

## **INVITATION FOR EXPRESSION OF INTEREST (EOIs) FROM TAX CONSULTANCY FIRMS**

Oil & Gas Regulatory Authority (OGRA) intends to hire the services of a consulting firm for filing returns on behalf of the Authority, responding to related notices etc., providing advisory services to the Authority on all tax related matters and representing the Authority before tax officers. The contract will be for initial period of 3 years, extendable for another period of two years as per PPRA Rules.

2. Interested firms may apply giving following information, duly supported with documentary evidence:

- Name, Address, Telephone Numbers of the Firm and contact person(s).
- Experience in Tax matters
- Organizational Strength in terms of qualification and competency of the professional staff in dealing with tax matters including CV of main experts, highlighting experience in tax related matters.
- List of major clients in public and private sector.
- Certificate of the firm having permanent office in Islamabad.

3. The Technical and Financial proposals may be sent in sealed envelopes within 15 days of this advertisement to the undersigned.

4. Financial proposals should be bifurcated into the following categories:

- a. Preparation & Filing of Corporate Tax Return (Per annum)
- b. Appeal to Commissioner (Case to Case basis)
- c. Appeal to Appellate Tribunal (Case to case basis)
- d. Advisory Services (Monthly)
- e. Out of pocket expenses (amount to be specified)

5. Selection will be based on both the technical and financial proposal.

6. The Authority reserves the right to accept or reject any or all proposals or extend the closing date without assigning any reason.

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## METHODOLOGY FOR EVALUATING THE TAX CONSULTANCY FIRMS

### **A.. Technical**

**Total Marks 50**

#### **Experience (Maximum Marks 20)**

1 Mark for each year of experience up to maximum of 20 Marks.

#### **Staff Strength (Maximum Marks 20)**

2 Marks for having at least one professional.

#### **Clientele (Maximum Marks 10)**

Evaluation to be done and marks awarded by the Evaluation Committee on the basis of small, medium and large firms up to maximum of 10 Marks.

### **B. Financial Proposal**

In order to arrive at the total per annum cost and for the purpose of the evaluation of proposals, it is assumed that there will be two cases per year for Appeals to Commissioner of Income Tax and Appellate Tribunal respectively.