



**Federal Board of Revenue**  
Revenue Division – Government of Pakistan

**ADDENDUM NO. 1**

**TO**

**BIDDING DOCUMENTS**

**(Single Stage - Two Envelope)**

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**Hiring of HR Firm for Provision of  
Auditors and Payroll Services (Phase-II)**

**(National Competitive Bidding)**

Country	Pakistan
Invitation to Bid Reference	5(17)Secy(Admin)/25
Issuance Date	31 <sup>st</sup> December 2025

The following amendments are made in the bidding document for **Hiring of HR Firm for Provision of Auditors and Payroll Services (Phase-II)** advertised vide No.5(17)Secy(Admin)/25 and shall be considered as part of the bidding document, bidding process and must be followed by all the bidders.

S. No.	RFB Section / Clause	Existing Clause / Text / Table	Amended Clause / Text / Table												
1.	Section V - Schedule of Requirement	<p>The delivery schedule expressed as weeks/months stipulates a delivery date which is the date at which service is required.  <b>Service delivery schedule in weeks/months from</b> _____</p> <table border="1" data-bbox="373 630 1163 967"> <thead> <tr> <th data-bbox="373 630 743 672">Title of Services</th> <th data-bbox="743 630 1163 672">Delivery Schedule in Weeks</th> </tr> </thead> <tbody> <tr> <td data-bbox="373 672 743 841">1. Provision of Personnel (Planning phase to Onboarding of personnel).</td> <td data-bbox="743 672 1163 841">1. Expected to be completed in 2-8 weeks from Award of Contract / submission of requirement of personnels by the Procuring Agency or its Field Formation.</td> </tr> <tr> <td data-bbox="373 841 743 967">2. Payroll Services</td> <td data-bbox="743 841 1163 967"></td> </tr> </tbody> </table>	Title of Services	Delivery Schedule in Weeks	1. Provision of Personnel (Planning phase to Onboarding of personnel).	1. Expected to be completed in 2-8 weeks from Award of Contract / submission of requirement of personnels by the Procuring Agency or its Field Formation.	2. Payroll Services		<p>The delivery schedule expressed as weeks/months stipulates a delivery date which is the date at which service is required.  <b>Service delivery schedule in weeks/months from</b> _____</p> <table border="1" data-bbox="1192 630 2007 1010"> <thead> <tr> <th data-bbox="1192 630 1528 672">Title of Services</th> <th data-bbox="1528 630 2007 672">Delivery Schedule in Weeks</th> </tr> </thead> <tbody> <tr> <td data-bbox="1192 672 1528 841">1. Provision of Personnel (Planning phase to Onboarding of personnel).</td> <td data-bbox="1528 672 2007 1010">1. Expected to be completed in 3-10 weeks from Award of Contract / submission of requirement of personnels by the Procuring Agency or its Field Formation. The auditor should join FBR within 30 days of selection.</td> </tr> <tr> <td data-bbox="1192 841 1528 1010">2. Payroll Services</td> <td data-bbox="1528 841 2007 1010"></td> </tr> </tbody> </table>	Title of Services	Delivery Schedule in Weeks	1. Provision of Personnel (Planning phase to Onboarding of personnel).	1. Expected to be completed in 3-10 weeks from Award of Contract / submission of requirement of personnels by the Procuring Agency or its Field Formation. The auditor should join FBR within 30 days of selection.	2. Payroll Services	
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2.	Section V - Scope of Work	<p><b>Timeline:</b> The bidder that is awarded the contract is required to provide the required number of personnel preferably within 2-8 weeks from the date of award of the contract.</p>	<p><b>Timeline:</b> The bidder that is awarded the contract is required to provide the required number of personnel preferably within 3-10 weeks from the date of award of the contract.</p>												