



## INVITATION TO BID LETTER

AIFO Liberia  
5<sup>th</sup> Street, Jallah's Town Road, Opp. The Joy of Learning Inst. Inc.  
1000 Monrovia, 10 Liberia

Monrovia, 1 June 2022

### TO WHOM IT MAY CONCERN

Ref. project: CAD-L 14819  
Reference: 20S/2022\_QR2\_CAD-L  
RE: Bid Proposal to conduct a Project Audit of the Coordinated Action on Disability in Liberia (CAD-L) Program for Year one of Implementation.

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Dear Sir/Madam:

AIFO Liberia will be accepting bid proposals for the above referred project. Bid must be received by no later than June 30, 2022. Bids received after this date and/or time will not be accepted. The assignment is expected to commence in September 2022.

### BACKGROUND

The purpose of this project is to change systems and institutions in Liberia to include persons with disabilities (PWDs) in development processes, where persons with disabilities, act as advocates and agents of change for an equitable and inclusive society.

The Coordinated Action on Disability in Liberia program coordinates the effort of duty bearers (employers, entrepreneurs, policy makers, the Police, amongst others), right based holders (persons with disabilities and leprosy patients), Organizations of persons with disabilities (DPOs) and of Women with disabilities (OWWDs), and the institutions and CSOs representing them, towards improving the economic independence of PWDs through access to socio-economic and sexual reproduction health rights (SRHRs) and the means of communications to advocate for their entitlements.

### PURPOSE

The consultant will conduct a Project Audit that will provide input for AIFO Liberia on the financial, operational, and management of the Coordinated Action on Disability in Liberia (CAD-L) Project for its first year of implementation.

If you are interested in submitting a bid, submit all documents via email to [cv.liberia@aifo.it](mailto:cv.liberia@aifo.it). Please indicate in the subject line of the email: CAD-L Program Year One Implementation Audit. Ref: 20S/2022\_QR2.

Your bid shall be reviewed by a vetting committee upon submission. The bid must include requested work items, conform to the project standards/specifications and be responsive, accurate, and cost reasonable.

The bid document shall comprise:

- A cover letter stating why you consider your service suitable for the assignment (1 page)
- The planned methodology for the assignment
- Most recent business registration and membership certificate of the Liberia Institute of Certified Public Accountants (LICPA)
- CVs highlighting qualifications of the supervising team, and their experience
- Work references - contact details (e-mail addresses) of referees (for whom you've worked on similar assignments)
- A detailed budget indicating consultancy fee and a breakdown of expenses for the engagement
  - Signed copy of Annex 1 - Exclusion Criteria.

Requirements:

- The consultant shall be a certified auditor with competence to carry out the project audit in accordance with international audit standards issued by International Organization Federation of Accountants (IFAC).
- The consultant shall have significant experience of working with audit in Liberia.
- Engagement head must be a Qualified Accountant with at least five years' experience in audit.
  - Excellent report writing skills.

AIFO Liberia will select the best consultant to perform all work required and the contract will be executed between AIFO Liberia and the winning consultant.

You are reminded to bid only on the service designated in this invitation. In the event where AIFO Liberia request additional work or deletion of any portion of the service, those works, along with costs, shall be listed on a separate document. All additional services will be considered separately from the base bid and consideration of any changes will be negotiated with AIFO Liberia after the bid opening.

AIFO Liberia has the right to reject any and all bids at their sole discretion. Should you have any questions, or concerns about this service, please contact Leonardo Volpetti at [leonardo.volpetti@aifo.it](mailto:leonardo.volpetti@aifo.it) for clarification prior to bidding. You are reminded that your bid should be inclusive of all taxes, fees, permits and all other costs.

Upon selection of the winning consultant, AIFO Liberia will send a bid award notice. The bid award notice will advise the selected consultant of the date, time and location of the pre-work conference that must take place, before any part of the service can begin. Upon satisfactory completion of the pre-work conference, AIFO Liberia will issue a "Notice to Proceed".

Thank you for your consideration of this invitation to bid,

Yours Sincerely,

ANNEX 1

EXCLUSION CRITERIA IN THE CONTRACT AWARD PROCEDURES

I, undersigned....., declare under my responsibility that the company I legally represent is not in any of the situations listed below:

- 1) Bankrupt, liquidation or insolvency proceeding;
- 2) Final judgment, for not complying with the legal obligations related to the payment of taxes (General revenue) and/or social contributions (NASSCORP)
- 3) Final judgement for any violation of the law concerning deontological or professional regulations
- 4) Final judgement concerning any of the following charges:
  - Fraud
  - Corruption
  - Participation in Criminal organizations
  - Illicit funds cleaning or terrorism funding
  - Child labour or human trafficking

Yours faithfully,

Place.....date ...../...../..... Signature: -----

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