

BIDDING DOCUMENT FOR SERVICES

Title of the Tender	AUDIT SERVICES FOR THE EACO FINANCIAL STATEMENTS 2024/2025 (July 2024 – June 2025)
Tender reference number	N° 002/2024/25
Procurement Method	SIMPLIFIED METHOD
Date of Issue:	March, 2025

TENDER NOTICE

TITLE: EXTERNAL AUDIT SERVICES FOR THE EACO's FINANCIAL STATEMENTS 2024/2025 (JULY 2024 – JUNE 2025)

CLIENT: EAST AFRICAN COMMUNICATIONS ORGANIZATIONS (EACO)

EAST AFRICAN COMMUNICATIONS ORGANIZATIONS (EACO) hereinafter called ~~Client~~ has funds towards the cost of the tender for hiring an Audit Firm to audit its Financial Statements Year ended 30th June 2025.

EACO invites qualified Bidders to submit their bids for the above mentioned Tender. The tender document may be obtained from EACO website: www.eaco.int or at EACO Secretariat, at any day from 24th March 2025.

Technical and financial offers in plain sealed envelope shall be submitted to EACO Offices not later than 03rd April 2025 at 10:00 am. The opening of received bids is scheduled on the same date at 11h00 am.

All bidders must pay non-refundable fee of ten thousand Rwandan Francs (**10,000 Rwf**) to EACO Bank Account No 4002200499033, opened at Equity Bank Rwanda.
Swift code: EQBLRWRW

For any information/inquiries and submission **must** be done through EACO E-mail: info@eaco.int or emukarukundo@eaco.int

Dr. Ally Simba
Executive Director

Bidding Document for Procurement of Services

Section I. Instructions to bidders, Bid Data Sheet (BDS)

Paragraph Reference	DESCRIPTION
1.	Name of the Client: EAST AFRICAN COMMUNICATIONS ORGANIZATION (EACO) Method of selection: Quality Cost Based Selection (QCBS)
2.	Financial Proposal to be submitted together with Technical Proposal: YES but in separate envelopes. Name of the assignment is: AUDIT OF THE EACO FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR 2024/2025 (from July 2024 to June 2025)
3.	The Client's representative is: Dr. Ally Simba, the Executive Director For the purpose of this tender, the Attention is: <ul style="list-style-type: none">• Liaison Manager/HRA
4.	The Client will provide the following inputs and facilities: <ul style="list-style-type: none">• Available literature related to the assignment• Guidance
5.	Clarifications may be requested not later than 2 days before the deadline of submission. The address for requesting clarifications is: EACO Headquarters, RURA Building, 8 th Floor Kiyovu . KN1 AV14 Attention: Human Resource and Administration Liaison Manager P.O Box: 6309, Kigali

	Cell: 0788 266 199/0788 155 100 Email: info@eaco.int
6.	Proposals shall be submitted in ENGLISH
7.	<p><i>I. The Consulting firm's technical proposal should present:</i></p> <ol style="list-style-type: none"> 1) A notified Copy of the constituent act of the firm or Notified copy of the trade license delivered by RDB. 2) The original or the notified copy of a valid certificate of tax clearance or debt clearance from Rwanda Revenue Authority. 3) The photocopy of the bank pay-in slip for the tender documents; 4) The list and the curricula vitae of the staff in general, while indicating those that will be involved in the concerned consultancy services, their role and the time to be taken; 5) A brief description of the firm's organization and an outline of the recent experience on assignments of a similar nature; 6) A description of the methodology and work plan for performing the assignment with a detailed time table. <p>N.B: All local bidders should be affiliated members to the INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF RWANDA (ICPAR).</p>
8.	Consulting firm may associate: NO
9.	The estimated number of key personnel is: 3 staff with the team leader
10.	Amounts payable by the Client to the Consultant firm under the contract to be subject to local taxation: YES
11.	Consulting firm to state the service cost in the local currency (Rwandan Francs)
12.	Consulting firm must submit the one original and one copy of both the Technical Proposal and Financial Proposal.
13.	The evaluation of technical proposals will take into account the following criteria:

- | | |
|---|------|
| 1. Relevant experience of the firm. | 20% |
| 2. Qualification and staffs experiences. | 50% |
| 3. Audit plan including time table for execution. | 30 % |

a) Distribution of points among personnel nominated.

	Points
Audit Manager	25
Senior Auditor	15
Auditor	<u>10</u>
Total	50

Positions proposed by a firm but not among the above list will be equated to the above and assessed accordingly.

Resumes (CVs) should be detailed, updated duly initialled and signed by the holder in accordance with the form attached to the Request for Proposals. Notarized copies of degrees and certificates are compulsory.

14.

The formula for determining the financial scores is the following:

$$\mathbf{Sf = 100 \times Fm / F}$$

In which **Sf** is the financial score, **Fm** is the lowest price and **F** the price of the proposal under consideration.

The weights given to the technical and Financial Proposals are:

T= 0.8 (weight of the technical proposal)

F= 0.2 (weight of the financial proposal)

Section 2. Technical Proposal - Standard Forms

This section *provides guidance to the Consulting firm for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.*

TECH-1 Consultant's Organization and Experience

A Consultant's Organization

B Consulting firm's Experience

TECH-2 Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client

A On the Terms of Reference

B On the Counterpart Staff and Facilities

TECH-3 Description of the Approach, Methodology and Work Plan for Performing the Assignment

TECH-4 Team Composition and Task Assignments

TECH-5 Curriculum Vitae (CV) for Proposed Professional Staff

TECH-6 Staffing Schedule

TECH-7 Work Schedule

2.1 FORM TECH-1 CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your Consultant/entity and each associate for this assignment.]

