



**GOVERNMENT OF PAKISTAN**

**NATIONAL INSTITUTE OF FOLK & TRADITIONAL HERITAGE**

**Request for Proposal (RFP) for**

**The Pre-Qualification of Event Management Companies**

**PQ No. 02/2026-27**

## 1. National Institute of Folk & Traditional Heritage- An Introduction

National Institute of Folk & Traditional Heritage (Lok Virsa) is a premier cultural and recreational institution committed to preserving country's traditional folk heritage & history, arts and crafts. It is also engaged in delivering high-quality programs, literary activities, arts initiatives, and entertainment events for general public. To ensure excellence, consistency and innovation in event execution, Lok Virsa intends to prequalify specialized bidders/firms/companies for Framework Agreements covering a wide range of event-related services.

The purpose of this prequalification process is to establish a panel of reputable, technically competent and creative vendors capable of providing reliable, timely and high-quality services, ensuring that all events are memorable, seamless and trouble-free.

## 2. Purpose of this Document

The purpose of this document is to denote/specify the deliverables associated with this project of and the procedure/approach, which Lok Virsa will follow to pre-qualify the firms / companies capable of executing high profile events for Lok Virsa locally **primarily following services would be needed:**

## 3. Objective of the Project

This project aims to take on board event management companies who can work in collaboration with Lok Virsa for execution of different events. The selected company (ies) will be responsible for end to end execution of various types of events both locally and internationally & also assist Lok Virsa in renting out its various sites and spaces for execution of events.

## 4. Scope of Work

- 4.1. The Event Management Company is being envisaged a One Window solution provider which will be responsible from curating the event till its execution. In case of any issues with sub-contractors / out-sourced company, Lok Virsa will lay responsibility on event Management Company.
- 4.2. Undertaking of musical, cultural, literary events, concerts or workshops/classes, art exhibitions including their logistical arrangements like tables, chairs, lounges, carpets, candles, flowers, rugs and allied materials.
- 4.3. Décor/ambiance of sites or any other place where event is being held as per theme of the event in consultation with Lok Virsa.
- 4.4. Company will share a tentative layout plan of the event in advance with Lok Virsa so that dynamics of the work plan could be analyzed.
- 4.5. Stage setup including creative designing, backdrop Panaflex setting & high quality SMD screens of all sizes.

- 4.6. Availability of best sound system including digital mixer, Line Array, SP4 speakers, echo monitors, amplifiers, graphic equalizers, goose neck/hand-held/wireless mics. Also on-site emergency backup arrangements in case of main equipment failure.
- 4.7. Availability of best Sound technician at Lok Virsa for every event where sound system is deployed.
- 4.8. Truss and lights arrangement as per event requirement with option of switching off/on individual lights.
- 4.9. In case items are out-sourced by the Event Management Company, responsibility for their functioning and quality will be sole responsibility of Event manager and not the owner of equipment.
- 4.10. Relationship management with renowned/acclaimed singers, musicians, artisans, hosts, stage play/theatre companies, PTV, PNCA, Radio Pakistan, private production houses, media companies for procuring best possible solution to Lok Virsa.
- 4.11. Graphic designer to be available for designing banners, standees, rostrum skins, backdrops, passes, tickets, creating Facebook posts including video clips/trailers/intros for social media, designing E-invites for various events.
- 4.12. Designing and printing of brochures for distribution amongst members and guests at the event.
- 4.13. Professional photographer and video recorders availability including video cutters for covering 2-3 cameras for live display of performers and participants on main screen.
- 4.14. Providing photos and videos within 24 hours of the event to Lok Virsa.
- 4.15. Assignment of 1 focal person for each event to keep 24/7 contact with Lok Virsa including any pre event meeting, script sharing, rehearsals etc.
- 4.16. Preparation of any special souvenir or memento on behalf of Lok Virsa to be given to performing artist or other guests.
- 4.17. In case of boarding/lodging of artists not possible in Lok Virsa, event Management Company would manage it at some decent guest house/hotel including transportation.
- 4.18. Payment will be made post event via cheque after deducting prevalent taxes.
- 4.19. In case of any miss handling/commitment not fulfilled or failure of equipment during the event, monetary penalty shall be imposed in the shape of fine, deductible from main bill. A warning letter shall also be issued.
- 4.20. In case any issue needs arbitration, say of Administrator Lok Virsa will be the final word.
- 4.21. A post event de-briefing meeting shall be held between event manager and Lok Virsa/committee members to assess rights and wrongs during the event and take corrective measures accordingly for future.

4.22. Only companies fully equipped and experienced in providing all segments of these requirements should submit their EOI mentioning their resources for these services, as well as references/video clips of three recent similar events managed by them.

Companies not meeting these criteria will not be shortlisted for the tender for these services.

## 5. Pre-qualification Requirement

Please provide us with the following information so that Lok Virsa can evaluate your entity's / organization's qualifications, market reputation & experience, financial health and other pertinent attributes in determining its credential whether it has equated expertise and capacity for enrolling on our list of qualified suppliers/Vendors / Service Providers (prequalification) in their respective field of business.

1.	Company / Organization Name/Address	
2.	Type of Company:	
3.	Registration with Tax Authorities.	
4.	Corporate Information:	
5.	Registration with relevant regulatory/ Registration Authority/trade body etc.	
6.	Bank Detail	
7.	Details of Equipment	<i>List to be provided</i>
8.	Company having (3-5) years' experience. Share Events Detail (videos / social media links etc)	<i>Detail List to be provided</i>
9.	Have you or your Firm/company been subject of legal proceedings for insolvent/bankruptcy, receivership or your business activities suspended for related reasons	Yes / No
10.	References	<i>Detail of work</i>

## 6. Instructions and Terms & Conditions

- 6.1. The vendor must be registered with Income tax authorities having valid National Tax Number (NTN).
- 6.2. Registration with Sale Tax Authorities shall also be mandatory, if applicable.
- 6.3. No column/row of the application shall be left blank. Incomplete or inaccurate application will be liable to be rejected.
- 6.4. Lok Virsa has sole discretion to accept or reject the qualification cases of vendors on valid grounds.
- 6.5. On removal and production of documentary evidence of objections raised on a vendor for enlistment shall be reconsidered for enlistment.
- 6.6. Any information/documents provided by the suppliers is found incorrect later on, shall be liable to be delisted from the qualified list of supplier immediately.
- 6.7. Tender/Bids shall only be called from pre-qualified suppliers.
- 6.8. This enlistment does not amount to any contractual obligation on the part of Lok Virsa and is not obliged to invite any quotations from any or all candidates who have qualified or enlisted by responding to this application.

- 6.9. The contractor shall bear all costs associated with the preparation and submission of the Application and Lok Virsa will not in any case be responsible and liable for the costs incurred.
- 6.10. All information given in writing to or verbally shared with the contractor in connection with this enlistment is to be treated as strictly confidential. The vendor shall not share or invoke such information to any third party without the prior written approval of Lok Virsa. This obligation shall continue after the procurement process has been completed whether or not the vendor is successful.
- 6.11. In case of any dispute arising between the Lok Virsa and the supplier, the decision of the Competent Authority of Lok Virsa or any person nominated by Lok Virsa shall be final and binding on both the parties.
- 6.12. Suppliers / vendors from Islamabad / Rawalpindi will be given preference. Those outside satiation has to give surety to establish local office / point of contact for smooth functioning.
- 6.13. Pre-qualification document may be downloaded from e-PADS website

### **Eligibility Criteria / Technical Evaluation Criteria**

Applicants must meet the following eligibility requirements:

#### **8.1 Relevant Experience (Total 30 Marks)**

- Minimum 3–5 years of relevant experience = 5 marks
- 5–10 years of relevant experience = 10 marks
- 10 + years of relevant experience = 15 marks

#### **8.2 Financial Capacity (30 Marks)**

- Above 50 Mill = 15 marks
- PKR 5-10 = 10 marks
- PKR 1-5 M = 5 marks

#### **8.3 Human Resources (15 Marks)**

- Qualified Event Manager (5+ years' experience) = 5 marks
- Skilled technical staff (sound, lighting, staging) = 5 marks
- Creative/design team (branding, media) = 5 marks

#### **8.4 Equipment & Logistics Capability (15 Marks)**

- In-house sound, lighting & staging equipment = 5 marks
- Event setup infrastructure (LEDs, truss, furniture) = 5 marks
- Transport & logistics capability = 5 marks

#### **8.5 Client Portfolio & Performance (10 Marks)**

- Government clients = 5 marks
- Private sector / corporate clients = 5 marks