



ASEAN REGIONAL MINE ACTION CENTER

Request for Quotation

RFQ No.: RQ20-02-23-01

Date: 20 February 2023

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:

1. Enhance awareness programs on the dangers of explosive ordnance (EO) among affected communities;
2. Facilitate appropriate medical and rehabilitation assistance for victims of EO, upon request from the affected ASEAN Member States (AMS); and
3. Assist interested ASEAN Member States in research and knowledge sharing on the effects of EO and efforts to address them, including through writing proposals for technical assistance projects and funding, at their specific and individual request.

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 2020 to 31 December 2022.

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 (40%) will be paid within 15 days after signing the engagement letter and upon the receipt of complete invoice from the firm. The second payment (40%) will be paid within 15 days after the presentation of draft auditor's report and upon the receipt of complete invoice from the firm.

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

	The final payment (20%) will be paid within 15 days after the delivery of the final audit report & audited financial statement, and upon the receipt of complete invoice submission.
Validity of Quotation	06 months after the quotation submission deadline
	A Quotation valid for a shorter period shall be rejected as non-responsive
Evaluation of Quotation	The bidder will be evaluated based on: <ul style="list-style-type: none"> • Price offered • Expertise of Firm/Organization • Proposed Methodology, Approach and Implementation Plan • Management Structure and Key Personnel
Request for Clarification	Bidders requesting for any clarification of this RFQ (including the volume of transactions, total annual budget and total expenditure) shall communicate in writing to ARMAC office or send to email info@aseanmineaction.org . Only requests for clarification received at least 3 working days prior to the submission deadline will be responded.
Amendment of RFQ	Any amendment of this RFQ will be transmitted to all bidders having expressed interest or submitted quotation.
Annexes	Annex I: Budget proposal Annex II: General Terms & Conditions Annex III: Term of Reference
Submission documents	Bidders shall submit the following documents along with quotation in sealed envelope: <ol style="list-style-type: none"> 1. Budget to be fully completed 2. Company legal documents: Registration certificate, Valid Patent or VAT Tax Certificate

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 **20 March 2023**. Late submitted quotation will be rejected.




Mr. Prum Suonpraseth
Executive Director

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