

## **REQUEST FOR QUOTATION (RFQ)**

### **Financial Audit**

Afghanistan Holding Group (AHG) is inviting quotations to perform AHG's External Annual Financial Audit.

The closing date for receipt of quotations is **Sunday, December 15, 2019**.

More details of this request are given below:

### **1.0 About Afghanistan Holding Group:**

Afghanistan Holding Group (AHG) was established in 2009 with the sole objective of providing high quality services with unparalleled integrity, efficiency and accountability. Quality and excellence are at the center of our services. Since 2009, we have provided services to over 700 clients that include the UN, governments, NGOs and other for-profit companies. Our almost-a-decade experience has enabled us to refine the processes and as a result become more efficient and effective in serving our clients in Afghanistan. We have grown from a handful of employees in 2009 to over 300 employees in 2018, contributing to the Afghan economy in creating professional employment opportunities. We employ highly qualified Afghans, with educational backgrounds that include graduate, post-graduate and tertiary professional certifications. Our management brings decades of experience managing projects for both the public and private sectors in Afghanistan, in areas of HR management, payroll and financial management, technology solutions, policy analysis and complex operations. We call on an additional pool of 800 short-term consultants across all 34 provinces for project specific support. All of our team members are fluent in English, Pashtu and /or Dari.

### **2.0 Background:**

Afghanistan Holding Group is vetted by dozens of individual organizations every year, but also completes specialized vetting procedures for FCPA and UK Anti-Bribery Act by TRACE International and BINA. AHG's standard policies and procedures are quality checked and is ISO 9001:2008 certified.

AHG's Financial year starts on January 1.

AHG is on the GSA schedule that enables it to get direct contracts from the US government without following any bidding processes. AHG has an estimated annual revenue of \$8.00mn. Most of the revenue is created through direct contracts with our clients. AHG's annual number of transactions range between 20-25 thousand transactions. Currently, a dedicated finance team with chartered professional accountant's designation provides all finance functions for AHG using QuickBooks.

### **3.0 STATEMENT OF WORK:**

The requested work contains the following:

1. Comprehensive audit of the financial statements of Afghanistan Holding Group at the end of the 2019 fiscal year
2. Comprehensive audit of the financial statements of Mezan International School at the end of the 2019 fiscal year
3. Comprehensive audit of the financial statements of AfghaNet, ISP. at the end of the 2019 fiscal year
4. Consolidated Audit Report for the group of companies, including sister companies.
5. Compliance with generally accepted financial audit practices, including ethical conduct and protection of confidential information.
6. Work with management to help improve the financial systems in place at AHG and reduce risk for the organization.
7. AHG desires the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with International Financial Reporting Standards.
8. Presentation of the audit order with detailed comments on the results of the audit
9. The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards as mandated by International Standards on Auditing.

### **4.0 Deliverables:**

1. Engagement letter.
2. Audited Reports for Financial Statements for the complete financial year 2019.
3. Post-audit letter to Management.

### **5.0 Requirements for Quotation:**

The quotation to be submitted should at least contain the following information:

#### **a. Contact Information**

- Provide a Primary Contact Person, Company Name, Address, Phone Number, E-mail Address, and Website.

#### **b. Background and Experience**

- Outline your approach to providing the deliverables listed in section 4.0.
- Describe your organization's expertise and experience related to auditing a registered organization.
- Describe your organization's expertise and experience related to auditing an organization of a size similar to AHG.
- Confirm the credentials of the organization to perform the services in compliance with generally accepted practices and requirements by funders and government agencies.

**c. Key Staff**

- Identify key staff that will be dedicated to providing the audit.
- Describe education and experience of key staff relevant to the requested services.

**d. Budget**

- Provide a total and a breakdown of fees and expenses for the requested services.
- Provide a proposed payment schedule.
- Identify your firm's procedure for discussing and addressing, with the client, any unexpected audit work that may result in additional billable hours.

## **6.0 RATING CRITERIA**

AHG is committed to a fair selection process and will use the following rating scheme to evaluate competing quotations:

- Background and Experience
- Key Staff
- Budget

AHG reserves the full right to select the quotation it sees as the best fit for the required work. Feedback on unsuccessful quotations will be available to organizations upon request.

## **7.0 Contact Details and Submissions:**

All communication regarding this RFQ shall be directed via email to:

- Masoud Mehrad, Contracts Manager, Afghanistan Holding Group  
[Masoud.mehrad@ahg.af](mailto:Masoud.mehrad@ahg.af); +93 – 792 999 673
- Abubakar Samoon, Chief Financial Officer, Afghanistan Holding Group  
[abubakar.samoon@ahg.af](mailto:abubakar.samoon@ahg.af); +93 – 729 111 054

Questions regarding the request for quotation may be raised until December 13, 2019.

Electronic copies of the quotations in response to this request are to be submitted until December 15, 2019. Quotations received after this date will not be considered.

All quotations submitted to AHG become the property of AHG. Proprietary or Confidential information should be clearly identified and marked "Confidential". Any material marked "confidential" will be held in confidence by AHG. Quotations will be evaluated based on information contained in the submission.

Quotations are irrevocable and will remain open for acceptance for fifteen (15) days after the Closing Date mentioned above.

AHG will not make any payments for the submission of quotations for financial audit services. Unsuccessful organizations may request feedback on their quotations until December 31, 2019.