

Tender Notice

No. TDAP/IMDD/5thPATDC/Ethiopia/2024

HIRING OF SERVICES OF AN EVENT MANAGEMENT COMPANY

The Commercial Section, Embassy of Islamic Republic of Pakistan, Addis Ababa, Ethiopia, invites sealed bids for hiring of services of an Event Management Company (registered in Ethiopia) for organizing the 5th Pakistan-Africa Trade Development Conference (PATDC) and Single Country Exhibition (SCE) at Millennium Hall, Addis Ababa, Ethiopia from 15th– 17th January, 2025.

2. Bidding documents and other related information for the purpose can be obtained, on written request from the Commercial Section, Embassy of Islamic Republic of Pakistan, Addis Ababa, Ethiopia (address given below) or can be downloaded from the website of the Embassy of Islamic Republic of Pakistan, Addis Ababa, Trade Development Authority of Pakistan, and Public Procurement Regulatory Authority (PPRA) Pakistan.
3. Single Stage Two Envelope Procedure, as per PPRA Rules 36 (b) of PPRA rules, would be used for Open Competitive Bidding. The firm will submit their sealed separate envelope Technical Proposal and Financial Proposal in bold and legible letters to avoid any confusion. The two proposal shall be placed in one big envelope marked as Bid tender. Financial proposal should accompany a bid security equivalent to two percent (2%) of the bid amount in the form of pay order/bank draft bank guarantee as specified in the Bidding documents in USD or equivalent local Currency and shall be placed inside the Financial proposal in sealed envelope.
4. Sealed tender documents shall be submitted physically latest by 7th, October, 2024 at 15:00 hour (3:00PM or in the afternoon ,9:00 O'clock Local Addis Time) with the Commercial Section, Embassy of Islamic Republic of Pakistan, Addis Ababa, Ethiopia. Technical Proposals shall be opened by the Tender Committee on the same day at 15:30 hr/3:30PM/9:30 O'clock Local Addis Time in the presence of representatives of the participating firms and the Tender Committee. The Financial Proposals of only technically qualified companies will be opened on the date announced by the Tender Committee. The proposal of the most advantageous bidder will be accepted subject to meeting all requirements mentioned in the tender documents. The hoisting of final evaluation of bids at PPRA website (as per PPRA rules) will be done before the award of the tender.
5. TDAP, the Commercial Section, Embassy of Islamic Republic of Pakistan Ethiopia and the Tender Committee reserves the right to reject any or all bids and to annul the bidding process at any time, however, reason for rejection or annulling bid process will be communicated to the concerned bidder(s) in accordance with the Procurement rule

<https://et.pakembassy.org>

<http://tdap.gov.pk>

<http://ppra.org.pk>

**The Commercial Section,
Embassy of Islamic Republic of Pakistan
Arada 13/14, Addis Ababa, Ethiopia**

Email: mti.addisababa@commerce.gov.pk

Contact: +251-111-261-492 | +251-111-261-193



