



Pakistan Expo Centres Private Limited

EXPRESSION OF INTEREST (EOI) FOR PRE-QUALIFICATION

Pakistan Expo Centres Private Limited (PECPL) intends to obtain Expressions of Interest (EOIs) for the pre-qualification of experienced and well-reputed firms registered with the Income and Sales Tax Departments and listed on the Active Taxpayer List of the FBR for the provision of **“Event Management Services.”**

Electronic Prequalification documents, containing detailed requirements, terms and conditions are available for the registered vendors/firms on EPADS at (www.eprocure.gov.pk).

Instructions: -

- The proposals shall be prepared in accordance with the instructions in the prequalification documents and must be submitted through EPADS on or before **11:00 A.m. March 07, 2025**. Late submission of proposals through EPADS will not be accepted. Further, any proposals not submitted through EPADS shall stand rejected as per PPRA's **S.R.O No. 296(1)/2023**. The S.R.O available at PPRA's website (www.ppra.org.pk/doc/epronotif.pdf).
- The proposals will be opened on the same day at 11:30 a.m. in the presence of interested bidders or their authorized representatives.
- Pre-qualification documents may also be downloaded from PECPL's & PPRA's website using links www.pakexcel.com and www.ppra.org.pk
- **Application received through online (PPRA's-EPADS) shall only be entertained.**
- The procuring agency reserves the right to accept or reject any or all bids/proposals in accordance with Rule-33 of PPRA Rules-2004.
- For any further clarification, please contact on the details mentioned below.

Procurement Department
Pakistan Expo Centres Private Limited
1-A Johar Town, Expo Centre Lahore
Ph #: 042 3529 8005-7 (Ext: 104), Fax #: 042 3529 8004
Email: procurementcommittee@pakexcel.com, www.pakexcel.com



PAKISTAN EXPO CENTRES (PRIVATE) LIMITED

**EXPRESSION OF INTEREST (EOI) FOR PRE-QUALIFICATION OF
FIRMS FOR EVENT MANAGEMENT SERVICES THROUGH EPADS AS
PER RULE 16A (FRAMEWORK AGREEMENTS) OF PPRA RULES 2004
(AMENDED UP TO DATE)**

Pre-Qualification of Contractors/ Firms/ Vendors for: -

Event Management Services

1. Procurement shall be governed under the Federal Public Procurement Rules 2004 (amended up to date) and e-Pak Acquisition & Disposal System (EPADS), the procedure shall be “Single Stage Single Envelope” as prescribed under PPRA Rules 2004. All the Procurement will be made by using electronic means through EPADS under Rule-7A of PPRA. The pre-qualification documents may also be downloaded online from PECPL’s & PPRA’s website using links www.pakexcel.com and www.ppra.org.pk
2. Interested bidders shall submit the prescribed filled in Pre-qualification documents through EPADS on or before **7th March, 2025 (Friday)** at **11:00am** positively. The E-bids received till the stipulated date and time shall be open & downloaded by the “Procurement Committee” from EPADS portal on the **same day i.e. 7th March, 2025 (Friday) at 11:30 am** in the presence of bidders or their authorized representatives (who desire to attend). Further, any proposals not submitted through EPADS shall stand rejected as per PPRA’s **S.R.O No. 296(1)/2023**. The S.R.O available at PPRA’s website (www.ppra.org.pk/doc/epronotif.pdf).
3. All Pre-qualification documents should be submitted (uploaded on EPADS website) by the interested bidders duly filled in by providing all information and copies of documents required therein, otherwise their bids shall not be considered for evaluation. All pages of Pre-qualification documents should contain the signatures of tenderer (bidder) or his authorized person otherwise bid shall not be considered for evaluation.
4. The Bidders who provided the complete information and copies of their registration as income tax, GST filer and Punjab Revenue Authority registration as well as affidavit of not black-listed with any department / organization and time adherence, shall be eligible for competition evaluation.
5. The decision of the “Procurement Committee” of the Pakistan Expo Centres will be final and not challengeable in any court of law. Any person aggrieved by an act / omission of the procuring agency may lodge a complaint concerning his grievance not later than ten (10) days after the announcement of the Bid Evaluation Report before the Redressal of Grievances Committee of Pakistan Expo Centres.
6. The Pakistan Expo Centres reserves the right to reject all bids and cancel the bidding process as provided under rule 33 of the Federal Public Procurement Rules, 2004.

TERMS AND CONDITIONS

1. The Contract shall be signed under Framework arrangement with technically pre-qualified firms/bidders for a period of 01 year and may be extendable up to 3 years with mutual consent and as per Federal PPRA Rules 2004 (amended up to date).
2. The prequalified firms/ vendors shall be bound to provide services to Pakistan Expo Centres (Private) Limited and its allied Organizations as per Framework Agreement.
3. The intending firms/ vendors must have General Sales Tax Registration and National Tax Number.
4. Firms/ Vendors should have their own complete set up in Lahore, with the proven capacity to manage events in Peshawar, Karachi, Quetta & Islamabad for event services work of all or any specific field out of above-mentioned fields.
5. The Firm/ Vendor shall be bound to provide satisfactory services of each item of the specific works. In case the services are found sub-standard, the Firm/ Vendor shall be struck off from the panel of Pakistan Expo Centres (Private) and will be processed for blacklisting.
6. The Firm/ Vendor on the panel shall be bound to carry out the requisite work on immediate basis and even on weekends for timely delivery.
7. The Firm/Vendor shall be bound to follow and implement instructions provided by the PECPL Sales & Event Coordination Wing from time to time.
8. The Vendor shall also be responsible for any damages caused to PECPL facilities by their team and will be liable for damage charges accordingly.
9. The qualified firm/ vendor shall be responsible for transportation of its items/materials
10. The intending firms/ vendors will have to provide a list of its clientage.

MANDATORY REQUIREMENTS:

The following mandatory requirements must be fulfilled by the applicant bidder for showing eligibility to participate in the competition of technical bids:

Sr.#	Mandatory Requirements	Documentary Evidence (Copies of Documents must be attached)	Compliance
1.	Registration / Incorporation of Contractor / Firm / Company under the laws of Pakistan.	Certificate of Contractor / Firm / Company Registration.	Mandatory
2.	Valid FBR Registration.	Copy of Active NTN Certificate.	Mandatory
3.	Valid General Sales Tax Registration	NTN profile enquiry showing the date & Registration of Sales tax with Active status in FBR.	Mandatory
4.	Valid Punjab Sales Tax Registration (for Supply of Services)	Punjab Sales Tax Registration Certificate, if applicable.	Mandatory
5.	Affidavit that the Contractor / Firm / Company or any Partner(s) is not blacklisted by Provincial or Federal Government Department, Agency, Authority or autonomous body anywhere in Pakistan.	Affidavit on Stamp Paper of Rs.100 by the Applicant firm.	Mandatory
6.	Enlistment, Registration or Pre-Qualification with Punjab DGPR to provide Event Management Services to Public Sector/Government Departments of Punjab.	Provide the Requisite Documents.	Mandatory
7.	Adherence to time line in completion of work & non- adherence without just cause shall result in imposition of penalty.	Affidavit on Stamp Paper that the Contractor / Firm / Company shall, at the time of submission of Financial Proposal, adhere to the delivery time period, otherwise liable to imposition of penalty.	Mandatory
8	Having Office and Complete Setup in Lahore from Last 3 – 5 years	Provide rent deed or any other MOVs (Modes of verifications) on Company letterhead with sign and stamped	Mandatory

Bidders Profile Form

To be duly filled, signed & stamped.

S. No.	Description/ Detail Required	
1. 1	Full Profile of Firm/ Vendor:	
1. 2	Business Address:	
1. 3	Landline No./Mobile (WhatsApp)	
1. 4	Email Address:	
1. 5	NTN No. (attach copy of NTN Certificate)	
1. 6	GST Registration No. (attach copy of GST Registration)	
1. 7	Bank Account No. & Address:	
1. 8	Bank Statement: - (for one year)	
1. 9	Bank Account Maintenance Certificate	

1. 10	Experience in the relevant field: (in years)	
1. 11	List of clients from Ministries/Departments/Corporate along with work orders: (attach list / see next page)	
1. 12	Proof of out of Lahore events (large scale or expo events) - Attach work orders / pictures & list	
1.13	Audited Reports (last 3 years)	
1.14	Ref. Letters of experience from previous clients	
1.15	Team profile (attach document)	

SCOPE OF SERVICES
Pre-Qualification of Contractors/ Firms/ Vendors

The Scope of Services also includes, but is not limited to the following:

- Planning, managing and executing each of the approved events with end-to-end solution and coordinate these activities with the various Expo Departments, Sponsors and other Private entities.
 - Making all necessary logistical arrangements (venue, technical equipment where required, transportation, travel and accommodation for resources persons/ performing artists catering etc. where not already available) plus manpower and all other necessary arrangements for each of the approved events.
 - Coordinate all marketing and promotional requirements for the aforesaid events with the appointed Branding/ Marketing Communications Agency.
1. Complete Event Management Services
 2. Stall Fabrication
 3. Carpet Services
 4. Standard Stall Scheme Provisions
 5. Offset Printing
 6. Flex Printing \ Services
 7. Cafeteria Operational Services
 8. Tentage / Catering / Banquet Chairs
 9. Electronic Equipment such as SMD screens
 10. Giveaways
 11. Food & Catering Services (for a minimum of 1000 persons)
 12. Electrical & Mechanical Equipment Providing Services
 13. Furnishing and Decoration Services
 14. Design Services
 15. Lighting Services
 16. Photography/ Video Production and Documentation Services
 17. Marketing and Media Communications (to be done in liaison with Branding & Communications Agency)
 18. Hotel arrangement
 19. Other Related Services

Only those event management companies that are capable of proving expertise in the above mentioned will be considered.

Details of Experience

	Client Name	Project Name	Project Value
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Use additional sheets if required.
Please attach all relevant evidence

TECHNICAL PROPOSAL EVALUATION CRITERIA

Sr.#	Capability of Firm	Criteria	Points	Weightage
1	Registration Documents Registration with SECP / any other laws in Pakistan	1 to 5 Years (1x mark for each year)	5	10%
		6 to 10 Years or more (1x mark for each year)	10	
2	Experience of Firms/bidder			
2.2	Number of Public Sector, SOEs/ Government Clients (in last 3 years)	5 – 10 Clients (1x marks for each client) – Work Order/work Completion Certificate.	10	20%
2.3	Number of Multinational/ Corporate Clients (in last 3 years)	5 – 10 Clients (1x marks for each client) – Work order/ letter of reference required.	10	
3	Experience of Event Management Team:			
3.1	Firm having No. of Employees & Team Profile - Provision of Ops team, Designer Team & Event Managers	No. of Employees on Payroll, registered with Social Security Department. • More 10 Employees on Payroll 10 Marks • Minimum 05 Employees on Payroll 05 Marks • Less than 05 Employees on Payroll 0 Marks	10	25%
		Operational Head (with Minimum 20 Years of Post Qualification Experience in Event Management)	5	
		Project Director (with Minimum 15 Years of Post Qualification Experience in Event Management)	5	
		2x Event Managers (with Minimum 10 Years of Post Qualification Experience in Event Management) (2.5 marks for each Event Manager)	5	
4	Financial Capability:			
4.1	Revenue/Turnover in last three years (Financial Reports - Provision of last 3 years audited reports, Tax returns, bank statement, & account maintenance certificates)	up to PKR 100 million as per last three years audited financial statements	5	15%
		up to PKR 150 million as per last three years audited financial statements	10	
		Tax Paid in Last three years (Minimum 5 lack each year)	5	

5	Registration with Punjab DGPR (to provide event management services to public sector/Government Departments in Punjab	Provide the Requisite Documents.	10	10%
6	Geographical Presence, Having Head office and Complete setup in Lahore.	<ul style="list-style-type: none"> • Having Complete Setup & Office in Lahore is (from last 5 years) with capacity to conduct events in Islamabad, Karachi, Peshawar and Quetta. 5 marks • Provide List of Business, Trade, Cultural & Government events executed in last three years: • Executed 15 or more Exhibitions & Events in Lahore 7.5 Marks • Executed 10 or more Exhibitions & Events in rest of Pakistan 7.5 Marks 	20	20%

Firm having 75 or more marks in technical evaluation shall qualify