



We are inviting applications for:

Title: Request for Proposal (RFP) for Audit Services for 2023 (Audit Consulting Services)

RFQ No.: Amani-JUB-01-Financial Audit for 2023

Programme: Amani Orphans and Widows Welfare Services Inc South Sudan

Estimated Issuance Date: May 14th, 2024

Organizational Background:

Initially established and registered in Australia in 2018, Amani Orphans and Widows Welfare Services Inc. (AOWWS-Inc) was subsequently established in South Sudan in the year 2019 with a focus on improving the socio-economic status of widows, orphans, underprivileged and disadvantaged community women, elderly individuals, children, and youth in vulnerable communities in South Sudan.

For over 5 years now, we have worked with local communities largely in the Greater Upper Nile, Equatoria and Bahr El Ghazal regions and with a range of stakeholders to ensure sustained food security and livelihood; this has been – and continues to be part of our integrated and holistic programme approach (i.e., addressing other critical challenges/gaps as GBV and people's protection risks, mental health and psychosocial needs, human rights and access to a range of essential services such as Shelter, WASH, and health).

In so doing, we continue to put women and other vulnerable groups at the centre of our work and (in line with our Gender and Social Inclusion (GESI) Policy, for example, to make use of women, particularly widows, as both agents and direct beneficiaries of our resilience-building work. This we continue to do by designing – together with the affected communities – social-economic empowerment programmes that have positive impact on their lives, whilst being cognisant of the existential threat now posed by climate crises.

Procurement Description

- Amani Orphans and Widows Welfare Services Inc. hereinafter called "AOWWS-Inc," invites qualified independent Auditors, hereinafter called "Auditor," having sufficient, for profit, nonprofit and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal.
- There is no expressed or implied obligation for AOWWS-Inc to reimburse firms for any expenses incurred in preparing proposals in response to this request. Acceptance of a quotation neither commits AOWWS-Inc to award a contract to any vendor, even if all requirements stated in the RFP are met, nor limits our rights to negotiate in our best interests.

- We reserve the right to contract with a vendor for reasons other than the lowest price. The pricing, terms, and conditions offered in your response to this RFP must remain valid for 90 days from the date the quotation is delivered
- The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFP shall govern in any resulting contract(s) unless approved otherwise in writing by AOWWS-Inc.
- Please submit your most competitive quotation in accordance with the instructions.
- A contractual agreement will be awarded as a result of this RFQ. Any award issued as a result of this RFQ will be subject to all instructions, product specifications, certifications and terms and conditions included in this RFQ.
- AOWWS-Inc is committed to the highest standards of ethics and integrity in procurement. AOWWS-Inc has zero tolerance for fraud and strictly prohibits bribes, kick-backs, gratuities, and any other gifts in-kind or in monetary form.
- AOWWS-Inc also strictly prohibits collusion (bid rigging) between vendors and between vendors and AOWWS-Inc staff. AOWWS-Inc selects vendors on merit and will only engage vendors who demonstrate strong business ethics. Vendors must not participate in bid-rigging or attempt to offer any fee, commission, gift, gratuity or any compensation in-kind or in monetary form to AOWWS-Inc employees.
- Vendors who do so will be disqualified from doing business with AOWWS-Inc. Additionally, AOWWS-Inc has a conflict-of-interest policy that requires staff to disclose when there is a potential conflict of interest due to the staff-member's relationship with a vendor, and if necessary, to refrain from participation in a procurement involving that vendor.
- If at any time your company has concerns that an employee has violated AOWWS-Inc policy, you may submit a report via AOWWS-Inc integrity email at integrity@amani-ss.org.

Instruction

Definitions:

- Offeror: The company or firm providing quotes for the services requested under this RFQ.
- Buyer: Amani Orphans and Widows Welfare Services Inc. – Herein referred to as AOWWS-Inc.

Quotation Requirements:

- Proposed fixed amount for completion of the services in accordance with the technical specifications and requirements as stated in Part C.
- Fee must be provided in either USD or SSP.
- Fee must be all-inclusive of any taxes and indirect costs.

Business Information:



- Valid business license/ certificate of incorporation.
- Company Profile. This should include overview of company's experience in the supply of services stated in this RFQ.
- Past performance information such as provision of references, client list and description of other similar tasks performed, etc. preferably from international NGOs.
- Offeror should certify as to the financial viability and resources to provide offered services with the period of performance.
- Completed and signed certifications (Part E).
- Certification Regarding Debarment, Suspension, or Proposed Debarment

Award:

- AOWWS-Inc intends to issue a contract to one firm who best meet the criteria specified in this RFQ and are determined to be responsible and eligible per the specified items.

Evaluation & Selection Criteria:

- Quotations will be preliminarily reviewed for basic responsiveness and completeness. The quotations must be submitted on time and meet all requirements as stated in Section D above. Quotations not meeting these requirements may not receive further consideration.
- AOWWS-Inc will evaluate responsive quotations on a "best value" basis, considering a variety of factors including but not limited to technical acceptability of offered services, price, and past performance.

