Government of Pakistan

DAANISH UNIVERSITY TRUST

REQUEST FOR PROPOSAL (RFP)

for

HIRING OF EXTERNAL AUDITORS

STATUTORY AUDIT — FINANCIAL YEAR ENDED 30 JUNE 2026

Date of Issue: July 12, 2026

Procuring Agency: Daanish University Trust, M/o FE&PT
Room # 227, 2nd Floor, Block-D, Pak Secretariat, Islamabad
Tel: 051-9103915

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SECTION I – REQUEST FOR PROPOSAL

Letter of Invitation

Daanish University Trust ("DUT" or "the Trust") is an irrevocable charitable trust constituted by the Federal Government of the Islamic Republic of Pakistan. The Trust is governed by a Board of Trustees and has been established for the advancement of education and allied public-benefit purposes, including the establishment, administration and maintenance of Daanish University of Emerging Technologies, Islamabad, and any other university, college, school or allied academic unit entrusted to it by the Federal Government.

Daanish University Trust invites sealed Technical and Financial Proposals from eligible firms of Chartered Accountants for appointment as External Auditors to conduct the Statutory Audit of the Trust's annual financial statements for the Financial Year ended 30 June 2026. Interested firms should refer to Section VI (Terms of Reference) for the detailed scope of services and to Section III (Proposal Data Sheet) for assignment-specific eligibility and submission requirements.

Selection of the External Auditor shall be made through the Quality and Cost Based Selection (QCBS) Method, under the Single Stage – Two Envelope Procedure, in accordance with Rule 36(b) of the Public Procurement Rules, 2004.

Key Dates

Activity	Date / Time / Venue
RFP Publication	July 12, 2026, on EPADS (www.eprocure.gov.pk), PPRA website (www.ppra.org.pk), and the official website of the Ministry of Federal Education & Professional Training
Pre-Bid Meeting	July 16, 2026 at 11:00 a.m. — Office of the Deputy Secretary, Daanish University Trust (address below); Zoom link will be provided on request
Last Date for Written Queries	July 20, 2026, via EPADS / e-mail
Bid Submission Deadline	July 27, 2026 at 02:00 p.m., electronically via EPADS (www.eprocure.gov.pk)
Bid Opening (Technical Proposals)	July 27, 2026 at 02:30 p.m., same day, at address given below
Proposal Validity	90 days from the Bid Submission Deadline
Address (Pre-Bid Meeting, Submission & Opening)	Room # 227, 2nd Floor, Block-D, Pak Secretariat, Islamabad Tel: 051-9103915

Technical Proposals will be opened in the presence of representatives of the firms who may wish to attend. Financial Proposals shall be retained unopened; the date of their opening shall be communicated in writing to technically qualified bidders only.

Daanish University Trust reserves the right to accept or reject any or all Proposals, or to annul the procurement process, at any stage without assigning any reason and without incurring any liability, in accordance with applicable Public Procurement Rules.

Shah Jehan

Deputy Secretary, Daanish University Trust

Room # 227, 2nd Floor, Block-D, Pak Secretariat, Islamabad

Tel: 051-9103915

SECTION II – INSTRUCTIONS TO CONSULTANTS

A. Definitions

"Agreement" / "Contract" means the agreement to be signed between the Trust and the successful Bidder, comprising these Bidding Documents, the Standard Form of Contract (Section VII), and any annexes thereto.

"Bidder" / "Consultant" / "Firm" means a firm of Chartered Accountants duly registered with the Institute of Chartered Accountants of Pakistan (ICAP) that submits a Proposal in response to this RFP.

"Blacklisted" means a firm declared ineligible, debarred or blacklisted by any Government Department, Public Sector Organization, Autonomous Body, Regulatory Authority, or Development Partner in Pakistan or internationally.

"Board" / "Board of Trustees" means the governing body of the Trust.

"Data Sheet" means Section III of this RFP, which specifies assignment-specific information supplementing these Instructions.

"Day" means a calendar day.

"EPADS" means the e-Pak Acquisition and Disposal System — the Government of Pakistan's official e-procurement portal at www.eprocure.gov.pk.

"Personnel" means professional and support staff provided by the Bidder and assigned to perform the Services.

"PPRA" / "PPR 2004" means the Public Procurement Regulatory Authority and the Public Procurement Rules, 2004, as amended from time to time.

"Proposal" means the Technical Proposal and the Financial Proposal submitted by a Bidder.

"RFP" means this Request for Proposal, comprising Sections I through VII and all annexed forms.

"Services" means the work to be performed by the selected Firm pursuant to the Agreement, as described in the Terms of Reference (Section VI).

"Trust" / "Client" means Daanish University Trust, acting through its Board of Trustees or its duly authorised Secretary.

"**Ministry**" Mo FE&PT

"Trust Deed" means the Deed of Trust establishing Daanish University Trust.

2.1 Introduction

The Trust shall select the Firm in accordance with the method specified in the Data Sheet. Eligible Firms are invited to submit a Technical Proposal and a Financial Proposal. The submitted Proposal shall form the basis for contract negotiations and, subsequently, the execution of an Agreement with the selected Firm.

