

Pre-Qualification of Event Management Companies



Ministry of Information Technology
& Telecommunication

DIGITAL PAKISTAN

Request for Proposal (RFP)

for

The Pre-Qualification of Event Management Companies

**MINISTRY OF INFORMATION TECHNOLOGY & TELECOMMUNICATION
GOVERNMENT OF PAKISTAN**

Pre-Qualification of Event Management Companies

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1. Ministry of Information Technology & Telecommunication - An Introduction

Vision:

Empowering the People of Pakistan through seamless access to accurate information and reliable services by means of ICT applications & Telecom platforms; and establishing a knowledge-based economy.

Mission:

To create an enabling environment through formulation and implementation of policies and legal framework; providing ICT infrastructure for enhancing productivity; facilitating good governance; improving delivery of public services and contributing towards the overall socio-economic growth of the country.

Mandate:

1. Preparation of an overall integrated plan as well as formulation of policy for the development and improvement of Information Technology and Telecommunications, including related infrastructure, in Pakistan.
2. Co-ordination with the Provincial Governments, autonomous bodies, private sector, international organizations and foreign countries in respect of information technology and telecommunications.
3. Human resource development in the field of information technology and telecommunications.
4. Promotion of information technology applications.
5. Providing guidelines for the standardization of software for use within the Government.
6. Planning, policy making and legislation covering all aspects of telecommunications excluding radio and television and issuance of policy directives.
7. Matters relating to National Information Technology Board (previously Pakistan Computer Bureau and the Electronic Government Directorate), Pakistan Software Export Board .
8. All matters relating to National Telecommunication Corporation (NTC), Telecommunications Foundation (TF), Special Communications Organization (SCO), Virtual University (V.U) and Electronic Certification Accreditation Council (ECAC).
9. Safeguard interest of Government of Pakistan in entities having public shares or government equity like PTCL, USF Co & ICT R&D Co.
10. Administrative functions in respect of the National Information Technology Board Act, 2022 (XVII of 2022).

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2. Purpose of this Document

The purpose of this document is to denote/specify the deliverables associated with this project and the procedure/approach, which MoIT&T will follow to pre-qualify the firms/companies capable of executing high profile events for MoIT&T locally and internationally.

3. Objectives of the Project

Introduction to the Project:

This project aims to take on board event management companies who can highlight the IT industry of Pakistan to encourage and aware people regarding the potential of the IT industry of Pakistan and the available opportunities. The selected company(ies) will be responsible for end to end execution of various types of events both locally and internationally.

3.1 Scope of Work

- The event management company would manage the events as required by MoIT&T on the given timeline and guidelines
- MoIT&T may award Tenders separately either for event management or to a single for marketing / branding depending upon the specific requirement of the Ministry.
- The company would be responsible for organizing national and international level media events, execute state level events such as inauguration events, road shows, seminars, press conferences etc. and any other activities related to marketing, photography, video-graphy, branding, media, image building and event management deputed by MoIT&T.
- Complete event run down with proposed event flow and management plan will be shared with MoIT&T before the event or activity.
- The company would share the event structure i.e. furnishing, equipment etc.
- Develop and manage comprehensive event timelines and budgets.
- If required manage travel arrangements (flights & accommodation) for international delegates.
- Coordinate visa applications for international participants (if applicable).
- Develop and manage a registration system for attendees.
- Identify, invite, and confirm participation of high-profile speakers, investors, and government officials.
- If required, manage speaker travel, accommodation, and logistics.
- Collaborate with the client to develop compelling agendas.
- Organize panel discussions, presentations, and company pitching sessions.
- Develop and execute pre- marketing campaigns to attract attendees and investors.
- Utilize social media, industry publications, and platforms for promotion.
- For Social Media Management of MoIT&T, the company has to co-ordinate for strong branding for MoIT&T.
- Secure media coverage for the summits.
- Facilitate pre-arranged meetings and networking opportunities between companies and investors.
- Manage all aspects of on-site event logistics, including audio-visual, stage setup, catering, and security.

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- Oversee registration process, welcome delegates, and manage event flow.
- Conduct post-event surveys to collect feedback and measure success.
- Prepare comprehensive reports summarizing key outcomes (attendance, media coverage, potential leads).
- Account Key Manager to be assigned for MoIT&T.

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1. **Valid Registration and Compliance:** The bidder must possess valid registration under Sales & Income Tax Authorities, including where relevant SECP or any other government authority-local, provincial or federal, Relevant Provincial Tax Authorities if operational in a province and with other relevant bodies where applicable.
2. **Provincial Revenue Authority:** Companies registered with Provincial Revenue Authorities are also eligible.
3. **Declaration of Integrity:** The bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE. The firm must provide an undertaking as required to this effect.
4. **Litigation History:** The bidder should not be involved in litigation with any Government department. The firm must provide an undertaking as required to this effect.
5. **Relevant Experience:** The Firm/Companies should have relevant experience providing similar services for the last (Five) 05 years in event management. They should have organized at least three (03) similar events with VVIPs, Head of States/ Head of Government/ Foreign Delegates.
6. **Active Taxpayer Status:** The bidder must be active on FBR's active taxpayer's list. [A certificate to this effect shall be provided].
7. **International Conference Experience:** Proven experience in organizing large-scale international conferences or summits.
8. **Proven Track Record:** Strong track record in managing logistics, speaker relations, and marketing for complex events.
9. **Established Industry Network:** Established network of contacts within the relevant industry sectors and government agencies (for speaker invitations and protocol). Please provide references for assignments/projects that closely reflect similar project to the scope of work which has already been completed in the past.
10. **Joint Venture Participation:** Joint ventures (JVs) between two companies (one of the JV companies must be an Event/Management/Conference organizer company) can submit a proposal, provided that each entity meets the pre-qualification criteria independently. The JV agreement must specify the responsibilities and contributions of each partner to the project, underlining the synergy and added value resulting from the partnership.

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4. Pre-Qualification Requirements

Note: If Compliant, please tick and must attach the mandatory documents.

Sr. No.	Mandatory Eligibility Criteria Checklist	Remarks
1	Company profile.	
2	Client list and their testimonials for whom event management have been done.	
3	Bank statement (Last 3-years & IT Returns)	
4	Incorporation status	
5	National Tax Certificate and sales tax registration certificate	
6	Affidavit to the effect that any government department has not blacklisted the company.	
7	Brief description of the top three projects by your company, which closely match the objective of this project. Those three customers' contact information includes name, title, organization, and mobile number.	

MoIT&T reserves the right to disqualify companies who fail to submit the above-mentioned mandatory documents:

5. Copyright

All the content (including content, images, etc.) shall be original and developed for MoIT&T.

The company needs to seek permission first to use any copyright or trademarked content. Entries containing any unauthorized content will be disqualified.

The bidder will transfer all the rights to MoIT&T; MoIT&T reserves all rights to use all the content at any platform.

6. Bidding Process



Technical Evaluation Criteria

The criteria for the evaluation of company's technical proposal is as follows. Qualifying marks=70%

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7. Technical Proposal Points Allocation/Selection Criteria

The technical proposals/bids must be submitted in conformance with clause# 8 & 9.

7.1 Selection Criteria

Sr#	Description	Max. Score	Marks Allocation	
1	Firm/Bidder Profile (copy of company registration)	10	Registered Age 10+ years	10
			Registered Age 5 years & above	10
			Registered Age 1-4 years	08
2	Financial Position (Last 03 years audited report is a must for turnover points)	15	Avg. Annual turnover +30 million PKR	15
			Avg. Annual turnover +20 million PKR	12
			Avg. Annual turnover +10 million PKR	8
			Avg. Annual Turnover Less than 10 million PKR at least 2 million per month	5
3	Relevant experience of the firm	15	Past Events Min. 5 Events; Event should worth two million Rupees or more (1 Event = 3 Marks)	15
4	Qualification and Competence of the proposed Team Members–Full Time/Part-time/ On-call (Attach list of team members, resumes of the team as per the Annex-1 Format)	10	Relevant Work Experience of the employees related Indoor Event Management of similar	05
			Relevant Work Experience of the employees related Outdoor Event Management of similar size and nature (One project=1.0 marks)	05
5	Event Management Experience i.e. Experience of large scale corporate events (300+ guests) and VVIP events	20	Details of at least 04 events executed of similar size and nature (1 Project = 5 Marks)	20
6	Experience of working with Public/Private Sector Organizations for a project (any field) Work over 20 Million PKR	10	Public Sector project worth 20 + Million PKR	10
			Public Sector project worth 15 + Million PKR	05
			Public Sector project less than 10 + Million PKR	00
7	Presentation/Demonstration	20	Presentation of proposal	20
	G. Total	100		100

The minimum percentage for technical qualification shall be 70%. The top 3 companies will be considered as pre-qualified.

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7.2 Disqualifications.

The bidder company shall be disqualified if:

- i) The company does not qualify technically.
- ii) MoIT&T will not entertain incomplete/conditional bids.
- iii) The firm/company is not registered with the Income Tax and Sales Tax authorities.
- iv) The firm has been blacklisted by any other government department.
- v) Any other major discrepancy found in the proposal.
- vi) They are or have been at any time during the last five years involved in litigation, arbitration, or any other dispute or event that may in the company have material adverse effects on the bidders' ability to perform the contract.
- vii) Its involvement in litigation is chronic.
- viii) Its past conduct or execution of work under the contract has been poor.
- ix) The Specification and other requirements of the assignment are not properly adhered to, or it is different from those mentioned against each deliverable.
- x) Any other significant discrepancy found in the proposal and non-compliance of the terms and conditions of the RFP and tender notice.
- xi) The firm has been blacklisted by any other government department.

7.3 Incurred Cost

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the MoIT&T to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, providing additional information when requested by the MoIT&T, or participating in any selection demonstrations or interviews, including contract negotiations. Furthermore, finalists will be required to complete a detailed **Statement of Work** at their own cost that will be part of the implementation contract before contract signing. The cost of the finale should also be mentioned. List at Annex-IV may be referred as a specimen / example of materials which may be requested, however, this is not an exhaustive list and items may be added as per occasion.

8. Detailed Submittal Requirements

To facilitate the analysis of responses to this Pre-Qualification, vendors must prepare their proposals following the instructions outlined in this part. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and labelled appropriately.

Vendor responses shall be in the prescribed format.

For any queries, please contact at dsadmin@moitt.gov.pk

- i) General Terms and Conditions For any link, MoIT&T will send quotation requests either through letter or through electronic means.

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- ii) MoIT&T will sign a formal Open Framework Agreement with the selected pre-qualified event management companies regarding the provisioning of the agreed services and valid for 3 years. This agreement will comprise of all details necessary to execute the services successfully and upto the satisfaction of the procuring agency.
- iii) MoIT&T reserves the right to accept or reject all or any application as per PPRA rule # 33.
- iv) **For any queries you can email to dsadmin@moitt.gov.pk**

9. Submission of Bids

The proposal shall be in the English language. Bids must be provided in a sealed envelope; the evaluation process includes presentations of bidders and visits to bidders' offices as well. Based on evaluation criteria, the bidders will be pre-qualified. Proposals shall contain technical solutions only (without price & earnest money) and a soft copy of the bid on a USB drive.

- a) Bidding documents/proposals, containing detail terms and conditions, etc. are available electronically and can be downloaded from EPADS-PPRA website www.eprocure.gov.pk free of cost.
- b) Bids should be submitted electronically ONLY through EPADS. Manual submission of bids is NOT allowed.
- c) The bids, prepared in accordance with the instructions in the bidding documents of Eligibility documents as specified in bid documents in favor of the undersigned must be submitted through EPADS latest by **9th October, 2025 on or before 11:00 AM**. Bids will be opened on the same date at **11:30 AM at the below mentioned address**.
- d) Note: The sealed hard copies of original bids for only those bids will be entertained who applied through EPADS www.eprocure.gov.pk

Note: - Any proposal received after the closing date and time for submission will not be entertained and returned unopened.

MoIT&T reserves the right to accept or reject (wholly or partially) of any or all bids / proposals in accordance with Rule-33 of PPRA Rules, 2004.

10. Opening of Bids

Technical offer(s) will be opened on the stipulated date and time as mentioned in the tender notice, in the presence of vendors/bidders or their authorized representatives – the latter desire to attend the bid opening session.

11. Contact Information

Deputy Secretary (Administration)
Ministry of Information Technology and Telecommunication.
Government of Pakistan
7th Floor, New Secretariat (Kohsar Block), Constitution Avenue, Islamabad.
Telephone: + 92-51-9219971
e-mail : dsadmin@moitt.gov.pk
URL: <http://www.moitt.gov.pk>

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Annex-I

FORMAT OF CURRICULUM VITAE

Name of Company:	
Name of Staff Member:	Job Designation:
Role in this project:	Total years of experience:
Years with Company:	Nationality:

1. Key Qualifications and Certifications:

(Give an outline of staff members' experience and training most pertinent to tasks on assignment. Describe the degree of responsibility held by the staff member on relevant previous assignments and give dates and locations)

2. Educational Qualification.

3. Other Skills

4. Work Experience:

• Employment Record:

(Starting with the present position, list in reverse order every employment held. For experience in the last ten years, five types of activities performed and client references at least three (Name, Email, Phone number, Company Name.)

- **Significant Projects** (Project Name, details, your Role, significance of the project)
- **Any International Project**, if yes (Please mention project name, details, your role, and significance of the project)
- **Experience relevant to the assignment**

5. A complete Profile Consisting of

- Total no of projects so far
- Project tenure
- Expertise and roles in those projects

Signature : _____ (Staff Member)

OR

Signature : _____ (Authorized Representative)

Date: _____

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Annex- II

Reference Form ASSIGNMENTS/PROJECTS COMPLETED DURING LAST 05 YEARS

Please provide references for assignments/projects that closely reflect similar projects to the scope of work that has already been completed in the past. Please use the following format in submitting references and attached evidence/support documents in favor of the record provided below:

S r. #	Name of Customer	Details of Project	Media	URL	Project Cost (Million PKR)	Project Completion Date	Customer POC Details (Designation, Cell, Email)	Copy of Work Orders/ Evidence
1								
2								
3								
4								
5								

(Please add records as many as are required)

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Annex- III

Reference Form Event Management Experience

Please provide references for the event Management project to the scope of work that has already been completed in the past. Please use the following format in submitting references and attached evidence/support documents in favor of the record provided below:

Sr.#	Name of Customer	Details of Event	Event Media	Project Cost (Million PKR)	Number of Participants	Customer POC Details (Designation, Cell, Email)	Copy of Work Orders/ Evidence
1							
2							
3							
4							
5							

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Annex-IV

Technical Specifications for Event Management

Sr. No	Description/Items	Size	Quantity
1	SMD/Main Backdrop	10ftH x 20ftW	01
2	SMD Panels on Stage	16ftH x 8ftW	02
3	Media Wall	8ftH x 12ftW	01
4	Other Branding Panels	8ftH x 12ftW	08
5	X - Standees	Standard size	06
6	Flower Stands/bouquet	-	10
7	Stage Setup including Truss with Lightings, Branded Podium, Mics etc.	in accordance with venue stage space	01
8	Installation of Acrylic Letters Cutout DEEP DIGITAL ECONOMY ENHANCEMENT PROJECT	3ftH x 15ftW	01
9	Complete Sound System - Line Array with portable mics	in accordance with venue requirements	01
10	Ushers		10
11	Guests Registration/Welcome Desk with Mobile Collection Desk		03
12	Seating Arrangements (Seating Plan, Sofa Rows and Tables for VVIPs and Chairs for General Guests, Name Tags on Sofa Rows)		400 Pax
13	Car Parking Signs (Bifurcated for VVIPs and General Guests)		30
14	Printing of Invitation Cards with Courier and guest confirmation follow-up		600
15	Hi-tea: 3-4 items menu with water and drinks including Cutlery, Culinary, Serving		400 pax
16	Power Back-up Generators (if required at venue)		400 pax
17	Outer Wall Drops	30ftH x 10ftW	5
18	Directional Signs for Guests	2ftH x 2ftW	10
19	Digital Branding on Constitution Avenue with CDA Approval	6ftH x 3ftW	100
20	City Branding - Outdoor Streamers on Club Road and Srinagar Highway linking to Constitution Avenue with CDA Approval	6ftH x 3ftW	150
21	Branding of Entrance Corridor with props	As required-	01
22	Lanyards with ID holders & Printed Card		400 pax
23	Event Host/Master of Ceremony (includes script creation and rehearsals)		01
24	Raised Media Platform for Placement of Media Cameras		02
25	Venue Rental Charges (Govt. Rate with Rent of Preparatory/Rehearsal Day and Event Day)		2 days
26	Full Event Coverage and streaming with drones	as per requirements	as per requirements