



INVITATION TO BIDS

GOVERNMENT OF PAKISTAN **CYBER SECURITY FOR DIGITAL PAKISTAN/nCERT (NATIONAL** **CYBER EMERGENCY RESPONSE TEAM)**

1. Cyber Security for Digital Pakistan /nCERT invites bids for **Service Provision for Event(s) Management – Hackathon Bootcamp** for which electronic bids are invited under Single Stage-Single Envelope procedure from the firms/ companies registered with Income Tax, Sales Tax Departments and who are on FBR's Active Taxpayer's List (ATL) through e-PADS v2.0.
2. The prospective service providers are required to submit their electronic bids including technical and financial proposals along with the Bid Security instrument amounting to Rupees 01 million/- (Rupees One Million Only) submitted in favor of Project Director, CSDP/NCERT (FTN/NTN: 9012000-7) through PPRA e-PADS Version 2.0.
3. The **NCERT (NTISB)** invites E-bids from eligible Bidders for procurement of goods described in the bidding documents on **EPADS v2.0**.
4. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS) v2.0** at <https://vendors.epads.gov.pk/>.
5. Bidder(s) are required to get themselves registered on **EPADS v2.0** on or before **18th May, 2026 11:00 AM**. E-bids will be opened using **EPADS v2.0** on the same day at **18th May, 2026 11:30 AM under single stage one envelope bidding procedure**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>
6. Original Bid security instrument **MUST** be submitted to the undersigned before closing hours of the bid submission time otherwise respective bid will not be opened.
7. Bidding documents can be accessed from the website of National Computer Emergency Response Team (<https://pkcert.gov.pk/>) as well as on PPRA website.
8. Bids will be opened on the same day i.e., **18th May, 2026**, at 1130 hours in the presence of representatives of the bidders.
9. As per PPRA Rules 33(1), 2004, National Computer Emergency Response Team (nCERT) has the right to reject any or all bids/ proposals at any time prior to the acceptance of a bid/proposal.

Project Director
Cyber Security for Digital Pakistan/nCERT
Block-L, Pak Secretariat, Islamabad
Ph No. 051-9203421-22
Email: bid@pkcert.gov.pk
Website: (<https://pkcert.gov.pk/>)

PART – A: DEFINITIONS, INSTRUCTIONS & INFORMATION FOR BIDDERS

Mandatory Eligibility Criteria Checklist

Before the Bidders submit their Proposals within the stipulated time mentioned in this RFP document, bidders are required to make sure that the following mandatory requirements are fulfilled. In case of bids being submitted as Consortium / Joint Venture (JV), Lead Bidder's documents will be evaluated against Mandatory Eligibility Criteria. These requirements must be furnished at the time of submission of Proposal. Non-submission of any one of the following applicable requirements shall result in disqualification:

#	Mandatory Eligibility Criteria	Mark ✓ / ✗
1.	Proof of Certificate of Incorporation or Registration or equivalent	
2.	Proof of NTN Certificate	
3.	Proof of GST Certificate	
4.	Proof of FTN certificate / Tax exemption certificate (for public sector entity)	
5.	In case of bid being submitted as consortium/Joint Venture (JV), attach consent letter of each partner organization clearly specifying its roles and responsibilities in the project. Letter should be issued by the competent authority of the partner organization.	
6.	Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other international organization.	
7.	Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that the Bidder is an active tax payer and has submitted its tax return for the preceding fiscal year. Tax payer's list serial number (Active Taxpayers List (ATL) is downloadable from FBR's website) is to be mentioned.	
8.	Single Stage, Single Envelope as per PPRA rules 36(b) – Technical Bid shall clearly bear the name "TECHNICAL PROPOSAL – Service Provision for Event Management." Two hard copies of Technical Proposal, one marked as Original and one marked as Copy must be submitted with Bid Security instrument.	
9.	Financial Bid shall clearly bear the name "FINANCIAL PROPOSAL – Service Provision for Event Management." Financial Proposal in hard copy must be submitted and should not be part of Technical Proposal in any form. Same Financial proposal soft copy must be uploaded on PPRA e-PADs as well.	
10.	Bid Security amount to Rs. 01 million in the form of Pay Order/Bank Draft to be placed in Technical Bid along with mandatory documentation.	

