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| **Punjab SKills Development Fund** |
| **Tender Document** |
| **“**Hiring of Internal Audit Firm**”** |
|  |
|  |
| **October, 2016** |



**Submission Date for Sealed Bids: 11th November, 2016 (2:30 PM)**

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Table of Contents Page No

[1-Background 2](#_Toc465020074)

[2-Invitation to bids 2](#_Toc465020075)

[3-Instruction to Audit Firms 2](#_Toc465020076)

[4-Conditions for eligibility 3](#_Toc465020077)

[5-Terms of References of Internal Audit 3](#_Toc465020078)

[6-Guidelines 7](#_Toc465020079)

[7-Technical Proposal evaluation criteria 8](#_Toc465020080)

[8-Financial Proposal 8](#_Toc465020081)

[9-Financial Evaluation 8](#_Toc465020082)

[10-Type of Contract 8](#_Toc465020083)

[11-Pre-bid Meeting 8](#_Toc465020084)

[12-Declaration 9](#_Toc465020085)

[13-Submission of Bids (Technical and Financial Proposal) 9](#_Toc465020086)

[a- Cover Letter for the Submission of Technical Proposal and Financial Proposal 9](#_Toc465020087)

[Annexures 10](#_Toc465020088)

[Annex – A “Organization Information” 10](#_Toc465020089)

[Annex – B “Eligibility Response Checklist” 11](#_Toc465020090)

[Annex - C “Relevant Experience” 12](#_Toc465020091)

[Annex - D “Key Management Staff Information” 13](#_Toc465020092)

[Annex – E “Technical Evaluation Criteria” 14](#_Toc465020093)

[Annex – F “Financial Proposal” 16](#_Toc465020094)

# Background

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab in partnership with Department for International Development (DFID) UK. Punjab Skills Development Fund is governed by an independent Board of Directors.

PSDF’s vision is to improve income generation opportunities for the poor and the vulnerable population of Punjab by enabling skills development through promotion of a competitive skills training market. PSDF initiated its operations for the residents of four districts of southern Punjab and in year 2013, PSDF’s geographical coverage was expanded to ten additional districts.

From January 2016, PSDF expanded its operations in all thirty six (36) districts of Punjab and adjacent areas under Skills Development Project (SDP) and Punjab Skills Development Project (PSDP) with the assistance of Government of the Punjab and DFID, and World Bank respectively.

PSDF is not an implementing agency rather a fund and engages private, public and not-for-profit sector training service providers to deliver quality trainings in various trades. PSDF interventions are designed to stimulate market for skills-provision where training institutions would compete effectively through a competitive bidding process.

# Invitation to bids

Punjab Skills Development Fund (PSDF), a not for profit company invites sealed bids / proposals for the hiring of audit firm from registered and experienced audit firms. PSDF intends to engage an audit firm having sound knowledge of audit to deal with audit related matters of the company.

Technical and financially qualified audit firm will be offered a contract of one year which will be extended annually, based on performance up to duration of six years. Extension of contract will be on same cost and same terms & conditions if mutually agreed by both parties (audit firm and PSDF).

# Instruction to Audit Firms

PSDF will follow Punjab Procurement Regulatory Authority (PPRA) Rules for the entire bidding process. The selection of audit firm will be based on Quality Cost Based Selection (QCBS) method. PSDF will adopt single stage two envelopes bidding procedure to call for proposals.

The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”. In the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the PSDF. The PSDF shall evaluate the technical proposal in the manner prescribed in the section - 7 given in the document, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. After the evaluation and approval of the technical proposals, the PSDF shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period. The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders. The technical and financial proposal will be evaluated on the basis of PSDF evaluation criteria as provided in section “Technical Proposal” and “Financial Proposal” of the document.

The scope of activities set the basis of technical approach to be adopted by the potential audit firms. The audit firms who will get minimum 65 marks in technical evaluation will be called for financial bid opening and contract negotiations.

