



**Government of Pakistan**

**DRUG REGULATORY AUTHORITY OF PAKISTAN**

**Ministry of National Health Services,  
Regulations and Coordination**

**EXPRESSION OF INTEREST**

For

**Tax Consultancy Services for DRAP**



No.F.1-1/2021-B&A (Tax)  
**Government of Pakistan**  
**Drug Regulatory Authority of Pakistan**  
Ministry of National Health Services, Regulations & Coordination  
T.F. Complex, 7-Mauve Area, G-9/4, Islamabad.

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**SAY NO TO CORRUPTION**

## **EXPRESSION OF INTEREST**

### **TAX CONSULTING SERVICES FOR DRAP**

Drug Regulatory Authority of Pakistan (DRAP)-working as the Regulator of Pharmaceutical Industry invites EOI from leading tax consulting firms registered with Income Tax & Sales Tax Department for the services of tax consultancy with experience in regulatory authorities within Pakistan. **Single Stage-Two Envelope** procedure will be followed.

2. A consultancy firm, will be selected through "Quality & Cost Based Selection Method" in accordance with the procedures set out in the Procurement of Consultancy Service Regulations 2010 issued by the Public Procurement Regulatory Authority.

3. Expression of Interest documents containing detailed terms and conditions are available for the interested bidders at the office of Director (Budget & Accounts), Drug Regulatory Authority of Pakistan, TF Complex Building, 7-Mauve Area, G-9/4, Sirinagar Highway, Islamabad. Price of the EOI document is Rs. 1000/-, EOI documents may also be downloaded from [www.dra.gov.pk](http://www.dra.gov.pk) free of cost.

4. The Expression of Interest, prepared in accordance with the instruction in the EOI documents, must reach at the office of Director (Budget & Accounts), Drug Regulatory Authority of Pakistan, TF Complex Building, 7-Mauve Area, G-9/4, Sirinagar Highway, Islamabad on or before **09.03.2022 at 14:00 Hrs**. Bids will be opened on the same day at 14:30 Hrs. This advertisement is also available on PPRA's website at [www.ppra.org.pk](http://www.ppra.org.pk).

#### **Assistant Director (Admin-II)**

Drug Regulatory Authority of Pakistan  
T.F Complex Building, 7-Mauve Area, G-9/4,  
Sirinagar Highway, Islamabad. Ph: 051-9262175  
**email: [admin-ii@dra.gov.pk](mailto:admin-ii@dra.gov.pk) web: [www.dra.gov.pk](http://www.dra.gov.pk)**

## **1. Introduction**

Drug Regulatory Authority of Pakistan is formed by Drug Regulatory Authority of Pakistan Act 2012 (The ACT). DRAP is mandated to regulate the pharmaceutical industry of Pakistan, issue licenses and create fair regime in the pharmaceutical sector. Among other things DRAP is also required to collect fees for the regulatory services provided by it and the income of DRAP is made taxable under Income Tax Ordinance, 2001.

## **2. Instructions to Participants**

- i. Single stage - two envelope procedure will be used for tendering process. The bid shall comprise of one envelope containing proposals for technical and the other with financial proposal. The bids will be opened and evaluated as per evaluation criteria mentioned in the EOI documents. Bidders will provide all necessary information as required in the EOI documents to make the bid responsive.
- ii. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal the envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL”.
- iii. Proposals will be submitted on or before the last date for submission on the given address.
- iv. The consultant may request a clarification of any of the EOI document. Any request for clarification must be sent by electronic mail to the client’s address given below.

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### **3. Proposal Requirements**

#### **Technical Proposal**

##### **a. Quality**

- i. Tax Partners & Staff (members of ICAP or similar international/local bodies)
- ii. Experience, qualifications and team profiles of Engagement Partner, Manager.
- iii. Affiliated / Member firm of reputed international firm

##### **b. Experience**

- i. Experience of taxation service in Public Sector entities/ Regulatory Authority(ies) in Pakistan

#### **Financial Proposal**

Financial proposals should be divided into the following categories:

- i. Per task/ assignment fees as to nature of service rendered (Separately for 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> year of service) &
- ii. Out of pocket expense per task/ Assignment (Separately for 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> year of service)

### **4. Terms of Reference (Scope of the Assignment)**

DRAP intends on hiring tax consultancy services for the following key tasks:

#### **A. Tax Advice on existing Tax Structure**

- a. Preparation and filing of corporate tax return with the Income Tax Department, including the underlying tax computation on finalization of accounts and revision of return, if required.
- b. To advise the Authority on computation of quarterly advance tax
- c. Preparation and filing of refund application for refund due, if any
- d. Preparation and filing of stay/stay renewal application with appellate forums
- e. Attendance before the tax authorities and responding to notices issued in connection with the corporate tax return and audit proceedings till finalization of assessment.
- f. Assistance in giving tax credits as per the Income Tax Ordinance 2001, wherever applicable.
- g. Responding day-to-day notices and other correspondence with the taxation authorities concerning the items listed as a to d above.
- h. Help in interpreting and intimating of any changes in income tax, sales tax, federal excise duty and custom duty laws, if and when required.

## **B. Appeals**

a. Preparation and filing of appeal documents with Commissioner of Income Tax (Appeals).

Preparation and filing of written submissions and attendance before the Commissioner of Income Tax (Appeals) to argue the 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 the Income Tax Appellate Tribunal and where required defend the appeal filed by the Tax Department.

c. Assistance and provision of necessary papers and documents to advocate in appeal before High Court.

d. Assistance and provision of necessary papers and documents to advocate in appeal before Supreme Court.

## **5. Evaluation Criteria:**

i. Essential requirements for Qualification of Bidders

The following is the list of essential requirements failing which the bidder will be disqualified for further process against this EOI:

- ✓ The name of bidder should be in Active Taxpayer List (ATL) of income tax & sales tax of FBR.
- ✓ The bidder shall be eligible to appear before all forums of revenue authorities (upto the level of ITAT), a certificate/ affidavit to be provided in this regard
- ✓ The bidder should have at least 5 years existence in provision of tax consultancy service.
- ✓ Incorporation and/or existence should be proved from documentary evidence.
- ✓ Must have experience of providing taxation service to public sector entities/ Regulatory Authority(ies)

ii. **Evaluation Criteria for Technical Proposals:**

	<b>Sr. No.</b>	<b>Criterion</b>	<b>Weightage</b>	<b>Score</b>
<b>QUALITY</b>	1	Tax Partners & Managers (who are Members of ICAP or similar international/local bodies/members of tax bar) (2 mark per person) Max: 40	40	
	2	Affiliated / Member firm of reputed international firm (within Top 4 ranked globally known = 20, affiliation with others = 10)	20	
	3	Tax experience of Public Sector entities (List entities) (2 marks per entity, Max 10)	10	
	4	Tax experience of Regulatory Authority(ies) in Pakistan (List entities) (10 marks per entity, Max 30)	30	
		<b>SUB TOTAL QUALITY</b>	<b>100</b>	
i. Firms having minimum score of 70% will qualify for further process. ii. Supporting documents to be attached with for each evaluation criteria and essential requirements.				

iii. **Award of Consultancy Contract:**

Consultancy contract shall be awarded to the consultant offering the lowest bid price subject to qualifying technical evaluation for a period of 03 years (i.e. T.Y 2023, T.Y 2024 & T.Y 2025). If the lowest bid is the same from different consultants, the firm with highest marks in technical evaluation shall be awarded contract. Initial appointment shall be made for one year and the authority reserves the right to extend the initial contract for further period of one or two years at its's discretion.