

Pre-Qualification Document

PRE-QUALIFICATION OF FIRMS FOR EVENT MANAGEMENT SERVICES (Non-Consultancy Services)

National

Single Stage-One Envelope



July 14, 2026

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INVITATION FOR PRE-QUALIFICATION

PROCUREMENT OF NON-CONSULTING SERVICES

1. The **Federal Directorate of Education. (Federal Directorate of Education (FDE))** has reserved Funds for the procurement planned for FY **2026-27**. The **Federal Directorate of Education. (Federal Directorate of Education (FDE))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**PRE-QUALIFICATION OF FIRMS FOR EVENT MANAGEMENT SERVICES**" with the reference of "**P60065**"
2. The **Federal Directorate of Education. (Federal Directorate of Education (FDE))** intends to pre-qualify service providers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to the bidding process.
3. The objective of the intended pre-qualification is the provision of "**PRE-QUALIFICATION OF FIRMS FOR EVENT MANAGEMENT SERVICES**" through subsequent signing of contract with successful bidders, and the purpose of this Pre-qualification Notice is to provide the very basic information to enable potential applicants to decide whether or not to respond to this Pre-qualification Notice.
4. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants.
5. The pre-qualification process is open to all **National** Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the Federal Directorate of Education. (Federal Directorate of Education (FDE)) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/procurements/60065>**.
6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or

before **Wednesday, July 29, 2026 03:45 PM**. E-applications will be opened using **EPADS v2.0** on the same day at **Wednesday, July 29, 2026 04:15 PM**. Manual submission of applications shall not be entertained. Those service providers who have not yet registered on the new version of **EPADS v2.0** may register themselves at <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>.

In terms of Rule 48 of Public Procurement Rules, 2004, a Grievance Redressal Committee (GRC) is notified for the subject procurement and the notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalification Documents

1. **Scope of Application**

1.1. In connection with the “**Invitation for Prequalification**”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Pre-qualification.

3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Secondary Procurement process, and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of

communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

4. Eligible Applicants

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the Contract conditions that apply.

The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.

All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Contract Agreement. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. Eligibility (in terms of Nationality)

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. Sections of Prequalification Documents

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures PART 2 Supply Requirements

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

6.8. Section VII – Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7. Clarification of Pre-qualification Documents and Pre-Application Meeting

7.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective

Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / **EPADS v2.0** as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Pre-qualification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. Amendment of Prequalification Documents

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**.

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and **EPADS v2.0**.

Provided that an Applicant who had already submitted their Applications

prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **EPADS v2.0**.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:

Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. Cost of Applications

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Pre-qualification process.

10. Language of Application

10.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. Documents Comprising the Application

11.1. The Application shall comprise the following:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

11.2. **Application Submission Letter**

11.2.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

11.3. **Documents Establishing the Eligibility of the Applicant**

11.3.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

11.4. **Documents Establishing the Qualifications of the Applicant**

11.4.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

11.4.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

11.4.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

11.4.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

11.4.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

11.4.4. The documentary evidence of the Applicant's qualifications to conclude a contract Agreement, shall establish to the Procuring Agency's satisfaction:

11.4.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

11.4.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. Submission of the Applications through EPADS v2.0

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally

authorized signatories.

16. **Deadline for Submission of Applications**

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. **Confidentiality**

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through **EPADS v2.0**.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **EPADS v2.0**

19. **Clarification of Applications**

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through **EPADS v2.0**

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. Responsiveness of Applications

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. Margin of Preference

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification.

22. Sub-contractors

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. Evaluation of Applications

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

24. Procuring Agency's Right to Accept or Reject Applications

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

25. Pre-qualification of Applicants

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring

Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. Notification of Prequalification

26.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **EPADS v2.0**.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

27. Request for Bids

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through **EPADS v2.0**.

28. Changes in Qualifications of Applicants

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of "Invitation to Bids".

29. Redressal of Grievances

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-48 of Public Procurement Rules, 2004.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. Mechanism of Blacklisting

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-19 of Public Procurement Rules, 2004 read with "Mechanism for Blacklisting Regulations, 2024".



Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS Clause No

ITA No

Amendments of, and Supplements to, Clauses in the Instructions to Applicants

A. General

PDS Clause No 1

ITA No 1.1

Identification Number of the Invitation for Prequalification: **P60065**

The Procuring Agency is: **Federal Directorate of Education. (Federal Directorate of Education (FDE))**

List of Service Contracts:

See section services and Lots

PDS Clause No 2

ITA No 2.1

The name of Procuring Agency is: **Federal Directorate of Education. (Federal Directorate of Education (FDE))**

The name of Project / Procurement is: **PRE-QUALIFICATION OF FIRMS FOR EVENT MANAGEMENT SERVICES**

PDS Clause No 3

ITA No 4.2

Maximum number of members in a Joint Venture (JV): **Nil**

PDS Clause No 4

ITA No 4.5

A list of debarred firms and individuals is available on PPRA website: **<https://ppra.gov.pk>**

B. Contents of the Prequalification Document

PDS Clause No 5

ITA No 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

PDS Clause No 6

ITA No 7.1 & 8.2

Information related to Prequalification shall be published on: **EPADS v2.0**

PDS Clause No 7

ITA No 7.2

Pre-Application Meeting: **Clarification Date: Thursday, July 23, 2026**

Pre-Bid Meeting: Thursday, July 16, 2026 11:00 AM

Venue: Rohtas road, G-9/4 Islamabad.

