

**From:** procurement@icap.org.pk  
**Sent:** Friday, July 31, 2026 4:00 PM  
**Cc:** Fahim Shaikh; Fahad Sami; Ali Bin Junaid  
**Subject:** SEALED RFP FOR DIGITAL TECHNOLOGY AWARDS HELD IN DECEMBER 2026 AT PEARL CONTINENTAL HOTEL KARACHI  
**Attachments:** RFP Event Management Company - Digital Technology Awards 2026.pdf

Dear All

Sealed bids are invited for the **Digital Technology Awards 2026**, to be held on **December 02, 2026, in Karachi**, as per the attached Scope of Work.

Bidders are required to submit **one (01) sealed envelope** containing both the **Financial Proposal** and **Technical Proposal**. The envelope must be clearly marked in bold as:

**“Financial & Technical Proposal”**

Terms & Conditions are detailed in the attached RFP.

**Note:** The **last date** for submission of sealed proposals is **Thursday, August 13, 2026**, latest at the Head Office (Karachi).

Regards

**Shumaila Maqbool**  
**Manager, Procurement**  
**UAN# 111 000 422, Ext 302**  
**Direct Line No.: 021-35183516**

Whistle Blow:

<https://icap.org.pk/about-icap/governance/>  
<https://icap.org.pk/view/?add=per/icap/&file=whistle-blowing-policy-2024.pdf>



# Hiring of Event Management Company for Digital Technology Awards 2026

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### About ICAP

The Institute of Chartered Accountants of Pakistan (ICAP) established under The Chartered Accountants Ordinance, 1961 is a self-regulatory body of professional accountants in Pakistan. It represents professional accountants employed in public practice, business industry, education and public sector. ICAP professionals are spread across the globe and are in high demand due to their professional competence, integrity and drive for professional excellence. Initially on the Institute's establishment there were a handful of professional accountants, however, today the number is around 9,000, and out of these more than 70 per cent are employed in industry.

### About ICAP Digital Assurance and Accounting Board

The Institute of Chartered Accountants of Pakistan (ICAP) established Digital Assurance and Accounting Board with the objective to serve the public interest; to contribute policy recommendations; and to provide support towards embedding technology-based solutions in accounting, assurance and various businesses.

Digital Assurance and Accounting Board, since inception has been striving to contribute towards the application of emerging technologies, such as, the concepts of Artificial Intelligence, Digital Innovations, Data Analytics and Digital Literacy for the upskilling of Finance and Audit Professionals.

### About Digital Technology Awards

The Digital Board foresees the exponential growth in IT Sector in Pakistan.

Digital Assurance and Accounting Board of ICAP has proposed and has approved the project in 10th Digital Board Meeting to have Digital Technology Awards to showcase and acknowledge the innovations being done in the fields of Audit and Finance.

### Invitation to Bid

Sealed bid/proposals are invited from event management companies. All interested and eligible bidders are requested to go through this tender document and provide the required information along with supporting documents, requested in this bidding document.

### Instructions to Bidders

The selection of company for event management will be based on quality and cost through single stage two envelopes bidding procedure.

1. The bid shall be a single package consisting of two separate envelopes, containing separately financial and technical proposals. The envelopes shall be marked as 'Financial Proposal' and 'Technical Proposal'.
2. In the first instance, the 'Technical Proposal' shall be opened and envelope marked as 'Financial Proposal' shall be retained unopened in the custody of ICAP. ICAP shall evaluate Technical Proposal, without reference to the price and with condition that ICAP shall reject any proposal which does not conform to specified requirements.
3. During the technical evaluation no amendments in Technical Proposal shall be permitted.
4. After evaluation and approval of Technical Proposals, ICAP shall open Financial Proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.

5. The financial bids of vendors whose technical bids are rejected shall be returned unopened to respective bidders.
6. The Technical and Financial Proposal will be evaluated based on ICAP evaluation criteria.
7. Bidders who are found eligible and qualify in technical evaluation will be short-listed for financial bid opening.
8. Contract shall be awarded on quality and cost based method with combined evaluation of the Technical and Financial Proposals. The weight of quality shall be 80% and 20 % weightage shall be given to cost.
9. Company information shall be submitted such as legal name of the company and other contact information. **Completion of the form in Annexure A is mandatory for vendors who are not registered with ICAP.**
10. The **last date** for submission of the Technical and Financial Proposal is **August 13, 2026.**

### Conditions for Eligibility

The successful bidders, fulfilling the following criteria, will be considered eligible for the bidding process for hiring of an event management company,

1. The event management company must have local presence within Pakistan, and a portfolio of high-profile events executed preferably in Karachi.
2. The company must have demonstrated experience of managing high profile events for MNCs / social & development sector / government / semi-government / autonomous bodies / education sector for logo unveil, brand identity launch for at least 3 companies in the last three years, preferably unveiling research reports and policy initiatives.
3. NTN and GST/ PST (if applicable) registration.

