



INVITATION FOR BIDS (IFB) Provision of Annual Audit Services for All Projects of 2022

Issue Date: 16 Jan 2023
Closing Date: 1 Feb 2023
Closing Time: 1600 Hours - Kabul Time
Discussion End Date: 4 Feb 2023
Project Title: Provision of Annual Audit Services for All Projects of 2022
Bid Reference Number: WJO/22/001

I. INTRODUCTION:

This is an invitation for bids for all licensed audit firms in Afghanistan to conduct external audit services for Women for Justice Organization (WJO) headquartered in Kabul-Afghanistan for the fiscal year 2022. The purpose of this IFB is to determine highly professional and capable audit firms to execute the task order. We anticipate evaluating audit firm's technical capacity, quality of work, experience in executing relevant task order, and the ability to deliver on-time. The potential audit firms may reflect information on the following areas within their proposal:

- Be technically sound and capable to execute the task order
- Demonstrate prior experience in similar task order
- Adhere to the highest standard of professionalism, quality of work and ethical integrity
- Adhere to more realistic and cost-effective pricing
- Commit to strict deadline and deliverables
- Demonstrate project management skills and approach

II. Women for Justice's BACKGROUND:

Women for Justice Organisation (WJO) is a non-profit organisation in Kabul, Afghanistan. We were founded in October 2018. We are independent, non-profit, non-government, non-political and non-sectarian.

OBJECTIVES:

The objective is, first to assess WJO's capability to comply with grants' guidelines, second to review its own policies, procedures and internal control system against the actual practices, and third to assess how its financial management system reflects standards as stipulated in the International Financial Reporting Standards (IFRS).

III. SCOPE OF WORK:

The selected audit firm shall deliver the following tasks:

- Conduct financial audit for all the funds received from various donors for the fiscal year 2022
- Review compliance with all the terms and conditions of grants' agreements
- Assess overall internal systems and present key findings and recommendations
- Review WJO's existing policies and procedures and compare those with the actual practices
- Review and assess financial management system including finance tool (QuickBooks)
- Share the initial findings with WJO and incorporate WJO's justifications against each finding
- Submit two complete and comprehensive audit reports inclusive of management letters and financial statements

IV. PROJECT TIMEFRAME:

WJO anticipates that the selected audit firm strictly adheres to the deadline. Thus, the overall timeline of the stipulated task order **MUST NOT** exceed 6 weeks inclusive of audit process and submission of the final audit report and management letter.

V. ELIGIBILITY REQUIREMENTS:

All qualified and certified audit firms operating in Afghanistan are eligible to apply. A valid copy of firm's license must be attached with the proposal.

VI. CLARIFICATIONS ON IFB:

In case of any vagueness or ambiguity in this IFB, offer or can address specific questions to Ms. Humaira Rasuli, Director WJO, at humaira@wjoafg.org before 25 Jan 2023 at 1600 hours Kabul time. Clarification requests submitted after the due date will not be responded.

VII. PROPOSAL SUBMISSION GUIDELINES:

Offerors shall submit their single file proposals, electronically only and in PDF format, to humaira@wjoafg.org and copy Maryam Sharifi and Ahmad Nazeer Suri, maryam@wjoafg.org suri@wjoafg.org no later than 1 Feb 2023 at 1600 hours – Kabul Time. Proposals received after the due date will not be evaluated.

VIII. IMPORTANT INSTRUCTIONS TO OFFERORS:

Offerors will be scored from a total of 100 points. Each section of the proposal is assigned a score point and page limit. Offerors have to comply with these instructions for their proposals to be evaluated and/or be included in the evaluation process. Lack of comply with the following instructions results in lower scores and in some cases disqualification.

a. Cover Page: Maximum 1 page

This is the first page of your proposal and it must include the following pieces of information:

- Project title
- Bid reference number
- Company Name
- Company Address
- Name of company's authorized representative
- Email address and phone number of company's authorized representative
- Date of Submission
- Stamp and Signature

b. Corporate Brief: Maximum 2 pages

Include the most relevant information about your firm including, but not limited to, date of establishment, services, branches and management team.

c. Technical and Management Approach: Maximum 4 pages; 30 points

Offerors are expected to explain *project implementation methodology, work plan, and project management approach*. This section may reflect information as:

- Where do you start and end?
- What steps are taken to implement this project?

- What is your project management approach?
- How much time is required per activity?
- How do you manage problems?
- What is your quality control mechanism? and etc

d. Personnel Experience and Staffing Plan: Maximum 2 pages; 20 points

Include project staffing plan and explain everyone’s responsibilities and roles within the project along with their level of experience and particular expertise.

e. Past Performance: Maximum 2 pages; 20 points

Use the following chart to list your past performance and client reference:

No	Project title and brief description	Location	Client’s contact details (name, position, phone, email)	Service value in USD \$	Start date	End date
1						
2						
3						
4						

f. Budget: Maximum 2 pages; 30 points

Offerors shall provide all-inclusive price for implementing this project. All costs must be realistic and reflect current market price. Offerors must include the following pieces of information in this section:

- The quoted price must be valid for 90 days from the date of the proposal
- Don’t include lump sum costs
- Provide a breakdown of all costs
- A certification of authorization to WJO to withhold tax at prevailing rate 2% BRT; (7% BRT for unlicensed firms)

g. Attachments

You may include the CV’s of key project personnel (each CV must not exceed 2 pages), sample of previous work, a valid copy of your firm’s license, client testimonials, project completion certification and etc.