

NATIONAL EDUCATION FOUNDATION
MINISTRY OF FEDERAL EDUCATION
AND PROFESSIONAL TRAINING

REQUEST FOR EXPRESSION OF INTEREST FOR HIRING OF
SERVICES OF EXTERNAL AUDITORS

National Education Foundation

Taleemi Chowk, G-8/4, Islamabad

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REQUEST FOR EXPRESSION OF INTEREST
FOR HIRING OF SERVICES OF EXTERNAL AUDITORS

COST OF EOI	FREE OF COST
EOI SELLING DATE	Up till 06-05-2019
EOI SUBMISSION DATE	Up till 06-05-2019
EOI SUBMISSION PLACE	National Education Foundation, Taleemi Chowk, G-8/4, Islamabad
EOI SUBMISSION TIME	Up to 10:00 A.M
EOI OPENING PLACE	National Education Foundation, Taleemi Chowk, G-8/4, Islamabad
EOI OPENING DATE	06-05-2019
EOI OPENING TIME	11 : 00 A.M

Note: No EOI will be accepted after closing date and time, what so ever reason may be.

EXPRESSION OF INTEREST

Interested firms are invited to submit Expression of Interest (EOI) for the said assignment along with following information (in duplicate):

1. Name, Address, Phone, Fax and E-mail Address along with postal and Telegraphic Address of registered head office and branch offices.
2. Name and brief CVs of senior Audit Professionals of the Firm and Registration from respective council / institutions along with valid membership certificate.
3. NTN Certificate of the Firm (s) along with proof of submission of last 03 years Income Tax Return.
4. List of related assignments undertaken by the Firm with the following details:
 - . Name of Company / Organization.
 - . Balance Sheet Size.
5. List of relevant technical personnel with qualification in continuous employment with the firm / consortium / joint ventures for the last one year.
6. List of litigation / blacklisting cases or actions, proposed by the Government, against the firm for the last 05 years. In case of no litigation and / or blacklisting history the firm will provide **Affidavit duly endorsed by Notary Public on a stamp paper of Rs.100/-** otherwise submit detail of such cases with present status.

INSTRUCTIONS TO AUDIT FIRMS

1. Committee constituted by NEF will Short List / Pre-Qualify Audit Firms, in accordance with the method of selection given in the evaluation criteria. Firms must familiarize themselves with the existing conditions and take them into account in preparing the EOI.
2. Please note that expenditure of preparing the EOI including any visit to NEF is not reimbursable.
3. Firms shall observe the highest standards of ethics during the selection and execution of the contracts. In pursuance of the policy i.e.
 - a. Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution, and fraudulent practice means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of NEF, and includes collusive practices among Firms (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the NEF of the benefits of free and open competition.
 - b. NEF will reject EOI for award if it determines that the firm recommended for Short listing has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - c. NEF will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

4. Eligibility Criteria

Affidavit on stamp paper that the firm has not been black listed from any Govt., Semi Govt., autonomous or Semi autonomous organization.

5. Firms should submit all the required documents / forms as per Evaluation Criteria.
6. Firms may request for clarification in respect of any of the documents at least 5 days before the EOI submission date. Any request for clarification must be sent in writing. The NEF will respond in writing.
7. At any time before the submission of EOI, the NEF may, for any reason, whether at its own initiative or in response to a clarification request by an invited firm, modify the documents by amendment. The amendment will be sent in writing to all invited Firms and will be binding on them. The NEF may at its discretion extend the deadline for the submission of EOI.

SCOPE OF WORK

NEF intends to get the following accounts audited:

- i. Annual accounts of Recurring Grant to National Education Foundation for the financial years 2018-19 and onwards (i.e. for 05 years or as directed by AGP).

- ii. Annual accounts of Endowment Fund of National Education Foundation for the financial years 2018-19, and onwards (i.e. for 05 years or as directed by AGP).

- iii. Annual accounts of any other PSDP project/program assigned by National Education Foundation for the financial years 2018-19, and onwards (i.e. for 05 years or as directed by AGP).

AUDIT FEE

Description	Amount (Rs.)
Professional Fee for conducting External Audit	Rs..... per year per project
Any other condition for payment of fee (if any)	

INFORMATION FORM

Assignment : REQUEST FOR EXPRESSION OF INTEREST FOR HIRING OF SERVICES OF EXTERNAL AUDITORS

1. Name of firm [Lead partner if association]
 - Address
 - Telephone No(s)
 - Fax Number
 - E-mail Address
 - Registered Office Address.
2. Description of Audit firm (ownership/organization)
3. Experience (Number of Years)
 - Local/national
 - International
 - Regional (within the country-details)
4. Experience of the firm (on appended forms) during the past 5 years:
5. Additional information.

Yours truly,

Name	of	Authorized
Representative		
Position	:	
Date	:	

EXPERIENCE OF FIRM

Relevant services carried out in the Last 3-5 years with best illustrate qualification.

[NAME OF THE FIRM]

1. Name of Assignment :
2. Country :
3. Name of Client :
4. Address :
5. Start Date : Month/Year
6. Completion Date : Month/Year
7. Professional Staff Provided :
8. No. of Staff :
9. No. of Staff Months :
10. Approx: Value of Services :
11. Name of Other JV Firms :
(If any)
12. No. of Staff/Staff Months :
Provided by the J.V partner(s)
13. Name/Position of Key Staff :
14. Description of Project :
15. Description of Services :
Provided by the Firm

**FORMAT OF CURRICULUM VITAE OF
PROPOSED EXPERTS**

1. The Discipline/ Expertise :
2. Name of the Firm :
3. Name of Nominee :
4. Date of Birth :
5. Years with the Firm :
6. Nationality :
7. Key Qualifications : (Provide an outline of the nominee's experience)
8. Academic Qualification :
09. Employment Record :
10. Languages and Degree of Proficiency : (In speaking, reading and writing as Excellent-Good-Fair-Poor)
11. Certification I, the undersigned, certify that, to the best of my knowledge and belief, these bio-data correctly describes myself, my qualifications and my experience.

Signature:

Dated: day/month/year