Bidders are required to familiarise themselves with all applicable laws, rules and requirements. Bidders are encouraged to attend the pre-bid meeting specified in the Data Sheet; attendance is optional but recommended.

2.2 Conflict of Interest

The Bidder shall provide professional, objective and impartial services and shall at all times hold the Trust's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests.

A Bidder with a business or family relationship with a member of the Board of Trustees or Trust staff who is directly or indirectly involved in the preparation of this RFP, the selection process, or supervision of the resulting Agreement, shall not be awarded the Agreement unless the conflict has been resolved to the Trust's satisfaction. Bidders must disclose any actual or potential conflict of interest using Form FIN-3 (Section V).

2.3 Fraud and Corruption

The Trust requires that Bidders observe the highest standard of ethics during the selection process and execution of the Agreement. "Corrupt practice" means offering, giving, receiving or soliciting anything of value to influence any person in the procurement process. "Fraudulent practice" means any misrepresentation or omission of facts. "Collusive practice" means any arrangement between bidders to fix prices at artificial levels. "Coercive practice" means harming or threatening to harm persons or their property to influence participation.

Any Proposal shall be rejected and the Bidder may be blacklisted where it is established that the Bidder has engaged in any such practice in competing for or executing the Agreement.

2.4 Eligibility of Bidders

Only Bidders meeting the eligibility criteria specified in the Data Sheet and Section IV shall be considered. A Bidder shall possess the legal capacity to enter into a contract, possess prescribed technical and professional competence, not be insolvent or under winding-up proceedings, and have fulfilled all applicable statutory obligations including registration with FBR and inclusion on the Active Taxpayers List (ATL).

2.5 Only One Proposal

A Bidder may submit only one Proposal. Submission of, or participation in, more than one Proposal shall result in disqualification of all Proposals in which the Bidder participated.

2.6 Cost of Preparing Proposal

The Bidder shall bear all costs associated with the preparation and submission of its Proposal. The Trust shall not be liable for any such costs regardless of the conduct or outcome of the selection process.

2.7 Language and Currency

The Proposal and all related correspondence shall be in English. All prices shall be quoted in Pakistani Rupees (PKR).

2.8 Clarification and Amendment of RFP

A prospective Bidder may request clarification of this RFP in writing, through EPADS or by e-mail, up to the date specified in the Data Sheet. The Trust shall respond in writing and circulate the response without identifying the source of the query.

The Trust may amend this RFP by issuing a formal addendum through EPADS at any time prior to the submission deadline. The Trust may extend the submission deadline where necessary to give Bidders reasonable time to take an amendment into account.

2.9 Preparation of the Technical Proposal

The Technical Proposal shall be prepared using the Standard Forms at Section IV and shall include, at a minimum: Form TECH-1 (Submission Form); Form TECH-2 (Firm/Bidder Profile); Forms TECH-3 and TECH-4 (Partners and Qualified Accountants); Form TECH-5 (Audit Experience); Form TECH-6 (Mandatory Eligibility Criteria Checklist with all supporting documents); Form TECH-7 (Non-Blacklisting Affidavit); Form TECH-8 (Methodology — Technical Approach, Work Plan and Proposed Team); Form TECH-9 (Financial Strength — Annual Fee Income); and Form TECH-10 (Proposal Securing Declaration).

The Technical Proposal shall not contain any financial information. Any Technical Proposal containing financial information may be declared non-responsive.

2.10 Preparation of the Financial Proposal

The Financial Proposal shall be prepared using the Standard Forms at Section V and shall set out the total price for the Services, inclusive of all applicable taxes, duties and out-of-pocket expenses, quoted in both figures and words.

The Financial Proposal shall be accompanied by Form FIN-3 (Conflict of Interest Disclosure Form).

2.11 Proposal Security

Bidders shall furnish a Proposal Securing Declaration (Form TECH-10) on Rs. 100/- stamp paper, in lieu of a cash or bank-guaranteed bid security. A Bidder that withdraws or modifies its Proposal during the validity period, or that, after notification of acceptance, fails to sign the Agreement or furnish the Performance Security, shall be suspended from bidding for Trust / MoFE&PT assignments for such period as the Trust may determine.

2.12 Proposal Validity

Proposals shall remain valid for 90 days from the Bid Submission Deadline. The Trust may request an extension; a Bidder declining to extend shall have its Proposal treated as withdrawn without forfeiture of its Proposal Securing Declaration.

2.13 Format, Sealing and Marking of Proposals

Proposals shall be submitted using the Single Stage – Two Envelope procedure. The Technical Proposal and the Financial Proposal shall each be prepared separately, duly signed and sealed in inner envelopes marked “Technical Proposal” and “Financial Proposal – Do Not Open with Technical Proposal” respectively, and placed within a single outer envelope. All submissions shall be made electronically through EPADS; physical/hard-copy submissions shall not be accepted.

2.14 Deadline, Late Proposals, Modification and Withdrawal

Proposals must be received through EPADS no later than the deadline specified in the Data Sheet. Any Proposal received after the deadline shall not be accepted. A Bidder may modify or withdraw its Proposal by written notice to the Trust at any time before the submission deadline.

2.15 Opening of Proposals

Technical Proposals shall be opened at the date, time and venue specified in the Data Sheet, in the presence of representatives of the Bidders who choose to attend. Financial Proposals shall remain sealed and shall be opened only for technically qualified Bidders; the date of opening shall be communicated to such Bidders in writing.

2.16 Confidentiality and Non-Influence

From the time of Proposal opening until the announcement of evaluation results, no Bidder shall contact the Trust on any matter relating to its Proposal. Any attempt to influence the Trust in the examination, evaluation or ranking of Proposals shall result in rejection of that Bidder’s Proposal.

2.17 Evaluation of Proposals

Evaluation shall follow the QCBS methodology described in the Data Sheet. Only Bidders achieving the minimum qualifying technical score specified therein shall proceed to financial evaluation. The Financial Proposal of a Bidder failing the minimum technical score shall be returned unopened.

The Combined Score = (Technical Score × 0.80) + (Financial Score × 0.20). The Bidder obtaining the highest Combined Score shall be declared the Most Advantageous Bidder and invited for contract negotiations.

2.18 Negotiations and Award of Contract

Negotiations shall be held with the Most Advantageous Bidder. The Trust shall confirm the continued availability of the Bidder’s proposed staff prior to negotiations. Upon successful conclusion of negotiations, the Trust shall issue a Letter of Acceptance and the Bidder shall sign the Agreement within the time specified therein.

2.19 Performance Security

The successful Bidder shall, within ten (10) days of the Letter of Acceptance, furnish a Performance Security up to 10% of the annual Contract value, in the form of a Call Deposit Receipt (CDR) or bank guarantee in favour of Daanish University Trust.

2.20 Right to Accept or Reject Proposals

The Trust reserves the right to accept or reject any or all Proposals, or to annul the procurement process, at any time prior to award without assigning any reason and without incurring any liability, in accordance with applicable Public Procurement Rules.

2.21 Official Communication

All official communication including clarifications, amendments and notifications shall be conducted exclusively through EPADS. E-mail communication shall be for facilitation only and shall not be considered official or binding.

SECTION III – PROPOSAL DATA SHEET

The following assignment-specific data supplements, and shall be read together with, Section II. In the event of any conflict between the Data Sheet and Section II, the Data Sheet shall prevail.

Clause Ref.	Particulars	Information
I.1	**Name of Assignment**	Statutory Audit of Daanish University Trust for the Financial Year ended 30 June 2026
I.1	**RFP No.**	DUT/Finance/Ext-Audit/001/2026
I.1	**Procuring Agency**	Daanish University Trust, Room # 227, 2nd Floor, Block-D, Pak Secretariat, Islamabad
I.1	**Procurement Method**	Single Stage – Two Envelope Procedure under Rule 36(b) of the Public Procurement Rules, 2004
I.1	**Selection Method**	Quality and Cost Based Selection (QCBS): Technical 80%, Financial 20%
–	**Pre-Bid Meeting**	July 16, 2026 at 11:00 a.m., Office of the Deputy Secretary, DUT (address above); Zoom link on request
2.8	**Last Date for Clarification Requests**	July 20, 2026, in writing via EPADS / e-mail
2.13/2.14	**Bid Submission Deadline**	July 27, 2026 at 02:00 p.m., electronically through EPADS (www.eprocure.gov.pk)
2.15	**Bid / Technical Proposal Opening**	July 27, 2026 at 02:30 p.m., same day, same address
2.15	**Financial Proposal Opening**	Date to be communicated separately, in writing (email), to technically qualified Bidders only
2.12	**Proposal Validity Period**	90 days from the Bid Submission Deadline
2.11	**Proposal Security**	Proposal Securing Declaration (Form TECH-10) on Rs. 100/- stamp paper; no cash/bank-guaranteed bid security required
2.19	**Performance Security**	Up to 10% of the annual Contract value; CDR or bank guarantee; to be furnished within 10 days of the Letter of Acceptance
2.7	**Language / Currency**	English / Pakistani Rupees (PKR)
2.17	**Technical / Financial Weightage**	Technical: 80% Financial: 20%
2.17	**Minimum Qualifying Technical Score**	70 out of 100 marks

2.17	**Technical Evaluation Scoring Matrix**	As set out immediately below this Data Sheet (9 criteria, 100 marks total)
2.17	**Financial Scoring Formula**	FS = 100 × LP / F (LP = Lowest Price; F = Price of Proposal under consideration)
Section IV	**Mandatory Eligibility Criteria**	As set out in Form TECH-6; failure to provide any required document/proof = non-responsive
2.18	**Contract Negotiations**	Within 10 working days of completion of evaluation, at the address above
–	**Type / Duration of Contract**	Lump-sum contract for the audit of FY 2025–26; may be re-appointed annually subject to satisfactory performance, for a maximum of six (6) consecutive years
–	**Payment Terms**	Within 30 days of submission of the Audited Financial Statements and Auditor's Report, subject to applicable withholding tax
–	**Deployment of Staff**	Within 5 days of signing of the Agreement
–	**Contact Person**	(**Shah Jehan**), Deputy Secretary, Daanish University Trust Room # 227, 2nd Floor, Block-D, Pak Secretariat, Islamabad Tel: 051-9103915 Mobile: 03453582628

<u>Technical Evaluation Scoring Matrix (Ref. Clause 2.17)</u>

The Technical Proposal of each Bidder that clears the Mandatory Eligibility Criteria (Form TECH-6) shall be scored against the following criteria. Scores shall be allocated strictly on the basis of evidence and documentary proof submitted with the Proposal. A minimum of **seventy (70) marks out of one hundred (100)** is required to qualify for opening of the Financial Proposal.

