

**Request for Quotation (RFQ) for Statutory Audit**

**Ref PR number: PAP-FIN-983**

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| **GOAL is completely against fraud, bribery, and corruption**  **GOAL does not ask for money for bids. If approached for money or other favours, of if you have any suspicions of attempted fraud, bribery or corruption please report immediately to email** [**speakup@goal.ie**](mailto:speakup@goal.ie)  **Please provide as much detail as possible with any reports** |

# About GOAL

GOAL is an international humanitarian agency, currently operating in 12 countries worldwide, dedicated to alleviating the suffering of the poorest of the poor. We are a non-denominational, non-governmental and non-political organisation. For more information on GOAL and its operations please visit [www.goalglobal.org](http://www.goalglobal.org).

GOAL is acting in Haiti since 2010. In Haiti, GOAL's interventions began just after the devastating earthquake of January 12, 2010. Eight years after the disaster, GOAL continues to provide an immediate response to the needs of the most vulnerable families, to improve living conditions and to rebuild communities in which it intervenes.

# Timelines

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| --- | --- | --- |
| **Line** | **Item** | **Date, year, time, and time-zone** |
| 1 | RFQ published | 11/02/2021 |
| 2 | Closing date and time for receipt of quotations | 19/02/2021 – 5h PM (Haitian Time) |
| 3 | Contract award forecast | 23/10/2019 |

# Service Required for one year renewable two times

GOAL Haiti invites prospective suppliers to submit their quotation for Interim Audit and Annual Audit for beginning January 2020 to December 2023 Depending on the satisfactory result for the first year (2020) Auditing process GOAL will work for another two years).

## Specifications

**Annual Audit**

To audit GOAL Haiti financial statements which will be part of GOAL Group audit for which Deloitte, Dublin will be the lead auditors. This part will be conducted based on the brief provided by GOAL, Dublin; it will be made available to the auditors prior to their commencement of the assignment.

* Audit the Financial statements of GOAL Haiti
* Verification of closing cash balance and stock as on 31/12/2020
* Checking of authenticity of vouchers and basis for an appropriate sample of transactions for the period of the audit, as per the books of accounts.
* Verifying the entries thereof into the correct account heads and rectification if any material discrepancy arise thereof.
* Verifying of journal entries ensuring adherence to satisfactory accounting system in relation to accrual basis.
* Recommend necessary entries to this effect if material
* Verification of Fixed assets and depreciation schedule.
* Detailed testing of **Donations in Kind**
* Verification of necessary reports of financial statements including notes to financial statements from the books of accounts (SAGE) in the format as suggested by GOAL, Dublin. i.e. in Euro.
* Verifying the correctness and authenticity of financial statements in the format as suggested by Dublin.
* Detailed transaction testing on payroll.
* A detailed audit planning process to include risk assessment and fraud assessment
* A review of the control environment
* Issue of Management letter, if appropriate.

Submission of Final Audit Reports as per Goal format

These can be discussed further at the briefing meeting.

**All prices provided must be complete and include any taxes that would be applicable.**

**Please also include in your offer the claim time and the claim process.**

Payment will be made by wire. GOAL will not be responsible for any bank services charges.

GOAL reserve the right to accept the whole or part of the offer.

Please note that the cost of preparing an offer, including any related cost, is not reimbursable.

At 1st March for year-end statutory audit and 31th March 2021 for any query and signed financial statements.

**3.2 Terms of bidding**

GOAL, acting in its capacity as Contracting Authority, invites bidders from suitably qualified interested parties that wish to participate for the supply of conducting Audit.

This competition is being conducted under GOALs Request for Quotation procedure. The Contracting Authority for this procurement is GOAL.

### Any queries about this RFQ should be addressed in writing to GOAL via email on [procurementHT@ht.goal.ie](mailto:procurementHT@ht.goal.ie) Please include the reference number **PAP-FIN-983 Statutory Audit** and words “clarification required” in the subject line.

# Conditions of Quotation Submission

### Quotations must be completed in English or in French.

### Bidders must respond to all requirements set out in this RFQ and complete their offer in their own format for both location requested in Appendix 1.

### In the event of a contract being awarded to a bidder that has knowingly withheld relevant information or otherwise misled GOAL in the evaluation process in any way, then that contract will be rendered null and void

### Any conflicts of interest involving a tenderer must be fully disclosed to GOAL particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer

### GOAL is not bound to accept the lowest, or any bid submitted and can terminate this competition at any stage.

### Information supplied by respondents will be treated as contractually binding.

### Unsuccessful bidders will be notified.

### GOAL’s standard payment terms are by bank transfer within 30 days after satisfactory implementation and receipt of documents in order.

### This document is not construed in any way as an offer to contract

### GOAL and all contracted suppliers, and their subcontractors, associates or partners must act in all its procurement and other activities in full compliance with donor requirements and the highest ethical standards.

# Submission of Quotations

Quotes must be delivered in one of the following ways:

1. Hand delivered to:

Procurement team

GOAL Haiti

21 Rue Dalencourt, Port-au-Prince, Haiti

The quotation envelope must be labelled with your company name and the reference “**Quotation for PAP-FIN-983 Statutory Audit**”

1. Email to [procurementHT@ht.goal.ie](mailto:procurementHT@ht.goal.ie) and in the subject field state:
2. **PAP-FIN-983 Statutory Audit**
3. **Name of your company with the title of the attachment**
4. **Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3.**

(Proof of sending does not equal proof of receipt. GOAL is not responsible for any technical faults that may prevent reception of your email.)

