



TERMS OF REFERENCE (TORs)

For

HIRING OF INTERNAL AUDIT FIRM

December 15, 2022

Invitation for Bids

TENDER FOR HIRING OF INTERNAL AUDITOR FIRM FOR KARACHI EXPO CENTER

Trade Development Authority of Pakistan (TDAP), an authority established for promotion of trade and business, under the Ministry of Commerce, invites sealed bids from well reputed firms registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue and qualified in all respects having valid NOC / License from the relevant Federal / Provincial Departments for Internal Audit at Karachi Expo Centre.

2. Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid evaluation criteria, performance guarantee, etc. are available for the interested bidders at the **Office of the Deputy Director (Management & Services Division)** on payment of Rs.3,000/- through pay order in favour of "Account Officer, TDAP" or can be downloaded from the website www.tdap.gov.pk and www.ppra.gov.pk free of cost. The interested firms who opt to download the document from the website should register themselves with the office of Deputy Director (MS) for communication of changes, if any.

3. Single Stage Two Envelope Procedure would be used for Open Competitive Bidding. In the first stage only the technical proposals will be opened. Later, the financial proposals of only technically qualified firms will be opened. Financial proposals should accompany a bid security equivalent to two per cent (2%) of the bid amount in the form specified in the Bidding documents. Both the technical and the financial proposals must be sealed separately. Trade Development Authority of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time, however, reasons for rejection or annulling bid process will be communicated to the concerned bidder (s) in accordance with the Procurement Rules.

4. The bids, prepared in accordance with the instructions in the bidding documents, must reach the office of the Deputy Director (MS), Trade Development Authority of Pakistan (TDAP), 3rd Floor, Block-A, FTC Building, Shahrah-e-Faisal, Karachi on or before 11:00 AM, January 05, 2023. Bids will be opened the same day at 11:30 AM. This advertisement is also available on PPRA website www.ppra.org.pk.

Deputy Director

(Management & Services Division)

Tel: 021-99207207

Trade Development Authority of Pakistan

MINISTRY OF COMMERCE GOVERNMENT OF PAKISTAN

Block-A, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal,

Karachi-75350





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INSTRUCTIONS TO BIDDERS

A. INTRODUCTION:

Exhibitions are one of the most effective tool of trade Promotion. Leading trade centers of the world provide permanent exhibition facilities to encourage buyer-seller interaction. Karachi Expo Centre is located in the commercial Capital of Pakistan. It has a distinction of being in the back yard of CAR countries, accessible to Middle East and a gate way to other Asian Countries. Karachi being cosmopolitan, adds flavor for international marketing geopolitically. Karachi Expo Centre is equipped with modern facilities based on international standards creating a market and a world of its own. It comprises of three independent linked halls measuring 6690 Sq.m base area. Two halls contain mezzanine floor measuring 445 Sq.m each, while the third hall has a space of 1270 Sq.m on its two mezzanine floors.

1. Operative Law / Regulation

Public Procurement Regulatory Authority rules 2004 read with Procurement of Consultancy Services Regulation 2010 shall be the operative rule / regulation for the instant procurement.

2. SCOPE OF WORK

2.1. The Scope of Work for the prospective bidder in addition to the detail as mentioned in schedule A of the bidding document shall primarily include formulation of Annual Internal Audit Plan based on assessment of key areas of risk for the entity keeping in view the entity assigned responsibilities, operations as per entity strategic plan and its risk management strategy and shall include entity all departments.

3. DURATION OF CONTRACT

3.1. The contract initially shall be for one year which on the basis of contractor performance can be extended for maximum of three years but such extension will be on yearly basis.

4. ONE BIDDER ONE BID

4.1. Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid will be disqualified.

5. COST OF BIDDING

5.1. The bidder shall bear all costs associated with the preparation and delivery of his bid, and KEC will in no case be responsible or liable for those costs.



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6. BIDDING DOCUMENTS

6.1. Contents of Bidding Documents.

Instructions to Bidders

Schedules:

Schedule A

Terms of References (TOR's)

Schedule B

Bid Performance

6.2. The bidders are expected to examine the contents of all the above documents carefully. Failure to comply with the requirements of bid submission may lead to rejection of bid and disqualification of bidder.

