



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 22/23-24**

### **Invitation to Bid**

The Securities & Exchange Commission of Pakistan invites sealed bids through **e-Pak Acquisition & Disposal System (EPADS)** from the Audit Firms based in Pakistan and registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for:

### **Appointment of External Auditor**

Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid bond/security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against above requirement are available for the interested bidders from the undersigned free of cost and can also be downloaded from <https://eprocure.gov.pk/> OR <https://www.secp.gov.pk/procurement/>

The bids prepared in accordance with the instructions in the bidding documents, should be submitted ONLY through EPADS on or before **February 20, 2024** by **1100Hrs** and will be opened on the same day at **1130Hrs**.

*In case of any technical difficulty in using EPADS prospective bidders may contact PPRA at <https://www.ppra.org.pk/>*

In case of any query, Admin Department may be contacted on Telephone No. 051-9195477/051-9195437 during office hours (Monday to Friday excluding Public Holidays)

**M. Ubaidullah Khalid, Additional Joint Director (Admin)**  
NICL Building, 63 Jinnah Avenue, Blue Area Islamabad

### **Terms and Conditions for Bids and Bidders**

1. Tender Identification Number: **Tender # 22/23-24**

2. The Procurement Agency is:

**Securities and Exchange Commission of Pakistan**  
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,  
Islamabad.

3. The Securities and Exchange Commission of Pakistan invites bids electronically ONLY through e-Pak Acquisition & Disposal System (**EPADS**) from the Audit Firms based in Pakistan and registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for

#### **APPOINTMENT OF EXTERNAL AUDITOR**

through

#### **SINGLE STAGE TWO ENVELOP METHOD.**

4. All bids must be submitted along with a scanned Bid Security of the amount mentioned below, and in the form of Banker's Cheque i.e. Pay Order. The hard copy of bid security must be submitted to the procuring agency any time before the closing time of bid submission.
5. Bid of the bidder(s) who submits the original bid bond/security late i.e. after bid submission time, or with less amount of bid bond/security will be rejected.
6. The amount of the bid and bid bond/security shall be in Pak rupees. The bids should be accompanied by bid bond/security (refundable) amounting to **Rs.15,000 in shape** Bankers Cheque i.e. pay order in favor of Securities and Exchange Commission of Pakistan. **Cheque will not be acceptable.**
7. Only registered supplier/service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR/respective revenue boards are only eligible to supply goods/provide services to the Commission. Bids of all those who are not registered with the Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax shall be rejected.
8. In case bidder (if selected) is not in ATL at the time of payment then the payment shall be stopped till he files his mandatory returns and appears on ATL of FBR OR whole of the tax involved or as applicable to supplies on the basis of gross value of supplies shall be deducted.
9. After the evaluation and approval of the technical bid, financial bids of the technically accepted bids only will be opened at a time, date and venue announced and communicated to the bidders in advance. Financial bids and the bid bonds/securities of technically unsuccessful bidder will be returned.
10. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
11. Relevant details plus terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the SECP website: <https://www.secp.gov.pk/procurement/>
12. Clarification if any on the requirements may be obtained by emailing at

13. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
14. The bid validity period shall be 90 days.
15. If the bid is withdrawn after bid opening time and before the expiry of bid validity the bid bond/security will be forfeited in favor of the SECP, Islamabad.
16. The language of the bid is English and alternative bids shall not be considered.
17. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
18. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained and may disqualify the original offer.
19. The rates must be quoted strictly in accordance with our documents and Annex(s).
20. Discounts (if any) offered by the bidder shall be part of the bid and for taxation purposes will be treated in accordance with the applicable laws.
21. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
22. The bidder shall be responsible for payment of any duties/taxes etc. which are imposed by the Government of Pakistan (GOP). The bid price MUST be inclusive of all applicable taxes. The bidder is hereby informed that the Commission shall deduct tax at the rate prescribed under the tax laws of Pakistan from all payments for supply/services rendered by any responding organization who accepts the Purchase order or signs agreement with the Commission.
23. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes.
24. **Price inclusive of quoted tax, quoted by the bidder shall be considered for evaluation irrespective of the tax rate. The Most Advantageous Bid(der) shall be responsible of the quoted tax in its bid and any demand from tax authorities shall be payable by that bidder.**
25. Selected service provider will have to provide the required services, if selected and declared as Most Advantageous Bid(der). In case selected bidder is not willing to supply on quoted amount then bid bond/security submitted with the bid will be forfeited in favor of the Commission.
26. SECP will sign engagement letter with successful audit firm for one year. Invoice against subject services will be processed for payment after issuance of audit report and internal control memorandum.
27. Successful bidder shall be bound to provide the required audit report and internal control memorandum within the delivery period.
28. In case 1st Most Advantageous Bid(der) is unable to supply ordered items/services then the Commission reserve the right to award the contract to 2nd Most Advantageous Bid(der).

29. Bid bond/security of the bidder who is unable to provide ordered services shall be forfeited in favor of the Commission.
30. The bidder shall provide detail of any material proceedings pending against it, in relation to audits performed by it, before SECP, ICAP, AOB, any law enforcement agency or court of law, or a declaration that no such proceeding is pending.
31. Bids from any bidder who is found or purported to be engaged or under investigation for offences related to fraud, under-invoicing, tax evasion, concealment, money laundering etc. shall be rejected without assigning any reason.
32. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business. A brief profile of the bidder, along with list of major customers (corporate sector) along with their contact details is required.
33. Bidder must submit the undertaking as per format prescribed in relevant Annexure, failing which the bid shall be rejected.
34. In case any bidder is found in the list of “Blacklisted Firms-Pakistan” or related links at <https://www.ppra.org.pk/> then its bid shall be rejected.
35. Payment shall be made after submission of audit report and internal control memorandum. All payments shall be made after deduction of taxes and all payments shall be made through cross Cheque in Pak Rupees. Taxes will be deducted at source as per Government Rules at the time of payment.
36. The bid bond/security of successful bidder will be retained and returned after completion of audit. However, bid bond/security of unsuccessful bidders will be returned after award of contract to successful bidder.
37. During the retention period the bid bond/security, no interest / markup will be provided on this amount by Commission to bidder at the time of refund/release of bid bond/security.
38. The bids received after the due date and time will be rejected.
39. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be rejected.
40. The bidders do not have the option of submitting their bids through other electronic means except EPADS. Telegraphic and conditional bids will not be accepted.
41. The deadline for the submission of bids is:  
**Date: February 20, 2024**  
**Time: 1100Hrs**
42. The bid opening shall take place at

**Securities and Exchange Commission of Pakistan NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad**

**Date: February 20, 2024**  
**Time: 1130Hrs**

Note: Attachment Details are as under:

1.	Scope of Work	Annex “A”
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2.	Evaluation Criteria	Annex “B”
3.	Documentary Evidence	Annex “C”
4.	Financial Bid Submission Form	Annex “D”
5.	Format of Affidavit/Undertaking	Annex “E”

**If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

### **Scope of Work - Appointment of External Auditor**

The overall scope includes the audit for the financial year 2023-24 for below entities. The SECP will sign engagement letter with successful bidder. The engagement will be for the audit of financial statements for the year ended on 30 June 2024, subject to approval of competent authority.

1. Statutory Audit of Securities and Exchange Commission of Pakistan (SECP)
2. Annual audit of SECP Provident Fund Trust
3. Annual audit of SECP Gratuity Fund Trust
4. Annual audit of SECP Employees Pension Fund Trust
5. Annual audit of SECP Employees Welfare Trust

The selected audit firm shall conduct the audit in accordance with International Standards on Auditing as adopted by ICAP and any other applicable regulations and standards.

In case of SECP, auditor's report is required to be submitted by the first week of September each year, following the end of financial year, and in case of all Trusts, by the end of first week of November each year, following the end of financial year. The successful audit firm along with audit report will also submit Internal Control Memorandum/Management letter.

The complete financial record will be available in Head Office Islamabad.

#### **1. INSTRUCTIONS TO AUDIT FIRMS**

##### **Documents to be attached as part of the Technical Bid**

S. No.	Documents Description/Requirement Detail
1.	Brief Profile of the Firm
2.	Registration Certificate of Audit Oversight Board
3.	Copy of NTN and GST Registration
4.	Declaration that the firm compliant with IFAC guidelines and Code of ethics as applicable in Pakistan supported by a declaration to this effect.
5.	Detail of any material proceedings pending against it, in relation to audits performed, in SECP, ICAP, AOB, any law enforcement agency or court of law, or a declaration that no such proceeding is pending.
6.	List of Chartered Accountants employed in the firm within Pakistan (attach list with membership number), in a format as prescribed in Annexure-I to this invitation
7.	List of members of other local or foreign IFAC member accounting bodies employed in the firm within Pakistan (attach list with membership number) , in a format as prescribed in Annexure-I to this invitation
8.	List of audits of Listed Companies/Regulatory organizations/Financial Sector and major audits in the last 5 years, in a format as prescribed in Annexure-II to V to this invitation.
9.	Copy of certificate of international affiliation
10.	Names and addresses of office including key contact person.

