

PREQUALIFICATION DOCUMENT
RAVI URBAN DEVELOPMENT AUTHORITY (RUDA)

Government of the Punjab



**PREQUALIFICATION OF INTERNATIONAL EVENT MANAGEMENT &
ACTIVATION FIRMS**

FOR

RAVI URBAN DEVELOPMENT AUTHORITY

PQD Ref No. RUDA-CNPPP-26-4384

151 Abu Bakar Block, Garden Town Lahore. Pakistan

TEL: +92-42-99333531-6

Web: <http://www.ruda.gov.pk>



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IMPORTANT NOTE


Bidders must ensure that they submit all the required documents indicated in the Pre-Qualification Document (PQD) without fail. Applications received without supporting documents and the manner for the various requirements mentioned in the PQD are liable to be rejected. The data sheets, valid documentary evidence for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

APPLICABILITY OF RUDA PROCUREMENT REGULATIONS 2022 (AMENDED)


This Pre-Qualification Process will be governed under RUDA Procurement Regulations 2022 (amended) from time to time and instructions of the Government of the Punjab as and when received.



Section-I Invitation for Prequalification



RAVI URBAN DEVELOPMENT AUTHORITY
GOVERNMENT OF THE PUNJAB



**PRE-QUALIFICATION FOR
EVENT MANAGEMENT AND ACTIVATION FIRMS
(LOCAL AND INTERNATIONAL)**

Ravi Urban Development Authority hereinafter referred as "RUDA" is inviting sealed bids for prequalification of Event Management and Activation Firms for the following categories:

- a. Local Event Management & Activation Firms
- b. International Event Management & Activation Firms

The Invitation to Prequalification is open to all vendors / suppliers i.e. association of firms / companies / sole proprietor registered with relevant Registration Authorities and Tax Departments / Authorities in relevant category (Income Tax, Sales Tax & Punjab Sales Tax etc.).

Prequalification document (**separately for each category**) can be obtained from the Procurement Department of Ravi Urban Development Authority (RUDA), 151 Abu Bakar, Block Garden Town, Lahore on deposit of pay order amounting **PKR 10,000/-** (Non-refundable being the tender cost for each category) issued by any scheduled bank of Pakistan having validity of 90 days, in favour of **Ravi Urban Development Authority** on any working day (Monday to Friday) during office hours. A copy of advertisement and prequalification document is also available on the website of Ravi Urban Development Authority (RUDA) <http://www.ruda.gov.pk/tenders> however, such submission will only be accepted if a pay order amounting **PKR 10,000/-** is attached with the bidding document.

Sealed bids must be submitted at the given office address on or before **20 June 2026** by 11:00 AM and bids will be in the presence of the bidders of their authorized representatives who chose to be present at **11:30 AM** on the same day in the office of Ravi Urban Development Authority.

Incomplete and overwritten bids will be rejected.

In case of official holiday or any local holiday falling on last submission date, the next working day will automatically be the last date of submission and opening of the bid. RUDA will not be responsible for any cost or expenses incurred by Bidders in connection with the preparation or delivery of bids.

It is further added as and when required, pre-qualified bidders will be invited for the financial bids/quotations to compete in accordance with the RUDA Regulations. RUDA reserves the right to accept or reject all proposals at any time prior to the acceptance of the proposal.

IPL- 5785-LRK

**Deputy DIRECTOR PROCUREMENT
RAVI URBAN DEVELOPMENT AUTHORITY
151, ABU BAKAR BLOCK, GARDEN TOWN, LAHORE
TEL: +92-42-99333531-6
EMAIL: raja.imran@ruda.gov.pk**



Section -II Instructions to Applicants

Note:- All the procurement procedures shall be conducted in accordance with RUDA Procurement Regulations 2022 (Amended).

2.1 Introduction

2.1.1 Scope of Application

- i) **Ravi Urban Development Authority (RUDA)** hereby invites applications for Prequalification in the category of **“International Event Management & Activation Firms”**. This Prequalification Document (PQD) has been issued to outline the requirements and criteria for the services specified in **Section III: Scope of Services**.

2.1.2 Source of Funds

- i) RUDA has its own source of funds as per Section 34 of RUDA Act 2020 (amended and updated).

2.1.3 Eligible Bidders

- i) The Invitation to Prequalification is open to all vendors / suppliers i.e. association of firms / companies / sole proprietor registered with relevant Registration Authorities and Tax Departments / Authorities in relevant category (Income Tax, Sales Tax & Punjab Sales Tax etc.) except as provided hereinafter.
- ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by RUDA to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods/services to be procured under this Invitation to Bids.
- iii) Government-owned enterprises may participate only if they are duly / legally authorized in this regard by the respective/relevant competent forum/authority.
- iv) Bidders shall not be under a declaration of blacklisting by RUDA or any other procuring agency.
- v) The invitation for Bids is open to all prospective Vendors / Supplier, Manufacturers or Authorized Agents / Dealers / Distributors subject to any provisions or licensing/regulatory requirements issued by the respective National/ Provincial Professional Statutory Body established for that particular trade or business.
- vi) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be Non-Responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
 - a) Are associated or have been associated for the procurement of the goods to be purchased under this Invitation for Bids, directly or indirectly with a firm or any of its affiliates which have been engaged by RUDA to



- provide consulting services for the preparation of the design, specifications and other documents to be used.
- b) Have controlling shareholders in common; or
 - c) Receive or have received any direct or indirect subsidy from any of them; or
 - d) Have the same legal representative for purposes of this Bid; or
 - e) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of RUDA regarding this Bidding process; or
- xii) A Bidder may be ineligible if;
- (a) The Bidder is declared bankrupt or, in the case of company or firm, insolvent;
 - (b) Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
 - (c) Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
 - (d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct;
 - (e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of Regulation 23 read with SCHEDULE **(Blacklisting Mechanism or Process)** of RUDA Procurement Regulations 2022 (amended).
 - (f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the Regulation 23 read with SCHEDULE **(Blacklisting Mechanism or Process)** of RUDA Procurement Regulations 2022 (amended).
 - (g) The firm, supplier and contractor is blacklisted/ debarred by any international organization.



- xiii) Bidders shall provide RUDA with evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
 - xiv) Bidders shall furnish, upon request, such documentary evidence of their continued eligibility as may be deemed satisfactory by the Ravi Urban Development Authority (RUDA). RUDA reserves the right to require and verify any information necessary to confirm compliance with the eligibility criteria throughout the prequalification and subsequent procurement process.
 - xv) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.
 - i) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and RUDA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
- 2.1.4 Cost of Bidding**
- 2.1.5 One person one bid**
- i) As per Regulation 39 of RUDA Procurement Regulations 2022 (amended), a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.
 - ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.
 - iii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

2.2 The Prequalification Document

2.2.1 Contents of Prequalification Document

- i) The applicant is required to examine all instructions, forms, terms, and specifications in the prequalification documents (PQD). Failure to furnish all information as required by the PQD or to submit a Bid not responsive to the PQD in every respect will be at the Bidder's risk and may result in the rejection/disqualification of its prequalification.
- ii) In case of discrepancies between the Invitation to Prequalification and the Prequalification Documents (PQD) listed above, the said PQD, not in conflict with any provision of RUDA Procurement Regulations 2022 (amended), will take precedence.
- iii) RUDA is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from RUDA or from its website.



2.2.2 Clarification of Prequalification Documents

- i) Any prospective applicant seeking clarification regarding the Prequalification Document (PQD) may submit a written request, either by letter or email, to the Procuring Agency at its designated address. RUDA shall provide a written response to such requests, provided they are received no later than **seven (7) days** prior to the deadline for submission of applications.

2.2.3 Amendment of Prequalification Document

- i) At any time prior to the deadline for submission of applications, RUDA may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective applicant, modify the Prequalification Document (PQD) through an amendment.

2.3 Preparation of Application

2.3.1 Language of PQD

- i) The PQD, along with all related correspondence and documents, shall be prepared in the English language. Supporting documents and printed literature submitted by the Applicant may be in another language, provided they are accompanied by duly certified English translations of the relevant passages. Any supporting materials not translated into English may not be considered. For purposes of interpretation and evaluation of the PQD, the English translation shall prevail.

2.3.2 Documents Establishing Bidder's Eligibility and Qualification

- a) The applicant shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.
- b) The documentary evidence of the Applicant's eligibility to Bid shall establish to RUDA's satisfaction that the Applicants, at the time of submission of its Bid, is eligible.
- c) The documentary evidence, of the Applicant qualifications to perform the contract if its application is accepted, shall establish to RUDA's satisfaction:
 - (a) has the financial, technical, and production capability necessary to perform the contract/assignment;
 - (b) that the applicant meets the qualification criteria.

2.3.3 Format and Signing of PQD

- i) The prospective applicant shall prepare an original application, clearly marking each **"ORIGINAL"** as appropriate. In the event of any discrepancy between them, the original shall prevail.
- ii) The Applicant shall authorize a person / persons for signing, submission and further correspondence with RUDA on behalf of bidder. Authority letter must be part of PQD. However, in case of any issue applicant shall be responsible for all consequences.



2.4 Submission of Application

2.4.1 Sealing and Marking of Application

- i) As per Regulation 26 of RUDA Procurement Regulations 2022 (amended), the applicant shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as **“ORIGINAL”**. The envelopes shall then be sealed in an outer envelope.
- ii) The inner and outer envelopes shall:
 - a. be addressed to RUDA at the address given; and
 - b. bear the title of prequalification indicated above.
- iii) The inner envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared **“late”**.

2.4.2 Deadline for Submission of PQD

- i) Bids must be received by RUDA at the address specified, no later than the time and date specified.

2.4.3 Late application

- i) Any PQD application received by RUDA after the deadline for submission of PQD application prescribed by RUDA will be rejected and returned unopened.
- ii) RUDA shall not consider evaluating any application that arrives after the deadline for submission of PQD Application.

2.5 Evaluation of Applications

2.5.1 Confidentiality

- i) Information relating to the examination, clarification, evaluation and comparison of PQD and recommendation of prequalification shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of RUDA Procurement Regulations 2022 (Amended).
- ii) Any effort by the applicant to influence RUDA processing of prequalification or decisions may result in the rejection of its prequalification application.

2.5.2 Clarification of Bids

- i) In accordance with Regulation 35(2) of RUDA Procurement Regulations 2022 (amended), RUDA may, at its discretion, request clarification from any applicant to assist in the examination, evaluation, and comparison of bids, as well as in the post-qualification process. Any clarification submitted by an applicant that is not specifically requested by RUDA shall not be considered.

2.5.3 Responsiveness of application & Technical Evaluation

- i) RUDA shall examine the applications received to confirm that all terms and conditions specified have been



2.5.4 Grievance Redressal

- accepted by the Bidder without any deviation or reservation.
- ii) RUDA shall evaluate the technical aspects of the application submitted to confirm that all requirements specified in **Section III-Scope of Services and Section-IV Evaluation Criteria**, as provided in PQD, have been met without deviation or reservation.
 - iii) If after the examination of the terms and conditions and the technical evaluation, RUDA determines that the Bid is not responsive in accordance, it shall reject the Bid.
 - i) As per Regulation 76 of RUDA Procurement Regulations 2022 (amended), RUDA shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of members with proper powers and authorization to address the complaints.
 - ii) Any Applicant feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification documents found contrary to provision of ibid Regulations, and the same shall be addressed by RUDA well before the proposal submission deadline.

2.6 Notification of Prequalification

2.6.1 Notification of Prequalification

- i) Once RUDA has completed the evaluation of the prospective applications received, RUDA will notify the successful applicants that its application has been accepted, and they have been prequalified.
- ii) On request, RUDA shall communicate to the applicant the reasons for not being qualified.

2.6.2 Re-Bidding

- i) If RUDA rejects all the application received under Regulation 37 of RUDA Procurement Regulations 2022 (amended), it may proceed with the process of fresh prequalification process but before doing that it shall assess the reasons for rejection and may, if necessary, revise, evaluation criteria or any other condition for applicants.

2.6.3 Corrupt or Fraudulent Practices

- i) RUDA observes the highest standard of ethics during the procurement and execution of contracts.
- ii) RUDA may, on its own motion, or on receipt of information provided by any party, carry out an investigation to determine whether there is sufficient cause for blacklisting a contractor, consultant or supplier. If the Competent Authority is satisfied that such a cause exists, it shall initiate the process of blacklisting in accordance with the procedure laid down in the Schedule to these Regulations;



Section-III. Scope of Services

SCOPE OF SERVICES: INTERNATIONAL EVENT MANAGEMENT & ACTIVATION FIRMS

Including, but not limited to, international level events arrangements / participations, participations in invites from governmental and non-governmental institutions, Event management may include all the allied services including visas, boarding, lodging, travelling, food or anything which is required during participation of the event.



Section-IV: Evaluation Criteria

The Applicants / Bidders shall be pre-qualified using criteria given below.

a. TECHNICAL EVALUATION CRITERIA:

1. Legal (Mandatory)

- i. Valid Registration as a Legal Entity with relevant Competent Authority (copy of the same to be submitted).
- ii. Valid NTN, GST, PST Registration (copy of same to be submitted)
- iii. Minimum Five (05) years of experience. (to be calculated from the date of registration of firm from the relevant body).
- iv. Single Undertaking (**on Rs 100 stamp paper**) covering following aspect:
 - a. that the firm neither blacklisted by any of Provincial or Federal Government Department, anywhere in Pakistan nor has gone in the court against such order.

Note: Firm / Company not fulfilling the mandatory criteria will be characterized as **non-responsive** and will not participate in the further evaluation process.

b. TECHNICAL EVALUATION CRITERIA FOR PREQUALIFICATION OF INTERNATIONAL EVENT MANAGEMENT & ACTIVATION FIRMS:

The Applicants / Bidders shall be pre-qualified using criteria given below.

• Existence(Total Marks 20)

S. No.	Company Existence (Attach Evidence)	Marks
1	05 to 06 Years	05
2	07 to 08 Years	10
3	09 to 10 Years	15
4	More than 10 years	20



● **Specific Experience (Total Marks 30)**

Sr. No.	Experience of Similar Assignment for last 03 years (The applicant must attach Purchase / Work Orders / Contracts for Verifications)	Marks
1	Minimum six (06) assignments for managing International Events of Government / Semi Government / Corporate / Private Sector clients. (05 marks for each Assignment)	30

NOTE:

- i. Experience of working with public sector organizations will be preferred.
- ii. Purchase Order of minimum Rs. 500,000 value of reputed organization/company/client will be considered.

● **Human Resource (Total Marks 20)**

Sr. No.	Technical / Managerial Resource (Provide detailed CVs & evidence of engagement / collaboration with personnel)	Marks
1	08 to 10 Employees	05
2	11 to 20 Employees	10
3	21 to 30 Employees	15
4	More than 30 Employees	20

● **Organization Average Annual Turnover in PKR for last 03 Years (Total Marks 30)**

Sr. No.	Last 03 Years Audited Financial Statements Attach Audited Financial Statements of last three (03) years i.e. FY 2023, 2024, and 2025	Marks
1	Less than 50 million	10
2	51 million to 70 million	15
3	71 million to 90 million	20
4	91 million to 110 million	25
5	More than 110 million	30

