

Request for Quotation

RFQ# SSEOA-24-003

Annual Financial Audit

Issue Date: April 2, 2024

Shining Star Educational Organization of Afghanistan (SSEOA) is a non-profit, non-governmental and non-political organization registered with Ministry of Economy with registration 4388 and funded by multiple donors. SSEOA works in the field of education and livelihood in the remote region of Afghanistan. SSEOA envisions to create educational opportunities for children to grow, thrive, and prosper. SSEOA works to empower communities of Afghanistan through literacy and education, especially for children, promotes peace through education, and conveys the importance of these activities all around the country. SSEOA believes that without educating the children peace and prosperity is not possible that’s why our mission is to create educational opportunities and livelihood skills that enable Afghans specially girls and women in the remote region of Afghanistan.

I. RFQ Details:

RFQ No	SSEOA-24-003
Issue Date	April 2, 2024
Submission of Quotation	<p>To: SSEOA Procurement Department Submit hard sealed copy with sign and stamp</p> <p>Add: House# 06, Street# 7, Qala-e-Fatullah, District 10, Kabul, Afghanistan</p> <p>Quotations submitted through email will not be accepted</p> <p>Note: While submitting the quotation, please make sure to sign the registration sheet. You can contact the below number for submitting the quotation:</p> <p>+93 0787987127</p>
Deadline for Submission of Quotation	<p>04:00 PM, Kabul local time on April 16, 2024. RFQ submitted after deadline will not be considered</p>
Questions Regarding RFQ	<p>SSEOA Procurement Department</p> <p>Questions regarding this RFQ are due no later than 02:00 PM, Kabul local time on April 8, 2024. Any communication in this regard should be made through below email only:</p> <p>azaheer@sseoaf.af</p> <p>Questions received will be answered accordingly.</p> <p>The offerors are responsible for reading and fully understanding of this RFQ. The offerors are also responsible to check updated RFQ prior to submitting in order not to Miss any modification or update to this RFQ.</p>

II. Services Required:

SSEOA is seeking quotations from reputable and registered companies in Afghanistan for provision of annual financial audit of SSEOA for the period of FY 2023 covering one year starting from Jan 1, 2023 and ending on Dec 31, 2023.

The audit will be conducted under the international audit standards issued by the International Organization Federation of Accountants (IFAC).

The specific areas of focus for the audit will include:

- Verifying that funds have been accurately recorded and expended following the terms and conditions outlined in the project contracts.
- Ensuring that items and services have been procured in compliance with the guidelines specified in the contracts.
- Reviewing the maintenance of necessary supporting documents, records, and accounts in relation to program expenditure.
- Evaluating whether these systems, procedures, and controls enable SSEOA to fulfill its contractual obligations to donors, including financial and project management responsibilities.
- Verifying that the funds in SSEOA accounts were deposited, transferred, and utilized per the donors' guidelines and other relevant financial policies and procedures stipulated in the project contracts.
- Ensuring all policies and contract requirements of donors are respected in accounting, financial management and reporting.

Deliverables:

After the end of the Audit, the Audit firm is required to submit:

- Audit Financial Statement.
- Management Letter with Recommendations

Performance Period:

Exact date would be communicated to selected firm through email upon award of the contract, where the services would be required to be completed during 5-10 business days.

Estimated Fee Assumption:

Your fee estimate should incorporate the below assumptions:

- The fee should be quoted for all projects during FY (Jan 1, 2023-Dec 31, 2023).
- Fee should be inclusive all expenses
- Total expenditures incurred approximately (\$382,000)

No	Description	Unit	Total Quoted Price (USD)
1	Financial Audit from Jan 01, 2023- Dec 31, 2023	1	
Total Quoted Price (Inclusive of all taxes)			

III. Evaluation Criteria

- Only Offers/responses meeting the minimum specification requirements of the RFQ will be evaluated.
- The full Procurement Committee will review quotations and award points based on the following criteria:

- | | |
|--|------------------|
| 1. Past performance (At least 3 references) | 30 points |
| 2. Technical approach | 20 points |
| 3. Required documents (company profile, Business license, i.e.) | 10 points |
| 4. Total Cost | 40 points |

Total Possible points	100 points
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The vendor with the highest points will be awarded the contract.