**Technical and Financial Evaluation****(A) Initial Screening/MUST Requirements:**

The following documents/certificates are the pre-requisite and may be used to initial screening. The Audit Firm will go in the next stage i.e. technical evaluation, if it fulfills all the requirement of initial screening which are as under:

1	The Firm must be notified under clause (i) of Annexure I of SECP circular 4 of 2023 dated April 03, 2023.
2	The Firm must be member of an international global audit firm.
3	The firm must be compliant with IFAC guidelines and Code of ethics as applicable in Pakistan supported by a declaration to this effect.
4	The firm must be registered with the Audit Oversight Board.
5	The Firm must be registered with FBR and must provide tax registration certificates.
6	The Firm must have office in Islamabad.
7	The Firm must submit detail of any material proceedings pending against it, in relation to audits performed, in SECP, ICAP, AOB, any law enforcement agency or court of law, or a declaration that no such proceeding is pending.

***Note: Bid(s) found in compliance with Initial Screening/MUST requirements shall ONLY be considered for technical evaluation.***

**(B) Technical Evaluation:** The firm cleared from initial screening will be evaluated as per following criteria:

	<b>Technical evaluation</b>	<b>Total Marks</b>	<b>Comments</b>
1	Number of years since bidder Firm has been in existence.	10	If 10 or more years - 10 marks 1 mark for each year, if less than 10 years.
2	Number of Chartered Accountants employed in the firm within Pakistan (attach list with membership number)	10	If less than 15 CAs - 5 marks 16 or more CAs - 10 marks
3	Number of members of other local or foreign IFAC member accounting bodies employed in the firm within Pakistan (attach list with membership number).	5	1- 10 members - 2 marks 11 or more members - 5 marks
4	Number of audits of listed companies in last five years.	20	1-5 audit clients - 5 marks 6-10 audit clients - 15 marks 11 & above clients - 20 marks
5	Number of audits of major Regulatory organizations in last five years.	20	1-5 audit clients - 5 marks 6-10 audit clients - 10 marks 11 and above - 20 marks
6	Number of major audit clients in the Financial Sector in last five years.	20	1-5 audit clients - 5 marks 6-10 audit clients - 15 marks 11 and above clients- 20 marks
7	Number of other major audit clients in last five years. (list to be provided)	15	1-10 audit clients - 10 marks 11 and above - 15 marks
	<b>Total</b>	<b>100</b>	

*Note:*

- *Bid(s) found in compliance with Initial Screening/MUST requirements and securing less than minimum 80% marks i.e. less than 80, in technical evaluation shall NOT be considered for financial evaluation.*
- *Bid(s) found in compliance with Initial Screening/MUST requirements and securing minimum 80% marks i.e. 80 or above, in technical evaluation shall ONLY be considered for financial evaluation and formula for determining the Technical Score is as under:*

**Technical Score (T) =  $80\% \times \text{Marks Obtained in Technical Evaluation out of 100}$**

**(C) Financial Evaluation:**

- *Bid(s) found in compliance with Initial Screening/MUST requirements and securing minimum 80% marks i.e. 80 or above, in technical evaluation shall ONLY be considered for financial evaluation and formula for determining the Financial Score is as under:*

**Financial Score (F) =  $((\text{Lowest quoted price} / \text{Firm's price under evaluation}) \times 100) \times 20\%$**

**(D) Final Scoring**

The Formula for determining the Final Score is as under:

**Total Score = Technical Score (T) + Financial Score (F)**

**Note: As per section 25 (3) of the Securities and Exchange Commission of Pakistan Act, 1997 ("SECP Act 1997"), auditor of SECP appointed by the Federal Government.**



**DOCUMENTARY EVIDENCE**

Name of the Bidder: \_\_\_\_\_

Bid against Reference No: \_\_\_\_\_

Date of opening of Bid: \_\_\_\_\_

Documentary evidence for determining eligibility of the bidders & evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. **Bidders are required to mark page number on each page of the bid and mention the exact page number of relevant documents in the table below.** Bidders are advised to attach all supporting documents with this form in the order of the requirement.

