



Asia Community Development Organization

د آسیا د ټولنی پرمختیایی موسسه / موسسه انکشاف جامعه آسیا

REQUEST FOR PROPOSAL (RFP)

**The Asia Community Development Organization (ACDO) the
Annual Audit for the fiscal year ending December 31, 2023.**

RFP#: ACDO-RFP#01-2024

I. SUMMARY

1	Title	Organization Annual Audit
2	Announcement Type	Request for Proposal
3	RFP Number	ACDO- RFP # 01-2023
4	Issue Date	Feb 28, 2024
5	Closing Date and time	March 13, 2024 – 3:00 PM Afghanistan Standard Time

II. INTRODUCTION TO ORGANIZATION

Asia Community Development Organization (ACDO) is an Afghan non-governmental, non-political, and non-profit humanitarian organization established in 2014 and registered with the Government of Afghanistan under the supervision of Ministry of Economy (MoEc) with a mission to provide humanitarian and development assistance to the vulnerable, at-risk, and underserved people throughout the country.

ACDO responds to the needs of deprived and marginalized rural and urban communities by managing and utilizing the available scarce resources in a well-organized, efficient, effective, transparent, and dignified manner to enhance resilience, boost access to education, health services, and infrastructure, ensure food and livelihood security, and promote social protection and inclusion.

ACDO has an active presence in most parts of the country and intends to expand its operations to the remaining provinces, as to transform itself into a leading and developed organization that will deliver to and support large number of people who have been affected by the long-protracted and sudden on-set emergencies and regardless of the hardest circumstances that exist in Afghanistan, ACDO has managed to deliver humanitarian and development assistance in most part of country.

III. SCOPE OF SERVICES:

ACDO intends to conduct the audit for its fiscal year of 2023 and is seeking a qualified an affiliated internationally recognized audit firm to conduct the audit for the period January 2023 Through December 2023. The total expenditures were (**USD 2,445,807**). The audit shall be carried out by International Financial Reporting Standard (IFRSs)/GAAP issued by the International Accounting Standards Board (IASB). The audit shall be carried out by an external, independent, and qualified auditor (Certified Public Accountant/Authorized Public Accountant). The firm is required to conduct the audit, verify the records, and control the whole ACDO system, particularly the following:

1. Provide an opinion on whether the financial statements are free from material misstatements and give a true and fair view by generally accepted accounting principles.
2. Conduct a financial audit for all the funds received from various donors for the fiscal year December 31, 2023.
3. Determine those costs incurred are allowable, allocable, and reasonable under the agreement terms, and identify exceptions that have occurred or are likely to occur as a result of inadequate controls.
4. Review compliance with all the terms and conditions of grant agreements.
5. Assess overall internal systems and present key findings and recommendations
6. Review and assess financial management system

7. Share the initial findings with ACDO and incorporate ACDO’s justifications against each finding
8. Prepare and submit comprehensive financial audit report
9. Prepare and submit management letters.

IV. INSTRUCTIONS TO APPLICANTS

ACDO will review applications based on criteria, and instructions set forth as follows in this document. The applicants must respond to all of the requests and requirements of this application to the best of their ability.

1. RFP Contents

Applicant’s firms are advised to review this document and the information provided carefully, particularly the following sections required for successful application submission.

- ✓ Prerequisites: All interested applicants, must meet the eligibility requirements listed in the “Eligibility Criteria” section of this RFP as detailed below.
- ✓ Submission: Please submit the technical and financial application and other required documents as per the instructions provided under the submission

2. Eligibility Criteria

a. QUALIFICATION OF THE AUDIT FIRM

The firm must have the following qualifications

- ✓ The firm must be listed on the list of forums of firms of IFAC. And one of the top 20 audit firms worldwide.
- ✓ The firm must be haven valid international audits affiliation.
- ✓ The auditor should be experienced in applying International Standard Auditing (ISA) audit standards, whichever applies to the audit.
- ✓ Having professional personnel to be assigned to the engagement and quality of the firm’s management support personnel available for technical consultation adequate
- ✓ Prior experiences with NGOs in Afghanistan.
- ✓ Capacity, capability, and experience required for a thorough and fair audit
- ✓ Five years’ experience in auditing the accounts of entities comparable in size and complexity to the entity being audited.
- ✓ Having rich local/international nonprofit organizations auditing experience.

3. Evaluation Criteria for the Award

Applications that are considered eligible, that conform to the requirements stated in this RFP, and that are received by the Submission Due Date and Time will be evaluated based on the Evaluation Criteria (EC) set forth below.

Evaluation Criteria	Evaluation Criteria Description	Points
Past Experience:	All applicants will be subject to a past performance review, emphasizing prior activities and experiences for implementing a similar task. The applicant firm will include but not be limited to the following:	20

	<ul style="list-style-type: none"> ✓ Introduction to the firm ✓ Firm’s experience of providing similar services, and in particular experience of working with similar organizations funded projects in Afghanistan. ✓ Explanation and a list of similar clients pertinent served by the firm. ✓ Eligibility authorization by the Government of Afghanistan to conduct the audit. 	
Technical Merit	<p>ACDO will review the extent to which the proposed technical approach can reasonably be expected to produce the intended results in a specific timeframe. This includes reviewing the relevance of the approach specifically the following:</p> <ul style="list-style-type: none"> ✓ Proposed audit methodology along with audit procedures that will be performed. ✓ Detailed audit and logistic plan. ✓ Audit deliverables ✓ Work plan. 	20
Firm Capacity and Capability:	<p>ACDO will review the effectiveness of the approach in terms of the applicant organization's internal structure, technical capacity, and ability to represent beneficiary interests. Applicants are encouraged to consider partnerships and coalitions, as appropriate, to broaden geographic diversity, promote greater inclusion, and increase program reach.</p> <ul style="list-style-type: none"> ✓ International valid audits affiliations. ✓ Staff assignments and availability to complete the audit on a timely basis. ✓ Participation of senior audit personnel assigned to the engagement. ✓ Availability of staff to respond to questions within the scope of the engagement. ✓ Capability of the firm to deploy computer-assisted auditing techniques to audit the accounting software QuickBooks. ✓ CVs of staff assigned to the audit ✓ References. 	20
Cost proposal	<p>Applicants are strongly encouraged to provide their best price and reasonable cost proposals.</p> <ul style="list-style-type: none"> ✓ Cost proposal/budget ✓ All costs shall be inclusive of all applicable taxes as per the taxation law of the government of Afghanistan, www.mof.af, TA/DA. ✓ Audit fee in USD / AFN ✓ Audit fee payment terms 	40

4. Application Process

The application process shall be as follows:

STEP 1 – Submission of Technical and Cost Application

- **Technical proposal**

The applicant shall submit a full proposal in response to this RFP

- **Cost Proposal**

The Applicant must prepare the cost proposal in AFN.

STEP 2 - Negotiation

If the applicant succeeds, then the applicant and ACDO will enter final discussions to ensure all pre-requirements are met, and significant contract terms are negotiated and agreed upon.

Payment terms may include payment through the provision of advances, direct reimbursement, or payment through a fixed amount contract where payments are made based upon submission of management letter audit report

V. SUBMISSION

Interested firms should submit seal RFP with completed both technical and cost proposals in English to the ACDO Country office, House # 14, Street # 06, (Shirpoor), PD 10, Kabul-Afghanistan by March 13, 2024 – 3:00 PM Afghanistan Standard Time. The incomplete or invalid applications, i.e., those that do not include all required application materials, respond to the RFP objectives, or otherwise comply with the application guidelines, may not be reviewed. If you have any technical questions or further clarification or if you face any problem in finding out the office address. procurement@acdo-af.org.

VI. OTHER APPLICATION GUIDELINES AND NOTICES

The following conditions, guidelines, and notices are included to assist you in preparing a competitive application. All of them should be reflected in your submission.

a) **LANGUAGE**

The applicant shall provide all proposal documentation in English.

b) **MODIFICATION AND WITHDRAWAL**

Issuance of this RFP does not constitute a contractual commitment on the part of ACDO, nor does it commit.

ACDO reserves the right to modify by written notice the terms of this RFP at any time in its sole discretion. ACDO also reserves the right to withdraw this contract at any time with or without a statement of the cause, before the actual contract.

c) SUBMISSION CHECKLIST

Please use this section as a checklist to ensure that all listed documents are submitted as a part of your application package. Additional documents can be included if they will support your application. All documents must be submitted in a sealed envelope to the address provided above. Any additional documents can also be provided if they support your application.

Required documents include:

- i Technical application
- ii Cost proposal/budget
- iii Work/Implementation plan
- iv Company valid registration certificate
- v Company Profile
- vi International affiliations/registration/certificate and evidence documents
- vii List and contract three similar services accomplished by the firm.
- viii Tax clearance letter for (Year-1401)
- ix Curriculum vitae for the staff who will be undertaking the audit form ACDO, including experience and qualifications, and length of service with the firm.
- x Firm official bank account details

d) PAYMENT TERMS AND BID PRICE FOF SERVICE CONTRACT

- a** The payments will be made after the submission of the audit reports.
- b** Bid prices are for complete contracts; contracts cannot be subdivided. All relevant services must be offered as a whole.
- c** All duties, taxes and other payable will be paid by the contractor under the contract, and shall be included in the total bid price submitted by the bidder.
- d** ACDO deducts the applicable tax as required by Afghanistan tax Law and will make the direct deposit to the Da Afghanistan Bank and make a clearance with the Ministry of Finance at the end of the year and monthly basis accordingly.
- e** As the tax withholding entity, ACDO is required to remit the income tax amount withheld directly to the Ministry of Finance designated account by the end of the month following the transaction.
- f** ACDO will issue an income tax withholding certificate to the contractor/vendor listing the gross payment, the amount of income tax withheld, and the net contract payment along with a copy of the payment form and deposit receipt for transfer made to the designated Ministry of Finance account.
- g** According to Article No 73 of Income Tax law of 1384 amended to Article No 72 the Client will withhold:
- h** 2% of contract value, if the Contractor holds a valid business license from the relevant sources.

7% of the contract value, if the Contractor does not have a valid business license or expired business, or any other tasks for which the contractor isn't able to provide the business licenses.

e) SELING AND MARKING OF THE BIDDING DOCUMENTS BY THE BIDDER

1. The bidder shall enclose the bid for this RFP in a plain envelope securely sealed.
2. Be addressed to the logistics/procurement department of the Asia Community Development Organization.
3. Bear the RFP number.
4. No other markings should be on the envelope.
5. If all envelopes are not sealed and marked as required, the Asia Community Development Organization will reject the bid.

Bidder's General Details:

f) General information:

Please fill in the below table with the required information

Supplier/Firms Name:	
Firms Registration No.	
Country of Firm Registration	
Nature of primary business/trade:	
Registration date: (only for Firm)	
Expiry date: (only for Firm)	
The legal status of the Firms (partnership, private limited Firm)	
Primary contact name:	
Job title (only for the Firm):	
Primary contacts address:	
Phone:	
Email:	

a. Owners' information:

Please fill in the below table with the required information

Full Name	
Tazkira no	
Year of birth	
Place of birth	
Permanent Address	
Current Address	
Contact Detail (phone and email address)	

Confirmation of Bidder's compliance:

I, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

I confirm that ACDO may in its consideration of our offer, and subsequently, rely on the statements made herein.

Name of Signatory: -----

Title of signatory: -----

Signature: -----

Date of signing: -----