PRE-QUALIFICATION DOCUMENT (PQD)

Pre-Qualification for Procurement of Event Services for PERA

(National Competitive Bidding)

September 21, 2026

PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY (PERA)

Submission Deadline on Punjab e-Procurement System: October 07, 2026, on or before 12:00 PM

1st Floor, Alfalah Building, Charing Cross, Lahore, Pakistan

Phone: (+ 92) (42) (99202321) | Procurement@pera.punjab.gov.pk |Website: pera.punjab.gov.pk

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Section-I: Invitation to Application

1.1 INVITATION TO APPLICATIONS

Punjab Enforcement & Regulatory Authority (PERA) an authority established through the enactment of the Punjab Enforcement & Regulation Act, 2024 by the Government of Punjab (GoPb) with an aim to streamline regulatory measures across the Punjab for better and more effective enforcement of special laws.

The Punjab Enforcement and Regulatory Authority (PERA) intends to pre-qualify service providers for the "Procurement of Event Services for PERA" (hereafter called as applicant). All interested and eligible applicants are requested to go through the pre-qualification document, provide relevant information along with supporting documents mentioned in pre-qualification document and must be submitted online through **Punjab e-Procurement System**.

Pre-Qualification Notice for Procurement of Event Services for PERA

Punjab Enforcement & Regulatory Authority (PERA) an authority established through the enactment of the Punjab Enforcement & Regulation Act, 2024 by the Government of Punjab (GoPb) with an aim to streamline regulatory measures across the Punjab for better and more effective enforcement of special laws.

PERA intends to pre-qualify sound, reputable relevant business history and tax registered service providers and sign the contract agreement(s) with the selected bidder(s) subsequent to the bidding process for the period of one year. The interested firms/ companies/ organization/ supplier can obtain the Pre-Qualification Document (PQD) containing all details with its evaluation criteria and terms & conditions from PERA website (www.pera.punjab.gov.pk)), PPRA website (www.ppra.punjab.gov.pk) and Punjab e-Procurement system (eP) (https://ep.punjab.gov.pk/).

The URL of the website of PPRA is (https://eproc.punjab.gov.pk/ActiveTenders.aspx) response time shall be calculated exclusively from the date of publication of the advertisement on the website of the PPRA.

Lot No	Description	Procurement No.	Contract Tenure	Bid Submission Deadline (Date & Time)	Technical Bid Opening Date & Time	Estimated Cost (PKR)
1	Pre-Qualification for Procurement of Event Services for PERA	DG(PERA)/P&C05/2026-27	One Year	October 07, 2026, before 12:00 PM	October 07, 2026, at 12:30 PM	120 Mn

Important Information:

- Applicants registered on Punjab e-Procurement system (eP) are eligible for participation in the pre-qualification Process as per the criteria define in the PQD.
- Applications submitted only through Punjab e-Procurement system (eP) shall be accepted while submission by any other means shall be rejected.
- Pre-Qualification applications will be opened in the presence of the Applicants' representatives who may choose to be present at the address below on the date and time stated above.
- In the case of official holiday on the day of submission, the next day will be treated as closing date (time of closing and opening of application will remain the same).
- Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants and Contract Agreement(s) will be signed between PERA and the successful bidder(s).
- The procedure shall be governed in accordance with the Punjab Procurement Rules, 2014 and regulations amended from time to time.
- PERA shall not be responsible for any cost incurred in the bidding process and reserves the right to cancel the process at any stage as per Rule 35 of the Punjab Procurement Rules 2014.

Head Procurement & Contracting
Punjab Enforcement & Regulatory Authority (PERA)
1st Floor, Alfalah Building, Charing Cross, The Mall Road, Lahore, Pakistan.
Phone: (+ 92) (42) (99202321) | Email: Procurement@pera.punjab.gov.pk| Website: pera.punjab.gov.pk

Section-II: Instruction to Applicants

1. Scope of Application

1.1 In connection with the Invitation for Prequalification, the Punjab Enforcement and Regulatory Authority (PERA), hereinafter referred to as the "Procuring Agency", issues this Prequalification Document (PQD) to prospective applicants interested in submitting applications for prequalification for the Provision of Event Services.