Important Notes:

- SSEOA may, at its discretion, ask any organization for providing additional information/evidence. Any request for additional information/evidence shall be in writing. If organization does not provide clarifications of the information requested by the date and time set in by SSEOA request for clarification, its response may be awarded zero marks in evaluation.
- Section 4 of this RFQ provides guidance to offerors concerning the documentation necessary to conduct an informed evaluation of each RFQ. The offerors must furnish adequate and specific information in the responses. A response may be eliminated from further consideration before a detailed evaluation is performed if the response is considered obviously deficient as to be totally unacceptable on its face or which prices are inordinately high or unrealistically low.
- SSEOA shall use all the factors, methods and criteria defined in the evaluation criteria to evaluate the RFQs of the offerors and any specialist subcontractors. SSEOA reserves the right to waive minor deviations in the evaluation criteria if they do not materially affect the capability of an offeror to perform the contract.
- Any attempt by an offeror to collude with other offers or to influence SSEOA representatives in the evaluation of the RFQs or while making award decisions may result in the rejection of its offer/response
- SSEOA reserves the right to make an award under this RFQ on the basis of initial offers without discussions. Similarly, it also reserves the right to accept or reject one or all responses received against this RFQ.
- Eligibility check will be performed on all the responses received. Evaluation will be performed only of those responses that have passed the eligibility check.
- SSEOA may contact offerors to confirm contact person, address, offer amount and to confirm that the offer was submitted for this solicitation, or any relevant information to this solicitation
- This solicitation and any resulting contract shall be interpreted in accordance with the laws of Islamic Republic of Afghanistan or as otherwise agreed to.

IV. Instructions to Offerors

General

Organizations invited to submit quotations are under no obligation to do so. Offerors will **NOT** be reimbursed for any costs/liability/loss incurred in connection with the preparation and submission of their Offers. SSEOA is looking forward to making an award to the most responsive offer and due to shortage of processing and implementation time, only shortlisted entities will be contacted for final selection. Individual enquiries will not be entertained for determination of status of applications.

Type of Award (Agreement)

SSEOA contemplates awarding to pay fee as per Agreement with specific deliverables and payment schedules. Offeror shall follow the instructions contained herein and furnish all information as required. Failure to furnish all information requested may disqualify a quotation. A responsive offer is one that fully complies with all of the terms and conditions of the solicitation without modification.

Preparation of Offers

All offers must be submitted in English language, single-spaced and numbered consecutively. All offers must be signed by individual authorized to commit the offer on behalf of your firm/company. The completed forms shall have no erasures except those necessary to correct errors made by the offeror, in which case such corrections shall be initiated by the person or person(s) signing the offer.

The Offer (Required documents)

Only offers submitted in accordance with this RFQ requirement will be eligible for evaluation. The submission package should comprise of the following documentation:

- Cover Letter
- Company profile
- Technical approach including details and delivery schedule
- List of three references and certificates/ documents showing past experience
- Business license/ work permits if the owners will be foreigners
- Cost proposal including breakdown, payment terms and any applicable discount
- Bank statement

Notes:

- The validity period of financial quotations shall be for a minimum (15) Days from the closing date of this RFQ.
- Please note that withholding tax will be deductible 2% with valid license holders.

V. Reserved Rights:

All responses become the property of SSEOA, who reserves the right in its sole discretion:

- To disqualify any offer based on offeror failure to follow solicitation instructions.
- To waive any deviations by offerors from the requirements of this solicitation that in SSEOA opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
- To extend the time for submission of all RFQ responses after notification to all offerors.
- To terminate or modify the RFQ process at any time and re-issue the RFQ to whomever SSEOA deems appropriate.
- To issue an award based on the initial evaluation of offers without discussion

- To award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
- To award an agreement to more than one firm for specific parts of the activities in the RFQ.
- SSEOA will not compensate firms for preparation of their response to this RFQ.
- Issuing this RFQ is not a guarantee that SSEOA will award an agreement.

VI. Confidentiality:

This RFQ or any part hereof, and all copies hereof shall be returned to SSEOA upon request. This RFQ is confidential and proprietary to SSEOA, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of SSEOA, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the RFQ, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this RFQ.

VII. Corrupt Practices:

SSEOA has zero tolerance for fraud and corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by SSEOA as follow:

“Fraud” is a knowing misrepresentation of the truth or a concealment of a material fact to induce another to act to his or her detriment.

“Corruption” is the act of doing something with an intent to give an advantage inappropriate with official duties to obtain a benefit, to harm or to influence improperly the actions of another party. Corruption includes bullying, discrimination, and harassment. SSEOA is committed to creating and maintaining a work environment in which all people are treated with dignity, fairness, and respect, and are free from harassment, discrimination and bullying. This policy applies to all SSEOA employees in their working relationship and the public. The policy also applies to persons employed under contract or other formal agreements with SSEOA or SSEOA grantees and sub-grantees.

Examples of fraud and corruption include, but are not limited to, the following actions:

- Forging documents, preparing false entries in SSEOA systems or making false statements to obtain a financial or other benefit for oneself or another/others;
- Collusion or other anti-competitive schemes between Audit firms during a process of engagement, including between SSEOA staff or SSEOA grantees and contractors;

- Providing information in relation to any entitlement that the claimant knows to be false;
- Forging the signature of a SSEOA staff member or forging a document purporting to be from SSEOA to induce a party outside SSEOA to act;
- Using another's IT identity or password, or creating false identities/passwords, without consent or authority to manipulate SSEOA or implementing partner's processes or cause the approval or denial of actions;
- Accepting hospitality such as meals or entertainment from a vendor outside of what is allowed under SSEOA's employment policy, SOP's, conflict of interest policy, or any other similar policy developed by SSEOA from time to time, including those policies and practices proscribed herein;
- Misrepresenting SSEOA employment, volunteer, contractor, or grantee status to obtain a benefit from a government or private sector individual or entity;
- Failure of a SSEOA staff person, volunteer, contractor, grantee (including staff and volunteers of grantee), or contractors of grantees to disclose a financial or familial interest (within the degree of Family Member defined herein) in a business or outside party while participating in the award/management of a contract to the benefit of that business or outside party;
- Compensation of employees, contractors, or vendors at salary levels or compensation levels beyond fair market compensation or comparable salary/compensation for similar positions in organizations or entities of similar size, resources, and scope.
- Employing Family Members in positions directly or indirectly reporting to a Family Member of the same family, as well as contracting with a Family Member or a business owned by a Family Member of the same family as an officer/director/key employee of a grantee without prior disclosure to SSEOA and prior approval by SSEOA and without an independent determination by the grantee that employment or contracting with the Family Member or business is fair, reasonable, and in the best-interest of SSEOA and the grantee.
- Favoring a Family Member for employment, contracting, or advancement over other more qualified non-family members or to confer a benefit above fair market value for actual services rendered by that Family Member.
- Claiming the cost of personal travel as part of an official travel;
- Making misrepresentations, including educational credentials or professional qualifications, on a personal history form in the context of a job application; and
- Falsifying documents, making false statements, preparing false entries in SSEOA systems, grantee falsifying of documents or financial disclosures, or other deceptive

acts to the detriment of those someone seeks to disfavor, or to discredit a person or the Organization.

VIII. Conflict of Interest:

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of SSEOA and the Bidder's interests during the firm selection process.

If during any stage of the selection process or performance of any SSEOA contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify SSEOA immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of SSEOA, or cases in which any SSEOA official, employee or person under contract with SSEOA may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder shall take steps as SSEOA may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of SSEOA

Annex A

Acknowledgement

Under SSEOA's Zero Tolerance Policy for Fraud and Corruption Bidders shall observe the highest standard of ethics during the engagement and execution of such contracts. SSEOA will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

This attachment shall be signed and submitted with the Bid in compliance with the RFQ Instructions and General Conditions of agreement for conducting annual audit process.

SSEOA-24-003 Annual Audit

1. We accept the terms and conditions set forth in the RFQ Letter and the following requirements have been noted and will be complied with where applicable:
 - a. We confirm that for any offer made where the delivery destination is not as requested in the RFQ, that SSEOA reserves the right to disregard the offer.
 - b. That conditional Bid's cannot be accepted.
 - c. That the currency of the Bid should be in USD.
 - d. SSEOA reserves the right, at its own discretion:
 - i. To award a contract for a lesser or greater quantity than the total quantity Bid for.
 - ii. To reject any or all Bids and/or enter a contract with a Bidder other than the lowest Bidder.
 - e. Successful Bidders who are awarded contracts will be notified by the receipt of the original Agreement and acknowledgement copy. In case of urgency successful Bidders(s) may also be notified by email.
 - f. Register yourself in SSEOA BID register.
 - g. SSEOA reserve the right to accept or reject any of the bids. Submission of the proposals/bids does not mean a contractual binding.
 - h. SSEOA has the right to extend or terminate the contract based on the service provided.

- i. We confirm that the validity of this offer is for 30 calendar days from the date of the RFQ closure
 - j. We certify that the below mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.
2. We note that SSEOA is not bound to proceed with this RFQ and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

We agree to the above terms and conditions.

Submitted by:

Company Name

Address

Date

Title/Position

Signature

A duly authorized company representative
Company Stamp