S#	Criterion	Total Marks	Range / Basis for Marks
1	Number of Partners — Chartered Accountants full-time in Pakistan (Form TECH-3)	10	At least 5: 5 marks; 6–10: 8 marks; 11 & above: 10 marks
2	Number of ICAP-Qualified Chartered Accountants employed full-time (other than partners) (Form TECH-4)	10	At least 10: 5 marks; 11–20: 8 marks; 21 & above: 10 marks
3	Number of Audit Staff / Trainees registered with ICAP (Form TECH-3 / TECH-4)	10	At least 50: 5 marks; 51–199: 8 marks; 200 & above: 10 marks
4	Audit experience — Government / Semi-Government entities (Last 5 years) (Form TECH-5)	15	Up to 5: 8 marks; 6–10: 10 marks; 11 & above: 15 marks

5	Audit experience — Trusts / Non-Profit Organisations / Educational Institutions (last 5 years) (Form TECH-5)	15	1–5: 8 marks; 6–10: 12 marks; 11 & above: 15 marks
6	Affiliation with a global / international audit firm network (Form TECH-2)	05	Affiliated with Top-20 global network: 5 marks; Affiliated with other international network: 2.5 marks; Not affiliated: 0 marks
7	Methodology — Technical Approach, Work Plan and Profile of Proposed Audit Team (Form TECH-8)	20	Comprehensive & well-structured: 20 marks; Adequate: 15 marks; Partially adequate: 10 marks; Inadequate/absent: 0-10 marks
8	Financial Strength — Average Annual Turn Over (last 3 completed FYs) (Form TECH-9)	15	PKR 50–150 million: 5 marks; PKR 151–300 million: 10 marks; PKR 300 million & above: 15 marks
	TOTAL	100	
	Minimum Qualifying Score (70%)	70	

Financial Evaluation (Ref. Clause 2.17)

Financial Proposals shall be opened only for Bidders meeting the minimum qualifying technical score. The Financial Score (FS) shall be calculated as:

$$\mathbf{FS = 100 \times LP / F}$$

Where LP is the price of the lowest-priced responsive Financial Proposal and F is the price of the Proposal under consideration. The Combined Score = (Technical Score × 0.80) + (Financial Score × 0.20). The Bidder obtaining the highest Combined Score shall be declared the Most Advantageous Bidder.

SECTION IV – TECHNICAL PROPOSAL – STANDARD FORMS

Form TECH-1: Technical Proposal Submission Form

[Location, Date]

To: The Deputy Secretary, Daanish University Trust, Room # 227, 2nd Floor, Block-D, Pak Secretariat, Islamabad

Subject: Technical Proposal for the Statutory Audit of Daanish University Trust — Financial Year ended 30 June 2026 (RFP No. DUT/Finance/Ext-Audit/001/2026)

Dear Sir,

We, the undersigned, offer to provide the External Audit Services in accordance with your Request for Proposal dated _________________ and the terms and conditions stipulated therein. We hereby submit our Technical Proposal together with a separate sealed Financial Proposal.

We declare that all information and statements made in this Proposal are true, correct and complete to the best of our knowledge. We accept that any misrepresentation 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 staff and inputs proposed herein. This Proposal is binding upon us and subject to any modifications resulting from Agreement negotiations.

We understand that the Trust is not bound to accept any Proposal it receives and reserves the right to reject any or all Proposals in accordance with applicable procurement rules.

Yours sincerely,

Authorized Signature: ________________________________

Name and Title of Signatory: ________________________________

Name of Firm: ________________________________

Address: ________________________________

NTN: _______________________ GST/STRN No.: _______________________ Date: _______________________ Official Seal: _______________________

Form TECH-2: Firm / Bidder Profile

Particulars	**Information**
Name of Firm	
Registered Age of Firm (years of operation)	
ICAP Registration Number	
Names of Partners / Managers	
Head Office Address	
Branch Office(s) in Pakistan (number and locations)	
NTN	
Sales Tax Registration No. (STRN)	
Affiliation with International Audit Network (name of network)	
Contact Person, Phone & E-mail	

Form TECH-3: List of Partners (Chartered Accountants — Full-Time) in Pakistan

Sr.	Name of Partner	ICAP Membership No.	ACA / FCA	Designation

Form TECH-4: List of Qualified Accountants Employed Full-Time (Other than Partners)

Sr.	Name	Membership / Reg. No.	ACA/FCA/ACCA/ACMA	Designation

Form TECH-5: Audit Experience — Public Sector / Trusts / Non-Profit / Educational Institutions

List all relevant audit assignments completed during the last five (5) years, in order of relevance. Each entry must be supported by a Contract Award Letter, Completion Certificate, or signed Audit Report bearing UDIN.

