

Gun and Country Club, Islamabad

Request for Proposal

Procurement No: 010/2024

Hiring of CA Firm for External Audit

October, 2024



Submission Date for Proposal: 9th November, 2024 till 12:00 PM

Gun and Country Club, Islamabad

Adjacent Pakistan Sports Complex, Islamabad

Phone No: 051-8466532

1 Background

The Gun and Country Club, Islamabad (GCC), established under Gun and Country Club Act, 2023 mainly comprises indoor and outdoor shooting ranges with other relaxation and entertainment facilities exclusively for its members. GCC receives no funding from the Government and generates its own revenue through membership fees, subscription charges and charges for use of various facilities available in the club viz Health Studio (Gym & Pool), Shooting Ranges and Restaurant. With a view to have best corporate practices in place for the sake of transparency and streamlining of the financial matters of the Club, GCC intends to invite sealed proposals/bids for hiring of a CA Firm to carry out External Audit of the Club for the Financial Year 2022-23 and 2023-24.

2 Invitation to Proposal

Gun and Country Club, Islamabad (GCC) invites sealed bids under “Single Stage Two Envelope” bidding procedure from well-reputed, experienced and tax registered CA firms for conducting the external audit of GCC for the Financial Year 2022-2023 and 2023-24. The interested firms can obtain the bidding document containing all details with its evaluation criteria and terms & conditions from GCC’s website (i.e. gcclub.org.pk) or from the Main Reception desk of the GCC.

The bids accompanied by the information/documents as given in the bidding document should reach the below given address on or before 09-11-2024 till 12:00 P.M. **Bids shall be publicly opened on 09-11-2024, at 04:00 PM** in the presence of firm’s representatives, who wish to attend it.

Gun and Country Club, Islamabad
Adjacent Pakistan Sports Complex, Islamabad
Phone No. 051-8466532 | Website: gcclub.org.pk

3 Scope of Work

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

- i. External Audit of the accounts of GCC for the Financial Year 2022-23 & 2023-24 for transparency and financial discipline.

4 Instructions & Guidelines

- The selection of CA Firm will be based on *Least Cost Method through Single Stage, Two Envelope* procedure.
 - The Administrator, GCC will finalize the hiring of CA Firm on the recommendations of Procurement Committee.
 - The proposal shall be submitted under Technical and Financial/Commercial envelopes with all the supporting documentary evidence on or before the closing date and time.
 - In the first instance, technical envelope shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened.
 - GCC shall evaluate Technical Proposals as per evaluation criteria without reference to the price and shall reject any proposal which does not conform to specified requirements.
 - During the technical evaluation, no amendments to Technical Proposal shall be permitted. However, Club may seek any clarification with respect to the Technical Proposal and consider without changing the main substance of the proposal.
 - After the evaluation and approval of the technical proposals, the financial/commercial envelope shall be opened for technically qualified firms, publicly at a time, date and venue announced and communicated to the interested firms in advance, within the proposal validity period.
 - The financial proposals found technically non-responsive shall be rejected and returned unopened.
 - Technical Proposal shall be evaluated as per criteria given in the bidding documents.
 - Minimum passing marks are 65, a firm which obtains minimum of 65 marks or more shall be marked as technically qualified and shall be considered for financial proposal opening.
 - The lowest evaluated firm/most advantageous bid shall be awarded the contract.
 - GCC reserves the right to award or not to award this contract. Firms which fail to submit complete and attach all the relevant documents shall be disqualified.
 - Clarifications may be requested before **07-11-2024 by 05:00 PM**.
 - The proposal must be submitted along with a banl draft/pay order in favor of Gun and Country Club, Islamabad amounting to Rs. 10,000/- as bid processing fee, failing which the bid shall not be considered.
 - A covering letter as specified in “**Annexure E**” shall be submitted with the proposal and Information regarding the organization shall also be submitted as specified in “**Annexure A**”
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5 Qualification/Eligibility Criteria

