

Standard Request for Proposal of Audit services



Islamic Republic of Afghanistan

Afghanistan Institute of Banking and Finance

STANDARD
REQUEST FOR PROPOSAL
(SRFP)

FOR THE
AUDIT SERVICE YEAR 2019

RFP serial Number: {**AIBF-RFP- 2020-002**}

Date of Issue: 08/12/2019

Afghanistan Institute of Banking and Finance (AIBF)

Standard Request for Proposal of Audit services

TO:

1. AIBF has a budget allocation for the procuring of Audit services for which this request for proposal is issued.
2. Your proposal, in delivered to the office of the undersigned ON or BEFORE 20/ Dec /2019. Any proposal received later than the scheduled time will not be accepted. The envelope containing the proposal must be clearly marked as "Proposal for Audit Services".
3. All proposals must be valid for a period of thirty (30) days from the closing date of the Request for Proposal.
4. The proposal shall be completed and signed by an authorized representative of the supplier.
5. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of proposals and for the subsequent purchase order.
6. There will be no public opening of proposals; the purchase is not bound to accept the lowest proposal and services the right to accept or reject any of all the proposals without assigning any reason whatsoever.
7. The Supplier should sign and stamp RFP.

Scope of work:

The auditor will examine the financial records, statements and reports of AIBF. These records, statements and reports will be generated from financial system in AFN for the audit period 21 December 2018 to 20 December 2019.

Specifically, the Audit will include but not limited to:

- Audit AIBF Financial statement/Reports covering the period 21 December 2018 to 20 December 2019
- The audit will be carried out in accordance to International Standards on Auditing
- Obtain sufficient audit evidence to substantial in all material respects the accuracy of the information contained in the financial statements and reports submitted to Board of Directors
- Obtain an understating of internal control and perform tests of internal controls
- Issue an independent Auditor's Report that states but not limited to the following:
 - An opinion as to whether AIBF financial statements and reports present fairly in all material respects in conformity with the IFRS
 - A report on internal controls which shall describe the scope of testing of internal controls and the results of the tests
 - A management letter documenting findings on internal controls and compliance issues

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Management Letter

The Auditor will submit a Management letter at the completion of the audit. The Management Letter shall include but not limited to the following:

- An assessment of the Internal Control System with equal emphasis on the general effectiveness of the Internal Control System in protecting the assets and resources of the organization
- A description of any specific Internal Control weaknesses noted, the audit procedures followed to address of compensate for the weakness, risk espouse an recommendations to resolve/eliminate the internal control weakness and shall have a separate note.

Reporting Timeline

The audit is scheduled to begin no latter then 1st January 2020 ad Draft Audit Report should be submitted by 15th January 2020 while the final reports should be submitted by 25th January 2020.

Submission of proposal

Please send your hard copy of proposal which must signed and stamp by the organization supervisor to:

Afghanistan Institute of Banking and Finance

Herati Masjid Street, House # 68, Shah-e-Naw, Kabul Afghanistan

Supplier details:

Name of Supplier	
Signature and stamp of Supplier	
Date	

DOCUMENTATION REQUIRED WITH THE SUBMISSION OF THE PROPOSAL

The Supplier shall attach the following documents to its proposal:

1. A valid Trade license
2. A valid TIN

TERMS AND CONDATIONS FOR THE PROVIDING SERVICES AND PAYMENTS

The terms and Conditions hereinafter may be varied with written agreement of the purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contact:

- (a) The supplier shall not be required to submit a performance security;
- (b) After completion of the Audit report the Supplier shall submit an original Invoice to AIBF.
- (c) Payment of the invoice shall be arranged by the Purchaser, within thirty (30) days, The Purchaser may, by written notice sent to the supplier, terminate the Purchase order, or contract if applicable, in whole or in part at any time for its convenience:
 - I. If the supplier fails to perform any other obligation(s) under the purchase order; or
 - II. If the supplier in either of the above circumstances does not cure its failure within a period of (3) three colander days after receipt of a notice of default from the Purchaser specifying the nature of the default(s); or
 - III. If the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the task under this Purchase Order; and
- (d) Acceptance of the purchase order by supplier is considered as signing of the contract.