

REQUEST FOR PROPOSAL



**“HIRING OF SERVICES OF AUDIT FIRMS TO CONDUCT REGION WISE AUDIT
OF PARTNER INSTITUTES UNDER THE PRIME MINISTER’S YOUTH SKILL
DEVELOPMENT PROGRAMME – 2023-24 (BATCH-I)”**



GOVERNMENT OF PAKISTAN
NATIONAL VOCATIONAL AND TECHNICAL TRAINING COMMISSION
Plot No. 38, Kirthar Road, Sector H-9/4, Islamabad
Ph.051-9044315, Fax No.051-9206338 <http://navttc.gov.pk>



TENDER NOTICE

“HIRING OF SERVICES OF AUDIT FIRMS TO CONDUCT REGION WISE AUDIT OF PARTNER INSTITUTES UNDER THE PRIME MINISTER’S YOUTH SKILL DEVELOPMENT PROGRAMME – 2023-24 (BATCH-I)”

Sealed bids are invited from audit firms duly registered with the Institute of Chartered Accountants of Pakistan and with Sales Tax / Income Tax Departments / relevant authorities for **“HIRING OF SERVICES OF AUDIT FIRMS TO CONDUCT REGION WISE AUDIT OF PARTNER INSTITUTES UNDER THE PRIME MINISTER’S YOUTH SKILL DEVELOPMENT PROGRAMME – 2023-24 (BATCH-I) LOCATED AT ICT (INCLUDING GB AND AJK), PUNJAB, SINDH, KPK AND BALOCHISTAN**

2. **Single Stage – two Envelope (Quality and Cost Based)** procedure will be adopted under Rule 36 (b) of PPR Rules-2004. Separately sealed Technical and Financial proposals/ bids complete in all respects should be submitted through EPADS and also in hard format before the cut-off date.
3. The closing time for receiving of the bids is **12th August, 2024 till 02:00 p.m.** and which shall be opened publically on the **same date at 02:30 p.m.** in NAVTTC Headquarters, Plot No.38, Kirthar Road, Sector H-9, Islamabad
4. Tender documents including Request for Proposal (RFP) and detailed terms and conditions can be obtained (free of cost) from the office of Deputy Director (Procurement), NAVTTC HQs, Islamabad during office hours and also available on EPADS web portal of PPRA’s EPADS and official website of NAVTTC (<https://navttc.gov.pk>). **No bid shall be entertained if not applied through EPADS.**
5. All terms and conditions contained in the RFP / Bidding Documents shall apply.
6. NAVTTC reserves the right to accept or reject any or all bids/proposals in accordance with PPRA Rules-2004.

Deputy Director (Procurement)
(051)9044307

GOVERNMENT OF PAKISTAN
(NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION)

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for participating in the subject tender. Interested bidders may download the tender document from the PPRA's and NAVTTC's websites. Submission of bids through EPAD is a mandatory requirement and only hard copies will be submitted to the NAVTTC. The qualified bidders with the lowest evaluated bid and subject to the approval of the work plan will be awarded the contract.

2. DATE, TIME & ADDRESS FOR SUBMITTING BIDS

Name of Procuring Agency	National Vocational & Technical Training Commission (NAVTTC)
Last date for response submission:	12TH August, 2024 till 02:00 p.m.
Opening Date & Time:	12TH August, 2024 till 02:30 p.m.
Opening Place:	Committee Room, NAVTTC HQs, Plot # 38 Sector H-9 Kirthar Road Islamabad.
Contact Person:	Deputy Director (Procurement)
Phone:	+92 51 904 4315

3. SCOPE OF WORK OF THE AUDIT FIRM IN BRIEF:

NAVTTC intends to avail the services of a reputed Audit Firms for conducting region-wise audit of partner institutes under the Prime Minister's Youth Skills Development Programme (PMYSDP) (2023-24). The Institutes are located in ICT (GB and AJK) and four provinces. **The Region-wise list of partner Institutes to be audited can be obtained from this office during the bid submission time and during office hours.**

The selected Firm shall conduct audit of partner institutes **within one month** and submit their report in accordance with international reporting standards clearly specifying the surplus funds of NAVTTC available with the partner institutes, or in case of deficiency, the exact amount to be released to the partner institutes to meet their legitimate expenditure as per agreement.

