



Afghan Women's Education Center (AWEC)

REQUEST FOR PROPOSAL (RFP)

For Conducting Annual External Financial Audit of AWEC,

For the period Jan 1, 2024 to Dec 31, 2024

Announcement Date: Jan 6, 2025

Closing date: Jan 20, 2025

RFP Reference number: AWEC-KBL-RFP-2025#001

Organization Background

Afghan Women's Educational Center (AWEC) is a Non-Governmental Organization founded in (1991) by Afghan women in exile, and was registered as an active local NGO with the Ministry of Economics in Afghanistan in 2006. Since its inception in 1991 AWEC has worked for women's educational and social uplift and empowerment and children development and protection. AWEC has implemented different projects and created different platforms to support Afghanistan's vulnerable people including women and girls since the organization was inaugurated, activities include but are not limited to the Afghan Women Network (AWN) in 2004. ALP accelerated learning programs in different provinces, CBE programs, Peacebuilding programs, livelihood programs, Humanitarian support, Education programs, Protection women business support, small grants to NGOs and CSOs, and NGO capacity building programs. Access to justice, and Wash. used innovations such as exposure visits and exchanges between women from different provinces and interactions between women of different ethnicities to allow sharing of their experience of peace and conflict and strategies to build peaceful societies. Besides that, AWEC pioneered many other visionary projects including women and children peace-building programs,

Currently, AWEC is working in more than 10 provinces as an expert organization in women empowerment, equality, and opportunity building for women and children through educational and social interventions. AWEC is committed to professional capacity development and organization development and has evolved from a community center in 1991 to a full-fledged national NGO in 2015.

AWEC acknowledges and addresses the cultural, social, and economic barriers that hinder women's access to justice and legal assistance. The organization's commitment to overcoming these barriers and promoting women's rights is reflected in its comprehensive programs and initiatives. AWEC focuses on women's empowerment and provides various services to uplift vulnerable women and communities. These services include educational programs, skills training initiatives, income generation activities, legal aid, and protection services. AWEC strives to empower women, break barriers, and foster gender equality and social inclusion.

ANNEX:01 Quotation Submission Documents

Vendor Information Form: The VIF must conform to the format in Appendix A, be on the attached document, be filled and signed by an authorized representative of the Vendor, and be stamped on each page with the organization's seal. The VIF must state the period of validity of the quotation; however, the period must not be less than **30 days**.

Summary of Relevant Work Experience: Using the format provided in Appendix B, the Bidder must list no **more than five clients** that received goods and/or services of a nature similar to the requirements of this RFP within the last year. The Bidder must also provide copies of reference letters or certificates of completion from listed clients, if available. AWEC reserves the right to independently verify all submitted letters and certificates.

Copy of Business License: AWEC will not award a Purchase Order to an organization that fails to provide a current, valid copy of its AISA or Ministry of Commerce Business license. An Audit firm's current, valid AISA or Ministry of Commerce Business License must be attached to Appendix C.

Purchase Order Terms & Conditions

The negotiated Purchase Order will specify the Terms and conditions of the agreement with the bidder and will include but not be limited to, the topics of Delivery and Payment; Tax Withholding; Certifications; Inspection and acceptance; Warranty; Termination; Incorporated Provisions, etc. At the time of award negotiation, the Bidder will be provided with a copy of the Purchase Order and AWEC will be available to address all questions and comments.

Qualification of the Audit Firm:

The registered auditing firm who are interested in submitting their offer is expected to employ adequate staff with appropriate professional qualifications and suitable experience, with related international standards, in particular the International Standards of Audit, and International Financial Reports Standard (IFRS), and with experience in performing assessments and/or audits of entities comparable in size and complexity to the Entity. Evaluation Criteria for Audit Firms: 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 (out of 100)
Past Experience:	All applicants will be subject to a past performance review, with emphasis on prior activities and experiences for the implementation of similar tasks. The applicant firm will include details of three annual audit contracts with INGOs/NGOs during the past 3 years.	20
Technical Merit	<p>The organization 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"> <input type="checkbox"/> Proposed audit methodology along with audit procedures that will be performed. <input type="checkbox"/> Detailed audit and logistic plan. <input type="checkbox"/> Audit deliverables <input type="checkbox"/> Work plan. 	20
Firm Affiliation Capacity and Capability:	<p>AWEC 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"> <input type="checkbox"/> Registration in Afghanistan <input type="checkbox"/> International affiliations with firms worldwide. <input type="checkbox"/> Affiliation with IFAC. <input type="checkbox"/> Participation of senior audit personnel assigned to the engagement. <input type="checkbox"/> CVs of staff assigned to the audit. <input type="checkbox"/> References. 	30
Financial proposal	<p>Applicants are strongly encouraged to provide their fair and reasonable cost proposals.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cost proposal/budget <input type="checkbox"/> All costs shall be inclusive of all applicable taxes as per the taxation law of the government of Afghanistan. <input type="checkbox"/> Audit fee in USD. <input type="checkbox"/> Audit fee payment terms 	30
Evaluation Criteria	Evaluation Criteria Description	Points (out of 100)
	Total points	100

Taxes: AWEC, a not-for-profit organization, shall pay and be responsible for all taxes that are measured directly by the Purchase Price payments made by AWEC to the Supplier for the Services hereunder and which the Supplier is legally required to collect and pay over to the applicable tax authorities as per Afghanistan Tax Law.

Bid Validity: The bids should be valid at least for 30 calendar days.

Payment Term: Payment will be made through Bank transfer.

AWEC- may or may not decide to negotiate with one or more Bidders. Before award, AWEC reserves the right to one or more on-site inspections of similar work that the Vendor has recently completed, and access to the applicable client(s) for whom the work was performed.

RFP Submission Guidelines: Bidder has to follow the below submission guidelines:

- I. Bids must be complete, properly signed and stamped on each page, accurately sealed, dated, and marked “Proposal for AWEC RFP Number and Title” (as shown above) and marked “To be received only by Admin/Logistic Department.
- II. Prices must include all relevant taxes in US\$ (only one currency to be used)
- III. Only bids submitted as hard copies, properly sealed, and submitted on the due date will be accepted. The quotation must be delivered to the address below by no later than Jan 20, 2025(03:30 PM, Kabul, Afghanistan Local Time) to:

AWEC Kabul Main Office:

House # 12 Wakil Samad, 2nd Street, Kart e Chahar from Pol Surkh Square.

Kabul- Afghanistan

Attention: Logistics Department

Contact: 0705649787

Email: logistic@awec.info

AWEC reserves the right to not evaluate non-compliant quotations (i.e., ones that do not substantively comply with all RFP instructions). All proposals submitted by Vendors must remain valid for acceptance by AWEC for a period of not less than 30 calendar days from the above-specified closing date.

For any technical questions, please contact:

Mr. Hameedullah Yousafzai AWEC Internal Auditor

Mobile: 0778947698

Email:internal.audit@awec.info

ANNEX 2 DESCRIPTION OF SCOPE OF SERVICES REQUIRED

Scope of the Audit: The audit firm should perform audit on the AWEC financial documents and financial statements for the year ended Dec 31, 2024.

1. The audit will be carried out by the International Auditing Standards (IAAS) and will include tests and verification procedures, as the auditors deem necessary.
2. The financial statements have been prepared by AWEC management per applicable accounting standards and give a true and fair view of the financial position of AWEC and its receipts and expenditures for the period ended on that date.
3. The scope of external audit work entails testing and evaluating the adequacy and effectiveness of management and financial information systems, and internal control frameworks, and making recommendations.
4. Review the effectiveness and efficiency of the financial resources.
5. Verify all project funds have been used under the established rules and regulations of AWEC and only for the purposes for which the funds were provided.
6. Appropriate supporting documents, records, and books of accounts relating to all activities have been kept. Clear linkages should exist between the books of accounts and the financial statements presented.
7. Express an opinion as to the reasonableness of the financial statements in all material respects.