C. Preparation of Applications

PDS Clause No 8

ITA No 10.1

This Prequalification Document has been issued in the language: **English**

PDS Clause No 9

ITA No 11.1(d)

Additional documents to be submitted through EPADS v2.0:

1. Any documents mentioned in annexures must be provided

PDS Clause No 10

ITA No 14.2

Source for determining exchange rates: **Not Applicable**

D. Submission of Applications

PDS Clause No 11

ITA No 16.1

Deadline for Application Submission:

Day: **Wednesday**

Date: **Wednesday, July 29, 2026**

Time: **03:45 PM**

PDS Clause No 12

ITA No 17.1

Opening of Applications shall be conducted through: **EPADS v2.0**

Day: **Wednesday**

Date: **Wednesday, July 29, 2026**

Time: **04:15 PM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

E. Procedures for Evaluation of Applications

PDS Clause No 13

ITA No 21.1

Margin of Domestic Preference: **Not Applicable**

(Applicable only if authorized in Procurement Plan)

PDS Clause No 14

ITA No 29.1

Prequalification-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency's decision not to prequalify an Applicant

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Any	NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN) FBR (GSTN) SECP

Eligibility Criteria	Document
National Tax Certificate and Sales Tax Registration Certificate.	Yes
Strong association / demonstrated experience with event management services, supported by relevant registration/certification, if any, held by the firm.	Yes
The company must have establishment experience of a minimum of one (01) year (attach SECP registration for companies, or NTN registration/Registrar of Firms certificate for others).	Yes
Affidavit on stamp paper of Rs. 100 from the bidder stating that: (a) the bidder is not blacklisted by the Procuring Agency and/or by PPRA for all procuring agencies; (b) the documents/photocopies provided with the bid are authentic; (c) an affidavit for correctness of information; (d) the bidder shall comply with all terms & conditions of the contract & bidding documents; (e) the quoted prices are not more than the market price / price offered to any other institute.	Yes
Participating firms/bidders must be registered with the e-Pak Acquisition & Disposal System (EPADS).	Yes

Bid Security amounting to Rs. 200,000/- in the prescribed form, submitted both through EPADS and in hard copy.	Yes
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Evaluation Criteria

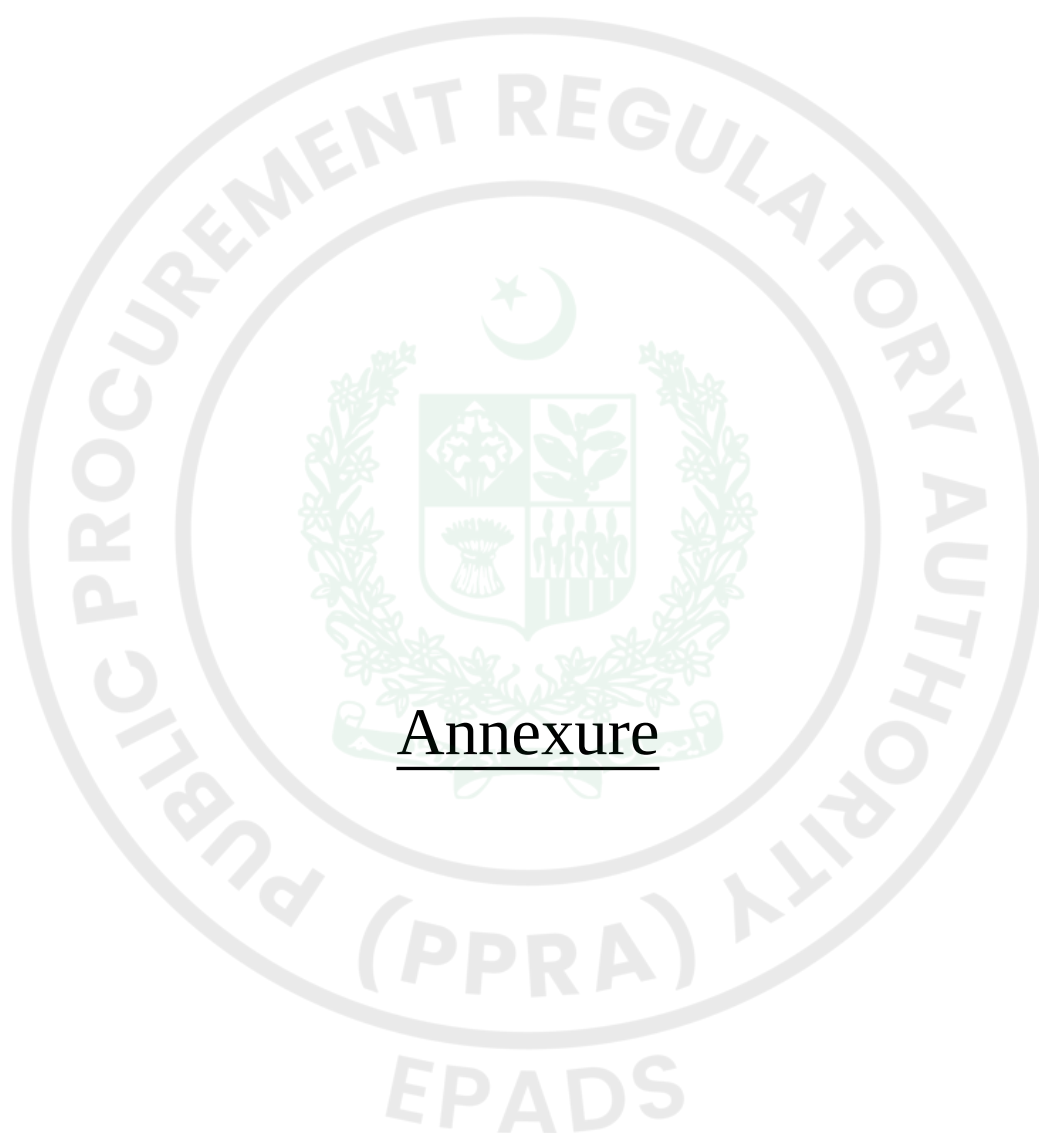
Quality Based Selection (QBS)

Technical Marks	100
Passing Marks	70
Firm Profile & Registration	
Registered for 15 years & above = 20 Marks; 10-14 years = 15 Marks; 05-09 years = 10 Marks (Qualitative)(Doc Required)	20
15 years or above (20)	
10-14 years (15)	
5-9 years (10)	
Financial Strength (Average Annual Turnover during the last three Financial Years)	

Rs.10-20 Million = 05 Marks; Rs.21-30 Million = 10 Marks; Rs.31-40 Million = 15 Marks; Rs.41-50 Million = 20 Marks; Above Rs.50 Million = 25 Marks (Qualitative)(Doc Required)	25
Above 50 Million (25)	
41-50 Million (20)	
31-40 Million (15)	
21-30 Million (10)	
10-20 Million (5)	
Relevant Experience in Event Management	
10 or more successfully completed assignments = 25 Marks; 07-09 assignments = 20 Marks; 05-06 assignments = 15 Marks; 03-04 assignments = 10 Marks (supported by work orders/completion certificates (Qualitative)(Doc Required)	25
10 or more successfully completed assignments (25)	
7-9 completed assignments (20)	
5-6 completed assignments (15)	
3-4 completed assignments (10)	
Experience with Government / Autonomous Bodies / International Organizations / Reputed Private Sector	

10 or more clients = 20 Marks; 05-09 clients = 15 Marks; 03-04 clients = 10 Marks; 01-02 clients = 05 Marks (Qualitative)(Doc Required)	20
10 or more clients (20)	
5-9 clients (15)	
3-4 clients (10)	
1-2 clients (5)	
Technical Capacity / Human Resource	
Availability of qualified Project Manager, Event Coordinator, Graphic Designer, Sound & Lighting Team, Photography/Videography Team and Protocol Staff (supported by documentary evidence). (Qualitative)(Doc Required)	10
Financial Marks	20
Litigation / Financial Default	
Total Marks	20





Annexure

Manual Bid (pre-qualification) document

any requirement mentioned in this document must mandatorily be met.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Manual Bid (pre-qualification) document** (page number: 32)





Procurement Forms

Past Construction Experiences

See Form Under Additional Forms and Documents: **Past Construction Experiences** (page number: 48)

Contractor's Key Personnel Representative and Their Schedules

See Form Under Additional Forms and Documents: **Contractor's Key Personnel Representative and Their Schedules** (page number: 54)

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 58)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 59)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 61)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 62)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 64)





Additional Forms and Documents

GOVERNMENT OF PAKISTAN
FEDERAL DIRECTORATE OF EDUCATION
Ministry of Federal Education & Professional Training
Islamabad

TENDER / BIDDING DOCUMENT

For

PRE-QUALIFICATION OF FIRMS FOR EVENT MANAGEMENT SERVICES

Bid Submission (Closing) Date and Time: 28th July, 2026 by 10:30 A.M.

Bid Opening Date and Time: 28th July, 2026 by 11:00 A.M

Pre Bid Meeting: 16th July, 2026 at 11:00 am

Section-I: Invitation to Bid

**Government of Pakistan
Federal Directorate of Education (FDE)
Ministry of Federal Education & Professional Training**

PRE-QUALIFICATION OF FIRMS / SERVICE PROVIDERS FOR EVENT MANAGEMENT SERVICES

Federal Directorate of Education (FDE), Ministry of Federal Education & Professional Training invites sealed proposals from well-reputed service providers/firms, under an Open Framework Contract, having their own office setup based in Rawalpindi & Islamabad, registered with the Income Tax and Sales Tax Departments, for their pre-qualification for **“Event Management Services for FDE”**.

Only the pre-qualified firms for the above-mentioned service shall be entitled to participate in the RFQ process, i.e. Invitation to Technical/Financial Bids, which will be called manually from the enlisted pre-qualified firms who have signed the agreement/contract with the Federal Directorate of Education.

Interested firms may download the Instructions to Bidders (ITB) from the website of the Ministry of Federal Education and Professional Training <https://www.mofept.gov.pk>, the website of FDE, and the website of PPRA <https://www.ppra.org.pk>. The proposals must be submitted electronically through the PPRA EPADS (www.eprocure.gov.pk) on or before 28th July, 2026 by 10:30 A.M., and will be opened on the same day at 11:00 A.M. A pre Bid meeting shall be held on 16th July, 2026 at 11:00 am in FDE Committee room. The applications shall be accompanied by bid security of Rs.200,000/- in favour of DDO, FDE. The FDE / M/o FE&PT reserves the right to reject all applications under PPRA Rules 2004, as amended from time to time.

Chairman Procurement Cell

**Federal Directorate of Education (FDE)
Ministry of Federal Education & Professional Training, Islamabad
051-9261728**

Section-II: Introduction

The Federal Directorate of Education (FDE) functions under the administrative control of the Ministry of Federal Education & Professional Training and is responsible for the management of federal government educational institutions in the Islamabad Capital Territory and Garrison towns across Pakistan.

The Federal Directorate of Education (FDE) invites bids for pre-qualification of firms through E-Procurement, from registered/incorporated firms and service providers who are registered with the Sales Tax and Income Tax Departments and maintaining their own independent offices, to participate in the pre-qualification process as per PPRA Rules 2004 (amended from time to time), for the provision of “***Event Management Services***” on an Open Framework Contract basis:

The services of the firm/service provider are required under section 2(gb) of PPRA Rules 2004:

"Framework agreement" means a contractual arrangement which allows a procuring agency to procure goods, services or works that are needed continuously or repeatedly at agreed terms and conditions over an agreed period of time, through placement of a number of orders.

This being an Open Framework Contract, the Directorate may enlist additional firms found technically responsive at any time during the currency of the contract, in accordance with PPRA Rules 2004 (amended from time to time), and shall thereafter call RFQs manually from all the enlisted pre-qualified firms as and when the requirement arises.

TERMS & CONDITIONS (GENERAL)

The intending bidders participating in the bidding process shall provide the following documents along with their bids:

- Bid Security amounting to Rs. 200,000/- (Rupees Two Hundred Thousand Only) in the form of Bank Draft / Pay Order / CDR in favour of DDO, FDE, M/o FE&PT, to be submitted both through EPADS and in hard copy.
- Bids submitted through EPADS before the closing date and time are mandatory.
- Minimum Five (05) year of reputable experience working with public and private sector organizations, including INGOs and UN Agencies, with a business history in Event Management from the date of establishment/incorporation of the firm.
- An affidavit on stamp paper stating that the company/firm has not been blacklisted on any grounds whatsoever, and is not being proceeded against or involved in any litigation. This certificate shall remain operative till the finalization of the procurement.
- Bank Certificate / Statement / Audited Accounts, evidencing financial soundness.

