



GOVERNMENT OF PAKISTAN

**PRESS INFORMATION DEPARTMENT
MINISTRY OF INFORMATION AND BROADCASTING**

BENEVOLENT FUND BUILDING, ZERO POINT, ISLAMABAD

BIDDING DOCUMENTS

FOR

**EVENT MANAGEMENT SERVICES, BOARDING/LODGING
INCLUDING TRAVEL TRANSPORTATION, OTHER RELATED
SERVICES ON NEED BASIS FOR THE FINANCIAL YEAR 2026-2027
THROUGH EPADS 2.0**

INSTRUCTIONS TO BIDDERS (ITB)

Press Information Department, Ministry of Information & Broadcasting Government of Pakistan

A. INTRODUCTION

1. Name of Procuring Agency and Address
- 1.1 Press Information Department, Ministry of Information & Broadcasting,
Government of Pakistan, Zero Point, Islamabad.

2. Eligible Bidders

Bidders must meet the following eligibility criteria:

- 2.1 Must be registered with General Sales Tax (GST).
- 2.2 Must possess a valid National Tax Number (NTN).
- 2.3 Must be listed on the Active Taxpayers List of the Federal Board of Revenue (FBR).
- 2.4 Must meet eligibility criteria under PPRA Rules, 2004 (Amended 2022)
- 2.5 Must have organized/executed at least three high-level state events under top security protocols.
- 2.6 Must provide:
 - Bank certificate of account
 - 2.7 Must submit company profile and registration documents.
 - 2.8 Must have operational offices in all major cities of Pakistan and a fully functional office in Islamabad.
 - 2.9 Must detail:
 - Infrastructure and technical capacity
 - Experienced staff and total strength
 - Equipment available
 - Response time to organize an event

3. Scope of Work

- 3.1 PID intends to hire:
 - Mega Event Management Services: For large-scale national/international events, including boarding/lodging, travel, branding, and related services.
 - Mini Event Management Services: For small to medium events (seminars, press briefings, workshops, etc.), including the above services.
- 3.2 The selected firm must be capable of managing high-profile VIP events, with presence in major cities and Islamabad.
- 3.3 The selected firm will submit a financial proposal based on event nature, excluding taxes and charges like professional/provincial taxes, lodging, transport, etc.
- 3.4 The qualified firm must provide top-tier services within agreed timelines.
- 3.5 pre-qualified bidders may be invited to manage events across Pakistan during FY 2025–2026 per PPRA Rule 2(1)(ha), on need basis as per requirement.

4. Guidelines

- 4.1 Only top-qualified firms will be invited to submit financial bids for specific events.
- 4.2 All documents submitted will remain confidential.
- 4.3 Documents once submitted will not be returned.

5. General Conditions

- 5.1 PID reserves the right to reject any or all proposals in line with PPRA Rules.
- 5.2 Any amendments will be issued via a written addendum.
- 5.3 PID is under no obligation to accept any proposal and may cancel the assignment at its discretion.
- 5.4 PID reserves the right to amend/undo/added any clauses/paras at its discretion without any obligation.
- 5.5. Preferences will be given to those firms having appropriate experience in serving in "TOP SECURITY ATMOSPHERE" in any public sector organization with same nature of event management services.

6. Liability of Cost and Responsibility

- 6.1 PID shall not be liable for costs incurred in response to this ITB. Bidders indemnify PID against any liabilities, claims, or expenses related to this bidding process.

7. Undertaking (To be submitted by the Bidder)

"I/We declare that the information provided in the Proposal for Event Management Services is accurate and verifiable. If found false at any stage, PID reserves the right to take legal action. I/We further declare that our company (Company Name: _____) is not blacklisted by any government department/organization. The decision of PID regarding bid acceptance or rejection shall be final and binding and shall not be challenged in any court of law."

8. Evaluation Criteria (Technical Evaluation)

Maximum Marks: 100

S. No	Category	Marks
1	General Experience (Mega/Mini Event Services)	30
2	Personnel Capabilities (VIP Event Management)	20
3	Related Services (Lodging/Branding/Travel)	30
4	Financial Position	20

8.2 General Experience

Description
State-Level Events at PM/President/NA/Other high profile security atmosphere
Other State-Level Events at other venues
Experience in provision of event management services at Semi-Government/General venues

8.3 Personnel Capabilities

Description
Technical & Event Management Team strength
Infrastructure and Event Planning strategies
Designing & Branding Expertise

8.4 Related Services

Description
Expertise in Boarding Lodging, Travel & Transportation, etc., at State-Level Events
Expertise and available resources for arranging an event at a short notice
Expertise in ticketing, travelling, transportation, protocol management.

8.5 Financial Position

Description
Bank Certificate / Financial Statement
AGPR Vendor Record with Updated Bank Details at AGPR, Islamabad with certification of maintaining the said vendor at AGPR, Islamabad during the period
Registration with FBR & PPRA (EPADS)

9. Bid Security

9.1 The qualified bidder must submit a Pay Order / Bank Draft of Rs. 1,000,000/- (One Million Rupees) in favor of DDO, Press Information Department as Bid Security. More over, the prequalified/ successful financial bidder among the prequalified firms may submitted pay order/demand draft @ 5% (refundable) of the quoted bid as quoted bid security for the instant event as per PPRA rules.