

Term of Reference for Event Management

Background:

Idara-e-Taleem-o-Aagahi (ITA) is a leading national organization working in the education sector since 2000.

Objectives of Assignment:

To facilitate and organise the quality delivery of the event, ITA is seeking an hotel for the arrangement of 7days training. Under direct supervision of ITA Islamabad dedicated staff, the Event organizer team will be responsible for ensuring the arrangements, accommodation, venue and food the above event to run in a timely and effective manner.

Scope of work:

Sr No.	Description	Duration
1	Standard Single Room (FB)	03
2	Standard double Room (FB)	12
3	Food and refreshment during the training	

Terms & Conditions:

1. Idara-e-Taleem-o-Aagahi (ITA) has the authority to reject any quotation without furnishing any reason.
2. ITA will enter into an agreement with the supplier with prior approval of competent authorities.
3. All payment will be made through cross cheque/PO to supplier.
4. Quality of items will not be compromised, and ITA reserve the right to cancel the contract at any time; the cost of sub-standard supplies will be born by the supplier.
5. Quoted prices will be **inclusive of taxes**.
6. ITA will deduct taxes at source as per prevailing Government rules.
7. Payment will be made subject to delivery of services, invoice and tax certificate.
1. Quotations should be on letterheads, signed and stamped on **Address: M-4, 47 west, Mezzanine Floor, Dossal Arcade, Blue Area, Islamabad, Pakistan**
2. Quotation submission deadline is November 01, 2025 **till 03:00 p.m.**

Ethical plan:

The organizer team are required to set out their approach to ensuring complete compliance with international good practice regarding ethics and protocols, particularly with regards to safeguarding children and vulnerable groups. Consideration should be given to:

Administrative, technical, and physical safeguards to protect in the event and;
Data protection and secure maintenance procedures for personal information.

Timeframe:

The duration of the service contract will be from November 4 – November 10, 2025 The duration of the workshop will be a 9:00 am to 5 pm.

Selection criteria:

1. Strong record of accomplishment of organizing workshops, conferences, and meetings for the international development organizations;
2. Strong experience in audio-visual showcasing, management of virtual and in-person events;

3. In-depth understanding of all logistics and protocols needed to ensure smooth event management and implementation;
4. Excellent event and project management skills, with experience in the coordinating across units and institutions;

Bidder requirement and procedure:

1. Hotel profile.
2. Copy of company registration certificate
3. NTN Certificate