The audit firm shall cover but not limited to the following scope of work:

1. Reconciliation of bank-account including the cost paid per trainee and the expenditure incurred. Submission of reconciled expenditure statement after necessary adjustments.
2. Comparison of number of trainees for each trade approved by NAVTTC with the actual number of trainees enrolled by the partner institutes.
3. Comparison of number of trainees enrolled and passed out in each partner institute
4. Checking of Attendance Registers / Bio Matric reports of the enrolled trainees
5. Checking of international certification and award thereof to the trainees where necessary.
6. Complete verification of deposit of Income / Sales tax due to be deducted by the institutes on account of any payments if made

7. Number of drop-out trainees in each institute
8. Employability ratio of the passed-out trainees with documentary evidence
9. Final recommendation to be submitted to NAVTTC in case of each institute regarding final payment to be made to it in case of excess expenditure and funds to be received back in case of savings.

4. **TERMS & CONDITIONS FOR TENDER SUBMISSION.**

- i) The tender should be filled in carefully (**preferably typed**). No correction/alteration is allowed. Each page must be signed and stamped. Incomplete forms will not be accepted. **The following document's must be attached with the bid:**
 - (a) Certificate of registration with the Institute of Chartered Accountants of Pakistan
 - (b) Registration Certificate with the Sales Tax / Income Tax Departments
 - (c) Documentary evidence for appearing in the latest Quality Control Review (QCR) list of ICAP
- ii) Single Stage - Two Envelope (Quality and Cost Based) Bidding Procedure specified in the Public Procurement Rules,2004 shall be followed for receiving and processing the bids. Bid Security not less than **Rs.400,000** as mentioned in Tender Documents in the shape of **Pay Order/Bank Draft** is required in the name of **Deputy Director (Procurement), NAVTTC HQs, Islamabad.** Neither personal cheques nor the bids received without earnest money will be accepted.
- iii) The bid validity period is 120 days from the date of publication.
- iv) In case, the tender is accepted by the competent authority, the earnest money will be retained till completion of the agreement period. However, the earnest money of the unsuccessful bidders will be returned on receipt of a written request.
- v) The offered rates should include GST/Government taxes, delivery, installation and necessary software charges etc.
- vi) The bid must indicate the sound financial status of the bidder. It should be supported by evidence, like a certificate from a reputed bank.
- vii) National Tax No., GST Registration Number and Vendor Number and bank account number must be indicated by each bidder.
- viii) The bidder will have to submit an affidavit on stamp paper of **Rs.50/-** that the firm has not been blacklisted in the past on account of inefficiency to any public sector organization. The affidavit should be attested by the Notary Public. On account of the submission of false statements, the firm shall be blacklisted and debarred from the bidding process. No case /legal proceeding is pending against the firm in any private/public sector or any court of law.
- ix) Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.
- x) The contract will be awarded to the lowest evaluated bidder as the Most Advantageous Bid after approval by the Tender Purchase Committee / Competent Authority, whose decision will be treated as final.

- xi) The result of the bid evaluation under Rule 35 of PP Rules, 2004 will be announced ten days prior to the award of contract to the successful bidder. In case of any complaint of bidder, a Redressal Grievance Committee already constituted in the NAVTTC will address the grievances.
- xii) The procuring Agency may reject all the bids or proposals at any time prior to the acceptance of a bid or proposal under rule 33 of the Rules *ibid*.
- xiii) The interested firms must give full address of their Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xiv) Income Tax/any other tax, if leviable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government.
- xv) The Successful firm shall have to complete the assignment within one month of receipt of the work order. In case assignment is not carried out within the stipulated period a penalty @ 0.1% per day of the amount of the contract will be imposed and amount will be deducted from the bills of the firm.
- xvi) A 5% Performance Guarantee against Contract Value will be retained by this Commission during the contract period.

5. **TECHNICAL EVALUATION CRITERIA:**

1. Bidders shall submit all relevant documents, in their bids, required to evaluate/assess the bidders as per the criteria mentioned herein. Bidders shall be evaluated, and marks shall be given only on the basis of the documents provided in the bids. Provision of relevant and clear/unambiguous documents shall be the responsibility of the bidders. Documents/details shall be provided in a manner that the required information is clearly mentioned/highlighted/marked. All supporting documents e.g. company profile, incorporation certificates, experience certificates, testimonials, client details, previous contracts/purchase orders/work orders, personnel profiles/CVs, documents related to financial strength etc. must be available and clearly identified in the bid.
2. In addition to the documents mentioned at serial 1 above, bidders shall fulfill the following mandatory requirements:
 - a. copies of their NTN and GST certificates. The bidders should be appearing as "Active" and "Operative" (as the case may be) on Taxpayer's Profile as per FBR website;
 - b. Registration Certificate of Institute of Chartered Accountants of Pakistan (ICAP);
 - c. Proof of satisfactory QCR rating from ICAP & AOB;
 - d. Proof of established offices/branches in Islamabad/Rawalpindi and at provinces.
 - e. Incorporation/registration certificate, firm must have minimum ten (10) years experience;
 - f. Minimum nine (09) partners or directors must be Fellow Chartered Accountants. Details along with relevant certificates to be provided,
 - g. Complete Details of Joint Ventures (if any)
 - h. Audited financial statements for the last 3 years.

