

PAKISTAN SPORTS BOARD

Srinagar Highway, Aabpara, Islamabad

REQUEST FOR PROPOSAL (RFP) NOTICE

Pakistan Sports Board, an autonomous body working under the administrative control of Ministry of Inter-Provincial Coordination, Government of Pakistan invites sealed bids/offers through Request for Proposal (RFP) firms who are registered with Tax Authorities (Income Tax/Sales Tax) on ATL of FBR, for the following works.

S#	Description	Opening Date	Receiving / Opening Time	Bid Security
1.	REQUEST FOR PROPOSAL (RFP) FOR RENTING OUT NEWLY CONSTRUCTED FOUR FUTSAL COURTS AT PAKISTAN SPORTS BOARD, SPORTS COMPLEX, ISLAMABAD ON MONTHLY RENTAL BASIS.	25-02-2026	Receiving:1100 hrs	Rs.100,000/- (refundable) in the name of PSB

2. All the proposal will be received through EPADS. Notice of the tender is available on PSB and PPRA websites and the detail documents are also download and upload from EPADS.

3. The bid security in shape of CDR / Pay order in the name of Pakistan Sports Board must be uploaded along with the documents through EPADS and original will be submitted in the office of undersigned before opening the bids / proposals. It is pertinent to mention here that without scene copy of bid security with proposal the bid / bids will be declared non-responsive.

4. The Director General, Pakistan Sports Board reserves the right to accept/reject any or all offers wholly or partially as per PPRA rules.


(KHURRAM SHAHZAD)
Assistant Director (Procurement)
Phone: 051-9249121

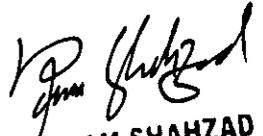


PAKISTAN SPORTS BOARD ISLAMABAD

REQUEST FOR PROPOSAL

FOR RENTING OUT NEWLY CONSTRUCTED FOUR FUTSAL
COURTS AT PAKISTAN SPORTS BOARD, SPORTS COMPLEX,
ISLAMABAD ON MONTHLY RENTAL BASIS.

Date of Opening: 25th February, 2026 at 1130 hours


KHURRAM SHAHZAD
ASSISTANT DIRECTOR (PROCUREMENT)
PAKISTAN SPORTS BOARD
ISLAMABAD

RFP DOCUMENT

Document for

REQUEST FOR PROPOSAL FOR RENTING OUT
NEWLY CONSTRUCTED FOUR FUTSAL
COURTS AT PAKISTAN SPORTS BOARD,
SPORTS COMPLEX, ISLAMABAD ON MONTHLY
RENTAL BASIS.

Total Page

.09 Pages

Detail of Pages

Page-3	Introduction
Page-3-5	Scope of work etc
Page-07	Bid submission form
Page-08	Technical Evaluation criteria
Page-09	Financial bid


KHURRAM SHAHZAD
ASSISTANT DIRECTOR (PROCUREMENT)
PAKISTAN SPORTS BOARD
ISLAMABAD

PAKISTAN SPORTS BOARD (PSB)

REQUEST FOR PROPOSAL (RFP) FOR RENTING OUT NEWLY CONSTRUCTED FOUR FUTSAL COURTS AT PAKISTAN SPORTS BOARD, SPORTS COMPLEX, ISLAMABAD ON MONTHLY RENTAL BASIS.

1. Introduction

Pakistan Sports Board (PSB) invites proposals from experienced and qualified firms / companies / academy / individuals to operate and manage its newly constructed facilities i.e. four futsal courts at Pakistan Sports Board, Sports Complex, Islamabad. The facility is intended to be used for organizing matches, training academy etc to athletes, members and visitors. The facility is located at the prominent location in front of outer football field at PSC, Islamabad. Complete specifications of the facilities will be provided upon request / site visit.

2. Scope of Work

The selected company / academy or individual will be responsible for:

I. Operation and Management:

All the operational and maintenance work / works of court / courts will be responsibility of the awarding firm / company / academy etc and return back the said facility after completing agreement etc as received from PSB.

II. Facility Utilization:

The facility will be used only for sports purpose (Futsal). In case of organizing sports events / leagues etc the awarding firm / company / academy must written informed to PSB Facility wing before the event.

III. Safety and hygiene:

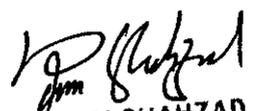
The company / firm / academy will also be responsible for maintaining the safety and hygiene standard at the field.

3. Futsal Courts Specifications:

Two futsal courts measurement "36 ft width and 51 ft length".
Two futsal courts measurement "24 ft width and 44 ft length".

4. Duration of Agreement:

The initial contract duration will be for a period of one year, with a possibility for extension for a period of another one year based on performance and mutually agreed terms & conditions. A performance review will be observed at regular intervals (e.g., after three months) that will influence contract extension. Performance review reports will be considered as KPIs (Key Performance Indicators) for extension eligibility.


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5. Responsibilities of the Firm / Company / Academy etc

The firm will be responsible for:

- i) The contractor / firm / company is required to have all relevant insurances, employee health and safety insurance. He must also be registered with the social security department.
- ii) The contractor / firm / company will be responsible regarding the facility's security, both physical and in terms of compliance with local labor laws.
- iii) The contractor / firm / company must submit monthly reports on customer feedback and operational issues.
- iv. Ensuring the facility is maintained at the highest standards of cleanliness, safety and operational efficiency.
- v. Bearing all costs related to the operation, maintenance and management of the facility, including electricity bill.
- vi. A vast parking area is available but proper discipline is the responsibility of the awarding firm / company.
- vii. Awarding firm / company must promote and market the Futsal court / courts to attract a steady stream of public.
- viii. Reporting monthly to PSB on performance and any operational concerns.

6. Terms and Conditions

a. **Type of Procurement**

Request for Proposal (RFP)

b. **Contract Duration:**

The initial agreement will be for a period of one year extendable. Furthermore, the contract may be renewed for a period of another one year on terms & condition mutually agreed and based on performance.

c. **Termination:**

PSB reserves the right to terminate the contract with a one-month notice in case of non-compliance with the terms or poor performance.

d. **Utility Bills:**

The contractor / awarding firm / firms shall bear electricity charges and any other consumables directly attributable to operations. Structural or capital repairs shall remain the responsibility of the successful bidder / bidders.

e. **Security Deposit/Bid security:**

- The successful bidder will furnish a security deposit equivalent to 04 months' rent, refundable at the end of the contract term; subject to the condition of the facilities (turf & fence etc).
- The contractor will deposit pay order/CDR/Bank guarantee amounting to Rs.100,000/- in the name of PSB as a bid security before opening of proposal. The original of which will have to be furnished to the PSB along with detail proposal before closing date and time. At the time of award the said pay order will return back to bidder and security deposit will deposit in PSB through pay order.
- PSB may adjust any outstanding due, penalties, or damage from the security deposit before refund.
- Bid Security shall be forfeited in case of withdrawal after bid opening or failure to sign agreement after award.

- The bid security of unsuccessful bidders shall be returned after completion of procurement process. The bid security of unsuccessful bidder shall be returned upon submission of the performance security.
- f. **Insurance:**
The bidder must ensure the facility for public liability and property damage.
- g. **Taxes:**
All applicable taxes must be paid by the winning / awarded bidder.
- h. **Exit Strategy:**
If the contractor wants to terminate early than the notice periods, he will have to pay a penalty equal to two-month rent and will settle all dues.
- i. **Performance Penalties:**
- **For non-performance:**
In case of non-performance, PSB may issue a written notice specifying deficiencies. Failure to ratify within the stipulated period may lead to imposition of penalties and /or termination.
 - **Consistent poor hygiene:**
Fine Rs. 10,000/- each visit on all facilities.
 - **Customer complaints:**
The complaint of the customer be scrutinized after adopting due process, the contractor will be fined Rs.10,000/- each genuine complaint. All penalties shall be imposed after written verification by PSB Facility wing.
- j) **Force Majeure:**
In case of any force majeure (e.g., natural disasters, pandemics), the contractor's obligations could be suspended without penalties with the mutual consent subject to the approval of DG PSB.
Any suspension or relief under force majeure shall not automatically entitle rent waiver unless expressly approved by the competent authority.
7. **Site Visit**
Interested parties are encouraged to visit the facilities before submitting their proposals. To schedule a site visit, please contact Mr. Muhammad Ashraf, Assistant Director (T&F) Pakistan Sports Board (051-9249023) Email: (infopsb@sports.gov.pk).
8. **Bid Opening**
Proposals will be received & opened on 25th February, 2026 at 1130 hours through EPADS (Single Stage two envelope procedure).
9. **Dispute resolution mechanism**
If any dispute than it shall first referred to the Grievance Redress Committee (GRC) as per PPRA Rules. If unresolved, the matter may be referred to arbitration in accordance with Pakistan Arbitration Act.
10. This agreement shall be treated as a short-term license / concession for operation and management on monthly rental basis and shall not be construed as lease, tenancy, transfer of possession, or creation of any proprietary right".
11. PSB reserves the right to reject any financial bid which is abnormally low, below internal benchmark, or not commensurate with market rates, without assigning reason".
12. PSB reserves the right to rent out each court separately, collectively, or in any combination, to the highest/ most advantageous bidder.


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13. PSB may reserve limited time slots for official use at mutually agreed timings without financial implication.



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Bid Submission Form

(To be printed on firm's letterhead, signed, dated and stamped)

Date:

To: Director General,
Pakistan Sports Board,
Islamabad

We, the undersigned, apply to provide the services as mentioned in the bidding documents and declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including any Addendum (or Addenda to same effect), issued by the Board in accordance with Instructions to Bidders.
- (b) We understand that you may cancel the bidding process at any time and that you are neither bound to accept any bids that you may receive, without incurring any liability to the Bidders.
- (c) The information shall be used by Board to notify us:


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PAKISTAN SPORTS BOARD
ISLAMABAD

TECHNICAL EVALUATION CRITERIA

Criteria	Description	Marks
Relevant Experience	Experience of managing or operating sports or recreational facilities (e.g., gyms, futsal courts, paddle/tennis courts, indoor arenas, etc.). Scoring: -3-5 years: 10 marks -1-2 years with demonstrable results: 7 marks -New entrant with strong technical team and concept: 3 marks	10
IT-based Facility Management Solution.	The proposed IT Solution must provide PSB with real-time or periodic access to booking schedules, utilization logs and revenue summaries. PSB shall not be involved in pricing or collections. Scoring: -10 marks for the demo / proposal	10
Implementation Timeline	Time required to commence operations from the date of award. - ≤ 30 days: 5 marks - 31-45 days: 3 marks -> 45 days: not acceptable	5
Business Viability & Public Access Plan	Soundness of the business model, including marketing, pricing strategy, affordability, and initiatives to attract general public usage (e.g., school/youth engagement) Scoring: Up to 10 marks	10
Financial Strength	Annual closing balance per year based on bank statements / Income tax returns. Scoring: - Closing balance ≥ Rs.10 million: 15 marks - Rs.5-9.99 million: 10 marks - Rs.3-4.99 million with startup capital assurance: 5 marks	15

Minimum qualifying marks: 35 out of 50

Note: The bidder / firm will obtain passing marks is eligible to participate in the financial bid.


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FINANCIAL BID

Name:

**RFP FOR RENTING OUT NEWLY CONSTRUCTED
FOUR FUTSAL COURTS AT PAKISTAN SPORTS
BOARD, SPORTS COMPLEX, ISLAMABAD ON
MONTHLY RENTAL BASIS.**

S#	DESCRIPTION	AMOUNT (RS.)
1.	Court-1 36 ft width and 51 ft length	
2.	Court-2 36 ft width and 51 ft length	
3.	Court-3 24 ft width and 44 ft length	
4.	Court-4 24 ft width and 44 ft length	
	TOTAL:	

Among technically qualified bidders, the bidder quoted the highest cumulative monthly rent for all four courts shall be ranked first and considered for award.


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