**POSTAL LIFE INSURANCE COMPNAY LIMITED**

**ISLAMABAD**

**HIRING OF PROFESSIONAL TAX ADVISORY FIRM / CONSULTANT**

**(BIDDING DOCUMENT)**

**I. REQUEST FOR QUOTATION:**

Postal Life Insurance Company Limited (PLICL) is incorporated with SECP as a Public Limited Company under the Companies Act, 2017 and is registered as a life insurer under the Insurance Ordinance, 2000. PLICL is seeking to hire tax services on a monthly retainership basis and for additional services (on needed basis) and invites sealed quotations for one year contract, subsequently extendable. The tax consultant should be an Audit Firm enlisted in Category-A of the auditors list issued by the State Bank of Pakistan.

**II. SCOPE OF WORK:**

Scope of work is given as **Annex-I**.

**III. PROCEDURES FOR OPENING OF SEALED QUOTATIONS / BIDS:**

The sealed quotations are invited under Rule 42(b) of PPRA, 2004. Single envelop having two proposals i.e. technical & financial will be preferred. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance without reference to the price and reject any proposal, which does not conform to the specified requirements. During the technical evaluation, no amendments in the technical proposal shall be permitted. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance. After technical evaluation, the procuring agency will open the financial proposals. The financial proposals of found technically non–responsive shall be returned un-opened to the bidders. The most advantageous bids / quotations shall be accepted.

**IV. TECHNICAL EVALUATION CRITERIA:**

Initially the firm will be evaluated as per the criteria in bidding from **(Annex-II).** However, the procuring agency have set following “technical qualification criteria”. Firm having 80 % or more marks in technical evaluation shall qualify for financial opening.

|  |  |  |
| --- | --- | --- |
| **S.#.** | **Criteria** | **Weightage** |
| 1 | Fee for the Assignment | 40% |
| 2 | International Affiliation | 5% |
| 3 | No. of offices | More than 3 including Islamabad: 10%  1 to 3 offices: 5% |
| 4 | Engagement of consultancy as a current Tax advisory of a Life Insurance Company. | 2 or more: 25%  At least 1: 15% |
| 5 | No. of Partners in the Firm – Should be members of a professional accounting body (FCA/ACA) | 10 or more: 20%  5 or more: 10% |
| **TOTAL** | | **100%** |

***V.* EVALUATION OF FINANCIAL PROPOSAL:**

The Tax Consultant should provide all applicable costs:

|  |  |  |
| --- | --- | --- |
| **S. No** | **Breakup of tax consultant fee** | Most appropriate bids will be considered for competition. |
| 1 | **Monthly Retainership fee**  To cover all day-to-day routine matters, advices and correspondence with FBR forums, preparation of tax position & advising on tax related matters (i.e. withholding tax filling, quarterly statement of advance tax, annual returns, refund application, provincial tax, professional tax, request for exemption and tax audits) |
| 2 | **Other contingent consultancy fee: Additional Services (on need basis)**  Hourly rates (Partner, Manager & Team) for additional service as and when required, which may not be covered above. |

Terms and Conditions:

1. The quoted rate should be inclusive of all applicable taxes.
2. Quoted rate shall be in Pakistani Currency.
3. Quoted rate shall be in digits and words.
4. The financial proposal shall be sealed in a separate envelope.
5. The financial proposal will be opened after the qualification of the Technical Proposal.

**VI. PERFORMANCE SECURITY & SIGNING OF SERVICES AGREEMENT:**

The successful firm / bidder will be required to submit performance security equal to 10% of contract value/price in the form of C.DR/Pay order / Demand Draft in favor of PLICL within ten (10) days of the issuance of work order. The firm / bidders will sign a services agreement with the PLICL for the period of one year. The Performance Security shall be returned after the successful execution of contract with a certificate of satisfactory performance of the contractual obligations by the end user.

**VII. PAYMENT MODE:**

All applicable taxes will be deducted at the time of the payment as per government rules and regulations. The payment will be made on quarterly basis.