- Company Profile.
- General Sales Tax Registration Number.
- Proof of NTN and Income Tax Payee status.
- Firm/Company Registration Certificate (SECP / Registrar of Firms, as applicable).

INSTRUCTIONS FOR BIDDERS

- This procurement of services shall be governed by the Public Procurement Regulatory Authority Rules, 2004 (amended from time to time).
- The Bid Document containing details of the above requirements will be available on the websites of FDE, M/o FE&PT, and PPRA, and on EPADS, immediately after publication of the Tender Notice.
- The Procuring Agency may reject all the bids at any time prior to acceptance of any bid, as laid down in Rule 35 of the PPRA Rules, 2004 (amended from time to time).
- All interested bidders are advised to submit all required documents through EPADS only.
- The proposals of the firms shall be opened through EPADS, after completion of the E-Procurement procedure by PPRA.
- If the day of submission/opening of bids is declared a holiday, the bids shall be submitted/opened on the next working day.

Section-III: Instructions to Bidders

GENERAL INSTRUCTIONS

A. General

1. Scope of Application In connection with the Invitation for Pre-qualification, the Procuring Agency issues this Pre-qualification Document to applicants interested in bidding for Event Management Services for FDE. This pre-qualification is carried out to ensure that only capable firms are invited to submit bids. Procuring Agency means the Federal Directorate of Education (FDE) under the Ministry of Federal Education and Professional Training, Islamabad.

2. Corrupt Practice In pursuance of this policy, the following terms are defined:

- (i) "Corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
- (ii) "Fraudulent practice" is 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.
- (iii) "Collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
- (iv) "Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- (v) "Obstructive practice" is deliberately destroying, falsifying, altering, or concealing evidence material to the investigation, or making false statements to investigators to materially impede an investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation.
- (vi) The Procuring Agency will reject an application for pre-qualification if it determines that the applicant recommended for pre-qualification has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question.
- (vii) The Procuring Agency will sanction a firm or individual, including declaring it ineligible, either indefinitely or for a stated period, to be awarded a contract, if it determines at any time that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing, the contract.

3. Eligible Applicants

3.1 The Invitation to Bid is open to all firms/companies/sole proprietor service providers registered with the relevant Registration Authorities and Tax Departments/Authorities (Income Tax, Sales Tax, etc.) and registered on the e-Procurement System (EPADS).

3.2 Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.

3.3 Bidders shall not be under a declaration of blacklisting by the Procuring Agency. During the procurement process/execution of the contract, if the firm/bidder is blacklisted by any Government department, other Procuring Agency, or PPRA, and such blacklisted bidder wants to execute the contract awarded after its blacklisting, the bidder/firm shall provide a 100% Bank Guarantee against the awarded contract value; in case the bidder declines to do so, the Procuring Agency may proceed with the second lowest evaluated bidder.

3.4 A Bidder may be ineligible if:

- The Bidder is declared bankrupt or, in the case of a company or firm, insolvent;
- Payments in favour of the Bidder are suspended in accordance with the judgment of a court of law, other than a judgment declaring bankruptcy, resulting in the total or partial loss of the right to administer and dispose of its property;
- Legal proceedings are established against such Bidder involving an order suspending payments, which may result in a declaration of bankruptcy or any other situation entailing the total or partial loss of the right to administer and dispose of the property;
- The Bidder is convicted, by a final judgment, of any offence involving professional conduct;
- The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices, or consistent performance failure, in accordance with section 2(b) of PPRA Rules 2004, read with Rule 19;
- The firm, supplier, or contractor is blacklisted/debarred by any international organization.

B. Contents of the Pre-qualification Document

4. Sections of Pre-qualification Document

4.1 The document for pre-qualification of Applicants (hereinafter "Pre-qualification Document") consists of all the sections indicated below and should be read in conjunction with any addendum, if issued.

4.2 The "Invitation for Pre-qualification" is part of the Pre-qualification Document. In case of discrepancies between the Invitation for Pre-qualification and the Pre-qualification Documents, the Pre-qualification Documents shall take precedence.

4.3 The Applicant is expected to examine all instructions, forms, and terms in the Pre-qualification Document and to furnish all information or documentation required by the Pre-qualification Document.

4.4 As this pre-qualification pertains solely to Event Management Services, firms shall submit their bids accordingly for this single service.

5. Clarification of Pre-qualification Document

5.1 A prospective Applicant requiring any clarification of the Pre-qualification Document shall communicate its query through EPADS. The Procuring Agency will respond in writing through EPADS to any request for clarification, provided that such a request is received no later than ten (10) days prior to the deadline for submission of applications. The Procuring Agency may forward copies of the clarification(s) to the applicants, or upload the clarification(s) on the websites of FDE and M/o FE&PT, seven (7) days prior to the application submission date.

6. Amendment of Pre-qualification Document

6.1 At any time prior to the deadline for submission of applications, the Procuring Agency may amend the Pre-qualification Document by issuing addenda.

6.2 Any addendum issued shall be part of the Pre-qualification Document and shall be uploaded on the websites of FDE and M/o FE&PT, as well as on EPADS.

6.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Procuring Agency may, at its discretion, extend the deadline for submission of applications.

C. Preparation of Application

7. Cost of Applications

7.1 The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the pre-qualification process.

8. Language of Application

8.1 The application, as well as all correspondence and documents relating to the pre-qualification exchanged between the Applicant and the Procuring Agency, shall be written in the English language. Supporting documents and printed literature forming part of the application may be in another language, provided they are accompanied by an accurate English translation of the relevant passages, which shall govern for purposes of interpretation. All such documents shall be signed and stamped by the applicant.

9. Application Submission

9.1 The Applicant shall submit its application, along with supporting documents, for participation in the process through EPADS only.

