



NATIONAL ENGINEERING SERVICES PAKISTAN (PVT.) LIMITED

**BIDDING DOCUMENTS
FOR
HIRING THE SERVICES OF AUDIT FIRM
FOR STATUTORY AUDIT**

December 2019

National Engineering Services Pakistan (Pvt.) Limited
Finance Division, NESPAK House, 1-C, Block-N, Model Town Extension, Lahore

**NATIONAL ENGINEERING SERVICES PAKISTAN (Pvt.) LIMITED
(NESPAK)**

INVITATION FOR BIDS

HIRING THE SERVICES OF AUDIT FIRM FOR STATUTORY AUDIT

National Engineering Services Pakistan (Pvt) Limited (NESPAK), invites sealed bids on National Competitive Bidding (NCB) basis from eligible firms, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for conducting Statutory Audit for the period from July 01, 2018 to June 30, 2019 along with the review report on statement of compliance with the Public Sector Companies (Corporate Governance) Rules 2013.

Bidding Documents, containing detailed terms and conditions, etc. are available at the office mentioned here below and also can be downloaded from www.nespak.com.pk free of cost.

The Bids prepared in accordance with the instructions given in the Bidding Documents, must reach at the address given below on or before **December 23, 2019, 11:00 am**. The Bids will be opened on the same day at **11:30 am**. This advertisement is also available on **NESPAK** (www.nespak.com.pk) and **PPRA** (www.ppra.org.pk) website.

**Chief Financial Officer /Head, Finance Division, NESPAK,
NESPAK House, 1-C, Block N, Model Town Extension, Lahore
Phone No. 042-99231927, 99090251**

Invitation to Bid (ITB)

Hiring the Services of Audit Firm for Statutory Audit

1. Introduction

1. National Engineering Services Pakistan (Pvt.) Limited (NESPAK) (hereinafter called as the "Employer"), a leading International Engineering Consultancy Company, wishes to receive Bids for conducting Statutory Audit for the period from July 01, 2018 to June 30, 2019 along with the report on statement of compliance with the Public Sector Companies (Corporate Governance) Rules 2013.

2. Scope of the Services

The Scope of Services is summarized hereunder:

- I. Statutory Audit of NESPAK under the Companies Act, 2017 for the Financial Year 2018-2019 and issue Auditor's opinion.
- II. Review on NESPAK's compliance under the SECP Corporate Governance Rules 2013 for the Financial Year 2018-2019 and issuance of review report on Compliance with the best practices of the code of Corporate Governance.

The Bidders must quote for the complete scope of the Services. Any bid covering partial scope of Services will be rejected.

The successful Bidder will be required to submit the following reports:

- a. Audit Report on the Financial Statements of NESPAK for the year ended on June 30, 2019.
- b. Review Report on Statement of Compliance with the best practices of the Code of Corporate Governance for the year ending on June 30, 2019.
- c. Any other report as required under the law.

3. Eligibility Requirements

Bidding is open to all firms meeting the following requirements:

- a). The Bidder shall be duly incorporated/registered under the laws of Islamic Republic of Pakistan;
- b). The Bidder shall be registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue; and
- c). The Bidder shall not have been black listed by any Governmental or semi-Governmental Organization/Department. The Bidder should submit an Undertaking with the Application, certifying that "the Bidder has not been blacklisted by any Government or Semi-Government Organization/Department".

4. Qualification Requirements

The Bidder shall meet the following qualification requirements:

- a). The Bidder shall have “A” ranking as per State Bank of Pakistan;
- b). The Bidder shall be affiliated with one of the global audit firms; and
- c). The Bidder shall have satisfactory QCR Rating of ICAP

5. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6. Bid Prices, Currency of Bid and Payment

The Bidder shall quote Bid Price entirely in Pak Rupees on lumpsum basis for the Services to be performed under the Contract and will be paid in the same currency. The Bid Price shall be quoted inclusive of all prevailing taxes such as income tax, GST/Punjab Sales Tax on services, etc. The Bid Price quoted by the Bidder shall remain fixed during the Bidder’s performance of the Contract and shall not be subject to variation on any account.

