

REQUEST FOR PROPOSAL

Taxation Consultancy Services

Drug Regulatory Authority of Pakistan

Government of Pakistan
Drug Regulatory Authority of Pakistan
Ministry of National Health Services,
Regulation & Coordination

REQUEST FOR PROPOSAL

Tax Consulting Services

Drug Regulatory Authority of Pakistan (DRAP)-working as the Regulator of Pharmaceutical Industry invites proposals from leading tax consulting firms with experience in regulatory authorities within Pakistan.

Procedure of Single Stage, two envelope as per PPRA Rules will be followed.

A consultancy firm, will be selected through **“Quality & Cost Based Selection Method”** in accordance with the procedures set out in the Procurement of Consultancy Service 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**.

Detailed RFP document can be obtained by sending an email request or in person at the address below or can be downloaded from PPRA www.ppra.org.pk and DRAP website www.dra.gov.pk.

Proposal prepared in accordance with the instructions in the RFP, must reach at the address given below, on or before **13-09-2019 at 10:00 Hrs**. Bids will be opened on the same day at **10:30 Hrs**.

The Authority reserves the right to accept or reject any bids at any time prior to award of contract as per PPRA Rules.

Director (Budget and Accounts)
Phone No. 051-9262053, Email: amanullah2001@hotmail.com
Web: www.dra.gov.pk

1. Introduction

Drug Regulatory Authority of Pakistan is formed by Drug Regulatory Authority of Pakistan Act 2012 (The ACT). DRAP is mandated to regulate the pharmaceutical industry of Pakistan, issue licenses and create fair regime in the pharmaceutical sector. Among other things DRAP is also required to collect fees for the regulatory services provided by it and the income of DRAP is made taxable under Income Tax Ordinance, 2001.

2. Instructions to Participants

- i. Single stage – two envelope procedure will be used for tendering process. The bid shall comprise of one envelope containing proposals for technical and the other envelope containing financial components. The bids will be opened and evaluated as per evaluation criteria mentioned in this RFP. Bidders will provide all necessary information as required in the RFP to make the bid responsive.
- ii. The bid envelopes shall clearly be marked with the: “**PROPOSAL FOR TAX CONSULTANCY**” and “Not to be opened before 13-09-2019 at 10:30 hrs”
- iii. Proposals will be submitted on or before the last date for submission on the address given at Sr. ii.
- iv. The consultant may request a clarification of any of the RFP documents not later than 06 days before the proposal submission date. Any request for clarification must be sent in writing by paper mail or electronic mail to the client’s address given below.

3. Proposal Requirements

i. Technical Proposal

a. Quality

- a. Tax Partners & Staff (who are members of ICAP or similar international/local bodies)
- b. Engagement Partner, Manager and team profiles, experience and qualifications.
- c. Affiliated / Member firm of reputed international firm

b. Experience

- a. Experience of taxation service in Public Sector entities/ Regulatory Authority(ies) in Pakistan

4. Financial Proposal

Financial proposals should be divided into the following categories:

- a. Per task/ assignment fees as to nature of service rendered (Separately for 1st, 2nd & 3rd year of service) &
- b. Out of pocket expense per task/ Assignment (Separately for 1st, 2nd & 3rd year of service)

5. Terms of Reference (Scope of the Assignment)

DRAP intends on hiring tax consultancy services for the following key tasks:

A. Tax Advice on existing Tax Structure

- a. Preparation and filing of corporate tax return with the Income Tax Department, including the underlying tax computation on finalization of accounts and revision of return, if required.
- b. To advise the Authority on computation of quarterly advance tax
- c. Preparation and filing of refund application for refund due, if any.

- d. Attendance before the tax authorities and responding to notices issued in connection with the corporate tax return and audit proceedings till finalization of assessment.
- e. Assistance in giving tax credits as per the Income Tax Ordinance 2001, wherever applicable.
- f. Responding day-to-day notices and other correspondence with the taxation authorities concerning the items listed as a to d above.
- g. Help in interpreting and intimating of any changes in income tax, sales tax, federal excise and custom duty laws, if and when required.

B. Appeals

- a. Preparation and filing of appeal documents with Commissioner of Income Tax (Appeals). Preparation and filing of written submissions and attendance before the Commissioner of Income Tax (Appeals) to argue the appeals.
- b. Preparation and filing of appeal documents with Income Tax Appellate Tribunal. Preparation and filing of statements of facts and attendance to argue appeal before the Income Tax Appellate Tribunal and where required defend the appeal filed by the Tax Department.
- c. Assistance and provision of necessary papers and documents to advocate in appeal before High Court/Supreme Court.
- d. Assistance and provision of necessary papers and documents to advocate in appeal before Supreme Court.

4. Evaluation Criteria:

i. Essential requirements for Qualification of Bidders

The following is the list of essential requirements failing which the bidder will be automatically disqualified for further process against this RFP:

- ✓ The name of bidder should be in Active Taxpayer List (ATL) of FBR.
- ✓ The bidder shall be eligible to appear before all forums of revenue authorities (till ITAT), a certificate/ affidavit to be provided in this regard
- ✓ The bidder should have at least 5 years existence in provision of tax consultancy service.
- ✓ Incorporation and/or existence should be proved from documentary evidence.
- ✓ Must have experience of providing taxation service to public sector entities/ Regulatory Authority(ies)

ii. **Evaluation Criteria for Technical Proposals:**

	Sr. No.	Criterion	Weightage %	Score
QUALITY	1	Tax Partners & Managers (who are Members of ICAP or similar international/local bodies) (2 mark per personnel) Max: 40	40	
	2	Affiliated / Member firm of reputed international firm (within Top 4 ranked worldwide = 20, (affiliation with other than big 04 = 10)	20	
	3	Tax experience of Public Sector entities (List key transactions) (2 marks per transaction, max 10)	10	
	4	Tax experience of Regulatory Authority(ies) in Pakistan (List key transactions) (10 marks per transaction, max 30)	30	
		SUB TOTAL QUALITY	100	
<p>i. Firms having minimum score of 70% will qualify for Financial evaluation. ii. Supporting documents to be attached with for each evaluation criteria and essential requirements.</p>				

iii. **Award of Consultancy Contract:**

Consultancy contract shall be awarded to the consultant offering the lowest bid price subject to qualifying technical evaluation for a period of 03 years (i.e. T.Y 2020, T.Y 2021 & T.Y 2022). If the lowest bid is the same from different consultants, the firm with highest marks in technical evaluation shall be awarded contract. Initial appointment shall be made for one year and the authority reserves the right to extend the initial contract for further period of one or two years at its's discretion.