



ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD

REQUEST FOR PROPOSALS' NOTICE HIRING OF TAX CONSULTANT FIRM

Activity Ref. No.	:	21/2025-26			
Procurement Method	:	Single Stage-One Envelope [1S1E]			
Date & Time for Submission of Proposals	:	Date:	30-12-2025	Time:	1030 Hours, PST
Date & Time for Opening of Proposals	:	Date:	30-12-2025	Time:	1100 Hours, PST

Allama Iqbal Open University (AIOU), Islamabad has allocated funds for acquiring non-consulting services including hiring of services of a “**Tax Consultant Firm**” to serve as its Advisor, on retainership basis. The Consultant will be responsible for providing tax-related services in accordance with federal and provincial taxation laws in Pakistan and ensuring ongoing compliance with statutory & legal requirements. The University now invites “**Sealed Proposals**” from experienced and well-established **Tax Consultant Firms**, duly authorized to practice in the country, having registration with Income & Sales Tax Departments for providing required services, having a satisfactory Quality Control Rating from the Institute of Chartered Accountants in Pakistan (ICAP).

The procurement process shall be conducted in line with the “**Single Stage-One Envelope**” procedure of the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time) and is open to all the eligible and qualified firms having the following:

Technical Competence:	At least fifteen (15) years' professional experience of providing tax advisory services besides conducting systems/ processes assurance, pre-award assessments and control evaluations, to the Public Sector Companies/ Organizations/ International Donors or Donors' assisted projects, after acquiring stipulated qualifications. Must be having a satisfactory Quality Control Rating from the Institute of Chartered Accountants in Pakistan (ICAP). Moreover, the Tax Advisor Consultant must have minimum three (03) years of experience in dealing tax advisory services matters of Public Sector Universities.
Management Competence	Annual Turnover from professional services exceeding Rs. 50 Million, having at least two (02) Partners/ Directors and twenty-five (25) professional staff with their list, qualification, experience address and proof that they are in the employment of the firm. The staff must be having hands on experience of matters related to tax calculations, preparation of taxation documents, tax filing of all kinds, for public & corporate sectors, familiarity with accounting software packages, and sound knowledge of accounting and bookkeeping procedures.
Geographical Experience	In depth experience of delivering similar/ comparable services to Public Sector Organizations/ Departments, International Donors or Universities in Pakistan.

Proposal(s) must be accompanied by a **Proposal Security** of required amount, in an acceptable form as given in the Request for Proposal Document as well as appearing at **e-PADS**. The scanned copy of Proposal Security must be uploaded through **e-PADS** and hardcopy must be submitted physically as instructed below.

Request for Proposal Document containing detailed terms & conditions of the bidding process, can be downloaded from <https://eprocure.gov.pk> free of cost. Any query/ technical difficulty with regards to **e-PADS**, Public Procurement Regulatory Authority (PPRA) should be contacted.

The Proposal(s) prepared in accordance with the instructions mentioned in the procurement activity's **Request for Proposal Document**, must be submitted through **e-PADS** at <https://eprocure.gov.pk> by or before **1030 hours PST** on the closing date for procurement activity mentioned above. Whereas, the **Proposal Security** instrument, in original, in sealed envelope(s), duly mentioning the Name & Ref. Number of the procurement activity on the envelope(s), must be delivered at the aforementioned address one day before the proposals' submission due date & time. The proposals at **e-PADS** will be opened at **1100 hours PST** through **e-PADS** on the closing date for procurement activity in the presence of Service Providers' representatives who shall choose to attend the proposals' opening session to be held at **Room No. 104, Academic Complex, AIOU Main Campus, Sector H-8, Islamabad**.

This advertisement is available at website of PPRA & AIOU at www.ppra.org.pk and www.aiou.edu.pk/tender-notice, respectively.

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