



REQUEST FOR PROPOSAL

HIRING OF EVENT MANAGEMENT FIRM FOR ORGANIZING ISLAMABAD HOSPITALITY SUMMIT

(Single Stage One Envelope Bidding Procedure)

June 2026


AM Finance Resources, CDA


Director PPP&JV, CDA


Dy. DG (Resources)

Member Finance, CDA

CONTENTS

SECTION 1:INVITATION LETTER	3
SECTION 2:INSTRUCTIONS TO CONSULTANTS	4
2.1 Definition	4
2.2 INTRODUCTION	5
2.3 Bidding Process Timetable	6
2.4 Conflict of Interest	6
2.5 Conflicting Relationships	7
2.6 Fraud and Corruption	7
2.7 Integrity Pact	7
2.8 Only one Proposal.....	7
2.9 Bid Validity	7
2.10 Clarification and Amendment in RFP Documents	8
2.11 Preparation of Proposals	8
2.12 Language	8
2.13 Technical Proposal Format and Content	8
2.14 Financial Proposal	9
2.15 Taxes	9
2.16 Submission, Receipt, and Opening of Proposals	9
2.17 Bid Security	10
2.18 Eligibility Criteria	10
2.19 Proposal Evaluation	11
2.20 Evaluation of Technical Proposals	11
2.21 Evaluation of Financial Proposals	11
2.22 Negotiations	11
2.23 Availability of Professional staff/experts	11
2.24 Award of Acceptance	12
2.25 Confidentiality	12
DATA SHEET	13
SECTION 3:TECHNICAL PROPOSAL – STANDARD FORMS	15
FORM TECH-1.TECHNICAL PROPOSAL SUBMISSION FORM	16
FORM TECH-2. ORGANIZATION AND EXPERIENCE	17
FORM TECH-3. COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE ..	19



FORM TECH-4. DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT	20
FORM TECH-5. TEAM COMPOSITION AND TASK ASSIGNMENT	21
SECTION 4:FINANCIAL PROPOSAL – STANDARD FORMS	22
FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM.....	22
FORM FIN-2 SUMMARY OF COSTS (in Local Currency PKR)	23
SECTION 5:TERMS OF REFERENCE	25
5.1 Project Background	25
5.2 The Assignment	25
a. Event Planning & Concept Development	25
b. Logistics & Operations	25
c. Marketing & Outreach	25
d. Investor/Industry (Guest) & Speaker engagement	25
e. Event Execution & Reporting	25
5.3 Deliverables	25
SECTION 6:DOCUMENTS CHECKLIST.....	25
SECTION 7: INTEGRITY PACT	27
SECTION 8: AFFIDAVIT	28
CONTRACT AGREEMENT	31



SECTION 1: INVITATION LETTER

Dear Sir/Madam,

Sub: Hiring of Event Management Firm for organizing Islamabad Hospitality Summit

- 1- This Request for Proposals (RFP) is being issued by the Capital Development Authority (“CDA” or the “**Procuring Agency**”), a statutory autonomous entity of the Government of Pakistan set up pursuant to CDA Ordinance issued on June 27, 1960. The Procuring Agency invites proposals from eligible Event Management Firm for organizing Islamabad Hospitality Summit (the “**Assignment**”).
- 2- The Capital Development Authority (CDA), under auspices of the Ministry of Interior, is organizing an Islamabad Hospitality Summit to position Islamabad as a leading destination for tourism and hospitality investment. Aligned with the CDA Master Plan 2040 and Pakistan Tourism Vision 2035, the initiative aims to showcase prime hospitality investment opportunities, attract local and foreign investors, and promote the development of hotels, resorts, serviced apartments, and MICE infrastructure in Islamabad and surrounding tourist corridors. The Summit will also highlight policy facilitation measures and strengthen inter-agency coordination to accelerate investment approvals and sector growth.
- 3- The objective of the Summit is to bring together key stakeholders from the hospitality, tourism, investment, and public sectors to promote investment opportunities, policy dialogue, and sectoral growth.
- 4- Prospective bidders encourage to acquaint fully with the Assignment and local conditions before submitting their Bid(s), by sending written queries to the Procuring Agency, if any. Please note that no cost of any such visit or queries shall be reimbursable.
- 5- E-Bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at eprocure.gov.pk and www.ppra.org.pk. The electronic bids must be submitted by using EPADS on or before bid closing date and time. Manual bids shall not be accepted. Electronic bids will be opened on the same day at bid opening time on www.eprocure.gov.pk.” and “Notification of GRC constituted in terms of rule 48 of Public Procurement Rules 2004 is provided on EPADS.
- 6- Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.
- 7- The Most Advantageous Bid in terms of the criteria specified in the RFP document will be selected, as per the Public Procurement Rules 2004 (PP Rules). It is, therefore, recommended that the participants thoroughly examine the applicable laws to understand the nature of their possible relationship with the client and the rules governing this relationship. RFP includes the following documents:

Section 1: Letter of Invitation

Section 2: Instructions to BIDDERS(including Data Sheet)

Section 3: Technical Proposal - Standard Forms

Section 4: Financial Proposal - Standard Forms

Section 5: Terms of Reference

Section 6: Evaluation Criteria

Section 8: Affidavit

Section 9: Power of Attorney

Appendix-I: Draft Contract Agreement

Yours sincerely,
Director, PPP& JV

Capital Development Authority



SECTION 2: INSTRUCTIONS TO FIRM/COMPANY/SOLE PROPRIETOR

2.1 Definition

All capitalized terms not defined herein shall have the meaning set forth in the Services Contract.

