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## REQUEST FOR PROPOSAL

HIRING OF CONSULTING FIRM TO CARRY OUT TAX FILING AND ADVISORY  
RELATED WORKS OF CAA EMPLOYEES PENSION FUND TRUST

**Last Date of submission: May 12, 2026 (Before 10.00 AM)**

Name of Firm and Rep to whom Issued: \_\_\_\_\_

Date of Advertisement: \_\_\_\_\_

Name of Newspaper: \_\_\_\_\_

**PAKISTAN AIRPORTS AUTHORITY**

**CAA Employees Pension Fund Trust**

Office of the  
Additional Director Finance Disbursement  
Finance Directorate, HQPAA

## **1. INTRODUCTION**

1.1. The tender is invited from the reputed tax and financial advisory firms to carry out tax and advisory related assignments of CAA Employees Pension Fund Trust for financial years 2026-27, 2027-28 & 2028-29.

## **2. INSTRUCTIONS TO THE BIDDERS**

2.1. The bidder is expected to examine carefully the bidding documents and instructions therein.

2.2. Bids must be submitted electronically through PPRA EPADS web portal: <http://eprocare.gov.pk> as well as in hard format, in a sealed envelope duly filled and attached with requisite information in the specified format provided in the Bidding Document, to the address as mentioned below on or before prescribed schedule otherwise the submission shall not be considered. The sealed bids shall be opened on the same day at given time.

2.3. Bidders will be evaluated on the basis of technical bids and financial bids of only those bidders will be opened, who technically qualify as per the evaluation criteria (Clause-4).

2.4. The bidders are required to submit their responses through Single Stage – Two Envelope Procedure. The single package submitted by the bidder shall contain two separate sealed envelopes, one marked as “Hiring of Firm - Technical Proposal” and the other as “Hiring of Firm Financial Proposal”.

2.5. The Financial Bid must be submitted on the Format given in the “Form – A”.

2.6. Please attach Original Bid Security amounting Rs10,000/- with the Technical Proposal (hard format sealed envelope) and the Bid Security copy (pay order / bank guarantee) must be attached through EPADS online submission as well before submission Date & Time. Time period for performance of contract: Till the satisfactory completion of contract.

2.7. The proposals shall be submitted via EPADS as well as in hard form to the Pension Branch Office of the Additional Director Finance Disbursement, HQPAA, on or before May 12, 2026 (not later than 10.00am). Documents received after the due date will not be considered. The name and mailing address of the firm/company should be written on the envelope.

2.8. Only the firms who have all the expertise for the assignment may submit their proposals.

2.9. All attachments/documentary evidences should be enclosed.

2.10. Bid should be typed (legible) written both in figures and words. Over written/erased, mutilated/ doubtful quotation may likely to be rejected.

## **3. SCOPE OF SERVICES**

The Consulting firm will carry out the following tasks for the CAA Employees Pension Fund Trust:

- 3.1. Filing of annual income tax returns
- 3.2. Filing and follow-up of tax refunds (if any)
- 3.3. Filing of application and obtaining the tax exemption certificates
- 3.4. Responding to tax notices issued by tax authorities from time to time
- 3.5. Advisory on any other tax related matters as and when arise

#### **4. ELIGIBILITY / QUALIFICATION REQUIREMENTS**

4.1. Following initial screening documents are required in order for firm to become eligible for further evaluation under technical criteria. The Firm must provide:

- a) Registration certificate with the Institute of Chartered Accountants of Pakistan (ICAP) reflecting at least 10 years of experience.
- b) Registration evidence with FBR and on the Active Tax Payers' list of FBR with respect of Income Tax and Sales Tax.
- c) Undertaking, on a non-judicial stamp paper, certifying that "the Bidder has not been blacklisted or debarred by any Government or Semi-Government Organization/ Department or a foreign country, international organization or other foreign institutions".

#### **5. COST OF BIDDING**

5.1. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Authority will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### **6. PREPARATION OF BID (PRINTED FORMAT – SEALED ENVELOPES)**

6.1. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.

6.2. The envelopes shall be marked as "**FINANCIAL PROPOSAL**" and "**TECHNICAL PROPOSAL**" in bold and legible letters to avoid confusion.

6.3. Both the above-mentioned envelopes should be put in one large envelope (as stated above), clearly mentioning the name of the bidder and super scribed "**This envelope contains two duly sealed envelopes containing Tender Document and the Bid Bond/security.**"

6.4. Initially, only the envelope marked "**TECHNICAL PROPOSAL**" shall be opened.

6.5. The envelope marked as "**FINANCIAL PROPOSAL**" shall be retained in the custody of the procuring agency without being opened.

