



Government of Pakistan  
**PAKISTAN TELECOMMUNICATION AUTHORITY**  
Headquarters, F-5/1, Islamabad  
[www.pta.gov.pk](http://www.pta.gov.pk)

**"SAY NO TO CORRUPTION"**

## **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 **17th May, 2018 at 15:00 Hrs.** Bids will be opened on same day at **15:30 Hrs.**

**Director (Budget and Accounts)**

Phone No. 051-9216004, Email: [abdurrab@pta.gov.pk](mailto:abdurrab@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 telecom industry of Pakistan including territories of AJK and GB, issue licenses and create fair regime in telecom sector. Among other things PTA is also required to collect fees from operators providing telecom service under license issued by PTA, and 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 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 telecommunication industry and proposing most tax efficient / effective model.

### B. Monthly Retainer

- a. Preparation and filing of corporate tax return with Income Tax Department(s) in Pakistan AJK and GB, including 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 tax authorities and responding to notices issued in connection with corporate tax return and audit proceedings till finalization of assessment.
- d. Assistance in giving tax credits as per Income tax ordinance 2001, wherever applicable.
- e. Responding day-to-day notices and other correspondence with the taxation authorities of Pakistan, AJK, GB or revenue authorities of Provinces concerning 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 work that is a to g for Pakistan, AJ&K, Gilgit Baltistan, and all provinces of Pakistan in manner and as required at each place, concerning all taxation, and revenues laws applicable in Pakistan, AJK, GB and/or provinces.

### C. Appeals

- a. Preparation and filing of appeal documents with Commissioner of Income Tax (Appeals). Preparation and filing of written submissions and attendance before Commissioner of Income Tax (Appeals) to argue 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 Income Tax Appellate Tribunal and where required defend appeal filed by Tax Department.
- c. Preparation and filing of Appeal/Writ Petition/Reference documents with High Court. Preparation and filing of statements of facts and attendance to argue Appeal/Writ Petition/Reference before High Court and where required defend Appeal/Writ Petition/Reference filed by Tax Department.
- 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/Bar Association or similar 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 divided into following categories:

- a. Monthly Retainer fee to cover all day to day routine matters.
- b. Hourly rates for additional service as and when required, which may not be covered above.

### **4. Selection Method**

Single stage – two envelope, procedure will be used for tendering process. Bid shall comprise of one single covering envelope containing proposal for technical and financial envelopes of proposal components. Technical bids will be opened and evaluated as per evaluation criteria mentioned in this RFP. Bidders will provide all necessary information as required in RFP to make bid responsive. Financial bids will be opened once technical evaluation is completed, for which only technically qualified firms

will be called in bid opening, financial bids of firms who were found non-responsive or whose technical bids are rejected will be returned un-opened.

## **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  
G-5/1,  
Islamabad.

A pre-bid meeting will be arranged for all parties who have collected documents, on May 10<sup>th</sup> 2018 at 1500 hrs at above mentioned address.

Bid envelop shall clearly be marked with the: “PROPOSAL FOR TAX CONSULTANCY” and “Not to be opened before 17<sup>th</sup> May, 2018 at 1530 hrs”

Name of Procuring Agency	Pakistan Telecommunication Authority
Last date for Submission	Date & Time, 17 <sup>th</sup> May, 2018 at 1500 hrs
Bid Opening	Date & Time, 17 <sup>th</sup> May, 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/Bar Council or similar bodies) (1 mark per personnel)	10	
	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	80	
FINANCIAL	1	Monthly Retainer fee to cover all day to day routine matters, advices and appeals in FBR Forums. (Lowest = 3, Second=2, Third = 1 )	15	
	2	Hourly rates for additional task. (Lowest = 3, Second = 2, Third = 1 )	5	
		SUB TOTAL FINANCIAL	20	
		Grand Total	100	

Sample engagement agreement:

On letter head of Selected Firm.

We, Firm Name, agree to provide all services as required in RFP of PTA (Attached) as per standard terms of practice (Attached).

PTA

Firm