



REQUEST FOR PROPOSAL (RFP)

(FOR ANNUAL AUDIT FOR THE YEAR ENDING JUNE 30, 2025)

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Pakistan Council of Architects and Town Planners (PCATP)

ANNEX A – LETTER OF INVITATION

The **Pakistan Council of Architects and Town Planners (PCATP)**, a statutory regulatory body established under the PCATP Ordinance, 1983, invites proposals from reputable **Chartered Accountant Firms** for the **annual audit** of its financial statements for the fiscal year ending **30th June 2025**.

PCATP's financial statements are prepared in accordance with applicable financial reporting standards and PCATP bye-laws. The audit must comply with **International Standards on Auditing (ISA)** and must be completed **by 30th November 2025**.

Firms will be evaluated based on the **Least Cost Method**, as per the criteria outlined in the RFP.

Registrar

Pakistan Council of Architects and Town Planners (PCATP),
Office Nos. 7–12, First Floor, Usman Centre, D-12 Markaz, Islamabad, Pakistan.
Phone: 051-6155552 – 4. Website: www.pcatp.org.pk, Email: registrar@pcatp.org.pk.



Pakistan Council of Architects and Town Planners (PCATP)

ANNEX B – PROPOSAL PREPARATION INSTRUCTIONS

1. Understanding of RFP

Firms are responsible for thoroughly understanding the RFP, including making inquiries if needed. PCATP reserves the right to disqualify any firm that fails to demonstrate sufficient understanding.

2. Good Faith Statement

Information provided in this RFP is in good faith. PCATP assumes no liability for any errors or misinterpretations.

3. Communication Protocol

All communication must be in writing. Verbal communication will not be considered binding.

Contact:

Finance Manager

☎ 051-6155552

✉ fm@pcatp.org.pk

4. Proposal Submission Format

Submit a **single sealed package** with two separate sealed envelopes inside including:

- **Technical Proposal**
- **Financial Proposal**

Both envelopes must reach PCATP **by 11:00 AM not later than 10th July 2025**.

5. Evaluation Process

- Technical proposals will be evaluated per criteria in **Annex E**.
- Minimum qualifying score: **70%**
- Only technically qualified firms will have their financial proposals opened.

6. Selection Criteria

The contract will be awarded to the **lowest-cost** technically qualified bidder.



Pakistan Council of Architects and Town Planners (PCATP)

ANNEX C – SAMPLE LETTER OF INTENT

1. Introduction

- Overview of firm's presence in Pakistan and Islamabad.
- Capability to conduct audits.

2. Required Attachments

- Firm profile
- ICAP affiliation proof
- Past public sector audit experience (Annex G)
- Current public sector clients (Annex H)
- Islamabad non-public sector clients (Annex I)
- Partners in audit section (Annex J)
- Proof of Islamabad office
- Two-month audit assurance
- Undertaking of document authenticity
- Proof of FBR Active Taxpayer status



Pakistan Council of Architects and Town Planners (PCATP)

ANNEX D – TERMS OF REFERENCE (TOR)

1. Introduction

PCATP, established under the PCATP Ordinance, 1983, regulates architecture and town planning professions in Pakistan. The Council's head office is in Islamabad, with a regional office in Karachi.

2. Objectives

To conduct the statutory audit of PCATP's financial statements and review internal controls and compliance.

3. Scope of Work

Audit will cover:

- **Accreditation & Registration:** Compliance with policy, fee structure, and rate revisions.
- **Accounting:** Budget control, cash management, recordkeeping.
- **Human Resource:** Salary calculation, hiring, and personnel records.
- **Procurement:** Transparency and compliance in purchases.
- **Information & Communication:** Data security and information systems.
- **General Administration:** Vehicle usage, office security, and travel records.

4. Methodology

To be determined by the auditor.

5. Access to Records

Auditors will have full access to financial records, policies, licensing agreements, and administrative documentation.

6. Deliverables

- **Audit Report with Opinion**
- **Management Letter** outlining weaknesses and recommendations

7. Timeline

Audit must be completed by **30th November 2025**.



Pakistan Council of Architects and Town Planners (PCATP)

ANNEX E – TECHNICAL & FINANCIAL EVALUATION CRITERIA

Mandatory Requirements (Must be Fulfilled)

1. ICAP affiliation
2. Minimum 5 years' public sector audit experience
3. FBR Active Taxpayer status
4. Document authenticity undertaking
5. Submission of required annexes (G, H, I, J)
6. Islamabad office presence
7. Two-month audit completion assurance
8. Bid Securing Declaration (Annex L)

Technical Evaluation (Weightage: 85%)

Criteria	Weight
Relevant Public Sector Audit Experience	30%
Team Expertise & Qualifications	20%
Technical Capacity & Compliance	15%
Work Plan & Timeliness	10%
References and Past Performance	10%

Note: Minimum qualifying marks: **70%**

Financial Evaluation (Weightage: 15%)

- Audit Fee
- Out-of-pocket expenses
- Taxes
- Total cost

4.2 FINANCIAL EVALUATION CRITERIA:

4.2.1 The firm offering most advantageous bid will be selected as already explained in this RFP document



Pakistan Council of Architects and Town Planners (PCATP)

ANNEX – F

FINANCIAL BID FORM

From,

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Contact No. (Mobile and Landline)

To,

Registrar

Pakistan Council of Architects and Town Planners (PCATP),

Office Nos. 7–12, First Floor, Usman Centre, D-12 Markaz, Islamabad, Pakistan.

Phone: 051-6155552 – 4. Website: www.pcatp.org.pk, Email: registrar@pcatp.org.pk

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Having read and understood the contents of RFP, Instructions, terms and conditions,

I/we hereby submit (in separate sealed cover) our Financial Bid for the audit of PCATP for year 2024-2025.

S. No	Fee	Amount in PKR
1.	Audit Fee	
2.	Out of Pocket Expense	
3.	Sales Tax	
4.	Total	

Sign and seal of offerer(s) and date

Note: Any changes/ revision in rate of sales tax by Government of Pakistan shall be adjusted/ accepted by both the parties as per Law and payment will be made to firm accordingly.



Pakistan Council of Architects and Town Planners (PCATP)

ANNEX G – PAST PUBLIC SECTOR AUDIT EXPERIENCE

Sr. No	Client Name	Audit Years
1		
2		
3		

Note: Add more rows as required

ANNEX H – CURRENT PUBLIC SECTOR CLIENTS

Sr. No	Client Name	Current Audit Year
1		
2		
3		

Note: Add more rows as required

ANNEX I – CURRENT AUDIT CLIENTS (ISLAMABAD – NON-PUBLIC SECTOR)

Sr. No	Client Name	Audit Year	Location
1			
2			
3			

Note: Add more rows as required

ANNEX J – AUDIT PARTNERS IN FIRM

Sr. No	Partner Name	ICAP Registration Number
1		
2		
3		

Note: Add more rows as required