



Action for Welfare and Development of Rural Environment Organization - AWDREO

**Request for Quotation
Financial Audit for the F.Y 2023**

RFQ Reference:

RFQ# RFQ-2024-AWDREO-001

Issued By: Action for Welfare and Development of Rural Environment Organization

Issue Date: 02-April-2024

1. Summary

RFQ Number	RFQ-2024-AWDREO-001
Announcement Type	Request for Quotation – RFQ
Tender Title	Financial Audit for the Half of 202 F.Y & F.Y 2023
Issue Date	April 2 nd , 2024
Last Date of Submission	April 10 th , 2024

2. Introduction to Organization

Action for Welfare and Development of Rural Environment Organization (AWDREO) is a non-governmental, non-profit and non-political organization, engaged in multi-sector programs in the realms of education, Livelihood, community development, capacity building, human resource management, emergency response, health and WASH.

AWDREO, established in 2015, aims to be a catalyst for promoting peace, stability and development, alongside the Government of the Islamic Republic of Afghanistan, by targeting the marginalized, women, girls, youth and children, the illiterate and the poor in rural communities.

Scope of Services

AWDREO is seeking for qualified National/International recognized audit firm to conduct the Organization financial audits covering the period **1st July 2022 to 31st Dec 2023**. The audit shall

be carried out in accordance with International Financial Reporting Standard (IFRSs)/GAAP issued by 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, particularly the following:

1. Conduct financial audit for all the funds received and expenditure incurred from various donors for the half of 2022 fiscal year and 2023 fiscal year.
2. Conduct an in-depth analysis of our existing financial policies, procedures, and practices currently in place.
3. Identify gaps, areas for improvement, and potential risks in the current policies, procedures, and practices.
4. Provide an opinion on whether the financial statements are free from material misstatements and present a true and fair view in accordance with generally accepted accounting principles/IAS.
5. Determine whether the costs incurred are allowable, allocable and reasonable under the agreement terms, and identify any exceptions that have occurred or are likely to occur due to inadequate controls.
6. Review the compliance with all the terms and conditions of the grant agreements.
7. Assess the overall internal control systems and present key findings and recommendations.
8. Review and evaluate the project financial management system.
9. Prepare and submit a comprehensive financial audit report.
10. Identify the eligible and ineligible costs of the project.

2. INSTRUCTIONS TO APPLICANTS

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

- **RFQ Contents**
Applicant's firms are advised to review this document and the information provided carefully, particularly the following sections, which are required for successful submission of applications.
- **Prerequisites:** All interested applicants, must meet the eligibility requirements listed in the "Eligibility Criteria" section of this RFQ as detailed below.
- **Submission:** Please submit the technical and financial application and other required documents as per the instructions provided under the submission in a sealed envelope.

3. ELIGIBILITY

- The audit firm shall be registered with licensing authority in Afghanistan

- The audit firm shall be member of IFAC.
- The audit firm shall have extensive experience in financial audit specifically funds from UN agencies.

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

4. Deliverables

1. Audit Opinion.
2. Audited Financial Statement.
3. Management Letter.

5. Price Table:

Kindly provide detailed price proposal in below table.

S/N	Description	Unit	No. Units	Total Quoted Price (AFN)
1	Financial Audit for the half of 2022 fiscal year and 2023 fiscal year.	LS	1	
Total Quoted Price (Inclusive of all taxes)				

Note: For inquiring the expenditure incurred for the half of 2022 F.Y & F.Y 2023 (if needed for quoting the price), please request information via email to awdreoprocurement@awdreoprogram.org.

6. Short listing and evaluation

In evaluating RFQ submitted, consideration will be given only on the basis of low price and quality with relevant experience.

7. Conflict of Interest

AWDREO requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to AWDREO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.

Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of AWDREO staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.

The eligibility of Supplier that are wholly or partly owned by the Government shall be subject to AWDREO's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the RFQ.

8. Form of proposal – information to be provided.

To be considered, your proposal submission must include the information requested below. Failure to supply such information, in the requested format where specified, will result in your proposal not being considered.

9. Proposal contents

The proposal should contain the following information:

- Understanding of ToR;
- Business License.
- Profile
- Work plan
- Sealed Quotation

1.1 The RFQ will be evaluated using the following technical criteria. RFQ should address each question.

1. Does the supplier have a valid and required license? If yes, please provide us the scan copies. Yes
2. Does the supplier have a quality control program to help ensure adherence to high professional standards? N/A
3. Does the RFQ fully respond to the needs of AWDREO about this request for work?
4. Will the supplier be able to meet AWDREO's deadline? Does the number of days or the timeperiod indicated by the supplier to complete the related tasks?
5. Does the supplier have the same experience with other NGOs or institutions? If so, please list the NGOs/institutions and indicate if we may contact them.
6. Does the RFQ adequately describe in a clear concise, and understandable manner the work to be performed including **sampling** techniques and analytical procedures to be used?

10. Information about your company:

Company Name and Address:
Company's Representative Name:
Title of Representative in the Company:
Phone Number, Email Add:

Representative's Signature and Stamp:

Date:

11. Costs:

- All cost shall be inclusive of all applicable taxes as per taxation law of the government of Afghanistan, www.mof.af , TA/DA.
- The quotation price should be given in AFN.

12. Payment:

- a. Once the contract is signed with a supplier all the payment will be processed through **Bank transfer** or may be **Cash** both Possibilities the supplier is not supposed to request AWDREO for cash or cheques payment.
- b. Additionally, the payment will be processed to Partner Company's bank account not individual bank account.

13. Submission Procedure

Please submit the hard sealed stamp copies of RFQ and other required documents and send it to AWDREO Office House# 29, Street 06 of Kart-e-See, District 06, Kabul, Afghanistan by **03:00 PM (AFT),10th-April-2024** or through email (awdreoprocurement@awdreoprocurement.org) before the deadline. Should you have any questions, please feel free to contact us via awdreoprocurement@awdreoprocurement.org. No proposal will be considered if received after the deadline set outabove.

14. Disclaimer

AWDREO is not bound contractually or in any other way to any Proponent to this request for RFQ/bid. The organization is not liable for any costs or compensation in relation to the consideration of this Request for submission of proposal/bids by the Proponents whether or not the organization terminates, varies, or suspends the process or takes any other action permitted under this Requestfor RFQ/bids.

AWDREO has zero tolerance to Sexual Exploitation and Abuse and in case if any such activityis reported and found, AWDREO has the right to terminate the contract.

The organization may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the Proponents or potential Proponents.