3. If any discrepancy is found in the submitted Form of Bid or the Bid Bond, the same shall be communicated to said bidder for rectification. If the bidder declines or fails to rectify the discrepancy, its bid shall be disqualified and the submitted bid bond shall be forfeited.
4. The evaluation committee shall evaluate the bids on the basis of responsiveness to the Scope of Services/ Terms of Reference, mandatory requirements as mentioned at para 2 above and evaluation criteria provided herein. The following criteria shall be used for evaluating the competencies of the bidders.

No.	Description	Marks
1	Total number of years since establishment/incorporation: From 10 to 20 years = 4 Marks From 20 to 30 years = 6 Marks From 30 to 40 years = 8 Marks From 40 to 50 years = 10 Marks 50 and above years = 20 Marks	20
2	Partners (Chartered Accountants) within Pakistan: Up to 9 = 05 Marks 9 & above = 10 Marks	10
3	Number of Active Public Sector clients during the last five (05) years: 2 Marks per client with maximum of 20 Marks Details/names of clients along with documentary proof in shape of copies of contracts, purchase/work orders or invoices to be provided. Claims without supporting documents shall not be accepted.	20
4	No of Audit Staff / trainees registered with ICAP within Pakistan. From 1 to 120 = 10 Marks Above 120 = 20 Marks Details to be provided.	10
5	Affiliation with any International Accounting Auditing Firm. Details and supporting documents to be provided.	20
6	Category of firm in categories approved by State Bank of Pakistan A Category = 20 Marks B Category = 10 Marks Other than above = 5 Marks	20
Total Marks		100

Note: Marks will be awarded if and only if, the information is submitted in a format as prescribed in this RFP. Technically Responsive bidder would be the bidder securing 80 or more score as per above mentioned technical evaluation criteria.

Proposals Scoring Criteria:

(1) The Bids shall be evaluated on a Quality & Cost Based Selection, with 80% weightage being allotted to technical proposals, and 20% weightage being allotted to financial proposals.

(2) The weightage of the marks obtained in the above criteria shall be eighty percent (80%) and will be calculated as under:

$$A = (\text{Marks Obtained out of } 100) \times 0.8$$

(3) Criteria for evaluation of quoted prices is as under:

$$B = [100 \times (\text{Lowest Financial Proposal Value} / \text{Financial Proposal Value to be evaluated})] \times 0.2$$

Final Score shall be calculated as per the following formula:

$$\text{Final Score} = A + B$$

(4) The contract will be awarded to the firm obtaining highest Final Score (most advantageous bid).

The Financial Proposal format, Integrity Pact and Joint Venture Forms provided at Annexure I, II and III.

Annexure-I

FINANCIAL PROPOSAL

S.No.	Description	Financial Bid (Rs.) Inclusive of al taxes
1	Total cost of completing the assignment as per scope of work at ICT Region (Including GB and AJK)	
2	Total cost of completing the assignment as per scope of work at Punjab Region	
3	Total cost of completing the assignment as per scope of work at Sindh Region	
4	Total cost of completing the assignment as per scope of work at KPK Region	
5	Total cost of completing the assignment as per scope of work at Balochistan Region	

Note: NAVTTC will evaluate / consider each region wise financial proposal separately for the purpose of award of contract

INTEGRITY PACT

“HIRING OF SERVICES OF AUDIT FIRM TO CONDUCT THE AUDIT OF 927 PARTNER INSTITUTES UNDER THE PRIME MINISTER’S YOUTH SKILL DEVELOPMENT PROJECT – 2023-24 (BATCH-I)”

Contract No. _____ Dated _____

Contract Value: _____ Contract Title: _____

1. [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.
2. Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.
3. [name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.
4. [name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.
5. Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder’s fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Name of Buyer:
Signature:

Name of Seller/Supplier:
Signature:

Form B: Joint Venture/Consortium/Association Information Form
(To be Submitted in an envelope duly sealed and marked as Technical Proposal)

Name of Bidder:		Date:	
Tender reference:			

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]
Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)		[Complete]

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to NAVTTC for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner:

Signature: _____ Signature: _____

Date: _____ Date:

Name of partner: _____ Name of partner:

Signature: _____ Signature: _____

Date: _____ Date:
