



## **REQUEST FOR QUOTATION: 2024 AUDIT**

From: Enabled Children Initiative, Burj-e-Barq Stop, Qumandan Gaadad Street, Klola Pushta, Kabul Afghanistan

Date: January 6, 2025

No. of pages including this page: 03

**Subject:** <Financial audit 2024>

### **About the Organization:**

The Enabled Children Initiative (ECI) is an independent charity organization registered as a 501(c)(3) in the USA with a registered branch in Afghanistan (number 465). Additionally, ECI also operates as a local NGO in Afghanistan known as Enabled Children Initiative Afghanistan Organization (ECIAO) with registration number 5995. Our organization is dedicated to supporting children with disabilities in Afghanistan.. ECI supports children in Afghanistan with disabilities through residential, educational, and income-generation support for families. For more information on ECI and our programs, visit [www.enabledchildren.org](http://www.enabledchildren.org).

### **Request for services:**

[ECI US and ECIAO/ ECI Afghanistan are welcoming quotations from qualified companies to conduct 2024 Financial Audit for ECI. Companies are invited to provide a quotations for either:](#)

- [1\) ECI Afghanistan only](#)
- [2\) ECI Afghanistan and ECI US both](#)

[Companies are to mention clearly which option \(1 or 2\) their quotation is for. Companies capable of providing audit for both ECI US and ECI Afghanistan \(option 2\) are given priority \(see evaluation criteria p.](#)

### **Manner of Submission:**

Please submit your quotation in accordance with the requirements detailed below by:

- by hand delivery to Enabled Children Initiative, Burj-e-Barq Stop, Qumandan Gada Street, Klola Pushta, Kabul Afghanistan, or
- by email to [finance@enabledchildren.org](mailto:finance@enabledchildren.org) & [jahanzeb.daudzai@enabledchildren.org](mailto:jahanzeb.daudzai@enabledchildren.org)

The deadline for submission of quotations is (January 20, 2025) promptly. Companies not submitting their quotation by this deadline will not be considered.

### **Requirements:**

The office of the Enabled Children Initiative invites your company to make an offer for the financial audit for the year 2024 with the following teams.



The estimated expenditure of ECI US for 2024, 200,000USD and for ECIAO/ ECI Afghanistan **(350000\$)Estimated**

Specification: Audit of the overall financial system.  
Duration of audit work.

Your quotation should clearly indicate the following;

- Total Price of offer (Dollar)
- Ex-works unit price:
- Net price after the deduction of discounts:
- Validity of the offer (Preferably 30 days)
- Detailed specifications (if different from stipulated specifications)

#### **Eligibility criteria of an audit firm**

The firm must be able to demonstrate the following criteria:

- Member of an international global network
- Has the license to operate in Afghanistan (if applying for option 1) Afghanistan audit only)
- Has the license to operate in Afghanistan and United States of America (if applying for option 2) ECI Afghanistan and ECI US audits)
- Past three years' experience in conducting the audit of donor-funded projects.
- Experience of working with International NGOs and INGOs.
- Partner In charge have practicing license issued by professional body to operate in Afghanistan.
- ACCA members or Equivalent staff members.

Bid evaluation criteria

- Technical expertise, past experience and qualifications 40%
- Ability to conduct both US and AF audits 10% (meaning, those able to provide both, will have priority)
- Price 50%

All bids will be opened jointly and evaluated 22 January 2025 according to the above-mentioned criteria and bid analyses.

Selected company will be notified by 26<sup>th</sup> January 2025.

#### **Conditions of quotation:**

Payment will be made within one week after receiving the invoice of examination, by bank transfer.

All suppliers doing business with ECI should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure the non-exploitation of child labour, and give



fair working conditions to their staff. ECI reserves the right to reject quotations provided by suppliers not meeting these standards.

ECI aims to purchase products and services that have minimum environmental impact. Environmental considerations form part of the ECI selection criteria, and ECI reserves the right to reject quotations provided by suppliers not meeting these standards.

**Currencies of bid and payment**

All prices shall be quoted by the Bidder in<USD> unless otherwise stated. Similarly, all payments will be made in <USD>.

**Inspection**

ECI is obliged to ensure that its procurement decisions are clearly justified and documented. In that regard, full and on-the-spot access must be granted to representatives of ECI, or any organization or person mandated by it, to premises belonging to ECI or its contractors. The right to access shall include all documents and information necessary to assess or audit the implementation of the contract

**Supplier Information (please provide this as a cover page with the quotation)**

Company name.....Stamp.....

Address.....

Contact person.....

Contact Telephone number.....

Email/Fax.....

Submitting quotation for:

- ECI Afghanistan audit only
- ECI Afghanistan and ECI US audits

ECI reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.



Shortlisted suppliers will be required to submit samples and references of previous past work. Please be sure to have all samples and references available at short notice, and wait for a response from ECI if you have been shortlisted.