



Request for Quotation (RFQ) for the Service of Annual Audit – 20-20-1-548

1 ABOUT SHAFAK

SHAFAK is a humanitarian organization, currently operating in SYRIA, dedicated to alleviating the suffering of the poorest of the poor. We are a non-denominational, non-governmental and non-political organisation. For more information on SHAFAK and its operations please visit www.shafak.org.

2 TIMELINES

Line	Item	Date, year, time, and time-zone
1	RFQ published	12 th May 2020
2	Closing date and time for receipt of quotations	01 st June 2020
3	Contract award forecast	17 th June 2020

3 SUPPLY REQUIREMENT

SHAFAK invites prospective suppliers to submit their quotation for the annual audit 2019.

The External Annual Audit & Independent Auditors report of SHAFAK Auditor shall undertake this engagement in accordance to the Terms of Reference in Appendix 1.

4 TERMS OF BIDDING

SHAFAK, acting in its capacity as Contracting Authority, invites bidders from suitably qualified interested parties that wish to participate to provide the Annual Audit & Independent Auditors report of SHAFAK

This competition is being conducted under SHAFAK's Multiple Quote Request procedure. The Contracting Authority for this procurement is SHAFAK.

Any queries about this RFQ should be addressed in writing to SHAFAK via email on annualaudit@shafak.org, email subjects should contain the reference "20-20-1-548 Annual Audit".

5 CONDITIONS OF QUOTATION SUBMISSION

- Quotations must be filled and completed in English.
- The Tenderer shall bear all costs incurred in the preparation and submission of its Tender, including visits, interviews, meetings of clarifications and other actions mentioned in or implied by these Instructions. Shafak will not be responsible or liable for such costs, regardless of the conduct or outcome of the tendering process.
- Shafak will enter into a contract with the eligible Tenderer having presented the most economically advantageous Tender based on the established Criteria and the Method of Evaluation.
- Bidders must respond to all requirements set out in this RFQ and complete their offer in the format provided in Section 7.
- In the event of a contract being awarded to a bidder that has knowingly withheld relevant information or otherwise misled SHAFAK in the evaluation process in any way, then that contract will be rendered null and void
- Any conflicts of interest involving a tenderer must be fully disclosed to SHAFAK particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer
- SHAFAK is not bound to accept the lowest, or any bid submitted, and can terminate this competition at any stage.
- Information supplied by respondents will be treated as contractually binding.
- Unsuccessful bidders will be notified.
- SHAFAK's standard payment terms are by bank transfer within 30 days after satisfactory implementation and receipt of documents in order.
- This document is not construed in any way as an offer to contract.
- SHAFAK and all contracted suppliers, and their subcontractors, associates or partners must act in all its procurement and other activities in full compliance with donor requirements and the highest ethical standards.

6 SUBMISSION OF QUOTATIONS

Quotes must be delivered in the following ways:

- The original of the Tender shall be signed by a person or persons duly authorised to bind the Tenderer.
- The Tender shall remain valid and open for acceptance for the period of 90 days from the Tender Submission Date. Prior to this expiry date Shafak may by written notice request the Tenderer to extend the validity period.

Email to annualaudit@shafak.org and in the subject field state:

1. **"20-20-1-548 Annual Audit 2019 "**
2. **Name of your company**
3. **Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3.**

If submitting by e-mail, please note that all documents attached to emails must either be in PDF format, or scans of hard copy documents. No excel, word or other 'soft copy' documents will be accepted and bids submitted using soft copy documents may be rejected.

1. In a sealed envelope to the following address:

**Şafak Derneği (SHAFAK Organization),
EMEK Mahallesi 19075 Nolu Sokak No: 4/1
Şahinbey / GAZİANTEP /Türkiye**

Your proposal, in original, should be sealed in an envelope addressed as follows:

Request for Offer for SHAFAK

SHAFAK Reference "20-20-1-548 Annual Audit 2019"