# Conditions for eligibility

The successful audit firm, fulfilling the following criteria, will be considered as eligible audit firm for the bidding process of Internal Audit services;

1. Firm should be on State Bank of Pakistan (SBP) panel of approved auditors in category (A).
2. Firm should be affiliated with Reputable major / Global Accounting Firm.
3. Firm should have its offices, at least three (03) major cities of Pakistan including Lahore.
4. Firm should have at least five (05) years of relevant professional experience in undertaking assignments of similar nature, i.e. Supplementing / Co-sourcing of Internal Audit for listed corporations or multinational or public sector or Section 42 companies in Pakistan or abroad with dedicated resources / functions.
5. Firm should have at least ten (10) partners / Executive Directors. At least twenty (20) qualified accountants should be full time employees of the firm (ACA, ACMA).
6. Signed Affidavit indicating that company is not blacklisted by any government, semi government or autonomous body.
7. Tax Returns for last three years.
8. Must have valid NTN.
9. Must have copy of Partnership deed.
10. Must have annual turnover of 20 million.

***\**** *“Relevant experience” means experience of Internal Audit.*

Kindly fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

Annex – A: Organization Information (Form ‘A’)

Annex – B: Eligibility Response Checklist

Annex – C: Relevant Experience of the Organisation (Form ‘B’)

Annex – D: Key Management Staff of Firm (Form ‘C’)

And also sign the declaration form at the end of document and attach with your other documents.

# Terms of References of Internal Audit

Corporate Governance Rules 2013 for public sector organizations requires the establishment of an effective internal audit function under the control and direction of an Audit Committee. This function will be performed in coordination with Chief Internal Auditor of PSDF. Internal Audit firm has to comply the following terms of references

1. **THE OVERALL OBJECTIVE**

1.1. The objective of this bid is to appoint a suitable independent internal audit service provider who can maintain and support an appropriate internal audit service to the Board and Management of PSDF.

2. **CONTRACT PERIOD**

2.1. The duration of the contract is normally anticipated to run for a period of one year and may be extended for a further period. PSDF will reserve the right to review the contract at the end of the term. If PSDF chooses to cancel the contract during the course of the year, a notice period of 1 month will apply.

3. **CONDUCT OF WORK**

3.1. The internal audit service provider will be required to work at the PSDF premises. In some instances, where necessary, work may be extended to where projects are being implemented.

3.2. PSDF will provide office space for the internal auditor as required.

4. **ROLE AND OBJECTIVES OF INTERNAL AUDIT**

4.1. In terms of Corporate Governance Rule 2013 for public section organizations, PSDF should have an effective internal audit function.

4.2. The internal audit function should assist PSDF to accomplish its objectives by bringing a systematic and disciplined approach to evaluating and improving the effectiveness of risk management, control and governance processes. The risk management strategy, which must include a fraud prevention plan, must be used to direct the internal audit effort.

4.3. Some of these objectives/standards/controls subject to evaluation are to review:

4.3.1. The information systems environment;

4.3.2. The reliability and integrity of financial and operational information;

4.3.3. The effectiveness of operations;

4.3.4. Compliance with policies and regulations and contracts;

4.3.5. The safeguarding of assets;

4.3.6. The economical and efficient use of resources;

4.3.7. Achievement of established operational goals and objectives;

4.3.8. Compliance with laws, regulations and controls;

4.3.9. Assisting the Audit Committee, and through them, the Board and Management in the effective discharge of their responsibilities, furnishing them with analyses, appraisals, recommendations, counsel and information concerning the activities reviewed and regular follow up.

5. **ORGANISATIONAL STATUS OF INTERNAL AUDIT**

5.1. The internal audit function reports directly to the Audit Committee. The function must be Independent of activities that are audited, with no limitation on its access to information.

5.2. The internal audit function is an integral part of the organization and functions under the policies established by senior management and the Board.

5.3. The Audit Plan of the Internal Audit is formally approved by the Audit Committee.

6. **SCOPE OF INTERNAL AUDIT**

6.1. The internal audit must be conducted in accordance with the Terms of Reference set by the Audit Committee.

6.2 The scope of the Internal Audit Function includes at least the under -mentioned. Should any other function be regarded as imperative by the bidder, the functions shall be offered and clearly defined.

6.3 The internal audit function must, in consultation with the Audit committee, prepare:

6.3.1. Half yearly strategic internal Audit Plan based on its assessment of key areas of risk for the public entity, having regard to its current operations, the operations proposed in its corporate or strategic plan and its risk management strategy;

6.3.2. Half year internal audit plan;

6.3.3. Plans indicating the scope and time lines of each audit in the annual internal audit;

6.3.4. Audit reports directed to the Audit Committee detailing its performance against the plan to allow for effective monitoring and intervention where necessary;

6.5 The internal audit function must assist the Audit Committee in maintaining effective controls by evaluating those controls and by developing recommendations for enhancement or improvement.

