



PAKISTAN INDUSTRIAL DEVELOPMENT CORPORATION (PIDC) PVT LIMITED



PROCUREMENT OF EVENT MANAGEMENT SERVICES FOR THE INAUGURATION CEREMONY OF KARACHI INDUSTRIAL PARK (KIP) – FEDERAL SEZ

1. **Pakistan Industrial Development Corporation Pvt. Limited**, a State-Owned Enterprise (SOE) invites proposals from reputable Event Management Firms having relevant experience and a proven track record of successfully managing events for government organizations, including events involving Dignitaries/ high-ranking government officials.
2. The scope of work includes, but is not limited to, professional event planning and coordination, protocol management, venue setup and arrangements, media management, branding, logistics, and execution of all activities associated with the event.
3. The bidder must fulfill the following mandatory requirements; detailed qualification criteria are detailed in the RFP:
 - Registration with PPRA on EPADS (<https://eprocare.gov.pk>; proposal submission through EPADS is mandatory.
 - Status as an Active Taxpayer with relevant tax authorities.
 - Not blacklisted & not currently involved in litigation with any Govt. organization on any project.
 - The bidder must be well acquainted with the protocol and security requirements applicable to high-ranking government officials and shall have successfully organized and executed at least 03 (three) inauguration event involving arrangements for Prime Minister/ Head of State/ Governor/ Chief Minister or an equivalent-level dignitary within the last ten (10) years.
4. Interested bidders are requested to submit their proposals through PPRA EPADS on “Single Stage One Envelope” basis i.e., Technical & Financial. The proposals shall be evaluated according to the criteria given in RFP. The work will be awarded on a “Quality- and Cost-Based Selection (QCBS)” method.
5. In order to clarify bidder’s queries for the captioned work, a pre-bid meeting has been scheduled on **30.06.2026** at **1100 hours** at the address mentioned in RFP.
6. The proposals should be accompanied by bid security (refundable) amounting to **PKR. 1 million** in shape of pay order / demand draft in favor of the Pakistan Industrial Development Corporation (pvt) Ltd. Scanned copy of Bid Security will be submitted along with the technical proposal; however, the original bid security shall be submitted to PIDC on the address given below before the deadline of submission.
7. The interested firms are requested to submit their Technical & Financial Proposal latest by **09.07.2026** till **1430 hours**. Proposals will be opened through PPRA EPADS on the same day at **1500 hours**. Delayed/conditional Proposals will not be entertained.

The advertisement & RFP can be downloaded from the websites of PPRA & PIDC. PIDC reserves the right to accept or reject any or all applications as per PPRA rules.

HEAD OF TECHNICAL

Pakistan Industrial Development Corporation (PIDC)
2nd Floor, PIDC House, Dr. Ziauddin Ahmed Road, Karachi;
Email: faisal.ahmed@pidc.com.pk, sana.anis@pidc.com.pk;
Web: www.pidc.com.pk; Tel: 021-38266666-9



**PAKISTAN INDUSTRIAL
DEVELOPMENT CORPORATION
(PIDC)**



REQUEST FOR PROPOSAL (RFP)

PROCUREMENT OF EVENT MANAGEMENT SERVICES

FOR

**THE INAUGURATION CEREMONY OF KARACHI INDUSTRIAL
PARK (KIP) – FEDERAL SEZ**

June, 2026

THE INAUGURATION CEREMONY OF KARACHI INDUSTRIAL PARK (KIP) – FEDERAL SEZ

Pakistan Industrial Development Corporation (PIDC), a State-Owned Enterprise (SOE) under the administrative control of Federal Ministry of Industries & Production.

PIDC was established in 1952 through Act of Parliament, with the objective to set up capital intensive industries in such sectors where the private investor was reluctant and where long gestation period was involved. PIDC established 94 such industrial units throughout the country on Build Operate and Transfer (BOT) model, which played key role in country's industrial development.

The Role of PIDC was redefined in 2004-05 as an "Industry Facilitator" organization, with the objective to act as a primary vehicle for facilitating industrialization, fostering spirit of enterprise, facilitate entrepreneurs and to promote Industry through skill development and provision of common facility centers to help private Sector in specific sectors. PIDC, through its Industrial Infrastructure Division, was entrusted to develop focused industrial growth in Pakistan through world-class industrial parks all over the country out of which Korangi Creek Industrial Park (KCIP)-SEZ and Bin Qasim Industrial Park (BQIP)-SEZ are located in Karachi.

PIDC has been entrusted by the Federal Government with the preparation of the Master Plan and development of trunk infrastructure for the "Karachi Industrial Park (KIP) – Federal SEZ" under the flagship initiative "Uran Pakistan". The project encompasses approximately 6,409 acres of Pakistan Steel Mills (PSM) land dedicated for industrial and sectoral development.

PIDC invites proposals from reputable Event Management Firms having relevant experience and a proven track record of successfully managing events for government organizations, including events involving Dignitaries/ high-ranking government officials.

This Request for Proposal (RFP) consists of the following Parts:

- Part A – Letter of Invitation
- Part B – Instructions to Consultants
- Part C – Terms of Reference / Scope of Work
- Part D – Eligibility/ Qualification Criteria
- Part E – Submission Forms
- Part F – Draft Contract Agreement

Draft Contract Agreement is attached in Part – F and will be used (with the minor adjustments, if required) for the final contract agreement with the successful bidder.

PART A LETTER OF INVITATION

The Engineering Consultants,

Subject: Procurement of Event Management Services for the Inauguration Ceremony of Karachi Industrial Park (KIP) – Federal SEZ

Pakistan Industrial Development Corporation Pvt. Limited, a State-Owned Enterprise (SOE) invites proposals from reputable Event Management Firms having relevant experience and a proven track record of successfully managing events for government organizations, including events involving Dignitaries/ high-ranking government officials.

The detailed Scope of works is provided in Request for Proposal (RFP), the assignment includes, but is not limited to, professional event planning and coordination, protocol management, venue setup and arrangements, media management, branding, logistics, and execution of all activities associated with the event. Scope of Works is mentioned in the Part – C (Terms of Reference / Scope of Work). Eligibility/ Qualification Criteria has been given in Part-D of this document. Other details have also been mentioned in the document.

Interested bidders are requested to submit their proposals through PPRA EPADS on “Single Stage One Envelope” basis i.e., Technical & Financial. The proposals shall be evaluated according to the criteria given in RFP. Work will be awarded on a “Quality- and Cost-Based Selection (QCBS)” method.

The proposals should be accompanied by bid security (refundable) amounting to **PKR. 1 million** in shape of pay order / demand draft in favor of the Pakistan Industrial Development Corporation (pvt) Ltd. Scanned copy of Bid Security will be submitted along with the technical proposal; however, the original bid security shall be submitted to PIDC on the address given below before the deadline of submission.

In order to clarify bidder’s queries for the captioned work, a pre-bid meeting has been scheduled on **30.06.2026 at 1100 hours** at the address mentioned in RFP.

The interested firms are requested to submit their Technical & Financial Proposal latest by **09.07.2026 till 1430 hours**. Proposals will be opened through PPRA EPADS on the same day at **1500 hours**. Delayed/conditional Proposals will not be entertained.

PIDC reserves the right to accept or reject any or all applications as per PPRA rules.

HEAD OF TECHNICAL

Pakistan Industrial Development Corporation (PIDC)
2nd Floor, PIDC House, Dr. Ziauddin Ahmed Road, Karachi;
Email: faisal.ahmed@pidc.com.pk, sana.anis@pidc.com.pk;
Web: www.pidc.com.pk; Tel: 021-38266666-9

PART A
INSTRUCTIONS TO CONSULTANTS

A. Preparation of Proposals	
1. Definitions	<p>1.1 Definition</p> <ul style="list-style-type: none"> a) "Applicable Law" means the laws and any other instruments having the force of law in Pakistan, or in such other country as may be specified in the Data Sheet, as they may be issued and in force from time to time. b) "Consultant" means a legally-established professional Event Management ++firm or an entity that may provide or provides the Services to the Procuring Agency under the Contract. c) "Contract" means a legally binding written agreement signed between the Procuring Agency and the Consultant and includes all the attached documents. d) "Data Sheet" means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITC. e) "Day" means a calendar day. f) "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s). g) "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Agency for the performance of the Contract. h) "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant's proposal. i) "ITC" (this Section 2 of the RFP) means the Instructions to Consultants that provides the Consultants with all information needed to prepare their Proposals. j) "LOI" (this Section 1 of the RFP) means the Letter of Invitation being sent by the Procuring Agency to the Consultants. k) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually. l) "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.

	<p>m) "RFP" means the Request for Proposals to be prepared by the Procuring Agency for the selection of consultants, based on the SRFP.</p> <p>n) "Services" means the work to be performed by the Consultant pursuant to the Contract.</p> <p>o) "SRFP" means the Standard Request for Proposals, which must be used by the Procuring Agency as the basis for the preparation of the RFP.</p> <p>p) "Sub-consultant" means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Procuring Agency during the performance of the Contract.</p> <p>q) "TORs" (this Section 7 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Procuring Agency and the Consultant, and expected results and deliverables of the assignment.</p>
<p>2. Introduction</p>	<p>2.1 The Procuring Agency named in the Data Sheet intends to select a Consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet. The eligible Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.</p> <p>2.2 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants' expense.</p> <p>2.3 The Procuring Agency will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the Data Sheet.</p>
<p>3. Conflict of Interest</p>	<p>3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Procuring Agency's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.</p> <p>3.2 The Consultant has an obligation to disclose to the Procuring Agency any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Procuring Agency. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Authority.</p>

	3.3 Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:
a. Conflicting activities	(i) <u>Conflict between consulting activities and procurement of goods, works or non-consulting services:</u> a firm that has been engaged by the Procuring Agency to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.
b. Conflicting assignments	(ii) <u>Conflict among consulting assignments:</u> a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Procuring Agency.
c. Conflicting relationships	(iii) <u>Relationship with the Procuring Agency's staff:</u> a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Procuring Agency, or of a recipient of a part of the financing in case the project is financed by some financing institution) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Authority throughout the selection process and the execution of the Contract.
4. Unfair Competitive Advantage	4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Procuring Agency shall indicate in the Data Sheet and make available to all eligible Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.
5. Corrupt and Fraudulent Practices	5.1 The Authority requires compliance with its Regulatory Framework in regard to corrupt and fraudulent practices as set forth in Section 6.

	<p>5.2 In further pursuance of this Regulatory Framework, Consultants shall permit and shall cause their agents (where declared or not), sub-contractors, sub-consultants, service providers, suppliers, and personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any shortlisting process, Proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Agency.</p>
6.	<p>6.1 The Procuring Agency permits consultants (individuals and firms, including Joint Ventures and their individual members) from all countries to offer consulting services for the project.</p> <p>6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements. As an exception to the foregoing Clauses 6.1 and 6.2 above:</p>
a. Sanctions	<p>6.3 A firm or an individual declared blacklisted by the Authority in accordance with the above Clause 5.1 shall be ineligible to participate in the procurement process or to be awarded a contract, during such period of time as the Authority shall determine. The list of debarred firms and individuals is available at the electronic address specified in the Data Sheet.</p>
b. Prohibitions	<p>6.4 Firms and individuals of a country or goods manufactured in a country may be ineligible if so indicated in Section 5 (Eligible Countries).</p>
c. Restrictions for public employees	<p>6.5 Government officials and civil servants of Pakistan are not eligible to be included as Experts in the Consultant's Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the Government of Pakistan, and they</p> <ul style="list-style-type: none"> (i) are on leave of absence without pay, or have resigned or retired; (ii) are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring (in case of resignation or retirement, for a period of at least two years, or the period established by statutory provisions applying to civil servants or government employees whichever is longer. Experts who are employed by the government-owned universities, educational or research institutions are not eligible unless they have been full time employees of their institutions for a year or more prior to being included in Consultant's Proposal.; and (iii) their hiring would not create a conflict of interest.
B. Preparation of Proposals	

<p>7. General Considerations</p>	<p>7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p>
<p>8. Cost of Preparation of Proposal</p>	<p>8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Procuring Agency is not bound to accept any proposal, and reserves the right to annul the selection process in accordance with the procurement regulatory framework at any time prior to Contract award, without thereby incurring any liability to the Consultant.</p>
<p>9. Language</p>	<p>9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Procuring Agency, shall be written in the language(s) specified in the Data Sheet.</p>
<p>10. Documents Comprising the Proposal</p>	<p>10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet. If specified in the Data Sheet, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the Procuring Regulatory Framework regarding corrupt and fraudulent practices.</p>
<p>11. Only One Proposal</p>	<p>11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the Data Sheet and subject to regulatory instructions, if any.</p>
<p>12. Proposal Validity</p>	<p>12.1 Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline prescribed by the PA. To ensure the validity of proposal, it shall contain bid/proposal security or bid/proposal securing declaration as a complementary bid/proposal securing instrument having the validity twenty-eight days more than the bid/proposal validity period.</p> <p>12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.</p> <p>12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting and debarment in accordance with Clause 5 of this ITC.</p>

<p>a. Extension of Validity Period</p>	<p>12.4 If considered necessary, an extension can be made in case of exceptional circumstances (beyond the control of the procuring agency) after recording the reason(s) in writing. Such extension shall be only once, and the period of the extension should be determined keeping in view of the circumstances under which such extension is deemed to be necessary, however, the same shall not be more than the original bid validity period. The request and the responses shall be made in writing. Moreover, any such extension shall be solicited and procured in advance prior to the expiry of original (or initial) bid validity period. Bid/Proposal Securing Instrument shall also be extended in conformity with the period of extension.</p> <p>12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.</p> <p>12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.</p>
<p>b. Substitution of Key Experts at Validity Extension</p>	<p>12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Procuring Agency together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.</p> <p>12.8 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Procuring Agency, such Proposal will be rejected.</p>
<p>c. Sub-Contracting</p>	<p>12.9 The Consultant shall not subcontract the whole of the Services.</p>
	<p>12.10 The Proposal Securing Declaration is required to protect the Procuring Agency against the risk of Consultant's conduct which would warrant the consultant to face the blacklisting or debarment proceedings in accordance with regulatory framework.</p>
	<p>12.11 Any Proposal not accompanied by a Proposal Securing Declaration shall be rejected by the Procuring Agency as non-responsive.</p>
	<p>12.12 The Proposal Securing Declaration of a joint venture must be in the name of the joint venture submitting the Proposal.</p>
	<p>12.13 The successful Consultant's Proposal Securing Declaration will be discharged upon the signing the contract with the Successful Consultant, and furnishing the performance security.</p>

	<p>12.14 A Consultant shall be suspended from being eligible for tendering in any contract with the Procuring Agency for the period of time indicated in the Proposal Securing Declaration:</p> <ul style="list-style-type: none"> (a) if the Consultant withdraws its Proposal, except as provided in ITC 12.6 or (b) in the case of a successful Consultant, if the Consultant fails within the specified time limit to: <ul style="list-style-type: none"> (i) sign the contract, or (ii) furnish the required performance security
<p>13. Clarification and Amendment of RFP</p>	<p>13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Procuring Agency's address indicated in the Data Sheet. The Procuring Agency will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all eligible Consultants. Should the Procuring Agency deem it necessary to amend the RFP as a result of a clarification or at its own initiative, it shall do so following the procedure described below:</p> <ul style="list-style-type: none"> i. At any time before the proposal submission deadline, the Procuring Agency may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing. ii. If the amendment is substantial, the Procuring Agency may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals. <p>13.12 The Consultant who has already submitted the proposal prior to any amendments in the RFP, may submit a modified Proposal or a modification to any part of it based on the respective amendment in the RFP at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</p>
<p>14. Preparation of Proposals – Specific Considerations</p>	<p>14.1 While preparing the Proposal, the Consultant must give particular attention to the following:</p> <ul style="list-style-type: none"> i. The Procuring Agency may indicate in the Data Sheet the estimated Key Experts' time input (expressed in person-month) or the Procuring Agency's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same.

	<p>ii. If stated in the Data Sheet, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet.</p> <p>iii. For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.</p>
15. Technical Proposal Format and Content	<p>15.1 The Technical Proposal shall not include any information regarding Financial Proposal. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p>15.2 Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the Data Sheet and using the Standard Forms provided in Section 3 of the RFP.</p>
16. Financial Proposal	<p>16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the Data Sheet.</p>
a. Taxes	<p>16.2 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in the Procuring Agency's country is provided in the Data Sheet.</p>
b. Currency of Proposal	<p>16.3 The Consultant may express the price for its Services in the currency or currencies as stated in the Data Sheet. If indicated in the Data Sheet, the portion of the price representing local cost shall be stated in the national currency.</p>
c. Currency of Payment	<p>16.4 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.</p>
C. Submission, Opening and Evaluation	
17. Submission, Sealing, and Marking of Proposals	<p>17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the Data Sheet, the Consultant has the option of submitting its Proposals electronically.</p> <p>17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in</p>

<p>Withdrawal of bids</p>	<p>the form of a written power of attorney attached to the Technical Proposal.</p> <p>17.2.1 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.</p> <p>17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p> <p>17.4 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>17.5 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "TECHNICAL PROPOSAL", "[Name of the Assignment]", reference number, name and address of the Consultant, and with a warning "DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE]."</p> <p>17.6 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL."</p> <p>17.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant's name and the address, and shall be clearly marked "DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]".</p> <p>17.8 If the envelopes and packages with the Proposal are not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>17.9 The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Procuring Agency no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Procuring Agency after the deadline shall be declared late and rejected, and promptly returned unopened.</p> <p>17.10 A Consultant may withdraw its Proposal after it has been submitted, provided that written notice of the withdrawal of the</p>
----------------------------------	--

	<p>Proposal, is received by the Procuring Agency prior to the deadline for submission of Proposal.</p> <p>17.11 Revised Proposal may be submitted after the withdrawal of the original Proposal.</p> <p>17.12 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.</p>
<p>18. Confidentiality</p>	<p>18.1 From the time the Proposals are opened to the time the Evaluation Report is published, the Consultant should not contact the Procurement Evaluation Committee of the Procuring Agency on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Evaluation Report.</p> <p>18.2 Any attempt by Consultants or anyone on behalf of the Consultant to influence improperly the Procuring Agency in the evaluation of the Proposals may result in the rejection of its Proposal, and may be subject to the application of prevailing blacklisting procedures.</p> <p>18.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of publication of evaluation report, if a Consultant wishes to contact the Procurement Evaluation Committee or the Procuring Agency on any matter related to the selection process, it should do so only in writing.</p>
<p>19. Opening of Proposal (Technical Proposals)</p>	<p>19.1 The Procuring Agency will open all Proposal, in public, in the presence of Consultant' or their representatives who choose to attend, and other parties with a legitimate interest in the Proposal proceedings at the place, on the date and at the time, specified in the BDS. The Consultant' representatives present shall sign a register as proof of their attendance.</p> <p>19.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding Proposal shall not be opened, but returned to the Consultant. No Proposal withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.</p> <p>19.3 Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Proposal shall be exchanged for the corresponding Original Proposal being substituted, which is to be returned to the Consultant unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid</p>

	<p>authorization to request the substitution and is read out and recorded at bid opening.</p> <p>19.4 Next, outer envelopes marked “MODIFICATION” shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Proposal. Any Modification shall be read out along with the Original Proposal except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial Proposal opening date.</p> <p>19.5 The Procuring Agency’s evaluation committee shall conduct the opening of the Technical Proposals in the presence of the Proposer Consultants’ authorized representatives who choose to attend (in person, or online if this option is offered in the Data Sheet). The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed until they are opened in accordance with Clause 23 of the ITC.</p> <p>19.6 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the Data Sheet.</p>
<p>20. Proposals Evaluation</p>	<p>20.1 Subject to provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p>20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Procuring Agency will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p>
<p>21. Evaluation of Technical Proposals</p>	<p>21.1 The Procuring Agency’s evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the TORs & RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it doesn’t</p>

	respond to important aspects of RFP or if it fails to achieve the minimum technical score indicated in Data Sheet .
22. Financial Proposals for QBS	<p>22.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.</p> <p>22.2 Only the Financial Proposal of the technically top-ranked Consultant (as predefined in the Evaluation Criteria) is opened by the Procuring Agency's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.</p>
23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)	<p>23.1 After the technical evaluation is completed, the Procuring Agency shall issue the Technical Evaluation Report containing all the information regarding responsiveness or non-responsiveness of the consultant along with the technical scores. The Financial Proposals of non-responsive consultants will be returned unopened after completing the selection process and Contract signing. The Procuring shall notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Consultants sufficient time to make arrangements for attending the opening. The Consultant's attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the Data Sheet) is optional and is at the Consultant's choice.</p> <p>23.2 The Financial Proposals shall be opened by the Procuring Agency's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copies of the record shall be sent to all Consultants who submitted Proposals.</p>
24. Correction of Errors	<p>24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.</p>
a. Time-Based Contracts	<p>24.1.1 If a Time-Based contract form is included in the RFP, the Procuring Agency's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial</p>

	<p>amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Procuring Agency's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.</p>
25. Taxes	25.1 The Procuring Agency's evaluation of the Consultant's Financial Proposal shall exclude taxes and duties in the in accordance with the instructions in the Data Sheet .
26. Conversion to Single Currency	For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet .
27. Combined Quality & Cost Evaluation	
a. Quality- and Cost-Based Selection (QCBS)	27.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.
b. Fixed-Budget Selection (FBS)	27.2 In the case of FBS, those Proposals that exceed the budget indicated in Clause 14.1.4 of the Data Sheet shall be rejected. 27.3 The Procuring Agency will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.
Least-Cost Selection	27.4 In the case of Least-Cost Selection (LCS), the Procuring Agency will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.
D. Negotiations and Award	
28. Negotiations	28.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant. 28.2 The Procuring Agency shall prepare minutes of negotiations that are signed by the Procuring Agency and the Consultant's authorized representative.

<p>a. Availability of Key Experts</p>	<p>28.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Procuring Agency proceeding to negotiate the Contract with the next-ranked Consultant.</p> <p>28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p>
<p>b. Technical negotiations</p>	<p>28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Procuring Agency's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not alter the original scope of services under the TORs or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.</p>
<p>c. Financial Negotiations</p>	<p>28.6 There shall be no financial negotiations, however, it may include only the clarification of the Consultant's tax liability and how it should be reflected in the Contract.</p>
<p>29. Conclusion of Negotiations</p>	<p>29.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Procuring Agency and the Consultant's authorized representative.</p> <p>29.2 If the negotiations fail, the Procuring Agency shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Procuring Agency shall terminate the negotiations informing the Consultant of the reasons for doing so; and the Procuring Agency will invite the next-ranked Consultant to negotiate a Contract. Once the Procuring Agency commences negotiations with the next-ranked Consultant, the Procuring Agency shall not reopen the earlier negotiations.</p>
<p>30. Award of Contract</p>	<p>30. Subject to ITC 29, the Procuring Agency will award the Contract to the Consultant whose Proposal has been</p>

	<p>determined to be substantially responsive to the RFP Documents and who has been declared as Most Advantageous Consultant, provided that such Consultant has been determined to be:</p> <ul style="list-style-type: none"> a) eligible in accordance with the provisions of ITC 6; b) is determined to be qualified to perform the Contract satisfactorily; and c) Successful negotiations have been concluded, if any.
<p>31. Grievance Redressal Mechanism</p>	<p>31.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.</p> <p>31.2 Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.</p> <p>31.3 Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven of the announcement of technical evaluation report and five days after issuance of final evaluation report.</p> <p>31.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.</p> <p>31.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelopes bidding procedure is adopted.</p> <p>31.6 The GRC, in both the cases shall investigate and decide upon the complaint within ten days of its receipt.</p> <p>31.7 Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in "Redressal of Grievance Regulations, 2021".</p> <p>31.8 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.</p>

	<p>31.9 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.</p> <p>31.10 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.</p> <p>31.11 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.</p>
<p>32. Mechanism of Blacklisting</p>	<p>32.1 The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules 2004, from participating in their respective procurement proceedings, bidder or contractor who either:</p> <ul style="list-style-type: none"> i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; ii. Fails to perform his contractual obligations; & fails to abide by the bid securing declaration; <p>32.2 The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies.</p> <p>32.3 The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice</p> <p>32.4 In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.</p> <p>32.5 In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.</p> <p>32.6 The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on</p>

	<p>the basis of the available record and personal hearing of the bidder or contractor, if availed.</p>
32.7	<p>The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.</p>
32.8	<p>The Procuring Agency shall communicate to the bidder or contractor the order of debaring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.</p>
32.9	<p>Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency.</p>
32.10	<p>The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with "Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021". The Committee shall evaluate the case and decide within ninety days of filing of review petition.</p>
32.11	<p>The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.</p>
32.12	<p>The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.</p>

PROPOSAL DATA SHEET

A. General	
ITC Clause Reference	
2.1	<p>Name of the Procuring Agency: <u>PAKISTAN INDUSTRIAL DEVELOPMENT CORPORATION (PVT.) LTD.</u></p> <p>Method of selection: <u>“Quality- and Cost-Based Selection (QCBS)”</u></p>
2.2	<p>Financial Proposal is to be submitted by electronic means as per the Single Stage One Envelop Bidding Procedure</p> <p>The name of the assignment is: <u>Procurement of Event Management Services for the Inauguration Ceremony of Karachi Industrial Park (KIP) – Federal SEZ</u></p>
2.2	<p>A pre-bid conference/meeting will be held:</p> <p>Date of pre-bid conference/meeting: 30.06.2026 Time: 11:00 a.m. Address: <u>Pakistan Industrial Development Corporation (PIDC)</u> <u>2nd Floor, PIDC House,</u> <u>Dr. Ziauddin Ahmed Road,</u> <u>Karachi;</u> E-mail: sana.anis@pidc.com.pk ; faisal.ahmed@pidc.com.pk; Contact person/conference coordinator: <u>Sana Anis; Faisal Ahmed</u> Zoom Link: will be provided upon written request</p>
2.3	<p>The Procuring Agency will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</p>
3(a)(b)&(c)	<p>Delete “non-consulting services” from entire text as the services under contract are non-consulting services in nature.</p>
4.1	<p><i>Not Applicable</i></p>
6.3.1	<p>The debarred firms and individuals as mentioned at the PPRA website (https://ppra.org.pk/) will be rejected before evaluation.</p>
B. Preparation of Proposals	
9.1	<p>The language of the Bid is <i>English</i> <u>All submissions and correspondence shall be in English Language.</u></p>

	<p>The proposals prepared by the Bidder and all correspondence and documents relating to the proposals, exchanged by the Bidder shall be written in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by a notarized English translation of its pertinent passages in which case, for purposes of interpretation of the Bid, the English translation shall govern.</p>
10.1	<p>Note:</p> <p>Proposal shall be uploaded and submitted on or before the dead line of submission. Submission through PPRA EPADS is mandatory.</p> <p>The Proposal shall comprise the following:</p> <p>The Proposal shall comprise the requisite documents and forms provided in RFP.</p> <p><u>TECHNICAL PROPOSAL</u></p> <p>Consultant(s) need to upload a scanned signed document on EPADS along with Bid Security.</p> <p><u>FINANCIAL PROPOSAL</u></p> <p>Consultant(s) need to upload a scanned signed document on EPADS.</p> <p>The proposals will be submitted on PPRA EPADS on single stage one envelope method.</p>
10.2	<p>Statement of Undertaking is required: YES</p> <p>An Undertaking is required to be submitted with the proposal, on letter head, stating that the submitted documents are true and Procuring Agency may take an action in case of any fraudulent act or forgery.</p>
11.1	<p>Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible</p> <p>Yes</p> <p>In case of any, the details of Sub-consultants, Key Experts and Non-Key Experts shall be given in the proposal under consideration.</p>
12.1	<p>Proposals shall be valid for 120 days from the date of opening of Proposal</p>
12.1	<p>The proposals should be accompanied by bid security (refundable) amounting to PKR. 1 million in shape of either pay order / demand draft in favor of the Pakistan Industrial Development Corporation. (Pvt.) Ltd. Scanned copy of Bid Security will be submitted along with the technical proposal; however, the original bid security shall be submitted to PIDC on the address mentioned in the advertisement before the deadline of submission.</p> <p>Any Proposal submitted without the prescribed Bid Security, in the required form and amount, shall be considered non-responsive and shall be rejected.</p> <p>The Bid Security of the successful consultant will be discharged upon the submission of Performance Security (10% of Contract Price) before signing of</p>

	contract on written request. The Bid Security of other consultants will be discharged upon award of works to the successful consultant.
13.1	Any request for clarification regarding this RFP shall be submitted in writing to the Procuring Agency no later than 29 June 2026. The contact information for requesting clarifications is: Telephone: <u>021-38266666-9</u> E-mail: sana.anis@pidc.com.pk ; faisal.ahmed@pidc.com.pk ; Contact person: <u>Sana Anis; Faisal Ahmed Malik</u>
14.1	Estimated time of key experts may be calculated by consultants as per the works/project requirement.
15.1	Not Applicable
15.2	The Technical Proposal shall be comprising of data required in the evaluation criteria and forms as mentioned in Part – D & E The electronic submission of the Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.
16	<ol style="list-style-type: none"> 1. The Financial proposal shall be based on form 4 & 5 and deemed to be inclusive of all expenses, applicable taxes and duties. 2. The currency of contract will be Pak Rupees. 3. Any proposal containing alternate/ conditional Bid will be rejected. 4. No price adjustment provision will be applicable. 5. The cost of Stamp Duty on Contract Agreement is also deemed to be included in the Contract Price. <p>The draft Contract is attached with the RFP which will be finalized with the successful bidder, with minor adjustments (if required)</p>
C. Submission, Opening and Evaluation	
17.1	The process of e-Procurement will be carried out for this tender, the consultancy organizations must register with PPRA for e-procurement on EPADS (https://eprocure.gov.pk), The electronic Proposals (signed & stamped Technical & Financial), prepared in accordance with the instructions provided in the revised RFP, must be submitted through EPADS on or before the submission date & time.
17.4	The electronic submission will be considered for procurement process through PPRA EPADS
17.7 and 17.9	The Proposals must be submitted no later than: Date: 09.07.2026 Time: 02:30 p.m. For e-submission: https://eprocure.gov.pk

	<p>The Procuring Agency address is:</p> <p>HEAD OF TECHNICAL Pakistan Industrial Development Corporation (PIDC) 2nd Floor, PIDC House, Dr. Ziauddin Ahmed Road, Karachi; Email: faisal.ahmed@pidc.com.pk, sana.anis@pidc.com.pk; Web: www.pidc.com.pk; Tel: 021-38266666-9</p>
19.5	<p>An online option of the opening of the Proposals will be conducted: through EPADS The opening shall take place through EPADS at: Same as the above address Date: 09.07.2026 Time: 03:00 p.m.</p>
21.1	The Eligibility/ Qualification criteria is mentioned in the Part – D of this RFP
22.2	The financial proposals will also be opened under Single stage one envelope process through EPADS and will be evaluated as per the Eligibility/ Qualification criteria mentioned in the Part – D of this RFP
23.1	The financial proposals will also be opened under Single stage one envelope process through EPADS and will be evaluated as per the Eligibility/ Qualification criteria mentioned in the Part – D of this RFP
25.1	<p>The Financial proposal shall be based on form 4 & 5 and deemed to be inclusive of all expenses, applicable taxes and duties. The cost of Stamp Duty on Contract Agreement will also deem to be included in the Contract Price.</p>
27.1	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: T = 80, and P = 20</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: S = St x T% + Sf x P%.</p>
D. Negotiations and Award	
28.1	Will be communicated

30.1	The Evaluation Report, Contract Award Notice, and other relevant procurement information shall be published on the PPRA website following completion of the evaluation process, contract negotiations (where applicable), and contract signing, in accordance with the provisions of the PPRA Rules and Regulations.
30.2	Will be communicated to the successful bidder

PART – C

TERMS OF REFERENCE (TORs) / SCOPE OF WORK

Pakistan Industrial Development Corporation (PIDC), a State-Owned Enterprise (SOE) under the administrative control of Federal Ministry of Industries & Production. PIDC, through its Industrial Infrastructure Division, was assigned to develop focused industrial growth in Pakistan through world-class industrial parks all over the country out of which Korangi Creek Industrial Park (KCIP)-SEZ and Bin Qasim Industrial Park (BQIP)-SEZ are located in Karachi.

PIDC has been entrusted by the Federal Government with the preparation of the Master Plan and development of trunk infrastructure for the “Karachi Industrial Park (KIP) – Federal SEZ” under the flagship initiative “Uran Pakistan”. The project encompasses approximately 6,409 acres of Pakistan Steel Mills (PSM) land dedicated for industrial and sectoral development.

Proposals from reputable Event Management Firms having relevant experience and a proven track record of successfully managing events for government organizations, including events involving Dignitaries/ high-ranking government officials, are required.

Scope of Work

The selected Event Management Firm shall be responsible for the complete planning, coordination, management, execution, and post-event closure of the Inauguration Ceremony to be attended by the high-ranking dignitaries.

The scope of work shall include, but not be limited to, the following:

1. Event Planning and Coordination

- Preparation of a comprehensive Event Execution Plan, including timelines, responsibilities, contingency measures, and deployment schedules.
- Coordination with Protocol Authorities, Security Agencies, District Administration, and other relevant stakeholders.
- Conduct of site visits, coordination meetings, rehearsals, and dry runs prior to the event.

2. Venue Development and Infrastructure

- Design, construction, installation, and dismantling of all temporary event infrastructure.
- Provision of weather-resistant marquee/tent structures, entrance portals, VIP lounges, holding areas, briefing rooms, and ancillary facilities.
- Complete carpeting, flooring, barricading, trussing, and venue beautification works.

3. Stage and Ceremony Arrangements

- Design and construction of the main ceremonial stage, including podium, presidential seating, staircases, and stage décor.
- Arrangement of inauguration ceremony elements, including unveiling mechanisms, plaques, ribbon-cutting arrangements, commemorative displays, and ceremonial proceedings.
- Provision of professional Master of Ceremony (MC)/Host and stage management services.

4. Branding, Creative Design and Printing

- Development of the event theme, creative concepts, artwork, and branding strategy.
- Design, production, and installation of all branding materials, including backdrops, banners, streamers, directional signage, welcome boards, standees, and other event-related graphics.
- Design and printing of invitation cards, parking permits, access cards, mobile phone deposit tokens, seating plans, name tags, and other event collateral.

5. Audio Visual and Technical Services

- Provision and operation of LED/SMD screens, sound systems, public address systems, microphones, digital podiums, and associated equipment.
- Provision of professional lighting systems for stage, audience areas, pathways, and venue surroundings.
- Deployment of qualified technical staff for operation and troubleshooting throughout the event.

6. Protocol and VIP Management

- Management of all protocol arrangements for the Prime Minister/ Head of State/ CM/ Governor/ MNA/ MPA and other dignitaries.
- Development and implementation of seating plans, reception protocols, escort arrangements, and movement management plans.
- Establishment of dedicated VVIP, VIP, media, and guest areas.

7. Security Facilitation

- Coordination with security agencies and law enforcement authorities regarding venue security requirements.
- Provision of walkthrough gates, hand-held metal detectors, access control systems, crowd management arrangements, and other support facilities as required by security authorities.
- Preparation of emergency response and evacuation arrangements.

8. Media, Photography and Documentation

- Professional photography and videography coverage of the entire event.
- Production of highlight videos, event documentaries, photographs, and archival material.
- Facilitation of media representatives and designated media coverage areas.

9. Hospitality and Catering

- Provision and management of hospitality arrangements for dignitaries, guests, and participants.
- Arrangement of VVIP lounges, refreshment stations, and hi-tea/catering services as approved by the Client.
- Provision of crockery, cutlery, serving staff, and associated hospitality services.

10. Utilities and Support Services

- Provision of uninterrupted power supply through generators, fuel, backup systems, and technical support.

- Provision of air-conditioning, chillers, tower AC units, ventilation arrangements, and climate control systems.
- Arrangement of high-quality portable washrooms and sanitation facilities.
- Provision of transportation, loading/unloading, labour, housekeeping/cleaning services.

11. Gifts and Souvenirs

- Design, procurement, branding, and presentation of commemorative shields/ souvenirs/ mementos and gifts for the Chief Guest and other dignitaries, as approved by the Client.

12. Post-Event Activities

- Dismantling and removal of all temporary installations.
- Restoration of the venue to its original condition.
- Submission of post-event reports, photographs, videos, attendance records, and other documentation required by the Client.

The Event Management Firm shall provide all manpower, materials, equipment, logistics, transportation, permits, supervision, and ancillary services necessary for the successful execution of the event in accordance with the directions of PIDC and the applicable protocol and security requirements for a Prime Minister-level visit.

Note:

1. The design/ construction of the infrastructure and associated works shall conform to the standards required for high-level inauguration ceremony event involving.
2. Draft Execution Plan (at least 2 options) should be shared with PIDC for review & comment prior to final submissions.
3. The Event Management Firm shall develop and implement a foolproof Security Plan, including access control, crowd management, VIP/VVIP security arrangements, emergency response measures, and coordination with all relevant security agencies, to the satisfaction of the Client and competent authorities.
4. The Event Management Firm shall visit the site before preparation of the Event Execution Plan to assess security, protocol, logistical, and other operational requirements for the successful execution of the Event.
5. Payments shall be made only for the deliverables satisfactorily provided by the Event Management Firm. In case any of the specified items (such as food/ Hi-tea, Gifts/ Souvenirs etc.) are arranged directly by PIDC, the corresponding cost thereof shall be deducted from the Contract Price accordingly.

TENTATIVE DURATION OF THE CONTRACT

The Inauguration Ceremony may be held at any time during the Contract Period of six (06) months, subject to the directions of the Client and the availability of the Chief Guest. The successful bidder shall, from the date of contract signing, maintain readiness and keep all necessary plans, resources, manpower, and arrangements in place for the execution of the Event at short notice. The Contract shall automatically expire upon the successful completion of the Inauguration Ceremony and fulfillment of all contractual obligations.

PART – D

ELIGIBILITY/ QUALIFICATION CRITERIA

I. Eligibility/ Mandatory Criteria

- Registration with PPRA on EPADS (<https://eprocure.gov.pk>; proposal submission through EPADS is mandatory.
- Status as an Active Taxpayer with all relevant tax authorities; copies of registration certificates must be provided.
- Not blacklisted & not currently involved in litigation with any Govt. organization; an affidavit on stamp paper must be submitted.
- The bidder must be well acquainted with the protocol and security requirements applicable to high-ranking government officials and shall have successfully organized and executed at least 03 (three) inauguration event involving arrangements for Prime Minister/ Head of State/ Governor/ Chief Minister or an equivalent-level dignitary within the last ten (10) years.

II. Qualification Criteria

To qualify, applicant must score an aggregate 70 marks out of 100, whereas 50% marks is mandatory to achieve in each category. The weightage / marks for different categories will be followed as per table given below:

S. No.	Category	Max. Marks
A	Profile of Firm	07
B	Experience	37
C	Event Execution Plan and Presentation	20
D	Financial Soundness	15
E	Personnel Capabilities	21

Notes:

- Similar works means “event involving arrangements for Prime Minister/ Head of State/ Governor/ Chief Minister or an equivalent-level dignitary”
- The completion certificate/ performance certificate/ other similar documentary proof of the same project issued by the respective Client should be attached in Category-B.
- Security clearance certificates of key personnel must be attached.
- Copies of educational certificates and CVs of key personnel (with experience in event management) must be attached. The proposed staff shall be dedicated to this assignment.
- For Joint Ventures, cumulative marking will apply; however, at least one JV partner must fulfil all eligibility/mandatory criteria.
- Marks for Event Execution Plan and Presentation will be awarded at the sole discretion of the Client. No objection from bidders in this regard will be entertained.

S. No.	Category	Max. Marks																														
A	Profile of Firm	07 Marks																														
A1	Ownership and organizational structure of the firm including year of establishment and office setup (attach copy of incorporation certificate). <ul style="list-style-type: none"> Below 10 years (0 Marks) 10-12 years (4 Marks) 12-15 years (5 Marks) Above 15 years (7 Marks) 	07 Marks																														
B	Experience	37 Marks																														
B1	<u>General Experience</u> <ol style="list-style-type: none"> Visits involving arrangements for Members of the National/ Provincial Assembly (MNA / MPA) or an equivalent-level dignitary within the last Fifteen (15) years. (max. 3 projects; 02 marks for each project) Inauguration event involving arrangements for Members of the National/ Provincial Assembly (MNA / MPA) or an equivalent-level dignitary within the last Fifteen (15) years. (max. 3 projects; 03 marks for each project) 	15 Marks																														
B2	<u>Specific Experience</u> Inauguration event involving arrangements for the Prime Minister/ Head of State/ Governor/ Chief Minister or an equivalent-level dignitary within the last ten (10) years. (06 marks for each project)	18 Marks																														
B3	Inauguration event involving arrangements for the Prime Minister/ Head of State/ Governor/ Chief Minister or an equivalent-level dignitary in-hand (04 marks)	04 Marks																														
C	Event Execution Plan and Presentation	20 Marks																														
C1	Detailed Event Execution Plan (including descriptive narrative and pictorial illustrations) covering the implementation methodology for the entire Scope of Work. (05 Marks)	05 Marks																														
C2	In-Person Presentation before the Evaluation Committee (15 Marks) The bidders are invited to present the Event Execution Plan before the Evaluation Committee on 06 th & 07 th July, 2026 or may be other date as communicated by the Client; the time will be communicated upon the written request of the prospective bidders.	15 Marks																														
D	Financial Soundness	15 Marks																														
D1	The bidder shall submit audited financial statements/audited accounts reports for the last three (03) financial years, duly certified by a Chartered Accountant. Average annual turnover of last three (03) years; <ul style="list-style-type: none"> Below PKR 100 million (05 Marks) PKR 100 million to PKR 150 million (10 Marks) Above PKR 150 million (15 Marks) 																															
E	Personnel Capabilities	21 Marks																														
	<table border="1"> <thead> <tr> <th>Key Personnel</th> <th>Min. Relevant Exp.</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Overall Event Manager</td> <td>10 years</td> <td>03</td> </tr> <tr> <td>Protocol In-charge</td> <td>10 years</td> <td>02</td> </tr> <tr> <td>Security Liaison Officer</td> <td>10 years</td> <td>02</td> </tr> <tr> <td>Media Communications Mgr.</td> <td>10 years</td> <td>02</td> </tr> <tr> <td>Technical Mgr. for Sound Sys. & Lighting</td> <td>10 years</td> <td>02</td> </tr> <tr> <td>Registration & Help Desk Team</td> <td>10 years</td> <td>02</td> </tr> <tr> <td>Hospitality Coordinator</td> <td>10 years</td> <td>02</td> </tr> <tr> <td>Branding & Venue Décor Manager</td> <td>10 years</td> <td>02</td> </tr> <tr> <td>Volunteers (Min. 08)</td> <td>10 years</td> <td>04</td> </tr> </tbody> </table>	Key Personnel	Min. Relevant Exp.	Marks	Overall Event Manager	10 years	03	Protocol In-charge	10 years	02	Security Liaison Officer	10 years	02	Media Communications Mgr.	10 years	02	Technical Mgr. for Sound Sys. & Lighting	10 years	02	Registration & Help Desk Team	10 years	02	Hospitality Coordinator	10 years	02	Branding & Venue Décor Manager	10 years	02	Volunteers (Min. 08)	10 years	04	
Key Personnel	Min. Relevant Exp.	Marks																														
Overall Event Manager	10 years	03																														
Protocol In-charge	10 years	02																														
Security Liaison Officer	10 years	02																														
Media Communications Mgr.	10 years	02																														
Technical Mgr. for Sound Sys. & Lighting	10 years	02																														
Registration & Help Desk Team	10 years	02																														
Hospitality Coordinator	10 years	02																														
Branding & Venue Décor Manager	10 years	02																														
Volunteers (Min. 08)	10 years	04																														

Part – E

Submission Form

This part of the RFP contains the following submission forms;

Form – 1: Information Form

Form – 2: Experience of Consultants

Form – 3: Format of Curriculum Vitae of Proposed Key Staff

Form – 4: Financial Proposal Submission Form

Form – 5: Summary of Cost

INFORMATION FORM

1. Name of Consultants [Lead partner if Joint Venture (JV)]:

· Address:

· Telephone No(s): _____
· Fax Number: _____
· E-mail Address: _____

2. Description of consulting firm (ownership/organization):

3. Experience (Number of Years): _____

4. Name(s) and Address (es) if a JV; their short description and description of their role in the JV (proof of JV is to be attached at stamp paper):

5. Experience of the Consultants (on appended forms): (Form-2)
· Specific (Projects related to building works especially custom bonded facility):

6. Attach Organization chart showing Consultant's structure:

7. Attach Professional staff available for the assignment on the appended (Form-3) format for positions mentioned hereinabove.

8. Additional information:

Yours truly,
Name of Authorized Representative:
Position :
Date :

EXPERIENCE OF CONSULTANT

Relevant services carried out in the past which best illustrate qualification.

[NAME OF THE FIRM/ CONSULTANT]

1. Name of Assignment :
2. Dignitary Level :
3. Name of Client :
4. Address :
5. Start Date : Month / Year
6. Completion Date : Month / Year
7. Professional Staff Provided :
8. No. of Staff :
10. Approx.: Value of Services :
11. Name of Other JV Firms (If any) :
12. No. of Staff / Staff Months
Provided by the JV partner(s) :
13. Name/Position of Key Staff :
14. Description of Project :
15. Description of Services
Provided by the Firm :

FORMAT OF CURRICULUM VITAE OF PROPOSED KEY STAFF

1. Name of Personnel:
2. Current Position in the Firm:
3. Date of Birth:
4. Nationality:
5. CNIC No (if Pakistani) or Passport No:
6. Education:

Degree	Major/Minor	Institution	Date (MM/YYYY)

7. Security Clearance:
8. Employment Record [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below):*]

Client	Position	From (MM/YYYY)	To (MM/YYYY)

9. Detail of Work Undertaken
Name of assignment or project:
Cost of Project:
Date of Start:
Client
Positions held:
Actual time spent on the project

Location:
Date of Completion:
Main project features:
Activities performed:

10. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _

[Signature of the proposed staff] Day/Month/Year

Date: _

[Counter Signature of authorized signatory] Day/Month/Year

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

Name

We, the undersigned, offer to provide the consultancy services for “**Procurement of Event Management Services for the Inauguration Ceremony of Karachi Industrial Park (KIP) – Federal SEZ**” in accordance with your request for Proposal issued to us, and our Proposal (Technical and Financial Proposals). Our attached financial proposal is for the sum [Amount in words and figures].

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, i.e., **120 days**.

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

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

SUMMARY OF COSTS/ BILL OF QUANTITIES

The bidder is required to provide the quotations here in the table mentioned below;

S.N.	DESCRIPTION OF WORKS	Quantity	Amount (PKR)
01	Marquee		
	a) PVC Aluminum framed tent marquee with Frill.	01	
	b) Glass entrance Gates	02	
	c) Pakoda (Gazebo)	03	
02	Event Theme & Design Developing & creating still/video content for the event	01	
03	Stage		
	a) Stage with stairs (60ftx20ft)	01	
	b) Digital Podium with Mic	01	
	c) Head table with presidential chair	07	
	d) Complete stage lighting	01	
	e) Carpeting	01	
04	SMD Screen		
	a) Stage Backdrop Smd 40ftx10ft	01	
	b) Side wings Smd 10ftx10ft	02	
	c) Rear End Smd 20ftx10ft	01	
	d) Audience Area Smd 20x10	01	
	e) Briefing Room Smd 20x10	01	
	f) Stage Fasad SMD 60x3ft		
05	Designing, printing		
	a) Invitation Cards	01	
	b) Parking Stickers containing Serial Number		
	c) Mobile Phone Tokens		
06	Host Host for the main event	01	
07	Carpet Carpeting in Marquee	12,000 Sq.ft.	
08	Carpeting Red Carpet at all Walkways	5,000 Sq.ft.	
09	Lighting General Lighting for whole marquee	Complete Job	
10	Branding Venue Branding with directional signs	Complete Job	
11	Outdoor Branding Pole streams Welcome Banners	Complete Job	

S.N.	DESCRIPTION OF WORKS	Quantity	Amount (PKR)
12	Mobile phone storage Counters a) Pakoda (Gazebo) b) Registration Desk c) Ushers	04	
13	Security Equipment a) Walkthrough Gates / X-ray machines b) Handheld Metal Detector	04 04	
14	Generators with Fuel 150 KVA for tower AC's, Chillers, Sound, SMD's and general load along with backup.	10	
15	Photography & Videography a) Still Photography b) Short Video Teaser c) Live event HD coverage	Complete Job	
16	Sofa Seating Sofa Seating along with coffee tables for VVIP'S for 200 Persons	200 Persons	
17	Chairs PC Chairs with covers	150	
18	Hi Tea Setup (VVIPs) a) Crockery cutlery and serving staff b) Waiters	350 Persons	
19	Hi-Tea Menu for VVIPs Arrangement for preparation and service of Hi-Tea for participants as per approved Menu	350 Persons	
20	Air Condition Setup AC Chillers (Truck Mounted) Tower AC (4 ton standing units)	03 40	
21	Audio Setup. Line Array Complete-SP4	Complete Job	
22	Porta washroom Single Cabins Provision of Qty-07 Mobile Toilets of high quality as per standards of high dignitaries a) For Prime Minister; b) For Chief Minister or Equivalent; c) For other dignitaries	01 01 05	
23	Décor / floral arrangements Décor / floral arrangements entire ceremony / Venue	Complete Job	

S.N.	DESCRIPTION OF WORKS	Quantity	Amount (PKR)
24	Plaque for Inauguration a) Preparing of plaque and unveiling curtain for the event. b) Trussing 60x20ft c) Sound System d) Carpeting	Complete Job	
25	Sitting Area for Drivers/Security Guards a) Chairs b) Water Dispenser c) Lunch Boxes 150 pax	Complete Job	
26	Souvenirs/Shields Arrangement / supply of special Gifts (Branded Items) for Chief Guest, VVIPs / VIPs and other Guests	07	
27	Waiting /ADAM Area a) Pakoda b) Chairs for drivers and guards c) Water Arrangements	Complete Job	
28	Water Dispensers a) Water Dispensers with 19ltr bottles b) Glasses	10	
29	Janitorial Services a) Trained Staff b) Toiletries	Complete Job	
30	Transportation & Labour Transportation & labour for entire event/ scope of work	Complete Job	
Total Amount			

Note:

1. The fee should be inclusive of all expenses, applicable taxes and duties.
2. The consultants are advised to submit further breakup of cost against each major activity mentioned above separately.
3. Any proposal containing alternate/ conditional bid will be rejected.
4. Payments shall be made only for the deliverables satisfactorily provided by the Event Management Firm. In case any of the specified items (such as food/ Hi-tea, Gifts/ Souvenirs etc.) are arranged directly by PIDC, the corresponding cost thereof shall be deducted from the Contract Price accordingly.
5. The above requirement is based on a tentative number of participants. The bidder shall provide per-head rates for applicable items. Payment for items (such as seating arrangements, food services etc.) shall be adjusted based on the actual number of participants served during the Event.

PART – F
DRAFT CONTRACT AGREEMENT

CONTRACT FOR EVET MANAGEMENT SERVICES

Between

Pakistan Development Industrial Corporation (Pvt.) Ltd

And

(Name of Event Management Firm/ Consultants)

For

**“PROCUREMENT OF EVENT MANAGEMENT SERVICES FOR THE INAUGURATION
CEREMONY OF KARACHI INDUSTRIAL PARK (KIP) – FEDERAL SEZ”**

_____, 2026

TABLE OF CONTENTS

ARTICLE. NO.	DESCRIPTION	PG. No.
	THE CONTRACT AGREEMENT	
01	DEFINITIONS	
02	LANGUAGE	
03	NOTICES	
04	AUTHORISED REPRESENTATIVES	
05	TAXES AND DUTIES	
06	SCOPE OF SERVICES, COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT	
6.1	Scope of Services	
6.2	Effectiveness of Contract	
6.3	Commencement of Services	
6.4	Deliverables	
6.5	Expiration of Contract/ Completion of Services	
6.6	Modification	
6.7	Termination of Contract	
07	OBLIGATIONS OF CONSULTANTS & CLIENT	
7.1	Obligations of the Consultants	
7.2	Obligations of the Client	
08	PAYMENTS TO THE CONSULTANTS	
09	ADDITIONAL SERVICES	
10	FORCE MAJEURE	
11	PERFORMANCE SECURITY	
12	QUALITY CONTROL AND CORRECTION OF DEFICIENCIES	
13	LACK OF PERFORMANCE PENALTY	
14	KEY PERSONNEL	
15	NO BREACH OF CONTRACT	
16	DISPUTE RESOLUTION	
	APPENDICES	

THE CONTRACT AGREEMENT

This CONTRACT AGREEMENT (hereinafter called the "Contract") is made on the ___ day of _____, 2026, between, on the one hand "**Pakistan Industrial Development Corporation (PIDC)**" having its Head Office at **2nd floor, PIDC House, Dr. Ziauddin Ahmed Road, Karachi** (hereinafter called the "Client" which expression shall include the successors, legal representatives and permitted assigns) and, on the other hand, "**M/s _____**" having its Office at _____ (hereinafter called the "Consultants/ Event Management Firm" which expression shall include the successors, legal representatives and permitted assigns).

WHEREAS

- (a) the Client has requested the Consultants to provide certain consulting/ event management services as defined in this Contract (hereinafter called the "Services"); and
- (b) the Consultants, having represented to the Client that they have the required professional skills, and personnel and relevant technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the Parties hereby agree upon the terms & conditions set forth in THIS AGREEMENT. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract, in particular:

- (a) The Consultants shall carry out the Services in accordance with the provisions of the Contract; and
- (b) The Client shall make payments to the Consultants in accordance with the provisions of the Contract.

ARTICLE – 01: DEFINITIONS

Unless the context otherwise requires, the following terms whenever used in this Contract shall have the following meanings:

- "Applicable Law" means the laws and any other instruments having the force of law in the Islamic Republic of Pakistan, as those may be issued and in force from time to time;
- "Contract" means the Contract signed by the Parties, and enforceable by law;
- "Contract Price" means the work to be performed by the Consultants pursuant to this Contract and, in accordance with Article - 08;
- "Day" means calendar day unless indicated otherwise;
- "Effective Date" means the date on which this Contract comes into force and effect;

- "Government" means the Government of the Islamic Republic of Pakistan and/or Provincial Government(s);
- "Key Personnel" means the titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consultants' Key Personnel.
- "Law Governing the Contract" means, this Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.
- "Local Currency" means the currency of the Islamic Republic of Pakistan;
- "Party" means the Client or the Consultants, as the case may be, and "Parties" means both of them;
- "Personnel" means persons hired by the Consultants or by any Sub-consultants as employees and assigned to the performance of the Services or any part thereof;
- "Scope of Services" The scope of consultancy and other professional services (herein referred to as "Services") to be performed by the Consultant for the Project under this Agreement are described in the Article – 6.1.
- "Services" means the work to be performed by the Consultants pursuant to this Contract, as described in the Article – 6.1;
- "Project" means "Procurement of Event Management Services for the Inauguration Ceremony of Karachi Industrial Park (KIP) – Federal SEZ"
- "Project Site" means the location(s) designated by PIDC where the Event and related services are to be planned, organized, managed, and executed by the consultants; Karachi Industrial Park (KIP), Federal SEZ on PSM land adjacent to Bin Qasim Industrial Park (BQIP).

ARTICLE – 02: LANGUAGE

This Contract has been executed in the English language which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All the reports and communications shall be in the English language.

ARTICLE – 03: NOTICES

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an Authorised Representative of the Party to whom the communication is addressed, or when sent by registered mail or facsimile to such Party at the address of the Authorised Representatives specified under Article - 04. A

Party may change its address for notice hereunder by giving the other Party notice of such change.

ARTICLE – 04: AUTHORISED REPRESENTATIVES

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Client or the Consultants shall be taken or executed by the Authorised Representatives. The Authorised Representatives are the following:

Client:

Designation in PIDC: _____
Address: 2nd floor, PIDC House, Dr. Ziauddin Ahmed Road, Karachi
Telephone: 92 21 35685041-9, 38266666-69, Ext: _____
Mobile: _____
E. Mail : _____

Consultants:

Name of Project Manager:
Address:
Telephone:
Mobile:
E.Mail :

ARTICLE – 05: TAXES AND DUTIES

The Consultants, Sub-consultants, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price. The cost of Stamp Duty on Contract Agreement is to be paid by the consultants as per applicable rules and regulations.

ARTICLE – 06: SCOPE OF SERVICES, COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

6.1. Scope of Services

Services as approved by the Client “Terms of Reference (Tors) / Scope of Work” described in Appendix A;

6.2. Effectiveness of Contract

The date on which this Contract shall come into force and effect is the date when the Contract is signed by both the Parties.

6.3. Commencement of Services

The Consultants shall commence the Services on the date of signing of Contract Agreement, or such other time period as the Parties may agree in writing.

6.4. Deliverables

As per the scope of works prescribed in Appendix 'A'. the Consultants shall submit to the Procuring Agency for approval an Event Execution Plan (EEP) showing the methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved EEP as updated.

Note:

The Consultants shall ensure that all materials, equipment, branding items, décor elements, and any other items proposed for use under the Scope of Work, or their samples where applicable, are submitted to the Client for prior review and approval. No such item shall be used without obtaining the Client's written approval.

6.5. Expiration of Contract/ Completion of Services

The Contract shall remain valid for a period of six (06) months from the Effective Date. However, the Contract Period may be extended by mutual written agreement of the Parties in the event of any delay in holding the Inauguration Ceremony.

No additional payment, escalation, or price adjustment shall be admissible to the Consultants on account of such extension.

"Completion of Services" shall mean the successful execution and completion of all services specified in Appendix-A (Scope of Work) and the delivery of all required deliverables to the Client in accordance with Article 6.4 of this Agreement.

6.6. Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made in writing, which shall be signed by both the Parties.

6.7. Termination of Contract

Any party may terminate this Contract, by not less than Fifteen (15) days written notice of termination to the other party, to be given after the occurrence of any of the following events;

Termination by Client:

- If the Consultants do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Client may have subsequently approved in writing;
- If, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than thirty (30) days;
- If the Client, in its sole discretion, decides to terminate this Contract.

Termination by Consultants:

- If the Client fails to pay any monies due to the Consultants pursuant to this Contract within Fifteen (15) days after receiving written notice from the Consultants that such payment is overdue;
- If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within Fifteen (15) days (or such longer period as the Consultants may have subsequently approved in writing) following the receipt by the Client of the Consultants' notice specifying such breach;
- If, as a result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than thirty (30) days

ARTICLE – 07: OBLIGATIONS OF CONSULTANTS & CLIENT

7.1 Obligations of the Consultants

- The Consultant shall perform Services as an independent consultant in accordance with recognized national/ international standards, applicable laws and regulations.
- The Consultant shall perform the services with a professional and qualified team and the Authorized representative of the Consultants keep the Client fully informed on all matters relating to the provision of Services.
- The Consultant shall carry out the Services with due diligence and efficiency and in conformity with sound engineering & contractual practices.
- The Consultant shall act at all times so as to protect the interests of the Client and shall take all reasonable steps in this regard.
- Except with the prior written approval of the Client, the Consultant shall not assign or transfer the Agreement for Services or any part thereof nor engage any other independent consultant or sub-consultant to perform any part of the Services.
- The Consultant agrees that no proprietary and confidential information received by the Consultant from the Client shall be disclosed to a third party unless the Consultant receives a written permission from the Client to do so.
- The Consultants shall not use these documents for purposes unrelated to this Contract without the prior written approval of the other Party.
- The Consultants shall submit to the Client the documents samples specified in Article – 6.4.
- It is the responsibility of the Consultants to get all necessary approvals. The Client will only facilitate the Consultants for getting such approvals.

- The Consultants shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultants shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;
- The Consultants shall employ and provide such qualified and experienced Experts and Sub-Consultants as are required to carry out the Services.
- The Consultants shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

7.2 Obligations of the Client

The Client shall provide to the Consultant:

- All necessary data/ documents/ samples regarding the project that may be required by the Consultant for performing the Services within the Contract will only be provided by the Client to the Consultants on his written request.
- The Client shall designate an Authorized Representative named in Article- 04 to act as its representative on all matters pertaining to this Agreement and to fully cooperate with the Authorized Representative of the Consultants.
- In consideration of the Services performed by the Consultants under this Contract, the Client shall make to the Consultants such payments and in such manner as is provided by Article - 08 of this Contract.

ARTICLE – 08: PAYMENTS TO THE CONSULTANTS

- Currency of Contract will be Pakistani Rupees. The amount of Contract for this project is
Rs. _____/- (Rupees _____)
- The Fee should be inclusive of all applicable Taxes and Duties. The payments will be made through cross-cheque to the consultant(s) on the satisfactory completion and submission of deliverables after deducting applicable government taxes.
- The Consultants shall submit an invoice to the Client specifying the amount due after submission of deliverable.

- The dues shall be paid by the Client to the Consultants within Fourteen (14) days after the Consultants' invoice has been delivered to the Client.
- No additional payment will be made in the event of Force Majeure.
- Payments will be made as per the Appendix 'B' Summary of Cost/ Bill of Quantities;

ARTICLE – 09: ADDITIONAL SERVICES

If, in the opinion of the Client, it is necessary to perform Additional Services during the currency of the Contract for the purpose of the Project, such Additional Services shall be performed with the prior concurrence of both the Parties. The scope of additional services and the payments thereof will be mutually agreed by issuing an addendum to the Contract. The payments will also be made as per the Article – 08.

ARTICLE – 10: FORCE MAJEURE

The term "Force Majeure" shall mean acts of God, strikes, lock-out or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome.

If either Party is temporarily unable by reason of Force Majeure or the laws or regulations of Pakistan to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues.

Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

ARTICLE – 11: PERFORMANCE SECURITY

- The Consultants shall, within Seven (07) days of issuance of the Letter of Acceptance and prior to signing of the Contract, furnish a Performance Security equal to five percent (10%) of the Contract Price in the form of an irrevocable Bank Guarantee or of pay order / Demand Draft, in favor of the Pakistan Industrial Development Corporation (pvt) Ltd., issued by a scheduled bank operating in Pakistan and acceptable to PIDC.
- The Performance Security shall remain valid until twenty-eight (28) days after the successful completion of the Inauguration Ceremony and fulfillment of all contractual obligations by the Consultant. The Consultant shall ensure that the Performance

Security remains valid at all times and, if required, shall renew and furnish the extended Performance Security to the Client prior to its expiry.

- Failure to furnish the required Performance Security within the prescribed time shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Security, without prejudice to any other rights or remedies available to PIDC under the applicable laws and procurement rules.
- PIDC may encash the Performance Security in whole or in part in the event of default, non-performance, delayed performance, or breach of any provision of the Contract by the Consultants.
- The Performance Security shall be released after successful completion of the Services and settlement of all outstanding obligations of the Consultants.

ARTICLE – 12: QUALITY CONTROL AND CORRECTION OF DEFICIENCIES

The Consultants shall ensure that all Services and deliverables comply with the Contract, Scope of Work, and approved Event Execution Plan.

Any deficiency, defect, or non-conformity identified by the Client shall be rectified by the Consultants at their own cost within the time specified by the Client. Failing such rectification, the Client may arrange the same at the risk and cost of the Consultants.

ARTICLE – 13: LACK OF PERFORMANCE PENALTY

If the Consultants fail to provide any Service or deliverable in accordance with the Contract, Scope of Work, approved Event Execution Plan, or the Client's instructions, the Client may impose a penalty and/or deduct the corresponding amount from payments due to the Consultants. The total amount of such penalties and deductions shall not exceed ten percent (10%) of the Contract Price.

ARTICLE – 14: KEY PERSONNEL

- The Consultants shall deploy the Key Personnel identified in the approved Event Execution Plan. No Key Personnel shall be replaced without the prior written approval of the Client.
- The Event Management Firm shall deploy adequate and qualified personnel throughout the Event for the successful execution of all activities. The Authorized representative/ Project Director/ Owner of the Firm shall remain physically present on the day of the Event and shall be responsible for the overall supervision and management of all arrangements.
- In the event that the deployed manpower is found to be insufficient for the requirements of the Event, or any shortage of staff is observed at any stage, PIDC shall have the right to impose appropriate penalties/deductions from the Firm's invoice as determined by the Client.

- Where replacement becomes necessary, the Consultants shall provide personnel with equivalent or better qualifications and experience, subject to the Client's approval.
- If the Client is dissatisfied with the performance or conduct of any Key Personnel, it may require their replacement by written notice. The Consultants shall provide a suitable replacement acceptable to the Client within the stipulated time.
- The Consultants shall not be entitled to any additional payment, compensation, or extension of time arising from the replacement of Key Personnel and shall bear all associated costs.

ARTICLE – 15: NO BREACH OF CONTRACT

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

ARTICLE – 16: DISPUTE RESOLUTION

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation. Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions of the Arbitration Act, 1940 (Act No. X of 1940) and of the Rules made thereunder and any statutory modifications thereto.

Services under the Contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due to or by the Client shall be withheld on account of such proceedings. The venue of arbitration shall be **Karachi**.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names in two identical counterparts, each of which shall be deemed as the original, as of the day, month and year mentioned above.

For and on behalf of

Pakistan Industrial Development Corporation (Pvt) Ltd.

Witness

(CLIENT)

Signatures _____

Signatures _____

Name _____

Name _____

Title _____

Title _____

(Seal)

For and on behalf of

M/s _____

Witness

(CONSULTANTS)

Signatures _____

Signatures _____

Name _____

Name _____

Title _____

Title _____

(Seal)

TERMS OF REFERENCE (TORs) / SCOPE OF WORK

Pakistan Industrial Development Corporation (PIDC), a State-Owned Enterprise (SOE) under the administrative control of Federal Ministry of Industries & Production. PIDC, through its Industrial Infrastructure Division, was assigned to develop focused industrial growth in Pakistan through world-class industrial parks all over the country out of which Korangi Creek Industrial Park (KCIP)-SEZ and Bin Qasim Industrial Park (BQIP)-SEZ are located in Karachi.

PIDC has been entrusted by the Federal Government with the preparation of the Master Plan and development of trunk infrastructure for the "Karachi Industrial Park (KIP) – Federal SEZ" under the flagship initiative "Uran Pakistan". The project encompasses approximately 6,409 acres of Pakistan Steel Mills (PSM) land dedicated for industrial and sectoral development.

Proposals from reputable Event Management Firms having relevant experience and a proven track record of successfully managing events for government organizations, including events involving Dignitaries/ high-ranking government officials, are required.

Scope of Work

The selected Event Management Firm shall be responsible for the complete planning, coordination, management, execution, and post-event closure of the Inauguration Ceremony to be attended by the high-ranking dignitaries.

The scope of work shall include, but not be limited to, the following:

1. Event Planning and Coordination

- Preparation of a comprehensive Event Execution Plan, including timelines, responsibilities, contingency measures, and deployment schedules.
- Coordination with Protocol Authorities, Security Agencies, District Administration, and other relevant stakeholders.
- Conduct of site visits, coordination meetings, rehearsals, and dry runs prior to the event.

2. Venue Development and Infrastructure

- Design, construction, installation, and dismantling of all temporary event infrastructure.
- Provision of weather-resistant marquee/tent structures, entrance portals, VIP lounges, holding areas, briefing rooms, and ancillary facilities.
- Complete carpeting, flooring, barricading, trussing, and venue beautification works.

3. Stage and Ceremony Arrangements

- Design and construction of the main ceremonial stage, including podium, presidential seating, staircases, and stage décor.
- Arrangement of inauguration ceremony elements, including unveiling mechanisms, plaques, ribbon-cutting arrangements, commemorative displays, and ceremonial proceedings.

- Provision of professional Master of Ceremony (MC)/Host and stage management services.

4. Branding, Creative Design and Printing

- Development of the event theme, creative concepts, artwork, and branding strategy.
- Design, production, and installation of all branding materials, including backdrops, banners, streamers, directional signage, welcome boards, standees, and other event-related graphics.
- Design and printing of invitation cards, parking permits, access cards, mobile phone deposit tokens, seating plans, name tags, and other event collateral.

5. Audio Visual and Technical Services

- Provision and operation of LED/SMD screens, sound systems, public address systems, microphones, digital podiums, and associated equipment.
- Provision of professional lighting systems for stage, audience areas, pathways, and venue surroundings.
- Deployment of qualified technical staff for operation and troubleshooting throughout the event.

6. Protocol and VIP Management

- Management of all protocol arrangements for the Prime Minister/ Head of State/ CM/ Governor/ MNA/ MPA and other dignitaries.
- Development and implementation of seating plans, reception protocols, escort arrangements, and movement management plans.
- Establishment of dedicated VVIP, VIP, media, and guest areas.

7. Security Facilitation

- Coordination with security agencies and law enforcement authorities regarding venue security requirements.
- Provision of walkthrough gates, hand-held metal detectors, access control systems, crowd management arrangements, and other support facilities as required by security authorities.
- Preparation of emergency response and evacuation arrangements.

8. Media, Photography and Documentation

- Professional photography and videography coverage of the entire event.
- Production of highlight videos, event documentaries, photographs, and archival material.
- Facilitation of media representatives and designated media coverage areas.

9. Hospitality and Catering

- Provision and management of hospitality arrangements for dignitaries, guests, and participants.
- Arrangement of VVIP lounges, refreshment stations, and hi-tea/catering services as approved by the Client.
- Provision of crockery, cutlery, serving staff, and associated hospitality services.

10. Utilities and Support Services

- Provision of uninterrupted power supply through generators, fuel, backup systems, and technical support.
- Provision of air-conditioning, chillers, tower AC units, ventilation arrangements, and climate control systems.
- Arrangement of high-quality portable washrooms and sanitation facilities.
- Provision of transportation, loading/unloading, labour, housekeeping/cleaning services.

11. Gifts and Souvenirs

- Design, procurement, branding, and presentation of commemorative shields/ souvenirs/ mementos and gifts for the Chief Guest and other dignitaries, as approved by the Client.

12. Post-Event Activities

- Dismantling and removal of all temporary installations.
- Restoration of the venue to its original condition.
- Submission of post-event reports, photographs, videos, attendance records, and other documentation required by the Client.

The Event Management Firm shall provide all manpower, materials, equipment, logistics, transportation, permits, supervision, and ancillary services necessary for the successful execution of the event in accordance with the directions of PIDC and the applicable protocol and security requirements for a Prime Minister-level visit.

Note:

6. The design/ construction of the infrastructure and associated works shall conform to the standards required for high-level inauguration ceremony event involving.
7. Draft Execution Plan (at least 2 options) should be shared with PIDC for review & comment prior to final submissions.
8. The Event Management Firm shall develop and implement a foolproof Security Plan, including access control, crowd management, VIP/VVIP security arrangements, emergency response measures, and coordination with all relevant security agencies, to the satisfaction of the Client and competent authorities.
9. The Event Management Firm shall visit the site before preparation of the Event Execution Plan to assess security, protocol, logistical, and other operational requirements for the successful execution of the Event.
10. Payments shall be made only for the deliverables satisfactorily provided by the Event Management Firm. In case any of the specified items (such as food/ Hi-tea, Gifts/ Souvenirs etc.) are arranged directly by PIDC, the corresponding cost thereof shall be deducted from the Contract Price accordingly.
11. The above requirement is based on a tentative number of participants. The bidder shall provide per-head rates for applicable items. Payment for items (such as seating arrangements, food services etc.) shall be adjusted based on the actual number of participants served during the Event.

Appendix 'B'

SUMMARY OF COSTS/ BILL OF QUANTITIES

S.N.	DESCRIPTION OF WORKS	Quantity	Amount (PKR)
01	Marquee		
	d) PVC Aluminum framed tent marquee with Frill.	01	
	e) Glass entrance Gates	02	
	f) Pakoda (Gazebo)	03	
02	Event Theme & Design Developing & creating still/video content for the event	01	
03	Stage		
	f) Stage with stairs (60ftx20ft)	01	
	g) Digital Podium with Mic	01	
	h) Head table with presidential chair	07	
	i) Complete stage lighting	01	
	j) Carpeting	01	
04	SMD Screen		
	g) Stage Backdrop Smd 40ftx10ft		
	h) Side wings Smd 10ftx10ft	01	
	i) Rear End Smd 20ftx10ft	02	
	j) Audience Area Smd 20x10	01	
	k) Briefing Room Smd 20x10	01	
05	Designing, printing		
	d) Invitation Cards		
	e) Parking Stickers containing Serial Number	01	
	f) Mobile Phone Tokens		
06	Host Host for the main event	01	
07	Carpet Carpeting in Marquee	12,000 Sq.ft.	
08	Carpeting Red Carpet at all Walkways	5,000 Sq.ft.	
09	Lighting General Lighting for whole marquee	Complete Job	
10	Branding Venue Branding with directional signs	Complete Job	
11	Outdoor Branding Pole streams Welcome Banners	Complete Job	

S.N.	DESCRIPTION OF WORKS	Quantity	Amount (PKR)
12	Mobile phone storage Counters d) Pakoda (Gazebo) e) Registration Desk f) Ushers	04	
13	Security Equipment c) Walkthrough Gates / X-ray machines d) Handheld Metal Detector	04 04	
14	Generators with Fuel 150 KVA for tower AC's, Chillers, Sound, SMD's and general load along with backup.	10	
15	Photography & Videography d) Still Photography e) Short Video Teaser f) Live event HD coverage	Complete Job	
16	Sofa Seating Sofa Seating along with coffee tables for VVIP'S for 200 Persons	200 Persons	
17	Chairs PC Chairs with covers	150	
18	Hi Tea Setup (VVIPs) c) Crockery cutlery and serving staff d) Waiters	350 Persons	
19	Hi-Tea Menu for VVIPs Arrangement for preparation and service of Hi-Tea for participants as per approved Menu	350 Persons	
20	Air Condition Setup AC Chillers (Truck Mounted) Tower AC (4 ton standing units)	03 40	
21	Audio Setup. Line Array Complete-SP4	Complete Job	
22	Porta washroom Single Cabins Provision of Qty-07 Mobile Toilets of high quality as per standards of high dignitaries d) For Prime Minister; e) For Chief Minister or Equivalent; f) For other dignitaries	01 01 05	
23	Décor / floral arrangements Décor / floral arrangements entire ceremony / Venue	Complete Job	

S.N.	DESCRIPTION OF WORKS	Quantity	Amount (PKR)
24	Plaque for Inauguration e) Preparing of plaque and unveiling curtain for the event. f) Trussing 60x20ft g) Sound System h) Carpeting	Complete Job	
25	Sitting Area for Drivers/Security Guards d) Chairs e) Water Dispenser f) Lunch Boxes 150 pax	Complete Job	
26	Souvenirs/Shields Arrangement / supply of special Gifts (Branded Items) for Chief Guest, VVIPs / VIPs and other Guests	07	
27	Waiting /ADAM Area d) Pakoda e) Chairs for drivers and guards f) Water Arrangements	Complete Job	
28	Water Dispensers c) Water Dispensers with 19ltr bottles d) Glasses	10	
29	Janitorial Services c) Trained Staff d) Toiletries	Complete Job	
30	Transportation & Labour Transportation & labour for entire event/ scope of work	Complete Job	
Total Amount			

Note:

6. The fee should be inclusive of all expenses, applicable taxes and duties.
7. The consultants are advised to submit further breakup of cost against each major activity mentioned above separately.
8. Any proposal containing alternate/ conditional bid will be rejected.
9. Payments shall be made only for the deliverables satisfactorily provided by the Event Management Firm. In case any of the specified items (such as food/ Hi-tea, Gifts/ Souvenirs etc.) are arranged directly by PIDC, the corresponding cost thereof shall be deducted from the Contract Price accordingly.
10. The above requirement is based on a tentative number of participants. The bidder shall provide per-head rates for applicable items. Payment for items (such as seating arrangements, food services etc.) shall be adjusted based on the actual number of participants served during the Event.

INTEGRITY PACT

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
CONTRACTS WORTH RS. 10.00 MILLION PKR OR MORE**

Contract No. _____ Dated _____
Contract Value: _____
Contract Title: _____

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Name of Buyer:
Signature:
[Seal]

Name of Seller/Supplier:
Signature:
[Seal]