

REQUEST FOR EXPRESSION OF INTEREST

(EOI No # 1-53/Proc./ABA Firm/BISP/2019)

HIRING OF CHARTERED ACCOUNTANT FIRM FOR ACCRUAL BASED ACCOUNTING FOR BISP

Benazir Income Support Programme (BISP) is autonomous body incorporated under BISP Act 2010 to implement various programs funded by Government of Pakistan under agreement with various international agencies and foreign for eradication of poverty, elevating the status of underprivileged, excluded, marginalized and vulnerable sections of the community especially women and deprived families through unconditional cash transfer.

BISP intends to engage the services of a Chartered Accountants (CA) firm to convert the Receipt & Payment basis of accounting into Accrual Based accounting approach and compile financial statements in accordance with the applicable financial reporting framework. The financial statements comprising of statement of financial position (Balance Sheet) & Income & Expenditure Account together with notes thereof for two years up to June 30th, 2019 shall be prepared. The CA firm shall perform limited scope review (verification is not required) of financial transactions undertaken by BISP from the date of its incorporation till the end of financial year till June 30th, 2019 which are essential to generate opening balances and advise management for necessary adjustment in the system (Trial Balance).

Towards this end, BISP hereby invites eligible CA Firms duly registered with the relevant bodies, Income Tax, Sales Tax Departments and also registered on **State Bank of Pakistan's Panel of Auditor in "A" category** to indicate their interest for providing the required services. Proofs of said registrations are required to be provided/ established in EOI Responses. The CA Firms who are registered with provincial Sales Tax Department can also apply in the selection process, however, upon award of contract if selected, those Firms shall be required to get themselves registered with Federal Board of Revenue/ ICT Sales Tax Department for seeking their claims.

The eligible CA firms are required to demonstrate/provide following requisite information to prove their qualification/eligibility to perform the assignment. In this regard, there are prescribed standards which have been mentioned in the **Instructions to the CA Firms** which may be downloaded from the websites www.ppra.org.pk or www.bisp.gov.pk/tenders. Firms are encouraged to provide materials/information that would be specific to the proposed services as required in this notice and Instructions to the CA Firms, and avoid submitting generic promotional material. The unrelated or incomplete materials/information shall not be considered. The parameters for evaluating the EOI responses, are given as under: -

- a) **Management Competence:** Complete profile of the CA firm with the information i.e. incorporation certificate, experience, corporate profile indicating years of operations, core competencies, management structure & systems, annual report etc.
[Max. Score = 30%]
- b) **Technical Competence:** In depth experience of delivering similar/comparable services to national level Public Sector Organizations or Donors' assisted projects in Pakistan. Details of completed assignments with requisite information i.e. services description, client, and duration.
[Max. Score = 70%]

A consultancy firm, will be selected through "**Quality & Cost Based Selection Method**" in accordance with the procedures set out in the Procurement of Consultancy Services Regulations 2010 issued by the Public Procurement Regulatory Authority, (as amended from time to time) which can be perused at the website www.ppra.org.pk.

Expressions of Interest response, carefully prepared in accordance with the instructions provided in the request for EOI Notice & Instructions to CA Firms, must be delivered in a written form to the address below (in person, or by post) by or before **1400 hours** on **18th July, 2019**, which shall be opened on same day at **1430 hours** in the presence of representatives of consulting firms who may choose to be present.

The assignment title of the consultancy should be clearly written on the front of the envelope or in the subject line.

**Additional Director General (Procurement)
BENAZIR INCOME SUPPORT PROGRAMME (BISP)**

Procurement Wing,
F-Block, Pak Secretariat,
Islamabad, Pakistan. Postal Code: 44000
Tel: +92-51-9246420, Fax: +92-51-9246319

INSTRUCTIONS to the CA FIRMS

For Submission of

EXPRESSION OF INTEREST

“Hiring of CA Firm for Accrual Based accounting”

BENAZIR INCOME SUPPORT PROGRAMME

GOVERNMENT OF PAKISTAN

June, 2019

Instructions

1. BISP invites eligible CA Firms with specific and proven competence and experience to indicate their interest in providing the intended services. Eligible firm(s) should submit Expression of Interest (**EOI**) in English language along with relevant complete details of their qualification and experience as requested in Request for EOI and hereunder: -
 - i. Name, address, Phone, Fax and E-mail address along with postal and telegraphic address for the head office, branch offices and contact personnel;
 - ii. Certificate of Incorporation/Registration with relevant bodies as a Legal Entity;
 - iii. Corporate profile indicating years of operation, core competencies and management systems; Annual Reports etc.: -
 - iv. Certificates of National Income & Sales Tax Numbers and proof of Active Tax Payer, of the CA Firm. Copies of respective certificates must be provided/furnished;
 - v. Data Sheets of relevant (similar and specific experiences) assignments/works, duly substantiated, by the Firm either completed or in progress, with the following details. The experience which shall not be provided with the required details shall not be taken into consideration while examining the profile of the CA Firm for shortlisting:
 - a. Name of the Project
 - b. Cost of the Project
 - c. Name and address of the Client
 - d. If case of association of service providers, the names and address of all the partners
 - e. Start & Completion Date
 - f. Number of staff-months provided by the firm
 - g. Brief description of the services rendered
 - vi. Any additional documents to support relevant experience of CA Firm;
 - vii. Affidavit on legal stamp paper duly notarized confirming that: (a) applicant Firm has never been blacklisted by any Government/Semi Government Organization and (b) All the information provided by the applicant Firm is correct and the firm is not in litigation with Government Organization;
 - viii. The CA Firm shall be selected based on Quality and Cost Based Selection method in accordance with the procedures of Clause No. 3 (B) of Procurement of Consultancy Services Regulation, 2010 issued by Public Procurement Regulatory Authority.
 - ix. The **criteria for shortlisting** of CA Firm for will be following:
 - a. **Management Competence:** Complete profile of the CA firm with the information i.e. incorporation certificate, experience, corporate profile indicating years of operations,

core competencies, management structure & systems, annual report etc.
[Max. Score = 30%]

b. Technical Competence: In depth experience of delivering similar/comparable services to national level Public Sector Organizations or Donors' assisted projects in Pakistan. Details of completed assignments with requisite information i.e. services description, client, and duration. **[Max. Score = 70%]**

2. Interested firm(s) must provide lucid information as per above requirements indicating that they are qualified to perform above services and must provide only materials that would be specific to the proposed services, and to avoid submitting generic promotional material. Non-provision of requisite documentary evidences/ information as per Instructions of EOI Notice and those provided in this Instructions to CA Firms may lead to “Non-Responsiveness” of the Firm’s response/ application.
3. An EOI Response submitted, may be declared non responsive by the designated Procurement Committee at any time up to award of contract, if significant omissions/errors are found in the information submitted by the consultancy Firm.
4. The EOI response should provide the table of contents and all documents should be securely bound.
5. Any further information/clarification by BISP can be sought.

Additional Director General (Procurement)
BENAZIR INCOME SUPPORT PROGRAMME (BISP)
Procurement Wing,
BISP HQ Secretariat, F-Block, Pak Secretariat,
Islamabad, Pakistan. Postal Code: 44000
[Tel: +92-51-9246420](tel:+92-51-9246420), [Fax: +92-51-9246319](tel:+92-51-9246319)