Terms of Award:

- This document is a request for quotations only, and in no way obligates AOWWS-Inc or its donor to make any award.

Payment Terms:

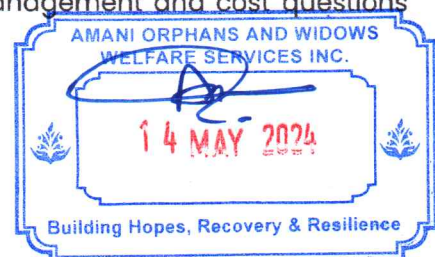
- AOWWS-Inc payment cycle is net 30 days upon receipt of services, inspection and acceptance of services as in compliance with the terms of the award and receipt of vendor invoice. Full cooperation with AOWWS-Inc in meeting the terms and conditions of payment will be given the highest consideration.

Offer Validity

- The Offeror's quotation must remain valid for not less than 180 calendar days after the deadline specified above.

Negotiations:

- The Offeror's most competitive quotation is requested. It is anticipated that any award issued will be made solely on the basis of these quotations. However, AOWWS-Inc reserves the right to request responses to additional technical, management and cost questions which would help in decision making.



- AOWWS-Inc also reserves the right to conduct negotiations on technical, management, or cost issues prior to the award of a contract with selected offerors. In the event that an agreement cannot be reached with a selected supplier, AOWWS-Inc reserves the right to enter into negotiations with alternate Offerors for the purpose of making the award without any obligation to previously considered offers.

Rejection of Quotations:

- AOWWS-Inc reserves the right to reject any and all quotations received or to negotiate separately with any and all competing Offerors.

Incurring Costs:

- AOWWS-Inc is not liable for any cost incurred by Offerors during preparation, submission, or negotiation of an award for this RFQ. The costs are solely the responsibility of the Offeror.

Modifications:

- AOWWS-Inc reserves the right, in its sole discretion, to modify the request, to alter the selection process, to modify or amend the specifications and scope of work specified in this RFQ.

Cancellation:

- AOWWS-Inc may cancel this RFQ without any cost or obligation at any time until issuance of the award.

Technical Requirements

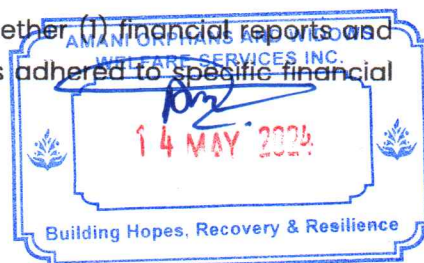
Description of Requirement (Services):

Background:

- AOWWS-Inc is requesting quotations from a certified Audit firm that have extensive experience in providing tax-related advisory services for organizations.
- We invite your firm to submit a proposal to us by May 30th, 2024 for consideration. A description of our organization, the services needed and other pertinent information follows.

Scope of Work

- The purpose of the request for proposal is to obtain the services of an accounting firm for the annual audit for 2023 fiscal year. The financial statements will be audited in accordance with International Financial Reporting Standards (IFRS).
- The financial statement audit is to determine whether (1) the financial statements present fairly the financial position, results of operations, and cash flows or changes in financial position in accordance with generally accepted accounting principles, and (2) whether AOWWS-Inc has complied with laws and regulations for those transactions and disclosed events that may have a material effect on the financial statements.
- The financial related audit will also include determining whether (1) financial reports and related items are fairly presented, and (2) AOWWS-Inc has adhered to specific financial compliance requirements.



- Specifically, the Auditor should produce all financial reports and documentation necessary for AOWWS-Inc.

Qualifications

- Be a member of the GMA Certified Public Accountants.
- Be authorized by the GMA Certified Public Accountants to practice.
- Have at least five (5) years' experience auditing both for profit and nonprofit organizations.
- Provide brief resumes of the personnel assigned to the engagement including the partner in charge of the audit team, the manager in charge of the onsite field work and the senior in charge of the onsite field work.
- The auditor has no conflict of interest with regard to any other work performed by the firm for the AOWWS-Inc.
- The auditor must have the ability to conduct the audit in the timeframe required.

Reporting Timeline:

- The audit is scheduled to begin no later than June 25th 2024 and the Draft Audit Report should be submitted on or before July 14th, 2024 while the final Reports should be submitted by July 25th, 2024.
- Quotation Content and Submission:
- To simplify the evaluation process and obtain maximum comparability, AOWWS-Inc requires that all responses to the request for proposal (RFP) clearly state the Audit fees and the Audit timelines.

Application Closing Date

May 30th, 2024 – 5 pm.

Method of Application

Interested and qualified candidates should send their quotation, including all requested supporting information to: procurements@amani-ss.org using "Request for Proposal (RFP) For Audit Services for 2023 (Audit Consulting Services)" as the subject of the mail.

Note

- Quotations received after the submission deadline will be marked late. AOWWS-Inc reserves the right not to consider quotations received after the submission deadline.

Questions:

- All questions and requests for clarification regarding this RFQ must be submitted in writing by May 25, 2024, at 5pm to above mail addresses.
- Questions received after this date may not be considered.

