



Ministry of Information Technology & Telecom  
Government of Pakistan



## **REQUEST FOR PROPOSAL**

### **APPOINTMENT OF EXTERNAL AUDITORS FINANCIAL YEAR 2024-25**

**IGNITE/Hiring of External Auditor/24 – 25/ 0002 Proc**

**July 29, 2024**

**IGNITE**

Ministry of Information Technology & Telecom  
Government of Pakistan

**IGNITE National Fund, 3rd Floor, TF Complex, 7 Mauve Area, G-9/4,  
Islamabad**

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**PART A – DEFINITIONS, INSTRUCTIONS &  
INFORMATION FOR BIDDERS**

## 1 Mandatory Eligibility Criteria Checklist

Before the bidders submit their proposals within the stipulated time mentioned in this Request for Proposal document, bidders are required to make sure that following mandatory requirements of this RFP document are fulfilled. **These requirements must be furnished at the time of submission of Proposal. Non-submission of any one of the following applicable requirements shall result in disqualification:**

#	Mandatory Eligibility Criteria Checklist	Mark <input checked="" type="checkbox"/> / <input type="checkbox"/>
1.	Proof of Certificate of Incorporation or Registration or equivalent	
2.	Proof of NTN Certificate (If applicable, please check <input checked="" type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column)	
3.	Proof of GST Certificate (If applicable, please check <input checked="" type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column)	
4.	Proof of Satisfactory QCR (Quality Control Review) rating issued by Institute of Chartered Accountants of Pakistan (as on July 11, 2024)	
5.	Proof of firm registration with Audit Oversight Board	
6.	Declaration of interest – Disclosure form (attached as Annex)	
7.	Declaration that the firm is compliant of IFAC Guidelines & Code of Ethics as applicable in Pakistan	
8.	Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other international organization.	
9.	Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that the bidder is an active tax payer and has submitted its tax return for	

	the preceding fiscal year. <b>Tax payer list serial number (downloadable from FBR’s website) is also to be mentioned.</b>	
10.	<p><b><u>Technical Electronic Proposal “Technical Proposal of Appointment of External Auditor Financial Year 2024-25”</u></b></p> <p>Technical Proposal must be submitted through E-PADS. Bidders are to make sure that Financial Proposal is <b>not</b> part of the Technical Proposal in any form.</p>	
11.	<p><b><u>Financial Electronic Proposal “Financial Proposal Appointment of External Auditor Financial Year 2024-25”</u></b></p> <p>Financial Proposal must be submitted through E-PADS. (The financial proposal should not be part of technical proposal in any form).</p>	
12.	Bid Security of PKR 75,000/- to be provided in original to the company at the time of technical bid opening.	

**Note:** Bidders are required to submit filled, signed & stamped copy of the above checklist along with the Proposal. All of the supporting documents of the mandatory eligibility criteria shall be attached with checklist in same section of the technical proposal. Requirement No. 8 & 9 above are required to be submitted on separate stamp papers.

## 2 Definitions

This is Request for Proposal, unless the context provides otherwise:

- a. **“Agreement”** means an engagement letter signed between Company and the Successful Bidder.
- b. **“Board”** means the Board of Directors of Ignite.
- c. **“Bidder”** means any company/firm who has responded to this RFP by submitting a formal proposal/bid.
- d. **“Company”** means Ignite registered under Section 42 of the Companies Ordinance, 1984, with its office at 3rd Floor, TF Complex, 7 Mauve Area, G-9/4, Islamabad, Pakistan.
- e. **“Date of Issue”** means the date on which this RFP is issued by Company to solicit bids from potential bidders for Appointment of External Auditor FY 2024-25.
- f. **“Day”** means calendar day.
- g. **“Regular Staff”** means permanent/full time staff employed by the successful bidder to perform the services or any part thereof.
- h. **“Request for Proposal (RFP)”** means set of documents prepared by the Ignite, to solicit proposal, which consists of definition, instructions for bidders, ToR, evaluation criteria, forms for providing information and draft contract.
- i. **“Scope of Work”** means the description of formal work activities under this RFP to be completed by the Successful Bidder.
- j. **“Successful Bidder”** means a bidder who has been awarded the contract pursuant to this RFP and who shall be responsible to complete assignments as enlisted in the Scope of Work and further quantified under the Scope of Work.
- k. **“Terms of Reference”** (ToR) means that part of Bidding Document which explains the scope of work, activities, tasks to be performed, evaluation criteria, respective responsibilities of the bidder as well as expected results and deliverables of the assignment.