Deliverables:

1. The Auditors on completion of the audit work will submit 3 (three) original hard copies of the Audit Report appended to the Financial Statements along with the reports to the attention of the Chairwoman and Managing Director.
2. In addition to the audit report, the auditors will prepare a Management Letter on the following:
 - a. Give comments and observations on the accounting records, procedures, systems, and controls that were examined during the audit.
 - b. Identify specific deficiencies and areas of weakness in systems and controls and make recommendations for improvement.
 - c. Report on the implementation status of recommendations of previous period audit reports.
 - d. Communicate matters that have come to their attention during the audit which might have a significant impact on the sustainability of the organization.

Timeline:

The total length of the assignment is around 20 days starting on Feb 15, 2025.

Required Documents

The audit firm must send the below documents with their RFP for the Application:

- Organization Profile
- Company Registered License
- 2 References for recognized Audit firms.
- Qualifications and experience of the Auditors (CV)
- The attached Quotation Submission Form is signed and stamped
- Experience in similar Auditing in the past preferably three contracts with the value equivalent to the tenderer's offer with I/NGOS with references.
- Bank information form/Details
- Bank Statement showing at least 50% amount of the bid price.

Annex 3 General Terms and Conditions**Abnormal Bids:**

An Abnormally Low Bid is one in which the bid price, in combination with other elements of the Bid, appears so low that it raises material concerns as to the capability of the bidder to perform the contract at the offered price.

The evaluation committee can take the Consideration on bids in which they have over 30% Difference in their prices for more clarifications.

Subcontracting:

The contractor may subcontract up to twenty percent (20%) of the performance of the procurement contract with the written consent of the procuring party.

Consent to a subcontract may be granted on condition that it does not affect any other responsibility of the contractor under the procurement contract, and the sub-contractor shall be qualified to carry out the same duties as the contractor.

Cancellation of the Bids:

The Employer should only reject all bids and cancel a bid if:

There is evidence of collusion;

There has been unsatisfactory competition;

Bid prices substantially exceed the cost estimates or available funds;

The specifications or other conditions inadvertently failed to reflect the client's requirements, reduced competition, and generated substantially non-responsive bids or very high prices.

Before canceling a bid, the Employee should consult the senior management and agree on the cancellation and procedures for procuring the contract.

Once the approval is received from the executive director and senior management the

procurement department can share the bid cancelation with its result with the bidder.

Bidders' Appeals and Complaints:

- The bidder has full right to show his/her concerns regarding transparency of the bidding process if they are not satisfied with the procedures.
- The bidder can write a written complaint about the observations they have when the notification of award/cancelation is submitted to the bidders.
- In the notification document complaint email and Phone shall be mentioned in case the bidder does not agree with the decision if they have any observations.
- The Complaint shall be forwarded to the complaint committee for review and the result shall be shared with the bidder after evaluation of the complaint by the committee.

Penalty for Delay and Bonus Award:

- (1) The agreed sum to be paid per time-unit (day, week, or month) of delay; b. The maximum penalty amounts.

Penalty delay consists as follows:

- One-day delay of 0.05% of the total contract amount
- One-week delay of 0.5% of the total contract amount
- Over ten days' delay 1% of the total contract amount
- Over 25 days' delay contract termination (Termination of the contract will be subjected to the approval of the Executive director and justified supplier)

Environmental Protection:

The entity and contractor are obliged to take necessary actions to protect the environment in procurement proceedings and the implementation of contracts by relevant legal documents.

Safeguarding & SEA Preventions:

The Supplier shall ensure compliance with AWEC safeguarding policies, which include not hiring underage children, trafficking in Persons, emotional and physical abuse to both men and women, Grooming, and Online grooming. The contractor/Supplier has to make sure to promote the welfare of people (especially children and vulnerable adults) in the communities where we work and not expose them to the risk of harm, including sexual exploitation and abuse. Safeguarding measures seek to prevent situations where individuals can use their position of power, to abuse or exploit another person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle AWEC to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

Force Majors:

A force majeure clause states that if an extreme, unforeseeable event occurs that prevents or delays a party from performing their contractual obligations, which party will not be in breach of contract as a result of the delay/non-performance. Neither party shall be in breach of this agreement or

otherwise liable for any failure to fulfill its obligations if such failure results from events, circumstances, or causes beyond its reasonable control. In the case of contractors or suppliers, the key obligations that they may fail to perform due to a force majeure event could be:

- a) Failure to pay invoices within the agreed payment terms; or
- b) Failure to perform the services or deliver goods within the agreed timescale.

