GUJRANWALA WASTE MANAGEMENT COMPANY

To

SUBJECT: **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES–FIRMS SELECTION)**

Gujranwala Waste Management Company (GWMC) is established under Section 42 of companies Ordinance 1984, with a vision to modernize Solid Waste Management System in the city of Gujranwala. GWMC provides cleaning services to Gujranwala city with customized and economical solutions using appropriate technology and workforce. The ultimate goal of GWMC is to give a clean and green environment to citizens of Gujranwala.

Gujranwala Waste Management Company (GWMC) invites eligible Consulting Firms to indicate their interest in providing the Tax Consulting Services. Interested Consultancy Firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The detailed Terms of Reference are attached as **Annex-A.** The shortlisting criteria is attached as **Annexure-*B.*** The Financial Bid Performa is attached at **Annex-C**

Consultants may associate with other firms in the form of joint venture or a sub-consultancy to enhance their qualification. Consultant will be selected in accordance with the Quality & Cost based Selection (QCBS) as per PPRA Rules, 2014.

Further information can be obtained at address below during office hours *0900 to 1700 (Monday to Friday).*

Expressions of interest must be delivered in a written form to the address below (in person/courier) during office hours *0900 to 1700* on or before November 25, 2017 till 0230 hours. Technical proposal will be opened on the same data at 0300 hours.

Managing Director

Gujranwala Waste Management Company (GWMC),
2nd Floor, Gujranwala Chamber of Commerce & Industry,
Chamber Plaza, Aiwan-e-Tijarat Road Gujranwala;
Tel 055-9200890, 055-9200891-2, 055-9200863 ,
Fax: 055-9201265,
Email: info@gwmc.com.pk ; feedback@gwmc.com.pk,
website: www.gwmc.com.pk

ANNEX-A

TERMS OF REFERENCE

HIRING OF TAX CONSULTANCY FIRM

1. INTRODUCTION & OBJECTIVE

Gujranwala Waste Management Company (GWMC) is a public sector organization, established under section 42 of Companies Ordinance 1984 on July 12, 2013.

GWMC requires the services of Tax Consultancy Firm to deal with all the matters of Applicable Taxes as Per Rules and Regulations of Punjab/Pakistan.

2. SCOPE OF WORK:

The Tax Consultancy Firm shall have following Scope;

a) Income Tax Compliance

1. Advising and assisting "Gujranwala Waste Management Company (GWMC)" for compliance in respect of the following:
   - Advising on withholding tax obligations at the time of making different payments, as and when required.
   - Assisting in preparation and review of various statutory withholding tax statements prepared by the company to protect the company from any penal action.
   - Assisting in filing of the above mentioned statutory statements with the tax authorities.
2. Exemption with Income Tax Authority U/S 100C
3. Obtain exemption certificates, where applicable, from Commissioner Inland Revenue / Federal Board of Revenue.
4. Review of Annual and Monthly withholding tax statements.
5. Obtaining from the company draft statements of various payments made under various sections of withholding tax in a month (ultimately to cover 12 months altogether in a tax year) in soft form.
6. Obtaining from the company ledger account for each head of expense for a particular month with party wise detail of payments and reconciling the same with the draft statement mentioned above.
7. Reconciling the party wise detail of payments for a particular month with payments mentioned in the withholding tax monthly and annual statements and inquiring from the company about any deficiency found therein.
8. Obtaining evidences in the shape of withholding income tax challans in support of the tax withheld and reported also obtaining exemptions certificates from the company where tax was not withheld. Also listing down cases where it is not attracted due to below taxable limit (BTL) scenario.

9. Intimating the company of any discrepancy found during the review and following them up via e-mail/ correspondence for removal of the same before the company files the statements at FBR portal online.
10. Assisting the company in e-filing the statements at FBR Portal online if so desired by them.
11. Analyzing withholding tax audit notices issued by the tax department for a particular tax year and advising the company for its compliance from time to time.
12. Visiting tax office from time to time and making representation on behalf of Gujranwala Waste Management Company (GWMC) before tax authorities.
13. Preparing reply of notices issued by the tax authorities and submitting them before the tax authorities after review by Gujranwala Waste Management Company (GWMC).
14. Analyzing assessment orders and suggesting future course of action, whenever necessary i.e. either to contest further or to accept the order.
15. Assisting and advising in calculation and payment of advance tax, if any.
16. Preparation of income tax computations and filing of annual income tax returns for each tax year, based on the company's financial statements and other information provided by the company. This would include review of the accounts, advising the company on the contentious issues and any possible remedial course of action available.
17. In case any return of income filed by the company is selected for audit, the tax firm may need to perform the additional work.
18. Review of notices under section 122 and 177 issued by the tax authorities, coordination with the company's personnel and replying to the notices.
19. Representations before tax authorities to explain the company's position.
20. Obtaining amended assessment order and advising comments thereon with suggested course of action, wherever necessary.
21. Wherever an appeal/ representation is required, in respect of any year covered under the Ordinance, 2001, the tax firm may be required to perform the work:
22. Preparing and filing appeal/ representation documents;
23. Preparing the case and representing the company before the appellate authorities including Commissioner (Appeals), Income tax Appellate Tribunal, Alternate Dispute Resolution Committee or any other appellate or administrative forum;
24. Obtaining appellate order and advising comments thereupon with suggested course of action, wherever required.
25. If the company is required to contest any matter before the High Court or Supreme Court of Pakistan, the tax firm will be required to provide the following additional services.
    a. To assist in engagement of lawyer by the company.
    b. Co-ordination with and assistance to the lawyer engaged by the company, for all matters pertaining to the case.
26. In addition, but not limited to, the tax firm may be required to provide any other Income tax compliance services such as replying to any query/notice issued by the tax authorities,

representation to explain the company's position, obtaining exemption certificate wherever needed.

27. The tax firm shall provide routine advisory/consulting services as required from time to time in respect of income tax, both written and oral, in addition to written opinions on various tax matters as and when required by the company.
28. Taxation advisory with respect to various procurements and financial tasks being executed by GWMC
29. Advise on routine tax compliance (withholding taxes on various agreements, contracts, transactions etc.) including generation of payments 'challans' and other documents. Taxation advisory and Advise on routine tax compliance comprises interpretation of law and impact on the Company and its transactions in light of the same.
30. Ensure timely availability of engagement partner for guidance/opinion on the basis of Company's requirements and whenever there is any change in the applicable taxation laws.
31. The tax firm will immediately update the management of Gujranwala Waste Management Company (GWMC) with respect to any changes in tax laws, tax rates, regimes, etc. as and when necessary.
32. Assisting HR of Gujranwala Waste Management Company (GWMC) in determining and deduction of income tax from the salaries of the employees.
33. Advise on social security and EOBI matters.
34. Review of tax deduction schedule of employees as and when there is any change in salary structure/payment of extra benefits to the employees.
35. Advise on applicability of other Federal and Provincial tax laws such as Federal Excise Duty, customs duty etc.
36. To advise GWMC in maintaining relevant tax records including reviewing and ensuring their accuracy. This would include review of tax computations, as required by the Company before filing, and making adjustments, where applicable.

b) Sales Tax Compliance

1. Assistance in applying and getting registration with relevant department, as and when required.
2. Advising and assisting the company for compliance in respect of Provincial and Federal Sales Tax Laws and other rules and regulations in connection with sales tax on services and goods, as applicable.
3. Review of monthly sales tax return required to be filed under the Act.
4. Advising on the applicability & exemptions (if any) under said Act.
5. Advising on all statutory requirements under the relevant laws, as and when required.

6. Wherever an appeal/representation is required regarding the period covered by this agreement, Tax Consultant shall perform the following work:
   - Preparing and filing appeal/representation documents;
   - Preparing the case and representation before the relevant authorities.
   - Obtaining appellate order and advising comments thereupon with suggested course of action, whenever required.

7. If Gujranwala Waste Management Company (GWMC) is required to contest any matter before the High Court or Supreme Court of Pakistan, the Tax Consultant may be required to provide following services:
   - To assist in engagement of lawyer by the Company;
   - Co-ordination with and help to the lawyer engaged by the Company.
8. In addition to, but not limited to, the Tax Consultant may be required to provide any other sales tax compliance services such as replying to any query/notice issued by the tax authorities, representation to explain the company's position, obtaining exemptions wherever needed.
9. The Tax Consultant shall provide advisory/consulting services from time to time in respect of sales tax, both written and oral, provided the terms and conditions of such services do not warrant agreement in separate engagement letter.
10. The Tax Consultant will update the management of Gujranwala Waste Management Company (GWMC) with respect to any changes in tax laws, tax rates, regimes etc. as and when necessary.

Any other allied services associated with applicable Tax related matters.

3. TIMELINE

The Expected Duration for the Services is 01 Year from the effective date of Contract. The contract is further extendable by the mutual consent of both parties. If the Company chooses to cancel the contract during the course of the year, a notice period of one month will apply.

4. REPORTING ARRANGEMENTS

The consulting firm shall report to the Managing Director, GWMC. The focal person for this assignment will be Chief Financial Officer, GWMC (and Manager Finance GWMC as a representative of CFO, GWMC).

5. GENERAL CONDITIONS

1. The assignment activities of the consulting firm will be supervised by the Chief Financial Officer, GWMC.
2. All documentation, reports shall be submitted in the English Language.
3. All the data, documents and reports produced by the consulting firm for the said services shall be the property of GWMC. The consulting firm shall not share and use these data, document and reports for any other purpose / job without the explicit written approval of Managing Director, GWMC.

4. In case the consulting firm fails to fulfill the contractual obligations and violate the contract agreement, the contract agreement shall be terminated and consulting firm shall not be entitled to make any pending claims.

ANNEXURE-B

EVALUATION CRITERIA

For Bid Evaluation, the total score is calculated by weighting the technical and financial scores and adding them as per the formula given below. The Consultant Firm that achieves the highest combined technical and financial scores, may be invited for negotiations in accordance with PPRA rules.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 70% and

P = 30%

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: S = St x T% + Sf x P%.

Sr. No.	Technical Criteria	Maximum Marks	Description
1.	Existence as a Legal Entity (Registration under companies Law or Registrar of Firms)		Qualifying Criteria
2.	An Operational History of at least 07 Years		Qualifying Criteria
3.	Not Involved in any litigation or black listed by any public/Pvt./ national or international agency		Qualifying Criteria
4.	Registration with Tax Authorities ▪ NTN ▪ STRN/PST/GST		Qualifying Criteria
5.	The firm must be in "A" ranking category as per State Bank of Pakistan		Qualifying Criteria
6.	Copy of Registration Certificate with ICAP/ ICMAP		Qualifying Criteria

7.	Copy of Registration Certificate with regard to satisfactory QCR Rating of ICAP/SECP.		Qualifying Criteria		
8.	Lahore Tax Bar's membership certificate of the tax partner(s).		Qualifying Criteria		
9.	Annual turnover of minimum 10 Million or above for ascertaining Financial Soundness of Consulting Firm. (Annual Audited financial Statements of last year to be provided)		Qualifying Criteria		
10.	Experience of minimum 05 tax related Assignments/ Engagements with Federal / Provincial Government / Semi Government / Autonomous Bodies or Section 42 Companies (Proof of Experience must be attached)	50	**Sub-Criteria**	**Nos/Quantity**	**Marks**
			Assignments/ Engagements	5-7	10
				For more than 07 assignments, 10 Marks for each additional Assignment will be given, the maximum grades will not exceed 50 Marks for this criteria.	
11.	Experience of minimum 02 tax related assignments for Private Sector Clients (Proof of Experience must be attached)	10	Assignments/ Engagements	**Nos/Quantity**	**Marks**
				02	5
				03	7
				More than 03	10
12.	Firms' Professional Team	20	**Sub-Criteria**	**Nos/Quantity**	**Marks**
			Chartered Accountants	10-15	5
				16-20	7

				21-25	10
				26-30	15
				more than 30	20
13.	Tax Partner's minimum 05 years' experience in Tax Practice with the Firm Proof of ITP registration must be attached	20	**Sub-Criteria**	**Nos/Quantity**	**Marks**
			No. of Years' experience in Tax Practice	5-7 years	5
				8-10 Years	10
				11-15 Years	15
				More than 15	20
14.	**Total Score**	**100**	**Minimum Passing Score** required in order to Technically Qualify for the Assignment =**70 Marks** Financial Proposals of only Technically Qualified Firm will be opened.		

ANNEXURE-C

FINANCIAL BID PERFORMA

Sr. No.	Description of Services	Amount in PKR Inclusive of all Taxes	
A.	Retainer-ship fee for Tax Consultancy Services (Monthly)	**Per Month Retainership (X)**	**12 Months (X*12) = A**
B.	Fee for Representing GWMC at Revenue Courts/ Appellate Tribunal/ High Courts/ Supreme Court (Per Case)		
C.	Acquiring of Tax Exemption Certificate for GWMC		
	Total (A+B+C)		

Note:

I. The Fee stated by Consultancy Firm at Sr. No. 'B' shall only be payable by the Client, on the occurrence of any proceedings/hearing or trial before respective forum.

II. The fee at Sr. No. 'C' shall be payable after the accomplishment of task i.e. acquiring of Tax Exemption Certificate for GWMC.

III. The total Payable amount of Retainer-ship, Per-Case Fee and acquiring of Tax Exemption Certificate for GWMC shall not exceed the 'Total Contractual Amount' agreed between the Client and Tax Consultancy Firm. The contract shall naturally come to end after reaching its maximum value.

Financial Evaluation

For Financial Evaluation,

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

Sf = 100 x Fm/ F, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.