Sr.	Name of Organisation	Nature of Entity	FY(s) Audited	Date of Signing Audit Report (with UDIN)

Form TECH-6: Mandatory Eligibility Criteria Checklist

Complete this checklist and attach all supporting documentary proof in the same section of the Technical Proposal. Failure to meet, or to provide proof of, any one criterion shall render the Proposal non-responsive and it shall not be considered for evaluation.

S#	Criteria	Mandatory Documentary Proof	Status (Pass/Fail)
1	Legal Status & ICAP Registration	Certificate of Practice / Registration issued by ICAP with a currently valid and satisfactory Quality Control Review (QCR) rating	
2	AOB Registration	Valid Registration Certificate from the Audit Oversight Board (AOB) / Public Accounting Oversight Committee (PAOC) under ICAP	
3	State Bank A category	**Category 'A' status** on the State Bank of Pakistan (SBP) Panel of Auditors	
4	Tax Compliance	Valid NTN certificate and STRN / GST registration; evidence of inclusion on FBR Active Taxpayers List (ATL)	
5	Years of Operation	Evidence of at least 5 years of professional standing as a Chartered Accountancy firm (firm registration certificate or partnership deed)	
6	Relevant Expertise	Evidence of audit of at least one (1) Trust, NPO, autonomous body, or public sector / educational institution in the last 5 years (contract award letter or completion certificate)	
7	Team Composition	Minimum three (3) ICAP-qualified Chartered Accountants on the proposed audit team (list provided in Forms TECH-3 / TECH-4)	
8	Independence Declaration	Written undertaking on firm letterhead confirming no conflict of interest with the Trust, its Trustees or officers; full disclosure of any actual or potential conflict	
9	Non-Blacklisting	Affidavit on Rs. 100/- stamp paper (Form TECH-7) confirming the firm has not been blacklisted or debarred by any Government, Semi-Government, Autonomous Body or Development Partner	
10	Proposal Securing Declaration	Proposal Securing Declaration (Form TECH-10) on Rs. 100/- stamp paper	
11	Annual Turn Over for last three years	Minimum Rupees 50 Million for last three years supported by Audit Reports	

Form TECH-7: Non-Blacklisting Affidavit

(To be submitted on Rs. 100/- non-judicial stamp paper, duly attested by a Notary Public / Oath Commissioner)

I, ________________________________ S/o / D/o / W/o ________________________________, holding CNIC No. ______________________, in my capacity as ________________________________ (Designation) of M/s ________________________________ (Name of Firm), registered at ________________________________ (Registered Address), do hereby solemnly affirm and declare on oath as follows:

- That M/s ________________________________ has NOT been blacklisted, debarred, suspended, or declared ineligible by any Government Department, Public Sector Organization, Autonomous Body, Regulatory Authority, or Development Partner / Donor Agency in Pakistan or internationally.
- That no criminal proceedings relating to corrupt practices, fraud, or financial misconduct are pending or have been concluded against the firm or its partners in any court of law in Pakistan.
- That the firm is not under any sanction imposed by any regulatory authority that would prevent it from performing the Services described in this RFP.
- That should any of the above statements become untrue at any time after submission of this Proposal, the firm shall immediately notify Daanish University Trust in writing.

I make this solemn affirmation conscientiously believing the same to be true and correct, and am aware that any false declaration renders the firm liable to disqualification and legal action under applicable law.

Signature: ________________________________

Name: ________________________________

Designation: ________________________________

CNIC No.: ________________________________

Date: ________________________________

Stamp of Firm: ______________________________ (Attested by Notary Public / Oath Commissioner)

Form TECH-8: Methodology — Technical Approach, Work Plan and Proposed Audit Team

Bidders shall provide a concise but comprehensive write-up (**maximum 4 pages**) covering the following, in the order set out below. This form will be scored under Evaluation Criterion 8 of the Technical Evaluation Scoring Matrix (Section III). Scoring: Comprehensive & well-structured: 15 marks; Adequate: 10 marks; Partially adequate: 5 marks; Inadequate/absent: 0 marks.

A. Understanding of the Assignment

Provide a concise statement demonstrating the firm's understanding of the objectives of the statutory audit of Daanish University Trust, including significant financial reporting risks and any challenges specific to an educational trust entity registered under the Punjab Trust Act, 2020.

B. Technical Approach and Methodology

Describe the proposed audit approach and methodology, covering: (i) audit planning and risk assessment; (ii) nature, timing and extent of substantive audit procedures; (iii) review and quality control processes; and (iv) approach to reporting and the Management Letter.

C. Work Plan and Timelines

Provide an indicative work plan listing key activities and milestones — including audit planning memorandum, fieldwork, draft report, and Final Audit Report (with UDIN) — with proposed timelines that demonstrate delivery within 120 days of the financial year-end.