### Scope of Job

ICAP intends to attain the services of a well reputed event management company for the Digital Technology Awards, an initiative of Digital Assurance and Accounting Board, scheduled for December 2026 (tentatively), in Karachi and will be live streamed. The award ceremony will be a one-day event having speaker sessions, project display by the winner team and also, Tech innovations stall to be displayed.

**Event Management services are required for the main event day to be held on December 02, 2026, from 4:00 pm to 9:00 pm at PC Hotel (tentatively), Karachi.**

The selection procedure will be based on the technical and financial evaluation of the bidding event management company. The scope of work given below highlights, but is not limited to, the overall work plan with defined responsibilities and timelines that the qualifying event management company will be expected to deliver.

### Proposal

1. **Venue arrangements:**
  - a. **Coordination and management:**

- a. Complete coordination with hotel management for smooth hall setup and operations including electricity, wiring and power arrangements. Also, coordination for timely meals (hi-tea and dinner) on event day.
- b. Developing and executing detailed program agenda including running national anthem, qirat and all presentations on SMD screens
- b. **Event coverage:** Arrangement of high quality audio and video coverage and photographs of the event. Video in HD will be required for record keeping and in web format to upload at ICAP YouTube Channel
- c. **Stage layout:**
  - a. Recommending a complete stage and hall layout plan, in 3D for complete understanding of the deliverables.
  - b. Stage with platform (60x20) with trussing and lightings. Stairs on both sides of the stage.
  - c. Stage SMD (40x12) for running presentations along with clicker of a good range.
  - d. Stage side panels for branding logos of participating teams/organizations.
  - e. Seating/standing arrangement for Runner up teams and winner on stage (number of teams shall be communicated 15 days prior to the event day)
  - f. Podium for the host.
- d. **Audio/video setup and hall layout:**
  - a. Champions trophy stand and shields/gifts table.
  - b. Control system/IT setup tables closest to the stage
  - c. Seating arrangement for 450 guests and other audience.
  - d. Branding Wall
  - e. Counters for media, registration & help desk with Digital Awards/ICAP branding
  - f. Presentation Viewing Facility on LED Screens
  - g. Audio/Video System: 2 pair SP4 and 1 pair Monitor. One head gear for Master of Ceremony, 6 head gears for presenting team. 4 cordless mics for audience engagement questions.
  - h. Directional Signs.

## 2. Designing & printing (Marketing):

### A. Pre-Event Marketing (Lead Generation & Nominations)

- a) Designing high-impact creatives and visual communication materials for digital and print campaigns, including social media posts, emailers, invitations, banners, and promotional branding to drive nominations and registrations.
- b) Development of event branding assets, including stage backdrop concepts, media wall designs, and other visual identity elements to ensure consistent event branding.
- c) Creation and promotion of pre-event testimonial videos featuring alumni, past participants, industry leaders, and faculty members to build credibility, increase engagement, and encourage nominations and registrations.

## B. Post-Event Coverage & Engagement

- a) Professional recording and production of participant and key guest testimonials, feedback videos, event highlights, and an event after-movie for post-event promotion and future marketing.
- b) Live streaming of the event on ICAP's social media platforms to engage overseas Pakistanis and Chartered Accountants, along with on-site media wall coverage and comprehensive event documentation for digital dissemination.

### Terms of Reference

The successful bidder shall agree to the following terms of references to provide services to ICAP:

The successful bidder shall agree to the following terms of references to provide services to ICAP:

#### 1. PAYMENTS

That the Company shall pay in consideration for Services, to the Agency a Fee as defined in the company manual. The Company shall release upfront Fee as per ICAP policy and remaining of the total Fee shall be paid within thirty (30) days upon receipt of the invoice which shall be issued after the completion of events / activities.

Furthermore, anything beyond the scope of work such as for services or special assignments, cost will be provided on a requirement basis as mutually agreed between the Parties.

