REQUEST FOR PROPOSALS

PRE-QUALIFICATION OF EVENT MANAGEMENT COMPANIES THROUGH AN OPEN FRAMEWORK AGREEMENT

TENDER# A (01)/PSEB/2026-21

July 2026

PAKISTAN SOFTWARE EXPORT BOARD
MINISTRY OF INFORMATION TECHNOLOGY
GOVERNMENT OF PAKISTAN

Contents

1. Pakistan Software Export Board (G) Ltd - An Introduction

The Government of Pakistan established the Pakistan Software Export Board (PSEB) for the facilitation and development/advancement of the local IT industry. It is a guarantee-limited company owned and funded by the Government of Pakistan working under the Federal Ministry of Information Technology (IT & Telecommunication Division). The company has its Board of Directors, chaired by the Federal Minister of IT and Telecommunications.

Since the date of its inception, being the apex body within the Government charged with the task of accelerating/enhancing Pakistan's IT and IT-enabled services (ITeS) industry, PSEB has done a tremendous job by providing timely and relevant policy input and by supporting the IT industry through the introduction of several projects and programs in the areas of Infrastructure Development, Human / Intellectual Capital Development, Company Capability Certification, International Marketing, and Image Building, etc.

2. Purpose of this Document

The purpose of this document is to denote/specify the deliverables associated with this project and the procedure/approach, which PSEB will follow to pre-qualify Lot wise companies / EMFs capable of executing high-profile national and international events for PSEB.

3. Objectives of the Project

Introduction to the Project:

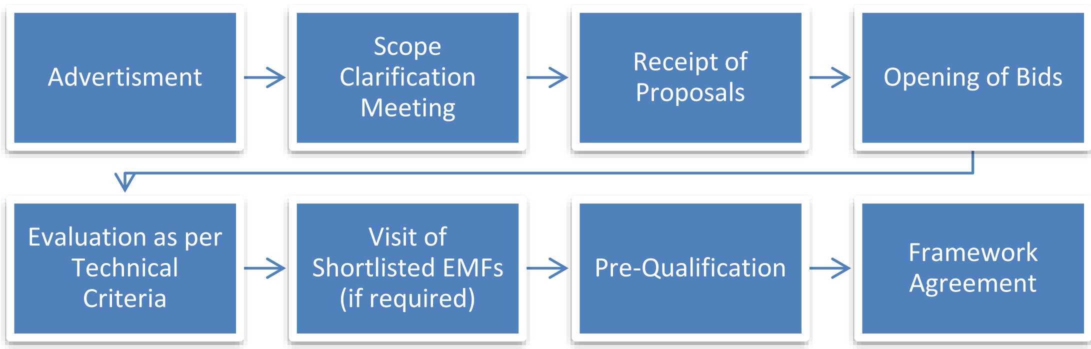
This project aims to take on board event management firms to execute initiatives on behalf of the Pakistan Software Export Board to promote Pakistan's IT industry, create awareness, highlight the potential of Pakistan's IT industry & ecosystem and the opportunities. The selected company/companies (referred as EMF) will be responsible for end-to-end planning & execution of various types of events both locally and internationally as per the specified scope for each project.

3.1 Scope of Work

- The EMF shall plan, manage and execute events as required by PSEB on the given timeline and guidelines.
- The EMF shall arrange designing & printing of marketing collateral e.g. standees, flyers, booklets, pitch-decks and other marketing collateral as specified.
- The EMF shall arrange and deploy branding materials on the finalized event venues such as digital standees, backdrops, SMDs, media walls, flex branding panels, SMD panels and walk-though tunnels as per the scope mentioned for each project.
- The EMF would be responsible for outdoor marketing activities, not limited to, Hoardings, Branding and other OOH mediums as per the scope mentioned for each project.
- The EMF would be responsible for planning, organizing and execution of national and international level events, such as Inauguration Events, exhibitions, road shows, seminars, press conferences, B2B Conferences, etc. and any other activities related to marketing; photography, videography, branding, media, PR, image building and event management etc.

