

**No. 4(5)/2023-TIC**  
**Invitation for Bids & General Terms and Conditions**  
**SERVICES OF EVENT MANAGER FOR LOGISTICS FORUM AT, TASHKENT,**  
**UZBEKISTAN**

Trade Development Authority of Pakistan (TDAP) and Ministry of Commerce (MoC) Pakistan have decided to hold a Logistics Forum (herein after called the Forum) on 29<sup>th</sup> June, 2024 at the Crystal Ballroom, International Hotel, Tashkent, Uzbekistan. The Forum will consist of selected delegates from the region and from major public and private sector organizations dealing in logistics services of Pakistan, who will give presentations of their specific regions /organizations and interact with the counterpart stakeholders from Uzbekistan.

2. Event Manager would be required to manage the one day Logistics Forum in the Crystal Ballroom of International Hotel Tashkent and provide all required services, as directed by TDAP, MoC and Trade and Investment Counsellor (TIC), Embassy of Pakistan, Tashkent. Terms of reference for the Forum are mentioned in details, in the Bidding Documents, with clarity on all components of the event. There will be no compromise on quality and services described in the Billing of Quantity (BOQ) Section.

3. Bidding documents and other related information for the purpose can be obtained, on written request from the Embassy of Islamic Republic of Pakistan, Tashkent, Uzbekistan (address given below) or can be downloaded from the website of the Ministry of Commerce, Government of Pakistan, Embassy of Islamic Republic of Pakistan, Tashkent, Trade Development Authority of Pakistan, and Public Procurement Regulatory Authority (PPRA).

Websites: <https://www.commerce.gov.pk>  
<http://pakistanembassytashkent.org.pk>  
<http://tdap.gov.pk>  
<http://ppra.org.pk>

4. Single Stage Two Envelope Procedure, as per PPRA Rules 36 (b) of PPRA rules, would be used for Open Competitive Bidding. The firm will submit their sealed Technical Proposal and Financial Proposal in bold and legible letters to avoid any confusion. Financial proposal should accompany a bid security equivalent to two per cent (2%) of the bid amount in the form specified in the Bidding documents.

5. Sealed tender documents shall be submitted latest by 16<sup>th</sup> May, 2024 at 11:00 AM with the Embassy of Islamic Republic of Pakistan, Tashkent and Technical Proposals shall be opened by the Tender Committee on the same day at 11:30 AM in the presence of representatives of the participating firms and the Tender Committee. The Financial Proposals of only technically qualified companies will be opened on the date announced by the Tender Committee. The proposal of the most advantageous bidder will be accepted subject to meeting all requirements mentioned in the tender documents. The posting of final evaluation of bids at PPRA website (as per PPRA rules) will be done before the award of the tender.

6. TDAP, MoC and the Tender Committee reserves the right to reject any or all bids and to annul the bidding process at any time, however, reasons for rejection or annulling bid process will be communicated to the concerned bidder(s) in accordance with the Procurement Rules.

**Embassy of Islamic Republic of Pakistan,**  
**Building No. 80/82, Abdulla Avlony Street, Rakat Mohalla, Tashkent, Uzbekistan**  
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