The objective of the prequalification process is to assess the technical capability, financial capacity, experience, and legal eligibility of applicants for the provision of Event services for passing out ceremonies, conferences, seminars, official functions, and other events organized by PERA.

The scope of Event services may include, but is not limited to:

- Catering and provision of food, lunch boxes/meals, refreshments, Gatorade/soft drinks and drinking water.
- Event seating arrangements including air conditioning of stages, sofas, chairs, tables, rostrums/podiums, fabricated rooms / stall and other furniture.
- Sound system, microphones, speakers, audio arrangements and related technical support.
- Event branding including cutouts, backdrops, banners, standees, stage branding, SMD/LED screens, printing of invitations, certificates, pamphlets, broachers and directional/signage material.
- Stage/platform, canopy / Trussing / tentage, carpeting, flooring and decoration arrangements, guest reception, registration and protocol arrangements.
- Lighting (SMD/COB)/, power backup/generators and electrical arrangement.
- Floral arrangements, ceremonial decoration, shield / souvenirs, medals, sword of Honor, cane sticks, gifts, giveaways, etc.
- Any other allied services / items required for smooth & dignified conduct of the events.

The detailed requirements shall be specified in the Request for Proposals/Bidding Documents issued to prequalified firms.

2. Source of Funds

2.1 The source of funds shall be the budgetary allocation of the Punjab Enforcement and Regulatory Authority (PERA) for the relevant financial year.

3. Fraud and Corruption

3.1 The Procuring Agency requires Applicants, Bidders, Suppliers, Contractors, and Service Providers participating in Government-funded procurements to observe the highest standards of ethics during the procurement process and execution of contracts.

3.2 Applicants shall permit the Procuring Agency, or any person appointed by it, to inspect all records, accounts, documents, and other information relating to their application, bid, contract performance, and financial affairs relevant to the procurement process.

3.3 Any communication regarding allegations of fraud, corruption, coercive practices, collusive practices, or conflict of interest shall be made in writing.

3.4 The Procuring Agency shall reject an application or bid if it determines that the Applicant has directly or indirectly engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for or executing a contract.

3.5 The Procuring Agency may initiate blacklisting proceedings against an Applicant in accordance with applicable PPRA Rules and Government regulations.

4. Eligible Applicants

4.1 As specified in the evaluation criteria.

In case of a Joint Venture, all partners shall be jointly and severally liable for performance of the contract.
The Joint Venture shall nominate one partner as Lead Partner who shall have authority to conduct all business on behalf of the JV during prequalification, bidding, contract award, and contract execution.

4.2 An Applicant may apply individually or as part of a Joint Venture; however, an Applicant shall not submit multiple applications for the same procurement in different capacities where such participation creates a conflict of interest.

4.3 Applicants and their affiliates may participate only in accordance with applicable PPRA Rules and shall avoid situations resulting in unfair competition.

4.4 Applicants shall be considered to have a conflict of interest if they:

a) Participated in the preparation of specifications, terms of reference, evaluation criteria, or procurement documents related to this procurement;
b) Have business or family relationships with officials directly involved in the procurement process, evaluation process, contract award, supervision, or contract administration;
c) Are otherwise in a position to influence the procurement process unfairly.

4.5 An Applicant that has been blacklisted, debarred, or suspended by any Government Department, Autonomous Body, Regulatory Authority, Public Sector Organization, or PPRA shall be ineligible to participate during the period of such blacklisting or debarment.

4.6 Applicants shall provide documentary evidence satisfactory to the Procuring Agency demonstrating their legal status, technical capability, financial strength, and relevant experience.