- Complete event run down with proposed event flow, management plan with activity wise breakdown will be shared with PSEB for prior approval before the event or activity.
- The EMF would share the event structure i.e. furnishing, equipment etc.
- Develop and manage comprehensive event timelines and budgets.
- Manage travel arrangements (flights, accommodation & transportation) for speakers, international delegates and VIP guests, where required.
- Coordinate for visa applications of international participants where required.
- Develop and manage a registration system for attendees.
- Identify, engage, invite, and confirm participation of high-profile speakers, investors, and government officials where required.
- Develop compelling conference themes and agendas.
- Organize panel discussions, presentations, and company pitching sessions.
- Source and manage moderators and speakers for various sessions.
- Develop and execute pre-marketing campaigns to attract attendees and investors.
- Utilize social media, industry publications, and platforms for promotion.
- Secure media coverage for the events.
- Develop and implement a robust matchmaking platform.
- Facilitate pre-arranged meetings and networking opportunities between companies and investors.
- Manage all aspects of on-site event logistics, including audio-visual, stage setup, catering and security.
- Oversee registration process, welcome delegates and manage event flow.
- Conduct post-event surveys to collect feedback and measure success.
- Prepare comprehensive reports summarizing key outcomes (attendance, media coverage, potential leads etc.).
- Key Account Manager to be assigned for PSEB.

4. Bidding Process



Important Notes

PSEB is inviting applications for following 4-Lots, EMF may apply for multiple Lots. Separate set of documents with each application will be required for evaluation in case of applying for more than one Lot. Only the specified documents shall be admissible against each requirement.

5. Pre-Qualification Requirements and Evaluation Criteria

Note: If Compliant, please tick and must attach the mandatory documents. PSEB reserves the right to disqualify companies who fail to submit the mandatory documents.

The criteria for the evaluation of company's proposal is as follows. Qualifying marks=70% The proposals must be submitted in conformance with clause# 7 & 8.

Lot A

Budget: PKR 20 Million & above international level mega Events & Related Marketing Activities. For example, events like DFDI or Indus AI Week which involve international delegates & VIPs handling, international level branding, setup arrangements and end-to-end event management solutions. Applicants may participate either as a single entity or as a Joint Venture (JV)/Consortium.

- Eligibility/Mandatory requirements, including SECP registration, tax registration, and non-blacklisting declarations, shall be fulfilled individually by each member of the JV/Consortium. Audited accounts from at least one of the JV partners is mandatory.
- Technical qualifications, relevant experience, financial capacity, key personnel, and other qualification requirements shall be evaluated on a collective basis by aggregating the credentials and resources of all JV/Consortium members.
- A Lead Partner shall be nominated through a duly executed JV/Consortium Agreement and shall be authorized to represent all members during the procurement process.
- All members of the JV/Consortium shall be jointly and severally liable for the performance of the contract, if awarded.

Scope	Documents Required	Specification	Marks
Mandatory Clauses			
Legal	*Valid Registration with SECP/Registrar of Firms, Companies registered with Provincial Revenue Authorities are also eligible.*		
Taxation	*Active status on FBR's Active Taxpayer List (NTN and Sales Tax)*		
Integrity & Litigation	*Affidavit on Rs. 100 stamp paper confirming the firm has never been blacklisted by any Government/Public Sector entity or not involved in chronic litigation with Govt dept.*		
Audit	*Audited financial statements for at least 2- financial years out of the last 3- completed financial years*		
Firm Profile & Financial Strength (20 Marks)			
Years of Experience	Registration / Incorporation certificate. In case of JV, only the lead bidder's years of experience will be considered for scoring	• 1 – Mark against each year above 5 years • Zero marks if less than 5 years	5
Annual Turnover	Audited financial statements for at least 2- financial years out of the last 3- completed financial years	• PKR 200 Million & above: 10 Marks • PKR 101 Million – 199 million: 7 Marks • PKR 50 Million – 100 million: 5 Marks • Under PKR 50 Million: Zero Marks	10
Team Capacity	Verifiable Organogram or stamped payroll on company letterhead (Managers & above).	1 mark per resource above manager level	5
Relevant Experience & Past Performance (40 Marks)			
Work Experience / Similar Projects	• Work Orders/contract for each claimed project must be attached for scoring. • Mentioned projects must have either international delegates, international exhibitors, international speakers or international panelists attending event in person. • Mentioned projects must be for complete event management and related services. • Also fill the form enclosed at Annex-I	• 6 marks for each international level project above Rs. 100M budget completed within last 3 years and Work order / contract is attached. • 3 marks for each international level project of up to Rs. 50M budget completed within last 3 years and Work order / contract is attached.	30

