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Resilient nations.*

PRE-QUALIFICATION NOTICE

January 17, 2012

RE: TEST AUDIT OF UNDP AFGHANISTAN DIM PROJECTS

The United Nations Development Programme (UNDP) Country office in Afghanistan is hereby requesting for applications from qualified auditing firms.

The scope of auditing services shall cover the overall management of UNDP's DIM projects implementation.

The auditing services shall include the review of work plans, progress reports, project resources, project budgets, project expenditure, project delivery, recruitment, operational and financial closing of projects (if applicable) and disposal or transfer of assets.

This pre-qualification practice will be followed by a Request for Proposal (RFP) process which will result in a professional services contract with the successful auditing firm.

All auditing firms that wish to participate in this process are required to complete the pre-qualification application forms below. The information provided by the firms will be used to assess the firm's suitability to qualify for receiving the Request for Proposal (RFP). Interested firms are also required to provide the following documents:

- Legal registration of the auditing firm;
- Proof of minimum of five years of relevant experience as an auditing firm
- Confirmation of financial capacity of the firm (most recent 3 years Audited Accounts);
- Other relevant supporting documents as per the Application form.
- Company Profile should include but not limited to the following :
 - a) Total number of auditing professionals employed in the firm, distinguishing between auditing partners, auditing managers, auditing seniors, and auditing assistants.
 - b) A brief description of the recruitment standards, promotion policies and professional training procedures applied;
 - c) The five major auditing clients that are serviced with a brief description of the nature and extent of the auditing services rendered and contact details;
 - d) A description of experience in providing auditing services to international development agencies and organizations and nature of auditing services rendered.

Also, a specific listing and description of engagements, current or prior, in UN or UNDP funded activities, if any;

e) Certificate of ISA or INTOSAI.

f) CVs of professionally qualified audits with suitable experience with ISA or INTOSAI standards who will be involved in the auditing exercise are to be provided. Senior audits/principals that will be responsible for the auditing are required to have the following minimum qualifications:

a. A Master's Degree in Business Administration, Business Commerce or a related field

b. A qualified Accountant and with ACCA certification

c. A registered member of Certified Public Accountants

d. At least 5 years' experience in auditing services. Work in UN agencies is an added advantage.

The closing date for submitting a completed pre-qualification application form is 31st January 2012 (1600 Hours, Kabul Local Time).

The UNDP shall contact ONLY companies that meet its requirement for the services as advertised and ONLY those companies shall be invited to participate in the subsequent bidding process.

INSTRUCTIONS FOR COMPLETION OF THE PRE-QUALIFICATION FORM

The form should be typewritten in uppercase (or written in capital letters) and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form.

- 1 Full name of Company
- 2 Profile of your company and specialization
- 3 Full legal address
- 4 Telephone number, including correct country and area codes
- 5 Fax number, including country and area codes, if any
- 6 E-mail address
- 7 Website address, if any
- 8 Provide name of person (including title) or department to whom correspondence should be addressed
- 9 Full legal name of parent Company, if any
- 10 Provide names and addresses of all subsidiaries, associates and overseas representatives, if any (on a separate sheet if necessary)
- 11 Tick one box only. If "Other" is ticked, please specify
- 12 Indicate the year in which the organization was established under the name shown in Item 1
- 13 Indicate the total number of full-time personnel in the Company
- 14 Provide license number under which the Company is registered and validity period of the license and ISA or INSOTAI Certificates
- 15 Provide VAT number and validity period, if any
- 16 Provide Tax ID number and validity period
- 17 Please indicate the UN Global Marketplace (UNGM) registration code – if your company is already registered there.
- 18 Provide total annual volume of services in US Dollars (mil), of the Company, for the last 3 financial years
- 19 Provide copy of the Company's most recent Annual Report or audited financial report. If available,
- 20 List any Quality Assurance Certificates (e.g. ISO 9000 series) that have been issued to your Company, and provide a copy of the latest certificates
- 21 List all countries where the Company has local offices or representation
- 22 Please list the companies/organizations which your company has provided auditing services for and the nature of the services provided.
- 23 Enter the name(s) of UN organizations, other international aid agencies, multi-national local companies that your Company has dealt with recently. Provide details of the auditing services and other related services, the value and the year of the contracts. Also please indicate contact details for the references. If you have had more than 15 such contracts, please attach a separate sheet indicating the others. Documentary evidence of such contracts is required, e.g. copies of purchase orders, contracts, and certificates.
- 24 List all disputes your Company has been involved in over the last 3 years. If more space is required, please use a separate sheet
- 25 Provide details of all national and international trade or professional organizations to which your Company belongs
- 26 This form should be signed by the person completing it, and their name and title should be typed, along with the date.

Vendor Pre-qualification Form

SECTION 1: COMPANY DETAILS AND GENERAL INFORMATION

1. FULL LEGAL NAME OF COMPANY:

2. PROFILE/SPECIALIZATION:

3. STREET ADDRESS:

CITY: _____

COUNTRY: _____

4. TEL NO: _____ 6. E-MAIL ADDRESS: _____

5. FAX NO: _____ 7. WEBSITE ADDRESS: _____

8. CONTACT NAME AND TITLE:

9. PARENT COMPANY (Full legal name):

10. SUBSIDIARIES, ASSOCIATES AND/OR OVERSEAS REPRESENTATIVE(S):
(Attach list, if necessary)

11a. NATURE OF BUSINESS (Tick one box only):

Manufacturer: Trader: Authorized Agent: Consulting Company:
Other

11b. TYPE OF BUSINESS:

Corporate/Limited: Partnership: NGO: University:
Other

12. YEAR ESTABLISHED:

13. NUMBER OF FULL-TIME EMPLOYEES:

14. TRADE LICENCE / REGISTRATION: _____ VALID TILL _____

15. VAT NUMBER : _____ VALID TILL _____

16. TAX IDENTIFICATION: _____ VALID TILL _____

17. UNGM registration number (if any): _____

SECTION 4: EXPERIENCE

23. RECENT CONTRACTS WITH UN and/or OTHER INTERNATIONAL AID AGENCIES, MULTI-NATIONAL LOCAL COMPANIES (last 15 or most recent, whichever is less):

Organization	Contact details for References	Value in US\$	Year	Services Rendered

SECTION 5: OTHER

24. PLEASE LIST ANY DISPUTES YOUR COMPANY HAS BEEN INVOLVED IN WITH THE UNITED NATIONS ORGANIZATIONS OVER THE LAST 3 YEARS:

25. LIST ANY NATIONAL, OR INTERNATIONAL TRADE OR PROFESSIONAL ORGANIZATIONS OF WHICH YOUR COMPANY IS A MEMBER:

26. CERTIFICATION:
I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name _____

Functional Title _____

Signature _____ Date _____

PLEASE RETURN THE COMPLETED FORMS TO THE CONTACT ADDRESS BELOW:

PRE-QUALIFICATION – TEST AUDIT OF UNDP AFGHANISTAN DIM PROJECTS

Supply Chain Management Office (SCMO)

UNDP – Afghanistan (Kabul Office)

Shah Mahmood Ghazi Watt

Kabul, Afghanistan

Tel: +93 20 212 4193 Fax: +873 763 468 863

Or by email to: eo.af@undp.org

Note: Email responses must be sent in PDF format and must not exceed 3 MB per email.
Please state in your first email the number of emails that will be sent in total.