**Chief Financial Officer**

**Postal Life Insurance Company Limited.**

**ANNEX-I**

**SCOPE OF WORK:**

|  |  |  |
| --- | --- | --- |
| **Sl. #** | **Description / Services Required** | **Tenure / Contract** |
| 1 | Hiring of professional Tax firm /consultant on Retainership and for additional services (on need basis). | One Year (Extendable) |
|  | **Confidentiality:**  The bidder requires to ensure and give written representation to the Company regarding confidentiality of information of the Company.  **Scope of work:**  The Tax Consultant shall be obligated to provide the following Services on Retainership:   1. **Tax Routine Matters: (Income Tax, Federal Sales Tax, Federal Excise Duty & Provincial Tax on Services)** 2. Preparation and updating of tax profile of our company at Federal and Provincial tax authorities, further pursue with the relevant tax authorities for permission to change the Tax year or grant us permission to “Special tax year” for life insurance company. 3. Preparation & filing of tax returns including revised and amended return of total income based on the accounts & relevant data provided and filing with the Tax Departments (Federal and Provincial) as and when required. 4. Tax planning - Tax consultants create strategies to minimize the client’s [taxable income](https://www.financestrategists.com/tax/tax-planning/taxable-income/). 5. Assistance in advance tax liability calculations. 6. Computation of tax liability, deferred tax liability as and when required. 7. Preparation and filing of sales tax monthly returns with tax authorities. Assistance in preparation of meaningful data required for such filing. 8. Preparation and filing of sales tax monthly withholding statement on the basis of data provided by the Company and assistance in preparation of such data required for filing. 9. Calculation of income tax liability in respect of monthly salary of all employees of the Company at least once in a year. 10. Review and assistance in filing / e-filing of monthly / quarterly / annual withholding tax statements based on data provided by Company. 11. Assistance in preparation of e-payments for monthly tax withheld by the Company from salaries & other payments. 12. Creation of PSIDs relating to monthly/ quarterly tax withheld by the Company from salaries & other payments. 13. Preparation of response to routine notices issued by taxation officer in respect of annual tax return and/or any other matter related to income Tax ordinance, 2001 and attendance before officer of hearing. 14. Preparation & filing of exemption applications as and when required by the Company. 15. Refund applications filing and follow up. 16. Preparation of application seeking extension in time for submission of monthly / annual tax returns if so desired by the Company. 17. Preparation of response for notices issued by tax authorities (Federal and Provincial tax authorities) and attending hearings/legal matters relating to tax at appeal and other forums including courts. 18. Any other matters relating to taxation as required by the Authority and routine tax advice on all tax matters. 19. Advices on day to day affairs related to all tax authorities 20. Deals in Appeals on different decisions of different tax authorities including stays of demands. 21. **Strategic Tax Issues:** 22. Assistance in tax planning to minimize the tax burden while remaining within the parameters of applicable tax laws. 23. Responding to day-to-day queries raised by the Company in verbal and written manner. 24. Advising Company in resolving / complying with tax matters under the Income Tax Ordinance 2001, Sales Tax Acts 1990, Federal Excise Duty Act 2005 & Provincial Taxes on Services. | |

**ANNEX-II**

**BIDDING FORM**

Note: (1) Bidders must fill in all the details as required in the form.

(2) Use Capital Letters.

Firm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NTN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sales Tax Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (Land Line)/Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signatures/ Stamp

(Chief Executive or the person Authorized to sign on his behalf)

**Attachments (Following documents are mandatory):**

1. Complete profile of the firm, showing experience in similar field.
2. Description of assignments / list of the clients.
3. Copy of registration Certificate under the applicable laws & regulations.
4. The firm should be a Chartered Accountants’ Firm and registered with ICAP (copy of valid registration with ICAP)
5. Relevant Professional Team’s Strength and experience.
6. Copy of National Tax Number Certificate.
7. Sales Tax Registration Certificate.
8. Verification of being Active on ATL from FBR website
9. An affidavit on non-judicial stamp paper regarding non-black list of the firm by any Government /semi- govt / autonomous body and presently no legal action is under way in any court of law against the firm.
10. Affidavit on the stamp paper that all the information/documents submitted with the proposal/bidding documents are correct and if any information/documents found incorrect the PLICL reserves the right to disqualify the firm.
11. Evidence of engagement as ‘tax consultant’ of Life Insurance Company(s) during recent three (3) years.
12. Evidence of International affiliation of the Firm.