6.6. The Bids shall be prepared in the English language. All the pages of bidding documents and in case having any erasing/cutting/crossing 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 firm's letter head (be enclosed with bidding documents), along with attested copy of his CNIC.

6.7. The Bid Bond/security should be with the Technical Bid envelope, failing which the bid shall be rejected.

6.8. Bid Bond/security should not be placed within the envelope of Financial Bid/proposal failing which the bid shall be rejected.

6.9. The amount of the bid and bid bond/security shall be in Pak rupees. The Technical Bids should be accompanied by bid bond/security (refundable) amounting to **Rs.10,000/-** in shape of either pay order, demand draft in favor of CAA Employees Pension Fund Trust. Cheque will not be acceptable.

6.10. Clarifications, if any, on the requirements may be obtained from the office of Additional Director Finance (Disb) at HQPAA personally or by email at [waseem.minhas@paa.gov.pk](mailto:waseem.minhas@paa.gov.pk) or [khizer.bilal@paa.gov.pk](mailto:khizer.bilal@paa.gov.pk).

6.11. If the bid is withdrawn after the bid opening and before the expiry of bid validity, the bid bond/security will be forfeited in favor of Authority.

6.12. Bids from any bidder who is found or purported to be engaged or under investigation for offences related to fraud, under-invoicing, tax evasion, concealment, money laundering etc. shall be rejected without assigning any reason. In case the bidder is found in the list of 'Blacklisted firms-Pakistan' or related links at [www.ppra.org.pk](http://www.ppra.org.pk) then its bid shall be rejected, in accordance with Rule 18 of PPRA Rules, 2004.

6.13. Bidder must submit undertakings as required in initial screening documentation, failing which the bid shall be rejected.

6.14. The bid bond/security of successful bidder will be retained and returned after completion of contract. However, bid bond/security of unsuccessful bidders will be returned after award of contract to the successful bidder.

6.15. During the retention period the bid bond/security, no interest / markup will be provided on this amount by the Authority to bidder at the time of refund/release of bid bond/security.

## **7. TECHNICAL BID**

7.1. The Bidders are expected to examine all terms & instructions included in these Bidding Documents and are required to submit documentary evidences/ credentials in the Technical Bid, to meet requirements as provided under Clauses 4 and 11 of these Bidding Document, along with **Pay Order of Rs.10,000/- being the Bid Bond/security in favor of CAA Employees Pension Fund Trust, in Technical Bid envelope**. Failure to provide requested information by a Bidder may result in rejection of its Technical Bid.

7.2. The Technical Bid shall not include any Financial Bid information.

7.3. After the evaluation and approval of the Technical Bid, Financial Bids of technically accepted bids only will be opened at the time, date and venue announced and communicated to the bidders in advance. Financial bids and the bid bond/security of technically unsuccessful bidders will be returned.

## **8. FINANCIAL BID**

8.1. The Bidder shall quote bid price entirely in Pakistani Rupees (PKR) on lump sum basis for the Services to be performed under the Contract and shall submit it in the Financial Bid. The payment shall be made in the same currency.

8.2. The Bid Price shall be quoted inclusive of all prevailing taxes excluding provincial sales tax on services.

8.3. The appointed firm may be required to travel to attend and make presentations in the Board or its committees' meetings.

8.4. All payments shall be made after deduction of applicable taxes.

8.5. The bidder shall quote price separately for each item of the scope of the Services provided under Clause 2 hereof as per attached **Form A**, and payment shall be made accordingly after completion of each item of the scope of the Services i.e., after submission of final report(s).

8.6. The Bid price quoted by the bidder shall remain fixed during the Bidder's performance of the Contract and shall not be subject to variation on any account.

## **9. VALIDITY OF THE BIDS**

9.1. The Bids shall remain valid for 150 days after date of bid opening.

9.2. If the bid is withdrawn after bid opening time and before the expiry of bid validity the bid bond/security will be forfeited in favor of the authority.

## **10. SUBMISSION AND OPENING OF BIDS**

10.1. The Bids must be received by the Authority not later than the deadline mentioned in Invitation to Bid. Bids submitted through telegraph, telex, fax or e-mail shall not be considered. The Bids must be complete, in order and comprise documentary evidences for each requirement.

10.2. The Technical Bids will be opened on the designated day as the last day for submission of bids as has been mentioned in the Invitation to Bid in the presence of the Bidders' authorized representative who may wish to attend. The Financial Bids will remain unopened and will be held in custody of the Authority until the time of their opening.