6.6 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 through which:-

6.6.1 Objectives and values are established and communicated;

6.6.2 The accomplishments of objectives are monitored;

6.6.3 Accountability is ensured;

6.6.4 Corporate values are preserved;

6.6.5 The adequacy and effectiveness of the system of internal controls are reviewed and appraised;

6.6.6 The relevance, reliability and integrity of management, financial and operating data and reports are appraised;

6.6.7 Systems established to ensure compliance with policies, plans, procedures, statutory requirements including updates or revisions and regulations, which could have significant impact on operations are reviewed;

6.6.8 The means of safeguarding assets are reviewed and, as appropriate, verifying the existence of such assets;

6.6.9 The economy, efficiency and effectiveness with which resources are employed, are appraised;

6.6.10 The results of operations or programs are reviewed to ascertain whether results are consistent with the PSDF’s established objectives and goals, whether the operations or programs are being carried out as planned;

6.6.11 The adequacy of established systems and procedures are assessed.

6.7 The audits that will need to be taken into account at PSDF are amongst others:-

6.7.1. IT security and systems processes audit;

6.7.2. Conducting special assignments and investigations on behalf of the Audit Committee or CEO into any matter or activity affecting the probity, interest and operating efficiency of PSDF;

6.7.3. Audits designed to detect fraud.

6.8. Fraud and irregularities

6.8.1. In planning and conducting its work, the internal auditor should seek to identify serious defects in the internal controls, which might result in possible malpractices. Any such defects must be reported immediately to the Audit Committee, without disclosing these to any other member of staff or regulatory authority. This also applies to instances where serious fraud and irregularity is uncovered.

7. **EXPECTED OUTCOMES AND DELIVERABLES**

7.1. Performing an audit assignment

7.1.1. Each assignment should at least consist of the following:

1. Pre-audit survey;
2. Audit Planning memorandum;
3. Risk assessment document;
4. System description(s);
5. Audit program;
6. Sampling methodology;
7. Mechanisms for follow-up on matters previously reported and feedback to the Audit Committee;
8. Mechanisms to ensure that working papers are reviewed at the appropriate level;
9. Audit findings and recommendations;
10. Reporting (draft internal audit report and final internal audit report);
11. Follow up of previous audit findings.

7.2. Reporting requirements

7.2.1. The audit firm will perform internal audit in coordination with Chief Internal Auditor of PSDF. The findings of Chief Internal Auditor and internal audit firm will be shared with each other and to be presented before the audit committee in the form of consolidated report on quarterly basis. The structure of the internal audit report is to be as follows:-

1. Introduction;
2. Audit objective and scope;
3. Background;
4. Executive summary, highlighting significant findings;
5. Findings, recommendations and management responses (including implementation dates);
6. All audits are to be carried out according to the internal Audit Plan approved by the Audit committee;
7. Conclusion; and
8. The auditor is to deliver to the chairperson of the Audit Committee and the CEO PSDF an electronic copy and one signed copy of the final report.

8. **QUALITY ASSURANCE REVIEWS OF THE WORK**

8.1. The auditor shall ensure that all work conforms to the Standards for the Professional Practices. Such work may further be subject to an external quality assurance as may be considered necessary.

9. **MONITORING PROGRESS OF ASSIGNMENTS**

9.1. On completion of each assignment, the auditor shall distribute the reports to the Audit Committee and the CEO;

10. **INDEPENDENCE AND OBJECTIVITY OF AUDIT STAFF**

10.1. In carrying out the work, the auditor must ensure that its personnel maintain their objectivity by remaining independent of the activities they audit. The consultant shall:-

10.2. Have no executive or managerial powers, functions or duties except those relating to internal audit;

10.3. Not be involved in the day-to-day operation of the PSDF;

10.4. Not be responsible for the detailed development or implementation of new systems and procedures.

11. **PAYMENT**

11.1. The PSDF undertakes to pay valid invoices in full within thirty (30) days from statement date, for work done to its satisfaction upon presentation of a substantiated claim.

11.2. The PSDF will consider payments on the basis of the specified deliverables as and when produced and accepted as per the approved contract.