The Bidder Shall quote price separately for each item of the scope of the Services provided under Clause 2 hereof, and payment shall be made accordingly after completion of each item of the scope of the Services. All payments shall be made after deduction of applicable taxes.

5. Validity of the Bids

The Bids shall remain valid for sixty (60) days after date of bid opening.

6. Submission and Opening of Bids

The Bids must be received by the Employer not later that date mentioned in Invitation to Bid. Bids submitted through telegraph, telex, fax or e-mail shall not be considered. The Bids must be complete, in order and comprise documentary evidences for each requirement.

The Bidders shall submit one original and one copy of the Bid duly signed and stamped by the authorized representative.

The Bids will be opened the same day on the time as mentioned in Invitation to Bid in the presence of the Bidders’ representatives.

7. Evaluation Criteria

The Bids shall be evaluated based on the following:

- i. Number of Partners in the firm within Pakistan
- ii. Number of ICAP qualified Chartered Accountants employed by the firm in Pakistan
- iii. Number of Audit Staff
- iv. Number of offices in Pakistan
- v. Experience of Govt./Semi Govt. Organization Audit Services
- vi. Experience of engagement partner
- vii. Financial Strength
- viii. Relevant experience

The Evaluation Criteria is given hereunder. The Bidders will be required to obtain minimum overall 70% marks as per evaluation criteria. The Bids not meeting the aforesaid qualification requirements shall be rejected.

Evaluation Criteria:

1. No. of Partners	Total Marks	Range of Partners	Marks
10 marks for 10 partners and additional 1 mark for each additional partner, maximum marks 20. (List of partner to be attached)	20	10	10
		Additional each partner, maximum 10 additional marks	10
2. No. of qualified Chartered Accountants Employed by the Firm in Pakistan	Total Marks	Range of qualified C.A	Marks
7 marks for 30 qualified and additional 1 mark for additional 3 qualified person, maximum marks 15. (List to be attached)	15	30	7
		Additional 1 mark for 3 qualified person, maximum of 8 additional marks	8
3. No. of Audit Staff	Total Marks	Range of staff	Marks
5 marks for 100 staff and additional 1 mark for additional 15 staff members, maximum 10 marks	10	100	5
		Additional 1 mark for 15 additional staff members, maximum 5 additional marks	5
4. Number of Offices in Pakistan	Total Marks	No. of Offices	Marks
At least 2 Offices in Pakistan	10	2	5
		3 & above	10
5. Government/Semi Government Experience	Total Marks	No. of organization	Marks
Experience of 5 Govt./Semi Govt. Organization Audit services having 2 Billion revenue will earn 5 marks and additional each assignment will earn 2 marks, maximum 10 marks	10	5	5
		Additional each assignment will earn 2 marks, maximum 5 additional marks.	5
5. Years of experience of Engagement Partner	Total Marks	Experience years	Marks
4 marks for 10 years and additional 1 year will fetch 1 mark each, maximum marks 10.	10	10	4
		Additional 1 year experience will get 1 mark, maximum 6 additional marks	6
6. Financial Strength	Total Marks	Revenue	Marks
Revenue	15	Upto 100 Million	5
		100-200 Million	10
		Above 200 Million	15
7. Relevant Experience	Total Marks	No. of organization	Marks
Similar assignments	10	Upto 2	2
		Upto 5	5
		6 & above	10
Grand Total:	100		

8. Award of Contract

The Employer will award the Contract to the Bidder whose Bid has been determined to meet minimum qualification requirements and who has offered the lowest evaluated Bid price.

The Employer will enter into a lump sum contract with the successful Bidder. The Contract for audit service will be awarded for audit of financial year ending on June 30, 2019.

Expected date for commencement of the Services is _____, 2019.

Notwithstanding the above, the Employer reserves the right to annul the bidding process and reject all bids, at any time prior to award of Contract as per Rule 33 of Public Procurement Rules 2004.