



Federal Board of Revenue
Revenue Division – Government of Pakistan

Addendum No.02

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 | 22-04-2025 |

| S r. N o | Section | Section No./Page No | Initial Requirements of Invitation to Bid | Revised Requirements of Invitation to Bid |
|-------------------|--------------------------------------|---|---|--|
| 4 | Section- VIII: Sample Forms | Section 8.6 Financial Bid Form/Pric e Schedule/S ealed Financial Bid shall be submitted under/ Page No. 73 | Table of Financial Bidding Form after the sentence “ Financial Bid shall be submitted under ” and amended via Annexure-A in Addendum-1 | Amended as Annexure-A to Addendum-2 |

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 | $I = E + F + G + H$ | $J = A \times I \times D$ | $K = C+J$ | 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) | | | | | | | | | | | | | | |