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### **3. EXPECTED OUTPUTS**

#### **3.1 Audit Report**

- 3.1.1 The list of financial information audited including the period covered, statement of the responsibility of the entity’s management and the responsibility of the auditor;
- 3.1.2 The scope and methodology used including the description and the nature of the audit referencing; accounting standards that have been applied and indicate the effect of any deviations from these standards if any;
- 3.1.3 The audit standards that were applied
- 3.1.4 The work of the Auditor performed.
- 3.1.5 The Auditors opinion disclosing relating to International Standards on Auditing (ISA) published by the International Auditing Practices, Committee of the International Federation of Accountants, International Organization of supreme audit Institutions and whether the financial statements and supporting documents of ESCCOM fairly present the cash receipts and expenditure in all material aspects and that the funds were used for the purposes defined by ESCCOM, whether the financial transactions reflected in the financial statements are in accordance with International Financial Reporting Standards (IFRS), a summary assessment of the efficiency of the management and internal control systems,
- 3.1.6 The Auditor may expand the report to include other information and explanations not intended as a reservation.
- 3.1.7 Audited financial statement for the Commission for each of the financial years.
- 3.1.8 Audit reports will be provided in English language.

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### 3.2 Management Letter

The audit report should clearly state the Auditor's opinion and include the following;

The Auditors should submit a letter to the management at the completion of the audit.

The issues to be covered in the letter should include but not limited to;

- 3.2.1 The assessment of the efficiency of the administration, management and internal control systems of ESCCOM.
- 3.2.2 A description of any specific internal control weaknesses noted in the financial management.
- 3.2.3 Recommendations to resolve/eliminate internal control weaknesses noted.
- 3.2.4 Management's comments/responses to audit findings and recommendations.

## 4. INDEPENDENCE, QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- 4.1 Auditors must be completely impartial and independent from all aspects of management or financial interests of the Commission.
- 4.2 The Auditors should not ,during the period covered by the audit nor during the undertaking of the audit, be employed by, serve as Director for, or have any financial or close business relationships with any Senior member in the management of ESCCOM.
- 4.3 The Auditors should disclose any relationship that might possibly compromise their independence.
- 4.4 The auditors should have experience in applying audit standards.
- 4.5 The audit firm should employ adequate staff with appropriate professional qualifications and suitable experience in auditing accounts of public enterprises.
- 4.6 Curriculum Vitae (CVs) should be provided to ESCCOM by the principal of the audit firm who would be responsible for signing the opinion, together with CVs of Managers, Supervisors and key personnel proposed as part of the audit team.

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- 4.7 Curriculum Vitae (CVs) should include details of audits carried out by the applicable staff, including ongoing assignments indicating capability and capacity to undertake the audit and experience in auditing financial statements compliant with IFRS.
- 4.8 Number of partners and professional staff; partner-staff ratio, ability to substitute staff at similar levels of qualifications and experience if necessary.
- 4.9 The Audit firm's specialties that may be advantageous to the audit of the Commission (e.g., IT, enterprise risk management).
- 4.10 Types of clients/sectors, number of large clients/client spread (not overly reliant on few clients)
- 4.11 Any legal actions or reputational issues relating to the Audit firm or its proposed professional staff that may impact on the ability of the firm to provide services to the Commission.
- 4.12 Feedback on performance from other clients.

## 5. INSTITUTIONAL ARRANGEMENTS

- 5.1 The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture arrangement. ESCCOM will enter into a single contract with a single entity for the delivery of the work set out in these tender documents.
- 5.2 The Tenderer will report to the Chief Financial Officer.
- 5.3 The Commission will provide all the documents and information necessary for the assignment.
- 5.4 The Commission shall formally introduce the Tenderer to all stakeholders.

## 6. COST OF TENDERING

The Tenderer shall bear all costs associated with the preparation and submission of his Tender and the employer will, in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

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## 7. BRIBERY

The offer of bribe or other inducements to any person with the object of influencing the placing of the Contract will result in instant rejection of the Tender concerned.

## 8. FINANCIAL SPECIFICATION

Financial evaluation contributes 30%

## 9. PURCHASE OF TENDER DOCUMENTS

Tender Documents will be supplied on payment of cash in the sum of **E500.00 (Five Hundred Emalangeni)** at ESCCOM offices, Mbabane. **The deposit is non-refundable.**

## 10. STRUCTURE OF THE RFP

The RFP is broken into two (2) documents as listed in Table I. It consists of the RFP Commercial and Legal Compliance document and the RFP Master document.

**Table I: Contents of the RFP**

Title	Description
Commercial and legal compliance	Document contains the commercial and legal requirements of the RFP
Master Document	Document contains general information and overall requirements of the RFP

## 11. THE RFP PROCESS

### PURPOSE OF THE RFP

Through this RFP process, the Commission aims:

- To evaluate the bidders' technical solutions and commercial solutions together with services.
- After evaluation of the bidders' proposals, award a contract to the winning bidder for the execution of the project.

ESCCOM may contact bidders for any clarification needed to ensure that the Commission understands the proposed solutions and also give the bidder an opportunity to clarify any outstanding points.

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## RFT TIMELINE

ESCCOM aims to conclude the RFP phase of procurement by February 2025, and all stages are summarized in Table 2.

**Table 2: Draft Schedule of events in procurement cycle**

	Event	Required By
2.	RFP issue date	28 November 2024
3.	Bidders Questions: - Bidders may submit questions by email to the specified primary contact	28 November 2024 – 10 January 2025
4.	Response to bidder questions: - ESCCOM will respond to all bidders' questions	28 November 2024 – 10 January 2025
5.	Submission of Bids: - Bidders submit their bids. All bids must be submitted by 12 noon on the specified date	17 January 2025
6.	Contract award	February 2025

## 12. QUESTIONS AND ANSWERS REGARDING THIS RFP

Bidders should ask any questions in writing to the primary point of contact by the dates shown in Table 2. Responses to these questions will be circulated to all bidders who have participated in this RFP.

## 13. RFP EVALUATION CRITERIA

The Commission will evaluate proposals based on the RFP provision to determine which best meets and satisfies its requirements. Proposals will be evaluated based on a unified selection criteria and weighting techniques. The technical proposal will carry 70% of the weighting and the financial proposal will carry 30%. The highest-scoring bidder who has also complied with the terms established in the Commercial and legal requirements document shall be awarded the contract.

## 14. RFP EVALUATION OUTCOME

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Upon completion of the review process, the Commission will update the outcome to bidders who have submitted responses. The Commission intends to award the contract by February 2025.

## 15. PROPOSAL DOCUMENTS

The proposal must be submitted in a sealed envelope, which must be clearly marked, **“PROVISION OF EXTERNAL AUDITING SERVICES”**.

## 16. PRIMARY POINT OF CONTACT

Bidders shall note that during the period from receipt of the RFP until the completion of the evaluation as indicated to the bidders by the ESCCOM, all queries shall be communicated via the contact below, no direct contact shall be made with any known member of the evaluation team.

Clarifications may be requested in writing (**email only**), but no later than 10 January 2025.

The address for requesting clarifications is: [procurement@esccom.org.sz](mailto:procurement@esccom.org.sz)

**[The closing date for submission of proposals is 17 January 2025 at 12:00hrs.](#)**

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