

# PUNJAB SKILLS DEVELOPMENT FUND

## Request for Proposal

Procurement No: 13/SYIG/PSDF/EA

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## Hiring of Firm for External Audit

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**AUGUST 2022**




**Submission Date for Proposal: September 14, 2022, on or before 03:00 PM**  
21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore – Pakistan.  
UAN: 042-111-11-PSDF(7733) | Toll Free:0800-48627 (HUNAR) | Website: [psdf.org.pk](http://psdf.org.pk)

## 1 Background

The Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan. PSDF was established in 2010 as a not-for-profit company set up under the Companies Ordinance 1984 (now Companies Act 2017) by the Government of Punjab (GoPb). PSDF is revolutionizing the TVET sector through its innovative initiatives for vocational and technical trainings ensuring an economically bright and sustainable future for poor and vulnerable youth of Punjab. 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 year 2022-23.


## 2 Invitation to Proposal

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



### Request for Proposal

### Hiring of firm for External Audit



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PSDF invites bids under single stage two envelopes bidding procedure from well-reputed, experienced and tax registered companies / firms against the above-mentioned services. The interested companies / firms can obtain the bidding document containing all details with its evaluation criteria and terms & conditions from PSDF e-tendering portal (<https://etender.psd.org.pk/esop/quest/go/public/opportunity/current>) and PPRA website ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)).

Sr. No.	Description	Procurement No.	Total Tenure of Contract	Proposal Submission Deadline (Date & Time)	Technical Bid Opening Date & Time	Estimated Cost for 1 Year
1	Hiring of firm for External Audit	013/SYIG/PSDF/EA	12 months (Extendable for another two terms)	<b>September 14, 2022 on or before 03.00 PM</b>	<b>September 14, 2022 on 03:30 PM</b>	<b>PKR 1.1 Million</b>

- PSDF has launched e-tendering portal for the submission of proposals which must be submitted online through e-tender portal till **September 14, 2022 by or before 03:00 PM** or system will not accept submission after deadline. The bids should **ONLY** be submitted online through e-tendering portal accessible at: <https://etender.psd.org.pk/esop/quest/go/public/opportunity/current>. No proposals shall be accepted, if not submitted through e-tender portal.
- Tender shall be publicly opened on same day i.e. **September 14, 2022 at 03:30 PM** in the presence of interested companies / firms or their authorized representatives who may wish to attend.
- The bidding procedure shall be governed strictly in accordance with the Punjab Procurement Rules 2014 through national competitive bidding procedure.
- For any clarification, please contact on the below-mentioned address.

**Procurement Department, Punjab Skills Development Fund**  
 21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore – Pakistan.  
 UAN: 042-111-11-PSDF(7733) | Toll Free:0800-48627 (HUNAR) | Website: psdf.org.pk

### 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 2022-23.
- II. Compliance Audit of PSDF under the SECP Corporate Governance Rules 2013 for the Financial Year 2022-23.

### 4 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 submitted through E-tendering portal under Technical and Financial/Commercial envelopes with all the supporting documentary evidence by or before the closing date and time.
- In the first instance, technical envelope shall be opened on the E tender portal, and the envelope marked as “Financial Proposal” shall be retained unopened.
- PSDF shall evaluate Technical Proposals in a manner prescribed in section– **05 and 09** (Technical Envelope) available on the portal, without reference to the price and shall reject any proposal which does not conform to specified requirements.
- During the technical evaluation, no amendments to Technical Proposal shall be permitted.
- After the evaluation and approval of the technical proposals, the financial/commercial envelope (on E-tender portal) shall be opened for technically responsive firms, publicly at a time, date and venue announced and communicated to the consultants in advance, within the proposal validity period.
- The financial proposals found technically non-responsive shall be rejected.
- Financial (Commercial Envelope) Proposal shall be evaluated based on PSDF’s evaluation criteria as provided in section **10** of the bidding document and envelopes available on portal.
- Minimum passing marks are 65, a firm who obtains a minimum of 65 marks or more shall be marked as technically qualified and shall be considered for financial proposal opening.
- The lowest evaluated consultant shall be awarded the contract.
- This document has different sections carrying information on eligibility, technical evaluation, Scope of work, condition, and form of contract, etc. to assist potential consultants to develop their Technical Proposals.
- PSDF reserves the right to award or not to award this contract, consultants who fail to submit complete and attach all the relevant documents shall be disqualified.
- Clarifications may be requested before **September 12, 2022 by 03:00 PM** through message box option of e-tendering portal.

- Negotiation shall be made with ranked first firm in accordance with the Punjab Public Procurement Rules 2014.
- A cover letter as specified in “**Annexure E**” shall be submitted with the proposal and information regarding the organization shall also be submitted as specified in “**Annexure A**”

*\*\*\*Although adequate thought and effort has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible.*

## 5 Qualification/Eligibility Criteria

Below are the mandatory qualification/Eligibility criteria to qualify for the technical evaluation process

- The firm must have affiliation with one of the global audit firms and must be listed on **Category A** panel of State Bank (Affiliation Certificate / Proof).
- Firm’s Registration with ICAP (Certificate / Proof).
- Firm’s Registration with Audit Oversight Board (Certificate / Proof).
- 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).
- Must be an Active Taxpayer as per “Active Taxpayer List” of FBR and provide General Sales Tax (GST)/ Provincial Sales Tax (PST) (if applicable) in the name of organization and provide a copy of registration. (Please attach proof to ascertain that firm is on active taxpayer list of FBR and proof for registration in PRA (if applicable) in the name of the firm is also required.)
- Affidavit on stamp paper declaring that company is not blacklisted by any Government agency/ semi-government / authority / organization. (Affidavit on stamp paper.)

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

## 6 Form of Contract

- The successful firm shall sign and execute the standard contract/engagement letter including any general conditions on the terms and conditions specified therein. Any amendment to the standard contract shall be made with mutual consent of both parties.
- The duration of the contract shall be for one year; however, it may be extended on mutual consent but in case of PSDF decides to cancel the contract during the contract period, a notice period of one month shall apply.
- The PSDF may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
- 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 **120 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.

## 7 Form of Bid

Consultants shall follow the Form of Bid specified in **Annex D** to submit the financial bid.

## 8 Delivery Timelines or Completion Date

Unless agreed otherwise, audit services for 2022-23 shall be commenced from July 20, 2023 and will be completed by September 15, 2023.

## 9 Evaluation Criteria

The technical proposal of eligible firms will be evaluated as specified in “**Annexure – C**”.

## 10 Financial Evaluation Criteria

Financial Proposal to be submitted in financial envelopes **ONLY** of e-tendering portal and also attach scanned copy as per **Annexure-D**. If Financial Proposal is not submitted through e- tendering portal, then proposal shall be rejected.

## 11 Submission of Proposal (Technical and Financial Proposal)

Complete proposal containing the Technical (Technical Envelopes) and Financial (Commercial Envelope), with all required information, documentary evidence, and annexures must be submitted on the e-tendering portal before closing dated i.e., **September 14, 2022, at 03:00 PM**. Technical proposals shall be publicly opened on the same day **September 14, 2022, at 03:30 PM** in the presence of firm’s representatives who wish to attend it.

## 12 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]"

<b>Name</b>	
<b>Designation</b>	
<b>Signature</b>	
<b>Date and Place</b>	

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

### Annexure-A Organizational Information

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

Eligibility Criteria Checklist				
Sr. No.	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	The firm must have affiliation with one of the global audit firms and must be listed on Category A panel of State Bank (Affiliation Certificate / Proof).	Affiliation Certificate/Proof	<input type="checkbox"/>	<input type="checkbox"/>
2	Firm's Registration with ICAP (Certificate / Proof).	Evidence of Certificate / Proof	<input type="checkbox"/>	<input type="checkbox"/>
3	Firm's Registration with Audit Oversight Board (Certificate / Proof).	Evidence of Certificate / Proof	<input type="checkbox"/>	<input type="checkbox"/>
4	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"/>
5	Must be an Active Taxpayer as per "Active Taxpayer List" of FBR and provide General Sales Tax (GST)/ Provincial Sales Tax (PST) (if applicable) in the name of organization and provide a copy of registration.	Please attach proof to ascertain that firm is on active taxpayer list of FBR and proof for registration in PRA (if applicable) in the name of the firm is also required	<input type="checkbox"/>	<input type="checkbox"/>
6	Affidavit on stamp paper declaring that company is not blacklisted by any Government agency/ semi-government / authority / organization.	Affidavit on stamp paper	<input type="checkbox"/>	<input type="checkbox"/>

### Annexure-C Technical Evaluation

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"> <li>• Between 10 to 15</li> <li>• More than 15</li> </ul>	10 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"> <li>• Between 20 to 40</li> <li>• More than 40</li> </ul>	10 20	20	Provide list of employed staff mentioning the Names, ICAP registration No. and Year of hiring with Firm on Firm's letter head, duly signed and stamped
3	No. of Offices <ul style="list-style-type: none"> <li>• Lahore office only</li> <li>• More than 2 office including Lahore</li> <li>• More than 3 offices including Lahore</li> </ul>	5 10 15	15	Detail of offices on Firm's letter head, duly signed and stamped
4	Engagement partner for the assignment having professional experience of: <ul style="list-style-type: none"> <li>• More than 5 year but Less than 10 years</li> <li>• 10 years and above</li> </ul>	10 20	20	Attach CV clearly mentioning experiences.
5	In Past 5 years, Firm performed external audit of public sector companies <ul style="list-style-type: none"> <li>• 1 to 5 public sector companies</li> <li>• More than 5 public sector companies</li> </ul>	10 15	15	Provide duly signed and stamped list of companies mentioning name of company audited with details of contact person or engagement letter.
6	Financial Capability/Annual Turn Over/Sales/Revenue <ul style="list-style-type: none"> <li>• More than 5 million PKR but less than 10 million PKR</li> <li>• Equal to or more than 10 million PKR</li> </ul>	5 10	10	Copy of 19-20/20-21 financial audit report or Annual tax return of 19-20/20-21.
<b>Total</b>			<b>100</b>	

The minimum technical score required to pass to qualify for financial opening is: **65 Points**





## Annexure-D Financial Proposal

Total Cost	Costs without Taxes	Taxes	Cost including All Taxes
	Pak Rupees	Pak Rupees	Pak Rupees
Total Cost of Financial Proposal			

Breakup of the Cost.

Sr. No.	Particulars	External Audit Fee without Taxes	Out of Pocket Expenses without Taxes	Taxes (%age & Amount in PKR)	Total Cost inclusive of all applicable taxes
1	Statutory Audit of PSDF under Companies Act 2017 for the Financial Year 2022-23				
2	Compliance Audit of PSDF under the SECP Corporate Governance Rules 2013 for the Financial Year 2022-23.				

**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.

## Annexure-E Cover Letter for the Submission of Proposal

Location: \_\_\_\_\_

Date \_\_\_\_\_

To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

We, the undersigned, offer to provide the services for **Hiring of Firm for External Audit** 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 **Hiring of Firm for External Audit** 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: \_\_\_\_\_