

Date: 30 March 2020

Request for Quotation (RFQ) for mid-term financial audit

To
Estimated Audit firm

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 donor and government's conditions and procedures.

Therefore, Promote women's control over on inherited lands' project is going to be audited on midterm basis, where you are invited to submit sealed Quotation with your best price and particulars. Please submit sealed Quotation in your firm/ company's letter head pad. Acceptance of quotation subject to best price and fulfilment of terms and conditions given below:

- a) Conduct financial audit for "Promote Women's control over inherited lands" project the Period- 1st July 2019 to 31th January-2020 that include balance sheet, income and expenditure, receipt and payment, cash flow statement, fixed assets reports and other.
- 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 Executive Director, Badabon Sangho by emailing to badabonsangho.bd@gamil.com; by 09 April 2020 at 5.00pm (late submission is not accepted),

If you have any query please feel free to contact.

Thanking you



S K Waly Ullah

Manager - Administration