

# **Pre-Qualification Document (PQD)**

For

**Pre-qualification of Individual Consultant having expertise in *the Commercial Audit***

**(Individual Consultant for *the Commercial Audit*)**

**GOVERNMENT OF PUNJAB**



**DIRECTORATE GENERAL MONITORING & EVALUATION  
PLANNING & DEVELOPMENT BOARD**

**March, 2022**

**Note:** DGM&E on behalf of the P&D Board has introduced online pre-qualification system to receive online EOI responses from the Individual Consultants for the FY 2022-23. The Individual Consultant is advised to submit his / her responses on the online portal and hard copies of the same duly generated from the online portal must be submitted to the office of DGM&E for further evaluation. Individual Consultant is advised that an EOI duly generated from the online portal should be signed and complete in all aspects as per PQDs and guidelines.

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## 1. Introduction

In emerging areas to achieve development targets in an efficient and effective manner at a faster pace, Government Departments need capacity building by engaging various Individual Consultants. Necessary amendments have been made in Punjab PPRA Rules 2014 which enable Planning & Development Board (P&DB) to short-list/pre-qualify Individual Consultants on yearly basis. In accordance to the instant amendments in PPRA Rules, 2014, all departments of Government of the Punjab may issue Terms of Reference (ToR) directly (without advertisement) to the Individual Consultants shortlisted by P&D Board to hire services under certain terms and conditions mentioned in Sub-Rules 6-10 of Rule No. 16 of PPRA 2014.

This Prequalification Document (PQD) enlists the criteria for Individual Consultants to be shortlisted in below given area/sector for following categories as per Sub-Rules 6-10 of Rule No.16 of PPRA 2014.

- i. Financial & Economic analysis
  - a. *Financial & Economic Analysis*
  - b. **Commercial Audit**

## 2. Objective

The major objective of the assignment is to conduct a comprehensive financial audit of its financial statements and prepare accounting policies to be implemented in conformity with existing standards.

A consultant is a recognized authority or specialist in a specific field, engaged by the Organization in an advisory or consultative capacity. The functions of a consultant are results-oriented and normally involve analysing problems, preparing documents, or writing reports on matters within their area of expertise.

## 3. Scope of Work (Tentative)

This scope of work is tentative for prequalification only. The specific duties and responsibilities will be detailed in specific Terms of Reference for each assignment which will be provided by the line

department at the time of issuing TOR as per actual scope of work. Moreover, duration of each assignment will vary in duration and it will be specified in TOR for each individual assignment given by the line department. However, this prequalification does not guarantee award of work by the line department. The tentative scope of work entails:

- Carry out audit in accordance with the International Auditing Standards and will include test and verification procedures as the auditors deem necessary.
- Assess that appropriate supporting documents, records and books of accounts relating to all activities have been kept.
- Propose and finalize the adjusting entries pertaining to each financial year.
- Comprehensive assessment of adequacy and effectiveness of the accounting and overall internal control system to monitor expenditures and other financial transactions.
- Express an opinion as to reasonableness of the financial statements in all material respects.
- Provide Statement of control and compliance.
- Conduct entry and exit meeting with the Management.

#### **4. Eligibility Criteria**

Following are the details on the basis of which Individual Consultant will be shortlisted:

##### **i. Pre-Requisite**

- a. Minimum 16-year education from HEC recognized institute and in case of Professional Degree must have valid/active registration with relevant Professional Bodies like PEC/PMDC/PCATP/ICAP etc.
- b. National Tax Registration Number with active taxpayer status.
- c. Undertaking by the Individual Consultant that he/she has not currently blacklisted by any Federal, Provincial / State or Local Government Department and / or by any Government owned company / foundation / Agency / Authority. However, such undertaking shall be submitted by the applicant on a simple paper with his / her signature.

**ii. Experience**

- a. Relevant experience in the subject sub-sector by submitting the detail of 3 most relevant assignment completed in the past years as per **Annex - A**.

**iii. Qualification**

- a. CV as per **Annex - B**

However, the required qualification and experience is as follows;

S. No.	Proposed Position	Min Qualification	Experience
1	Individual Consultant	Chartered Accountant	Min 05 years of relevant experience

***\*All documents should be in English***

***\*\*Any misinformation, false and forged statement will lead to disqualification from being shortlisted/pre-qualified and any other action as per applicable laws.***

Criteria, sub-criteria, and point system for the evaluation of Expression of Interest (EOIs) is as follows:

A1	Experience	Points
a)	Overall experience ( <i>Consider from completion of 16 years of professional qualification</i> ) <ul style="list-style-type: none"> <li>o 05 to less than 10 Years 65%</li> <li>o 10 to less than 15 Years 85%</li> <li>o 15 Years &amp; above 100%</li> </ul>	<b>20</b>
b)	Number of Relevant Assignments*	<b>80</b>
	<b>i.</b> Scope of relevant Assignments**	35
	<b>ii.</b> Cost of the relevant assignment / Consultancy Cost (PKR)*** <p><b>Cost of relevant assignment (PKR)</b></p> <ul style="list-style-type: none"> <li>1 to less than 10 Million 65%</li> <li>10 to less than 50 Million 85%</li> <li>50 Million &amp; above 100%</li> </ul> <p><b>Cost of Consultancy Service (PKR)</b></p> <ul style="list-style-type: none"> <li>Upto 1 Million 65%</li> <li>Above 1 Million but less than 2 Million 85%</li> <li>2 Million &amp; above 100%</li> </ul>	10

	<b>iii. Position in the assignment ****</b> <ul style="list-style-type: none"> <li>• Junior Position (upto 3 Years) 65%</li> <li>• Senior Position (above 3 but less than 5 Years) 85%</li> <li>• Team Lead Position (5 years &amp; above) 100%</li> </ul>	25
	<b>iv. Experience of working as Individual Consultant (IC) *****</b> <ul style="list-style-type: none"> <li>1 to less than 6 Months 65%</li> <li>6 to less than 12 Months 85%</li> <li>12 Months &amp; above 100%</li> </ul>	10
	<b>Total A1</b>	<b>100</b>
<b>A2</b>	<b>Qualification Criteria</b>	<b>Points</b>
a)	<b>i. Professional Qualification</b> <ul style="list-style-type: none"> <li>• Min. Required Qualification 100%</li> </ul>	85
b)	<b>ii. List of relevant Professional Development Courses – Minimum 03 nos.*****</b>	15
	<b>Total A2</b>	<b>100</b>

**Score = A1[60%] + A2[40%]**

The minimum score required to be shortlisted is: **65 Points**

\* Relevant experience in the subject sub-sector by submitting the detail of 3 most relevant assignments completed in the past years as per **Annex - A**. An applicant must have to support experience by submitting experience certificates issued by the concerned organizations. Score shall be assigned by evaluating scope, cost and position in each relevant assignment.

\*\* The score for scope to each assignment having relevancy with the subject sub-sector shall be assigned as per below formula.

$$\frac{\text{Score for scope of each relevant Assignment}}{\text{Total Score for Scope of Relevant Assignment}} = \frac{35}{\text{No. of Relevant Assignment} \times 3} = \frac{35}{9} = 11.67$$

\*\*\* Cost of relevant assignments shall be taken for the projects in which an applicant has worked as an employee whereas cost of consultancy services shall be considered for those assignments in which an applicant has worked as an Individual consultant. Score from 65% to 100% shall be assigned as per defined cost categories as well as below formula:

$$\frac{\text{Score for cost of each relevant Assignment}}{\text{Total Score for Cost of Relevant Assignment / cost of consultancy services}} = \frac{10}{\text{No. of Relevant Assignment} \times 3} = \frac{10}{9} = 3.33$$

\*\*\*\* Position in the relevant assignment shall be assessed and accordingly score from 65% to 100% based on the defined type of position shall be

assigned as per below formula:

$$\frac{\text{Score for position in each relevant Assignment}}{\text{Total Score for Position in Relevant Assignment}} = \frac{25}{3} = 8.33$$

\*\*\*\*\* Experience of working as an Individual consultant shall be assessed and accordingly score from 65% to 100% based on length of services as an individual Consultant shall be assigned, e.g. If an applicant has worked more than 12 months, he / she shall be assigned 100% marks i.e. 10.