D. Proposed Audit Team — Profiles

List all proposed team members with their roles (Engagement Partner, Manager, Senior Associate, Associates), qualifications (ACA/FCA/ACCA/ACMA), ICAP/relevant membership numbers, and a brief note on relevant experience. Attach individual CVs as appendices to this form.

Sr.	Name	Role in Audit	Qualification & Membership No.	Years of Relevant Experience	CV Attached (Yes/No)

Authorized Signature: ______________________________

Name & Title of Signatory: ______________________________

Name of Firm: ______________________________

Date: ______________________________

Form TECH-9: Financial Strength — Annual Turni

Bidders shall declare their average annual fee income from audit and assurance services for the last three (3) completed financial years. This will be scored under Evaluation Criterion 9 of the Technical Evaluation Scoring Matrix (Section III). Scoring bands: PKR 50–99 million: 5 marks; PKR 100–199 million: 10 marks; PKR 200 million and above: 15 marks.

Supporting Documents Required (one of the following):

- Audited financial statements or income statements for the last three (3) years, certified by a partner of the firm; OR
- A certificate signed by the Engagement Partner on firm letterhead confirming average annual fee income from audit/assurance services, supported by relevant bank statements or income tax returns.

Financial Year	Annual Fee Income — Audit/Assurance Services (PKR)	Documentary Evidence Attached (Yes / No and brief description)
FY 2022–23	PKR ____________________	
FY 2023–24	PKR ____________________	
FY 2024–25	PKR ____________________	
3-Year Average	PKR ____________________	

I/We certify that the figures declared above are true and correct and are supported by the attached documentary evidence.

Authorized Signature: ________________________________

Name & Title: ________________________________

Name of Firm: ________________________________

Date: ________________________________

Form TECH-10: Proposal Securing Declaration

(To be submitted on Rs. 100/- non-judicial stamp paper, duly attested by a Notary Public / Oath Commissioner)

Date: _______________ Assignment Title: Statutory Audit of Daanish University Trust — FY ended 30 June 2026

To: Daanish University Trust

We, the undersigned, declare that we understand this Proposal must be supported by a Proposal Securing Declaration, and that we shall be suspended from being eligible for bidding in any contract with Daanish University Trust for the period determined by the Trust if we are in breach of our obligations under the Proposal conditions, because we:

- have withdrawn or modified our Proposal during the period of Proposal Validity specified in Form TECH-1; or
- having been notified of the acceptance of our Proposal during the period of Proposal Validity, fail to sign the Agreement, or fail to furnish the Performance Security in accordance with the RFP.

We understand this Proposal Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of the Trust's notification of the name of the successful Bidder, or (ii) twenty-eight (28) days after the expiration of our Proposal validity.

Signed: _________________________ In the capacity of: _________________________

Name: _________________________ Duly authorized to sign for and on behalf of: _________________________

Dated on _______ day of _______________, _______ Corporate Seal:

SECTION V – FINANCIAL PROPOSAL – STANDARD FORMS

Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To: The Deputy Secretary, Daanish University Trust, Room # 227, 2nd Floor, Block-D, Pak Secretariat, Islamabad

Subject: Financial Proposal for the Statutory Audit of Daanish University Trust — FY ended 30 June 2026

Dear Sir,

We, the undersigned, hereby submit our Financial Proposal for the above assignment in accordance with your Request for Proposal dated ____________________ and our Technical Proposal submitted herewith.

Our Financial Proposal amounts to PKR ________________________________ (in words: ____), inclusive of all applicable taxes, duties and out-of-pocket expenses.

Our Financial Proposal shall remain valid and binding upon us, subject to any modification resulting from contract negotiations, for the period of Proposal validity specified in the Data Sheet.

We understand that the Trust is not bound to accept any Proposal it receives.

Yours sincerely,

Authorized Signature: ________________________________

Name and Title of Signatory: ________________________________

Name of Firm: ________________________________

Address: ________________________________

Date: ________________________________

Form FIN-2: Summary of Cost / Bid Sheet

Particulars	**Audit Fee (PKR)**	**Out-of-Pocket Expenses (PKR)**	**Total (PKR)**
Statutory Audit of Daanish University Trust — FY ended 30 June 2026			
Applicable Sales Tax / Other Statutory Levies			
TOTAL FINANCIAL PROPOSAL AMOUNT			

Total Financial Proposal Amount (in words): ____

Note: Quoted rate must be inclusive of all applicable taxes and quoted in both figures and words. Out-of-pocket expenses must be verifiable and shall require prior written approval of the Trust.

(Signature of Bidder with Seal) Name of Firm: ______________________ Date: ______________________

Form FIN-3: Conflict of Interest — Disclosure Form

(To be printed on the Bidder's official letterhead)

In compliance with Clause 2.2 (Conflict of Interest) of Section II, I/We hereby declare the following in relation to RFP No. DUT/Finance/Ext-Audit/001/2026 (Statutory Audit of Daanish University Trust, FY ended 30 June 2026):

☐ **No Conflict of Interest —** I/We confirm that there is no actual, potential or perceived conflict of interest in relation to this RFP or the proposed engagement.

