

GUJRANWALA ELECTRIC POWER COMPANY LIMITED



REQUEST FOR PROPOSAL (RFP)
FOR APPOINTMENT OF STATUTORY (EXTERNAL) AUDITORS

COMPANY SECRETARY

GUJRANWALA ELECTRIC POWER COMPANY LIMITED

Room # 50, 565-A, MODEL TOWN, G.T. Road, Gujranwala

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Through “Single Stage, Two Envelope” Procedure
Last date for Submission (the Bid should receive at the above mentioned address) on or
before 30th March, 2020 at 12:00 P.M

Technical bids will be opened on: 30th March, 2020 Time: 12:30 P.M

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1. ACRONYMS & DEFINITIONS

1.1 Acronyms

Used in the RFP	Description
BOD	Board of Directors
BPRD	Banking Policy and Regulation Department (State Bank of Pakistan)
GEPCO	Gujranwala Electric Power Company Limited
CEO	Chief Executive Officer
CNIC	Computerized National Identity Card
ICAP	The Institute of Chartered Accountants of Pakistan
NTN	National Tax Number
QCR	Quality Control Review
RFP	Request for Proposal
SECP	Securities and Exchange Commission of Pakistan

1.2 Definitions

- i. "Agreement" means the audit engagement letter duly signed by the parties.
- ii. "Audit" means the Annual Statutory Audit.
- iii. "Bid" means an offer in response to this RFP by a Firm of Chartered Accountants in order to undertake the Audit at a price.
- iv. "Bidder" means a Firm of Chartered Accountants submitting the Bid, that fulfills the initial screening/eligibility criteria as prescribed in this RFP by GEPCO.
- v. "Chartered Accountant" means a member of the ICAP.
- vi. "Clause" means a clause as serially numbered in the table of contents of this RFP.
- vii. "Contract" means an Agreement enforceable by law.

- viii. “Financial Proposal” means the fee quoted by the bidders in a format prescribed in this RFP.
- ix. “Firm “means a firm of Chartered Accountants opting to respond to this RFP.
- x. “Government” means the Federal/Provincial Government and all its associated departments, agencies, autonomous/semi-autonomous bodies, local governments, boards, universities and similar other organizations.
- xi. “Proposal” means the Technical Proposal and the Financial Proposal.
- xii. “Request for Proposal (RFP)” means a document prepared by GEPCO to solicit Proposals/Bids, through a bidding process, for hiring the services of Statutory Auditor.
- xiii. “Single Stage – Two Envelope Procedure” means the procedure as prescribed in Public Procurement Rules, 2004.
- xiv. “Statutory Auditor” means an external auditor whose appointment is required by Companies Act, 2017.
- xv. “Technical Evaluation “means an appraisal of the Technical Proposals made as per the criteria prescribed in this RFP.
- xvi. “Technical Proposal” means the technical bid comprising of the information as detailed in Clause 2 of this RFP, in the prescribed format, duly signed/authenticated and submitted, in the manner as specified in this RFP.
- xvii. “Technically Responsive” bidder means the bidder securing 65 or more score, as per the technical evaluation criteria, envisaged in sub-clause 5.2 of this RFP.

2. INSTRUCTIONS TO THE BIDDING FIRMS

Following should accompany with the bidding documents

S. No.	Documents to be attached as part of the Technical Proposal/Bid	Documents must be Tagged as "PART"
1.	Brief Profile of the Firm	A
2.	Copy of latest satisfactory QCR certificate from ICAP	B
3.	Copy of NTN	C
4.	Copy of registration with relevant revenue authority	D
5.	List of partners (Only Chartered Accountants) in the firm within Pakistan, with their ICAP registration number - in a format as prescribed in Annexure-I to this RFP	E
6.	List of Qualified Chartered Accountants employed (other than partners mentioned in Part-E above) in the Firm within Pakistan, with their ICAP registration numbers, in a format as prescribed in Annexure-II to this RFP.	F
7.	List of audit staff / trainees registered with ICAP in the Firm, with their ICAP registration number, in a format as prescribed in Annexure-III to this RFP.	G
8.	List of Government organizations audited in the last 5 years, in a format as prescribed in, Annexure-IV to this RFP.	H
9.	List of power sector / utility companies audited in last 5 Years, in a format as prescribed in Annexure-V to this RFP.	I
10.	Copy of certificate of international affiliation	J
11	Names and addresses of offices in Pakistan including key contact person in those offices	K
12.	Cellular contact number and email address of at least three contact persons for correspondence	L
13.	An undertaking with the GEPCO in which the completion of assignment will be ensured as per in a format as prescribed in Annexure-VI to this RFP.	M
14.	Undertaking for Technical Proposal submission as prescribed in Annexure-VII to this RFP	N

