

**PUBLIC PROCUREMENT REGULATORY**  
**AUTHORITY (PPRA)**

**CONTRACT AWARD PROFORMA – I**

**To Be Filled And Uploaded on PPRA Website In Respect of All**  
**Public Contracts of Works, Services and Goods Worth Fifty**  
**Million or More**

- NAME OF THE ORGANIZATION/DEPTT. Universal Service Fund
- FEDERAL / PROVINCIAL GOVT. Federal
- TITLE OF CONTRACT Hiring of Tax consultant for Tax services
- TENDER NUMBER USE/TDRS/ FIN/2024-25/09
- BRIEF DESCRIPTION OF CONTRACT Hiring of Tax  
consultant for Tax services FY-2024-25
- TENDER VALUE Rs. 543,000
- ENGINEER'S ESTIMATE N/A  
(for civil Works only)
- ESTIMATED COMPLETION PERIOD 1 year
- WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL  
PROCUREMENT PLAN? yes Yes / No
- ADVERTISEMENT :
- (i) PPRA Website TSS548562E Yes / ~~No~~  
(Federal Agencies) (If yes give date and PPRA's tender number)
- (ii) News Papers No Yes /  
No  
(If yes give names of newspapers and dates)
- TENDER OPENED ON (DATE & TIME) 10-oct-24 at 11:00 AM
- NATURE OF PURCHASE Local Local / International
- EXTENSION IN DUE DATE (If any) N/A Yes / No

- NUMBER OF TENDER DOCUMENTS SOLD NIA  
(Attach list of Buyers)
- WHETHER QUALIFICATION CRITERIA  
WAS INCLUDED IN BIDDING/TENDER DOCUMENTS Yes Yes / No  
(If yes enclose a copy).
- WHETHER BID EVALUATION CRITERIA  
WAS INCLUDED IN BIDDING/TENDER DOCUMENTS Yes Yes / No  
(If yes enclose a copy).
- WHICH METHOD OF PROCUREMENT WAS USED: - (Tick one)
- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE \_\_\_\_\_ ☒
- b) SINGLE STAGE - TWO ENVELOPE PROCEDURE. \_\_\_\_\_ ☐
- c) TWO STAGE BIDDING PROCEDURE. \_\_\_\_\_ ☐
- d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE. \_\_\_\_\_ ☐
- PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS  
ADOPTED WITH BRIEF REASONS (i.e EMERGENCY, DIRECT  
CONTRACTING, NEGOTIATED TENDERING ETC.) NIA
- WHO IS THE APPROVING AUTHORITY CEO
- WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED  
FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING.
- NUMBER OF BIDS RECEIVED Four
- WHETHER THE SUCCESSFUL BIDDER WAS LOWEST BIDDER Yes ✓ / No
- WHETHER INTEGRITY PACT WAS SIGNED No Yes / No



**PUBLIC PROCUREMENT REGULATORY**  
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**CONTRACT AWARD PROFORMA – II**

To Be Filled And Uploaded on PPRA Website In Respect of All  
Public Contracts of Works, Services & Goods Worth Fifty  
Million Rupees or More

- NUMBER OF BIDDERS PRESENT AT THE TIME OF  
OPENING OF BIDS 1
- NAME AND ADDRESS OF THE SUCCESSFUL BIDDER Mr. Wajahat  
Bhukhari M/S Whilji Rahat Wajahat Chartered  
Accountants 3rd Floor, Al Rafi center Plat No 13 street 28  
C-7/1 Islamabad
- RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATED BID).  
1st
- NEED ANALYSIS (Why the procurement was necessary?)  
As Per the Policy of USF Approved  
Budget and Requirement of HR Department
- IN CASE EXTENSION WAS MADE IN RESPONSE TIME, WHAT WERE THE  
REASONS (Briefly describe) N/A

- WHETHER NAMES OF THE BIDDERS AND THEIR PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS Yes Yes / No
- DATE OF CONTRACT SIGNING 16th Sep 2024 To 15th Sep 2025  
(Attach a copy of agreement)
- CONTRACT AWARD PRICE 543,000
- WHETHER COPY OF EVALUATION REPORT GIVEN TO ALL BIDDERS Yes Yes / No  
(Attach copy of the bid evaluation report)
- ANY COMPLAINTS RECEIVED No Yes / No  
(If yes result thereof)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE/DOCUMENTS No Yes / No  
(If yes give details)
- DEVIATION FROM QUALIFICATION CRITERIA No Yes / No  
(If yes give details)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- SPECIAL CONDITIONS, IF Any  
(Give Brief Description)
- No
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



