

INVITATION FOR e-PROPOSALS

HIRING OF EVENT MANAGEMENT FIRM FOR ORGANIZING ISLAMABAD HOSPITALITY SUMMIT

- i. The Capital Development Authority (CDA) invites proposals from eligible Event Management Firm for organizing Islamabad Hospitality Summit (the "Assignment").
- ii. Capital Development Authority invites electronic Request for Technical and Financial Proposals on Single Stage – One Envelope Procedure as per Rule-36(a) of PPRA from an Event Management Company/Firm/Sole Proprietor duly registered with PPRA on EPADS and NTN registration with FBR who can prove their eligibility and qualification as mentioned in the RFP Document.
- iii. Electronic Request for Proposal document containing detailed requirements, terms, and conditions is available for the registered bidders on EPADS at www.eprocure.gov.pk.
- iv. The prospective Event Management Company/Firm/Sole Proprietor are required to submit their Proposals online through E-PADS at www.eprocure.gov.pk and as per instructions contained in the document on or before 6th July 2026 at 12:30 pm. Manual proposal shall not be accepted.
- v. The proposals prepared in accordance with the instructions in the RFP documents must be submitted through EPADS on or before **July 06, 2026 at 12:30 PM**. The bids will be opened in the office of Director (PPP & JV), Room No. 124 (First Floor), Planning Block – II, CDA Headquarters G-7/4, Islamabad at **01:00 PM** in the presence of bidder's authorized representatives who choose to attend the bid opening process.
- vi. Technical & Financial Proposals must be accompanied by a Bid Security amounting to Rs.1.5 (M) and should be in the form of Pay Order / CDRs in favor of "Drawing and Disbursing Officer (Secretariate), CDA". The prospective Event Management Company/Firm/Sole Proprietor shall upload scanned copy of Bid Security on E-PADS and shall provide the original pay order/CDR on or before the opening of Technical proposals.
- vii. Notification of GRC constituted in terms of Rule-48 of Public Procurement Rule, 2004 is provided on www.eprocure.gov.pk.

ASSISTANT MANAGER RESOURCES

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