Note: Bidders are required to submit filled, signed & stamped copy of the above checklist along with the Proposal. All supporting documents shall be attached with the checklist in the same section of the technical proposal. Requirements No. 6 & 7 above are required to be submitted on separate stamp papers.

1. Definitions

Term	Definition
Bidder	A firm, agency or party or consortium which will submit a proposal in response to this RFP.
Procuring Agency	PSDP "Cyber Security for Digital Pakistan" designated as National CERT (sponsored by MoIT&T and executed by NTISB).
Date of Issue	The date on which this RFP titled "Service Provision for Event Management" is issued by Procuring Agency to solicit bids from potential Bidders.
Draft Agreement	An agreement concluded between Procuring Agency and the Successful Bidder (Annexure B).
Terms of Reference (ToR)	The description of formal work and activities under the "Service Provision for Event Management" to be completed by the Successful Bidder in accordance with the Contract.
Successful Bidder	A bidder who has been awarded the contract pursuant to this RFP and who shall be responsible for managing events as per the requirements laid down herein.
Lead Bidder	The lead entity in case of consortium or joint venture that is principally participating in submission of the proposal and should submit a letter of intent for identification.

2. nCERT

The Gazette of Pakistan vide statutory Notification SRO 376(I) 2024 dated 11th March, 2024 has notified "Cyber Security for Digital Pakistan", designated as National Cyber Emergency Response Team (nCERT) on the recommendation of MoIT&T. nCERT is a national government entity responsible for protecting the digital assets, sensitive information, and critical infrastructure of Pakistan from ever-increasing cyber-attacks, cyber terrorism, and cyber espionage. In pursuance, Project Director is looking to hire the services of an Event Management firm for two national-scale events to be organized by nCERT.

3. Instructions for Bidders

This document contains all the information pertinent to this solicitation, and governs the preparation and submission of Proposals. The technical & financial forms to be filled by Bidder for this assignment are annexed with this RFP document. Proposals must be submitted by the deadline stipulated in this RFP, completed on the formats provided by the Procuring Agency, with supporting documents, according to the guidelines given in this section. Proposals will be evaluated by evaluation committees constituted by the Procuring Agency. Selection of Bidders will be on Quality and Cost Based Selection methodology as provided in the Bidding Document.

4. Bidding Document

4.1 Language of the Proposal

Proposals prepared by the Bidders and all correspondence and documents relating to the Proposal exchanged between the Bidders and the Procuring Agency shall be in writing and in English Language, except where otherwise specified.

4.2 Proposal Currency

All prices shall be quoted in Pakistani Rupees (PKR) and all payments will be made in Pakistani Rupees (PKR).

4.3 Period of Validity of Proposal

Proposals shall remain valid for 180 days from the date of submission as provided in the RFP document.

4.4 Proposal Documents

The Proposal, in binder form, with serial number of each page should comprise the following:

Technical Proposal:

- Checklist (Mandatory Documents required with the Proposal) – Page 1
- Technical Proposal Submission – Form C1
- Firms/Bidders Profile – Form C2
- Relevant Experience of the Firm/Bidder – Form C3 (C3-A & C3-B)
- Creativity of Designs & Layouts of Previous Events – Form C4
- Event Execution & Time Management Plan – Form C5
- Roles and Responsibilities of Consortium/JV Partners – Form C6

Financial Proposal:

- Covering Letter – Form C7
- Summary of Cost – Form C8

4.5 Bid Security and Performance Bank Guarantee

Bid Security equivalent to Rs. 01 million/- in the form of Demand Draft/Pay Order (refundable) drawn in favour of nCERT (FTN/NTN: 9012000-7) is to be placed in Envelope #1 along with the mandatory documentation. Performance Bank Guarantee at the rate of 10% of the contract amount to be submitted at the time of signing of agreement.