Assignment	Shall have the meaning set out in the Invitation Letter.
Bid(s) / Proposal(s)	Any and all proposals and bids submitted by the Firm/Company/Sole Proprietor as a response to this RFP that are prepared and submitted in accordance with this RFP and are in compliance of the same. The Bids shall include Technical Proposal and the Financial Proposal
Bidder	An enterprise which submits a Proposal in response to this RFP.
Bid Price	Final price quoted by Bidder in the Financial Proposal should only be in Pakistani Rupees, including all costs and taxes.
Business Day	Any day other than Sunday or public holiday in the Islamic Republic of Pakistan which banks in Pakistan are generally open for business.
Bid Security	The proposer will provide Bid Security amounting to PKR 1,500,000/- in the shape of Pay Order/ CDR issued by a scheduled commercial bank operating in Pakistan in the name of "Drawing and Disbursing Officer (Secretariate), CDA". in the amounts and conditions specified in Section 2.17.
Bid Validity Period	Period of 90 days starting from Submission Deadline.
Consultancy Agreement	The contract to be executed after the completion of the competitive bidding procedure between the Authority and the Preferred Bidder.
Consultant	A professional who can provide its services in overall event management as further detailed in Section 5 (Terms of Reference)
Data Sheet	Such part of the instructions to Bidders that is used to reflect specific assignment conditions.
Day	Calendar day including holiday.
Government	The Government of Pakistan
Instructions to Bidders	(Section 2 of the RFP) Means a document that provides Bidders with all the necessary information to prepare their proposals.
Key Professional Staff	Means the professionals assigned by the Firm/Company/Sole Proprietor to undertake assignment as listed under the Evaluation Criteria.
Most Advantageous Bid	A Bid or Proposal for services that after meeting the eligibility criteria, is found substantially responsive to the terms and conditions as set out in the request for proposals document and evaluated as the highest ranked on the basis of cost.
Preferred Bidder	The successful Bidder that will be selected by the Procuring Agency.

Procuring Agency	Capital Development Authority, Islamabad
Project	The Islamabad Hospitality Summit
Submission Deadline	The deadline for submitting their plan as given in the Data Sheet.
Request for Proposal / RFP	This document, the Request for Proposal prepared by the Procuring Agency for the selection of Firm/Company/Sole Proprietor.
PP Rules	Public Procurement Rules 2004, amended from time to time.
Terms of Reference (TOR)	The document included at Section 5 in the RFP explaining the objectives, scope of work operations, and tasks to be done, respective roles of the Procuring Agency and the Consultant, and expected results and deliverable of the assignment.

2.2 INTRODUCTION

- 2.2.1 The Procuring Agency named in the Data Sheet will select a firm/organization (the Consultant) in accordance with the method of selection specified in the Data Sheet.
- 2.2.2 The Bidders are invited to submit a Technical Proposal and a Financial Proposal together as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract Agreement with the Preferred Bidder.
- 2.2.3 Bidders should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Bidders may liaise with Procuring Agency's representative named in the Data Sheet to gain better insight into the Assignment.
- 2.2.4 Bidders shall bear all costs associated with the preparation and submission of their Proposals and contract negotiation, if any. The Procuring Agency reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Bidders in line with PP Rules.
- 2.2.5 While submitting the Technical Proposal, the composition of the proposed team and task assignment to individual personnel shall be clearly stated.
- 2.2.6 In case a firm is proposing Key Professional Staff from educational/research institutions, a 'No Objection Certificate' from the concerned institution shall be enclosed with the CV of such person.

2.3 Bidding Process Timetable

ACTIVITY	DATE
Issuance of RFP	19-06-2026
Pre-Bid Meeting/Conference	24-06-2026 (11:00 AM)
Bids Submission Deadline	06-07-2026
Bid Evaluation Report	07-07-2026 (T-1)
Letter of Award	Within a Week Days after T-1

2.4 Conflict of Interest

- 2.4.1 Bidders are required to provide professional, objective, and impartial advice and holding the Procuring Agency interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Bidder or the termination of its contract, as the case may be.
- 2.4.2 Without limitation on the generality of the foregoing, Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
- A Bidder that has been engaged by the Procuring Agency to provide goods, works or services other than consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.

- ii. A Bidder or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Bidder to be executed for the same or for another Procuring Agency.
- iii. A Bidder that has a business or family relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Consultancy Agreement, may not be awarded a contract, unless the conflict stemming from this relationship has been resolved.

2.5 Conflicting Relationships

2.5.1 Government officials and civil servants may be hired as consultants only if:

- i. They are on leave of absence without pay;
- ii. They are not being hired by the agency they were working for, six months prior to going on leave; and
- iii. Their employment would not give rise to any conflict of interest.

2.6 Fraud and Corruption

2.6.1 It is Government's policy that Consultants under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency follows the provisions in PP Rules which defines:

"Corrupt practices" which means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

"Fraudulent practices" which means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation"

2.7 Integrity Pact

2.7.1 Pursuant to Rule 7 of PP Rules, Bidder undertakes to sign an Integrity pact in accordance with prescribed format attached (Section 7).

2.8 Only one Proposal

2.8.1 Bidders may only submit one Proposal. If a Bidder submits or participates in more than one Proposals, such Bids shall be disqualified. Participation of the same sub-consultant, including individual experts, in more than one Bid is not allowed.

