**Quaid-e-Azam Solar Power (Pvt.) Ltd**

**APPOINTMENT OF TAX CONSULTANCY FIRM**

1. **BACKGROUND OF QUAID-E-AZAM SOLAR POWER PVT LTD**

Quaid-e-Azam Solar Power (Pvt.) Limited (QASPL) was incorporated on 16th September 2013 as a private limited company wholly owned by Government of the Punjab. QASPL is established under Companies Ordinance, 1984. The Company has set up 100 MW Solar Power Plant in Bahawalpur.

1. **THE OVERALL OBJECTIVE**

The objective of this bid is to appoint a suitable Tax Consultancy firm which advise and provide appropriate taxation services to the Company under Income Tax Ordinance 2001, Sales Tax Act 1990 and Punjab Sales Tax on Services Act 2012.

1. **CONTRACT PERIOD**

The duration of the contract is normally for a period of one year. The Company will reserve the right to review the contract at the end of the term. If the company desires to cancel the contract during the course of the year, a notice period of 1 month will apply.

1. **COVERING LETTERS**

Covering letter must be addressed to Mr. Muhammad Badar Ul Munir, Chief Financial Officer, Quaid-e-Azam Solar Power (Pvt.) Limited, Lahore.

1. **QUERIES**

For any queries or additional information, please contact Mr. Muhammad Badar Ul Munir, CFO on 042-35790363-66.

1. **BID VALIDITY PERIOD**

Bids validity period will be 90 days from the due date for submission of Technical and Financial bids.

1. **BID SECURITY**

The bidder should submit bid security amounting to Rs. 50,000/- (within 5% of estimated price in the form of CDR, Demand Draft/Pay order or Cheque.

8. **CONDUCT OF WORK**

8.1 The taxation service provider may be required to work at the Company premises. In some instances, where necessary, work may be extended to where the project is being implemented.

8.2. The Company will provide office space to the tax Consultants on requirement basis.

9. **ROLE AND OBJECTIVES OF TAX CONSULTANT**

The tax consultant should assist the Company in tax planning and advising the Company to ensure the compliance under the relevant tax laws.

10.  **SCOPE OF TAXATION SERVICE**

10.1 The Taxation Services must be conducted in accordance with the Terms of Reference approved by the Board of Directors of the Company.

10.2 The scope of the Taxation Services includes at least the below mentioned services. Should any other service is regarded as imperative by the bidder, the same shall be offered and clearly defined.

1. Taxation Advice relating to the Project during Operation phase.
2. Routine compliance of notices received from different tax departments which includes preparation and presentation of replies before relevant tax authorities under the Income Tax Ordinance 2001, Sale Act 1990 and Punjab Sale Tax on Services Act 2012.
3. Filing of monthly/annual (all types of) returns under the Income Tax Ordinance 2001, Sales Tax Act 1990 and Punjab Sales Tax on Services Act 2012.
4. Preparation of appeal/Filing of Writ and presentation before Commissioner Appeal or any other Authority under the Income Tax Ordinance2001, and the Sale Act 1990 and the Punjab Sale Tax on services Act 2012
5. Review of the accounting system for incorporation of tax regulations, generation of payment challans regarding sales tax and withholding income tax.
6. Exemption certificate where applicable under the income tax ordinance 2001 and sales tax act 1990.
7. Preparation and filling of rectification application under the Income Tax Ordinance, 2001, Sale Tax 1990 and Punjab Sale Tax on Services Act 2012.
8. Assisting tax audit under the Income Tax Ordinance 2001, Sale Tax Act 1990 and Punjab Sales Tax on Services Act 2012.
9. Any other matter relating to taxation.

11. **EXPECTED OUTCOMES AND DELIVERABLES**

 As requested under the services mentioned above.

12. **QUALITY ASSURANCE REVIEWS OF THE WORK**

 The Tax consultant shall ensure that all services confirm to the Standards for Professional services.

13. **MONITORING PROGRESS OF ASSIGNMENTS**

13.1. On completion of each assignment, the Consultant shall submit a signed report to the Company within a week.

14. **INDEPENDENCE AND OBJECTIVITY OF STAFF**

14.1. In carrying out the work, the consultant must ensure that its personnel maintain their objectivity. The consultant shall:-

i. Have no executive or managerial powers, functions or duties except those relating to the provision of services;

ii. Not be involved in the day-to-day operation of The Company;

15. **COMPETENCY AND EXPERTISE REQUIREMENTS**

15.1. Consultancy firm must be Registered with ICAP and also its nominated partner/partners must be a member of Lahore Tax Bar.