4.6 Taxes

Quoted costs should be inclusive of all applicable (direct & indirect) taxes. Financial Proposal will be scored based upon the bid amount inclusive of all taxes. All prices must be quoted in PKR.

5. Key Activities & Timeline

The tentative timeline represents the Procuring Agency's best estimate of the schedule that will be followed:

S.No	Activity / Milestone	Timeline
1	RFP Issuance	01 st May, 2026
2	Deadline for Receiving Queries / Questions through email	01 st May, 2026
3	Proposal Submission Deadline and Opening of Technical and Financial Proposals	18 th May, 2026 at 1130 hrs
5	Award of Contract	TBD

Note: Procurement Committee will communicate the date and time for the financial bid opening to technically qualified bidders.

6. Evaluation and Award Process

6.1 Evaluation of Proposals

Overall evaluation shall be carried out based on weighted average methodology wherein technical evaluation will carry 60% and financial evaluation will carry 40% weightage respectively. Bidders who obtain at least 60% in technical evaluation criteria will qualify and Financial Proposals will be opened only for technically qualified Bidders.

6.2 Technical Evaluation Criteria

#	Technical Evaluation Criteria	Sub Marks	Total
I.	Firm/Bidder Profile (Registered Age and Financial Position) – (Form C2) Registered Age (Lead Bidder): 10+ Years = 15 Marks 7–10 Years = 10 Marks 3–7 Years = 5 Marks < 3 Years = 0 Marks Financial Position (Lead Bidder): Verified bank/audit statements showing sound financial standing = 10 Marks	15 / 10	25
II.	Relevant Experience of the Firm/Bidder – (Form C3) Experience of managing events of similar scale (Form C3-A): Min. 5 Events @ 4 marks each = 20 marks; additional events @ 2 marks each Extent of managing Media Coverage for events of similar scale (Form C3-B): Min. 3 events coverage @ 2 marks each = 6 marks; additional events @ 2 marks each	30 / 10	40
III.	Creative Work, Designs & Layouts of Previous Events – (Form C4) 3D Layouts of Venue Branding = 5 marks 3D Layouts of Stage & Seating Area Setup = 5 marks Artwork of Brochures / Invitation Cards / Marketing Collateral = 5 marks Promotional / Post-Event Videos & Press Releases = 5 marks	5+5+5+5	20
IV.	Event Execution & Time Management Plan – (Form C5) Submit Proposed Event Execution Plan & Time Management Plan in accordance with the Scope of Work.	15	15
Total Marks		100	
Minimum Qualifying Marks		60	

6.3 Financial Evaluation & Combined Score

- Technical Score (TS) = (Technical score obtained / Total Technical score) × 60 / 100
- Financial Score (FS) = (Lowest Bidder's total cost / Bidder's total cost) × 40 / 100
- Combined Score (Total Score) = TS + FS
- The bidder with the highest combined score will be selected.

7. Fraud, Corruption & Conflict of Interest

The Procuring Agency requires all Bidders to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. Any act of corrupt practice, fraudulent practice, collusive practice, or coercive practice will result in rejection of the Proposal. Current employees of the Procuring Agency shall not work as or for the Bidder. The Bidder has an obligation to disclose any actual or potential conflict of interest in writing.

PART – B: TERMS OF REFERENCE (ToR)

8. Statement of Purpose

Service Provision for Event Management: Hackathon Bootcamp & National Bug Bounty Competition

9. Background and Introduction

Cyber Security for Digital Pakistan / nCERT plans to conduct two national-scale events and invites proposals from event management companies to provide 360-degree event management. The event management companies should have prior experience of large-scale event management, branding & marketing, and should be capable of working with both private and public sector entities. Both events are aimed at strengthening Pakistan's cyber-security ecosystem by engaging students, professionals, researchers, and developers from across the country.

