



# Pakistan Expo Centres Private Limited

## **TENDER NOTICE FOR HIRING OF FIRM FOR INTERNAL AUDIT SERVICES**

**Pakistan Expo Centres Private Limited (PECPL)** intends to obtain bids for hiring of experienced/well reputed firms registered in Income & Sales Tax Department and also on the Active Tax Payer List of FBR for the provision of “**Internal Audit Services.**”

Electronic Tender Documents, containing detailed requirements, terms and conditions are available for the registered vendors/firms on EPADS at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).

### **Instructions: -**

- The proposals/bids shall be prepared in accordance with the instructions in the bidding documents and must be submitted through EPADS on or before **11:00 A.m. December 3<sup>rd</sup>, 2024.** Late submission of proposals through EPADS will not be accepted. Further, any proposals not submitted through EPADS shall stand rejected as per PPRA's **S.R.O No. 296(1)/2023.** The S.R.O available at PPRA's website ([www.ppra.org.pk/doc/epronotif.pdf](http://www.ppra.org.pk/doc/epronotif.pdf)).
- The proposals/bids will be opened on the same day at 11:45 a.m. in the presence of interested bidders or their authorized representatives.
- Tender documents may also be downloaded from PECPL's & PPRA's website using links [www.pakexcel.com](http://www.pakexcel.com) and [www.ppra.org.pk](http://www.ppra.org.pk)
- **Application received through online (PPRA's-EPADS) shall only be entertained.**
- The procuring agency reserves the right to accept or reject any or all bids/proposals in accordance with Rule-33 of PPRA Rules-2004.
- For any further clarification, please contact on the details mentioned below.

### **Procurement Department**

Pakistan Expo Centres Private Limited  
1-A Johar Town, Expo Centre Lahore

Ph #: 042 3529 8005-7 (Ext: 104), Fax #: 042 3529 8004

Email: [procurementcommittee@pakexcel.com](mailto:procurementcommittee@pakexcel.com), [www.pakexcel.com](http://www.pakexcel.com)



## **TERMS OF REFERENCE (TORs)**

**For**

**HIRING OF FIRM FOR INTERNAL AUDIT SERVICES**

**November 2024**

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## **INSTRUCTIONS TO BIDDERS**

### **A. INTRODUCTION:**

Pakistan Expo Centres Private Limited (PECPL) is a corporate entity with the shareholding of Federal Government and Provincial Governments of Pakistan. The mandate of the company is to develop and manage Expo Centres in major cities of Pakistan with the objective to promote various sectors of economy through trade exhibitions, consumer fairs and conferences. Lahore International Expo Centre was the flagship project of the Government/Company, which being a success story is conducting its operations since 2010 effectively and efficiently. The company as per initiative Govt of Pakistan in collaboration with provincial Government now intends to develop Expo Centres in Peshawar and Quetta the spade work of which has already been initiated.

### **1. Operative Law / Regulation**

Public Procurement Regulatory Authority rules 2004 read with Procurement of Consultancy Services Regulation 2010 shall be the operative rule / regulation for the instant procurement.

### **2. SCOPE OF WORK**

2.1. The Scope of Work for the prospective bidder in addition to the detail as mentioned in schedule A of the bidding document shall primarily include formulation of Annual Internal Audit Plan based on assessment of key areas of risk for the entity keeping in view the entity assigned responsibilities, operations as per entity strategic plan and its risk management strategy and shall include entity all departments.

### **3. DURATION OF CONTRACT**

3.1. The contract initially shall be for one year which on the basis of contractor performance can be extended for maximum of three years but such extension will be on yearly basis.

### **4. ONE BIDDER ONE BID**

4.1. Each firm shall submit only one bid. A firm who submits or participates in more than one bid will be disqualified.

### **5. COST OF BIDDING**

5.1. The bidder shall bear all costs associated with the preparation of his bid, and PECPL will in no case be responsible or liable for those costs.

## **6. BIDDING DOCUMENTS**

### **6.1. Contents of Bidding Documents.**

Instructions to Bidders  
Schedules:  
Schedule A                      Terms of References (TOR's)  
Schedule B                      Bid Performa

6.2. The firms are expected to examine the contents of all the above documents carefully. Failure to comply with the requirements of bid submission may lead to rejection of bid and disqualification of firm.

