

EHSAR FOUNDATION

INVITATION TO BID

FRAMEWORK AGREEMENT FOR EVENT MANAGEMENT SERVICES

Peshawar | Mardan | Charsadda | Kohat

Tender Particular	Detail
Tender reference	EHSAR/ECHO-HIP/FA/EMS/2026-03
Procurement method	Single Stage Two Envelope Procedure
Contract type	Framework Agreement / Call-off Basis
Lots	Four district lots; financial evaluation and award will be lot-wise
Issue date	13 th October 2026
Submission deadline	28 th October 2026 (Before 10:00am)
Bid opening	28 th October 2026 (10:30am)
Submission address	EHSAR Foundation, 12 A, Street 3, Defense Officer Colony, Khyber Road, Peshawar-KP Pakistan
Contact email	proc.logistics@ehsar.org

IMPORTANT: Bidders may apply for one or more lots, but must quote all 36-line items/services in each selected lot.

1. Invitation to Bid

EHSAR Foundation, an implementing partner of CARE Pakistan, invites sealed tenders from registered event management and catering service providers for services in Peshawar, Charsadda, Mardan and Kohat under the project "Protection-Sensitive Access to Essential Health, Nutrition Screening, and Psychosocial Support for Vulnerable Displaced and Host Populations." The project is funded by the European Union through the ECHO Humanitarian Implementation Plan (HIP) and implemented in partnership with CARE Pakistan.

The requirement is divided into four independent lots. A bidder may bid for one, several or all lots. Eligibility, responsiveness and financial evaluation will be conducted separately for each lot, and EHSAR Foundation may award different lots to different bidders.

2. Tender Data Sheet

Item	Requirement
Procuring Entity	EHSAR Foundation
Scope	Catering, venues, tents/canopies, furniture, audio-visual equipment, power backup and related event arrangements
Geographic lots	Lot 1 - Peshawar; Lot 2 - Mardan; Lot 3 - Charsadda; Lot 4 - Kohat
Framework period	Six (6) months from signing, extendable subject to satisfactory performance, continued need and mutual written agreement
Currency	Pakistani Rupees (PKR)
Price basis	Firm unit rates, inclusive of all applicable federal/provincial taxes, duties, levies, service charges, transportation, delivery, loading and offloading
Bid validity	60 calendar days from the submission deadline
Bid security	PKR 100,000 in the form of CDR, demand draft or pay order in favor of EHSAR Foundation must be enclosed with Technical Proposal.
Submission	One sealed outer envelope containing separately sealed Technical Proposal and Financial Proposal. (Mandatory)
Alternative bids	Not permitted
Partial line-item bids	Not permitted within a selected lot
Evaluation	Preliminary/eligibility review and technical evaluation. Only technically responsive bidders will proceed to the lot-wise financial evaluation.
Award	One or more lots may be awarded; EHSAR may make separate awards by lot
Quantities	Indicative/on-demand; actual quantities will be stated in each call-off order

3. Instructions to Bidders

1. Examine the complete tender document. Failure to provide required information may result in rejection.
2. Submit a signed and stamped bid in English. Prices must be entered only in the prescribed lot-wise Price Schedule.
3. Quote all 36 items for each lot selected. A lot with one or more unquoted items, conditional rates or unclear pricing may be treated as non-responsive.
4. Rates must cover service throughout the relevant district, including tehsil, union council and village-level locations requested by EHSAR.
5. Financial Proposals must clearly state that rates are inclusive of all applicable taxes. Any tax exemption or separate tax treatment must be supported by law and documentary evidence.
6. Bidders are responsible for all costs of bid preparation and submission. EHSAR will not reimburse such costs.
7. Clarification requests must be submitted in writing by the stated deadline. Oral explanations do not amend this tender.

8. Any amendment will be issued in writing and will form part of the tender document.
9. Bids received after the deadline may be rejected unopened. EHSAR is not responsible for delivery delays.
10. EHSAR may verify any information, inspect facilities, contact references, seek samples/menu confirmation and request arithmetic clarification without permitting a material change in the bid.
11. Canvassing, collusion, misrepresentation, bribery or undisclosed conflict of interest will result in disqualification and may lead to debarment or legal action.
12. EHSAR reserves the right to accept or reject any or all bids, cancel the process, reduce or increase requirements, or negotiate within applicable policy without incurring liability, subject to fairness and documented justification.

3.1 Bid Packaging and Marking

- Technical Proposal: eligibility checklist and evidence, company profile, experience, references, signed declarations and bid security. Do not include prices.
- Financial Proposal: completed, signed and stamped Price Schedule for each lot bid.
- Outer envelope marking: "Tender for Event Management Services - Ref. EHSAR/ECHO-HIP/FA/EMS/2026-03."

4. Scope of Services and Minimum Standards

4.1 General Service Requirements

- Provide services at the date, time and location specified in each written call-off order, including setup before the event and timely dismantling/collection afterward.
- Maintain a designated focal person reachable throughout planning and delivery. Confirm every order in writing and immediately flag any constraint.
- Supply clean, safe, and hygienic foods and equipment's. Replace defective, unsafe or substandard items without extra cost.
- Arrange transportation, loading, offloading, installation, operators/technicians where required, fuel, cabling and accessories necessary for proper operation.
- Use appropriately trained, identifiable and courteous personnel who comply with EHSAR safeguarding, PSEA, security and code-of-conduct requirements.
- Obtain any permits or permissions required for the bidder's operations and comply with applicable Labour, food safety, taxation and local laws.
- Do not subcontract material elements without EHSAR's prior written approval. Approval does not relieve the contractor of responsibility.

4.2 Catering and Food Safety

- Food must be fresh, hygienically prepared, properly packed and delivered at safe temperatures and agreed serving times.
- Customized lunch boxes, when requested, must include suitable disposable cutlery (fork and spoon), tissue and secure food-grade packaging.
- Drinking water and beverages must be sealed, within expiry, and from recognized compliant manufacturers.
- Menu and portion sizes must be agreed before each event. EHSAR may reject stale, contaminated, under-portioned or non-conforming food and require immediate replacement.
- The contractor is responsible for food handlers' hygiene, clean utensils, waste collection and leaving the site clean.

4.3 Hotel and Special Arrangements

For item 31, the bidder shall quote only its service charge as a percentage. Actual hotel costs will be reimbursed only against original, verifiable hotel invoices and prior written authorization. The service-charge percentage shall not be applied to taxes unless explicitly approved in the call-off order.

4.4 Delivery, Acceptance and Payment

- The EHSAR focal person will verify delivery and performance against the call-off order. Signing a delivery note does not waive the right to report latent deficiencies.
- Payment will be based on verified quantities/services, original invoice, applicable tax documentation and required supporting records, after deduction of statutory taxes.
- No payment will be due for rejected, cancelled, undelivered or unauthorized items/services. Substitution requires prior written approval.

5. Eligibility and Mandatory Documentation

No.	Mandatory requirement	Bidder reference/page
1	Complete company profile: legal name, registered/operating address, telephone, email, website (if any), contact person, branches and staff.	
2	Certificate of company/AOP/firm registration or other valid legal registration.	
3	NTN and applicable sales tax registration certificates; active taxpayer status on the FBR ATL.	
4	Most recent bank statement covering the last one year, with the latest statement month immediately preceding tender publication. (If Available)	
6	At least three clients for food/event-management services, with names, email addresses and telephone numbers of references.	
7	At least three relevant contracts, purchase orders or work orders with an aggregate value of PKR 10 million executed during the last three years.	
8	Signed confirmation of bid validity for 60 calendar days.	
9	Valid bid security of PKR 100,000 in the prescribed form and in favor of EHSAR Foundation.	
10	Signed and notarized/stamped Bidder Undertaking (Form A).	
11	Signed Conflict of Interest Declaration (Form B).	

Note: Missing mandatory evidence may make the bid non-responsive. EHSAR may seek clarification of an existing document but is not obliged to permit submission of a material document omitted at closing.

6. Evaluation Methodology

6.1 Preliminary and Technical Review

EHSAR will first verify timely submission, proper signing, bid validity, bid security, mandatory eligibility documents, acceptance of the scope and completion of the relevant lot schedules. Technical proposals will then be evaluated for substantial responsiveness to the tender requirements. Only bidders determined to be technically responsive will qualify and proceed to the financial evaluation. Financial proposals of technically non-responsive bidders will not be evaluated.