Client Testimonial	• Satisfactory Completion or Appreciation Letter for each claimed project (Work order must also be attached along with completion / appreciation letter for scoring). • In case of unsatisfactory performance / remarks in attached letter, zero marks will be awarded for that project • Mentioned projects must be either event management or related services	• 5 marks for each appreciation / completion letter if the project budget over Rs. 50M and completed within last 3 years • 2.5 marks for each project above Rs. 50M budget and completed more than 3 years, if appreciation/ completion certificate is attached. • In case of unsatisfactory remarks in the letter, zero marks for the project.	10
Footprint & Facility (25 Marks)			
Footprint and Facility	• Verifiable details of facilities either owned, shared or partners. • (Relevant supporting document must be attached for scoring) • For each project mentioned, same documents & details as required in work experience section above are required. Event location must be clearly mentioned in Work Order / Contract/ Completion Certificate – any other official correspondence.	• 3 Marks for 1 owned / shared facilities KLI (Karachi, Lahore, Islamabad/Rawalpindi). • 1 mark for facility in other than KLI cities. • Zero marks if minimum criteria of 1 owned / shared facilities in any 1 of KLI (Karachi, Lahore, Islamabad/Rawalpindi) cities is not met	10
		• 3 Marks for each event in KLI (Karachi, Lahore, Islamabad/Rawalpindi) above PKR 100M budget within last 3 years. • At least one event above PKR 100M budget within last 3 years in any 2 of KLI cities is mandatory. Otherwise, Zero marks.	15
Creative & Presentation (15 Marks)			
Creative Approach - Presentation	• Evaluation based on overall events strategy, creativity, elements, and ideas on how to promote 'Tech Destination Pakistan' through respective events. Includes originality, relevance, and impact.		10
	• Evaluation based on end-to-end planning and execution, including creative elements from 2 recent events completed within the last 36 months.		5

Lot B

Mid – tier level events between budget range of Rs. 2Million – 20Million. For example, industry awards, hosting incoming delegations & B2B Conference setups or project launch ceremonies which require services like venue branding, hall décor & branding, SMDs, light & sound setup, event coverage, arranging ceremony hosts, artists, cultural performances and other related services.

Scope	Documents Required	Specification	Marks
	Mandatory Clauses		
Legal	*Valid Registration with SECP/Registrar of Firms, Companies registered with Provincial Revenue Authorities are also eligible.*		
Audit	*Audited financial statements for at least 2- financial years out of the last 3- completed financial years*		
Taxation	*Active status on FBR's Active Taxpayer List (NTN and Sales Tax)*		
Integrity & Litigation	*Affidavit on Rs. 100 stamp paper confirming the firm has never been blacklisted by any Government/Public Sector entity or not involved in chronic litigation with Govt dept.*		
	Firm Profile & Financial Strength (20 Marks)		
Years of Experience	Registration / Incorporation certificate	• 1 – Mark against each year above 4 years • Zero marks if less than 4 years	5
Annual Turnover	Audited financial statements for at least 2- financial years out of the last 3- completed financial years	• PKR 40 Million & above: 10 Marks • PKR 5 Million – 40 million: 5 Marks • Under PKR 5 Million: Zero Marks	10
Team Capacity	Verifiable Organogram or stamped payroll on company letterhead (Managers & above).	1 mark per resource above manager level	5
	Relevant Experience & Past Performance (40 Marks)		
Work Experience - Similar Projects	• Work Orders /Contract for each claimed project must be attached for scoring. • Mentioned projects must be for complete event management and related services • Also fill the form enclosed at Annex-I	• 5 marks for each project above Rs. 10M budget and completed within last 3 years, if Work orders / contract is attached. • 2.5 marks for each project above Rs. 5M budget and completed within 3 years, if Work orders is attached.	20
Work Experience – Regional Footprint	• For regional footprint proof of event executed in specific city must either be mentioned in Work Order/Contract any official correspondence.	• 3 marks for each project above Rs. 10M budget and execute within last 3 years in KLI (Karachi, Lahore, or Islamabad/Rwp). • 1 mark for each project above Rs. 10M budget and execute within last 3 years in cities other than KLI, if Work orders/contract /completion certificate is attached.	10
Client Testimonial	• Satisfactory Completion or Appreciation Letter for each claimed project (Work order must also be attached along with completion / appreciation letter for scoring). • In case of unsatisfactory performance / remarks in attached letter, zero marks will be awarded for that project. • Mentioned projects must be either event management or related services.	• 3 marks for each project above Rs. 10M budget and execute within last 3 years in KLI (Karachi, Lahore, or Islamabad/Rwp) if appreciation/completion certificate is attached. • 1 mark for each project above Rs. 10M budget and execute within last 3 years in cities other than KLI, if appreciation/ completion certificate is attached.	10
	Technical Proposal & Presentation (25 Marks)		