Afghan Women's Educational Center

Appendix A: Audit Firm Information Form فورم معلومات سازمان

The information provided will be used to evaluate the Company before contracting with AWEC.

Please complete all fields.

Fields marked (*) are mandatory.

Vendor Information

<p>*Company\Organization Name نام کمپنی یا سازمان</p> <p>*For individual vendors, provide legal first and last name</p>	
<p>*Any other names the company is operating under (Acronyms, Abbreviations, Aliases) if any مخففیات که کمپنی به آن یاد میشود</p>	
<p>*Address آدرس</p>	
<p>*Phone/Fax Numbers نمبر تیلیفون/فکس</p>	Phone: تیلیفون Fax: فکس
<p>*Primary Contact تماس اصلی</p>	First Name: Last Name: Phone Number: Email Address:
<p>*Number of Staff تعداد کارمندان</p>	
<p>Number of Locations تعداد موقیعت</p>	
<p>*Name(s) of Company Owner(s) or Board of Directors or CEO نام ریس کمپنی و معاونین</p>	

Bid Validity مدار اعتبار قیمت 15-30 Days	
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Financial Information

*Bank Name and Address نام و آدرس بانک	
*Specify Standard Payment Terms (Net, 15, 30 days, etc.) زمان تادیات	
*Payment Method (select all that apply) میتود تادیات	Payment By: <u>Check</u> <u>Wire Transfer</u> <u>Cash</u>
*Bank account number نمبر حساب بانکی	
Swift code (if applicable)	

Product/Service Information

List Range of Products/Services Offered انتخاب تولیدات/خدمات	
Basis for Pricing (Catalog, List, etc.) اساس برای قیمت	

Documentations as applicable:

*Registration Valid business License,	Provided _____
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*NID# president and deputy of the company	Provided ____
TIN# Tax identification Number	Provided ____
Past Experience: PO or Contracts	Provided ____

References (optional)

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

AWEC Conflict of Interest and Vendor Code of Conduct

Vendor hereby agrees that Vendor and Audit employees and subcontractors, if any, shall abide by and follow all established written policies of AWEC related to work conduct, including, but not limited to.

The AWEC Way provides three (3) core values - Integrity, Service, and Accountability.

Integrity - At AWEC we are open, honest, and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset, and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, AWEC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.

Accountability - At AWEC, we are accountable – individually and collectively – for our behaviors, actions, and results.

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.

- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff using performance evaluations.

Vendor hereby agrees to maintain high ethical and social standards:

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and AWEC beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

Vendor Name: اسم مسوول سازمان
Signature: امضأ
Title: تخلص
Print Name: نام كمپنى ياسازمان
Date: تاريخ

Appendix B: Summary of Relevant Work Experience

Vendor Name: _____

Client Name, Representative, Contact Information (Email & Telephone)	Description of Goods or Services Delivered/Performed.	Location Start and End Dates Value of Works in AFN/USD	Was the contract or purchase order completed successfully?	Remarks

Signature & Stamp _____

**Appendix C: Copy of Business License Government of the Islamic of
Afghanistan License**

As a legally registered organization with the Government of the Islamic Republic of Afghanistan, attached to this Appendix please find a current, valid copy(s) of our organizations:

- [] Afghanistan Investment Support Agency (AISA) Certificate (for-profit organizations):

AISA No. _____

Issued on: _____

Valid until: _____

- [] Ministry of the Economy, NGO Certificate of Registration (for NGOs):

Issued on: _____

Valid until: _____

- [] Ministry of the Economy Tax Exemption Certificate (for NGOs):

Issued on: _____