

No. 5(53)PMU-CPEC/2022

Prime Minister's Office

Board of Investment

Office 405, 4th Floor, Evacuee Trust Complex, F-5/1, Islamabad

PRE – QUALIFICATION NOTICE

Pre-Qualification of Event Management Companies

Board of Investment (BOI), Prime Minister's Office

PMU – CPEC Industrial Cooperation Development Project (CPEC-ICDP)

Islamabad.

The Board of Investment (BOI), PMU–CPEC Industrial Cooperation Development Project (CPEC-ICDP) invites sealed proposals from reputable, experienced, and tax-registered Event Management Companies for Pre-Qualification to provide event management, marketing, branding, media, and related services for BOI, CPEC-ICDP both locally and internationally.

Scope of Work Includes (but is not limited to):

- Organizing national & international events such as conferences, inauguration ceremonies, seminars, road shows, promotional events.
- Provision of event logistics, stage setup, audio-visual arrangements, furnishing, equipment, and event structure.
- Marketing & branding, photography, videography, media engagement & social media campaigns.
- Coordination for high-profile speakers, delegates, investors, and government officials.
- Managing registrations, agendas, panel discussions, pitching sessions, and complete event flow.
- Travel, accommodation, and visa coordination for international delegates (if required).
- Ensuring complete on-site event management including catering, security, and technical support.
- Preparing post-event reports, media coverage summaries, and outcome documentation.

Eligibility / Pre-Qualification Requirements:

Firms must provide documentary evidence for the following:

1. Valid registration with Income Tax & Sales Tax Authorities, SECP (where applicable).
2. Active taxpayer status on FBR ATL.
3. Bank Statements (Last 3 Years) & Income Tax Returns.
4. Company Profile and Client List with testimonials.
5. Affidavit of non-blacklisting by any government department.
6. Evidence of relevant experience (minimum 5 years) including at least two (02) VVIP / high-level events.
7. Experience in large-scale international conferences will be preferred.
8. Brief description of top three similar projects with client contact details.

Joint ventures (JVs) are allowed subject to conditions defined in the RFP.

Availability of RFP / Pre-Qualification Document:

The RFP document is available free of cost and can be downloaded electronically from EPADS-PPRA website:

www.eprocure.gov.pk OR BOI website: <https://invest.gov.pk/>

Submission of Proposals:

- Bids must be submitted electronically ONLY through EPADS.
- Manual submission is not permitted.
- Proposals must contain technical documents only (no financial proposal or earnest money).
- Last date for submission: **09th February, 2026 at 11:00 AM.**
- Opening of Technical Proposals: Same day at **11:30 AM.**
- Only bidders who submit through EPADS may submit sealed hard copies if required by the system.

Important Notes:

- BOI reserves the right to accept or reject any or all bids in accordance with Rule 33 of PPRA Rules, 2004.
- Late, conditional, or incomplete proposals will not be entertained.
- Evaluation includes technical scoring and presentation/demonstration as per criteria outlined in the RFP.

Address for Correspondence:

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