



INVITATION TO BID LETTER

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

February 13, 2023

RE: Bid Proposal to conduct a General-Purpose Audit of AIFO Liberia's operations for January 1 to December 31, 2022.

Dear Sir/Madam:

AIFO Liberia will be accepting bid proposals to conduct a General-Purpose Audit of its operations for the period January 1, 2022 to December 31, 2022. Bid must be received by no later than Friday, March 3, 2023. Bids received after this date will not be accepted. The assignment is expected to commence on March 15, 2022.

BACKGROUND

AIFO Liberia is a professional non-profit health and development organization that enables opportunities for persons affected by leprosy, persons with disabilities, women, children and members of poor and vulnerable groups, through focused healthcare, education and economic empowerment initiatives in Liberia with the aim of providing a better quality of life and creating large scale positive change.

Our Core values are built on expanding opportunities creating an inclusive world where underserved populations such as people affected by leprosy, people with disabilities and women and children, enjoy equal rights and privileges.

PURPOSE

The Firm will conduct a General-Purpose Audit that will provide input on AIFO Liberia's financial, operational, and management of her Projects and Programs for the period stated above.

If you are interested in submitting a bid, submit all documents via email to cv.liberia@aifo.it. Please indicate in the subject line of the email: AIFO Liberia General-Purpose Audit-January 2022 to December 2022.

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

The bid document must 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
- 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 audit in accordance with international audit standards issued by International Organization Federation of Accountants (IFAC).
- The consultant shall have significant experience in auditing INGOs operating 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 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.

Sincerely,

AIFO Liberia

AIFO-Liberia

5th Street, Jallah Town Road, Opp. The Joy of Learning Montessori Institute Inc., Sinkor, Monrovia

Phone: +231778507196; Email: cv.liberia@aifo.it; Website: www.aifo.it

Accreditation#: 0094-Ministry of Planning and Economic Affairs, Republic of Liberia



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:
