



**NW Realite**  
VALUERS & PROPERTY CONSULTANTS

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### **I) TECHNICAL AND FINANCIAL SUBMISSION FORM.**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with (II): Confidential Business Form. The Bidder shall fill in this form in accordance with the instructions indicated.*

Name of Bidder:		
RFQ reference:		Date:

#### **a) Technical Form**

##### **Background and Summary**

Describe your understanding of the work and your firm's ability to perform the work within a specified time frame. This could include;

- One-page overview of your firm, including years in business and industry specialities.
- A description of staff levels in your firm.
- A list of clients NW REALITE LTD may contact for references.
- A copy of your firm's most recent quality control review.
- Provide a valid practicing Certificate.
- Provide a valid firm company profile.
- Provide a copy of the Business Registration Certificate.
- Provide a valid Business Permit.
- Provide Valid Tax Compliance Certificate.

##### **Audit Approach**

- Describe how your firm will approach the proposed services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis and the type of assistance that will be required from NW REALITE staff.
- Discuss the firm's use of technology, your policy and procedures for notifying officials of suspected illegal acts and malfeasance

- Provide preliminary listings of schedules requested from clients by your firm; and audit review procedures conducted by your staff.
- Discuss the communication process used by the firm to discuss issues with management and the Board.

**Additional Information**

Please provide a copy of your most recent peer review report. Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

**b) Financial Proposal Submission Form.**

Date] .....

To: [Name and address of Client]

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Dear Sir/Madam

We, the undersigned, offer to provide AUDIT SERVICES for Service Charge Accounts at EAGLE PLAINS ESTATE in accordance with your Request for Proposal dated .....and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of Kshs.....

..... [Amount in words and figures]. This amount is inclusive of taxes. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity of Ninety (90) days. We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:.....

Name and Title of Signatory: .....

Name of Firm: .....

Address: .....