7. CLARIFICATION OF BIDDING DOCUMENTS

7.1. The prospective bidder requiring any further information or clarification of the bidding documents may request KEC in writing or by e-mail or by visiting at the following address prior to seven (7) days of the submission of bid date:

8. AMENDMENT OF BIDDING DOCUMENTS

8.1. At any time prior to the deadline for submission of bid, KEC may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding documents by amendment(s).

8.2. The amendment(s) shall be part of the bidding document and shall be notified in writing or e-mail or fax or **by** posting on company's website to all the prospective bidders who have received the bidding documents, and will be binding on all.

8.3. In order to facilitate the prospective bidder reasonable time to take the amendment into account in preparing its bid, KEC may, at its discretion, extend the deadline for the submission of bid.

9. KEC'S RIGHT TO ACCEPT THE BID OR REJECT THE BID

(Federal PPRA clause. 33)

9.1. KEC may reject all bids or proposal at any time prior to the acceptance of a bid or proposal.



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- 9.2. KEC shall upon request communicate to any company/firm who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but it is not required to justify those grounds.
- 9.3 KEC shall incur no liability, solely by virtue of its invoking clause 27.1 towards the bidder.

B. PREPARATION OF BID

10. LANGUAGE OF BID

- 10.1. The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and KEC shall be written in the English language.

11. DOCUMENTS COMPRISING THE BID (CHECKLIST)

- 11.1. The bid prepared by the bidder shall be accompanied by the following documents:
- (i) Covering Letter
 - (ii) Profile of the company.
 - (iii) Provide relevant experience.
 - (iv) Tender Documents duly signed & stamped on each page.
 - (v) Contact Detail of concerns.
 - (vi) Prices to be quoted on Company letter head duly signed & stamped.
 - (vii) Proof of valid and active NTN registration.
 - (viii) Proof of valid and active Punjab Revenue Authority registration (in case of services).
 - (ix) Authority Letter, Company representative duly signed and stamped.
 - (x) Copy of registration certificate with ICAP.
 - (xi) A certificate, duly signed by the authorized signatory, that the firm/company is never blacklisted by any Government/Autonomous body.

12. BID PRICES

- 12.1. The bidder shall complete the Bid in accordance with the instructions contained in this document. The prices shall be considered to be on the basis of TORs quoted in the bid will be inclusive of Terms of References as mentioned in Schedule-A.
- 12.2. The Prices quoted in the bid for "Appointment of Internal Auditor" should be in word / figure form and inclusive of all kind of applicable taxes and out of pocket expenses. In case of any clarification or doubt the prices quoted in words shall be preferred.
- 12.3. In case of claiming Tax exemption, the requisite tax exemption certificate shall have to be provided along with the bid documents failing which the claim shall not be entertained. The tax exemption certificates shall be attached with the financial bid.



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13. SUFFICIENCY OF BID

- 13.1. Each bidder shall be expected to ensure as to the correctness and inclusion of rates and prices along with applicable taxes in the bid no claim shall be entertained if the prices quoted are stated to be without taxes. The Procuring agency shall take it for granted that all prices quoted are inclusive of taxes.
- 13.2. The bidder is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the bid and entering into a contract for execution of the Work.

14. BID CURRENCIES

- 14.1. The unit rates and the prices shall be quoted by the bidder in Pak rupees.

15. BID VALIDITY PERIOD

- 15.1. The bid shall remain valid for Ninety (90) days which shall commence from the last day of submission of bid.

16. BID SECURITY

- 16.1. Bid Security equal to Rs. 48,000/- (Rupees Forty-Eight Thousand Only in terms of rule 25 of Federal PPRA Rules 2004 shall be submitted along with the bid) in the form of CDR/Demand Draft/Pay Order in favor of "Karachi Expo Centre" must be attached with the Technical Bid, failing which the bid will be considered as non-responsive and shall be rejected.
- 16.2. The Bid Security will be returned to the unsuccessful bidder after 15 days of award of agreement to successful bidder.
- 16.3. The bid security of the successful bidder will be returned upon submission of the performance security.
- 16.4. Any bid not accompanied by an acceptable bid security shall be rejected by the KEC as non-responsive.
- 16.5. The bid security may be forfeited.
- 16.5.1. If the bidder withdraws his bid during the period of validity; or
- 16.5.2. In case, successful bidder refuse to execute work, bid security will be forfeited.
- 16.5.3. In case of successful bidder, if he fails within the specified time limit to;



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16.5.3.1. Sign the LOA/contract agreement with KEC in accordance with bidding documents.

