

REQUEST FOR PROPOSAL (RFP)

FOR

APPOINTMENT OF EXTERNAL AUDIT FIRM

A (01)/PSEB/2024-45

A) INTRODUCTION TO PSEB

Pakistan Software Export Board (Guarantee) Limited (PSEB) is a Public Sector Company under the Administrative control of Ministry of Information Technology & Telecommunication, Government of Pakistan. The main functions of the company are to act as a one stop on behalf of Government of Pakistan in matters relating to the development and export of IT/ITeS exports from Pakistan and to take all actions as may be required for the promotion and growth of IT development and increase in exports.

1. APPLICABLE RULES & REGULATIONS

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 SERVICES

Annual Statutory Audit of the Company including review and certification of any schedule/statement/report etc required to be added/included in the annual report of the company in accordance with International Accounting Standards (IAS)/ International Financial Reporting Standards (IFRS) / International Standards on Auditing (ISA), provisions of the State-Owned Enterprises Act 2023, Public Sector Companies (Corporate Governance), Rules 2013, Companies Act 2017 and applicable laws, rules and regulations issued by the Government for State Owned Enterprises/Public Sector Companies from time to time.

3. DURATION OF CONTRACT

The contract initially shall be for one year and may be extendable in accordance with PPRA Rules and provisions of the State-Owned Enterprises Act 2023, Companies Act 2017 and applicable laws, rules and regulations issued by the Government for State Owned Enterprises/Public Sector Companies from time to time.

4. ONE BIDDER ONE BID

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid will be disqualified.

5. COST OF BIDDING

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

6. BIDDING DOCUMENTS

The bidders should examine the contents of all the documents carefully. Failure to comply with the requirements of bid submission may lead to rejection of bid and disqualification of bidder.

7. CLARIFICATION OF BIDDING DOCUMENTS

For any queries you may contact Tahir Rehman Kayani, Director Finance PSEB at PSEB Head Office, 6th Floor Life Tower Opposite Saudi Pak Tower, Blue Area Islamabad (Phone: 051-9206961).

8. AMENDMENT OF BIDDING DOCUMENTS

8.1. At any time prior to the deadline for submission of bid, PSEB 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, e-mail, or fax or by posting on EPADS and 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 consider the amendment in preparing its bid, PSEB may, at its discretion, extend the deadline for the submission of bid.

9. PSEB'S RIGHT TO ACCEPT THE BID OR REJECT THE BID

(Federal PPRA clause. 33)

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

9.2. PSEB 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. PSEB shall incur no liability, as per sub rule (2) of rule 33 of PPRA rules 2004.

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 PSEB shall be written in the English language.

(x) A certificate, on a stamp paper of Rs. 100/- duly signed by the authorized signatory that any Government / Autonomous body never blacklists the firm/company. **(Annex-A)**

11. BID PRICES

11.1. The bidder shall complete the Bid in accordance with the instructions contained in this document. The prices shall be considered to be on the basis of TORs quoted in the bid will be inclusive of Terms of References as mentioned.

11.2. The Prices quoted in the bid for “Appointment of External Audit Firm” 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.

11.3. 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. The tax exemption certificates shall be attached with the financial bid.

12. SUFFICIENCY OF BID

12.1. 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.

12.2. 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.

13. BID CURRENCIES

13.1. The unit rates and the prices shall be quoted by the bidder in Pak rupees

14. BID VALIDITY PERIOD

14.1. The bid shall remain valid for one hundred & eighty (180) days which shall commence from the last day of submission of bid.

15. BID SECURITY

15.1. The earnest money/ bid security in the shape of Demand Draft and Pay Order in the favor of Pakistan Software Export Board with an amounting to Rs. 10,000/- in favor of “**Pakistan Software Export Board**” failing which the bid will be considered as non-responsive and shall be rejected. The bids, prepared in accordance with the instructions in the bidding documents along with bid security instrument (Copy) & Proof of Eligibility documents as specified in bid documents must be submitted through EPADS.

15.2. Note: Original Bid Security instrument MUST BE submitted to the undersigned before closing hours of the bids submission time.

15.3. The Bid Security will be returned to the unsuccessful bidder after 60 days of award of agreement to successful bidder.

15.4. Any bid not accompanied by an acceptable bid security shall be rejected by the PSEB as non-responsive.

15.5. The bid security may be forfeited.

15.4.1. If the bidder withdraws his bid during the period of validity; or

15.4.2. In case, successful bidder refuse to execute work, bid security will be forfeited.

16. BID SUBMISSION PROTOCOLS

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

16.2. All bids shall consist of two parts i.e. Technical bid and financial bid. Technical and financial bid must be submitted on EPADS.

