

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

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

August 29, 2021

Expression of Interest (EOI) (Revised)

for

Enlistment of Chartered Accountant Firms

House Building Finance Company Limited (HBFC) is country's premier housing finance institution, providing affordable housing finance 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 Expression of Interest (EOI) from interested Chartered Accountant (CA) firms 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 **September 15, 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, Shahrah-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 compliance with the Rule 3 (a) of Financial Institutions (Recovery of Finances) Rules 2018.

It is to be noted that only those CA firms can apply who has not been involved in any type of engagement whether assurance, consultancy or advisory services with HBFC or its associate / entities or employees' funds during last three (03) years period.

Initially, contract agreement with the successful CA firms will be signed for a period of one (01) year which can be further extended with mutual consent of both the parties.

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 blacklisted 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 as per 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 as per 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 / proposals will be September 15, 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

Successfully firms will provide their 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 mortgaged money or loan against its customers
- b. Receive claims from other mortgagees on account of 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 HBFC within thirty (30) 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 outstanding loan amount, cost of funds & other charges including fee of CA firm. All submitted reports / documents must be signed off by at least Manager level resource or Partner.
- g. Working will be made as per policy of HBFC that will be communicated to CA firm from time to time.
- h. Communicate outstanding loan amount, Markup, Rent and other charges as per policy to the customer.
- 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 and HBFC claims 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.
- k. Only those CA firms can apply who has not been involved in any type of engagement whether assurance, consultancy or advisory services with HBFC or its associate / entities or employees funds during last three (03) years period.

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 provide Certificate of Registration with Institute of Chartered Accountants of Pakistan (ICAP). Please provide verifiable evidence.					Appendix - C
4.	Firm must have at least five (05) years of experience of Partner(s)					Appendix - D
5.	Firm must provide particulars of ICAP members working with the firm.					Appendix - E
6.	Firm must provide their employees details available for this assignment. Please provide Resume / CV					Appendix - F
7.	Firm must provide their written consent for Fee mentioned at Annexure - C . Please provide on company's letter head.					Appendix - G
8.	Firm must have functional office in any of the major cities i.e., Karachi, Lahore or Islamabad. Please provide addresses and verifiable evidence.					Appendix - H
9.	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 - I

Note:

- i. The Firm must ensure to comply all the fields given here above.
- ii. 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.
- iii. The Firm must place their provided evidences as Appendix (clearly marked).
- iv. During the evaluation no amendments by the bidder in the proposal will be permitted; however, HBFC may seek clarification.
- v. Initially, contract agreement with the successful CA firms will be signed for a period of one (01) year which can be further extended with mutual consent of both the parties.

Schedule of Fee for the Required Assignment

All participating firm must provide their written consent on below cited Schedule of Fee on company's letter head. In case of non-compliance, their proposal will be rejected for further processing.

S. No.	Scope of Work	Fee per Case
1.	Outstanding Loan Amount as per Annexure – A	01% of the recoverable amount with a minimum fee of PKR 10,000 and a maximum of PKR 30,000 per case