

**Government of Pakistan  
Ministry of Foreign Affairs  
Islamabad**

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**Subject: Floating of Tender on PPRA Website**

Ministry of Foreign Affairs intends to float a tender for hiring the services of a well reputed vendor/company to run Banquet Services in the Ministry's premises. As per Rule -12 of Public Procurement Regulatory Authority Rules 2004, as notified by the Finance Division vide SRO No. 432(I)/2004 dated June 08, 2008, we are required to float the tender notice on PPRA's website ([www.ppra.org.pk](http://www.ppra.org.pk)).

2. PPRA is requested to kindly make necessary arrangements for publishing the tender notice on the above mentioned website on **13-02-2024** positively. The copy of tender notice is enclosed.



**(Farhan Ahmed)**

Assistant Chief of Protocol (V-I)

Phone: 051-9203720

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**Mr. Rizwan Mehmood, Director, PPRA Islamabad**

**U.O. No. ACP(V-I)-1/1-2024-MISC dated 12 February 2024**

## **TENDER NOTICE FOR HIRING OF BANQUET SERVICES**

Ministry of Foreign Affairs intends to hire the services of a well reputed vendor/company which is on Active Taxpayers List of the Federal Board of Revenue along with STN Certificate "for running Banquet Services" with following **Terms & Conditions**:

- The firm must have an experience of minimum 05 years in providing Banquet Services to Public Sector Organizations and Foreign Dignitaries/Embassies/Consulates.
- The contract will be awarded initially for two years and can be further extended, subject to satisfactory performance and mutual consent.
- The contract award will be given on the basis of quality and cost based evaluation criteria.
- Medical Fitness Certificate of Banquet staff has to be provided by the firm.
- Minimum 20 Staff members are required for running Banquet Services.
- Staff and workers of the Banquet Hall should wear neat and clean uniform.
- Furniture and other Electrical appliances have to be arranged by the firm, whenever required.
- Standardized and satisfactory cleanliness and hygienic measures to be ensured by the firm.

2. Bidding Document can be obtained by submitting Bank Draft of Rs. 5,000/-. The sealed quotations can be submitted at the following address:

**Assistant Chief of Protocol (V-I)**  
**Ground Floor, Agha Shahi Block,**  
**Ministry of Foreign Affairs, Islamabad**  
**Ph: 051-9203720, Mobile: 0333-7541992**

3. Single Stage "Two Envelope Bidding Procedure" will be followed. Firms should mark both the envelopes separately with the words **Technical Proposal** and **Financial Proposal**, and then seal the two envelopes in a single package.

4. Proposals may be submitted at the above address latest by **1200 hours on 29 February 2024** and **Technical bid** will be opened on the same day at **1230 hrs** at Committee Room, Ground Floor of SYKB Building of the Ministry in presence of representatives of bidding firms who choose to attend the same. **Financial Bid** opening date will be conveyed to the participants the same day.

5. The Ministry of Foreign Affairs reserves the right to accept or reject all bids in accordance with PPRA Rules.

**Assistant Chief of Protocol (V-I)**  
**Ministry of Foreign Affairs, Islamabad**  
**Dated: 12 February 2024**