



Federal Board of Revenue
Revenue Division – Government of Pakistan

Addendum No.01

To

Invitation to Bid

(Single Stage Two Envelope)

Hiring of HR Firm for Provision of Experts and Payroll Services

Country	Pakistan
Invitation to Bid Reference No.	5(18)Secy(Admn)/2024
Issuance Date	15-04-2025

S r. N o	Section	Section No./Page No	Initial Requirements of Invitation to Bid	Revised Requirements of Invitation to Bid
1	Section-II: Instruction to Bidders	Clause 2.6 Award of Contract Sub- Clause 2.6.2 Performan ce Guarantee / Page No. 23	Performance Guarantee: 5% of contract amount	Performance Guarantee: 1% of Total Service Consideration (Total Service Fee + Total Service Charges) during the contract period divided equally amongst successful bidders
	Section-IV: Bid Data Sheet	D. Preparatio n & Submissio n of Bids BDS Clause No. 13 ITB Number 2.6.2/Page No. 38	Performance Guarantee: 5% of contract amount	Performance Guarantee: 1% of Total Service Consideration (Total Service Fee + Total Service Charges) during the contract period divided equally amongst successful bidders
	Section-IV: Bid Data Sheet	G. Award of Contract ITB Number 2.6.2/Page No. 42	Performance Guarantee: 5% of contract amount	Performance Guarantee: 1% of Total Service Consideration (Total Service Fee + Total Service Charges) during the contract period divided equally amongst successful bidders
	Section-V: General Condi tions of Contrac t	Clause 7 – Performan ce Guarantee /Page No. 46	Performance Guarantee: 5% of contract amount	Performance Guarantee: 1% of Total Service Consideration (Total Service Fee + Total Service Charges) during the contract period divided equally amongst successful bidders
2	Section-IV: Bid Data Sheet	F. Bid Evaluation Criteria BDS Clause No. 20 ITB Number 2.1.3 & 2.5.8 Sub- Clause 2 Human Resource	“ ii. Executed 08 projects for both recruitment and payroll services over last 10 years. iii. Completed five projects where head hunting of executive personnel was involved.”	“ ii. Executed six (06) projects for both recruitment and payroll services over last 10 years. iii. Completed three (3) projects where head hunting of executive personnel was involved.”

		& Technical Capacity/Page No. 41								
	Section-IV: Bid Data Sheet	F. Bid Evaluation Criteria BDS Clause No. 20 ITB Number 2.1.3 & 2.5.8 Sub-Clause 4 Geographical Coverage/ Page No. 42	“Proof of nationwide presence i.e. Head Office in Karachi, Lahore, or Islamabad/Rawalpindi with regional/branch/local offices in each province of Pakistan.”			“Head office/Regional offices in Karachi, Lahore and Rawalpindi / Islamabad”				
3	Section-III: Terms of Reference	3.1b Service Charges/ Table/Page No. 34	Sr. No.	Component Type	Description	Limits	Sr. No.	Component Type	Description	Limits
			1	Remuneration	Amount shall be paid on per day rate as described. Different range of rates shall be prescribed based on their experiences.	As described in the table below	1	Remuneration	Amount shall be paid on per day rate as described. Different range of rates shall be prescribed based on their experiences.	As described in the table below
							2	Gratuity, EOBI, General Life Insurance and any other payment applicable under	Amounts shall be paid by FBR on actual basis paid to the resource	-

				labour law
	Section-III: Terms of Reference	3.1b Service Charges/ Table/Page No. 35	<p>“Note:</p> <p>1. FBR will not pay any additional payment except the fixed payment as described above and all other payments should be covered in the Service Charge quoted by the bidder.”</p>	<p>“Note:</p> <p>1. FBR will not pay any additional payment except the payments as described above and all other payments should be covered in the Service Charges quoted by the bidder.”</p>
4	Section-VIII: Sample Forms	Section 8.6 Financial Bid Form/Price Schedule/Sealed Financial Bid shall be submitted under/ Page No. 73	Table of Financial Bidding Form after the sentence “Financial Bid shall be submitted under”	Amended as Annexure-A
	Section-VIII: Sample Forms	Section 8.6 Financial Bid Form/Price Schedule/Sealed Financial Bid shall be submitted under/ Page No. 73	<p>Note: -</p> <ul style="list-style-type: none"> Financial Bid should be made as per person calculation for 10 days and is to be provided at quoted rates of service fee, and service charges. For Sectoral Experts, highest slab of payment category should be used i.e. Rs.80,000/- for calculation purposes. This requirement is only for financial bid calculations. These calculations are only for evaluation of bid purposes and rates of remuneration will be negotiated for each case of expert provided by the HR firm as per the process explained in Terms of Reference and working days will be on actual basis once expert has joined the 	<p>Note: -</p> <ul style="list-style-type: none"> Calculations are to be made for 29 Audit Mentors and 58 Sectoral Experts. (Total No. 87 for both experts) Financial Bid should be made as per person calculation for 10 days and is to be provided at quoted rates of service fee, and service charges. For Sectoral Experts, highest slab of payment category should be used i.e. Rs.80,000/- for calculation purposes. This requirement is only for financial bid calculations. <u>No amount for EOBI, Gratuity and Life Insurance is to be filled in for Sectoral Experts.</u> These calculations are only for evaluation of bid purposes and rates of remuneration will be negotiated for each case of expert provided by the HR

			<p>department. Similar is the case for taxes, 15% is mentioned only for bid evaluation purposes and during execution of contract, it shall be charged as per applicable rates notified by Federal/Provincial Government.</p>	<p>firm as per the process explained in Terms of Reference and working days will be on actual basis once expert has joined the department. Similar is the case for taxes, 15% is mentioned only for bid evaluation purposes and during execution of contract, it shall be charged as per applicable rates notified by Federal/Provincial Government.</p>
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ANNEXURE-A

Sealed Financial Bid shall be submitted as under:

Description of Role	No. of Resource (Only for bid evaluation purposes)	Service Fee (All amounts in PKR)		Service Charges (All amounts in PKR)							Total Payments (All amounts in PKR)			
		Service Fee per person (To be quoted by the Bidder) (In Figures)	Total Service Fee	Service Charges (To be quoted by the bidder) (In Percentage)	Monthly remuneration per person for 10 days per month (in PKR)	EOBI per person (Estimated amount per month. To be paid as per actual cost)	Gratuity per person (Estimated amount per month. To be paid as per actual cost)	Life Insurance per person (Estimated amount per month. To be paid as per actual cost)	Total Amount in lieu of resource	Total Service Charges	Total Payment for Services to the HR Firm	Rate of Sales Tax on Services	Total Sales Tax on Service	Total Invoice Amount for one month
	A	B	$C=A \times B$	D	E	F	G	H	$I = E + F + G + H$	$J = I \times D$	$K = C+J$	L	$M=K \times L$	$N= K + M$
Audit Mentors	29				600,000/-	1,850	5,000	13,890	620,740			16%		
Sectoral Experts	58				800,000/-	-	-	-	800,000			16%		
TOTAL BID VALUE FOR ONE MONTH (O)														
TOTAL BID VALUE FOR CONTRACT PERIOD FOR 3 YEARS (P = O x 36)														