2.9 Bid Validity

2.9.1 The Data Sheet indicates Bid Validity Period. During this period, Bidders shall maintain the availability of Key Professional Staff nominated in the Proposal. The Procuring Agency will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Agency may request Bidders to extend the validity period of their Proposals. Bidders who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Bidders may submit new staff in replacement, who would be considered in the final evaluation for contract award. Bidders who do not agree have the right to refuse to extend the validity of their Proposals.

2.9.2 Bidders shall submit required Bid Security in the required form, along with Technical Proposal defined in the Data Sheet. Bid Security shall be returned to the unsuccessful bidders once the Consultancy Agreement has been signed with the Preferred Bidder or the validity period has

expired. The Bidder shall provide the Bid Security in accordance with the PP Rules acceptable to the Procuring Authority. The Bid shall be summarily rejected if it is not accompanied with the Bid Security.

2.10 Clarification and Amendment in RFP Documents

- 2.10.1 Bidders may request for a clarification of contents of the RFP and Draft Contract Agreement in writing by the date mentioned in the Data Sheet, and Procuring Agency shall respond to such queries by the date mentioned in the Data Sheet, provided they are received at least one calendar day prior to the Pre-Bid Conference. The Procuring Agency shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry. Should the Procuring Agency deem it necessary to amend the RFP as a result of clarifications, it shall do so, at its sole discretion.
- 2.10.2 At any time before the submission of Proposals, the Procuring Agency may amend the RFP by issuing an addendum/ corrigendum in writing. The addendum shall be sent to all Bidders (or uploaded on website of Public Procurement Regulatory Authority (PPRA) and/or Procuring Agency) and will be binding on them. To give Bidders reasonable time in which to take an amendment into account in their Proposals the Procuring Agency may, if the amendment is substantial, extend the Submission Deadline.

2.11 Preparation of Proposals

- 2.11.1 In preparing their Proposal, Bidders are expected to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of personnel) in providing the information requested may result in rejection of a Proposal.
- 2.11.2 The Proposal must be prepared in two separate parts in a single envelope:

Part 1: Technical Proposal
Part 2: Financial Proposal

2.12 Language

- 2.12.1 The Proposal as well as all related correspondence exchanged by the Bidders and the Procuring Agency shall be written in English. However, it is desirable that the firm's personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

2.13 Technical Proposal Format and Content

- 2.13.1 While preparing the Technical Proposal, Bidders must give particular attention to the following:
- It is desirable that majority of the Key Professional Staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
 - Proposed Key Professional Staff must, at a minimum, have the experience indicated in the Evaluation Criteria as given in Section 6, preferably working under similar geographical condition.
- 2.13.2 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):
- A brief description of the Firm/Company/Sole Proprietor and an outline of recent experience on assignments (Form Tech-2) of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.

- ii. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Procuring Agency (Form Tech-3).
- iii. A detailed description of the proposed methodology, work plan for performing the assignment, staffing (Form Tech-4).
- iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Form Tech-5).
- v. Any additional information requested in the Data Sheet.

The Technical Proposal shall not include any financial information.

2.14 Financial Proposal

- 2.14.1 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the Assignment. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

2.15 Taxes

- 2.15.1 The Consultant will be subject to all applicable taxes including stamp duty and service charges at prevailing rates unless exempted by relevant tax authority.

2.16 Submission, Receipt, and Opening of Proposals

- 2.16.1 Proposals shall contain no interlineations or overwriting. Submission letter for the proposal should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4 and shall be signed by the authorized representative of the Consultants. All pages of the original Technical and Financial Proposals shall be numbered in ascending order, be initialed and stamped by an authorized representative of the Consultants. In each case, the authorization (of authorized representative) shall be in the form of a duly notarized power of attorney accompanying the Proposal in the form provided in Section 9.
- 2.16.2 All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 2.16.3 The electronic bids must be submitted by using EPADS on or before bid closing date and time. Manual bids shall not be accepted. Electronic bids will be opened on the same day at bid opening time on www.eprocure.gov.pk. Any bid which is not uploaded on EPADS will not be considered and such bids shall be considered nonresponsive.
- 2.16.4 The hardcopy of Proposals shall be placed in single envelope clearly marked “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” followed by name of the assignment, and with a warning “**DO NOT OPEN.**”
- 2.16.5 The Proposals must be sent to the address indicated in the Data Sheet and received by the Procuring Agency no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any Proposal received by the Procuring Agency after the Submission Deadline shall be returned unopened. In order to avoid any delay arising from the postal or Procuring Agency’s internal dispatch workings, Consultants should ensure that Proposals to be sent through couriers should reach a day before the Submission Deadline.

2.17 Bid Security

- 2.17.1 A Bid submitted by each Bidder must be accompanied by a Bid Security in an amount of PKR 1,500,000/- which shall remain valid for a period of at least twenty-eight (28) days beyond the original Bid Validity Period making it a total of one hundred and eighteen (118) days from the Proposal Deadline.
- 2.17.2 The Bid Security submitted by the Unsuccessful Bidders shall be released to the unsuccessful Bidders upon signing of the Consultancy Agreement with the Preferred Bidder.
- 2.17.3 Any Bid not accompanied by the required Bid Security or accompanied by a Bid Security in an amount less than the requirement mentioned in 2.17.1 or other than in the required form by this RFP shall be, in each case, rejected by the Government as non-responsive. It is further clarified that no Bid Security in the form of insurance guarantee shall be entertained.
- 2.17.4 The Bid Security may be en-cashed by the Procuring Agency in the following circumstances:
- In the case of Preferred Bidder, if it fails within the specified times to:
 - Comply with the instructions laid down in the Letter of Acceptance within the time period stipulated therein;
 - Sign the Consultancy Agreement within 30 days of issuance of Letter of Acceptance;
 - In case the Bid Security expires prior to the date falling twenty-eight (28) days beyond the original Bid Validity Period;
 - In case of an occurrence of Consultant's event of default in terms of the Consultancy Agreement; and / or
 - Firm/Company/Sole Proprietor withdraws its Bid during the Bid Validity Period;
- 2.17.5 Successful Bidder shall be required to submit Performance Security before the contract signing equivalent to 10% of the total amount of the assignment. The performance security should be in the form of a Pay Order/Demand Draft in favor of "Drawing and Disbursing Officer (Secretariate), CDA".

