

PAKISTAN NATIONAL COUNCIL OF THE ARTS

PNCA | ISLAMABAD

PRE-QUALIFICATION DOCUMENT

Event Management Firms

Open Framework Arrangement for Event Management and Allied Services

|                       |                                          |
|-----------------------|------------------------------------------|
| Framework period      | One (01) year from the date of agreement |
| Procurement reference | PNCA/PROC/EMF/2026-27/[INSERT]           |
| Issue date            | [INSERT DATE]                            |

Pre-qualification stage only - no financial proposal is required.

## Invitation for Pre-Qualification

Pakistan National Council of the Arts (PNCA), a federal cultural institution under the National Heritage & Culture Division, Government of Pakistan, invites electronic applications from reputable, experienced, technically capable and financially sound event management firms for pre-qualification under an open framework arrangement for a period of one (01) year.

The arrangement will support PNCA's recurring programme of exhibitions, festivals, theatre and dance productions, music performances, conferences, seminars, award ceremonies, national-day programmes, international cultural exchanges, youth activities and outreach events. Services will be required on an as-and-when-needed basis at PNCA premises and, where specified, at other locations in Pakistan.

**IMPORTANT:** This is a pre-qualification exercise only. Applicants must not submit prices, rates or a financial proposal at this stage. Pre-qualification does not guarantee any volume of work or award of an event contract.

|                                 |                                                                         |
|---------------------------------|-------------------------------------------------------------------------|
| <b>Procuring agency</b>         | Pakistan National Council of the Arts (PNCA)                            |
| <b>Procurement category</b>     | Non-consulting services - event management and allied services          |
| <b>Framework type</b>           | Open framework arrangement                                              |
| <b>Framework duration</b>       | One (01) year from the effective date                                   |
| <b>Pre-qualification method</b> | Qualification/technical application; single envelope; no price proposal |
| <b>Submission channel</b>       | Electronic submission through EPADS is mandatory                        |
| <b>Document availability</b>    | Free download from EPADS and PNCA website                               |
| <b>Bid security</b>             | Not required at the pre-qualification stage                             |
| <b>Minimum qualifying score</b> | 70 out of 100, subject to mandatory and sectional thresholds            |

Only firms declared pre-qualified will be eligible to participate in subsequent event-specific requests for quotation/proposal issued by PNCA under the framework arrangement. PNCA may adopt the procurement procedure and award basis appropriate to each event, as stated in the relevant event-specific solicitation.

Procurement Office, Pakistan National Council of the Arts, Plot No. 5, Sector F-5/1, Islamabad.  
Telephone: +92-51-9205273-74. General email: info@pnca.org.pk. Procurement-specific contact details shall be stated in the Procurement Data Sheet and EPADS notice.

## Procurement Data Sheet

**PNCA ACTION:** Complete every highlighted field before publication. The closing date must allow the minimum response time required by the Public Procurement Rules, and the opening time must be at least thirty minutes after the submission deadline.

|                                         |                                                                            |
|-----------------------------------------|----------------------------------------------------------------------------|
| <b>Procurement reference no.</b>        | [INSERT]                                                                   |
| <b>EPADS tender/reference no.</b>       | [INSERT AFTER PUBLICATION]                                                 |
| <b>Date of advertisement</b>            | [INSERT]                                                                   |
| <b>Clarification deadline</b>           | [INSERT DATE AND TIME]                                                     |
| <b>Pre-application meeting (if any)</b> | [INSERT DATE/TIME/LINK OR STATE: NOT APPLICABLE]                           |
| <b>Application submission deadline</b>  | [INSERT DATE AND TIME]                                                     |
| <b>Application opening</b>              | [SAME DATE; AT LEAST 30 MINUTES AFTER DEADLINE]                            |
| <b>Application validity</b>             | One hundred and twenty (120) days from the submission deadline             |
| <b>Submission language</b>              | English                                                                    |
| <b>Submission method</b>                | Upload a complete, signed application through EPADS; no financial proposal |
| <b>Physical copy</b>                    | Not required unless PNCA issues a written addendum through EPADS           |
| <b>Clarification contact</b>            | [NAME/DESIGNATION/EMAIL/TELEPHONE]                                         |
| <b>GRC details</b>                      | [INSERT LINK OR DESIGNATION/ADDRESS/EMAIL OF PNCA GRC]                     |
| <b>Framework start date</b>             | Date of signature, unless otherwise stated by PNCA                         |

## Provisional Annual Requirement

PNCA shall complete or approve a provisional annual demand estimate before issue. The figures are planning estimates only and create no purchase commitment.

| Event class    | Illustrative coverage                                                                      | Estimated no. / year |
|----------------|--------------------------------------------------------------------------------------------|----------------------|
| Major          | National/international festival, conference, multi-day programme or major ceremonial event | [INSERT]             |
| Medium         | Exhibition, theatre/music production, seminar, award ceremony or public programme          | [INSERT]             |
| Small/outreach | Workshop, training, youth activity, community outreach or compact indoor/outdoor event     | [INSERT]             |

## Document Map and Definitions

| Part         | Contents                                                                |
|--------------|-------------------------------------------------------------------------|
| <b>A</b>     | Institutional background, purpose, legal basis and framework model      |
| <b>B</b>     | Indicative scope of event management and allied services                |
| <b>C</b>     | Instructions for preparation and submission of applications             |
| <b>D</b>     | Mandatory eligibility and technical evaluation criteria                 |
| <b>E</b>     | Post-pre-qualification process and general framework terms              |
| <b>F</b>     | Application forms and declarations                                      |
| <b>Annex</b> | Ready-to-publish pre-qualification notice and PNCA evaluation worksheet |