## **7. CLARIFICATION OF BIDDING DOCUMENTS**

7.1. The prospective firm requiring any further information or clarification of the bidding documents, through EPADs Portal or may request PECPL in writing or by e-mail at the following address prior to seven (7) days of the submission of bid date:

Procurement Department  
Pakistan Expo Centres Private Limited  
1-A Johar Town, Expo Centre Lahore.  
Ph: 042-35298005-7 (Ext: 104) Fax # 042 3529 8004  
procurementcommittee@pakexcel.com

## **8. AMENDMENT OF BIDDING DOCUMENTS**

8.1. At any time prior to the deadline for submission of bid, PECPL may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding documents by amendment(s).

8.2. The amendment(s) shall be part of the bidding document and shall be notified in writing or e-mail or fax or by posting on company's website to all the prospective bidders who have received the bidding documents, and will be binding on all.

8.3. In order to facilitate the prospective bidder reasonable time to take the amendment into account in preparing its bid, PECPL may, at its discretion, extend the deadline for the submission of bid.

## **9. PEC'S RIGHT TO ACCEPT THE BID OR REJECT THE BID**

### **(Federal PPRA clause. 33)**

9.1. PECPL may reject all bids or proposal at any time prior to the acceptance of a bid or proposal.

9.2. PECPL shall upon request communicate to any company/firm who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but it is not required to justify those grounds.

9.3. PEPLC shall incur no liability, solely by virtue of its invoking clause 27.1 towards the bidder.

## **B. PREPARATION OF BID**

### **10. LANGUAGE OF BID**

10.1. The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and PECPL shall be written in the English language.

### **11. DOCUMENTS COMPRISING THE BID (CHECKLIST)**

- 11.1. The bid prepared by the bidder shall be accompanied by the following documents:
- (i) Covering Letter
  - (ii) Profile of the company.
  - (iii) Provide relevant experience.
  - (iv) Contact Detail of concerns.
  - (v) Prices to be quoted on Company letter head duly signed & stamped.
  - (vi) Proof of valid and active NTN registration.
  - (vii) Proof of valid and active Punjab Revenue Authority registration.
  - (viii) Authority Letter, Company representative duly signed and stamped.
  - (ix) Copy of registration certificate with ICAP.
  - (x) A certificate (on Rs.100 Stamp Paper), duly signed by the authorized signatory, that **the firm/company is never blacklisted by any Government/Autonomous body.**

### **12. BID PRICES**

12.1. The bidder shall complete the Bid in accordance with the instructions contained in this document. The prices (inclusive of all applicable taxes) shall be quoted considered to be on the basis of TORs (Terms of References as mentioned in Schedule-A.)

12.2. The Prices quoted in the bid for "Appointment of Internal Auditor" should be in word / figure form and inclusive of all kind of applicable taxes and out of pocket expenses. In case of any clarification or doubt the prices quoted in words shall be preferred.

12.3. In case of claiming Tax exemption, the requisite tax exemption certificate shall have to be provided along with the bid documents failing which the claim shall not be entertained.

### **13.SUFFICIENCY OF BID**

- 13.1. Each bidder shall be expected to ensure as to the correctness and inclusion of rates and prices along with applicable taxes in the bid no claim shall be entertained if the prices quoted are stated to be without taxes. The Procuring agency shall take it for granted that all prices quoted are inclusive of taxes.
- 13.2. The bidder is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the bid and entering into a contract for execution of the Work.

### **14.BID CURRENCIES**

- 14.1. The unit rates and the prices shall be quoted by the bidder in Pak Rupees.

### **15.BID VALIDITY PERIOD**

- 15.1. The bid shall remain valid for Ninety (90) days which shall commence from the last day of submission of bid.

### **16.BID SECURITY**

- 16.1. Bid Security equal to **Rs. 50,000/- (Rupees Forty Thousand Only in terms of rule 25 of Federal PPRA Rules 2004 shall be submitted along with the bid)** in the form of CDR/Demand Draft/Pay Order in favor of "Pakistan Expo Centres Private Limited" must be submit through EPADs and hard copy of bid Security must be mail PECPL Procurement Department before opening of Technical Bid, failing which the bid will be considered as non-responsive and shall be rejected.
- 16.2. The Bid Security will be returned to the unsuccessful bidder after 15 days of award of agreement to successful bidder.
- 16.3. The bid security of the successful bidder will be returned upon submission of the performance security.
- 16.4. Any bid not accompanied by an acceptable bid security shall be rejected by the PECPL as non-responsive.
- 16.5. The bid security may be forfeited.
- 16.5.1. If the bidder withdraws his bid during the period of validity; or
- 16.5.2. In case, successful bidder refuse to execute work, bid security will be forfeited.