2.18 Eligibility Criteria

- 2.18.1 Registration with Federal Board of Revenue (FBR) and other relevant tax authority (if applicable) and must be active tax payer at the time of Bid submission.
- 2.18.2 The Bidder must be a registered entity within Pakistan as per Applicable Laws.
- 2.18.3 The Bidder must have overall operating experience of a minimum 10 years.
- 2.18.4 The Bidder must have experience of organizing at least 10 or more conferences or summits during the last five (05) years. (At least 5 International Conference or Summits)
- 2.18.5 The Bidder must have annual turnover of at least PKR 200 million in the last financial years, verifiable from audited financial statements or Annual Tax Return.
- 2.18.6 The Bidder is not blacklisted by any department of Government of Pakistan or any provincial governments in Pakistan. An affidavit from bidder shall be signed and submitted with Technical Proposal (Section 8).
- 2.18.7 The Firm/Company/Sole Proprietor has submitted all the required documents as listed in **Section 6**, in the required form and manner.



Note: Authentic evidence in the form of contract or Event National Coverage or Scheduled Plan or Report or media coverage report duly signed stamp by the Firm/Company. The Procuring Agency reserves the right to verify any experience under Form Tech-2 (B) and in case of non-production of any document for verification purposes, acceptable to the Procuring Agency shall result in non-scoring of that particular credential.

2.19 Proposal Evaluation

- 2.19.1 The Proposal that is found to be most advantageous in terms of the Eligibility Criteria (submit all the documents), as specified in this RFP document, will be declared Preferred Bidder.
- 2.19.2 The Procuring Agency shall first check eligibility and responsiveness of Technical Proposals as per the eligibility criteria/technical qualification criteria. The responsive/eligible bids will be declared "PASS" and non-responsive/ineligible bids will be declared "FAIL".
- 2.19.3 The responsiveness of the Financial Proposals of responsive bids will be checked as per the criteria specified, and the Lowest Evaluated Bid shall be declared Preferred Bid.
- 2.19.4 From the time the Proposals are opened to the time the contract is awarded, the Bidders should not contact the Procuring Agency on any matter related to its Technical and/or Financial Proposal. Any effort by any Bidder to influence the Procuring Agency in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the Bidder's Proposal. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

2.20 Evaluation of Technical Proposals

- 2.20.1 The Procuring Agency shall evaluate the Technical Proposals on the basis of their responsiveness to the Evaluation Criteria, Terms of Reference and completion of mandatory documents as specified in this RFP document. Each responsive Proposal will be declared "PASS". A Proposal shall be rejected at this stage if it fails to achieve the Eligibility Criteria. Proposals of those Bidders who are declared "FAIL" shall be returned.

2.21 Evaluation of Financial Proposals

- 2.21.1 The total prices as per the Financial Proposal shall be read aloud and recorded. The Procuring Agency will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

2.22 Negotiations

- 2.22.1 Negotiations may be held at the date and address to be communicated by the Procuring Agency. The invited Bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all Key Professional Staff. Failure in satisfying such requirements may result in the Procuring Agency proceeding to negotiate with the next-ranked Bidder. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude Consultancy Agreement.

2.23 Availability of Professional staff/experts

- 2.23.1 The Firm/Company/Sole Proprietor must submit list of Key Professional Staff as per the performa. Moreover, the Key Professional Staff team will be made an integral part of the Services Contract. Having selected the Bidder on the basis of, inter alia, an evaluation of

proposed professional staff, the Procuring Agency expects to negotiate Service Agreement on the basis of the professional staff named in the Proposal.

2.24 Award of Acceptance

- 2.24.1 After completing negotiations, the Procuring Agency shall issue Letter of Acceptance (LoA) to the Preferred Bidder and within seven days of the award of contract, Procuring Agency shall publish on the website of PPRA and on its own website, if such a website exists, the result of the bidding process, identifying the bid through procuring identifying number, if any and the following information, evaluation report, letter of award, bill of quantity or schedule of requirement, as the case may be.
- 2.24.2 After publishing of award of contract, the Preferred Bidder is required to submit Performance Security as indicated in Data Sheet.

2.25 Confidentiality

- 2.25.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the LOA. The undue use by any Bidder of confidential information related to the process may result in the rejection of its Proposal.

2.26 Schedule of Deliverables

S.No.	Deliverables	Timeline (from signing of Services Contract)	Payment
1	Detailed event plan and timelines	1 Week	10%
2	Marketing and sponsorship plan	1 Week	30%
3	Successful execution of the Summit	2 Weeks	30%
4	Post-event report including media coverage and publications	3 Weeks	30%
			100%

** The timeline is from signing of Services Agreement for each deliverable*



DATA SHEET

The following specific data shall supplement the provisions in the Document.

