

BIDDING DOCUMENT FOR SERVICES

Title of the Tender	AUDIT SERVICES FOR THE EACO FINANCIAL STATEMENTS 2020/2021 (July 2020 – June 2021)
Tender reference number	N° 004/2021
Procurement Method	NATIONAL OPEN TENDERING
Date of Issue:	April, 2021

TENDER NOTICE N° 004/ EACO/ES/ 2021

TITLE: EXTERNAL AUDIT SERVICES FOR THE EACO's FINANCIAL STATEMENTS 2020/2021 (JULY 2020 – JUNE 2021)

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 2021.

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 4th May 2021.

Technical and financial offers in plain sealed envelope shall be submitted to EACO Offices not later than **13th May 2021 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 Secretary

Bidding Document for Procurement of Services

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

Paragraph Reference	
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 2020/2021 (From July 2020 to June 2021)
3.	The Client's representative is: Dr. Ally Simba, the Executive Secretary 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, Ex. Fair House Building, 1 st Floor Kiyovu – KN6 AV11 Attention: Human Resource and Administration Liaison Manager

	<p>P.O Box: 6309, Kigali Cell: 0788 266 199/0788 155 100 Email: info@eaco.int</p>
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 : 2 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:

$$Sf = 100 \times Fm / F$$

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

A.

5 2.1 FORM TECH-1 CONSULTANT'S ORGANIZATION AND EXPERIENCE

6 A - Consultant's Organization

1. *[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 ^o 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>)

A.

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 _____

A.

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

7 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.]

8 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

9 2.4 FORM TECH-4 TEAM COMPOSITION AND TASK ASSIGNMENTS

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

A.

A.

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*

B.

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><i>[List all tasks to be performed under this assignment]</i></p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[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.]</i></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.

Date: _____

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

B.

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														

- 7 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 8 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

A. PROJECT IDENTIFICATION

A.1. Title of the Tender: AUDIT OF THE EACO FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR 2020/2021, ENDED 30 JUNE 2021

A.2. Client: East African Communications Organization (EACO)

A.3. Nature of the tender: Simplified Method

A.4. Maximum duration of the consultancy services execution: 30 DAYS

A.5. Date of starting: from the signing of contract.

B. OBJECTIVE AND SCOPE (CONSULTANT'S RESPONSIBILITIES)

It is expected that the audit will be carried out in accordance with international standards on auditing and will include such tests and controls, as the auditors consider necessary under reporting standards.

In conducting the audit, special attention should be paid to the following:

- a)** That the financial statements present fairly, in all material respects, EACO revenues and expenditure incurred for the respective periods, in conformity with generally accepted accounting principles and international financial reporting standards.
- b)** That EACO adhere to established financial compliance requirements, procedures and relevant regulations.
- c)** That EACO's internal control structure for financial reporting and/or safeguarding assets, are suitably designed and implemented to achieve the control objectives.
- d)** That the internal controls are in compliance with the procedures and regulations governing EACO procurement, accounting and human resource management.
- e)** Whether EACO acquired and utilized human, material and financial resources at its disposal economically, efficiently and effectively.

C. DELIVERABLES

C.1 An audit report, giving opinion on the financial statements of East African Communications Organization as at 30th June 2021.

C.2 Management letter

In addition to the audit report, the firm will be required to prepare a management letter in which they will:-

- (i) Give comments and observations on the accounting records, systems and controls that were examined during the course of the audit.
- (ii) Identify specific deficiencies and areas of weakness in systems and controls and make recommendations for improvement.
- (iii) Communicate matters that have come to their attention during the audit which might have a significant impact on the solvency and going concern of EACO.
- (iv) Point out matters such as breaches of government regulations e.g. on taxation, administration, unauthorized expenditure, wasteful expenditure, by considering whether EACO was mindful of economy, efficiency, and effectiveness in acquisition and utilization of resources, irregular payments suspected or actual fraud as well as losses of cash and inventory.

D. SPECIAL PRESCRIPTIONS

Article 1: GENERAL OBLIGATIONS

- The Consulting firm will accomplish his duties according to regulations and in conformity with the clauses of the contract and instructions from the Client.
- The auditors will be given access to all legal documents, correspondence and any other information they may deem necessary, associated with the organization.
- During and after the contract processing, the consultant and his personnel will keep all information, documents at their hand confidential.

Article 2. CONSULTANT'S LIABILITIES

- The firm is liable for any damage caused by his personnel while carrying out his contract.
- He is liable for any mistakes in carrying out this exercise
- The Consultant will constantly keep in touch with the Client and at each phase of this exercise, he will transmit all the requests to the supervisor who will then give necessary explanations to the Employer.

Article 3. QUALIFICATION OF THE FIRM AND THE ASSIGNED PERSONNEL

The firm should have a verifiable record of auditing similar reputable organizations not less than 5 years as well as a verifiable record of carrying out similar audits in similar

organizations.

The Audit Manager: He must be a highly experienced certified accountant from a professional body ICPAR. The audit experience of the Audit Manager should not be less than 5 years in institutions of similar size and intensity of mission.

The Senior Auditor: The senior auditor should be a highly experienced accountant from a professional body recognized by IFAC. The audit senior should have adequate experience of more than 5 years in institutions of similar size and intensity of mission.

Auditor: The auditor should be a highly experienced accountant with adequate professional audit experience. The audit experience should not be less than 5 years in institutions of similar size and intensity of mission. There should be evidence of undertaking accounting professional courses although professional accountants are highly preferred.

NOTE: Academic certificates duly notified should be attached to justify the personnel's Qualification.

Article 4: CLIENT'S LIABILITY

Information from the Client

The Client shall give the auditors access to all legal documents, correspondence and any other information they may deem necessary, associated with the organization.

Employer's Approvals

East African Communications Organization (EACO) invites Auditing firms for the audit of its Financial Statements for the financial year 2020/21, ended 30th June 2021 with a verifiable record of auditing similar reputable organisations not less than 5 years as well as a verifiable record of carrying out similar audits in similar industries.

Approval of the reports and documents

- (i) Approval of the report shall be done according to the regulations set in the present tender.
- (ii) The client will notify the consultant the acceptance or rejection of the reports in accordance with the stipulated time duration within the specific clauses in the present tender.
- (iii) In case the client does not reply within the stipulated time duration, the consultant

shall count the delayed period as an extension to the contract.

- (iv) In case the client makes an additional modification to the exercise otherwise not planned before, an extension to the contract shall be made in accordance with the variation of activities.
- (v) The final report shall be approved within 15 days.