10. Documents Establishing the Eligibility of the Applicant

10.1 To establish its eligibility, the Applicant shall complete the application and submit it as per the schedule mentioned in the Invitation for Pre-qualification.

11. Documents Establishing the Qualifications of the Applicant

11.1 To establish its qualifications to perform the contract in accordance with the relevant sections, qualification criteria, and requirements, the Applicant shall provide the information as requested in Annexures C and D of this document.

12. Signing of the Application

12.1 The complete application shall be submitted through EPADS only.

D. Submission of Application

13. Deadline for Submission of Applications

13.1 Applicants shall submit their applications, through EPADS no later than 28th July, 2026 by 10:30 A.M.

13.2 The Procuring Agency may, at its discretion, extend the deadline for submission of applications by amending the Pre-qualification Document, in which case all rights and obligations of the Procuring Agency and the Applicants, subject to the previous deadline, shall thereafter be subject to the deadline as extended.

14. Opening of Applications

14.1 The Procuring Agency shall open all applications on 28th July, 2026 at 11:00 A.M., at the office of the Chairman Procurement Cell, FDE, using EPADS for the electronically submitted bids.

14.2 The Procuring Agency shall prepare a record of the opening of applications that shall include the name and other details of each Applicant.

E. Procedures for Evaluation of Applications

15. Confidentiality

15.1 Information relating to the evaluation of applications and recommendations for pre-qualification shall not be disclosed to Applicants or any other persons not officially concerned with such process, until notification of pre-qualification is made to all Applicants.

15.2 From the deadline for submission of applications to the time of notification of the results, any Applicant wishing to contact the Procuring Agency on any matter related to the pre-qualification process may do so only through EPADS or in writing to the Chairman Procurement Cell, FDE.

16. Clarification of Applications

16.1 To assist in the evaluation of applications, the Procuring Agency may, at its discretion, ask any Applicant for a clarification of its application, which shall be submitted within a stated reasonable period, only through EPADS or in writing.

16.2 If an Applicant does not provide clarification of the information requested by the deadline, its application shall be evaluated on the basis of the information and documents available at the time of evaluation.

17. Responsiveness of Applications

17.1 All applications not responsive to the requirements of the Pre-qualification Document, shall be rejected.

F. Evaluation of Applications and Pre-qualification of Applicants

18. Evaluation of Applications

18.1 The Procuring Agency shall use the factors, methods, criteria, and requirements defined in the Evaluation Criteria (Annexure-D) to evaluate the qualifications of the Applicants.

18.2 The Procuring Agency may inspect the office/site of the applicant for verification of its claims. Physical verification of the data contained in the application shall be conducted by an Inspection Team. A firm shall not be considered if a variation is found between the submitted data and the ground reality.

19. Procuring Agency's Right to Accept or Reject Applications

19.1 The Procuring Agency reserves the right to accept or reject all applications and to annul the pre-qualification process, at any time, without thereby incurring any liability to Applicants, as per PPRA Rules 2004.

19.2 After pre-qualification, the Directorate may review the pre-qualification status of any firm on the basis of serious complaints and may terminate its status, if proved.

20. Pre-qualification of Applicants

20.1 Applicants whose applications meet the specified requirements, including the minimum qualifying marks prescribed in Annexure-D, shall be pre-qualified by the Procuring Agency.

21. Notification of Pre-qualification

21.1 Once the Procuring Agency has completed the evaluation of applications, it shall notify all Applicants through EPADS, indicating their status as qualified or ineligible.

21.2 As this is an Open Framework Contract, the Directorate reserves the right to enlist additional firms found technically responsive at any subsequent stage, in accordance with PPRA Rules 2004.

21.3 The pre-qualification awarded shall remain valid for a period of two (02) years from the date of notification.

22. Invitation to Bid (RFQ)

22.1 After notification of the results of the pre-qualification, the Procuring Agency shall call the Technical & Financial Bids (RFQ) manually from the enlisted pre-qualified firms, as and when

the requirement for Event Management Services arises. RFQs under this framework contract shall not necessarily be routed through EPADS and may be issued manually to the enlisted firms.

23. Constitution of Grievance Redressal Committee

23.1 The Procuring Agency shall constitute a Grievance Redressal Committee (GRC) comprising an odd number of persons with proper power and authorization to address complaints. The GRC shall not include any member of the Procurement Evaluation Committee. The Committee must include one subject specialist, depending on the nature of the procurement.

23.2 Any party or applicant may file a written complaint against the eligibility parameters or any other terms and conditions prescribed in the pre-qualification or bidding documents, found contrary to the provisions of the Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application/proposal submission deadline.

23.3 Any bidder feeling aggrieved by any act of the Procuring Agency after submission of its bid may lodge a written complaint concerning its grievance not later than seven (07) days after the announcement of the technical evaluation report, and five (05) days after issuance of the final evaluation report.

23.4 In case the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.

23.5 In case the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on the technical evaluation report, provided that the complainant may raise an objection on any part of the final evaluation report where a single-stage one-envelope bidding procedure is adopted.

23.6 The GRC shall investigate and decide upon the complaint within ten (10) days of its receipt.

23.7 Any bidder or the Procuring Agency not satisfied with the decision of the GRC may file an appeal before the Appellate Committee of PPRA, on the prescribed format, after depositing the fee prescribed in the Redressal of Grievance Regulations, 2021.

23.8 The Committee, upon receipt of an appeal against the decision of the GRC, complete in all respects, shall serve notices in writing upon all parties to the appeal.

23.9 The Committee shall call the record from the concerned Procuring Agency or the GRC, as the case may be, and the same shall be provided within the prescribed time.

23.10 The Committee may, after examination of the relevant record and hearing all concerned parties, decide the complaint within fifteen (15) days of receipt of the appeal.

23.11 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the Committee shall be final.

Annex-A

SUPPLIER DECLARATION

(On Letterhead of the Applicant)

To:

Dated: _____

Chairman Procurement Cell
Federal Directorate of Education (FDE)
Ministry of Federal Education & Professional Training
Islamabad

I declare that:

- I am authorized to represent the Firm specified in this pre-qualification application as the "Firm" for the purpose of pre-qualification of Event Management Services for FDE.
- All information provided in this application is current and correct, and the firm has no reservations with these Pre-Qualification Documents.
- This application contains all the information as prescribed in the Pre-Qualification Document.
- The Firm shall abide by all the rules and regulations formulated by the Government of Pakistan.
- The Firm shall notify the Procuring Agency of all changes and variations to the required services.
- The bidder is not blacklisted by any public sector procuring agency of Pakistan and/or by PPRA for any procuring agency.

Name of the Firm: _____

Name & Capacity of the Authorized Contact Person: _____

Signature of the Authorized Contact Person: _____

Date: _____

Stamp of the Firm:

Annexure-B

Profile and General Information of Event Management Agency

Registered Name of Firm: _____

Registered Address: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

Web Address: _____

Contact Person Name: _____

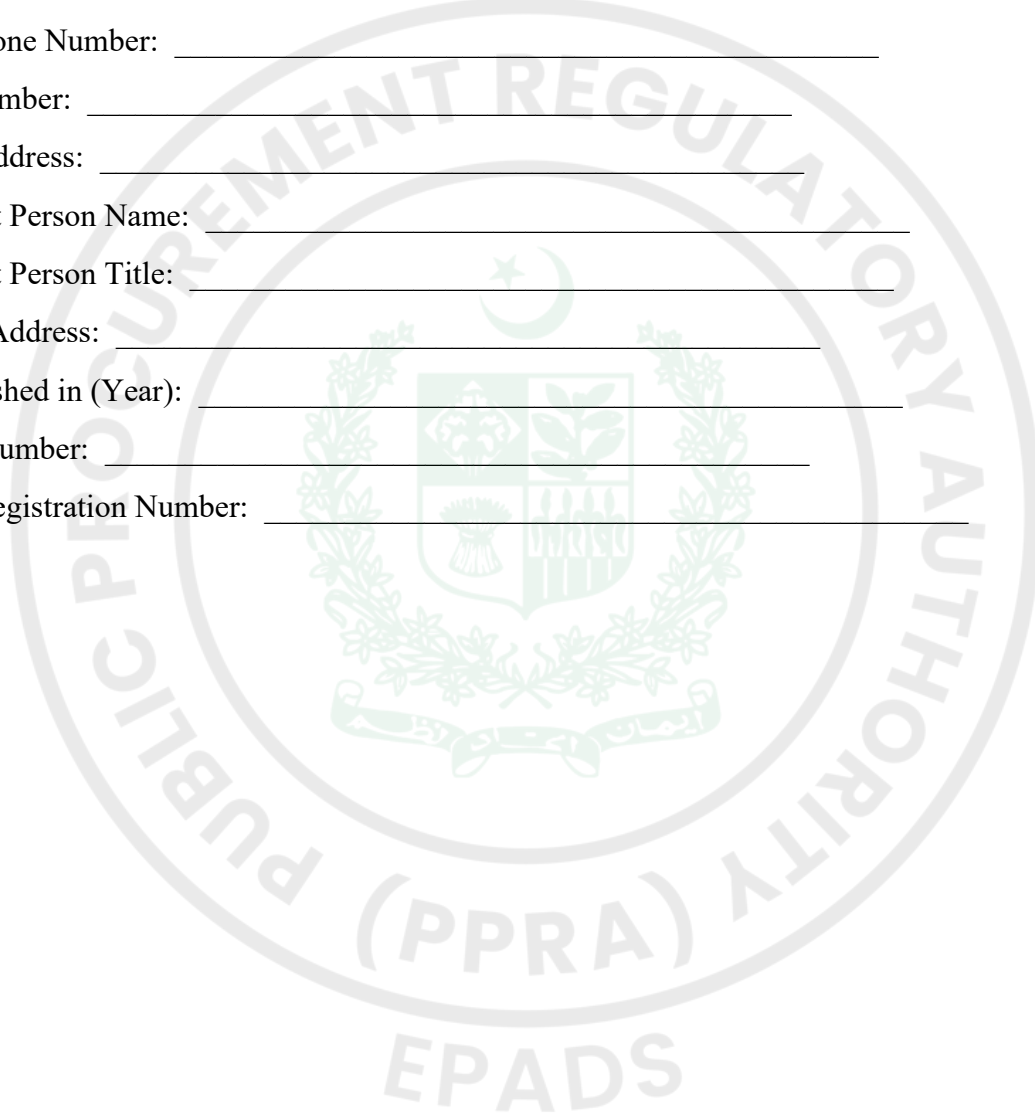
Contact Person Title: _____

Email Address: _____

Established in (Year): _____

NTN Number: _____

GST Registration Number: _____



Annexure-C**Technical Eligibility Criteria for Pre-Qualification of Event Management Services**

Sr. No.	Eligibility Criteria	Status
1	National Tax Certificate and Sales Tax Registration Certificate.	Mandatory
2	Strong association / demonstrated experience with event management services, supported by relevant registration/certification, if any, held by the firm.	Mandatory
3	The company must have establishment experience of a minimum of one (01) year (attach SECP registration for companies, or NTN registration/Registrar of Firms certificate for others).	Mandatory
4	Affidavit on stamp paper of Rs. 100 from the bidder stating that: (a) the bidder is not blacklisted by the Procuring Agency and/or by PPRA for all procuring agencies; (b) the documents/photocopies provided with the bid are authentic; (c) an affidavit for correctness of information; (d) the bidder shall comply with all terms & conditions of the contract & bidding documents; (e) the quoted prices are not more than the market price / price offered to any other institute.	Mandatory
5	Participating firms/bidders must be registered with the e-Pak Acquisition & Disposal System (EPADS).	Mandatory
6	Bid Security amounting to Rs. 200,000/- in the prescribed form, submitted both through EPADS and in hard copy.	Mandatory

