

**“REQUEST FOR PROPOSAL”
FOR HIRING OF TAX CONSULTANT**

Postal Life Insurance Company Limited (PLICL), registered under Insurance Ordinance 2000, is seeking to invite sealed bids for hiring of tax consultants on Retainership and additional services (on need basis). The interested firms/ bidders should be registered with Sale Tax/Income tax department having NTN and active on ATL of FBR website with presence in major cities of Pakistan.

2. The bidding process will be made under PPRA rules, 2004. The bidding documents comprising scope of work technical / financial qualification criteria & other information have been uploaded at the website (www.plic.com.pk) of the PLICL. Properly sealed bids / quotations as per bidding documents should be reached up to **23rd June 2025** at **15:00** hours, which will be opened at **15:30** hours on the same day in the presence of the bidders / their authorized representatives.

3. The PLICL reserves the right to accept or reject the bids and reduce or enhance the requirements as per PPRA Rules.

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Govt. Liaison & Admn Officer
PH. #.051-9192902

POSTAL LIFE INSURANCE COMPANY LIMITED
ISLAMABAD

HIRING OF PROFESSIONAL TAX ADVISORY FIRM / CONSULTANT

(BIDDING DOCUMENT)

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. Relevant Professional Team's Strength and experience.
5. Copy of National Tax Number Certificate.
6. Sales Tax Registration Certificate.
7. Verification of being Active on ATL from FBR website
8. 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.
9. 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.

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 retainer basis and for additional services (on needed basis) and invites sealed quotations for one year contract, subsequently extendable. The tax consultant should be a Professional Tax Advisory Firm / Consultants.

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 unopened to the bidders. The most advantageous bids / quotations shall be accepted.

IV. TECHNICAL EVALUATION CRITERIA:

The Firm / Tax Consultant will be evaluated as per the criteria in the table (**Annex-II**). Firm having 50% or more marks in technical evaluation shall qualify for financial opening.

V. EVALUATION OF FINANCIAL PROPOSAL:

The Firm / Tax Consultant should provide the monthly retainer fee and other contingent consultancy fee (on need basis) as per the breakup provided (**Annex – III**).

VI. PERFORMANCE SECURITY & SIGNING OF SERVICES AGREEMENT:

The successful firm / bidder will be required to submit performance security equal to **10%** of the contract value / price in the form of C.D.R. / 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 PLICL for the period of one year. The Performance Security shall be returned after the successful execution of the 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.
Ph: 051-9192960

SCOPE OF TAX ADVISORY SERVICES:

The Tax Consultant shall be obligated to provide the following Services on Retainership:

Tax Routine Matters: (Income Tax, Federal Sales Tax, Federal Excise Duty & Provincial Tax on Services)

- i. 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.
- ii. 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.
- iii. Assistance in advance tax liability calculations.
- iv. Computation of tax liability, deferred tax liability as and when required.
- v. Preparation and filing of sales tax monthly returns and statements with tax authorities. Assistance in preparation of meaningful data required for such filing.
- vi. Review calculation of income tax in respect of employees’ payroll of the Company at least once a year.
- vii. Review and assistance in filing / e-filing of monthly / quarterly / annual withholding tax statements based on data provided by Company.
- viii. Creation of PSIDs relating to monthly/ quarterly tax withheld by the Company from salaries & other payments.
- ix. 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.
- x. Preparation & filing of exemption/ Refund applications as and when required by the Company.
- xi. 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.
- xii. Any other matters relating to taxation as required by the Authority and routine tax advice on all tax matters.

SELECTION CRITERIA:

S. No.	Criteria	Weight Avg Marks	Max Marks
1	Relevant Public/Private Sector Experience	Number of years of experience in tax consultancy 20+ years: 35 More than 15–20 years: 30 More than 10–15 years: 20 5-10 years: 10	35
2	Engagement of consultancy as a Tax advisory of a Life Insurance Company.	Proven track record of providing tax services specifically to insurance companies in Pakistan. Above 3 insurance clients: 25 2-3 clients: 15 1 client: 10 - No insurance sector clients: 0	25
3	No. of Partners in the Firm Should be members of a professional accounting body/Bar Association (FCA/FCCA/LLB)	More than 5 members = 25 2 to 5 members = 15	25
4	Regulatory Registrations	FBR registration: 10 Legal license to practice in Pakistan: 05	15
TOTAL			100

To determine the most advantageous bid 70% and 30% weightages shall be assigned to Technical and Financial evaluations, respectively.

EVALUATION OF FINANCIAL PROPOSALS:

A criterion for evaluation of financial Proposal is as under: -

S. No	Breakup of tax consultant fee	Weightage
1	Monthly Retainer ship fee To cover all day to day routine matters, advices and appeals in 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)	80% (Relative marking i.e; lowest quoted consultant will get full marks and others will be marked proportionately)
2	Other consultancy charges: Hourly rates (Partner, Manager & Team) for additional service as and when required, which may not be covered above.	20% (Relative marking i.e; lowest quoted consultant will get full marks and others will be marked proportionately)

Lowest financial bid shall be benchmarked at 100% and financial evaluation of other bidders shall be performed on pro-rata basis by calculating variance with the benchmark.

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.