

Request for Proposal

Hiring of Consultant for Conversion and Registration of Gratuity Fund

PAEC Foundation invites sealed proposals from reputable and experienced consulting firms/chartered accountant firms/legal advisors for providing professional consultancy services for the **conversion of Non-Funded Gratuity Fund into a Funded Gratuity Fund**, including registration with relevant authorities and obtaining recognition from the Federal Board of Revenue in accordance with applicable laws and regulations.

Scope of Work

- Advisory support on structuring of the Gratuity Fund
- Preparation and finalization of Trust Deed, Gratuity Fund Rules, and related documentation
- Registration of the Gratuity Fund with relevant authorities
- Obtaining recognition of the Gratuity Fund from FBR
- Liaison with FBR and other concerned departments till successful completion

Eligibility / Submission Requirements

Interested firms must provide:

- Company profile and legal status
- Relevant experience in similar assignments (public/private sector)
- Proposed methodology and indicative timelines
- Professional fee structure (lump sum or stage-wise)
- Copies of NTN and other relevant registrations

Submission Details

Proposals must be submitted in sealed envelopes clearly marked "**Consultancy Services – Gratuity Fund**" on or before **20-04-2026 at 1100 Hrs** at the address given in Bid Data Sheet. Proposals will be opened on the same day at **11:30 Hrs** in the presence of bidders or their authorized representatives. Detailed RFP/document can be obtained from www.paecf.org.pk and www.epms.ppra.gov.pk. PAEC Foundation reserves the right to accept or reject any or all proposals as per applicable procurement rules.

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