- i. That the Company shall be entitled to the receipt of original and actual bills paid by the Agency to any third party against the services or equipment hired or purchased.
- ii. Payments for the services mentioned in financial bid, the company shall provide advance payment as per ICAP policy and remaining after the completion of the activity, within 30 days of the submission of an invoice.
- iii. All payments shall be subject to the withholding of tax and Provincial Sales Tax where applicable.

#### 2. RESPONSIBILITIES AND WARRANTIES

The Agency hereby represents and warrants to the Company that:

- i. It will share the list of personnel and managers involved in performing the tasks and services with the Company at least three days before the day of activity/event.
- ii. It has the experience and ability to perform the services required by this Agreement;
- iii. It will perform said services in a professional, competent, and timely manner;
- iv. It has the power to enter into and perform this Agreement; and



- v. Its performance of this Agreement shall not infringe upon or violate the rights of the Company, its sponsors, media partners and of any third party or violate any federal, state and municipal laws.
- vi. It will not use Company or its sponsors or media partners' name, logos, crest, coat of arms or insignia except with written consent, which the Company may give or withhold at its sole discretion;
- vii. All materials, including, but not limited to, designs, pictures, sketches, programs, source and object, comments to the source or object, specifications, documents, materials, concepts, abstracts and summaries thereof (collectively, the "Products") developed by the Agency in connection with the provision of the Services to the Company, or jointly by Company and the Agency, or by Agency pursuant to specifications or instructions provided by Company, shall belong exclusively to the Company. The Agency acknowledges that the Products shall be deemed "works made for hire" by the Agency for Company, and, therefore, shall be the exclusive property of Company. To the extent the Products are not deemed "works made for hire" under applicable law, the Agency hereby irrevocably assigns and transfers to the Company all right, title and interest in and to the Products, including, without limitation, all patent and copyright interests, and agrees to execute all documents reasonably requested by the Company for the purpose of applying for and obtaining domestic and foreign patent and copyright registrations.

### **3. INDEMNITY**

The Agency agrees to defend, indemnify, assume liability for and hold the Company harmless from any and all claims, demands, damages, losses, suits, proceedings, penalties, expenses or other liabilities including attorney fees and court costs, arising out of or resulting from the misconduct, negligence, infringement of third party's intellectual property rights, and breach or failure to perform this Agreement.

That the Agency will take reasonable steps to protect the Company, personnel, and guests during the contracted period. In the event of injuries or damages resulting from insufficient protection on Agency's part (except in the case of gross negligence on the part of the Company), the Agency shall be responsible for paying for all of Company resulting costs (including, but not limited to, insurance deductibles, medical treatment) that are not reimbursed by insurance.

### **4. CONFIDENTIAL INFORMATION**

The Agency acknowledges that it and its employees, agents or representatives may, in the course of performance of this Agreement, be exposed to or acquire information which is proprietary to or confidential to the Company. Any and all information obtained by the Agency or its officers, directors, employees, agents and representatives in the performance of this Agreement which relates to the Company shall be deemed to be part of the Company's confidential and proprietary information for the purposes of this Agreement (the "Confidential Information"). The Agency shall cause each of its officers, directors, employees, agents and



representatives to hold all Confidential Information disclosed to it by reason of this Agreement confidential and shall not disclose any such information to any other party. The Agency agrees not to use Confidential Information for any purposes whatsoever other than for the provisions of services to the Company hereunder. Upon the expiration or termination of this Agreement, Agency shall immediately return any and all Confidential Information, and any and all copies thereof, to the Company. The parties agree that in the event of a breach of this provision damages may not be an adequate remedy, and the Company shall be entitled to injunctive relief to restrain any such breach, threatened or actual, with no or minimal surety bond. This section shall survive the termination or expiration of this Agreement.

## **5. TAXES**

The Agency shall regularly pay all advertisement taxes to the relevant authorities (local, provincial and federal) for activities conducted for the Company and shall produce tax receipts as evidence whenever required by the Company.

## **6. TERM & TERMINATION**

This Agreement shall be valid for event dates of Digital Technology Awards December 02, 26, 2026 for activities in Karachi. However, the Company shall have the right to terminate this Agreement by giving fifteen (15) days' prior written notice to the Agency.

## **7. MISCELLANEOUS**

i. No Party hereto may assign or transfer its rights or obligations arising under this Agreement, without the prior written consent of the other Party hereto. This Agreement shall be binding upon and shall inure to the benefit of the respective permitted successors and assigns of the Parties.

ii. If any clause in this Agreement is found to be unenforceable by a court of law, the rest of this Agreement shall remain in full force and effect.

iii. The Parties to this Agreement are not joint ventures, partners, agents, nor representatives of each other, and such parties have no legal relationship other than as contracting Parties to this Agreement. The Agency shall not act or represent or hold itself out as having authority to act as an agent or partner of the Company or in any way bind or commit the Company to any obligations, without the prior written consent of the Company.

iv. This Agreement may be executed in multiple counterparts, and each such executed counterpart shall be deemed an original, but all of which together shall constitute a single agreement. Facsimile signatures to this Agreement are acceptable and carry with it the same full force and effect as an original signature.

v. Any waiver by us of any breach of any provision of the Agreement by you must be in writing and shall not be deemed a waiver of any subsequent or other breach.

vi. This Agreement supersedes any prior understandings or oral agreements between the parties regarding the subject matter hereof and constitutes the entire understanding and

agreement between the parties with respect to the subject matter hereof, and there are no agreements, understandings, representations or warranties among the parties other than those set forth herein.

### Suggested format for technical proposal

A presentation with demonstration will be required in USB or email at the time of submission with the bids.

The presentation should have the following,

1. Company Information
2. Portfolio of the company specifically including previous and current projects along with their execution dates
3. Three visuals/creatives' options  
Brief:
  - a. The visual should reflect two or more of the following elements,
    - Digital Technology Innovation
    - Dashboards
    - Automation
    - Strategic thinking
    - Drive for excellence
    - Emerging Technology trends
  - b. The visual should be such that it can continue to become the brand image of Digital Awards in the long run.
4. Stage layout and design
5. Hall layout and outlook

| Suggested format for financial proposal (individual costing to be provided for each). No. | Service/Activity                                                                                                                 | Cost |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------|
| 1                                                                                         | <b>For PC Hotel Karachi (Hybrid)</b>                                                                                             |      |
|                                                                                           | Venue arrangements                                                                                                               |      |
|                                                                                           | a. Coordination and management<br>b. Event coverage<br>c. Stage layout<br>d. Audio/video setup and hall layout                   |      |
| 2                                                                                         | Designing and printing <ol style="list-style-type: none"> <li>a. Designing</li> <li>b. Testimonials/videos/livestream</li> </ol> |      |
|                                                                                           | Total Cost                                                                                                                       |      |



## Enlisting of New Vendor/Service Provider Annexure A

**Date** : \_\_\_\_\_

**Subject** : \_\_\_\_\_

The Subject vendor is required for enlisting to ICAP vendors list. Following are the criteria as per procurement Manual.

| Sr. | Requirement                                                                                      | Compliance / Details |
|-----|--------------------------------------------------------------------------------------------------|----------------------|
| 1   | Registered Name of the Company                                                                   |                      |
| 2   | NTN / CNIC Number                                                                                |                      |
| 3   | Sales Tax Registration under Sales Tax Act, 1990                                                 |                      |
| 4   | Official Address / Telephone / Mobile / Email                                                    |                      |
| 5   | Date and Place of Establishment of the Company                                                   |                      |
| 6   | Name of Proprietor / Owner / CEO                                                                 |                      |
| 7   | CNIC Number of Proprietor / Authorized Person                                                    |                      |
| 8   | Name, Designation and Qualifications of Authorized Representative(s)                             |                      |
| 9   | Company Profile – Soft Copy   Digital Platform                                                   |                      |
| 10  | Bank Account Maintenance Certificate for Financial Standing                                      |                      |
| 11  | Bank Name, Title of Account, IBAN and Account Number                                             |                      |
| 12  | List of major clients with contact details                                                       |                      |
| 13  | Type of Organization (Manufacturer / Importer / Trader / Service Provider / Contractor / Others) |                      |
| 14  | Disclosure of any relationship with ICAP employees<br>(Yes / No – details if yes)                |                      |

**Note:**

For construction projects, statutory and technical requirements (including but not limited to PEC registration, relevant experience, financial capacity, manpower and equipment) shall be evaluated at the tender or project stage, in accordance with Section D of the Procurement Manual 2025.

**Declaration:**

We certify that the information provided above is true and correct. We understand that vendor enlistment does not guarantee award of any contract and all procurements are subject to ICAP's Procurement Manual 2025.

\_\_\_\_\_  
Name (authorized person)

\_\_\_\_\_  
Signature (authorized person)

\_\_\_\_\_  
Company Stamp & Date