16.5.4. If the successful bidder fails to deposit the performance security within the stipulated time in terms of rule 19 of Federal PPRA Rule 2004 may be debarred or cross debar in all procurement processes for a period of six (6) months.

17. BID SUBMISSION PROTOCOLS

- 17.1. Karachi Expo Centre seeks bids for Internal Audit Services from top ranking Audit firms.
- 17.2. Single stage two envelop bidding process will be adopted as per sub rule (b) of the rule 36 PPRA Rules 2004.
- 17.3. Quality & Cost based selection will be adopted as per PPRA Regulation 3(B) of Consultancy Services Regulation 2010.
- 17.4. All bids shall consist of two parts i.e. Technical bid and Financial bid. Technical and financial bid must be placed in single sealed envelope.
- 17.5. All bids shall be assessed as per quantification formula provided under clause 20 and shall be the ratio of 80/20 (Technical/Financial)
- 17.6. 65% of the technical of the ratio for technical evaluation shall be the base line criteria for eligibility. All bids securing 65% of the 80% of total score meant for technical bid shall be eligible for next stage (Financial Bid opening). The Financial bids of all bids failed to secure the required qualifying score shall be returned to the unsuccessful bidder unopened. A bidder having any grievance pertaining to technical evaluation may let its financial bid remained with the procuring agency till the decision by the grievance committee. All such financial bids shall according to the decision of grievance redressal committee either shall be made part of the bidding process or shall be returned unopened to the bidder concerned.

C. SUBMISSION OF BID

18. SEALING AND MARKING OF BID

- 18.1. The bidder shall seal the bid, duly marking the envelope as "Appointment of Internal Auditor" and mailed to the following address:



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19. DEADLINE FOR SUBMISSION OF BID

- 19.1. The bid must be received by the KEC at the address specified, not later than January 05, 2023 till 11:00am. KEC may, at its discretion, extend the deadline for the submission of bids by amending the bidding documents and conveying to all bidders.
- 19.2. All prospective bidder shall be required to furnish undertaking on a stamp paper of Rs. 50/- declaring that neither they have been blacklisted by any of the public sector organization during the last two years or have gone into the court against such orders.

D. OPENING AND EVALUATION OF BIDS

20. OPENING OF TECHNICAL BID

- 20.1. The bid shall be opened by the procurement evaluation committee KEC in the presence of bidder's or their authorized representatives who choose to be present attending the bid opening shall be required to mark their attendance in the attendance sheet.
- 20.2. In the first instance, the "Technical Bid" will be opened and the enveloped marked as "Financial Bid" will be remain in the safe custody of KEC unopened.

21. EVALUATION OF TECHNICAL BID:

- 21.1 In first phase, the procurement evaluation committee will evaluate the technical documents as per evaluation criteria mentioned below on quality and cost based selection mode. In case of any document found incomplete/ambiguous shall be declared as non-responsive.



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Chartered Accountant Panel of auditors maintained by State Bank of Pakistan under Section 35 of Banking companies ordinance, 1962.

Overall Capabilities of the Firm				
Sr	Description	Category Points	Grand Total Points	Documents Required
1	Should have prior knowledge and experience in last 3 years of conducting risk based internal audits; (4 marks per organization)	4 X 3	12	Attach scope of work performed along with list of deliverables or any other relevant document.
2	Have prior experience of conducting risk-based audits of public sector companies/government organizations in last 3 years (4 marks per organization)	4 X 2	8	
3	No. of Professional Qualified accountants from Institute of Chartered Accountants of Pakistan (ICAP) (Name & Registration is required): <ul style="list-style-type: none"> More than 25 but less than 30; More than 30 but less than 35; and More than 35 	5 15 20	20	Member register /website screenshot/ certificate
Sub Total			40	