Annexure-D
Evaluation Criteria

S. No.	Evaluation Parameters	Marks Distribution	Assigned Marks	Obtained Marks
1	Firm Profile & Registration	Registered for 15 years & above = 20 Marks; 10–14 years = 15 Marks; 05–09 years = 10 Marks	20	
2	Financial Strength (Average Annual Turnover during the last three Financial Years)	Rs.10–20 Million = 05 Marks; Rs.21–30 Million = 10 Marks; Rs.31–40 Million = 15 Marks; Rs.41–50 Million = 20 Marks; Above Rs.50 Million = 25 Marks	25	
3	Relevant Experience in Event Management	10 or more successfully completed assignments = 25 Marks; 07–09 assignments = 20 Marks; 05–06 assignments = 15 Marks; 03–04 assignments = 10 Marks (<i>supported by work orders/completion certificates</i>)	25	
4	Experience with Government / Autonomous Bodies / International Organizations / Reputed Private Sector	10 or more clients = 20 Marks; 05–09 clients = 15 Marks; 03–04 clients = 10 Marks; 01–02 clients = 05 Marks	20	
5	Technical Capacity / Human Resource	Availability of qualified Project Manager, Event Coordinator, Graphic Designer, Sound & Lighting Team, Photography/Videography Team and Protocol Staff (supported by documentary evidence).	10	
		Total Marks	100	

Qualifying Marks: 70 Marks

Notes:

- Only firms obtaining **70 or more marks** shall be declared technically qualified and shall be enlisted under the Framework Agreement.
- Documentary evidence shall be provided in support of each claim; otherwise, no marks shall be awarded.
- Work orders shall preferably be supported by Completion Certificates or Satisfactory Performance Certificates issued by the respective clients.
- The Procuring Agency reserves the right to verify any information submitted by the bidder. Any false or misleading information shall render the bidder liable to disqualification.

Scope of Work for Event Management Services

1. Planning & Coordination

- Understanding event objectives and requirements.
- Developing event plans, schedules, and timelines, inside and outside FDE premises, in coordination with the administration team.
- Coordination with stakeholders, vendors, and service providers.

2. Venue Management

- Venue selection and booking.
- Layout planning (stage, seating, stalls, booths, etc.).
- Compliance with safety and regulatory requirements.
- Arrangement of air conditioners/heaters as per weather requirements.

3. Logistics & Operations

- Arrangement of transport, accommodation (if required), and on-site support.
- Set-up of furniture, stage, sound, lighting, and multimedia equipment.
- Provision of power backup, internet, and technical support.

4. Creative & Promotional Support

- Designing event theme, branding, and decor.
- Printing of backdrops, banners, brochures, and other promotional materials.
- Media coverage, photography, and videography.

5. Guest & Protocol Management

- Invitations, RSVP, and registration desks.
- Hospitality arrangements (refreshments, meals, giveaways).
- Protocol and security arrangements for VIPs.

6. Execution & Supervision

- On-site management and troubleshooting.
- Coordination of sessions, activities, and performances.
- Crowd management and safety protocols.

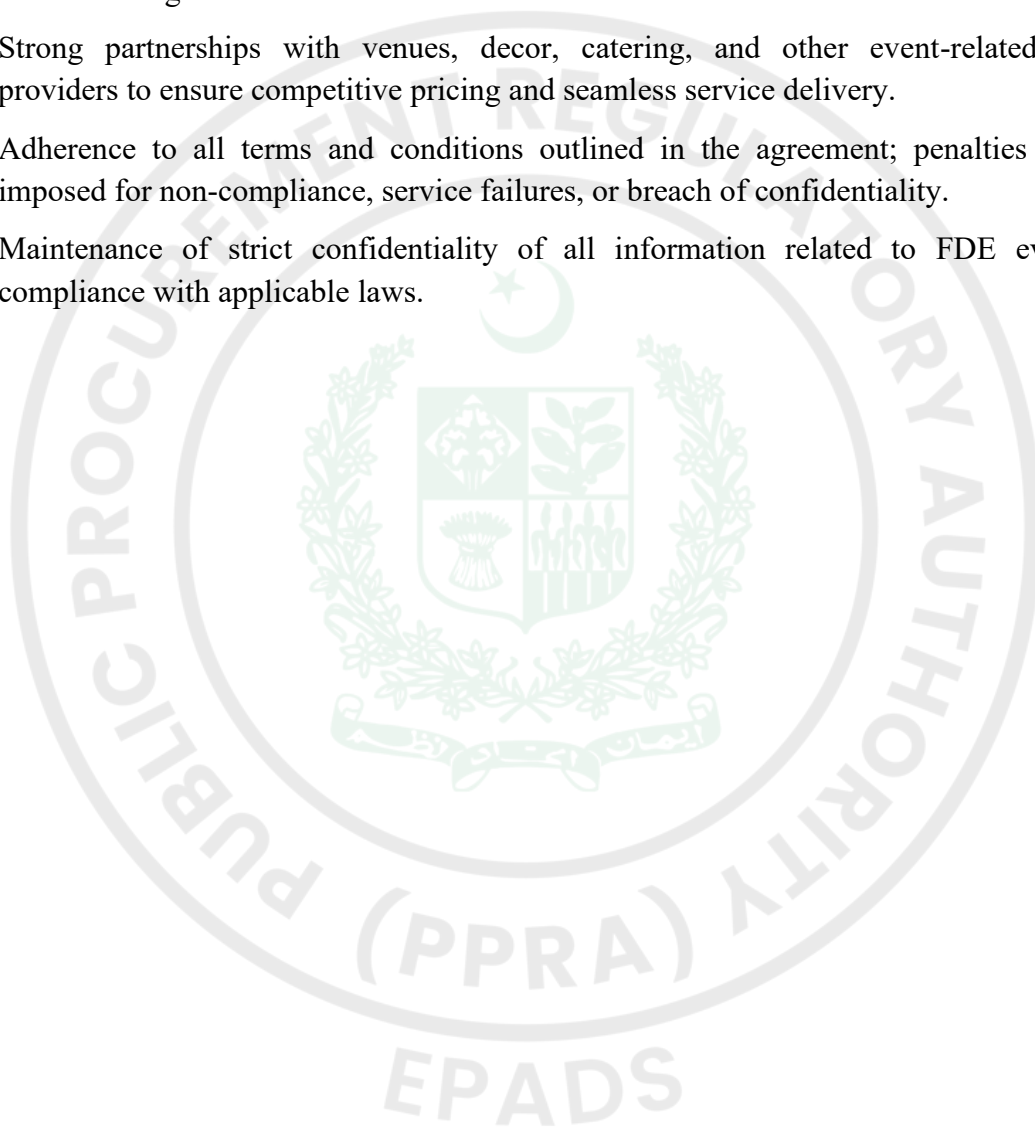
7. Post-Event Services

- Dismantling and clearance of the venue.

