

Reference: Badabon/Dhaka-85-2020

Date: 01 November 2020

## Request for Quotation (RFQ) for Annual Financial Audit

To

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Dear Sir

Greetings

Badabon Sangho is a women's rights and women-led organisation working with funding support of national and international organisations. Organisation is conducting external financial audit for each of the projects according to the government's conditions and procedures.

Therefore, Badabon Sangho's executive committee intended an external financial audit for the period of 01 Oct 2019 to 30 Sept 2020, where you are invited to submit sealed Quotation with your best price and particulars. Please submit sealed Quotation on your firm/ company's letter head pad. Acceptance of quotation and work order issue subject to best price and fulfilment of terms and conditions given below:

- a) Conduct financial audit of the project titled, Violence against women and girls' for the Period- 01 Oct 2019 to 30 Sept 2020 that include balance sheet, income and expenditure, receipt and payment, cash flow statement, fixed assets reports and other. Please note that it would be reported according to the FD-6 approval of NGO affairs bureau.
- b) Audit firm shall submit all valid papers such as Trade licence, TIN, Vat Registration, affiliation with NGO affairs bureau with the quotation document.
- c) Audit fees price shall include VAT and Tax that will be added as per govt rules and policies.
- d) Submit valid experience certificate, worked with others NGOs
- e) Quoted financial audit be done to Badabon Sangho's office (House: B-44, Road: 08, Arambag, Rupnagar, Mirpur, Dhaka)
- f) Audit fees payment shall be made through account payee cheque/DD to the name of the audit firm upon receiving financial and management audit report and bill with challan.
- g) Selected audit firm will complete and prepare the financial audit within the 30 days, after receiving date of the work order.
- h) Badabon Sangho has right to reject all selection process and work order if any inconsistency is found.

Submission process and deadline: Quotation should be addressed to President, Executive Committee, Badabon Sangho by emailing to badabonsangho.bd@gamil.com; by 10 November 2020 at 5.00pm (late submission is not accepted),

If you have any query, please feel free to contact.

Thanking you



Gulshan Ara

President, Executive Committee

**Chairman**  
**Badabon Sangho**  
**Rampal Bagerhat**