



# ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD

## REQUEST FOR PROPOSALS' NOTICE HIRING OF EXTERNAL AUDITOR (CHARTERED ACCOUNTANT) FOR ENDOWMENT FUND AUDIT

|   |   |                                  |            |       |                 |
|---|---|----------------------------------|------------|-------|-----------------|
| Activity Ref. No.                       | : | 25/2022-23                       |            |       |                 |
| Procurement Method                      | : | Single Stage-One Envelope [1S1E] |            |       |                 |
| Date & Time for Submission of Proposals | : | Date:                            | 08-11-2022 | Time: | 1030 Hours, PST |
| Date & Time for Opening of Proposals    | : | Date:                            | 08-11-2022 | Time: | 1100 Hours, PST |

Allama Iqbal Open University (AIOU), Islamabad has allocated funds for acquiring non-consulting services including conduct of external audit of the Financial Statement of Endowment Fund through “**Chartered Accountancy Firm**”, planned during the financial year 2022/23. The University now invites “**Sealed Proposals**” from experienced and well-established Chartered Accountancy Firms, duly authorized to practice in the country, having registration with Income & Sales Tax Departments for providing services, listed in the category ‘A’ list of the State Bank of Pakistan to carry out the audits and having a satisfactory Quality Control Rating from the Institute of Chartered Accountants in Pakistan (ICAP).

The auditors shall express an independent professional opinion as to whether the financial statements present fairly, in all material respects, the financial position of the Fund, in accordance with the applicable Financial Accounting and Reporting Standards. The audit shall be carried out in accordance with the International Standards on Auditing (ISAs).

The procurement process shall be conducted in line with the “**Single Stage-One Envelope**” procedure of the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time) and is open to all the eligible and qualified firms having the following:

|                                |  |
|--------------------------------|--|
| <b>Technical Competence:</b>   | Relevant experience of the firm(s) in the last ten (10) years, in conducting audits, systems/processes assurance, pre-award assessments and control evaluations.   |
| <b>Management Competence</b>   | Annual Turnover from professional services exceeding Rs. 200 Million, having at least ten (10) partners and two hundred (200) professional staff with their list, qualification, experience address and proof that they are in the employment of the firm. |
| <b>Geographical Experience</b> | In depth experience of delivering similar/comparable services to Public Sector Organizations/Department, International Donors or Universities in Pakistan  |

Proposal(s) must be accompanied by a **Security @ 2%** of the total Value of the Financial Proposal, in an acceptable form as given in the Request for Proposal Document.

The interested firms may **freely** download a complete set of Request for Proposals Document, containing detailed terms & conditions, from the website of Allama Iqbal Open University (<https://www.aiou.edu.pk/Tender.asp>).

In case any firm wishes to obtain a printed copy of a Request for Proposals Document, the same can be purchased from **Directorate of Purchase & Stores, Storage Building, Behind Block No. 3, AIOU Main Campus, Section H-8, Islamabad. Ph: 051-9250031, 9250035** on submission of written application on company/ firm's letterhead, duly supported by copies of NTN & GST Certificates and on payment of non-refundable fee of Pak. Rs. 1000/- (Pak. Rs. One thousand only) in shape of pay order/ demand draft/ call deposit in the name of Treasurer, AIOU.

A **Pre-proposal Conference** shall take place on the date, time and place as follows:

|                 |  |
|-----------------|--|
| <b>Date:</b>    | 27 <sup>th</sup> October 2022  |
| <b>Time:</b>    | 1100 hours (Pakistan Standard Time)  |
| <b>Address:</b> | Committee Room of Sir Syed Hall, Block No. 24, AIOU Main Campus, Sector H-8, Islamabad |

The original Combined Technical & Financial Proposal along-with one (01) copy, properly filled in, and enclosed in separate sealed envelope, duly mentioning the Name & Ref. Number of the procurement activity for which the proposal is being submitted, on the envelope, must be delivered to the **Committee Room of Sir Syed Hall, Block No. 24, AIOU Main Campus, Sector H-8, Islamabad** address by or before **1030 hours PST, November 08, 2022**. The Proposals will be opened **at 1100 hours PST** on the same date in the presence of firms' representatives who choose to attend the opening at the aforesaid address. In case of submission of Proposals through courier, the same must reach the Directorate of Purchase & Stores one day before the due date of submission of Proposals.

A Proposal received after the due date and time, either by hand or through courier, shall not be entertained in any case. Electronic submission is not allowed.

This advertisement is also available at website of PPRA & AIOU at [www.ppra.org.pk](http://www.ppra.org.pk) and [www.aiou.edu.pk/Tender.asp](http://www.aiou.edu.pk/Tender.asp), respectively.

**AWAIS SALEEM**  
Director  
Directorate of Purchase & Stores  
Allama Iqbal Open University, Sector H-8, Islamabad  
Phone: 051-9250031, 9250035