

Expression of Interest
For
Enlistment of Chartered Accountant Firms
EOI No. HBFC/HOK/GSD/2021/2065

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EOI No. HBFC/HOK/GSD/2021/2065

July 08, 2021

Expression of Interest (EOI)

Enlistment of Chartered Accountant Firms

House Building Finance Company Limited (HBFC) is country's premier housing finance institution, providing affordable solutions, preferably to the low and middle income groups of the population. In compliance with Rule 3 (a) of Financial Institutions (Recovery of Finances) Rules 2018, HBFC invites expressions of interest (EOIs) from Chartered Accountants (CA) firm registered with Institute of Chartered Accountants of Pakistan (ICAP) for enlistment on HBFC panel.

EOI document containing detailed scope of work / terms of reference and evaluation criteria etc. can be downloaded from HBFC website i.e., www.hbfc.com.pk. This EOI is also available at PPRA website www.ppra.org.pk.

Profiles of interested CA Firms, prepared in accordance with the instructions in the EOI document must reach at address given below on or before **July 27, 2021 at 11:00 am**. The proposals will be opened on the same day at 11:30 am in the presence of interested CA Firms or their representatives (who choose to attend) at the address given below. Late/ incomplete/ conditional proposals will not be entertained.

HBFC reserves the right to accept or reject any or all expressions in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Head - General Services Department
House Building Finance Company Limited
3rd Floor, FTC Building, Shahrāh-e-Faisal, Karachi
Tel: 021-35641739/52

General

1. Scope of Bid

House Building Finance Company Limited (HBFC) is country's premier housing finance institution, providing affordable housing finance solutions, particularly to the low and middle income groups of the population. HBFC invites proposals from Chartered Accountant (CA) Firms in comply with Rule 3 (a) of Financial Institutions (Recovery of Finances) Rules 2018.

Those CA Firms can apply who has not been involved in any types of engagement whether assurance or consultancy or advisory with HBFC or its associates entities or employees funds since last five years. Initially, contract agreement with the successful CA firms will be signed for a period of two (02) years which can be extended with mutual consent for next two years. The bidding process is open to all bidders who meet the eligibility criteria. Scope of work / Terms of Reference is attached at **Annexure A**.

Bidder/Firm or its partner, who is or has been black listed or penalized by ICAP or any government organization will not be eligible to participate in the bidding/procurement process.

2. Deadline for Submission of Proposals

- i. Proposal must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. HBFC may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders previously subject to the original deadline will then be subject to the new deadline.

3. Late submission

Any expression / proposal received by the CA Firm after the deadline will be returned unopened.

4. Evaluation

The expressions / proposals will be evaluated as per Qualification / Eligibility Criteria at **Annexure - B** of this document. Interested CA Firms must also provide their intent on their company's letter head to provide their services on HBFC Schedule of Fee provided in **Annexure - C** of this EOI Document.

5. Company's Right to Reject All the Bids

HBFC reserves the right to annul the process and reject expressions / proposals at any time prior to the enlistment as per PPRA Rules.

Data Sheet

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions. Whenever there is a conflict, the provisions herein will prevail.

S#	Details
1	Expression of Interest for Enlistment of Chartered Accountant Firms EOI No. HBFC/HOK/GSD/2021/2065
2	<p><u>Contact Information and Communication</u> The contact detail for all correspondence in relation to this bid is as follows:</p> <p>Name: Asad Baber Khan Designation: Manager Procurement - GSD Email: asad.baber@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p><u>Technical Contact:</u> Name: Syed Haseeb Wasti Designation: AVP – SAM & Recovery Group Email: haseeb.wasti@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641747, Ext.: 722</p>
3	The expressions / proposals will be evaluated as per Qualification / Eligibility Criteria at Annexure – B of this document. Interested CA Firms must also provide their intent on their company's letter head to provide their services on HBFC Schedule of Fee provided in Annexure – C of this EOI Document.
4	The Company's address for the purpose of bid submission is: Head of General Services Department, House Building Finance Company Limited, 3rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641752
5	The deadline for submission of expressions / profiles will be July 27, 2021 at 11:00am. Bids will be opened on same day at 11:30 am at the following address: House Building Finance Company Limited, 3rd. Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi –Pakistan.

Scope of Works / Terms of Reference

Provide services to HBFC as laid down in Financial Institution (Recovery of Finances) Rules 2018 which as follows (but not limited to):

- a. Receive claims from HBFC on account of mortgage Money or loan outstanding against customers
- b. Receive claim from other mortgagees on account any borrowing or loan or claim against the customer.
- c. Review Borrower Statement of Account and determine the extent of liability of the customers including cost of funds as per Sub –Section (2) of section 3 of the Ordinance
- d. Submit report to the financial institution within thirty business days from the date of assignment of any case.
- e. In case CA firm finds any discrepancy in statement of account, the detail working with comments will be shared with nominated person of HBFC
- f. Assign resources who will determine loan amount, cost of funds & other charges including fee of CA firm must be signed off at least Manager level resource or Partner.
- g. Working will be made as per policy of HBFC communicated to CA firm from time to time.
- h. Communicate the customer about outstanding balance of loan , Markup, Rent and other charges as per policy
- i. Receive customer claim against their determination of final liability of the customers and consult with HBFC management for any query for reconciliation of customer claim and HBFC claim to determine final liability.
- j. Any other work related to realization of loan amount necessary for execution under Financial Institution (Recovery of Finances) Ordinance 2001 and its Rules 2018.

Qualification / Eligibility Criteria

Interested CA Firms shall be evaluated according to the following to provide required services:

S. No.	Criteria	Compliance		Evidence Provided		Attach Evidences as Under
		Yes	No	Yes	No	
1.	Please provide the following: (a) Name of the Firm (b) Particulars of partners (c) Registration date (d) Address of the firm					Appendix - A
2.	Firm must be a registered Tax Payer for at least three (03) years and must appear on the Active Taxpayer List. Please provide valid / verifiable documentary proof.					Appendix - B
3.	Firm must be registered in Securities and Exchange Commission of Pakistan (SECP). Please provide verifiable evidence.					Appendix - C
4.	Firm must provide Certificate of Registration with Institute of Chartered Accountants of Pakistan (ICAP). Please provide verifiable evidence.					Appendix - D
5.	Firm must provide number of years prior experience of Partner with Banks or DFIs (at least three clients or three years' experience of any partner in DFI or Banks). Please provide verifiable evidence.					Appendix - E
6.	Firm must provide particulars of ICAP members working with the firm.					Appendix - F
7.	Firm must provide their employees details available for this assignment. Please provide Resume / CV					Appendix - G
8.	Firm must provide their written consent on Schedule of Fee mentioned at Annexure - C. Please provide on company's letter head.					Appendix - H
9.	Firm must have functional office at Lahore or Karachi. Please provide addresses and verifiable evidence.					Appendix - I
10.	Organization/bidder must submit an affidavit on a Rs.200/- stamp paper that they have not been blacklisted or debarred or penalized by ICAP or any other regulator, organization.					Appendix - J

Note:

- i. Bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure.
- ii. The Firm must ensure to comply all the fields given here above.
- iii. If, in any case, a Firm is unable to comply in any of the given fields in Scope of Work / Terms of Reference (Annexure - A) and Qualification / Eligibility Criteria (Annexure - B), their proposal will not be considered for further processing.
- iv. The Firm must place their provided evidences as Appendix (clearly marked).



- v. During the evaluation no amendments by the bidder in the proposal will be permitted; however, HBFC may seek clarification.
- vi. A Contract Agreement shall be signed between HBFC and successful firm which may be extended further upon mutual agreement as the case may be.



Schedule of Fee for the Required Assignment

Firm must provide their written consent on below cited Schedule of Fee on company's letter head.

S. No.	Outstanding Principal (Rs)	Fee of CA firm per Case
1.	Less than Rs 1 million	Rs.3,000/-
2.	More than Rs 1 million and less then Rs 2.5 million	Rs.5,000/-
3.	More than Rs 2.5 million and less then Rs 5 million	Rs.10,000/-
4.	More than Rs 5 million and less then Rs 8 million	Rs.15,000/-
5.	More than Rs 8 million and less then Rs 10 million	Rs.20,000/-
6.	More than Rs 10 million	Rs.25,000/-