**12. CONDITIONS OF TENDER**

Services of successful Service Provider will be secured in accordance with the PSDF’s Procurement Policy subject to the following conditions:

1. The PSDF reserves the right to award or not to award this contract;
2. Bidders who fail to complete and attach all relevant documents will be disqualified
3. All prices quoted must be all taxes inclusive;
4. No tender document will be accepted if not properly sealed and marked;
5. The PSDF will enter into a formal contract with the successful service provider;
6. The PSDF reserves the right to terminate the contract should the performance of the service provider be unsatisfactory;
7. The PSDF has the right to visit the business premises to verify the information provided in the tender documents
8. It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing time and date of the tender;
9. Bids received after closing time and date are late and will NOT be considered;
10. Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible for;
11. Any change of information provided in the tender document that may affect delivery should be brought to the PSDF’s attention as soon as possible. Failure to comply may result in the contract being terminated;
12. Service provider presenting information intentionally incorrectly or fraudulently will be disqualified.

**13. EVALUATION CRITERIA**

The tender will be evaluated in accordance with the technical proposal as well as financial proposal as per PPRA Rules and Regulations no: 32 and 38-(2-a/VIII).

# Guidelines

1. Only short-listed applicants fulfilling the eligibility criteria will be considered for technical and financial proposals. The financial proposal of technically qualified audit firm will be opened for further evaluation.
2. All documents and information received by PSDF from applicants will be treated in strictest confidence.
3. Documents submitted to PSDF will not be returned.
4. All expenses related to participation in this tender document shall be borne by the applicants.
5. Documents shall be submitted in a separate sealed envelopes marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” as hard copy in a sealed envelope for ‘Hiring of Audit Firm’. The envelope containing hard copy of technical proposal and hard copy of financial proposal shall be received on the postal address given below.
6. All bids/proposals must be accompanied by **Call Deposit Receipt (CDR) of two percent (2%)** for the value of the one year quoted price in the form of pay order or demand draft favouring Punjab Skills Development Fund. The CDR should be valid for a period not less than 12 months.
7. Technical and financial proposals received thereafter will not be accepted.
8. PSDF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
9. Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB **4th November, 2016**. For any other related information please contact the undersigned.
10. Successful firm will submit a **performance guarantee 5%** of contract value at the time of contract signing which will return after completion of contract.

Postal Address

Assistant Manager Procurement

Punjab Skills Development Fund

125, Abu Bakar Block, New Garden Town, Lahore

E-mail: hashim.hussain@psdf.org.pk

Tel: – 042-35913540-41

Fax: 042-35913539

# Technical Proposal evaluation criteria

This tender document is governed by the procedure approved by PSDF management. The technical proposal of eligible organisations will be evaluated using the scoring guide attached as annexure – E. Score will be awarded on the base of following details;

Technical proposal should contain following and any additional information and the **copies of all required documents** should be attached in technical proposal for evaluation.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Category** | **Marks** |
| 1 | Qualification of the audit firm  (Qualification of Staff, Establishment of Firm, Firm Affiliations/Recognitions) | 40 |
| 2 | Experience (General) of the audit firm | 20 |
| 3 | Experience (Specific) of the audit firm | 25 |
| 4 | Financial Capability | 15 |
| **Total:** | | **100** |

**Note:** *Technical qualification status shall be decided on the basis of Pass/Fail basis. The Audit Firm must score at least 65 marks out of 100 for passing.*

# Financial Proposal

Please refer to the annexure titled “Financial Proposal”, attached as annexure – F.

# Financial Evaluation

The financial proposals of only those technically responsive bidders who will obtain minimum sixty five percent marks will be opened. A combined evaluation of the technical and financial proposals will be carried out by weighting and adding the quality and the cost scores. The weight for quality is eighty percent with twenty percent given to cost.

The top ranked firm will be will be short listed for contract negotiations. If the cost is not within the approved limit set by the management, PSDF may negotiate with the highest ranked bidder regarding methodology, work plan, staffing, contract price and special conditions of the contract. In case of failure of negotiations, PSDF may invite the next ranked bidder as per PPRA Rules.

# Type of Contract

The type of contract will be based on lump sum cost per year basis that includes but not limited to the scope of job and terms of references and any out of pocket expenses, where required. Contract will be valid for one year from date of signing of contract. Contract may be extended for another term based on same cost and same terms & conditions mutually agreed by both parties (bidder and PSDF).

# Pre-bid Meeting

A pre-bid meeting will be conducted on 1st November, 2016 at 2:30 PM in PSDF office for clarification of queries and more understating of the project.

# Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that:

* all the information provided in the technical proposal is correct in all manners and respects
* and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of

|  |  |
| --- | --- |
| Name |  |
| Designation |  |
| Signature |  |
| Date and Place |  |

# Submission of Bids (Technical and Financial Proposal)

Complete bid containing technical and financial proposal along with all required information & documentary evidences may be delivered to **CEO, PSDF, House # 125, Abu Bakar Block, New Garden Town Lahore** and submitted before 2:30 **PM on 11th November, 2016**. Technical proposals will be publically opened on the same day i.e. **11th November, 2016 at 3:00 PM** in the presence of bidder’s representatives who wish to attend the bid opening.

## Cover Letter for the Submission of Technical Proposal and Financial Proposal

[*Firm letterhead*]

[*Date*]

To

Chief Operating Officer

[Address mentioned in Data Sheet]

**Re:** Technical Proposal and Financial Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal and financial proposals including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein 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.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

**Important Note:** The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any audit firm, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

# Annexures

## Annex – A “Organization Information”

|  |  |  |  |
| --- | --- | --- | --- |
| Form A: Firm Profile | | | |
| **S #** | **Required Information** | **Response** | |
| 1 | Legal name of the organization |  | |
| 2 | Year of Registration / Establishment of the Organisation |  | |
| 3 | National Tax Number |  | |
| 4 | Core business area/s of the organization |  | |
|  | |
| 5 | What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s) | Public Sector Organisation |  |
| Section 42 Company |  |
| Public Ltd. Company |  |
| Private Ltd. Company |  |
| Partnership Firm |  |
| Others (Please specify) |  |
|  |  |
| 6 | Name and designation of ‘Head of Organization’ |  | |
| 7 | Mobile: |  | |
| Phone/s: |  | |
| Email: |  | |
| Fax: |  | |
| Address of organization: |  | |
| Website address: |  | |
| 8 | Name and designation of ‘Contact Person’: |  | |
| Phone/s: |  | |
| Mobile: |  | |
| Email: |  | |
| Fax: |  | |

## Annex – B “Eligibility Response Checklist”

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Necessary Eligibility Information** | **Response/Elaboration** | | |
| 1 | Firm should be on State Bank of Pakistan (SBP) panel of approved auditors for at least last five (05) Years in category (A). |  | Copies Attached | |
|  | Copies Not Attached | |
| 2 | Firm should be affiliated with Reputable major / Global Accounting Firm |  | Copies Attached | |
|  | Copies Not Attached | |
| 3 | Mention National Tax Number (NTN) or Free Tax Number (FTN) in the name of Organization and provide a copy of registration | National Tax Number (NTN) | |  |
| Free Tax Number (FTN) | |  |
| 4 | Firm should have at least five (05) years of relevant professional experience in undertaking assignments of similar nature, i.e. Supplementing / Co-sourcing of Internal Audit for listed corporations or multinational or public sector or Section 42 companies in Pakistan or abroad with dedicated resources / functions |  | Copies Attached | |
|  | Copies Not Attached | |
| 5 | Attached firm profile representing its registered offices in Pakistan (particularly in Lahore, Punjab) or attached declaration of office addresses at signed firm letter head. |  | Copies Attached | |
|  | Copies Not Attached | |
| 6 | Firm should have at least ten (10) partners / Executive Directors. At least twenty (20) qualified accountants should be full time employees of the firm (ACA, CPA, ACMA & ACCA). |  | Copies Attached | |
|  | Copies Not Attached | |
| 7 | A certificate/affidavit indicating that the firm is not blacklisted by any Government Autonomous Body. |  | Copies Attached | |
|  | Copies Not Attached | |
| 8 | Must have copy of Partnership deed |  | Copies Attached | |
|  | Copies Not Attached | |
| 9 | Tax Returns for last three years |  | Copies Attached | |
|  | Copies Not Attached | |
| 10 | Must have annual turnover of 20 million, Attach copy of tax return or audited financial report of last year |  | Copies Attached | |
|  | Copies Not Attached | |

## Annex - C “Relevant Experience”

|  |  |  |  |
| --- | --- | --- | --- |
| **Form ‘B’: Relevant Experience** | | | |
| **Sr. #** | **Required Information** | **Response**  **(Please provide exact information with case title, location/s and duration)** | |
| 1 | Company name |  | |
| 2 | Consultancy duration in months |  | |
| 3 | Location/s (districts/tehsils) |  | |
| 4 | In case of skills training related company please check the box | **Relevant** | **Not Relevant** |
|  |  |