10.3. At the end of the evaluation of the Technical Bids, the Authority will invite the Bidders whose Technical Bids have been declared substantially responsive and passed technical evaluation scoring criteria, to attend the opening of the Financial Bids. The date, time and venue of the opening of Financial Bids will be advised in writing by the Authority.

## **11. EVALUATION OF BIDS**

11.1. All bids shall be evaluated in accordance with the evaluation criteria and other terms & conditions prescribed in these bidding documents. The most advantageous bid will be selected for award.

11.2. The Authority will first examine eligibility and qualification of the Bidders. The Bidders, who do not meet the eligibility and qualification requirements provided under clause 4, shall be held non-responsive and their Technical Bids shall be not further evaluated.

11.3. The Technical Bids shall be evaluated based on the following:

- a) Number of Partners in the firm within Pakistan;
- b) Number of Qualified Professionals (CA, ICAEW, ICMA and ACCA) employed by the firm in Pakistan;
- c) Number of offices in Pakistan;
- d) Experience of Entities operating in the Govt/Semi-Govt sectors;
- e) Relevant Experience of Firm and engagement partner;

## **12. FINANCIAL BID**

12.1. The Authority shall conduct the opening of Financial Bids of all Bidders whose Technical Bids were declared substantially responsive and passed technical evaluation. The prices quoted by the Bidder shall be publicly announced to the attending representatives of the Bidders. The Authority shall determine whether the Financial Bids are complete and without any computational errors.

12.2. Successful bidder will have to provide the required services, if selected and declared as Most Advantageous Bid(der). In case selected bidder is not willing to render services on quoted amount or withdraw his bid then bid bond/security submitted with the bid will be forfeited in favor of the Authority.

12.3. The Management will present the details of bidders to its Executive Committee / Tender Committee. Upon completion of selection of successful bidder, the management shall promptly

inform all applicants through notification of award. The selected bidder is expected to commence the assignment in accordance with the Contract signed between Authority and the selected Firm.

12.4. In case 1st Most Advantageous Bid(der) is unable to render services or found later in non-compliance / conflict with any other law, rules, regulations or policy of the Federal Government, then the Authority reserve the right to award the contract to 2nd Most Advantageous Bid(der). Same shall be followed in then Most Advantageous Bid(der) and the Authority reserve the right to award the contract to 3rd Most Advantageous Bid(der).

12.5. The Authority will enter into a lump sum contract with the successful Bidder.

12.6. Payment shall be made based on deliverables submitted i.e. after submission of each report and internal control memorandum (if any). All payments shall be made after deduction of taxes and all payments shall be made through cross Cheque in Pak Rupees. Taxes will be deducted at source as per Government Rules at the time of payment.

12.7. Notwithstanding above, the Authority reserves the right to annul the bidding process and reject all bids, at any time prior to award of Contract as per Rule 3 of Public Procurement Rules 2004.

12.8. Subject to satisfactory performance and through mutual consent, the appointment may be extended in compliance with applicable rules.

# PAKISTAN AIRPORTS AUTHORITY

## CAA Employees Pension Fund Trust

### Summary of Costs

Services	Financial Year ending 2027	Financial Year ending 2028	Financial Year ending 2029
Annual			
Out of Pocket Expenses			
Applicable Taxes (Excluding Provincial Sales Tax)			
Total			
Grand Total of Three Years (In Figure)			
Grand Total of Three Years (In Words)			

**Note:**

1. The above bid is unconditional and inclusive of all duties, taxes and charges etc (excluding Provincial Sales Tax).
2. Fee for subsequent financial year (i.e. after year 1) shall not exceed more than 10% of the previous financial year.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
(Authorized Signature)  
With Company Stamp

**Proposal Submission Form (on Firm's letter-head)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**HIRING OF CONSULTING FIRM TO CARRY OUT TAX AND  
FINANCIAL ADVISORY RELATED WORKS OF CAA EMPLOYEES  
PENSION FUND TRUST**

In response to your advertisement dated \_\_\_\_\_ for provision of above mentioned services, we M/s \_\_\_\_\_ having Office(s) \_\_\_\_\_ at \_\_\_\_\_

submit our Proposal for provision of these services at HQPAA, Terminal 1 JIAP Karachi.

We enclose all documents as required in RFP including ANNEXURES, FORMS etc.

We understand that Pakistan Airports Authority is not bound to accept our proposal and has the right to reject our proposal without assigning any reason at any stage due to the reasons mentioned in Request for Proposal.

We further understand that submission of this proposal for providing the above quoted services does not entitle us for award of any Contract by Pakistan Airports Authority.

Dated:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name of Firm: \_\_\_\_\_