



Terms of Reference (ToRs) for Digital Displays

Background and Context

The Pak Alliance for Maths and Science (PAMS) is a non-profit with a mandate to inform and advocate for a learning environment that keeps the interest of Pakistani students at the heart of policy and practice reform. PAMS has conducted research, piloted innovations, provided technical support to government entities, and advocated for education reform. The organization has a head office in Islamabad, with Policy Units based in Karachi, Lahore, Peshawar, and Gilgit.

As part of its community engagement and STEAM promotion activities, PAMS is organizing Provincial STEAM Competition Khyber Pakhtunkhwa in Peshawar. To support the smooth delivery of these events, PAMS requires professional Digital Display Services.

Scope of Work

The contracted service provider will be responsible for end-to-end event support, including but not limited to:

| Sr# | Activity | Description | Quantity |
|-----|-------------------------|--|--|
| 1 | Digital Displays on SMD | <ul style="list-style-type: none">• Designs will be developed by PAMS. They must be converted/adjusted for digital displays on SMDs• SMDs will be of different lengths placed at various locations at the venue | <ul style="list-style-type: none">- 1 backdrop SMD will be needed (approximately 20 by 16). Exact measurements will be based on finalisation of the venue- 5 SMD standees |

Deliverables and Timeline

| Deliverable | Description | Timeline |
|-------------------------|---|--------------|
| Digital Displays on SMD | Designs converted/adjusted for Digital Displays on SMDs | At the event |

Note: Set up will need to be completed on the night before the event.

Tentative Event Dates:

- Provincial Competition 01 – tentatively scheduled for one day between 26th and 30th March 2026

Quotation/Proposal requirements

Applicants must submit a formal proposal (in PDF format) that clearly includes:

- Company/Service provider profile with relevant experience in event photography/videography
- Confirmation of availability to deliver the session within the specified timeline
- List of past events managed, preferably in the education/development sector
- Proposed package with cost breakdown
- NTN Certificate, Registration certificate, and Filer/Non-filer status
- The service provider must submit a declaration that neither the firm nor the individual has ever been blacklisted or defaulted by any government department, agency, or organization
- The service provider must submit an undertaking that all the information provided in the proposal is true and correct. If any false or misleading information is found at any stage, during evaluation or after contract award, the proposal may be rejected, the contract may be terminated, or the firm may be blacklisted

Application process

Please adhere to the following guidelines:

- Applications should be sent via email to info@mathsandscience.pk no later than 5 PM (Pakistan Standard Time), 6th March 2026
- Saturdays will be included as a working day.
- Emails should be titled: Digital Displays Proposal – KP Provincial Competition
- Any application received after this date/time will not be accepted.
- Applications must include an outline of the proposed activities with a budgetary breakdown
- Incomplete or late submissions will not be considered
- Any request for clarification must be sent to the same email by 2nd March 2026. PAMS will respond to all queries received till the said date.

Terms & Conditions

The vendor must ensure timely setup and delivery of high-quality services throughout the events. All quoted charges will be considered inclusive of all applicable taxes, with no hidden or additional costs. Payments may be withheld if the quality of services provided is found unsatisfactory or inconsistent with agreed standards. Furthermore, the vendor is required to submit a judicial affidavit declaring that neither the firm nor any of its directors has ever been blacklisted by any government department, agency, or organization.