6.2 Lot-wise Financial Evaluation

- Financial evaluation will be conducted separately for each lot.
- For each lot, the total quoted amount of all required line items will be compared among the technically responsive bidders.
- The bidder offering the lowest total evaluated price for a lot will be considered for award.
- All required items must be quoted for the selected lot.
- A bidder may be awarded one or more lots, subject to its operational and financial capacity.
- EHSAR may award different lots to different bidders.
- Award of a framework agreement does not guarantee any minimum quantity or value of orders.

6.3 Abnormally High/Low or Unbalanced Rates

EHSAR may request a written price breakdown where rates appear abnormally high, low or unbalanced. Failure to provide a credible explanation, or evidence that performance would be compromised, may lead to rejection. EHSAR may also negotiate or omit a line item at call-off stage where the quoted rate is not reasonable, subject to procurement approval.

7. Contract and Framework Conditions

- The successful bidder will sign EHSAR's framework agreement and provide any performance or warranty undertaking required in the notice of award.
- Rates remain firm during the initial framework term unless a written price-adjustment mechanism is expressly included in the signed agreement.
- Orders are valid only when issued or confirmed in writing by an authorized EHSAR representative. The contractor shall not rely on informal verbal commitments.
- Performance may be monitored for timeliness, quality, hygiene, completeness, responsiveness, safeguarding compliance and accuracy of invoices.
- For delay or non-performance, EHSAR may require replacement, apply contractual remedies, procure from another source at the contractor's risk/cost where legally permissible, suspend call-offs or terminate the agreement.
- Either party may terminate in accordance with the signed framework agreement. EHSAR may terminate immediately for fraud, corruption, serious safeguarding/PSEA breach, deliberate misrepresentation or material health and safety risk.
- All beneficiary, participant, staff and operational information accessed during delivery is confidential and may not be photographed, disclosed or used without written authorization.
- The contractor shall indemnify EHSAR for claims arising from its negligence, unlawful conduct, food contamination, injury, property damage or breach of contract, subject to applicable law.
- Pakistani law applies. Disputes should first be addressed through good-faith negotiation, followed by the dispute mechanism specified in the signed agreement.

Annex 1 - Lot Structure and Schedule of Requirements

Lot	District / service area	Bid permitted?	Award basis
Lot 1	Peshawar	Yes - independently	Lowest evaluated responsive bid for the lot
Lot 2	Mardan	Yes - independently	Lowest evaluated responsive bid for the lot
Lot 3	Charsadda	Yes - independently	Lowest evaluated responsive bid for the lot
Lot 4	Kohat	Yes - independently	Lowest evaluated responsive bid for the lot

The following 36-line items apply to every lot. Services may be requested at district, tehsil, union council or village level. Quantities are on demand and will be confirmed through individual call-off orders.

S. No.	Item description / minimum specification	Type	Unit
1	Chicken Roast/Chicken Tikka etc. (single serving)	Supplies	Serving
2	Beef/Chicken Karahi, Chicken Qorma, Chicken Manchurian etc. (single serving)	Supplies	Serving
3	Rice variants: Chicken Biryani, Kabuli Pulao, Chicken Pulao, Peas Pulao or Chinese Rice (single serving)	Supplies	Serving
4	Mutton Karahi/Mutton Qorma etc. (single serving)	Supplies	Serving
5	Rice variants: Mutton Biryani/Mutton Pulao etc. (single serving)	Supplies	Serving
6	Naan or Roti (single serving)	Supplies	Serving
7	Fresh salad or equivalent (single serving)	Supplies	Serving
8	Raita (mint/zeera etc.) (single serving)	Supplies	Serving
9	Dessert: fruit trifle, custard, kheer, firni, Gulab Jamun etc. (single serving)	Supplies	Serving
10	Cold drink, 500 ml disposable bottle	Supplies	Bottle
11	Morning tea: black or green tea with assorted cookies/biscuits	Supplies	Person

