

PUNJAB SKILLS DEVELOPMENT FUND

REQUEST FOR PROPOSAL (RFP)

FOR

APPOINTMENT OF EXTERNAL AUDITORS

November, 2019



Submission Deadline: 25th November 2019 on or before 11:00 AM

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II, Lahore Pakistan

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1. Background

Punjab Skills Development Fund (PSDF) was established in 2010 as a not-for-profit company set up under the Companies Ordinance 1984 by the Government of Punjab (GOP) in collaboration with UK's Department for International Development (DFID). PSDF intends to invite sealed proposals for appointment of External Auditors to carry out PSDF Statutory Audit and Compliance of Public Sector Companies Corporate Governance Rules, 2013 for the Financial years 2019-20.

2. Overview of Proposal

PSDF invites Chartered Accountant Firms having expertise in specialized domains as listed in the scope of work

3. Scope of Work

The overall scope and purpose of the audit will be as follow:

- I. Statutory Audit of PSDF under the Companies Act, 2017 for the Financial Year 2019-20.
- II. Compliance Audit of PSDF under the SECP Corporate Governance Rules 2013 for the Financial Year 2019-20.

4. Duration and Payment Terms

- Duration of the appointment shall be for one year however it may be extended on mutual consent of PSDF and the successful bidder.
- Payment shall be made after Signed Audited Financial Statement and Compliance Report as mentioned in Scope of work
- Payment shall be made with-in thirty days after completion of assignment and receipt of invoice.
- Bid/proposal shall remain valid for the period of **90 days** from date of bid opening.
- Payment shall be made after applying all the applicable taxes.
- All the applicable taxes will be responsibility of Audit Firm.

5. Instruction & Guidelines

- The selection of Appointment of External Auditor will be based on ***Least cost method through Single Stage, Two Envelopes*** procedure.
- PSDF Board of Directors will finalize the appointment of External Auditors.
- The proposal shall be a single package consisting of two separate envelopes, containing separately Technical Proposal and Financial Proposals. The envelopes shall be marked separately as "Technical Proposal" and "Financial Proposal".

- Proposal containing all required information & documentary evidence must be delivered to Procurement Department, PSDF, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore in a sealed packet and submitted on or before **November 25, 2019 at 11:00 AM**.
- The Proposal Documents shall be opened on the same day i.e. **November 25, 2019 at 11:30 AM** by the Procurement Committee in the presence of representatives of interested applicants who desire to attend. The selection process of firm shall be in accordance with prevailing Procurement Rules. No telephonic / e-mail / faxed "Request for Proposal" shall be acceptable. In case of incomplete information as required under the "Request for Proposal", will not be considered and will be rejected.
- Please submit complete proposal with supporting documents and Financial Proposal.
- PSDF reserves the right to reject any proposal, which does not conform to specified requirements without reference to price and condition. During the technical evaluation no amendments in Technical Proposal shall be permitted.
- *A minimum score of 65 marks* is required in technical evaluation to qualify for Financial Bid opening.
- PSDF will confirm the date and time to the qualified firms for financial bid opening.
- Please mark and attach all the supporting document for the evaluation purpose. In case of any clarification please feel free to email at proc@psdf.org.pk before **November 21, 2019**.

6. Qualification Criteria

Below is the mandatory qualification criteria to qualify for the technical evaluation

- Copy of Firm's Registration with ICAP. (Evidence of incorporation/registration)
- Number of Partners of Audit Firms shall not be less than 10 (Provide partner detail along with their registration number on firm's letter head).
- Number of Qualified Chartered Accountants employed with the Firm shall not be less than 50 (provide employed staff detail along with their registration number on Firm's letter head).
- Registered as Active Taxpayer in Income Tax with FBR. Provide National Tax Number (NTN) and General Sales Tax (GST)/ Provincial Sales Tax (PST) (if applicable) in the name of organization. (Copy of latest Tax Return i.e. FY 2017-18 (or FY 2018-19 if available) along with NTN certificate and GST/PST certificate)
- Affidavit on stamp paper declaring that company is not blacklisted by any Government agency/ semi-government / authority / organization. (Original required)

Any, failure to provide information as per the above mentioned or fulfilment under the requirement of "Eligibility Criteria Checklist" (**Annexure B**) shall deemed to be or declared to be ineligible for the bidding process and technical evaluation shall not be carried out

7. Evaluation Criteria

- This document is governed by the procedure/rules approved by PSDF management.



- The technical proposal of eligible organisations will be evaluated against requirements specified in “Annexure – C”.

