

John Snow, Incorporated (JSI) – We are public health care and health systems consultants and researchers driven by a passion to improve health services and health outcomes for all.

We invite applications for:

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

RFQ No.: JSI-NIG-Financial Audit for 2023

**Location:** Nigeria

Estimated Issuance Date: Feb 6th, 2024

**Procurement Description**

- John Snow Inc and JSI Research and Training Institute, Inc. hereinafter called “JSI,” 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 JSI to reimburse firms for any expenses incurred in preparing proposals in response to this request. Acceptance of a quotation neither commits JSI 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 JSI.
- 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.
- JSI is committed to the highest standards of ethics and integrity in procurement. JSI has zero tolerance for fraud and strictly prohibits bribes, kick-backs, gratuities, and any other

gifts in-kind or in monetary form.

- JSI also strictly prohibits collusion (bid rigging) between vendors and between vendors and JSI staff. JSI 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 JSI employees.
- Vendors who do so will be disqualified from doing business with JSI. Additionally, JSI 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 organization has concerns that an employee has violated JSI policy, you may submit a report via JSI's Code of Conduct Helpline at: [Link](#).

## **Instruction**

### Definitions:

- Offeror: The organization or firm providing quotes for the services requested under this RFQ.
- Buyer: John Snow Inc. – Herein referred to as JSI

### 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 Nigerian Naira.
- 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

Source / Nationality:

- All goods and services offered in response to this RFQ must meet the source and nationality requirements set forth in the United States Code of Federal Regulations, 22 CFR 228. Cuba, Iran, Iraq, Laos, Libya, North Korea, and Syria are prohibited source countries and no goods can be produced or sourced from those countries.

Award:

- JSI 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.
- JSI 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 JSI or its donor to make any award.

Payment Terms:

- JSI payment cycle is net 30 days upon receipt of goods/services, inspection and acceptance of goods/services as in compliance with the terms of the award and receipt of vendor invoice. Full cooperation with JSI 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 120 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, JSI reserves the right to request responses to additional technical, management and cost questions which would help in decision making.
- JSI 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, JSI 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:

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

### Incurring Costs:

- JSI 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:

- JSI 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:

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

## **Technical Requirements**

Description Of Requirement (Services):

Background:

- John Snow, Inc. (JSI) is requesting quotations from a certified Audit firm that have extensive experience in providing tax-related advisory services for profit and not-for-profit organizations in Nigeria.
- We invite your firm to submit a proposal to us by Feb 21st, 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 JSI 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) JSI has adhered to specific financial compliance requirements.
- Specifically, the Auditor should produce all Financial reports and documentation necessary for JSI and file all the required returns with the Nigeria Revenue Authority.
- In addition, the auditor will review and if deemed correct, certify JSI most recent two fiscal year indirect cost pools and base cost compositions along with derive rates.

## **Qualifications**

- Be a member of the Institute of Certified Accountants in Nigeria-ICAN, ANAN
- Be authorized by the Institute of Certified Accountants of Nigeria to practice.
- Have at least ten (10) years' experience auditing both for profit and nonprofit

organizations in Nigeria

- Must have experience performing similar audits for development organizations and US government contractors or recipients.
- 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 JSI
- 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 Feb 30th 2024 and the Draft Audit Report should be submitted on or before March 15th, 2024 while the final Reports should be submitted by March 25th, 2024.
- Quotation Content and Submission:
- To simplify the evaluation process and obtain maximum comparability, JSI requires that all responses to the request for proposal (RFP) clearly state the Audit fees and the Audit timelines.

#### **Application Closing Date**

21st February, 2024 - 12 pm.

#### **Method of Application**

Interested and qualified candidates should send their quotation, including all requested supporting information to: [jsi\\_integratedproject\\_procurement@ng.jsi.com](mailto:jsi_integratedproject_procurement@ng.jsi.com) using "Request for Proposal (RFP) For Audit Services for 2023 (Audit Consulting Services)" as the subject of the mail.

**[CLICK HERE TO DOWNLOAD DOCUMENT - DOC](#)**

#### **Note**

- Quotations received after the submission deadline will be marked late. JSI 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 Feb 15, 2024, at 5pm to above mail addresses.
- Questions received after this date may not be considered.