

Federal Board of Revenue Revenue Division – Government of Pakistan

Addendum No.01

To

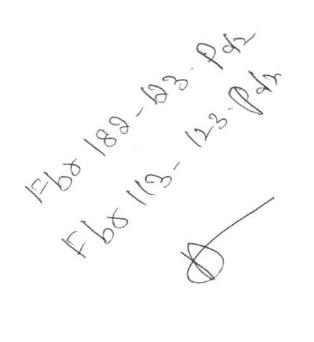
Invitation to Bid

(Single Stage Two Envelope)

Hiring of HR Firm for Provision of Audit Mentors and Sectoral Experts

Country	Pakistan
Invitation to Bid Reference No.	5(18)Secy(Admn)/2024
Issuance Date	





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Sr.	Section	Section	Initial Requirements of	Revised Requirements of
No		No./Page No	Invitation to Bid	Invitation to Bid
1	Section-II:	Clause 2.6	Performance Guarantee: 5%	Performance Guarantee: Rs.
	Instruction	Award of	of contract amount	5,000,000/- each for bidders
	to Bidders	Contract		
		Sub-Clause		
		2.6.2		
		Performance		
		Guarantee/		
		Page No. 24		
	Section-	D. Preparation	Performance Guarantee: 5%	Performance Guarantee: Rs.
	IV: Bid	& Submission of	of contract amount	5,000,000/- each for bidders
	Data Sheet	Bids		
		BDS Clause No.		
		13		
		ITB Number		
		2.6.2/Page No.		
		39		
	Section-	G. Award of	Performance Guarantee: 5%	Performance Guarantee: Rs.
	IV: Bid	Contract	of contract amount	5,000,000/- each for bidders
	Data Sheet	ITB Number		
		2.6.2/Page No.		
		43		
Ī	Section-V:	Clause 7 –	Performance Guarantee: 5%	Performance Guarantee: Rs.
	General	Performance	of contract amount	5,000,000/- each for bidders
	Conditions	Guarantee/Page		
	of	No. 47		
	Contract			
2	Section-	F. Bid	"The Bidder must h FBR	"The Bidder must have at
	IV: Bid	Evaluation	Intends to approve have at	least 10 years of HR
	Data Sheet	Criteria	least 10 years of HR	outsourcing and payroll"
		BDS Clause No.	outsourcing and payroll"	outsourcing and payron
		20	outsourcing and payron	
		ITB Number		
		2.1.3 & 2.5.8		
		Sub-Clause		
		2/Page No. 42		

FEDERAL BOARD OF REVENUE



FEDERAL BOARD OF REVENUE

<u>Invitation to Bid</u> "Hiring of HR Firm for Provision of Audit Mentors and Sectoral Experts"

 Sealed bids are invited from firms/entities, registered with PPRA on E-PADS as vendors and also registered with Income Tax and Sales Tax Departments, which must also be included in Active Tax Payer's List of FBR for provision of audit mentors and sectoral experts for the offices of Federal Board of Revenue (FBR) across the country. Summary of the experts to be provided by the HR Firm is as follows:

Position	Total Number of Experts Required	
1. Audit Mentors	58	
2. Sectoral Experts	115	

- 2. Bidding documents are available on e-PADS and FBR/PPRA Websites i.e. <u>https://www.ppra.gov.pk & https://www.fbr.gov.pk/</u> and can be downloaded free of cost. Encrypted electronic bids duly completed and in conformity with Bidding Documents must be submitted online on e-Pak Acquisition and Disposal System (e-PADS) website till 11.00 AM dated 12.03.2025 and bid shall be opened on the same day & date i.e. at 11.30 a.m. in the presence of available representatives of the firms. Bidding shall be carried out by Single Stage Two Envelope Procedure. All the bidders acquiring bidding documents online will intimate the department at the email address at the end of the advertisement.
- 3. Only firms registered with PPRA on E-PADS as vendors are eligible to participate in the bidding process and downloaded the bidding documents. The "Least Cost Based Selection (LCBS) Technique" will be adopted in line with the Public Procurement Rules, 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time). Interested eligible bidders may request for further information/clarification by email at <u>hasham.malik@fbr.gov.pk</u> during official Business Days and timing at the address given below, within Seven (07) days before the proposal submission deadline.
- 4. The document in hard/ printed form; on specific request via official email or printed over official letterhead duly signed and stamped by the authorized signatory, can be sent through courier for a non-refundable amount of PKR 5,000 or an equivalent amount in a freely convertible currency.
- 5. Hard copy of sealed bids prepared in accordance with instructions contained in the bidding documents must be delivered to the address below on or before 11:00 AM dated 12th March, 2025. Submission of bids through email is not permitted. Late Bids will be rejected. Bids will be opened the same day at 11:30 am. This advertisement is also available on the PPRA website at www.ppra.org.pk.
- 6. A Pre-bid Meeting will take place on 24th February 2025 at 11:00 AM at Conference Hall, FBR HQ, Constitution Avenue, G-5/2, Islamabad. The bidders who wish to join the meeting virtually can join by u sing the following link https://us06web.zoom.us/j/88693589051?pwd=0QyI2avXqEAumEhXpr6260hbqEMJeW.1 (Meeting ID: 886 9358 9051, Passcode: 777691, Time: Feb 24, 2025 11:00 AM Islamabad)

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- Sealed bids (as prescribed in Bid Data Sheet of the Bidding Document) in accordance with the provisions of Public Procurement Rules, 2004 and terms and conditions defined in the bidding document, supported by bid security PKR. 1,000,000 (One million Only), in the shape of pay order/demand draft/ call deposit/banker's cheque in the name of Secretary (Administration), FBR (HQ), Islamabad should reach Room 506, Fifth Floor, Federal Board of Revenue (FBR) HQ, Islamabad on/or before 1100 hours by 12th March, 2025.
- 8. In case opening date(s) is declared as a Public Holiday by the Government, the next working date shall be deemed to be the date for submission and opening of tender(s) at the same time and place. FBR may reject all bids at any time prior to the acceptance of a bid by invoking rule 33 of Public Procurement Rule (PPR), 2004.

Hasham Khalid Malik

Secretary (Administration) Room 506, Fifth Floor, Federal Board of Revenue (HQ) Islamabad Email: hasham.malik@fbr.gov.pk Phone No: 051-9203679