15.2. Knowledge and experience of providing taxation services to a public sector entity will be added benefit.

16. **PAYMENT**

16.1. The Company shall pay valid invoices within thirty (30) days from statement date, for work done to its satisfaction upon presentation of a substantiated claim.

 16.2. The Company will consider payments on the basis of the specified completed tasks as and when produced and accepted as per the approved contract.

16.3 Out of pocket expenses as per actual maximum to 10% of the quoted fee.

17. **BIDDING FEE**

17.1. Total monthly fee/Retainer ship including all applicable taxes & duties should be quoted in financial bid.

**CONDITIONS OF TENDER**

**EVALUATION CRITERIA**

1. Evaluation criteria for technical and financial evaluations are enclosed. Scores will be allocated based on evidence available in proposal only. The assignment will be awarded to the firm with the highest total score based on following weighted ratios
* 75 % of Technical Score
* 25 % of Financial Score
1. The single stage two envelope method under PPRA 2014 will be used for evaluation

**OPENING OF PROPOSALS**

All proposals shall be delivered to the company’s office on or before 03:00 pm, 30th day of August 2018 at the office of QASPL. Technical proposals will be opened at 03:30 pm on the same day in the Conference Room, 3rd Floor, 83-A/E-1, Main Boulevard, Gulberg-III Lahore in the presence of the bidders who choose to be present. Financial proposals of only technically qualified bidders will be opened on the day notified by QASPL

1. **INITIAL SCREENING**

The following documents/ certificates are the pre-requisites and shall be used for initial screening. The Tax Consultancy firm shall be technically evaluated only if it fulfills all the requirements of initial screening which are as under:

1. The Tax Consultancy firm must be registered with ICAP.
2. The Nominated Partner/Partners must be Member of Lahore Tax Bar Associations (Tax Bar registration number must be mentioned of nominated partners).
3. Declaration in shape of an affidavit on attested stamp paper that the firm has never been blacklisted/de-listed as per the laws of Pakistan.
4. Satisfactory QCR rating from ICAP.
5. National Tax Number and Sales Tax Registration Certificates from the relevant local provincial authority.

**Technical and Financial Evaluation criteria:**

**B. TECHNICAL EVALUATION**

**Eligibility Criteria:** Firms scoring less than 65 points in Technical Evaluation will be considered non-responsive and financial proposals will be returned un-opened.

The firm fulfilling criteria of initial screening will be eligible for technical evaluation as per the following criteria:

1. **Number of Partners (CV must be attached) 20 Marks**

|  |  |  |  |
| --- | --- | --- | --- |
| **At least 2** | **Total Marks** | **No. of Partners** | **Marks** |
| 02-03 | 05 |
|   20 | 04-05 | 10 |
| 06-07 | 15 |
| 08 & Above | 20 |

**2. Number of Tax Department Staff (list of staff showing qualification) 20 Marks**

|  |  |  |  |
| --- | --- | --- | --- |
| **No. of Staff as on 30.6.2018** | **Total Marks** | **No. of Staff** | **Marks** |
| 01-02 | 05 |
|   20 | 03-04 | 10 |
| 05-06 | 15 |
| 07 & Above | 20 |

1. **Govt. / Semi Govt. Experience (attach Engagement Letters/ Proof of Experience)**

 **20 Marks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience to provide taxation services to Govt. / Semi Govt. Organization’s in last 5-years (closing date 30.6.2018)****(attach Engagement Letters/ Proof of Experience)** | **Total Marks** | **No. of Clients** | **Marks** |
| 01-05 | 05 |
|   20 | 06-10 | 10 |
| 11-14 | 15 |
| 15 & Above | 20 |

**4. Power Sector Experience (attach Engagement Letters/ Proof of Experience) 20 Marks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience to provide taxation services to Power Sector (IPPs + Distribution Co.’s ) in last 5 years (closing date 30.6.2018)****(attach Engagement Letters/Proof of Experience)** | **Total Marks** | **No. of Clients** | **Marks** |
| 03 | 05 |
|   20 | 04 | 10 |
| 05 | 15 |
| 06 & Above | 20 |

**5. Years of Existence (attach partners deed) 20 Marks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Years of Existence** **(attach partners deed)** | **Total Marks** | **No. of years** | **Marks** |
| 01-05 | 05 |
|   20 | 06-10 | 10 |
| 11-15 | 15 |
| 16 & Above | 20 |

**Financial Evaluation criteria**

**Max 25 points**

The formula for determining the financial scores is the following:

Sf = 100 x Fm / F, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

The weights given to the Technical (T) and Financial Proposals (F) are:

T = 0.75, and F = 0.25