

**GOVERNMENT OF PAKISTAN**  
**TRADE DEVELOPMENT AUTHORITY OF PAKISTAN**  
**BLOCK A, 5<sup>TH</sup> FLOOR FTC BUILDING, SHAHRAH-E-FAISAL, KARACHI**

**REQUEST FOR HIRING SERVICES OF REPUTABLE AUDITING FIRM TO CONDUCT**  
**AUDIT OF TDAP'S ACCOUNTS FOR THE FINANCIAL YEARS 2007-08 TO 2014-15**

Trade Development Authority of Pakistan, an organization with the mandate to promote trade with special focus to increase exports of Pakistan intends to hire the services of a reputable auditing firm (registered with tax departments of Federal and Provincial governments in accordance with the applicable laws) to conduct audit of TDAP's accounts for the financial years 2007-08 to 2014-15 (08 years).

2. Tender documents containing detailed terms of reference, evaluation criteria and other related information are available at the office of undersigned which can be obtained on any working day 10:30 am to 04:30 pm by paying Rs. 1,000/- as tender document fees in shape of pay order in favor of Account Officer TDAP Karachi. These documents can also be downloaded from TDAP website at [www.tdap.gov.pk](http://www.tdap.gov.pk).

3. Single Stage Two Envelope Procedure will be used for open competitive bidding. The interested auditing firms will submit their sealed bids comprising single package containing two separate envelopes. Each envelope shall contain separately the 'financial' and 'technical' proposals which will be clearly mentioned in bold and legible letters on respective envelope to avoid any confusion".

4. Financial proposals should accompany a bid security equivalent to two per cent (2%) of the bid amount in the form of Pay Order / Demand Draft in favor of "Accounts Officer TDAP".

5. Sealed tender documents, prepared in accordance with the instructions in the tender documents must reach at Hafiz Muhammad Sabir, Director(F&A), Trade Development Authority of Pakistan, 5<sup>th</sup> Floor, Block A, FTC Building, Shara-e-Faisal Karachi on or before 14<sup>th</sup> March, 2016 at 12.00 noon. Tenders (technical proposal only) will be opened on the same day on 12:30 p.m. in the presence of representatives of the participating firms.

6. Trade Development Authority of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time, however, reasons for rejection or annulling bid process will be communicated to the concerned bidder (s) in accordance with the Procurement Rules. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

( Hafiz M. Sabir )  
Director (F&A)

**Trade Development Authority of Pakistan**  
5<sup>th</sup> Floor, Block – A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi,  
Tel: 021-99201516

## **BRIEF ON TDAP AND ITS FUNDS / EXPENDITURE**

Trade Development Authority of Pakistan (TDAP) has replaced Export Promotion Bureau (EPB) through an Ordinance No. XXX of 2006 dated 08-11-2006 and then Act of 2013. TDAP is functioning as an autonomous body. In terms of Section 23(2) of TDAP's Act 2013, TDAP's funds consist of;

- a) Such sum as the Federal Government may from time to time grant through non-lapsable regular budget.
- b) Grants of money and sums borrowed or rose by the Authority for the purpose of meeting any of its obligations or discharging any of its duties.
- c) Fees including fees received from parties for participation in international trade fairs and exhibitions as well as the booking of halls in Karachi Expo Centre for holding fairs, exhibitions, seminars and conferences etc.
- d) Penalties or other charges levied or collected by the Authority; and
- e) All other sums or property which may, in any manner, become payable to or vested in the Authority in respect of any matter incidental to the exercise of its functions and powers.

2. The funds allocated for establishment/ operating charges are incurred on salaries of TDAP's employees, Communications, Utilities, Operation & Maintenance, Occupancy Costs etc. The funds allocated for promotional/ developmental charges are incurred on organization of local/ foreign fairs/ exhibitions, advertisement etc.

## **TERM OF REFERENCE (TOR)**

### **Overall Objective:**

The objective of this Bid is to hire services of reputable auditors to conduct the audit of TDAP's accounts for the financial years 2007-08 to 2014-15. The audit will be carried out on financial year basis(July-June).

### **Criteria of Evaluation:**

"Quality Cost Based Selection Method" under "Single Stage Two Envelops Method" of selection of consultant under Public Procurement Rules, 2004 will be used. Evaluation Criteria for Technical Evaluation is enclosed. Scores will be allocated based on evidence available in the proposal only. Financial Proposals of only technically qualified audit firm will be opened. The Audit assignment will be awarded to the firm with lowest rates which will be quoted for each financial year separately.

### **Opening of Bids:**

Sealed tender documents, prepared in accordance with the instructions in the tender documents must reach at Hafiz Muhammad Sabir, Director(F&A), Trade Development Authority of Pakistan, 5<sup>th</sup> Floor, Block A, FTC Building, Shara-e-Faisal Karachi on or before 14<sup>th</sup> March, 2016 at 12.00 noon. Tenders (technical proposal only) will be opened on the same day on 12:30 p.m. in the presence of representatives of the participating firms. For opening of Financial Proposals date, time and venue will be communicated separately.

### **Role and Objectives of Auditors**

The function of auditing firms is to carry out the audit of TDAP's accounts of each financial year since July 2007 (as per BOQ).

On completion of assignment of each financial year, the auditing firm shall provide a comprehensive report to the management of TDAP.

# Technical and Financial Evaluation

## Initial Screening:

The following documents/ certificates are the pre-requisite and may be used for Initial screening. The Audit Firm will go in the next stage if it fulfills all the requirement of initial screening which are as under:

- The firm must be "B" ranking as per State Bank of Pakistan.
- Declaration on stamp paper regarding non-black listing / delisting
- Satisfactory QCR Rating of ICAP
- Taxpayer Registration Certificate (Income Tax & GST)
- Partnership Registration Certificate

## Technical Evaluation:

- i) The Firm cleared from initial screening will be evaluated as per following criteria:
- ii) Number of Partners in the firm within Pakistan
- iii) Number of ICAP qualified Chartered Accountants employed by the firm in Pakistan
- iv) Current Internal Audit Client
- v) Current Internal Audit Client with Financial Sector
- vi) Years of existence in Pakistan
- vii) Membership with Global Audit Firm
- viii) Number of Offices within Pakistan

Minimum score for competing in the next stage is 70 %. The Financial Proposal of only that Audit Firm will be opened which secured 70% or more in the Technical Evaluation.

<b>1</b>	<b>Number of partners</b>	<b>Total Marks</b>	<b>Range of Partners</b>	<b>Marks</b>
			4-10	10
			11-20	15
	At least 04	20	20 & above	20
<b>2</b>	<b>Number of ICAP Qualified Chartered Accountants Employed by Firm in Pakistan</b>	<b>Total marks</b>	<b>Range of qualified chartered accountants employed</b>	<b>Marks</b>
			20-30	8
			30-50	12
			51 & above	20
	At least 20	20		
<b>3</b>	<b>Current Internal Audit Clients</b>	<b>Total Marks</b>	<b>No. of Clients</b>	<b>Marks</b>
			5	8
			6-10	12
	At least 05	15	11 & above	15
<b>4</b>	<b>Current Internal Audit Clients within Public Sector</b>	<b>Total Marks</b>	<b>No. of Clients</b>	<b>Marks</b>
			5	5
			5-10	12
			11 & above	15
	At least 05	10		
<b>5</b>	<b>Year of existence in Pakistan</b>	<b>Total Marks</b>	<b>No. of Years</b>	<b>Marks</b>
			15	8
			15-30	12
	At least 15	15	31 & above	15
<b>6</b>	<b>Membership with global audit firm having no. of offices worldwide</b>	<b>Total Marks</b>	<b>No. of offices</b>	<b>Marks</b>
			20	3
			20-40	6
			40 & above	10
	At least 20	10		
<b>7</b>	<b>No. of offices in Pakistan</b>	<b>Total Marks</b>	<b>No. of offices</b>	<b>Marks</b>
			2	6
	At least 2	10	3 & above	10

# BOQ

<b>Sr.No</b>	<b>Year</b>	<b>Total Funds</b>	<b>Total Expenditure</b>	<b>Completion period of audit</b>	<b>Rate/cost for audit per financial year</b>
1	2007-08	1,441,919,493	1,038,124,514		
2	2008-09	988,777,705	1,156,538,324		
3	2009-10	1,107,297,011	1,234,663,263		
4	2010-11	1,211,789,374	976,190,376		
5	2011-12	1,288,614,782	1,198,868,308		
6	2012-13	1,197,144,153	1,326,331,391		
7	2013-14	1,533,216,766	1,286,141,519		
8	2014-15	1,788,507,122	1,708,618,203		
		<b>10,557,266,406</b>	<b>9,925,475,898</b>		

**Signature with Stamp**