

**Government of Pakistan
Revenue Division
Federal Board of Revenue**

Islamabad, the 3rd August, 2026

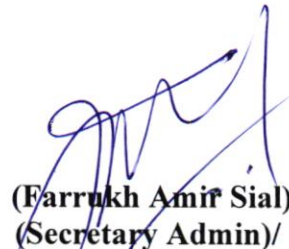
MINUTES OF THE PRE -BID MEETING

SUBJECT: HIRING OF PUBLIC RELATIONS AND COMMUNICATION FIRM

To hire the services of Public Relations and Communication Firm, an advertisement was floated in Daily "Jang" and daily, "Dawn" on 28.07.2026 (Tuesday). The advertisement was also published on FBR and PPRA websites. The bidding documents were also uploaded on ePads and FBR websites. The Zoom link was provided in the advertisement for the firms to participate in the meeting online. As per PPRA Rules, 2004, a pre-bid meeting (in person and online) in Committee Room No.358 was convened on 03.08.2026 at 11:00 am. Officers from Taxpayers Services Wing alongwith Secretary to Procurement Committee were present (**Annex-A**).

2. Three (03) representatives of firms were present personally and (06) six representatives attended the pre-bid meeting through the given Zoom link. (**Annex-B**)

3. During the pre-bid meeting, Mr. Ali Shahzad, Secretary (Media) and Mr. Saqib Mumtaz, Second Secretary (Media) briefed the representatives of the firms about the bidding document and replied to the questions put forth by the representatives of the firms. Representatives of the firms were asked to kindly submit their queries and suggestions through email provided in the advertisement so that a written reply can be provided to them. Secretary Procurement Committee also assisted the pre-bid meeting.


(Farrukh Amir Sial)
(Secretary Admin)/

Secretary Procurement Committee

Distribution:

- Members of Procurement Committee.
- Members of the Technical/Financial Evaluation Committee.

SUBJECT: HIRING OF PUBLIC RELATIONS AND COMMUNICATION FIRM – PRE-BID MEETING

Annex-A

S.No.	Name & Designation	Portfolio in Committee	Remarks
1.	Mr. Ali Shahzad Secretary (Media)	For Assistance of Committee	Present
2.	Mr. Saqib Mumtaz, Second Secretary (Media)	For Assistance of Committee	Present
3.	Mr. Farrukh Amir Sial Secretary (Admn)	Secretary Procurement Committee	Present

Annex-B

S.No.	Name of Firm	Name & Designation of Representative	Contact Detail	In Person/Online
1	Essential Concepts, Pvt Ltd	Muhammad Ali, CEO	0321-5159420 ali@essentialconcepts.com.pk	In Person
2	Kaizen Narratives	Khurram Pervaiz, CEO	0321-2749159 ceo@kaizennarratives.com	In Person
3	The New Age Media Pvt Limited	Bilal Ahsan, Operation Manager	0301-5088079 thenewagemediapvtltd@gmail.com	In Person
4	Corporate & Marketing Communication Pvt, Limited	Qasim Haider	0346-8210415 qasim@CMC.com.pk	On-Line
5	M&C Saatchi World Services Pakistan Pvt Ltd	Hammad Shah	0315-7132009 hammad.mcsaatchi@gmail.com	On-Line
6	Cyclorama Media (Pvt) Ltd	Muhammad Younas	0321-2566701 farnoodalam@cycloramamedia.com myalam.colum@gmail.com	On-Line
7	Passage PR	Ashar Noman		On-Line
8		Hassan Mughal		On-Line
9		Khalid		On-Line

HIRING OF PUBLIC RELATIONS AND COMMUNICATION FIRM

Attendance Sheet of Bidder/Firms

Pre-Bid Meeting on August 3, 2026 11:00 AM

S.No.	Name of Firm	Name of Representative & Designation	CNIC No.	Contact No. & Email	Signature
1.	Essential concepts Pvt. Ltd.	Muhammad Ali CEO	42801-5567093	0321-5159420 ali@essentialconcepts.com.pk	
2.	KAIZEN NARRATIVES	Khuram Pervaiz CEO	42201-0654318-1	0321-2749159 CEO@KAIZENNARRATIVES.COM	
3.	The New Age Media Pvt Ltd	Bilal Ansari Operation Manager	37105-3090566-9	0301-5088079 the new age media Pvt Ltd @gmail.com	m. Bilal
4.					
5.					
6.					
7.					

HIRING OF PUBLIC RELATIONS AND COMMUNICATION FIRM

Attendance Sheet of Officers

Pre-Bid Meeting on August 3, 2026 11:00 AM

S.No.	Name of Officers	Signatures
1.	Sargis Mumtaz ss.(mdw)	
2.	Ali Shehzad	
3.	Farrukh Amir Gial	
4.		
5.		
6.		
7.		
8.		