10. Goals / Objectives

The main objectives of this assignment are, but not limited to:

- To create maximum outreach and increase awareness of nCERT's brand and Pakistan's national cyber-security mandate.
- To conduct and manage an impactful Hackathon Bootcamp that engages students, developers, and professionals in solving real-world cyber-security challenges.
- To organize a National Bug Bounty Competition that incentivizes ethical hackers and security researchers to discover and responsibly disclose vulnerabilities in designated target systems.
- To facilitate prize distribution and recognition for top performers in both events.

EVENT 1: HACKATHON BOOTCAMP (1 Day)

11. Scope of Work – Event 1: Hackathon Bootcamp

Parameter	Details
Purpose	A hands-on cybersecurity hackathon / bootcamp to engage students, developers, and professionals in solving real-world challenges. The event will feature live challenges, mentorship, team collaboration, and award ceremonies for top-performing teams.
Schedule	Tentatively April / May 2026 (exact dates will be communicated later)
City	Islamabad
Venue	Serena Hotel, Marriott, or equivalent venue in Islamabad
Venue Specifications	Hall capacity: 50–70 participants (working in teams). High-speed internet 100 Mbps (dual connectivity) with sufficient power outlets for laptops. Projection screens for displaying challenges and live leaderboards. Sound system for announcements. Basic stage branding and backdrop. Sufficient secure parking. Separate area for tea and lunch.
Expected Participants	50–70 (students, professionals, developers) – participants may bring their own laptops
Event Management	Turnkey solution – including participant registration, technical coordination, challenge facilitation, leaderboard management, and overall day management.
Catering	Lunch and two tea breaks for 70 participants

11.1 Event 1 – Requirements & Specifications

Sr.	Description	Size / Specification	Quantity
1	Main Backdrop SMD	According to stage size	1
2	SMD Panels on Stage	16ft H × 8ft W each	1
3	Standeers (Roll-up)	3ft × 6ft	10
4	Flower Stands	–	4
5	Stage Décor	–	1
6	Flyers, Brochures & Marketing Material	Design files provided; printing as needed	As required
7	Sound System – Line Array	–	1
8	Lights with Truss (Ambient Lighting)	–	1
9	Ushers / Event Staff	–	5
10	Registration Desk (with laptop & printer)	–	1
11	Lunch (3-item menu + dessert, soft drinks, mineral water, tea, coffee)	–	70 pax
12	Directional Signs	2ft × 2ft	As required
13	Lanyards with ID Holders & Printed Cards	–	70
14	Event Coverage (Videography & Photography)	–	Full day
15	Introductory & Post-Event Highlight Video	Max. ~5 mins each	1 highlight video
16	Corporate Souvenirs (Power banks / T-shirts / Mugs / USBs / Keychains)	–	70
17	Shields / Trophies for Winners & Organizers	7.5-inch metal shield with stand and box	10
18	Projection Screens & Live Leaderboard Display	–	2
19	High-Speed Internet Link	100 Mbps, dual connectivity	Yes
20	Hotel Hall Charges	–	1 day

Note: Sizes and quantities mentioned above may vary as per venue schematics and requirements. Any further requirements will be shared as needed.

11.2 Hackathon Bootcamp – Prize Distribution

The Procuring Agency will facilitate prize distribution for top-performing teams. The event management firm shall be responsible for arranging prize shields, certificates, souvenirs, and the ceremonial distribution on event day.

Position	Category	Recognition
1st Place	Top-performing team solving all challenges	Trophy + Certificate + Souvenir Pack
2nd Place	Runner-up team	Trophy + Certificate + Souvenir Pack

3rd Place	Second runner-up team	Trophy + Certificate + Souvenir Pack
Best Newcomer	Top-performing first-time participant team	Certificate + Souvenir Pack
Special Mention	At organizer's discretion (e.g., most innovative solution)	Certificate + Souvenir

EVENT 2: NATIONAL BUG BOUNTY COMPETITION (2 Days)

