



TENDER DOCUMENT

Tender for Hiring of Services of

“AUDIT FIRMS”

FOR EXTERNAL AUDIT FUNCTION OF
TRADE DEVELOPMENT AUTHORITY OF
PAKISTAN (TDAP)

Tender of Hiring Of “Audit Firms” For External Audit Function of Trade Development Authority of Pakistan (TDAP)

The Trade Development Authority of Pakistan (TDAP) intends to hire the services of a reputable and experienced “**Audit Firm**” who are on the panel of State Bank of Pakistan having satisfactory QCR Rating. The firms shall be registered with Federal and Provincial Tax Authorities and are on Active Tax Payers Lists (FBR/SRB) in all respects having valid NOC/ License from the relevant Federal/ Provincial Departments for carrying out an **External Audit** Function of TDAP for the period 2024-25 & 2025-26.

2. The Tender documents containing the detailed terms and conditions are available for the registered bidders on EPADS (Version 2.0) at www.eprocure.gov.pk.

3. The proposals, prepared in accordance with the instructions in the prequalification documents, must be submitted on EPADS (Version 2.0) on or before 6th August, 2026 at 11:00 A.M. The proposals will be opened on the same day at 11:30 A.M on EPADS (Version 2.0). The bids in physical forms will not be entertained unless the same are uploaded on EPADS (Version 2.0).

4. Trade Development Authority of Pakistan reserves the right to reject any or all bids and annul the bidding procedure in accordance with PPRA rules.

Trade Development Authority of Pakistan

5th Floor, Block – A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi

Tel: 021-99225815 Email: umairsangi@tdap.gov.pk

BACKGROUND

The Trade Development Authority of Pakistan (TDAP) intends to hire the services of a reputable and experienced “**Audit Firm**” for carrying out the external audit function in respect of its annual accounts and financial statements for the year 2024-25 and 2025-26.

SCOPE OF SERVICES:

2. The eligible firms fulfilling all the conditions and qualifying evaluation criteria and those who score minimum qualifying score (i.e. 70%) shall be notified as qualified firms for the subject assignment.
3. The Audit firm, will be required to submit their quotes for carrying out the external audit function in respect of TDAP’s annual accounts and financial statements (accrual as well as cash basis) for the years 2024-25 and 2025-26 as already prepared by the Chartered Accountant firms.

ELIGIBILITY

4. The firms should meet the following condition(s) in order to be eligible:
 - Shall be listed on the panel of State Bank of Pakistan
 - Have satisfactory QCR rating
 - Shall be on the Active Tax Payers List with Federal and Sind Revenue Board (SRB)
 - Shall have valid NOC/ License from the relevant Federal/ Provincial Departments for External Audit Function of Trade Development Authority of Pakistan (TDAP) Karachi.

INELIGIBILITY

5. The audit firms who have prepared TDAP’s Accounts and Financial Statements for the year 2024-25 and 2025-26 are not eligible to apply for the subject assignment due to conflict of interest.

PROCEDURE OF COMPETITIVE BIDDING

6. The Single Stage Two Envelope Bidding procedure of procurement, 2004, will be followed.

SUBMISSION AND OPENING OF BIDS

7. Bidding Document duly filled and complete in all respect along with all the requisite document and information shall be submitted on E-PADs by **7th August, 2026 on 11.00 am**. The bids will be opened on the same date at 11.30 am on the

address given in the tender notice as per Rule No. 28 (2) of PPRA 2004. **The bids in physical form will not be entertained.**

TECHNICAL EVALUATION

7. It is our intention to select the firm that presents the best combination of experience, capacity and competence to cater the needs of TDAP. TDAP will examine and review the documents submitted, call references and others who have worked with your firm. A site visit to the office to meet the firm's staff and principals working on this matter may also be done. The evaluation of the firm will be made on the basis of **Bid Evaluation Criteria** given at **Annex-I**. The minimum threshold for qualifying in the technical evaluation is 70% score.

FINANCIAL BID

8. The technically qualified firms will be notified for submission of the financial bids for carrying out the external audit function in respect of TDAP Annual Accounts and Financial Statements.

AWARD OF WORK

9. The firm submitting the lowest / most advantageous financial bid will be awarded the work of carrying out the external audit function in respect of TDAP's Annual Accounts and Financial Statements.

BID SECURITY

10. All the bidders to submit bid security of Rs. 59,800/- in the form of pay order in the name of Trade Development Authority of Pakistan. Further, the lowest bidder will be required to submit a performance guarantee (refundable) worth 10% of the contract value in form of pay order or bank guarantee for the awarded work. Bid Security shall be released on signing of the contract and the Performance Guarantee will be released upon successful completion of the awarded work and satisfaction of the authority.

ANNEX-I**BID EVALUATION CRITERIA**

S#	Criteria for Technical Evaluation	Response of Bidder	Proof of response is attached at Page No.	Distribution of Marks
1	Firms Profile			
	Period of establishment (Partnership Deed/Incorporation Certificate)			
	1 - 10 Years (1 Mark for Each Year)			10
2	Firms International Affiliation			10
3	Number of branches across the country 1 mark for presence in each major / capital city, maximum 5 marks (within Pakistan)			
				5
4	No. of partners (List of Partners)			
	1 - 15 (1 Mark for Each Partner)			15
5	Number of staff engaged as full time employee: (List of Employees)			
	Above 50+			20
	From 31-40			15
	From 21-30			10
	From 10-20			5
6	Monetary size of balance sheet of clients to whom external audit services were provided in last five years (Work Order/ Balance Sheet of Clients Audited)			
	Above Rs. 30 Billion			10
	Above Rs. 20- 30 Billion			9
	Above Rs. 10- 20 Billion			6
	Above Rs. 1- 10 Billion			3
7	Experience of providing external auditing services to public sector companies from 2005 till date (Work Order/ Balance Sheet of Clients Audited)			
	Above 14 years			15
	Above 12 - 14 years			13
	Above 10- 12 years			10
	Above 3-10 years			8
	2- 3 years			5
8	Number of clients to whom external auditing services provided/being provided by the bidder (Work Order/ Balance Sheet of Clients Audited)			
	20 or above			15
	15-19			12
	10-14			9
	3-9			6
Total				100

Minimum Qualification marks = 70.

Price Schedule in Pak. Rupees/ Financial Bid

Name of Bidder _____ IB Number _____ Page ____ of _____

S. #	Description	Approx. Quantities	Rate per unit	Total With All Applicable Taxes & Costs
1	Professional Fee Including all Costs like manpower, material etc. for the external function of the TDAP Financial Statements (on accrual as well as cash basis) for 02 years: 2024-25 and 2025-26.	One Job	Lump sum	
TOTAL BID AMOUNT (WITH ALL APPLICABLE TAXES & COSTS)				Rs.

Signature of Bidder _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.