\*\*\*\*\* Each relevant professional development course related to the subject field including technical / management skills will be assigned 5 marks.

**5. Client Detail**  
**Directorate General Monitoring & Evaluation,**  
**Planning and Development Board,**  
**Government of Punjab.**

**65-Trade Center Block, Ayub Chowk,**  
**4<sup>th</sup> & 5<sup>th</sup> Floor, Johar Town Lahore.**

**Contact No. 042-99233176-91, Ext. No. 512 & 513**

**6. EOI Deadline**

The Expression of Interest (EOI) will be submitted on the Web Based Prequalification System (WBPS) developed on the website of Directorate General M&E i.e. [www.dgmepunjab.gov.pk](http://www.dgmepunjab.gov.pk). Deadline for online submission of EOIs is **20th April 2022** till 04:00 pm. Deadline for submission of hard copies of EOIs (generated from the online portal after submission and each page duly signed and stamped by Applicant is **25<sup>th</sup> April 2022** till 04:00 pm. However, for Clarification/Coordination,

**Directorate General (M&E), P&D Board**  
**Government of Punjab.**

**65-Trade Center Block, Ayub Chowk Bureau of Statistics Building,**  
**5<sup>th</sup> Floor, Johar Town Lahore.**

**Contact No. 042-99233176-91, Ext. No. 512 & 513**

**Email: [info.prequalification@dgmepunjab.gov.pk](mailto:info.prequalification@dgmepunjab.gov.pk)**

**Annex-A Experience (Relevant)**

S. No	Name of Project	Location (Country/ Province/ Division)	Employer (Contractor / Consultant / Client etc.)	Project Description	Project Duration		Total Cost of Project / Cost of consultancy (PKR)	Period of services provided by the applicant		Position of the applicant	Scope of services provided by the applicant
					Start date	Completion date		Start date	Comple tion date		
<b>1</b>											
<b>2</b>											
<b>3</b>											

**Note:** The applicant should submit above information through the online portal and hard copies of the same duly generated from the online portal alongwith required supporting documents as prescribed hereunder must be submitted to the office of DG M&E for further evaluation. Above table (template) is just for reference / guidance.

1. 03 most relevant assignments to be submitted which must be supported by experience certificates issued by the concerned organizations.
2. Assignments provided beyond the limit of 03 will be given no weightage.

**Annex-B (CV)**

**CURRICULUM VITAE (CV)**

1. **Name:** \_\_\_\_\_
2. **Date of Birth:** \_\_\_\_\_
3. **Nationality** \_\_\_\_\_
4. **CNIC No (if Pakistani):** \_\_\_\_\_ **or Passport No:** \_\_\_\_\_
5. **Mobile No.** \_\_\_\_\_
6. **Email Address:** \_\_\_\_\_
7. **Home Address:** \_\_\_\_\_
8. **Education:**

Degree	Major/Minor	Institution	Date (MM/YYYY)

9. **Membership of Professional Associations:** \_\_\_\_\_
10. **Registration no. with relevant Professional Body:** \_\_\_\_\_
11. **Other Training** [Indicate significant training since degrees under 6 - Education were obtained]:
12. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
13. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below):

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

14. **Detail of Work Undertaken**

Name of assignment or project: \_\_\_\_\_

Cost of Project \_\_\_\_\_ Location: \_\_\_\_\_

Date of Start: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Client: \_\_\_\_\_ Main project features: \_\_\_\_\_

Actual time spent on the project: \_\_\_\_\_ in months.

15. **Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: \_\_\_\_\_

\_\_\_\_\_  
[Signature of the proposed staff] Day/Month/Year

**Note:** An applicant should submit above information through the online portal and hard copies of the same duly generated from the online portal alongwith required supporting documents as prescribed hereunder must be submitted to the office of DG M&E for further evaluation.