S. No.	Item description / minimum specification	Type	Unit
12	Evening tea: black or green tea	Supplies	Person
13	Drinking water bottle, 500 ml	Supplies	Bottle
14	Drinking water bottle, large	Supplies	Bottle
15	Chicken sandwich, 4 pieces	Supplies	Serving
16	Potato samosa	Supplies	Piece
17	Air-conditioned hall/venue for up to 40 participants	Services	Day
18	Air-conditioned hall/venue for up to 70 participants	Services	Day
19	Air-conditioned hall/venue for up to 100 participants	Services	Day
20	Tent/canopy with carpet for up to 40 participants, including transportation	Services	Day
21	Tent/canopy with carpet for up to 70 participants, including transportation	Services	Day
22	Tent/canopy with carpet for up to 100 participants, including transportation	Services	Day
23	Water cooler, approximately 30 litres, with six glasses	Services	Day
24	Pedestal fan, 24"	Services	Day
25	Multimedia projector	Services	Day
26	Multimedia projection screen	Services	Day
27	Sound system: one pair PA system with two microphones, including transportation	Services	Day
28	Backup generator with fuel and transportation	Services	Day
29	Banquet chair rental, including transportation	Services	Chair/day
30	Banquet table for five persons, including transportation	Services	Table/day
31	Service charge for arranging boarding, lodging, lunch, dinner, high tea or other hotel-related services against original hotel invoices	Services	%
32	Training Stationery Material (Drafting Pad A5/A4 Size, Ball Pen, Marker/Highlighter)	Supplies	Set
33	Panaflex banner, 8 x 4 feet, including full-colour printing, eyelets and finishing	Supplies	Per Sq Ft
34	Butterfly standee, standard size, complete with printed flex	Supplies	Each
35	USB flash drive, 8 GB, when required	Supplies	Each
36	USB flash drive, 16 GB, when required	Supplies	Each

Annex 2 - Financial Proposal: Lot 1-2-3-4 (Peshawar, Charsadda, Mardan & Kohat)

Bidder name: _____ NTN: _____ Currency: PKR

Pricing declaration: The rates below are firm and inclusive of all applicable federal and provincial taxes, duties, levies, transportation, delivery, loading, offloading, setup and all incidental costs necessary for complete performance in Peshawar.

No.	Description	Unit	Quantity	Peshawar	Charsadda	Mardan	Kohat
1	Chicken Roast/Chicken Tikka etc. (single serving)	Serving	1				
2	Beef/Chicken Karahi, Chicken Qorma, Chicken Manchurian etc. (single serving)	Serving	1				
3	Rice variants: Chicken Biryani, Kabuli Pulao, Chicken Pulao, Peas Pulao or Chinese Rice (single serving)	Serving	1				
4	Mutton Karahi/Mutton Qorma etc. (single serving)	Serving	1				
5	Rice variants: Mutton Biryani/Mutton Pulao etc. (single serving)	Serving	1				
6	Naan or Roti (single serving)	Serving	1				
7	Fresh salad or equivalent (single serving)	Serving	1				
8	Raita (mint/zeera etc.) (single serving)	Serving	1				
9	Dessert: fruit trifle, custard, kheer, firni etc. (single serving)	Serving	1				
10	Cold drink, 500 ml disposable bottle	Bottle	1				
11	Morning tea: black or green tea with assorted cookies/biscuits	Person	1				
12	Evening tea: black or green tea	Person	1				
13	Drinking water bottle, 500 ml	Bottle	1				
14	Drinking water bottle, large	Bottle	1				
15	Chicken sandwich, 4 pieces	Serving	1				
16	Potato samosa	Piece	1				
17	Air-conditioned hall/venue for up to 40 participants	Day	1				
18	Air-conditioned hall/venue for up to 70 participants	Day	1				
19	Air-conditioned hall/venue for up to 100 participants	Day	1				
20	Tent/canopy with carpet for up to 40 participants, including transportation	Day	1				
21	Tent/canopy with carpet for up to 70 participants, including transportation	Day	1				
22	Tent/canopy with carpet for up to 100 participants, including transportation	Day	1				
23	Water cooler, approximately 30 litres, with six glasses	Day	1				

No.	Description	Unit	Quantity	Peshawar	Charsadda	Mardan	Kohat
24	Pedestal fan, 24"	Day	1				
25	Multimedia projector	Day	1				
26	Multimedia projection screen	Day	1				
27	Sound system: one pair PA system with two microphones, including transportation	Day	1				
28	Backup generator with fuel and transportation	Day	1				
29	Banquet chair rental, including transportation	Chair/day	1				
30	Banquet table for five persons, including transportation	Table/day	1				
31	Service charge for arranging boarding, lodging, lunch, dinner, high tea or other hotel-related services against original hotel invoices	%	1				
32	Notepad with pen	Set	1				
33	Panaflex banner, including full-colour printing, eyelets and finishing	Per Square Feet	1				
34	Butterfly standee, standard size, complete with printed flex	Each	1				
35	USB flash drive, 8 GB, when required	Each	1				
36	USB flash drive, 16 GB, when required	Each	1				

Bidder's unconditional lot discount (if any): _____% or PKR _____. The discount applies only to this lot and is included in the evaluated lot price.

