



**EXTERNAL AUDIT SERVICE FOR WASTE
MANAGEMENT CORPORATION LIMITED (2022-2024)**

WAMCO-PRO/IUL/2023/004

Issued on: 7th February 2023

Issued by:
WASTE MANAGEMENT CORPORATION LIMITED
MALE', REPUBLIC OF MALDIVES
www.wamco.com.mv

Auditing and Assurance Standards Board, including complying with IFAC's Code of Ethics for Professional Accountants.

1.4.MANAGEMENT RESPONSIBILITIES

Waste Management corporation as a whole shall consider the following responsibilities when providing the information required for the audit.

- The Waste Management Corporation Limited is responsible for preparing and fairly presenting the draft financial statements including adequacy of disclosure, and for maintaining sufficient internal controls to ensure that the financial statements are free from material misstatement, whether due to fraud or error.
- The Companies records and account Provide the basis for preparation of the financial statements and are established to reflect the financial transactions in respect of the activities. This includes maintenance of adequate accounting records and supporting documentation for transactions, selection and application of accounting policies, and safeguarding of project assets.
- Waste Management Corporation Limited shall provide the auditors with all the necessary documentation to perform the assignment properly; in particular the following information shall be provided to the auditors before the beginning of the assignment:

1.5.AUDITOR'S RESPONSIBILITIES

The auditor is responsible for forming and expressing an opinion on the project financial statements in accordance with the auditing standards. As part of the audit process, the auditor may request from the Waste Management Corporation Limited. written confirmation concerning representations made in connection with the audit.

In the conduct of the audit, the auditor is expected to:

- Plan and perform the audit to reduce risk to an acceptably low level, including risks of material misstatements in the financial statements whether due to fraud or error,
- Design and perform audit procedures, and evaluate and report the results thereof including any noncompliance with laws and regulations,
- Communicate matters of governance arising from the audit of financial statements,

- whether the financial transactions reflected in the statements are in accordance with financial regulations and procedures, budgetary provisions and other applicable directives; and
- summary assessment of the efficiency of the management and internal control system. The auditor may expand the report to include other information and explanations not intended as a reservation. Audit reports shall be provided English.

1.8.AUDIT METHODOLOGY

In order to present the true and fair view on the financial statement/reports the auditor shall conduct accuracy checks, observations, inspection of records and document, and interviewing the beneficiaries, inquiry and analysis, recommendation, comparison, including:

- Visit head office and review vouchers, invoices and all supporting documents for all the amount expensed and income receipt
- Follow up with the previous audit reports and comments
- Review staff, rental, and other relevant contracts
- Review of payroll and tax compliance
- Review the beneficiary's policies and compliances
- Review the use of Fixed assets and inventory

1.9.MANAGEMENT LETTER

A management letter providing the auditor's observations and findings on accounting records, systems and internal controls that were examined during audit, including:

- Give comments and observations on the accounting records, procedures, systems and controls that were examined during the course of the audit;
- An assessment of the efficiency of the administration, management and internal control system of Waste Management Corporation Limited;
- A description of any specific internal control weaknesses noted in the financial management. Recommendations to resolve/eliminate the internal control weaknesses noted should be included;
- Management comments/response to audit findings and recommendations;

- Report on the degree of compliance with each of the financial, legal and contractual compliances and external matters affecting such compliance;
- Communicate matters that have come to their attention during the audit which might have a significant impact on the implementation and sustainability of the Program;
- Weaknesses and issues in accounting and internal control systems, including irregularities in the use of grant funds, ineligibility of expenditures, and procurement-related weaknesses and issues.
- Auditor’s assessment of the causes, and recommendations to improve or rectify the identified weaknesses and issues.
- Status of weaknesses and issues identified and reported in prior periods.
- Any continuing or persistent issues and weaknesses, and follow-up actions taken.
- Any matters the auditor considers pertinent or significant as to impact implementation.

1.10. PROCEDURE

Following the completion of the recruitment process the selected auditor/ audit team will start the audit process passing through the following major phases:

Inception/planning phase:

- The auditor should propose the plan in how the audit shall be carried out with relevant work schedules and dates.

Auditing:

- The auditor must audit the financial transactions of Waste Management Corporation Limited. for the mentioned period and primary discussion on findings with Division Heads of Waste Management Corporation Limited.
- Preparation of draft report and issue the draft report for management comment on agreed timeline.
- Receipt of Final Management Comments from Waste Management Corporation Limited.
- Finalize the Management letters:
- Finalization of report and issue final audit report with certified statements and a management letter for the financial year.
- Sign the Final Report



Final reporting:

- The final audit report should be submitted to Waste Management Corporation Limited, no later than 30th June for each of the respective year(s).

1.11. OTHER MATTERS

The auditor is entitled to unlimited access to all legal documents, correspondences, project preparation and supervision reports, reports of reviews and investigations, financial management assessment reports, and any other information and explanations associated with the Financial Statement and considered necessary to facilitate the audit.

The auditor is encouraged to meet with the Waste Management Corporation Limited, to discuss audit-related matters including inputs to the audit plan.

At conclusion of audit, the auditor will hold a closing meeting with waste Management Corporation Ltd to obtain the Management 's comments on the accuracy and completeness of facts and conclusions, including whether or not Management concur with the audit findings. The closing meeting will be part of audit workpapers.

1.12. DEBRIEFING MEETING

The Auditor/Audit Team should conduct debriefing meeting to relevant program and finance staff and Management Committee Members regarding the audit in overall, response on the management letter, and auditor's final view on the response of management.

1.13. AUDITORS INDEPENDENCE AND QUALIFICATION

The auditor must be completely impartial and independent from all aspects of management or financial interests in the entity being audited. The auditor should not, during the period covered by the audit nor during the undertaking of the audit, be employed by, serve as director for, or have any financial or close business relationships with any senior participant in the management of Waste Management Corporation Limited. The auditor should disclose any relationship that might possibly compromise his/her independence.

The audit firm/engagement partner must be a Chartered Accountant and registered with the Institute of Chartered Accountant of Maldives. The firm must have at least five years of relevant and diversified professional experience in auditing with sizeable portfolio and must have experience in the audit of public and Private sector. The auditor must employ

adequate staff with appropriate professional qualifications and suitable experience with International Standard of

Auditing or national standards Chartered Accountants, including experience in auditing the accounts of entities comparable in size and complexity.

Curriculum vitae (CVs) should be provided to Waste Management Corporation Limited. by the principal of the audit institution who would be responsible for signing the opinion and key personnel proposed as part of the audit team. CVs should include details on relevant audits carried out by the applicable staff, including ongoing assignments indicating capability and capacity to undertake the audit and experience in auditing financial statements compliant with the Chartered Accountants Standards.

1.14. TENTATIVE TIME TABLE

The audit assignment should be completed on 30th June of each respective year where the party shall be able to carry out the audit and provide management letter, debriefing meeting and submission of the final report.

1.15. ELIGIBILITY

The audit firm for this audit service shall be registered with Institute of Chartered Accountants of the Maldives as a Public Interest Entity Auditor and the audit team of the bidder deployed to conduct the audit shall fulfil the following requirements.

- The Engagement partner shall have a minimum of five years of experience in auditing companies. In addition, he/she shall be a member of a professional accountancy organization, such as CA Maldives, ACCA, CIMA, CPA, etc.
- The engagement manager shall have a minimum of 5 years of experience in auditing companies, and shall be a member of a professional accountancy organization, such as CA Maldives, ACCA, CIMA, CPA, etc.
- Other team members shall possess educational qualification and experience appropriate to the work assigned to them on the audit.
- The audit team:
- Team Shall have ONE Engagement Partner and ONE Engagement Manager and TWO team members.



- Shall be completely impartial and independent from all aspects of management or financial interests of the WAMCO, and
- Shall not, during the period covered by the audit nor during the course of the audit, be employed by, serve as advisors or mentors for, or have any financial or business relationships with WAMCO.

Note: Audit firm must be registered with Institute of Chartered Accountants of the Maldives as a Public Interest Entity Auditor. Proposals submitted by firms not adherence to this will be rejected during/after evaluation stage.

1.16. DELIVERABLES

The external auditor shall present the following

1. Audited financial statements of the year 2022 to the Board and management of WAMCO on or before 31st May 2023 (for each consecutive years)
2. Management letter to the company by not later than 15th June 2023
3. Report to the Auditor General on *Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements* by 30th June 2023.

1.17. PERIOD OF BID VALIDITY

120 Calendar days from the date of bid submission.

1.18. SEALING THE BID

Note: Proposals with loose pages will not be accepted. All pages of the proposal must be stamped, signed and comb bound together. Proposals not following these guidelines can be subjected to rejection.

The bid document should be sealed properly in an envelope. and should mention the name of the company and the bid reference number.

