

	Expression of Interest (EOI) & Pre-Qualification
	PROVISION OF AUDIT SERVICES FOR PITB
Punjab Information Technology Board (PITB), Government of the Punjab, invites proposals for Expression of Interest & Pre-Qualification from valid registered, reputable and well-experienced consultant firms / companies etc. for "Provision of Audit Services for PITB". 2. The objective of this Expression of Interest & Pre-Qualification is to invite proposals for Provision of Audit Service for PITB & to Pre-Qualify Consultant Firms / Companies for the RFP stage. The EOI & Pre-Qualification Document carrying all details is available at www.pitb.gov.pk and www.ppra.punjab.gov.pk. 3. A single package containing EOI & Pre-Qualification Proposals, duly completed, signed, stamped, sealed and in complete conformity with EOI & Pre-Qualification Document should be dropped, in the Tender Box No.1 placed at Reception of the PITB office, 11th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road Lahore, no later than 1500 Hours, within 15-days of first publication of this advertisement in National Newspapers or uploading of relevant EOI-PQ Document on PITB & PPRA websites, whichever is later. 4. Income/Sales tax registration certificate and other documents as mentioned in EOI & Pre-Qualification Document must accompany the proposals. PITB management may reject all proposals at any time prior to the acceptance of a proposal, as provided under Rule-35 of Punjab Procurement Rules, 2014.	
Joint Director (Development & Procurement) Punjab Information Technology Board 11th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore. Ph: (042) 35880062, Fax (042) 99232123 Web: www.pitb.gov.pk IPL-251	

**EXPRESSION OF INTEREST &
PRE-QUALIFICATION DOCUMENT**

FOR

Provision of Audit Services

for

PITB



Punjab Information Technology Board (PITB)

11th Floor, Arfa Software Technology Park (ASTP),

346-B, Ferozepur Road, Lahore, Pakistan

Phone: (+ 92) (42) (35880062), Fax: (+92) (42) (99232123)

URL: www.pitb.gov.pk

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Abbreviations

Terms	Definition
PITB	Punjab Information Technology Board
EOI	Expression of Interest
QCR	Quality Control Review
ICAP	Institute of Chartered Accountants of Pakistan
RFP	Request for Proposal
PQ	Prequalification

1. GENERAL

Punjab Information Technology Board (PITB), Government of the Punjab, seeks Expressions of Interest and Prequalification (EOI-PQ) proposals from Audit Firms (Consultants) of International standard and repute to conduct the External Audit of the PITB as under the provisions of the Companies Ordinance 1984.

2. PURPOSE OF THIS DOCUMENT

The purpose of the Document is to provide the applicants with information to assist the formulation of their EOI-PQ proposals. The applicants are required to provide profiles of their firms comprising experience, and personnel strength. Structure of the firm with list of all key personnel (Partner, Director, Senior Managers, Managers, Assistant Managers, Supervisors etc. including their detailed CV mentioning the qualifications and experience etc.)

TERMS AND CONDITIONS OF THE EXPRESSION OF INTEREST

Definitions

In this document, unless there is anything repugnant in the subject or context:

- i Applicant means the party which submits a proposal in response to this EOI-PQ Document
- ii "Authorized Representative" means any representative appointed, from time to time, by the Applicant, Purchaser or Client.
- iii "Purchaser" means the Punjab Information Technology Board (PITB), or any other entity for the time being or from time to time duly appointed in writing by the Government to act as Purchaser for the purpose.
- iv "Client" means the authorized representative of the Government department/entity for whom the Audit Services have been rendered or any other person, duly appointed in writing, by the Client, for the time being or from time to time, to act as Client for the purposes of the audit
- v. "Day" means calendar day.
- vi "Employer" means Purchaser and / or Client.
- vii "EOI-PQ Document" means the Expression of Interest-Pre-qualification Document in consideration.
- viii "Person" includes an individual, an association of persons, consultant firm, company, corporation, institution and organization, etc.
- ix "Prescribed" means prescribed in the EOI-PQ Document.

Disclaimer

This EOI-PQ Document for "Provision of Audit Services for Punjab Information Technology Board, Government of the Punjab" contains brief information about the audit services required, for short listing and pre-qualification of applicants for RFP stage. The purpose of the Document is to provide the applicants with information to assist the formulation of their EOI-PQ proposals.

While all efforts have been made to ensure the accuracy of information contained in this EOI-PQ Document, this document may not contain all the information required by the Applicants. The Applicants should conduct their own independent assessment, investigations and analysis and may prepare their proposals in the light of relevant experience and international best practices. Punjab Information Technology Board (PITB), or any of its employees or advisors/consultants, shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the EOI-PQ Document.