16.3. All bids shall be assessed at the ratio of 80/20 (Technical/Financial).

16.4. The Financial bids of all bidders failed to secure the required qualifying score shall be returned to the unsuccessful bidder unopened. A bidder having any grievance pertaining to technical evaluation may let its financial bid remained with the procuring agency till the decision by the grievance committee. All such financial bids shall according to the decision of grievance redressal committee either shall be made part of the bidding process or shall be returned unopened to the bidder concerned.

C. SUBMISSION OF BID

18. EPADS, PPRA

18.1. Bids should be submitted electronically **ONLY** through EPADS. For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Team, Director MIS Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.

Only those bids will be entertained who applied through EPADS <https://eprocure.gov.pk>

19. DEADLINE FOR SUBMISSION OF BID

19.1. The bids, prepared in accordance with the instructions in the bidding documents along with bid security instrument (Copy) & Proof of Eligibility documents as specified in bid documents in favor of the undersigned must be submitted through EPADS by **03rd December, 2024 at 03:00 pm** Technical bids only will be opened on the same day **at 03:30 pm** at below mentioned address in the presence of vendors/bidders or their authorized representatives who desires to attend the bid opening session. The financial bids will be opened only of those bidders who qualifies in technical proposals evaluation. The opening of financial bids will be notified separately once technical evaluation has been completed. Please note that submission date and time shall be strictly adhered, and it will be bidders' responsibility to ensure the submission of bid at given date and time. PSEB may, at its discretion, extend the deadline for the submission of bids by amending the bidding documents and conveying to all bidders.

19.2. All prospective bidder shall be required to furnish undertaking on a stamp paper of Rs. 100/- duly signed by the authorized signatory, 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.

D. OPENING AND EVALUATION OF BIDS

20. OPENING OF TECHNICAL BID

EVALUATION CRITERIA

20.1. The bid shall be opened by the procurement committee of PSEB 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.

20.2. In the first instance, the "Technical Bid" will be opened and "Financial Bid" will be remained unopened.

The Company will use "Quality and Cost Based Selection Method" under "Single Stage Two Envelope Methods" for selection of the Chartered Accountant Firm under Public Procurement Rules, 2004. Scores will be allocated based on evidence available in the proposal only. Any incomplete information or containing ambiguity in the information or no attachment of documentary evidence will be considered as Non-Responsive. The Audit Assignment will be awarded to the firm with the highest total score based on the following weight ratios:

80% for Technical Score
 20% for Financial Score

Technical Evaluation Criteria

The Technical proposals shall be evaluated by the committee in the light of following mandatory criteria. The firm fulfilling the mandatory criteria shall be eligible for technical evaluation and firm not fulfilling any of the mandatory criteria shall be rejected and will not be evaluated further.

The firm securing 70% or more score in technical evaluation will be considered technically qualified and subsequently selected for financial bid opening.

Mandatory Requirements

Sr. No	REQUIREMENT	STATUS/MARKS	DOCUMENTS/ EVIDENCE
I. Mandatory Criteria:			
1	The firm must be "A" ranked as per latest ranking of the State Bank of Pakistan.	Mandatory	The firm must attach proof of "A" ranking with its proposal

2	The firm must have a satisfactory QCR rating from ICAP	Mandatory	The firm must attach proof of latest satisfactory QCR rating
3	The firm must be registered with ICAP with valid license of practice.	Mandatory	The firm must attach proof of valid license of practice with its proposal.
4	The firm must be registered with income and sales tax department, and shall be on Active taxpayer list (ATL) of FBR.	Mandatory	The firm must attach proof of ATL with its proposal.
5	The firm must have office in Islamabad/Rawalpindi	Mandatory	The firm shall provide address of Islamabad/Rawalpindi office.
6	The firm must have affiliation with International Network of Accountancy.	Mandatory	The firm shall attach proof of International Affiliation with its proposal.
7	Declaration in the shape of an affidavit on attested stamp paper that the firm has never been blacklisted/de-listed as per laws of Pakistan.	Mandatory	Format given as Annex-B
8	Registration with EPAD PPRA	Mandatory	Submission of Bids must be through EPAD PPRA

II. Evaluation Criteria:

1	Years of Existence	20	Attach ICAP certificate						
	<table border="1"> <thead> <tr> <th>Years of Existence</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>20-40</td> <td>10</td> </tr> <tr> <td>40 & above</td> <td>20</td> </tr> </tbody> </table>	Years of Existence	Marks	20-40	10	40 & above	20		
Years of Existence	Marks								
20-40	10								
40 & above	20								
2	Number of Partners	20	CVs of all partners must be attached.						
	<table border="1"> <thead> <tr> <th>Number of Partners Number</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>6-10</td> <td>10</td> </tr> <tr> <td>11-20</td> <td>20</td> </tr> </tbody> </table>	Number of Partners Number	Marks	6-10	10	11-20	20		
Number of Partners Number	Marks								
6-10	10								
11-20	20								

3	Number of Audit Staff	20	Complete list of audit staff showing qualification and experience must be attached.
	Number	Marks	
	a) In Pakistan		
	300 & above	05	
	b) Islamabad		
	Up to 100	05	
	100&above	15	
4	Number of Qualified Staff	20	Number of qualified Chartered Accountants employed by the Firm
	Number of Staff	Marks	
	7 to 10	05	
	10 to 15	10	
	Above 15	20	
5	Relevant Experience in Public Sector:	20	List of audit clients in the last five years and the existing clients in the public sector shall be mentioned
	a) Number of audit clients in Public Sector in last five years		
	Number	Marks	
	Less than 10	0	
	10-20	10	
	Above 20	20	
	b) Number of existing audit clients in Public Sector :		
	Number	Marks	
	Less than 05	0	
	5-10	10	
Above 10	20		
	Total	100	

Financial Evaluation

The bidder shall submit financial proposal and clearly mentioned "Financial Proposal" and the said proposal should be submitted in Pak Rupees (including out of Pocket Expenses & applicable taxes).

Financial Proposals of only Technically Qualified Audit Firm will be opened. The Audit Firm getting maximum marks on 80-20 weight age (80% for Technical and 20% for Financial) will be selected as Auditor

Max 20 Points:

The formula for determining the Financial Score is the following:

$FS = 100 \times LP / F$ (Where, FS is the Financial Score; LP is the Lowest Price and F the Price of the Proposal under consideration.) The weights given to the Technical (T) and Financial Proposals (F) are: T = 0.80 and F = 0.20

COVER LETTER:

The firm shall address the cover letter to Tahir Rehman Kayani, Director Finance , PSEB Head Office, 6th Floor State Life Tower , Adjacent Saudi Pak Tower, Blue Area, Islamabad. The format of the cover letter given in **Annexure – B**.

REPORTING REQUIREMENTS:

The selected firm will communicate with Director Finance of PSEB for all the matter related to the services / or any other officer designated by CEO of PSEB.

PAYMENT TERMS

Payment shall be made on completion of audit assignment. All applicable taxes will be deducted at the time of the payment as per government rules and regulations.

BID OPENING ADDRESS:

Director Finance
Pakistan Software Export Board
6th Floor Life Tower Opposite Saudi Pak Tower,
Blue Area Islamabad Tel No. 051-9206961

Annexure-A

Undertaking for Bidders
(To be Provided on Judicial Stamp Paper)

It is hereby solemnly confirmed that the undertaking is submitted in respect of PSEB's tender titled "Appointment of External Audit Firm"

a) Declaration

It is to certify that I have read, clearly understood, and agreed upon to all the terms and conditions mentioned in the tender documents. Further, I certify that all of the information provided e.g. (certificates, etc.) in our bid is true and accurate and genuine. If at any stage the information provided is found to be false than I/We and my firm shall be held accountable, and our bid shall be rejected.

b) Statement for Non-Blacklisting

I, _____ s/o Mr. _____, Designation of M/s _____ holding CNIC # _____ hereby confirms that our firm/company is not black listed by any Ministry/Division/Department of Government/Semi Government/Autonomous Body of Federal Government and Provincial Government of Pakistan

Annexure-B

Cover Letter for the Submission of Proposal (On Letter Head)

Location: _____

Date: _____

To: _____

Dear Sir,

We, the undersigned, offer to provide the services for Appointment of Audit Firm for providing of services in accordance with your Request for Proposal dated [date here]. We hereby submit our technical and financial proposals in separate sealed envelopes including the required documents contained in a sealed 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. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake to ensure that we will initiate the services as per PSEB's request if our proposal is accepted.

We understand that you are not bound to accept any or all proposals you receive. We understand that the selection process for Appointment of Audit Firm will be in accordance with prevailing Procurement Rules and you are not bound to accept any Request for Proposal.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name of Engagement Partner: _____

Address: _____