REQUEST FOR PROPOSALS (RFP): CONSULTANCY SERVICES FOR AUDITS OF NGO/NIM PROJECTS UNDP BOTSWANA

Background

The United Nations Development Programme (UNDP) requires services of a reputable and duly registered audit firm to carry out audits for financial year 2018 for identified development projects. The audit shall be undertaken in accordance with UNDP audit standards and guidelines to be provided as part of solicitation documents. The audit is scheduled to take place from February 2019 and complete no later than 31st March 2019. Furthermore, UNDP will subject to satisfactory performance of the selected company (during the initial contract), enter into a Long-Term Agreement (LTA) for two years, to provide similar audit services for financial years 2019 and 2020.

1. **Submission Deadline:** Your quotation should reach the below address no later than **24th January 2019 and by 16:30 (Botswana time)**

2. **Enquiries should be addressed to enquiries.bw@undp.org** or fax: 3956093. Enquiries through telephone are not allowed.

3. **Submission Requirements:**

   a) Detailed terms of reference (TOR), submission requirements and terms and conditions for the assignment can be obtained at http://procurement-notices.undp.org

   b) You are requested to submit a proposal (technical and financial in SEPARATE ENVELOPS), **one (1) original and three (3) copies** of the original at the address provided below:

       United Nations Development Programme (UNDP)
       United Nations Building, Government Enclave
       Corner Khama Crescent and Presidents' Drive
           And marked –
   "RFP - AUDIT SERVICES FOR UNDP NGO/NIM PROJECTS – "NOT TO BE OPENED BY THE REGISTRY"

   c) **For e-mail submissions**, your offer, **in PDF format**, should be submitted (technical and financial in separate emails) to procurement.bw@undp.org The subject should read: **"RFP - AUDIT SERVICES FOR UNDP NGO/NIM PROJECTS – "NOT TO BE OPENED BY THE REGISTRY"**. Failure to adhere to e-mail submission requirements will lead to disqualification.

4. The selection process will be free, fair and very transparent.