

REQUEST FOR QUOTATION (RFQ)

Issued: 31 May 2020 RFQ # (344)

Social Development and Research Organization for Afghans is a non-governmental organization (SDROA). SDROA is working in 22 provinces of Afghanistan and offering educational services to the communities. We are working with the Afghanistan Government and the donors to implement projects serving the nation. SDROA is working with the local communities to promote social peace, increase awareness of communities in social, environmental and developmental topics.

Social Development and Research Organization for Afghans (SDROA) is a non-governmental Afghan organization. SDROA is the implementing partner for the U.S. Embassy for Lincoln Learning Centers (LLCs) across Afghanistan. The Lincoln Learning Centers are a joint venture program between the U.S. Embassy Kabul, and Governmental host institutions in the provinces.

SDROA is kindly requesting proposals from qualified audit firms in Afghanistan for conducting SDROA's audit in accordance with attached "Guidelines for Financial Audits Contracted by Foreign Recipients":

Audit period: **01 April 2019 to 30 Mar 2020**

Number of Grants: **Two**

Number of Projects: **Two**

Number of Expense/payment Vouchers: **680**

Total Estimated Expenditures for the period by Mar 30 2019: \$2,463,000/

Note: The project covers expenditures from 25 locations in 22 provinces plus SDROA HQ, all expenditures are processed and recorded centrally at SDROA HQ.

Proposals must be submitted on or before 16:00 (Kabul Time), **30 June 2020** by email to:
apply@sdroaf.org

Your proposals must be expressed in the English or any of National Languages, and be valid for a minimum period of 90 days.

In the course of preparing your proposals, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by SDROA after the deadline indicated above, for whatever reason, shall not be considered for evaluation. When you are submitting your proposal by email, kindly ensure that they are signed and in a .pdf format, and free from any virus or corrupted files. And make sure that you receive an email receipt confirmation.

The proposal that complies with all of the requirements meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by SDROA after it has received the proposal. At the time of Award of Contract or Purchase Order, SDROA reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Please be advised that SDROA is not bound to accept any proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers' preparation and submission of a proposal, regardless of the outcome or the manner of conducting the selection process.

SDROA encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to SDROA if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFQ.

SDROA implements a zero tolerance on fraud and other prescribed practices, and is committed to preventing, identifying and addressing all such acts and practices against SDROA.

Required Documents along with the Proposal:

1. Company Profile
2. Valid Registration Certificates
3. Track Record – List of clients and attach copies of contracts for similar services
4. Contact for (email and phone).
5. Self-declaration that you are not in any excluded or black list parties/vendors/suppliers.
6. The proposal cost should inclusive of 2% tax charges

Thank you and we look forward to receiving your proposal.