B – Consulting firm's Experience

[Using the format below, provide information on each assignment for which your Consulting firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name:	Approx. value of the contract (in Rwanda francs or freely convertible currency]
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your consultant under the contract (<i>in Rwandan Francs or freely convertible currency</i>)

Start date (month/year): Completion date (month/year):	Nº of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your consultant involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Consultant's Name: and Signature _____

2.2 FORM TECH-2 COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE CLIENT

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the Client including: administrative support, office space, local transportation, equipment, data, etc.]

2.3 FORM TECH-3 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

2.4 FORM TECH-4 TEAM COMPOSITION AND TASK ASSIGNMENTS

Professional Staff				
Name of Staff	Consultant	Area of Expertise	Position Assigned	Task Assigned

2.5 FORM TECH-5 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____

2. **Name of Consultant** [*Insert name of consultant proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____

4. **Date of Birth:** _____ **Nationality:** _____

5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. **Membership of Professional Associations:** _____

7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: _____

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment*

(see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: ____ To [Year]: _____

Employer: _____

Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
---	---

13. Certification:



I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

 [Name and Signature of staff member or authorized representative of the staff]
 Date: _____
 Day/Month/Year

2.6 FORM TECH-6 STAFFING SCHEDULE

N°	Name of Staff	Staff input (in the form of a bar chart)													Total staff-month input			
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field	Total	
1		[Home]																
		[Field]																
2																		
3																		
n																		
														Subtotal				

1. For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
2. Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
3. Field work means work carried out at a place other than the Consultant's home office.

 Full time input
 Part time input

2.7 FORM TECH-7 WORK SCHEDULE

N°	Activity	Months												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														
n														

1. Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports),
2. Duration of activities shall be indicated in the form of a bar chart.

Section 3. Financial Proposal - Standard Forms

This section provides guidance to the Consultants for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.

SUMMARY OF COSTS

Item	Costs
	[RWF]
Remuneration	
Other Expenses	
Total Costs of Financial Proposal	

Section 4. Terms of Reference

4.1. ASSIGNMENT IDENTIFICATION

4.1.1. Title of the Tender: Framework Contract for Auditing the EACO Financial Statements for the Financial Year 2024/2025, Renewable Twice Upon Performance of the Previous Assignments.

4.1.2. Client: East African Communications Organization (EACO)

4.1.3. Nature of the tender: Simplified Method

4.1.4. Maximum duration of the consultancy services execution: 30 Days

4.1.5. Date of starting: from the signing of contract.

4.2. OBJECTIVES OF THE ASSIGNMENT

The main objectives of conducting the audit of the EACO financial statements are:

- i) Express an Opinion on the Financial Statements;
- ii) Improve Internal Control Systems
- iii) Detect Material Misstatements
- iv) Ensuring Compliance with Hosting Country Legal Requirements
- v) Ensuring transparency, accuracy, reliability in financial reporting
- vi) Provide Management with Recommendations

4.3. SCOPE

To conduct audits in areas of operations, IT, compliance, financial, value for money, governance and performance of EACO.

4.4. TASKS AND RESPONSIBILITIES

- i. Examine that the financial statements comply with the applicable accounting standards and reflect the company's actual financial situation.
- ii. Evaluate the company's internal control systems to determine if they are effective in preventing and detecting material misstatements;
- iii. Assess the risk of material misstatements;
- iv. Verify transactions and related accounts for accuracy and completeness;

- v. Ensure that transactions are recorded in the correct period;
- vi. Review of management's key accounting assumptions, judgements and estimates used in the preparation of the financial statements;
- vii. Verify that the company complies with relevant laws, regulations, and contractual agreements that affect its financial position;
- viii. To issue an opinion on whether the financial statements are free from material misstatements and whether they present a true and fair view.

4.5. REQUIREMENTS FOR THE AUDITING FIRM

- i. The audit firm must be recognized by accounting bodies (e.g., IFAC, ICPAR);
- ii. The audit firm must have conducted at least 3 similar functions in Rwanda (Certificates of Completion are required);
- iii. Have the legal capacity to enter into a contract;
- iv. Not have had their business activities suspended;
- v. Have fulfilled their obligations to pay taxes and social security contributions;
- vi. Not to have a conflict of interest in relation to this internal audit requirements;
- vii. Detailed Working plan to accomplish the Audit process;
- viii. Certificate of Registration for Companies;
- ix. Evidence of statutory compliance such as a valid tax clearance certificate and social security contributions certificate.

4.6 REQUIREMENTS FOR THE PERSONNEL

- i. Curriculum Vitae (CV) must be detailed, updated and signed by the individual Consultant;
- ii. Must have a bachelor's degree in finance or accounting;
- iii. Must be from a professional recognized body by IFAC (ACCA OR CPA)
- iv. Auditors must have experience of at least 3 years in conducting audit exercise.
- v. Professional Certificates;
- vi. 3 recommendations from the beneficiaries of the similar services;
- vii. Not less than 5 years of experience in Audit for the team leader, and a Master's degree will be an added value;
- viii. Qualifications of the assigned personnel (submit copies)

4.7 EXECUTION & REPORTING REQUIREMENTS

- i. The audit exercise will be conducted during the month of October 2025;
- ii. The audit reports together with the management letter to be addressed to the Executive Director of EACO for management responses; and subsequent be presented to Finance, Audit and Risk Management Committee (FARMC).