

	NAME	SIG.	DATE
Draft	M. Kadir	[Signature]	11/07/19
Review I	M. Kadir	[Signature]	11/7/19
Review II	[Signature]	[Signature]	11/7/19
Approved			

URBAN SECTOR PLANNING & MANAGEMENT SERVICES UNIT (PRIVATE) LIMITED



The Urban Unit

Urban Sector Planning & Management Services Unit (Pvt.) Ltd.



RFP DOCUMENT FOR HIRING OF EXTERNAL AUDIT FIRM

(Note: Procurement is done by Urban Unit in line with PPRA Rules 2014)

Tender # UU/2019-20/

Subject: **Letter of Invitation for External Audit Firm**

Dear Sir/Madam,

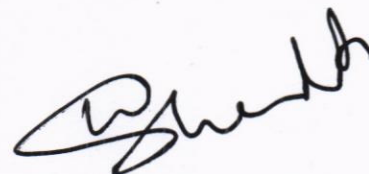
The Urban Unit has prepared this Request for Proposal (RFP) to for “External Audit Firm)”

2. The Consultant will be selected under the “**Quality and Cost Based Selection (QCBS) Method (80% Technical and 20% financial marks)**” and “**Single Stage Two Envelope Bidding Procedure**” described in this RFP, in accordance with the Punjab Procurements Rules 2014.

3. It is mandatory for proposals to be made using the Standard Forms of the RFP. Proposals that are not in the prescribed format may be discarded. If any information required in the forms is found missing, or written elsewhere, no credit will be given in the relevant section of the evaluation

4. Two sets of “**Technical Proposal**” (one original and one copy) and one set of original “**Financial Proposal**” on the prescribed forms given in the RFP, separately sealed, signed & stamped, must be delivered to the address given below by no later than 26 August, 2019 before 11:00 AM. The Technical Proposal will be opened on the same day at 11:30 AM in the presence of the representatives of the Pre-Qualified Consultants who may wish to attend. The Financial Proposal of only Technically Responsive Consultant will be opened.

5. The Evaluation Criteria is provided in this RFP. The Technically Responsive Consultant will be invited for Financial Opening after scoring at least sixty-five (65%) percent marks in the Technical Proposal. After the Financial Opening, the combined evaluation of the Technical and Financial proposals will be carried out by weighting and adding the quality and cost scores. The weight for quality is eighty percent (80%) and twenty percent (20%) for cost component.



(Chief Executive Officer)
Urban Sector Planning and
Management Services Unit (Pvt)
Limited

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TERMS & CONDITIONS

The Urban Unit Planning & Management Services Unit (Pvt.) Limited (*hereinafter referred to as "The Urban Unit" or Client*) invites sealed bids from eligible and experienced income tax & PRA registered company / firm (*hereinafter referred to as "Bidder"*) for "External Audit Firm"

1. General:

- 1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
 - a) received without bid security
 - b) it is received after the time and date fixed for its receipt
 - c) not signed & stamped by authorized person on each page of RFP document
 - d) the offer is ambiguous
 - e) the offer is received by fax or e-mail
 - f) the offer is from a black listed company / firm
 - g) offer received with shorter validity than required
 - h) the offer is not conforming to the qualification criteria indicated in the RFP document
 - i) any additional terms & conditions added by the bidder
 - j) any conditional offer
- 1.2 Bid will remain valid for a period of 90 days from the date of opening the tender.
- 1.3 The cover envelop must indicate particulars of tender and date of opening. The envelope must be properly sealed.
- 1.4 The bid security shall be forfeited if:
 - a. The acceptance of consultancy is not received within ten days of issuance of letter of acceptance.
 - b. The offer is withdrawn, amended or revised.
 - c. The bidder fails to execute the contract strictly in accordance with terms and conditions of RFP document.
- 1.5 The bidder must submit all relevant documents, as per evaluation criteria.
- 1.6 Projects provided in the proposal shall be marked once and in a single category only.

2. Cancellation of Contract:

In case bidder fails to execute the contract in accordance with the terms & conditions laid down in the contract, the contract will be terminated by the Client.

3. Payment to the Consultant:

Payment will be made through cross-cheque to the consultant on the completion of deliverable after receiving of invoice / bill.

4. Payment of income & other taxes, duties, levies:

Services shall be made from the firms registered with income /sales tax (if applicable). Income, other such taxes, and other duties levies will be liability of the Firm.

5. Deduction of Taxes:

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications.

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