## Definitions

|                                    |                                                                                                                                                                                                                                  |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Applicant</b>                   | A firm, company, association of persons, partnership or permitted joint venture/consortium submitting an application.                                                                                                            |
| <b>Pre-qualified firm</b>          | An applicant that meets all mandatory criteria, obtains the required score and is formally notified by PNCA.                                                                                                                     |
| <b>Framework arrangement</b>       | The one-year open framework agreement setting general terms for future competition among pre-qualified firms.                                                                                                                    |
| <b>Event-specific solicitation</b> | A request for quotation, bid or proposal issued to eligible panel firms for a defined PNCA event.                                                                                                                                |
| <b>Similar event</b>               | An end-to-end event assignment involving at least four service components in this document and either a documented value of PKR 5 million or more, attendance of 500 or more, or national/international or multi-day complexity. |
| <b>Evidence</b>                    | Verifiable contracts, work orders, completion/performance certificates, tax documents, audited statements, bank documents, CVs, registrations and other records expressly required.                                              |
| <b>EPADS</b>                       | The e-Pak Acquisition & Disposal System used for electronic public procurement.                                                                                                                                                  |

## Governing Hierarchy

If there is an inconsistency, the applicable laws, Public Procurement Rules and regulations prevail, followed by the EPADS/advertisement notice, the Procurement Data Sheet, this document, written addenda and the relevant event-specific solicitation. Applicants must rely only on written information issued by PNCA through the authorized channel.

# 1 Institutional Background and Procurement Objective

## 1.1 About PNCA

Pakistan National Council of the Arts was established in 1973 and serves as a national platform for the promotion, development and public presentation of the arts. PNCA's programme spans visual arts, performing arts, theatre, music, dance, puppetry, film, cultural exchange, arts education and public outreach.

## 1.2 Purpose of Pre-Qualification

- Create a transparent pool of technically competent, financially sound and professionally managed event firms.
- Improve readiness for recurring and time-sensitive cultural programmes without compromising competition, quality or value for money.
- Assess relevant experience, past performance, personnel, technical resources, financial capacity and risk controls before event-specific bidding.
- Enable PNCA to seek event-wise proposals or quotations from firms capable of delivering the required scale, location and specialism.
- Establish consistent expectations for safety, accessibility, cultural sensitivity, documentation and post-event accountability.

## 1.3 Legal and Regulatory Basis

The process shall be conducted under the Public Procurement Rules, 2004, as amended, particularly Rules 15 and 16 governing pre-qualification and Rule 16A governing procurement of recurrent services through framework agreements, together with the E-Pak Procurement Regulations, 2023, applicable PPRA regulations, instructions, standard documents and Government of Pakistan requirements in force on the date of the notice.

- Pre-qualification will be based only on the applicant's demonstrated ability to perform the required services satisfactorily.
- All documentary requirements and evaluation criteria are announced in advance and will be applied uniformly.
- Only pre-qualified firms may participate in subsequent procurement proceedings under this arrangement.
- The arrangement is non-exclusive and carries no guaranteed quantity, value, event allocation or minimum payment.
- A single application in a pre-qualification proceeding will not be entertained where prohibited by the applicable Public Procurement Rules.

## 1.4 Framework Model

1. PNCA evaluates qualification applications without considering price.
2. Applicants meeting all mandatory requirements and scoring at least 70 points, including the prescribed sectional minimums, are notified as pre-qualified.

3. PNCA and selected firms execute a one-year open framework agreement containing common institutional, ethical and performance terms.
4. For each requirement, PNCA issues an event-specific solicitation to eligible panel firms, stating the scope, schedule, evaluation method, financial format and contract conditions.
5. PNCA awards the event-specific contract to the most advantageous responsive offer under the procedure stated in that solicitation.
6. Performance is recorded after each assignment and may affect continued panel status, subject to applicable rules and due process.

## 2 Indicative Scope of Services

The scope is indicative and establishes the capabilities expected from a full-service event management firm. Every event-specific solicitation will identify the actual services, specifications, quantities, venue, programme, approval schedule and deliverables. Artistic content, curatorial decisions and official messaging remain subject to PNCA approval.

### 2.1 Planning, concept and coordination

- Event concept development aligned with PNCA's approved theme, audience and institutional objectives.
- Execution plan, work breakdown structure, timeline, responsibility matrix, approvals tracker and detailed run-of-show.
- Venue survey, floor plan, audience-flow plan, production schedule and coordination meetings.
- Coordination with artists, speakers, curators, moderators, vendors, sponsors and public authorities as directed by PNCA.

### 2.2 Stage, exhibition and venue production

- Stage, set, backdrop, lectern, seating, tents, stalls, exhibition structures, décor, floral arrangements and wayfinding.
- Gallery-appropriate installation support, display systems, protective measures and venue restoration.
- Backstage, green-room, rehearsal, storage, loading/unloading and artist-support arrangements.
- Safe rigging, electrical distribution, barriers and temporary infrastructure through qualified personnel.

### 2.3 Audio-visual, lighting and digital production

- Professional sound reinforcement, microphones, monitors, mixing, interpretation support and recording feeds.
- SMD/LED screens, projection, lighting, truss, multimedia playback and approved content management.
- Reliable backup power, UPS/generator support, internet connectivity and redundancy appropriate to the event.

- Live streaming, hybrid-event support, photography, videography, editing, archival masters and accessible digital formats where specified.

## **2.4 Branding, communication and audience services**

- Creative adaptation of PNCA-approved identity across invitations, passes, signage, banners, standees, stage graphics, publications and digital assets.
- Registration, accreditation, ticketing when authorized, information desks, audience guidance and feedback collection.
- Media desk, press logistics, social-media support and publicity execution only under approved PNCA communication plans.
- High-resolution production files, editable source files and organized delivery of approved media assets.