12. Scope of Work – Event 2: National Bug Bounty Competition

Parameter	Details
Purpose	A national-scale Bug Bounty Competition to engage ethical hackers, security researchers, students, and professionals in discovering and responsibly disclosing vulnerabilities in designated target systems under a structured, supervised environment. The event will include an opening ceremony, keynote addresses from senior government and industry officials, live hacking sessions, a closing ceremony with public prize distribution, and a post-event media briefing.
Scale	National – inviting participants from all provinces and territories of Pakistan
Schedule	Tentatively April / May 2026 (exact dates will be communicated later)
City	Islamabad
Venue	Serena Hotel, Marriott, or equivalent venue in Islamabad
Venue Specifications	Main hall capacity to accommodate 100–150 participants (seated). Separate breakout/hacking rooms with high-speed internet (100 Mbps, dual connectivity) and ample power outlets. Live streaming capability over social media. Professional sound system (line array), ambient lighting, stage décor and backdrop. Sufficient secure parking. Separate area for tea/lunch service. Media/press area with branding walls.
Expected Participants	100–150 (security researchers, ethical hackers, students, professionals, government officials)
Event Duration	2 Days (Day 1: Opening Ceremony + Live Hacking Session; Day 2: Results, Award Ceremony + Media Briefing)
Event Management	Turnkey solution – including all branding, logistics, participant registration, technical coordination, live leaderboard management, and day-of management for both days.
Catering	Lunch and two tea breaks per day for up to 150 participants (both days)

12.1 Event 2 – Requirements & Specifications

Sr.	Description	Size / Specification	Quantity
1	Main Backdrop SMD	According to stage size	1
2	SMD Panels on Stage	16ft H × 8ft W each	2
3	Gallery Grill – Branding	3ft H × 305ft W	1
4	Standees (Roll-up)	3ft × 6ft	25
5	Flower Stands	–	10
6	Stage Décor	–	1
7	Flyers, Brochures & Marketing Material	Design files provided; printing as needed	As required
8	Sound System – Line Array	–	1
9	Lights with Truss (Ambient Lighting)	–	1
10	Ushers / Event Staff	–	15

11	Registration Desk (with laptop & printer)	–	1
12	Invitation Cards (Hard Copies)	Design files provided	150
13	Lunch (3-item menu + dessert, soft drinks, mineral water, tea, coffee)	–	150 pax per day
14	Outer Wall Drops	40ft H × 20ft W	1
15	Directional Signs	2ft × 2ft	As required
16	SMD Entrance Corridor	10ft H × 20ft W	1
17	Media Walls & Branding Panels	8ft H × 16ft W	2
18	Lanyards with ID Holders & Printed Cards	–	150
19	Event Coverage (Videography & Photography)	–	Full 2 days
20	Introductory & Post-Event Videos, Live Streaming	Max. ~5 mins each	1 video + live stream per day
21	Corporate Souvenirs (Power banks / T-shirts / Mugs / USBs / Keychains)	–	150–200
22	Shields / Trophies for Winners & Organizers	7.5-inch metal shield with stand and box	25
23	Media Coverage	3 major news TV channels; 2 English + 2 Urdu newspapers	Yes
24	High-Speed Internet Link	100 Mbps, dual connectivity (dedicated for hacking environment)	Yes
25	Prize Cheques / Drafts Display Props for Ceremony	–	As required
26	Hotel Hall Charges	–	2 days

Note: Sizes and quantities mentioned above may vary as per venue schematics and requirements. Any further requirements will be shared as needed.

12.2 National Bug Bounty Competition – Prize Distribution

The Procuring Agency will award cash prizes to top performers as indicated in the table below. The event management firm shall be responsible for all logistics related to the prize distribution ceremony, including the display of prize amounts, presentation of prize cheques/drafts, shields, certificates, and coordination of media coverage during the awards ceremony.

Position / Category	Category Description	Prize Amount (PKR)	Recognition
1st Place – Grand Prize	Top bug bounty hunter with highest severity / most critical vulnerability submissions	Rs. 1,000,000/-	Trophy + Certificate + Souvenir
2nd Place	Runner-up with second highest impact submissions	Rs. 500,000/-	Trophy + Certificate + Souvenir
3rd Place	Second runner-up	Rs. 300,000/-	Trophy + Certificate + Souvenir

4th Place	Fourth ranked participant	Rs. 200,000/-	Certificate + Souvenir
5th Place	Fifth ranked participant	Rs. 100,000/-	Certificate + Souvenir
Best Student Researcher	Top performing student participant (undergraduate / postgraduate)	Rs. 200,000/-	Certificate + Souvenir
Best Team (if applicable)	Top performing team-based submission	Rs. 300,000/-	Trophy + Certificates + Souvenir
Special Recognition Award	Outstanding contribution at organizer's discretion (e.g., most creative exploit, most responsible disclosure)	Rs. 100,000/-	Certificate + Souvenir

Total Prize Pool – National Bug Bounty Competition	Rs. 2,700,000/-
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Note: Prize amounts and categories are subject to final approval by the Procuring Agency. The actual total prizes awarded may vary based on the quality and severity of submissions. The event management firm is not responsible for the disbursement of prize money; this responsibility rests solely with the Procuring Agency.

13. Preparation and Management of Events

The following obligations apply to the management of both events:

- The contractor shall appoint a dedicated focal person for coordination with the Procuring Agency for each event.
- Attend all planning meetings called by nCERT's Event Coordinator.
- Provide regular progress reports and updates throughout the planning period.
- Assist in developing the concept and running order for each event.
- Ensure all areas are arranged and ready before each event starts.
- Coordinate with all service providers (AV, catering, technical, media) for seamless execution.
- Ensure prompt maintenance support for all equipment during the events.
- Manage participant registration systems and on-day check-in for both events.
- Provide real-time leaderboard management and display services for both events.
- Coordinate the prize distribution ceremonies for both events, including setup, props, and media coordination.
- Ensure compliance with all applicable security and safety regulations at the venue.

14. Deliverables

The key deliverables upon completion of each event are:

- Complete activities and execution report for each event.
- Photographs and full-day videography footage (raw + edited highlight videos).
- Live streaming links / recordings (where applicable).
- Post-event media coverage clippings (print, electronic, digital) for Event 2.
- Final financial reconciliation and cost summary for each event.
- Any other material related to each event as requested by the Procuring Agency.

15. Project Duration / Timeline

The Successful Bidder is required to conduct both events in April & May 2026 tentatively, or on any other date finalized by the Procuring Agency.

16. Payment Schedule

Payment for each event will be made after its completion with satisfactory services in accordance with the contract. The Procuring Agency shall process payment within fifteen (15) working days of receipt of satisfactory completion report and invoice.

17. Copyrights

All developed content and publishing related to both events (both hard and soft formats) will be the sole property of the Procuring Agency.

PART – C: FORMS TO BE SUBMITTED WITH PROPOSAL

Form C1. Technical Proposal – Covering Letter

[Location, Date]

To:

Project Director,
Cyber Security for Digital Pakistan / nCERT,
"L" Block, Pak Secretariat, Islamabad.

Sir,

We, the undersigned, offer to provide the services for execution of "Service Provision for Event(s) Management – Hackathon Bootcamp & National Bug Bounty Competition" in accordance with your Request for Proposal dated [ADVERTISEMENT DATE]. We are hereby submitting our Proposal, which includes this Technical Proposal and Financial Proposal sealed under a separate envelope.

Our Technical Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is 180 calendar days from the date of advertisement.

We understand you are not bound to accept any Proposal you receive.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Form C2. Firm / Bidder Profile

S#	Criteria	Details
1.	Profile of the Agency: Registered Age Names of Owners / CEO / Directors / Partners / Managers	
2.	Location of Firm Office / Sub Office	
3.	Financial Position: Name of Banks Certificate of Financial Position Tax Registration (NTN/STN/FTN)	

Form C3-A. Relevant Experience – Events of Similar Scale

Sr.	Event Name	Client Name	Venue	Industry	Duration	Participants	Media Coverage (URLs)
1.							
2.							

3.							
4.							
5.							

Form C3-B. Relevant Experience – Media Coverage of Similar Events

Sr.	Event Name	Client Name	Print Media (Clippings / URLs)	Electronic Media (TV / Radio)	Social / Digital Media (URLs, Posts, Ads)
1.					
2.					
3.					

