



REQUEST FOR QUOTES (RFQ)

RFQ #:	[INSERT]
Purpose:	External Audit of SEMI Project in DR Congo
Issue Date:	January 15, 2025
Closing Date:	February 4, 2025
Questions Due:	January 28, 2025
Anticipated Award Date:	February 7, 2025
Audit start and end date:	February 17th, 2025 – March 17th, 2025
Anticipated Award Type:	Fixed Price Contract
RFQ Contents and Attachments	<ul style="list-style-type: none">1- Introduction2- Requirements and Commodity Table3- Evaluation Criteria4- Terms and Conditions5- Bid Submission Instruction(s)<ul style="list-style-type: none">• Annexes<ul style="list-style-type: none">➤ Attachment A- Bids Cover Sheet➤ Attachment B- Past Performance Form

Corus Procurement Ethics

Corus International and its family of organizations are committed to a transparent and ethical procurement process aiming to achieve the best value for money, fairness, integrity, and doing business in compliance with the US government regulations, the beneficiaries, donors, and partners' interests.

Corus does not allow accepting any monetary transaction, gratuity, or compensation of any type from current or potential vendors or suppliers in exchange for or as a reward for a business. Therefore, all potential vendors and suppliers taking part in this solicitation must not offer fraud, bribery, or kickback to an employee or staff of Corus. Any vendor or supplier violating these standards will be automatically disqualified for doing business with Corus in the future.

A comprehensive list of Corus's ethical standards as well as information on how to report any violation pertaining to this solicitation (Corus's Integrity and Ethics Reporting Hotline) is found here: <https://corusinternational.org/ethics-and-policies-corus-international>.

1- INTRODUCTION:

IMA World Health is a member of Corus International. Corus International combines over 150 years of experience of our non-profit and for-profit subsidiary organizations – IMA World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Together, the organizations take a systematic approach to grow rural economies, eliminate extreme poverty, ensure access to quality healthcare, and respond to urgent humanitarian needs in fragile settings.

Corus leads an ensemble of social impact organizations working together in the world's most fragile settings to deliver the holistic, lasting solutions needed to overcome the interconnected challenges of poverty, health care access and climate change. Corus is a new model in the international space, creating a consortium of specialized non-profit and for-profit entities for greater impact. Our annual budgets have ranged between \$110-130 million a year. Additional growth is expected.

Further details about the organization can be found at: <https://corusinternational.org>

IMA World Health offers sustainable and efficient solutions to health-related problems that are far too common in the developing world. Our mission is to build healthier communities by collaborating with key partners to serve vulnerable people. Our vision is health, healing, and well-being for all.

With a mission to restore health and healing to those most in need, IMA World Health is a non-profit, faith-based organization that offers extensive expertise in health systems strengthening as well as neglected tropical diseases, malaria, HIV, non-communicable diseases, sexual and gender-based violence programs in some of the most challenging and post-conflict settings throughout the world, and maternal and child health, such as the "Services Essentiels de Santé Maternelle et Infantile en RDC" also known as SEMI project funded by the Foreign, Commonwealth and Development Office (FCDO) of the Government of the United Kingdom, through the British Embassy in Kinshasa (BEK)- for which the Audit's services are required and which is subject of this RFQ.

The FCDO-funded Essential Services for Maternal and Child Health program or SEMI project is a three-year health systems strengthening program focused on Kasai Province, in the Democratic Republic of the Congo (DRC), with targeted national support for evidence-based health policy reform. The program is designed to improve health outcomes for 1.6 million women, girls and children and contribute to ending preventable deaths in Kasai, one of the poorest provinces in DRC with the highest maternal mortality rate in the country (169 deaths per 100,000 live births).

SEMI operates in all 18 health zones of Kasai Province. The program supports the implementation of the DRC government’s National Health Development Plan (PNDS) and Universal Health Coverage strategy. BEK has been providing support to the health sector in DRC for more than ten years.

2- REQUIREMENT AND COMMODITY TABLE:

IMA World Health invites qualified audit firms to submit offers in accordance with the requirements and specifications listed in this document. Quotes must be received by IMA World Health no later than the Date and Time indicated in the table above.

Requirements
<p>I. <u>General requirements and team composition</u></p> <ul style="list-style-type: none"> ▪ Be an independent accounting and auditing firm based in DR Congo, with a regular practice of auditing accounts and member of the professional accounting association recognized by IFAC and FIDEF. ▪ At least 7 years’ professional experience in financial auditing of the accounts of INGO. ▪ Proven experience in auditing health sector projects would be an advantage. ▪ Key staff for the assignment including at least: <ul style="list-style-type: none"> ➢ A chartered accountant as fieldwork team leader with a manager’s level position within the firm, with at least 10 years’ experience in financial auditing and a good knowledge of fiduciary management procedures and auditing of projects financed by multilateral and bilateral donors. Experience in auditing health projects would be an advantage. ➢ Senior Auditors with at least a BAC+5 degree in auditing or accounting, and at least 5 years’ experience in auditing projects. ➢ A Procurement Specialist with at least a BAC+5 degree and 5 years’ experience in auditing procurement for projects funded by multilateral donors. <p>II. <u>Composition du dossier de soumission Application requirements</u></p> <p>The Audit Firm's Bid File should contain three separate sealed envelopes containing the original and 3 copies of:</p> <ol style="list-style-type: none"> 1. The Technical Proposal, including the following elements: <ul style="list-style-type: none"> ▪ Contact person and Firm’s contacts. ▪ Firm’s experience in providing auditing services to organizations in the not-for-profit sector, especially international organizations. ▪ Audit approach and methodology.

- Why is your firm the best to provide the audit services.
 - Estimated time frame to completion of the exercise and submission of audit report.
 - Detailed curriculum vitae justifying the required experience, as well as the professional references of the auditor technical staff.
2. **Administrative file** including :
- Certificate of registration with ONEC or equivalent body.
 - National identification, RCCM, Tax number, certificate of registration with CNSS.
 - Certificate of non-Bankruptcy.
 - Tax certificate and CNSS registration certificate less than 6 months old.
 - Audited financial statements for the two past years.
3. **Financial Proposal** showing total fees and disbursements. It should be noted that IMA World Health's activities are exempt from VAT.

N.B Bids should be sent in French.

Objectives/Scope of Work/Activities/Other Specifications

Objectives

In order to formulate its opinion on the management of resources received from the FCDO within the SEMI project, the Auditor will be required to:

1. Express an opinion on whether the income statement presents fairly, in all material respects, revenues received, and costs incurred for the period audited, in accordance with the approved budget, and in conformity with generally accepted accounting principles.
2. Review SEMI's internal control structure in order to determine whether management has put in place satisfactory controls aimed at preventing, detecting, reducing or eliminating errors and irregularities, and to report any significant internal control deficiencies and material weaknesses.
3. Test compliance with terms and requirements of donor agreements and applicable laws and regulations as part of obtaining reasonable assurance about whether the financial statements are free of material misstatements and report on any identified material instances of noncompliance.
4. The keeping, monitoring, and safeguarding of the SEMI project's fixed assets.

Scope of Work

Activities:

The audit will be carried out in accordance with international auditing standards and will give rise to all verifications and controls that the Auditor may deem necessary.

The review will include all tests, confirmations, observations and verifications judged necessary by the Auditor and will include, among others, the following tasks:

1. Examine the effectiveness of systems, policies and procedures which were in place during the audit period.

2. Review procurement activities to determine whether the IMA's procurement and contracting policy and procedures as well as best practices were followed and adequacy if these procedures.
3. Review financial statements to ensure that they are presented in accordance with Generally Accepted Accounting Principles and International Financial Reporting Standards.
4. Review systems, procedures and management to determine whether these provide adequate internal control.
5. Review income and expenditures records including payroll and benefits administration to ensure compliance with donor requirements, local labor and other applicable laws.
6. In accordance with international auditing standards, the independent auditor should pay particular attention to the following:
 - ✓ **Fraud and corruption**: in accordance with IAS 240 (the auditor's responsibilities in relation to fraud in an audit of financial statements).
 - ✓ **Governance**: communicating with country management and the project's COP in accordance with IAS 260.
 - ✓ **Risks**: in order to reduce audit risk to a relatively low level, the auditor will apply appropriate audit procedures to manage the risks and anomalies identified during the assessment.

Audit period

The audit of SEMI project expenditure will cover the period from April 1,2023 to December 31,2024 for a total expenditure to be audited of GBP 13,3M GBP (SR expenditures included).

Location

The project has been Implemented in the Kasai province (Tshikapa and Mweka), with the main Office in Kinshasa where all data are centralized.

3- EVALUATION CRITERIA

IMA World Health will evaluate bids that meet the minimum technical requirements on the basis of:

No.	Criteria	Scoring	Weight
I.	Technical Proposal		0,8
I.1	Firm's professional experience in auditing projects financed by multilateral donors	15%	
I.2	Composition of the technical bid file	10%	
I.3	Composition of the administrative file*	10%	
I.4	Experience of auditors assigned to the audit	20%	
I.5	Work plan and audit methodology	25%	
II.	Financial Proposal		0,2
II.1	Price	15%	
II.2	Disbursements	5%	

* IMA World Health reserves the right to disqualify a bidder in case of missing elements deemed important in the administrative file.

It is anticipated that award will be made on a best value analysis. However, IMA World Health reserves the right to conduct negotiations with and/or request clarifications from any vendor prior to award at any time or change the evaluation criteria scoring/weighting at any time.

4- TERMS AND CONDITIONS:

The Issuance of this RFQ does not constitute an award commitment on the part of IMA World Health, nor does it commit IMA World Health to pay for costs incurred in the preparation and submission of a bid.

- A. IMA World Health may contact bidders to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.
- B. False Statements in the Bid: Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.
- C. Conflict of Interest Disclosure: Bidders must provide disclosure of any past, present, or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in IMA World Health having to re-evaluate selection of a potential Bidder.
- D. Right to Select/Reject IMA World Health reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. IMA World Health also reserves the right to reject any or all proposals received without explanation.
- E. Reserved rights: All RFQ responses become the property of IMA World Health and IMA World Health reserves the right in its sole discretion to:
 - To disqualify any offer based on Bidder's failure to follow solicitation instructions.
 - To waive any deviations by Bidder from the requirements of this solicitation that in IMA World Health's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
 - Extend the time for submission of all RFQ responses after notification to all Bidders.
 - Terminate or modify the RFQ process at any time and re-issue the RFQ to whomever IMA World Health deems appropriate.
 - Issue an award based on the initial evaluation of offers without discussion; and
 - Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

QUOTATION VALIDITY:

The quotation should be valid for 90 days from the RFQ due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels and all other information. If your firm is awarded the contract, all information in the RFQ and negotiation process is contractually binding.

DELIVERY LOCATION :

01, Avenue de l'OUA Concession PROCOKI référence Rond-point Safricas Q. GB Basoko
Commune de Ngaliema, Kinshasa RD Congo

REPORTS AND DELIVERY TIMELINE:

Interim Updates (in French)

Expected Time of Arrival: TBD by the Auditor

Two mid-term updates will be drafted and shared during fieldwork, at meetings to be organized for this purpose (timeline to be defined by the auditor and included in his work plan that will be submitted in the technical proposal).

Draft final report and management letter (in French)

Expected Time of Arrival: March 10th , 2025

The draft final report and recommendations for the SEMI project should include separately:

1. A report on the expression of the auditor's opinion on the expenditures for the second and third year of the project (April 01,2023 to December 31,2024) reported in the annual Financial Report, on whether the latter represents a true and fair view of the funds received and spent in accordance with the accounting framework used, internal procedures, local requirements and those of the Donor.
2. A management letter addressed to Country Management, setting out any shortcomings and weaknesses in the internal control systems identified by the Auditor during his work, highlighting the risks, the level of each risk or the implication of each observation, and making clear recommendations for improving the internal control system.

Final report and management letter (In English and French)

Expected Time of Arrival: March 17th , 2025

The final report will be based on the draft report. The structure and composition of this report will be identical to that of the draft final report. It will incorporate any corrections and comments made by Country Management after reading the draft final report.

The final report must be written in English (one original and two copies) and translated into French (two copies), for a total of 5 final report documents.

PAYMENT TERMS:

IMA World Health intends to award a firm fixed-price purchase order or contract as a result of this RFQ with following payment terms:

- a. 25% upon signature of contract and acceptance of engagement letter.
- b. 25% on submission of the first interim report (1st interim update meeting).
- c. 25% on submission of the draft final report.
- d. 25% on acceptance of final audit report and management letter.
- e.

RESPONSE DEADLINE:

11.30 am on February 4, 2024. Quotations received after the stated deadline may be considered invalid.

QUESTIONS / CLARIFICATION REQUESTS:

In case you may have questions about any terms or requirements, please feel free to contact us via email: drcprocurement@imaworldhealth.org

5- SUBMISSION INSTRUCTION(S):

You are requested to submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation.

To be eligible, Bidders must provide full, accurate and complete information as required by this solicitation and its attachments, including any certifications attached.

Quotations may be submitted on Bidder's letterhead and signed by the authorized company officer.

All quotations must be submitted to:

01, Avenue de l'OUA Concession PROCOKI référence Rond-point Safricas Q. GB Commune de Ngaliema, Kinshasa RD Congo.

Contact: +243 81 299 2555



ATTACHMENT A. QUOTE COVER SHEET

Vendor Name: _____

Physical address: _____

City, State, Zip: _____

Primary Contact: _____

Tel: _____

Fax: _____

Email: _____

Name of Authorized Official to Sign Contract: _____

Title of Authorized Official: _____

Certification: I certify that the information provided is true and correct. The offer is valid for a minimum of **XXX** days.

Signature: _____

Date: _____

ATTACHMENT B. PAST PERFORMANCE

Complete the table below. Please include contact information for past customers that can provide professional references for your organization.

VENDOR NAME: _____

#	Reference Contact Name	Organization Name	Telephone	Email	Date Services Performed	Type of Services Performed

LEGAL AND FINANCIAL CAPACITY FOR PERFORMANCE

Offerors should provide the following:

- Evidence of Offeror’s legal company registration, incorporation or license to do business issued by a competent authority in the country of registration.
- Audited financial statements for the previous fiscal year.
- Past Performance references from three previous customers for supply of similar goods as included in this RFQ. Contact details should be included.