

**Danish Assistance to Afghan Rehabilitation and
Technical Training**

RFP: Financial Audit in DAARTT Office FY 2023

Announcement No: DAARTT-360/02062024

Background:

DAARTT (Danish Assistance to Afghan Rehabilitation and Technical Training) is an NGO established in Afghanistan by the Danish People's Aid (DPA) in 2003. DAARTT is specialized in construction and capacity building in all aspects of construction. DAARTT's core staff consists of experienced Afghan engineers, architects and management board. DAARTT has constructed more than 100 schools, clinics and other buildings in Afghanistan; and also enhanced the capacity of the Afghan people and public organizations.

Item description and specification:

DAARTT Office seeks for professional International Audit company to audit the organization for the year of 2023

The following points for the auditing job of DAARTT Organization announcement:

- The filing, data system and documentation are in Kabul DAARTT Office
- The average annual expenses are (269,987,160) AFN
- Documents available for examining purposes: Cash books and bank statements
The financial system of the organization is DAARTT Financial Management System
- Accounting system is cash based
- Reporting currency for the statements
audit is (AFN)
- Audit report covers the period of Jan to Dec 2023
- Auditing duration no later than 2 weeks (Preferably end of Feb 2024)
- Project implementation in Faryab and Kabul provinces.
- Bank statements, copies of contracts and other documents are arranged.

Attachment: 1

Delivery of the report: DAARTT Management, Kabul office

Announcement Period: 06.02.2024 - 13.02.2024

The quotations must be in Afghani Currency, including other costs. 2% tax is withheld from the total amount of contract.

Quotation validation: 8 days from the announcement date

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The Quotation Must be Sealed and Submitted to the DAARTT Head Office before the end of bidding date and must be dropped in the bidding box.

DAARTT Office Address:

Main office: Kolola Pushta Burje Barq Bus Stop Street No. 6, Etifaq Street, House No. 11, P.o. Box 1699, Kabul Afghanistan. Phone Number: 0791910551

Note: The quotation must have the announcement No, and subject, otherwise the quotation won't be considered.

The audit of Organization must cover, but is

1. The final accounts of all projects' expenditure for the entire FY 2023 (1 Jan till 31 Dec 2023) period.
2. Clear identification of the deficits/surplus if any.
3. Fair and honest examination of documents and records whether financial policy and procedures ensured.
4. An evaluation of the financial bookkeeping systems in term of reliability, clarity and correctness of the accounting entries and the integrity of the documentation (Receipts and payment documentation).
5. An examination as to whether asset management and procedures (purchase, inventory, storage, operational use, disposal and etc.) are in line with internal controlling systems to avoid misusing.
6. An examination to make sure the taxation policy has been applied.

Audit certification: The audit of the Organization should review the following aspects and should confirm and certify that:

1. Compliance
2. The disbursements are made in accordance with the policy and budgets of the organization document.
3. The disbursements are supported by adequate documentation.
4. The financial reports are fairly and accurately presented.

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5. An appropriate management structure, internal controls and record-keeping systems are maintained and functioning.
6. There are assets register in place and properly maintained by the Organization.
7. The procurement, use, control, and disposal of equipment have been carried out based on policy and procedure.

Vendor's Application Form

Application No.

Date:

Company Information			
Company Name:		License No:	Issue Date:
Business Type:		TIN:	Expiry Date:
Bank Account No.		Bank Name:	A/c Name:
Business Address:			
House/Aprmnt No.	Street/Block No.	District:	province:
Company E-mail:		Telephone:	Post No:
Company Owners' Information			
Director' Name:		F/Name:	National ID:
Passport No:			
ID Card No.	E-mail:	Cell phones:	
Address			
House/Aprmnt No.	Street/Block No.	District:	province:
Assistant Director:		F/Name:	National ID:
Passport No:			
ID Card No.	E-mail:	Cellphones:	
Address			
House/Aprmnt No.	Street/Block No.	District:	province:
Director's Signature:		A.D Signature:	

Please Fill the form completely and correctly

لطفاً فورم ذیل را مکمل و دقیقاً خانه پری نمایید