

**Request for Expression of Interest for Hiring of Tax Consulting Firm**

Punjab Education Foundation (PEF) is an autonomous organization, established under the auspices of Government of the Punjab and committed to the promotion of quality education in under privileged areas of Punjab through Public Private Partnership.

PEF requests Expressions of Interest from applicants who intend to be hired as Tax Consulting Firm for a period of one (01) year for provision of below mentioned services:

<b>Activity</b>	<b>Description</b>
<b>(A) Monthly Retainer Ship</b>	<ul style="list-style-type: none"><li>• To monitor changing tax laws and explain complicated legislation and its implications to PEF, in simple terms and provide legal advice on taxes issues;</li><li>• Opinion on Tax related matter, to be clear and should mention appropriate reference from Ordinance/ Rules/ Circulars/ SRO's as well as cover the purpose of seeking the reply (suggesting appropriate conclusion) with in 24 hrs.</li><li>• Annual Return of PEF</li><li>• Obtaining of tax exemption certificate for PEF</li><li>• PEF-Employees Training / capacity building (where necessary)</li><li>• Correspondence with Tax Authorities (FBR/PRA) regarding any letter / notice and meeting with tax authority on behalf of PEF (Where necessary)</li><li>• Monthly Tax submission including:-</li><li>• Monthly Data compiling for PSID Generation of Income Tax (Salaries, Supply of Goods / Services), GST and PST</li><li>• After PSID and CPR's confirmation, filling of monthly return / statements on IRIS and EFBR of Income Tax, GST and PST</li><li>• Active Status of PEF for GST</li><li>• All Tasks (including above mentioned tasks but not limited to) to be covered in monthly retainer ship.</li></ul>
<b>(B) Tax Refunds.</b>	
<b>(C) Appeals to Relevant Forums.</b>	
<b>(D) Special / Other Assignments.</b>	

**Eligibility Criteria**

Eligible applicant is an applicant who provides:

1. Proof of registration with Tax Authorities for NTN and GSTN/ PSTN as per relevant laws in Pakistan (whichever is applicable).
2. Certificate of registration/incorporation under statutory body.
3. Proof of an office in Lahore.
4. List of client organizations on letter head duly verified and copies of contracts/agreements/work orders carried out with at least 10 clients which may be verified directly by PEF.
5. Technical Expert Resume (Professional qualification FCA/FCMA having relevant experience).

**Terms and Conditions**

1. Applicants are requested to send desired documents as their expression of interest in a single envelope in the office of Deputy Director Procurement till **July 29, 2019** before **03:00 pm** at the below mentioned address.
2. Proposals will be opened on the same day at **03:30 pm** in presence of authorized representatives of applicants.
3. Incomplete and late received proposals shall be rejected.
4. PEF reserves the right to reject all the proposals submitted, prior to acceptance.
5. This request for EOI has also been advertised on official websites of PEF and PPRA at [www.pef.edu.pk](http://www.pef.edu.pk) <http://ppra.punjab.gov.pk> respectively
6. The Request for Proposal (RFP) will be floated only to shortlisted applicants.

**Director (HR and Admin)**  
**Punjab Education Foundation**  
**52 – L, Gulberg – III near Kalma Chowk, Lahore.**  
**Ph. # 042-99232791**