Footprint and Facility	Verifiable details of facilities either owned, shared or partners. (Relevant supporting document must be attached for scoring)	• 3 Marks for each owned / shared facilities KLI (Karachi, Lahore, Islamabad/Rawalpindi). • 1 mark for facility in other than KLI cities. • Zero marks if no owned / shared facilities in any 1 of KLI (Karachi, Lahore, Islamabad/Rawalpindi) cities	10
	For each project mentioned, same documents & details as required in work experience section above are required. Event location must be clearly mentioned in Work Order / Contract/ Completion Certificate – any other official correspondence.	• 3 Marks for each event in KLI (Karachi, Lahore, Islamabad/Rawalpindi) above PKR 10M budget within last 3 years. • At least one event above PKR 10M budget within last 3 years in any 2 of KLI cities is mandatory. Otherwise, Zero marks.	15
Creative & Presentation (15 Marks)			
Creative Approach – Presentation	Evaluation based on overall events strategy, creativity, elements, and ideas on how to promote 'Tech Destination Pakistan' through respective events. Includes originality, relevance, and impact.		10
	Evaluation based on end-to-end planning and execution, including creative elements from 2 recent events completed within the last 36 months.		05

Lot C

Small scale local events & related marketing activities up to budget of Rs. 2Million. For example, pavilion setup at domestic events or industry meetups which require hall décor & branding, refreshments arrangements and photography services.

Scope	Documents Required	Specification	Marks
Mandatory Clauses			
Legal	*Valid Registration with SECP/Registrar of Firms, Companies registered with Provincial Revenue Authorities are also eligible.*		
Audit/Financial	*Audited financial statements/ financial statements for at least 2- financial years out of the last 3- completed financial years*		
Taxation	*Active status on FBR's Active Taxpayer List (NTN and Sales Tax)*		
Integrity & Litigation	*Affidavit on Rs. 100 stamp paper confirming the firm has never been blacklisted by any Government/Public Sector entity or not involved in chronic litigation with Govt dept.*		
Firm Profile & Financial Strength (30 Marks)			
Years of Experience	(Registration / Incorporation certificate)	• 2-Marks against each year above 2 years • Zero marks if less than 2 years	10
Annual Turnover	Audited financial statements/ financial statements for at least 2- financial years out of the last 3- completed financial years	• PKR 2 Million & above: 10 Marks • PKR 0.5 Million – 1.99 million: 5 Marks • Under PKR 0.5 Million: Zero Marks	10
Team Capacity	Verifiable Organogram or stamped payroll on company letterhead.	• 2 marks per resource	10
Relevant Experience & Past Performance (55 Marks)			
Work Experience / Similar Projects	• Work Orders / Contract for each claimed project must be attached for scoring. • Mentioned projects must be either event management or related services. • Also fill the form enclosed at Annex-I	• 6 marks for each project above Rs. 1M budget and completed within last 3 years, if Work orders/contract is attached. • 3 marks for each project above Rs. 500K budget and completed within last 3 years, if Work orders is attached.	30
Client Testimonial	• Satisfactory Completion or Appreciation Letter for each claimed project (Work order must also be attached along with completion / appreciation letter for scoring). • In case of unsatisfactory performance / remarks in attached letter, zero marks will be awarded for that project • Mentioned projects must be either event management or related services	• 5 marks for each appreciation / completion letter if the project budget over Rs. 1M and completed within last 3 years • 2.5 marks for each project above Rs. 500K budget and completed within last 3 years, if appreciation/ completion certificate is attached.	20
Footprint and Facility	• Verifiable details of facilities either owned, shared or partners. • (Relevant supporting document must be attached for scoring)	• 2 marks per office/shared facility in mentioned cities: (Karachi, Lahore, Islamabad/Rawalpindi). • 1 mark per office / shared facility in any city other than KLI.	5

