMMUNICATION PROJECT (DCP)

Dear Sir/Madam,

With reference to your application submitted in response to the Invitation for Prequalification, it is informed that your firm has been successfully prequalified and empanelled for the following category(ies):

- Event Management services /
  - Creative Services *Digital Campaigns / Creative Services*
2. Your firm has met the *prescribed eligibility and evaluation criteria and has been included in the panel of service providers under the Development Communication Project (DCP)* It is further clarified that this empanelment:
- Does not constitute a contract or guarantee of work
  - Does not entitle the firm to any financial claim
  - Is valid for a period of \_\_\_\_\_ years (extendable as per rules)
3. You may be invited to participate in **call-off quotations (RFQ)** for specific assignments as and when required. The Procuring Agency reserves the right to
- Issue RFQs to all empaneled firms
  - Accept or reject any quotation in accordance with PPRA Rules, 2004
4. This empanelment may be withdrawn in case of:
- Misrepresentation
  - Poor performance
  - Violation of terms and conditions
5. We look forward to your continued cooperation.

Yours sincerely