### **3 Mutual Representations, Warranties and Covenants**

Both Parties, to their respective extent, represent, warrant and covenant, as applicable, as follows:

(i) Each Party has the full corporate power and authority to enter into this Agreement and perform its obligations hereunder as a body corporate/corporation, duly formed, validly existing and in good standing under the laws of Pakistan and is duly authorized and qualified to conduct transactions/business in Pakistan;

(ii) The execution, delivery, and performance of this Agreement has been duly authorized by all requisite corporate/administrative action and this Agreement constitutes a legal, valid and binding obligation of each party, enforceable against it in accordance with its terms;

(iii) Neither the execution, delivery nor performance of this Agreement conflicts with, or results in a violation or breach of the terms, conditions or provisions of, or constitutes a default under, the organizational documents of either Party or any contract or other instrument under which either Party is bound, nor violates or conflicts with any applicable law or any judgment, decree, order, writ, injunction or award applicable to either party;

(iv) Neither Party is in violation of any applicable law, which violation, individually or in the aggregate, would affect the performance of its obligations under this Agreement; &

(v) There is no pending controversy, legal action, arbitration proceeding, administrative proceeding or investigation instituted, or to the best of either Party's knowledge threatened, against or affecting, or that could affect, the legality, validity and enforceability of this Agreement, nor does either Party know of any basis for any such controversy, action, proceeding or investigation.



## **4 Ignite – National Technology Fund**

Ignite, hereafter referred to as the “Company” has been incorporated with the Securities and Exchange Commission of Pakistan (SECP) under Section 42 of the Companies Act, 2017 (repealed Companies Ordinance, 1984) by the Ministry of IT & Telecom, Government of Pakistan. The Company is mandated to fund research and development in Information and Communication Technology (ICT), and its commercialization, with the mission to transform Pakistan’s economy into knowledge-based economy. Further information about the Company is available at <http://www.ignite.org.pk>.

## **5 Instructions for Bidders**

This document contains all the information pertinent to our solicitation, and governs the preparation and submission of proposals. The technical & financial forms to be filled by bidder for the assignment are annexed with this RFP document. Proposals must be submitted by the deadline, completed on the formats provided by the Company, with supporting documents, according to the guidelines given in the document titled **Instructions & Information for Bidders**. The proposals will be evaluated by a Bid Evaluation Committee (BEC) constituted by the company. The selection of bidders will be on quality and cost-based selection methodology as provided in the bidding document.

## **6 Solicitation Document**

### **6.1 Contents**

The bidder is expected to examine all instructions, general conditions, forms, terms and specifications contained in the RFP document and its annexures. Failure to comply with instructions will be at the bidder’s risk and may affect the evaluation of the proposal. Proposals that do not comprehensively address the scope of work/ToR and requirements may be rejected. Inability to comply with the corresponding instructions, general conditions of contract, terms and specifications may lead to rejection of proposal.

In the event of non-compliance with the ToR of the RFP document and obligations contained in the agreement, the Company may terminate the agreement by providing 1 month written notice to the successful bidder without any further obligation or compensation on the part of the Company.

## **7 Preparation of Proposal**

### **7.1 Language of the Proposal**

The proposals prepared by the bidders and all correspondence and documents relating to the proposal exchanged between the bidders and the Company shall be in writing and in English Language.

### **7.2 Proposal Currency**

All prices shall be quoted in Pak Rupees (PKR) and all payments will be made in PKR.

### **7.3 Period of Validity of Proposal**

Proposals shall remain valid for 180 days from the date of advertisement as provided in the RFP document. In exceptional circumstances, Company may solicit the bidder's consent to an extension of the period of validity without any material changes in the bidding document.

### **7.4 Supporting Documents**

While preparing the Technical Proposal, the bidding firm shall ensure that it provides the Company with documentary evidence. Since the evaluation committee will evaluate the bids solely on the basis of the documentary evidence submitted in accordance with the technical evaluation criteria.

### **7.5 Cost of Preparing Proposal**

The costs of preparing the proposal and of negotiating any subsequent funding, including visits for discussion with the Company are not reimbursable.

### **7.6 Proposal Documents**

The bidding document in binder form with serial number of each page should comprise the following:

## **Technical Proposal**

The Technical Proposal is to consist of the following:

- a) **Checklist** (Mandatory Documents required with the Proposal) – Page 2
- b) Technical Proposal Submission *Form B1*
- c) Firms/Bidders Profile - *Form B2*
- d) List of Partners (Only Chartered Accountants) in the firm within Pakistan - *Form B3*
- e) List of Qualified Accountants employed within Pakistan (other than Partners) - *Form B4*
- f) Public Sectors Audits during the last 5 years - *Form B5*
- g) Annual Audit experience of Public Sector Companies registered u/s 42 of the Companies Act 2017 during the last 5 years - *Form B6*

Technical Proposal should detail the capability and experience of delivering the services specified in the ToR.

Technical proposal should not contain any financial information.

## **Financial Proposal**

Financial Proposal should not be part of Technical Proposal in any form.

### **7.7 Taxes**

The quoted costs should be inclusive of all applicable (direct & indirect) taxes. The financial bid will be scored based upon the bid amount inclusive of all taxes.

All payments will be subject to the active taxpayer status of the service provider at the time of release of payment. If service provider's status is not active on ATL (Income and Sales Tax); no payment shall be made till their status becomes active on ATL (Income and Sales Tax) of FBR/relevant authority.

### **7.8 Format and signing of proposal**

The proposal shall contain no interlineations, erasures, or overwriting, except, as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by bidder's authorized person. The proposals shall be clear and elaborate. Different parts of the proposals shall be separated using color separators, flags or tags.

**Note:** *The technical proposal must not contain any pricing information whatsoever on the services being offered. Non-compliance will lead to rejection of the proposal.*

## **8 Submission, Receipt and Opening of Proposal**

8.1 Proposals will be accepted and evaluated using Single Stage, Two Envelope Procedure.

8.2 The original proposal shall contain no interlineations or overwriting. All pages of the proposals (Technical & Financial) must be numbered. Submission letters for both Technical and Financial Proposals should respectively be in the attached format (Form B1 & C1) in separate envelopes.

8.3 The bidder's Organization Head or an authorized representative on his/her behalf shall initial and stamp all pages of the original Technical and Financial Proposals. In case of latter, an authorization shall be provided which shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.

8.5 Bidder is required to submit Technical Proposal along with all supporting documents on EPADs ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).

8.6 For correspondence with the company following may be contacted:

<b>Title/Position:</b>	Manager Procurement
<b>Telephone:</b>	+92-51-910 7441-6 Ext. 135
<b>Cell:</b>	+92-306-199-1234
<b>Facsimile:</b>	+92-51-910-7447
<b>Email address:</b>	<a href="mailto:procurement@ignite.org.pk">procurement@ignite.org.pk</a>
<b>Official Postal address:</b>	Ignite 3rd Floor, TF Complex, 7 Mauve Area, G-9/4 Islamabad, Pakistan.

8.7 Bidders must submit their response to the Company on EPADs before or on submission deadline mentioned in the RFP document.

8.8 Company will not receive proposals in hard form.

8.9 Company reserves the right to accept or reject all of the proposals submitted at any time in accordance with applicable PPRA rules.

