GOVERNMENT OF PAKISTAN

PAKISTAN NATIONAL COUNCIL OF THE ARTS

PNCA | ISLAMABAD

PRE-QUALIFICATION DOCUMENT

Open Framework Arrangement for different Services at PNCA

Framework period	One (01) year from the date of agreement
Procurement reference	PNCA/PROC/EMF/2026-27/
Issue 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 firms for pre-qualification under an open framework arrangement for a period of one (01) year.

The arrangement will support PNCA's operational requirements. The 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 contract.

Procuring agency	Pakistan National Council of the Arts (PNCA)
Procurement category	Operational services
Framework type	Open framework arrangement
Framework duration	One (01) year from the effective date or CFY 2026-2027
Pre-qualification method	Qualification/technical application; single envelope; no price proposal
Submission channel	Electronic submission through EPADS is mandatory
Document availability	Free download from EPADS and PPRA website
Bid security	Not required at the pre-qualification stage
Minimum qualifying score	70 out of 100, subject to mandatory and sectional thresholds

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

Procurement Office, Pakistan National Council of the Arts, Plot No. 5, Sector F-5/1, Islamabad. Telephone: +92-519202099, email: pncoaisb@gmail.com. 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.

Procurement reference no.	
EPADS tender/reference no.	
Date of advertisement	
Clarification deadline	
Pre-application meeting (if any)	
Application submission deadline	
Application opening	[SAME DATE; AT LEAST 30 MINUTES AFTER DEADLINE]
Application validity	One hundred and twenty (120) days from the submission deadline
Submission language	English
Submission method	Upload a complete, signed application through EPADS; no financial proposal
Physical copy	Not required unless PNCA issues a written addendum through EPADS
Clarification contact	As provided
GRC details	Available on EPAADS
Framework start date	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.

Illustrative coverage	Estimate one year
Light & Sound, Stage and allied Equipment	20 million
Transportation for artists and official use	10 million
Hotel Accommodation for Artists, official guests etc	20 million
Catering Service for cultural events	15 million
Provision of Domestic and International Air tickets	20 million
Repair & Maintenance of Light & Sound, audio video specific equipment and other related items etc.	10 million
Repair & maintenance of Official vehicles	5 million
Printing of publicity/promotional material etc	10 million
Repair & Maintenance of PNCA building including Furniture & Fixtures	50 million
Paint, polish & Hardware material including wooden, electrical, plumbing material	30 million

Document Map and Definitions

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

Definitions

Applicant	A firm, company, association of persons, partnership or permitted joint venture/consortium submitting an application.
Pre-qualified firm	An applicant that meets all mandatory criteria, obtains the required score and is formally notified by PNCA.
Framework arrangement	The one-year open framework agreement setting general terms for future competition among pre-qualified firms.
Services/works-specific solicitation	A request for quotation, bid or proposal issued to eligible panel firms for a defined PNCA services/work.
Similar service	Having relevant experience
Evidence	Verifiable contracts, work orders, completion/performance certificates, tax documents, audited statements, bank documents, CVs, registrations and other records expressly required.
EPADS	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 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, 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 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 -specific bidding.
- Enable PNCA to seek service-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-work/services 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, services 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 a services/works-specific solicitation to eligible panel firms, stating the scope, schedule, evaluation method, financial format and contract conditions.
5. PNCA awards the 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 Instructions to Applicants

2.1 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.

2.2 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.

2.3 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.

2.4 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.

2.5 No financial proposal

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

2.6 Application validity

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

2.7 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.

2.8 Cost of application

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

2.9 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.

2.10 Confidentiality

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

3 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.

4 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 1 years of continuous experience by the application deadline; registration and business profile.	Pass/Fail
M5	Similar assignments	At least 1 year similar experience completed work orders/contracts plus completion or satisfactory-performance evidence.	Pass/Fail
M6	Financial threshold	Average annual turnover of at least PKR 50 lacs completed 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 two 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.

5 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	Marks
A1	Years of continuous relevant experience	15
A2	Similar works/services completed in last five years	30
A3	Works in same cultural institution	15
A4	Past performance	15
A5	Quality assurance	15
A6	Average annual turnover - last three years	10

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 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.

6 Evaluation, Notification and Grievances

6.1 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.

6.2 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.

6.3 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.

6.4 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.

6.5 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.

7 Post-Pre-Qualification Procurement

7.1 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 a work/service, set a guaranteed price, or guarantee participation in every mini-competition. Panel status is non-exclusive.

7.2 Services/works-Specific Competition

1. PNCA classifies the requirement, confirms budget and prepares services/works-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 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 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.

7.3 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.

7.4 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.

8 General Framework Terms

8.1 No guarantee or exclusivity

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

8.2 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.

8.3 Prices and payment

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

8.4 Performance security

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

8.5 Confidentiality and data

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

8.6 Audit and records

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

8.7 Assignment and subcontracting

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

8.8 Termination and remedies

The framework or 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]

Date	[INSERT]
Procurement reference	[INSERT]
To	Procurement Office, Pakistan National Council of the Arts, Islamabad
Subject	Pre-Qualification of 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 works/services-specific procurement and contract requirements.

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

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 similar works/services	
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 / works/ 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 workss'.

Form D - Detailed Similar Reference

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

Client and contact details	
Work title / location / dates	
Contract value and applicant share	
Attendance / duration / work services 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 H - Financial Capacity

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

Three-year average turnover	PKR
Available working capital	PKR
Bank credit line	PKR; bank/branch and validity
Bank reference	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 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.