☐ **Disclosure of Conflict of Interest —** I/We confirm that an actual or potential conflict of interest exists, the nature of which is described below:

Name / Title of Person Concerned	Nature and Description of Conflict

I/We certify that the information above is true, complete and accurate to the best of my/our knowledge and belief. I/We undertake to promptly notify the Trust in writing of any change in this information during the procurement process or the contract period.

Authorized Signature: ______________________________

Name & Designation: ______________________________

Company / Firm Name: ______________________________

Date: ______________________________

SECTION VI – TERMS OF REFERENCE

1. Background

Daanish University Trust ("DUT" or "the Trust") is an irrevocable charitable trust constituted by the Federal Government of the Islamic Republic of Pakistan, registered under the Punjab Trust Act, 2020. The Trust is governed by a Board of Trustees and has been established for the advancement of education and allied public-benefit purposes, including the establishment, administration and maintenance of Daanish University of Emerging Technologies, Islamabad, and any other university, college, school or allied academic unit entrusted to it by the Federal Government. In accordance with the provisions of the Trust Deed, the Board of Trustees appoints, on an annual basis, an independent firm of Chartered Accountants duly registered with ICAP to conduct the statutory audit of the Trust.

2. Objective

The objective of this assignment is to engage a qualified and experienced firm of Chartered Accountants to conduct the Statutory Audit of the financial statements of Daanish University Trust for the Financial Year ended 30 June 2026, and to express an independent professional opinion on whether such financial statements present a true and fair view of the Trust's financial position and performance.

3. Scope of Work

The overall scope and purpose of the audit shall be as follows:

1. Conduct the statutory audit of the financial statements of Daanish University Trust for the financial year ended 30 June 2026, in accordance with the Punjab Trust Act, 2020, the applicable International Standards on Auditing (ISAs) as adopted by ICAP, and other applicable laws and regulations. The audit shall cover the complete annual financial statements, including the Statement of Financial Position, Statement of Income and Expenditure, Statement of Cash Flows, and the accompanying Notes to the Financial Statements, culminating in the issuance of an independent audit opinion thereon.
2. Examine and evaluate the internal control systems, financial management practices, and books of account maintained by the Treasurer, with written recommendations (Management Letter) where weaknesses are identified.
3. Express an independent professional opinion on whether the financial statements present a true and fair view of the Trust's financial position.
4. Prepare and deliver the Audit Report to the Board of Trustees within one hundred and twenty (120) days of the financial year-end.
5. Issue any special audit certificates or compliance certificates as may be required by the HEC, the Federal Government, or any other regulatory or financing body during the contract term.

4. Trust's Responsibilities

The Trust shall, as required, provide the selected firm with office space (if needed) and timely access to the financial statements, books of account, and other records and information necessary for the audit. The Trust shall designate a Coordinator responsible for liaising with the firm, receiving and approving invoices for payment, and accepting deliverables on the Trust's behalf. The Trust, or auditors appointed by it, may inspect the firm's records relating to the performance of the Agreement.

5. Confidentiality and Ownership of Reports

The selected firm shall keep all data, working papers, and material developed or obtained during the audit confidential, and shall not share the same with any other organisation, department, or client. All audit reports, working papers, and related material prepared under the Agreement shall remain the sole property of the Trust. The firm shall not use such material in connection with any other engagement.

6. Deliverables and Reporting Timelines

Deliverable	Timeline
Audit Planning Memorandum	Within two (2) weeks of commencement of fieldwork
Draft Audit Report & Management Letter	Within ninety (90) days of the financial year-end
Final Audit Report (signed, with UDIN)	Within one hundred and twenty (120) days of the financial year-end
Any special / compliance certificates	As and when required during the contract term

7. Competence of the Firm and Team Composition

The firm must have demonstrable knowledge of public sector and non-profit/trust accounting and reporting requirements; prior experience auditing similar entities will be preferred. The firm shall deploy, at a minimum, an Engagement Partner and two (2) qualified team members holding valid ICAP/ACCA registration, as detailed in Forms TECH-3 to TECH-5 and TECH-8. Substitution of key staff during the engagement shall require the Trust's prior written approval and shall only be permitted where the replacement holds qualifications and experience equal to or higher than the staff member being replaced.

SECTION VII – STANDARD FORM OF CONTRACT (Sample)

Part A: General Conditions of Contract

1 Definitions

In this Agreement, words and expressions shall have the meanings assigned to them in Section II of this RFP, unless the context requires otherwise.

2 Commencement, Duration and Termination

This Agreement shall come into effect on the date of signing by both Parties ("the Effective Date") and shall continue for the period specified in the Special Conditions, unless terminated earlier in accordance with this Clause.

The Trust may terminate this Agreement by giving thirty (30) days' written notice if the Firm fails to remedy a breach within thirty (30) days of being notified, becomes insolvent or bankrupt, or is found to have engaged in corrupt or fraudulent practices. The Firm may terminate by giving thirty (30) days' written notice if the Trust fails to make any payment due within forty-five (45) days of receiving written notice that such payment is overdue.

Upon termination, the Trust shall pay the Firm for Services satisfactorily performed up to the effective date of termination.