	Project Name	Islamabad Hospitality Summit
1	Address of Procuring Agency	Address: Dy Director General Resources CDA Head office, Sector G-7/4, Islamabad, Tel: 051-9252035 Email: dir.pppjv@cda.gov.pk
2	Focal Person/Project Director of the Project	Designation: Director PPP&JV Address: Room No 124, First Floor, Planning Wing; CDA G-7/4, Islamabad Email: dir.pppjv@cda.gov.pk
3	Address for Submission of Bids	Director PPP&JV Resources Wing, Chairman Secretariate, CDA CDA Head Quarters G-7/4, Islamabad Tel: 051-9252035
4	Pre-bid Meeting	Time: 11:00 AM Date: 24-6-2026 Address: Office of DG Resources, Block-V, CDA Secretariat G-7/4, Islamabad.
5	Submission Deadline date and time	12:30 P.M Pakistan time on 6th July, 2026
6	Bid Opening	01:00 P.M Pakistan time on 6th July, 2026
7	Envelopes	The prospective bidders are required to submit their bids online through EPADS at www.eprocure.gov.pk before opening time. Original Bids in accordance with the provision of Rule 36(b) of Public Procurement Rules-2004 must be submitted in the office of Dy. DG Resources on date and time as per RFP. “ORIGINAL PROPOSAL” DOCUMENTS IN TECHNICAL PROPOSAL (one original and two copies) or FINANCIAL PROPOSAL (one original and two copies) as appropriate; and, DO NOT OPEN, EXCEPT IN PRESENCE OF THE PROCURING AGENCY on outer envelope.
8	Language of Bid and correspondence	English
9	Bid Validity Period	90 days from the Submission Deadline.
10	Evaluation Criteria	A specified in section 2.18

11	Method of Selection	Most Advantageous Bid
12	Bid Security	The proposer will provide Bid Security amounting to PKR1,500,000/- in the shape of Pay Order/ CDR issued by a scheduled commercial bank operating in Pakistan in the name of “Drawing and Disbursing Officer (Secretariate), CDA”.
13	Performance Guaranteed	The successful firm/company/sole proprietor shall provide Performance Security amounting equal to 10% of the Contract Amount in the form of Pay Order/ CDR issued by a scheduled commercial bank operating in Pakistan in the name of “Drawing and Disbursing Officer (Secretariate), CDA”. before signing of the Contract.
14	Contract Stamping	Duly stamped @ 0.35% of Bid Price by successful bidder at its own cost OR as per applicable rates.
15	Tax Liability	The Procuring Agency shall only deduct income tax on services according to FBR Rules and Rates. Bidders has to assess all other applicable taxes while quoting the Bid Price in the Financial Proposal.



SECTION 3: TECHNICAL PROPOSAL – STANDARD FORMS

[Comments in brackets [] provide guidance to the Consultants for the preparation of their Technical Proposals; they should be deleted from the Technical Proposals to be submitted.]

Form TECH-1. Technical Proposal Submission Form

Form TECH-2. Firm/Company/Sole Proprietor Organization and Experience

A – Firm/Company/Sole Proprietor Organization

B – Firm/Company/Sole Proprietor Experience

Form TECH-3. Comments and Suggestions on the Terms of Reference

Form TECH-4. Description of Approach, Methodology and Work Plan for Performing the Assignment

Form TECH-5. Team Composition and Task Assignment

Bid Security in Form of Pay order /CDR amounting to PKR 1,500,000/- issued by Schedule Bank of Pakistan addressed to “Drawing and Disbursing Officer (Secretariate), CDA”. should reach in the office before the opening of Technical Bid.

**FORM TECH-1.****TECHNICAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To:

Director PPP&JV
Capital Development Authority
Islamabad

Dear Sir:

We, the undersigned, offer to provide the consulting services for [insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: *[Insert a list with full name and address of each associated Consultant]*

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We undertake, if our Bid is accepted, to initiate the consulting services related to the Assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,
Yours sincerely,

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____



FORM TECH-2. ORGANIZATION AND EXPERIENCE

A – Firm/Company/Sole Proprietor Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]



B – Firm/Company/Sole Proprietor Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]

Assignment Name:	Country:	
Location within Country:	Professional Staff Provided by your firm	
Name of Client:	No. of Staff:	
Authorized Representative: (Name & Designation)		
Telephone:		
Email:		
Address:	No. of Staff Months:	
Start Date (Month / Year)	Completion Date (Month / Year)	Approx. Value of Services: (in current PKR) :
Name of Association Firm(s) if any:	No. of Months of Professional Staff provided by Associated Firm(s)	
Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of actual services provided by your staff within the assignment:		

Firm's Name: _____

Note: Authentic evidence in the form of contract or Event National Coverage or Scheduled Plan or Report or media coverage report dully signed stamp by the Firm/Company



FORM TECH-3. COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE

On the Terms of Reference (TORs)

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

1.

2.

3.

4.

5.

..

..

Understanding of the Assignment



FORM TECH-4. DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

The approach and methodology will be detailed precisely under the following topics.

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- 1) **Technical Approach and Methodology.** *In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*
- 2) **Work Plan.** *In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Procuring Agency), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TORs and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form-VIII.*
- 3) **Organization and Staffing.** *In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*



FORM TECH-5. TEAM COMPOSITION AND TASK ASSIGNMENT

I. Professional Staff					
S. No	Name	Firm	Area of expertise	Position	Task Assignment
1					
2					
3					
4					
5					



SECTION 4: FINANCIAL PROPOSAL – STANDARD FORMS

[Comments in brackets [] provide guidance to the Consultants for the preparation of their Financial Proposals; they should be deleted from the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under Section 2. Such Forms are to be used as per the selection method.

