



NW Realite

VALUERS & PROPERTY CONSULTANTS

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**REQUEST FOR QUOTATION FOR AUDIT
SERVICES WITH RESPECT TO SERVICE
CHARGE ACCOUNTS EAGLE PLAINS
ESTATE, ALONG MOMBASA ROAD-
NAIROBI**

**EAGLE PLAINS ESTATE RESIDENT
ASSOCIATION (EPERA)
C/O NW REALITE LIMITED TENDER NO.
NWR/CBH/13/12/2024**

REQUEST FOR QUOTATION (RFQ)

| | |
|---|----------------------------------|
| REFERENCE NO: NWR/CBH/13/12/2024 | Date: 13th December, 2024 |
|---|----------------------------------|

SECTION 1: REQUEST FOR QUOTATION (RFQ)

Our client through their duly appointed property managers **NW REALITE LIMITED** invites Quotations from eligible suppliers to offer **Audit Services** with respect to Service Charge Accounts at Eagle Plains Estate as detailed in (I) of this RFQ.

Request for Quotation comprises the following documents.

Section 1: This request letter

Section 2: RFQ Instructions and Data

- (I): Terms of reference/Scope of work.
- (II): Confidential Business Questionnaire Form.
- (III): Technical and Financial Offer
- (IV): General Conditions of Contract

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using (II) Confidential Business Questionnaire Form and (III) Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline.

Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

SECTION 2; RFQ INSTRUCTIONS AND DATA

| | |
|---|---|
| Deadline for the Submission of Quotation | 10 th January, 2025 on or before 5PM |
| Method of Submission | <p>Quotations must be submitted through www.srmhub.com</p> <ul style="list-style-type: none"> • File Format: Electronic • It is recommended that the entire Quotation be consolidated into as few attachments as possible. • The proposer should receive an email acknowledging email receipt. |
| Cost of preparation of quotation | NW REALITE LIMITED shall not be responsible for any costs associated with a supplier's preparation and submission of proposal, regardless of the outcome or the manner of conducting the selection process. |
| General Conditions of Contract | Any Purchase Order or contract that will be issued as a result of this RFQ shall be in accordance with the NW REALITE LTD General Contract Terms and Conditions under (I) – PO Terms and Conditions unless specifically noted otherwise herein. |
| Documents to be submitted | <p>Bidders shall include the following documents in their quotation:</p> <p>(II): Confidential Business Questionnaire Form duly completed and signed</p> <p>(III): Technical and Financial Offer duly completed and signed in accordance with the Schedule of Requirements in (1)</p> |
| Quotation validity period | Quotations shall remain valid for 30 days from the deadline for the Submission of Quotation. |
| Price variation | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received. |
| Payment Terms | 100% within 60 days after receipt of goods, works and/or services and submission of payment documentation. |
| Clarifications | Requests for clarification from bidders will not be accepted any later than 10 days before the submission deadline. Responses to request for clarification will be communicated via email by 6 th January, 2025 |
| Evaluation criteria | <ul style="list-style-type: none"> ▪ Full compliance with all requirements as specified in (I) ▪ Full acceptance of the General Conditions of Contract ▪ Prior experience auditing similar organizations |

| | |
|--|---|
| | <ul style="list-style-type: none"> ▪ Qualifications of staff to be assigned to the engagement ▪ CPA firm’s understanding of work to be performed ▪ References ▪ Completeness and timeliness of the proposal |
| Type of Contract to be awarded | Purchase Order |
| Expected date for contract award. | 20 th January,2025 |
| Publication of Contract Award | NW REALITE LTD will publish the contract award on website, with the RFQ reference number and information of the awarded company name, contract amount and the date of the contract. |
| Policies and procedures | This RFQ is conducted in accordance with Policies and Procedures of NW REALITE which can be accessed at website. |

I) TERMS OF REFERENCE/SCOPE OF WORK

This RFQ aims to identify a service provider with whom EPERA can outsource its Audit services to give an opinion on the service charge statements for Eagle Plains Estate.

SUMMARY SCOPE OF WORK

The Auditor shall obtain reasonable assurance about whether the service charge statements are free from material misstatement, whether due to fraud or error, and issue an opinion through an auditor's report. EPERA's financial year runs from 1 January to 31 December. The income statement is expected to settle at approximately KES.14M.

In Providing an independent opinion on the financial statements, the auditors scope will include but not limited to:

- a) Examination on test basis, the evidence supporting the disclosures on the service cost statements.
- b) Assessment of accounting policies and significant estimates used by the Managing Agents.
- c) Evaluation of the overall presentation of the service cost statements.
- d) Management letter with suggested recommendations.

DETAILED SCOPE OF RESPONSIBILITIES FOR THE AUDITOR

- **Engagement Objective**-Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

- **Internal Control systems** - Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.

- **Accounting Policies & Procedures**-Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.

- **Going Concern**-Conclude on the appropriateness of the directors' use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern.

- **Reporting**-Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

II) CONFIDENTIAL BUSINESS FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with (III): Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

| | | |
|-----------------|--|-------|
| Name of Bidder: | | |
| RFQ reference: | | Date: |

Part 1- REGISTERED COMPANY

| Item Description | Detail | |
|---|---|----------------------|
| Business Name | | |
| Location of business Premises | | |
| Telephone numbers | | |
| Postal Address | | |
| Email Address | | |
| Plot No./ Street/Road | | |
| Nature of business | | |
| Bank Information | Bank Name: Branch: Bank Account Number: | |
| Details of all director as follows | | |
| Name | Nationality | Citizenship Details. |
| | | |
| | | |
| | | |

Part 2- SOLE PROPRIETOR.

Your Name in full..... ID. NO.....
Nationality..... Country of origin.....
Citizenship Details.....

Part 3- PARTENERSHIP.

| Name | Nationality | CITIZENSHIP DETAILS |
|------|-------------|---------------------|
| | | |
| | | |

Date.....

Stamp/Signature of Candidate.....

Bidder’s Declaration

| Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Terms of Reference, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We confirm that the Bidder has the necessary capacity, capability and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We confirm not to engage in proscribed practices, or any other unethical practice, with the NW REALITE LTD or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the NW REALITE LTD. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Quote, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organization’s Point of Contact. |
| <input type="checkbox"/> | <input type="checkbox"/> | Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. |
| <input type="checkbox"/> | <input type="checkbox"/> | Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
| <input type="checkbox"/> | <input type="checkbox"/> | By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf. |

Signature: _____

Name:

Title:

Date:

III) 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 datedand 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:

BILLS OF QUANTITY – EPERA

SUMMARY OF COSTS

PRICES SHOULD INCLUDE ALL TAXES.

| Item NO. | Description | Total cost |
|-----------------|--|-------------------|
| 1 | Audit and provision of a report on service charge cost Statements(annual) | |
| | Vat@16% | |
| | Grand Total | |

Any other cost may deem necessary.

Kind Regards,

Organization.....

Authorized person.....

Designation.....

Signature.....

Date.....

Stamp

IV) GENERAL CONDITIONS.

Acceptance of a quotation neither commits NW REALITE LTD to award a contract to any vendor, even if all requirements stated in the RFQ are met, nor limits our rights to negotiate in our best interests. We reserve the right to contract with a vendor for reasons other than the lowest price. The pricing, terms and conditions offered in your response to this RFQ must remain valid for 90 days from the date the quotation is delivered. Expenses incurred in the preparation of quotations in response to this RFQ and any follow-up information provided is the vendor's sole responsibility. The information contained in the RFQ is confidential and may not be disclosed without the express written permission of NW REALITE LTD.