



Special Technology Zones Authority

Cabinet Division

Government of Pakistan

EXPRESSION OF INTEREST (EOI) FOR HIRING TAX CONSULTANCY SERVICES

1. Special Technology Zones Authority an autonomous body established under the Special Technology Zones Authority Act 2021 invites Expressions of Interest (“**EOI**”) from firms/companies/limited liability partnerships/consultants (“**bidders**”) 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 EOI, prepared in accordance with the instructions in this document, must reach at Special Technology Zones Authority Head Office, 16th Floor, New State Life Tower, Plot # 61, Jinnah Avenue, Islamabad by 1100 hours on 9th May 2022. The packages will be opened on the same day 9th May 2022 at 1130 hrs. Submission will be in hard copy only.

Mehwish Iqbal

Manager Procurement

mehwish.iqbal@stza.gov.pk

Special Technology Zones Authority
16th Floor, New State Life Tower, Plot # 61, Jinnah Avenue, Islamabad



Special Technology Zones Authority

Cabinet Division

Government of Pakistan

EXPRESSION OF INTEREST

FOR

HIRING TAX CONSULTANCY SERVICES

FOR

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 bidders through this request for an Expression of Interest (“**EOI**”). 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 bidders are invited to submit a proposal to participate in STZA’s pre-qualification process for engaging bidders to provide services to STZA on tax laws and ancillary matters. Bidders 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 applicable rules.
- 3.2. STZA will ensure all data submitted by prospective bidders is treated as confidential. 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 bidders.
- 3.4. STZA reserves the right to verify any information submitted by bidders.

- 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 bidder who demonstrates less than such understanding. Further, STZA reserves the right to determine, at its sole discretion, whether the bidder 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 bidders 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 9th May 2022, all proposals must reach the STZA office and proposals will be opened at 1130 hours on 9th May 2022 at the STZA office located at:

STZA Head Office, Floor 16th New State Life Tower, Plot # 61,
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:

“EXPRESSION OF INTEREST FOR HIRING TAX CONSULTANCY SERVICES”

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 amendments in 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 bidders **must** submit in a sealed envelope:

- 6.1.1. An EOI in a sealed envelope (labelled as "EXPRESSION OF INTEREST FOR HIRING TAX CONSULTANCY SERVICES" and indicating the bidder's name) which includes:
 - 6.1.1.1. A letter of introduction briefly detailing the prospective bidder's suitability for this assignment;
 - 6.1.1.2. CV's of all partners and key staff;
 - 6.1.1.3. Incorporation Certificate;
 - 6.1.1.4. Proof of being active on latest Active Taxpayer List;
 - 6.1.1.5. A detailed list of relevant experience satisfying the requirement in section 8 below; and
 - 6.1.1.6. 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.

7. EVALUATION CRITERIA AND PROCESS

- 7.1. All bidders whose EOI are complete at opening, will be evaluated on the basis of the technical evaluation criteria detailed in Section 8 of this document.
- 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

- 8.1. Below mentioned table reflects the minimum qualification criteria for bidders to be pre-qualified as per this EOI. Bidder shall meet requirements set forth in the table below in order to be pre-qualified under this EOI.
- 8.2. Only pre-qualified bidders will be called for process of Request for Proposals and will be evaluated against technical and financial evaluation criteria. Bidders who fail to submit any of the documents detailed in clause 6 will be rejected.

Table 1: Minimum Qualification Criteria

<i>S. No</i>	<i>Qualification / Experience</i>	<i>Criteria</i>
1	At least four (04) years of experience of advising private companies on tax matters. <ul style="list-style-type: none">• Bidder to submit proof of the same	MUST
2	At least four (04) 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	MUST
3	Active tax payer for the last five (05) years <ul style="list-style-type: none">• Bidder to submit proof of the same	MUST
