



**PRE-QUALIFICATION OF AUDIT FIRMS -
FINANCIAL AUDIT OF DEVELOPMENT
PROJECTS**

EXPRESSION OF INTEREST DOCUMENT

IGNITE/EOI AUDIT FIRMS/2017-18/0020/PROC

IGNITE (Formerly National ICT R&D Fund)
Ministry of Information Technology & Telecom
Government of Pakistan

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1. IGNITE formerly National ICT R&D Fund

Ignite formerly National ICT R&D Fund has been incorporated with the Securities and Exchange Commission of Pakistan (SECP) under Section 42 of the Companies Ordinance, 1984 by the Ministry of IT & Telecom, Government of Pakistan (hereinafter referred to as the “Company”). The Company is mandated to fund research and development in Information and Communication Technology (ICT) with the vision to transform Pakistan’s economy into knowledge based economy by promoting efficient, sustainable and effective ICT initiatives through synergic development of industrial and academic resources. More details about the Company are available at <http://www.ignite.org.pk>

2. OVERVIEW OF PRE-QUALIFICATION

Ignite invites applications from audit firms having expertise in project audits as listed in the scope of pre-qualification.

2.1 BACKGROUND AND INTRODUCTION

The Company desires to maintain a pool of pre-qualified panel of audit firms. This pool will be utilized for the conduct of project audits in accordance with the scope of work defined in the section 3 of this document.

2.2 SCOPE OF PRE-QUALIFICATION

The Company invites applications from eligible audit firms registered in Pakistan for conduct of audit of the following projects’ stream (as and when required):

- a. Project audit of scholarship projects
- b. Project audit of unsolicited technical R&D projects

3. SCOPE OF WORK

While conducting the audit in line with the relevant international standards and best practices, the audit firm is expected to express an opinion on whether the projects financial statements/ books of accounts reflect fairly the expenditure incurred by the executing agency in accordance with the approved budget. The detailed TORs will be shared with the firm at the time of award of project audit.

4. FEE SCHEDULE

Based on the historical trend and nature of the funded projects, the audit fee (excluding out of pocket expenses), is expected to remain within the following cost limits:

Project Duration	Up to 12 months	Up to 24 months	Up to 36 months	More than 36 months
Project Cost				
Upto Rs.7.5 Million	63,250	88,500	113,750	126,500
Over Rs.7.5 Million to Rs.15 Million	88,500	113,750	126,500	158,000
Over Rs.15 Million to Rs.25 Million	113,750	126,500	158,000	202,400
Over Rs.25 Million to Rs.40 Million	126,500	158,000	202,400	234,000
Over Rs.40 Million	158,000	202,400	234,000	253,000

In addition to above fee limit, the auditors may charge out of pocket expenses maximum upto 10% of the audit fee. (The travelling and boarding & lodging expenses & all other expenditure, if any will be borne by the audit firm and Ignite will only reimburse out of pocket expenditure i.e. maximum of 10% of the audit fee.)

5. PRE-QUALIFICATION APPLICATION FORMAT AND CONTENT

5.1. MANDATORY ELIGIBILITY CRITERIA CHEKLIST

All EOIs should meet the mandatory eligibility criteria. These requirements must be furnished at the time of submission of EOI. Non-submission of any one of the following applicable requirements shall result in disqualification.

Potential firm should hold satisfactory QCR rating from ICAP. The application must include the complete name and address of the potential audit firm and the name, mailing address, and telephone number of the concerned authorized representative.

#	Mandatory Eligibility Criteria Checklist	Yes	No
1	Proof of Certificate of Incorporation or Registration or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
2	Proof of NTN Certificate (If Applicable, please check <input checked="" type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column)	<input type="checkbox"/>	<input type="checkbox"/>
3	Proof of GST Certificate (If Applicable, please check <input checked="" type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column)	<input type="checkbox"/>	<input type="checkbox"/>
4	Proof of FTN certificate /Tax exemption certificate (for public sector entity), (If applicable, please check <input checked="" type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column).	<input type="checkbox"/>	<input type="checkbox"/>
5	Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that firm is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other international organization.	<input type="checkbox"/>	<input type="checkbox"/>
6	Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that the firm is an active tax payer and has submitted its tax return for the preceding fiscal year. Tax payer list serial number (downloadable from FBR's website) is also to be mentioned.	<input type="checkbox"/>	<input type="checkbox"/>
7	Proof of satisfactory QCR rating from ICAP.	<input type="checkbox"/>	<input type="checkbox"/>

Note: Firms are required to submit the filled, signed & stamped copy of the above checklist along with the proposal.

A sealed pre-qualification document shall be submitted and delivered at the address given below before 1500 hrs (PST), on June 25, 2018.

Manager Procurement

Ignite formerly National ICT R&D Fund (The Company)

6th Floor, HBL Tower, Jinnah Avenue Blue Area, Islamabad, Pakistan

Tel: 051-9215360 to 65

Email: procurement@ignite.org.pk

5.2. EXPERIENCE AND QUALIFICATION

The interested firms must show that they have the capacity to execute the audit in multiple geographically dispersed locations i.e. from interior Sindh to central Punjab and Federal capital to Quetta.

The interested firms must share their past experience and proven track record of conducting and executing similar assignments.

The interested firms must provide evidence that they meet the minimum responsiveness criteria listed above otherwise their submission/ application will be determined non-responsive.

The prequalification of Firms will be based on the following factors:

A. Company Profile

- a. Registered Age of the Company/Incorporation Certificate
- b. Name of Directors/Partners
- c. Location of the Firm's office/sub office
- d. Number of branches/ office/ sub office
- e. Core Business Areas
- f. Annual Audited Accounts of the Company
- g. NTN certificate of the Company.
- h. STN certificate of the Company

B. Specific /Similar Experience of the Firm

- a. Area of expertise wise details of project audit carried out in last 5 years

C. General Experience of the Firm

- a. Details of general experience of the firm during last 5 years

D. Capabilities with respect to Firm Personnel

- a. Total number of employees
- b. Key Personnel of the Firm

5.3. SCHEDULE

The schedule set out herein represents the Company's best estimate of the schedule that will be followed for bidding process. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days. The approximate schedule is as follows:

S#	ACTIVITY	DATES
1	EOI Issue Date	June 5, 2018
2	Deadline for queries / questions	June 8, 2018
3	Response to queries and questions related to EOI	June 12, 2018
4	EOI Submission Deadline*	June 25, 2018 (1500 hrs PST)
5	Opening of EOI	June 25, 2018
6	Pre-qualification of the Firms	Firms will be pre-qualified on basis of their EOI. Manager Procurement will notify all the Firms whether or not they have been pre-qualified.

5.4. CLARIFICATION AND AMENDMENT OF EOI DOCUMENT

Firms may request in writing for clarification of any of the provisions of the EOI documents no later than 4 (four) calendar days after the advertisement date. Any subsequent queries will neither be entertained nor responded. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to the Company's address indicated below. The Company will respond by facsimile or electronic mail to such requests and may choose to send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all participating firms who intend to submit proposals.

The address for requesting technical clarifications is:

Manager Corporate Finance
Ignite – National Technology Fund
6th Floor, HBL Tower, Jinnah Avenue, Blue Area
Islamabad, Pakistan
Tel: (92-51) 9215360-65,
Fax: (92-51) 9215366
Email: abdullah.saeed@ignite.org.pk

At any time before the submission of proposals, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by an intended firm, amend the EOI and notify the parties. Any amendment shall be issued in writing through addenda and it shall be sent by mail, facsimile, or electronic mail to all interested firms and will be binding on them.

6. STANDARD INSTRUCTIONS

- a. Pre-qualification shall be clear and elaborate. Different sections of the application shall be separated using color separators, flags or tags. The applications shall be prepared without any interlineations or overwriting.
- b. Firms may request in writing, for clarification of any of the provisions of this Prequalification within 04 (four) calendar days after the advertisement date. All queries may be sent to procurement@ignite.org.pk.
- c. Applications submitted should remain valid for a period of 3 months from the last date of submission.
- d. Eligible firms are encouraged to submit their pre-qualification document as per submission requirements.
- e. As and when needed, the Company may amend Scope of work (Section 3 & 4) documents for such assignments.
- f. Public Procurement Rules will be strictly followed by the Company