For Item 31, enter only the service-charge percentage in the "Unit rate" column. Original hotel invoices will be mandatory.

Authorized signatory: _____

Designation: _____

Signature/stamp: _____

Date: _____

Annex 3 - Technical Offer and Bidder Information Form

Field	Bidder response
Legal name of bidder	
Trading name (if different)	
Legal status / registration number	
NTN	
Sales tax registration number(s)	
Registered address	
Operating address	
Telephone	
Email	
Website	
Authorized contact person and title	
District lot(s) bid	
Years in food/event-management business	
Number of permanent staff	
Bank name and branch	

Relevant Experience

Client / contact details	Contract description and location	Period	Value (PKR)	Evidence/page

Operational Capacity by Lot

Lot / district	Local office, kitchen, warehouse or partner arrangement	Key personnel / focal person	Maximum simultaneous events
Lot 1 - Peshawar			
Lot 2 - Mardan			
Lot 3 - Charsadda			

Lot / district	Local office, kitchen, warehouse or partner arrangement	Key personnel / focal person	Maximum simultaneous events
Lot 4 - Kohat			

Annex 4 - Form A: Bidder Undertaking

To: EHSAR Foundation

We, the undersigned bidder, hereby certify and undertake that:

13. All information and documents submitted with our bid are true, current and complete.
14. We have examined and accept the tender requirements, scope, evaluation method and framework conditions without material reservation, except as expressly disclosed in our bid.
15. Our bid remains valid for 60 calendar days from the submission deadline.
16. Our quoted rates are inclusive of all applicable taxes and costs and will remain firm for the stated framework period, subject only to any written adjustment clause in the signed agreement.
17. We are not bankrupt, insolvent, debarred or prohibited from contracting, and no legal restriction prevents performance.
18. Neither we nor our personnel have offered or will offer any improper payment, gift, benefit or inducement in connection with this procurement.
19. We will comply with EHSAR's safeguarding, PSEA, anti-fraud, anti-corruption, confidentiality and code-of-conduct requirements.
20. We understand that EHSAR may verify the information provided and may reject the bid or terminate an award if any material statement is false or misleading.
21. We understand that a framework agreement does not guarantee any minimum volume or value of orders.

Bidder name: _____

Authorized representative: _____ CNIC: _____

Designation: _____ Signature/stamp: _____ Date: _____

Witness name/signature: _____

Annex 5 - Form B: Conflict of Interest Declaration

We declare that neither the bidder nor any owner, director, partner, employee, agent or proposed subcontractor has an actual, potential or perceived conflict of interest in relation to this tender, except as disclosed below. We further declare that no EHSAR employee, trustee, procurement committee member or their immediate family has an undisclosed financial or beneficial interest in our business or bid.

Disclosure (write "None" if not applicable):

We undertake to notify EHSAR immediately if a conflict arises during evaluation or contract performance.

Bidder name: _____ Authorized signatory: _____

Signature/stamp: _____ Date: _____

Annex 6 - Bid Submission Checklist

Document / action	Bidder check (Yes/No/Page)
Sealed outer envelope properly marked	
Separate sealed Technical Proposal	
Separate sealed Financial Proposal	
Company profile and contact details	
Legal registration certificate	
NTN, sales tax registration and ATL evidence	
One-year bank statement	
Client list and reference contacts	
Five relevant contracts/POs/WOs totaling at least PKR 10 million	
Bid validity confirmation	
Original bid security of PKR 100,000.	
Signed Form A - Undertaking	
Signed Form B - Conflict of Interest	
All 36 prices completed for each selected lot	
Every page signed/stamped or initialed as required	

Document / action	Bidder check (Yes/No/Page)

END OF TENDER DOCUMENT