Form C4. Creative Work – Designs & Layouts of Previous Events

- Submit creative 3D Layouts of (but not limited to): venue branding, stage area setup, seating area, and refreshments area setup of previously managed events.
- Submit artwork of Brochures / Invitation Cards / Souvenirs / Marketing Collateral etc. of previously organized events.
- Submit promotional / introductory videos and post-event brief videos / press releases of previous events.
- Please mention details of your previous events in tabular form.

Form C5. Event Execution & Time Management Plan

Submit the Proposed Event Execution Plan & Time Management Plan in accordance with the activities of the Scope of Work / requirements mentioned in this document for each event separately (Hackathon Bootcamp & National Bug Bounty Competition).

Form C6. Roles and Responsibilities of Consortium / JV Partners

☐ Standalone Legal Entity	☐ Consortium (attach document)	☐ Joint Venture (attach document)	☐ Other (specify & attach)
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Lead Partner	Details
Name of Partner:	
Focal Person:	
Contact Details (Tel, Email, Address):	

Form C7. Financial Proposal – Covering Letter

[Location, Date]

To:

Project Director,
Cyber Security for Digital Pakistan / nCERT,
"L" Block, Pak Secretariat, Islamabad.

Sir,

We, the undersigned, offer to provide Provision of Services to Manage Events (Hackathon Bootcamp & National Bug Bounty Competition) in accordance with your Request for Proposal dated [ADVERTISEMENT DATE] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all local taxes, duties, fees, levies, and other charges applicable on our company, our sub-contractors, and collaborations under Pakistani law.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is 180 calendar days from the date of advertisement.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Form C8. Summary of Cost

Sr.#	Description	Amount before taxes (PKR)	Amount including taxes (PKR)
a.	Event 1 – Hackathon Bootcamp		
b.	Event 2 – National Bug Bounty Competition		
	Total		

ANNEXURE – A: Single Stage Single Envelope Procedure for Bidding

Public Procurement Rules 2004

- The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Financial Proposal and the Technical Proposal.
- Technical and Financial proposals to be submitted in soft copy via PPRA e-PADS and hard copies must be sent to the Procuring Agency.
- The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion.
- Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened.
- The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened.
- The procuring agency shall evaluate the Technical Proposal in the manner prescribed in advance, without reference to the price, and reject any Proposal which does not conform to the specified requirements. Minimum qualification for shortlisting is 60 marks.
- During the technical evaluation, no amendments in the Technical Proposal shall be permitted.
- The Financial Proposals of bids shall be opened publicly at a time, date, and venue announced and communicated to Bidders in advance.
- After the evaluation and approval of Technical Proposals, the procuring agency shall publicly open the Financial Proposals of the technically accepted bids only.
- Weightage of technical and financial evaluation will be 60% and 40% respectively. Financial score = $(\text{Lowest bid} / \text{Bidder's bid}) \times 40\%$. The bidder with the highest combined score will be selected.

ANNEXURE – B: Draft Agreement for Services to Manage Events

This Agreement for "Provision of Services to Manage Events" (the "Agreement") is made at Islamabad on this [Insert the date] day of [Insert Month] 2026.

BETWEEN

"Cyber Security for Digital Pakistan" / nCERT, hereinafter referred to as the "Procuring Agency" (which expression shall where the context permits mean and include its administrators, successors-in-interest and permitted assigns) of the First Part;

AND

[Insert name of successful bidder], a company incorporated and existing under the laws of Pakistan, having its registered office at [insert address] (hereinafter referred to as the "Service Provider") through its duly authorized representative namely [insert designation] of the Second Part.

Art.	Article Title	Summary
1.	DEFINITIONS AND INTERPRETATIONS	Terms including Agreement Documents, Approved, Day, Deliverables, Intellectual Property Rights, Request for Proposal (RFP), Services, and Singular and Plural shall have the meanings as defined in the body of this Agreement.
2.	OBLIGATIONS OF THE PROCURING AGENCY	The Procuring Agency agrees to provide the Service Provider reasonable access to all necessary personnel and information required for performance of the Agreement.
3.	OBLIGATIONS OF THE SERVICE PROVIDER	The Service Provider shall conform with all applicable federal, provincial, and local laws of Pakistan; submit invoices as per the Payment Schedule; maintain detailed records of all activities; appoint a dedicated professional team with a focal person for each event; and complete all deliverables within the stipulated time.
4.	PRIMARY CONTACTS	Each Party shall appoint one (1) individual as the primary contact. [Insert details of NCERT primary contact] [Insert details of Service Provider primary contact].
5.	AGREEMENT DOCUMENTS	Preamble; this Agreement; Annexure A: RFP; Annexure B: Disbursement Plan (to be finalized after selection of bidder). In case of conflict, the terms of this Agreement shall take precedence.
6.	EFFECTIVE DATE OF AGREEMENT	This Agreement shall become effective from [Date] and shall remain valid until [Date] unless terminated earlier in accordance with its terms.
7.	CONFIDENTIALITY	The Parties shall not disclose the Agreement or any specification, plan, drawing, sample, or information furnished in connection therewith to any third party. Confidentiality provisions shall remain in effect for five (5) years after the Agreement's expiry or termination.
8.	INTELLECTUAL PROPERTY	All intellectual property rights generated as a result of performance of Services under this Agreement shall be the absolute property of the Procuring Agency.
9.	TAXES AND DUTIES	The Service Provider shall fully comply with all applicable tax laws in Pakistan. The Procuring Agency is authorized to deduct withholding tax at source as required by prevailing tax laws.
10.	ASSIGNMENT AND SUB-CONTRACT	The Service Provider shall not alter, assign, or subcontract any part of this Agreement without prior written consent from the Procuring Agency.

11.	PRICES AND PAYMENTS	The total price of the Agreement shall not exceed PKR [Contract Amount] inclusive of all applicable taxes. Payment shall be made within fifteen (15) working days of satisfactory completion of each event and receipt of verified invoice.
12.	TERMINATION FOR DEFAULT	The Procuring Agency may terminate the Agreement if the Service Provider fails to deliver services within the time period specified, or fails to cure any default within fifteen (15) days of written notice.
13.	TERMINATION FOR CONVENIENCE	The Procuring Agency may terminate the Agreement in whole or in part at any time for convenience, provided that it gives thirty (30) days' prior written notice to the Service Provider.
14.	DISPUTE RESOLUTION AND GOVERNING LAW	Any dispute shall be initially resolved through negotiation. If unresolved within 30 days, it shall be settled by a sole arbitrator as per the Arbitration Act 1940. The venue of arbitration shall be Islamabad, Pakistan. The Agreement shall be governed by the Laws of Pakistan.
15.	FORCE MAJEURE	Neither Party shall be held in breach of this Agreement for failure to perform due to a Force Majeure event beyond their reasonable control, provided the affected Party notifies the other as soon as possible.
16.	INDEMNIFICATION	The Service Provider agrees to indemnify, defend, and hold harmless the Procuring Agency and its officers, agents, and employees from any claim arising out of the subject matter of this Agreement.

IN WITNESS WHEREOF, the Parties to this Agreement through their duly authorized representatives have executed this Agreement in two (2) counterparts on the day and dates set forth above, and certify that they have read, understood, and agreed to the terms and conditions as set forth herein.

Signed for & on behalf of the Procuring Agency	Signed for & on behalf of the Service Provider
By: _____	By: _____
Title: _____	Title: _____
CNIC: _____	CNIC: _____
Date: ____/____/2026	Date: ____/____/2026
Witness - 1	Witness - 1
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
CNIC: _____	CNIC: _____
Witness - 2	Witness - 2
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
CNIC: _____	CNIC: _____

Note: This Agreement is a Draft Agreement subject to change in terms and conditions upon negotiation with the successful bidder during the award of the agreement. Bidders should only follow the Terms of Reference and instructions given in this RFP document for submission of their bids.