Note: PARTS from E to K above will be used for the Technical Evaluation, kindly submit these cautiously.

- a) All pages of the bidding documents will be authenticated by the engagement partner or a duly authorized person.
- b) All pages of bidding documents in case having any erasing/ cutting/ crossing or over writing etc., therein, must be properly signed by the signing person of the Bidder by the authorized signatory, who have been given power of attorney on company letterhead(to be enclosed with bidding documents), along with attested copy of his CNIC.
- c) Bid shall not be entertained if received after the time and date fixed for its receipt.

A Bidder (including its personnel and sub-contractor) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Bidder to be executed for the same or for another client.
- d) Firm must be eligible/qualified for appointment as Statutory Auditor of a Public Sector Company, as per the provisions of Companies Act, 2017 and other applicable rules and regulations.

3. FORM OF BID AND THE BIDDING PROCESS

- a) Bids will be submitted on the basis of Single Stage – Two Envelope Procedure.
- b) The Bid shall comprise a single package containing two separate envelopes. These envelopes shall be separately marked as “**Technical Proposal**” and “**Financial Proposal**” in bold and legible letters.
- c) The envelope marked as “**Technical Proposal**” shall contain the complete technical bid, including all Parts and Annexures as prescribed in Clause 2 (Instructions to the Bidding Firms) of this RFP.
- d) The envelope marked as “**Financial Proposal**” shall contain only the financial bid as per the specimen prescribed as Annexure-VIII to this RFP.
- e) Both envelopes shall be inserted in one large envelope, clearly marked “This envelope contains two duly sealed envelopes containing TECHNICAL PROPOSAL and the FINANCIAL PROPOSAL for providing Statutory Audit & Review Services”.
- f) The Bidder must quote his price as per the specimen prescribed as Annexure-VIII to this RFP. The audit fee quoted should be inclusive of any out of pocket expenses, boarding/lodging but excluding taxes and must be quoted in figures as well as in words.

Please note that GEPCO shall not provide any out of pocket expenses, any boarding/lodging to the any staff member/audit team of the Statutory Auditor at GEPCO.

- g) At the first stage, only the envelope marked as “Technical Proposal” shall be opened publicly and the envelope marked as “Financial Proposal” shall be retained sealed.
- h) The date, time and venue of the opening of the Technical Proposal will be mentioned in the advertisement of the RFP.
- i) The Proposals which meet the initial screening/eligibility criteria laid down in this document shall be accepted for further evaluation.
- j) The Technical Proposals of all the Bidders meeting the initial screening/eligibility criteria, in the prescribed format shall be evaluated.
- k) During Technical Evaluation, no amendments in the Technical Proposal shall be permitted.
- l) The Financial Proposals of Technically Responsive Bidders shall be opened publicly at a time, date and venue announced and communicated to the Technically Responsive Bidders in advance. The Financial Proposals of the rejected Bidders shall be returned un-opened.
- m) Results of the Technical Evaluation will be communicated to the Technically Responsive Bidders.

- n) The Bidder will also sign an undertaking with the GEPCO in which the completion of assignment will be ensured as per Annexure-VI to this RFP.
- o) GEPCO will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the bid / Proposal to be submitted in terms of this document.

4. SCOPE OF AUDIT ASSIGNMENT & REVIEW

The overall scope of the audit will be as follow:

- a) Statutory Audit of GEPCO for the Financial Year 2019-20 under the Companies Act, 2017.
- b) Review of Statement of Compliance with the SECP Public Sector Entities Corporate Governance Rules, 2013, for the Financial Year 2019-20.

5. EVALUATION CRITERIA

The Bid evaluation score will be allocated based on evidence available in the Bid / Technical and Financial Proposals only. The Technically Responsive Firm quoting the lowest financial bid will be accepted.

5.1 Initial Screening/Eligibility Criteria

- a) Firm should be enlisted in Category-A of the panel of auditors issued by the State Bank of Pakistan vide BPRD Circular Letter No 20 dated November 05, 2018 and should have recent satisfactory QCR rating by ICAP.
- b) Incomplete or “Bids not in order of Table given in Clause-2 of this RFP” will be summarily rejected.
- c) Affiliation with any international accounting / auditing firm.

5.2 Technical Evaluation

S. No.	Particulars	Total Marks	Marks
1	No. of partners (Only Chartered Accountants) in the firm within Pakistan format as prescribed in Annexure-I to this RFP, tagged as Part E of Technical Proposal.	15	Grading Criteria for No. of Partners is as under: - 1. Less Than 5 = 0 Marks 2. From 5 to 10 = 10 Marks 3. From 11 to 20 = 12 Marks 4. Above 20 = 15 Marks
2	No. of Qualified Chartered Accountants employed (other than partners as mentioned in Part-E of Technical Proposal) in the Firm within Pakistan, format as prescribed in Annexure-II to this RFP, tagged as Part F of Technical Proposal.	20	Grading Criteria for No. of Qualified CAs as under: - 1. From 1 to 5 = 10 Marks 2. From 6 to 10 = 12 Marks 3. From 11 to 15 = 14 Marks 4. From 16 to 20 = 16 Marks 5. From 21 to 30 = 18 Marks 6. Above 30 = 20 Marks
3	No. of Audit Staff / trainees registered with ICAP within Pakistan as per Clause 2 of this RFP, in a format as prescribed in Annexure-III to this RFP, tagged as Part G of Technical Proposal.	10	Grading Criteria for No. of Audit Staff/trainees Regd. with ICAP as under: 1. From 1 to 50 = 4 Marks 2. From 51 to 100 = 6 Marks 3. From 101 to 150 = 8 Marks 4. Above 150 = 10 Marks
4	Experience of Govt. Organization's Audit in the last 5 years as per Clause 2 of this RFP format as prescribed in Annexure-V to this RFP, this RFP, tagged as Part H of Technical Proposal.	20	Grading Criteria for Number of Govt. Organization's Audit as under: - 1. From 1 to 5 = 10 Marks 2. From 6 to 10 = 12 Marks 3. From 11 to 15 = 14 Marks 4. From 16 to 20 = 16 Marks 5. From 21 to 30 = 18 Marks 6. Above 30 = 20 Marks
5	Experience of Power Sector / Utility Companies Audit in last 5 Years, in a format as prescribed in Annexure-IV to this RFP, tagged as Part I of Technical Proposal.	20	Grading Criteria for Number of Power Sector /Utility Companies as under: - 1. From 1 to 5 = 10 Marks 2. From 6 to 10 = 12 Marks 3. From 11 to 15 = 14 Marks 4. From 16 to 20 = 16 Marks 5. From 21 to 30 = 18 Marks 6. Above 30 = 20 Mark.
6	Affiliation with any International Accounting / Auditing Firm as per Clause 2 of this RFP, tagged as Part- J of Technical Proposal.	10	Yes = 10 Marks No = 0 Marks
7	Office in Gujranwala, as per Clause 2 of this RFP, tagged as Part- K of Technical Proposal.	05	Yes = 05 Marks No = 0 Marks
Total		100	

Note: - Marks will be awarded if and only if, the information is submitted in a format as prescribed in this RFP.

- Firm securing 65 or more marks will be considered as Technically Responsive

5.3 Financial Evaluation

- a) Financial Proposals of only Technically Responsive Firms will be opened.
- b) The Firm quoting the lowest financial quote will be recommended to the BOD by Audit and Finance Committee, GEPCO for appointment as Statutory Auditors.

6. TYPE OF CONTRACT

GEPCO will enter into a lump sum Contract with the successful Bidder, if appointed as Statutory Auditors in the annual general meeting of GEPCO. The duration of the Contract is for one year. However, the firm may be reappointed pursuant to the provisions contained in Companies Act, 2017 and other applicable rules and regulations.

7. PAYMENT OF AUDIT AND REVIEW FEE

GEPCO will pay a valid invoice in full within thirty (30) days from the date of provision of the audit report and SECP compliance review report.

8. Annexure-I**LIST OF PARTNERS (ONLY CHARTERED ACCOUNTANTS) IN
THE FIRM WITHIN PAKISTAN**

S No.	Name	ICAP membership No.	Office

Authorized Signature:

Name and Title of Signatory:

9. Annexure-II**LIST OF CHARTERED ACCOUNTANTS EMPLOYED (OTHER THAN PARTNERS)**

Sr. No.	Name	ICAP membership No.	Designation	Office.

Authorized Signature:

Name and Title of Signatory:

10. Annexure-III**AUDIT STAFF / TRAINEES REGISTERED WITH ICAP IN THE
FIRM WITHIN PAKISTAN**

Sr. No.	Name	ICAP registration No.	Designation	Office.

Authorized Signature:

Name and Title of Signatory:

11. Annexure-IV**PUBLIC SECTOR AUDITS (DURING LAST FIVE YEARS)**

Sr. No.	Name of Organization	Audit Year	Nature of assignment

Authorized Signature:

Name and Title of Signatory:

12. Annexure-V**POWER SECTOR / UTILITY COMPANIES AUDITS DURING
LAST 5 YEARS**

Sr. No.	Name of Organization	Audit Year	Nature of assignment

Authorized Signature:

Name and Title of Signatory:

13. Annexures-VI**CERTIFICATE**

Proposal duly signed must be furnished along with the following certificate: -

I/We hereby confirm to have read carefully all the terms & conditions of your Request for Proposal, due for opening on _____2020 for provision of following services;

I. Statutory Audit of GEPCO under the Companies Act, 2017 for the Financial Year 2019-2020.

II. Review of Statement of Compliance with the SECP Public Sector Entities Corporate Governance Rules 2013 for the Financial Year 2019-2020.

In addition to the conditions we also agree to abide by all the special instructions mentioned in tender document. We also hereby categorically confirm that we are fully capable to provide services of statutory auditors as laid down in the RFP document.

Signature: _____

Name & Address of Tenderer _____

Designation & ID Card No. _____

NTN _____ **GST No.** _____

Date: _____ **Official Seal:** _____

14. Annexure-VII**TECHNICAL PROPOSAL SUBMISSION COVER LETTER**

The Company Secretary,
Gujranwala Electric Power Company
565-A, Model Town, G.T. Road,
Gujranwala.

Subject: **Provision of Audit Services**

Dear Sir,

We, the undersigned, offer to provide the Statutory Audit Services in accordance with your Request for Proposal dated _____ we are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate 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.

If negotiations are held during the period of validity of the Proposal, i.e., we undertake to negotiate on the basis of the proposed staff/facilities. Our Proposal is binding upon us and subject to the modifications resulting from Agreement negotiations.

We undertake, if our Proposal is accepted, to initiate the required services not later than the date indicated in RFP.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

15. Annexure-VIII**FINANCIAL BID PROFORMA**

Particulars	Audit Fee in Rs. inclusive of any out of pocket expenses and any boarding/lodging.
Statutory Audit of GEPCO under the Companies Act, 2017 for the Financial Year 2019-2020 including review of Statement of Compliance with the SECP Public Sector Entities Corporate Governance Rules 2013 for the Financial Year 2019-2020 .	
Fee (in words) _____	

Note: Quoted Rate(s) must be inclusive of any out of pocket expenses and any boarding/lodging for any staff member or deputed audit team member(s) of the Statutory Auditors but exclusive of taxes and it will be quoted in figure(s) as well as in word(s).

Signature of the Bidder with seal

Address: _____
