



## ASEAN REGIONAL MINE ACTION CENTER

### Request for Quotation

RFQ No : ARMAC-011-2019

Date: 01 August 2019

The ASEAN Regional Mine Action Center (ARMAC) was established in 2012 by the ASEAN leaders to serve as a center of excellence to encourage efforts to address Explosive Remnants of War (ERW) for interested ASEAN Member States. ARMAC is an ASEAN entity with its Headquarters/Permanent Secretariat (PS) based in Phnom Penh, Cambodia. ARMAC's mandate and functions include:

- Enhance awareness programmes on dangers of ERW among affected communities;
- Facilitate appropriate medical and rehabilitation assistance for victims of ERW, upon requests from affected ASEAN Member States; and
- Assist interested ASEAN Member States in research and knowledge sharing on the effects of ERW and efforts to address them.

ARMAC started to utilizing its budget since 2017 while signing of the agreement on Hosting and Granting Privileges and Immunities to ARMAC was in February 2018. Now, the PS of ARMAC invites prospective audit firms to submit the quotation for **the financial audit service** on the ARMAC's financial statements as follows:

Item	Description
001	Financial audit service on financial statements from 01 January 2017 to 31 December 2019.

Condition	
Delivery Place	#29, Street 115, Sangkat Veal Vong, Khan 7 Makara, Phnom Penh, Cambodia. Tel: (+855) 23 221354, (+855) 23 221364, Email: info@aseanmineaction.org
Payment Terms	The first payment ( <b>40%</b> ) will be paid within 15 days after signing the engagement letter and upon the receipt of complete invoice from the firm.

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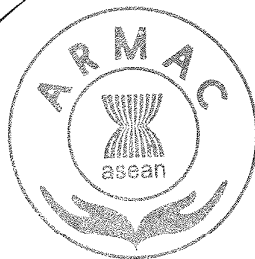
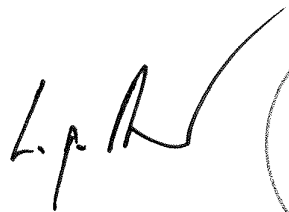
	<p>The second payment <b>(40%)</b> will be paid within 15 days after the presentation of draft auditor's report and upon the receipt of complete invoice from the firm.</p> <p>The final payment <b>(20%)</b> will be paid within 15 days after the delivery of the final audit report &amp; audited financial statement, and upon the receipt of complete invoice submission.</p>
Validity of Quotation	<p>06 months after the quotation submission deadline</p> <p>A Quotation valid for a shorter period shall be rejected as non-responsive</p>
Evaluation of Quotation	<p>The bidder will be evaluated based on the lowest price offered which meets the following requirements:</p> <ol style="list-style-type: none"> <li>1. Has, at least, five years of active membership of KICPAA</li> <li>2. Has provided audit services to at least 10 (ten) Inter-Governmental Organisations, Non-Governmental Organisations and/or UN Agencies in the last 3 (three) years</li> <li>3. Provides proper Management Structure and Key Personnel (relevant academic background and professional experience: 08 years for audit manager, 5 years for senior auditor(s) and 3 years for auditors)</li> <li>4. Provides the documents as listed under the Submission Documents, below.</li> </ol>
Request for Clarification	<p>Bidders requesting for any clarification of this RFQ <b>(including the volume of transactions, total annual budget and total expenditure)</b> shall communicate in writing to ARMAC office or send to email <a href="mailto:info@aseanmineaction.org">info@aseanmineaction.org</a>. Only requests for clarification received at least 3 working days prior to the submission deadline will be responded.</p>
Amendment of RFQ	<p>Any amendment of this RFQ will be transmitted to all bidders having expressed interest or submitted quotation.</p>
Annexes	<p>Annex I: Budget proposal Annex II: General Terms &amp; Conditions Annex III: Term of Reference</p>
Submission documents	<p>Bidders shall submit the following documents along with quotation in sealed envelope:</p> <ol style="list-style-type: none"> <li>1. Budget to be fully completed</li> <li>2. Proposal detailing the methodology, approach and implementation plan</li> <li>3. Company legal documents: Registration certificate, Valid Patent or VAT Tax Certificate, Membership Certificate from KICPAA <b>(the one obtained in last 5 years and the latest one)</b>.</li> <li>4. Document(s) proving that the company has at least five years of active membership of KICPAA</li> </ol>

	<p>5. A list of at least 10 (ten) Inter-Governmental Organisations, Non-Governmental Organisations and/or UN Agencies which the company have provided audit services in the last 3 (three) years</p> <p>6. CVs of Key Personnel (Audit Manager, Senior Auditor(s), and Auditors)</p>
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Your quotation, in sealed envelope, should be delivered to the following address:

*#29, Street 115, Sangkat Boeung Veal Vong, Khan 7 Makara, Phnom Penh, Cambodia. Tel: (+855) 23 221354, (+855) 23 221364, Email: info@aseanmineaction.org*

Deadline of quotation submission is *5h00 pm on 16 September 2019*. Late submitted quotation will be rejected. ✍



**Ly Panharith**  
Executive Director