

# **INSTRUCTIONS TO THE CONSULTANTS**

**Re-invitation of  
Expression of Interest**

**“HIRING OF AUDIT FIRM”**

**National Disaster Risk Management Fund  
(NDRMF)**

# INSTRUCTIONS

1. NDRMF invites eligible and reputable “**Chartered Accountancy (CA) Firms**”, duly authorized to practice in the country.
2. Eligible consultants should submit Expression of Interest (**EOI**) in English language along with relevant complete details of their qualification and experience as requested in REOI Notice and hereunder: -
  - i. Name, address, Phone, Fax and E-mail address along with postal and telegraphic address for the head office, branch offices and contact personnel
  - ii. Having registration with Income & Sales Tax Departments – **Provide the copy of Tax registration certificates for both**
  - iii. Listed in the **category ‘A’** list of the State Bank of Pakistan to carry out the audits- **Provide documentary evidence**
  - iv. Having a satisfactory Quality Control Rating from the Institute of Chartered Accountants in Pakistan (ICAP)- **Provide Documentary evidence.**
  - v. Certificate of Incorporation/Registration with authorized government department(s).
  - vi. Affidavit confirming that: (a) applicant Consultant (Name of the Consultant) has never been blacklisted by any National, Government/Semi Government Organization and (b) All the information provided by the applicant Consultant is correct.
  - vii. Interested **CA Firms** are required to demonstrate/provide requisite information to prove their qualification/eligibility to perform the assignment. The short-listing criteria are:
    - a) **Technical Competence**: Relevant experience of the firm(s) in the last ten (10) years, in conducting audits, systems/processes assurance, pre-award assessments and control evaluations by furnishing the list of completed/ongoing projects in this respect including name of the client(s) and value of the assignments with person-month inputs to be provided separately, Portfolio of clients;
    - b) **Management Competence**: having at least 20 partners and 1000 professional staff with their list, qualification, experience address and proof that they are in the employment of the firm. Brief CVs shall be submitted for Partners/Directors of firms and permanent senior technical staff members. Corporate profile indicating years of operation, core competencies and management systems; (CVs of the experts shall not be evaluated at EOI stage, detailed CVs of required experts, as per TORs shall be required at RFP stage)
    - c) **Geographical Experience/ Converge**: In depth experience of delivering similar /comparable services to Public Sector Companies/ Organizations/ International Donors or Donors’ assisted projects; International association with Audit Firms etc.

2. Interested CA Firms must provide lucid information as per above requirements indicating that they are qualified to perform above services and must provide only materials that would be specific to the proposed services, and to avoid submitting generic promotional material. **Non-provision of requisite documentary evidences/ information as per this Instructions to Consultants, may lead to “Non-Responsiveness” of the Consultants’ response/ application.**
3. Selected Consultant will be required to declare any conflicts of interest, both for the organization as a whole as well as individuals assigned to carry out this work.
4. Any further information/clarification can be sought.

## **MANAGER PROCUREMENT**

**National Disaster Risk Management Fund,**

5<sup>th</sup> Floor, EOBI House, Mauve Area G-10/4, Islamabad.

Ph: +92(51)9108300 Ext: 415

Email:- [muhammad.asif@ndrmf.pk](mailto:muhammad.asif@ndrmf.pk)