8.10 Company shall open the Technical Proposal submitted on EPADs thirty minutes after the submission deadline.

8.11 Key Activities & Timeline:

The tentative timeline set out herein represent the Company’s best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days. The approximate contract schedule is as follows:

#	ACTIVITY	TIMELINE
1	RFP Issuance	July 29, 2024
2	Deadline for receiving queries / questions	August 2, 2024
3	Pre-bid meeting at the office of IGNITE @ 1100 Hrs	August 5, 2024
4	Response to queries/questions related to RFP	August 7, 2024
5	Proposal Submission Deadline	<b>August 13, 2024 11 00 Hrs</b>
6	Opening of Technical Proposals on EPADs (in front of bidders present at 3rd Floor, TF Complex, 7 Mauve Area, G-9/4, Islamabad)	<b>August 13, 2024 11 30 Hrs</b>
7	Opening of Financial Proposals on EPADs (in front of bidders present at 3rd Floor, TF Complex, 7 Mauve Area, G-9/4, Islamabad)	Manager Procurement will communicate date & time to technically qualified bidders
8	Award of Contract	Manager Procurement will communicate

## **9 Bid Security**

The technical proposal must be accompanied with the bid security of Rs. 75,000/- in the form of Call Deposit/ Bank Draft (refundable) drawn in favor of IGNITE- National Technology Fund (NTN: 2939308-6).

## **10 Proposal Evaluation**

10.1 From the time the Proposals are opened to the time evaluation report is announced, the bidders should not contact the Company on any matter related to its Technical and/or Financial Proposal. Any effort by the bidder to influence the Company in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the bidder's Proposal. However, the Company may contact the bidder for seeking clarification of any aspect of technical proposal or demand any missing information.

10.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

10.3 Overall evaluation shall be carried out based on weighted average methodology wherein technical evaluation will carry 70% and financial evaluation will carry 30% weightage.

## **11 Evaluation of Technical Proposals**

11.1 During the technical evaluation no amendments in the proposals shall be permitted. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the RFP document. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP and particularly the eligibility criteria or if it fails to achieve the minimum qualifying technical score indicated in the RFP document. The Bidders who obtain at least 70% marks in technical evaluation criteria will qualify and financial proposals would be opened only for technically qualified Bidders.

11.2 Financial proposals of those Bidders obtaining less than 70% in Technical Evaluation shall remain un-opened. An evaluation committee appointed by the Company will evaluate the technical proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system, specified below:

<b>Technical Evaluation</b>			
<b>1. Number of partners</b>	<b>Number of partners</b>	<b>Marks</b>	<b>Total Marks</b>
Number of partners in the firm within Pakistan (Provide detail in Form – B3)	FCA 4 marks per person	Maximum 30 marks	<b>30</b>
	ACA 2 marks per person		
<b>2. Number of Qualified Accountants</b>	<b>Number of staff members</b>	<b>Marks</b>	<b>25</b>
Number of qualified accountants employed in the firm within Pakistan, other than partners in the firm (Provide detail in Form – B4)	FCA/ACA 3 marks per person	Maximum 25 marks	
	Member of ACCA/ CIMA/ ACMA/ICAEW 2 marks per person		
<b>3. Government Audit Experience</b>	<b>Number of Organizations</b>	<b>Marks</b>	<b>Total marks</b>
Experience of Government Organizations / Public sector entities' annual audit in last 5 years (other than funds audit) (Provide detail in Form – B5)	2-5 entities	5	<b>15</b>
	6-10 entities	10	
	11 & above	15	
<b>4. Annual Audit Experience of Public Sector Companies registered u/s 42 of the Companies Act 2017</b>	<b>Number of Organizations</b>	<b>Marks</b>	<b>Total marks</b>
Experience of Annual Audit Experience of Public sector Companies registered u/s 42 of the Companies Act 2017 in last 5 years (Provide detail in Form – B6)	2-5 entities	10	<b>20</b>
	6-10 entities	15	
	11 & above	20	

<b>5. SBP's panel of auditors</b>	<b>Number of Organizations</b>	<b>Marks</b>	<b>Total marks</b>
Category as per State Bank of Pakistan panel of auditors	Category A	16	<b>16</b>
	Category B	8	
	Category C	4	
<b>6. International Affiliation or networking status of firm</b>		<b>Marks</b>	<b>Total marks</b>
International Affiliation or networking status of firm (proof of current status of international networking/ association (current letter from international office))		<b>14</b>	<b>14</b>
<b>Total Marks</b>			<b>120</b>
<b>Minimum qualification score (70%)</b>			<b>84</b>

*Note: It is responsibility of the bidders to ensure provision of sufficient documents to the Company, along with the proposal. The bids will be evaluated solely on the basis of the documentation submitted.*

## **12 Financial Proposals**

12.1 After the evaluation and approval of technical proposal, the Company shall inform the bidders by issuing "Technical Evaluation Report", who have submitted proposals, the technical scores obtained by their Technical Proposal. Financial Proposals of technically disqualified bidders will not be opened. The Company shall simultaneously notify in writing bidders through EPADs that have secured the minimum qualifying technical score, the date, time and location for opening the Financial Proposals, within the bid validity period. Bidder's attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested bidder sufficient time to make arrangements for attending the Financial opening.

12.2 Before opening of financial bid, technical score of qualified bidder(s) shall be read aloud during financial bid opening session.

12.3 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the formers will prevail. In addition to the above corrections, all



activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

12.4 Quality and Cost Based Selection (QCBS) method will be used for evaluation of proposal. The lowest evaluated Financial Proposal will be given the maximum financial score of 30 points.

### **13 Combined Score**

13.1 Technical Score (St) of qualified bidder shall be added to financial score.

13.2 Financial Score (Sf) shall be calculated as follows: (Lowest bidder's total cost/bidder's total cost) x 30.

13.3 Combined Score (Total Score) = St + Sf

13.4 All bidders will be ranked based upon the combined technical and financial score.

### **14 Award of Agreement**

After completing required documentation / process the Company shall award the Agreement to the selected bidder (highest ranked).

If there is more than one firm obtaining equal techno-financial scores, the tied qualified firms shall be notified by the Company and they will submit revised financial proposals in compliance with the bidding document. The revised bid amount must be either equal to the original submitted bid or less than previous bid amount. The revised financial proposal shall be submitted in a sealed envelope that is securely closed and it is not possible to be opened without visual evidence thereof.

### **15 Confidentiality**

The Company shall keep all information regarding the bid evaluation confidential until the time of the announcement of the evaluation report under PPRA Rule no. 41.

## **16 Conflict of Interest**

Without limitation on the generality of the foregoing, bidder shall be considered to have a conflict of interest and shall not be recruited under any of the circumstances set forth below:

### **a. Conflicting assignments**

- The bidder (including its Personnel) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment to be executed for the same or for another Client.

### **b. Conflicting Relationships**

- The bidder (including its Personnel) or any of its affiliates that has a business or family relationship with a member of the Company Board, Management, or staff who is directly or indirectly involved in the preparation of Terms of Reference, selection process of third party evaluation services and/or supervision of the Agreement may not be awarded an Agreement unless conflict stemming from this relationship has been resolved in a manner acceptable to the Board throughout the selection process and the execution of the Agreement.
- The bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest, or that may reasonably be perceived as having this effect by notifying the Company in writing. Failure to disclose said situations may lead to disqualification of the bidder or the termination of its Agreement.
- Current employees of the Company shall not work as and for the bidder.
- It is mandatory that all potential bidders are required to submit the Conflict of Interest Form (Annexure-A) of the RFP at the time of submission of proposal.