5. Eligibility in Terms of Nationality

5.1 Applicants shall be legally registered and authorized to conduct business in Pakistan.

5.2 Foreign firms may participate subject to applicable laws, regulations, and conditions specified in the Prequalification Data Sheet (PDS).

5.3 Applicants shall not be nationals of countries declared ineligible by the Government of Pakistan under applicable laws, regulations, or sanctions.

B. Contents of the Prequalification Documents

1. Sections of Prequalification Documents

1.1 This set of Prequalification Documents consists of Part 1 and Part 2 which comprise all sections indicated below and shall be read in conjunction with any Addendum issued in accordance with ITA.

PART 1 – Prequalification Procedures

- Section I – Instructions to Applicants (ITA)
- Section II – Prequalification Data Sheet (PDS)
- Section III – Qualification Criteria and Requirements
- Section IV – Application Forms
- Section V – Eligible Countries
- Section VI – Fraud and Corruption

PART 2 – Event Service Requirements

- Section VII – Scope of Event Services and Requirements

1.2 The Procuring Agency accepts no responsibility for the completeness of the Prequalification Documents, responses to requests for clarification, minutes of any pre-application meeting, or addenda issued in accordance with ITA. In case of any discrepancy, documents issued through Punjab e-Procurement System shall prevail.

1.3 The Applicant is expected to examine all instructions, forms, conditions, qualification requirements, and service requirements contained in the Prequalification Documents and furnish all information and documentation required therein.

C. Preparation of Applications

1. Documents Comprising the Application

1.1 The Application shall comprise:

a) Application Submission Letter;
b) Documentary evidence establishing eligibility;
c) Documentary evidence establishing qualifications;
d) Company Profile;
e) Experience Certificates and Work Orders;
f) Financial Statements;
g) Tax Registration Documents;
i) Any other document specified in the Prequalification Data Sheet (PDS).

2. Documents Establishing Qualifications

2.1 To establish qualifications to perform the Event services, the Applicant shall provide information requested in the relevant forms included in Section IV.

2.2 The documentary evidence submitted by the Applicant shall establish to the satisfaction of the Procuring Agency that:

a) The Applicant possesses adequate experience in providing Event services for Government, Semi-Government, Autonomous Bodies, Corporate Organizations, Educational Institutions, Hospitals, or similar entities.
b) The Applicant possesses adequate operational capacity including kitchen facilities, cooking equipment, food transportation arrangements, serving equipment, crockery, cutlery, and trained staff.
c) The Applicant possesses sufficient financial resources to perform the contract.
d) The Applicant complies with applicable food safety, hygiene, health, labor, and taxation laws.
e) The Applicant has the capacity to provide Event services at multiple locations within Lahore or any other location designated by PERA, if required.
f) Applicant can seek the clarification as per the date specified in the PDS.

D. Submission of Applications

1. Submission of Applications through Punjab e-Procurement System

1.1 Applicants shall prepare and submit their Applications through Punjab e-Procurement System after carefully reviewing all instructions, requirements, and qualification criteria specified in the Prequalification Documents.

1.2 In case of a Joint Venture, the Application shall be submitted by an authorized representative duly empowered through a Power of Attorney executed by all JV members.

1.3 Deadline as per specified in the PDS.

1.4 Bid Shall be valid as per the time specified in PDS

E. Procedures for Evaluation of Applications

1. Responsiveness of Applications

1.1 The Procuring Agency may reject any Application that is materially incomplete, non-responsive, or fails to satisfy the qualification requirements specified in the Prequalification Documents.

Failure to provide required clarifications, supporting documents, or information within the prescribed time may result in disqualification.

F. Evaluation of Applications and Prequalification of Applicants

1. Evaluation of Applications

1.1 The Procuring Agency shall evaluate Applications using only the criteria, requirements, and methodology specified in Section III (Qualification Criteria and Requirements).

No additional criteria shall be applied during evaluation.

1.2 The evaluation shall carry out as per the criteria specified in SECTION-III

1.3 Only qualifications of the Applicant shall be considered for evaluation. Qualifications of parent companies, subsidiaries, affiliates, or subcontractors shall not be considered unless expressly permitted under the Prequalification Data Sheet (PDS).

2. Prequalification of Applicants

2.1 Applicants meeting or exceeding the qualification requirements and minimum qualifying score specified in Section III shall be declared prequalified.

2.2 The Procuring Agency may conditionally prequalify an Applicant subject to submission of specified non-material documents or clarification of deficiencies.

2.3 Conditionally prequalified Applicants shall be informed of the requirements that must be fulfilled before participation in subsequent bidding proceedings.

3. Request for Bids

3.1 Following completion of the prequalification process, the Procuring Agency shall invite bids only from Applicants who have been declared prequalified in accordance with these Documents.

The Procuring Agency may establish a panel of prequalified Event service providers for a specified period and procure Event services through competitive bidding among the prequalified firms as and when required.

4. Changes in Qualifications

4.1 Any material change in ownership, management, legal status, operational capacity, financial condition, or organizational structure of a prequalified Applicant shall be communicated to the Procuring Agency immediately.

4.2 The Procuring Agency reserves the right to review the continued eligibility of the Applicant and may withdraw prequalification status if the Applicant no longer satisfies the qualification requirements.

Section-III. Evaluation Criteria

Technical proposals should provide the following evidence to prove the technical strength of the company/firm:

- Valid NTN, PST Registration (Please attach copy of same)
- Registration with SECP / AOP (Registration Certificate)
- Undertaking on a stamp paper of Rs. 100 that firm has neither been blacklisted nor has gone to 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 proposals should provide the following evidence to prove the technical strength of the company/firm:

Sr. No.	Descriptions	Max. Marks	Criteria / Requirement	Marks
1	Average annual turnover for last 03 years reflected through audited financial report / Annual Tax return statement for the year of 2022-23, 2023-24, 2024-25)	20	• More than 50 million • 25 to 50 million • 10 to 25 million	20 10 05
2	Current Bank Balance Statement (Closing Balance Statement from Bank)	15	• More than 05 million • 02 to 05 million • 01 to 02 million	15 10 05
3	Relevant Experiences in Government Sector / Semi-Government / Autonomous / Public Sector Organizations and Corporate Sector. (Event or event related), supported by completion certificates / purchase orders.	30	• More than 10 projects • 05 to 10 projects • 02 to 05 projects	30 20 10
4	Professional Tax Certificate (Please provide certificate)	05	Valid Professional Tax Certificate (PTC) provided.	05
5	Company Profile	20	Establishment of Company shall be awarded at 4 marks per year, subject to a minimum of 12 marks and a maximum of 20 Marks. Experience of 10 months or more will be considered as one complete year.	20

6	Human Resource Strength / Capacity	05	Average staff experience of more than 2 year 05 marks will be given.	05
7	Client Credentials & References	05	Two or more Client References with POCs / Performance Letters from reputable organizations	05
Total Marks		100		100
Pre-Qualification Marks		70		70

Section-IV. Pre-Qualification Data Sheet (PDS)

PDS No.	ITA No.	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
1.	1.1	Name of Procuring Agency: **Directorate General, Punjab Enforcement and Regulatory Authority (PERA)**. The subject of procurement is: "Pre-Qualification for **Procurement of Event Services for PERA"** Contract Period: One (1) Year. Commencement Date: as per the effective date of contract.
2.	2.1	Financial year for the operations of the Procuring Agency: Financial Year (2026-27) Name of Project / Grant (Development or Non-Development): ***PERA (Non-Development)*** Name of financing institution: PERA (Government of the Punjab). Name and identification number of the Contract: **DG(PERA)/P&C 05/2026-27**
3.	4.1	**Maximum number of members in the joint venture, consortium or association shall be: 02**
4.	5.1	Ineligible country(s) is or are: **Israil**
		B. Contents of the Prequalification Documents
6.	2.2	The address for clarification of Bidding Documents is: Head Procurement & Contracting may be requested by **October 07, 2026, before 2:00 PM** through Punjab e-Procurement System and no response shall be given, if not requested, through Punjab e-Procurement System.
7.	2.2	**No pre-bid meeting** will be held.
		C. Preparation of Applications
9	1.1	Language of bid should be English.
		D. Submission of Bids
10		The bidders are required to comply with all mandatory requirements, if bidder failing to comply with any one of the mandatory requirements mentioned above, shall be disqualified and declared ineligible and its

		technical evaluation shall not be carried out.
11.	**1.1**	**Bid shall be submitted to:** Complete bid with all required information, documentary evidence, and annexures must be submitted on Punjab e-Procurement System on or before closing date and time of bid submission.
12.	**1.3**	The deadline for Pre-Qualification Document (PQD) submission is: **October 07, 2026, till 12:00 PM**
13.	**1.3**	Pre-Qualification Document (PQD) shall be publicly opened on the same day i.e., **October 07, 2026, at 12:30 PM** in the presence of bidder's representatives who wish to attend it at PERA, Procurement Department, 1st Floor, Alfalah Building, Charing Cross, The Mall Road, Lahore, Pakistan. Opening of bids shall be conducted on Punjab e-Procurement System
14.	**1.4**	**Bid validity period after opening of the Bid is:** The bid shall remain valid for the period of 180 days from the date of the bid opening.
F.		**Evaluation of Applications and Prequalification of Applicants**
15.	**2.5.8**	The Bid opening shall take place at: Procurement Department, PERA, 1st Floor, Alfalah Building, Charing Cross, The Mall Road, Lahore, Pakistan. The technical proposal of eligible organizations will be evaluated against the requirements specified in the evaluation criteria given below. Passing marks for the technical **qualification are 70.** The Financial bid of only technically qualified bidders shall be opened.

Section-V: Forms

5.1 General Information Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

	Particulars			
Company Name				
Abbreviated Name				
National Tax No.			**Sales Tax Registration No**	
PRA Tax No.				
No. of Employees			**Company's Date of Formation**	

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

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
Email Address		Website Address	

5.2 Affidavit

*[To be printed on not less than PKR 100 Stamp Paper, duly **attested by oath commissioner**. To be attached with Technical Bid]*

Name: _____
(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the *[name of Procuring Agency]*. The undersigned further affirms on behalf of the firm that:

(i) The firm is not currently blacklisted by the Procuring Agency.
(ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
(iii) Affidavit for correctness of information.
(iv) **********omitted******

[Name of the Contractor/ Bidder/ Supplier] undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

Section VI- Check List

[To be signed and stamped and presented on Bidder's letter head pad]

The provision of this checklist is an essential prerequisite along with submission of application (with proposal).

Sr. #	Detail	Responsive	Non-responsive
1	Copy of certificate of incorporation/company registration certificate/ firm registration certificate.)		
2	Active Registration with Income Tax Authorities (National Tax Number NTN), as per the Evaluation Criteria		
3	Copy of active Registration with Sales Tax Authorities (STRN), as per the Evaluation Criteria		
4	Copy of active Registration (Professional Tax Certificate) as applicable		
5	Relevant Past Experience Documents, as per the Evaluation Criteria.		
6	General Information Form on letter head of the firm duly signed and stamped.		
7	Affidavit (as per form 6.2 form on non-judicial Stamp Paper of not less than Rs. 100/-. (Please attach a copy of Affidavit on stamp paper (duly attested by oath commissioner) of not less than Rs 100, declaring that the firm/company is not blacklisted, and original affidavit must be delivered to PERA office as per the mentioned address before the closing date and submission time of the bid.)		
8	All Mandatory Requirement with supporting document as specified Eligibility Criteria.		

Stamp & Signature of Bidder _____