EXTERNAL AUDIT SERVICE FOR
WASTE MANAGEMENT CORPORATION LIMITED (2022-2024)
WAMCO-PRO/IUL/2023/004
MALE' WASTE TRANSFER STATION
INDUSTRIAL VILLAGE, BODUTHAKURUFAANU MAGU
MALE' MALDIVES
3000584,3025804
DATE: 16th FEBRUARY 2023, 11:00 AM
PROPOSAL SUBMITTED BY:



1.22. EVALUATION CRITERIA

A formal contract (Letter of Engagement), specifying the scope of the audit shall be prepared and signed between WAMCO and the audit firm prior to commencement of the engagement. The contract shall also clearly spell out the responsibilities of the two parties. WAMCO will award a contract to the most economically advantageous tender based on the following criteria.

Criteria	Points
1. Price $\text{Price} = \frac{\text{Lowest Amount}}{\text{Proposed Amount}} \times 50$	50
2. Firm's experience in conducting External Audit (Experience will be counted based on reference letters) $\text{Experience} = \frac{\text{number of experience letters by the bidder}}{\text{maximum number of experience letters by a bidder}} \times 20$ * The works performed should be within the last 5 years. Similar works: Audit of government offices / SOE's	20
3. Qualification of Audit Team <ul style="list-style-type: none"> • Details of staffs with their professional qualifications and work experience is required Adequacy of the proposed Audit field work team I. Membership of an CA Maldives, CIMA, ACCA = 5 points <ul style="list-style-type: none"> i. Engagement Partner = 2.5 points ii. Engagement Manager = 2.5 points II. Fellow membership = 5 points <ul style="list-style-type: none"> i. Engagement Partner = 2.5 points ii. Engagement Manager = 2.5 points III. Post Fellowship experience = 5 points <ul style="list-style-type: none"> i. Engagement Partner = 2.5 points ii. Engagement Manager = 2.5 points $\text{Post Fellowship Experience} = \frac{\text{Years of post fellowship experience}}{\text{highest number of post fellowship experience}} \times 2.5$	15
3. Delivery <ul style="list-style-type: none"> • Audit firm should provide with a work duration no later than mentioned period above and how the audit work shall be carried within the time in work schedule. Proposal should provide detailed audit tasks and duration for each. $\text{Duration} = \frac{\text{Shortest Delivery period}}{\text{Proposed Delivery Period}} \times 15$	15
Total	100

1.23. Bidders are advised to include below mentioned documents in their proposals.

- a) Comments and suggestions on the scope of Work
- b) Description of the methodology for performing the assignment
- c) Team composition and Tasks assignment
- d) Tentative Timetable

1.24. DOCUMENTS TO BE SUBMITTED

1. Quotation (inclusive of the delivery period)
2. Form 1 – Bid Form
3. Form 2 – Bidder’s Information Form
4. Company Profile prepared by the bidder
5. Copy of Business Registration Certificate of firm/company.
6. Copy of Company Profile Information Sheet / Shareholder’s Certificate (From Ministry of Economic Development)
7. Copy of Goods and Service Tax (GST) Registration certificates if applicable.
8. Goods and Service Tax clearance report if applicable (last 3 months from the date of bid submission/ last quarter) - *If Tax clearance report is not submitted or any due payments in Tax clearance report shall be disqualified during/after evaluation criteria.*
9. Registration Certificate with institute of Chartered accountants of the Maldives as a Public Interest Entity Auditor.
10. CV, Copy of National Identity Card or Passport copy and Work profiles of team members with attested academic certificates attached. *(If ID Card Copy/Passport copy is not submitted, it shall be disqualified during/after evaluation criteria.)*
11. Form 3 – Experience Information Form
12. Proof of experience documents / reference letters (Documents signed by previous Customers indicating the project value, duration and completion date corresponding to and supporting).
13. Declaration of ethical conduct, fraud and corruption

Note: Failure to submit the above-mentioned documents will be subject to rejection during/after evaluation stage and late submissions of any such documents will not be entertained.

FORM 1 – BID FORM

Description of Works: External Audit Service for Waste Management Corporation Limited (WAMCO) (2022-2024)

Announcement Number:	WAMCO-PRO/IUL/2023/004
Bid to:	Waste Management Corporation Limited (WAMCO)
Address:	Male' Waste Transfer Station, Industrial Village Boduthakurufaanu Magu Maafannu Male' Republic of Maldives.

