



Special Technology Zones Authority

Cabinet Division

Government of Pakistan

Expression of Interest (EOI) for Tax Consultancy Services

1. STZA, an autonomous body established under the Special Technology Zones Authority Act 2021 invites Expressions of Interest (“EOI”) from firms who are on the Active Taxpayers List of the Federal Board of Revenue to provide consultancy on tax related matters to STZA. The method of selection will be Quality and Cost Basis.
2. Request for EOI documents, (containing detailed terms and conditions, etc. are available on the STZA website (www.stza.gov.pk). EOI documents can also be downloaded from PPRA website www.ppra.org.pk free of cost.
3. The expression of interest, prepared in accordance with the instructions in the EOI documents, must reach at Special Technology Zones Authority office, Plot # 61, 16th Floor, , New State Life Tower, Jinnah Avenue, Islamabad by 1100 hours on 15th March 2022. The packages will be opened on the same day 15th March 2022 at 1130 hrs. Submission will be in hard copy only.

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Special Technology Zones Authority

16th Floor, New State Life Tower, Plot # 61, Jinnah Avenue, Islamabad



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EXPRESSION OF INTEREST

FOR

**TAX CONSULTANCY SERVICES TO SPECIAL TECHNOLOGY ZONES
AUTHORITY**

INSTRUCTIONS TO BIDDERS

1. BACKGROUND

- 1.1. Special Technology Zones Authority (“**STZA**”) is an autonomous body established under Special Technology Zones Authority Act, 2021. The Authority has been mandated to provide institutional and legislative support for the technology sector with internationally competitive and export-oriented structures and ecosystem, to attract FDI, to connect academia, research and technology industry, to increase the productivity and decrease the costs of production through high-tech interventions, intensive innovation and futuristic entrepreneurship, to enable job creation, to commercialize technological knowledge and more. This will be manifested through creation of Special Technology Zones (STZs) across the country bearing science and technology parks, incubation centers, R&D centers, technology production centers, universities, technical training centers etc. More details can be obtained from official website of STZA.
- 1.2. STZA intends to pre-qualify eligible **firms** through this request for an Expression of Interest (“**EOI**”).
 - 1.2.1. Those bidders who pre-qualify in this EOI will be invited to participate in a Request for Proposal process.

2. INVITATION TO SUBMIT AN EXPRESSION OF INTEREST

- 2.1. Eligible firms are invited to submit a proposal to participate in STZA’s pre-qualification process for engaging firms to provide services to STZA on tax laws and ancillary matters. Firms should submit their proposals, detailing their experience and qualifications in the form provided in this document.

3. TERMS AND CONDITIONS

- 3.1. This request for EOI will be subject to the Public Procurement Regulations 2004, and any other relevant rules.
- 3.2. STZA will ensure all data submitted by prospective applicants is treated as confidential.
 - 3.2.1. All bidders will be expected to keep any information received from STZA confidential.
- 3.3. All expenses related to participating in this request for EOI will be borne by the applicants.
- 3.4. STZA reserves the right to verify any information submitted by applicants.

- 3.5. Any information which is found by STZA to be false will be ground for rejection. Any misstatement or concealment will also be grounds for rejections.
- 3.6. STZA reserves the right to at any time cancel this procurement process without notice and disclaims all and any liability in that instance.
- 3.7. All queries must be in writing or through email.
- 3.8. In responding to this request for EOI, all bidders accept the responsibility fully to understand this EOI document in its entirety, and in detail, including making any inquiries to STZA as necessary to gain such understanding. STZA reserves the right to disqualify any firm who demonstrates less than such understanding. Further, STZA reserves the right to determine, at its sole discretion, whether the firm has demonstrated such understanding. That right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to STZA.