Sr.No#	Attributes	Ref. Page no. in proposal
a.	FORM C. FORM D (In case of change in particulars) issued by registrar of Firms with Valid NTN.	
b.	Valid Registration with FBR for Income Tax purposes and with relevant Tax/Revenue Authority and appear on Active Taxpayer List (ATL).	
c.	The Consultant shall provide an undertaking on letter head that the Consultant has not been declared blacklisted by any Government/Semi-Government institutions.	
d.	A scanned copy of bid security ( <b>refundable</b> ) in the form of a CDR/Pay Order/Demand Draft, in the name of 'Universal Service Fund', of value PKR 50,000/- (Pak Rupees Fifty Thousand Only) must be attached on e-PADS and original bid security shall be submitted to the procuring agency any time before the closing time of bid submission, failing which the bid shall be rejected.	
e.	The consultant must have fully functional offices(s) in Islamabad/Rawalpindi.	
f.	Applicants are required to state, in their proposals, the name, title, contact number and email address of the applicant's authorized representative through whom all communication shall be directed until the process has been completed or terminated	
g.	Minimum 3 partners based in Rawalpindi / Islamabad (Undertaking by the firm to be provided)	
h.	List/details of clients restricted to tax matters	
i.	Documentary evidence of engagement with clients for each category separately of Firm experience i.e. <ul style="list-style-type: none"> <li>i. Three (3) for Public Sector Nonprofit</li> <li>ii. Five (5) for Private Sector Nonprofit</li> <li>iii. Ten (10) for corporate sector organizations</li> </ul>	
j.	Detailed CVs of each proposed team member for USF assignment with segregation of experience	

5. **Evaluation Criteria:**

- a) USF will evaluate the proposals on the basis of their compliance with the bidding document and evaluation criteria, and the point system as specified below in Table I.
- b) A proposal shall be rejected during technical evaluation if it does not comply with the bidding document or if it fails to achieve the minimum score as indicated in Table I below:

**Table I- Evaluation Criteria**

Evaluation Criteria			
S/No	Description	Weight	Reference in Page No.
1	<b>Experience of Firm (Document issued by ICAP)</b> >5 =6 years 06 Marks >6 =7 years 07 Marks >7 =8 years 08 Marks >8 =9 years 09 Marks >9 years 10 Marks	10	
2	<b>Pertinent Qualification &amp; Experience of Director / Manager or relevant employee at firm / company (Attach CV):</b> <b>Qualification:</b> Masters/equivalent or above = (10 marks) Below Masters= (0 marks) <b>Experience:</b> =>10 years (10 marks) > 5 < 10 (5 marks)	20	
3	<b>List of clients to whom taxation services rendered (Attach Relevant Documents of at least 10 clients):</b> >100 Clients (15 marks) => 81 <= 100 (10 marks) => 61 <= 80 (05 marks) <= 60 (03 marks)	15	
4	<b>List of "section 42 companies" to whom taxation services rendered (Attach relevant documents of at least 05 Clients):</b> > 10 clients (10 marks) => 6 <= 10 (08 marks) => 1 <= 5 (06 marks)	10	
5	<b>List of Clients (who are managing Tax matters of Recognized Employees Gratuity Fund with FBR) (Attach relevant documents of at least 3 Clients):</b> > 10 clients (05 marks) =>05 <= 10 (03 marks) <= 04 (02 marks)	05	



6	<b>Taxation consulting experience of telecommunication industry of Pakistan</b> (Attach all Relevant Documents):  > 5 (05 marks) => 3 <= 5 (03 marks) <= 2 (02 marks)	05	
7	<b>Number of Qualified Persons (CA/ACCA/ACMA/PFA) dealing with tax matters by the firm / company:</b> =>11 >= 15 (15 marks) => 5 <= 10 (10 marks) <= 4 (05 marks)	15	
8	<b>"Engagement Partner having Experience of 15 years in professional practice after post qualification (Attach CV)"</b> =>15 (10 marks) => 11 <= 14 (05 marks) =< 10 (03 marks)	10	
9	<b>Number of Qualified persons (CA/ACCA/ACMA) dealing with tax matters by firm / company deputed for this assignment of USF (Attach CV)</b> 03 or above Persons (10 marks) 02 Persons (08 marks) 01 Person (06 marks)  <b>Note: Firm shall mention categorically the team to be deputed for USF Co.</b>	10	
<b>Total Marks</b>		<b>100</b>	
<b>Minimum Score Required to Qualify</b>		<b>70 marks</b>	

- c) A proposal shall be rejected during technical evaluation if it does not comply with the RFP and ToR or if it fails to achieve the minimum score.

#### **6. BID SECURITY / PERFORMANCE GUARANTEE**

- A scanned copy of bid security (**refundable**) in the form of a CDR/Pay Order/Demand Draft, in the name of 'Universal Service Fund', of value PKR 50,000/- (Pak Rupees Fifty Thousand Only) must be attached on e-PADS and **original bid security shall be submitted to the procuring agency any time before the closing time of bid submission, failing which the bid shall be rejected.**
- Payment of bid security in form other than that is specified at clause 6(a) shall not be entertained and accepted. USF shall return such bids unopened to respective Consultants.
- Bid Security of Consultants who do not technically qualify shall be returned after result announcement of technical evaluation report.
- Bid Security of technically responsive (qualified) Consultants will be released after ten (10) days of the signing of the contract with the successful Consultant.
- Performance Guarantee equivalent to five percent [5%] in shape of Bank Guarantee will be mandatorily submitted by the Most Advantageous Consultant.