Creative & Presentation (15 Marks)			
Event Execution Showcase	Presentation of at least 2 events completed within last 2-Years	Evaluation based on planning, and creativity.	15

Lot I (International)

International exhibitions, B2B conferences and networking events spearheaded by PSEB e.g. National Pavilion setup, B2B Conferences like Pak-US Tech Conference and networking events on sidelines of international exhibitions like Pakistan Night @ GITEX Global etc.

Applicants may participate either as a single entity or as a Joint Venture (JV)/Consortium.

- Eligibility/Mandatory requirements, including SECP registration, tax registration, and non-blacklisting declarations, shall be fulfilled individually by each member of the JV/Consortium. Audited accounts from at least one of the JV partners is mandatory. In case of international JV partners the relevant company & tax registration authorities and non-blocking declarations in their country of registration will be considered.
- Technical qualifications, relevant experience, financial capacity, key personnel, and other qualification requirements shall be evaluated on a collective basis by aggregating the credentials and resources of all JV/Consortium members.
- A Lead Partner shall be nominated through a duly executed JV/Consortium Agreement and shall be authorized to represent all members during the procurement process.
- All members of the JV/Consortium shall be jointly and severally liable for the performance of the contract, if awarded.

Scope	Documents Required	Specification	Marks
Mandatory Clauses			
Legal	*Valid Registration with SECP/Registrar of Firms, Companies registered with Provincial Revenue Authorities are also eligible.*		
Taxation	*Active status on FBR's Active Taxpayer List (NTN and Sales Tax)*		
Integrity & Litigation	*Affidavit on Rs. 100 stamp paper confirming the firm has never been blacklisted by any Government/Public Sector entity or not involved in chronic litigation with Govt dept.*		
Audit	*Audited financial statements/ financial statements for at least 2- financial years out of the last 3- completed financial years*		
International Entity / Registration	*Proof of international entity registration / association e.g. partnership deed/ agreement.*		
Firm Profile & Financial Strength (30 Marks)			
Years of Experience	International Registration / International Incorporation certificate for lead partner will be considered.	• 1- Marks against each year above 4 years • Zero marks if less than 4 years	10
Annual Turnover	*Audited financial statements/ financial statements for at least 2- financial years out of the last 3- completed financial years* *(Equivalence of financial statements to PKR will be considered in case statements are in any other currency at NBP's exchange rate at the time of evaluation).*	• PKR 80M & above: 10 Marks • PKR 50M – 79.9M: 7 Marks • PKR 20M – 49.9M: 5 Marks • Under PKR 20M: Zero Marks	10
Team Capacity	Verifiable Organogram or stamped payroll on company letterhead (Managers & above).	2 marks per resource above manager level	10
Relevant Experience & Past Performance (45 Marks)			
Work Experience / Similar Projects	• Work Orders /Contracts for each claimed project must be attached for scoring. • Mentioned projects must be executed/held outside Pakistan. Mentioned projects must be for	• 5 marks for each international project in North America, GCC, or Europe with budget above USD 50K each completed within last 3 years and work order is attached for each of the mentioned project. • 2.5 marks for each international project above USD 50K budget and completed within last 3 years	30

	complete event management including services. • Also fill the form enclosed at Annex-I	anywhere outside Pakistan, if Work orders is attached. • Minimum criteria of 1 event per region in USA, GCC and Europe with budget above 50K each completed within last 3 years and work order is attached for each of the mentioned project is mandatory, otherwise zero marks for this section.	
Client Testimonial	• Satisfactory Completion or Appreciation Letter for each claimed project (Work order must also be attached along with completion / appreciation letter for scoring). • In case of unsatisfactory performance / remarks in attached letter, zero marks will be awarded for that project. • Mentioned projects must be either event management or related services. • Minimum 1 completion certificate / appreciation letter of project above USD 50K from international client is ***mandatory*** regardless of the country / region. Letter / certificate from Pakistan Embassy or any Pakistani company having international office will not be acceptable.	• 5 marks for each international project for a foreign client in North America, GCC, or Europe with budget above 50K each completed within last 3 years and completion certificate is attached for each of the mentioned project - Letter / certificate from Pakistan Embassy or any Pakistani company having international office will not be counted. • 3 marks for each international project for Pakistani clients in North America, GCC, or Europe with budget above 50K each completed within last 3 years and completion certificate is attached for each of the mentioned project. • 1 mark for each international project anywhere outside Pakistan except North America, GCC or Europe with budget above USD 50K each completed within last 3 years and completion certificate is attached for each of the mentioned project	15
Footprint & Facility (10 Marks)			
Footprint and Facility	Either partnership deed or an agreement with a firm which has a registered office in mentioned country / region outlining provision of facility as & when required.	• Full 10 marks if 1 owned / partner / affiliate facility in GCC, North America & Europe each is available. • 5 marks if owned / partner / affiliate facility in any 2 of GCC, North America, Europe is available. • 1 mark each for owned / partner / affiliate facility in any region is available	10
Creative & Presentation (15 Marks)			
Creative Approach – Presentation	Evaluation based on overall events strategy, creativity, elements, and ideas on how to promote 'Tech Destination Pakistan' through respective events. Includes originality, relevance, and impact.		10
	Evaluation based on end-to-end planning and execution, including creative elements from 2 recent events completed within the last 24 months.		5

6. Selection Criteria

For effective governance, transparency, financial discipline, and proportional allocation of events, PSEB shall pre-qualify and empanel Event Management Firms (EMFs) under the following four (04) Lots based on financial capacity, technical competence, experience, and institutional capability:

Lot Allocation Criteria:

In addition to the general evaluation criteria, Lot allocation shall be determined on the basis of: - Financial strength and audited turnover - Nature, size, and complexity of completed projects - Institutional capacity and human resource strength - International exposure and compliance capability - Infrastructure, logistics, and operational systems. PSEB may empanel maximum top-5 highest scorer against each Lot in technical evaluation.

Lot-Wise Empanelment Rules

1. EMFs are required to comply with all the conditions outlined in the RFP
2. PSEB shall invite bids only from firms empaneled in the relevant Lot corresponding to the event classification and approved budget.
3. PSEB may verify any document provided as proof of work-done from the relevant client.
4. Existing pre-qualified event management firms may re-apply for consideration; current pre-qualification will be replaced by new pre-qualified EMFs.

The minimum percentage for qualification shall be 70%. The maximum top-5 highest scorer companies against Lots will be considered as pre-qualified.

7. Disqualification

The proposal shall be disqualified if:

i) Proposals submitted after the stipulated deadline shall not be considered.
ii) Proposals which are non-compliant with the PPRA rules & guidelines.
iii) The proposal does not meet the mandatory criteria.
iv) The proposal does not meet the evaluation criteria.
v) Incomplete or conditional proposals will not be entertained by PSEB.
vi) Firms/companies not registered with the relevant Income Tax and Sales Tax authorities shall be deemed ineligible.
vii) The firms which have been blacklisted by any other government department.
viii) Firms with a history of poor performance may be rejected.
ix) Proposals that do not comply with the specified requirements or deviate from the defined deliverables shall not be accepted.
x) Any other significant discrepancy found in the proposal and non-compliance of the terms and conditions of the RFP and tender notice.
xi) Any document, information, or evidence submitted by the bidder found to be false, forged, misleading, or misrepresented shall result in disqualification and may lead to blacklisting at any stage of the selection process, including after signing of the contract/project agreement.

Incurred Cost

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the PSEB to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, providing additional information when requested by the PSEB, or participating in any selection demonstrations or interviews, including contract negotiations. Furthermore, finalists will be required to complete a detailed Statement of Work at their own cost that will be part of the implementation contract before contract signing.

Detailed Submittal Requirements

To facilitate the analysis of responses to this pre-qualification, firms must prepare their proposals following the instructions outlined in this part. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the firm's capabilities to satisfy the requirements. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and labelled appropriately.

Firm's responses should be in the prescribed format. For any queries, please contact at **aaqureshi@pseb.org.pk & rarif@pseb.org.pk**

i) PSEB will send quotation requests either through letter or through electronic means to the pre-qualified firms/companies against the required Lot.
ii) PSEB will sign a formal Open Framework Agreement with the selected pre-qualified event management companies in each Lot regarding the provisioning of the agreed services and valid for 3 years. This agreement will comprise of all details necessary to execute the services successfully and up to the satisfaction of the procuring agency.
iii) PSEB shall issue the RFQ/RFP to the pre-qualified event management companies against each Lot on an as-needed basis, subject to its requirements and at its sole discretion.
iv) PSEB reserves the right to accept or reject all application as per PPRA rule #33.
v) Pre-Bid Meeting: There will be a pre-bid meeting on Meeting link
Topic: Pre-Qualification of Event Management Companies through an Open Framework Agreement
Time: Aug 4, 2026 03:00 PM
Join Zoom Meeting:
https://zoom.us/j/91853528230?pwd=IS2JN0iacQQuXGtDLoyuDxXoDRO84Z.1
Meeting ID: 918 5352 8230
Passcode: 581491

8. Submission of Bids

The proposal shall be in the English language.

a) Pre-qualification documents, containing detail terms and conditions, etc. are available and can be downloaded from EPMS-PPRA website https://epms.ppra.gov.pk free of cost. Detailed request for proposals (RFPs) for pre-qualification of event management company through an Open Framework Agreement is also available at the link https://tinyurl.com/w9kvfsfn
b) The complete sealed Bid documents shall be submitted on or before 12th August, 2026 at 03:00 PM and will open on the same date at 03:30PM.
c) The interested bidders are requested to submit their sealed proposals to the undersigned at the address mentioned in contact information mentioned at serial 10.
d) The sealed bids, prepared in accordance with the instructions in the bidding documents of Eligibility documents and evaluation as specified in biding document in favor of the undersigned

must be submitted latest by August 12th, 2026 on or before 03:00PM. Bids will be opened on the same date at 03:30 PM at the below mentioned address.

Note: - Any proposal received after the closing date and time for submission will not be entertained and returned unopened.

PSEB reserves the right to cancel this Pre-qualification process at any stage without assigning any reason whatsoever.

9. Opening of Proposals

Proposals will be opened on the stipulated date and time as mentioned in the tender notice, in the presence of vendors/bidders or their authorized representatives—the latter desire to attend the bid opening session.

10. Contact Information

Manager Procurement
Pakistan Software Export Board
Ministry of Information Technology and Telecommunication.
Government of Pakistan
Pakistan Software Export Board (G) Limited
Plot 61, 6th Floor, New State Life Tower, Adjacent Saudi Pak Tower,
Blue Area, Islamabad
Telephone: + 92-51-9215098
e-mail rarif@pseb.org.pk
URL: http://www.techdestination.com

Annex- I

Reference Form
Event Management Experience

Please provide references for the event Management project to the scope of work that has already been completed in the past. Please use the following format in submitting references and attached evidence/support documents in favor of the record provided below:

Sr.#	Name of Customer	Details of Event	Event Media	Project Cost (Million PKR)	Number of Participants	Customer POC Details (Designation, Cell, Email)	Copy of Work Orders/ Evidence
1							
2							
3							
4							
5							