16.5.3. In case of successful bidder, if he fails within the specified time limit to;

16.5.3.1. Sign the LOA/contract agreement with PECPL in accordance with bidding documents.

16.5.4. If the successful bidder fails to deposit the performance security within the stipulated time in terms of rule 19 of Federal PPRA Rule 2004 may be debarred or cross debar in all procurement processes for a period of six (6) months.

## **17. BID SUBMISSION PROTOCOLS**

17.1. Pakistan Expo Centres Private Limited seeks bids for Internal Audit Services from well reputed Audit firms.

17.2. Single stage two envelop bidding process will be adopted as per sub rule (b) of the rule 36 PPRA Rules 2004.

17.3. Quality & Cost based selection will be adopted as per PPRA Regulation 3(B) of Consultancy Services Regulation 2010.

17.4. All bids shall consist of two parts i.e. technical bid and financial bid.

17.5. All bids shall be assessed as per quantification formula provided under clause 20 and shall be the ratio of 90/10 (Technical/Financial)

## **C. SUBMISSION OF BID**

Bids must be submitted online through EPADs as per PPRA's **S.R.O No. 296(1)/2023**. The S.R.O available at PPRA's website ([www.ppra.org.pk/doc/epronotif.pdf](http://www.ppra.org.pk/doc/epronotif.pdf)).

## **18. DEADLINE FOR SUBMISSION OF BID**

18.1. The bid must be received by the PECPL through EPADs on or before December 3<sup>rd</sup> 2024 till 11:00am. PECPL may, at its discretion, extend the deadline for the submission of bids by amending the bidding documents and conveying to all bidders.

## **D. OPENING AND EVALUATION OF BIDS**

### **19. OPENING OF TECHNICAL BID**

19.1. The bids shall be opened through EPADs by the procurement evaluation committee PECPL in the presence of bidder's or their authorized representatives who choose to be present attending the bid opening shall be required to mark their attendance in the attendance sheet.

19.2. In the first instance, the “Technical Bid” will be opened and evaluated, “Financial Bid” will be open of technically qualified bidders only through EPADs.

## 20.EVALUATION OF TECHNICAL BID:

20.1 In first phase, the procurement evaluation committee will evaluate the technical documents as per evaluation criteria mentioned below on quality and cost-based selection mode. In case of any document found incomplete/ambiguous shall be declared as non-responsive.

Sr. #	Description	Category Points	Total Points	Documents Required
1	<b>Bidder Firm has been in practice for:</b> Upto 10 years More than 10 to 20 years More than 20 years	2 5 10	10	Date of Formation or Registration as per NTN Certificate
2	<b>No. of partners of Bidder Firm:</b> Less than 06 partners 06 partners upto 12 partners More than 12 partners	2 5 10	10	Evidence of Latest form C filed with ICAP containing particulars of Partners.
3	<b>No. of offices in Pakistan:</b> 1 office in Pakistan 2 or 3 offices in Pakistan 4 or more offices in Pakistan	2 5 10	10	Offices location and complete address on firm letterhead duly stamped and signed.
4	<b>No. of employed qualified chartered accountants registered with ICAP:</b> Less than 20 20 to 35 More than 35	2 5 10	10	List of Staff Member, Name along with ICAP registration number on firm letterhead duly stamped and signed.
5	<b>Have prior experience of conducting internal audits of public sector companies, government organization, private sector companies in the last 10 years having total assets of Rs. 10 billion and more. (1.5 marks for each organization)</b>	1.5 x No. of public sector companies, government organization, private sector companies in the last 10 years having total	15	List of Internal Audit Clients with engagement duration along with copy of Internal Audit Satisfaction letter from Client OR Engagement Letter.  Note: Repeat clients for multiple years shall be

		assets of Rs. 10 billion and more.		considered as single engagement.
6	<b>Have prior experience of conducting internal audit of SOEs</b> (2.5 marks for each SOEs)	2.5 marks x Number of SOEs)	10	List of Internal Audit Clients with engagement duration along with copy of Internal Audit Satisfaction letter from Client OR Engagement Letter.  Note: Repeat clients for multiple years shall be considered as single engagement.
7	<b>Audit Methodology and approach in conducting risk-based internal audits</b>		15	
8	<b>Work flow and timelines</b>		5	
9	<b>Prior Experience of the engagement team proposed for internal audit assignment:</b> <ul style="list-style-type: none"> <li>• Engagement Partner having more than 25 years of post-qualification experience</li> <li>• Engagement Manger having more than 5 years of post-qualification experience</li> </ul>		10  5	CV & ICAP Qualification Certificate the Engagement Partner and Engagement Manager

Firm having 80 or more marks in technical evaluation shall qualify for financial opening.