4. DEADLINE FOR SUBMISSION AND PROCEDURE

- 4.1. All prospective applicants must send an email to mehwish.iqbal@stza.gov.pk with their contact details. STZA will not be liable for any missed communications due to a failure to provide this information.
- 4.2. By 1100 hours on **15th March 2022**, all proposals must reach the STZA office and proposals will be opened at 1130 hours on **15th March 2022** at the STZA office located at:

Plot # 61,16th Floor, , New State Life Tower, Jinnah Avenue, Islamabad

- 4.3. Submission cannot be through email.
- 4.4. All envelopes must be sealed, include all documents required and must be clearly marked:

“EOI TO PRE-QUALIFY TAX FIRMS FOR STZA”

5. TERMS OF REFERENCE

- 5.1. Successful bidders will be required to provide the following services:
- i. Representing STZA before the tax authorities as required under the applicable laws.
 - ii. Day to day tax advisory to STZA.
 - iii. Preparation of policy papers, concept notes, and drafting of amendments/ordinance/SROs for tax laws as required under the STZA Act, 2021 and rules and regulations made thereunder.
 - iv. Entering into negotiations with relevant tax authorities for incorporation of amendments in applicable tax laws as per STZA Act, 2021, and rules and regulations made thereunder.
 - v. Any advice required by STZA’s Board of Governors.
 - vi. Analysis of tax laws and their implications on STZA and its mandate.
 - vii. Draft and assist in negotiations of agreements with entities in Pakistan or abroad;

- viii. Successful bidders must be willing to travel throughout Pakistan to represent STZA and/or its affiliates;
- ix. Providing tax opinions on any issues encountered by STZA or its affiliates;
- x. Represent STZA on various judicial, or quasi-judicial forums as and when required.
- xi. Advise on and represent STZA with Federal and Provincial Governments on tax matters as required.
- xii. Any other matters, as and when requested by STZA.

6. DOCUMENTS

6.1. All applicants **must** submit in a sealed envelope:

- 6.1.1. An Expression of Interest in a sealed envelope (and labelled as “EXPRESSION OF INTEREST” and indicating the firm’s name) which includes:
 - 6.1.1.1. A letter of introduction briefly detailing the prospective firm’s suitability for this assignment;
 - 6.1.1.2. A profile of the firm;
 - 6.1.1.3. CV’s of all partners and key staff;
 - 6.1.1.4. A detailed list of relevant experience satisfying the requirement in section 8 below;
 - 6.1.1.5. Original Affidavit (not more than 30 days old) on Stamp Paper of at least Rs 100 value that the Bidder is not insolvent, bankrupt, or blacklisted or debarred by any public agencies. Also stating that there are no pending criminal matters against the Bidder;
 - 6.1.1.6. Copies of tax returns of previous five (05) years; and
 - 6.1.1.7. Firm’s incorporation certificate along with NTN certificate.

7. EVALUATION CRITERIA AND PROCESS

- 7.1. All bidders whose Expressions of Interest are complete at opening, will be evaluated on the basis of the technical evaluation criteria detailed in Section 8 of this document.
 - 7.1.1. Those bidder who fail to achieve the minimum criteria (as required by section 8) will not be pre-qualified.
- 7.2. Only those bidders who are found technically responsive and clear the minimum qualification criteria laid out in section 8 will be invited to the request for proposal process.

8. TECHNICAL EVALUATION CRITERIA

Table 1: Minimum Qualification Criteria

S. No	Qualification / Experience
1	At least Seven (07) years of experience of advising companies on tax matters. <ul style="list-style-type: none"> • Bidder to submit proof of the same
2	At least Seven (07) years of experience of advising public sector companies / organizations/Government agencies in Pakistan on tax matters. <ul style="list-style-type: none"> • Bidder to submit proof of the same
3	At least Seven (07) years of experience in litigation and representing clients before various the Courts of Law in Pakistan related to tax matters. <ul style="list-style-type: none"> • Bidder to submit proof of the same
4	At least Five (05) years of experience in policy making, and its participation in preparation of amendments to various tax laws. <ul style="list-style-type: none"> • Bidder to submit proof of the same
4	Firms and their partners must enjoy good repute, not be insolvent, bankrupt or blacklisted, and must be well respected amongst their peers and the industry <ul style="list-style-type: none"> • The Bidder shall provide an affidavit on stamp paper worth 100 Pkr stating that the Bidder has not been blacklisted by any public or private entity and/or has not been declared bankrupt and/or insolvent. Also stating that there are no pending criminal matters against the Bidder.
5	Active tax payer for the last five (05) years <ul style="list-style-type: none"> • Bidder to submit proof of the same

- a. Applicants must meet all the above minimum required qualification criteria to qualify. Failure to meet any of the above criteria will disqualify a bidder.
- b. Applicants who fail to submit any of the documents detailed in Section 6 will be rejected.
- c. Pre-qualification will be subject to the provision of references and verification of those references by STZA in its sole discretion.
