

PAKISTAN SPORTS BOARD

Srinagar Highway, Aabpara, Islamabad

NOTICE

Pakistan Sports Board, an autonomous body working under the administrative control of Ministry of Inter-Provincial Coordination, Government of Pakistan invites bids/offers through Notice from firms who are registered with Tax Authorities (Income Tax/Sales Tax) on ATL of FBR, for the following.

S#	Description	Opening Date	Receiving / Opening Time	Bid Security
1.	Pre-Qualification of Event Management Companies / firms at Pakistan Sports Board, Sports Complex, Islamabad.	13-10-2025	Receiving:1100 hrs	Rs.1,000,000/- (refundable) in the name of PSB

2. All the proposal will be received through EPADS. Notice of the Pre-Qualification is available on PSB and PPRA websites and the detail documents are also download and upload from EPADS.

3. The bid security in shape of CDR / Pay order amounting to Rs.1,000,000/- (one million only) in the name of Pakistan Sports Board must be uploaded along with the documents through EPADS and original will be submitted in the office of undersigned before opening the bids / proposals. It is pertinent to mention here that without scene copy of bid security with proposal the bid / bids will be declared non-responsive.

4. The Director General, Pakistan Sports Board reserves the right to accept/reject any or all offers wholly or partially as per PPRA rules.



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PAKISTAN SPORTS BOARD **ISLAMABAD**

PRE-QUALIFICATION OF EVENT MANAGEMENT **COMPANIES AT PAKISTAN SPORTS BOARD,** **ISLAMABAD**

Date of Opening: 13th October, 2025 at 1130 hours


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Assistant Director (Procurement)
Pakistan Sports Board
Islamabad

PAKISTAN SPORTS BOARD

Pakistan Sports Board invites applications for pre-qualification from experienced Event Management Companies registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List (ATL) of the Federal Board of Revenue for providing the services of sports event management, conferences, ceremonies, hotel booking etc at Pakistan Sports Board, Islamabad and its Coaching Centers Lahore, Karachi, Quetta and Peshawar for up to 2 years as per Public Procurement Rules 2004. Pre-qualification Bidding documents containing detailed Description of Services, Terms & Conditions, etc are available for the interested bidders from the address given below on submission of a request duly accompanied by NTN registration certificate etc through EPADS. Notice can also be downloaded from PSB and PPRA website at www.sports.gov.pk, www.ppra.org.pk and bidding documents are download and upload through EPADS. In case of any discrepancy/conflict, provisions of Bidding documents including any addenda posted on the procuring agency's website, shall prevail.

2. Prequalified firms will be engaged for agreement for up to 30th June, 2027 (extendable to further period of two years with mutual understanding between selected agency/agencies and the Board) subject to formal approval of the competent authority. The pre-qualified firms would also be required to submit Security Deposit in the shape of CDR / Pay order for Rs.1,000,000/- (Rupees One million only) in favor of Pakistan Sports Board and in case of failure, the firm will be treated as non-responsive / disqualified. The security will be released to the agency within 30 days after expiry of the period of Pre-qualification. Cash/Cheque and less amount of security deposit will not be accepted.

3. A pre-bid submission meeting will be held two days before opening of the said pre-qualification at 1100 hrs in the PSB Committee Room, Islamabad. The representatives of the interested bidders duly authorized can participate in the meeting. The bids prepared in accordance with the instructions provided in the Bidding documents must be uploaded through EPADS before 13th October, 2025 at 1100 am which shall be opened on the same day at 1130 am through EPADS at Pakistan Sports Board, Islamabad.


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4. Accordingly, interested Event Management Companies / Firms may be asked to produce additional information/details during the bidding process as required by PSB. Pakistan Sports Board reserves the right to reject any bid at any stage of the procurement process and reinitiate the pre-qualification process at any time.

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Instructions to Applicants

1.	Pre-qualification of Event Management Companies / Firms involves evaluating their eligibility and capabilities before they can be contracted for services. This process ensures that only suitable and capable agencies are selected for providing different services to arrange seminar, conference, opening, closing ceremonies and hotel room if required for seminar / conference etc at Pakistan Sports Board, Islamabad and its Coaching Centers Lahore, Karachi, Quetta and Peshawar under up to 3 years agreement as per Public Procurement Rules 2004. The evaluation typically includes providing details of existing clients, demonstrating sufficient credit limits and showcasing strong financial standing.
2.	The company / firm must be registered with tax authorities and appear on Active Taxpayer Lists (ATL) of FBR and certificate / registration.
3.	The bidder must neither be blacklisted nor debarred by any organization nor closed/sealed by any relevant authority.
4.	The bidder must be engaged in the relevant work / job / services for a minimum of 3 years. Must attached 5-10 work order / performance certificate / letter of thanks etc regarding successful organization of events, conferences and ceremonies etc
5.	Income Tax return of last three years showing financial strength.
6.	Audited Financial Statement of Last two years by a firm of certified by ICAP.
7.	Attach the list of offices, services & staff and clients i.e. Government Departments, Semi-Government, NGOs and private sectors etc
8.	Interested bidder shall submit only one response/submission. Joint Ventures (JVs) will not be allowed to participate
9.	The bidder / firm will deposit pay order/CDR to Rs.1,000,000/- (Rupees One Million only) in the name of Pakistan Sports Board as a bid security before opening of tenders. The original of which will have to be furnished to the PSB and a scanned copy of the same will be uploaded on EPADS along with the bid / proposal, without uploading of scanned copy of bid the proposal will be declared non-responsive / dis-qualified
10.	All PPRA rules as enforced and amended from time to time, shall also be applicable.
11.	A pre-bid submission meeting will be held two days before opening of the said pre-qualification at 1100 hrs in the PSB Committee Room, Islamabad on the written request of bidders etc.
12.	The Pre-qualification of the companies / firms / bidder will be for upto for three years from the date of agreement and also extendable for further time with mutual discussion.
13.	A detailed agreement will be signed with the pre-qualified bidder/companies on stamp paper, in accordance with PPRA Rules and bidding documents.

ELIGIBILITY/QUALIFICATION CRITERIA

S No.	Evaluation Grounds	Marks
Evaluation criteria		
A.	Complete company profile including name, registered office address, telephone, fax and e-mail address and web address complete contact person, detail of offices and staff details.	05
B.	NTN, GST, ATL certificates	05
C.	Must attached 5-10 work orders / performance certificates / letter of thanks etc regarding successful organization of events, conferences and ceremonies and meeting etc.	10
D.	Income tax return (30 million annually for 10 marks, 20 million for 7 marks, 10 million for 5 marks)	10
E.	Affidavit to the effect that the firm has not been blacklisted by any Government / Autonomous entities etc	05
F.	Audit Statement of Last two years from certified chartered accountant firm (each year having 5 marks)	10
G.	list of staff, services and clients etc	05
		50
	Passing marks for Pre-qualification	35
Note: the firm is liable to provide an affidavit that the above-mentioned information / documents are correct. If any information / document found provided by firm found bogus; the contract along-with pre-qualification shall be cancelled at any stage.		


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