3 Obligations of the Firm

The Firm shall perform the Services with due diligence, efficiency and economy, in accordance with generally accepted professional and auditing standards, and shall at all times act as a faithful adviser to the Trust.

The Firm shall hold the Trust's interests paramount, without consideration for future work, and shall strictly avoid conflicts of interest in accordance with Clause 2.2 of Section II.

Except with the Trust's prior written consent, the Firm and its Personnel shall not disclose any confidential information acquired in the course of the Services, nor make public any recommendations formulated in the course of the Services.

All working papers, reports, and other material prepared by the Firm under this Agreement shall remain the property of the Trust. The Firm may retain a copy for its own professional records, subject to its confidentiality obligations.

The Trust, or auditors appointed by it, may inspect the Firm's accounts and records relating to the performance of this Agreement.

4 Firm's Personnel

The Firm shall employ and provide qualified and experienced Personnel as required to carry out the Services, as specified in Form TECH-8. No changes shall be made to Key Personnel without the Trust's prior written approval, save in circumstances beyond the Firm's reasonable control (e.g. death, medical incapacity), in which case the Firm shall provide a replacement of equal or higher qualification and experience.

5 Obligations of the Trust

The Trust shall provide the Firm with timely access to financial statements, books of account, and other information reasonably required for performance of the Services, and shall, where needed, make available office space as specified in the Special Conditions.

6 Payments to the Firm

The total payment due to the Firm shall not exceed the Contract Price specified in the Special Conditions, which is an all-inclusive lump sum covering all costs required to carry out the Services, including all applicable taxes.

Payments shall be made within thirty (30) days of receipt of a valid invoice, subject to applicable withholding tax deductions under the Income Tax Ordinance, 2001.

7 Fraud, Corruption and Integrity

If the Trust determines that the Firm or its Personnel has engaged in corrupt, fraudulent, collusive or coercive practice in competing for or executing this Agreement, the Trust may, after giving fourteen (14) days' notice, terminate the Firm's engagement and pursue any remedy available under applicable Public Procurement Rules, including blacklisting.

8 Dispute Resolution and Governing Law

The Parties shall use their best efforts to settle amicably any dispute arising out of or in connection with this Agreement within thirty (30) days. Any unresolved dispute shall be referred to adjudication/arbitration in accordance with the Arbitration Act, 1940. This Agreement shall be governed by the laws of the Islamic Republic of Pakistan; the language of the Agreement shall be English.

Part B: Special Conditions of Contract

(Blanks to be completed prior to signing, based on the outcome of negotiations.)

Clause Ref.	Detail
2	Duration: FY 2025–26 (one year); extendable annually up to a maximum of six (6) consecutive years, subject to satisfactory performance.
5	Trust inputs/assistance: [insert details or "not applicable"].
6	Contract Price: PKR [insert amount], inclusive of all taxes. Payment Schedule: 100% on submission and acceptance of the Final Audit Report signed with UDIN, unless otherwise agreed in writing.
Addresses	Trust: Daanish University Trust, Room # 227, 2nd Floor, Block-D, Pak Secretariat, Islamabad. Firm: [insert Firm's registered address and e-mail].

Part C: Form of Contract

THIS AGREEMENT (“Agreement”) is made on this [•] day of [•], 2026, by and between **Daanish University Trust**, having its principal office at Room # 227, 2nd Floor, Block-D, Pak Secretariat, Islamabad (“the Trust”), and *[insert Firm’s name]*, having its principal office at *[insert Firm’s address]* (“the Firm”).

WHEREAS the Trust wishes to engage the Firm to perform the Services described herein, and WHEREAS the Firm is willing to perform such Services;

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

6. Services: The Firm shall perform the Statutory Audit services specified in Section VI (Terms of Reference), incorporated herein as Annex A.
7. Term: The Firm shall perform the Services during the period commencing [insert start date] and ending [insert end date], or such other period as agreed in writing.
8. Payment: The Trust shall pay the Firm an amount not exceeding PKR [insert amount], inclusive of all taxes, payable within thirty (30) days of receipt of a valid invoice, in accordance with the Payment Schedule in the Special Conditions.
9. Project Administration: The Trust designates [insert name], Secretary, as the Trust’s Coordinator, responsible for receiving and approving invoices and accepting deliverables.
10. Performance Standards: The Firm undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
11. Confidentiality: The Firm shall not, during the term of this Agreement or within two (2) years after its expiration, disclose any confidential information relating to the Services or the Trust’s affairs without the Trust’s prior written consent.
12. Ownership of Material: All reports and working papers prepared by the Firm shall belong to and remain the property of the Trust, in accordance with Clause 3 of the General Conditions.
13. Assignment: The Firm shall not assign this Agreement, or subcontract any portion thereof, without the Trust’s prior written consent.
14. Governing Law and Dispute Resolution: This Agreement shall be governed by the laws of Pakistan; any dispute shall be resolved in accordance with Clause 8 of the General Conditions.

For the Trust	For the Firm
Name & Title: ________________________________ Signature: ________________________________ Date: ________________________________	Name & Title: ________________________________ Signature: ________________________________ Date: ________________________________