



REQUEST FOR PROPOSAL (RFP)

RFP No. ASLM/AUD/SRV/09/08/23

FOR THE PROVISION OF EXTERNAL AUDIT SERVICES

CLOSING DATE: 27 SEPTEMBER 2023

1.0 INTRODUCTION

The African Society for Laboratory Medicine (ASLM) is a Pan-African professional body, working to advocate for the critical role and needs of laboratory medicine and networks throughout Africa. For more information, please visit our website at <https://aslm.org>.

For the Financial Year 2023/2024, ASLM expects an approximate annual revenues totalling USD 40M and anticipates expenditures to be 80% of the revenue figure. In addition ASLM has a total of 90 staff members and has in excess of 20 contracts and agreements funded by various donors.

2.0 OBJECTIVE OF THE ASSIGNMENT | SCOPE OF WORK | EXPECTED DELIVERABLES

Objective of the Assignment:

The objectives of the audit of the financial statements is to enable the auditor to express opinions on (i) whether ASLM financial statements (including the notes thereto and supplementary statements) present fairly, in all material respects, (or give a true and fair view of) the financial position as at each accounting year-end, and its cash flows for the years then ended, in conformity with the accounting standards and ASLM policies, (ii) whether the proceeds of the grant funds were used for the intended purpose, and (iii) whether the organization's projects have complied with the covenants stated in the grant/framework agreement.

Scope of Work:

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- Auditing ASLM financial statements and to include the statement of the financial position as at 31 March 2024, income and expenditure statement as well as the cash flow statement. Provide summary and notes of the findings and subsequently an independent opinion in tandem with the International Standards on Auditing (ISAs).
- Auditing of Fund Accountability Statement (FAS) of the Federal/US Government Awards managed by ASLM. Provide an independent opinion on FAS, funding received, costs incurred and commodities procured by ASLM for the year ending 31 March 2024 in accordance with terms and conditions of the award and Generally Acceptable Accounting (GAAP) principles. The audit should satisfy the U.S Generally Accepted Government Auditing Standards (GAGAS), issued by the Comptroller General of the United States Government Accountability Office.

TIMEFRAME

The audit must be completed by **May 31, 2024**. Applicants unable to complete the audit by this date will not be considered.

EXPECTED DELIVERABLES:

The auditor is required to deliver an audit report (for the institution and for the USG specific audit) in the English language comprising:

A. AUDITOR'S OPINION ON THE FINANCIAL STATEMENTS

An auditor's opinion providing reasonable assurance over the audited project financial statements, including the notes thereto and supplementary statements.

B. AUDITOR'S OPINION ON COMPLIANCE WITH LEGAL STANDARDS

An auditor's opinion made in accordance with the relevant ISA standards.

C. AUDITED FINANCIAL STATEMENTS

Consolidated (all sources of funds) financial statements with comparative presentation:

UNDER THE ACCRUAL-BASIS OF ACCOUNTING

- Statement of Financial Position
- Statement of Comprehensive Income
- Statement of Cash Flows
- Statement of Functional Expenses
- Notes to the Financial Statements

D. MANAGEMENT LETTER

A management letter providing the auditor's observations and findings on accounting records, systems and internal controls that were examined during audit, including:

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- Weaknesses and issues in accounting and internal control systems, including irregularities in the use of grant funds, ineligibility of expenditures, and procurement-related weaknesses and issues.
- Auditor’s assessment of the causes, and recommendations to improve or rectify the identified weaknesses and issues.
- ASLM’s responses to the weaknesses and issues including explanations of the causes, proposed action plan to address the concerns, and the timeline for completion.
- Status of weaknesses and issues identified and reported in prior periods.
- Any continuing or persistent issues and weaknesses, and follow-up actions taken.
- Any matters the auditor considers pertinent or significant as to impact implementation

LOCATION:

The audit will be conducted at ASLM office(s) located in Johannesburg, South Africa and Addis Ababa, Ethiopia as well as the audit firm’s place of business.

INITIAL TERM AND OPTIONAL PERIODS:

The initial term of the service shall be one (1) year from the date of signing. ASLM may exercise its right to extend the contract by additional 2 years subject to the performance of the service provider and availability of funding.

3.0 MANDATORY REQUIREMENTS

- Company profile with Certificate of Incorporation, Tax Clearance and all other applicable licenses, permit, authorizations, affiliations and certifications required per applicable laws and regulations. The company profile should provide additional information such as Registration name and trading name if applicable, physical address, telephone, contact person, period in business, key personnel/management and line of business.

4.0 EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS

ASLM will accept proposals from bidders that provide Best Value and satisfy the requirements stipulated in the solicitation. All submissions/proposals will be evaluated against the set Evaluation Criteria provided below. Each proposal should contain the items listed in the Submission Requirements column in the following table.

Evaluation Criteria	Submission Requirements	Weight
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1. Past and current performance of similar services	Three (3) professional references from similar past and current projects with phone and email contact information and one or more examples of prior similar work. References should have obtained services from Company that reflect a similar assignment (either in value, scope, or both) to the services requested in this RFP. ASLM may contact the references provided	40%
2. Technical Approach, Methodology, and Timelines in the provision of audit services	2. A maximum 5-page written proposal explaining the technical approach, steps, processes and timelines. The names and CVs of auditors proposed for this assignment must be included in the submission	40%
3. Price	Provide Firm Fixed Price for carrying out this work	20%
Total		100%

5.0 CONTRACT TYPE

For this procurement, ASLM will issue out a Firm Fixed Price Contract on its terms and conditions indicating the service provider's quoted firm fixed price, scope of work, deliverables, timelines duration of contract and other instructions.

6.0 SUBMISSION REQUIREMENTS

Completed proposals must be addressed to the Procurement Committee and send electronically on or before the closing date and time to rfpsubmission@aslm.org **ONLY**.

7.0 PROPOSED TIMELINES

Date	Activity
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8 September 2023	Release of RFP and publicly posted on ASLM website:
15 September 2023	Deadline for submission of inquiries related to this RFP directed to Email to: rfpsubmission@aslm.org and all questions must clearly identified with the solicitation #
	Indicate the RFP number indicated at the top of this RFP (i.e. RFQ #) in your proposals.
19 September 2023	Response to all inquiries released and posted publicly on ASLM website at:
27 September 2023	Deadline for Proposal submission.
10 October 2023	Final decision announced and Bidders receive feedback
16 October 2023	Contract confirmed & issued out.

While ASLM is desirous of maintaining the proposed timelines, delays necessitated by unforeseen circumstances.

8.0 ASLM TERMS AND CONDITIONS

The following are the terms and conditions of ASLM and any exceptions to these should be noted in writing at submission:

8.1. This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from companies interested in providing the goods or services outlined in this RFP.

8.2. The specifications prescribed are not in any way limited to any specific tenderer as they are based on generally achievable requirements and thus, participation in this solicitation is open to all legal vendors that are registered and comply with the laws of doing business in the applicable country(ies) where services will be rendered. The necessary legal, commercial, technical and financial requirements should be satisfied.

8.3. ASLM does not bind itself to accept the lowest tender price and reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

8.4. ASLM reserves the right (but is not under obligation to do so) to enter into discussions with one or more respondents in order to obtain clarifications or additional details, to suggest service delivery refinements in the proposal or other aspects of the proposal, or to negotiate the cost quotation.

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8.5. All quotations **MUST** be typed, on company official letterhead with full contact details including physical address, contact phone, email. Submissions **MUST** be received on or before the **closing date and time** and all bids received after the closing date and time may not be considered.

8.6. ASLM shall NOT be responsible for any costs involved in the preparation and submission of bids or proposals. All costs to be borne by the bidder and this is irrespective of the outcome.

8.7. Bid validity of quotation/proposals shall be 90 days.

8.8 ASLM provides an equal opportunity for any vendor/supplier to participate irrespective of race, colour, religion, sex, or national origin and will receive equal treatment.

8.9. By participating, preparation and submitting this quotation or proposal, you represent that none from your organization has any conflict of interests.

8.10. To the maximum extent practical and possible, ASLM will strive to ensure that the finances provided in this procurement do not support organisations, companies and individuals associated with acts of terrorism, prostitution and drug trafficking.

8.11. ASLM reserves the right to delay, amend, reissue, or cancel all or part of this RFP at any time but feedback will be provided to the vendors who participated. Additionally, ASLM will be under no obligation to reveal, or discuss with any bidder how a quotation/proposal was assessed, or to provide any other information relative to the selection process. Respondents whose quotations are not selected will be notified in writing and shall have no claim whatsoever for any kind of compensation.

8.12. ASLM reserves the right to waive or permit cure of non-material variances in the bid proposal if, in the judgment of ASLM, it is in ASLM's best interest to do so. Non-material variances include minor informalities that do not affect responsiveness; that are merely a matter of form or format; that do not change the relative standing or otherwise prejudice other vendors; that do not change the meaning or scope of the RFP; or that do not reflect a material change in the services. In the event ASLM waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the vendor from full compliance with RFP specifications or other contract requirements if the vendor is awarded the contract. The determination of materiality is in the sole discretion of ASLM.

8.13. Failure to provide any of the above specifications and requirements may be considered non-responsive and disqualify the bidder from final selection.

8.14. **ASLM ETHICAL STATEMENT:** As part of its commitment to engrain a culture of honesty and integrity in all its business processes, unethical conduct such as undisclosed conflict of interests, bribes and kick-backs and other corrupt activities are strictly prohibited and denounced. No employees at ASLM are not allowed to use their position(s) to pursue personal and unethical gain. In the same vein, bidders or potential suppliers and contractors are proscribed from offering bribes aimed at influencing the process and the outcome(s). ASLM

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implore vendors to embrace this culture in their interactions with us. Violation of this ethical principle and requirement will result in the supplier or service provider disqualified and ASLM will not solicit or accept bids in the future from the same. Should you experience or suspect unethical behaviour by an ASLM employee, please reach out to:ethics@aslm.org

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