- Form FIN-1. Financial Proposal Submission Form
- Form FIN-2. Summary of Costs

**FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To:

Director PPP&JV

Capital Development Authority
Islamabad

Subject: Providing Event organizing Services for Islamabad Hospitality Summit

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹].

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet.

Yours faithfully,

Authorized Signature [*In full and initials*]_____

Name and Title of Signatory _____

Name of Firm _____

Address_____

[*The Financial Proposal is to be filled strictly as per the format given in RFP.*]

¹ Amounts must coincide with the ones indicated under Total Cost of Financial Proposal in Form FIN-2.

**FORM FIN-2 SUMMARY OF COSTS (in Local Currency PKR)**

Description	Percentage (%)	Amount (in Rs)
Detailed event plan and timelines	10%	
Marketing and sponsorship plan	30%	
Successful execution of the Summit	30%	
Post-event report including media coverage and publications	30%	
Total Costs inclusive of all applicable taxes	100%	

Note:

- i. Total Costs inclusive of taxes shall be considered for financial evaluation
- ii. No escalation shall be payable during the services

SECTION 5: TERMS OF REFERENCE

5.1 Project Background

Islamabad, the capital city of Pakistan, stands as a symbol of the nation's progress, with its modern infrastructure, scenic landscapes, and a reputation for being one of the safest and most organized cities in the country. Aligned with the CDA Master Plan 2040 and Pakistan Tourism Vision 2035, the CDA is organizing Hospitality Summit to showcase prime hospitality investment opportunities, attract local and foreign investors, and promote the development of hotels, resorts, serviced apartments, and MICE infrastructure in Islamabad and surrounding tourist corridors. The Summit will also highlight policy facilitation measures and strengthen inter-agency coordination to accelerate investment approvals and sector growth.

The objective of the Summit is to bring together key stakeholders from the hospitality, tourism, investment, and public sectors to promote investment opportunities, policy dialogue, and sectoral growth.

5.2 The Assignment

5.2.1 The preferred bidder shall be required to provide end-to-end planning and execution of the Hospitality Summit, including but not limited to:

- a. Event Planning & Concept Development
 - Development of event theme, concept, and branding
 - Agenda design and session planning
 - Identification and coordination of speakers and panelists
- b. Logistics & Operations
 - Venue identification and management
 - Event production (stage, audio-visuals, lighting)
 - Participant registration and management
 - Protocol and coordination
- c. Marketing & Outreach
 - Media engagement and PR management
 - Digital Marketing (Pre-and Post-Summit) and social media campaigns
 - Summit Creatives – Design, Installation & printings
- d. Investor/Industry (Guest) & Speaker engagement
 - Identification and invitation of potential investors/industry members & speakers
 -
- e. Event Execution & Reporting
 - On-ground event management
 - Arrangements for a hybrid event, live-streamed (Facebook, LinkedIn and YouTube)
 - Post Summit Promotion, reporting, documentation, and media coverage

5.3 Deliverables

- Detailed event plan and timelines
- Marketing and outreach plan
- Successful execution of the Summit
- Post-event report including media coverage and publications.

SECTION 6: DOCUMENTS CHECKLIST

S.No.	Document	Status (Yes/No)
1	Technical Proposal Submission Form (TECH 1)	
2	Firm/Company/Sole Proprietor's Organization and Experience (TECH 2) A – Organization B – Experience	
3	Comments and Suggestions on the Terms of Reference (TECH 3)	
4	Description of Approach, Methodology and Work Plan for Performing the Assignment (TECH 4)	
5	Team Composition and Task Assignment (TECH 5)	
6	Registration with the Federal Board of Revenue (FBR) and other relevant tax authorities, along with Active Taxpayer certificate	
7	Registration certificate (registered entity within Pakistan as per Applicable Laws)	
8	Documentary proof of experience of Firm/Company/Sole Proprietor (minimum 10 yrs) (Date of Registration of Firm)	
9	Experience of organizing at least 10 or more conferences or summits during the last five (05) years. (At least 5 International Conference or Summits)	
10	Annual turnover of at least PKR 200 million in the last financial years, verifiable from audited financial statements or Annual Tax Return.	
11	Integrity Pact (Section 7)	
12	Affidavit (Section 8)	
13	Power of Attorney (Section 9)	
14	Financial Proposal Submission Form (Form Fin-1)	
15	Summary of Costs (Form Fin-2)	
16	Bid Security	



SECTION 7: INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS

Contract No. _____ Dated _____

Contract Value: _____

Contract Title: _____

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by Government through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] 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 Government, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Supplier] 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 Government under any law, contract or other instrument, be voidable at the option of Government.

Notwithstanding any rights and remedies exercised by Government in this regard, [name of Supplier] agrees to indemnify Government for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government.