S#	Required Documentation	Signature of Bidder	Supporting Document's Name	Page Number in the Bid.
1	NTN Certificate			
2	GST Certificate			
3	On Active Tax Payers List of FBR			
4	International Affiliation Certificate			
5	Undertakings (Blacklisting)			
6	Bid Bond/Security			
7	Bid Validity period of 90 days			
8	Bidding document duly signed and stamped.			
9	Declaration that the firm compliant with IFAC guidelines and Code of ethics as applicable in Pakistan supported by a declaration to this effect.			
10	Declaration as per Annex-E.			
10	AOB Registration Certificate			
11	Annex I, II, III and IV			
12	Authorized Contact Number and Email Address for correspondence			

**FINANCIAL BID SUBMISSION FORM**  
**FOR THE SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN (SECP)**

**PRICE SCHEDULE**

The bidder shall complete the matrix below by providing prices for the services to be provided under this invitation. The resulting contract shall be a fixed price.

	Year	Securities and Exchange Commission of Pakistan	SECP Provident Fund Trust	SECP Employees Pension Fund Trust	SECP Gratuity Fund Trust	SECP Employees Welfare Fund Trust	
<b>Detail of Audit Fee</b>	<b>Amount in Pak Rupees</b>						<b>Total</b>
Audit Fee	2023- 24						
Out of Pocket Expenses							
Sales Tax							
Total							<b>*Grand Total</b>

**\*Grand total of quoted amounts for the year will be considered for financial evaluation.**

**\*The above fixed price includes all costs to complete the audit** including management, travel to the SECP’s head office, lodging, supplies/consumables, phone/fax, out of pocket expenses, cost of actuarial valuation and other miscellaneous expenses. The SECP shall not reimburse any other costs beyond this fixed price. All the financial record is available in Head Office, Islamabad.

**Format of Affidavit/Undertaking (DULY NOTARIZED)**

**Bidder must submit following undertaking (on stamp paper of Rs.100 ) duly notarized, failing which the bid shall be rejected**

- a) I, Mr. .... S/o..... holding CNIC # ..... from M/s ..... Having Its business office at ....., do hereby solemnly affirm and declare as under;
- b) That M/s ..... is not engaged, under investigation for offences or no proceedings are pending before FBR, Customs, NAB, any Judicial form, FIA or any other Govt. authority with respect to fraud, terror financing, money laundering etc.
- c) That M/s ..... is not subject to any material proceedings, in relation to any audit assignments, before SECP, ICAP, AOB, any law enforcement agency or court of law, (where applicable such proceedings have been disclosed).
- d) We also confirm that our firm has not been black listed by any National/International organization or forum and its entitled to carry out its business activities to the standard business ethics.
- e) That the Partner(s) / Officers of M/s..... have not been subject to financial crime. Nor they every compounded with their creditors in any capacity.
- f) The above statement is true to the best of my knowledge and belief and nothing has been concealed or is false.

***Note: In case bidder is found in the list of “Blacklisted Firms-Pakistan” or related links at <https://www.ppra.org.pk/> then its bid shall be rejected***

**Name:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Stamp:** \_\_\_\_\_

**LIST OF QUALIFIED ACCOUNTANTS EMPLOYED (OTHER THAN PARTNERS)**

<b>Sr. No.</b>	<b>Name</b>	<b>Membership/Registration No.</b>	<b>ACA/FCA/ Member of CIMA/ICMA/A CCA/ICAEW</b>	<b>Designation</b>	<b>Office.</b>

Authorized Signature:

Name and Title of Signatory:

**AUDITS OF LISTED COMPANIES (DURING LAST FIVE YEARS)**

<b>Sr. No.</b>	<b>Name of Organization</b>	<b>Audit Year</b>	<b>Reference</b>

Authorized Signature:

Name and Title of Signatory:

**AUDITS OF MAJOR REGULATORY ORGANISATIONS (DURING LAST FIVE YEARS)**

<b>Sr. No.</b>	<b>Name of Organization</b>	<b>Audit Year</b>	<b>Reference</b>

Authorized Signature:

Name and Title of Signatory:

**AUDITS OF FINANCIAL SECTOR (DURING LAST FIVE YEARS)**

<b>Sr. No.</b>	<b>Name of Organization</b>	<b>Audit Year</b>	<b>Reference</b>

Authorized Signature:

Name and Title of Signatory:

**AUDITS OF MAJOR AUDITS (DURING LAST FIVE YEARS)**

<b>Sr. No.</b>	<b>Name of Organization</b>	<b>Audit Year</b>	<b>Reference</b>

Authorized Signature:

Name and Title of Signatory: