



INVITATION TO TENDER FOR AUDIT SERVICES

The *SADC Parliamentary Forum* is a regional institution of the National Parliaments of the Southern African Development Community established under Article 9 (2) of the SADC Treaty. Its mission is to facilitate strategic partnerships within the SADC region, promote information sharing, initiate and implement projects that enhance regional integration and promote effective and professional parliamentary practice.

The *SADC Parliamentary Forum* hereby invites tenders from Audit firms based in *Namibia* for the annual audit of its Financial Statements and Fund Accountability Statements for Donor funded Projects/Programmes. The term of engagement is for the three financial years ending *31 March 2018*, *31 March 2019* and *31 March 2020*, respectively.

1. The audit assignment should be completed by end of June after the end of each respective financial year.
2. The audit should be conducted in accordance with International Standards on Auditing and should comply with the International Financial Reporting Standards.
3. Criteria for selecting the Auditor will be based on:
 - a) Experience in performing audits of government organization, NGOs, Regional and International Organizations.
 - b) Audit team leadership qualifications and expertise.
 - d) Fee for audit services
4. The tender submitted should comprise of:
 - (i) The total Annual Audit Fees.
 - (ii) Profile of at least 2 Audit Partners or Audit Managers of the Audit firm.
 - (iii) References of some of its existing clients.
5. Tenders in sealed envelopes clearly indicating: **“Tender: Audit Services”** should reach the **Secretary General, SADC Parliamentary Forum** by latest **10.00 am on Friday 18th May 2018** at the address below.
6. Proposals will be treated as confidential. The SADC Parliamentary Forum reserves the right to conduct reference enquiries. The tenderer should contact the *Director of Administration & Human Resources*, SADC PF, for a copy of the **Terms of Reference (TORs)** and any additional information that may be required.

6. SADC Parliamentary Forum reserves the right to:

(a) accept or reject any tender; and

(b) annul the tender process and reject all tenders at any time prior to the award of the contract;

without thereby incurring any liability to any tenderer or any obligation to inform the tenderer of the grounds for its action.

SADC Parliamentary Forum

Parliamentary Gardens

Erf 578 Love Street

Private Bag 13361

Windhoek

Namibia

Tel: (264) 61 287 0000 – Fax: (264) 61 254642/247569

Email: info@sadcpf.org – Website: <http://www.sadcpf.org>