



Organization for Coordination of Humanitarian Relief-OCHR

REQUEST FOR PROPOSAL **Financial Audit for Fiscal Year 2020**

Ref#: FA/OCHR/001/2021

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Closing Date: 01 Mar 2021, 14:00 hrs

CONTACT DETAILS

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1. About OCHR

Organization for Coordination of Humanitarian Relief (OCHR) is a national humanitarian development NGO established in Afghanistan in 2015 to play a vital role in humanitarian and development settings, and to contribute towards the peace building in the country where the people can live in amity and harmony

In humanitarian situations emerging as result of conflict or natural disasters, natural, the response encompasses the provision of tools and resources i.e. to reduces the suffering and increase self-sufficiency.

Our approach includes sustainable development, focusing on ultra-poor communities of Afghanistan. The endeavours focus on social and economic development of the people dwelling in remotes parts of the country.

Through peacebuilding efforts, we envision Afghanistan a socially inclusive society where peace and prosperity remains a fate for every individual living in this territory. Promote the social cohesion, curtailing extremism in all forms, inclusiveness of peace processes where children, women and marginalized groups have a voice.

2. Facsimile Communication

OCHR through RFP is requesting eligible audit firms to carry out financial audit of the organization in line with the requirements set forth in this document.

The work may include but limited to the overall audit of the organization for fiscal year 2020 in order to generate audit report (Financial Statement and Management Letter) and as described in scope of work.

3. Scope of Work

Following the procurement procedures of OCHR, The selected audit firm is expected to deliver the tasks as following:

- Conduct financial audit for all the funds received from various donors for the fiscal year 2020.
- Assess overall internal systems and present key findings and recommendations
- Review OCHR's existing policies and procedures and compare those with the actual practices
- Review and assess the credibility of financial software (QuickBooks)
- Share the initial findings with OCHR and incorporate OCHR's justifications against each finding
- Review and Check the inventory records as per policy

OCHR will be reserving the right to include any additional which is felt necessary for a comprehensive audit report, however is missed in above mentioned tasks.

The audit of Organization must cover, but is not necessarily limited to, the following:

- The final accounts of all projects spending for the entire FY period
- Clear identification of deficits, if any
- An examination as to whether financial policy and procedures ensure smooth and efficient implementation of activities and prevent fraud
- An evaluation of the financial bookkeeping systems in terms of reliability, comprehensibility and correctness of the accounting entries and the integrity of the documentation (receipts and supporting documentation)
- An examination as to whether asset management and procedures (purchase, Inventory, storage, operational use, disposal) are in line with plan regulations to avoid misuse
- An examination as to whether the national labor law and tax regulations have been observed.

Audit certification: The audit of the Organization should review the following aspects and should confirm and certify that:

- The disbursements are made in accordance with the activities and budgets of the Organization document
- The financial reports are fairly and accurately presented
- An appropriate management structure, internal controls and record-keeping systems are maintained and functioning
- The status of assets and equipment held by the Organization
- The procurement, use, control and disposal of non-expendable equipment are in accordance with plan

4. Pertinent Information

- The OCHR shall have the right to reject the offer if it do not conform to requirements of the RFP.
- The OCHR reserves the right to waive any specification or condition stated in this request for proposal in the interest of operational needs or to ensure best value and suitability to organization.
- Please be informed that the actual required work may differ (increase or decrease) from the depending on operational needs and hence the OCHR should not be held responsible for any such changes.
- Failure to comply with the OCHR requirement will justify rejection of your offer.
- Within the contractual period any changes of the price will not be allowed and any approaches from the vendor requesting for price increase or expertise unavailability will be considered as non-performance and thus the contract will be void.
- If not clear in any specification, please communicate and confirm before submitting the offer.

5. Offer Documents

Your offer package should include following essential documents.

- Signed and stamped copy of this RFP document
- Technical Proposal (max 3 pages about your firm and how will you carry out the audit)
- Financial Proposal (you are requested to use you own format)
- Legal business registration/certificates;
- Copy of the bank statement where the name of the firm/company and the bank account is legible (certifying the bank account and owner of the bank account). No need to disclose balances.
- Past performance evidence (list of audits carried out with name and contact details of clients).

In addition, your offer should be submitted with information as following.

- Your offer should be submitted in Sealed Envelope and submitted in the bids box at the OCHR Head Office Reception; Offers submitted in other places will not be considered;
- Mark the envelope '**Ref#: FA/OCHR/001/2021**'. Offers not addressed and sent as such will not be considered. Do not send your offer by fax and/or email.
- When submitting the offer, the bidder should sign the bids submission logbook sheet;
- The envelope should be properly marked with the bidder's company name, date and time of submission and RFF reference number
- Your offer should be clear and legible, (in English language preferable)
- Your offer should be submitted in letter head and/or duly stamped and signed;
- Your offer should state the offer issuing date;
- Your offer should be numbered;
- Your offer should be specific on the offer validity date;
- Price should be quoted in Afghani (AFN); You are requested to use the your own pricing format).

- Your offer should be duly signed and stamped.

The bidder firm is responsible for all costs/expertise involved in preparing the offer, and OCHR bears no responsibilities to reimburse the costs spent on preparation of the offer either the firm is qualified or disqualified.

6. Offer Validity

Your offer must remain valid **60 days** from the date of submission of the quotation, before which a contract/order, if placed should be accepted by you.

7. Delivery Period

Since OCHR requires the Audit Report urgently, the OCHR would like to have the report delivered within fourteen (14) days in whole after the Issuance of Purchase Order and/or Contract.

8. Contact Person/Notify Party

In the event of assistance you may seek for clarification on the RFP, following OCHR staff may help you to provide clarification regarding the RFP only.

Mr. Faisal Raofi

Admin Finance Manager – OCHR

Email: adminfinace@ochr.org.af

Contact: +93 (0) 744046675

9. Offer Submission Guidelines:

With reference to the information provided in 'Offer Documents' section above, sealed enveloped are expected to be delivered at the address:

OCHR Head Office

House#41, Street#3, District 5, adjacent to Dawat University, Khushal Area, Kabul Afghanistan

You can contact Mr. Aman Ahmadi at +93 7663664466 in case you find it difficult to locate the address.

10. Bidders Information

Persons authorized to sign bids, offers and contracts

Name	Title	Email	Telephone

BANKING INFORMATION

Name: _____

Address: _____

Account Number: _____ SWIFT Code: _____

IBAN: _____

Sign and Stamp of the Bidder Firm
