



PREQUALIFICATION OF EVENT MANAGEMENT FIRMS

National Institute of Folk & Traditional Heritage (Lok Virsa) is seeking experienced and well established firms / companies to submit their bids for providing **Event Management** through open competitive bidding procedure (single stage-two envelope) for one (01) year at Lok Virsa, Islamabad.

Scope of Work:

The selected company shall be responsible for:

Providing requisite Event Management service at Lok Virsa, Islamabad (detail mentioned in bidding document)

Submission Requirements:

Interested companies are invited to submit pre-qualification documents for the following:

- Prequalified Firms will submit PKR 150,000/- **Performance** security in form of Pay Order / Demand Draft / BG (refundable) in favour of Lok Virsa to be physically submitted at Lok Virsa Admin section, (FTN/NTN: 9010387).
- The tender documents will be available on digital platform “e-PADS V.2” by Public Procurement Regulatory Authority (PPRA).
- All submissions must be made on the e-PADS system by registering for vendor/supplier portal at on <https://epads.gov.pk>. No manual bid submissions will be entertained.
- A detailed portfolio/profile of the firm / company showcasing previous experience with government sector / semi-Govt or private set-up.
- Contact information, including full name, address, telephone number, and email address.
- Only registered companies with FBR certificates and ATL active status.
- Single stage two envelop policy shall be applied for opening pre-qualification bids.

Submission Deadline:

All submissions must be made before the closing date i.e. **04th May, 2026** before 11 am on E-PADS. The bids will be opened through e-PADS the same day at 11:30 am. Late submissions will not be considered.

Evaluation Criteria:

Detailed evaluation criteria is mentioned in tender document.

Selection Process:

After the submission deadline, the evaluation committee will review all proposals and select the most qualified company based on the evaluation criteria. The selected prequalified companies will be notified accordingly.

Additional Information:

For any inquiries or clarifications regarding this tender, please contact **051-9249208**. Lok Virsa reserves the right to accept or reject any proposal and to cancel the tender process at any time without incurring any liability as per PPRA rules.

Director (Administration)
**National Institute of Folk &
Traditional Heritage (Lok Vira)**
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