PITB reserves the right to change any or all conditions/ information set in this EOI-PQ Document by way of revision, deletion, updation or annulment through issuance of appropriate advertisement as the Client may deem fit in accordance with the PPRA Rules, 2014. Participation in the EOI-PQ proposals process does not qualify any applicant for the next stage of the procurement process.

PITB will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the EOI-PQ proposal to be submitted in terms of this Document.

4. BRIEF SCOPE OF WORK

The scope of work will be to conduct audit of PITB Financial Accounts for fiscal year 2013-2014. Punjab Information Technology Board, Lahore invites proposals for Expression of Interest from validly registered, overall experience of 10 years, International Standard and reputed to conduct the Audit of PITB as under the provisions of the Companies Ordinance 1984. Chartered Accountant Firms with satisfactory QCR rating from the Institute of Chartered Accountants of Pakistan (ICAP) may participate.

The overall scope and purpose of the audit will be as follows:

1. The audit will cover the period from 1st July 2013 to 30th June 2014.
2. To determine the regularity of the receipt, custody, expenditure, and accounting for PITB resources;
3. To assess the overall operational and internal control system for the management of the projects.
4. Consultant Firm/company should be one of the top ten audit firms (Consultants) /companies in Pakistan.
5. Duration of audit is 3 weeks.
6. The audit work shall cover the adequacy of accounting and financial operation and reporting systems.
7. The audit work shall cover the equipment (typically vehicles and office equipment)
8. The audit work shall cover all cash funds held by the project and review procedures for safeguarding of cash.
9. The audit work shall cover travel activities, vehicle, office premises, office communications and IT systems and record maintenance.
10. Furthermore consultant firms/companies having IT and Public sector experience may be given preference.
11. The selected audit firm (Consultant) shall conduct the audit in accordance with International Standards of Auditing to achieve the following objectives:

General objective includes:

- To ensure voucher/evidence based on payment to improve transparency
- To ensure accuracy and timeliness in maintenance of book of accounts
- To improve accuracy and timeliness of financial reporting specially at sub-district levels.
- To ensure compliance with laid down systems, procedures and policies
- To regularly track, follow up and settle advances on a priority basis
- To assess & improve overall internal control systems
- To know the financial position of PITB

- To know the actual sources/resources, assets and liabilities.

Note:

The applicants are required to submit their expression of interest (EOI) proposals and proposed their own audit methodology / approach, based on the information presented in the preceding paragraphs and their experience and international best practices.

5. INSTRUCTIONS TO APPLICANTS

5.1 Submission of Proposal

Applications for EOI-PQ containing EOI & Pre-Qualification Proposals one original and one (01) copy should be submitted in separately sealed envelopes to be delivered into the Tender Box No.1, placed at reception of Punjab Information Technology Board, no later than **1500 hours** on **23rd January, 2015**. The proposals shall be publicly opened in the Committee Room of Punjab Information Technology Board, 11th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore, at **1600 hours** on **23rd January, 2015**. In case the last date of proposal submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the proposals shall be the next working day.

The proposals are to be prepared in English language. The applicants must provide complete information along with supporting documents. Any lapses to provide essential information may result in disqualification of the applicant.

All documents submitted by the firms should preferably be delivered in one Packet/parcel for ease of handling and to avoid loss of documents. Any misleading statement(s) or information by any applicant will result into disqualification at any stage.

The Applicants can seek any clarification regarding the document from the following:

Primary Contact

Mr. Muhammad Waseem Bhatti

Joint Director (Development & Procurement)

Email: waseem@pitb.gov.pk

11th Floor, Arfa Software Technology Park, 346-B,
Ferozepur Road, Lahore, Pakistan.

Ph: +92 42 35880062

Secondary Contact

Ms. Nadia Riaz

Joint Director (Finance)

Email: nadia.riaz@pitb.gov.pk

11th Floor, Arfa Software Technology Park, 346-B,
Ferozepur Road, Lahore, Pakistan.

Ph: +92 42 35880062

Interested Firms should note that during the period from the receipt of the proposal and till further notice from the Primary Contact, all queries should be communicated via the Primary Contact in writing or e-mail only. In the case of an urgent situation where the Primary Contact cannot be contacted, the audit firms (Consultants) may alternatively direct their enquiries through the Secondary Contact. Interested firms are also required to state in their proposals the name, title, fax number and e-mail address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The purchaser will not be responsible for any costs or expenses incurred by Interested Firms in connection with the preparation or delivery of proposals.