Below are the mandatory qualifications/Eligibility criteria to qualify for the technical evaluation process

- The firm must be listed on **the** panel of State Bank of Pakistan in appropriate category (Certificate / Proof must be attached).
- Firm's Registration with ICAP (Certificate / Proof).
- Practicing license to provide External Audit Services as per the requirement of Companies Act 2017.
- Must be an Active Taxpayer as per "Active Taxpayer List" of FBR and provide General Sales Tax (GST)/Provincial Sales Tax (PST) (if applicable) in the name of organization and provide a copy of registration. (Please attach proof to ascertain that firm is on active taxpayer list of FBR in the name of the firm is also required).
- Affidavit on stamp paper declaring that company is not blacklisted by any Government agency/ semi-government / authority / organization. (Affidavit on stamp paper.).
- Preferably QCR rating.
- Relevant experience.

Failure to provide information as given above or as contained in "Eligibility Criteria Checklist" (*Annexure B*) shall be declared to be ineligible for the bidding process and technical evaluation shall not be carried out

6 Contract

- The successful firm shall sign and execute the contract/engagement letter including any general conditions on the terms and conditions specified therein. The detailed terms and conditions as well as modus operandi shall be settled with mutual consent.
 - The duration of the contract shall be for one year; however, it may be extended on mutual consent but in case GCC decides to cancel the contract during the contract period, a notice period of one month shall apply.
 - GCC may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
 - Payment schedule shall be decided with mutual consent. However, Final payment as may be determined in the contract shall be made after Signed Audited Financial Statement as mentioned in Scope of Work.
 - Bid/proposal shall remain valid for the period of **120 days** from date of bid opening.
 - Payment shall be made after applying all the applicable taxes.
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- All the applicable taxes will be responsibility of Audit Firm.
- Performance security @ 10% of the total bid value will be deposited by the firm within 14-days after the award of the contract failing which the bid/contract shall be cancelled.

7 Form of Bid

Firms shall follow the Form of Bid specified in Annex D to submit the financial bid.

8 Delivery Timelines or Completion Date

Unless agreed otherwise, audit services for the Financial Year 2022-23 & 2023-24 shall be commenced from November, 2024.

9 Evaluation Criteria

The technical proposal of eligible firms will be evaluated as specified in “Annexure – C”.

10 Financial Evaluation Criteria

Financial Proposal to be submitted in financial envelopes **ONLY**. Financial Proposal, if not submitted in separate envelop shall be rejected.

11 Submission of Proposal (Technical and Financial Proposal)

Complete proposal containing the Technical (Technical Envelopes) and Financial (Commercial Envelope), with all required information, documentary evidence, and annexures must be submitted on or before closing date. **Bids shall be publicly opened on 09-11-2024, at 04:00 PM** in the presence of firm’s representatives, who wish to attend it.

12 Declaration

Kindly provide the declaration as per format provided below.

I, _____ hereby declare that:

- all the information provided in the Request for Proposal (RFP) is correct in all manners and respects
- and I am duly authorized by the **Governing body/Board/Management** to submit this on behalf of" [Name of Organization] "

Name	
Designation	
Signature	
Date and Place	

Note: Please attach documentary proof for authorization by the governing body/board/management.

Annexure-A Organizational Information

Organizational Information		
Sr. No.	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organization	
3	National Tax Number	
4	General / Provincial Sales Tax Number	
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization
		Section 42 Company
		Public Ltd. Company
		Private Ltd. Company
		Private Partnership Firm
		Others (Please specify)
6	Name and designation of 'Engagement Partner'	
7	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	
8	Name and designation of 'Contact Person':	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	

Annexure-B Eligibility Criteria Checklist

Eligibility Criteria Checklist				
Sr. No.	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	The firm must be listed on the panel of State Bank of Pakistan in appropriate Category	Affiliation Certificate/Proof	<input type="checkbox"/>	<input type="checkbox"/>
2	Firm's Registration with ICAP	Certificate /Proof	<input type="checkbox"/>	<input type="checkbox"/>
3	Practicing license to provide External Audit Service as per requirements of Companies Act, 2017	Evidence of Certificate / Proof	<input type="checkbox"/>	<input type="checkbox"/>
4	Must be an Active Taxpayer as per "Active Taxpayer List" of FBR and provide General Sales Tax (GST)/ Provincial Sales Tax (PST) (if applicable) in the name of organization and provide a copy of registration.	Please attach proof to ascertain that firm is on active taxpayer list of FBR and proof for registration in the name of the firm is also required.	<input type="checkbox"/>	<input type="checkbox"/>
5	Affidavit on stamp paper declaring that company is not blacklisted by any Government agency/ semi-government / authority / organization.	Affidavit on stamp paper	<input type="checkbox"/>	<input type="checkbox"/>
6	Preferably QCR Rating	Proof	<input type="checkbox"/>	<input type="checkbox"/>

7	Relevant Experience	Proof	<input type="checkbox"/>	<input type="checkbox"/>
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Annex-C Technical Evaluation

Sr #	Description	Category Points	Grand Total Points	Documents Required
1	Years of establishment (3 marks for each year completed)	3 x 5	15	Evidence of incorporation of the firm
2	Have prior experience of conducting external audits of public sector companies/like organization in last five years having assets base of 500-800 Million (1 assignment 2 marks)	2 x No. of assignments maximum 10 assignments	20	Names of external audits conducted along with the dates of audit report issued on the Firm's Letter head duly signed and stamped.
3.	No. of Employed Qualified Chartered Accountants registered with ICAP <ul style="list-style-type: none"> • Up to 10; • More than 10 	10 15	15	Provide list of employed staff mentioning the Names, ICAP registration numbers and years of hiring with firm on Firm's letter head duly signed and stamped
4.	No of offices in Pakistan <ul style="list-style-type: none"> • 2 office in Pakistan • 4 Office in Pakistan • 5 or more office in Pakistan 	3 6 10	10	Particulars of office on Firm's letter head duly signed and stamped
5.	Number of trainees registered with ICAP: <ul style="list-style-type: none"> • Up to 100 • More than 100 and upto 175 • More than 175 	3 6 10	10	List of registered trainees along with ICAP registration numbers on Firm's letter head duly signed and stamped
6.	Prior experience of the engagement team proposed for external audit assignment (minimum 5 members)		10	

	<ul style="list-style-type: none"> Engagement partner having more than 10 years post qualification experience 	4		Copy of ICAP Membership Certificate of Engagement Partner
	<ul style="list-style-type: none"> Manager having more than 5 years post qualification experience 	2		Copy of ICAP Membership Certificate of Engagement Partner
	<ul style="list-style-type: none"> 1 team member having more than 3 years of experience 	2		Attach CVs
	<ul style="list-style-type: none"> 2 team members having more than 2 years of experience 	2		
7.	Audit Methodology –specifically use of sophisticated audit software		20	
	Total Marks		100	

Annexure-D Financial Proposal

Total Cost	Costs without Taxes	Taxes	Cost including All Taxes
	Pak Rupees	Pak Rupees	Pak Rupees
Total Cost of Financial Proposal			

Contract will be awarded on lump sum/total cost for whole assignment.

Payment Terms:

The payment terms shall be decided with mutual consent after completion of the bidding process prior to final award of the contract.

Annexure-E Cover Letter for the Submission of Proposal

Location: _____

Date _____

To:

Dear Sir,

We, the undersigned, offer to provide the services for **Hiring of CA Firm for External Audit** in accordance with your Request for Proposal dated [date here]. We hereby submit our technical and financial proposals including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

We understand that the selection process for **Hiring of Firm for External Audit** will be in accordance with prevailing Procurement Rules and you are not bound to accept our Request for Proposal.

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name of Engagement Partner: _____

Address: _____