8. Financial Evaluation Criteria

The Financial Proposals of only eligible bidders with technically qualified specifications will be opened in the presence of all the bidders. All bids shall be opened publicly in the presence of bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding and person designated for PSDF shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening. Please provide information regarding Financials in **Annexure – D**”.

9. Declaration

Kindly provide the declaration as per format provided below.

I, _____ hereby declare that:

- all the information provided in the Request for Proposal (RFP) is correct in all manners and respects
- and I am duly authorized by the **Governing body/Board/Management** to submit this on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

Note: Please attach documentary proof for authorization by the governing body/board/management.

Annexure-A

Organizational Information			
Sr. No.	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organization		
3	National Tax Number		
4	General / Provincial Sales Tax Number		
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
	Others (Please specify)		
6	Name and designation of 'Engagement Partner'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Annexure-B

Eligibility Criteria Checklist				
Sr. No.	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Copy of Firm's Registration with ICAP (copy of incorporation / registration certificate)	Evidence of incorporation/registration	<input type="checkbox"/>	<input type="checkbox"/>
2	Number of Partners of Audit Firms shall not be less than 10 (Provide partner detail along with their registration number on firm's letter head)	Provide partner detail along with their registration number on firm's letter head	<input type="checkbox"/>	<input type="checkbox"/>
3	Number of Qualified Chartered Accountants employed shall not be less than 50 (Provide employees' detail along with their registration number on firm's letter head)	Provide employed staff detail along with their registration number on Firm's letter head	<input type="checkbox"/>	<input type="checkbox"/>
4	Registered as Active Taxpayer in Income Tax with FBR. Provide National Tax Number (NTN) and General Sales Tax (GST)/ Provincial Sales Tax (PST) (if applicable) in the name of organization	Copy of latest Tax Return i.e. FY 2017-18 (or FY 2018-19 if available) along with NTN certificate and GST/PST certificate	<input type="checkbox"/>	<input type="checkbox"/>
5	Affidavit on stamp paper declaring that company is not blacklisted by any Government agency/ semi-government / authority / organization. (Original required)	Affidavit on stamp paper original	<input type="checkbox"/>	<input type="checkbox"/>

Annexure-C

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:

Sr	Description	Category Points	Grand Total Points	Documents Required
1	No of Partners of Audit Firm <ul style="list-style-type: none"> • Between 10 to 15 • More than 15 	15 20	20	Provide list of partners mentioning the Names, ICAP registration No and Year of partnership on Firm's letter head, duly signed and stamped
2	No of employed qualified chartered accountants registered with ICAP <ul style="list-style-type: none"> • Between 50 to 60 • More than 60 	10 20	20	Provide list of employed staff mentioning the Names, ICAP registration No and Year of partnership on Firm's letter head, duly signed and stamped
3	Enlisted on State Bank of Pakistan A category of Chartered Accounting firms	20	20	Attach the list of State Bank clearly indicating ranking of the firm
4	Engagement partner for the assignment having professional experience of: <ul style="list-style-type: none"> • More than 5 year but Less than 10 years • 10 years and above 	10 20	20	Attach CV
5	In Past 5 years, Firm performed audit of public sector companies <ul style="list-style-type: none"> • 5 public sector companies • More than 5 public sector companies 	10 20	20	Provide duly signed and stamped list of companies mentioning name of company audited or engagement letter.
Total			100	

The minimum technical score required to pass is: **65** Points

Annexure-D Financial Proposal

Total Cost	Costs including All Taxes
	Pak Rupees
Total Costs of Financial Proposal	

Sr. No.	Particulars	External Audit Fee	Out of Pocket Expenses	Total Cost inclusive of all applicable taxes
1	Statutory Audit of PSDF under Companies Act 2017 for the Financial Year 2019-20			
2	Compliance Audit of PSDF under the SECP Corporate Governance Rules 2013 for the Financial Year 2019-20.			

Business will be awarded on lump sum/total cost for whole assignment.

Payment Terms:

Upon completion of assignment/deliverable to the satisfaction of the Client, payment shall be made within 30 days after submission of the invoice.



Cover Letter for the Submission of Proposal

Location: _____

Date _____

To:

Dear Sir,

We, the undersigned, offer to provide the services for **Appointment of External Auditors** in accordance with your Request for Proposal dated [date here]. We hereby submit our technical and financial proposals including the required documents 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 that we will initiate the services as per the client'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 External Auditors** will be in accordance with prevailing Procurement Rules and you are not bound to accept my Request for Proposal.

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name of Engagement Partner: _____

Address: _____