20.2. All bidders in addition to the evaluation criteria mentioned above must also possess the following:

20.3. Internal auditor appointed must be a firm of auditors for which the firm or a partner of the firm is compliant with the International Federation of Accountants' (IFAC) Guidelines on Code of Ethics, as applicable in Pakistan.

20.4. All prospective bidder shall be required to furnish undertaking on a stamp paper of Rs. 100/- declaring that neither they have been blacklisted by any of the public sector organization during the last two years or have gone into the court against such orders.

## **21. CLARIFICATION OF BID**

21.1. To assist in the examination, evaluation and comparison of bid, PECPL may require the bidder to clarify any point of its bid. The clarification however shall not impact the scope and cost of the bid. While Any discrepancy or arithmetical error noticed in the rates quoted by the bidder shall be referred to the rates quoted in words. ask the bidder for a clarification of its bid and no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the evaluation of bid.

## **22. OPENING OF FINANCIAL BID:**

22.1. The bids found technically responsive will be eligible for opening of the financial bid as per PPRA Rules after announcement of technical evaluation report. PECPL shall open the Financial Bid(s) of the qualified Bidder(s) through EPADs on a pre-determined date and time which will be intimated in advance.

Note:

A misstatement/misrepresentation for any part of the RFP/bidding documents shall disqualify the firm.

## **23. ANNOUNCEMENT OF EVALUATION REPORTS**

23.1. Pakistan Expo Centres Private Limited in terms of rule 35 of Federal PPRA Rule 2004 will announce the results of bid evaluation in the form of a report for acceptance or rejection of bids at least fifteen (15) days prior to the award of procurement contract.

## **E. AWARD OF CONTRACT**

### **24. POST-QUALIFICATION AND AWARD CRITERIA**

24.1. PECPL will award the contract to the bidder if its bid has been determined to be substantially responsive to the requirements as envisaged in the bidding documents and has attained highest combined score as determined by the Procurement committee of PECPL.

24.2. In case of any dispute or grievance against the decision of the grievance committee head by Senior General Manager/CFO, the decision of CEO of PECPL or the nominated officer on his behalf shall be binding and conclusive.

### **25. PERFORMANCE SECURITY**

25.1 The successful bidder, will be required to submit performance security equal to 10% of one year contract value/price in the form of CDR/Pay order / Demand Draft in favor of Pakistan Expo Centres Private Limited within ten (10) days of the issuance of LOI.

- 25.2 The performance security shall have the validity 12 months beyond the time of contract.
- 25.3 If the contractor violates any of the terms and conditions of the contract performance security shall be forfeited.
- 25.4 Failures on the part of the successful bidder to comply with any of the clause of contract shall lead to proceedings under rule 19(b) of Federal PPRA Rules 2004.
- 25.5 The Performance Security shall be returned to the Contractor after the successful execution of the contract with a certificate of satisfactory performance of the contractual obligations by the end user.

## **26. NOTIFICATION OF CONTRACT AWARD**

- 26.1 PECPL will notify the successful bidder through EPADs and in writing by a registered post/in person that he has been declared as a successful bidder and shall be provided with the letter termed as "Letter of Intent" (LOI).
- 26.2 The issuance of LOI will lead to signing of a contract with the successful bidder after fulfilling all the pre requisites of contract award mentioned above (submission of performance guarantee if any) within the stipulated time. Any failure to comply with the requirement of LOI and clause 19.2 shall lead to proceeding as mentioned in clause 16.5.4.
- 26.3 RFP/bidding documents/TOR's shall be read as integral part of the Contract.
- 26.4 The PECPL prior to signing of the contract with the successful bidder in terms of section 21 of the General Clauses Act 1897 reserve the rights to add, amend, vary or rescind the LOI terms and conditions.
- 26.5 Contract may be terminated with prior notice of one month by PECPL upon event of default as mentioned in contract.