Name of Buyer:

Signature:

[Seal]

Name of Seller/Supplier:

Signature:

[Seal]

SECTION 8: AFFIDAVIT

To:

Director PPP&JV

Capital Development Authority

Islamabad

Re: Event Organizing services for Islamabad Hospitality Summit

[Date]

Pursuant to the Request for Proposal document dated [*Please insert the Date*] in respect of the Project, hereby represents and warrants that, as of the date of this letter:

- (a) Is not in bankruptcy or liquidation proceedings;
- (b) Not convicted of fraud, corruption collusion or money laundering;
- (c) Is not aware of any conflict of interest or potential conflict of interest arising from previous or existing contracts or relationships that could have a significant impact on its ability to fulfill its obligations under the Consultancy Contract;
- (d) Does not fall within any of the circumstances for ineligibility listed in Section 2.18 (Basic Eligibility Criteria) of the Request for Proposal. Yours Sincerely,

Authorized Signature

Name and Title Signatory

Name of Firm

Address

SECTION 9: POWER OF ATTORNEY

[On Stamp Paper of the required value]

[To be notarized]

Know all men by these presents, we, _____ [*insert name and address of the registered office of the firm*] do hereby constitute, appoint and authorize Mr./ Ms. _____ [*insert name and father name*] who is presently employed with [*us or the Lead Member of our Consortium*] and holding the position of _____ as our Attorney, to do in our name and on our behalf, all or any of the acts, deeds or things necessary or incidental to the our bid for providing consultancy services in relation to the development of Cluster of 5-Star Hotels in Islamabad (the “**Project**”), including signing, authenticating and submission of application / proposals (technical and financial) and affidavits, participating in conferences, responding to queries, submission of information / documents and generally to represent us in all its dealings with the Capital Development Authority, any other Government entity or any person, in connection with the Project until culmination of the process of bidding and thereafter till the execution of relevant Project documents.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For and on behalf of [*insert name of the relevant Consortium Member*]

Signature _____

Name, Title and: _____

Address: _____

Signature of the Attorney _____

Name, Title and: _____

Address of the Attorney: _____

Witnesses

Signature: _____

Name: _____

CNIC No.: _____

Signature: _____

Name: _____

CNIC No.: _____

Note:

- a. In case of a consortium, a separate power of attorney (on this format) to be provided/executed by each member of the consortium (including Lead Member) in favor of a representative and attorney of the Lead Member of the consortium.
- b. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- c. For a power of attorney executed and issued overseas, the same will also have to be legalized by the Pakistan Embassy and notarized in the jurisdiction where the power of attorney is being issued.

CONTRACT AGREEMENT

Islamabad Hospitality Summit

This Event Management Agreement (“Agreement”) is made on this ____ day of _____ 2026,

Between:

Capital Development Authority (CDA)
(hereinafter referred to as the “Client”)

AND

[Event Management Firm Name]
(hereinafter referred to as the “Service Provider”)

1. Background

CDA intends to organize the Islamabad Hospitality Summit to showcase hospitality investment opportunities, promote tourism, and facilitate stakeholder engagement in alignment with national development strategies.

The Service Provider has the expertise to plan, manage, and execute such events.

2. Scope of Services

The Service Provider shall provide end-to-end event management services, including but not limited to:

2.1 Event Planning & Concept Development

- Development of event theme, concept, and branding
- Agenda design and session planning
- Identification and coordination of speakers and panelists

2.2 Logistics & Operations

- Venue identification and management including tea and lunch arrangement
- Event production (stage, audio-visuals, lighting)
- Participant registration and management
- Protocol arrangements and coordination

2.3 Marketing & Outreach

- Media engagement and PR management
- Digital marketing (pre- and post-event) and social media campaigns
- Design, printing, and installation of summit creatives

2.4 Sponsorship & Partnerships

- Identification and onboarding of sponsors
- Stakeholder engagement with private sector and development partners

2.5 Event Execution & Reporting

Capital Development Authority (CDA)

Ph: 051-9252614

Web: www.cda.gov.pk

- On-ground event management
- Hybrid event arrangements (live streaming via Facebook, LinkedIn, YouTube)
- Post-event promotion, reporting, and documentation

3. Deliverables

The Service Provider shall deliver the following:

- Detailed event plan with timelines
- Marketing and outreach strategy
- Successful execution of the Summit
- Post-event report including media coverage and publications

4. Duration

This Agreement shall commence on _____ and remain in effect until completion of all deliverables, unless terminated earlier in accordance with this Agreement.

5. Payment Terms

- Total Contract Value: PKR _____
- Payment shall be made as follows:

Description	Percentage (%)	Amount (in Rs)
Detailed event plan and timelines	10%	
Marketing and sponsorship plan	30%	
Successful execution of the Summit	30%	
Post-event report including media coverage and publications	30%	
Total Costs inclusive of all applicable taxes	100%	

Note: All payments shall be subject to satisfactory performance and is inclusive of all the related expenditures for the services specified in Section 2 (Scope of Services) including venue and meal charges, advertisements and applicable taxes.

6. Roles and Responsibilities

6.1 Client Responsibilities

- Provide strategic direction and approvals
- Facilitate coordination with relevant government stakeholders
- Provide timely feedback on submissions

6.2 Service Provider Responsibilities

- Ensure timely and quality delivery of all services
- Maintain professional standards and compliance with applicable laws
- Manage all vendors, subcontractors, and event operations

7. Performance Standards

The Service Provider shall perform services with due diligence, efficiency, and in accordance with best industry practices.

8. Securities And Guarantees

8.1. Performance Security

The Concessionaire shall provide Performance Security equal to 10% of the Total Annual FR plus FFR in amount in the form of an irrevocable bank guarantee from a scheduled bank of Pakistan, valid for the Concession Period plus six (6) months.

8.2. Encashment

The encashment of Performance Security may be exercised when the Concessionaire defaults/violates any of the agreed terms & conditions.

8.3. Refund

The Performance Security shall be refunded upon expiry of the Term, after clearance of all outstanding liabilities.