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Professional Team				
Sr	Description	Category Points	Grand Total Points	Documents Required
1	<p>Prior experience of the team proposed for internal audit assignment (minimum 4 members):</p> <ul style="list-style-type: none"> Minimum 3 years of experience More than 3 but less than or equal to 5 years of experience More than 5 years. <p>Note: team proposed with highest qualification & experience will get maximum marks.</p>	<p>5</p> <p>8</p> <p>10</p>	10	Attach CVs clearly showing previous risk-based audit assignments conducted
2	Engagement Partner has a post qualification experience of more than 25 years post qualification.		10	Attach CV
Sub Total			20	
Proposed Methodology				
Sr	Description	Category Points	Grand Total Points	Documents Required
1	Work plan & timelines	5	5	Provide details in proposal on understanding of assignment, methodology to be adopted and assignment deliverables.
2	Overall methodology and approach in conducting risk-based audits	20	20	
3	Satisfaction letters from clients for internal audit assignments (3 marks per organization)	3 X 5	15	Satisfaction letters from clients
Sub Total			40	

Firm having 70 or more marks in technical evaluation shall qualify for financial opening.



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21.2. All bidders in addition to the evaluation criteria mentioned above must also possess the following. In second phase, bid evaluation committee will evaluate the following technical documents. Bidders who fail to provide the evidence will be considered technically non-responsive.

21.2.1 The firm must be a Member or Independent Correspondent firm of an International firm and must fall in Category of the state bank of Pakistan's Panel of Auditors maintained under Section 35(1) of Banking Companies Ordinance, 1962

21.2.2 Internal auditor appointed must be a firm of auditors for which the firm or a partner of the firm is compliant with the International Federation of Accountants' (IFAC) Guidelines on Code of Ethics, as applicable in Pakistan.

21.2.4 Must have correspondence office in Karachi Pakistan.

21.3. Unopened financial bids will be returned to those bidders who will be declared as non-responsive in technical evaluation.

22. CLARIFICATION OF BID

22.1. To assist in the examination, evaluation and comparison of bid, KEC may require the bidder to clarify any point of its bid. The clarification however shall not impact the scope and cost of the bid. While Any discrepancy or arithmetical error noticed in the rates quoted by the bidder shall be referred to the rates quoted in words. ask the bidder for a clarification of its bid and no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the evaluation of bid.

23. OPENING OF FINANCIAL BID:

23.1. The bids found technically responsive will be eligible for opening of the financial bid with margin of one day after announcement of technical evaluation report. KEC shall open the sealed Financial Bid(s) of the qualified Bidder(s) on a pre-determined date and time which will be intimated in advance.

Note:

A misstatement/misrepresentation for any part of the RFP/bidding documents shall disqualify the firm.



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24. ANNOUNCEMENT OF EVALUATION REPORTS

- 24.1. Karachi Expo Centre in terms of rule 35 of Federal PPRA Rule 2004 will announce the results of bid evaluation in the form of a report for acceptance or rejection of bids at least fifteen (15) days prior to the award of procurement contract.

E. AWARD OF CONTRACT

25. POST-QUALIFICATION AND AWARD CRITERIA

- 25.1. KEC will award the contract to the bidder if its bid has been determined to be substantially responsive to the requirements as envisaged in the bidding documents and has attained highest combined score as determined by the Procurement evaluation committee (PEC).
- 25.2. In case of any dispute or grievance against the decision of the grievance committee head by Senior General Manager/CFO, the decision of CEO of KEC or the nominated officer on his behalf shall be binding and conclusive.

26. PERFORMANCE SECURITY

- 26.1 The successful bidder, will be required to submit performance security equal to 10% of contract value/price in the form of CDR/Pay order / Demand Draft in favor of Karachi Expo Centre within ten (10) days of the issuance of LOI.
- 26.2 The performance security shall have the validity 30 days beyond the time of contract.
- 26.3 If the contractor violates any of the terms and conditions of the contract performance security shall be forfeited.
- 26.4 Failures on the part of the successful bidder to comply with any of the clause of contract shall lead to proceedings under rule 19(b) of Federal PPRA Rules 2004.
- 26.5 The Performance Security shall be returned to the Contractor after the successful execution of the contract with a certificate of satisfactory performance of the contractual obligations by the end user.

