

Guideline for submission of offer by the Firm

The firm willing to submit the offer to the invitation for the audit should adhere to the following steps:

1. Submission of Legal Documents

The firm is required to submit the following legal documents:

- i. Firm's renewed registration certificate from FAP.
- ii. Latest tax clearance certificate.
- iii. VAT Registration certificate of the Firm
- iv. Declaration of the Firm regarding the independence of the Firm as well as the Personnel involved in the proposed assignment is not dependent by any means.

Failure to submit any of the above listed documents disqualifies the firm for the further process of evaluation.

2. Listing of clients audited

The firm is expected to list down the clients audited during the last ten years in the following formats:

- i. List of Regional Foundations audited:
- ii. List of NGOs & INGOs audited:
- iii. List of Government/ Private sector/Multinational organization audited:

3. Composition of Audit Team

The firm is expected to indicate the number, full name indicating the ethnicity and gender, qualification, year of experience as well as designation of the personnel involved in the proposed assignment.

4. Quality assurance of the Firm

- i. If the firm is subjected to Peer Review within previous two years. The proof of the same should be attached with the proposal.
- ii. The firm should describe the strength of the firm in terms of its
 - Infrastructure,
 - Firm's Profile,
 - Profile of the Partner, staffs along with their designation.
- iii. If the firm is affiliated/associated with the International Audit firm, the proof of the same should be attached with the Proposal.