

A. Background Information

Greenpeace Africa is a growing movement of people acting in protection of the environment. Our Campaigns use peaceful, creative confrontation to expose environmental injustices around the world and develop solutions for a green and peaceful future.

Greenpeace Africa Kenya, a registered branch of Greenpeace Environmental Organisation NPC registered in the Republic of South Africa, is seeking pre-qualification of interested reputable and qualified firms that meet the below requirements for the provision of statutory audit services through its subsequent tender submission.

B. Audit Objective

The objective of the audit is to obtain independent and reasonable assurance of the adequacy and effectiveness of operational internal controls and whether the accounting system reasonably represents the result of operations within Kenya as statutorily required for a branch entity registered and operating within Kenya. The audit will be performed in accordance with International Financial Reporting Standards (“IFRS”) for small and medium sized organisations (SMEs) and International Standards of Auditing (“ISA”).

The audit report will include an Independent Auditors Report (Opinion) on the results of transactions for the financial year and the internal control environment, compliance, risks and recommendations on improvements to systems and procedures, recommendations on appropriate systems of control and other operational matters as requested by the head office lead auditor.

The auditor should assess the organisation’s compliance with the provisions of local legislation and the Companies Act.

C. Scope of Work

The audit will be limited to activities and transactions by the branch registered in Kenya.

D. Mandatory Documentation

Firms are required to attach the following documents to their application:

- Detailed Company Profile with registered address, functional email, telephone numbers and point of contact for the organization, organogram and CVs of staff.
- Certificate of registration of business
- Tax Clearance Certificate (Must be Valid)
- Valid Operation and/or Trading License
- CR12
- Official Business physical, postal, telephone and email addresses
- Verifiable evidence of similar jobs successfully executed in the past 24 months

- Reference and recommendations from at least 5 present and 5 past clients with whom your firm has done business with.
- Certificate of registration with ICPAK

E. Selection Criteria

ONLY firms that fully and satisfactorily meet the requirements listed in Section D above (Mandatory information and documentation) and any other criteria which the Procurement Review Committee shall deem necessary for this purpose, shall be pre-qualified and shall be invited to participate in the subsequent bidding process.

Specifically, submissions will be evaluated and scored on the following criteria. **Note:** Only bidders whose submissions score a minimum score of 70 from the evaluation will be pre-qualified.

Submission detail requirements:

1. Detailed Company Profile with registered address, functional email, telephone numbers and point of contact for the organization, organogram and CVs of staff. NB: the profile should answer to section B of the requirements below
2. Copy of Certificate of Incorporation/Certificate of Registration
3. Copy of valid Tax Compliance certificate
4. Copy of PIN Certificate
5. Valid Operation and/or Trading License
6. Copy of certificate of registration with the Institute of Certified Public Accountants of Kenya (ICPAK) for the firm or partner or any.
7. Audited Accounts for at least the last Two years indicating the annual turnover (in case of a Joint Venture or Partnership, Audited Accounts of one of the principle partners will suffice)
8. Copy of C12
9. Recommendation letters from at least 3 present and 3 past clients whom your firm has audited
10. Proof of substantial audits completed in the last 18 months

F. Address for Submission of applications

The proposal subject line should clearly read, “**EOI: EXTERNAL AUDITORS.**”

All submissions should be addressed to:

The Finance Director, Greenpeace Africa via email to gcombrin@greenpeace.org and cc: beotonda@greenpeace.org. **ONLY** electronically submitted proposals will be accepted.

G. Deadline for request for clarification and submission of documentation

The deadline for submission of the proposal is: **February 10, 2020 at/or before 1700 hours East African time.**