## **2.5 Hospitality, protocol and logistics**

- Guest, VIP and foreign-delegate facilitation in coordination with PNCA and relevant authorities.
- Accommodation, transport, airport facilitation, artist movement, material logistics and dispatch tracking where required.
- Catering, refreshments, hospitality lounges and service staff compliant with food-safety and hygiene requirements.
- Ushers, coordinators, interpreters, volunteers, drivers, janitorial staff and other event manpower specified by PNCA.

## **2.6 Safety, security and compliance**

- Event-specific risk register, emergency response plan, crowd-management plan and escalation matrix.
- Coordination for security screening, fire safety, medical/first-aid cover, evacuation routes and required NOCs.
- Compliance with venue rules, labour laws, minimum wages, electrical and structural safety, insurance obligations and public-authority directions.
- Safeguarding, anti-harassment, respectful workplace and child-protection measures where programmes involve minors or vulnerable participants.

## **2.7 Accessibility, inclusion and sustainability**

- Accessible audience routes, seating and service points; reasonable accommodations specified by PNCA.
- Culturally respectful and non-discriminatory delivery that reflects Pakistan's diverse artistic and cultural traditions.
- Waste segregation, reduction of single-use materials, reusable structures, efficient energy use and responsible disposal.
- Local sourcing and participation of artisans/creative professionals where appropriate and approved.



## 2.8 Post-event closure

- Timely dismantling, inventory reconciliation, venue restoration and settlement of approved vendor obligations.
- Attendance and registration data, media logs, edited photographs/videos, source files and session recordings as specified.
- Completion report covering activities, deliverables, issues, corrective actions, feedback and performance indicators.
- Financial reconciliation against the event-specific contract, including itemized invoices and tax documentation.

**ACCOUNTABILITY:** The framework firm may use disclosed specialist vendors or rental resources where permitted, but remains fully responsible for quality, safety, timeliness, staff conduct and every subcontracted deliverable. Any material subcontracting requires PNCA's prior written approval.

### **3 Instructions to Applicants**

#### **3.1 Eligible applicants**

Applications may be submitted by a legally registered single firm or a legally constituted joint venture/consortium. A consortium shall nominate a lead member, submit the governing agreement and authorization, and accept joint and several responsibility. A member may not participate in more than one application for this procurement.

#### **3.2 Application preparation**

Use the forms in this document, place evidence immediately behind the relevant form, number all pages, provide an indexed table of contents and ensure that every scan is legible.

#### **3.3 Authorized signature**

The Application Submission Letter and declarations must be signed by an authorized person. Upload the authority letter, board resolution or power of attorney.

#### **3.4 Electronic submission**

Upload one complete technical/qualification application through EPADS by the stated deadline. Applications sent only by email, courier or hand will not be considered unless PNCA formally amends the submission method.

#### **3.5 No financial proposal**

Do not submit prices, rates, discounts, commercial conditions or a financial envelope. Unsolicited pricing may render the application non-responsive.

#### **3.6 Application validity**

The application shall remain valid for 120 days from the deadline. PNCA may request an extension in accordance with applicable rules.

#### **3.7 Clarifications and addenda**

Applicants may seek clarification in writing by the Data Sheet deadline. PNCA's response or addendum will be issued through the authorized channel to ensure equal information.

#### **3.8 Cost of application**

The applicant bears all costs of preparing the application, attending meetings, supplying clarifications, supporting verification and executing the framework agreement.

### 3.9 Truthfulness and verification

PNCA may verify documents directly with clients, banks, tax authorities, regulators and issuing bodies; inspect facilities; or seek a non-substantive written clarification. No applicant may alter the substance of its application after opening.

### 3.10 Confidentiality

Evaluation information will remain confidential until publication or notification required by the applicable procurement framework.

## 4 Application Organization and Submission Checklist

Arrange the application in the sequence below. A missing mandatory document results in non-responsiveness unless the matter is a minor, non-substantive clarification that PNCA may lawfully seek.

| No. | Section                            | Required evidence                                                            | Status        |
|-----|------------------------------------|------------------------------------------------------------------------------|---------------|
| 1   | Application Submission Letter      | Form A; signed and stamped                                                   | Mandatory     |
| 2   | Authority of signatory             | Board resolution / power of attorney / authority letter                      | Mandatory     |
| 3   | Firm profile and legal status      | Form B plus incorporation/registration documents                             | Mandatory     |
| 4   | Tax and EPADS status               | NTN, ATL evidence, sales/service tax registration and EPADS profile          | Mandatory     |
| 5   | Declarations                       | Forms K and L; non-blacklisting, authenticity, conflicts and undertakings    | Mandatory     |
| 6   | Relevant experience                | Forms C and D; contracts/work orders and completion/performance certificates | Mandatory     |
| 7   | Current commitments/litigation     | Form E with supporting disclosures                                           | Mandatory     |
| 8   | Key personnel                      | Form F and signed CVs/evidence                                               | Mandatory     |
| 9   | Equipment and vendor resources     | Form G with ownership/rental/vendor evidence                                 | Mandatory     |
| 10  | Financial capacity                 | Form H with audited statements/tax returns and bank evidence                 | Mandatory     |
| 11  | Methodology and management systems | Form I; maximum ten pages excluding annexes                                  | Scored        |
| 12  | Portfolio                          | Form J; links/contact sheet and proof of applicant's role                    | Scored        |
| 13  | Beneficial ownership information   | Applicable prescribed form/information                                       | As applicable |
| 14  | Joint venture/consortium records   | Agreement, lead authorization and member documents                           | If applicable |

**FILE NAMING:** Use clear names such as 01\_Application\_Letter.pdf, 02\_Authority.pdf, 03\_Legal\_and\_Tax.pdf and so on. Combine each form with its supporting evidence where EPADS permits.