27. NOTIFICATION OF CONTRACT AWARD

- 27.1 KEC will notify the successful bidder in writing by a registered post/in person that he has been declared as a successful bidder and shall be provided with the letter termed as "Letter of Intent" (LOI).
- 27.2 The issuance of LOI will lead to signing of a contract with the successful bidder after fulfilling all the pre requisites of contract award mentioned above (submission of



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performance guarantee if any) within the stipulated time. Any failure to comply with the requirement of LOI and clause 19.2 shall lead to proceeding as mentioned in clause 16.5.4.

- 27.3 RFP/bidding documents/TOR's shall be read as integral part of the Contract.
- 27.4 The KEC prior to signing of the contract with the successful bidder in terms of section 21 of the General Clauses Act 1897 reserve the rights to add, amend, vary or rescind the LOI terms and conditions.
- 27.5 Contract may be terminated with prior notice of one month by KEC upon event of default as mentioned in contract.



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Schedule A: TERMS OF REFERENCE (TOR's)

2. Role & Objective:

The Internal Audit function should assist the Company to accomplish its objective by bringing systemic and disciplined approach to evaluate and improve the effectiveness of Risk Management, Control and Governance Process. Some of objectives/ controls subject to evaluation are:

- (i) Risks are appropriately identified and managed at both entity and transactional level.
- (ii) Financial, managerial, and operating information is accurate, reliable, and timely.
- (iii) Policies, standards, procedures, and applicable laws and regulations are complied with.
- (iv) Systems ensure compliance with those policies, plans, procedures, laws and regulations which could have a significant impact on operations and reports.
- (v) The information system environment.
- (vi) Assets of PEC are adequately safeguarded.
- (vii) Quality and continuous improvement are fostered into control processes.

3. Scope of Internal Audit:

- The Internal Audit Function must, in consultation with the Audit committee, prepare annual Internal Audit Plan based on its assessment of key areas of risk for the entity, having regard to its current operations, the operations proposed in its corporate or strategic plan and its risk management strategy. This will cover all the departments of the company and include plans indicating the scope and time lines of each audit.



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- Each audit assignment shall contain scope and objectives of work, details of findings, business impact and recommendations with risk profile.
- On quarterly basis, Internal Audit reports shall be circulated to the members of Audit Committee.
- The Internal Audit Function must assist the Audit Committee in achieving the objectives of the Company by evaluating and developing recommendations for the enhancement or improvement of the processes.
- In carrying out the work, the Firm must ensure that its personnel maintain their objectivity by remaining independent of the activities they audit. The Internal Audit Firm shall;
 - Have no executive or managerial powers, functions or duties except those relating to Internal Audit;
 - Not be involved in the day-to-day operation of the Company;
 - Not be responsible for the detailed development or implementation of new systems and procedures.

4. Expected Outcomes and Deliverables:

- (i) Key deliverables of the assignment are as follows:
 - a. Internal Audit Plan;
 - b. Draft Internal Audit Reports; and
 - c. Final Audit Reports including at minimum Executive Summary, Findings, Risks, Recommendations and Management Responses including targeted dates of implementation.
- (ii) The Internal Audit Firm will be reporting to the Audit Committee on Quarterly basis, the structure of the Internal Audit Report is to be as follows;
 - a. Introduction;
 - b. Audit objective and scope;
 - c. Background;
 - d. Executive summary, highlighting significant findings;
 - e. Findings, recommendations & Management responses (including implementation dates);
 - f. All audits are to be carried out according to the internal Audit Plan approved by the Audit Committee;
 - g. Conclusion; and
 - h. The auditor is to deliver to the Chairperson of the Audit Committee and the



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CEO the Company one signed copy of the final report.

5. Distribution of Reports:

On completion of each assignment, the Internal Audit Firm shall distribute the reports to the Audit Committee and Management.

6. Independence and Objectivity of Audit Staff:

In carrying out the work, the Internal Audit Firm must ensure that its personnel maintain their objectivity by remaining independent of the activities they audit. The Internal Audit Firm shall;

- (i) Have no executive or managerial powers, functions or duties except those relating to Internal Audit;
- (ii) Not be involved in the day-to-day operation of the Company;
- (iii) Not be responsible for the detailed development or implementation of new systems and procedures.

Payment Mode:

- (i) All applicable taxes will be deducted at the time of the payment as per government rules and regulations.
- (ii) The payment of Fee will be made on monthly basis.



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The technical proposal should be submitted using following standard forms:

- TECH-1 Technical Proposal Submission Form
- TECH-2 Experience
- TECH-3 Description of the Approach, Methodology and Work Plan for Performing the Assignment
- TECH-4 Team Composition and Task Assignments
- TECH-5 Curriculum Vitae (CV) for Proposed Professional Staff
- TECH-6 Staffing Schedule
- TECH-7 Work Schedule

The financial proposal should be submitted using Bid Performa in ensuing pages.



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Form TECH-1 Technical Proposal Submission Form

Date _____

To:

Director General TFD Expo Centre

Dear Sir,

We, the undersigned, offer to provide the Internal Audit services for KEC accordance with your proposal dated [Date]. 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, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Agreement negotiations.

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

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____



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Form TECH-2 Consultancy Firm's Experience

Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out consulting services like the ones requested under this Assignment. Please provide Client's certification and/or evidence of the contract agreement.]

Assignment name:	Cost of the Project
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No of staff/months (by your firm) on the assignment:
Start date (month/year): Completion date (month/year):	1- Total Value of the agreement. 2- Value of services provided by your firm under the agreement (in current PKR or US\$):
Name of associated Consultants, if any:	No of professional staff-months provided by associated Consultants:
Narrative description of Project:	
Name of professional staff of your firm involved and functions performed:	



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Form TECH-3 Description of Approach, Methodology and Work Plan for Performing the Assignment

Approach and Methodology

Please be precise and to the point in addressing the objectives of this assignment through proposed approach and methodology.

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following chapters:

- i. Technical Approach and Methodology
- ii. Work Plan & Timeline



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Form TECH-4 Team Composition and Task Assignments

Professional Staff

Name of Staff	CNIC No./Passport No.	Firm	Area of Expertise	Position Assigned	Task Assigned



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Form TECH-5 Curriculum Vitae (CV) for Proposed Professional Staff

1. **Proposed Position** [only one candidate shall be nominated for each position]: _____
2. **Name of Firm** [Insert name of firm proposing the staff]: _____
3. **Name of Staff** [Insert full name]: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **CNIC No (if Pakistani):** _____ **or Passport No:** _____
6. **Education:**

Degree	Major/Minor	Institution	Date (MM/YYYY)

7. **Membership of Professional Associations:** _____

8. **Other Training** [Indicate significant training since degrees under 6 - Education were obtained]:

9. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

10. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below).]:

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

11. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the



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tasks listed under point 11.]

1) Name of assignment or project & Location: _____ **Cost of Project** _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

2) Name of assignment or project & Location: _____ **Cost of project** _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

3) Name of assignment or project & Location: _____ **Cost of Project** _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____



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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____


[Signature of staff member or authorized representative of the staff] *Day/Month/Year*


Full name of authorized representative: _____



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Form TECH-6 Staffing Schedule

Full time input 

Part time input 

Year:		Staff input (in the form of a bar chart) ²												Total staff-month input		
N°	Name of Staff	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Home	Field ³	Total
Local																
1		[Home]														
		[Field]														
2																
3																
N																
											Subtotal					
											Total					



Karachi Expo Centre

Form TECH-7 Work Schedule

N°	Activity ¹	Months ²											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1													
2													
3													
4													
5													
n													

- 1 Indicate all main activities of the assignment, including delivery of reports
 2 Duration of activities shall be indicated in the form of a bar chart.



Karachi Expo Centre

Bid Performa

The total Bid Price shall include all other services, as per Terms of Reference, to be provided under the Contract. The Bid Price must include all applicable taxes. If not specifically mentioned in the quotation, then it will be presumed that the prices include all the taxes.

Sr. No	Description	Per Month Inclusive of all applicable taxes and out of pocket expenses	Per Annum Inclusive of all applicable taxes and out
1.	As per complete TOR's as mentioned in Schedule-A		
	Total Amount per annum in words		

Note:

- * Any amendment/revision in applicable Government Taxes shall be imposed upon the Audit Companies/Firms.
- * A bidder who submits or participates in more than one bid will be disqualified.