**Important:** Offers transmitted in any other manner or offers received after the deadline date and time will not be considered.

All responses will be opened by the GOAL Procurement Committee and all Bidders will be notified of the results.

# Submission checklist

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Tick attached** |
| 1 | This document filled in and signed |  |
| 2 | Financial offer Signed in your own format |  |
| 3 | Technical Offer in your own format (following the service required) |  |
| 4 | Appendix 1 Specific locations to audit signed |  |
| 5 | Appendix 2 Standard GOAL Terms and Conditions signed |  |
| 6 | Business licence if international company |  |
| 7 | Valid patente if Haitian company |  |
| 8 | Proof of completing 2 similar Services for NGO/private enterprises in the past 3 years (Attach proof of 2 contracts completion for the past 2 years) |  |
| 9 | 2 References as stated in section 9 of this RFQ document |  |
| 10 | Professional certificate from recognized institution (Attach copy of ACCA or CPA certificate) |  |
| 11 | Registration Certificate in Haiti Company Patente |  |
| 12 | Valid Tax Clearance Certificate (Quitus) |  |
|  |  |  |

# Eligibility, Qualification and Evaluation Process & Award Criteria

The first phase of evaluation of the responses will determine whether the tender meets the preliminary eligibility criteria. These are:

### **Administrative instructions:**

* Bid submission by the deadline.
* Submission of all supporting documents as outlined above in section 6.
* All costs must be quoted in American dollars (USD).

Bidders not conforming to the administrative instructions may have their bids disqualified at this stage, and therefore would not progress to the next stages.

## Essential Criteria

* Registration Certificate in Haiti Company
* Offers must meet or exceed the specification laid out in the section 3, Service required
* Valid tax clearance certificate (Quitus)
* Proof/evidence of provision of similar service to at least two (2) NGOs/corporate clients in each of the past two years. (Attach copies of 2 contract completions for the last 2 years)

Each proposal that conforms to both of the above stages will then be evaluated according to the following Award Criteria. Any bids that do not conform to both above stages will be rejected at this stage.

## Award Criteria

Bidders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders.

1. Technical Offer – maximum score 65 points

* Audit Plan-Methodology-35%
* CVs-15%
* Experience of Leading Group-15%

1. Price – maximum score 35 points

Marks for price will be awarded on the inverse proportion principle:

Scorevendor = Max score (35)x (pricemin / pricevendor)

# Company information – these sections MUST be completed

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Company Name |  | |
| Address |  | |
| Registration Number |  | |
| Telephone |  | |
| E-mail address |  | |
| Website address |  | |
| Year Established |  | |
| Legal Form. Tick the relevant box | 🞏 Company  🞏 Partnership  🞏 Joint Venture | 🞏 Other (specify): |
| VAT Number (where applicable) |  | |
| Tax registration number (if different to VAT number) |  | |
| Directors names and titles |  | |
| Parent company |  | |
| Ownership |  | |
| Do you have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional tables in this format. | | |
| 🞏Yes 🞏No | | |
| Provide details of contracts of a similar nature carried out in the last two years (please state customer name, delivery location, value of contract, and dates) |  | |
| Provide details of any applicable Quality Assurance certificates or qualifications your company or employees have: |  | |
| A statement of overall turnover and turnover in respect to the goods and services offered under the proposed agreement for the last three years as per the following table: | | |

|  |  |
| --- | --- |
| Please include at least 2 (two) references who may be contacted on a confidential basis to verify satisfactory execution of contracts: | |
| Reference 1 | |
| Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |
| Reference 2 | |
| Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |

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| By submitting an offer under this request for quotation PAP-FIN-983 Statutory Audit, the bidder hereby asserts that the following statements are correct at the time of submission; and further undertakes to inform GOAL of any changes in status of these matters. |
| The bidder is not bankrupt or is being wound up, neither are its affairs are being administered by the court nor has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulation.  The bidder is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.  Neither the bidder, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata nor been guilty of grave professional misconduct during their business.  The bidder has fulfilled all its obligations relating to the payment of taxes or social security contributions in Ireland or any other state or country in which the tenderer is located or doing business.  Neither the bidder, a Director or Partner has been found guilty of: fraud, money laundering, corruption; convicted of being a member of a criminal organisation; nor of serious misrepresentation in providing information to a public buying agency  The bidder has not contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application. |

I confirm that my bid has a validity of 90 days. *If your bid does not have this validity, please state what bid validity you offer.*

I confirm that the proposal and the costs provided to accompany it are an accurate reflection of the costs that will be charged to GOAL according to the information provided in this request for quotation; and that there are no other costs associated with using the service that my company offers. I also confirm that I have the authority to sign on behalf of the company that is bidding.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | | |
| Print name: |  | Position: |  |
| Company Name: |  | Date: |  |
| Address: |  | | |

# Appendix 1:

## Specification

List of locations to audit:

1. **#21 Rue Dalencourt, Port-au-Prince, Haiti**

* 2 Buildings in the compound

1. **#10 Rue Marama, Route de Bordes, Jérémie, Haiti**

* House with two level:

Signed: Company Name:

Print name and position: Date: