



Government of Pakistan
Pakistan Telecommunication Authority
<http://www.pta.gov.pk>

REQUEST FOR PROPOSAL

Tax Consulting Services

Pakistan Telecommunication Authority (PTA) - working as regulator of telecommunication sector - invites proposals from leading tax consulting firms with experience in telecommunication sector and regulatory authorities within Pakistan, AJK, GB and Provinces.

PPRA rules of Single Stage, two envelope process will be applicable. Detailed RFP document can be obtained by sending an email request or in person at address below or through PPRA or PTA website directly.

Proposal prepared in accordance with the instructions in RFP, must reach at address given below, on or before **15 August, 2018 at 15:00 Hrs.** Bids will be opened on same day at **15:30 Hrs.**

Director (Budget and Accounts)
PTA Headquarters, F-5/1, Islamabad
Phone No. 051-9216004

Email: abdurrah@pta.gov.pk

10x2

REQUEST FOR PROPOSAL

Taxation Consultancy Services

Pakistan Telecommunication Authority

1. Introduction

Pakistan Telecom Authority (PTA) is formed by Pakistan Telecom Authority (Re-Organization) Act 1996 (The ACT). PTA is mandated to regulate the telecom industry of Pakistan, issue licenses and create fair regime in the telecom sector. Among other things PTA is also required to collect fees from the operators providing telecom service under license issued by PTA, and the income of PTA is made taxable through an amendment in the ACT by finance ACT 2006.

2. Scope of Tax Services

PTA intends on hiring tax consultancy services for the following key tasks:

- A. Tax Advice on existing Tax Structure
 - a. Advice on PTA's existing tax structure and contractual arrangements in relation to its position within the telecommunication industry and proposing the most tax efficient / effective model.

- B. Monthly Retainer
 - a. Preparation and filing of corporate tax return with the Income Tax Department, including the underlying tax computation on finalization of accounts and revision of return, if required.

 - b. Preparation and filing of refund application for refund due, if any.

 - c. Attendance before the tax authorities and responding to notices issued in connection with the corporate tax return and audit proceedings till finalization of assessment.

 - d. Assistance in giving tax credits as per the Income tax ordinance 2001, wherever applicable.

 - e. Responding day-to-day notices and other correspondence with the taxation authorities concerning the items listed as a to d above.

 - f. Help in interpreting and intimating of any changes in income tax, sales tax, federal excise and custom duty laws, if and when required.

 - g. Obtaining exemption certificate from Tax Authorities under various sections of Income Tax Ordinance 2001, as may be required.

 - h. Doing all the work that is a to g for Pakistan, AJ&K, Gilgit Baltistan, and all provinces of Pakistan in the manner and as required at each place.

C. Appeals

- a. Preparation and filing of appeal documents with Commissioner of Income Tax (Appeals). Preparation and filing of written submissions and attendance before the Commissioner of Income Tax (Appeals) to argue the appeals.
- b. Preparation and filing of appeal documents with Income Tax Appellate Tribunal. Preparation and filing of statements of facts and attendance to argue appeal before the Income Tax Appellate Tribunal and where required defend the appeal filed by the Tax Department.
- c. Assistance and provision of necessary papers and documents to advocate in appeal before High Court.
- d. Assistance and provision of necessary papers and documents to advocate in appeal before Supreme Court.
- e. Preparation of tax position in respect of each territory that is Pakistan, AJK, GB, and each province separately.
- f. Advising on the tax related matters, and dealing in the tax matters, where ever required.

3. Proposal Requirements

Technical

- a. Quality
 - a. Tax Partners & Staff (who are members of ICAP or similar international bodies)
 - b. Engagement Partner, Manager and team profiles, experience and qualifications.
 - c. Demonstrable Internal Quality Review Process on Advices / appeals
 - d. Affiliated / Member firm of reputed international firm (within Top 5 ranked worldwide)
- b. Experience
 - a. Experience in Telecommunication industry of Pakistan
 - b. Experience in regulatory Authorities in Pakistan

Financial

Financial proposals should be provide on the following format:

Monthly Retainer ship Fee (Preparation of Tax Position & Advising on the Tax related Matters) including Point A, B & C of the Scope of Work	XXX
Hourly rates (Partner, Manager & Team) for additional service as and when required, which may not be covered above (If required, and as per agreed time requirement of relevant person(s), on case to case basis & before provision of such services)	XXX
Out of Pocket Exp.	XXX

4. Selection Method

Single stage – single envelope procedure will be used for tendering process. The bid shall comprise of one single envelope containing proposals for technical and financial components. The bids will be opened and evaluated as per evaluation criteria mentioned in this RFP. Bidders will provide all necessary information as required in the RFP to make the bid responsive. Pre bid meeting will be held for those who required clarification regarding the bids/proposal.

5. Information for Bidders

In case of any queries, please contact the undersigned.

Proposals will be submitted before the last date for submission on the following address:

Director (Budget and Accounts)
Pakistan Telecommunication Authority
Headquarters, F-5/1, Islamabad.

A pre-bid meeting will be arranged for all parties who have collected documents, on 9th August, 2018 at 1500 hrs at the above mentioned address.

The bid envelop shall clearly be marked with the: “PROPOSAL FOR TAX CONSULTANCY” and “Not to be opened before 15th August, 2018 at 1530 hrs”

Name of Procuring Agency	Pakistan Telecommunication Authority
Last date for Submission	Date & Time, 15 th August, 2018 at 1500 hrs
Bid Opening	Date & Time, 15 th August, 2018 at 1530 hrs
Bid Opening Place	PTA, HQ, F-5/1, Islamabad.
Email:	abdurrah@pta.gov.pk
Agreement:	Engagement will be on standard terms of the successful bidder modified in light of this solicitation.

Evaluation Sheet

	SR	Criterion	Weightage %	Score	
QUALITY	1	Tax Partners & Managers (who are members of ICAP or similar international bodies) (1 mark per personnel)	5		
	2	Engagement Partner, Manager and team profiles, experience and qualifications	10		
	3	Demonstrable Internal Quality Review Process on Advices / appeals	10		
	4	Affiliated / Member firm of reputed international firm (within Top 5 ranked worldwide= 10, Top 6-10 = 5, Others= 1)	10		
	5	Taxation consulting experience of telecommunication industry of Pakistan (list key transactions) (2 marks per transaction max 20)	20		
	6	Taxation consulting experience of regulatory Authorities in Pakistan (List key transactions) (4 marks per transaction max 20)	20		
		SUB TOTAL QUALITY		75	
	ONLY TOP 3 will move to Financial Evaluation				
FINANCIAL	1	Monthly Retainer fee to cover all day to day routine matters, advices and appeals in FBR Forums, preparation of Tax Position & Advising on the Tax related Matters). (Lowest = 3, Second=2, Third = 1)	20		
	2	Hourly rates (Partner, Manager & Team) for additional service is and when required, which may not be covered above.	5		
		SUB TOTAL FINANCIAL	25		
		Grand Total	100		