5.2 Qualification Criteria

5.2.1 General

EOI-PQ proposals will be based on all the criteria given in succeeding sections regarding the Applicant's financial soundness, experience, personnel and proposed solution as indicated by the Applicant's responses in the forms given in this document.

5.2.2 Mandatory Basic Requirements

Only those applicants fulfilling the following basic requirements shall be considered for further evaluation (relevant documents to be attached):-

- i. Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan
- ii. Valid Income Tax Registration
- iii. Valid General Sales Tax Registration (Status should be active with FBR)
- iv. Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan.

5.2.3 Weightage / Marks

Distribution of Weightage/Marks shall be as under:

Sr. No.	Category	Weightage/Marks
1.	Experience	60
2.	Personnel Capabilities	40
Total:		100

Note: Prequalification status shall be determined on the Point scoring criteria. In order to qualify, the applicant must obtain overall **60 marks and at least 35% marks in each category as mentioned in the table above.**

PROVISO: Provided that if **NONE** or **ONLY ONE** (single) applicant obtains overall 60 marks, then the Purchaser **SHALL** decrease the Pass Mark limit to 50 marks. In other words, if **TWO** or more applicants obtain overall 60 marks, then the Pass Mark will **NOT** be decreased to 50 marks.

If Pass Marks are decreased to 50 marks, then ALL applicants with scores greater than or equal to 50 marks shall be qualified.

Detailed Prequalification criteria is given below:

5.2.4 Experience

The applicant shall meet the following minimum criteria and the credit marks will be awarded on the basis of the qualifications listed below:

Sr. No.	Description	Maximum Points	Remarks
1	Years of establishment (3 marks for each year)	30	Marks will be assigned on the basis of valid documentary evidence
2	Assignments / Projects of Similar Nature (3 marks for each assignment / project)	30	
	Sub-total:	60	

5.2.5 Personnel Capabilities

The applicants must have in their employment suitably qualified personnel with relevant experience to fill the key management and specialist positions mentioned below. The applicant will supply information on nominated candidates for each relevant area / domain in accordance with the relevant form provided in this document.

Sr. No.	Domain	Marks	Remarks
1	FCA	10	Marks will be assigned on the basis of valid documentary evidence
2	ACA	10	
3	CA-Inter	8	
4	M-Com/MBA/ACMA (Inter)	8	
5	BBA/B-Com/BCA/BB	4	
	Sub-total:	40	

6. Other Factors

6.1 Only firms that have been prequalified under this procedure shall be invited to bid. If a firm submits more than one EOI-PQ proposals, all proposals involving such firm shall be rejected and stands disqualified.

6.2 The Purchaser may reject all proposals at any time prior to the acceptance of a proposal. The Purchaser shall upon request, communicate to any Applicant, the grounds for its rejection of all proposals, but shall not be required to justify those grounds. The Purchaser shall incur no liability, solely, by virtue of

its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the Applicants. However, Applicants shall be promptly informed about the rejection of the proposals, if any (As per Rule 35 of Punjab Procurement Rules, 2014).

6.3 The Applicant shall bear all costs / expenses associated with the preparation and submission of the Proposal(s) and the Employer shall in no case be responsible / liable for those costs / expenses.

Letter of Application

[Letterhead paper of the Applicant, including full postal address, telephone no., fax no., telex no. and e-mail address]

Date:

To:

.....

[Name and address of the Employer]

Sir,

1. Being duly authorized to represent and act on behalf of..... (hereinafter “the Applicant”), and having reviewed and fully understood all the EOI-PQ information provided, the undersigned hereby applies to be pre-qualified for the Provision of Audit Services for Punjab Information Technology Board, Government of the Punjab:
2. Attached to this letter are copies of original documents defining:
 - (a) The Applicant's legal status;
 - (b) The principal place of business;
 - (c) The place of incorporation (for applicants who are corporations); or
The place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms);
3. The Client and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this proposal, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by the Employer or its authorized representative to verify statements and information provided in this proposal, or with regard to the resources, experience, and competence of the Applicant.

4. The Employer and its authorized representatives may contact the following persons for further information, if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This proposal is made with the full understanding that:
- (a) Proposals by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification.
6. The undersigned declare that the statements made and the information provided in the proposal are complete, true, and correct in every detail.

Signature of the Applicant

Application Form A-1

General Information

All individual firms applying for pre-qualification are requested to complete the information in this form.

1	Name of Firm	
2	Head Office Address	
3	Telephone	Contact Person: Name: Title:
4	Fax	Telex
5	Place of incorporation/Registration	Year of incorporation/registration