



International Business & Technical Consultants, Inc.

8618 WESTWOOD CENTER DRIVE ■ SUITE 220 ■ VIENNA, VA 22182 ■ USA

TEL: +1 703-749-0100 ■ FAX: +1 703-749-0110

RFQ Issue Date: April 21, 2022

RFQ Question Due Date and Time: May 4, 2022, Wednesday, 5:00 PM (EST)

RFQ Closing Date and Time: May 25, 2022, Wednesday, 5:00 PM (EST)

Intended Award Type: Firm Fixed Price (FFP) Purchase Order,

Subject: RFQ-22-IBTCI-002 for Kenya NAWIRI project Audit Services

International Business & Technical Consultants, Inc., IBTCI, is pleased to issue this competitive request for quote for audit services in Kenya.

This requirement will be supporting a prime contract in Kenya for USAID. IBTCI, at its sole discretion, intends to award a Firm Fixed Price (FFP) purchase order under the above-mentioned prime contract based on the Statement of Work, but reserves the right to not make an award or make multiple awards.

Please submit any questions regarding the solicitation to Marzia Sharifi at Msharifi@ibtci.com and copy Kelsey Henshaw at Khenshaw@ibtci.com before **5:00 PM (EST) May 4, 2022, Wednesday.**

Please submit your quote electronically to Marzia Sharifi at Msharifi@ibtci.com and copy Kelsey Henshaw at Khenshaw@ibtci.com before **5:00 PM (EST) May 25, 2022, Wednesday.**

Failure to submit your quote by the designated date and time will result in disqualification.

Offeror Submission Instructions:

IBTCI requires all quotes to be submitted in writing in English. Quotes should have a signed cover letter with a statement that the terms and conditions of this RFQ are accepted. The subject line of the email must be: "Quote for **RFQ-22-IBTCI-002 Audit Services Kenya NAWIRI**". The quote must include the following:

1. A capabilities statement in response to the Pass/Fail Criteria
2. Provide work certificates or proof of similar work experience
3. Price quote in the template provided in Attachment #2 – "Quote Template"
4. Copy of Tax ID Registration, corporate business registration, and/or operating license
 - a. Please provide original copies and translation in English
5. Provide the IFAC membership certificate

I. Pass/Fail Criteria:

The offeror shall submit a capabilities statement in response to the pass/fail criteria to demonstrate that the offeror meets the pass/fail criteria requirements. This includes, but is not limited to, work certificates or proof of similar work experience. The quotes will be evaluated on the following pass/fail criteria:

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- CRITERIA #1 - The Auditor and the auditing firm should be a member of the International Federation of Accountants (International Federation of Accountants, IFAC). The Auditor and auditing firm should provide IFAC membership certification.
- CRITERIA #2 - Minimum of six years of experience in audit/expenditure verification of projects in the non-profit and for-profit sector financed by public funds/international donors
- CRITERIA #3 – Satisfactory past performance. Template is provided as *Attachment #3 – List of Past Performance*.

II. Price Quote:

- The offeror shall submit a price quote in writing using the templates provided in *Attachment #2 – Quote Template*.
- The contracting out of any work described in the *Attachment 1 Statement of Work* to a second tier subcontractor is prohibited and a disqualifying factor for consideration of this award.
- The subcontractor is responsible for all costs to prepare its quote to support the requirements listed in the statement of work.

Selection & Evaluation

This is a lowest price technically acceptable (LPTA) procurement. The successful bidder will be selected based on the lowest price technically acceptable in response to the requirements herein.

Awards will be made to offerors deemed responsible and whose quote adheres to the instructions herein. In order to be considered for final award, all quotes must meet the minimum required specifications. Incomplete quotes will be rejected at IBTCI's sole discretion. IBTCI reserves the right to not make an award based on its sole discretion.

Quotes will be scored on a pass/fail basis for the following criteria:

No.	Requirement	Pass/Fail
1	CRITERIA #1 - The Auditor and the auditing firm should be a member of the International Federation of Accountants (International Federation of Accountants, IFAC). The Auditor and auditing firm should provide IFAC membership certification.	PASS OR FAIL
2	CRITERIA #2 - Minimum of six years of experience in audit/expenditure verification of projects in the non-profit and for-profit sector financed by public funds/international donors	PASS OR FAIL
3	CRITERIA #3 – Satisfactory past performance. Template provided in <i>Attachment #3 – List of Past Performance</i>	PASS OR FAIL

RFQ-22-IBTCI-002

Thank you for your interest in working with IBTCI. We look forward to receiving your quote.

Sincerely,

Marzia Sharifi
Sr. Contracts & Procurement Associate

Attachments

1. Statement of Work
2. Quote Template
3. List of Past Performance
4. Authorized Geographic Code
5. Reserved
6. Purchase Order Terms and Conditions



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Attachment 1 – Statement of Work

TERMS OF REFERENCE FOR NAWIRI PROJECT EXTERNAL AUDIT

1. Scope of the Audit

The audit will be performed in accordance with the Generally Accepted Government Auditing Standards (GAGAS) as guided by 2 CFR200 Subpart F—Audit Requirements, 2 CFR 700—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and other standard provisions of the award as applicable. In the case of for-profit sub-recipients, similar regulations relating to the audit of the subrecipient.

The scope of audit services shall cover the overall management of the project's implementation. The audit work should include the review of the project budget, project expenditure, project income, internal controls, personnel management procedures and other issues relating to Nawiri project. If the audit firm is located in Kenya, all the logistics will be provided by the prime for this task, not by IBTCI. The scope of the audit shall cover the following areas as they are performed at the level of the project:

a. Compliance of Accounting

The audit work shall cover the adequacy of the accounting and financial operations and reporting of the project. These include budget control, accounting of advances, bank transactions, forex management, receipt of funds, disbursement of funds, interest earned, recording of all financial transactions in expenditure reports, assets/inventory management and controls.

b. Procurement

The audit work shall cover the competitiveness; transparency and effectiveness of the procurement activities of the project in order to ensure that the project input purchased meet the requirement of USG Regulations and includes the following:

- Procurement thresholds call for competitive bids and proposals, evaluation of bids and proposals, and approval/signature of contracts and purchase orders.
- Ownership and proper recording of capital items/addition to the inventory list.
- Adequacy of warehousing and distribution of aid procedures in place.

c. Human resources



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The NAWIRI project has a total of six employees in Kenya, and a local payroll management firm administers the payroll for five of them all local employees. Where applicable, the audit work shall cover adherence to local labor laws in employee engagement and remuneration. Salaries charged to the project support documentation i.e., timesheets, payslips, and evidence of payment. Settlement of employee travel and training costs as per policy.

d. General Administration

Where applicable, the audit work shall cover travel activities, and office communication, and records maintenance. Examine, assess and report on compliance with the terms and conditions of the project agreement and applicable laws and regulations within accounting and taxes.

2. Expected outcome/Report

- a) Deliver an opinion based on the scope and detail of the audits.
- b) Submit an auditor's report(s) that include an opinion (or disclaimer of opinion) as to whether the financial statements are presented fairly in all material respects in accordance with generally accepted accounting principles and an opinion (or disclaimer of opinion) as to whether the schedule of expenditures of Nawiri Project is fairly stated in all material respects in relation to the financial statements as a whole.
- c) A report on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements.
- d) A schedule of findings and questioned costs.
- e) Submit an auditor's report(s) prepared in compliance with the identified regulations including but not limited to, audit reports prepared under 2 CFR 200 Subpart F or, in the case of for-profit sub-recipients, similar regulations relating to the audit of the subrecipient.
- f) Provide a management letter describing the improvements needed if any in the accounting and internal control systems of the entity and the proper use of resources.

ATTACHMENT 4

THE AUTHORIZED GEOGRAPHIC CODE FOR THIS TRANSACTION IS: 935

For the procurements under this activity the authorized geographic code is 935. The procurement is authorized from any area or country but excluding prohibited sources.

Under no circumstances may items be furnished from the following countries:

- **North Korea,**
- **Iran**
- **Sudan**
- **Libya**
- **Syria**
- **Cuba**

Attachment 6

Additional Contract Term and Conditions

Note: The clauses below are from the prime contract and the references to “USAID” or “Government” shall refer to IBTCI, where appropriate and the reference to “Contractor” shall refer to Subcontractor. The full text of the clauses are available at the link below: <http://farsite.hill.af.mil/reghtml/regs>

52.244-6 Subcontracts for Commercial Items. As prescribed in 44.403, insert the following clause: SUBCONTRACTS FOR COMMERCIAL ITEMS (DEC 2013)

(a) Definitions. As used in this clause— “Commercial item” has the meaning contained in Federal Acquisition Regulation 2.101, Definitions. “Subcontract” includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier. (b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or non-developmental items as components of items to be supplied under this contract.

(c)(1) The Contractor shall insert the following clauses in subcontracts for commercial items:

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)), if the subcontract exceeds \$5,000,000 and has a performance period of more than 120 days. In altering this clause to identify the appropriate parties, all disclosures of violation of the civil False Claims Act or of Federal criminal law shall be directed to the agency Office of the Inspector General, with a copy to the Contracting Officer.

(ii) 52.203-15, Whistleblower Protections Under the American Recovery and Reinvestment Act of 2009 (Jun 2010) (Section 1553 of Pub. L. 111-5), if the subcontract is funded under the Recovery Act.

(iii) 52.219-8, Utilization of Small Business Concerns (JUL 2013) (15 U.S.C. 637(d)(2) and (3)), if the subcontract offers further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iv) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (SEP 2010) (38 U.S.C. 4212(a));

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496), if flow down is required in accordance with paragraph (f) of FAR clause 52.222-40. FAC 2005-71 DECEMBER 26, 2013 SUBPART 52.2—TEXT OF PROVISIONS AND CLAUSES 52.244-6 52.2-265

(viii) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

(ix) 52.225-26, Contractors Performing Private Security Functions Outside the United States (JUL 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(x) 52.232-40, Providing Accelerated Payments to Small Business Subcontractors (DEC 2013), if flow down is required in accordance with paragraph (c) of FAR clause 52.232-40. (xi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. App. 1241 and 10 U.S.C. 2631), if flow down is required in accordance with paragraph (d) of FAR clause 52.247-64). (2) While not required, the Contractor may flow down to subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations. (d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

(End of clause)