7 SUBMISSION CHECKLIST

Line	Item	Tick attached
1	This document, with section 9 filled in and signed	
2	Financial offer in bidder's own format, conforming to the guidelines for submission in Appendix 1.	
3	Appendix 2 - Declaration of Personal and Legal Circumstances, signed	
4	Appendix 3 - Standard SHAFAK Terms and Conditions, signed	
5	3 Client References	
6	Company Registration document	
7	Most recent Tax Clearance Certificate, letter of No Tax Debt, receipt of payment of taxes or similar from the country of registration. If the bidder is not eligible for tax, please include a letter to explain why.	
8	The Auditor has to be a member of which in turn is a member of the International Federation of Accountants (IFAC). Although the Auditor is not member of the IFAC, the Auditor commits himself to undertake this engagement in accordance with applicable IFAC standards and ethics.	
9	.Specification/quality & compliance with international norms	
10	SIGN DECLARATION OF PERSONAL AND LEGAL OBLIGATIONS	

8 EVALUATION PROCESS, ESSENTIAL & AWARD CRITERIA

The first phase of evaluation of the responses will determine whether the tender meets the essential criteria. These are:

ESSENTIAL CRITERIA

- Bid submission by the deadline.
- Submission of all supporting documents as outlined above in section 7. Language of submission must be English.
- All costs must be quoted in USD.
- The Auditor has to be a member of which in turn is a member of the International Federation of Accountants (IFAC). Although the Auditor is not member of the IFAC, the Auditor commits himself to undertake this engagement in accordance with applicable IFAC standards and ethics.
- The Auditor has to be able to start the third week of July 2020.

The second stage of the evaluation will involve an assessment of the bidders' personal and legal circumstances, economic and financial standing, and technical capacity to fulfil the obligations of the Request for Quotation.

Each proposal that conforms to all of the above will then be evaluated according to the following Award Criteria. Any bids that do not conform to all of the above will be rejected at this stage.

AWARD CRITERIA

Bidders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders.

1. Price 20%
2. Timescale 20% (bidder is required to submit timetable for the auditing process)
3. Previous experience & capacity 80%

4. Specification/quality & compliance with international norms (pass/fail)

Marks for price will be awarded on the inverse proportion principle:

$$\text{Score}_{\text{vendor}} = \text{maximum score} \times (\text{price}_{\text{min}} / \text{price}_{\text{vendor}})$$

9 COMPANY INFORMATION – THESE SECTIONS MUST BE COMPLETED

Name		
Company Name		
Address		
Registration Number		
Telephone		
E-mail address		
Website address		
Year Established		
Legal Form. Tick the relevant box	<input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture	<input type="checkbox"/> Other (specify):
VAT Number		
Directors names and titles		
Please state name of any other persons/organisations (except tenderer) who will benefit from this contract.		
Parent company		
Ownership		
Do you have associated companies? Tick relevant box. If YES – provide details for each company by submitting additional tables in this format.		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Provide details of contracts of a similar nature carried out in the last three years (please state customer name, delivery location, value of contract, and dates)		
Provide details (with attachment) of any applicable Quality Assurance certificates or qualifications your company or employees have:		
A statement of overall turnover and turnover in respect to the goods and services offered under the proposed agreement for the last three years as per the following table:		
Year	Offered Services Turnover USD	Overall Turnover USD
2017		
2018		
2019		
Please include at least 3 (three) references who may be contacted on a confidential basis to verify satisfactory execution of contracts:		
Reference 1		

Name	
Organisation	
Address	
Phone	
Fax	
Email	
Nature of supply	
Approximate value of contract	
Reference 2	
Name	
Organisation	
Address	
Phone	
Fax	
Email	
Nature of supply	
Approximate value of contract	
Reference 3	
Name	
Organisation	
Address	
Phone	
Fax	
Email	
Nature of supply	
Approximate value of contract	

By submitting an offer under this request for quotation, Annual Audit, the bidder hereby asserts that the following statements are correct at the time of submission; and further undertakes to inform SHAFAK of any changes in status of these matters.

The bidder is not bankrupt or is being wound up, neither are its affairs being administered by the court nor has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulation.

The bidder is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.

Neither the bidder, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata nor been guilty of grave professional misconduct in the course of their business.

The bidder has fulfilled all its obligations relating to the payment of taxes or social security contributions in Turkey or any other state or country in which the tenderer is located or doing business.

Neither the bidder, a Director or Partner has been found guilty of: fraud, money laundering, corruption; convicted of being a member of a criminal organisation; nor of serious misrepresentation in providing information to a public buying agency

The bidder has not contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.

Signed:

Print
name:

Position:

Company
Name:

Date:

Address:

Appendix 1: Terms of Reference "TOR"

Table of Contents

1. Terms of reference
 - 1.1 Responsibilities of the Parties to the Engagement
 - 1.2 Subject of the Engagement
 - 1.3 Reason for the Engagement
 - 1.4 Engagement Type and Objective
 - 1.5 Scope of Work
 - 1.6 Reporting

1. Terms of reference

1.1 Responsibilities of the Parties to the Engagement

It should be noted that the primary client/auditor relationship is between SHAFAK Organization and the auditor.

1.2 Subject of the Engagement

The subject of this engagement is the Independent Auditors Report on expenditure in connection with the SHAFAK's grants with all programme activities for approximately 17,000,000 USD (14.5 M as Cash and 2.5 M as GIK) for a fiscal year starting from 01/01/2019 and ends on 31/12/2019.

The information, both financial and non-financial, which is subject to verification by the Auditor, is all information which makes it possible to

- provide an audit opinion on the financial statements
- Review the internal control procedures maintained and report on any deficiencies identified.

1.3 Reason for the Engagement

SHAFAK is required to produce independently annual audit report for 2019 and submit to various stakeholders, including Partners, and donors, and others.

1.4 Engagement Type and Objective

This constitutes an engagement to perform an annual expenditure audit of SHAFAK's grants for approximately 17,000,000 USD which started on the 01/01/2019 and ends on 31/12/2019.

The objective of this audit is to provide an audit opinion to the Administration of SHAFAK.

The management are responsible for preparing the Annual Expenditure Report, and the preparation of the financial statements.

The Auditor is to audit the expenditures in accordance with SHAFAK Policies and procedures, relevant legal and regulatory requirements and International Standards on Auditing.

1.5 Scope of Work

1.5.1 The Auditor shall undertake this engagement in accordance with these ToR and in:

- Compliance with the *Code of Ethics for Professional Accountants* issued by the IFAC.

1.5.2 Planning, procedures, documentation and evidence

The Auditor should plan their work so that audit can be performed in a timely manner to obtain all the information and explanations which they deem considered necessary in order to provide them with sufficient evidence in order to issue their report.

The audit of the financial statements together with the management letter should be completed by **30 September 2020**.

1.6 Reporting

The auditor should provide the Administration of SHAFAK and its auditors with an audit report on SHAFAK annual expenditure report for 2019 for approximately 17,000,000 USD which started on 01/01/2019 and ends on 31/12/2019.

It should also be noted that the primary client/Auditor relationship is between SHAFAK and the Auditor.

The Auditor should report to SHAFAK's Administration of their opinion as to whether the expenditure give a true and fair view, in accordance with the policies and procedures, International Financial Reporting Standards, and are properly prepared in accordance with applicable law. They should also report whether the auditor's opinion proper books of account. In addition, they should state whether they have obtained all the information and explanations necessary for the purposes of their audit and whether SHAFAK's balance sheet is in agreement with the books of account.

Bid validity:

I confirm that the above costs are an accurate reflection of the costs that will be charged to SHAFAK according to the information provided in this request for quotation:

Signed:

Print
name:

Position:

Company
Name:

Date:

Address:

APPENDIX 2: DECLARATION OF PERSONAL AND LEGAL OBLIGATIONS

To be completed by all bidders.

To: **SHAFAK**

We, _____ (*Bidders name*)

Confirm that

- a. We are fully compliant with the minimum terms and conditions of the Employment Law and with all other relevant employment legislation, as well as all relevant Health & Safety Regulations in the countries of registration and operations (list relevant countries).

AND

- b. We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards and will apply any standards stated in this quotation and any subsequent contract with SHAFAK.

AND

- c. Consistent with numerous United Nations Security Council resolutions including S/RES/1269 (1999), S/RES/1368 (2001) and S/RES/1373 (2001), SHAFAK is firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. It is the policy of SHAFAK to seek to ensure that none of its funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, we undertake to use reasonable efforts to ensure that it does not provide support to individuals or entities associated with terrorism.

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future bids.

Signed: (Director)

Date:

Print Name:

Company Name:

Address:
