

**MINISTRY OF HUMAN RIGHTS
GOVERNMENT OF PAKISTAN**

**TENDER NOTICE FOR HIRING OF EVENT MANAGEMENT SERVICES
(PROCUREMENT OF NON-CONSULTANCY SERVICES)**

The Ministry of Human Rights, Government of Pakistan, is hosting the **9th OIC Ministerial Conference on Women**, scheduled for **12–13 July 2026** at the **Jinnah Convention Centre, Islamabad**. In this regard, the Ministry of Human Rights invites bids through **EPADS v2.0** from reputable event management companies/firms, registered with **SECP or Registrar of Firms**, with valid **NTN/STRN** numbers and listed on the **FBR Active Taxpayers List**, to provide comprehensive event management services for the conduct of the said Conference. The Bidding firm/organization must have a minimum of **five (05) years of experience** in organizing high-profile international and inter-governmental events, including Ministerial Level Conferences, with proven experience of working with Government entities. The Ministry of Human Rights has reserved funds for this procurement for Financial Year **2025–26**, and intends to apply part of these funds to cover eligible payments under the contract for the "**Tender for Hiring of Event Management Services for the 9th OIC Ministerial Conference on Women, Islamabad**".

1. The **Ministry of Human Rights** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.
2. Single Stage–Two Envelope Procedure of Principal Method of Procurement (i.e., Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)** Technique, with a weightage of **70:30** assigned to Technical and Financial Proposals respectively. Only firms scoring at least **55 marks out of 70** in the Technical Evaluation shall qualify for the Financial Evaluation. This procurement shall be conducted in line with the Public Procurement Rules, 2004, and any Regulations and Instructions issued by the Authority from time to time.
3. All Bids must be accompanied by a Bid Security equivalent to **five percent (05%)** of the estimated value, in the form of a **Bank Draft/Pay Order** drawn in the name of **D.D.O., Ministry of Human Rights**, as described in the Bid Security Section of the Bidding Document. The Bid Bond shall remain valid for a period of **twenty-eight (28) days** beyond the Bid Validity Period. An **Integrity Pact (Annex B)** is also mandatory for procurement of services worth Rs. 10 million or more. Failure to submit the Integrity Pact shall render the bid non-responsive.
4. E-Bidding documents, containing detailed terms and conditions, specifications and requirements, are available on the **e-Pak Acquisition and Disposal System (EPADS)** at <https://vendors.epads.gov.pk/>.
5. The e-bids, prepared in accordance with the instructions in the e-Bidding Documents, must be submitted through **EPADS v2.0** on or before the deadline specified therein. E-bids will be opened on the same day at the date & time specified below. Manual submission of Bids shall not be entertained. A **pre-bid meeting** will be held seven (07) days after the date of advertisement to address the queries of prospective Bidders. Those vendors who have not yet registered on **EPADS v2.0** may register at <https://vendors.epads.gov.pk/>. A tutorial explaining the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>.
6. Any queries by the Bidders must be submitted to the Ministry of Human Rights via EPADS v2.0, email or post at the address given below, at least **five (05) working days** before the deadline for bid submission; failing which, the Ministry of Human Rights shall not be liable to respond.
7. In terms of Rule 48 of the Public Procurement Rules, 2004, a **Grievance Redressal Committee (GRC)** has been notified for the subject procurement. The notification is available on the procuring agency's website and on **EPADS v2.0**, as well as on the Authority's website at (www.ppra.org.pk). The MoHR reserves the right to accept or reject any or all bids, in whole or in part, as specified by PPRA Rule 33.
8. The Bids can be submitted only through **EPADS v2.0** till **8th June 2026 till 2:00 p.m.**
9. The Bids will be opened at Committee Room 9th Floor Kohsar Block Pak Secretariat in presence of procurement committee and the bidders 2:30 p.m.
10. This Tender Notice is also available on **EPADS v2.0**, PPRA's Website (www.ppra.gov.pk) and the Ministry of Human Rights Website (www.mohr.gov.pk)

RUKHSANA OMER
Deputy Director (IC-Wing)
Ministry of Human Rights
9th Floor, Kohsar Block, New Pak Secretariat, Islamabad.
Tel: 051-9208738