9. Confidentiality

Both parties agree to keep confidential all information obtained during the course of this Agreement and not disclose it without prior written consent.

10. Disputes Resolutions

Both parties agree to keep confidential all information obtained during the course of this Agreement and not disclose it without prior written consent.

10.1 Amicable Settlement

The Parties shall attempt to resolve any dispute through good faith negotiations within thirty (30) days of written notice.

10.2 Arbitration

Failing amicable settlement, any dispute, controversy or claim arising out of or in connection with this Agreement shall be referred to arbitration under the Arbitration Act, 1940. The arbitration shall be conducted in Islamabad by a sole arbitrator mutually appointed by the Parties. The award of the sole arbitrator shall be final and binding upon the Parties.

10.3 Governing Law

This Agreement shall be governed by the laws of Pakistan.

11. Consequences on Non-performance of Assignment

- i. CDA will en-cash the Performance Security;
- ii. CDA may terminate the Agreement immediately along with blacklisting;

12. Termination

12.1 The Client may terminate the Agreement in whole or in part at any time by submitting not less than thirty (15) days written Notice of such termination to the Firms/Company/Sole Proprietor if the Client determines, in its sole and absolute discretion, that a termination is in its best interest or if the mandate, policies and/or funding of the Client applicable to the performance of the

Agreement is curtailed, changed or terminated. Such Notice shall state that termination is for the Client's convenience, the extent to which performance of Services is terminated, and the termination date. Unless otherwise instructed by the Client, the Consultant shall stop work immediately on receipt of Notice and follow the instructions of the Client.

12.2 In the event of a termination for convenience, the Firms/Company/Sole Proprietor shall be entitled to be paid for the Services satisfactorily and properly performed by the Consultant prior to the effective date of termination, provided however that the Client may advise the Consultant to conclude any ongoing assignments being performed by the Consultant.

13. INDEMNIFICATION

13.1 To the fullest extent permitted by law, the Firms/Company/Sole Proprietor agrees to indemnify and hold harmless the Client from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any third party against the Client, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to:

- (a) allegations or claims that the possession of or use by the Client of any patented device, any copyrighted material, or any other goods, property or services provided or licensed to the Client under the terms of the Agreement, in whole or in part, separately or in a combination contemplated by the Consultant's published specifications therefore, or otherwise specifically approved by the Firms/Company/Sole Proprietor, constitutes an infringement of any patent, copyright, trademark, or other intellectual property right of any third party; or
- (b) any willful misconduct, action, omission or gross negligence of the Firms/Company/Sole Proprietor, or anyone directly or indirectly employed by them in the performance of the Agreement, which give rise to legal liability to anyone not a party to the Agreement, including, without limitation, claims and liability in the nature of a claim for workers' compensation.

13.2 The Client shall inform the Firms/Company/Sole Proprietor of any such suits, proceedings, claims, demands, losses and liability within a reasonable period of time after having received actual notice thereof.

13.3 The obligations set out herein shall survive the expiration or termination of the Agreement.

14. FORCE MAJEURE

14.1 Neither Party shall be liable to the other for any Delay in performing or failure to perform its obligations under the Agreement if the Delay or failure is caused by Force Majeure.

14.2 In the event of Force Majeure, the affected Party shall promptly notify the other Party in writing of the relevant circumstances. Such notification shall include the nature of the event of Force Majeure, the obligations the performance of which has been prevented as a result of the event of Force Majeure, the likely duration of the event of Force Majeure and the steps that the affected Party is taking to limit the effect of and to bring an end to the event of Force Majeure. Unless otherwise directed by the Client in writing, the Consultant shall continue to perform its obligations under the Agreement to the extent possible notwithstanding the existence of an event of Force Majeure and undertake reasonable alternative means to perform the obligations affected

by the event of Force Majeure. The affected Party shall promptly notify the other Party as soon as the event of Force Majeure ceases to exist and the affected Party is able to resume the performance of its obligations under the Agreement.

14.3 Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's experts, subcontractors or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Agreement, and avoid or overcome in the carrying out of its obligations hereunder.

15. GOVERNING LAW AND LANGUAGE

15.1 This Agreement shall be governed and interpreted according to the laws of Pakistan without regard to conflict of laws principles.

15.2 The Agreement is in English, which shall be the binding and controlling language on matters relating to the meaning and/or interpretation of the Agreement, unless otherwise specified in the Agreement. Notices and other correspondences pertaining to the Agreement that the Parties may exchange shall likewise be in English.

16. TAX

16.1 Payments shall be made to the Firm/Company/Sole Proprietor after compulsory deduction of all applicable taxes. The Firm/Company/Sole Proprietor shall be responsible to pay any taxes, duties, fees or other impositions which may be levied on or in connection with the Agreement and performance of the Services in Pakistan or in any other country, the amount of which is deemed to have been included in the payment duly payable under the Agreement. The Client shall not be liable to reimburse any such taxes.

IN WITNESS WHEREOF the Parties hereto, acting through their representatives thereunto duly authorized, have caused this Agreement to be signed in their respective names as of the date below written and for this Agreement to be executed with effect from the date above written.

For and on behalf of [.]

Signed by:

For and on behalf of [.]

Signed by:

Name:
Title/Position

Name:
Title/Position:

Date:_____

Date:_____

1.

1.

Signature:

Signature:

Witnesses Name:
Identification No.:

2.

Signature:
Witnesses Name:
Identification No.:

Witnesses Name:
Identification No.:

2.

Signature:
Witnesses Name:
Identification No.: