



Ravi Urban Development Authority
Government of Punjab



EXPRESSION OF INTEREST

RUDA-PRCCNT-24-1664

PRE-QUALIFICATION OF
EVENT MANAGEMENT AND ACTIVATION FIRMS



RAVI URBAN DEVELOPMENT AUTHORITY
151- Abu Bakar Block, Garden Town, Lahore

 www.ruda.gov.pk

Tel: 042 99333531-6



Important Note

Bidders must ensure that they submit all the required documents indicated in the Prequalification Documents (PQD) without fail. Applications received without, undertakings, valid documentary evidence, 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 & Updated)

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



1. **INVITATION TO BID**

1.1 **RUDA Procurement Regulations**

RUDA Procurement Regulations 2022 (amended) will be strictly followed. These may be obtained from RUDA's website: www.ruda.gov.pk. In this document, unless otherwise mentioned to the contrary, "Regulation" means a Regulation under the RUDA Procurement Regulations 2022 (amended).

1.2 **Mode of Advertisement(s)**

As per Regulation 12(2) of RUDA Procurement Regulations 2022 (amended), this Pre-Qualification Document is being placed online at RUDA's websites & published in Daily National Newspapers. The PQD carrying all the details can be downloaded from RUDA's website www.ruda.gov.pk for information only. All prospective bidders are required to register with the Procurement Office, Ravi Urban Development Authority at given address to submit an amount of Rs. 10,000/- through a PO/DD/Cheque in favor of "Ravi Urban Development Authority".

Note: The firm must obtain the PQD from the Procurement Office for further participation.

1.3 **Pre-Qualification Details (Instructions to Bidders)**

The complete applications required under this PQD must be delivered to the reception of **Ravi Urban Development Authority, Lahore**, not later than **11:00 AM on 23 May 2025**. Late proposals shall not be considered. All received proposals shall be publicly opened in the Committee Room of Ravi Urban Development Authority, 151-Abu Bakar Block, Garden Town, Lahore, at **11:30 AM** on the same day in the presence of prospective bidders or their representatives who chose to be present.

The prospecting bidder shall submit bid which comply with the PQD. It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid.

It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. The prospecting bidder should be fully and completely responsible for all the deliveries and deliverables to the Procuring Agency.

The Contact Person for all correspondence in relation to prequalification purpose is as follows:

Director Procurement

Email: haroon.rauf@ruda.gov.pk / marketing@ruda.gov.pk

Phone No: +92-42-99333531-6

Address: 151-Abu Bakar Block, Garden Town, Lahore.



Prospective bidders should take note that, from the moment they receive the proposal until further notice from the Contact Person, all queries must be directed exclusively through the Contact Person and in writing (via e-mail or registered letter). Additionally, in their proposals, bidders must specify the name, title, contact numbers (landline and mobile), fax number, and e-mail address of their authorized representative. This designated representative will handle all communications until the process is completed or terminated. It's important to be aware that the Procuring Agency will not cover any costs or expenses incurred by prospective bidders related to the preparation or delivery of PQD.

2. DEFINITIONS

2.1 In this document, unless there is anything repugnant in the subject or context:

- 2.1.1 "Authorized Representative" means any representative appointed, from time to time, by the Client, the Procuring Agency or the Contractor.
- 2.1.2 "Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.
- 2.1.3 "Client" means the Project lead of technical / concerned wing of the Procuring Agency for whose' particular project the Goods / Services have been procured or any other person, duly appointed in writing, by the Client, for the time being or from time to time, to act as Client for the purposes of the Contract.
- 2.1.4 "Bidder" means the interested Firm/Company/Supplier/Distributors that may provide or provides the general order items / services etc. and related services to any of the public/private sector organization under the contract and have registered for the relevant business thereof.
- 2.1.5 "Contract" means the agreement entered into between the Procuring Agency and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.



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- 2.1.6 "Day" means calendar day.
- 2.1.7 "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- 2.1.8 "Prescribed" means prescribed in the Pre-Qualification Document.
- 2.1.9 "Procuring Agency" means the **Ravi Urban Development Authority** (RUDA) or any other person for the time being or from time to time duly appointed in writing by the Procuring Agency to act as Procuring Agency for the purposes of the Contract.
- 2.1.10 "Origin" shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results is substantially different in basic characteristics or in purpose or utility from its components. (The origin of Goods and Services is distinct from the nationality of the Contractor).
- 2.1.11 "Services" means service and other such obligations which the Contractor is required to provide to the Procuring Agency.
- 2.1.12 "Taking-Over Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.
- 2.1.13 "Eligible" is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.



SECTION I: INSTRUCTIONS TO BIDDERS

1. SCOPE OF APPLICATION

RUDA intends to pre-qualify of experienced and capable firms / companies.

Sr. No.	Subject Pre-Qualification
1	Local Event Management and Activation

2. ELIGIBLE APPLICANTS

The Applicant may be a Firm or Company applying for the assignment. The term Applicant used hereinafter would therefore apply to a single entity. Bidders are requested to submit the following:

- a. **EOI Application Form: Annex - A**
- b. **Affidavit of Blacklisting, Correctness of Information & Non-Litigation:** The Bidder must submit an affidavit (**Annex - B**) on judicial stamp paper for non-blacklisting from all government/semi-government autonomous bodies, departments etc. and that it has not gone against any such order in the court of law.
- c. **Registration Certificates including SECP, NTN, PRA, GST (if applicable), Audited Account Statements or any other document for clarification purposes.**
- d. That all the information submitted in the application is correct and true to the best of knowledge.

3. COMPLIANCE & CLARIFICATION:

Notwithstanding anything stated elsewhere in this document, RUDA shall have the right to seek updated information from the Applicant to ensure their continued eligibility. Applicant shall provide evidence of their continued eligibility in a manner that is satisfactory to Procuring Agency. Applicant may be disqualified if it is determined by the Procuring Agency, at any stage of the process, that the Applicant will be unable to fulfill the requirements of the Project or fails to continue to satisfy the Eligibility Criteria. Supplementary information or documentations may be sought from Applicants at any time and must so be provided within a reasonable time frame as stipulated by Procuring Agency.

4. EOI PREPARATION COST:

The Applicant shall be responsible for all of the costs associated with the preparation of its EOI and its participation in the pre-qualification process. The Procuring Agency will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the pre-qualification process.



5. RIGHT TO REJECT ALL APPLICATIONS:

Notwithstanding anything contained in this EOI, Procuring Agency reserves the right to reject all EOIs/pre-qualification and to annul the process at any stage and any time prior to the acceptance and declaration of the pre-qualified bidders. Mere prequalification shall incur any right of the pre-qualified bidder for business or award of job/assignment as per RUDA Procurement Regulations 2022 (amended).

6. CONTENTS OF EOI:

The EOI Document comprises the contents as given in this document and would additionally include any Addenda issued in accordance with the provisions of this Document.

7. AMENDMENT OF EOI:

At any time prior to the deadline for submission of EOI Application, the Procuring Agency may, for any reason, whether at its own initiative or in response to clarifications requested by any Applicant, modify the EOI Document through an Addendum in accordance with RUDA Procurement Regulations 2022 (amended).

8. LANGUAGE:

The EOI and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Applicant with the EOI's / Application may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language duly certified appropriately. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the EOI, the English language translation shall prevail.

9. SEALING & MARKING OF EOI APPLICATIONS:

The Applicant shall seal the original duly marking the envelopes as "ORIGINAL". The envelopes shall then super scribing "EOI APPLICATION for XXXXXXXX" and also the name(s) of Applicant.

Procurement Department

Ravi Urban Development Authority

151-Abu Bakar Block, Garden Town, Lahore

If the envelope is not sealed and marked as instructed above, the Procuring Agency accepts no responsibility for the misplacement or premature opening of the contents of the EOI Application before submission or not processing of any envelope that was not identified as required.

10. LATE EOI APPLICATIONS:

EOI Applications received after the Due Date and Time shall not be entertained.



11. MODIFICATIONS / SUBSTITUTIONS / WITHDRAWALS OF EOIs

No EOI shall be modified or substituted or withdrawn by the Applicant once submitted.

12. OPENING & EVALUATION OF APPLICATION – DUE DATE:

RUDA or its authorized forum would open the Applications on the given time and Date mentioned in the Schedule of Pre-qualification/ in the presence of applicant who choose to attend. RUDA shall prepare a record of the opening of applications that shall include, as minimum, the name and contact information of the Applicants.

13. EVALUATION OF EOI CRITERIA:

The Procuring Agency would subsequently examine and evaluate EOI applications in accordance with the criteria set out in Section III.

14. CONFIDENTIALITY:

Information relating to the examination, clarification, evaluation, and recommendation for the pre-qualified Applicants shall not be disclosed to any person not officially concerned with the process. The Procuring Agency will treat all information submitted as part of EOI Application in confidence and would require all those who have access to such material to treat the same in confidence. The Procuring Agency will not divulge any such information unless it is ordered to do so by The Competent Authority or forum.

15. CLARIFICATIONS:

To facilitate evaluation of EOIs, the Procuring Agency may at its sole discretion, seek clarifications in writing from any Applicant participating in the EOI process.

16. QUALIFICATION & NOTIFICATION:

All Applicants whose applications have met or exceeded (“passed”) all the specified threshold requirements will, to the exclusion of all others, be prequalified by the Procuring Agency. After the evaluation of EOI Applications, the Procuring Agency would announce a list of pre-qualified Applicants. At the same time, the Procuring Agency would notify the other Applicants that their EOI Applications have been unsuccessful.

17. REDRESSAL OF GRIEVANCES:

In terms of Regulation 76 of RUDA Procurement Regulations 2022 (amended) all grievance petitions shall be submitted to the notified Grievance Redressal Committee for redressal.



SECTION II: GENERAL TERMS & CONDITIONS

- a) The Pre-Qualification of firms will remain valid for a period of one year.
- b) The firms scoring minimum **65% marks** in the Evaluation Criteria will be pre-qualified.
- c) After Pre-Qualification, RUDA shall call proposals from the Pre-Qualified Bidders as and when required.
- 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 will be quoted.
- f) Pre-Qualification of the firm in question may be cancelled in case of substandard performance.
- g) The Procuring Agency may cancel the Pre-Qualification Process at any stage of the Procurement.
- h) The results of Pre-Qualification will be intimated to the bidders.
- i) The Bidders are required to submit all the documentary evidence for establishing their responsiveness.

SECTION III: SCOPE OF SERVICES

Event Management & Activation Companies:

Including but not limited to VIP & VVIPs Events and General Events management as per protocols, Trade Shows, Booth Setups, on ground special branded structures, brand promotion activities on ground on national level.



SECTION IV: CRITERIA FOR EVALUATION

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

MANDATORY CRITERIA

- Registration as a Legal Entity with Relevant Competent Authority.
- Valid NTN, GST/PST Registration.
- Minimum three (03) years of experience. (To be calculated from date of registration of firm from the relevant body)
- Undertaking on a stamp paper of Rs. 100 (format attached as Annex-B) that the firm has neither been blacklisted 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.

TECHNICAL EVALUATION CRITERIA

- **General Experience (20 Marks)**

Sr. No.	No of years' experience (Incorporation of firms from relevant authority in number of years) (Attach Evidence)	Total Marks 20
1	3 years to 4 years	5
2	4 years to 5 years	10
3	5 years to 6 years	15
4	7 years or more	20

- **Specific Experience (30 Marks)**

Sr. No.	Experience of Similar Assignments for the last 3 years. (The applicant must attach Purchase Orders or Contracts)	Total Marks 40
1	Minimum five (05) Government, Semi Government relevant assignments (04 marks for each assignment)	20
	Minimum five (05) Corporate Sector relevant assignments (04 marks for each assignment)	20

Note: Working with public sector organizations shall be preferred.



Human Resource (20 Marks)

Sr. No.	Technical/Managerial Resource (Provide detailed CV & evidence of engagement / collaboration with personnel)	Total Marks 20
1	8 to 10 Employees	5
2	11 to 20 Employees	10
3	21 to 30 Employees	15
4	More than 30 employees	20

• **Average Annual Turnover in PKR of Organization of last 3 years (20 Marks)**

Sr. No.	Last 3 years Financial Statements (Attach Financial Statement of last two (03) years)	Total Marks 20
1	Less than 30 million	00
2	30 million to 40 million	05
3	40 million to 50 million	10
4	50 million to 60 million	15
5	60 million or more	20

Total Marks: 100 %

Passing Marks: 65 %



ANNEXURE-A EOI SUBMISSION FORM

[Location, Date]

To

Procurement Department
Ravi Urban Development Authority,
151-Abu Bakar Block, Garden Town, Lahore,
Pakistan

Dear Sir,

We are interested to **register / apply for pre-qualification of our organization / firm** in the following category.

Select any [✓]	Subject Pre-Qualification
	Local Event Management and Activation

We, the undersigned, offer to provide in accordance with your Pre-Qualification Document Pre-Qualification Document No. **RUDA-PRCCNT-24-1664** dated _ (insert date) _ and our Proposal.

We are hereby submitting our proposal, which includes the EOI Application sealed in envelope. Our Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in _____ of the Proposal Data Sheet.

We also confirm that the Government of Pakistan/ Punjab has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. 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 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 _____



ANNEXURE-B

(This should be written in the Rs.100 Stamp Paper)

UNDERTAKING

We, the undersigned, hereby offer to provide (*Insert title of assignment*) required by Ravi Urban Development Authority (RUDA) in accordance with its Pre-Qualification Document due for opening on _____.

We are hereby submitting our Bid and we hereby declare that:

- a) All the information and statements made in this PQD are true and we accept that any misrepresentation contained in it may lead to our disqualification.
- b) We are currently not on the removed/blacklisted 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 2 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 Pre-Qualification Document. We also hereby categorically confirm that we are fully capable to provide 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.

We remain,
Yours sincerely,

Name, ID Card No and Title of Signatory _____

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

Name of Firm: _____

Contact Details: _____

I. WITNESS

Signature: _____

Designation & ID Card No. _____