## Annex - D “Key Management Staff Information”

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Form ‘C’: Key Management Staff Information (Sheet 1[[1]](#footnote-1))** | | | | | |
| **Sr. #** | **Required Information** | | **Response** | | |
| 1 | | Name |  | | |
| 2 | | Position |  | | |
| 3 | | Firm Name |  | | |
| 4 | | Age |  | | |
| 5 | | Years of association with the firm |  | | |
| 6 | | Core professional area of work |  | | |
| 7 | | Assigned tasks in this firm |  | | |
| 8 | | Please name similar assignment undertaken by the individual |  | | |
| 10 | | Specific role of the individual in this activity |  | | |
| 11 | | **Please provide information on additional experience in audit cases** | | | |
| **Position** | **Employer** | **Duration** | |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 12 | | **Educational Qualifications** | | | |
| **Degree/Diploma/Certificate** | **Year** | **Institution** | **Speciality** |
|  |  |  |  |
|  |  |  |  |

## Annex – E “Technical Evaluation Criteria”

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Qualification** | | | | | | | | | | | | |
| **Sr. No.** | **Description** | | | | | **Category Points** | | | **Grand Total Points** | | | **Documents Required** |
| **1** | **Qualification** | | | | |  | | |  | | | Copies of educational and experience documents required |
| 1.1 | A team of full time audit consultants with at least 5 years relevant experience\* each) | | | | | 10 | | | - | | |
|  | Foreign qualification | | | | | 10 | | |  | | |
| 1.3 | Established office in Punjab (preferably in Lahore) | | | | | 10 | | |  | | |
| 1.4 | Enlisted on SBP A & B category of CA firms | | | | | 10 | | |  | | | Documentary evidence (copy of certificate / letter) required |
| **Sub Total** | | | | | | | | | **40** | | |  |
| *\* “Relevant experience” means experience of Internal Audit.* | | | | | | | | | | | | |
| **General Experience** | | | | | | | | | | | | |
| **Sr. No.** | | | **Description** | **Category Points** | | | **Grand Total Points** | | | **Documents Required** | | |
| **1** | | | **General Experience** |  | | | **20** | | | Documentary evidence or signed declaration required | | |
| 1.1 | | | Overall Firm Experience of Audit consultancy | 10 | | | - | | |
| 1.2 | | | Should have at least five (5) year experience as a corporate Audit consultant preferably dealing with government / semi government / autonomous bodies | 10 | | | **-** | | |
| **Sub Total** | | | | | | | **20** | | |  | | |
| **Specific Experience** | | | | | | | | | | | | |
| **Sr. No.** | | **Description** | | | **Category Points** | | | **Grand Total Points** | | | **Documents Required** | |
| **1** | | **Specific Experience** | | |  | | |  | | | Documentary evidence or work order or service contract copy required | |
| 1.1 | | Internal Audit of public sector bodies/entities in Pakistan (particularly in the Punjab) in similar organizations of section 42, NPO etc. | | | 15 | | | - | | |
| 1.2 | | Internal Audit of private sector bodies/entities in Pakistan (particularly in the Punjab) in similar organizations | | | 10 | | | - | | |
|  | |  | | | - | | |  | | |
| **Sub Total** | | | | | | | | **25** | | |  | |
| **4. Financial Capability** | | | | | | | | | | | | |
| **Sr. No.** | **Description** | | | **Category Points** | | | | **Grand Total Points** | | | **Documents Required** | |
| 4.1 (a) | Firm’s annual turnover equal to or greater than 40 million | | | 15 | | | |  | | | Provide last year tax returns of the firm (mention total receipt/turnover in the year) or audit financial report of last year. | |
| 4.1 (b) | Firm’s annual turnover equal to or greater than 30 million | | | 10 | | | |  | | |
| 4.1 (c) | Firm’s annual turnover equal to or greater than 20 million | | | 5 | | | |  | | |
| **Sub Total** | | | | | | | | **15** | | |  | |
| **Grand Total** | | | | | | | | **100** | | |  | |

## Annex – F “Financial Proposal”

|  |  |
| --- | --- |
| Cost of Internal Audit Service for each Quarter (inclusive of all applicable taxes) | Cost of Internal Audit Service for a complete year (inclusive of all applicable taxes) |
|  |  |

1. Please mark the other two sheets as Sheet 2 and Sheet 3 respectively for each individual. [↑](#footnote-ref-1)