



No.F.6(1)2021/Tax Matters/NDMA/Fin
Government of Pakistan
Prime Minister's Office
National Disaster Management Authority
Islamabad

NOTICE
REQUEST FOR PROPOSAL (RFP)

National Disaster Management Authority (NDMA), Islamabad invites sealed technical and financial proposals / offers from well reputed consultant firms / individuals who should be on Active Tax Payer List (ATL) of the Federal Board of Revenue (FBR), Pakistan / Tax Filer in case of individual consultant as a Tax Consultant. The method for selection 'Quality and Cost Based' will be used under the provision 'Procurement of Consultancy Services Regulations, 2010'.

Request for Proposal containing detailed terms and conditions is available for the interested bidders. The interested firms / individual consultants should be technically as well as financially sound. The consultant firms / individuals must have ample experience in all tax related matters including filing of annual income tax return, uploading the monthly income tax / sales tax deduction statements on IRIS of the FBR, applying for tax exemptions before relevant tax authorities on behalf of NDMA, responding all tax relating notices issued from the tax authorities and representing the authority before the tax authorities / Commissioner / tax Tribunals, extending advisory service to NDMA on all tax related matters.

The Request for Proposal containing detailed terms and conditions may be obtained from Administration Directorate (HR Section) (Room No.234-B, Prime Minister's Office Islamabad) during office hours free of cost. The same can also be downloaded from website of the Authority on www.ndma.gov.pk and PPRA website www.ppra.org.pk.

NDMA may reject any or all the bid(s) at any time prior to the acceptance of the bids as per Rule 33(1) of PPRA, Rules 2004.

The Request for Proposal prepared in accordance with instructions in RFP documents must reach the undersigned before 1100 hours on **20 June 2022**, which will be opened on the same day at 1130 hours in Room No 220-E, NDMA, Prime Minister's Office, Islamabad.

(Atif Iqbal)
Director (Administration)
National Disaster Management Authority, Islamabad
Tel: 0519087812 / 9087842

BIDDING DOCUMENTS OF REQUEST FOR PROPOSAL (RFP)
FOR CONSULTANCY SERVICE – TAX CONSULTANT
TERMS AND CONDITIONS

1. Tender No: Tender No.F.6(1)2021/Tax Matters/NDMA/Fin
2. Title of tender: Request for Proposal (RFP)
3. Procuring Agency: National Disaster Management Authority, Prime Minister's Office, Islamabad.
4. Last Date for Submission: 20 June 2022 at 1100 hours
5. Opening Date and Time: 20 June 2022 at 1130 hours
6. Opening Address: Room No. 220-E, National Disaster Management Authority (NDMA), Prime Minister's Office, Islamabad.
7. Desired Qualification / Experience: Master Degree duly recognized by HEC in Contract Management or equivalent and minimum 10 years post qualification working experience in Contract Management or relevant field.
8. Period of Contract: Minimum three years extendable to further one year.
9. Rejection of Applications: Application on following grounds will be rejected:-
 - a. Incomplete and conditional applications will be rejected forthwith.
 - b. Applications received after due date and time of submission will not be accepted.
 - c. Rate other than PKR will not be accepted.
10. **Following must include in the proposal / offers:-**

Ser	Document Required	Attach
a.	Name of the Firm	Annex-A
b.	Registered Address of the firm with telephone number and certificate of the firm having permanent office in Islamabad	Annex-B
c.	Contact Person(s)	Annex-C
d.	Number of years of Experience in tax matters	Annex-D
e.	Organizational Strength in terms of qualification and competency of the Professional staff in dealing with tax matters including CVs of main experts, highlighting experience in tax related matters.	Annex-E
f.	List of major clients in public and private sector	Annex-F
g.	An affidavit on Stamp Paper that the Firm / Consultant has never been blacklisted by any Government Ministry/Division/Department in the past.	Annex-G
h.	Copy of Bank Statement FY 2020-21	Annex-H

11. **Scope of Work:** The Tax Consultant shall be responsible for all tax matters of NDMA and shall include but not limited to: -
 - a. Filing of annual income tax return of NDMA.
 - b. Uploading the monthly income tax / sales tax deduction statements on IRIS of the Federal Board of Revenue (FBR).
 - c. Responding of all tax related notices issues from the tax authorities from time to time and suggesting ways for improvement in NDMA operations for better compliance to tax laws / rules / regulations.
 - d. Applying for tax exemptions before relevant tax authorities on behalf of NDMA.
 - e. Representing NDMA before the tax authorities / Commissioner / Tax Tribunals.
 - f. Extending advisory service to NDMA on all tax related matters.
 - g. Any other related tasks assigned by the Chairman NDMA.
12. **Evaluation of Proposals:**
 - a. As per provision under PPRA Rules 2004, single stage – two envelope procedure

- will be adopted. The bid shall comprise a single package containing two separate sealed envelopes. The name of Bidder and Tender description shall be clearly marked on the sealed envelope for both Technical and Financial Bids separately.
- b. Initially, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened while the envelope marked as “**Financial Proposal**” will be retained in the custody of Authority without being opened.
 - c. The technical proposals shall be opened by Committee on the same day (1130 hours on 20 June 2022) in the presence of Bidders / Authorized Representatives.
 - d. The **Technical Evaluation** of the Firm shall be made as under (Total Marks:50):-
 - (1) Experience (Maximum Marks 20); 1 Mark for each year of experience upto maximum of 20 marks.
 - (2) Staff Strength (Maximum Marks 20); 2 Marks for having at least one tax professional.
 - (3) Clientele (Maximum 10 Marks); Evaluation to be done and marks awarded by the Evaluation Committee on the basis of small, medium and large firm up to maximum of 10 marks.
 - e. **Financial Proposal:** In order to arrive at the total per annum cost and for the purpose of the evaluation of proposals, it is assumed that there will be two cases per year for Appeals to Commissioner of Income Tax and Appellate Tribunal respectively.
 - f. **Minimum score required to pass for Pre-qualification is 70%.**
 - g. Result of Technical Proposals after technical evaluation shall be announced / conveyed to the participating Firms / Consultants.
 - h. The date of opening of Financial Bids shall be communicated to the technically successful bidders accordingly.
 - i. Combined evaluation of technical and financial proposal will be followed.
 - j. Financial proposals should be bifurcated into the following categories:-
 - (1) Preparation and filing of corporate tax return (Per Annum) and uploading the income tax / sales tax deduction states on IRIS and advisor service.
 - (2) Filing of the income tax exemption on annual basis.
 - (3) Appeal to Commissioner (Case to case basis).
 - (4) Appeal to Appellate Tribunal (Case to case basis).
 - (5) Out of pocket expenses (Amount to be specified).
 - k. The applicant with winning proposal will be accepted after approval of the Chairman, NDMA.
 - l. After approval, the firm will be served offer letter.
 - m. Upon acceptance of the offer letter, service agreement to be signed by the shortlisted firm / individual consultant.
13. **Award of Contract / Appointment of Consultant:** Competitive bidding will be done through Single Stage Two Envelopes System as per PPRA Rules. The Contract / Service Agreement will be awarded to the successful bidder adopting ‘Quality and Cost Based’ selection method for three years, extendable for further period of one year.
14. **Effectiveness of Contract:** Contract shall be effective on signature of both parties. The selected firm / individual would be liable to start performing the contract within 48 hours of signing of contract.
15. **Payment Terms:** Payment will be made on production of invoice on monthly basis. The Payment shall be liable to deduction of relevant taxes and will be paid in Pak Rupees.
16. **Termination of the Service Agreement:** The service agreement shall be liable to termination on 30 days prior notice by either party.