

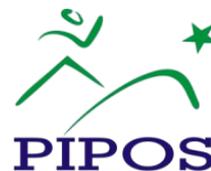


PIPOS

Pakistan Institute of Prosthetic And Orthotic Science

Tel: 091-5881026 - Email: managingdirector@pipos.gkp.pk - Website: www.pipos.gkp.pk

All Communication should be addressed to the Managing Director PIPOS and not to any official by name



Ref No: 196-200/Observation/Ext auditor/PIPOS/2026

Date:02/003/2026

To,

M/s Hassan Naeem & Co.

Chartered Accountants

Subject: Technical Proposal Evaluation Observations and Requirement for Compliance Meeting

Reference to **the** Technical Proposal submitted by M/s Hassan Naeem & Co. The third-party audit of PIPOS Institute and its satellite centers for conducting in accordance with the Standard Bidding Document (SBD).

The Technical Proposal submitted by your esteemed firm has been carefully evaluated by the competent evaluation committee in accordance with the criteria and requirements specified in the Standard Bidding Document. Following thorough assessment, the following outcome has been determined:

Overall Evaluation Score Achieved: 77.89 out of 100

Minimum Required Score: 80.00

It is regretfully noted that your firm's technical proposal has fallen short of the minimum qualifying threshold by **2.11 marks**. However, recognizing your firm's professional standing and the potential for rectification of certain deficiencies, this communication is being issued to provide you with an opportunity to address the shortcomings identified during the evaluation process.

The evaluation committee has identified the following specific shortcomings and non-compliances in your technical proposal that have contributed to the reduced evaluation score:

1.1 QCR Validity Period

- **Required:** Valid QCR (Quality Control Review) certificate for the last three years
- **Submitted:** QCR certificate for last two years only (dated 17/10/2024, appearing on Page 14 of the proposal)
- **Impact:** Non-compliance with mandatory documentation requirement

1.2 Pre-Bid Meeting

- **Required:** Attendance and participation in Pre-Bid meeting
- **Observed:** No evidence of Pre-Bid meeting held or attendance recorded
- **Impact:** Procedural non-compliance affecting evaluation scoring

1.3 CVs Authentication

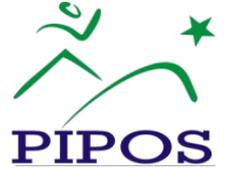


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- **Required:** All CVs must be signed by the individual professional and countersigned by the firm's authorized representative
- **Deficiency:** Two CVs lack proper signatures from the individuals:
 - a. Mr. Kashif Bin Munier (Director/Senior Manager) – Page 100
 - b. Mr. Shahab-ur-Rahman (Manager HR/Payroll) – Page 110 + 53
- **Impact:** Documentary authentication deficiency

1.4 Project Schedule Format (Appendix-G + H)

- **Required:** Bar chart and Time Schedule on monthly basis
- **Submitted:** Schedule prepared on weekly basis
- **Impact:** Non-conformity with specified format requirements

2. Proposal Submission Requirements (Page-8 + 15)

2.1 Number of Copies

- **Required:** Technical Proposal in Original + 1 Additional Copy (total 2 copies)
- **Submitted:** Only one copy of Technical Proposal
- **Impact:** Non-compliance with submission requirements

2.2 Two-Envelope Procedure

- **Required:** Compliance with two-envelope procedure as per Page-9 of SBD
- **Observation:** Requires verification and clarification

3. Mandatory Documentation

3.1 Undertaking/Affidavit (Page-13)

- **Required:** Undertaking/Affidavit of availability of key personnel
- **Status:** Incomplete or missing documentation

3.2 Proof of Employment

- **Required:** Documentary proof of employment for proposed key staff
- **Status:** Insufficient or missing evidence

4.1 Experience Verification

- **Required:** Experience at various positions along with documentary proof of years claimed



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- **Status:** Inadequate substantiation of claimed experience

4.2 Professional Liability Insurance

- **Required:** Detailed proof of professional liability and insurance coverage
- **Status:** No detailed proof provided

5. Project Experience (Page-16)

5.1 Government/Public Sector Projects

- **Required:** Specific Government/Public Sector audit project experience with documentation
- **Status:** Insufficient evidence

5.2 Project Completion Certificates

- **Required:** Completion certificates or substantial completion certificates from clients, including project value
- **Status:** Missing or incomplete documentation

6. Office Infrastructure (Page-17)

6.1 Peshawar Office

- **Marks Allocated:** 2 points for maintaining office at Peshawar
- **Status:** Requires verification