Having examined the project details; objectives, scope of work and deliverables other information given for the execution of above-mentioned works, I/we the undersigned, offer to undertake the whole said work in conformity with the said objectives, scope of work and attainable of deliverables for the below mentioned sums ascertained in accordance with the said conditions.

Price quoted should be inclusive of GST if applicable.

Description	Total Price (MVR)
External Audit Service for 2022 (01 January 2022- 31 December 2022)	
External Audit Service for 2023 (01 January 2023- 31 December 2023)	
External Audit Service for 2024 (01 January 2024- 31 December 2024)	
Total	

We undertake, if our Bid is accepted, to commence the works immediately upon signing of contract and to complete whole of the works comprise in the Contract within calendar Days.

We agree to abide by this Bid for a period of One Hundred and Twenty (120) days from the date of submission of the Bid and it shall remain binding upon us and may be accepted at any time before the expiration of that period. We understand that you are not bound to accept the lowest or any Bid you receive.

Unless and until a formal agreement is prepared and executed, this Bid together with our written acceptance thereof shall constitute a binding Contract between us.

Yours Faithfully,

Signed

In the capacity of (Position / Designation)

Dully authorized to sign bids for and on behalf of

..... (Company Name & Stamp)

Date:

Name & Address of Signatory

Name:

Address:

Tel No: Fax No:



FORM 2 – BIDDER’S INFORMATION FORM

1. Bidder's Name:		
2. Company Registration Number:		
3. Registered Address:		
4. GST Number:		
5. Contact Number:		
6. Email Address:		
7. Tenderer's Authorized Representative Information:		
Name:		
ID Card Number:		
Address:		
Contact Number:		
Email Address:		
8. Managing Director / CEO information:		
Name:		
ID Card Number:		
Address:		
Contact Number:		
Email Address:		
9. Name of shareholders:		
#	Name	ID Card No.
1.		
2.		
3.		
4.		
5.		

Attached are copies of original documents of [check the box(es) of the attached original documents]

- Company Registration Copy
- GST Registration Copy
- Shareholder's Certificate provided by Ministry of Economic Development.

Check List

#	Document	✓
1.	Quotation (Inclusive of delivery period)	
2.	Form 1 – Bid Form	
3.	Form 2 – Bidder's Information Form	
4.	Company Profile prepared by the bidder	
5.	Copy of Business Registration Certificate of firm/company.	
6.	Copy of Company Profile Information Sheet / Shareholder's Certificate (From Ministry of Economic Development)	
7.	Copy of Goods and Service Tax (GST) Registration certificates if applicable	
8.	Goods and Service Tax clearance report if applicable (last 3 months from the date of bid submission or last quarter) - <i>If Tax clearance report is not submitted or any due payments in Tax clearance report shall be disqualified during/after evaluation criteria.</i>	
9.	CV, Copy of National Identity Card or Passport copy and Work profiles of team members with attested academic certificates attached.	
10.	Registration Certificate with institute of Chartered accountants of the Maldives as a Public Interest Entity Auditor.	
11.	Form 3 - Experience Information Form	
12.	Proof of experience documents / reference letters	
13.	Declaration of ethical conduct, fraud and corruption	



entertained by Waste Management Corporation Limited and this will affect the evaluation of our bid.

Name:	
ID Card Number:	
Company Name and Seal/Stamp:	
Date:	
Signature:	



DECLARATION OF ETHICAL CONDUCT, FRAUD AND CORRUPTION (PRIVATE SECTOR)

[The Bidder shall fill in and submit this form with the Bid]

We the undersigned confirm in the preparation of our Bid that:

1. Neither we, nor any of our employees, associates, agents, shareholders, consultants, partners or their relatives or associates have any relationship that could be regarded as a conflict of interest as set out in the Bidding Documents.
2. Should we become aware of the potential for such a conflict, will report it immediately to Waste Management Corporation Limited.
3. That neither we, nor any of our employees, associates, agents, shareholders, partners, consultants or their relatives or associates have entered into corrupt, fraudulent, coercive or collusive practices in respect of our bid or proposal.
4. We understand our obligation to allow Waste Management Corporation Limited to inspect all records relating to the preparation of our bid and any contract that may result from such, irrespective of if we are awarded a contract or not.
5. That no payments in connection with this procurement exercise have been made by us or our associates, agents, shareholders, partners or their relatives or associates to any of the staff, associates, consultants, employees or relatives of such who are involved with the procurement process on behalf of Waste Management Corporation Limited, Client or Employer.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Phone Number: _____

Fax Number: _____