## **Schedule A: TERMS OF REFERENCE (TOR's)**

### **1. Background:**

Pakistan Expo Centres Private Limited is a corporate entity with the shareholding of Federal Government and Provincial Governments of Pakistan. The mandate of the company is to develop and manage Expo Centres in major cities of Pakistan with the objective to promote various sectors of economy through trade exhibitions, consumer fairs and conferences. Lahore International Expo Centre was the first project of the Company, which is successfully doing its operations since 2010 and now the company is engaged in the development of another Expo Centre at Peshawar whereas the working for Expo Centre for Quetta has also been started.

### **2. Role & Objective:**

The Internal Audit function should assist the Company to accomplish its objective by bringing systemic and disciplined approach to evaluate and improve the effectiveness of Risk Management, Control and Governance Process. Some of objectives/ controls subject to evaluation are:

- (i) Risks are appropriately identified and managed at both entity and transactional level.
- (ii) Financial, managerial, and operating information is accurate, reliable, and timely.
- (iii) Policies, standards, procedures, and applicable laws and regulations are complied with.
- (iv) Systems ensure compliance with those policies, plans, procedures, laws and regulations which could have a significant impact on operations and reports.
- (v) The information system environment.
- (vi) Assets of PEC are adequately safeguarded.
- (vii) Quality and continuous improvement are fostered into control processes.

### **3. Scope of Internal Audit:**

- The Internal Audit Function must, in consultation with the Audit committee, prepare annual Internal Audit Plan based on its assessment of key areas of risk for the entity, having regard to its current operations, the operations proposed in its corporate or strategic plan and its risk management strategy. This will cover all the departments of the company and include plans indicating the scope and time lines of each audit.

- Each audit assignment shall contain scope and objectives of work, details of findings, business impact and recommendations with risk profile.
- On quarterly basis, Internal Audit reports shall be circulated to the members of Audit Committee.
- The Internal Audit Function must assist the Audit Committee in achieving the objectives of the Company by evaluating and developing recommendations for the enhancement or improvement of the processes.
- In carrying out the work, the Firm must ensure that its personnel maintain their objectivity by remaining independent of the activities they audit. The Internal Audit Firm shall;
  - Have no executive or managerial powers, functions or duties except those relating to Internal Audit;
  - Not be involved in the day-to-day operation of the Company;
  - Not be responsible for the detailed development or implementation of new systems and procedures.

#### **4. Expected Outcomes and Deliverables:**

- (i) Key deliverables of the assignment are as follows:
  - a. Internal Audit Plan;
  - b. Draft Internal Audit Reports; and
  - c. Final Audit Reports including at minimum Executive Summary, Findings, Risks, Recommendations and Management Responses including targeted dates of implementation.
- (ii) The Internal Audit Firm will be reporting to the Audit Committee on Quarterly basis, the structure of the Internal Audit Report is to be as follows;
  - a. Introduction;
  - b. Audit objective and scope;
  - c. Background;
  - d. Executive summary, highlighting significant findings;
  - e. Findings, recommendations & Management responses (including implementation dates);
  - f. All audits are to be carried out according to the internal Audit Plan approved by the Audit Committee;
  - g. Conclusion; and
  - h. The auditor is to deliver to the Chairperson of the Audit Committee and the



CEO the Company one signed copy of the final report.

## **5. Distribution of Reports:**

On completion of each assignment, the Internal Audit Firm shall distribute the reports to the Audit Committee and Management.

## **6. Independence and Objectivity of Audit Staff:**

In carrying out the work, the Internal Audit Firm must ensure that its personnel maintain their objectivity by remaining independent of the activities they audit. The Internal Audit Firm shall;

- (i) Have no executive or managerial powers, functions or duties except those relating to Internal Audit;
- (ii) Not be involved in the day-to-day operation of the Company;
- (iii) Not be responsible for the detailed development or implementation of new systems and procedures.

Payment Mode:

- (i) All applicable taxes will be deducted at the time of the payment as per government rules and regulations.
- (ii) The payment of Fee will be made on monthly basis subject to deliverable.

The technical proposal should be submitted using following standard forms:

- TECH-1 Technical Proposal Submission Form
- TECH-2 Experience
- TECH-3 Description of the Approach, Methodology and Work Plan for Performing the Assignment
- TECH-4 Team Composition and Task Assignments
- TECH-5 Curriculum Vitae (CV) for Proposed Professional Staff
- TECH-6 Staffing Schedule
- TECH-7 Work Schedule

The financial proposal should be submitted using Bid Performa in ensuing pages.

**Form TECH-1 Technical Proposal Submission Form**

Date \_\_\_\_\_

To:

Chairman Procurement Committee

PEC, 1-A, Johar Town, Expo Centre Lahore

Dear Sir,

We, the undersigned, offer to provide the Internal Audit services for PECPL in accordance with your proposal dated [Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Agreement negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Form TECH-2 Consultancy Firm's Experience**

**Experience**

1	<b>Have prior experience of conducting internal audits of public sector companies, government organization, private sector companies in the last 10 years having total assets of Rs. 10 billion and more.</b>	List of Internal Audit Clients with engagement duration along with copy of Internal Audit Satisfaction letter from Client OR Engagement Letter. Note: Repeat clients for multiple years shall be considered as single engagement.
2	<b>Have prior experience of conducting internal audit of SOEs.</b>	List of Internal Audit Clients with engagement duration along with copy of Internal Audit Satisfaction letter from Client OR Engagement Letter. Note: Repeat clients for multiple years shall be considered as single engagement.

**Form TECH-3 Description of Approach, Methodology and Work Plan for Performing the Assignment**

**Approach and Methodology**

Please be precise and to the point in addressing the objectives of this assignment through proposed approach and methodology.

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following chapters:

- i. Technical Approach and Methodology
- ii. Work Plan & Timeline

### Form TECH-4 Team Composition and Task Assignments

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Professional Staff					
Name of Staff	CNIC No./Passport No.	Firm	Area of Expertise	Position Assigned	Task Assigned

**Form TECH-5 Curriculum Vitae (CV) for Proposed Professional Staff**

**1. Proposed Position** [*only one candidate shall be nominated for each position*]: \_\_\_\_\_

**2. Name of Firm** [*Insert name of firm proposing the staff*]: \_\_\_\_\_

**3. Name of Staff** [*Insert full name*]: \_\_\_\_\_

**4. Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**5. CNIC No (if Pakistani):** \_\_\_\_\_ **or Passport No:** \_\_\_\_\_

**6. Education:**

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>

**7. Membership of Professional Associations:** \_\_\_\_\_

**8. Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]:

**9. Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

**10. Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below).*]:

<i>Employer</i>	<i>Position</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

**11. Detailed Tasks Assigned**

[*List all tasks to be performed under this assignment*]

**12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

[*Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the*

*tasks listed under point 11.]*

**1) Name of assignment or project & Location: \_\_\_\_\_ Cost of Project \_\_\_\_\_**

Date of Start \_\_\_\_\_ Date of Completion \_\_\_\_\_

Actual Time Spent on the Project: \_\_\_\_\_ in months.

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

**2) Name of assignment or project & Location: \_\_\_\_\_ Cost of project \_\_\_\_\_**

Date of Start \_\_\_\_\_ Date of Completion \_\_\_\_\_

Actual Time Spent on the Project: \_\_\_\_\_ in months.

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

**3) Name of assignment or project & Location: \_\_\_\_\_ Cost of Project \_\_\_\_\_**

Date of Start \_\_\_\_\_ Date of Completion \_\_\_\_\_

Actual Time Spent on the Project: \_\_\_\_\_ in months.

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_



**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_

*[Signature of staff member or authorized representative of the staff]*      *Day/Month/2024*

Full name of authorized representative: \_\_\_\_\_

## Form TECH-6 Staffing Schedule

Full time input

Part time input

Year:																	
N°	Name of Staff	Staff input (in the form of a bar chart) <sup>2</sup>												Total staff-month input			
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Home	Field <sup>3</sup>	Total	
<b>Local</b>																	
1		[Home]													[Field]		
2																	
3																	
N																	
												<b>Subtotal</b>					
												<b>Total</b>					

**Form TECH-7 Work Schedule**

N°	Activity <sup>1</sup>	Months <sup>2</sup>											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1													
2													
3													
4													
5													
n													

- 1 Indicate all main activities of the assignment, including delivery of reports
- 2 Duration of activities shall be indicated in the form of a bar chart.

## Bid Performa

The total Bid Price shall include all other services, as per Terms of Reference, to be provided under the Contract. The Bid Price must include all applicable taxes. If not specifically mentioned in the quotation, then it will be presumed that the prices include all the taxes.

Sr. No	Description	Per Month Inclusive of all applicable taxes and out of pocket expenses
1.	As per complete TOR's as mentioned in Schedule-A	
	Total Amount per annum in words	

**Note:**

- \* Any amendment/revision in applicable Government Taxes shall be imposed upon the Audit Companies/Firms.
- \* A bidder who submits or participates in more than one bid will be disqualified.