7. Key Professional Staff (Page-17)

7.1 Number of Partners Discrepancy

- **Claimed:** Number of partners in firm = 8
- **Observed:** Only seven partners identified; details provided for only 4 partners
- **Required:** Complete clarification and documentation for all claimed partners

7.2 Detailed Breakdown Missing

- **Required:** Detailed breakdown of overall experience and relevant QCR experience
- **Status:** Incomplete information for positions requiring above 18 years of experience (marked as 2.4 and QRP unclear)

In view of the above observations and in the interest of transparent procurement practices and providing equal opportunity to qualified firms, you are hereby **directed** to:

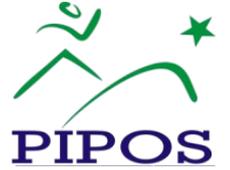


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You are required to attend a compliance clarification meeting scheduled as follows:

- **Date:** March 3, 2026 (Tomorrow)
- **Time:** 10:00 AM (sharp)
- **Venue:** Office of HOD, PRSP and Internal Auditor, PIPOS
- **Attendance: Mandatory and Positive**

You are directed to bring the following documents and records to the meeting:

1. **Updated QCR Certificate** valid for the last three years
2. **Signed CVs** with individual signatures and firm countersignature for:
 1. Mr. Kashif Bin Munier
 2. Mr. Shahab-ur-Rahman
3. **Revised Project Schedule** (Appendix-G + H) on monthly basis as required
4. **Additional Copy** of Technical Proposal as per submission requirements
5. **Undertaking/Affidavit** of availability of key personnel
6. **Proof of Employment** for all proposed key staff
7. **Experience Verification Documents** with proof of years claimed
8. **Professional Liability Insurance** detailed proof and policy documents
9. **Project Completion Certificates** from government/public sector clients with project values
10. **Complete Details of Partners** – clarification on number of partners (7 vs 8) with complete documentation
11. **Detailed Breakdown** of overall experience and relevant QCR experience for all key personnel
12. **Evidence of Pre-Bid Meeting** attendance (if applicable) or written explanation

This meeting will provide your firm with an opportunity to:

- Address and rectify the identified deficiencies
- Provide clarifications on ambiguous or incomplete information
- Submit missing documentary evidence
- Demonstrate compliance with mandatory requirements
- Bridge the gap between achieved score (77.89) and required threshold (80.00)



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The Provincial Institute of Prosthetics & Orthotics Services is committed to ensuring fairness, transparency, and adherence to prescribed procurement procedures. The observations highlighted above are substantive matters that affect the technical evaluation scoring and overall compliance with bidding requirements.

Your firm's professional reputation and the quality of services you represent are acknowledged. However, adherence to documentary requirements and procedural compliance are essential prerequisites for qualifications in any competitive procurement process.

This opportunity is being extended in recognition of the fact that certain deficiencies may be of documentary or procedural nature and can be rectified through proper substantiation and clarification. However, it is emphasized that **non-attendance or failure to provide satisfactory documentation will result in final rejection of the technical proposal** as per procurement regulations.

Following the compliance meeting and review of additional documentation, the evaluation committee will:

1. Re-assess the technical proposal in light of rectified deficiencies
2. Verify authenticity and completeness of submitted documentation
3. Determine revised evaluation score based on enhanced compliance
4. Make final recommendations to the competent authority

Should your firm successfully address the identified shortcomings and meet the minimum qualifying threshold of 80.00 marks, the proposal will be advanced to the next stage of the procurement process.

You are advised to:

- Prepare all required documentation systematically
- Ensure authorized representative(s) attend the meeting
- Bring original documents along with attested copies
- Be prepared to provide detailed clarifications on all raised observations
- Demonstrate serious commitment to compliance and professional standards

Failure to attend the meeting or provide satisfactory documentation will be construed as lack of interest in pursuing the opportunity, and the procurement process will proceed accordingly without further reference to your firm.

This letter is issued in the spirit of fair procurement practices and providing equal opportunity to all technically competent firms. The observations highlighted are intended to assist your firm in understanding the specific areas requiring attention and improvement.

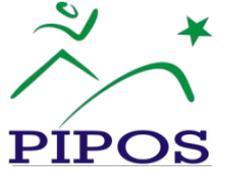


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Your positive response, timely attendance, and submission of complete documentation will enable the institution to make an informed and merit-based decision in accordance with applicable procurement regulations.

Your cooperation and compliance are expected and appreciated.

**Managing Director,
PIPOS.**

Copy for information:

1. Secretary Health, Government of Khyber Pakhtunkhwa.
2. Chairman, Board of Management, PIPOS.
3. Admin Officer PIPOS
4. Manager Finance.
5. Office Record