- Submission of an event report (with photographs/videos) from professional photographers.
- Feedback collection and recommendations for improvement.

8. Experience & Compliance Requirements

- Demonstrated experience in managing events for large organizations, preferably in the education or government sector.
- Strong partnerships with venues, decor, catering, and other event-related service providers to ensure competitive pricing and seamless service delivery.
- Adherence to all terms and conditions outlined in the agreement; penalties shall be imposed for non-compliance, service failures, or breach of confidentiality.
- Maintenance of strict confidentiality of all information related to FDE events, in compliance with applicable laws.



CONSTRUCTION EXPERIENCE

Form EXP - 4.1 General Construction Experience

Bidder's Name: _____

Date: _____

JV Member's Name _____

Bid Reference No. (if any) and title: _____

Page _____ of _____ pages

Starting Year	Ending Year	Contract Identification	Role of Bidder
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	

Form EXP - 4.2(a)
Specific Construction and Contract Management Experience

Bidder's Name: _____

Date: _____

JV Member's Name _____

Bid Reference No. (if any) and title: _____

Page _____ of _____ pages

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Sub-contractor ☐
Total Contract Amount				PKR equivalent
If member in a JV or sub-contractor, specify participation in total Contract amount				
EMPLOYER's Name:				
Address:				
Telephone/fax number				
E-mail:				

Form EXP - 4.2(a) (cont.)
Specific Construction and Contract Management Experience (cont.)

Similar Contract No.	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Construction rate for key activities	
6. Other Characteristics	

Form EXP - 4.2(b)
Construction Experience in Key Activities

Bidder's Name: _____

Date: _____

Bidder's JV Member Name: _____

Sub-contractor's Name (if any): _____

Bid Reference No. (if any) and title: _____

Page _____ of _____ pages

All Sub-contractors for key activities must complete the information and Qualification Criteria and Requirements, Sub-Factor 4.2.

1. Key Activity No One: _____

Information				
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Sub-contractor ☐
Total Contract Amount	PKR equivalent			
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)	Actual Quantity Performed (i) x (ii)	
Year 1				
Year 2				
Year 3				
Year 4				
EMPLOYER's Name:				
Address:				
Telephone/fax number				

	Information
E-mail:	

2. Activity No. Two

3.

	Information
Description of the key activities in accordance with Section III:	

Form EXP - 4.2 (c)
Specific Experience in Managing ES aspects

[The following table shall be filled in for contracts performed by the Bidder, and each member of a Joint Venture]

Bidder's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

Bid Reference No. (if any) and title: *[insert ICB/NCB number and title]*

Page *[insert page number]* of *[insert total number]* pages

1. Key Requirement no 1 in accordance with 4.2 (c): _____

Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Subcontractor ☐
Total Contract Amount			PKR	
Details of relevant experience				

2. Key Requirement no 2 in accordance with 4.2 (c): _____
3. Key Requirement no 3 in accordance with 4.2 (c): _____
4. [PA define key requirements]

Contractor's Representative and Key Personnel Schedule

Bidders should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

Contractor' Representative and Key Personnel

1.	Title of position:	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
2.	Title of position:	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
3.	Title of position:	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
4.	Title of position:	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>

	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
5.	Title of position:	
	Name of candidate	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
6.	Title of position: <i>[insert title]</i>	
	Name of candidate	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

**Form PER-2:
Resume and Declaration
Contractor's Representative and Key Personnel**

Name of Bidder

Position [#1]: <i>[title of position from Form PER-1]</i>		
Personnel information	Name:	Date of birth:
	Address:	E-mail:
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency: <i>[language and levels of speaking, reading and writing skills]</i>	
details		
	Address of Employer:	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Job title:	Years with present Employer:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of involvement	Relevant experience
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[describe the experience relevant to this position]</i>

Declaration

I, the undersigned [insert either “Contractor’s Representative” or “Key Personnel” as applicable] , certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Bid:

Commitment	Details
Commitment to duration of contract:	[insert period (start and end dates) for which this Contractor’s Representative orKey Personnel is available to work on this contract]
Time commitment:	[insert period (start and end dates) for which this Contractor’s Representative orKey Personnel is available to work on this contract]

I understand that any misrepresentation or omission in this Form may:

- (a) be taken into consideration during Bid evaluation;
- (b) result in my disqualification from participating in the Bid;
- (c) result in my dismissal from the contract.

Name of Contractor’s Representative or Key Personnel: [insert name]

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Bidder:

Signature: _____

Date: (day/month/year): _____

Past Experience / Contracts

Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

☐ Not debarred due to deviation from commitment of Bid Securing Declaration- ☐ Not debarred due to non-performance			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), US\$ PKR Equivalent (exchange rate)

<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>
☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. ☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i>	<i>[insert amount]</i>

Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	Employer's Contact Address, Tel, Fax	Value of Outstanding Work [Current Eq. PKR]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Eq. PKR/month]
1					
2					
3					
4					
5					

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: [insert full name]

Date: [insert day, month, year]

Joint Venture Member Name: [insert full name]

IFP No. and title: [insert IFP number and title]

Page [insert page number] of [insert total number] pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous [insert number] years, [insert in words] (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- ☐ Attached are copies of financial statements¹ for the *[number]* years required above; and complying with the requirements.

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

Annual Turnover Data			
Year	Amount Currency	Exchange rate* (If applicable)	PKR equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

* Refer ITA for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.