

DanChurchAid Kenya/Ethiopia
REQUEST FOR Audit service for DCA Office running
Budget



CONTENTS OF THIS TENDER

1. Timetable
 2. About DCA
 3. Instructions to Bidders
 4. Submission of Offer
 5. Selection Criteria
 6. Information Required
 7. Conditions of Tender/RFA
 8. Bidders Signature
- Annex 1 Offer Form

1. TIMETABLE:

Issue of RFA:	15/12/2016
Deadline for Reply:	22/12/2016
Issue of Contract (estimated):	28/12/2016

2. ABOUT DCA:

Dan Church Aid (DCA) is an International NGO legally registered by NGO Coordination Board in Kenya (Ministry of Devolution and Planning), certificate **OP.218/051/15-224/10127** and engaged in development and humanitarian assistance to poor rural people in Kenya in Partnership with other donors INGOs, NGOs and Civil Society Organizations.

3. INSTRUCTION TO BIDDERS

By submitting your Offer, the Bidder accepts in full the conditions of this RFA, waiving his/her own conditions of contract for service.

Please read all instructions, terms and conditions carefully, and ensure your information and documentation is provided on time as failure to do so may result in rejection of your bid.

If clarification is required on this RFA please send your query prior to submission of quotation date to isabella.kenya@dca.dk / smnj@dca.dk or Call to +254 722 347154/+254 738 742284

4. SUBMISSION OF OFFERS

Offers must be delivered in the following way:

1. In a sealed envelope to the following address:
DanChurchAid Kenya Office
PO Box 1878 Code 00606
Sarit Centre Nairobi
Or
Drop at LWF office Tender Box,
Physical Address
LWF Compound(Closing date 22.12.2016)
Gitanga Road off James Gichuru, Opposite Braeburn School
Or
Email Isabella Gacheri; isabella.kenya@dca.dk

Your proposal, in original, should be sealed in an envelope addressed as follows:

Request for Offer for **Audit service for Office running Budget from Jan. 01, 2016 – December 31, 2016**

Important: Offers transmitted in any other manner than indicated above or offers received after the deadline date and time will not be considered.

5. SELECTION CRITERIA:

A) Essential Criteria

- Renewed licence
- The External Auditor must be a firm of auditors that is recognized by Institute of Certified Public Accountant-ICPAK

- The firm should be an internationally qualified auditor (CPA, ACCA or its equivalent) with experience in donor accounting and financial management and should have a minimum of five years' experience in providing audit service.

Any offers that do not meet the above essential criteria will be immediately rejected.

B) Award criteria

1. Price
2. Audit schedule
3. Experience of vendor

6. INFORMATION REQUIRED

A. SUPPLIER INFORMATION

DCA requires all the vendors to provide

1. VAT Registration Certificate
2. Renewed ICPAK (FY 2016.)
3. Tax Identification certificate
4. CV of the Lead Auditor/s

B. SPECIFICATION OF Audit service that help the vendor to quote the price

Information about the client that enable the service provider to make an offer

- a) No of box files 60
- b) Total Budget size for the action for one year- KES 13,519,164.00
- c) Period covered for this audit-January 01, 2016 - December 31, 2016
- d) Total estimated expenditure to be audited above KES 13,293,041.00
- e) Compliance considerations- DCAs' own system
- f) About 15 annexes to be filled by the Auditor

DCA requires your company to provide accurate and true information in both your quote and any other information provided verbally or through email throughout the process of RFA submissions and tender clarifications. All information provided to DCA as part of this RFA process should be accurate, should any false information be provided on behalf your company this will lead to exclusion from the RFA.

C. PRICING:

1. Prices must be expressed in KES
2. Individual prices must be provided in the Offer as follows:
 - o prices
 - o VAT , and any duties payable
 - o Any other associated costs
 - o Prices should be net after deduction of discounts
 - o Confirmed final Audit schedule
 - o Validity of the offer
3. Any discount offered to DCA must be clearly indicated as a percentage of the overall cost.

D. LEAD AND DELIVERY DETAILS

1. Detailed delivery schedule for the service will be negotiated with the successful bidder.
2. Only compliant and accurate service, which meets DCA specifications shall be accepted and paid for by DCA.
3. Non-conforming service delivered shall be rejected by DCA, in case of rejection of part of or full provided service by a vendor, DCA will not pay for the cost of service rejected.

F. SIGNED COPY OF THIS DOCUMENT

Please print off and sign a copy of this document (see section 8) to indicate that you have read, understood and agree to the contents.

This RFA, in conjunction with **Annex 1 Offer Form**, must be signed and returned with your offer.

7. CONDITIONS OF TENDER/RFA

1. DCA reserves the right to deal with any offer of its choice or any or all parts of the offer. DCA is not bound to accept the lowest offer or any offer.
2. This document is not a contract or an offer into a contract, but is a request for a quotation for the Audit service.
3. Respondents are bounded by their offer for a period of 30 days as from the closing date of bids. If the validity of your offer is less than 30 days, or more than 30 days' timeframe, please, clearly indicate same in your commercial offer
4. DCA is in no way responsible for any costs associated with preparing the RFA response.
5. DCA reserves the right to alter the dates of the timetable.
6. DCA will inform each respondent to the results of the decision on their offer; this process is not open to the public. DCA is not obliged to justify or explain selection to any respondent.
7. Any queries about this RFA should be addressed in writing to DCA Kenya via email on **isabella.kenya@dca.dk**
8. Any contract that results from this tender will be subject to DCA Ethiopia/Kenya standard terms and conditions.

8. BIDDER'S SIGNATURE.

I have read and understood this document

Signed: _____

Date:

Name: _____

Position:

Organisation: _____

Annex 1

PRICE SCHEDULE

1. The Price Schedule must provide a total price
2. All prices provided must be complete and include any taxes that would be applicable.
3. The format shown below has a specific structure which may or may not be applicable but are indicated to serve as examples.

Name of Bidder:							
Ser No	Description	Unit	Quantity required	Unit Price *		Total Price	
	Subtotal before VAT						
	VAT						
	GRAND TOTAL						

NB: 1. the prices quoted by the Bidder shall be: Total price less statutory deductions

2. Audit schedule _____

3. Bid validity _____

Signature of Bidder