## 5 Mandatory Eligibility Criteria (Pass/Fail)

Every requirement below is mandatory. Failure to meet any criterion or submit the stated evidence makes the application non-responsive.

| Ref. | Criterion                     | Evidence required                                                                                                                                             | Result    |
|------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| M1   | Legally registered entity     | Valid SECP incorporation/registration, partnership deed, registrar certificate or other lawful registration; constitutional documents and registered address. | Pass/Fail |
| M2   | Tax compliance                | Valid NTN, evidence of Active Taxpayer List status, and applicable sales tax/service tax registration.                                                        | Pass/Fail |
| M3   | EPADS registration            | Active EPADS vendor profile/registration evidence.                                                                                                            | Pass/Fail |
| M4   | Relevant operating history    | At least five years of continuous event-management operations by the application deadline; registration and business profile.                                 | Pass/Fail |
| M5   | Similar assignments           | At least three similar events completed during the last five years; work orders/contracts plus completion or satisfactory-performance evidence.               | Pass/Fail |
| M6   | Financial threshold           | Average annual turnover of at least PKR 20 million during the last three completed financial years; audited statements and tax returns.                       | Pass/Fail |
| M7   | No blacklisting/debarment     | Not blacklisted, cross-debarred or prohibited from public procurement; sworn affidavit on prescribed stamp paper and disclosure of any past debarment.        | Pass/Fail |
| M8   | No material misrepresentation | Signed declaration that all information is authentic, complete and verifiable.                                                                                | Pass/Fail |
| M9   | Conflict of interest          | Completed conflict disclosure and undertaking to notify PNCA of any change.                                                                                   | Pass/Fail |
| M10  | Financial integrity           | Disclosure of insolvency, bankruptcy, receivership, material litigation and terminated contracts; applicant must not be insolvent or under liquidation.       | Pass/Fail |
| M11  | Human resource capacity       | Named project director, at least two event managers and named technical/production, creative and logistics/protocol leads with CVs.                           | Pass/Fail |
| M12  | Compliance undertaking        | Undertaking to comply with labour, minimum wage, tax, health and safety, safeguarding, anti-harassment, intellectual-property and venue requirements.         | Pass/Fail |

PNCA may require originals or certified copies for verification. A past dispute or terminated contract is not automatically disqualifying if fully disclosed; PNCA will assess its materiality under the announced criteria and applicable rules.

## 6 Technical Evaluation Criteria

**QUALIFICATION THRESHOLD:** An applicant must obtain at least 70/100 overall and the stated minimum score in Sections A-E. Section F has no separate minimum. All mandatory eligibility criteria must first be passed.

| Ref.                                | Criterion                                            | Scoring basis                                                                                                                        | Marks     |
|-------------------------------------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------|
| A1                                  | Years of continuous relevant experience              | 2 years = 4; 3-6 years = 6; 7 years or more = 8                                                                                      | 8         |
| A2                                  | Similar events completed in last five years          | 3 events = 6; 4-5 = 9; 6 or more = 12. Evidence must show applicant's scope, value/scale and satisfactory completion.                | 12        |
| A3                                  | Government/public-sector or national cultural events | 2 qualifying events = 4; 3- 4 = 5; 5 or more = 6                                                                                     | 6         |
| A4                                  | Past performance                                     | Four recent satisfactory-performance certificates/references; 1 mark each                                                            | 4         |
| <b>Section A total (minimum 15)</b> |                                                      |                                                                                                                                      | <b>30</b> |
| B1                                  | Event methodology and mobilisation plan              | Understanding of PNCA context, 72-hour/urgent response model, planning workflow, approvals, schedule control and vendor coordination | 8         |
| B2                                  | Production and technical resources                   | Adequacy and reliability of sound, lighting, LED/SMD, stage, rigging, power and related owned or contractually available resources   | 6         |
| B3                                  | Creative and branding capability                     | Quality, originality, relevance and production finish demonstrated through verified portfolio                                        | 4         |
| B4                                  | Digital/event technology                             | Registration/ticketing, hybrid delivery, live streaming, data handling and redundant connectivity                                    | 2         |
| <b>Section B total (minimum 10)</b> |                                                      |                                                                                                                                      | <b>20</b> |

## Technical Evaluation Criteria (continued)

| Ref. | Criterion                                  | Scoring basis                                                                                 | Marks      |
|------|--------------------------------------------|-----------------------------------------------------------------------------------------------|------------|
| C1   | Project director / account lead            | 4-5 years relevant experience = 3; 6-8 = 4; 9 or more = 6                                     | 6          |
| C2   | Event managers                             | Two named event managers with at least three years' experience each; 2 marks per compliant CV | 4          |
| C3   | Technical/production lead                  | Relevant qualification/certification and at least five years' experience                      | 3          |
| C4   | Creative/branding lead                     | Relevant portfolio and at least four years' experience                                        | 2          |
| C5   | Logistics, protocol and HSE leads          | Named personnel with relevant experience; 1 mark per compliant role                           | 3          |
| C6   | Core and surge staffing                    | Adequate permanent team plus credible roster for ushers, technical crew and support staff     | 2          |
|      | <b>Section C total (minimum 10)</b>        |                                                                                               | <b>20</b>  |
| D1   | Average annual turnover - last three years | PKR 20-49.99m = 5; PKR 50-99.99m = 8; PKR 100m or more = 10                                   | 10         |
| D2   | Working capital / bank credit line         | PKR 5-9.99m = 2; PKR 10-19.99m = 3; PKR 20m or more = 5                                       | 5          |
|      | <b>Section D total (minimum 7)</b>         |                                                                                               | <b>15</b>  |
| E1   | Risk and contingency management            | Event risk register, emergency procedures, redundancy and escalation arrangements             | 4          |
| E2   | Quality assurance                          | Documented inspections, acceptance checks, vendor QA and issue closure                        | 2          |
| E3   | Health, safety and safeguarding            | HSE plan, trained focal person, incident reporting and safeguarding measures                  | 2          |
| E4   | Accessibility and sustainability           | Practical measures for inclusive access, waste reduction and responsible production           | 2          |
|      | <b>Section E total (minimum 5)</b>         |                                                                                               | <b>10</b>  |
| F1   | Islamabad/Rawalpindi mobilisation          | Established office/team or signed commitment to mobilise without additional standby cost      | 2          |
| F2   | Nationwide delivery network                | Verified supplier/logistics network covering ICT and at least three provinces/regions         | 3          |
|      | <b>Section F total</b>                     |                                                                                               | <b>5</b>   |
|      | <b>GRAND TOTAL</b>                         | <b>Overall qualifying score: 70/100</b>                                                       | <b>100</b> |

## Evaluation Notes

- Only assignments supported by both award evidence and satisfactory completion/performance evidence will receive marks.
- The same assignment may support more than one sub-criterion where relevant, but will be counted only once under the similar-event quantity scale.
- Experience of individual employees is scored under personnel criteria and is not substituted for the applicant firm's corporate experience.
- Joint venture/consortium scoring will follow the roles and evidence stated in the consortium agreement; PNCA may require the lead member to meet specified core thresholds.
- PNCA may verify, but will not introduce unannounced criteria or permit substantive alteration of an opened application.

## 7 Evaluation, Notification and Grievances

### 7.1 Evaluation Sequence

1. Opening of applications at the date and time stated in the Procurement Data Sheet.
2. Preliminary examination for timely submission, signature, authority and completeness.
3. Pass/fail assessment against mandatory eligibility requirements.
4. Technical scoring of responsive applications against the published matrix.
5. Written clarification and verification, where lawfully required, without changing the substance of the application.
6. Approval and publication/communication of the pre-qualification result in accordance with the applicable procurement framework.
7. Execution of the open framework agreement with selected pre-qualified firms after completion of the applicable complaint period and approvals.

### 7.2 Disqualification

- Late, incomplete, unsigned, conditional or materially non-responsive application.
- Failure to meet a mandatory criterion, overall qualifying score or required sectional minimum.
- False, forged, materially inaccurate, misleading or concealed information.
- Blacklisting, cross-debarment, insolvency or an undisclosed conflict that makes participation improper.
- Collusive, coercive, corrupt, fraudulent or obstructive practice, or improper contact intended to influence evaluation.
- Failure to provide a requested verification or original record within the reasonable time specified by PNCA.

### 7.3 Notification

PNCA will notify applicants whether they have been pre-qualified and will communicate reasons to unsuccessful applicants in accordance with Rule 16. The names of pre-qualified firms and evaluation

information will be published or made available as required by the Public Procurement Rules, EPADS and applicable regulations.

#### **7.4 Grievance Redressal**

Complaints concerning eligibility parameters, evaluation criteria or terms considered contrary to the procurement framework may be submitted to PNCA's Grievance Redressal Committee before the application deadline. After submission, an aggrieved applicant may lodge a complaint within the periods prescribed by Rule 48 and applicable regulations. The GRC details will be published in the Procurement Data Sheet, PNCA website and/or EPADS.

#### **7.5 Right to Reject All Applications**

PNCA may reject all applications or proposals at any time prior to acceptance in accordance with Rule 33 of the Public Procurement Rules, 2004. Notice will be given promptly and the grounds will be communicated upon request as provided by the Rules. This clause does not authorize arbitrary rejection of an individual application that satisfies the announced criteria.



## 8 Post-Pre-Qualification Procurement

### 8.1 Panel and Framework Agreement

Pre-qualified firms will be invited to execute PNCA's open framework agreement for one year. The agreement establishes common obligations but does not itself award an event, set a guaranteed price, or guarantee participation in every mini-competition. Panel status is non-exclusive.

### 8.2 Event-Specific Competition

1. PNCA classifies the requirement, confirms budget and prepares an event-specific scope, specifications, quantities, timetable and evaluation method.
2. The solicitation is issued through the authorized channel to all panel firms eligible and capable for that assignment, subject to any objectively stated event class or specialism.
3. Panel firms submit technical and financial offers within the stated response period. PNCA may require bid security or a bid-securing declaration, samples, a presentation, insurance and a performance guarantee where expressly stated.
4. PNCA evaluates offers only against the event-specific criteria and awards to the most advantageous responsive bidder.
5. A written contract, call-off contract or work order is issued. No work may begin on verbal instructions.
6. The assigned firm submits plans and designs for written approval, delivers the event and completes post-event closure and performance review.

### 8.3 Performance Management

| Performance area            | Illustrative indicators                                                             |
|-----------------------------|-------------------------------------------------------------------------------------|
| Planning and responsiveness | On-time plans, response time, accuracy, escalation and change control               |
| Technical quality           | Compliance with specifications, reliability, backups, safety and finish             |
| Service delivery            | Punctuality, staffing, protocol, audience experience and issue resolution           |
| Financial discipline        | Approved expenditure only, itemized invoicing, tax compliance and reconciliation    |
| Documentation               | Complete media files, attendance records, reports, source files and handover        |
| Conduct and compliance      | Ethics, safeguarding, labour/HSE compliance, care of venue and cultural sensitivity |

PNCA may issue corrective-action notices, reduce the scope of invitations, suspend or remove a firm from the panel for established non-performance or breach, and initiate contractual or blacklisting proceedings where warranted, strictly in accordance with the framework agreement, applicable Rules, regulations and due process.

## **8.4 Addition of New Firms**

Where needed and permitted under Rule 16A(5), PNCA may conduct a further pre-qualification process during the framework period. Any new applicant will be assessed against criteria that are the same or equivalent and transparently announced.

# **9 General Framework Terms**

## **9.1 No guarantee or exclusivity**

The framework does not guarantee any event, quantity, value, rotation, reimbursement or minimum revenue. PNCA may procure outside the framework where lawfully required or permitted.

## **9.2 Validity of qualification**

A firm must maintain throughout the framework period every registration, tax status, key capability and declaration on which qualification was based, and notify PNCA promptly of material changes.

## **9.3 Prices and payment**

No prices are fixed at pre-qualification. Prices will be sought and evaluated for each event. Payment terms, taxes, milestones and deductions will be stated in the event-specific contract; PNCA will not pay for unapproved work.

## **9.4 Performance security**

PNCA may require a performance guarantee for an event-specific contract, not exceeding the applicable legal limit and only where stated in the solicitation.

## **9.5 Intellectual property**

PNCA owns paid-for, event-specific designs, production files, photographs, recordings, data and reports unless the event contract states otherwise. Pre-existing third-party material must be licensed and disclosed.

## **9.6 Brand and content approvals**

No design, public statement, social-media post, sponsor placement, recording or use of PNCA/Government marks may be released without written approval.

## **9.7 Confidentiality and data**

Firms must protect non-public plans, participant data, security information and personal data; use them only for the assigned event; and return/delete them as directed.

## **9.8 Insurance and liability**

Event-specific contracts may require public liability, workers' compensation, equipment, vehicle and other insurance appropriate to the risk. The firm remains liable for its acts, omissions, personnel and approved subcontractors.

## **9.9 Personnel and conduct**

PNCA may require replacement of personnel for misconduct, incapacity or security concerns. Staff must display identification and comply with venue, protocol, safeguarding and anti-harassment rules.

## **9.10 Audit and records**

The firm must maintain event records, invoices, approvals, vendor evidence and deliverables for the period required by law and allow authorized audit/verification.

## **9.11 Assignment and subcontracting**

The framework or event contract may not be assigned. Specialist subcontracting requires prior written approval and does not reduce the firm's responsibility.

## **9.12 Termination and remedies**

The framework or event contract may provide for termination, liquidated damages, recovery, forfeiture, suspension, de-listing and dispute resolution in accordance with law and due process.

## Form A - Application Submission Letter

[On applicant's letterhead]

|                              |                                                                                       |
|------------------------------|---------------------------------------------------------------------------------------|
| <b>Date</b>                  | [INSERT]                                                                              |
| <b>Procurement reference</b> | [INSERT]                                                                              |
| <b>To</b>                    | Procurement Office, Pakistan National Council of the Arts, Islamabad                  |
| <b>Subject</b>               | Pre-Qualification of Event Management Firms under One-Year Open Framework Arrangement |

We, the undersigned, apply to be pre-qualified for the services described in the above procurement. Having examined the Pre-Qualification Document and all addenda, we submit the attached information and declare that:

- all information and evidence in our application are true, complete, current and verifiable;
- we meet the mandatory eligibility requirements and accept verification by PNCA;
- we have not submitted a financial proposal at this stage;
- we are not blacklisted or cross-debarred, except as fully disclosed in the application;
- we have disclosed all actual or potential conflicts of interest, material litigation, insolvency matters and terminated contracts;
- our application remains valid for 120 days from the submission deadline;
- pre-qualification creates no entitlement to work, payment or exclusive treatment; and
- if selected, we will execute the framework agreement and comply with event-specific procurement and contract requirements.

|                                           |  |
|-------------------------------------------|--|
| <b>Legal name of applicant</b>            |  |
| <b>Name/title of authorized signatory</b> |  |
| <b>CNIC/passport no.</b>                  |  |
| <b>Signature and company stamp</b>        |  |
| <b>Email / telephone</b>                  |  |
| <b>Registered address</b>                 |  |

## Form B - Applicant Profile and Legal Status

|                                |                                                               |
|--------------------------------|---------------------------------------------------------------|
| Legal name                     |                                                               |
| Trading name (if different)    |                                                               |
| Legal form                     | Company / partnership / AOP / sole proprietor / JV-consortium |
| Registration no. and date      |                                                               |
| NTN                            |                                                               |
| Sales/service tax registration |                                                               |
| EPADS vendor no./profile       |                                                               |
| Registered address             |                                                               |
| Operational office(s)          |                                                               |
| Website                        |                                                               |
| Primary contact                | Name, designation, email and mobile                           |
| Years in event management      |                                                               |
| Permanent employees            |                                                               |
| Parent/affiliate entities      |                                                               |

### Ownership / Management

| Name | CNIC / ID | Role / ownership % | Nationality |
|------|-----------|--------------------|-------------|
|      |           |                    |             |
|      |           |                    |             |
|      |           |                    |             |

*Attach constitutional/registration documents, current directors/partners record, applicable beneficial-ownership information, tax records and EPADS evidence.*

## Form C - Corporate Experience Summary

| No. | Client / event / year | Location and scope | Contract value (PKR) | Evidence ref. |
|-----|-----------------------|--------------------|----------------------|---------------|
| 1   |                       |                    |                      |               |
| 2   |                       |                    |                      |               |
| 3   |                       |                    |                      |               |
| 4   |                       |                    |                      |               |
| 5   |                       |                    |                      |               |
| 6   |                       |                    |                      |               |
| 7   |                       |                    |                      |               |

List only assignments for which the applicant can provide contract/work-order evidence and satisfactory completion/performance evidence. Mark the assignments claimed as 'similar events'.

