



# TENDER NOTICE

Pakistan Academy of Letters, Islamabad invites sealed bids from reputable and registered Event Management Companies for organizing and managing a Three-Day International Conference.

## 1. PROCUREMENT DETAILS

- Procurement Method: Single Stage – Single Envelope Procedure
- Governing Rules: Public Procurement Rules, 2004

## 2. ELIGIBILITY CRITERIA

Interested firms must fulfill the following minimum requirements:

- Registered with FBR and listed on Active Taxpayers List (ATL)
- Registered on EPADS
- Proven experience of organizing national and/or international conferences/events
- Adequate financial strength, technical capacity, and qualified human resources
- Compliance with all terms and conditions specified in the bidding documents

## 3. SUBMISSION OF BIDS

- Bids shall be submitted under Single Stage – Single Envelope Procedure:
  - i. Envelope-I: Technical Proposal & Financial Proposal
- Bids must be sealed and enclosed in an envelope clearly marked “Accommodation service for Three-Day International Writers Conference” addressed to Pakistan Academy of Letters, Islamabad, along with a pay order amounting to Rs.2,000/- in the name of Pakistan Academy of Letters.

## 4. MANDATORY ONLINE SUBMISSION ON EPADS

- Online submission of bids through EPADS is compulsory.
- Hard-copy submissions will only be entertained if the bidder has successfully submitted the bid online on EPADS.
- Applications/bids submitted only in hard form without EPADS submission shall not be considered.

## 5. AVAILABILITY OF BIDDING DOCUMENTS

- Bidding documents can be obtained during office hours from Pakistan Academy of Letters, Islamabad or Downloaded from EPADS / PPRA website

## 6. OPENING & EVALUATION

- Technical proposals will be opened first as per PPRA Rules
- Only technically qualified firms shall be invited for opening of financial proposals
- Date, time, and venue for opening of bids will be announced through EPADS

## 7. IMPORTANT NOTES

- Incomplete, conditional, or late bids shall be rejected
- Pakistan Academy of Letters reserves the right to accept or reject any or all bids as per PPRA Rule-33
- This advertisement does not commit PAL to award the contract
- Only technically qualified firms will be considered for financial evaluation.
- PAL reserves the right to reject any or all bids as per PPRA Rule 33.

**Deputy Director (Admin & Finance)**

Pakistan Academy of Letters

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