## **17 Fraud and Corruption**

17.1 The Company requires the bidder/s participating in provision of Service/s to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy, Company defines, for the purpose of this paragraph, the terms set forth below as follows:

“Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of the Company in the selection process or in agreement execution;

“Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement;

17.2 “Collusive practices” means a scheme or arrangement between two or more with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;

“Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of an agreement. The Company will reject a proposal for award if it determines that the bidder recommended for award has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement in question. The Company may also impose penalties on the bidder, declaring it ineligible, either indefinitely or for a stated period of time, for Company funding, if at any time it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Company funded project.

17.3 The Company will have the right to inspect the bidding firm’s accounts and records and other documents relating to the submission of proposals and agreement performance, and have them audited by auditors appointed by the Company.

## **18 Clarification Request/Amendment**

18.1 The bidder can request a clarification in RFP document up to the date indicated in the RFP document. Any request for clarification must be sent in writing, or by standard electronic means to the Company’s e-mail address indicated in the RFP document. The Company will respond in writing or by standard electronic means and may place responses on the Company’s website under FAQ’s for understanding of all potential bidders.

18.2 At any time before the submission of Proposals, the Company may amend the RFP document by issuing an addendum in writing or by standard electronic means. The addendum

shall be uploaded at PPRA & Company web site, and revised RFP document will be uploaded on Company's Website and PPRA web site.

## **PART B - TERMS OF REFERENCE**

### **19 Overview**

The Company invites proposals from eligible Chartered Accountancy Firms (hereinafter referred as "The Auditor") for external financial audit and review of Code of Corporate Governance Report.

#### **OBJECTIVE**

The major objective of the assignment is to conduct the audit of the Financial Statements of the Company for enabling the Auditor to express his opinion on the Company's financial position, its state of affairs and the funds received, income generated & expenditures incurred for the accounting period starting from July 1, 2024 and ending on June 30, 2025, review report on Code of Corporate Governance for the same period & Management Letter/ Internal Control Memorandum.

#### **SCOPE OF THE SERVICES**

The scope includes the audit for the financial year 2024-25 of the Company. The Company will sign engagement letter with successful bidder, subject to approval of competent authority.

The selected audit firm shall conduct the audit in accordance with International Standards on Auditing as adopted by ICAP and any other applicable regulations and standards and issue auditors' report and review report on the statement of Compliance with the Public Sector Companies (Corporate Governance) Rules, 2013 (if applicable).

The selected audit firm may be required to issue review/ certification of SOE (Governance and Operations) Act/SOE Ownership and Management Policy 2023 compliance statement FY 2024-25 (if applicable).

The audit firm along with audit report & review report will also submit Management letter / Internal Control Memorandum.

Auditors' report is required to be submitted by the first week of September, following the end of financial year.

# **PART C - FORMS TO BE SUBMITTED WITH THE PROPOSAL**

## **Technical Proposal - Standard Forms**

- B1. Technical Proposal Submission Form**
- B2. Firms/Bidders Profile**
- B3. List of Partners (only Chartered Accountants) in the firm within Pakistan**
- B4. List of Qualified Accountants employed within Pakistan (other than Partners)**
- B5. Public Sector Audits (during last 5 years)**
- B6. Annual Audit Experience of Public Sector Companies registered u/s 42 of the Companies Act 2017 (during last 5 years)**

## **B1. Technical Proposal Submission Form**

[Location, Date]

To:

Manager Procurement

Ignite (The Company)

3<sup>th</sup> Floor, TF Complex, 7 Mauve Area,

G-9/4, Islamabad, Pakistan.

Tel: +92-51- 910-7441-46

Cell: +92-306-199-1234

Fax: +92-51- 910-7447

Email: procurement@ignite.org.pk

Sir,

We, the undersigned, offer to provide the services / equipment of "XXXX" in accordance with your Request for Proposal dated [ADVERTISEMENT DATE]. We are hereby submitting our Proposal, which includes this Technical Proposal and Financial Proposal.

Our Technical Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is 180 calendar days from the date of advertisement.

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

Yours sincerely,

Authorized Signature:

**Name and Title of Signatory:**

Name of Firm:

Address:

Email:

## B2. Firms/Bidders Profile

S #	Criteria	
1	<b>Profile of the agency:</b> <ul style="list-style-type: none"><li data-bbox="378 478 805 514">i. Registered age of Company</li><li data-bbox="378 533 849 621">ii. Names of Managers/ Owners/ CEO/ Directors/ Partners</li></ul>	

**B3. List of Partners (only Chartered Accountants) in the Firm within Pakistan**

Sr #	Name of Partner	ICAP membership No.	ACA/FCA	Tax Partner/ Audit Partner/ Others	Office



**B4. List of Qualified Accountants employed (other than Partners) within Pakistan**

<b>Sr #</b>	<b>Name</b>	<b>Membership / Registration No.</b>	<b>ACA/ FCA/ ACCA/ CIMA/ ACMA/</b>	<b>Designation</b>	<b>Office</b>

**B5. Public Sector Annual Audits (During last 5 years)**

<b>Sr #</b>	<b>Name of Organization</b>	<b>Financial Year</b>	<b>Nature of Assignment</b>	<b>Date of Signing of Audit report</b>

**B6. Annual Audit Experience of Public Sector Companies registered u/s 42 of the Companies Act 2017 (during last 5 years)**

<b>Sr #</b>	<b>Name of Organization</b>	<b>Financial Year</b>	<b>Nature of Assignment</b>	<b>Date of Signing of Audit report</b>

**C1. Financial Proposal Submission Form**

[Location, Date]

To:  
Ignite (The Company)  
3<sup>th</sup> Floor, TF Complex, 7 Mauve Area,  
G-9/4, Islamabad, Pakistan.  
Tel: +92-51- 910-7441-46  
Cell: +92-306-199-1234  
Fax: +92-51- 910-7447

Email: [procurement@ignite.org.pk](mailto:procurement@ignite.org.pk)

Sir,

We, the undersigned, offer to provide services / equipment for provision of "XXXX" in accordance with your Request for Proposal dated [ADVERTISEMENT DATE] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under the Pakistani law.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is 180 calendar days from the date of advertisement.

Though included in the above mentioned fee, Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount in Pak Rs.	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Yours sincerely,  
Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

## C2. Summary of Costs

<b>Particulars</b>	<b>Fee</b>	<b>Out of Pocket</b>	<b>Sales Tax</b>	<b>Total</b>
Annual Audit Fee for external audit FY 2024-25				
Review Fee of PSCG Rules compliance statement FY 2024-25 (if applicable)				
Review/ certification Fee of SOE (Governance and Operations) Act/SOE Ownership and Management Policy 2023 compliance statement FY 2024-25 (if applicable)				
<b>Grand Total of Financial Proposal</b>				

The travelling and boarding & lodging expenses & all other expenditure, if any will be borne by the audit firm and Ignite will only reimburse out of pocket expenditure as included in the above financial proposal.

**Annexure A**

**CONFLICT OF INTEREST - DISCLOSURE FORM**

(To be printed on company's letterhead)

In compliance of the mandatory requirement mentioned in the RFP for 'Appointment of External Auditors FY 2024-25' published by Ignite National Technology Fund (hereinafter 'Ignite' and/or 'Company'), I hereby confirm:

- I have no Conflict of Interest to disclose
- I have a potential Conflict of Interest to disclose and the details are mentioned hereunder:

Summary Information			
Date Raised:		Reference No.:	

Personal Information			
Name:		Title/Designation:	
Contact No.:		Company:	

Nature of Conflict	
Description:	

I hereby affirm that the above details/disclosure are true to the best of my knowledge, and no additional information/disclosure exists.

In case of any change to the above given information/disclosure, I will promptly notify the Company and complete a new conflict of interest disclosure form which describes the changes.

Signature: \_\_\_\_\_

Date: