

Government of Pakistan
Revenue Division
Federal Board of Revenue

Islamabad, the 08th April, 2025

MINUTES OF THE PRE -BID MEETING

SUBJECT: HIRING OF HR FIRM FOR PROVISION OF EXPERTS AND PAYROLL SERVICES

To hire the services of HR Firm for provision of Experts and Payroll Services, an advertisement was floated in Daily "Express Tribune" and daily, "The News" on 28.03.2024 (Friday). The advertisement was also published on FBR and PPRA websites. The bidding documents were also uploaded on ePads and FBR websites. The VLC link was provided in the advertisement for the firms to participate in the meeting online. As per PPRA Rules, 2004, a pre-bid meeting (in person and online) in Committee Room No.358 was convened on 08.04.2025 at 11:00 am. The Members of Procurement Committee & Technical/Financial Evaluation Committee were present (Annex-A).

2. Three (03) representatives of firms were present personally and (05) five representative attended the pre-bid meeting through the given VLC link. (Annex-B)

3. During the pre-bid meeting, Syed Shabbir Raees Zaidi, Second Secretary, Delivery Unit briefed the representative of the firms about the bidding document. Representative of the firms asked questions about Gratuity, Escrow Account, criteria for experience mentioned in bidding document (Page:42), Insurance issues etc. (ratio of %age share from firms), management of these audit mentors, payment method to the firms, contract period etc. Mr. Muhammad Khalid Jamil, Chief (Tax Reforms) responded to most of the questions of the representative of the firms. The representative of M/s Pakmulti Services Pvt Limited suggested that the performance guarantee may be curtailed for one year instead of three years and after one year it may be carry forward for another one year. Mr. Muhammad Khalid Jamil, Chief (Tax Reforms) requested the representative of the firms, to kindly submit their queries and suggestions through email provided in the advertisement before 12:00 midnight on 08.04.2024 so that a written reply can be provided to them. Secretary Procurement Committee and Secretary to the Technical/Financial Evaluation Committee also assisted the pre-bid meeting.

4. The meeting concluded with a vote of thanks from the chair to the participants.


(Hasham Khalid Malik)
(Secretary Admin)/
Secretary Procurement Committee

Distribution:

- Members of Procurement Committee.
- Members of the Technical/Financial Evaluation Committee.

S.No.	Name & Designation	Portfolio in Committee	Remarks
1.	Mr. Mohammad Iqbal Member (Admn/HR)	Chair/Convener Procurement Committee	Present
2.	Mr. Freedom Akram Sheik Chief (Admn & Finance)	Member Procurement Committee	Present
3.	Mr. Muhammad Khaid Jamil Chief (Tax Reforms)	Member Technical/Financial Evaluation Committee	Present
4.	Ms. Ayesha Niaz Chief (Mgt-HR- Customs)	Member Technical/Financial Evaluation Committee	Present
5.	Dr. Muhammad Khurram Chief (Mgt-HR-IR)	Member Technical/Financial Evaluation Committee	Present
6.	Mr. Waqar Ahmed Secretary (CPF)	Secretary Technical/Financial Evaluation Committee	Present
7.	Mr. Hasham Khalid Malik Secretary (Admn)	Secretary Procurement Committee	Present
8.	Ms. Sadaf Ihsan Second Secretary (IR-Ops)	For Assistance of Committees	Present
9.	Syed Shabbir Raees Zaidi, Second Secretary Delivery Unit	For Assistance of Committees	Present

S.No.	Name of Firm	Name of Representative	Remarks
1.	M/s Solochoicez	Shahbaz Gul	Present
2.	M/s Pakmulti Services Pvt Limited	Rashidullah Khan	Present
3.	M/s HRSG outsourcing Pvt Limited	Behram Khan & Hamza Tariq	Present
4.	FSC Integrated Services (Pvt) Limited (JV)	Fawzi Khawaja	On-Line
5.	HRSG	Hafsa Nisar	On-Line
6.	Vital Management Services	Khawaja Shoaib Hamid	On-Line
7.	International Consulting (Pvt) Limited (JV)	Wasama Imran	On-Line
8.	ASK Development	Danish Ali	On-Line

FBR Response Queries for Tender

Hiring of HR Firm for Provision of Audit Mentors & Sectoral Experts

Questions		FBR Response on queries
1	<p>As per Tender document, page 41 the technical requirement for the number of HR Project and Head Hunting Project is 8 Projects in 10 years & 5 Projects respectively.</p> <p>Recommendation. 6 - 8 HR Projects & 2 — 3 Head Hunting Project. This will increase the number of bidders and will be easier to formulate a panel of 3 bidders for the award of contract.</p>	As amended in the Addendum-1
2	<p>As per Tender document, page 42, the technical requirement is of local offices in all provinces.</p> <p>Recommendation. Head office and regional offices in Karachi, Lahore and Rawalpindi / Islamabad, should be sufficient. Rest of the technical requirement may please be deleted / omitted. This will also increase the number of participating bidders.</p>	As amended in the Addendum-1
3	<p>As per Tender document, page 42, the technical requirement of Performance Guarantee is 5% of Contract Value.</p> <p>Recommendation. As per tender document, page 36, payments to the contracting Company! Firm will be made through joint Escrow Account. This makes FBR immensely financially secure to run the project as they will be the controlling authority. It is recommended that Performance Guarantee be made as low as possible, which will reduce the vendors' bidders' service charges and the overall cost / budgeting of the project. Hence, it is requested that Performance Guarantee be either 1 or 2% of annual value of the contract or 5% of annual value of Service Charges of the project.</p>	As amended in the Addendum-1
4	<p>Please clarify category wise the eligibility of gratuity, EOBI and General Life Insurance to Mentors and Sectoral Experts.</p>	<p>Gratuity, EOBI and General Life Insurance will be applicable as per labour laws. For the purposes of financial bid evaluation, EOBI, Gratuity and General Life Insurance will not be part of Service Charges. These will be paid on the basis of actual cost incurred. Same has been amended in Addendum-1.</p>
5	<p>In order to calculate the financial bid, please clarify, whether to calculate the total invoice of the project for 3 years basing on total strength of 173 (58 + 115) or 58 (173 / 3), as it will have an impact on calculating Performance Guarantee and its financial impact/ financial cost.</p>	<p>The project cost should be calculated for 3 years and for total strength of 173/2=87 (29 Audit Mentors and 58 Sectoral Experts). It has already been clarified in the bidding document that the financial bid calculation is solely for the purposes of evaluation of the financial bid. Performance Guarantee will be calculated on the basis of contract value. Contract value will be calculated as Total Service Consideration (Total Service Fee + Total Service Charges) to be paid to the successful bidder during the length of contract. Performance Guarantee: 1% of Total Service Consideration (Total Service Fee + Total Service Charges) during the contract period divided equally amongst successful bidders as reflected in Addendum-1</p>
6	<p>Please clarify whether work order for the head hunting for mentors and sectoral experts will be carried in bulk (all recruitment at once) or in piecemeal (as and when required) at the start of the contract.</p>	<p>At the outset, bulk hiring will be done for most of the resources and going forward it will be on the rolling basis.</p>

FBR Response Queries for Tender

Hiring of HR Firm for Provision of Audit Mentors & Sectoral Experts

7	What will be the rate of withholding tax on Service Fee and Service Charges (4%, 9% or else)?	Withholding Tax Rate will be as per law at the time of payment.
8	How will Performance Guarantee be calculated? Can you share breakdown and expected value?	Performance Guarantee will be calculated on the basis of contract value. Contract value will be calculated as Total Service Consideration (Total Service Fee + Total Service Charges) to be paid to the successful bidder during the length of contract. Performance Guarantee: 1% of Total Service Consideration (Total Service Fee + Total Service Charges) during the contract period divided equally amongst successful bidders as reflected in Addendum-1
9	Is there a possibility of providing Performance Guarantee through Insurance Guarantee?	No. It will be a bank guarantee only.
10	Since Audit Mentors are hired for three years, will they be paid Gratuity, EOBI and get life insurance?	Gratuity, EOBI and General Life Insurance will be applicable as per labour laws. For the purposes of financial bid evaluation, EOBI, Gratuity and General Life Insurance will not be part of Service Charges. These will be paid on the basis of actual cost incurred. Same has been amended in Addendum-1.
11	Since contracts with Sectoral Experts will be for six months at maximum, they will not qualify for EOBI, gratuity and life insurance, however, it will be mandatory if a Sectoral Expert is selected for contract again after expiry of the initial contract for six months, will FBR pay recruitment fee to Service Provider for re-hiring and will they also be paying the EOBI, gratuity and life insurance for the year?	Gratuity, EOBI and General Life Insurance will be applicable as per labour laws.
12	Section 9.7 for General Conditions of Contract is OK for withholding tax but any other tax is levied or rate is increased (like increase in GST rate or levy of central excise on this service) it will be unfair to ask Service Provider to bear the impact alone. Please clarify FBR's position in such cases?	Taxes will be charged as per prevalent rate and practice
13	How many days after submitting the error free invoice, will the service provider get paid from the escrow account?	30 days
14	Reference to the subjective RFP issued, please confirm if you will grant one service to the bidder without the other or both experts finding and payroll service will be issues to one bidder.	At the outset, hiring will be offered for both kind of resources to all HR Firms in the panel and best resource provided by the HR Firms will be hired.