Total Marks: 100

Passing Marks: 65



GENERAL TERMS & CONDITIONS

- a) The Pre-Qualification will remain valid for a period of one year from the date of notification.
- b) The firms scoring the minimum **65%** mark in the Evaluation Criteria will be pre-qualified.
- c) After Pre-Qualification, the Procuring Agency will call Financial proposals / quotations from the Pre-Qualified Firms as and when desired as per requirement.
- d) The services required will be specified at the time of assignment.
- e) The rates shall be inclusive of all applicable taxes whenever the financial bids are quoted.
- f) Pre-Qualification of the firm in question may be cancelled in case of substandard performance.
- g) The RUDA may cancel the Pre-Qualification Process at any stage.
- h) The results of pre-qualification will be intimated to the bidders.
- i) The Bidders are required to submit all the documentary evidence to establish their responsiveness.



Section-V: Sample Forms General Information Form

[To be signed & stamped by the Bidder and reproduced on the letter head]

	Particulars		
Company Name			
National Tax No.		Sales Tax Registration No	
PRA Tax No.		IATA No.	
No. of Employees		Company's Date of Registration	
DTS License No.			

*Please attach copies of NTN, GST Registration & Professional Tax Certificate

Registered Office Address		State / Province	
		Postal Code	
Mobile No.		Office Tele No.	
Email Address		Website Address	
		(if any)	



UNDERTAKING

[To be printed on PKR 100 Stamp Paper, duly attested]

We, the undersigned, hereby offer to participate for **(Prequalification of International Event Management & Activation Firms)** required by **Ravi Urban Development Authority (RUDA)** in accordance with its Pre-Qualification Document due for opening on **20 June 2026** at 11:30 a.m.

We are hereby submitting our application, and we hereby declare that:

- a) All the information and statements made in this application/Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification.
- b) We are currently not on the blacklisted/removed or suspended by any procuring agency of Pakistan or by any regulatory body in Pakistan and has no dispute with any Government Organization.
- c) We do not have any pending litigation/arbitration/bankruptcy proceeding (other than the litigation declared alongside this form) with any government department/public sector undertaking/ private sector entity/or any other agency for which we have executed / undertaken the works/services during the last 3 years.

We agree to abide by the terms and conditions of the Pre-Qualification Document and in addition to the conditions we also agree to abide by all the special instructions mentioned in the Pre-Qualification Document. We also hereby categorically confirm that we are fully capable of providing the services of external auditors as laid down in the terms of reference.

We fully understand and recognize that RUDA is not bound to accept this Bid/Proposal that we shall bear all costs associated with its preparation and submission, and that RUDA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Yours sincerely,

Name, ID Card No and Title of Signatory:

Authorized Signature and Stamp [In full and initials]: _____

Name of Firm: _____

Contact Details: _____

WITNESS

Signature: _____

Designation & ID Card No.



PREQUALIFICATION DOCUMENT SUBMISSION FORM

[Location, Date]

To: ED Procurement
Ravi Urban Development Authority,
151-Abu Bakar Block, Garden Town,
Lahore, Pakistan

Dear Sir,

We, the undersigned, apply to be prequalified for prequalification of **International Event Management & Activation Firms** reference Pre-Qualification Document No. **RUDA-CNPPP-26-4384**. We have examined and have no reservations to the prequalification documents included addenda (if any).

We are hereby submitting our proposal, which includes the Prequalification Document Application sealed in the envelope. Our Proposal shall be binding upon us up to expiration of the validity period of the Proposal.

We further affirm that the Government of Pakistan/Punjab has not declared us ineligible due to allegations of corrupt, fraudulent, collusive, or coercive conduct. We, furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand that you may cancel the prequalification process at any time and that you are not bound either to accept any application that you may receive or to invite the prequalified applicants to bid for the contract subject to this prequalification, without incurring any liability to the applicant.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (Original): _____

Name and Designation of Signatory: _____

Name of Firm : _____

Address: _____