

REQUEST FOR PROPOSAL
Hiring of Consultants for Establishment of
Provident and Gratuity Fund Trust
For Pakistan LNG Terminals Limited

Pakistan LNG Terminals Limited (PLTL) is a Public Sector Entity, incorporated under the Pakistan Companies Ordinance 1984 and operates under the governance of the Ministry of Energy (Petroleum Division), Government of Pakistan (GOP). It is a wholly owned subsidiary of Government Holdings Private Limited (GHPL).

The Company is currently seeking to hire the services of a reputable Chartered Accountant Firm as consultants for establishing approved employee retirement funds namely Employee's Gratuity Fund and Employee's Provident Fund.

Detailed RFP document can be obtained by providing a request letter sent through an email or in person at the address below.

Interested firms may submit their Technical and Financial Proposal (under separate sealed envelopes) (Single Stage Two Envelope Procedure).

Proposal prepared in accordance with the instructions in the RFP, must reach at the address given below, on or before October 10, 2018 at 1500 Hrs. Bids will be opened in the presence of bidders / firm's representatives on the same day at 1530 Hrs.

Tender documents which are conditional, incomplete and received after due date and time will not be entertained.

Assistant Manager Procurement
Pakistan LNG Terminals Limited
5th Floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad
Phone No. 051-9216901
Email: waqar.zubair@paklngterm.com

TERMS OF REFERENCE (TORs)

We understand that our scope of work would be as follows;

Establishment of Employee Gratuity Fund and Employees Provident Fund

1. Preparation of Trust Deed and Trust Rules of the Employees Gratuity Fund and Employee's Provident Fund.
2. Preparation of other supporting documentation required for seeking registration of the respective Funds with the concerned authorities;
3. Submission of duly signed/approved documents with the Sub-Registrar for seeking registration of the respective Funds;
4. Follow-up and obtaining the duly registered documents from the office of the Sub-Registrar;
5. Filing duly registered documents with the concerned Tax Commissioner for seeking recognition of the respective Funds;
6. Obtaining the recognition certificate(s) from the concerned Tax Commissioner;
7. Filing an application seeking National Tax Number of the respective Funds;
8. Obtaining the NTN from FBR of the respective Funds.