

# Invitation of Bids

## HIRING SERVICES OF REPUTABLE AUDITING FIRM TO CONDUCT AUDIT OF TDAP'S ACCOUNTS

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.

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 from 10:30 am to 04:30 pm. These documents can also be downloaded from TDAP website at [www.tdap.gov.pk](http://www.tdap.gov.pk).

3. Sealed tender documents, prepared in accordance with the instructions in the tender documents must reach at Akbar Zaman Shah, Director (F&A), Trade Development Authority of Pakistan, 5th Floor, Block A, FTC Building, Shara-e-Faisal Karachi on or before 13-03-2017 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. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

**Akbar Zaman Shah**  
Director (F&A)  
Tel: 021-99201516



**Trade Development Authority of Pakistan**

MINISTRY OF COMMERCE GOVERNMENT OF PAKISTAN

5th Floor, Block – A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi-75350



**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.**

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**( Akbar Zaman Shah )**

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 Mr. Akbar Zaman Shah, Director(F&A), Trade Development Authority of Pakistan, 5<sup>th</sup> Floor, Block A, FTC Building, Shara-e-Faisal Karachi on or before 13<sup>th</sup> March, 2017 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 Audit Client
- v) Current 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.

1	Number of partners	Total Marks	Range of Partners	Marks
	At least 02	20	02	10
			02-05	15
			05& above	20
2	Number of ICAP Qualified Chartered Accountants Employed by Firm in Pakistan	Total marks	Range of qualified chartered accountants employed	Marks
	At least 10	20	10	10
			10-20	15
			20& above	20
3	Current Audit Clients	Total Marks	No. of Clients	Marks
	At least 05	15	5	10
			6-10	15
			11 & above	15
4	Current Audit Clients within Public Sector	Total Marks	No. of Clients	Marks
	At least 05	10	5	5
			5-10	8
			11 & above	10
5	Year of existence in Pakistan	Total Marks	No. of Years	Marks
	At least 10	15	10	5
			10-20	10
			20& above	15
6	Membership with global audit firm having no. of offices worldwide	Total Marks	No. of offices	Marks
	At least 05	10	05	3
			05-10	6
			10 & above	10
7	No. of offices in Pakistan	Total Marks	No. of offices	Marks
	At least 2	10	2	6
			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**