## Form D - Detailed Similar Event Reference

Complete one copy for each assignment claimed under the similar-event criterion.

|                                      |                                                                                       |
|--------------------------------------|---------------------------------------------------------------------------------------|
| Client and contact details           |                                                                                       |
| Event title / location / dates       |                                                                                       |
| Contract value and applicant share   |                                                                                       |
| Attendance / duration / event class  |                                                                                       |
| Services delivered                   | Planning; stage/exhibition; AV; branding; logistics; protocol; catering; media; other |
| Key personnel deployed               |                                                                                       |
| Challenges and outcomes              |                                                                                       |
| Contract/work-order evidence ref.    |                                                                                       |
| Completion/performance evidence ref. |                                                                                       |

## Form E - Current Commitments, Litigation and Contract History

### Current Assignments

| Client / assignment | Value | Completion date | Current status / capacity impact |
|---------------------|-------|-----------------|----------------------------------|
|                     |       |                 |                                  |
|                     |       |                 |                                  |
|                     |       |                 |                                  |

### Litigation, Disputes and Terminated Contracts - Last Five Years

| Year / counterparty | Matter and value | Status / outcome | Applicant explanation |
|---------------------|------------------|------------------|-----------------------|
|                     |                  |                  |                       |
|                     |                  |                  |                       |

*State 'None' where applicable. Non-disclosure may result in disqualification; disclosure will be assessed for materiality and does not automatically cause rejection.*

## Form F - Key Personnel

| Name | Proposed role             | Qualification | Relevant years | Employment status | CV ref. |
|------|---------------------------|---------------|----------------|-------------------|---------|
|      | Project Director          |               |                |                   |         |
|      | Event Manager 1           |               |                |                   |         |
|      | Event Manager 2           |               |                |                   |         |
|      | Technical/Production Lead |               |                |                   |         |
|      | Creative/Branding Lead    |               |                |                   |         |
|      | Logistics/Protocol Lead   |               |                |                   |         |
|      | HSE/Safeguarding Lead     |               |                |                   |         |

*Attach signed CVs, qualifications/certifications, CNIC copies where lawfully required, and evidence of employment/availability. PNCA may interview or verify nominated personnel.*

## Form G - Technical Equipment and Delivery Network

| Resource category            | Description / capacity | Owned / rented / vendor | Evidence / vendor details |
|------------------------------|------------------------|-------------------------|---------------------------|
| Sound systems                |                        |                         |                           |
| Lighting and truss           |                        |                         |                           |
| SMD/LED/projection           |                        |                         |                           |
| Stage/set/exhibition systems |                        |                         |                           |
| Power backup/electrical      |                        |                         |                           |
| Streaming/recording          |                        |                         |                           |
| Registration/ticketing       |                        |                         |                           |
| Transport/logistics          |                        |                         |                           |
| Catering/hospitality         |                        |                         |                           |
| Nationwide vendor network    |                        |                         |                           |

*Attach ownership records, inventory, current rental/lease agreements, framework arrangements or vendor letters. Generic brochures without evidence of availability will not receive credit.*

## Form H - Financial Capacity

| Completed financial year | Annual turnover (PKR) | Net profit/loss (PKR) | Audited statement / tax return ref. |
|--------------------------|-----------------------|-----------------------|-------------------------------------|
| Year 1: _____            |                       |                       |                                     |
| Year 2: _____            |                       |                       |                                     |
| Year 3: _____            |                       |                       |                                     |

|                                    |                                            |
|------------------------------------|--------------------------------------------|
| <b>Three-year average turnover</b> | PKR                                        |
| <b>Available working capital</b>   | PKR                                        |
| <b>Bank credit line</b>            | PKR; bank/branch and validity              |
| <b>Bank reference</b>              | Name, branch, contact and letter reference |



*Attach audited financial statements and tax returns for the last three completed financial years, plus an original/recent bank certificate or verifiable credit-line evidence.*

## Form I - Methodology and Management Systems

Provide a concise response, maximum ten pages excluding evidence, under each heading below.

| No. | Required response                                                            |
|-----|------------------------------------------------------------------------------|
| 1   | Understanding of PNCA's cultural-event environment and stakeholder needs     |
| 2   | Mobilisation model for planned, short-notice and simultaneous events         |
| 3   | Planning workflow, approvals, schedule control and change management         |
| 4   | Production methodology for stage/exhibitions, AV, branding and audience flow |
| 5   | Vendor selection, procurement, quality checks and backup arrangements        |
| 6   | Risk register, emergency response, HSE, safeguarding and incident reporting  |
| 7   | Protocol, guest, artist, media and audience management                       |
| 8   | Accessibility, inclusion and environmentally responsible delivery            |
| 9   | Post-event documentation, data handover, reconciliation and lessons learned  |
| 10  | Sample 30-day work plan and 72-hour urgent-event mobilisation plan           |

## Form J - Creative and Production Portfolio

| Project / year | Applicant's role | Creative/technical elements | Link or evidence ref. |
|----------------|------------------|-----------------------------|-----------------------|
|                |                  |                             |                       |
|                |                  |                             |                       |
|                |                  |                             |                       |
|                |                  |                             |                       |

*Use stable links accessible without login or include a concise contact sheet. Identify work created by subcontractors and do not claim third-party work as the applicant's own.*

## Form K - Affidavit and Undertaking

[To be executed on stamp paper of the value required by applicable law and attested by the competent authority]

I, \_\_\_\_\_ son/daughter of \_\_\_\_\_, CNIC No. \_\_\_\_\_, authorized representative of M/s \_\_\_\_\_, solemnly affirm and declare that:

1. The applicant is legally eligible to conduct business and submit this application.
2. The applicant, its directors/partners and consortium members are not blacklisted, cross-debarred or prohibited from participating in public procurement, except as expressly disclosed in an attached statement.
3. All documents, statements, experience records, financial information and personnel details submitted to PNCA are genuine, accurate, complete and verifiable.
4. The applicant has not offered, authorized or agreed to any corrupt, fraudulent, collusive, coercive or obstructive practice in connection with this procurement.
5. The applicant has disclosed all actual or potential conflicts of interest, material litigation, insolvency proceedings and terminated public contracts.
6. The applicant will notify PNCA immediately if any declaration ceases to be accurate during the procurement or framework period.
7. The applicant understands that false or concealed information may result in disqualification, contract remedies and proceedings under applicable rules and law.

|                              |  |
|------------------------------|--|
| Deponent name / designation  |  |
| Signature / thumb impression |  |
| Company stamp                |  |
| Date / place                 |  |
| Attestation                  |  |

## Form L - Conflict of Interest Disclosure

|                                            |          |
|--------------------------------------------|----------|
| Actual or potential conflict identified?   | Yes / No |
| Related PNCA/Government official or entity |          |
| Nature of relationship or interest         |          |
| Financial/organizational connection        |          |

|                             |  |
|-----------------------------|--|
| Proposed mitigation         |  |
| Authorized signature / date |  |

*If no conflict exists, write 'None identified' and sign. A conflict is not automatically disqualifying if disclosed and capable of lawful mitigation; concealment may be disqualifying.*

## Annex A - Ready-to-Publish Pre-Qualification Notice

### PAKISTAN NATIONAL COUNCIL OF THE ARTS

#### INVITATION FOR PRE-QUALIFICATION OF EVENT MANAGEMENT FIRMS

Pakistan National Council of the Arts (PNCA), under the National Heritage & Culture Division, Government of Pakistan, invites electronic applications from reputable, experienced, technically capable and financially sound event management firms for pre-qualification under an open framework arrangement for one (01) year. The arrangement will cover event management and allied services for PNCA programmes on an as-and-when-required basis.

Only pre-qualified firms will be eligible to participate in subsequent event-specific procurement proceedings. This is a pre-qualification exercise only; no financial proposal is required at this stage.

|                              |                                                                               |
|------------------------------|-------------------------------------------------------------------------------|
| <b>Procurement reference</b> | [INSERT]                                                                      |
| <b>Procurement category</b>  | Non-consulting services                                                       |
| <b>Submission method</b>     | Electronic application through EPADS                                          |
| <b>Closing date and time</b> | [INSERT]                                                                      |
| <b>Opening date and time</b> | [INSERT - AT LEAST 30 MINUTES AFTER CLOSING]                                  |
| <b>Document availability</b> | EPADS and <a href="http://www.pnca.org.pk">www.pnca.org.pk</a> , free of cost |
| <b>Bid security</b>          | Not required at pre-qualification stage                                       |

The Pre-Qualification Document contains the scope, instructions, mandatory requirements, evaluation criteria and application forms. Applicants must be registered with the relevant tax authorities, appear on the Active Taxpayers List, hold an active EPADS vendor registration and meet all eligibility requirements stated in the document.

Electronic applications prepared in accordance with the document must be uploaded through EPADS by the deadline. Late applications will not be considered. PNCA may reject all applications in accordance with Rule 33 of the Public Procurement Rules, 2004. Details of PNCA's Grievance Redressal Committee constituted under Rule 48 are available at [INSERT LINK/LOCATION].

Procurement Office, Pakistan National Council of the Arts, Plot No. 5, Sector F-5/1, Islamabad.  
Telephone: +92-51-9205273-74. Email: [INSERT PROCUREMENT EMAIL].

**[NAME AND DESIGNATION OF AUTHORIZED OFFICER]**

## Annex B - PNCA Evaluation Worksheet

|                              |  |
|------------------------------|--|
| <b>Applicant</b>             |  |
| <b>EPADS application no.</b> |  |
| <b>Evaluator</b>             |  |
| <b>Date</b>                  |  |

### Mandatory Review

| Ref. | Criterion     | Result      | Evaluator note / evidence ref. |
|------|---------------|-------------|--------------------------------|
| M1   | Criterion M1  | Pass / Fail |                                |
| M2   | Criterion M2  | Pass / Fail |                                |
| M3   | Criterion M3  | Pass / Fail |                                |
| M4   | Criterion M4  | Pass / Fail |                                |
| M5   | Criterion M5  | Pass / Fail |                                |
| M6   | Criterion M6  | Pass / Fail |                                |
| M7   | Criterion M7  | Pass / Fail |                                |
| M8   | Criterion M8  | Pass / Fail |                                |
| M9   | Criterion M9  | Pass / Fail |                                |
| M10  | Criterion M10 | Pass / Fail |                                |
| M11  | Criterion M11 | Pass / Fail |                                |
| M12  | Criterion M12 | Pass / Fail |                                |

### Scored Review

| Section | Area                                                 | Maximum | Minimum | Score / note |
|---------|------------------------------------------------------|---------|---------|--------------|
| A       | Relevant experience and past performance             | 30      | 15      |              |
| B       | Technical, production and creative capability        | 20      | 10      |              |
| C       | Management and human resources                       | 20      | 10      |              |
| D       | Financial capacity                                   | 15      | 7       |              |
| E       | Quality, risk, HSE, accessibility and sustainability | 10      | 5       |              |

| Section | Area                              | Maximum | Minimum    | Score / note |
|---------|-----------------------------------|---------|------------|--------------|
| F       | Mobilisation and nationwide reach | 5       | -          |              |
|         | TOTAL                             | 100     | 70 overall |              |

|                                     |                                  |
|-------------------------------------|----------------------------------|
| <b>Mandatory eligibility result</b> | Pass / Fail                      |
| <b>Final technical score</b>        | ____ / 100                       |
| <b>Recommendation</b>               | Pre-qualify / Do not pre-qualify |
| <b>Reasons</b>                      |                                  |
| <b>Evaluator signature</b>          |                                  |
| <b>Committee approval</b>           |                                  |